



**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, AUGUST 13, 2019**

BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON

AGENDA

1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **PUBLIC COMMENT - 6:10 PM**
4. **MAYOR'S REPORT - 6:25 PM**
5. **CITY MANAGER'S REPORT - 6:30 PM**
6. **CLOSED RECORD PROCEEDING**
 - 6.A **(6:35 PM) Resolution No. 2019-21, Wallace Way Cottages Final Subdivision - Planning, 10 Minutes**
Resolution No. 2019-21, Wallace Way Cottages Final Subdivision
Exhibit A - Compliance Notation Report
Exhibit B - Performance Bond
Exhibit C - Final Plat
Exhibit D - Hearing Examiner Decision on Preliminary Plat
Exhibit E - City Development Engineer Recommendation
Exhibit F - Public Benefit, Development, and Permit Processing Agreement
7. **UNFINISHED BUSINESS**
 - 7.A **(6:45 PM) Dave Ullin Open Water Marina (DUOWM) Buoy Removal and Install Contract Award - Public Works, 30 Minutes**
Bid Form
Contract - Norwest Marine, LLC
Dave Ullin Open Water Marina (DUOWM) Plans
Memo - Marine Access Committee (MAC) Recommendation
 - 7.B **(7:15 PM) Resolution No. 2019-25, Opposing Initiative 976 Concerning Motor Vehicle Taxes and Fees, 10 Minutes**

Resolution No 2019-25, Opposing Initiative 976 Concerning Motor Vehicle Taxes and Fees
Bainbridge_Island_Initiative_976_FAQ.docx
Vehicles Subject to Fees

- 7.C (7:25 PM) Review Letter Relating to Federal Regulation of Small Wireless Facilities - Deputy Mayor Tirman and Councilmember Nassar, 10 Minutes**
Letter to FCC

- 7.D (7:35 PM) Small Wireless Facility Design Standards - Executive, 10 Minutes**
Ordinance No. 2019-15, Interim Official Control Adopting Small Wireless Facilities Design Standards

- 7.E (7:45 PM) Emergency Rental Assistance Professional Service Agreement with Helpline House - Finance, 10 Minutes**
PSA - Helpline House Emergency Rental Assistance
Summary Statement of Expenses
Memo to COBI Council re Housing Trust Fund 2019

- 7.F (7:55 PM) Appointment to the Race Equity Task Force - Mayor Medina, 5 Minutes**
Race Equity Task Force (Prior Applications) - Redacted

8. NEW BUSINESS

- 8.A (8:00 PM) Ordinance No. 2019-20, Relating to 2019 2nd Quarter Budget and Updated Capital Improvement Plan Amendments - Finance, 20 Minutes**
2019 2nd QTR Budget Amendments Transmittal Memo.docx
Ordinance No. 2019-20, Relating to 2019 2nd Quarter Budget and Updated Capital Improvement Plan Amendments

- 8.B (8:20 PM) Interlocal Agreement with the Bainbridge Island School District for a Stop Paddle Camera Test Program - Police, 15 Minutes**
Interlocal Agreement with the Bainbridge Island School District for a Stop Paddle Camera Test Program

- 8.C (8:35 PM) 2019 Annual Drainage Projects - Public Works, 10 Minutes**
2019 Location Map

- 8.D (8:45 PM) Sidewalk Cutting and Replacement Contract - Public Works, 10 Minutes**
Bid Form
Contract - Precision Concrete Cutting Inc.
Attachment C - Road List

- 8.E (8:55 PM) Appointment of Deputy Mayor Tirman as Alternate Representative on the Board of Housing Kitsap - Mayor Medina, 5 Minutes**

9. CONSENT AGENDA

- 9.A **(9:00 PM) Agenda Bill for Consent Agenda,** 5 Minutes
- 9.B **Accounts Payable and Payroll**
Payroll.pdf
Report to Council of Cash Disbursements 08-14-19.pdf
- 9.C **City Council Study Session Minutes, July 16, 2019**
CCMIN 071619 STUDY SESSION.pdf
- 9.D **City Council Regular Business Meeting Minutes, July 23, 2019**
CCMIN 072319 BUSINESS
- 9.E **Memorandum of Understanding with the Suquamish Tribe for Impact Mitigation Grant Funding - Police,** 5 Minutes
2019 Impact Mitigation Grant MOU
- 9.F **Ordinance No. 2019-19, Prohibiting the Stopping, Standing, or Parking of Vehicles in Bicycle Facilities - Public Works,** 5 Minutes
Ordinance No. 2019-19, Prohibiting the Stopping, Standing, or Parking of Vehicles in Bicycle Facilities
- 9.G **Request for Proposals for 2020-2021 Cultural Funding Award Cycle - Executive,** 5 Minutes
2020-2021 Cultural Funding RFP for CC 07232019
2020-21_Cultural_Funding_RFP-Slides_for_CC_07232019.pptx

10. COMMITTEE REPORTS

- 10.A **(9:05 PM) Committee Reports,** 5 Minutes
Environmental Technical Advisory Committee Minutes - May 16, 2019

11. FOR THE GOOD OF THE ORDER - 9:10 PM

12. ADJOURNMENT - 9:20 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.



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City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:35 PM) Resolution No. 2019-21, Wallace Way Cottages Final Subdivision - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

I move to approve Resolution No. 2019-21 relating to the Wallace Way Cottages Final Long Subdivision.

SUMMARY:

Wallace Way Cottages received preliminary subdivision approval on July 25, 2018. Final subdivision application was submitted on April 17, 2019. A decision on final long subdivision application is required by the City Council in accordance with BIMC 2.16.160.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

David Smith, Central Highlands, Inc, requests final subdivision approval of a 19-lot plat, Tier 2 Housing Design Demonstration Project on 2.46 acres at Wallace Way between Madison Avenue and Nakata Avenue. The proposed development includes common open space, green building certification, 10% of the units as affordable housing, and a variety of unit types including duplexes, age-in-place homes, and two story residences. The Hearing Examiner entered his final order and decision of approval for the preliminary subdivision application, with conditions, on July 25, 2018.

In accordance with the provisions of BIMC 2.16.160, this is a closed record proceeding and is thereby a quasi-judicial matter. Pursuant to BIMC 2.16.160.H, the City Council shall approve the final long subdivision if it determines:

1. That the conditions imposed through preliminary subdivision have been met; and
2. Bonds or other assurance devices, if any, by their essential terms assure completion of all plat improvements; and
3. The requirements of state law, the BIMC, the Comprehensive Plan, and any other applicable ordinances in effect at the time of preliminary plat approval have been satisfied by the subdivider.

ATTACHMENTS:

[Resolution No. 2019-21, Wallace Way Cottages Final Subdivision](#)

[Exhibit A - Compliance Notation Report](#)

[Exhibit B - Performance Bond](#)

[Exhibit C - Final Plat](#)

[Exhibit D - Hearing Examiner Decision on Preliminary Plat](#)

[Exhibit E - City Development Engineer Recommendation](#)

[Exhibit F - Public Benefit, Development, and Permit Processing Agreement](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

RESOLUTION NO. 2019-21

A RESOLUTION of the City of Bainbridge Island, Washington, approving the Wallace Way Cottages Final Subdivision.

WHEREAS, the final subdivision application for Wallace Way Cottages creates 19 lots for development of residential units on 2.46 acres of land located on Wallace Way; and

WHEREAS, on March 16, 2018, the City executed a Public Benefit, Development and Permit Processing Agreement; and

WHEREAS, on July 25, 2018, the Hearing Examiner entered a decision of approval for the preliminary subdivision application, with conditions; and

WHEREAS, on October 22, 2018, the City Development Engineer issued a Plat Utilities permit (City File No. PU50589); and

WHEREAS, on May 2, 2019, the Kitsap Public Health District reviewed the final subdivision and forwarded a recommendation for approval to the Department of Planning and Community Development; and

WHEREAS, on July 3, 2019, the City Development Engineer accepted a performance bond for the completion of facilities and infrastructure; and

WHEREAS, on July 19, 2019, the City Engineer completed review of the final subdivision and forwarded a recommendation for approval to the Department of Planning and Community Development; and

WHEREAS, on August 9, 2019, the Department of Planning and Community Development issued its Compliance Notation Report and thereby evaluated compliance with the conditions imposed on the preliminary subdivision and other applicable ordinances and forwarded its recommendation for final subdivision approval to the City Council; and

WHEREAS, on August 13, 2019, the City Council conducted a closed record proceeding regarding the Wallace Way Cottages final subdivision.

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

Section 1. All conditions imposed by the approved preliminary subdivision have been satisfied in the manner outlined in the Compliance Notation Report from the Department of Planning and Community Development.

Section 2. The bonds and assurance devices submitted by the applicant adequately assure completion of all required plat improvements.

Section 3. The Wallace Way Cottages final subdivision satisfies the requirements of state law, the Bainbridge Island Municipal Code, the City's Comprehensive Plan, and all other applicable ordinances in effect at the time of preliminary plat approval.

Section 4. The Mayor is authorized to inscribe the City Council's approval on the face of the final plat; provided, that upon approval of the final plat, the Council may direct and authorize another member of the Council to inscribe the Council's approval on the face of the final plat.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED by the Mayor this ____ day of _____, 2019.

By: _____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	August 9, 2019
PASSED BY THE CITY COUNCIL:	
RESOLUTION NO.	2019-21



Department of Planning and Community Development

Compliance Notation Report

Date: August 9, 2019
To: Heather Wright, Interim Director
From: Kelly Tayara, Senior Planner
Project: Wallace Way Cottages Final Plat
File Number: PLN50589 FSUB

Applicant: Wallace Cottages LLC
PO Box 2879
Poulsbo, WA 98370

Request: Final approval of a 19 lot subdivision

Location: Wallace Way. A portion of the NE ¼, NE ¼ and SE ¼, NE ¼, Sec. 27, T. 25 N R. 2E, W.M.

The Wallace Way Cottages preliminary subdivision was approved by the Hearing Examiner on July 25, 2018, subject to the conditions below. The final plat application was reviewed in compliance with BIMC 2.16.160: The City Engineer reviewed the final subdivision to determine compliance with legal requirements and recommends approval. The Kitsap Public Health District and Bainbridge Island Fire District reviewed the final subdivision and recommend approval. The Department of Planning and Community Development evaluated compliance with the conditions imposed on the preliminary subdivision and other applicable ordinances.

As annotated in bold font, the conditions are satisfied, and final plat approval is recommended.

SEPA Condition

1. To mitigate recreation and transportation impacts, the perimeter of the northern open space shall be fenced and provide a gate which is located proximate to Wallace Way. To avoid adverse aesthetic impact, appropriate materials which afford visual access to the open space (e.g., picket fence rather than chain link) shall be used, and the fence shall be four feet in height.

Fencing is financially assured in lieu of completion.

Project Conditions

2. The project must conform to the Housing Design Demonstration Project (HDDP) program Tier II requirements (BIMC 2.16.020.Q).
 - A. The project must provide at least two affordable housing units, as defined in the Municipal Code (BIMC 18.36).
 - B. The project must achieve LEED, BuiltGreen 4 or Evergreen Sustainable certification.
 - C. The project must provide homes no greater than 1,600 square feet in size.
 - D. The project shall substantially conform to the Innovative Site Development category scoring, as determined by staff, and shall provide and maintain the following:
 - 1) At least 16 percent of the lot area as open space which is well designed and integrated part of the project
 - 2) A neighborhood garden which is 1,140 square feet in size, at a minimum
 - 3) 20 percent or less turf in private yard areas
 - 4) At least 60 percent native or drought-tolerant plants
 - 5) A number of vehicle charging stations serving a minimum of three percent of the vehicle parking capacity of the subdivision: The stations shall be accessible to all homeowners in the subdivision and shall be shown on the civil plan.
 - 6) Covered bicycle parking for 10 bicycles, at a minimum. The bicycle parking shall be held in common and shall be shown on the civil plan. Additionally, a bike rack serving four bicycles, at a minimum, must be located in the northern open space.

Open space areas total 18 percent of the lot area, incorporating a neighborhood garden which is 4,000 square feet in size. Bicycle facilities are financially assured in lieu of completion, and compliance with planting requirements is verified prior to occupancy permit on individual lots. This condition is noted on the final plat. Lots 16 and 17 are designated as affordable housing. The Applicant will install electric vehicle charging stations on each lot of the subdivision.

3. Prior to any construction activities, the Applicant shall obtain the appropriate permits from the City of Bainbridge Island, including but not limited to clearing, grading, and/or building permits.

This condition is noted on the final plat.

4. If any historical or archaeological artifacts are uncovered during excavation or construction, work shall immediately stop and the Department of Planning and Community Development and the

Washington State Office of Archaeology and Historic Preservation shall be immediately notified. Construction shall only continue thereafter in compliance with the applicable provisions of law.

This condition is noted on the final plat.

5. A final Open Space Management Plan (OSMP) shall be recorded with final plat and the OSMP shall be referenced on the face of the plat. The final OSMP shall meet the requirements of BIMC 17.12.

The Open Space Management Plan meets the requirements of BIMC 17.12, is referenced on the final plat, and is required to be recorded with the plat.

6. In addition to the open space fencing required in Condition 1 above, the open space boundaries common to lots 7 and 8 shall be fenced.

Fencing is financially assured in lieu of completion.

7. Open Space fencing shall be installed on or installation financially assured prior to final plat approval. The fencing must be maintained in perpetuity and required locations of fencing shall be noted on the face of the plat.

Fencing is financially assured in lieu of completion and fencing location is shown on the plat.

8. Lot coverage of 35 percent shall be allocated between the lots as proposed and noted on the face of the plat, except: The final plat shall reflect a modest reduction in the per-lot allocation to provide lot coverage for open space buildings (e.g., garden shed, picnic shelter, covered climbing structure).

Lot coverage is allocated on the face of the plat as follows: 1,000 square feet of the total lot coverage is allocated to open space and the balance is allocated between the lots, in compliance with this condition.

9. The following setbacks shall be noted and depicted on the final plat:

Building to building (on-site)	Minimum 10 feet
Building to exterior subdivision boundary line	Minimum 5 feet
Building to right-of-way or vehicular access easement	Minimum 10 feet
Building to Open Space	Minimum 10 feet

The preliminary plat staff report to the Hearing Examiner stated that the required on-site building setback was 10 feet. Ordinance No. 2017-02 changed the building to building setback language to: "0 feet, or minimum required by the fire code, whichever is greater." Ordinance No. 2017-02 became effective on March 8, 2017, which was prior to the submission of the Applicant's complete application and prior to preliminary plat approval by the Hearing Examiner.

Under BIMC 2.16.125.K and BIMC 2.16.160.I, the Director is authorized to make minor changes to an approved preliminary long subdivision regarding homesite locations, which includes correction of the noted setback requirements to accurately reflect the relevant requirements of the City Code. Under BIMC 2.16.160.H, the City Council can approve the final subdivision with minor modifications recommended by the Department and the Applicant. The minor change to the noted building to building setbacks are noted and depicted on the face of the final plat as follows:

Building to building	Minimum 0 feet*
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Building to exterior subdivision boundary line	Minimum 5 feet
Building to right-of-way or vehicular access easement	Minimum 10 feet
Building to Open Space	Minimum 10 feet

*Subject to Building Official and Fire Marshal building permit approval.

10. The final plat shall comply with the following conditions of the Fire Marshal:

- A. The proposed project shall comply with all provisions of the adopted Fire Code.
- B. A fire flow test is required prior to occupancy.

The Fire Marshal finds that the preliminary plat conditions are met and recommends approval of the final plat.

11. The final plat shall comply with the following conditions of the City Survey Manager:

- A. A boundary line adjustment between Parcel 272502-1-023-2005 and Parcel 272502-1-022-2006 will be completed before final plat.
- B. Right-of-way and roadway plans connecting to Madison Avenue are dependent on approval of the boundary line adjustment and subsequent right-of-way dedication by others.
- C. City utilities and related facilities located outside of dedicated right-of-way will require a separately recorded easement agreement with the recording information noted on the face of the final plat.
- D. Easement agreements with the City will be prepared using the City's template with the legal description and map prepared by a licensed land surveyor.

The City Survey Program Manager finds that the preliminary plat conditions are met and recommends approval of the final plat.

12. The Applicant shall comply with the following conditions, to the satisfaction of the City Engineer:

- A. Unless specifically exempted in these conditions or otherwise by the City Engineer, the project shall conform to the City of Bainbridge Island Design and Construction Standards, Surface and Stormwater Management regulations (BIMC 15.20 and 15.21), and the Stormwater Facilities Maintenance Program in accordance with the provisions of BIMC 2.16.070.G(5).
- B. Public and private improvements, facilities, and infrastructure, on and off the site, that are required for the subdivision, shall be completed and have final inspection and approval prior to final plat approval unless the City Engineer accepts an assurance device in lieu of completion.
- C. In accordance with the provisions of BIMC 2.16.070.N, the City Engineer may accept financial assurance in lieu of completion of improvements, in an amount and in a form determined by the City Engineer, but not exceeding 125 percent of the cost of completing the improvements.
 - 1) Any such assurance device shall be in place prior to final plat approval, shall enumerate in detail the items being assured, and shall require that all such items will be completed and approved by the City within one year of the date of final plat approval. The assurance shall include preparation of all final plans and documents.

- 2) Upon completion and the City's acceptance of facilities, the Applicant shall provide an assurance device securing the successful performance of improvements.
- 3) While lots created by the subdivision may be sold, occupancy may not be allowed until the required improvements are formally accepted by the City. A prominent note on the face of the final plat shall state: "The lots created by this plat are subject to conditions of an assurance device held by the City for the completion of certain necessary facilities. Building permits may not be issued and/or occupancy may not be allowed until such necessary facilities are completed and approved by the City of Bainbridge Island. All purchasers shall satisfy themselves as to the status of completion of the necessary facilities."

D. General

- 1) Survey monumentation shall be provided consistent with the Standards, Section 8-03.
- 2) Civil improvement plans ready for construction shall be submitted with an application for a plat utility permit to COBI for review and approval to construct all necessary infrastructure serving the divided lots and the offsite improvements proposed in the Developer Extension Agreement (DEA) application.
- 3) Separate clearing and grading permits shall be required concurrently with the plat utility permit issuance to clear and grade the site.
- 4) No building permits for the newly created lots will be issued until the completion of the civil improvements or performance bonding is established to cover unfinished work to apply for final plat.
- 5) Performance bonding for plat civil improvements shall be released and re-bonded only as determined by a pre-approved work completion phasing plan to be developed with the plat utility permit application.
- 6) As-built civil construction plans stamped by a civil engineer shall be provided by the Applicant prior to final plat.

E. Facilities Extension

- 1) The Developer Extension Agreement (DEA) shall be executed at the plat utilities permitting application phase for the construction of roads and utilities to be inspected and accepted by the City. All property to be deeded to the City for the extension shall be provided with a Right of Way Warranty Deed, or, the DEA shall include all underlying property owners as applicants and the ROW may be dedicated on the face of the plat.

F. Utilities

- 1) The proposed 8-inch water main extension from Madison Avenue to the Wallace Way NW right-of-way extension shall be located to allow both a minimum 10 feet of separation of the water main from the existing sewer main and provide adequate setback from the northern property line to allow for construction, maintenance, and servicing of the new main. If additional ROW or easement is required it shall be provided. Alternatively, a looped water main system may be accomplished by routing the water line in from Wallace Way NW from Nakata Avenue NW.
- 2) The water main extension from the Fir Acres Drive ROW at the south end of the project shall be located within existing or proposed easements and provide a minimum 10 feet clearance to the edge of the easement.

- 3) A 30-foot ROW shall be dedicated to the City of Bainbridge Island to include the existing sewer facilities, water, and surface and stormwater facilities from Madison Avenue to the extension of the Wallace Way NW right-of-way.
- 4) Easement areas flanking the plat roads will require separate easement documents to be recorded as they are not within the ROW to be dedicated on the face of the plat.
- 5) Any and all permanent or temporary construction easements required to install the road and utility extension, or remove vegetation and disturb ground outside the future ROW areas shall be secured prior to the execution of the Developer Extension Agreement.
- 6) Sewer and storm drain improvements along with easements to be dedicated to the City through and over portions of existing Lot B of short plat SPT 06-07-91-1, also known as the Extendicare Parcel, are subject to restrictions of an easement with Lot A, also known as the Hanavan Parcel, of the same plat. The underlying easement agreement shall be amended to allow for the installation and maintenance of City facilities.
- 7) The routing of sewer and storm drain improvements through Lots A and B of the Hanavan Short Plat and the Courtyards at Madison Condominium sites requires a dedicated easement to the City totaling 20 feet in width to accommodate both the storm and sewer utilities. Additionally, the easement shall be extended to provide vehicular access for City maintenance vehicles and equipment from Fir Acres Drive NW through Lot A.
- 8) Extending the sewer beyond the Hanavan Short Plat lots at the southeast corner to tie into an existing 8-inch sewer line requires amendment of the existing sewer easement with the Courtyards on Madison Condominium Association to allow more than 2 residential lots to connect.
- 9) The north/south plat access road identified as Loganberry Road NE on the preliminary civil plans, shall meet the standards of an urban local access street per standard drawing DWG. 7-050 of the Standards, except as noted: The plat access road shall provide two (2) 9-foot travel lanes for two-way traffic circulation, with 1-foot gutter pans and vertical curbs to provide a clear curb-curb distance of 20 feet. Sidewalks shall be provided on one side with a minimum 3-foot wide planter strip. A minimum of 20 feet of right-of-way for the road section and 10-foot easements on either side shall be dedicated to the City to provide a combined 40 feet of ROW and easement dedication for access and utilities.
- 10) The east/west plat access road extension of Wallace Way NW shall meet the standards of an urban local access street per standard drawing DWG. 7-050 of the Standards, except as noted. The plat access road shall provide two (2) 9-foot travel lanes for two-way traffic circulation, with 1-foot gutter pans and vertical curbs to provide a clear curb-curb distance of 20 feet. Sidewalks shall be provided on one side. A minimum of 30 feet of right-of-way for the road section and sidewalk shall be dedicated to the City.

G. Stormwater

- 1) A Stormwater Pollution Prevention Plan (SWPPP) prepared by a civil engineer licensed in the State of Washington is required prior to construction activities including clearing or grading or civil improvements for all phases of the project that complies with BIMC 15.20.
- 2) A final stormwater report shall be submitted detailing compliance with all applicable minimum requirements as required by BIMC 15.20, prepared by a civil engineer licensed in the State of Washington.

- 3) On-site Best Management Practices for soil management and Low Impact Development shall be employed consistent with the Stormwater Management Manual for Western Washington (SWMMWW) BMP T5.13 for surfaces not converted to hard surfaces after construction.
- 4) Prior to final plat submittal, the Applicant shall submit an operation and maintenance plan for the on-going maintenance of the storm drainage system.
- 5) All on-site stormwater facilities shall remain privately owned and maintained. The owner(s) shall be responsible for maintenance of the storm drainage facilities for this development following construction. Annual inspection and maintenance reports shall be provided to the City. A Declaration of Covenant for stormwater system operation and maintenance will be required to be recorded before final plat submittal. The approved language for the Declaration of Covenant is found in BMC Chapter 15.21, Exhibit A.
- 6) A hydrologic and hydraulic analysis must be performed to demonstrate that the future build-out conditions from the site combined with the existing offsite drainage tributary to the storm drain system will not exceed the capacity of the existing or proposed storm drain system in Madison Avenue North. Where the existing capacity of the system is insufficient, the project shall mitigate on-site to match the existing 100-year storm flows leaving the project site, or, upgrade the storm system to provide the needed capacity as defined below.
- 7) The capacity analysis shall include an assessment of all backwater effects on the existing system up Madison Avenue North. The design storm for capacity analysis is a 25-year storm event. The 25-year hydraulic grade line (HGL) shall be below the rim elevations of all drainage structures. The 100-year storm event shall be shown to not overtop the crest of any roadways.
- 8) Clearing and grading of the site may not begin until the storm drain extension to Madison Avenue is completed. A sediment pond shall be provided sized handle the peak 10-year flow until the time the storm drain capacity upgrades in Madison Avenue are performed. Once upgrades are performed the on-site sediment pond storage requirement may be reduced to the standard 2-year peak flow per the Department of Ecology SWMMWW BMP C241: Temporary Sediment Pond.

H. Permitting

- 1) In addition to a clearing and/or grade and fill permit, a right-of-way (ROW) construction permit will be required prior to any construction activities within the existing right-of-way. The ROW permit will be subject to separate conditions and bonding requirements.
- 2) Application for a final plat shall require binding water and sewer availability letters from the City.
- 3) The proposed action(s), phased or concurrent, in their totality would result in more than one (1) acre of earth disturbance on the site and drain to waters of the State. A Construction Stormwater General Permit shall be obtained from the Washington State Department of Ecology and the site shall be monitored for discharge of pollutants and sediment to the wetlands and stream for the duration of the project. No land clearing or construction permits shall be issued prior to obtaining the State permit.

Except for the facilities financially assured in lieu of completion, all utility extensions (water lines, sewer lines, storm drains) and road and sidewalk extensions have been constructed to completion. As-built record drawings have been provided to the City. The final operation and maintenance manual for stormwater facilities has been submitted. All necessary dedications

to the City will be completed with the recording of the final plat. Access and utility easements will be recorded prior to the plat and the assigned auditor file numbers will be written on the face of the plat for recordation. The City Development Engineer finds that the preliminary plat conditions are met and recommends approval of the final plat.

13. The following conditions shall be noted on the face of the final plat: Conditions 2; 3; 4; reference to open space plan and requirements in Conditions 1; 5; 6 and 7; 8; 9; applicable portions of 13.

The applicable conditions are noted on the final plat.

SUBDIVISION PERFORMANCE BOND

BOND NO.: 384328S

WHEREAS, Wallace Cottages, LLC (the "Principal") has applied for approval of a development known as Wallace Cottages (City File Nos. PLN50589 SPT and PU50589). As a condition of approval, the City has required various improvements in accordance with Chapter 2.16 of the Bainbridge Island Municipal Code ("BIMC") and an approved plat plan (the "Plan").

WHEREAS, pursuant to Section 2.16.160(L) BIMC, the City Council has determined that a performance bond will adequately protect the interests of the City.

NOW THEREFORE, the undersigned Principal and Indemnity Company of California, a corporation authorized to transact surety business in the State of Washington (hereinafter referred to as the "Surety"), agree and bind themselves, their heirs, executors, administrators and assigns, unto the City in the amount of Thirty Thousand Six Hundred Nine and 94/100 Dollars (\$30,609⁹⁴), that being 125 percent of the established costs of completing the infrastructure, according to the following terms and conditions.

1. The Principal and Surety agree that in the event the improvements are not installed within one year in accordance with the Plan and Section 2.16.160(L) of the Bainbridge Island Municipal Code, then the Surety shall, within 20 days demand of the City make a written commitment to the City that it will either:

- (a) remedy the default itself with reasonable diligence pursuant to a time schedule acceptable to the City, or
- (b) tender to the City within an additional 10 days the amount necessary, as determined by the City, for the City to remedy the default, up to the total bond amount.

The Surety shall then fulfill its obligations under this bond, according to the option it has selected.

If the Surety elects option (b), then upon completion of the remedy the City shall notify the Surety of the actual costs of the remedy. The City shall return, without interest, any overpayment made by the Surety, and the Surety shall pay to the City any actual costs which exceed the City's estimate, limited to the bond amount.

2. If the Principal fails to install the improvements within the time period requested by the City, the City's employees and agents are hereby authorized to enter onto said property and to perform such work. This provision shall not be construed as creating any obligation on the part of the City or its representatives.

3. In the event any lawsuit is instituted to enforce the terms of this bond or to determine the rights of any party hereunder, the prevailing party in such litigation shall be entitled to recover from the losing party its costs, including reasonable attorneys' fees, incurred as a result of such lawsuit.

4. This bond shall remain in full force and effect until the obligations secured hereby have been fully performed and until released in writing by the City at the request of the Surety or the Principal.

Sealed and dated this 3rd day of July, 2019.

PRINCIPAL: WALLACE COTTAGES, LLC

By: Nicholas W.T. Smith
(Print Name)

Signature: 

Title: Manager

SURETY: Indemnity Company of California

By: Todd Lemmon
(Print Name)

Signature: 

Title: Attorney-in-Fact

Address: 17771 Cowan, Suite 100

Irvine, CA 92614

Attachments: Original Surety Power of Attorney

**POWER OF ATTORNEY FOR
DEVELOPERS SURETY AND INDEMNITY COMPANY
INDEMNITY COMPANY OF CALIFORNIA
PO Box 19725, IRVINE, CA 92623 (949) 263-3300**

KNOW ALL BY THESE PRESENTS that except as expressly limited, DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA, do each hereby make, constitute and appoint:

Richard G. Hecker, Todd M. Lemmon, Brian A. Edgren, Rhonda M Ausbun, Deana McIntyre, Wendy F. Dailey, jointly or severally

as their true and lawful Attorney(s)-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said corporations, as sureties, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney(s)-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as each of said corporations could do, but reserving to each of said corporations full power of substitution and revocation, and all of the acts of said Attorney(s)-in-Fact, pursuant to these presents, are hereby ratified and confirmed.

This Power of Attorney is granted and is signed by facsimile under and by authority of the following resolutions adopted by the respective Boards of Directors of DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA, effective as of January 1st, 2008.

RESOLVED, that a combination of any two of the Chairman of the Board, the President, Executive Vice-President, Senior Vice-President or any Vice President of the corporations be, and that each of them hereby is, authorized to execute this Power of Attorney, qualifying the attorney(s) named in the Power of Attorney to execute, on behalf of the corporations, bonds, undertakings and contracts of suretyship; and that the Secretary or any Assistant Secretary of either of the corporations be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney;

RESOLVED, FURTHER, that the signatures of such officers may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures shall be valid and binding upon the corporations when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached.

IN WITNESS WHEREOF, DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA have severally caused these presents to be signed by their respective officers and attested by their respective Secretary or Assistant Secretary this 4th day of October, 2018.

By: *Daniel Young*
Daniel Young, Senior Vice-President

By: *Mark Lansdon*
Mark Lansdon, Vice-President



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange

On October 4, 2018
Date

before me,

Lucille Raymond, Notary Public

Here Insert Name and Title of the Officer

personally appeared

Daniel Young and Mark Lansdon

Name(s) of Signer(s)

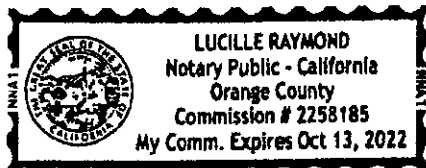
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Lucille Raymond
Lucille Raymond, Notary Public



Place Notary Seal Above

CERTIFICATE

The undersigned, as Secretary or Assistant Secretary of DEVELOPERS SURETY AND INDEMNITY COMPANY or INDEMNITY COMPANY OF CALIFORNIA, does hereby certify that the foregoing Power of Attorney remains in full force and has not been revoked and, furthermore, that the provisions of the resolutions of the respective Boards of Directors of said corporations set forth in the Power of Attorney are in force as of the date of this Certificate.

This Certificate is executed in the City of Irvine, California, this

3rd day of

July

, 2019 .

By: *Cassie J. Berrisford*
Cassie J. Berrisford, Assistant Secretary



Wallace Cottages Performance Assurance Approved Estimate

Grade /seed / stabilization associated with Plat Utilities

Cul-de-sac slope	600.00
Individual lots	2,660.00
Swale associated with beehive grate	500.00
Remove waste concrete from wayside	100.00
TESC soil amendment	500.00
Contech vault cleaning / activation	200.00
Bioretention facilities	700.00
Planter strips	500.00
Sidewalk resoration / stabilization	500.00
Signage (Stop / Fire Lane)	500.00
Roadway signage (stop bar and crosswalk)	2,071.00
Lot corner survey monumentation	4,500.00
Fencing for cul-de-sac, pea patch, playground	9,875.00
Bicycle rack	81.95
Bicycle shed	<u>1,200.00</u>
Total Estimate for Completion	24,487.95
	x 125% <u> </u>
Total Performance Bond	<u>30,609.94</u>

Plat of Wallace Way Cottages, A Plat Community

Housing Design Demonstration Project
NE 1/4 NE 1/4 & SE 1/4 NE 1/4
Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Dedication

KNOW ALL PERSONS BY THESE PRESENTS that the undersigned owner in fee simple of the land hereby platted, hereby declares this plat and dedicates to the use of the public forever all streets, avenues, places and utility or pedestrian easements or whatever public property there is shown on the plat and the use for any and all public purposes not inconsistent with the use thereof for public purposes. Also the right to make all necessary slopes for cuts and fills upon the lots, blocks, tracts, etc. shown on this plat in the reasonable original grading all streets, avenues, places, etc. shown hereon. Also, the right to drain all streets over and across any lot or lots where water might take a natural course after the street or streets are graded. Also, all claims for damage against any governmental authority are waived which may be occasioned to the adjacent land by the established construction, drainage, and maintenance of said roads.

We further dedicate the Open Space as shown on the plat to the private use and enjoyment of the lot owners and Owner's Association. Refer to the Open Space Management Plan recorded under Kitsap County Auditor's File No.

Dimensions and uses of all lots, tracts or parcels of land embraced in this plat are subject to and shall be in conformance with City of Bainbridge Island Zoning Ordinance.

In witness whereof we have hereunto set our hands and seals

David Smith, Manager
Wallace Cottages, LLC

Acknowledgment
State of Washington
County of Kitsap

I certify that I know or have satisfactory evidence that David Smith is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Manager of Wallace Cottages, LLC to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

Notary Public in and for the State of Washington
My appointment expires _____

Surveyors Certificate

This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Survey Recording Act at the request of Wallace Cottages, LLC in May, 2019. I hereby certify that this map for Wallace Way Cottages, A Plat Community is based upon an actual survey of the property herein described; that the bearings and distances are correctly shown; that all information required by the Washington Uniform Common Interest Ownership Act is supplied herein; and that all horizontal and vertical boundaries of the units, to the extent such boundaries are not defined by physical monuments, such boundaries are shown on the map.

Gavin M. Oak, PLS
Registered Land Surveyor
Certificate No. 45168

Note on Bonding

The lots created by this plat are subject to conditions of an assurance device held by the City for the completion of certain necessary facilities. Building permits may not be issued and/or occupancy may not be allowed until such necessary facilities are completed and approved by the City of Bainbridge Island. All purchasers shall satisfy themselves as to the status of completion of the necessary facilities.

Approvals

Engineer
Approved by the City Engineer this _____ day of _____, 2019.

Barry Loveless

Health District
Examined and approved by the Bremerton-Kitsap County Health District this _____ day of _____, 2019.

Susan Turner, MD
Health Officer, Kitsap Public Health District

Planning and Community Development

Approved by the Director of Planning and Community Development this _____ day of _____, 2019.

Heather Wright, Interim Director
Planning and Community Development
City of Bainbridge Island

City Council

Approved by the City Council of Bainbridge Island this _____ day of _____, 2019.

Kol Medina, Mayor
City of Bainbridge Island

Treasurer's Certificate
I, Meredith Green, Treasurer of Kitsap County, Washington, hereby certify that all taxes on the above described property are fully paid up to and including _____

Meredith Green
Kitsap County Treasurer

Recording Certificate

Filed for record at the request of _____, on this _____ day of _____, 2019, at _____ in Volume _____ of plats, Pages _____ records of Kitsap County, Washington.

Dolores Gilmore
Kitsap County Auditor

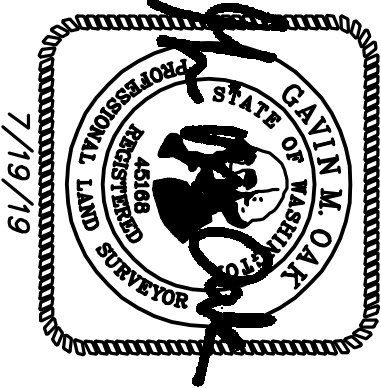
Attest: _____
Deputy

Covenants

The "Declaration of Easements, Covenants, Conditions and Restrictions for the Plat of "Wallace Way Cottages" is recorded under Auditor's File No. _____ records of Kitsap County, Washington.

Homeowner's Association

The Homeowner's Association for this plat is a Washington non-profit corporation known as the Wallace Way Cottages Homeowner's Association, Inc.



ADAM•GOLDSWORTHY•OAK
A G O LAND SURVEYING, LLC
1015 NE HOSTMARK ST. (360)779-4299
POULSBORO, WA 98370 (206)842-9598
DATE 7/19/19 FIELD BOOK ---
DRAWING 6173P1 SHEET 1 / 7

Plat of Wallace Way Cottages, A Plat Community

Housing Design Demonstration Project

NE 1/4 NE 1/4 & SE 1/4 NE 1/4

Sec.27, T.25N., R.2E., W.M.

City of Bainbridge Island, Kitsap County, Washington

Owner:	Wallace Cottages, LLC P.O. Box 2879 Poulsbo, WA 98370
Nick Smith:	425-877-7627
Current use:	Undeveloped
Assessor's Account Nos.	272502-1-219-2009 272502-1-153-2007 272502-1-154-2006 272502-1-155-2005
Zoning:	R-4.3
Comprehensive Plan:	UR
Application File No.	PLN50589 SUB

- Notes
- 1) This survey was accomplished by field traverse with a three second total station.
- 2) This survey conforms to the minimum field traverse standards for land boundary surveys as listed in WAC 332-130-090.
- 3) This property is subject to a Puget Sound Power & Light easement as recorded under Kitsap County Auditor's File No. 9403140042.
- 4) Refer to the City of Bainbridge Island Short Plat recorded under Auditor's File Nos. 9204280006/0007.
- 5) Refer to the Boundary Line Adjustments recorded under Kitsap County Auditor's File No. 201805020037 and 201808270142.
- 6) Refer to the surveys recorded in Volume 39, Page 36; Volume 45, Page 205; Bolume 46, Page 25; Volume 46, Page 83; Volume 47, Page 62 and Volume 83, Page 104, survey records of Kitsap County, Washington.
- 7) Refer to the Short Plat recorded under Kitsap County Auditor's File No. 200112030029.

Legal Descriptions

Resultant Parcels 1 and 2 of the Boundary Line Agreement recorded under Auditor's File No. 201905160135 being a portion of the Northeast quarter of the Northeast quarter and the Southeast quarter of the Northeast quarter of Section 27, Township 25 North, Range 2 East, W.M., City of Bainbridge Island, Kitsap County, Washington.

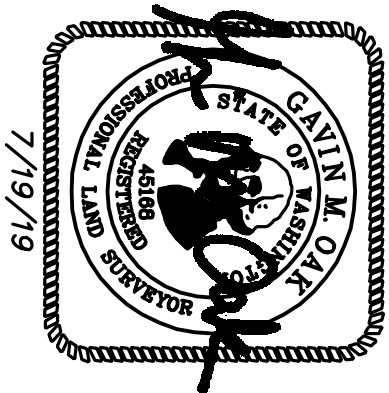
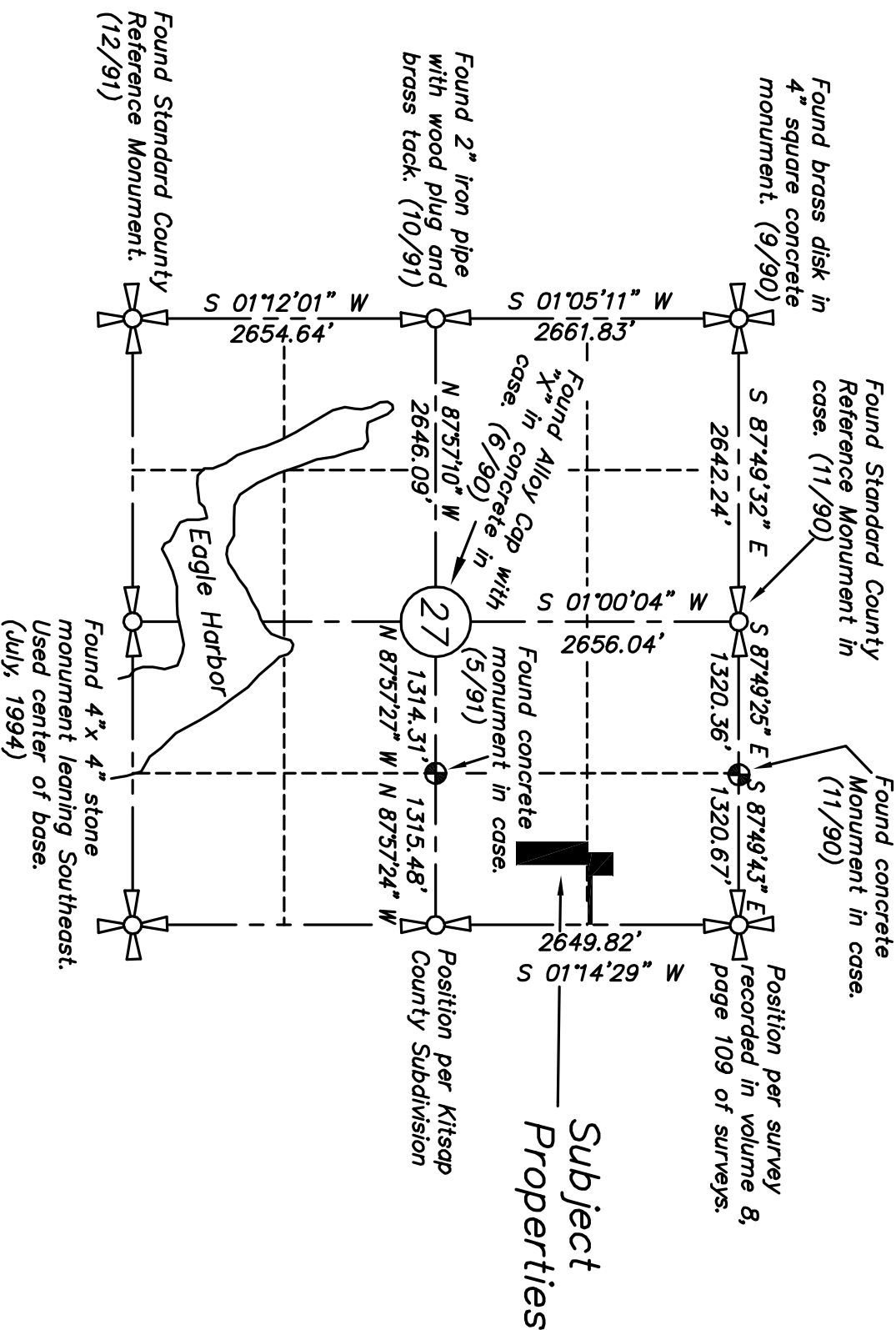
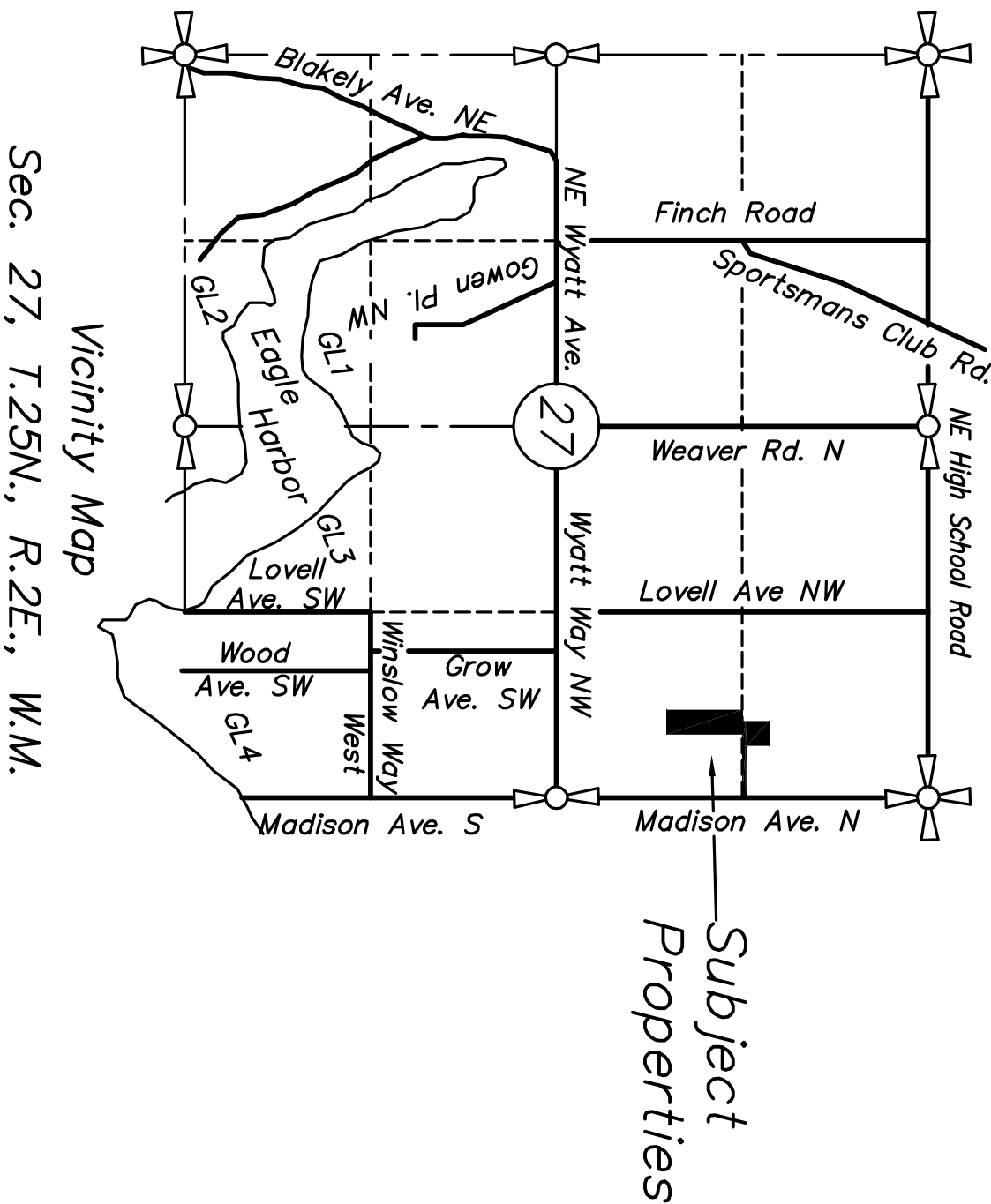
Lots B, and C of the City of Bainbridge Island Short Plat W-78 recorded under Kitsap County Auditor's File No. 98204280006, and situate in the Southeast quarter of the Northeast quarter of Section 27, Township 25 North, Range 2 East, W.M., City of Bainbridge Island, Kitsap County, Washington.

National Flood Insurance
Program Designation

Lots A, B, C and D: Zone X

Flood Insurance Rate Map 53035C0244D

Effective Date: December 18, 2007



ADAM•GOLDSWORTHY•OAK

A G O LAND SURVEYING, LLC

1015 NE HOSTMARK ST. (360)779-4299

POULSBO, WA 98370 (206)842-9598

DATE 7/19/19 FIELD BOOK ---

DRAWING 6173P2 SHEET 2 / 7

Plat of Wallace Way Cottages, A Plat Community
Housing Design Demonstration Project
NE 1/4 NE 1/4 & SE 1/4 NE 1/4
Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Conditions

- To mitigate recreation and transportation impacts, the perimeter of the northern open space shall be fenced and provide a gate which is located proximate to Wallace Way. To avoid adverse aesthetic impact, appropriate materials which afford visual access to the open space (e.g., picket fence rather than chain link) shall be used, and the fence shall be four feet in height.*
- The project must conform to the Housing Design Demonstration Project (HDDP) program Tier II requirements (BIMC 2.16.020.Q).*
 - The project must provide at least two affordable housing units, as defined in the Municipal Code (BIMC 18.36).*
 - The project must achieve LEED, BuiltGreen 4 or Evergreen Sustainable certification.*
 - The project must provide homes no greater than 1,600 square feet in size.*
 - The project shall substantially conform to the Innovative Site Development category scoring, as determined by staff, and shall provide and maintain the following:*
 - At least 16 percent of the lot area as open space which is well designed and integrated part of the project.*
 - A neighborhood garden which is 1,140 square feet in size, at a minimum*
 - 20 percent or less turf in private yard areas*
 - At least 60 percent native or drought-tolerant plants*
 - A number of vehicle charging stations serving a minimum of three percent of the vehicle parking capacity of the subdivision. The stations shall be accessible to all homeowners in the subdivision and shall be shown on the civil plan.*
 - Covered bicycle parking for 10 bicycles, at a minimum. The bicycle parking shall be held in common and shall be shown on the civil plan. Additionally, a bike rack serving four bicycles, at a minimum, must be located in the northern open space.*
- Prior to any construction activities, the Applicant shall obtain the appropriate permits from the City of Bainbridge Island, including but not limited to clearing, grading, and/or building permits.*
- If any historical or archaeological artifacts are uncovered during excavation or construction, work shall immediately stop and the Department of Planning and Community Development and the Washington State Office of Archaeology and Historic Preservation shall be immediately notified. Construction shall only continue thereafter in compliance with the applicable provisions of law.*
- A final Open Space Management Plan (OSMP) shall be recorded with final plat and the OSMP shall be referenced on the face of the plat. The final OSMP shall meet the requirements of BIMC 17.12.*
- In addition to the open space fencing required in Condition 1 above, the open space boundaries common to Lots 7 and 8 shall be fenced.*
- Open Space fencing shall be installed on or installation financially assured prior to final plat approval. The fencing must be maintained in perpetuity and required locations of fencing shall be noted on the face of the plat.*
- Lot coverage of 35 percent shall be allocated between the lots as proposed and noted on the face of the plat, except: The final plat shall reflect a modest reduction in the per-lot allocation to provide lot coverage for open space buildings (e.g., garden shed, picnic shelter, covered climbing structure).*

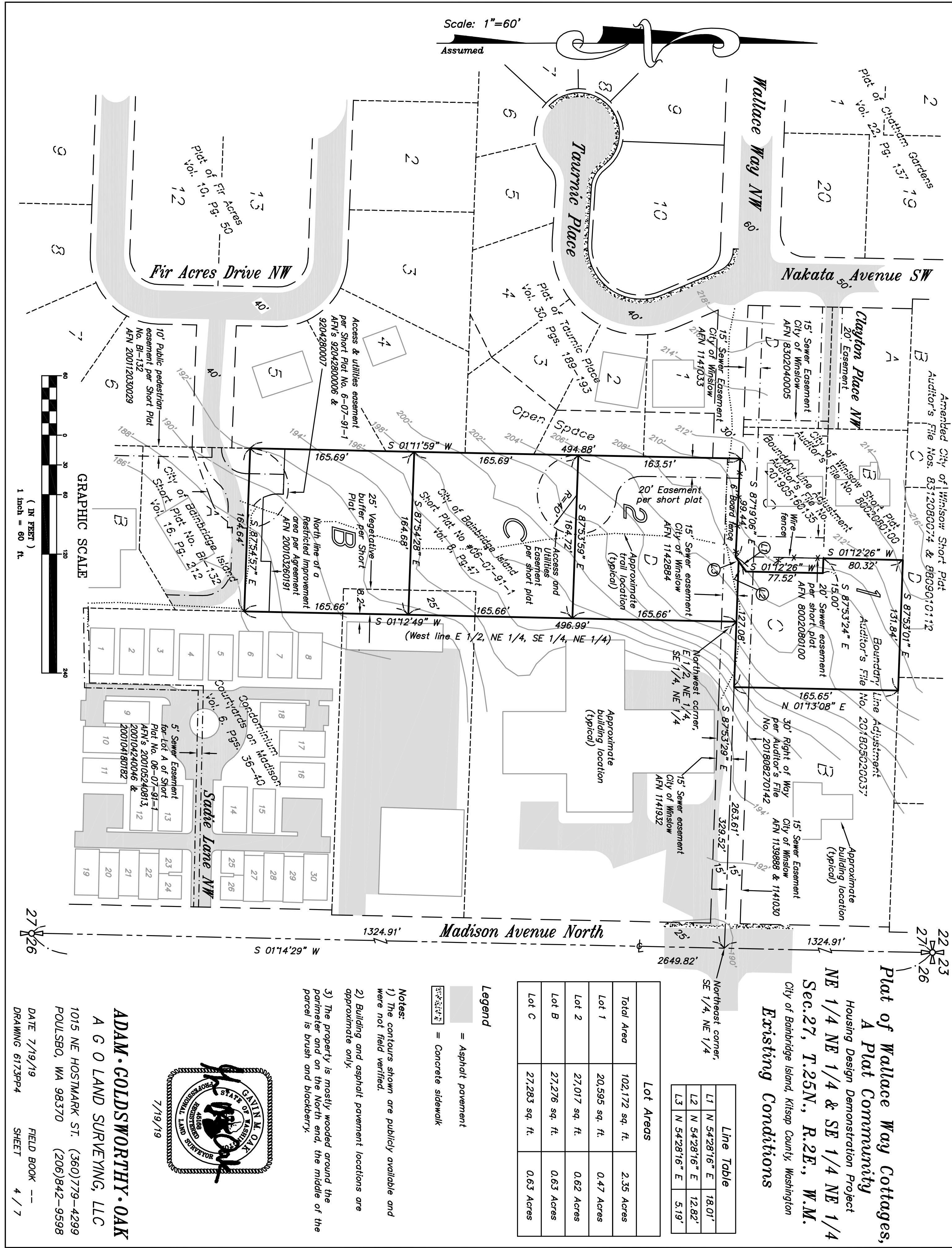
Minimum Building Separation and Setbacks

*Building to building: Minimum 0 feet**
*Building to subdivision boundary: Minimum 5 feet**
Building to right of way or vehicular access easement: Minimum 10 feet
Building to open space: Minimum 10 feet
**Subject to Building Official and Fire Marshal building permit approval*



ADAM • GOLDSWORTHY • OAK
A G O LAND SURVEYING, LLC
1015 NE HOSTMARK ST. (360)779-4299
POULSBORO, WA 98370 (206)842-9598

DATE 8/9/19 FIELD BOOK ---
DRAWING 6173PP3 SHEET 3 / 7



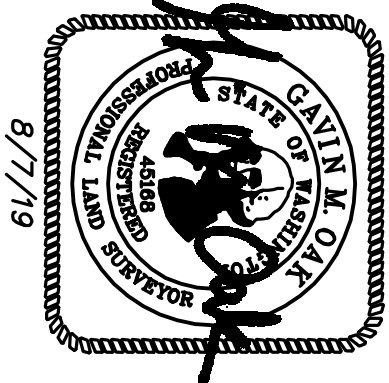
Plat of Wallace Way Cottages,
A Plat Community
Housing Design Demonstration Project
NE 1/4 NE 1/4 & SE 1/4, NE 1/4,
Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Lot Layout & Easement Details

Areas		
Lots 1-19	62,681 sq. ft.	1.44 acres
Open Space	19,058 sq. ft. (18%)	
Right of Way	20,433 sq. ft.	0.47 acres
Total Area	102,172 sq. ft.	2.35 acres

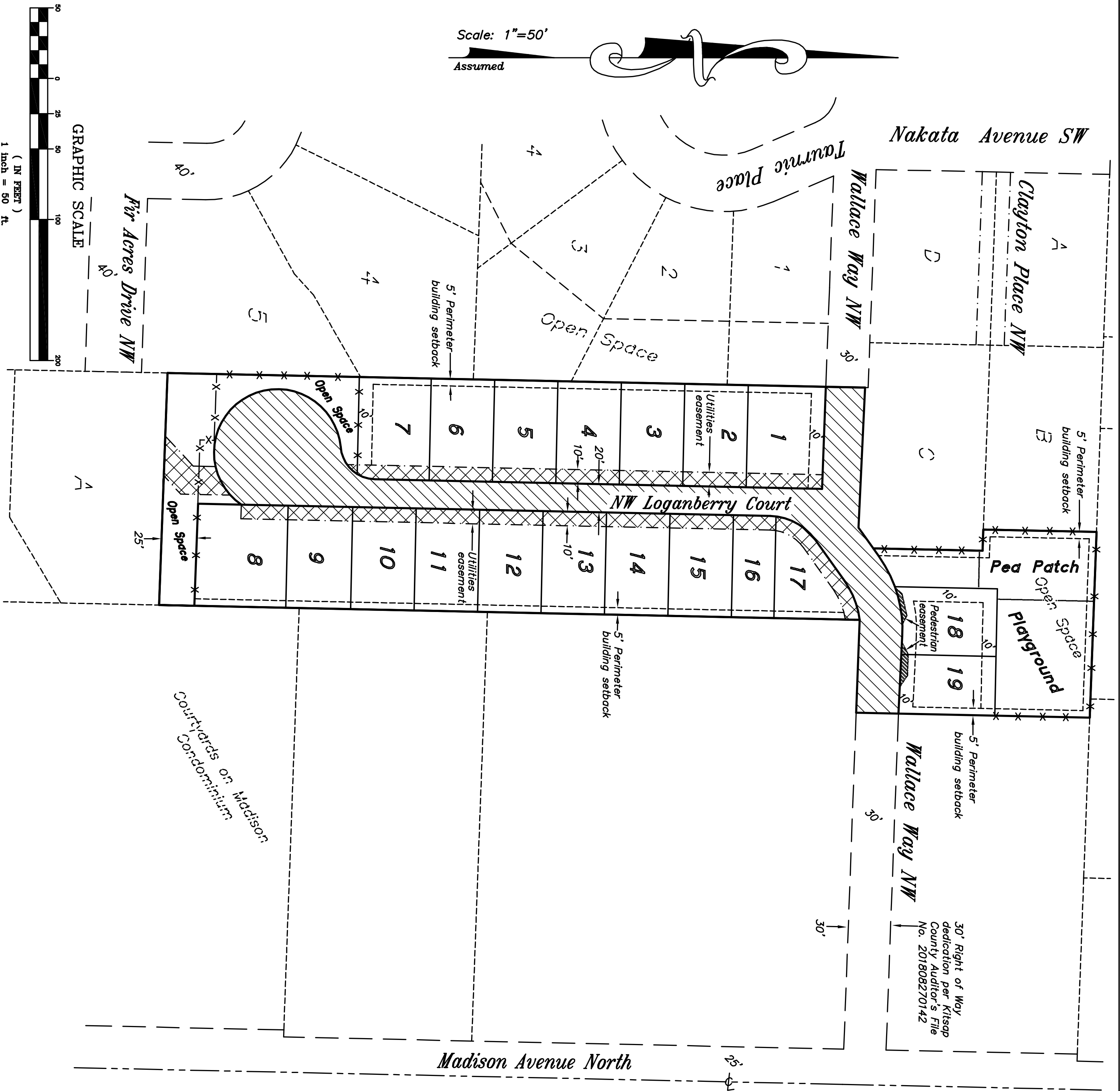
Lot Coverage	
Total Area	= 102,172 sf
Maximum lot coverage of 35%	= 35,760 sf
Lots 1-7 maximum lot coverage 1,829 sf per lot = 12,803 sf	
Lot 8 maximum lot coverage 2,500 sf = 2,500 sf	
Lot 9 maximum lot coverage 2,001 sf = 2,001 sf	
Lots 10-15 maximum lot coverage 1,829 sf per lot = 10,974 sf	
Lots 16-17 maximum lot coverage 1,412 sf per lot = 2,824 sf	
Lots 18-19 maximum lot coverage 1,829 sf per lot = 3,658 sf	
Maximum lot coverage in open space areas 1,000 sf = 1,000 sf	
Total lot coverage	= 35,760 sf

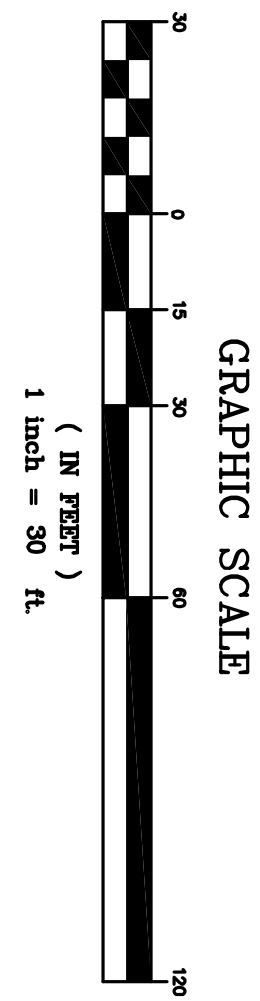
- Legend**
- = Dedicated Right of Way
 - = Utilities Easement per Auditor's File No. _____
 - = Pedestrian Easement per Auditor's File No. _____
 - = Open Space fencing



ADAM•GOLDSWORTHY•OAK
A G O LAND SURVEYING, LLC
1015 NE HOSTMARK ST. (360)779-4299
POULSBORO, WA 98370 (206)842-9598

DATE 8/7/19 FIELD BOOK --
DRAWING 6173P5 SHEET 5 / 7

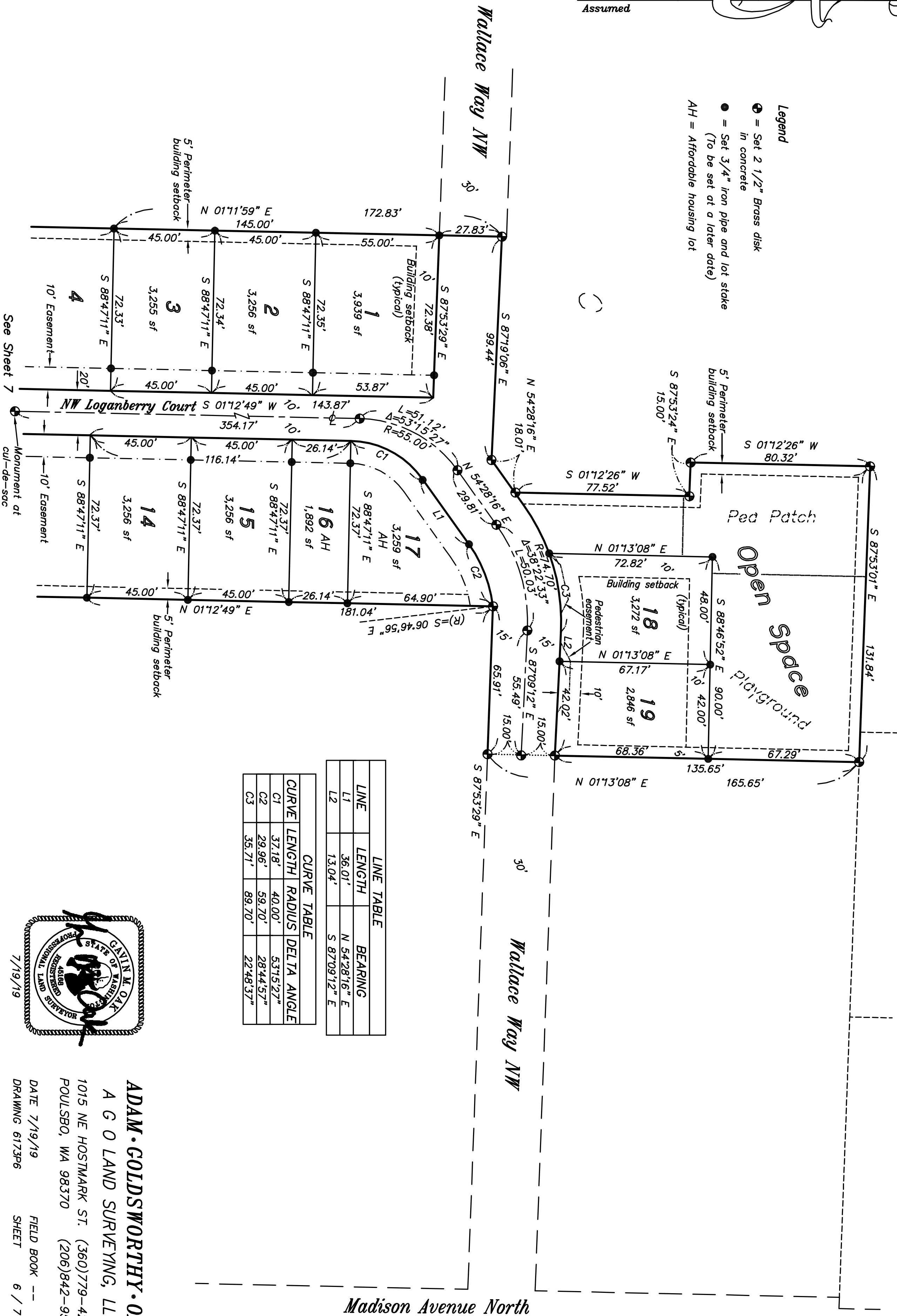




Plat of Wallace Way Cottages,
A Plat Community
Housing Design Demonstration Project
NE 1/4 NE 1/4 & SE 1/4 NE 1/4
Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington
Lot Details

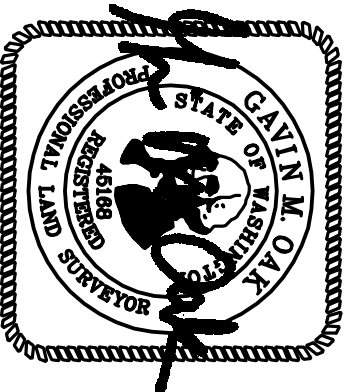
Scale: 1"=30'
Assumed

- Legend
- ⊕ = Set 2 1/2" Brass disk
in concrete
 - = Set 3/4" iron pipe and lot stake
(To be set at a later date)
 - AH = Affordable housing lot



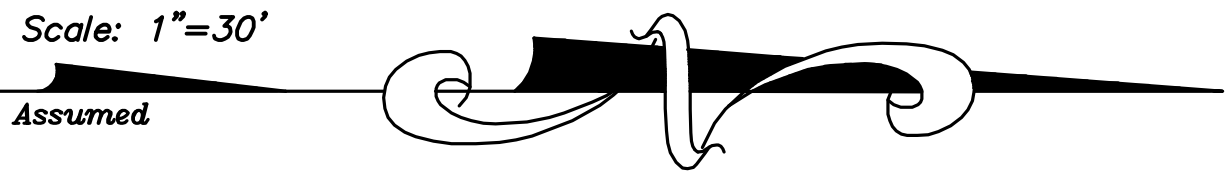
LINE TABLE			
LINE	LENGTH	BEARING	
L1	36.01'	N 54°28'16" E	
L2	13.04'	S 87°09'12" E	

CURVE TABLE			
CURVE	LENGTH	RADIUS	DELTA ANGLE
C1	37.18'	40.00'	53°15'27"
C2	29.96'	59.70'	28°44'57"
C3	35.71'	89.70'	22°48'37"

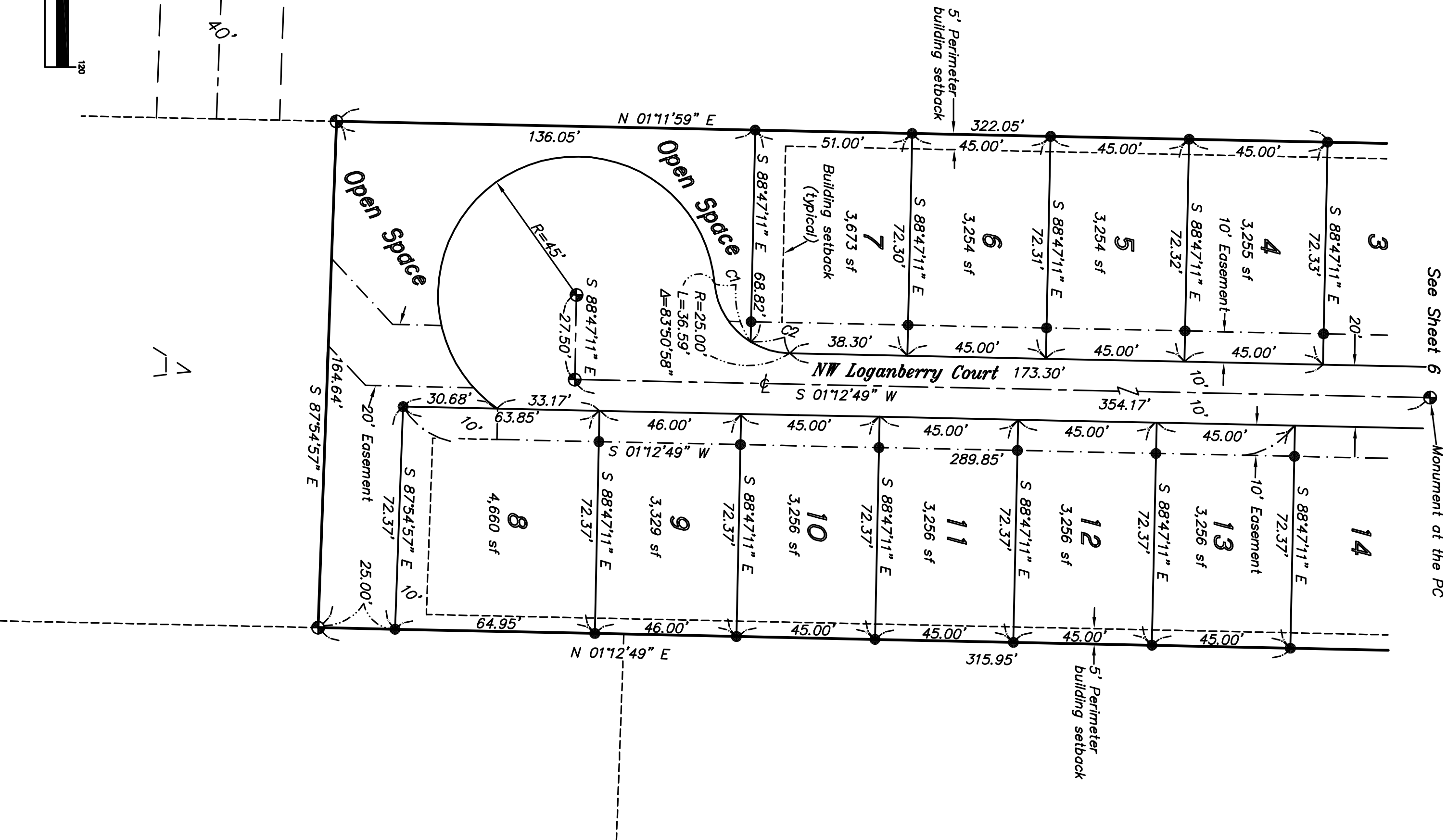


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DATE 7/19/19 FIELD BOOK --
DRAWING 6173P6 SHEET 6 / 7

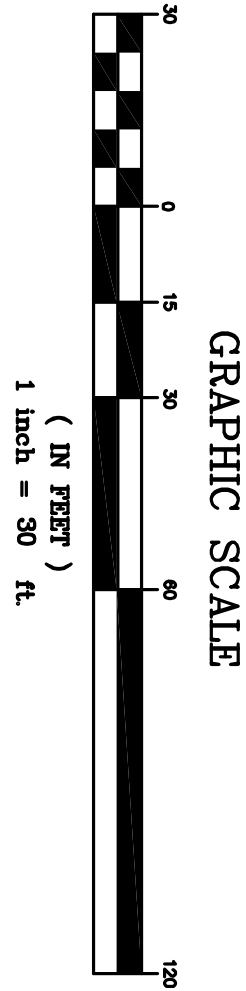
Plat of Wallace Way Cottages,
A Plat Community
Housing Design Demonstration Project
NE 1/4 NE 1/4 & SE 1/4 NE 1/4
Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington
Lot Details



CURVE TABLE			
CURVE	LENGTH	RADIUS	DELTA ANGLE
C1	23.22'	25.00'	53°19'38"
C2	13.32'	25.00'	30°31'20"



- Legend
- = Set 2 1/2" Brass disk in concrete
 - = Set 3/4" iron pipe and lot stake (To be set at a later date)



ADAM•GOLDSWORTHY•OAK
A G O LAND SURVEYING, LLC
1015 NE HOSTMARK ST. (360)779-4299
POULSBORO, WA 98370 (206)842-9598
DATE 8/7/19 FIELD BOOK --
DRAWING 6173P7 SHEET 7 / 7

**BEFORE THE HEARING EXAMINER
FOR THE CITY OF BAINBRIDGE ISLAND**

In the Matter of the Application of	)	No. PLN 50589 SUB
	)	
David Smith, Central Highlands, Inc.	)	Wallace Cottages Housing Design
	)	Demonstration Project Subdivision
	)	
	)	FINDINGS, CONCLUSIONS,
<u>For Approval of a Preliminary Plat</u>	)	AND DECISION

SUMMARY OF DECISION

The request for a preliminary plat to subdivide four lots, totaling approximately 2.5 acres, into 19 lots, as a Tier 2 Housing Design Demonstration Project, at Wallace Way, between Madison Avenue and Nakata Avenue, is APPROVED. Conditions are necessary to mitigate specific impacts of the proposed development.

SUMMARY OF RECORD

Hearing:

The Hearing Examiner held an open record hearing on the request on April 20, 2018. At the outset of the hearing, Stephen Crampton entered into the record a claim of ownership of a portion of the property submitted by the Applicant for subdivision. Following a recital of applicable law by the Hearing Examiner, including an expression of concern about the advisability of processing the application if property ownership is disputed, the Applicant conceded that the property claimed by Mr. Crampton would be transferred to him so that the hearing could continue without a disputed ownership claim. The Hearing Examiner issued a Memorandum on Adverse Possession Claim to the Applicant, Mr. Crampton, and to the City of Bainbridge Island (City), dated April 23, 2018, requesting that these parties resolve the claim of ownership. The parties notified the Hearing Examiner that a settlement agreement has been reached, and the City determined that the application should be approved without further modification of conditions.

As a separate action, the City subsequently determined that some properties were inadvertently omitted from the original notice of application, SEPA comment period, and notice of public hearing. The City provided additional public notice, and the hearing was continued to July 11, 2018, to take testimony from those who had not been notified of the initial hearing.

Testimony:

The following individuals testified under oath at the initial April 20, 2018, open record hearing:

Kelly Tayara, Associate City Planner
David Smith, Applicant

*Findings, Conclusions, and Decision
City of Bainbridge Island Hearing Examiner
Wallace Cottages HDDP and Preliminary Plat, No. PLN 50589 SUB*

Stephen Crampton
Doug Hotchkiss
Steve Matthews
Venera Di Bella Barles
Debbie Hollyer

Attorney Hayes Gori represented the Applicant

The following individuals testified under oath at the July 11, 2018, open record hearing:

Kelly Tayara, Associate City Planner
Peter Corelis, P.E., City Development Engineer
Sanjay Bhatt
Stephanie Farwell
Steve Matthews
Stephen Crampton
Barbara Hotchkin
Kevin Curran
Loanne Harmeling

Attorney Hayes Gori represented the Applicant

Exhibits:

The following exhibits were admitted into the record:¹

1. Staff Recommendation, dated July 3, 2018
2. Preliminary plat maps
 - a. Draft homeowners' association agreement (Sheet 1 of 7), dated April 18, 2017
 - b. Legal descriptions (Sheet 2 of 7), dated April 18, 2017
 - c. Minimum Building Separation and Setbacks (Sheet 3 of 7), dated April 18, 2017
 - d. Revised preliminary plat (Sheet 4 of 7), dated April 10, 2018
 - e. Revised preliminary plat (Sheet 5 of 7), dated April 10, 2018
 - f. Revised preliminary plat (Sheet 6 of 7), dated April 10, 2018

¹ As part of the continued July 11, 2018, hearing, City staff made changes to the exhibit list presented at the April 20th hearing: The revised Staff Recommendation is now listed as Exhibit 1, rather than Exhibit 27. The land use application is now listed as Exhibit 11, rather than Exhibit 1. The Notice of Application and SEPA Comment Period is now added to Exhibit 23, rather than Exhibit 11. The Notice of Public Hearing is now part of Exhibit 23, rather than Exhibit 26. Additional public notice material has been added to Exhibit 23. The Hearing Examiner Memorandum regarding an Adverse Possession Claim is now Exhibit 26. The Crampton Settlement Agreement is now Exhibit 27. An email from Stephen Crampton to PCD, dated April 19, 2018, is Exhibit 28. The April 12, 2018, Staff Recommendation is now Exhibit 29.

Findings, Conclusions, and Decision
City of Bainbridge Island Hearing Examiner
Wallace Cottages HDDP and Preliminary Plat, No. PLN 50589 SUB

- g. Revised preliminary plat (Sheet 7 of 7), dated April 10, 2018
3. Utility plans
 - a. Utility Plan (C1 - 1 of 5)
 - b. Utility Plan – South (C2 - 2 of 5)
 - c. Wallace East Plan, Profile & Sections (C3 - 3 of 5)
 - d. Loganberry Rd Plan, Profiles & Sections (C4 - 4 of 5)
 - e. L.I.D. Site Assessment Plan (C5 – 5 of 5)
4. Preliminary Utility Report, Seabold Engineering, LLC, dated April 26, 2017
5. Landscape Plan, revised April 12, 2018
6. Traffic Impact Analysis, Heath & Associates, Inc., dated July 2017
7. Lot Closures, Job No. 17-6173, dated January 17, 2018
8. Subdivision Guarantee, First American Title, received April 9, 2018
9. Open Space Management Plan, Central Highlands, Inc., dated April 10, 2018
10. Environmental SEPA Checklist, with staff response, dated April 20, 2017
11. Master Land Use Application, received April 27, 20017; with Owner/Agent Agreement, dated December 5, 2016
12. Ordinance 2018-04, Duane Lane Right-of-Way Vacation, effective March 6, 2018
13. Public Benefit, Development and Permit Processing Agreement (Ohrt, CCHD, Mattis, and City), dated March 15, 2018
14. Public Benefit, Development and Permit Processing Agreement (Central Highlands, Wallace, Madison, and City), dated March 16, 2018
15. Madison Avenue Access Agreement (Ohrt, Madison Landings Company, CCHD, Central Highlands, and Wallace Cottages), dated March 16, 2018
16. Developer Agreement Map, undated
17. BIMC 2.16.020.Q; Tables 2.16.020.Q-1, Q-2 and Q-3 (Source: Ord. 2016-27)
18. Letter from Kelly Tayara to Central Highlands, Inc., dated April 6, 2017; with City Preliminary Notification of Qualification, undated, with attachments
19. Wallace Cottages – Vision Statement, with attachments; Built Green Single-Family/Townhome New Construction Checklist, received April 27, 2017
20. Table 2.16.020.Q-3 Innovative Site Development Scoring Method, with staff scoring, undated
21. Memo from Assistant Chief Luke Carpenter, Fire Marshal, to Kelly Tayara, dated May 17, 2017
22. Memorandum from Peter Corelis, P.E., to Kelly Tayara, dated March 7, 2018
23. Public Notices
 - Notice of Mitigated Determination of Nonsignificance (MDNS), issued March 22, 2018
 - Notice of Application and SEPA Comment Period; with Certificate of Posting, dated June 6, 2017
 - Notice of Public Hearing, dated March 30, 2018; with Memorandum from Kelly Tayara to Jane Rasely regarding hearing notice, dated March 19, 2018; with Affidavit of Notice
24. Public comments
 - a. Submitted May 11, 2017 – April 10, 2018
 - b. Submitted after April 10, 2018

25. Planning Commission Regularly Scheduled Meeting Minutes, Thursday, February 8, 2018; Planning Commission Regularly Scheduled Meeting Minutes, Thursday, February 22, 2018
26. Hearing Examiner Memorandum re: Adverse Possession Claim, dated April 23, 2018
27. Settlement Agreement, signed by Stephen Crampton and David Smith, dated May 11, 2018
28. Email from Stephen Crampton to PDC, dated April 18, 2018
29. Staff Recommendation, dated April 12, 2018
30. Memorandum from Kelly Tayara to the City of Bainbridge Island Hearing Examiner, dated May 25, 2018
31. Written comments of Sanjay Bhatt, presented at hearing on July 11, 2018
32. Planning Commission Regularly Scheduled Meeting Minutes, Thursday, February 8, 2018; Planning Commission Regularly Scheduled Meeting Minutes, Thursday, February 22, 2018, with attachments
33. Written comments of Steve Matthews, with attached news article, presented at hearing on July 11, 2018

The Hearing Examiner enters the following findings and conclusions based upon the testimony at the open record hearing and admitted exhibits:

FINDINGS

Application and Notice

1. David Smith, Central Highlands, Inc. (Applicant), requests approval of a preliminary plat application to subdivide four lots, totaling approximately 2.5 acres, into 19 lots, as a Tier 2 Housing Design Demonstration Project.² The development is located at Wallace Way, between Madison Avenue and Nakata Avenue.³ *Exhibit 1, Staff Recommendation, page 1; Exhibit 2; Exhibit 3; Exhibit 5.*
2. The City of Bainbridge Island (City) determined the application was complete on May 30, 2017.⁴ Since this date, the City has adopted a Landmark Tree Ordinance, as well as a

² The proposed project is one of a group of developments that are the subject of four agreements between the City and two developers. In addition to Wallace Cottages, the agreements involve Madison Grove, Madison Place, The Reserve at Winslow, the Winslow Grove (all subdivisions), and Madison Landing (a multifamily project). *Exhibit 1, Staff Recommendation, page 2.*

³ The preliminary plat identifies the property by Tax Assessor Parcel Nos. 272502-1-023-2005; 272502-1-153-2007; 272502-1-154-2006; and 272502-1-155-2005. A legal description of the property is provided on the preliminary plat map. *Exhibit 1, Staff Recommendation, page 2; Exhibit 2.b.*

⁴ The City gave the Applicant preliminary notification that the project qualified for the Housing Design Demonstration Project Program on April 6, 2017. *Exhibit 27, Staff Recommendation, page 5.*

building moratorium, which the City determined do not apply to this application. The City issued a combined Notice of Application/SEPA Comment Period, with a publication date of June 2, 2017, and a comment deadline of June 16, 2017. The Planning Commission held a public meeting on February 22, 2018. The City issued a Notice of Public Hearing with a publication date of March 30, 2018. Because some properties were inadvertently omitted from the original notice and comment period, the City issued a combined Notice of Application/SEPA Comment Period and Public Hearing on June 1, 2018, with a comment deadline of June 15, 2018. *Exhibit 1, Staff Recommendation, pages 5 and 9; Exhibit 23.*

Prior to the meeting of the Planning Commission on February 22, 2018, the City received numerous comments. These included expressions of opposition to making Wallace Way a two-way street between Grow Avenue and Madison Avenue North, opposition to vacating Duane Lane, and opposition to extending Wallace Way NW east of Nakata. The Planning Commission passed a motion that recommended denial of the Wallace Cottages proposal status as a HDDP project, stating that the proposal is not consistent with the Comprehensive Plan or the goals and purposes of the HDDP. The Planning Commission noted concerns with the proposal, including traffic impacts, public safety impacts on surrounding neighborhoods resulting from the proposed traffic access from Wallace Way NW to Grow Avenue, tree retention issues, and lack of suitable open space. In response to the concerns expressed by the Planning Commission, the City planning staff determined that open space regulations would not apply to a HDDP project and that tree retention in open space is not required. The Applicant addressed the concern of the Planning Commission about traffic impacts by entering into agreements that provide access solely from Madison Avenue North. This action occurred before the open record hearing on the application and before additional notice of that hearing was given by the City. *Exhibit 1, Staff Recommendation, pages 6 through 10; Exhibit 12 through 15; Exhibit 24; Exhibit 25.*

State Environmental Policy Act

3. The City acted as lead agency and analyzed the environmental impacts of the proposal, as required by the State Environmental Policy Act (SEPA), Chapter 43.21C Revised Code of Washington (RCW). The City reviewed the Applicant's environmental checklist and other information on file and determined that the proposal would not have a probable significant adverse impact on the environment. The Applicant's Environmental Checklist did not identify any birds, mammals, or fish as observed or known to be on or near the site. The City identified birds on or near the site, but noted that no threatened or endangered species are known to be on or near the site. No critical areas, such as wetlands or steep slopes, were identified.

The City issued a Notice of Mitigated Determination of Nonsignificance (MDNS) on March 22, 2018, with a comment and appeal deadline of April 5, 2018. On June 26, 2018, the City issued a Notice of Withdrawal of Mitigated Determination of

Nonsignificance and New SEPA MDNS, with a comment and appeal deadline of July 10, 2018. To mitigate recreation and transportation impacts, the MDNS contains a condition requiring construction of a four-foot-high fence, with a gate, along the perimeter of the northern open space. No appeals of the SEPA threshold determination were filed. *Exhibit 1, Staff Recommendation, page 5; Exhibit 10; Exhibit 20.*

Comprehensive Plan and Zoning

4. The proposed residential lots are located in the Urban Comprehensive Plan designation. The property is within the Winslow Master Plan Secondary Study Area. City staff identified Comprehensive Plan goals and policies that are relevant to the proposal, including Land Use Element Goal LU-5, to focus urban development in designated centers, and Goal LU-6, to ensure a development pattern that reduces the conversion of undeveloped land into sprawling development. Additional goals and policies identified by the City include: Housing Element Goal HO-6 (to facilitate diverse affordable housing stock); Transportation Element Goal TR-8 (to consider the special needs of neighborhood safety, pedestrian and bicycle facilities, transit use and facilities, and traffic flow in the development of transportation improvements that affect neighborhoods); and Cultural Element Goal CUL-3 (to preserve places where the Island's history can be experienced, interpreted, and shared with the general public). *Exhibit 1, Staff Recommendation, pages 4 and 5.*
5. The property is split-zoned, with the proposed residential lots located in the residential portion R-4.3 zone. A flagpole portion of existing tax Lot 272502-1-023-2005 extends as access east to Madison Avenue North within the City's Mixed Use Town Center-Madison Avenue Overlay District (MUTC-MAD). The municipal code includes Table 18.12.020-1, identified as the Flexlot Subdivision Dimensional Standards for Residential Zone Districts, with a minimum lot size of 5,000 square feet. It requires a minimum lot width of 50 feet; a base density of one lot per 10,200 square feet; a maximum lot coverage of 25 percent; building to building (on-site) setbacks at a minimum of 10 feet; building to exterior subdivision boundary line setbacks of five feet; a building to right-of-way setback of 10 feet; and a building to Open Space setback of 10 feet. *Exhibit 1, Staff Recommendation, pages 2, 3, 7, 13, 14, and 21.*
6. The purpose of the Mixed Use Town Center zone is to implement the Mixed Use Town Center sections of the comprehensive plan. The Mixed Use Town Center is intended to strengthen the vitality of downtown Winslow as a place for people to live, shop, and work; to provide a strong residential component in the area; and to encourage a lively community during both the day and night. *Bainbridge Island Municipal Code (BIMC) 18.06.030.A.* The purpose of the Madison Avenue overlay district is to provide for a mix of residential and small-scale nonresidential development. Within the Madison Avenue overlay district, all retail and office development must include a residential component. Retail development is permitted only on the ground floor. Residential development is only required for buildings greater than one story in height. *BIMC 18.06.030.A.3.* All

single-family residential subdivisions are subject to design under the City's Flexible Lot design requirements in Titles 17 and 18 BIMC. The City determined that the proposal is subject to the City's Open Space Standards (BIMC 17.12.030), General Residential Subdivision Standard (BMC 17.12.040), and Flexible Lot Dimensional Standards (BIMC Table 18.12.020-1). BIMC 2.16.020.Q provides that development standards in BIMC Titles 17 and 18 may be modified as part of a Housing Design Demonstration Project (HDDP). Single-family use is permitted in the R-4.3 zone. Adjacent properties are within the Urban Comprehensive Plan designation with properties to the north, east, and zone within the R-4.3 zone, and properties to the east zoned MUTC-MAD. *Exhibit 1, Staff Recommendation pages 2, 11, and 12.*

7. The purpose of the HDDP is to allow the development of housing design demonstration projects that increase the variety of housing choices available to residents across underserved portions of the socio-economic spectrum, and to promote compact, low-impact development where it is most appropriate. The HDDP program is intended to encourage innovation in building design, site development, and "green" building practices. The goals of this program are to increase the housing supply and the choice of housing styles available in the community; to promote socio-economic diversity by adding to the stock of income-qualified housing; to encourage development of smaller homes in neighborhoods attractive to a mix of income and age levels; and to demonstrate that innovative design and building techniques (conserving water and energy, using sustainably sourced materials, limiting environmental impacts) are compatible with market considerations. *BIMC 2.16.020.Q; Exhibit 1, Staff Recommendation, page 2.*
8. Utilizing the HDDP, the Applicant seeks relief from density, setback, lot size, lot coverage, open space, and road standard requirements that would otherwise apply to a subdivision of land. City staff determined that the open space requirements in BIMC 17.12.030 would be modified by HDDP incentives, which require that the project integrate at least 400 square feet of open space per unit in the R-4.3 zone. *BIMC 2.16.1020.Q.7.c.* The City determined that the effective amount of open space is approximately 15,000 square feet or 790 square feet per lot. This meets the City's open space requirements, as modified by the HDDP program. *Exhibit 1, Staff Recommendation, page 11.*
9. A Tier 2 HDDP project in the R-4.3 zone is eligible for a density bonus up to two times the base density. The project must provide 10 percent of the units as affordable housing, as defined in BIMC 18.36.030, and density may not exceed base density for the R-8 district. The project must achieve LEED Silver, BuiltGreen 4 or Evergreen Sustainable Development certification; it must achieve at least 25 points in the Innovative Site Development category and at least 12 points in the Housing Diversity category; and it must limit home size to 1,600 square feet. The City determined that the project would exceed the minimum points in the Innovative Site Development category and that the open space exceeds the HDDP program requirements. City staff also determined that the

proposed project meets the Housing Diversity requirements, with no residences more than 1,600 square feet and with a variety of unit types, including duplexes, age-in-place homes, and two-story residences. *Exhibit 1, Staff Recommendation, pages 15, 16, and 17; Exhibit 19; Exhibit 20.*

Existing Site

10. The subject property is undeveloped and vegetated with overgrown blackberry bushes and English ivy, interspersed with native conifer and deciduous trees. The land slopes evenly at about a 5 percent grade from northwest to southeast. The USDA Natural Resources Conservation Service maps the site as containing Kapowsin gravely ashy loam and Kitsap silt loam on the eastern flag lot near Madison Avenue North. *Exhibit 1, Staff Recommendation, page 3; Exhibit 4.*

Access, Parking, and Traffic

11. Madison Avenue North would provide access to the proposed subdivision with a road going west to access Lots 18 and 19, that would then turn south, as Loganberry Road, to access Lots 1 to 17, ending in the south end as a cul-de-sac. The Applicant would provide two vehicle parking spaces per dwelling unit.⁵ *Exhibit 1, Staff Recommendation, page 4; Exhibit 3.a.*
12. City Development Engineer Peter Corelis reviewed the proposal and determined that the streets and pedestrian ways are adequate to accommodate the anticipated increase in traffic caused by the proposed project. He determined that the east/west plat access road extension of Wallace Way NW would meet the standards of an urban local access street. The plat access road would provide two, nine-foot travel lanes for two-way traffic, with one-foot gutter pans and vertical curbs to provide a curb-to-curb distance of 20 feet. Sidewalks would be provided on one side. A minimum 30 feet of right-of-way for the road section and sidewalk would be dedicated to the City. The City determined that site distance for the access road exceeds 300 feet in both directions, which is above the required site distance needed for outbound turns to Madison Avenue North. *Exhibit 1, Staff Recommendation, pages 24; Exhibit 3; Exhibit 22.*
13. Heath & Associates, Inc., prepared a Traffic Impact Analysis (TIA) for the Applicant, dated July 2017. The TIA analyzed three access alternatives: full-access to the west via Wallace Way NW, full-access to the west and one-way outbound to Madison Avenue North, and full access to the east to Madison Avenue North. The TIA identified the

⁵ Duane Lane is adjacent to the north boundary of Madison Landing. The City asserted that Duane Lane was public right-of-way, and the developer disagreed. The disagreement was resolved by vacating the Duane Lane right-of-way in exchange for a trail connecting The Reserve at Winslow and Winslow Grove, in addition to right-of-way dedication along the south boundary of the Madison Landing project. The right-of-way dedication affords both Wallace Cottages and Madison Landing access from Madison Avenue. *Exhibit 1, Staff Recommendation, page 2.*

existing level of service (LOS)⁶ at seven surrounding intersections, all operating at LOS C or better. Based on the proposed increase of 19 dwelling units, the TIA determined that there would be a 181 average weekday daily traffic count, 14 AM peak-hour trips, and 19 PM peak-hour trips. The TIA noted that, for access to Madison Avenue North, the 2020 LOS at surrounding intersections would remain at LOS C or better. By 2035, the PM LOS would drop to LOS D for Madison Avenue North/Wyatt Way NW/NE and to LOS E for Madison Avenue North and Entrance/Wallace Way NE. The 2015 to 2020 City Capital Improvement Program includes intersection improvements at Madison Avenue North/Wyatt Way NW, with plans to reconstruct and improve the existing Wyatt Way segment from Madison Avenue North to Lovell Avenue using either signalization or a roundabout at the Wyatt Way/Madison Avenue North intersection. The TIA estimated traffic impact fees for 19 PM trips as \$31,016.93. *Exhibit 6.*

14. Kitsap Transit Routes 90 and 99 offer stops at the intersection of Madison Avenue North/Wallace Way NW. Routes 93, 95, 97, 98, and 106 also provide stops within one mile of the proposed site. *Exhibit 6.*

Trees, Landscaping, and Open Space

15. The Environmental Checklist listed significant trees on site. It identified 12 of 22 Douglas firs to be removed, 1 of 2 Madronas, and 19 of 22 cottonwoods. The Applicant provided a landscape plan depicting street trees and a planting plan. City staff noted that, although the Applicant intends to retain trees in designated open spaces, tree retention in open spaces is not required. The Applicant submitted an Open Space Management Plan (OSMP) with the application. The Applicant would record a final OSMP with the final plat and the OSMP would be referenced on the face of the plat. The Applicant would provide fencing along the perimeter of the northern open space area and along the open space boundary common to Lots 7 and 8. *Exhibit 1, Staff Recommendation, pages 11, 14, 15, and 21; Exhibit 5; Exhibit 10.*

Stormwater

16. The Applicant submitted a Preliminary Utility Report, prepared by Seabold Engineering LLC, dated April 26, 2017. A small amount of stormwater from adjacent single-family residential parcels drains toward the project site, which is located within the Kitsap Water Resource Inventory Area 15. The project parcels do not have any existing storm drainage conveyance systems. Downhill parcels connect to a drainage system in Madison Avenue North, which eventually discharges to the south near the shoreline of Eagle Harbor. The Applicant proposes a storm drainage collection and water quality system for the new impervious area runoff. Water quality treatment would be provided through a combination of bioretention swales and cells, roof downspout and footing drain collection

⁶ Capacity analysis is used to determine level of service (LOS), which is an established measure of congestion for transportation facilities. The range for intersection level of service is LOS A to LOS F, with the former indicating the best operating conditions, with low control delays, and the latter indicating the worst conditions, with heavy control delays. *Exhibit 6.*

systems, and surface water collection. The proposed stormwater collection system would connect to the existing storm drain system in Madison Avenue North, including replacement of approximately 110 feet of storm drain in Madison Avenue North. Mr. Corelis reviewed the proposal on behalf of the City and determined the proposal would meet the City's drainage regulations found in Chapters 15.20 and 15.21 BIMC. *Exhibit 1, Staff Recommendation, page 23; Exhibit 4; Exhibit 22.*

17. The Applicant would submit a Stormwater Pollution Prevention Plan prepared by a civil engineer, licensed in the State of Washington, prior to construction activities, including clearing, grading, and civil improvements for all phases of the project. Prior to final plat submittal, the Applicant would submit an operation and maintenance plan for the on-going maintenance of the storm drainage system. The on-site stormwater facilities would be privately owned and maintained. The Applicant would provide a sediment pond to handle the peak 10-year flow until storm drain capacity upgrades in Madison Avenue North are performed. *Exhibit 1, Staff Recommendation, pages 24 and 25.*

Utilities

18. The City has sufficient capacity to serve the plat with water and sewage service. A proposed eight-inch water main extension from Madison Avenue North to the Wallace Way NW right-of-way would allow a minimum 10 feet of separation of the water main from an existing sewer main. Alternatively, a looped water main system may be constructed. The Applicant would dedicate a 30-foot right-of-way for the existing sewer facilities, water, and stormwater facilities from Madison Avenue North to the extension of the Wallace Way NW right-of-way. The Applicant would obtain binding water and sewer availability letters from the City prior to application for a final plat. *Exhibit 1, Staff Recommendation, pages 2, 18, 23, and 25; Exhibit 22.*
19. Fire Marshal and Assistant Bainbridge Fire Department Chief Luke Carpenter provided comments on the proposal, dated May 17, 2017. He noted that the proposed project must comply with all provisions of the adopted Fire Code, including: the turning radius of the proposed cul-de-sac must be not less than 39 feet and there must be a 10-foot private road width with a five-foot flush sidewalk, but, if the sidewalk is raised, then the road width must be not less than 12 feet. He stated that the proposed fire hydrant locations are acceptable at this time. A Fire Marshal's Office fire flow test would be required prior to occupancy. *Exhibit 1, Staff Recommendation, pages 2, 5, 17, and 21; Exhibit 22.*

Schools and Parks

20. The Bainbridge Island School District would serve the proposed subdivision, but it did not provide any comments. The Applicant would construct an internal sidewalk system to the existing sidewalk located on Madison Avenue North. *Exhibit 1, Staff Recommendation, page 23; Exhibit 3.c.*

Archaeological Resources

21. The Applicant would stop excavation or construction should any historical or archaeological artifacts be uncovered and immediately contact the City Department of Planning and Community Development and the Washington State Office of Archaeology and Historic Preservation. *Exhibit 1, Staff Recommendation, pages 20 and 21.*

Testimony - April 20, 2018

22. Associate City Planner Kelly Tayara testified that the Comprehensive Plan has been amended since the date of complete application on May 30, 2017. She testified that access has been addressed by the City as part of Public Benefit, Development and Permit Processing Agreements, referencing Exhibits 13, 14, and 15. Ms. Tayara, as the City Planner, testified to her opinion that Madison Avenue would be the best place for access to the plat. *Testimony of Ms. Tayara.*
23. Public testimony was also given at the open record hearing. Doug Hotchkiss asked that access be provided to Madison Avenue North, not through Nakata Avenue. Steve Matthews also testified in favor of access from Madison Avenue. Venera Di Bella Barles asked that Madison Avenue, rather than Nakata Avenue or Wallace Way, be used for access. Debbie Hollyer testified in favor of a Madison Avenue access. Stephen Crampton and David Smith, Applicant, testified about Mr. Crampton's adverse possession claim. *Testimony of Mr. Hotchkiss, Mr. Matthews, Ms. Bartes, Ms. Hollyer, Mr. Crampton, and Mr. Smith.*

July 11, 2018 - Testimony

24. Ms. Tayara testified that she made minor revisions to her previous staff recommendation for lot area and open space but that no significant changes to her recommendation were necessary following resolution of an adverse-possession claim. *Testimony of Ms. Tayara.*
25. Additional public comment was given at the continued open record hearing. Sanjay Bhatt testified to his concerns about notice of a public meeting. He stated that a November 2016 pre-applicant meeting⁷ was held without notice to the Courtyards at Madison. He also objected to the lack of opportunity to comment on the SEPA MDNS threshold decision until June 1, 2018. He opined that the City and Applicant responded

⁷ BIMC 2.16.020.G provides:

1. Subject to certain exemptions, all projects are subject to and must complete the site assessment review process set forth and in accordance with Chapter 15.19 BIMC, and projects requiring a preapplication conference have the option of proceeding with the two processes concurrently. Chapter 15.19 BIMC is designed to ensure that future development integrates low impact development practices to the maximum extent practicable, as required by Chapters 15.19 and 15.20 BIMC.

2. The preapplication conference is an informal discussion between a potential applicant, interested citizens, city staff, and the design review board (if applicable) regarding a proposed project.

to concerns solely from the Nakata neighborhood and that, as a result, the project was redesigned with access solely from Madison Avenue North. In his opinion, Nakata area residents were treated differently than Madison Avenue North residents because they had an opportunity to express their concerns early in the process. He requested a remand of the application to the City to reconsider the access point to the proposed plat, including the use of Wallace Way NW. *Testimony of Mr. Bhatt.*

26. Stephanie Farwell testified about her concerns with the Planning Commission review process. She provided the meeting minutes of the February 8 and 22, 2018, Planning Commission meeting (Exhibit 32), and referenced its motion to deny approval of the proposed plat.⁸ Steve Matthews submitted written testimony and testified in support of access to the Wallace Cottages proposed plat via Madison Avenue North. Barbara Hotchkin testified to her opinion that the City's transportation goals and policies in the Winslow Master Plan do not support a single access point to proposed subdivisions. Kevin Curran testified that he grew up in the neighborhood when it was a quiet place that was safe and sound. He stated that he does not want Wallace Way NW extended because of the increased traffic that it would introduce to the neighborhood. Loanne Harmeling testified to her opinion that Wallace Way should become a through street in order to help disperse traffic. *Exhibit 32; Exhibit 33; Testimony of Ms. Farwell, Mr. Matthews, Ms. Hotchkin; Mr. Curran, and Ms. Harmeling.*
27. Ms. Tayara responded for the City at the open record hearing. She testified to the City's determination that access should not go through the Nakata neighborhood but rather should be accessed from Madison Avenue North. She testified that the Planning Commission initially recommended denial because it didn't want to see access through the Nakata neighborhood but that, once that issue was resolved, the Planning Commission supported the proposal. Mr. Corelis testified that he was in favor of connecting the plat west to Grow Avenue at a preliminary meeting to provide connectivity but that he changed his mind when considering other factors, including the impacts of a Wallace Way NW extension. He testified that Madison Avenue North would be widened in the future and would include a round-a-bout at Wyatt Way. Finally, he noted that it is City policy to concentrate traffic in arterials, and not to disperse it. *Testimony of Ms. Tayara and Mr. Corelis.*
28. Applicant Attorney Hayes Gori stated that, except for a mailing error, it is his legal opinion that the notice given was reasonable. He also noted that he attended the Planning Commission meetings and that he corroborated the City staff testimony that, once the

⁸ Although minutes of Planning Commission meetings were provided for the hearing record for consideration by the Hearing Examiner, motions passed by the Planning Commission are not final land use decisions. The City Council has assigned the task of making most final land use to the Hearing Examiner. BIMC 2.16.020.C.2 provides that quasi-judicial decisions are to be made by the Hearing Examiner. To render a legally defensible decision, the Hearing Examiner must issue a decision consistent with the municipal code, state statutes and case law.

decision was made to provide access to Madison Avenue North, the Planning Commission was supportive. He stated for the record that the adverse possession claim was settled and that such settlement should be noted in the Hearing Examiner's decision. *Statement of Mr. Gori.*

Staff Recommendation

29. City staff reviewed the proposal and determined that the proposed plat, with 12 conditions, would be consistent with the City's Comprehensive Plan, municipal code, and development standards. City staff recommended approval of the application, with conditions. *Exhibit 1, Staff Recommendation, pages 20 through 25; Exhibit 22.*

CONCLUSIONS

Jurisdiction

The Hearing Examiner is granted jurisdiction to hear and decide applications for preliminary plats under BIMC 2.14.030, and under BIMC 2.16.020.A and .125.G.5. The decision to approve or deny a housing design demonstration project shall be made as part of the underlying land use permit review. *BIMC 2.16.020.Q.3.e.*

Criteria for Review

BIMC criteria for subdivision approval are as follows:

The Hearing Examiner's decision must include findings of fact that the application meets all the requirements of the following subsections:

1. The preliminary long subdivision may be approved or approved with modification if:
 - a. The applicable subdivision development standards of BIMC Titles 17 and 18 are satisfied; and
 - b. The preliminary long subdivision makes appropriate provisions for the public health, safety and general and public use and interest, including those items listed in RCW 58.17.110; and
 - c. The preliminary long subdivision has been prepared consistent with the requirements of the flexible lot design process, unless a flexible lot standard has been modified as part of a housing design demonstration project pursuant to BIMC 2.16.020.Q; and
 - d. Any portion of a long subdivision that contains a critical area, as defined in Chapter 16.20 BIMC, conforms to all requirements of that chapter; and
 - e. Any portion of a long subdivision within shoreline jurisdiction, as defined in Chapter 16.12 BIMC, conforms to all requirements of that chapter; and
 - f. The city engineer's recommendation contains determinations that the following decision criteria are met and such determinations are supported by substantial evidence within the record:
 - i. The long subdivision conforms to regulations concerning drainage in Chapters 15.20 and 15.21 BIMC; and

- ii. The long subdivision will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; and
 - iii. The streets and pedestrian ways as proposed align with and are otherwise coordinated with streets serving adjacent properties; and
 - iv. The streets and pedestrian ways as proposed are adequate to accommodate anticipated traffic; and
 - v. If the long subdivision will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the long subdivision, and the applicable service(s) can be made available at the site; and
 - vi. The long subdivision conforms to the “City of Bainbridge Island Engineering Design and Development Standards Manual,” unless the city engineer has approved a variation to the road standards in that document based on his or her determination that the variation meets the purposes of BIMC Title 17; and
 - g. The subdivision conforms to the requirements of this chapter and the standards in the “City of Bainbridge Island Design and Construction Standards and Specifications,” unless the city engineer has approved a variation to the road standards in that document based on his or her determination that the variation meets the purposes of BIMC Title 17; and
 - h. The proposal complies with all applicable provisions of this code, unless the provisions have been modified as part of a housing design demonstration project pursuant to BIMC 2.16.020.Q; Chapters 36.70A and 58.17 RCW; and all other applicable provisions of state and federal laws and regulations; and
 - i. The proposal is in accord with the city’s comprehensive plan.
2. A proposed subdivision shall not be approved unless written findings are made that the public use and interest will be served by the platting of such subdivision.

BIMC 2.16.125.H.

In addition to decision criteria required by the underlying planning permit or approval, an application for a housing design demonstration project may be approved if the following criteria are met:

- a. The applicant clearly demonstrates evaluation factors listed in subsection Q.4 of this section as shown in the housing design demonstration project scoring system as evaluated by the planning department;
- b. The applicant has demonstrated how relief from specific development standards, including setback reductions, lot coverage and/or design guidelines, is needed to achieve the desired innovative design and the goals of this chapter;
- c. The project does not adversely impact existing public service levels for surrounding properties;

- d. The project complies with all other portions of the BIMC, except as modified through this housing design demonstration project process;
- e. If a project will be phased, each phase of a proposed project must contain adequate infrastructure, open space, recreational facilities, landscaping and all other conditions of the project to stand alone if no other subsequent phases are developed; and
- f. The applicant is meeting required housing diversity standards.

BIMC 2.16.020.Q.5.

In addition, housing design demonstration project approval conditions must be included in the final permit approval and must address any ongoing compliance requirements, including compliance with approved design plans. The City may require that the applicant record covenants to ensure ongoing compliance or maintenance for required project components. *BIMC 2.16.020.Q.3.e*

The state subdivision criteria, codified at Chapter 58.17 RCW, are as follows:

A proposed subdivision and dedication shall not be approved unless the city, town, or county legislature body makes written findings that: (a) appropriate provisions are made for the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and schoolgrounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and (b) the public use and interest will be served by the platting of such subdivision and dedication.

RCW 58.17.110(2).

The criteria for review adopted by the City Council are designed to implement the requirement of Chapter 36.70B RCW to enact the Growth Management Act. In particular, RCW 36.70B.040 mandates that local jurisdictions review proposed development to ensure consistency with City development regulations, considering the type of land use, the level of development, infrastructure, and the characteristics of development. *RCW 36.70B.040.*

Conclusions Based on Findings

1. **With conditions, the proposed subdivision would be consistent with Housing Design Demonstration Projects decision criteria of BIMC 2.16.020.Q.** City staff determined that the Applicant's proposal exceeds the minimum required scoping for a Type 2 HDDP project. The project would be BuiltGreen 4, with a variety of home sizes, limited to no more than 1,600 square feet, thereby meeting the HDDP housing diversity standards. By using the HDDP approach, smaller residences can be constructed with relief from open space and setback standards. Adequate access to water, sewage, and other services is available and would not adversely impact existing public service levels for surrounding properties. Except for the HDDP project modifications, the proposed project would comply with all other portions of the BIMC.

*Findings, Conclusions, and Decision
City of Bainbridge Island Hearing Examiner
Wallace Cottages HDDP and Preliminary Plat, No. PLN 50589 SUB*

Conditions are necessary including those to ensure compliance with the criteria for approval in the municipal code, including those to ensure that the Applicant constructs a four-foot high fence along the perimeter of the northern open space; to ensure that the project conforms to the HDDP program Tier 2 requirements; to ensure that work will stop if any historical or archaeological artifacts are uncovered; to ensure that a final Open Space Management Plan is recorded with the final plat; to ensure that the final plat will comply with Fire Marshal conditions; and to ensure that the Applicant will comply with the recommended conditions of the City Engineer. *Findings 1-29.*

2. **With conditions, the applicable subdivision development standards of Titles 17 and 18 BIMC would be satisfied, as modified by the Housing Design Demonstration Projects decision criteria as described in Conclusion 1.** The proposed subdivision would provide common open space through the HDDP modification. Sidewalks would be provided to connect to Madison Avenue North. Two parking spaces per unit would be provided to meet the City's parking standard. As detailed above in Conclusion 1, conditions are necessary to ensure that the proposal meets all criteria required for plat approval. *Findings 1, 6-21, and 29.*
3. **With conditions, the preliminary long subdivision makes appropriate provisions for the public health, safety, and general welfare and serves the public use and interest, including those items listed in RCW 58.17.110.** The City reviewed the proposed project, including environmental review under SEPA and issued an MDNS, requiring that the Applicant construct a four-foot-high fence along the perimeter of the northern open space. The MDNS did not address traffic impacts, a primary concern expressed in public testimony. Notice of the MDNS was properly given, and a second opportunity to appeal it was given, yet the MDNS was not appealed. The MDNS was issued on a proposal that, at the time the second notice was given, included access off of Madison Avenue North. Members of the public concerned about traffic impacts must be vigilant and diligent in review of development proposals that may impact them. Traffic impacts are addressed during environmental review, as well as during permit application review. Yet, if there is no appeal of the City determination that there will be no significant adverse impacts due to increased traffic, the review of that issue at the permit application review stage is constrained. If not appealed, the Hearing Examiner must accept the City determination that there will be no significant adverse impacts due to increased traffic. There are many criteria for approval that must be reviewed by the Hearing Examiner when deciding whether to approve a proposed plat. One is that there must be appropriate provisions for streets and roads, as required by RCW 58.17.110 (2). The evidence provided by the City during the open record hearing is that the existing street system can accommodate increased traffic associated with the proposed plat. Although there was passionate disagreement with that evidence expressed during the open record hearing, the evidence does not support a denial of the plat application.

The Applicant proposes a storm drainage collection and water quality system for the new impervious area runoff. Water quality treatment would be provided through a combination of bioretention swales and cells, roof downspout and footing drain collection systems, and surface water collection. The proposed stormwater collection system would connect to the existing storm drain system in Madison Avenue North. The City has adequate water and sewer capacity. The Bainbridge Island Fire Marshal reviewed the project and stated that the Applicant must comply with all provisions of the adopted Fire Code. Although the Bainbridge Island School District did not provide comments, the Applicant would provide internal sidewalks that would connect to Madison Avenue North. As detailed above in Conclusion 1, conditions are necessary to ensure that the proposal meets all criteria required for plat approval. *Findings 1-29.*

4. **The City engineer's recommendation contains determinations that the decision criteria would be met, with conditions, and such determinations are supported by substantial evidence within the record.** The City's Development Engineer reviewed the proposed subdivision and determined that the proposed subdivision conforms to regulations concerning drainage in Chapters 15.20 and 15.21 BIMC; that the proposed subdivision will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; that the streets and pedestrian ways as proposed align with, and are otherwise coordinated with, streets serving adjacent properties; that the streets and pedestrian ways, as proposed, are adequate to accommodate anticipated traffic; that there is capacity in the water and sewer system to serve the proposed subdivision; and that the proposed subdivision conforms to the "City of Bainbridge Island Engineering Design and Development Standards Manual," except as noted. As detailed above in Conclusion 1, conditions are necessary to ensure that the proposal meets all criteria required for plat approval. The City Development Engineer recommended conditions that have been included in this decision. *Finding 12.*
5. **With conditions, the proposal would be in accord with the Comprehensive Plan.** The proposed development would focus development in designated centers and would also facilitate the provision of a diverse affordable housing stock by allowing development compliant with HDDP criteria, including common open space, green-building certification, and landscaping along Madison Avenue North. As detailed above in Conclusion 1, conditions are necessary to ensure that the proposal meets all criteria required for plat approval. *Finding 4.*
6. **With conditions, the public use and interest would be served by the platting of the subdivision.** The City provided reasonable notice and opportunity to comment on the proposed preliminary plat. Single-family uses are permitted in the R-4.3 zone. The proposed subdivision to allow additional housing would be compatible with neighboring land uses, which are all developed with houses. The Applicant proposes a storm drainage collection system for the new hard surface areas, consisting of driveway, roof downspout

and footing drain collection systems, and surface water collection. Water quality treatment would be provided through a combination of bioretention swales and cells, roof downspout and footing drain collection systems, and surface water collection. City staff determined that, with conditions, the proposal would be consistent with all applicable City, county, and state requirements, including the applicable Comprehensive Plan, municipal code, and development standards. As detailed above in Conclusion 1, conditions are necessary to ensure that the proposal meets all criteria required for plat approval. *Findings 1-29.*

DECISION

Based on the preceding findings and conclusions, the request to subdivide four lots, totaling approximately 2.5 acres, into 19 lots, as a Tier 2 Housing Design Demonstration Project, at Wallace Way, between Madison Avenue and Nakata Avenue, is **APPROVED**, with the following conditions:⁹

SEPA Condition

1. To mitigate recreation and transportation impacts, the perimeter of the northern open space shall be fenced and provide a gate which is located proximate to Wallace Way. To avoid adverse aesthetic impact, appropriate materials which afford visual access to the open space (e.g., picket fence rather than chain link) shall be used, and the fence shall be four feet in height.

Project Conditions

2. The project must conform to the Housing Design Demonstration Project (HDDP) program Tier II requirements (BIMC 2.16.020.Q).
 - A. The project must provide at least two affordable housing units, as defined in the Municipal Code (BIMC 18.36).
 - B. The project must achieve LEED, BuiltGreen 4 or Evergreen Sustainable certification.
 - C. The project must provide homes no greater than 1,600 square feet in size.
 - D. The project shall substantially conform to the Innovative Site Development category scoring, as determined by staff, and shall provide and maintain the following:
 - 1) At least 16 percent of the lot area as open space which is well designed and integrated part of the project
 - 2) A neighborhood garden which is 1,140 square feet in size, at a minimum
 - 3) 20 percent or less turf in private yard areas
 - 4) At least 60 percent native or drought-tolerant plants
 - 5) A number of vehicle charging stations serving a minimum of three percent of the vehicle parking capacity of the subdivision: The stations shall be

⁹ Conditions include both legal requirements applicable to all developments and conditions to mitigate the specific impacts of this development.

shall be accessible to all homeowners in the subdivision and shall be shown on the civil plan.

- 6) Covered bicycle parking for 10 bicycles, at a minimum. The bicycle parking shall be held in common and shall be shown on the civil plan. Additionally, a bike rack serving four bicycles, at a minimum, must be located in the northern open space.
3. Prior to any construction activities, the Applicant shall obtain the appropriate permits from the City of Bainbridge Island, including but not limited to clearing, grading, and/or building permits.
4. If any historical or archaeological artifacts are uncovered during excavation or construction, work shall immediately stop and the Department of Planning and Community Development and the Washington State Office of Archaeology and Historic Preservation shall be immediately notified. Construction shall only continue thereafter in compliance with the applicable provisions of law.
5. A final Open Space Management Plan (OSMP) shall be recorded with final plat and the OSMP shall be referenced on the face of the plat. The final OSMP shall meet the requirements of BIMC 17.12.
6. In addition to the open space fencing required in Condition 1 above, the open space boundaries common to lots 7 and 8 shall be fenced.
7. Open Space fencing shall be installed on or installation financially assured prior to final plat approval. The fencing must be maintained in perpetuity and required locations of fencing shall be noted on the face of the plat.
8. Lot coverage of 35 percent shall be allocated between the lots as proposed and noted on the face of the plat, except: The final plat shall reflect a modest reduction in the per-lot allocation to provide lot coverage for open space buildings (e.g., garden shed, picnic shelter, covered climbing structure).
9. The following setbacks shall be noted and depicted on the final plat:

Building to building (on-site)	Minimum 10 feet
Building to exterior subdivision boundary line	Minimum 5 feet
Building to right-of-way or vehicular access easement	Minimum 10 feet
Building to Open Space	Minimum 10 feet
10. The final plat shall comply with the following conditions of the Fire Marshal:
 - A. The proposed project shall comply with all provisions of the adopted Fire Code.
 - B. A fire flow test is required prior to occupancy.

11. The final plat shall comply with the following conditions of the City Survey Manager:
 - A. A boundary line adjustment between Parcel 272502-1-023-2005 and Parcel 272502-1-022-2006 will be completed before final plat.
 - B. Right-of-way and roadway plans connecting to Madison Avenue are dependent on approval of the boundary line adjustment and subsequent right-of-way dedication by others.
 - C. City utilities and related facilities located outside of dedicated right-of-way will require a separately recorded easement agreement with the recording information noted on the face of the final plat.
 - D. Easement agreements with the City will be prepared using the City's template with the legal description and map prepared by a licensed land surveyor.
12. The Applicant shall comply with the following conditions, to the satisfaction of the City Engineer:
 - A. Unless specifically exempted in these conditions or otherwise by the City Engineer, the project shall conform to the City of Bainbridge Island Design and Construction Standards, Surface and Stormwater Management regulations (BIMC 15.20 and 15.21), and the Stormwater Facilities Maintenance Program in accordance with the provisions of BIMC 2.16.070.G(5).
 - B. Public and private improvements, facilities, and infrastructure, on and off the site, that are required for the subdivision, shall be completed and have final inspection and approval prior to final plat approval unless the City Engineer accepts an assurance device in lieu of completion.
 - C. In accordance with the provisions of BIMC 2.16.070.N, the City Engineer may accept financial assurity¹⁰ in lieu of completion of improvements, in an amount and in a form determined by the City Engineer, but not exceeding 125 percent of the cost of completing the improvements.
 - 1) Any such assurance device shall be in place prior to final plat approval, shall enumerate in detail the items being assured, and shall require that all such items will be completed and approved by the City within one year of the date of final plat approval. The assurity shall include preparation of all final plans and documents.
 - 2) Upon completion and the City's acceptance of facilities, the Applicant shall provide an assurance device securing the successful performance of improvements.
 - 3) While lots created by the subdivision may be sold, occupancy may not be allowed until the required improvements are formally accepted by the City. A prominent note on the face of the final plat shall state: "The lots created by this plat are subject to conditions of an assurance device held

¹⁰ The word "assurity" is not found in any dictionary that could be accessed by the Hearing Examiner. It is assumed the City means "surety" or "bonding". Conditions recommended by the City, however, are not altered by the Hearing Examiner unless reason to do so is given at the open record hearing.

by the City for the completion of certain necessary facilities. Building permits may not be issued and/or occupancy may not be allowed until such necessary facilities are completed and approved by the City of Bainbridge Island. All purchasers shall satisfy themselves as to the status of completion of the necessary facilities.”

D. General

- 1) Survey monumentation shall be provided consistent with the Standards, Section 8-03.
- 2) Civil improvement plans ready for construction shall be submitted with an application for a plat utility permit to COBI for review and approval to construct all necessary infrastructure serving the divided lots and the offsite improvements proposed in the Developer Extension Agreement (DEA) application.
- 3) Separate clearing and grading permits shall be required concurrently with the plat utility permit issuance to clear and grade the site.
- 4) No building permits for the newly created lots will be issued until the completion of the civil improvements or performance bonding is established to cover unfinished work to apply for final plat.
- 5) Performance bonding for plat civil improvements shall be released and re-bonded only as determined by a pre-approved work completion phasing plan to be developed with the plat utility permit application.
- 6) As-built civil construction plans stamped by a civil engineer shall be provided by the Applicant prior to final plat.

E. Facilities Extension

- 1) The Developer Extension Agreement (DEA) shall be executed at the plat utilities permitting application phase for the construction of roads and utilities to be inspected and accepted by the City. All property to be deeded to the City for the extension shall be provided with a Right of Way Warranty Deed, or, the DEA shall include all underlying property owners as applicants and the ROW may be dedicated on the face of the plat.

F. Utilities

- 1) The proposed 8-inch water main extension from Madison Avenue to the Wallace Way NW right-of-way extension shall be located to allow both a minimum 10 feet of separation of the water main from the existing sewer main and provide adequate setback from the northern property line to allow for construction, maintenance, and servicing of the new main. If additional ROW or easement is required it shall be provided. Alternatively, a looped water main system may be accomplished by routing the water line in from Wallace Way NW from Nakata Avenue NW.
- 2) The water main extension from the Fir Acres Drive ROW at the south end of the project shall be located within existing or proposed easements and provide a minimum 10 feet clearance to the edge of the easement.

- 3) A 30-foot ROW shall be dedicated to the City of Bainbridge Island to include the existing sewer facilities, water, and surface and stormwater facilities from Madison Avenue to the extension of the Wallace Way NW right-of-way.
- 4) Easement areas flanking the plat roads will require separate easement documents to be recorded as they are not within the ROW to be dedicated on the face of the plat.
- 5) Any and all permanent or temporary construction easements required to install the road and utility extension, or remove vegetation and disturb ground outside the future ROW areas shall be secured prior to the execution of the Developer Extension Agreement.
- 6) Sewer and storm drain improvements along with easements to be dedicated to the City through and over portions of existing Lot B of short plat SPT 06-07-91-1, also known as the Extendicare Parcel, are subject to restrictions of an easement with Lot A, also known as the Hanavan Parcel, of the same plat. The underlying easement agreement shall be amended to allow for the installation and maintenance of City facilities.
- 7) The routing of sewer and storm drain improvements through Lots A and B of the Hanavan Short Plat and the Courtyards at Madison Condominium sites requires a dedicated easement to the City totaling 20 feet in width to accommodate both the storm and sewer utilities. Additionally, the easement shall be extended to provide vehicular access for City maintenance vehicles and equipment from Fir Acres Drive NW through Lot A.
- 8) Extending the sewer beyond the Hanavan Short Plat lots at the southeast corner to tie into an existing 8-inch sewer line requires amendment of the existing sewer easement with the Courtyards on Madison Condominium Association to allow more than 2 residential lots to connect.
- 9) The north/south plat access road identified as Loganberry Road NE on the preliminary civil plans, shall meet the standards of an urban local access street per standard drawing DWG. 7-050 of the Standards, except as noted: The plat access road shall provide two (2) 9-foot travel lanes for two-way traffic circulation, with 1-foot gutter pans and vertical curbs to provide a clear curb-curb distance of 20 feet. Sidewalks shall be provided on one side with a minimum 3-foot wide planter strip. A minimum of 20 feet of right-of-way for the road section and 10-foot easements on either side shall be dedicated to the City to provide a combined 40 feet of ROW and easement dedication for access and utilities.
- 10) The east/west plat access road extension of Wallace Way NW shall meet the standards of an urban local access street per standard drawing DWG. 7-050 of the Standards, except as noted. The plat access road shall provide two (2) 9-foot travel lanes for two-way traffic circulation, with 1-foot gutter pans and vertical curbs to provide a clear curb-curb distance of 20 feet. Sidewalks shall be provided on one side. A minimum of 30 feet of right-of-way for the road section and sidewalk shall be dedicated to the City.

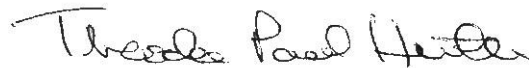
G. Stormwater

- 1) A Stormwater Pollution Prevention Plan (SWPPP) prepared by a civil engineer licensed in the State of Washington is required prior to construction activities including clearing or grading or civil improvements for all phases of the project that complies with BIMC 15.20.
- 2) A final stormwater report shall be submitted detailing compliance with all applicable minimum requirements as required by BIMC 15.20, prepared by a civil engineer licensed in the State of Washington.
- 3) On-site Best Management Practices for soil management and Low Impact Development shall be employed consistent with the Stormwater Management Manual for Western Washington (SWMMWW) BMP T5.13 for surfaces not converted to hard surfaces after construction.
- 4) Prior to final plat submittal, the Applicant shall submit an operation and maintenance plan for the on-going maintenance of the storm drainage system.
- 5) All on-site stormwater facilities shall remain privately owned and maintained. The owner(s) shall be responsible for maintenance of the storm drainage facilities for this development following construction. Annual inspection and maintenance reports shall be provided to the City. A Declaration of Covenant for stormwater system operation and maintenance will be required to be recorded before final plat submittal. The approved language for the Declaration of Covenant is found in BIMC Chapter 15.21, Exhibit A.
- 6) A hydrologic and hydraulic analysis must be performed to demonstrate that the future build-out conditions from the site combined with the existing offsite drainage tributary to the storm drain system will not exceed the capacity of the existing or proposed storm drain system in Madison Avenue North. Where the existing capacity of the system is insufficient, the project shall mitigate on-site to match the existing 100-year storm flows leaving the project site, or, upgrade the storm system to provide the needed capacity as defined below.
- 7) The capacity analysis shall include an assessment of all backwater effects on the existing system up Madison Avenue North. The design storm for capacity analysis is a 25-year storm event. The 25-year hydraulic grade line (HGL) shall be below the rim elevations of all drainage structures. The 100-year storm event shall be shown to not overtop the crest of any roadways.
- 8) Clearing and grading of the site may not begin until the storm drain extension to Madison Avenue is completed. A sediment pond shall be provided sized handle the peak 10-year flow until the time the storm drain capacity upgrades in Madison Avenue are performed. Once upgrades are performed the on-site sediment pond storage requirement may be reduced to the standard 2-year peak flow per the Department of Ecology SWMMWW BMP C241: Temporary Sediment Pond.

H. Permitting

- 1) In addition to a clearing and/or grade and fill permit, a right-of-way (ROW) construction permit will be required prior to any construction activities within the existing right-of-way. The ROW permit will be subject to separate conditions and bonding requirements.
 - 2) Application for a final plat shall require binding water and sewer availability letters from the City.
 - 3) The proposed action(s), phased or concurrent, in their totality would result in more than one (1) acre of earth disturbance on the site and drain to waters of the State. A Construction Stormwater General Permit shall be obtained from the Washington State Department of Ecology and the site shall be monitored for discharge of pollutants and sediment to the wetlands and stream for the duration of the project. No land clearing or construction permits shall be issued prior to obtaining the State permit.
13. The following conditions shall be noted on the face of the final plat: Conditions 2; 3; 4; reference to open space plan and requirements in Conditions 1; 5; 6 and 7; 8; 9; applicable portions of 13.

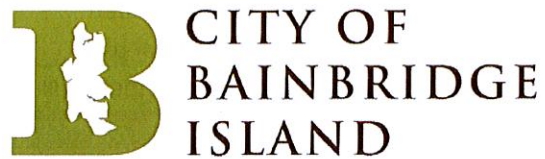
DECIDED this 25th day of July 2018.



THEODORE PAUL HUNTER

Hearing Examiner

Sound Law Center



DEPARTMENT OF PUBLIC WORKS - ENGINEERING

MEMORANDUM

Date: July 31, 2019
To: Kelly Tayara, Senior Planner, Planning and Comm. Development
From: Peter Corelis, P.E., Development Engineer
Subject: PLN50589 FSUB – Wallace Cottages Final Subdivision Approval

I have reviewed the above-referenced final long subdivision application for compliance with the requirements of the Bainbridge Island Municipal Code (BIMC) 2.16.160, Revised Code of Washington (RCW) 58.17.160, and the City of Bainbridge Island Design and Construction Standards and Specifications, and the imposed conditions on the approved preliminary plat. The subdivider has successfully developed the subdivision facilities and improvements in accordance with the approved civil engineering plans. Assurance documents for remaining improvements pursuant to BIMC 2.16.160.L have been provided to the satisfaction of this department as listed below.

SUBDIVISION PERFORMANCE BOND NO. 384328S (undersigned by Indemnity Company of California) has been provided for an amount equal to \$30,609.⁹⁴ to secure successful completion of:

- 1) Site stabilization, seeding, and grass establishment on individual lots, cul-de-sac backslopes, and western drainage swale;
- 2) Beehive drainage grate installation;
- 3) Waste concrete removal;
- 4) Soil amendments;
- 5) Contech filter vault cleaning/activation;
- 6) Completion of bioretention facilities;
- 7) Planter strips between sidewalks and curbs;
- 8) Street signage and striping;
- 9) Lot corner monumentation;
- 10) Fencing installation;
- 11) Bicycle rack installation;
- 12) Bicycle shed installation.

Except for the facilities listed above all utility extensions (water lines, sewer lines, storm drains) and road and sidewalk extensions have been constructed to completion. As-built record drawings have been

provided to the City. The final operation and maintenance manual for stormwater facilities has been submitted. All necessary dedications to the City will be completed with the recording of the final plat. Access and utility easements will be recorded prior to the plat and the assigned auditor file numbers will be written on the face of the plat for recordation.

The final long subdivision is recommended for **APPROVAL**.

PUBLIC BENEFIT, DEVELOPMENT AND PERMIT PROCESSING AGREEMENT

(Central Highlands, Wallace, Madison, and City)

THIS PUBLIC BENEFIT, DEVELOPMENT AND PERMIT PROCESSING AGREEMENT (“**Agreement**”) is made and entered into by and between the City of Bainbridge Island, a Washington municipal corporation (“**City**”), Central Highlands Inc., a Washington corporation (“**Central Highlands**”), Wallace Cottages, LLC, a Washington limited liability company (“**Wallace**”), and Madison Place, LLC, a Washington limited liability company (“**Madison**”) (each a “**Party**” and together the “**Parties**”). The effective date (“**Effective Date**”) of this Agreement shall be the date of complete execution hereof.

RECITALS

- A. Central Highlands and Wallace are proposing a 19-lot preliminary plat subdivision (Project No. PLN50589 SUB) located on tax parcels 27250210232005, 27250211552005, 27250211542006, and 27250211532007 (“**Wallace Cottages**”). Wallace Cottages is proposing to obtain access from the existing right-of-way located at the intersection of Nakata Ave NW, Wallace Way NW, and Taurnic PL NW (“**Wallace Cottages Wallace Way Access**”). The homeowners in the community adjacent to the Wallace Cottages Wallace Way Access objected to authorizing access through their neighborhood and requested that Central Highlands find a way to obtain primary access from Madison Avenue (“**Wallace Cottages Madison Avenue Access**”). The Wallace Cottages property includes a lot that connects to Madison Avenue but the portion of that property that connects to Madison Avenue is only 15 feet wide and therefore is not wide enough to provide the desired Wallace Cottages Madison Avenue Access.
- B. Central Highlands and Madison are proposing an 18-lot preliminary plat subdivision (Project No. PLN50892 SUB) located on tax parcel 27250210602009 (“**Madison Place**”).
- C. Mattis Consulting Group LLC, a Washington limited liability company (“**Mattis**”), is the consulting company working with DeNova Northwest LLC, a Washington limited liability company (“**DeNova**”) regarding its approved 12-lot preliminary plat subdivision (Project No. PLN50622 SUB) located at 7340 Finch Road NE (“**The Reserve at Winslow**”).
- D. CCHD LLC, a Washington limited liability company (“**CCHD**”), is the consulting company working with Gary and Susan Ohrt, a married couple (“**Ohrt**”), the applicants for the proposed 8-lot Madison Grove subdivision (Project No. PLN50667 SUB) (“**Madison Grove Project**”) and the forthcoming townhouse project (PLN50879SPR) (“**Madison Landing**”). Both the Madison Grove Project and Madison Landing will occur on property located between Madison Avenue N. and Nakata Avenue NW in the City of Bainbridge Island. The Madison Grove subdivision is planned to include tax parcels 27250211262001, 27250211402003, 27250211412002, and 27250212142004 (“**Madison Grove Property**”). Madison Landing is planned to include tax parcels 27250210662003, 27250210212007, and 27250210222006 (“**Madison Landing Property**”).

- E. Ohrt is a party to a purchase and sale agreement for the purchase of Kitsap County parcel no. 27250210222006 (the “**Vet Clinic Property**”), which is the southernmost lot of the Madison Landing Property. Ohrt anticipates closing on the Vet Clinic Property on March 21, 2018. Ohrt anticipates conveying the Madison Landing Property to Madison Landings Inc., a Washington corporation (“**Madison Landings Company**”).
- F. The City, Ohrt, CCHD, and Mattis are parties to that certain Agreement for Improvement to Public Trail and Processing of Vacation of Disputed Street, dated December 1, 2017 (the “**Trail Connection Agreement**”). The Trail Connection Agreement was entered into, in part, to resolve a dispute between the parties thereto regarding whether a right-of-way (the “**Disputed Street**”) exists on the Madison Grove Property. Among other things, the Trail Connection Agreement provides that the City would process a street vacation for the Disputed Street and, in exchange, Ohrt, CCHD, and Mattis would waive their potential claims against the City and Ohrt would construct certain public trail improvements which would result in a continuous public trail system between Sportsman Club Road and Weaver Road (“**Public Trail Connection**”), which trail would include a bridge over Hirawaka Creek.
- G. The City approved the street vacation in City Ordinance No. 2018-04 (“**Vacation Ordinance**”) within the initial time required by the Trail Connection Agreement but, in doing so, imposed a condition on the vacation. The ordinance provides that the vacation is effective upon the satisfaction of the following condition: “The vacation of [the Disputed Street] is conditioned upon the grant of a right-of-way consisting of the south 15 feet of parcel number 272502-1-022-2006.” In imposing the condition, the City Council indicated that the public benefit related to the vacation of Duane Lane would best be served if Ohrt granted sufficient right-of-way to allow Central Highlands and Wallace to achieve the Wallace Cottages Madison Avenue Access described in Recital A above.
- H. Central Highlands, Wallace, and Madison are entering into this Agreement to resolve the City’s concerns and the neighbors’ concerns regarding the Wallace Cottages Wallace Way Access, as well as mitigate their losses and provide for certain assurances regarding the processing of permits and for clear permit processing timelines for Wallace Cottages and Madison Place.
- I. Central Highlands and Wallace are entering into a separate agreement with Ohrt, Madison Landings and CCHD titled “MADISON AVENUE ACCESS AGREEMENT” and dated March 16, 2018 (“**Madison Avenue Access Agreement**”). The Madison Avenue Access Agreement is intended to achieve the construction and use of the Wallace Cottages Wallace Way Access.
- J. Ohrt, Madison Landings, CCHD, and Mattis are entering into another separate agreement with the City titled “PUBLIC BENEFIT, DEVELOPMENT AND PERMIT PROCESSING AGREEMENT” dated March 15, 2018 (“**Ohrt Permit Processing Agreement**”), in order to effectuate the vacation of the Disputed Street and resolve and fully consummate the Trail Connection Agreement, as well as to mitigate their losses and provide for certain assurances regarding the processing of permits and for clear permit processing timelines for Madison Grove, The Reserve at Winslow, and Madison Landing.

- K. The City is entering into this Agreement and the Ohrt Permit Processing Agreement to achieve certain public benefits, including the completion of the Public Trail Connection, the release of potential claims by Ohrt, CCHD, Mattis, Central Highlands, Wallace, and Madison, and to achieve the Wallace Cottages Madison Avenue Access desired by the City and the neighborhood.
- L. The Parties are entering into this Agreement to set forth the terms and conditions under which the issues described above shall be resolved to their mutual satisfaction.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises and considerations set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Madison Avenue Access. Pursuant to the Madison Avenue Access Agreement, Central Highlands, Wallace, CCHD, Ohrt, and the Madison Landings Company have agreed to process a boundary line adjustment to incorporate the eastern panhandle portion of Kitsap County parcel no. 272502-1-023-2005 (approximately the eastern 240 feet thereof) (the **“Panhandle”**) into the Vet Clinic Property, and CCHD, Ohrt and the Madison Landings Company have agreed to grant a thirty (30) foot right-of-way (the **“ROW Property”**) over the south boundary of the Vet Clinic Property (as enlarged by inclusion of the Panhandle via the boundary line adjustment). The City shall process a boundary line adjustment prior to the vacation of the Disputed Street, which shall incorporate into the Madison Landing Property those portions of Kitsap County parcel no. 272502-1-126-2001 and 272502-1-214-2004 that are zoned Madison Avenue District (**“Duane Lane BLA Property”**). The boundary line adjustments involving the ROW Property and the Duane Lane BLA Property may be included in the same application or applications submitted together. Prior to the vacation of the Disputed Street and prior to or after the dedication of a right-of-way on the ROW Property, the City shall allow Madison Landing to include the ROW Property and the Duane Lane BLA Property in its calculation of the floor area ratio for Madison Landing. The City agrees that the ROW Property, once dedicated, shall be sufficient to serve both Wallace Cottages and Madison Landing, and no additional right-of-way shall be required for the Madison Landing project. The City shall not require stormwater detention related to the ROW Property to occur within the ROW Property or within the Madison Landing Property; provided that a bioretention system may be located within the portion of the roadway located on the ROW Property. The City shall require setbacks no greater than 7.5 feet on the Madison Landing Property from the ROW Property and from any right-of-way along the north boundary of the Madison Landing Property. If the applicant applies for a variance to authorize a 5-foot setback from such adjacent rights-of-way, then the City shall support such variance application throughout the City’s variance processing procedures.

2. City Confirmation Regarding Vested Rights. The City hereby confirms that the City’s Moratorium Ordinance (Ord. No. 2018-05, as amended by Ord. No. 2018-09) and the City’s newly adopted Critical Areas Ordinance (Ord. No. 2018-01) do not and will not apply to Wallace Cottages and Madison Place, and future building permits related thereto, because pursuant to state law said projects became vested to the applicable regulations in effect at the time of submitting a complete preliminary plat application and/or complete building permit

applications, as applicable. The City further confirms that the projects described in this Section 2 shall remain vested despite any revisions resulting from actions necessary or convenient to provide the Wallace Cottages Madison Avenue Access.

3. City Waiver of Transportation Impact Fees. The City shall waive and not require any payment of transportation impact fees associated with Wallace Cottages.

4. City Permit Processing. The City shall process the permits and approvals for the following projects as stated in this Section 4. All review times stated below shall commence on the later of the execution date of this Agreement, submittal date, or resubmittal date.

Important Note: Regarding the timelines to follow in this Section 4:

The City's commitments (including timelines) are predicated on timely submittal of complete new or revised documentation from the applicant. City staff do not control the recommendations or action that will be taken by the Planning Commission or the Hearing Examiner, including the availability of those bodies for meetings and the number of meetings those bodies regard as necessary as part of their consideration of subject projects.

a. Wallace Cottages.

- i. Within seven (7) days after the execution of this Agreement, City staff will communicate to the Planning Commission that this Agreement has been executed and that terms in the Agreement could potentially affect the Planning Commission's consideration regarding the Wallace Cottages project, to the extent that the Commission's decision was based on concerns about access to Madison Avenue.
- ii. City staff will schedule a preliminary plat hearing date with the Hearing Examiner as soon as practicable and shall make best efforts to schedule such hearing no later than May 4, 2018.
- iii. Public Works review and comments including bond quantity amounts, permit fees, and related matters shall be ready within fourteen (14) days of the Hearing Examiner's preliminary plat decision and shall allow construction to start as soon as possible upon the City obtaining the required bonds, fees, and agreements. However, if the Hearing Examiner's decision includes conditions that require changes to the civil improvement drawings, the 14-day period will commence at the time of resubmittal of the revised civil improvement drawings to the City. The City shall allow construction to start as soon as possible upon the City obtaining the required bonds, fees, and agreements.
- iv. The City shall complete its reviews and provide its response to the applicant for all building permits submitted for lots within Wallace Cottages within thirty (30) days of submission of a fully completed building permit application. The City shall complete its reviews and provide its response to the applicant within fourteen (14) days of receiving from the applicant a response to a correction notice.

b. Madison Place.

- i. Following the execution of this Agreement, City staff will schedule the Madison Place project for Planning Commission consideration at the Planning Commission's April 26, 2018, meeting, subject to Planning Commission availability.
- ii. The City (Public Works) shall complete review of civil drawings and provide comments to the applicant within fourteen (14) days of submittal. The City shall complete its reviews and provide its response to the applicant within fourteen (14) days of receiving from the applicant a response to a correction notice.
- iii. The City will schedule a preliminary plat hearing date with the Hearing Examiner as soon as practicable and shall make best efforts to schedule such hearing no later than May 18, 2018.
- iv. Public Works review and comments including bond quantity amounts, permit fees, and related matters shall be ready within fourteen (14) days of the Hearing Examiner's preliminary plat decision and shall allow construction to start as soon as possible upon the City obtaining the required bonds, fees, and agreements. However, if the Hearing Examiner's decision includes conditions that require changes to the civil improvement drawings, the 14-day period will commence at the time of resubmittal of the revised civil improvement drawings to the City. The City shall allow construction to start as soon as possible upon the City obtaining the required bonds, fees, and agreements.
- v. The City shall complete its reviews and provide its response to the applicant for all building permits submitted for lots within Wallace Cottages within thirty (30) days of submission of a fully completed building permit application. The City shall complete its reviews and provide its response to the applicant within fourteen (14) days of receiving from the applicant a response to a correction notice.

5. Severability. If any clause, sentence, paragraph, section, or part of this Agreement shall be adjudged by any court of competent jurisdiction to be invalid, such order or judgment shall be confined in its operation to the controversy in which it was rendered and shall not affect or invalidate the remainder of any part of this Agreement and to this end the provisions of each clause, sentence, paragraph, section, or part of this Agreement are hereby declared to be severable.

6. Relationship to Other Agreements. The default by Ohrt, Madison Landings, and/or CCHD under the Madison Avenue Access Agreement shall not excuse the performance of an obligation under this Agreement, including, without limitation, the City's obligation to make best efforts to schedule the Hearing Examiner hearings for Wallace Cottages and Madison Place on or before the specified dates, subject to the Hearing Examiner's availability.

7. Cooperation. The Parties agree to cooperate and work together in good faith and without delay to take the actions and issue the approvals described in this Agreement.

8. Attorneys' Fees. In any court proceeding brought to enforce or interpret this Agreement, the substantially prevailing party (as determined by the court) shall recover from the other party its costs and reasonable attorneys' fees, including costs and fees on appeal.

9. Governing Law. This Agreement shall be governed and interpreted in accordance with the laws of the State of Washington. In any action brought to enforce or interpret the provisions of this Agreement, venue shall be exclusively in Kitsap County Superior Court.

10. Time. Time is of the essence for all provisions of this Agreement.

11. Headings. The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

12. Binding Effect. This Agreement shall be binding on and inure to the benefit of the parties and their respective successors and assigns.

13. Entire Agreement; Amendment. This Agreement represents the entire agreement of the Parties and supersedes any prior communications, written or oral. This Agreement is the product of negotiation and shall not be construed against either party as the drafter hereof. No amendment, modification, or waiver of any rights hereunder shall be binding unless in writing and signed by the party or parties potentially adversely affected hereby.

14. Counterparts. This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one instrument.

15. Authority. Each party signing this Agreement, whether signing individually or on behalf of an entity, represents that he/she has full authority to sign this Agreement on behalf of himself/herself or such entity.

16. Calculation of Time. Unless clearly stated otherwise in this Agreement, all references to days shall be to calendar days, not business days.

17. Notices. All notices, requests, and other communications that may be or are required to be given hereunder or with respect hereto shall be in writing and shall be given by overnight delivery service and by electronic mail, and shall be deemed to have been given on the next day following the date such notice was sent by overnight delivery service. Such notices, requests, and other communications shall be addressed as follows:

If to **Central Highlands, Wallace, or Madison:**

Hayes Gori
Law Office of Hayes Gori, PLLC
271 Wyatt Way NE, #112
Bainbridge Island, WA 98110
Phone: 206-842-6462
Email: hayes@hayesthelawyer.com

With a copy via email to:

David Smith
Email: smithhouse4@comcast.net

If to **City**:

Joe Levan
City Attorney, City of Bainbridge Island
280 Madison Ave. N
Bainbridge Island, WA 98110
(206) 780-8622
Email: jlevan@bainbridge.wa.gov

With a copy via email to:

Doug Schulze
City Manager, City of Bainbridge Island
Email: dschulze@bainbridgewa.gov

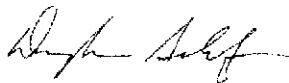
[Signature Pages Follow]

EXECUTED by the Parties on the dates set forth below.

CITY:

The City of Bainbridge Island, a
Washington municipal corporation

By:



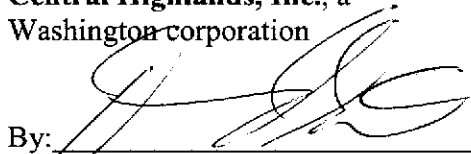
Print name: Douglas Schulze
Its: City Manager

Date signed: March 16, 2018

CENTRAL HIGHLANDS:

Central Highlands, Inc., a
Washington corporation

By:



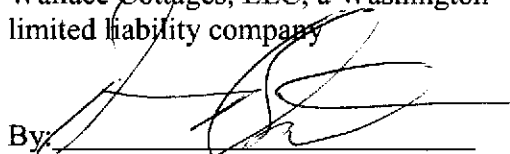
Print name: David Smith
Its: President

Date signed: 3-16-18

WALLACE:

Wallace Cottages, LLC, a Washington
limited liability company

By:



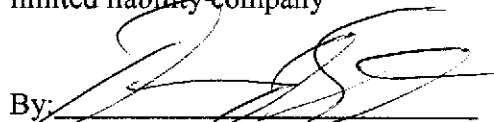
Print name: David Smith
Its: Manager

Date signed: 3-16-2018

MADISON:

Madison Place, LLC, a Washington
limited liability company

By:



Print name: David Smith
Its: Manager

Date signed: 3-16-2018



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:45 PM) Dave Ullin Open Water Marina (DUOWM) Buoy Removal and Install Contract Award - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to forward the award of the Dave Ullin Open Water Marina Buoy Removal and Install Contract to Norwest Marine, LLC, in the amount of \$135,923.00 and related approval for a budget amendment of \$75,000 from the general fund, thereby increasing the spending authority for this project, for approval with the August 27, 2019 Consent Agenda.

SUMMARY:

Following several public meetings discussing various options, and in coordination with the Marine Access Committee, City Council approved a modified Option 1A Plan at the February 26, 2019 Council Meeting. Council also recommended staff move forward with relocating the private buoys that conflict with the existing fairway navigation. City staff solicited bids for the Buoy Removal and Install project and recommends awarding this project to the apparent low bidder, Norwest Marine, LLC.

FISCAL IMPACT:

Amount:	\$167,000.00
Ongoing Cost:	
One-Time Cost:	\$167,000.00
Included in Current Budget?	Yes

BACKGROUND: In 2010/2011, the City and the Washington State Department of Natural Resources (DNR) established an open water marina in Eagle Harbor for residential use and the City installed 10 buoys for five

live-aboard vessels, which together with the linear moorage system, provided moorage for up to eleven vessels.

In August 2017, The City Council approved Resolution No. 2017-15, renaming the marina as the “Dave Ullin Open Water Marina” (DUOWM) in memory of Dave Ullin, a longtime live-aboard resident.

In 2018, the linear moorage system was removed, due to its deteriorating condition. Also in 2018, the City Council requested that the Marine Access Committee (MAC) provide a recommendation for the placement of 16 live-aboard vessels located within the DUOWM.

Following a public meeting and after reviewing public comments received to date, the MAC prepared a recommendation memo dated January 28, 2019, for siting and planning of the DUOWM's residential moorage. The MAC's recommended Option 1A Plan allows for 16 vessels on a single-point swing for those currently residing in the DUOWM, along with 5 additional vessel lengths currently on the wait list.

At the February 26, 2019 Council Meeting, Council approved a modified Option 1A Plan which included four 60' boats, four 50' boats, four 40' boats, and four 30' boats. Also, Council requested that staff proceed with plans to relocate the existing private buoys that conflict with the fairway navigation.

The finalized project plans consisted of removal of helical anchors, concrete block anchors, buoys, and linkages, and the installation of new helical anchors and buoy systems in accordance with the plans. See attached plan drawing.

Bids were solicited through the MRSC Small Works Roster and Norwest Marine, LLC, was the apparent low responsive bidder.

City staff reviewed the bid results and the contractor's qualifications and recommends that the City Council award this contract to Norwest Marine, LLC, in the amount of \$135,923.00. See attached bid form.

The 2019 Facilities CIP budget for the DUOWM Additional Buoys is \$92,000.00. City Council has previously approved a contract for planning, engineering and design for \$21,345, and permitting costs were \$8,000, leaving approximately \$64,000 in funds available. The apparent low bid came in at \$135,923.00; therefore, staff is requesting a budget amendment of \$75,000.00 from the general fund to cover the bid amount plus a small contingency amount. Upon City Council approval, a proposed budget amendment will be included in the 2nd quarter budget adjustment reporting.

ATTACHMENTS:

[Bid Form](#)

[Contract - Norwest Marine, LLC](#)

[Dave Ullin Open Water Marina \(DUOWM\) Plans](#)

[Memo - Marine Access Committee \(MAC\) Recommendation](#)

FISCAL DETAILS: The 2019-20 Adopted budget for this project is \$92,000 in the Capital Projects Fund. Unspent funds total approximately \$64,000. An additional \$75,000 is being requested from the general fund in the second quarter 2019 budget amendments to cover this contract amount.

Fund Name(s): General Fund

Coding:



CITY OF
BAINBRIDGE ISLAND

PROJECT NAME: Buoy Relocation & Install

Bid Opening Date: June 27, 2019, Due 10:00 AM

<i>Note: Bids Are Opened in Order Received.</i> Bids Solicited by: ☐ Advertisement ☒ Small Works Roster The Engineers Estimate is: \$154,238-\$179,238		Neptune Marine, LLC	Norwest Marine, LLC	Blackwater Marine, LLC		
Proposal	X	X	X			
Signature Page	X	X	X			
Statement of Bidder's Qualifications	X	X	X			
Base Bid Amount		\$240,224.00	\$124,700.00	\$177,234.00		
WA State Sales Tax @ 9.0%		\$21,620.16	\$11,223.00	\$15,951.06		
Grand Total Bid Amount		\$261,844.16	\$135,923.00	\$193,185.06		

A total of 3 bids were received. The apparent low bidder is Norwest Marine, LLC in the bid amount of \$ \$135,923. Aaron Claiborne, Operations Project Manager has reviewed the bids and recommends award to Norwest Marine, LLC.

**CITY OF BAINBRIDGE ISLAND
PUBLIC WORKS-SMALL WORKS ROSTER CONTRACT**

THIS PUBLIC WORKS SMALL WORKS ROSTER CONTRACT (“Contract”) by and between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Norwest Marine, LLC (“Contractor”) (individually, a “Party,” and collectively, the “Parties”) shall become effective upon execution by both parties.

In consideration of the terms and conditions set forth in this Contract, the Parties agree as follows:

1. Contractor Services. The Contractor shall furnish at its own cost and expense all labor, tools, materials, and equipment required to construct and complete, in accordance with this Contract and to the satisfaction of the City, the public works project known as the Buoy Removal and Install Project (“Project”). The Project is detailed in the Scope of Work, Attachment A, and the following documents, which are attached hereto and incorporated herein by reference:

- Scope of Work and Plans (Attachment A)
- Declaration of Retainage
- Minimum Wage Affidavit
- Payment and Performance Bonds
- Schedule of Prevailing Wages (see <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>)
- Guarantee Form
- Certification of Compliance with Wage Payment Statute

2. Notice to Proceed; Time of Completion. Notice to Proceed shall be given in accordance with Attachment A. The Contractor shall complete all work under this Agreement by the deadlines specified in Attachment A.

3. Payment.

3.1 Payment amount and procedures. The City shall pay the Contractor for all work and services covered by this Contract in an amount that shall not exceed One Hundred Thirty-Five Thousand Nine Hundred Twenty-Three Dollars \$135,923.00, including applicable sales tax. The payment amount shall exclude approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal. The Contractor shall submit, in a format acceptable to the City, monthly invoices for work and services performed in a previous calendar month. The City shall pay for the portion of the work described in the invoice that has been completed by the Contractor and approved by the City. The City’s payment shall not constitute a waiver of the City’s right to final inspection and acceptance of the work.

3.2 Defective or Unauthorized Work. If during the course of the Contract the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and the Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" means all reasonable costs incurred by the City, including legal costs and attorneys' fees, beyond the maximum contract price under this Contract. The City further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.

3.3 Final Payment; Waiver of Claim. Thirty (30) days after completion and final acceptance of the Project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by this Contract, except those required to be withheld by law or agreed to in special contract provisions. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

3.4 Retainage. The City shall hold back a retainage in the amount of five percent (5%) of any and all payments made to the Contractor for a period of sixty (60) days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue and the State Department of Labor and Industries, and until settlement of any liens filed under chapter 60.28 RCW, whichever is later.

4. Prevailing Wage. The Contractor shall comply with and pay prevailing wages as required by chapter 39.12 RCW, as well as paying prevailing wages related to public works and building service maintenance contracts funded in part or in whole with federal funds. Federal wage laws and regulations shall be applicable. No worker, laborer, or mechanic employed in the performance of any part of this Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington.

Prior to making any payment under this Contract, the Contractor shall submit to the City an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Notice from the Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of the workers. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors. Following the final acceptance of services rendered, the Contractor shall submit a "Minimum Wage Affidavit" for itself/themselves and any subcontractors.

In case any dispute arises regarding the prevailing rates of wages for work of a similar nature, and such dispute cannot be resolved by the parties of interest, including labor and

management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State of Washington, and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060, as it may be amended in the future.

5. Indemnification and Hold Harmless.

5.1 Defense, Indemnification, and Hold Harmless. The Contractor shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

5.2 Liability for Damages Caused by Concurrent Negligence. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Contract.

5.3 Inspection and Acceptance. The City's inspection or acceptance of any of the Contractor's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.

5.4 No Third Party Right of Indemnification. Nothing contained in this Contract shall be construed to create a liability or a right of indemnification in any third party.

6. Nondiscrimination and Compliance with Laws.

6.1 Nondiscrimination. The Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Contract because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

6.2 Compliance with Laws. The Contractor shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Contract.

6.3 Violation of this Section. Violation of this Section 6 shall be a material breach of this Contract and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

7. Job Safety.

7.1 Work Site Safety. The Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state, and local regulations, ordinances, and codes. The Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

7.2 Trench Safety. All trenches shall be provided with adequate safety systems as required by chapter 49.17 RCW and WAC 296-155-650 and -655. The Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650 and -655.

8. Utility Location. The Contractor is solely responsible for locating any underground utilities affected by the work and is deemed to be an “excavator” for the purposes of chapter 19.122 RCW. The Contractor shall be responsible for compliance with chapter 19.122 RCW including utilization of the “one call” locator system, before commencing any excavation activities.

9. Warranty and Guarantee. The Contractor shall warrant and guarantee the materials and work to be free of defects for a period of three (3) years after the City’s final acceptance of the entire Project. The Contractor shall be liable for any costs, losses, expenses, or damages, including consequential damages, suffered by the City resulting from defects in the Contractor’s work including, but not limited to, the cost of materials and labor expended by the City in making emergency repairs and the cost of engineering, inspection, and supervision by the City. The Contractor shall hold the City harmless from any and all claims, which may be made against the City as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections.

10. Correction of Defects. The Contractor shall be responsible for correcting all defects in performance of the work and/or related to materials discovered after the acceptance of this work. When corrections of defects are made, the Contractor shall be responsible for correcting all defects in the performance of the work and/or related to the materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within seven (7) days of the City’s mailed notice of discovery, and shall complete such work within a reasonable time agreed to by both parties. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the City, in which case the Contractor shall pay all costs incurred by the City to perform the correction. In the event the Contractor does not accomplish corrections within the time specified, the correction work will be otherwise accomplished by the City and all costs of same shall be paid by the Contractor.

11. Change Order/Contract Modification.

11.1 Amendments. This Contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may be amended, modified, or added to only by written change order properly signed by both parties.

11.2 Change Orders. The City may issue a written change order for any change in the work during the performance of this Contract. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the City within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Contractor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. If the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed, the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

11.3 Procedure and Protest by Contractor. If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Contractor shall, within fourteen (14) calendar days, provide a signed written notice of protest to the City that states the date of the notice of the protest, the nature and circumstances that caused the protest, the provisions of the Contract that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The City shall have access to any of the Contractor's records needed to evaluate the protest. If the City determines that a protest is valid, the City will adjust the payment for work or time by an equitable adjustment.

11.4 Failure to Protest or Follow Procedures Constitutes Waiver. By not protesting or failing to follow procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work, and accepts from the City any written or oral order (including directions, instructions, interpretations, and determinations).

11.5 Contractor's Duty to Complete Protested Work. Regardless of any protest, the Contractor shall proceed to promptly complete work that the City has ordered.

11.6 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the

Contractor as provided herein shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

12. Claims. The Contractor shall give written notice to the City of all claims, other than change orders, within thirty (30) days of the occurrence of events giving rise to the claim, but in no event later than the time of approval by the City for final payment. Any claim for damages, additional payment for any reason, or extension of time shall be conclusively deemed to have been waived by Contractor, unless a timely written claim is made in strict accordance with the applicable provisions of this Contract. At a minimum, a Contractor's written claim must include the information required in Section 11.3 regarding protests.

FAILURE TO PROVIDE A COMPLETE AND WRITTEN NOTIFICATION OF CLAIM IN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected to this Contract within 120 calendar days from the date the work is completed. The Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.

13. Contractor's Risk of Loss. It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that it/he/she has familiarized itself/himself/herself with all existing conditions and other contingencies likely to affect the work, and has made its/his/her bid accordingly, and that Contractor shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

14. Insurance. The Contractor shall maintain insurance as follows:

- ☒ Commercial General Liability as described in Attachment B.
- ☒ Automobile Liability as described in Attachment B.
- ☒ Workers' Compensation as described in Attachment B.
- ☒ Builders Risk as described in Attachment B.
- ☒ Contractors Pollution Liability as described in Attachment B.
- ☒ Coverage Related to Working On, Over, or Near Navigable Waters as described in Attachment B.

15. Payment and Performance Bonds. The City does not waive the Payment and Performance bond requirements of chapter 39.08 RCW for the Contract pursuant to RCW 39.04.155(3). The Contractor shall provide Payment and Performance bonds to the City in the amount of 100% of the Contract price and no less. The bonds must be accepted by the City prior to the execution of the Contract and shall be in a form approved by the City. The bonds shall be released thirty (30) days after the date of final acceptance of the work performed under this Contract and receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries in settlement of any liens filed under chapter 60.28 RCW, whichever is later.

16. Termination. This Contract shall terminate upon satisfactory completion of the work described in the Scope of Work (Attachment A) and final payment by the City. The City may terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient by giving ten (10) days' written notice to the Contractor.

In the event that this Contract is terminated by the City, the Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work (Attachment A) is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by reason of such refusal, neglect, failure, or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, the Contractor and its surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be reasonable.

17. Attorney's Fees and Costs. If any legal proceeding is brought related to the enforcement of this Contract, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

18. General Administration. The Project Manager of the City shall have primary responsibility for the City under this Contract to oversee and approve all work performed as well as all financial invoices.

19. **Ownership of Documents.** On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data, or other documents or materials given to or prepared or assembled by the Contractor under this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.
20. **Subletting or Assigning of Contracts.** Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties, or interests accruing from this Contract without the prior written consent of the other. If subcontract work is needed, prior to approval by the City, the Contractor must verify that its first-tier subcontractors meet the bidder responsibility criteria as provided in RCW 39.04.350.
21. **Relationship of Parties.** The parties intend that an independent contractor relationship will be created by this Contract. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative, or subcontractor of the Contractor shall be or shall be deemed to be the employee, agent, representative, or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance, are available from the City to the Contractor or its employees, agents, representatives, or subcontractors. The Contractor shall be solely and entirely responsible for its acts and for the acts of Contractor's agents, employees, representatives, and subcontractors during the performance of this Contract. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that the Contractor performs hereunder.
22. **Nonwaiver of Breach.** The failure of the City to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.
23. **Written Notice.** All communications regarding this Contract shall be sent to the Parties at the addresses listed below in the Contact information, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on the date three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract.
24. **Term.** This Contract shall be effective from the date of Contract execution through expiration of the warranty period as described in Section 9.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the later of the signature dates included below.

CITY OF BAINBRIDGE ISLAND:

Signature: _____
Morgan Smith, City Manager

Date: _____

CONTRACTOR:

NORWEST MARINE LLC

Signature: _____

Print Name: _____

Title: _____

Date: _____

Taxpayer ID #: _____

CITY CONTACT:

Aaron Claiborne
City of Bainbridge Island
280 Madison Ave N
Bainbridge Island, WA 98110
Phone: (206) 842-1212
Fax: (206) 780-5104

CONTRACTOR CONTACT:

Print Name: _____

Address: _____

Phone: _____

Fax: _____

Contractor License #: _____

(If this is a new contractor or if the Contractor has never conducted work with the City, a W-9 form must be attached to this Contract.)

ATTACHMENT “A” PROJECT - SCOPE OF WORK

The work provided for in these specifications shall consist of furnishing all labor, materials, and equipment; and performing all work necessary to accomplish the work. The Contractor shall perform all work and coordinate activities, communications, change orders, and invoice submittal under the direction of the City Contact identified in the Contract. This work will occur within Eagle Harbor and Contractor will need to work with tenants of the Dave Ullin Open Water Marina and private buoy owners. The work shall include removal of helical anchors, concrete block anchors, buoys and linkages, purchase and installation of new helical anchors and buoys systems in accordance with the Bainbridge Island Dave Ullin Open Water Marina and Bainbridge Island Private Buoy Relocation Plans. The Contractor shall follow all permits, revisions to the permits, and best management practices in accordance with the law.

Item 1: Mobilization/Demobilization: Mobilization and demobilization consist of preconstruction expenses and the costs of preparatory work, travel and operations performed by the Contractor prior to and following the work. This bid item is for the not specifically included in items 2-4 that are needed to accomplish the project pursuant to the plans and are considered incidental to the project.

Payment: “Mobilization & Demobilization” Lump Sum \$5,000

Item 2: Helical Screw Anchor and Buoy Assembly: Contractor shall provide helical screw anchors and buoy systems in accordance with the plans. The Contractor shall provide a submittal to the City for approval of all parts. Parts for the regulatory buoys that are proposed to be reused shall be inspected by the Contractor and verified by the City prior to installation.

Payment: “Helical Screw Anchor and Buoy Assembly” \$2,900 Each

Item 3: Helical Screw Anchor & Linkage Installation: The Contractor shall install all helical anchors and buoy systems in accordance with the plans.

Payment: “Helical Anchor & Linkage Installation”, \$1,500 Each

Item 4: Helical Screw Anchor/Linkage Removal: The Contractor shall remove existing helical anchors, concrete block anchor, or other anchor types, buoys, and linkage in accordance with the plans. The linkage shall be properly disposed of by the contractor. The Contractor shall provide disposal receipts for all unused equipment.

Payment: “Helical Screw Anchor/Linkage Removal” \$1,500 Each

Item 5: Minor Change: The Contractor shall provide materials and labor as directed by the City Contact for services related to removal and installation of regulatory/moorage buoys not covered within the bid items and plans listed.

Payment: “Minor Change” \$1,500 Force Account.

ATTACHMENT B INSURANCE REQUIREMENTS

A. Insurance Term

The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the Contract and for thirty (30) days after the physical completion date, unless otherwise indicated herein.

B. No Limitation

The Contractor's maintenance of insurance, its scope of coverage, and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Contractor's required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01. Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement CA 99 48 shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.
2. Commercial General Liability insurance shall be as least at broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse, or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor. Contractors Pollution Liability insurance shall be written in an amount of at least \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000. Contractors Pollution Liability shall cover bodily injury, property

damage, cleanup costs, and defense including costs and expenses incurred in the investigation, defense, or settlement of claims.

If the Contractors Pollution Liability insurance is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract, and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

The City shall be named by endorsement as an additional insured on the Contractors Pollution Liability insurance policy.

If the scope of services as defined in this Contract includes the disposal of any hazardous materials from the job site, the Contractor must furnish to the City evidence of Pollution Liability insurance maintained by the disposal site operator for losses arising from the insured facility accepting waste under this contract. Coverage certified to the City under this paragraph must be maintained in minimum amounts of \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000.

5. Working On, Over, or Near Navigable Waters. This Contract involves work on or adjacent to and/or work contributing to commerce on Navigable Waters of the United States, as defined by the U.S. Code of Federal Regulations. The Contractor therefore shall provide proof of insurance coverage in compliance with the statutory requirements of the U.S. Longshore and Harbor Workers' Compensation Act.

If the Contractor is working from barges or any other watercraft, owned or non-owned, the Contractor must maintain Protection and Indemnity (P&I) insurance providing coverage for actions of the crew to third parties in the amount of \$1,000,000 each occurrence or accident. The City shall be named by endorsement as an additional insured on the Contractor's Protection and Indemnity insurance policy. The Contractor must also provide proof of insurance coverage in compliance with the statutory requirements of the Merchant Marine Act of 1920 (Jones Act).

D. Minimum Amounts of Insurance

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.

E. City Full Availability of Contractor Limits

If the Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

F. Other Insurance Provision

The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

G. Contractor's Insurance for Other Losses

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee-owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers, contractors or subcontractors as well as to any temporary structures, scaffolding, and protective fences.

H. Waiver of Subrogation

The Contractor and the City waive all rights against each other, any of their Subcontractors, Sub-subcontractors, agents, and employees, each of the other, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

I. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

J. Verification of Coverage

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

K. Subcontractors' Insurance

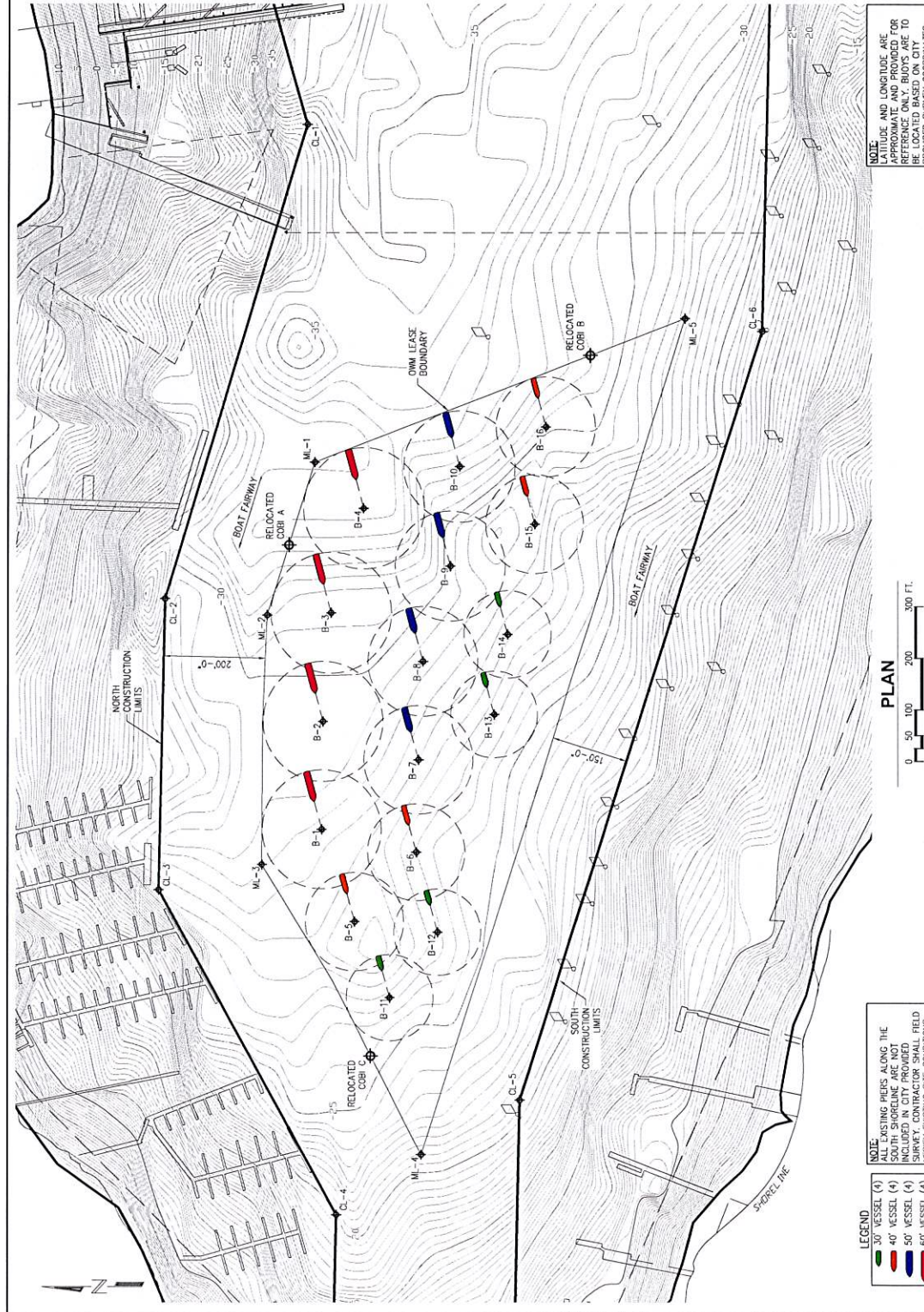
The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

L. Notice of Cancellation

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two (2) business days of their receipt of such notice.

M. Failure to Maintain Insurance

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.



LEGEND

- 30' VESSEL (4)
- 40' VESSEL (4)
- 50' VESSEL (4)
- 60' VESSEL (4)

NOTE:
ALL EXISTING PIERS ALONG THE SOUTH SHORELINE ARE NOT INCLUDED IN CITY PROVIDED CONSTRUCTION LIMITS. VERIFY EXISTING SITE CONDITIONS.

PLAN

0 50 100 200 300 FT.

MOORING LIMIT			
POINT No.	NORTHING	EASTING	LONGITUDE
ML-1	230686.31	122510.84	N0473711.85° W1223102.82°
ML-2	230778.32	122481.52	N0473712.09° W1223107.17°
ML-3	230788.71	122433.36	N0473712.69° W1223114.23°
ML-4	230793.30	122376.82	N0473709.32° W1223122.36°
ML-5	229965.79	122388.60	N0473704.80° W1223058.54°

CONSTRUCTION LIMIT			
POINT No.	NORTHING	EASTING	LONGITUDE
CL-1	230701.56	122576.33	N0473712.14° W1223053.30°
CL-2	230977.69	122484.67	N0473714.37° W1223106.77°
CL-3	230889.82	122482.08	N0473714.67° W1223115.02°
CL-4	230643.29	122360.95	N0473711.11° W1223124.12°
CL-5	230884.43	122387.36	N0473707.66° W1223120.75°
CL-6	229816.29	122363.84	N0473703.32° W1223058.67°

NAVIGATION BUOYS			
POINT No.	NORTHING	EASTING	LONGITUDE
CORI A	230736.01	122490.82	N0473712.31° W1223105.18°
CORI B	230150.30	122537.24	N0473706.61° W1223059.64°
CORI C	230576.55	122359.60	N0473710.52° W1223119.58°

MOORING SCHEDULE			
POINT No.	NORTHING	EASTING	LONGITUDE
B-1	230671.87	122439.82	N0473711.55° W1223113.20°
B-2	230689.55	122469.02	N0473711.58° W1223110.14°
B-3	230653.72	122481.93	N0473711.47° W1223107.07°
B-4	230590.72	122502.42	N0473710.89° W1223104.10°
B-5	230607.92	122420.32	N0473710.88° W1223115.79°
B-6	230488.22	122435.35	N0473709.73° W1223113.79°
B-7	230484.12	122454.79	N0473709.73° W1223111.17°
B-8	230475.74	122475.52	N0473709.69° W1223108.38°
B-9	230422.87	122490.05	N0473709.31° W1223105.67°
B-10	230405.15	122502.38	N0473709.07° W1223102.86°
B-11	230540.11	122402.75	N0473710.18° W1223117.93°
B-12	230447.58	122499.95	N0473709.30° W1223116.04°
B-13	230338.13	122462.61	N0473708.31° W1223109.84°
B-14	230311.89	122477.76	N0473708.08° W1223107.57°
B-15	230259.47	122491.05	N0473707.61° W1223104.44°
B-16	230238.02	122579.18	N0473707.44° W1223101.68°

PND ENGINEERS, INC.
1738 Fourth Avenue, S., Suite A
Seattle, Washington 98134
P: 206.624.1387
www.pndengineers.com

REVISIONS

REV	DATE	DESCRIPTION
1	5/20/19	

PROJECT:

BAINBRIDGE ISLAND
DAVE ULLIN OPEN WATER MARINA

TITLE:

PROPOSED BUOY LAYOUT

DESIGNED BY: [blank] OF PROJECT NO: 180404 SHEET NO: 2 OF 3
DRAWN BY: [blank] CDD DATE: MARCH 2018
CHECKED BY: [blank] SCALE: [blank]

PND ENGINEERS, INC. IS NOT RESPONSIBLE FOR SAFETY, PROGRAMS, METHODS OR PROCEDURES OF OPERATION, OR THE CONSTRUCTION OF THE DESIGN OR WORK. THESE DRAWINGS, CORRECTIONS, REVISIONS, ADDENDUMS OR NOTIFICATIONS, THE SPECIFICATIONS SHALL CONFORM TO STANDARDS OF THE INDUSTRY. DRAWINGS ARE FOR USE ON THIS PROJECT ONLY AND ARE NOT INTENDED FOR REUSE WITHOUT WRITTEN PERMISSION. ANY REUSE OF THESE DRAWINGS IN ANY MANNER THAT WOULD CONSTITUTE A DETRIMENT DIRECTLY OR INDIRECTLY TO PND.

- 1) The maximum allowable line tension, working load, is 6.0 kips for all components along the load path of mooring system, above the anchor.
- 2) The helix mooring anchor is designed to resist a lateral load of 3.8 kip, corresponding to a 60 foot vessel with a 110 mph wind. Loads exceeding this amount may rotate the helix anchor, resulting in possible damage. Annual inspection of the anchor system are recommended.

- 3) Layout is based off the DUOWM lease area survey provided by the City of Bainbridge Island.
- 4) Buoy locations are approximate and are shown in the same coordinate system as the City provided survey.
- 5) Contractor shall coordinate with the City of Bainbridge Island to field locate buoy.

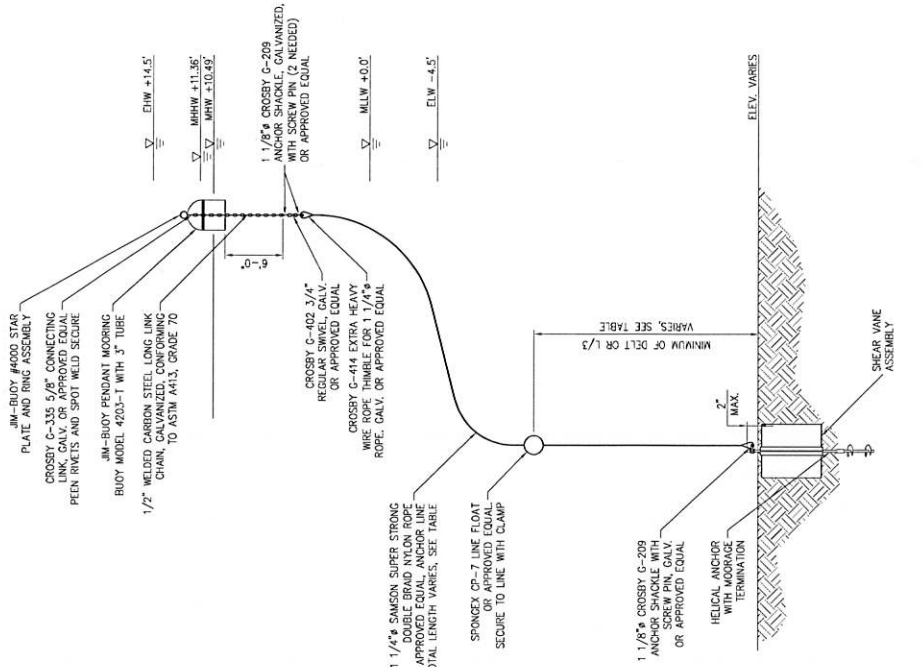
- 1) All materials for mooring buoy in the DUOWM lease area shall be new and free from defects.
- 2) North and East Coordinates are taken from AutoCAD drawings provided by the City of Bainbridge Island.
- 3) The contractor shall field verify the seafloor elevations listed in the Mooring Schedule before installing anchors. If the measured elevation is more than 2 feet different from those listed in the Mooring Schedule then notify the Engineer before proceeding with installation.

- 4) The total anchor line length in the Mooring Schedule is the distance from the anchor termination to the bottom of the mooring buoy, and does not include the length of chain above the water surface from the float.
- 5) The anchor line termination is to be terminated by a minimum of 10' of chain and a minimum of 3' of approved galvanized steel shackles. The shackles shall be terminated by a minimum of 14' of chain and a minimum of 3' of approved galvanized steel shackles.
- 6) The total anchor load capacity shall be determined by the Engineer. The mooring and dynamic load capacity shall be adjustable with the approval of the Engineer in order to achieve adequate penetration and load capacity. Heavy extension shifts may be required in soft soils to achieve adequate load capacity.
- 7) Each anchor shall include a shear vane assembly to resist lateral loads, as indicated on the drawings. The anchor shall be installed in the seabed with the shear vane assembly being placed in the direction of mooring termination. Shear vane assembly shall be below sea floor in its entirety.
- 8) The Contractor shall screw each anchor into the sea bottom until a minimum torque of 3,000 foot pounds is reached. The Contractor shall have a minimum of 100 pounds of tension on the anchor. The Contractor shall use a torque wrench to ensure that the anchor has been tightened to 100 pounds. The diameter of the top helix on the anchor shall be 10 inches. The anchor shall have a minimum of 10' of chain and a minimum of 3' of approved galvanized steel shackles. The anchor shall be terminated by a minimum of 14' of chain and a minimum of 3' of approved galvanized steel shackles. The anchor shall be terminated by a psi gauge on the installation equipment that has been calibrated to 100 pounds of torque by the anchor manufacturer. Before construction, the Contractor shall supply the Engineer with a letter from the Manufacturer certifying the calibration and describing the calibration methods for the specific equipment being used, and a calibration chart.
- 9) All helix anchors shall be proof loaded to 10,000 pounds vertical, static load. The static load shall be held constant for a minimum of 60 seconds, with no slippage or vertical movement of the anchor. Proof loads shall be applied to the anchor using a minimum of 100' of chain and a minimum of 3' of approved galvanized steel shackles. If failure occurs, the Contractor shall re-install at no additional cost.
- 10) Each helix anchor marine termination shall be not more than 2 inch above the existing sea floor.
- 11) Secure all pinned hardware and shackles with stainless steel seizing wire. Nylon ties shall not be used. Strands will be used.
- 12) The anchor shall be wrapped tight at all times, using min. 8 wraps with a systematic pattern so that all loads are properly distributed.
- 13) After installation, the Contractor shall submit a record of installation that lists the psi, torque, embedment depth and proof load applied for each anchor along with as-built drawings that show the actual locations where the anchors are installed. The Contractor shall submit a copy of the record of installation to the Engineer. The record of installation shall be signed, recorded and stamped by the Contractor.
- 14) DUOM Mooring buoys shall be labeled as follows:

Label for buoy B-10 shown as example. Buoy identification and vessel length to match the Mooring Schedule. Buoy's labels shall be painted for point suitable for the marine environment. Submit point data sheet and stencil to the City for approval. Coordinate point color with the City.

MOORING SCHEDULE										
Buy #	Mo. Vessel (feet)	Midline (feet)	Right (feet)	Scope	Total Anchor Line Length (feet)	DLT Line Sizing	Design Bowline (feet)	Vessel Length	Inner Swing Rods	Swing Rods at 15% Rods
B-1	60	28.5	43	1.2	51.6	24	45.68	10	60	113.68
B-2	60	28.5	44	1.2	52.8	25	46.51	10	60	116.51
B-3	60	30.5	45	1.2	54.0	26	47.33	10	60	47.33
B-4	60	30.5	45	1.2	54.0	26	47.33	10	60	117.33
B-5	40	28.5	43	1.2	51.6	24	45.68	10	40	95.68
B-6	40	26.5	41	1.2	49.2	22	44.01	10	40	94.01
B-7	50	28	42.5	1.2	51.0	23.5	45.26	10	50	105.26
B-8	50	29	43.5	1.2	52.2	24.5	46.09	10	50	108.09
B-9	50	29.5	44	1.2	52.8	25	46.51	10	50	109.51
B-10	50	31	45.5	1.2	54.6	26.5	47.74	10	50	47.74
B-11	30	26.5	41	1.2	49.2	22	44.01	10	30	84.01
B-12	30	26.5	41	1.2	49.2	22	44.01	10	30	44.01
B-13	30	26.5	41	1.2	49.2	22	44.01	10	30	84.01
B-14	30	27.5	42	1.2	50.4	23	44.85	10	30	44.85
B-15	40	28.5	43	1.2	51.6	24	45.68	10	40	95.68
B-16	40	30	44.5	1.2	53.4	25.5	46.92	10	40	46.92

NOT TO SCALE



NOT TO SCALE

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MEMORANDUM

Date: January 28, 2019

To: City Council

From: Marine Access Committee

Subject: Recommendations for the siting and planning of residential moorages in the Dave Ullin Open Water Marina in Eagle Harbor.

I. EXECUTIVE SUMMARY

The Marine Access Committee (MAC) recommends that the City Council adopt a moorage plan for the Dave Ullin Open Water Marina (DUOWM) that accommodates 16 residential vessels on a single-point swing. The space allotted for each vessel should be based on the 11 vessels currently in the DUOWM (as of January 2019), along with the next five vessels on the 2020 wait list. In addition, the design should increase the width of the safety fairway at the southern edge of the lease area in order to improve safe navigation for recreational uses of Eagle Harbor that include, but are not limited to, motor boating, kayaking, rowing, and sailing.

II. BACKGROUND

The City of Bainbridge Island and the Washington State Department of Natural Resources (DNR) entered into a Lease Agreement in 2010, which permits residential moorage in Eagle Harbor. The marina is the only open water residential marina in Washington State and is a unique part of the history of Bainbridge Island.

DNR manages the aquatic lands in Washington State, including those in Eagle Harbor and the DUOWM, as a public trust for the people of the State and as a steward of these public lands. The DNR manages the aquatic lands as a landlord, which then leases these lands for a variety of uses, including marinas and recreational mooring buoys. The DNR seeks to provide opportunities for recreation, support water-dependent uses, promote sustainable use of natural resources, and protect public navigational and fish access from obstructions.¹

In June 2018, the City Council voted to provide funding to increase the number of residential buoys from 9 to 16 as allowed under the terms of the Lease Agreement. This decision followed the July 11, 2018, Affordable Housing Task Force Report that stated that “residential vessels in the [DUOWM] . . . can be an economical housing choice on the island for a limited but important demographic.”

Following the vote by the Council, the MAC formed a subcommittee to study the issues surrounding the expansion of the number of vessels and to solicit feedback from members of the public regarding the project. Over time, it became clear that a public workshop would be the most appropriate forum for providing an overview of the project, receiving feedback, and answering the questions and concerns of the community.

¹ “Managed Lands.” Washington State Department of Natural Resources. Accessed January 23, 2019. <https://www.dnr.wa.gov/managed-lands>.

With the full support of City Staff, including Public Works, Police Department, and Executive, the MAC hosted a Public Workshop on December 10, 2018, in place of its regular business meeting. At the workshop, members of the MAC engaged the liveaboard community and other frequent users of Eagle Harbor, including Bainbridge Island Rowing (BIR), for input on developing a solution that would meet the needs of all users of Eagle Harbor. A preliminary plan was prepared by Public Works to serve as a starting place for discussion among members of the community and to establish a base line from which further recommendations could be developed.

The December 10th Public Workshop was well attended with most of the seats in the Council Chamber filled by members of the community. Committee members mostly heard frustration and anger about the process, with many in the liveaboard community concerned that the size of the DUOWM would shrink as a result of any modifications to accommodate other Eagle Harbor users. Harbormaster Tami Allen assured attendees that this was not the case: the boundaries of the DUOWM are fixed under the terms of the lease and not changing as part of the buoy layout project. Other community members noted concerns about safety and navigation within Eagle Harbor. In particular, the City is not able to restrict transient and/or temporary moorage within designated areas throughout Eagle Harbor, including the DUOWM.

Following the public workshop, the subcommittee continued to accept written feedback from members of the community. In total, 34 responses were submitted to Operations Project Manager Aaron Claiborne from a mix of stakeholders. Many commenters expressed opposition to the expansion of the DUOWM, while others shared their preference for the preliminary plan or encouraged the MAC to find a solution that pleased as many as possible. An additional theme among commenters was that Eagle Harbor is a shared resource and safe access for all should be a priority for the City Council.

On January 14, 2019, the MAC held its regular committee meeting and was joined by over 20 members of the public, including residents of the DUOWM and representatives from BIR. The committee reviewed the various options presented by Staff (*cf.* January 10, 2019 Memo to Marine Access Committee from Aaron Claiborne) as well as sketches presented by liveaboard supporters and BIR. The MAC members took the opportunity to address various concerns of both the liveaboards and BIR, and two motions passed the committee by unanimous consent. Our recommendation is analyzed and summarized below.

III. RECOMMENDATION

The MAC recommendation is informed by three criteria against which we analyzed various options. Each criterion is meant to be responsive to the direction provided to the MAC by the Council, as well as the purpose of the Marine Access Committee to “work to support awareness, management, and enhancement of public access to and from the island’s waters and water dependent activities.”²

The three criteria are:

- Accommodate 16 liveaboard vessels in the DUOWM;
- Improve the safety of Eagle Harbor for all users; and
- Develop a solution that is responsive to community members who offered public comment.

² “Marine Access Committee.” City of Bainbridge Island. Accessed January 23, 2019. <https://www.bainbridgewa.gov/706/Marine-Access-Committee>.

A. Marine Access Committee Recommendation to the City Council – Plan #1

The Marine Access Committee recommends the placement of 16 single-point buoys within the DUOWM. The vessel lengths accommodated in the DUOWM should be based on the 11 current tenants along with the vessel sizes of the next five households on the waiting list. The vessel length mix should accommodate:

- 5 vessels 30 feet or less
- 6 vessels 40 feet or less
- 2 vessels 50 feet or less
- 3 vessels 60 feet or less

We recommend that the 16 vessels be positioned at the northern and northeastern ends of the open water marina boundary in order to widen the adjacent navigation fairway to the south (see Figure 1). Some overlap of vessel swing circles may also be required in the proposed placement. We believe that this will provide safer transit of vessels around the moorage and promote less haphazard anchorage by visitors.³

Lastly, we recommend the following two minor modifications to improve the overall vessel traffic management of Eagle Harbor:

- Remove the City’s navigation buoy “D” located to the west of the DUOWM (circled in Figure 1)
- Install buoyed signage to guide Eagle Harbor users safe passage around and through the DUOWM (e.g., “Open Water Marina Ahead”).

Table 1 evaluates this recommendation against the three decision criteria and the other options considered by the MAC.

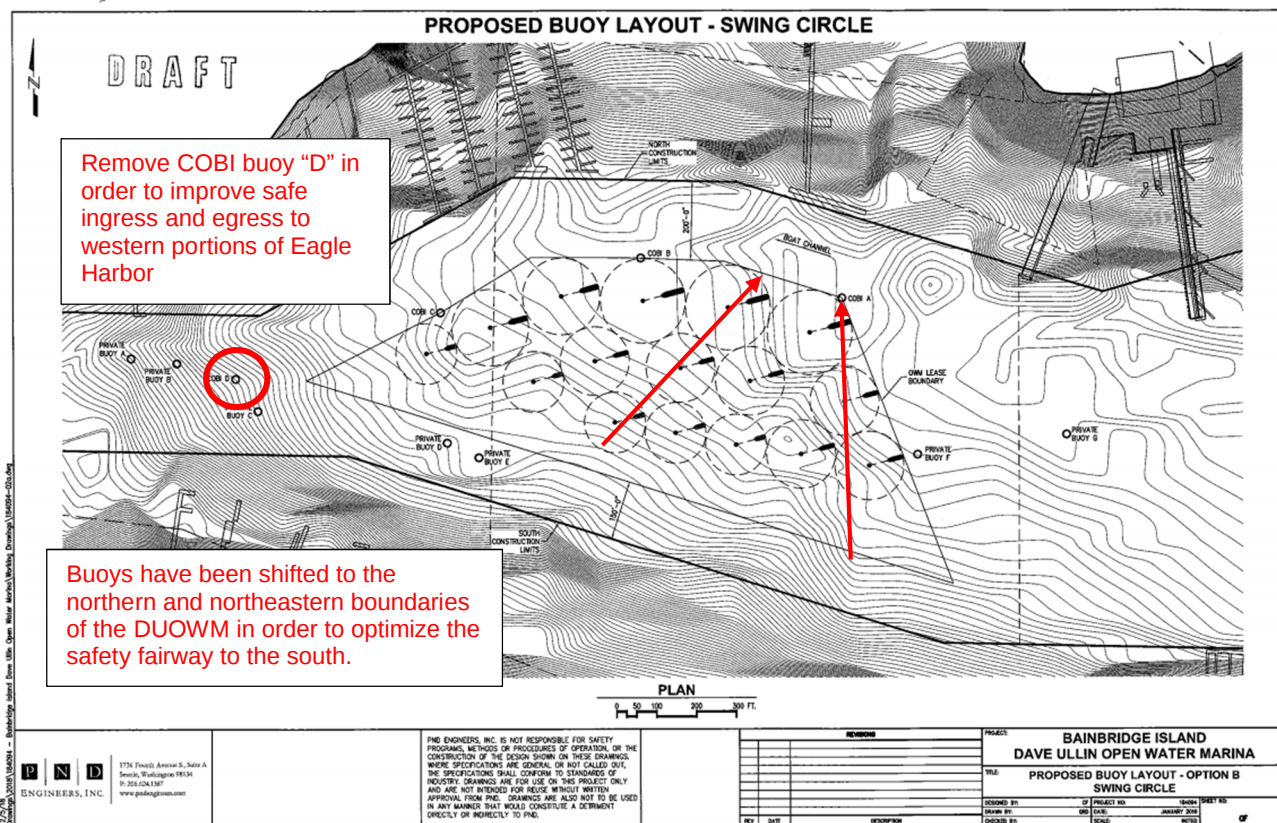
TABLE 1: RECOMMENDATION DECISION MATRIX

DUOWM LAYOUT/DESIGN PROJECT	Criterion 1: Accommodate 16 liveaboard vessels in the DUOWM	Criterion 2: Improve the safety of all users of Eagle Harbor	Criterion 3: Develop a solution that is responsive to public comment
Recommendation: Plan #1	Yes	Yes	Yes
Plan #2	Yes	Unknown	Yes
Plan #3	Yes	No	No

In addition, our recommendation has two benefits not associated with the other options evaluated by the MAC. First, a draft siting was prepared by PND at the request of Public Works following the January MAC meeting that closely aligns with Plan #1 (see Figure 1). Additionally, the DNR previously evaluated overlapping swing circles in a mooring plan elsewhere in Puget Sound (see Note 3).

³ The Washington State DNR performed an analysis for Quartermaster Harbor, Maury Island in April 2013 that addresses overlapping swing circles in a mooring buoy field. The *Quartermaster Harbor Mooring Buoy Management Plan* stated that “DNR will consider allowing some minor overlap of vessel swing in the buoy field to optimize the adjacent navigation channels and the number of mooring buoys for use by the boating community, while discouraging unsafe vessel traffic through the buoy field.” The DNR also noted that the “traditional recreation activity in Quartermaster Harbor includes fishing, crabbing, boating, [and] a rowing course for the Vashon Rowing Club . . .” (Available at http://www.dnr.wa.gov/publications/aqr_quartermaster_harbor_mooring_buoy_plan.pdf).

FIGURE 1: PRELIMINARY DRAFT PREPARED BY PND SHOWING BUOYS MOVED TO THE NORTH AND NORTHEAST (APPROXIMATION OF MAC PLAN #1)



B. Other Options – Plan #2 and Plan #3

The MAC considered two additional plans and weighed each against the evaluation criteria. Plan #2 is similar to our recommendation in Plan #1 with the exception of the size of the vessel moorage in the DUOWM. In addition to accommodating the 11 vessels currently in the DUOWM, Plan #2 seeks to maximize flexibility by substituting one 60' buoy for on 40' buoy in Plan #1:

- 5 vessels 30 feet or less
- 5 vessels 40 feet or less
- 2 vessels 50 feet or less
- 4 vessels 60 feet or less

While only slightly different from Plan #1, we believe that this option may result in a narrower safety fairway to the south. An engineering analysis would be required to adequately evaluate this plan, and therefore we are unable to evaluate it against Criterion #2. Lastly, this plan is responsive to public comment (Criteria #3) as it addresses liveaboard resident concerns by offering the greatest flexibility in siting various vessel sizes.

Finally, the MAC addressed Plan #3, which was the preliminary option presented during the December Public Workshop and prepared prior to public input. (Note: this is labeled as Option #1 in the Staff

Memo). The Plan does meet the Council's objective of increasing the number of liveaboard moorages to 16; however, it fails our analysis of the other two criteria.

IV. CONCLUSION

It is our hope that this recommendation for the Dave Ullin Open Water Marina Layout/Design Project meets the needs of a diverse group of citizens, all of whom call Bainbridge Island home. We thank the public for their thoughtful comments throughout this process along with the support of City Staff who supported the MAC in formulating this recommendation.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:15 PM) Resolution No. 2019-25, Opposing Initiative 976 Concerning Motor Vehicle Taxes and Fees,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

I move to forward Resolution No. 2019-25 for approval with the August 27, 2019 Consent Agenda.

SUMMARY:

This Resolution will oppose Initiative 976, which is often described as the “\$30 car tab initiative,” but it also proposes significant changes to many other aspects of the state and local transportation system, including repeal of the authority for city Transportation Benefit Districts (TBDs) to impose fees. If I-976 passes, Bainbridge Island will lose its ability to collect \$30 per year from the Vehicle License Fee and this will result in a loss of revenue of approximately \$47,000 in 2019 and \$600,000 in the 2020, which would otherwise be used for transportation improvements, traffic calming, and climate change mitigation.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: At the City Council business meeting on June 25, the City Council discussed whether to take a position on State ballot Initiative I-976 and directed staff to prepare a resolution to express opposition to this measure. A draft resolution is attached.

Initiative 976 (I-976) is an initiative to the Legislature that was filed for consideration in the 2019 legislative session. The Legislature did not act on the initiative; therefore, I-976 will be presented to voters during the next

general election in November 2019. I-976 is often described as the “\$30 car tab initiative,” but it also proposes significant changes to many other aspects of the state’s transportation system, including repeal of the authority for city Transportation Benefit Districts (TBDs) to impose fee. If I-976 passes, the authority for TBD's (including Bainbridge Island) to impose vehicle license fees would be eliminated. The effective date is 30 days after the initiative is passed which means that December 5, 2019 the initiative will be enacted. If I-976 passes, Bainbridge Island will lose its ability to collect \$30 per year from the Vehicle License Fee in the Transportation Benefit Fund. The City Transportation Benefit Fund is funded almost exclusively through vehicle license fees.

Funds are used for transportation improvements, traffic calming, and climate change mitigation. In previous discussions related to car tab fees, members of the public have asked about which vehicles are required to pay these fees, and whether the City can elect to exempt certain categories of vehicle. The State establishes the type of vehicles that are exempt from or subject to these fees, as shown in the attached listing (Transportation Benefit District Vehicles Subject to/Exempt from Fees). The City does not have the authority to exempt vehicles from these fees other than as shown.

ATTACHMENTS:

[Resolution No 2019-25, Opposing Initiative 976 Concerning Motor Vehicle Taxes and Fees](#)

[Bainbridge Island Initiative 976 FAQ.docx](#)

[Vehicles Subject to Fees](#)

FISCAL DETAILS:

The City is expected to receive approximately \$480,000 in revenues for 2019 from the vehicle license tabs which includes the January 2019 Resolution 2019-08 to increase the vehicle license fee from \$20 to \$30 that is now in effect in August 2019. If I-976 passes, the resources collected January 2019 through November 2019 would not be affected. There would however, be a loss of revenue of approximately \$47,000 in December 2019 receipts and \$600,000 in 2020 in the Transportation Benefit Fund. The Transportation Benefit Fund fund balance as of the end of 2018 is roughly \$810,000.

Fund Name(s): Other

Coding:

RESOLUTION NO. 2019-25

A RESOLUTION of the City Council of Bainbridge Island, Washington, opposing Initiative 976, a statewide initiative to the Legislature concerning motor vehicle taxes and fees, and urging voters to vote against Initiative 976 on the November 5, 2019 general election ballot.

WHEREAS, Initiative 976 proposes a repeal of the authority for Transportation Benefit Districts to impose vehicle license fees; and

WHEREAS, on August 22, 2012, the City Council adopted Ordinance No. 2012-14, establishing the Bainbridge Island Transportation Benefit District; and

WHEREAS, on December 1, 2015, the City Council adopted Ordinance No. 2015-31, assuming the rights, powers, functions, and obligations of the Bainbridge Island Transportation Benefit District in accordance with Chapter 36.74 RCW; and

WHEREAS, on January 22, 2019, the City Council adopted Resolution No. 2019-08, which increased the vehicle fee from \$20 to \$30; and

WHEREAS, on January 22, 2019, the City Council also adopted Resolution No. 2019-06, specifying that the additional revenue from the increase of the vehicle license fee from \$20 to \$30 would be used for eligible purposes under Chapter 36.73 RCW, including traffic calming projects and climate change mitigation; and

WHEREAS, should Initiative 976 pass this November the City would lose approximately \$400,000 of ongoing funding that is normally programmed to support annual road maintenance, which would require the City to seek new revenue sources, divert funds from other City activities, or reduce the scale of the annual preservation program; and

WHEREAS, should Initiative 976 pass this November, the City would also lose approximately \$200,000 of funding from the increased vehicle license fee revenue that was programmed for traffic calming projects and climate change mitigation, which would require the City to seek new revenue sources, divert funds from other City activities, or reduce the scale of such projects or mitigation; and

WHEREAS, the availability, frequency, and quality of alternatives to solo driving that Initiative 976 would reduce are crucial to Washington's efforts to reduce emissions of pollutants that are damaging our climate and harming our air quality; and

WHEREAS, the Cities of Anacortes, Bainbridge Island, Battle Ground, Black Diamond, Bremerton, Bridgeport, Buckley, Burien, Carbonado, Covington, Des Moines, DuPont, Edgewood, East Wenatchee, Eatonville, Electric City, Elmer City, Edmonds, Enumclaw, Everett, Fife, George, Grandview, Granite Falls, Kalama, Kelso, Kenmore, Kittitas, Lake Forest Park, Lakewood, Longview, Lynnwood, Mabton, Maple Valley, Mercer Island, Moses Lake, Mountlake Terrace, Normandy Park, Olympia, Orting, Port Orchard, Prosser, Richland, Roy, Royal City, Seattle, Sedro-Woolley, Shoreline, Snoqualmie, Soap Lake, Spokane, Tacoma, Toppenish, University Place, Vancouver, Wapato, Wenatchee, Wilkeson, Yakima, and Zillah all currently levy vehicle fees to fund transportation improvements like road resurfacing and street maintenance, which would be eliminated by Initiative 976.

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

Section 1. For the reasons outlined above, the City Council publicly opposes Initiative 976, a statewide initiative concerning motor vehicle taxes and fees.

Section 2. The City Council urges all voters on Bainbridge Island and throughout Washington State to vote against Initiative 976 on the November 5, 2019 general election ballot.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED by the Mayor this ____ day of _____, 2019.

By: _____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, CMC, City Clerk

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

2019-25



Finance and Administrative Services Department
Memorandum

Date: June 21, 2019

To: City Council
Morgan Smith, City Manager
Ellen Schroer, Deputy City Manager

From: DeWayne Pitts, Finance Director

Subject: Statewide Initiative 976, Local Impacts

Frequently Asked Questions

City of Bainbridge Island Initiative 976 Impacts

[What is Initiative 976?](#)

Initiative 976 (I-976) is often called the “\$30 car tab initiative.” In addition to setting car tabs at \$30, it also proposes significant changes to many other aspects of the state’s transportation system, including repeal of the authority for city Transportation Benefit Districts (TBDs) to impose vehicle license fees.

[Does Bainbridge Island have a Transportation Benefit District \(TBD\)?](#)

Yes. Bainbridge Island has had a Transportation Benefit District (TBD) since 2012.

In 2013, the TBD approved an annual vehicle license fee of \$20. Starting in August 2019, the annual vehicle license fee will be \$30. The increase is specifically dedicated to traffic calming and climate change mitigation projects.

[What does the Transportation Benefit District provide on Bainbridge Island?](#)

The current \$20 TBD generates roughly \$400,000 in annual revenue. This revenue supports about 60% of the City’s annual road maintenance program, paying for about 5 miles of chip seal in 2019 as well as supporting asphalt repair island-wide. This money has also paid for right of way acquisition, for example along Wyatt Way, making transportation projects possible.

[If Initiative 976 passes, when does it go into effect?](#)

It will be effective December 5th, 2019 which is 30 days after election day.

What would it mean for Bainbridge Island if Initiative 976 passed?

Bainbridge Island vehicle owners would no longer pay the vehicle license fee added by the Bainbridge TBD and the City would receive less revenue. Staff estimates that the City will receive approximately \$480,000 in revenues for 2019 from the vehicle license tabs, with roughly \$600,000 expected in future years.

These funds are used for transportation improvements, traffic calming and climate change mitigation. In order to continue to provide the same level of project funding, other spending must be reduced, or new revenue sources found.

Why is I-976 on the ballot?

This initiative was filed for consideration of the Washington State Legislature in the 2019 legislative session. The Legislature did not act on the initiative; therefore, I-976 will be presented to voters during the next general election in November 2019.

What exactly does the initiative propose?

I-976 is an expansive proposal that would significantly change how the state and local transportation system generates revenue. If passed, the initiative would do the following:

- Repeal the authority for TBDs to impose vehicle fees;
- Limit motor vehicle license fees (car tab fees) to \$30 per year;
- Repeal or reduce certain motor vehicle weight fees;
- Reduce electric vehicle fees to \$30 per year;
- Repeal the 0.3% tax on motor vehicle retail sales;
- Require local motor vehicle excise taxes (MVETs) to be calculated using the Kelley Blue Book base value of the vehicle;
- Conditionally repeal the Sound Transit 0.8% MVET, and;
- Require the retirement or refinancing of Sound Transit-related bonds.

How would Statewide City Transportation Benefit Districts (TBD'S) and local projects be affected?

Cities currently have the authority to establish TBDs for the purposes of acquiring, constructing, improving, providing and funding transportation improvements. Currently, over 100 cities including Bainbridge Island have formed TBDs to fund local transportation projects. TBDs are primarily funded through vehicle license fees or local sales taxes.

If I-976 passes, the authority for TBDs to impose vehicle license fees would be eliminated. Over 60 TBDs receive revenue from vehicle license fees, and 55 TBDs use vehicle licenses fees as their sole funding source including Bainbridge Island. If I-976 passes, the authority for Transportation Benefit Districts to impose fees would be eliminated.

How would state transportation funding be impacted?

If I-976 passes, there would be reductions in many of the state accounts associated with transportation

funding, including the Multimodal Transportation Account, the Motor Vehicle Account, State Patrol Highway Account, and the Transportation Partnership Account. The state estimates lost revenue of \$588 million in the 2019-21 biennium, \$677 million in the 2021-23 biennium, and \$758 million in the 2023-25 biennium.

Why did the State create Transportation Benefit Districts?

In 1987, the State Legislature created Transportation Benefit Districts (TBDs) as an option for local governments to fund transportation improvements (Chapter 36.73). In 2015, the Legislature amended the TBD statute to expand its uses and revenue authority.

The state legislature provided local governments with these tools because of inflationary erosion of the local share of gas tax, and because the elimination of other traditional sources of funding for local transportation needs per passage of a series of statewide ballot initiatives over the last 12 years.

*Transportation Benefit District Vehicles Subject to/Exempt from Fees **

Vehicles subject to fees

- Passenger vehicles
- Trucks that weigh 6,000 pounds or less
- Motorcycles
- Commercial passenger vehicles and trucks that weigh 6,000 pounds or less
- Commercial trailers
- Combination trucks that weigh 6,000 pounds or less
- Combination trailers
- Tow trucks
- House moving dollies
- Trucks used exclusively for hauling logs that weigh 6,000 pounds or less
- Trailers used exclusively for hauling logs
- Taxicabs
- For-hire or stage vehicles with 6 seats or less
- For-hire or stage vehicles with 7 or more seats that weigh 6,000 pounds or less
- Private use trailers over 2,000 pounds
- Motorcycle trailers
- Travel trailers
- Fixed load vehicles that weigh 6,000 pounds or less
- Mobile homes licensed as vehicles
- Motor homes
- Neighborhood electric passenger vehicle and trucks that weigh 6,000 pounds or less
- Medium-speed electric passenger vehicle and trucks that weigh 6,000 pounds or less

Exempt vehicles

- All farm vehicles including trailers
- Campers
- Off-road vehicles
- Snowmobiles, including vintage snowmobiles
- Mopeds
- ATVs

(*Source – Washington State Department of Licensing)

*Transportation Benefit District Vehicles Subject to/Exempt from Fees **

- Personal use trailers with a single axle and less than 2,000 pounds scale weight
- Antique, collector, and restored vehicles
- Converter gear
- Government vehicles
- Federally owned vehicles and federal motorcycle trailers
- Private school vehicles
- Vehicles properly registered to disabled American veterans
- Commercial passenger vehicles and trucks that weigh 6,001 pounds or more



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:25 PM) Review Letter Relating to Federal Regulation of Small Wireless Facilities - Deputy Mayor Tirman and Councilmember Nassar,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to authorize the Mayor to sign and send the letter to the Federal Communications Commission on behalf of the City Council.

SUMMARY:

Council will review a letter expressing concern with federal regulations relating to small wireless facilities.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[Letter to FCC](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



August __, 2019

Federal Communications Commission
445 12th Street SW
Washington, DC 20554

Dear Chairman Pai and Commissioners O'Rielly, Carr, Rosenworcel, and Starks:

We, the Bainbridge Island City Council, are writing with concern about the plans to implement and install small-cell wireless infrastructure based on the recent FCC ruling. *Instead of expediting the deployment of high-speed internet or addressing digital inequity, the FCC's actions impede local authority and will require cities to subsidize the wireless industry's deployment for private gain, giving away public property without asking for anything in return.*

The scope of this overreach is significant. It impedes local authority to serve as trustees of public property and to fulfill cities' public health and safety responsibilities while establishing unworkable standards. This will increase costs and impose an unreasonable burden on local governments. The City of Bainbridge Island wants to provide for innovative advancement and deployment of information and communication technology in its public right of way, but not by asking Island residents to subsidize the wireless industry's business costs and neglecting those residents that cannot already afford or have access to high speed internet. Requiring cities to subsidize the wireless industry's deployment of 5G without requiring the industry to serve low-income communities will not close the current digital divide.

Further, the City Council is concerned with the lack of scientific study on the environmental and health impacts of 5G. It is the FCC's responsibility to ensure that a ubiquitous rollout of new communications technology is safe for our communities. The US Department of Health and Human Services National Toxicology Program study published in November 2018, showed a strong association between the type of radiation used for mobile phone signals and certain types of cancerous tumors in lab rats. Most disconcerting is that this study, over a ten-year period, and only investigated available wireless spectrum technology at the time which was 2G and 3G standards.

Numerous cities across the United States have raised similar concerns as to the negative impacts to human health. Forward leaning governments in Europe, such as those in Belgium and Switzerland, have called for further studies into 5G and the impacts on human health and have banned the deployment of the new wireless technology. This City Council has similar concerns and strenuously object to the FCC's subsidized rollout for the wireless communications industry and the wanton disregard for rigorous scientific and health considerations of the American people. Our community will not be guinea pigs for this corporate handout and will resist this ill thought out policy at every turn.

Sincerely,

Kol Medina, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:35 PM) Small Wireless Facility Design Standards - Executive,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to direct staff to resume work on permanent design standards for small wireless facilities and to refer this matter to the Planning Commission for its review and recommendation in accordance with the requirements of the City Code.

SUMMARY:

On May 14, 2019, Council adopted Ordinance No. 2019-15, an interim official control setting design standards for small wireless facilities ("SWFs") on Bainbridge Island. Ordinance No. 2019-15 took effect immediately and remains in effect until November 2019, unless terminated earlier or subsequently extended by the City Council. On June 11, 2019, the City Council directed staff to hold off on working on permanent design standards for small wireless facilities, pending further City Council discussion. Council direction on whether to proceed with work on the permanent design standards is requested.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

The Federal Communications Commission ("FCC") has taken the position that some local aesthetic requirements for small wireless facilities ("SWFs") are preempted by federal law. Specifically, the FCC has decided that aesthetic requirements are not preempted if they are: (1) reasonable; (2) no more burdensome than those applied to other types of infrastructure deployments; and (3) published in advance.

On May 14, 2019, the Council, in response to the FCC, adopted Ordinance No. 2019-15, an interim official control setting design standards for SWFs on Bainbridge Island. Ordinance No. 2019-15 took effect immediately and remains in effect until November 2019, unless terminated earlier or subsequently extended by the City Council.

On June 11, 2019, the City Council held a public hearing on Ordinance No. 2019-15 and directed staff to hold off on working on permanent design standards for small wireless facilities, pending further City Council discussion.

Under the City Code, Planning Commission review and recommendation is required to adopt permanent design standards, which process includes a public hearing before the Planning Commission. Residents, wireless providers, and other interested parties would have the opportunity to submit comments at the public hearing held by the Planning Commission or during regular public comment at City Council and Planning Commission meetings in which the permanent design standards are discussed.

ATTACHMENTS:

[Ordinance No. 2019-15, Interim Official Control Adopting Small Wireless Facilities Design Standards](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

ORDINANCE NO. 2019-15

AN ORDINANCE of the City of Bainbridge Island, Washington, concerning wireless communications facilities; Amending Title 18 of the Bainbridge Island Municipal Code to add a new Chapter 18.10A BIMC, authorizing and establishing design and concealment standards for small wireless facilities; Amending BIMC 18.10.030 regarding definitions; Revising BIMC 18.10.010 to adopt applicability section; Repealing and replacing in full Chapter 18.11 BIMC concerning eligible facilities requests; Adopting findings in support of the foregoing; Requiring a post-adoption public hearing on the foregoing; Providing for severability; Declaring a public emergency and establishing an immediate effective date.

WHEREAS, the Federal Communications Commission (“FCC”) recently adopted a Declaratory Ruling, Order, and Regulation (“FCC Order”), which imposes limitations on local municipalities including the City of Bainbridge Island (“City”) regarding processing and review of all permits associated with the deployment of small wireless facilities; and

WHEREAS, the City Council finds that the existence of the federal regulations requires the immediate enactment of administrative procedures and processes which can comply with the FCC Order; and

WHEREAS, the aesthetic design and concealment standards that govern deployment of small wireless facilities will become part of Chapter 18.10A BIMC; and

WHEREAS, contemporaneous with the consideration of this ordinance, the City Council enacted amendments to its existing master permit code provisions, Chapter 19.02 BIMC, and adopted a new Chapter 19.10 BIMC in order to provide a clear permitting procedure for the deployment of small wireless facilities; and

WHEREAS, the adoption of aesthetic standards for deployment of small wireless facilities and utilization of a concurrent process emphasizing administrative review enables compliance with the federal presumptively reasonable time limits for review; and

WHEREAS, the City was required to enact administrative procedures and process to comply with the new presumptive federal safe harbors on or before January 14, 2019; and

WHEREAS, separately, federal law and regulation sets time limits on the processing of applications for eligible facility requests to expand existing structures which do not substantially change the height or profile of the structures used to collocate wireless communications facilities, and which regulations will replace Chapter 18.11 BIMC; and

WHEREAS, the City is authorized by state law, including RCW 36.70A.390, to expeditiously adopt interim official control ordinances due to a public emergency for the protection of the public peace, safety, or health while permanent regulations are developed, vetted, and processed through the City's standard legislative procedures; and

WHEREAS, the City Council finds that the adoption of this interim official control ordinance will allow the City to put in place standards to come into compliance with the FCC Order, while providing a meaningful opportunity for its citizens to provide input regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by use of an interim official control ordinance; and

WHEREAS, the City Council finds that adopting interim official control as set forth herein for up to six (6) months is necessary for the immediate preservation of the public peace, health, or safety.

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

Section 1. Purpose. The purpose of this ordinance is to adopt and establish interim aesthetic requirements and revisions to the City's wireless communications facilities code provisions in response to the FCC Order for a period of six (6) months, or until such earlier time as permanent regulations may be adopted.

Section 2. Findings. The recitals set forth above are hereby adopted as the City Council's initial findings of fact in support of the interim official control established by this ordinance. The City Council further finds that this ordinance is necessary, in conjunction with Ordinance No. 2019-11, to address potential applications for small wireless facilities within the presumptive safe harbor review periods prescribed by the FCC Order. As such, a public emergency exists requiring that this ordinance take effect immediately upon passage.

Section 3. Amendment of BIMC 18.10.010. Section 18.10.010 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

18.10.010 – ~~Purpose.~~ General Provisions.

A. This chapter addresses the issues of location and appearance associated with wireless communication facilities ("WCFs"). It provides adequate siting opportunities through a wide range of locations and options which minimize safety hazards and visual impacts sometimes associated with wireless communications technology. The chapter encourages siting of facilities on existing buildings or structures, co-location of several providers' facilities on a single support structure, and visual mitigation measures to maintain neighborhood appearance and reduce visual clutter in the city.

B. Applicability

1. Applicability. The provisions of this chapter shall apply to all new WCFs located within the boundaries of the City, and for any modification to an existing WCF that is not governed by Chapter 18.11 BIMC, provided that this chapter shall not apply to small wireless facilities that are permitted under Chapter 19.10 BIMC and are subject to Chapter 18.10A BIMC.
2. Permit Required. Any person who desires to place any WCF within the boundaries of the city must apply to the city for the appropriate wireless communication facility permit.
3. Lease Required. In addition to the requirement of obtaining the appropriate wireless communication facility permit, if all or a portion of the WCF will be located upon a city-owned structure, or upon non-right-of-way property which is either city-owned or city-leased, the applicant shall be required to enter into a lease agreement with the city for the use of the city property.
4. Master Permit Required. In addition to the requirement of obtaining the appropriate wireless communication facility permit, if all or a portion of the WCF will be located within the city's right-of-way, the applicant shall be required to obtain a master permit, consistent with Chapters 19.02 and 19.04 BIMC, from the city for the use of the city's right-of-way.

Section 4. Amendment of Table 18.09.020. The Utility and Telecommunications section of Table 18.09.020 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

UTILITY AND TELECOMMUNICATIONS																				
Note: Utility and telecommunications uses may be subject to additional requirements in BIMC <u>16.12.030.C.7</u> .																				
ZONING DISTRICT USE CATEGORY/TYPE	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-1	Use-Specific Standards BIMC 18.09.030
											CC	MA	EA	Gate	Ferry [1]					
Monopole or Lattice Tower	P																P			
Small Wind Energy Generator	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	P/C	P/C	P/C	F-1
Utility, Primary	C	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	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	P	
Wireless Communication Facilities, Facility II	P										P	P	P	P	P	P	P	P	P	
Wireless Communication Facilities, Facility III	P																	P	P	
Small Wireless Facilities	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>B-5</u>

Section 5. Amendment of BIMC 18.09.030. Section 18.09.030 of the Bainbridge Island Municipal Code is hereby amended to include a new Subsection 18.09.030.B.5, to read as follows:

5. Small wireless facilities. Except for locations in the right-of-way, small wireless facilities are prohibited on any property containing a residential use in the residential zones.

Section 6. Adoption of New Chapter 18.10A BIMC. Title 18 of the Bainbridge Island Municipal Code is hereby amended to include a new Chapter 18.10A BIMC, to read as follows:

Chapter 18.10A
USE REGULATIONS - SMALL WIRELESS FACILITIES

- 18.10A.010 Purpose.
- 18.10A.020 Applicability.
- 18.10A.030 Definitions.
- 18.10A.040 Design Zones.
- 18.10A.050 Design and Concealment standards for small wireless facilities.
- 18.10A.060 New poles for small wireless facilities and installations in a Design Zone.

18.10A.010 Purpose.

The purposes of this chapter are to set forth regulations for the placement and development of small wireless facilities. Among the purposes included are to:

- A. Manage reasonable access to the right-of-way of the City for communication purposes on a nondiscriminatory basis.
- B. Conserve the limited physical capacity of the public rights-of-way held in public trust by the City.
- C. Ensure that all service providers maintaining facilities or providing services within the City comply with the ordinances, rules, and regulations of the City.
- D. Reduce unnecessary local regulation of providers and services.
- E. Ensure that the City can continue to fairly and responsibly protect the public health, safety, and welfare.
- F. Encourage the provision of advanced and competitive telecommunications, on the widest possible basis to the businesses, institutions and residents of the City.
- G. Minimize potential adverse visual, aesthetic, and safety impacts of small wireless facilities.
- H. Encourage the design of such small wireless facilities to be aesthetically and architecturally compatible with the surrounding built and natural environments where possible.

I. Encourage the collocation or attachment of small wireless facilities on existing support structures to help minimize the total number and impact of such structures throughout the community.

J. Reserve to the City and provide for the fullest exercise possible of the authority and discretion of the City to require that:

1. Facilities are installed and maintained within the public rights-of-way in such manner and at such points so as not to inconvenience the public use of the public rights-of-way or to adversely affect the public, safety and welfare; and

2. All non-City users of the rights-of-way shall be required to reimburse and hold harmless the City for the actual costs incurred by the City by reason of the construction or presence in the public rights-of-way of the facilities of such other users.

18.10A.020 Applicability.

Any application for a small wireless facility both inside and outside of the right-of-way shall comply with the following application requirements for a small wireless facility permit described in this chapter. Applications must also comply with the requirements of Chapter 19.10 BIMC. For small wireless facilities inside the right-of-way, the applicant must also comply with the requirements of Chapters 19.02 and 19.04 BIMC.

18.10A.030 Definitions.

For the purpose of this chapter, the following terms, phrases, words, and abbreviations shall have the meanings given herein. Words not otherwise defined shall have their common and ordinary meaning:

A. “Antenna” means an apparatus designed for the purpose of emitting radiofrequency (“RF”) radiation, to be operated or operating from a fixed location pursuant to FCC authorization, for the provision of personal wireless service and any commingled information services. For purposes of this definition, the term antenna does not include an unintentional radiator, mobile station, or device authorized under 47 CFR Part 15.

B. “Applicant” means any person or corporation submitting an application for a small wireless facility permit.

C. “City property” means any real property owned by City, whether in fee or other ownership estate of interest.

D. “Collocation” means (1) mounting or installing an antenna facility on a pre-existing structure, and/or (2) modifying a structure for the purpose of mounting or installing an antenna facility on that structure. Provided that, for purposes of Eligible Facilities Requests, “collocation” means the mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for communications purposes.

E. “Director” means the Director of Planning and Community Development or his/her designee.

F. “FCC” or “Federal Communications Commission” means the federal administrative agency, or lawful successor, authorized to regulate and oversee telecommunications carriers, services and providers on a national level.

G. “Grantee” means a person holding a master permit.

H. “Light Pole” means a pole used primarily for lighting streets, parking areas, parks or pedestrian paths.

I. “Master Permit” means the authorization granted by the City to an operator of a telecommunications system, under this title, giving the operator the nonexclusive right to occupy the space, or use facilities upon, across, beneath, or over any public right-of-way in the City, to provide a specified service within a master permit area. Such master permit shall not include or be a substitute for:

1. Any other permit or authorization required for the privilege of transacting and carrying on a business within the City required by the ordinances and laws of the City;

2. Any permit, agreement or authorization required in connection with operations on or in public streets or property, including, by way of example and not limitation, street cut permits;

3. Any permits or agreements for occupying any other property of the City or private entities to which access is not specifically granted by the master permit including, without limitation, permits and agreements for placing devices on or in poles, conduits, other structures, or railroad easements, whether owned by the City, or a private entity; or

4. The right to place devices in the right-of-way, such as pay telephones, for end user use in terminating or originating transmissions.

By way of example, and without limiting the foregoing, this title shall not be read to diminish or in any way affect the authority of the City to control the use of the City’s real estate, fixtures or personal property. Therefore, any person who desires to use such property must obtain additional approvals, or agreements for that purpose, as may be required by the City.

J. “Public right-of-way” or “right-of-way” means land acquired or dedicated for public roads and streets but does not include:

1. State highways;

2. Land dedicated for road, streets, and highways not opened and not improved for motor vehicle use by the public;

3. Structures, including poles and conduits, located within the right-of-way;

4. Federally granted trust lands or forest board trust lands;

5. Lands owned or managed by the state parks and recreation commission; or
6. Federally granted railroad rights-of-way acquired under 43 U.S.C. Sec 912 and related provisions of federal law that are not open for motor vehicle use.
- K. “Service provider” is defined consistently with RCW 35.99.010(6). Service provider shall include those infrastructure companies that provide telecommunications services or equipment to enable the deployment of telecommunication services.
- L. “Small wireless” and “small wireless facility” shall have the same meaning as a “small wireless facility” as set forth in 47 CFR 1.6002.
- M. “Structure” means a pole, tower, base station, or other building, whether or not it has an existing antenna facility, that is used or to be used for the provision of telecommunications service (whether on its own or comingled with other types of services).
- N. “Telecommunications facilities” means the plant, equipment and property including, but not limited to, cables, wires, conduits, ducts, pedestals, electronics, and other appurtenances used or to be used to transmit, receive, distribute, provide or offer wireline or wireless telecommunications service.
- O. “Telecommunications service” means the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means for hire, sale, or resale to the general public. For the purpose of this subsection, “information” means knowledge or intelligence represented by any form of writing, signs, signals, pictures, sounds, or any other symbols. For the purpose of this chapter, telecommunications service excludes the over-the-air transmission of broadcast television or broadcast radio signals.
- P. “Traffic Signal Poles” means a pole that supports equipment used for controlling traffic, including but not limited to traffic lights, rapid flashing beacons, speed radar, and school zone flashers.
- Q. “Transmission equipment” means equipment that facilitates transmission for any FCC-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
- R. “Unified enclosure” means a small wireless facility providing concealment of antennas and equipment within a single enclosure.
- S. “Utility pole” means a structure designed and used primarily for the support of electrical wires, telephone wires, television cable, traffic signals, or lighting for streets, parking areas, or pedestrian paths.
- T. “Wireline” means services provided using a physically tangible means of transmission, including without limitation wire or cable, and the apparatus used for such transmission.

18.10A.040 Design Zones.

A. The following areas, as defined in Chapter 18.06 BIMC, are designated as Design Zones for the purpose of siting small wireless facilities:

1. Mixed Use Town Center;
2. Neighborhood Service Centers;
3. HS Road zoning districts; and
4. In the right-of-way of State Highway 305 from Harborview Drive SE to High School Road.

B. Any applicant who desires to place a small wireless facility in a Design Zone must first establish that the applicant cannot locate the small wireless facility outside of the Design Zone. Applications for small wireless facilities in a Design Zone may be approved if the applicant demonstrates that due to technical infeasibility the applicant cannot locate the proposed small wireless facility on an existing or replacement pole within 500 feet of the proposed site and outside of the Design Zone.

C. Applications for small wireless facilities within Design Zones are approved or denied by the Director and must comply with a concealment element design described in BIMC 18.10A.060 below.

18.10A.050 Design and Concealment standards for small wireless facilities.

Small wireless facility deployments permitted inside or outside the right-of way shall conform to the following design standards:

A. Small wireless facilities attached to existing or replacement non-wooden light poles or utility poles in the right-of-way or non-wooden light poles or utility poles outside of the right-of-way shall conform to the following design criteria:

1. Upon adoption of a City standard small wireless facility pole design(s) within the Design and Construction Standards, an applicant is encouraged to first consider using or modifying the standard pole design to accommodate its small wireless facility without substantially changing the outward visual and aesthetic character of the design. The applicant, upon a showing that use or modification of the standard pole design is either technically or physically infeasible, or that the modified pole design will not comply with the City's ADA, sidewalk clearance requirements and/or would violate electrical or other safety standards, may deviate from the adopted standard pole design and use the design standards as adopted in this subsection A.
2. The applicant shall minimize to the extent possible the antenna and equipment space and shall use the smallest amount of enclosure possible to fit the necessary equipment. The antennas and equipment shall be located using one of the following methods:

(a) Concealed completely within the pole or pole base. Antennas and the associated equipment enclosures (including disconnect switches and other appurtenant devices) shall be fully concealed within the pole, unless such concealment is otherwise technically infeasible, or is incompatible with the pole design. If within the pole base, the base shall meet the ADA requirements and not impact the pedestrian access route.

(b) Located on a pole. If located on a pole, antennas and the associated equipment enclosures (including disconnect switches and other appurtenant devices) must be camouflaged to appear as an integral part of the pole or flush mounted to the pole, meaning for antennas no more than twelve (12) inches off of the pole and for associated equipment no more than six (6) inches off the pole, and must be the minimum size necessary for the intended purpose, but in no event shall any antenna exceed three (3) cubic feet in volume. The equipment enclosure and all other wireless equipment associated with the pole (including but not limited to conduit), including wireless equipment associated with the antenna and any pre-existing associated equipment on the pole, may not exceed twenty-eight (28) cubic feet. If the equipment enclosure is permitted on the exterior of the pole, the applicant is required to place the equipment enclosure behind any banners or road signs that may be on the pole, provided that such location does not interfere with the operation of the banners or signs or the equipment itself. The applicant may propose a side mounted canister antenna, so long as the inside edge of the antenna is no more than six (6) inches from the surface of the pole. All cables shall be concealed either within the canister antenna or within a sleeve between the antenna and the pole.

(c) Underground in a utility vault. If located underground, the access lid to the equipment enclosure shall be located outside the footprint of any pedestrian curb ramp and shall have a nonskid surface meeting ADA requirement if located within an existing pedestrian access route.

(d) On private property. If located on private property, the applicant shall submit a copy of a letter of authority from the private property owner prior to the small wireless facility permit issuance.

3. The furthest point of any equipment enclosure may not extend more than twenty-eight (28) inches from the face of the pole. Any equipment or antenna enclosures must meet WSDOT height clearance requirements.

4. All conduit, cables, wires and fiber must be routed internally in the non-wooden pole. Full concealment of all conduit, cables, wires and fiber is required within mounting brackets, shrouds, canisters or sleeves if attaching to exterior antennas or equipment.

5. An antenna on top of an existing pole may not extend more than six (6) feet above the height of the existing pole and the diameter may not exceed sixteen (16) inches, measured at the top of the pole, unless the applicant can demonstrate that more space is technically needed. The antennas shall be integrated into the pole design so that it appears as a continuation of the original pole, including colored or painted to match the pole, and shall be shrouded or screened to blend with the pole except for canister antennas which shall not require screening. All cabling and mounting hardware/brackets from the bottom of the antenna to the top of the pole shall be fully concealed and integrated with the pole.

6. Any replacement pole shall substantially conform to the design of the pole it is replacing or the neighboring pole design standards utilized within the contiguous right-of-way. Any replacement pole shall be placed as close to the original pole as possible, but no more than five (5) feet from the existing pole location.

7. The height of any replacement pole may not extend more than six (6) feet above the height of the existing pole or the minimum additional height technically necessary; provided, that the height of the replacement pole cannot be extended further by additional antenna height.

8. The diameter of a replacement pole shall comply with the City's setback and sidewalk clearance requirements and shall, to the extent technically feasible, not be more than a twenty (20) inches measured at the base of the pole, unless additional diameter is needed in order to conceal equipment within the base of the pole, and shall comply with the requirements in subsection E.4 below.

9. The use of the pole for the siting of a small wireless facility shall be considered secondary to the primary function of the pole. If the primary function of a pole serving as the host site for a small wireless facility becomes unnecessary, the pole shall not be retained for the sole purpose of accommodating the small wireless facility and the small wireless facility and all associated equipment shall be removed.

B. Wooden pole design standards. Small wireless facilities located on wooden poles shall conform to the following design criteria:

1. The wooden pole at the proposed location may be replaced with a taller pole for the purpose of accommodating a small wireless facility; provided, that the replacement pole shall not exceed a height that is a maximum of ten (10) feet taller than the existing pole, unless a further height increase is required and confirmed in writing by the pole owner and that such height extension is the minimum extension possible to provide sufficient separation and/or clearance from electrical and wireline facilities.

2. A pole extender may be used instead of replacing an existing pole but may not increase the height of the existing pole by more than ten (10) feet, unless a further height increase is required and confirmed in writing by the pole owner and that such height increase is the minimum extension possible to provide sufficient separation and/or clearance from electrical and wireline facilities. A “pole extender” as used herein is an object affixed between the pole and the antenna for the purpose of increasing the height of the antenna above the pole. The pole extender shall be painted to approximately match the color of the pole and shall substantially match the diameter of the pole measured at the top of the pole.

3. Replacement wooden poles must either match the approximate color and materials of the replaced pole or shall be the standard new wooden pole used by the pole owner in the City.

4. Antennas, equipment enclosures, and all ancillary equipment, boxes and conduit shall be colored or painted to match the approximate color of the surface of the wooden pole on which they are attached.

5. Antennas shall not be mounted more than twelve (12) inches from the surface of the wooden pole.

6. Antennas should be placed in an effort to minimize visual clutter and obtrusiveness. Multiple antennas are permitted on a wooden pole provided that each antenna enclosure shall not be more than three (3) cubic feet in volume.

7. A canister antenna may be mounted on top of an existing wooden pole, which may not exceed the height requirements described in subsection B.1 above. A canister antenna mounted on the top of a wooden pole shall not exceed sixteen (16) inches, measured at the top of the pole, and shall be colored or painted to match the pole. The canister antenna must be placed to look as if it is an extension of the pole. In the alternative, the applicant may propose a side mounted canister antenna, so long as the inside edge of the antenna is no more than twelve (12) inches from the surface of the wooden pole. All cables shall be concealed either within the canister antenna or within a sleeve between the antenna and the wooden pole.

8. The furthest point of any antenna or equipment enclosure may not extend more than twenty-eight (28) inches from the face of the pole. Any equipment or antenna enclosures must meet WSDOT height clearance requirements.

9. An omni-directional antenna may be mounted on the top of an existing wooden pole, provided such antenna is no more than four (4) feet in height and is mounted directly on the top of a pole or attached to a sleeve made to look like the exterior of the pole as close to the top of the pole as technically feasible. All cables shall be concealed within the sleeve between the bottom of the antenna and the mounting bracket.

10. All related equipment, including but not limited to ancillary equipment, radios, cables, associated shrouding, microwaves, and conduit which are mounted on wooden poles shall not be mounted more than six (6) inches from the surface of the pole, unless a further distance is technically required, and is confirmed in writing by the pole owner.

11. Equipment for small wireless facilities shall be attached to the wooden pole or placed in accordance with subsection E.1. For equipment placed on the pole, the equipment must be placed in the smallest enclosure possible for the intended purpose. The equipment enclosure and all other wireless equipment associated with the utility pole, including wireless equipment associated with the antenna and any pre-existing associated equipment on the pole, may not exceed twenty-eight (28) cubic feet. Multiple equipment enclosures may be acceptable if designed to more closely integrate with the pole design and does not cumulatively exceed twenty-eight (28) cubic feet. The applicant is encouraged to place the equipment enclosure behind any banners or road signs that may be on the pole, provided that such location does not interfere with the operation of the banners or signs or the equipment itself.

12. An applicant who desires to enclose both its antennas and equipment within one unified enclosure may do so, provided that such enclosure is the minimum size necessary for its intended purpose and the enclosure and all other wireless equipment associated with the pole, including wireless equipment associated with the antenna and any pre-existing associated equipment on the pole does not exceed twenty-eight (28) cubic feet. The unified enclosure may not be placed more than twelve (12) inches from the surface of the pole. To the extent possible, the unified enclosure shall be placed so as to appear as an integrated part of the pole or behind banners or signs, provided that such location does not interfere with the operation of the banners or signs.

13. The visual effect of the small wireless facility on all other aspects of the appearance of the wooden pole shall be minimized to the greatest extent possible.

14. The use of the wooden pole for the siting of a small wireless facility shall be considered secondary to the primary function of the pole. If the primary function of a pole serving as the host site for a small wireless facility becomes unnecessary, the pole shall not be retained for the sole purpose of accommodating the small wireless facility and the small wireless facility and all associated equipment shall be removed.

15. The diameter of a replacement pole shall comply with the City's setback and sidewalk clearance requirements and shall not be more than a 25% increase of the existing utility pole measured at the base of the pole, unless additional diameter is needed for structural integrity of the pole, and shall comply with the requirements in subsection E.4 below.

16. All cables and wires shall be routed through conduit along the outside of the pole. The outside conduit shall be colored or painted to match the pole. The number of conduit shall be minimized to the number technically necessary to accommodate the small wireless facility.

C. Small wireless facilities attached to existing buildings, shall conform to the following design criteria:

1. Small wireless facilities may be mounted to the sides of a building if the antennas do not interrupt the building's architectural theme.
2. The interruption of architectural lines or horizontal or vertical reveals is discouraged.
3. New architectural features such as columns, pilasters, corbels, or other ornamentation that conceal antennas may be used if it complements the architecture of the existing building.
4. Small wireless facilities shall utilize the smallest mounting brackets necessary in order to provide the smallest offset from the building.
5. Skirts or shrouds shall be utilized on the sides and bottoms of antennas in order to conceal mounting hardware, create a cleaner appearance, and minimize the visual impact of the antennas. Exposed cabling/wiring is prohibited.
6. Small wireless facilities shall be colored, painted and textured to match the adjacent building surfaces, unless otherwise technically infeasible.
7. Small wireless facilities must meet the height requirement of the underlying zoning district.
8. Feed lines and coaxial cables shall be located below the parapet of the rooftop.
9. If a cabinet enclosure cannot be located within the building where the wireless communication facilities will be located, then the City's first preference is for the wireless telecommunication carrier to locate the equipment on the roof of the building. If the equipment can be screened by placing the equipment below the parapet walls, no additional screening is required. If screening is required, the proposed screening must be consistent with the existing building in terms of color, design, architectural style, and material. If the cabinet equipment cannot be located on the roof or within the building then it shall be located underground consistent with subsection E.1.

D. Small wireless facilities mounted on cables strung between existing utility poles shall conform to the following standards.

1. Each strand mounted facility shall not exceed three (3) cubic feet in volume.
2. Only one strand mounted facility is permitted between any two existing poles.
3. The pole must be able to support the necessary load requirements of the strand mounted facility.

4. The strand mounted devices shall be placed as close as possible to the nearest utility pole, in no event more than five (5) feet from the pole unless a greater instance technically necessary or is required by the pole owner for safety clearance.
5. No strand mounted device shall be located in or above the portion of the roadway open to vehicular traffic.
6. Ground mounted equipment to accommodate a shared mounted facility is not permitted except when placed in pre-existing equipment cabinets.
7. Pole mounted equipment shall comply with the requirements of subsections A or B above, as applicable.
8. Such strand mounted devices must be installed to cause the least visual impact and without excess exterior cabling or wires (other than the original strand).
9. Strand mounted facilities are only permitted on poles that have existing overhead wirelines.

E. General requirements.

1. Ground mounted equipment in the rights of way is prohibited, unless such facilities are placed under ground or the applicant can demonstrate that pole mounted or undergrounded equipment is technically infeasible. If ground mounted equipment is necessary, then the applicant shall submit a concealment element plan. Generators located in the rights of way are prohibited.
2. No equipment shall be operated so as to produce noise in violation of Chapter 16.16 BIMC.
3. Small wireless facilities are not permitted on traffic signal poles unless denial of the siting could be a prohibition or effective prohibition of the applicant's ability to provide telecommunications service in violation of 47 USC §§ 253 and 332.
4. Replacement poles and new poles shall comply with the Americans with Disabilities Act (ADA), City construction and sidewalk clearance standards, City ordinance, and state and federal laws and regulations in order to provide a clear and safe passage within the rights-of-way. Further, the location of any replacement or new pole must: be physically possible, comply with applicable traffic warrants, not interfere with utility or safety fixtures (e.g., fire hydrants, traffic control devices), and not adversely affect the public welfare, health or safety.
5. No signage, message or identification other than the manufacturer's identification or identification required by governing law is allowed to be portrayed on any antenna or equipment enclosure. Any permitted signage shall be located on the equipment enclosures and be of the minimum amount possible to achieve the intended purpose (no larger than 4x6 inches); provided, that signs are permitted as concealment element techniques where appropriate.

6. Antennas and related equipment shall not be illuminated except for security reasons, required by a federal or state authority, or unless approved as part of a concealment element plan.

7. Side arm mounts for antennas or equipment must be the minimum extension necessary and may not create a gap of more than twelve (12) inches for wooden poles and no more than six (6) inches for non-wooden poles between the pole and the antennas or equipment.

8. The preferred location of a small wireless facility on a pole is the location with the least visible impact.

9. Antennas, equipment enclosures, and ancillary equipment, conduit and cable, shall not dominate the structure or pole upon which they are attached.

10. Except for locations in the right-of-way, small wireless facilities are prohibited on any property containing a residential use in the residential zones.

11. The City may consider the cumulative visual effects of small wireless facilities mounted on poles within the rights-of-way when assessing proposed siting locations so as to not adversely affect the visual character of the City. This provision shall not be applied to limit the number of permits issued when no alternative sites are reasonably available nor to impose a technological requirement on the applicant.

12. These design standards are intended to be used solely for the purpose of concealment and siting. Nothing herein shall be interpreted or applied in a manner which dictates the use of a particular technology. When strict application of these requirements would effectively prohibit the applicant from providing a wireless service, alternative forms of concealment or deployment may be permitted which provide similar or greater protections from negative visual impacts to the streetscape.

18.10A.060 New poles for small wireless facilities and installations in a Design Zone.

A. New poles for small wireless facilities or for installations of small wireless facilities in a Design Zone are only permitted if the applicant can establish that:

1. The proposed small wireless facility cannot be located on an existing utility pole or light pole, electrical transmission tower, or on a site outside of the public rights of way such as public non-park property, a building, a transmission tower, or in or on a non-residential use in a residential zone whether by roof or panel-mount or separate structure;

2. The proposed small wireless facility complies with the applicable requirements of BIMC 18.10A.050;

3. The proposed small wireless facility receives approval for a concealment element design, as described in subsection C below;

4. The proposed small wireless facility also complies with Shoreline Management Act, SEPA, and any other relevant law or regulation if applicable; and
 5. No new poles shall be located in a critical area or associated buffer or setback required by Chapter 16.20 BIMC except when determined to be exempt pursuant to Chapter 16.20 BIMC.
- B. An application for a new pole or installation in a Design Zone is subject to review and approval or denial by the Director.
- C. The concealment element design shall include the design of the screening, fencing, or other concealment technology for a tower, pole, or equipment structure, and all related transmission equipment or facilities associated with the proposed small wireless facility, including but not limited to fiber and power connections.
1. The concealment element design should seek to minimize the visual obtrusiveness of the small wireless facility. The proposed pole or structure should have similar designs to existing neighboring poles in the rights-of-way, including similar height to the extent technically feasible. If the proposed small wireless facility is placed on a replacement pole in a Design Zone, then the replacement pole shall be of the same general design as the pole it is replacing, unless the Department of Planning and Community Development otherwise approves a variation due to aesthetic or safety concerns. Any concealment element design for a small wireless facility should attempt to mimic the design of such pole and integrate the small wireless facility into the design of the pole. Other concealment methods include, but are not limited to, integrating the installation with architectural features or building design components, utilization of coverings or concealment devices of similar material, color, and texture - or the appearance thereof - as the surface against which the installation will be seen or on which it will be installed, landscape design, or other camouflage strategies appropriate for the type of installation. Applicants are required to utilize designs in which all conduit and wirelines are installed internally in the structure.
 2. If the Director has already approved a concealment element design either for the applicant or another small wireless facility along the same public right-of-way or for the same pole type, then the applicant shall utilize a substantially similar concealment element design, unless it can show that such concealment element design is not physically or technologically feasible, or that such deployment would undermine the generally applicable design standards.
- D. Even if an alternative location is established pursuant to BIMC 18.10A.060.A.1, the Director may determine that a new pole in the right-of-way is in fact a superior alternative based on the impact to the City, the concealment element design, the City's Comprehensive Plan and the added benefits to the community.

E. Prior to the issuance of a permit to construct a new pole or ground mounted equipment in the right-of-way, the applicant must obtain a site-specific agreement from the City to locate such new pole or ground mounted equipment. The requirement also applies to the placement of replacement poles when the replacement is necessary for the installation or attachment of the small wireless facility, the replacement structure is higher than the replaced structure, and the overall height of the replacement structure and the wireless facility is more than sixty (60) feet.

F. These design standards are intended to be used solely for the purpose of concealment and siting. Nothing herein shall be interpreted or applied in a manner which dictates the use of a particular technology. When strict application of these requirements would unreasonably impair the function of the technology chosen by the applicant, alternative forms of concealment or deployment may be permitted which provide similar or greater protections of the street scape.

Section 7. Repeal and Replacement of Chapter 18.11 BIMC. Chapter 18.11 of the Bainbridge Island Municipal Code is hereby repealed in its entirety and replaced by the following:

Chapter 18.11 Eligible Facilities Requests

- 18.11.010 Definitions.
- 18.11.020 Application.
- 18.11.030 Qualification as an Eligible Facilities Request.
- 18.11.040 Timeframe for Review.
- 18.11.050 Tolling of the Time Frame for Review.
- 18.11.060 Determination That Application Is Not an Eligible Facilities Request.
- 18.11.070 Failure to Act.
- 18.11.080 Enforcement

18.11.010 Definitions

The following definitions shall apply to Eligible Facilities Requests only as described in this Chapter 18.11 BIMC.

A. “Base Station”: A structure or equipment at a fixed location that enables FCC-licensed or authorized wireless communications between user equipment and a communications network. The term does not encompass a tower as defined herein nor any equipment associated with a tower. Base Station includes, without limitation:

1. Equipment associated with wireless communications services as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
2. Radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration (including Distributed Antenna Systems (“DAS”) and small wireless networks).

3. Any structure other than a tower that, at the time the relevant application is filed (with jurisdiction) under this section, supports or houses equipment described in subparagraph (i) and (ii) above that has been reviewed and approved under the applicable zoning or siting process, or under another State or local regulatory review process, even if the structure was not built for the sole or primary purpose of providing that support.

4. The term does not include any structure that, at the time the Eligible Facilities Request application is filed with the City, does not support or house equipment described in subparagraph 1.a and 1.b above.

B. “Collocation”: The mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for communication purposes.

C. “Eligible Facilities Request”: Any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving:

1. Collocation of new transmission equipment;
2. Removal of transmission equipment; or
3. Replacement of transmission equipment.

D. “Eligible support structure”: Any tower or base station as defined in this section, provided that it is existing at the time the relevant application is filed with the City.

E. “Existing”: A constructed tower or base station is existing if it has been reviewed and approved under the applicable zoning or siting process, or under another State or local regulatory review process, provided that a tower that has not been reviewed and approved because it was not in a zoned area when it was built, but was lawfully constructed, is existing for purposes of this definition.

F. “Substantial Change”: A modification substantially changes the physical dimensions of an eligible support structure if it meets any of the following criteria:

1. For towers other than towers in the public rights-of-way, it increases the height of the tower by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty (20) feet, whichever is greater; for other eligible support structures, it increases the height of the structure by more than 10% or more than ten (10) feet, whichever is greater;
2. For towers other than towers in the public rights-of-way, it involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty (20) feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six (6) feet;

3. For any eligible support structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or, for towers in the public rights-of-way and Base Stations, it involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure;

4. It entails any excavation or deployment outside the current site;

5. It would defeat the concealment elements of the eligible support structure; or

6. It does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment, provided, however, that this limitation does not apply to any modification that is non-compliant only in a manner that would not exceed the thresholds identified above.

G. “Tower”: Any structure built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixes wireless services such as microwave backhaul and the associated site.

H. “Transmission equipment”. Equipment that facilitates transmission for any FCC-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.

18.11.020 Application.

The Director shall prepare and make publicly available an application form used to consider whether an application is an Eligible Facilities Request. The application may not require the applicant to demonstrate a need or business case for the proposed modification. Prior to the issuance of an Eligible Facilities Request permit, the applicant shall pay a permit fee in an amount as determined by the City Council and adopted by resolution.

18.11.030 Qualification as an Eligible Facilities Request.

Upon receipt of an application for an Eligible Facilities Request, the Director shall review such application to determine whether the application qualifies as an Eligible Facilities Request.

18.11.040 Timeframe for Review.

Within sixty (60) days of the date on which an applicant submits an Eligible Facilities Request application, the Director shall approve the application unless it determines that the application is

not covered by this Chapter 18.11 BIMC.

18.11.050 Tolling of the Time Frame for Review.

A. The sixty (60) day review period begins to run when the application is filed and may be tolled only by mutual agreement by the Director and the applicant or in cases where the Director determines that the application is incomplete. .

1. To toll the timeframe for incompleteness, the Director shall provide written notice to the applicant within thirty (30) days of receipt of the application, clearly and specifically delineating all missing documents or information required in the application.
2. The timeframe for review begins running again when the applicant makes a supplemental submission in response to the Director's notice of incompleteness.
3. Following a supplemental submission, the Director will notify the applicant within ten (10) days that the supplemental submission did not provide the information identified in the original notice delineating missing information. The timeframe is tolled in the case of second or subsequent notices pursuant to the procedures identified in this subsection. Second or subsequent notice of incompleteness may not specify missing documents or information that was not delineated in the original notice of incompleteness.

18.11.060 Determination That Application Is Not an Eligible Facilities Request.

If the Director determines that the applicant's request does not qualify as an Eligible Facilities Request, the Director shall deny the application.

18.11.070 Failure to Act.

In the event the Director fails to approve or deny a request for an Eligible Facilities Request within the timeframe for review (accounting for any tolling), the request shall be deemed granted. The deemed grant does not become effective until the applicant notifies the Director in writing after the review period has expired (accounting for any tolling) that the application has been deemed granted.

18.11.080 Enforcement.

Compliance with the provisions of this chapter is mandatory. Any violation of this chapter shall be enforced, and penalties assessed, in accordance with Chapter 1.26 BIMC.

Section 8. Public Hearing. Pursuant to RCW 36.70A.390, the City Council shall hold a public hearing at a City Council meeting within 60 days of adoption of this ordinance in order to take public testimony. Pursuant to RCW 36.70A.390, the City Council may adopt additional legislative findings in support of this ordinance at the conclusion of said hearing.

Section 9. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 10. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 11. Declaration of Emergency; Effective Date; Duration. This ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, and public peace, shall take effect and be in full force immediately upon passage. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration are included in the "Whereas" clauses above, all of which are adopted by reference as findings of fact as if fully set forth herein. This interim official control shall take effect immediately and shall remain effective for six (6) months, unless terminated earlier by the City Council. Provided, that the Council may, at its sole discretion, renew the interim official control for one or more six month periods in accordance with state law.

PASSED by the City Council this 14th day of May, 2019.

APPROVED by the Mayor this 14th day of May, 2019.

By: 
Kol Medina, Mayor

ATTEST/AUTHENTICATE:


Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	May 10, 2019
PASSED BY THE CITY COUNCIL:	May 14, 2019
PUBLISHED:	May 17, 2019
EFFECTIVE DATE:	May 14, 2019
ORDINANCE NUMBER:	2019-15



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:45 PM) Emergency Rental Assistance Professional Service Agreement with Helpline House - Finance,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

I move to approve the professional services agreement with Helpline House for emergency rental assistance in the amount of \$100,000 for 2019 and 2020.

SUMMARY:

Consideration of a professional services agreement with Helpline House for City funding of \$100,000 to be used for emergency rental assistance for community members.

FISCAL IMPACT:

Amount:	\$100,000
Ongoing Cost:	
One-Time Cost:	\$100,000
Included in Current Budget?	Yes

BACKGROUND:

The City of Bainbridge Island has a Housing Trust Fund (HTF) which is intended to support a range of housing services, including to "Provide financial assistance to public and private nonprofit organizations supporting housing activities consistent with city policy." (BIMC 3.38.040 B.3) Use of the HTF is approved by a majority vote of the City Council. The most recent use of these funds was to support a request from Housing Resources Bainbridge to use the HTF to support Phase II of the Ferncliff Village affordable housing project.

At the start of 2019, the HTF included approximately \$200,000 in unspent funds from prior years. The City's 2019-2020 Approved Budget provided an additional \$100,000 in resources each year to the HTF, for total available funds of \$400,000.

In May, the City Council approved use of \$100,000 from the HTF to support consulting services related to implementation of two affordable housing initiatives: an inclusionary zoning ordinance and a multi-family tax exemption. In May, the City Council also approved use of approximately \$50,000 to support the in-progress feasibility study for the City's Suzuki property affordable housing project. After considering these changes, there is approximately \$250,000 of unprogrammed funding remaining in the HTF which can be used in 2019-2020.

On June 4, Helpline House presented a request for \$100,000 in City funding from the Housing Trust Fund to expand an existing Helpline House rental assistance program. The program provides one-time grants to Bainbridge Island recipients to pay a portion of rent or mortgage costs for residents who are experiencing housing instability. This program is administered by Helpline House. The attached letter from Helpline House details their request.

On June 25, the Council directed staff to develop a professional services agreement with Helpline House in the amount of \$100,000 for 2019 and 2020 with a scope of work encompassing the emergency rental assistance program proposal and to bring this agreement back to the Council for consideration and potential approval.

ATTACHMENTS:

[PSA - Helpline House Emergency Rental Assistance](#)

[Summary Statement of Expenses](#)

[Memo to COBI Council re Housing Trust Fund 2019](#)

FISCAL DETAILS:

The Helpline House agreement would increase budget appropriation by \$100,000 in the Affordable Housing Fund. The second quarter proposed 2019 budget adjustments currently reflect this change. If the funds are not entirely disbursed in 2019, they will be available in 2020 as a carryover amount. There is approximately \$150,000 remaining in unspent funds in 2019-20 after considering this change.

Fund Name(s): Other

Coding:

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation, (“City”) and Helpline House, a Washington State nonprofit corporation, (“Service Provider”).

WHEREAS, the City needs professional services in connection with the distribution of rental and mortgage assistance funding to qualifying residents of Bainbridge Island experiencing, or at risk of, housing instability; and

WHEREAS, the Service Provider has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Service Provider as follows:

1. SERVICES BY SERVICE PROVIDER

The Service Provider shall provide the professional services as defined in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment A** and incorporated herein by this reference as if set forth in full. The Service Provider shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until December 31, 2020, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days’ written notice to the other party. In the event of termination, the Service Provider agrees to return all unspent funds paid by the City under this Agreement to the City within thirty (30) days of the effective date of termination.

3. PAYMENT

A. The City shall pay the Service Provider for such services:

[] Hourly, plus actual expenses, in accordance with **Attachment A**, but not more than a total of [write out the total payment for services] (\$_____);

[X] Fixed Sum: a total amount of One Hundred Thousand Dollars (\$100,000) to be paid in installments in accordance with **Attachment A**;

[] Other: \$_____, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

B. The Service Provider shall maintain time and expense records and provide them to the City upon request.

C. If the services rendered do not meet the requirements of this Agreement, the Service Provider shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the requirements of this Agreement.

4. INSPECTION AND AUDIT

The Service Provider shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Service Provider shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts, and records if necessary to conduct or document an audit. The Service Provider shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Service Provider shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

5. INDEPENDENT CONTRACTOR

A. The Service Provider and the City understand and expressly agree that the Service Provider is an independent contractor in the performance of each and every part of this Agreement. The Service Provider expressly represents, warrants, and agrees that the Service Provider's status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Service Provider, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Service Provider shall make no claim of City employment nor shall the Service Provider claim any related employment benefits, social security, and/or retirement benefits.

B. The Service Provider shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Service Provider shall pay the same before it becomes due.

C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Service Provider performs hereunder.

D. The Service Provider shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Service Provider agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, gender identity, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The Service Provider shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

7. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda, and other documents developed under this Agreement, whether finished or not, shall become the property of the City and shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

8. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

9. HOLD HARMLESS AND INDEMNIFICATION

A. The Service Provider shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the acts, errors, or omissions of the Service Provider in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

C. The City's inspection or acceptance of any of the Service Provider's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.

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

10. INSURANCE

The Service Provider shall maintain insurance as follows:

- ☒ Commercial General Liability as described in **Attachment B.**
- ☐ Professional Liability as described in **Attachment B.**
- ☐ Automobile Liability as described in **Attachment B.**
- ☒ Workers' Compensation as described in **Attachment B.**
- ☐ None.

11. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Service Provider to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Service Provider as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.

13. SEVERABILITY

A. If a court of competent jurisdiction holds any part, term, or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

14. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

15. NONWAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition, or right.

16. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City:	City of Bainbridge Island 280 Madison Avenue North Bainbridge Island, WA 98110 Attention: City Manager
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To the Service Provider:	Helpline House 282 Knechtel Way NE Bainbridge Island, WA 98110 Attention: Executive Director
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or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

17. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

18. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

19. VENUE

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

20. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

HELPLINE HOUSE

CITY OF BAINBRIDGE ISLAND

Date:_____

Date:_____

By:_____

By:_____

Name_____

Morgan Smith, City Manager

Title_____

Tax I.D. #_____

City Bus. Lic. #_____

ATTACHMENT A SCOPE OF SERVICES

1. Overview

The Service Provider is a 501(c)(3) nonprofit on Bainbridge Island that provides services to meet essential needs for residents of Bainbridge Island. One such service provided by the Service Provider is rental and/or mortgage assistance, in which the Service Provider offers financial assistance in the form of a one-time payment to a landlord or mortgage lender to avoid the eviction of a household on Bainbridge Island. In accordance with the terms of this Agreement, the Service Provider agrees to continue to distribute rental and mortgage assistance to residents of Bainbridge Island experiencing, or at risk of, housing instability.

2. Rental/Mortgage Assistance Program Description

A. Program Description. As part of the Service Provider's Social Work program, Bainbridge Island residents have access to limited financial support when facing eviction or loss of housing.

B. Program Parameters. Residents must provide a current rental agreement or mortgage document. Residents must live on Bainbridge Island. Payments are made to a rental property owner or manager or to an entity holding a mortgage to prevent eviction of a qualified resident that has fallen not more than two months behind in rent/mortgage payments due to unforeseen economic or health related circumstances. Financial assistance may only be provided to residents if the annual household income for all persons 18 years or older living in their residence is less than or equal to 95% of the "median household income," which shall mean the amount calculated and published by the United States Department of Housing and Urban Development ("HUD") each year for the Bremerton-Silverdale Metropolitan Statistical Area as the median household or family income, adjusted by HUD for household size.

C. Process:

i. Residents contact the Service Provider to make an appointment with a social worker.

ii. In the meeting, the social worker will assess the full financial situation of the resident's household, so as to make further recommendations for resources, financial or otherwise, and to understand if the current living situation is sustainable for the foreseeable future.

iii. Resident provides housing documentation, either valid lease or mortgage agreement.

iv. Social worker provides financial assistance, in the form of a check, to the qualifying resident's landlord or mortgage lender.

v. Social worker will help resident with a further plan for stability, including making needed referrals for other resources.

3. Additional Terms

A. The City agrees to pay, in accordance with Section 3 of this Agreement, the Service Provider a total of \$100,000 to provide the services described in this scope of work. The \$100,000 shall be paid to the Service Provider in installments. The first installment shall be provided upon execution of this Agreement and shall be for \$25,000. As the need for additional funding arises to perform the services under this Agreement, the Service Provider may periodically request additional funds from the City, which the City will distribute in reasonable installments until the entirety of the \$100,000 has been provided to the Service Provider. With each request for additional funding, the Service Provider shall submit, on a form approved by the City, a summary statement of expenses showing how previously provided funding has been used/distributed to qualifying residents under this Agreement.

B. The Service Provider agrees that the \$100,000 will be used exclusively to provide financial assistance to Bainbridge Island residents in accordance with this scope of work and that no portion of these funds will be used to cover the Service Provider's staff or administrative costs.

C. At a minimum, the Service Provider agrees to track, and provide to the City upon request, the following data related to the services provided under this Agreement:

i. The amount of rental/mortgage assistance provided to each qualifying resident during the term of this Agreement;

ii. The number of residents that were provided with rental/mortgage assistance under this Agreement;

iii. The number of residents that applied for, but did not receive, rental/mortgage assistance during the term of this Agreement and the reason for denial;

iv. For each case that rental/mortgage assistance is provided, the factor or factors that necessitated the need for assistance; and

v. The household income for each resident that was provided rental assistance by the Service Provider during the term of this Agreement.

D. Of the \$100,000 provided by the City under this Agreement, the Service Provider agrees to return all unspent funds to the City upon expiration of this Agreement.

E. For the duration of this Agreement, the Service Provider shall, upon request from the City, provide the latest audited report of its books to the City for review.

F. At least quarterly, the Service Provider shall, on a form approved by the City, provide a summary statement of expenses showing how previously provided funding has been used/distributed to qualifying residents under this Agreement.

ATTACHMENT B INSURANCE REQUIREMENTS

A. Insurance Term

The Service Provider shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, its agents, representatives, or employees.

B. No Limitation

The Service Provider's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Service Provider to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Service Provider shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
2. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

D. Minimum Amounts of Insurance

The Service Provider shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

E. Other Insurance Provision

The Service Provider's Commercial General Liability insurance policy must contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

Before commencing work and services, the Service Provider shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

The Service Provider shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Service Provider to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Service Provider to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Service Provider from the City.

J. City Full Availability of Service Provider Limits

If the Service Provider maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Service Provider, irrespective of whether such limits maintained by the Service Provider are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Service Provider.



CITY OF BAINBRIDGE ISLAND RENTAL ASSISTANCE PROGRAM

SUMMARY STATEMENT OF EXPENSES

ORGANIZATION NAME: _____

CONTRACT DESCRIPTION: _____

INVOICE NUMBER: _____

STATEMENT OF SERVICES PERFORMED: _____

SUMMARY OF EXPENSES:

<i>COST CATEGORY</i>	<i>RECIPIENT INFO</i>	<i>DATE OF EXPENSE</i>	<i>AMOUNT</i>
<i>TOTAL</i>			

GUARANTEE:

I certify that the statement of work performed above is true and accurate and that the expenses listed above were expended on the scope of services referenced in the contract described above. I certify that the documentation of these allowable expenses is on file with the agency listed above and is available for inspection or audit by representatives of the City of Bainbridge Island and/or Washington State Auditor at any time.

Signature

Printed Name/Title

Date



Date: May 13, 2019

To: City of Bainbridge Island City Council members

From: Maria Metzler, Executive Director

Subject: Rental Assistance Program Funding from the City of Bainbridge Island's Housing Trust Fund

Helpline House is a 501C3 non-profit on Bainbridge Island that provides services to meet essential needs for our community in the form of nutritious food, financial, transportation, and utility assistance, mental health counseling, children's and elderly services, medical equipment loan, and more. Helpline House provides services to all Islanders free of charge. For 50 years, Helpline House has continually met the needs of the Bainbridge Island community. We currently serve approximately 1 in 10 Islanders, about 2,500, each year.

Helpline House is requesting a one-time \$100,000 allocation from the City of Bainbridge Island's Housing Trust Fund to address housing instability on Bainbridge Island. In 2018, 548 appointments at Helpline House were related to housing instability. Housing costs are usually a household's single largest expense. Factors like rising rents, an unexpected medical bill, a cut in weekly or monthly hours worked, or a child's enrichment participation fee being larger than can expected have a significant impact on our neighbors who are struggling to remain housed and on the Island. It is exponentially more expensive and challenging to re-house a household once homeless than it is to prevent that household from becoming homeless in the first place.

It is in all our interests to continue to provide financial and other supports to our neighbors who experience housing instability. Often, but not always, those who request housing stability assistance from Helpline House are of a lower socioeconomic status or identify as a minority group (racial, ethnic, LGBTQ, etc.) or both, and assisting these households in staying on the Island preserves the diversity and bounty of a full community. Another benefit to the broader community is that our friends, family, and neighbors have the ability to stay housed and on the Island during difficult financial times in their lives. Seniors and elderly households have access to this safety net when in crisis. Those that access this assistance can continue to work on the Island and contribute in various ways.

Helpline House offers financial assistance in the form of a one-time annual payment to a landlord or mortgage lender to avoid eviction, and combines that financial support with individualized referrals and other resources from a social worker. Helpline House hosts a Housing Navigator from the Kitsap Community Resource's Housing Solutions Center twice a week. We offer assistance once annually to households, generally not exceeding \$1,100 per household. While this is often insufficient to cover the rent or mortgage, Helpline House has limited funds and must steward them judiciously, in order to serve a greater number of Islanders. Further, when we have exceeded our monthly budget for financial assistance, we are no longer able to financially assist households; this sometimes happens in the second week of the month. While we do not keep statistics on the households that we *cannot* serve, anecdotally, we know that many of those households are forced to leave the Island, some are able to scramble for a month or so until we can financially assist them, and some enter into homelessness.

With the requested money from COBI's Housing Trust Fund, Helpline House can do two things:

1. Meet the monthly needs of the Bainbridge Island community re: requests for rent and mortgage assistance
2. Assist with the full amount of rent and utilities not to exceed two months

The number of unduplicated Bainbridge Islanders that were assisted with financial assistance in 2018 was 138; forty-one of those were children. We estimate we would assist 3 – 4 additional households per month, equaling close to 50 additional households annually. This could be an increase of 60% of households assisted annually. Helpline House spent just over \$45,000 in 2018, and in just the first three months of 2019 has spent \$17,823, nearly half of 2018's expenses.

The requested \$100,000 would help fund our 2019 budget and allow for an increase in the number of Bainbridge Islanders assisted with housing instability. Further, with this investment from COBI's Housing Trust Fund, Helpline House could better support households with the full amount of rent and utilities so as to set the household up for sustained stability.

It should be noted that 100% of the allocation from the Housing Trust Fund would go directly to assist Islanders. Helpline House will fundraise for the cost of staff salary and other administrative costs.

Addendum:

I. PROGRAM DESCRIPTION AND DEMOGRAPHICS

Program Description: As part of the Helpline House Social Work program, Bainbridge Island residents have access to limited financial support when facing eviction or loss of housing.

Program Parameters: Individuals must provide a current rental agreement or mortgage document. Individuals must live on Bainbridge Island. Payments are made to a rental property owner or manager or to an entity holding a mortgage to prevent eviction of a qualified household that has fallen not more than two months behind in rent due to unforeseen economic or health related circumstances.

Process:

1. Households call or walk in to Helpline House to make an appointment with a social worker.
2. In the meeting, the social worker will assess the full financial situation of the household, so as to make further recommendations for resources, financial or otherwise and to understand if the current living situation is sustainable for the foreseeable future.
3. Household will provide housing documentation, either valid lease or mortgage agreement.
4. Social worker will provide financial assistance to the landlord or mortgage lender in the form of a check.
5. Social worker will help household with a further plan for stability, including making needed referrals for other resources.

II. Demographics of Social Work clients:

91% Caucasian
 4% African American
 1% Asian
 3% American Indian/Alaskan Native
 1% Other multi-Racial

Of the 91% Caucasian, 9% also identified as Hispanic

Social Work Income Level Data 2018	
Extremely Low Income:	
Incomes 30% and below Median Family Income (MFI)	11%
Very Low Income:	
Incomes between 31% and 50% of MFI	48%
Low Income:	
Incomes between 51% and 80% of MFI	25%
Moderate Income:	
Incomes above 80% of MFI	16%
HUD FY 2018 Income Limits Documentation System	
Extremely Low Income Limits:	Family of 1: \$1,450 per month
	Family of 2: \$1,654 per month
	Family of 3: \$1,863 per month
Very Low Income Limits:	Family of 1: \$2,413 per month
	Family of 2: \$2,754 per month
	Family of 3: \$3,100 per month
Low Income Limits:	Family of 1: \$3,858 per month
	Family of 2: \$4,408 per month
	Family of 3: \$4,958 per month



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (7:55 PM) Appointment to the Race Equity Task Force - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Appointment

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to approve the appointment of Peggi Erickson to the Race Equity Task Force, Position 7, for a term ending on December 31, 2019.

SUMMARY:

In March, 2019, a member of the Race Equity Task Force stepped down, creating a vacancy in Position 7. Applications received following the last appointment cycle have been reviewed and the task force and Council liaisons are recommending that Peggi Erickson be appointed to Position 7 for a term ending on December 31, 2019.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[Race Equity Task Force \(Prior Applications\) - Redacted](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 23, 2019 1:10:30 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Chris Albright
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110-2339
Current Employer	Leoona Inc dba Audiosocket
Current Position	Licensing & Supervision
I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force
Experience & Qualifications	
Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills,	I earned a BA in Arts, Entertainment, Media, Management at Columbia College Chicago. My current position is Licensing & Supervision at the music licensing company Audiosocket. I've

activities, training,
education) if any:

lived on Bainbridge for two years and have been looking to get more involved in the community. This is an issue that is near and dear to my heart so I want to help in anyway that I can. I don't have experience in working with a task force, however, I am committed to ensuring that no one in this community feels marginalized by their race. Thank you for your consideration.
Cheers, Chris Albright

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

Bloedel Reserve and Island Fitness.

Feel free to attach your
resume (optional):

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Newspaper

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)



EXPERIENCE

AUDIOSOCKET/REVEL REVIVAL

LICENSING & SUPERVISION | AUGUST 2015 - PRESENT

- Liaison between artist roster and over 1,000 music supervisor, producers, editors and creative directors.
- Launched the exclusive music roster and increased the artist payments by 200% in the first year.
- Music placement highlights: Amazon, HP, eos, AMEX, Macy's, Progressive, Volvo, Snapchat and VICE.

VICTORY RECORDS/ANOTHER VICTORY PUBLISHING

MUSIC LICENSING/PUBLISHING SPECIALIST | APRIL 2011 - JULY 2015

- Negotiate contract terms and administer master and synchronization licenses.
- Music placement highlights: Nike, Hollister, Burton, Sony Pictures, MGM, CBS, Fox, NBC and Ubisoft.
- Oversee all PRO and copyright registration and administration.
- Coordinate with international sub-publishers on all new release registrations and marketing points.

REVOLUTION 9

HEAD OF A&R | MARCH 2010 - APRIL 2011

- Managed artist roster and increased library by 40%.
- Assisted Creative Director in new client target marketing meetings.
- Edited music to picture as well as created unique sync edits for over 11,000 songs using Pro Tools.
- Music placement highlights: Twentieth Century Fox, Lionsgate, Warner Bros, NBC, HBO, USA and MTV.

UNCOMMON TRAX

MUSIC LICENSING COORDINATOR | SEPTEMBER 2006 - MARCH 2010

- Pitched music for sync opportunities including selecting the signature song for Shoe Carnival's 2009 campaign.
- Edited and synced music to picture for client spots using Pro Tools.
- Assisted Creative Director in client contract negotiations.
- Expanded and strengthened music library catalog by 50%.



EDUCATION

COLUMBIA COLLEGE CHICAGO | SEPTEMBER 2002 - MAY 2006

- Bachelor of Arts: Arts, Entertainment, and Media Management - Music Business



SKILLS

- Music Licensing/Publishing/Supervision
- Sales
- Music Editing
- Copyrighting
- Record Label/Publishing Administration
- Contract Negotiation



SOFTWARE

- Pro Tools/Logic
- Salesforce
- iMovie/Quicktime Pro
- Filemaker
- Microsoft Office Suite
- Counterpoint

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 18, 2019 11:00:45 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Karen Anderson
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Boeing Retired
Current Position	Consultant
I am interested in serving on one of the following advisory groups (select all that apply):	LEOFF 1 Disability Board, Race Equity Task Force
Experience & Qualifications	
Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills,	Experience in business management, process improvement and process re-engineering, training, event management. UW BA, plus post grad, English teacher at North Kitsao, basic computing

activities, training,
education) if any:

skills instructor at Seattle CC.

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

Field not completed.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Other - See below

Other

City of BI online newsletter

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, January 5, 2019 6:05:41 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	ElsaMarie Butler
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	self
Current Position	teacher
I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force
Experience & Qualifications	
Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills,	Have worked with, taught and lived with persons of color. Have a B.A. in Communication Studies, Cal State University, Long Beach, Calif.

activities, training,
education) if any:

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

Field not completed.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2019

How did you hear
about the volunteer
opportunity?

City Website

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 3, 2019 12:57:19 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	James Cash
----------------	------------

Email	
-------	--

Phone	
-------	--

Address	
---------	--

City	Bainbridge Island
------	-------------------

State	WA
-------	----

Zip	98110
-----	-------

Current Employer	N/A
------------------	-----

Current Position	N/A
------------------	-----

I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force
---	------------------------

Experience & Qualifications

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

If so, please indicate which groups:	Arts & Humanities Grant Advisory Cmte -2017-2019; Infrastructure Ballot Measure TF - 2017-2018
--------------------------------------	---

Please share your qualifications for this appointment (skills,	Former Minority/Female/Disadvantaged Business liaison for - City of Long Beach /Gas Department(CA); City of Santa Ana. Operations Manager - Mama*s Kitchen, San Diego (CA) (AIDS
--	--

activities, training, education) if any:	Services Organization). Community Organizer - One in Long Beach (CA) Pride Parade/Festival; Bainbridge Pride Picnic.
Please share your community interests (groups, committees, organizations) if any:	Member - Kitsap County Human Rights Council - 2019 - pres. Volunteer Reviewer - Pride Foundation/GSBA Scholarship - 2007 - present; Pride Foundation - 2018; Thurgood Marshall Foundation Scholarship - 2018; 2019/20 Kitsap County Homeless Services Grant Review Committee (at large) - 2018 - 2020. Volunteer - Seattle Human Rights Campaign Banquet/Fundraiser - 2018
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Social Media
Other	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 4, 2019 10:41:05 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name heide madden de quintero

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer self

Current Position farmer

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

Experience & Qualifications

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

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, bi-racial marriage for 7 years, raised bi-racial daughter, lived as a race minority for 2 years in another country , and actively studying the subject of race relations on my own time.

activities, training,
education) if any:

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

Field not completed.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Other - See below

Other

friend

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 4, 2019 12:44:12 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Salvatore DeRosalia

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Bainbridge Strength

Current Position Owner/Trainer

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

Experience & Qualifications

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

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I have lived here nearly two decades and owned a business on Bainbridge for at least 15 of those. I am a founding member of the newly formed Race Equity Network of Bainbridge Island and

activities, training, education) if any:	have dedicated my personal and professional life to pursuing a diverse and inclusive Bainbridge Island for everyone. By serving on the task force, I would work to advance that cause.
Please share your community interests (groups, committees, organizations) if any:	I served as a volunteer FF/EMT for COBI for 7 years. I recently provided tech support and web development to the Bainbridge Island Sportsmen's Club. Before that I served on the boards of Make Some Noise, Cure for Cancer and Bainbridge Youth Services. As a life long volunteer, I have looked to serve the community I live in as part of my regular life.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Social Media
Other	Facebook post by COBI

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 17, 2019 5:01:53 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Tatiana Epanchin

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer School Leader Lab

Current Position Co-Founder, Head of Program

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

Experience & Qualifications

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

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I have dedicated my life to working in service of Diversity, Equity and Inclusion. I am a veteran educator and social worker. I believe it is my job, my obligation, and my duty to stand

activities, training, education) if any:

alongside and amplify the voices of people who are systemically marginalized by systems and policies. I must leverage the package that I come in to be a true ally. As the superintendent of Aspire Public Schools in CA, I was charged with bringing DEI work to and through our organization at every level- Student, Staff, Home Office, and Senior Leadership. In founding the organization I currently work in, I hold DEI at the center of our organizational health and that of all our programming for school leaders. Currently, I am working to start a school in Bremerton in which we are working with and engaging with community to design a school that will keep all students and young people at the center by cultivating an environment where scholar critical consciousness can be developed, cultivated and leveraged to affect change.

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

Board Member for Impact Public Schools in Tukwilla, WA Co-Founder of Catalyst Public Schools in Bremerton Wilkes School Site Council (former)

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Social Media

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

Tatiana Epanchin-Troyan

EDUCATION

M.Ed.	California State University, East Bay / New Leaders for New Schools <i>Educational Leadership</i>
M.S.W.	California State University, Sacramento <i>Community Organizing, Planning, Administration</i>
B.A.	University of California, Santa Barbara <i>Sociology</i>

PROFESSIONAL EXPERIENCE

2017- Present	<i>Co-Founder: Catalyst Public Schools</i> Designer of Catalyst Public Schools, a new and innovative network of charter schools launching in Kitsap County in the fall of 2020.
2016- Present	<i>Co-Founder and Head of Program: School Leader Lab</i> Design, develop and deliver programming to school leaders across the school site leadership trajectory: teacher leader through principal manager to build leadership capacity and to create retention strategy across the DC charter sector • Build and author business and content program from creation through launch • Design and develop the leadership program as it aligns to instructional leadership in partnership with Relay GSE • Construct and facilitate Learning Labs for deep and authentic practice opportunities for school leaders • Coach school leaders in instructional and adaptive leadership challenges bi-weekly • Own and codify learning for the organization as pertains to Diversity, Equity and Inclusiveness
2014-2015	<i>Senior Vice President: Regional Operations, Teach For America</i> Provided critical strategic and operations support on the fiscal, academic, teaching, and leadership outcomes of 8 regions across the United States to ensure that educational inequities are addressed • Oversaw and approved development plans and fiscal year budgeting for the regions • Managed and coached executive directors and their regional leadership teams on culture, financials, adaptive leadership, data-driven decision making, action planning, work stream execution • Built relationships with local boards, community members, and TFA Alumni and Corps Members • Synthesized, analyzed, and managed data from multiple national teams ; collaborated with national team members in support of regions • Participated on TFA's operating committee to develop the strategic plan for the organization

- 2010-2014 ***Superintendent: Bay Area, Aspire Public Schools***
 Responsible for the academic, logistic, and fiscal results of 10 schools in Oakland and East Palo Alto
- Member of Aspire Public Schools' Senior Leadership Team
 - Created and disseminated professional development centered on equity for Senior Leadership Team, Principals, Directors, Lead Teachers and 37 schools. As Aspire's Equity Priority Owner, these efforts promoted and increased the retention of a diverse and culturally competent work force to better meet the needs of our diverse student body, and to more competently serve in the areas we have presence. Modeled and promoted using an equity lens when considering data, patterns, issues of access and equity for students.
 - Selected, developed and evaluated 13 principals, 2-4 resident principals; developed and supported 45-50 lead teachers in their roles as instructional leaders and site managers to ensure high quality implementation of instruction and service.
 - Determined cultural, staffing, financial and academic priorities for the 10 school regions and managed the regional office team to achieve deliverables.
 - Managed the opening of new schools in the region including all operations, from charter petition to first day (procurement, hiring, contracts, student recruitment, and principal capacity building).
 - Cultivated and maintained relationships with local district officials and community leaders to further Aspire and individual school goals within four charter authorizing districts including collaborations on literacy, best practices and teacher effectiveness.
 - Collaborated with University of California faculty to provide strategic leadership to Cal Prep.
 - Defended existing and new charter petitions through renewal/approval process at district and county levels: 100% success rate: 7 renewals; 2 new charters
- 2009-2010 ***Founding Principal: Aspire ERES Academy, Aspire Public Schools***
 Principal and instructional leader to ensure academic growth of 220 students grades K- 8 (100% students of color, 95% free/reduced lunch, 90% ELL)
- Academic Performance Index Point growth from 2009-2010: 101 points (state average in same time period: 13 points)
 - Projected resource needs and hired 100% of staff and faculty for schools in partnership with families and the community; 90% of staff and faculty retained through year two.
 - Planned and executed all professional development for staff and teaching faculty .
 - Established school wide systems and traditions for culture including that of student, faculty, and family; 93% of families stated that they would give the school an A or B and 95% of families stated that they would recommend the school to family or friends.
 - Partnered with departments within Aspire Public Schools, Dolores Huerta Learning Academy, and Oakland Unified School District to ensure smooth transition from the existing charter school to a new charter school.
 - Fostered the practice of using various data to drive instruction and create a culture of continuous improvement.

- 2005-2009 ***Principal: Aspire Monarch Academy, Aspire Public Schools***
Principal and instructional leader at an Aspire Public School, located in East Oakland, serving 352 students (100% students of color, 95% free/reduced lunch, 80% ELL)
- Academic Performance Index Point growth from 2005 – 2008: 150 points (state average in same time period: 46 points)
 - Served as Mentor Principal for New Leaders for New Schools, 2008-2009
 - National Title 1 award recipient: strongest gains in closing the achievement gap in the state of California, 2007.
 - Planned and led all professional development for staff and teaching faculty
 - Developed and implemented interim assessments to ensure constant improvement
 - Designed and implemented systems to use data to drive instruction and a cycle of continuous improvement in the school.
- 2004-2005 ***New Leaders for New Schools Fellow and Principal Resident: Aspire Lionel Wilson College Preparatory Academy, Aspire Public Schools***
Administrator and instructional leader at Wilson Prep, located in East Oakland, serving approximately 450 Latino and African American students in grades 6 – 12
- Observed and coached teachers toward mastery across the grades in all areas of curriculum
 - Created and implemented professional development for high school literacy
 - Managed data collection and analysis for various metrics to inform improvement efforts developed in collaboration with staff, students, and families
 - Led math team and fulfilled lead educator responsibilities for team of mathematics educators
 - Modeled teaching strategies and Aspire Guidelines for teachers in their classes
 - Communicated with students and families about policy, college, discipline, and social pragmatics
 - Coordinated and scheduled school-wide testing, Saturday Schools, Exhibitions, 8th grade promotion, celebrations, and school events
- 2001-2004 ***Middle School Teacher and Founding Lead Teacher: Aspire Monarch Academy and Lionel Wilson College Preparatory Academy, Aspire Public Schools***
Founding Lead Teacher and model classroom in a new Aspire Public School, Lionel Wilson College Preparatory Academy serving students grades 6 – 12
- Facilitated the collaboration of the middle school Humanities teachers
 - Observed and coached teachers in middle school Humanities
 - Wrote policy, school-wide rubrics, and family communication for the school
 - Developed school-wide exhibitions protocols and implementation
 - Taught 6th & 7th grade Humanities, Challenge class, Entrepreneurship and Advisory
 - Modeled lessons providing examples of differentiation and EL strategy

- 1997-2001 ***Family Preservation Therapist: Families First, Inc.***
 Worked on intensive family preservation cases and provided in-home services to families involved with Probation and Social Services in Contra Costa County
- Provided in-home services to families
 - Supervised support counselors assigned to cases
 - Managed referrals of children and their families to non-profit agencies throughout Contra Costa and Alameda Counties
 - Created and implemented a variety of safety plans for members of client families
 - Provided crisis management to children and families, conducted needs assessment
 - Advocated for children and families in court, schools, and therapeutic institutions and oversaw reunification and visitation
 - Authored reports for Contra Costa County court and probation systems
- 1996- 1997 ***Coordinator: October 9th Organizing Committee***
 Coordinated activities and secured speakers, including Howard Zinn and Ronald Takaki, for a series of conferences, information sessions, and rallies created to stop Proposition 209 and to support continuation of Affirmative Action in California
- Organized and managed a series of conferences around Affirmative Action, gender, and diversity on the CSUS campus including set-up and maintenance of publicity
 - Created and managed database of event participants and public relations activities
 - Co-authored a procedure manual for organizing on the CSU campus
- 1993–1995 ***Teach for America Corps Member: Middle School Teacher (English, History, Special Education 6th, 7th, 8th grades): Orleans Parish and Jefferson Parish, LA***

CREDENTIALS

Residency Administrator Principal WA	527570F
Residency Elementary Teacher WA	527570F
Administrative Services CLEAR Credential CA	140060856
Multiple Subject CLEAR Teaching Credential CA	123206484

CONTRACTS and BOARD MEMBERSHIP

1/2017-present	<i>Impact Public Schools- Founding Board Member</i> Advise and provide charter, school leadership, and academic program expertise
8/2017-present	<i>LA College Ready Alliance- Leadership Coach</i> - Mentor and coach 8 aspiring principals and principals for charter network in LA <i>Relay Graduate School of Education: NPAF / NPSA Advisor</i> - Evaluate and give feedback on instructional and school culture assessments for school leaders across the country enrolled in Relay's programming
10/2016-5/2017	<i>Educate 78- Leadership Coach</i> Mentor and coach a School Design Fellow
8/2014 – 6/2017	<i>University of Washington, Danforth School of Education Advocate</i> Mentor and advocate for principal interns as they earn School Leadership Credentials
3/2013-6/2016	<i>One Purpose Charter School- Advisory Board Member</i> Consulted on educational program for charter petition as it is authored
3/2013-6/2014	<i>Startup:Education- Independent Contractor</i> - Advised and provided expertise around the charter landscape in the Bay Area – and educational equity, school operation and impact - Shared expertise on vulnerable children / foster care, curriculum and instruction, political landscape of starting a charter, etc.
8/2010-6/2011	<i>School Leaders Network- Facilitator</i> Facilitated a School Leaders Network in Oakland, CA for principals serving students in Oakland Unified School District and in local charter schools

MEMBERSHIPS, AWARDS, PUBLICATIONS and PRESENTATIONS

2016-17 2015	Relay Graduate School of Education: Leverage Leadership Institute Fellow Darwish, Elise and Epanchin, Tatiana: Achieving College Dreams: The Face of Opportunity; Oxford University Press (2016) Chapter 16 From Parallel Tracks to Intertwined Efforts.
2014	Aspen Institute Faculty Contributor- Principled Leadership: Understanding the Work and Impact of Effective Public School Principals
2009	Rainwater Leadership Alliance- A convergence of thought leaders examining principal preparation programs and the roles they play in reforming education across the country EPIC Award

2009 Effective Practice Incentive Community Silver Gains grant recipient

2008 **ASCD Whole Child Pod Cast Participant-**
 “How Urban Schools Work Beyond the Boundaries of Social and Economic Conditions”

2008 **EPIC Award**
 Effective Practice Incentive Community Gold Gains grant recipient

2008 **NAESP: *Diverse Learning Communities Today-***
 “Monarch Academy, an Urban School Where All Students Achieve”

2007 **National Title I Award**
 Making the most progress in the state to decrease the achievement gap in California

2007 **Teach For America Alumni Summit Presenter-**
 “Leading the Bay Area's Best Schools: Lessons Learned From Some of the Top Performing Schools that Serve Low-income and Minority Children”

2007 **Title I National Conference Presenter-**
 “Distinguished School Leader Panel: Principal Leadership”

Spanish, *Proficient Speaker*

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, January 22, 2019 12:08:32 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Peggi Erickson

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Kitsap Regional Library

Current Position Substitute Library Assistant

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

Experience & Qualifications

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

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I have been educating myself and doing equity work since 2012. I graduated from the Organizing Institute of the Coalition of Anti-Racist Whites in Seattle in 2012. In 2012 I also took my first

activities, training, education) if any:

"Undoing Institutional Racism" workshop from the The People's Institute Northwest. Since then I have been a volunteer for them supporting their workshops and their work. I was on the planning committee that brought the 14th White Privilege Conference to Seattle in 2013. And was an active part of the Northwest Equity Coalition resulting from the conference. I have attended many other conferences on race and equity. I felt I could best help move equity forward by educating other white people in my community about racism, so I developed and gave workshops (such as 'Why White People Need to Talk About Race') at the OC Diversity Conference (several times), The Seattle Race Conference (several times), and the Raging Grannies Conference. I've also hosted the film 'Cracking the Codes: the system of racial inequity' and facilitated conversations about the film on Bainbridge several times and in several other Northwest communities. I developed and co-hosted a series called 'Conversations on Race' on Bainbridge Island in 2014 and also hosted it for the UU church in Bremerton in 2015. I will be co-facilitating that curriculum with Karen Vargas as a REN offering beginning at the end of February, 2019. I am also a retired Program Manager at Hewlett Packard and a former member of the Project Management Institute.

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

I am a member of the Race Equity Network of Bainbridge Island and the former co-chair of the Kitsap County Council of Human Rights (served on council for 2 years.) I am also a member of the anti-racist group Kitsap SURJ and a member of European Dissent, a group of white anti-racists supporting the work of the People's Institute. I served on the social justice committee for the Pachamama Alliance for five years also.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Karen Vargas

Email not displaying correctly? [View it in your browser.](#)

What Workshop Participants have said:

"This should be a course offered at colleges! Wonderful conversation."

"Peggi led a candid and courageous conversation and instructed with humility and passion."

"One of the best in the series!" "Amazing presentation! Thank you!"

"Great conversation about racism. I'm glad I had an opportunity to join this great workshop conversation as an Asian-American..."

Summary of Qualifications

- Passionate about bringing this critical and courageous conversation to our community
- Experienced workshop facilitator and co-facilitator
- Demonstrated skills developing workshops and conversation curriculum
- Connected/ connecting network of people and organizations doing anti-racism work in Puget Sound area
- Strengths include communication, interpersonal skills, training and facilitation, relationship building, leadership skills
- Professional consulting experience with all levels of organizations
- Distinguished Toastmaster, capable of delivering myriad presentations to a wide range of audiences
- Strong cross cultural relationships and a team player
- Recognized by my community: recipient of 2017 Kitsap County Human Rights Award

Relevant Experience (and contacts)

Workshop Developer & Presenter 2015 – 2018

How Can White People Create Alternative Anti-Racist Identity Development Pathways? (developed in 2018)

2018 – Olympic College Diversity Conference (Teresa Jones)

One is planned to present to Kitsap SURJ in Fall 2018 (Airen Lydick)

How White People Help Perpetuate or Undo Racism (developed in 2016)

2016 – Olympic College Diversity Conference (Teresa Jones)

Why White People Need to Talk about Racism (developed in 2015)

2017 – Kitsap SURJ (Airen Lydick)

Port Orchard Library (Tough Topics - youth program) (Siri Hiltz)

2016 – Raging Grannies Unconference (Karen Schneider)

Raging Grannies Retreat (Karen Schneider)

Mercer Island Library (Carrie Bowman)

2015 – Olympic College Diversity Conference (Teresa Jones)

Seattle Race Conference (Pamela Taylor or Rick Derksen)

Kitsap Human Rights Conference (Rebecca Pirtle)

Developer & Facilitator: Conversations on Racism Series 2015-2016

- October 2015 – November 2015 - Kitsap Universalist Unitarian Fellowship, Bremerton (Jo Walter)
- January 2014 – July 2014 – Bainbridge Island (co-presenters: Charlotte Rovelstad, Sharon Negri)

Film and Conversation Facilitator: Cracking the Codes; The System of Racial Inequity: 2013 - 2015

- January 2016 – Cedars Unitarian Universalist Church (Barbara Golden)
- November 2015 – Suquamish Congregational Church (for Free Range Films - Tina Gianoulis)
- June 2014 – Olympic College Diversity Conference (co-presented with Karen Vargas)
- April 2014 – Islandwood Ecological Learning Center (for staff) (co-presented with Karen Vargas)
- January 2014 – Whidbey Institute – Whidbey Island (co-presented with Barbie Danielle DiCarlo)
- October 2013 – Bainbridge Island – (co-presenters: Charlotte Rovelstad and Sharon Negri)

Project /Program Manager Hewlett Packard 1990-2012

- Responsible for consulting with centers and clients, developing project processes & standards, training & coaching project managers, monitoring project progress, tracking budgets, management reporting, QA and implementations.

Volunteer Experience (and contacts)

- 2015 – 2017 Kitsap County Council for Human Rights – 1 year member, 1 year co-chair, coordinated 2016 conference (Rebecca Pirtle)
- 2013 – 2018 NW Peoples Institute – Workshop logistics volunteer for countless workshops (Debbie Green)
- 2012 – 2013 NW Equity Coalition – Planning Team White Privilege Conference / Coordinated two follow-on retreats (Ilsa Govan)
- 2006 – 2012 Pachamama Alliance – Facilitator Trainer – Workshop Presenter – Social Justice Committee (Linda Secord)

Peggi Erickson – resumé (cont'd)

Education

Workshops/Courses/Conferences Attended

- 2018,2016,2015,2014 Olympic College Diversity Conference (took a workshop from Dr. Caprice Hollins!)
- 2017,2016,2015 Kitsap Human Rights Conference
- 2016 Robin DiAngelo – Seeing the Water, Whiteness in Daily Life & What Does it Mean to be White
- 2016 NW RJ Coalition - Restorative Justice Training
- 2016 Citizen University (Alicia Garza keynote/ Rinku Sen presenting)
- 2015 Cris Crass – Building Leadership to Stand with Black Lives Matter, Counter Oppression, and Act Against Racism
- 2015 City of Seattle – White Fragility: Building White Racial Stamina with Robin D'Angelo
- 2015 Seattle Race Conference
- 2015 Cultures Connecting – Internalized Sexism and White Privilege
- 2014 Puget Sound University Race and Pedagogy Conference
- 2013 Cultures Connecting – Facilitating Activities for Conversations on Race
- 2013 Cultures Connecting - Train the Trainer: Facilitating Conversations on Race
- 2013 Knapsack Institute – Knapsack Institute Conference
- 2013 Northwest Equity Coalition - White Privilege Conference
- 2012 People's Institute Northwest - Undoing Institutional Racism (subsequently volunteered for many years)
- 2012 Anti-Racist Organizing Institute - Coalition of Anti-Racist Whites

B.S. in Computer and Information Science, University of Oregon, 1983

References:

Karen Vargas – 206-488-8225 karendvargas@gmail.com (email not advisable)

President, Bainbridge Island Multi-Cultural Advisory Committee / Founder-Coordinator Living Life Leadership (among many other roles)

Karen Vargas is an amazing community leader in Kitsap County. She has worked for years to build bridges between the Kitsap African-American community and our government, education, and community organizations. She also works to connect people in Kitsap working for justice. She and I have done a lot of work together in Kitsap County to bring the conversation about racism to the community.

Debbie Green – 206-687-3303 pinwseattle@yahoo.com debmarcus56@yahoo.com

Coordinator - Peoples' Institute Northwest

Debbie Green is the heartbeat of The People's Institute Northwest. She coordinates all of their local 'Undoing Institutional Racism' workshops as well as being the liaison for the Black Prisoners Caucus and for the community at large. I have been honored to be able to support Debbie in her work over the past five years.

Mary Flowers – 206-501-7859 flowersmary1@yahoo.com

Seattle Human Services Department - Leader @ Peoples' Institute Northwest

Mary Flowers is an organizer and trainer with The People's Institute Northwest as well as working in the Seattle Human Services Department. She is an awesome role-model. I have had the honor of supporting some of Mary's workshops and being in community with her through the People's Institute. She is a strong reminder to connect our talking and teaching to the work on the ground.

Karen Schneider – 206-353-8359 karenc2011@gmail.com

Karen Schneider is wonderful community activist and anti-racist organizer. She is currently involved in the Poor People's Campaign (recently arrested in Olympia). She has presented a workshop I developed, as well as organizing many book groups in her Greenlake community to study Robin DiAngelo's book. She participated in Project Pilgrimage in 2017. Karen has been both a mentee and a mentor to me.

Cheryl Nunez – (513) 317-5666 cnunez@olympic.edu

VP Equity & Inclusion, Olympic College

Cheryl is the first VP of Equity and Inclusion and Olympic College. I worked with Cheryl to kick off her 'Equity for Excellence' Campaign, by bringing a huge blow-up elephant (in the room) (=racism) to raise awareness and to engage students walking by in conversations about equity. She was also involved in coordinating the Olympic College Diversity Conference where I presented in June 2018. Cheryl is a powerful leader with whom I am building relationship.

Linda Secord – 206-229-8621 lsecord@comcast.net

Business Consultant - Former Co-community Leader NW Pachamama Alliance

Linda is a local business consultant. Linda and I worked for many years to bring Pachamama's message of working together to create an environmentally sustainable, spiritually fulfilling and socially just world to people and organizations across the Northwest. This is the work that ignited my passion for social justice and started me on the journey of undoing my own racism. Linda and I both sat on the Pachamama Social Justice committee with leaders and activists from many different locations. 166

Contacts for Specific Activities :

Bowman, Carrie – Mercer Island Library Youth Librarian - clbowman@kcls.org 206-280-9142
Derksen, Rick – 2015 Seattle Race Conference/ European Dissent - richardjohnderksen@gmail.com 717-519-9282
Flood, Tracy – co-chair, Kitsap County Council for Human Rights - fltracylaw@gmail.com 360-271-3381
Gianoulis, Tina – Free Range Films - gianoulis@earthlink.net – 206-910-397
Golden, Barbara – Cedars Unitarian Universalist Social Justice Committee - b10golden@gmail.com 206-305-2871
Hiltz, Siri – Youth Services Librarian, Port Orchard Kitsap County Library - shiltz@krl.org 360-876-2224 x9406
Jones, Teresa – Olympic College Diversity Conference - tjones@olympic.edu – 360-475-7683
Walter, Jo – Kitsap Unitarian Universalist Fellowship - littleproutsp@comcast.net 360-551-6944
Lydick, Airen – Kitsap SURJ - a.lydick@gmail.com 206-963-9653
Negri, Sharon – co-coordinator, Cracking the Codes/ Conversations (Bainbridge) snegri@igc.org 206-799-7372
Pirtle, Rebecca – Kitsap County Volunteer Coordinator - rpirtle@co.kitsap.wa.us 360-377-4650
Rovelstad, Charlotte – co-coordinator, Cracking the Codes / Conversations (Bainbridge) - milagrosx2@comcast.net - 206-780-0786
Secord, Linda – Co-community Coordinator NW Pachamama Alliance - lsecord@comcast.net 206-229-8621
Taylor, Pamela – Circle Works, Social Justice Consultants, (formerly) Seattle Race Conference coordinator circleworks4sj@gmail.com

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 10, 2019 3:40:10 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Ruth Frobe

Email

Phone

Address

City BAINBRIDGE ISLAND

State Washington

Zip 98110

Current Employer self

Current Position Personal Chef

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

Experience & Qualifications

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

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I have been a resident of Bainbridge for 7 years and have volunteered for several non profits on the island (Helpline House, Arms Around Bainbridge, and the Bainbridge Community

activities, training, education) if any:	Foundation). I have a bachelors and a masters degree in education and have studied social justice issues formally and informally. As a white lesbian, I know that I can never truly understand the experience of a person of color. However, I do understand experiencing oppression and I want this community to be open and welcoming to everyone.
Please share your community interests (groups, committees, organizations) if any:	I swim with the Bainbridge Masters (BAM) swim club, I am a member of Crossfit Outcome, and I have volunteered with Helpline House, Arms Around Bainbridge, and the Bainbridge Community Foundation. I'm also a member of a book club on the island.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Social Media
Other	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 16, 2019 1:55:02 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Barbara Golden

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer retired

Current Position retired

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

Experience & Qualifications

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

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I have extensive experience in creating and leading groups advocating for equity and fairness in education, government and other aspects of society.

activities, training,
education) if any:

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

I am an active member of Cedars UU Church and involved with the Justice Network, the Cross Cultural Book Group, and Emergency Preparedness. My Emergency Preparedness work involves co-chairing the committee for the Wild Swan HOA.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Social Media

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 3, 2019 8:45:12 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Miranda Hersey
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Pen and Press (self)
Current Position	Consulting writer/editor
I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force
Experience & Qualifications	
Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills,	I am the author of three life-design workbooks published by St. Martin's Press, intentionally written to be broadly inclusive and non-assumptive. In two decades of writing and editing, I have

activities, training, education) if any:

provided communications consulting services to nonprofits that improve the lives of the underrepresented and underserved. For the past five years, addressing racial injustice and mass incarceration have been the primary focus of my personal activist efforts. At writers' conferences, I have taken several classes on increasing diversity in creative work. I have read broadly on the topic of race in America, including the work of James Baldwin, Michael Eric Dyson, Austin Channing Brown, Ijeoma Oluo, Catherine Hoke, Kiese Laymon, Maya Angelou, Toni Morrison, Zora Neale Hurston, Angie Thomas, Ernest Gaines, and Ta-Nehisi Coates, among others. For two years, I have proudly displayed a Black Lives Matter placard in the front window of my home on Wyatt Way. Ensuring inclusivity and encouraging diversity on Bainbridge Island is an area about which I am passionate and committed. While I do not maintain a resume, please see more about my work at www.penandpress.com and www.mirandahersey.com.

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

I provided pro bono writing and editorial services to the Bainbridge Healthy Youth Alliance for their first annual "report card" and related website content. I wrote a white paper (paid) for Housing Resources Bainbridge. Bainbridge Community Foundation is a current client. I am an active member of BARN. I have a child at Woodward and one at Sakai. Lastly, I am a temporarily "retired" member of the Bainbridge Island Rotary Club.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Notify Me

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 11, 2019 1:09:14 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Patty Lyman
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Retired
Current Position	Retired. Vice Chair of Fellowship of Reconciliation National Council
I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	3 years with Non Motorized Transportation Advisory - now known as Multi modal
Please share your qualifications for this	Presently Vice Chair of Fellowship of Reconciliation National Council. Fellowship of Reconciliation (FOR) is an interfaith organization that is focusing this year on reparations for People

appointment (skills, activities, training, education) if any:

of Color. I am also on South Seattle Friends Meeting committee on "Undoing Racism". I am a retired Physician Assistant, previously the Chief PA at VA Puget Sound Health Care System. I was responsible for administrative issues for the PAs who worked there, as well as caring for a panel of spinal cord injured vets. I am interested in identifying what white supremacy aspects are ingrained in our Bainbridge Island culture which prevent us from being an open and welcoming culture for people of color. I am also interested in working with a committee that educational opportunities for citizens of Bainbridge around these issues. We are a very privileged community, and we have an opportunity to use our privilege to help those who are not as privileged.

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

Member South Seattle Friends Meeting. (SSFM) Member of Undoing Racism Committee of SSFM. Member of Finance Committee SSFM. Member Seattle Labor Chorus. Ride Leader for Cascade Bicycle Club. Also lead rides for Bainbridge Island Senior Center. As Vice Chair of FOR National Council, facilitate executive committee meetings.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

City Website

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 3, 2019 4:20:43 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Chasity J. Malatesta

Email

Phone

Address

City Bainbridge Island

State Wa

Zip 98110

Current Employer Saint Cecilia Catholic School

Current Position STEM Instructor/

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

Experience & Qualifications

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

If so, please indicate which groups: MAC Multicultural Advisory Comity

Please share your qualifications for this appointment (skills, 13 years as secondary science educator and multicultural adviser for student groups. Equity Advisory Salem Keizer School District 1998-2008 College Board Equity Commission for

activities, training,
education) if any:

Advanced Placement 2005-2008

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

I currently serve on the MAC committee now and I support the cultural activities on Bainbridge island I have three young sons that are involved in places all over the community and I am committed to supporting equity education here in my community.

Feel free to attach your
resume (optional):

Type the Year

2019

How did you hear
about the volunteer
opportunity?

City Website

Other

I attended first city council meeting.

Email not displaying correctly? [View it in your browser.](#)

Education

M.A.T. Masters of Arts and Teaching George Fox University Secondary Science 2008

B.S. Bachelor of Sciences Biology Warner Pacific Christian College 1990-1995

Minor Teaching

Teaching Experience

- North Salem High School, Salem Oregon Aug 1997- June 2003
- West Salem High School Salem Oregon Aug 2003-2008
- South High School Minneapolis MN Aug 2008-June 2009
- Saint Cecilia Catholic School, Bainbridge Is. Aug 2017- Current

Teacher Licensure

- State of Oregon 1997-2010
- State of Minnesota 2008-2010
- State of Washington 2018- Current Secondary Science Biology

Subject and Research Experience

- Life Science –Biology 1997-2009
- Physical Science, Anatomy and Physiology, Environmental Science
- Inquiry curriculum development
- Problem Based Learning
- STEM Instructor /Curr. Development

Professional Development

- Advanced Placement Biology Inquiry Labs, Bellevue WA
- Advanced placement Biology exam grader
- College Board Equity Member
- Multicultural Advisory Committee BISD August 2017- Current
- Student Multicultural Advisor Students North Salem High School
- Equity Issues Committee 2003-2008

Professional Affiliations/Memberships

- Association of woman in science

References Current:

Melissa Bennet – Current Teacher South High School Science Dept. 612-770-4981
Minneapolis Minnesota

Susan Kilbain - Principal Saint Cecilia Catholic School

Karen Vargus - Racial Equity Network Bainbridge Island, Multicultural Advisory Committee

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 3, 2019 1:24:17 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Ashley Mathews

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Coldwell Banker Bain

Current Position Marketing

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

Experience & Qualifications

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

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I sit on the Board of Directors for Treehouse for Kids and one of our tasks for 2019 has been to work on our entire Board viewing our work through the lense of racial equity, admitting we all have

activities, training,
education) if any:

biases and working towards being able to talk about them.

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

BIMA-Marketing committee BPA Bainbridge Chorale Bainbridge
Island Saddle Club

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Social Media

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 23, 2019 10:33:54 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name HELENE M MONTROY

Email

Phone

Address

City Bainbridge Is

State WA

Zip 98110

Current Employer retired

Current Position retired

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

Experience & Qualifications

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

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, retired special education teacher; lived on island for 28 years; race- native american and Jewish; severely hard of hearing

activities, training,
education) if any:

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

volunteer at the west sound wildlife center

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

Field not completed.

How did you hear
about the volunteer
opportunity?

Field not completed.

Other

Police officer Tami Allen asked me to submit an a

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 23, 2019 11:30:30 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Erik Peterson
----------------	---------------

Email	
-------	--

Phone	
-------	--

Address	
---------	--

City	Poulsbo
------	---------

State	WA
-------	----

Zip	98370
-----	-------

Current Employer	Town and Country Market
------------------	-------------------------

Current Position	Deli
------------------	------

I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force
---	------------------------

Experience & Qualifications

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

If so, please indicate which groups:	<i>Field not completed.</i>
--------------------------------------	-----------------------------

Please share your qualifications for this appointment (skills,	I grew up on Bainbridge Island, graduating from the public school system here. My awareness of racism on Bainbridge began in elementary school with my close friend's father, Frank Kitamoto,
--	---

activities, training, education) if any:

introducing me to the Japanese-American history during WWII. Before earning degrees in visual art I studied American Ethnic Studies at the University of Washington from 1990-92 where we had many of the same discussions that are currently happening across the country. Over the past 27 years, since those undergraduate courses, I have had many conversations with people of all kinds about race. My own ideas continue to evolve, but more importantly my ability to listen, and my interest in knowing the experience of another has only grown. Recently I have become increasingly interested in the island's more distant history with regards to race. Starting with the pushing out of the Suquamish tribe as Blakely Mill and Hall Brother's Shipyard boomed. Eventually leaving tribal members without their island territory the island became an unusually multinational, multi-ethnic community populated by seafaring immigrants.

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

Currently I am developing a personal chef business called Island Larder, which intends to provide customized meal plans and meal starts for clients, while encouraging support and engagement with regional farms and low waste activity. I also lead art activities at BIMA for adults and kids as a part of the museum's Art In Action series. In these activities I encourage participants to develop their perceptual skills with materials in hand. I believe by doing so we can begin to break down mental constructs that prevent us from truly seeing and relating to the people, places, and objects around us. In the past I have worked as an art teacher for colleges, universities, and community art centers on both coasts of the U.S.. For 6 years I volunteered as the director of a Seattle art co-op's panel of residents in the reviewing of artists' membership applications for co-op residency.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Newspaper

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

Erik Peterson

Education

2001	American University, Washington D.C. Master of Fine Arts, Painting
1995	University of Washington, Seattle, Washington Bachelor of Fine Arts, Painting Bachelor of Arts, General Art (Includes an incomplete degree in American Ethnic Studies)
1994	University of Washington's Rome Center Rome, Italy

Teaching Experience

11/2015- Present	Bainbridge Island Museum of Art, Bainbridge Island, WA <i>Drawing Instructor for "Looking +Drawing"</i> <i>Drawing and Collage Facilitator for "Art In Action"</i>
6/2008- 9/2008	Kirkland Art Center, Kirkland, WA <i>Painting Instructor</i>
1/2008- 6/2008	Western Washington University, Bellingham, WA <i>Adjunct Professor of Painting</i>
4/2007- 8/2007	Pratt Fine Art Center, Seattle, WA <i>Drawing/Painting Instructor</i>
5/2006- 6/2006	Seattle Central Senior Center, Seattle, WA <i>Drawing Instructor</i>
9/2001- 4/2002	Maude Kearns Art Center, Eugene, OR <i>Drawing Instructor</i>
7/2000- 5/2001	Maryland College of Art and Design, Silver Spring, MD <i>Continuing Education Painting Instructor</i> <i>Continuing Education Drawing Instructor</i> <i>Undergraduate Color Theory Instructor-of-Record</i> <i>Undergraduate Drawing Instructor-of Record</i>
1/2000- 12/2000	American University, Washington D.C. <i>Undergraduate Drawing/Painting Teaching Assistant</i>
7/1998- 9/1998	Northwest School Summer Program, Seattle, WA <i>Drawing and Painting Instructor</i>

Exhibition Record

Solo Exhibitions

- 2015 Blur Gallery, Seattle, WA
Solo Show, "Standing Still"
- 2015 Joe Bar, Seattle, WA
Solo Show, "Soft Bricks"
- 2012 Caldera Arts Center, Sisters, OR
Artists in Residence Exhibition
- 2009 SOIL Gallery, Seattle, WA
Solo Show, "Watercolors"
- 2003 BPA Gallery, Bainbridge Island, WA
"Sailors"

Group Exhibitions

- 2011 Tashiro Kaplan Gallery, Seattle, WA
Resident Exhibition
- 2011 Collective Visions Gallery, Bremerton, WA
Juried Exhibition
- 2009 S.A.M. Rental/Sales Gallery, Seattle, WA
"Shelter"
- 2008 SOIL Gallery, Seattle, WA
"Escape or Reflect!?"
- 2007 Pratt Fine Art Center, TK Gallery, Seattle, WA
Faculty Exhibition
- 2004 Center On Contemporary Art, Seattle, WA
"Northwest Annual", Juror: *Ken Lum*
- 2002 Rainshadow Gallery, Bainbridge Island, WA
- 2001 The Maude Kearns Art Center, Eugene, OR
Faculty Exhibition
- 2001 Conner Contemporary Art Gallery, Washington D.C.
Invitational, "Best of M.F.A. Graduates in D.C."
Juror: Jamie L. Smith
- 2001 951 E Street Gallery, Washington D.C.
Invitational, "Regional Best of M.F.A. Graduates"
Juror: *Annie Gawlak*

Other Professional Activities

Artist-In-Residence

- 2012 Caldera Artist In Residence, Sisters, OR
- 2002 Museum of Glass; International Center for Contemporary Art, Tacoma, WA
Visiting Artist/Educator Residency

Awards

- 2012 The Medium's Artist Grant
- 2001 JoAnn Crisp-Ellert Graduate Purchase Prize
- 2001 Graduate Merit Award, American University
- 2000 Graduate Merit Award, American University

Auction Contributions

- 2008 Pioneer Square Community Association, Seattle, WA
- 2007 Pratt Fine Arts Center, Seattle, WA
- 2005 Tashiro Kaplan Artists Lofts, Seattle, WA

Volunteer Experience

- 2004-2012 Tashiro Kaplan Artists Lofts, Seattle, WA
Director of the Artist Portfolio & Community Review Committee
- 2003 Center On Contemporary Art, Seattle, WA
Art Packer and Mover
- 1997 Camp Jabberwocky, Martha's Vineyard, MA
Art Instructor/Counselor

Commercial Art

- 2015 "Bewellaby", Seattle WA. Designed Logo Art
- 2013 Private commission for painted portrait by Scilla Andreen, Seattle, WA

Collections

Watkins Collection, American University, Washington D.C.
Davis-Nearn Collection, London, U.K.

Publications

La Norda Especial, "Vol. 5", October 2009, Seattle, WA "In Defense of Painting"
Rivet, "R7: Illusion Issue", Vol.3 No. 2. Summer 2003, Seattle, WA

Symposium

- 2009 "Seattle Painters' Slide Show, Henry Art Museum, Seattle, WA
- 2004 "Contemporary Art", Western Washington University, Bellingham, WA

Technical Abilities

Adobe Photoshop	Various Wood Shop Tools
Excel/Word	Printmaking Tools

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 25, 2019 9:12:24 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Erin Nell Phillips

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Microsoft

Current Position Event Project Manager

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

Experience & Qualifications

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

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, Though I am not an employee of a company that implements this type of program, I have done a considerable amount of research in preparation for this task force. I have been in contact with Nora

activities, training, education) if any:

Liu of the NW office of the Government Alliance on Race and Equity (or GARE) for guidance on how to attain our stated goals for this task force. This research has helped me to have a concrete idea of how we might move forward, including the potential costs. My research has revealed that we can first arrange a workshop with all City Council members and key staff that provides an introduction to the role, responsibilities and opportunities for government to advance racial equity. The training focuses on normalizing racial equity as a core value with clear definitions of key terminology, operationalizing racial equity via new policies and institutional practice, and organizing, both internally and in partnership with other institutions and the community. This will help participants gain awareness of the history of race and of implicit and explicit bias and individual, institutional, and structural racism and how it impacts the workplace; gain skill at identifying and addressing institutional and structural racism; and increase capacity to advance racial equity. The workshop will also introduce a racial equity tool that can be used in decisions relating to policies, practices, programs and budget and share effective communications strategies. Second, an organization like GARE can help us design a strategic plan for an outreach effort to our communities of color so we can learn their needs and desires and identify policies to help bring those needs and desires to fruition. Apart from the above, I am trained in bystander training. Moreover, through my work at Microsoft, I have learned how to operationalize diversity and training policies, as this is a key focus for Microsoft because they see better outcomes from having diverse perspectives on their teams. All of the content that we deliver at a bi-annual event that I help plan has to go through a Code of Conduct review, that includes both an HR and Diversity and Inclusion review. This includes all marketing and communications materials. As such, I can help ensure that anything that we put out from a marketing and branding standpoint is representative of the ethos of the task force. With regards to my education, I was a Spanish major. My coursework was mostly centered around Globalization and Latin American Studies. I also studied abroad and have since traveled a great deal through work and for pleasure. I believe this has helped me cultivate a worldview that sees diversity as the norm and a benefit to us all.

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

I am the Founder of We Live Here Too; established to learn about people of color on the island. As such, I created a survey form to capture their experiences as well as learn about their needs. Though I do not believe I have reached a critical mass of submissions, the information that I have received has given me insight into the areas that our communities of color are underserved. Further, I am a member of the Multi-Cultural Advisory Council that advises the school district on issues of diversity and inclusion. Every month, we hear from the schools on the issues they are seeing related to racism as well as what they are doing

in response. I have also come into contact with parents who joined MAC to improve the experience of their children in the schools. Through my membership with MAC, I believe that I have gained some important insight into the state of race equity work in the schools and further ways that we might better address the issues that administrators and teachers are seeing. I recently joined the board of directors at Arts and Humanities Bainbridge. One key reason for my joining was that we agreed to focus on diversity and inclusion in our public art projects and arts in education program. If this is successful, we will have a model that could be applied to art projects that the City supports. Last, I am the founder of the Race Equity Network, an organization that is dedicated to achieving race equity on Bainbridge Island through education and through strengthening the network of organizations in Kitsap County whose mission intersects with ours.

Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Other - See below
Other	I helped spearhead its creation. :)

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Erin Phillips

Profile

Operations and Project/Client Management professional with 14 years of experience in various industries including creative design and marketing, non-profit, retail, and tech.

Skills

- Team player and effective leader with an optimistic attitude
- Strong project management skills on projects that range from small business to corporate
- Excellent verbal and written communication in both domestic and international settings
- Technical abilities include Office 365, Netsuite ERP, ADP, Basecamp, and Quickbooks
- Strategic and data-driven decision making and quick problem solving
- Fluent in English, proficient in Spanish, beginner in French

Work Experience

EVENT PROJECT MANAGER AND CONTENT OPERATIONS LEAD, MICROSOFT, SEATTLE, WA. – JULY 2014 TO PRESENT

- Serve as project manager for Coaching program, designed to train marketing/sales global staff
- Deliver projects aligned to timeline and within budget through effective resource allocation, risk mitigation, and cross-team communication

INTERNATIONAL FINANCE OFFICER, MERCY CORPS, PORTLAND OR. AND GAZIANTEP, TURKEY – OCTOBER 2010 TO NOVEMBER 2013

- Led monthly reporting effort to measure performance of highly varied revenue models under one department
- Managed annual business and strategic planning process for all departments of private fundraising and marketing arm of organization
- Oversaw Turkish finance staff and effectively managed \$85 million dollar emergency response project for internally displaced people in Syria

OPERATIONS ANALYST AND PURCHASING PLANNER, ZULILY, SEATTLE, WA. – JANUARY 2010 TO AUGUST 2010

- Designed foundational systems and processes as 12th employee of now publicly traded company
- Developed tool to forecast and measure performance of vendor partners

DIRECTOR OF OPERATIONS AND FINANCIAL CONTROLLER, SUPERBIG CREATIVE AND EVIL BIKES, SEATTLE, WA. – JANUARY 2007 TO JANUARY 2010

- Managed all functional areas of two companies under one roof, including Sales/Marketing Management, Project/Client Management, HR, Finance and Accounting, and Logistics
- Managed client projects in a variety of industries such as food and beverage, action sports, music, and retail
- Executed client contracts in InDesign
- Managed projects in a variety of creative disciplines including branding, marketing, interior design, web design and development, graphic design, industrial design, and fine art
- Effectively leveraged project management software to house documents, track communications with clients, track and meet deliverables on time, manage scope creep, and collaborate among team members
- Planned events, such as marketing events, gallery openings, studio tours, and trade shows

Education

Seattle Pacific University – Spanish/European Studies - 2000 to 2004

Other Experience

Race Equity Network - Executive Director - October 25th to Present

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 25, 2019 6:26:00 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Robert Rauktis

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Boss

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

Experience & Qualifications

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

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I have a close relationship with many of the employed up at the 4 Corners (305 & High School Road), seeing many of those businesses once a day or every other day. I am a retired MD who

activities, training, education) if any:	has worked in most parts of the country with every color and stripe. I likewise usually gets along better with the underlings. To that end I have attended Thanksgiving in Roxbury and Baptist Churches in Kansas City. I also played basketball against inner-city teams. I taught and observed on the rez. People trust me. My parents look over my shoulder.
Please share your community interests (groups, committees, organizations) if any:	For starters, the racial task force. I have a very bio intense household.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Newspaper
Other	<i>Field not completed.</i>

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From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, January 5, 2019 9:49:39 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Kristin Tollefson

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Bainbridge Island Museum of Art

Current Position Education Director

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

Experience & Qualifications

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

If so, please indicate which groups: Design Review Board, 2004-2009

Please share your qualifications for this appointment (skills, Creative Facilitation Training, Partners for Youth Empowerment, 2018 Creative Advantage Race and Equity Training, 2018 heARTwork Collective Implicit Bias Training (facilitated bringing

activities, training, education) if any:

this to Bainbridge Island Museum of Art; also participated), 2018 First International Teaching Artist Conference, Oslo, Norway, 2012 ArtsWA Roster of Teaching Artists, 2009-present Teaching Artist Training Lab, 2010-2011 Longtime island resident, single mom and artist who has firsthand, invested and long-view experience this place. I also bring work experience with Seattle public schools, as former Education Director at Pratt Fine Arts Center, a practicing teaching artist and public artist with many years of community engagement, education and cultural investment.

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

Career and Technical Advisory Board, Bainbridge Island School District, 2014-present Art Docent Program, Bainbridge Island School District, 2005-2012 (former site coordinator Juror/Panelist for organizations including Seattle Office of Arts & Culture, 4 Culture, ArtsWA Bainbridge Island Public Library volunteer, 2005-present

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

activist colleagues within in the community

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KRISTIN L. TOLLEFSON

EDUCATION

- 1992 MFA, Metalsmithing, Cranbrook Academy of Art, Bloomfield Hills, MI
Icelandic for Foreign Students Program, Háskóli Islands, Reykjavík, Iceland
- 1989 BA, Cum Laude, Sociology/Anthropology & Art History, Carleton College, Northfield, MN
- 1987 Linguaviva Scuola Italiana per Stranieri, Florence, Italy
French & Italian language proficiency certificates

PROFESSIONAL EXPERIENCE

- Current Education Director, Bainbridge Island Museum of Art, Bainbridge Island, WA, since 2013
Owner, *flora/form*: art, education & curatorial consulting, Bainbridge Island, WA, since 2004
- Former Adjunct Faculty, Art Department, Cornish College of the Arts, Seattle, WA, 2009-2013
Lecturer, Integrated Arts & Sciences Program, University of Washington, Tacoma, WA, 2013
Program Coordinator, Arts in Education, Arts Humanities Bainbridge, 2010-2013
Design Review Board, Mayor's Office of the City of Bainbridge Island, WA, 2004-2009
Curator, *Collocation*, ArtSite 2005, Pritchard Park, Bainbridge Island, WA, 2005
Curator, *Transition & Transformation*, City Space Gallery, Seattle, WA, 2004
Lecturer, Listaskólinn og Verkmenntaskólinn í Akureyri, Akureyri, Iceland, 2003
Education Director, Pratt Fine Arts Center, Seattle, WA, 1995-1997

HONORS & AWARDS

- 2018 Finalist, Humanities Washington Speakers Bureau
Outstanding Educator Award, Delta Kappa Gamma
- 2012 Professional Development Grant, ArtsWA
First International Teaching Artist Conference, Oslo, Norway
- 2010 Arts Innovator Award Nominee, Artist Trust
- 2008 Island Treasure Award, Bainbridge Island Arts & Humanities Council
- 2007 Public Art Year in Review, Americans for the Arts, Juried by Miwon Kwon
- 2004 Portable Works Purchase Award, King County Courthouse, 4Culture
John Maul Juror's Honor Award, Oregon State University
New Media Gallery Program Grant, Jack Straw Productions
- 2002 Thor Thors Grant, Iceland, The American-Scandinavian Foundation
- 2001 Artist's Creative Fellowship, Pratt Fine Arts Center
- 1999 Jurors' Choice Award, Northwest Fine Arts Competition, Phinney Center Gallery
- 1997 Grant for Artists Projects (GAP), Artist Trust
Centrum Foundation Artist Residency, Port Townsend, WA
- 1995 Matthew Hansen Endowment, University of Montana
- 1992 Fulbright Travel Grant, Iceland
Thor Thors Fellowship, Iceland, The American-Scandinavian Foundation

PUBLIC ART

- Current Terminal 117 Design Team Artist, Public Access & Habitat Restoration, Port of Seattle, WA
Play Passage Sculptures, with Johnson|Southerland LA, Phinney Neighborhood Association, WA
- 2018 *Burgeon*, Batik Apartments at Yesler 2, Vulcan Properties, Seattle, WA
- 2017 *Ebb/Flow*, Snohomish High School, ArtsWA Art in Public Places Commission, WA

- Conduit*, Adjacent Streets Project at Terminal 117, Seattle City Light and Seattle Mayor's Office of Arts and Culture, WA
- 2016 *Dragonfly & Butterfly Benches*, Owen's Playground, Bainbridge Island, WA
- 2015 *Pod*, City of Bainbridge Island, with Duke Grenier, Bainbridge Island, WA
- 2013 *Butterfly Garden Family Terrace*, Maple Leaf Reservoir Park, Seattle, WA
- 2012 *Celestial Leaves*, Hidden Village, King County Housing Authority, Bellevue, WA
Playful Tree & Donor Wall, Tacoma Children's Museum, Tacoma, WA
- 2010 *Seward Park Playground*, with Johnson|Southerland, LA, Seattle, WA
Raintree, Cromwell Park, with Susan Black & Associates, LA, City of Shoreline, WA
Karmann Vortex Bridge & Birch Tree Mosaic, with Nakano Associates, LA, Birch Creek, King County Housing Authority, WA
Leaf/Boat Benches, Hiawatha Artists Lofts, Seattle, WA
Seed Benches, Ercolini Park, West Seattle, WA
- 2009 *Northeast Neighborhood Park Master Plan*, with Nakano Associates, LA, Redmond, WA
- 2008 *Catch + Release*, Magnolia Branch Library, with SHKS Architects, Seattle, WA
Lace Leaf Bicycle Racks, City of Kent and Kent Downtown Partnership, Kent, WA
- 2007 *WaterLogs + Leaf/Hull*, Montlake Community Center, with Carlson Architects, Seattle, WA
Leaf Boat Benches, Jackson Place Sculpture Park, Hiawatha Artists Lofts, Seattle, WA

INSTALLATIONS & PERFORMANCES

- 2017 *50:50*, Bainbridge Island Library, Bainbridge Island, WA
- 2015 *Affinities*, Vulcan Building Storefront Installation, Seattle, WA
- 2013 *Keepsake*, movement workshop, installation, video and sound collaboration with Christy Fisher, Amy Denio and Ryan Adams, Cancer Lifeline, Seattle, WA
- 2011 *Treasure*, Smoke Farm, Arlington, WA
NEPO House, Don't Walk, Seattle, WA
Pollinatrix, Seattle Storefronts Program, 409 Maynard Avenue, Seattle, WA
Out of Place, Museum of Sound, Camp Long, Art in Nature Festival, West Seattle, WA
- 2010 *Jar*, Bellwether Art Walk, Bellevue, WA
- 2009 *Eddy*, Herbert Bayer Earthworks at Mill Creek Park, Kent, WA, invitational installation
Abundants, Heaven & Earth, Carkeek Park, Seattle, WA
- 2007 *Bead/Flow*, Webster's Woods at Port Angeles Fine Arts Center, Port Angeles, WA
Refuge, Museum of Sound, Camp Long, Art in Nature Festival, West Seattle, WA
- 2006 *SqueezePower*, Art 44:46, invitational performance, Chicago, IL
Haven, In(n) & Out of Nowhere, Juror: Samantha diRosa, CougarLand Motel, Pullman, WA
- 2005 *Organic Plan*, Jack Straw New Media Gallery, solo installation, Seattle, WA

SOLO & TWO-PERSON EXHIBITIONS

- 2018 *Tumescant Cluster*, Featured Artwork, Bellevue Arts Museum, Bellevue, WA
- 2013 *Kristin Tollefson*, Bainbridge Arts & Crafts, Bainbridge Island, WA
- 2011 *Unravel*, Skagit Valley Community College, Mount Vernon, WA
- 2010 *Evidence*, Seward Park Audubon Center, solo exhibition, Seattle, WA
- 2009 *Kristin Tollefson & Joel Sackett*, Bainbridge Arts & Crafts, Bainbridge Island, WA
- 2008 *Two in the Flow*, Kristin Tollefson & David Eisenhour, Port Angeles Fine Arts Center, WA
- 2005 *Organic Plan*, Jack Straw New Media Gallery, Seattle, WA, solo exhibition
- 2003 *Gróandi Linan/The Growing Line*, Deiglan Art Gallery, Akureyri, Iceland
- 2002 *Norway/US:US/Iceland*, Thomas Pihl & Kristin Tollefson, Scandinavia House, NY, NY
- 2000 *Cut from Nature: Kristin Tollefson & Gary Groves*, Bainbridge Arts & Crafts, WA
- 1992 *Kristin Tollefson*, Galleri Portið, Hafnarfjörður, Iceland

SELECTED GROUP EXHIBITIONS

- 2018 *BIMA@5: Selected Works from the Permanent Collection*, Bainbridge Island Museum of Art, WA
- 2016 *Metalmorphosis: Metals Biennial Exhibition*, Bellevue Arts Museum, WA

- 2012 *Art Department Faculty Exhibit*, Cornish College of the Arts, Seattle, WA
 2011 *Seattle Collects*, Office of Arts & Cultural Affairs at the Seattle Art Museum, Seattle, WA
 2009 *Environs*, Nightengale Gallery, Eastern Oregon University, La Grande, OR
 2007 *N'Djamena Embassy Invitational*, Art in Embassies Program, N'Djamena, Chad, Africa
 2006 *Critical Mass: Metalsmithing Under Gary Griffin*, Cranbrook Academy of Art, Bloomfield Hills, MI
 2005 *Biology-Chemistry-Physics*, Curator: Otto Youngers, Seattle-Tacoma International Airport
 2004 *Spatially Inspired*, Juror: Ilse Bolle, WomanMade Gallery, Chicago, IL
Art About Agriculture, Jurors: Harrison Branch, John Maul, Sue Lynn Thomas, Oregon State University, Corvallis, OR
 2003 *New Works in Metal*, William Traver Gallery, Seattle, WA
The Common Thread, Jurors: Rhonda Brown & Tom Grotta, Westport Art Center, CT
BigLITTLE, Jurors: DiAnne Love, Rachel Osajima & Donna Briskin, The Craft & Cultural Arts Gallery, Oakland, CA
 2001 *All That Blooms and Grows*, Jurors: Eleanor Moty & John Hays, Phoenix Center for the Arts, AZ
 1999 *Pacific Northwest Annual*, Juror: Jon Tupper, Bellevue Art Museum, Bellevue, WA
Metals: The Colorado Connection, Jurors: Reno Carollo & Mimi Moore, Denver International Airport, CO
 1998 *The View from Here: 100 Artists Mark the Centennial of Mt. Rainier National Park*, Seafirst Gallery, Seattle; Shimin Bunka Kaikan, Fujinoma, Japan; MONA, LaConner, WA

RESIDENCIES

- 2019 The Arctic Circle Residency, Svalbard & Longyearbyen, Norway
 2018 La Wayaka Current | Desert, Atacama, Chile
 2003 Gilfelagid Artist Residency, Akureyri, Iceland
 2001 PONCHO Artist Residency, Pratt Fine Arts Center
 1997 Centrum Foundation Artist Residency, Port Townsend, WA
 1992 Straumur Art Commune, Hafnarfjörður, Iceland

SELECTED BIBLIOGRAPHY

- "Bainbridge celebrates return of the Pod," *Bainbridge Review*, October 1, 2015
 "Weekly Art Hit: Catch + Release," Tamara Childress, *Art Beat Blog*, January 16, 2013
 "Students Turn Invasive Weeds Into Art," Tristan Baurick, *Kitsap Sun*, June 2, 2010
Heaven & Earth, Center on Contemporary Arts, Seattle, WA, 2009
 Jake Seniuk, "Two in the Flow," *On Center*, vol. XX, no. 4, July-September 2008
 John Forsen, "Public Art: Kristin Tollefson's WaterLogs + Leaf/Hull," *Seattle Channel Video*, 2007
 Tina Lieu, "Where Land, Art Merge," *Bainbridge Island Review*, Saturday, July 9, 2005, Cover
 Joel Sackett & Candace Jagel, "Kristin Tollefson," *An Island in Time*, Timely Publications, 2005
 Matthew Kangas, "New Works in Metal," *Metalsmith*, Spring 2004
Fiberarts Design Book Seven, edited by Susan Mowery Kieffer, Lark Books, 2003
 Matthew Kangas, "Sculpture Sprouts in Downtown Bellevue," *Seattle Times*, June 28, 2000
 Bragi Ásgeirsson, "Kristin L. Tollefson," *Morgunbladid (Icelandic Daily News)*, 24 April 1993

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 17, 2019 6:39:16 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Virginia Velez

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Retired

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

Experience & Qualifications

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

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I'm Puertorican, multiracial by definition, family runs from black (from free and enslaved Africans) to blond to Native and everything in-between. Was the bilingual Hotline Supervisor at

activities, training, education) if any:

the SF AIDS Foundation, a deportation defense paralegal, and a Teaching Assistant at UW and Stanford, in courses dealing with race, gender, sexuality. MEChA VP at UW; Black Graduate Student Assoc VP at Stanford. Also spent time with Native American Assoc at Stanford, but our Taino tribe was deemed "extinct" (we're still here) ever since Spain owned our island, and we are not recognized by the US. Caribbean Tainos are recognized at the UN. We are descendants of the Arawaks in the Amazon.

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

I'm a disabled senior, I get wonderful assistance from IVC to get around. I'm also on fixed income so I've gotten wonderful assistance from HRB. I've done local voter registration and election organizing, was Precinct Captain for the 2016 caucus, and started a community garden since I moved here 10 yrs ago. I am now elected Treasurer for the 23rd LD Democrats. Attended a couple of potlucks for women of color here - in the 80s when the Native poet Chrystos lived in Fort Ward, recently when one of our few local black women, who is also deaf, hosted one. For over a decade, I was unable to walk far or long, don't drive anymore. It's taken years, but I'm more able to walk (and almost dance!) unassisted without falling now. Working on endurance. Use me, I'm finally "more able," and now that I live in town, I'm near enough to attend meetings without needing a ride or bus service, which doesn't exist at night anyway.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Friends told me and want me to be part of it.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 16, 2019 1:25:07 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Jesse Ziebart
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Bainbridge Island Museum of Art
Current Position	Cultural Programs Manager
I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force
Experience & Qualifications	
Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills,	My background is in corporate sponsorship, live event and television production and the performing arts. I have strong local ties to the arts and entertainment communities and have

activities, training, education) if any:	participate in and coordinated cultural events all over the world. -- Highly organized --Strong in logistics, event execution and planning, sponsorship,
Please share your community interests (groups, committees, organizations) if any:	The If Project YWCA Kitsap REN Humanities Washington The Suquamish Tribe Women's Correctional Center of Washington Centro Latino Ranier Arts Center
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Other - See below
Other	Ms. Karen Vargas

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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (8:00 PM) Ordinance No. 2019-20, Relating to 2019 2nd Quarter Budget and Updated Capital Improvement Plan Amendments - Finance,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

I move to forward Ordinance No. 2019-20 for approval with the August 27, 2019 Consent Agenda.

SUMMARY:

This agenda item is for the City Council to consider amendments to the City's budget and the update to the Capital Improvement Plan. Included with this item is a consolidated ordinance capturing decisions which have been made previously by the Council since first quarter budget amendments.

FISCAL IMPACT:

Amount:	\$2,347,568
Ongoing Cost:	\$10,000
One-Time Cost:	\$2,337,568
Included in Current Budget?	No

BACKGROUND: Please reference transmittal memo as attached below.

ATTACHMENTS:

[2019 2nd QTR Budget Amendments Transmittal Memo.docx](#)

[Ordinance No. 2019-20, Relating to 2019 2nd Quarter Budget and Updated Capital Improvement Plan Amendments](#)

FISCAL DETAILS:

The total appropriation increase is \$2,347,568, of which \$2,000,000 is related to the financing decision for the Police Station/Municipal Court Facility Project. Total by fund is as follows: General Fund \$2,121,268: Affordable Housing \$104,300: Capital Construction Fund \$122,000. Please see detailed attached Exhibit A.

Fund Name(s):**Coding:**



Finance and Administrative Services Department
Memorandum

Date: August 13, 2019

To: City Council
Morgan Smith, City Manager

From: Kim Dunscombe, Budget Manager

Subject: 2019 2nd QTR Budget Amendments

The Finance and Administrative Services Department brings budget adjustments to Council for consideration on a regular basis. Attached for Council's consideration is an ordinance with second quarter budget amendments. The proposed ordinance also includes an amendment to the 2019 – 2024 Capital Improvement Plan. The following nine budget amendments are proposed:

General Fund Adjustments

- Police and Municipal Court Building - On July 9, 2019 City Council directed staff to proceed with a planning assumption of \$8.0M in long-term debt and \$12M in existing City funds for design and construction of the Police and Municipal Court Building. This item increases appropriation authority and updates the CIP for the additional transfer of \$2M of General Fund money to the Capital Construction Fund. Total project cost remains at \$20M.
- Elliott Bay Trustee's Funding - On November 3, 2015 City Council accepted Elliott Bay Trustees' funding for maintenance and monitoring activities at Strawberry Cannery Cove and Pritchard Park Bluff East. This item increases the General Fund's budget to allow for the spending of the Elliott Bay Trustees' funding which was received in January 2016.
- Kitsap County Department of Emergency Management (KCDEM) - On June 11, 2019 City Council directed staff to prepare an interlocal agreement with KCDEM to provide the City emergency management support for training, exercises, and planning activities. This item increases the General Fund's spending authority in anticipation of the interlocal agreement approval. If not approved, or Council chooses to use Council Contingency funding, this item will be removed in the fourth quarter budget amendments.
- Emergency Management Program Grant - On June 25, 2019 City Council authorized the Emergency Management Coordinator to submit a grant application to the Washington State Emergency Management Division for eligible emergency management expenditures. This item increases spending authority in conjunction with receiving the grant award.

Affordable Housing Fund

- Emergency Rental Assistance Program - On June 25, 2019 City Council directed staff to develop a professional services agreement with Helpline House in the amount of \$100,000 with a scope of work encompassing the emergency rental assistance program proposal. The Housing Trust Fund is intended to support a range of housing services to include providing financial assistance to public and private nonprofit organizations supporting housing activities consistent with City policy. This item increases the Affordable Housing Fund's spending authority in anticipation of the professional services agreement approval. If not approved, this item will be removed in the fourth quarter budget amendments.
- Housing Resources Bainbridge (HRB) - On February 5, 2019 the Council authorized the City Manager to execute a PSA with HRB to develop a financial feasibility study in conjunction with development of the City owned Suzuki property. The first quarter budget amendment was for \$45,000. The PSA was higher than anticipated. This item increases appropriation authority for the entire amount of the contract, \$49,300.

Capital Construction Fund Adjustments

- Open Water Marina - This item increases appropriation authority and amends the 2019 Updated CIP to reflect current project plans and estimates.
- Farmer's Market Cover - During the 2019-2020 Biennium Budget Process, Council added \$65,000 for a Farmer's Market Cover. When the project was introduced, timing of the new project did not allow for a CIP update. This item allows for the transfer of General Fund money to the Capital Construction Fund and amends the CIP.
- High School Safety Road Improvements - This item increases appropriation authority and amends the 2019 Updated CIP to reflect current project federal grant awards.

Thank you for your consideration of these requests.

Exhibit A to Ordinance No. 2019-20

SUBJECT	DESCRIPTION	FUND / Department	Amount requested	Change to Appropriation	On-going
Police and Municipal Court Building	On July 9, 2019 City Council directed staff to proceed with a planning assumption of \$8.0M in long-term debt and \$12M in existing City funds for design and construction of the Police and Municipal Court Building. This item increases appropriation authority and updates the CIP for the additional transfer of \$2M of General Fund money to the Capital Construction Fund. Total project cost remains at \$20M.	General Fund / Public Works	\$ 2,000,000	Increase	No
Elliot Bay Trustee's Funding	On November 3, 2015 City Council accepted Elliott Bay Trustees' funding for maintenance and monitoring activities at Strawberry Cannery Cove and Pritchard Park Bluff East. This item increases the General Fund's budget to allow for the spending of the Elliott Bay Trustees' funding which was received in January, 2016.	General Fund / Planning and Community Development	\$ 97,715	Increase	No
Emergency Management Program Grant	On June 25, 2019 City Council authorized the Emergency Management Coordinator to submit a grant application to the Washington State Emergency Management Division for eligible emergency management expenditures. This item increases spending authority in conjunction with receiving the grant award. Local match will be salaries and benefits, and therefore will not increase spending authority more than the amount of the grant.	Grant Funds / Executive	\$ 13,553	Increase	No
Kitsap County Department of Emergency Management (KCDEM)	On June 11, 2019 City Council directed staff to prepare an interlocal agreement with KCDEM to provide the City emergency	General Fund / Executive	\$ 10,000	Increase	Yes

	management support for training, exercises, and planning activities.				
	TOTAL GENERAL FUND EXPENDITURE INCREASE		\$ 2,121,268		
Emergency Rental Assistance Program - Helpline House	On June 25, 2019 City Council directed staff to develop a professional services agreement with Helpline House in the amount of \$100,000 with a scope of work encompassing the emergency rental assistance program proposal. The Housing Trust Fund is intended to support a range of housing services to include providing financial assistance to public and private nonprofit organizations supporting housing activities consistent with City policy.	Affordable Housing Fund / Executive	\$ 100,000	Increase	No
Housing Resources Bainbridge (HRB)	On February 5, 2019 the Council authorized the City Manager to execute a PSA with HRB to develop a financial feasibility study in conjunction with development of the City owned Suzuki property. The first quarter budget amendment was for \$45,000. The PSA was higher than anticipated. This item increases appropriation authority for the entire amount of the contract, \$49,300.	Affordable Housing Fund / Executive	\$ 4,300	Increase	No
	TOTAL AFFORDABLE HOUSING INCREASE		\$ 104,300		
Open Water Marina	This item increases appropriation authority and amends the 2019 Updated CIP to reflect current project plans and estimates. Funding is supported by the General Fund.	Capital Construction Fund / Public Works	\$ 75,000	Increase	No
Farmer's Market Cover	During the 2019-2020 Biennium Budget Process, Council added \$65,000 for a Farmer's Market Cover. When the project was introduced, timing of the new	Capital Construction Fund / Public Works	\$ -	None	No

	project did not allow for a CIP update. This item allows for the transfer of General Fund money to the Capital Construction Fund and amends the CIP.				
High School Safety Road Improvements	This item increases appropriation authority and amends the 2019 Updated CIP to reflect current project federal grant awards. No additional City funding is required.	Grant Funding / Public Works	\$ 47,000	Increase	No
	TOTAL CAPITAL CONSTRUCTION FUND EXPENDITURE INCREASE		\$ 122,000		

ORDINANCE NO. 2019-20

AN ORDINANCE of the City of Bainbridge Island, Washington, amending the 2019-2020 biennial budget and the 2019-2024 update to the Capital Improvement Plan and providing for uses and/or expenditure amounts not foreseen at the time the budget and the Capital Improvement Plan were adopted.

WHEREAS, on October 23, 2018, the City Council adopted the 2019-2024 update to the Capital Improvement Plan via Ordinance No. 2018-36; and

WHEREAS, on November 27, 2018, the City Council adopted the 2019-2020 biennial budget via Ordinance No. 2018-39; and

WHEREAS, on May 28, 2019, the City Council passed Ordinance No. 2019-16, adopting the first quarter budget and Capital Improvement Plan amendments; and

WHEREAS, a number of situations have occurred in 2019 that require the City to expend money on items, projects, and categories not included in the 2019-2020 biennial budget, including amended expenditures in the 2019-2024 update to the Capital Improvement Plan.

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

Section 1. Ordinance No. 2018-39 adopting the 2019-2020 biennial budget, and Ordinance 2018-36 adopting the 2019-2024 update to the six-year Capital Improvement Plan, as previously amended by Ordinance No. 2019-16, are further amended as shown on the attached **Exhibit A**.

Section 2. The City's Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2019-2020 biennial budget and the 2019-2024 update to the Capital Improvement Plan. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

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

PASSED by the City Council this ____ day of August 2019.

APPROVED by the Mayor this ____ day of August 2019.

Kol Medina, Mayor

ATTEST / AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	August 9, 2019
PASSED BY THE CITY COUNCIL:	____ __, 2019
PUBLISHED:	____ __, 2019
EFFECTIVE DATE:	____ __, 2019
ORDINANCE NO:	2019-20

Attached: Exhibit A



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (8:20 PM) Interlocal Agreement with the Bainbridge Island School District for a Stop Paddle Camera Test Program - Police,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Interlocal Agreement

PROPOSED BY: Police

RECOMMENDED MOTION:

I move to forward the Interlocal Agreement with the Bainbridge Island School District for the Stop Paddle Camera Test Program for approval with the August 27, 2019 Consent Agenda.

SUMMARY:

By testing stop paddle cameras on several school buses, the Bainbridge Island School District and the Bainbridge Island Police Department hope to keep children safer by educating motorists and citing violators.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND:

In an effort to prevent moving vehicles from ignoring the flashing lights and extended stop paddles of school buses that are stopped for children, the Bainbridge Island School District plans to install stop paddle cameras on several buses on specific routes where frequent violations have been reported. Police will use the images captured by the software to investigate and issue citations whenever warranted. This interlocal agreement enables both entities to access system images and data and exchange information freely. The initial term is for a one-year test period, after which time the parties will review the financial impact to the City of providing law enforcement services under the ILA and may mutually agree that it is appropriate that some level of

compensation be provided to the City in exchange for the continuation of such services during the term of any subsequent extension of the ILA.

ATTACHMENTS:

[Interlocal Agreement with the Bainbridge Island School District for a Stop Paddle Camera Test Program](#)

FISCAL DETAILS:

Budget neutral. These efforts are an enhancement to existing patrol service.

Fund Name(s):

Coding:

**INTERLOCAL AGREEMENT FOR PROVISION OF
LAW ENFORCEMENT SERVICES RELATED TO
AUTOMATED SCHOOL BUS SAFETY CAMERAS**

THIS INTERLOCAL AGREEMENT (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation, (“City”) and Bainbridge Island School District No. 303, a Washington State municipal corporation, (“District”) pursuant to the provisions of Chapter 39.34 RCW.

WHEREAS, RCW 46.63.180 authorizes school districts to install and operate automated school bus safety cameras on school buses to be used for the detection of violations of RCW 46.61.370(1) if the use of the cameras is approved by the school district board of directors; and

WHEREAS, the District’s Board of Directors is considering approval of the use of automated school bus safety cameras on District school buses, in accordance with RCW 46.63.180; and

WHEREAS, the District wishes to enter into an agreement with the City for provision of law enforcement services related to the enforcement and processing of infractions issued through the use of automated school bus safety cameras; and

WHEREAS, the City is willing and able to provide the District with law enforcement services necessary for the enforcement and processing of infractions issued through the use of automated school bus safety cameras; and

WHEREAS, the City and the District enter into this Agreement in order to increase the health, safety, and welfare of school children on Bainbridge Island in order to help ensure a safe commute to and from school; and

WHEREAS, the City and the District intend for the term of this Agreement to be a trial period, after which the parties will review the effect of the automated school bus safety cameras and the law enforcement services provided under this Agreement and make any amendments to this Agreement necessary to better effectuate the purpose of this Agreement.

NOW, THEREFORE, the City and the District agree as follows:

1. TERM AND TERMINATION

- A. **Term.** This Agreement shall become effective upon execution by both parties and shall continue in full force and effect for one year, unless sooner terminated by either party as provided below.
- B. **Termination.** This Agreement may be terminated by either party without cause upon thirty (30) days’ written notice to the other party.

2. LAW ENFORCEMENT SERVICES PROVIDED

- A. **Purpose.** The purpose of this Agreement is to provide law enforcement services necessary for the enforcement and processing of infractions issued through the use of automated school bus safety cameras.
- B. **Services Provided.** The City shall provide the law enforcement services outlined on **Attachment A** to this Agreement.

3. COMPENSATION FOR COST OF LAW ENFORCEMENT SERVICES

- A. During the initial term of this Agreement (i.e., the trial period), the District will not be obligated to pay any fees to the City for the law enforcement services provided under the terms of this Agreement. During the trial period, the consideration to the City for the services provided under this Agreement will be the benefit to the health, safety, and welfare of school children on Bainbridge Island.
- B. After the trial period, the parties will review the financial impact to the City of providing law enforcement services under this Agreement and may mutually agree that it is appropriate that some level of compensation be provided to the City in exchange for the continuation of such services during the term of any subsequent extension of this Agreement.

4. HOLD HARMLESS AND INDEMNIFICATION

- A. **School District Policies, Rules, and Regulations.** In executing this Agreement, the City does not assume liability or responsibility for or in any way release the District from any liability or responsibility which arises in whole or in part from the existence or effect of District policies, procedures, rules or regulations. If any cause, claim, suit, action, or administrative proceeding is commenced in which the enforceability and/or validity of any District policy, procedure, rule, or regulation is at issue, the District shall defend the same at its sole expense and if judgment is entered or damages are awarded against the District, the City, or both, the District shall satisfy the same, including all chargeable costs and attorney's fees.
- B. **City Held Harmless.** The District shall defend, indemnify, and hold harmless the City and its officers, employees, and agents from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, including attorney's fees, arising out of the acts, errors, or omissions of the District or the District's officers, employees, or agents relating to or arising out of the performance of services pursuant to this Agreement.

- C. **District Held Harmless.** The City shall defend, indemnify, and hold harmless the District and its officers, employees, and agents from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, including attorney's fees, arising out of the acts, errors, or omissions of the City or the City's officers, employees, or agents relating to or arising out of the performance of services pursuant to this Agreement.

5. INDEPENDENT CONTRACTOR

Each party to this Agreement is an independent contractor with respect to the subject matter herein. Nothing in this Agreement shall make any employee of the District a City employee for any purpose, including, but not limited to, withholding of taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW. At all times pertinent hereto, employees of the City are acting as City employees and employees of the District are acting as District employees, Control of City personnel, standards of performance, discipline, and all other aspects of performance shall be governed entirely by the City.

6. NOTICE

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City: City of Bainbridge Island
 280 Madison Avenue North
 Bainbridge Island, WA 98110
 Attention: City Manager

To the District: Bainbridge Island School District No. 303
 8489 Madison Avenue NE
 Bainbridge Island, WA 98110
 Attention: Superintendent

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

7. EXTENT OF AGREEMENT AND MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.

8. SEVERABILITY

- A. **Invalidity.** If a court of competent jurisdiction holds any part, term, or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- B. **Conflict with State Law.** If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict and shall be deemed modified to conform to such statutory provision.

9. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

10. VENUE

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

11. NO THIRD-PARTY RIGHTS

Except as expressly provided herein, nothing in this Agreement shall be construed to permit anyone other than the Parties hereto and their successors and assigns to rely upon the covenants and agreements herein contained nor to give any such third party a cause of action (as a third-party beneficiary or otherwise) on account of any nonperformance hereunder.

12. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

13. COMPLIANCE WITH CHAPTER 39.34 RCW

- A. **County Auditor.** Within five (5) days from the effective date of this Agreement, the District shall file the original of this Agreement with the Kitsap County Auditor, in accordance with RCW 39.34.040, and shall then provide the City with a conformed copy of the filed Agreement.

B. **No Separate Entity.** It is not contemplated that, as a result of this Agreement, any property, real or personal, will be jointly acquired by the parties to this Agreement. This Agreement does not establish or create a separate fund or legal entity. Neither party is authorized to bind the other to any contract or obligation. Each party to this Agreement shall be responsible for its own budgeting. To the extent that RCW 39.34.030 requires an administrator to be named, the City Manager and the District's Superintendent shall jointly administer this undertaking, as specified under the terms of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

BAINBRIDGE ISLAND SCHOOL DISTRICT
NO. 303

CITY OF BAINBRIDGE ISLAND

Date:_____

Date:_____

By:_____

By:_____

Dr. Peter Bang-Knudsen, Superintendent

Morgan Smith, City Manager

Attachment A
Law Enforcement Services Provided

In consideration of the promises set forth in the Agreement, the City agrees to provide the following law enforcement services necessary for the enforcement and processing of infractions issued through the use of automated school bus safety cameras. However, no such services shall be provided until the District's Board of Director's approves the installation and operation of automated school bus safety cameras in accordance with RCW 46.63.180.

1. The City shall assign one or more law enforcement officers to perform the services required by this Agreement. The decision to assign or reassign any law enforcement officer to perform such services is made at the sole discretion of the City's Chief of Police and is not subject to District consent or approval.
2. Any law enforcement officer assigned to perform services under this Agreement may also be assigned other duties unrelated to this Agreement, at the sole discretion of the City's Chief of Police.
3. The assigned law enforcement officer will review video images of possible violations of RCW 46.61.370(1), provided by the District's automated school bus camera safety vendor and sent to the officer via email, to determine whether an infraction occurred.
4. If the law enforcement officer determines that an infraction occurred, he or she will follow the steps necessary to issue a notice of infraction.
5. If the law enforcement officer determines that an infraction did not occur, he or she will select the reason for rejection from the list of options and submit the record as rejected.
6. To the extent possible or as required by law, the City's law enforcement officers performing services under this Agreement will attend court hearings and other legal proceedings.
7. The City will also provide all Municipal Court Services necessary for the enforcement and processing of infractions issued through the use of automated school bus safety cameras. For the purposes of this Agreement, "Municipal Court Services" shall mean and include all local court services imposed by state statute, court rule, or other regulations as now existing or hereafter amended, including but not limited to processing, adjudication, and penalty enforcement of all District school bus safety camera infraction cases filed in the City's Municipal Court. "Municipal Court Services" shall also include the collection of monetary penalties incurred from infractions issued through the use of automated school bus safety cameras, which monetary penalties shall be remitted by the City to the District, on a schedule mutually agreed to by the City and the District, in accordance with RCW 46.63.180(1)(f).



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:35 PM) 2019 Annual Drainage Projects - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to forward the award of the contract for the 2019 Annual Drainage Projects for further consideration as part of the August 27, 2019 Unfinished Business Agenda.

SUMMARY:

The 2019 Annual Drainage Projects consist of the following drainage project locations: Nikkei Memorial Outfall Relocation, Windsong Loop, Parkhill Place, Sunrise Drive, and M&E Farm culverts. Tasks include, but are not limited to, pipe relocations, replacing pipes in kind, constructing T-diffusers, excavating drainage ditches, stair construction, replanting vegetation, tree protection, erosion control, and other miscellaneous tasks.

FISCAL IMPACT:

Amount:	TBD
Ongoing Cost:	
One-Time Cost:	TBD
Included in Current Budget?	Yes

BACKGROUND:

The 2019 Annual Drainage projects consist of the following drainage project locations: Nikkei Memorial Outfall Relocation, Windsong Loop, Parkhill Place, Sunrise Drive, and M&E Farm culverts. Tasks include, but are not limited to, pipe relocations, replacing pipes in kind, constructing T-diffusers, excavating drainage ditches, stair construction, replanting vegetation, tree protection, erosion control, and other miscellaneous tasks.

Following the results from the August 13, 2019 bid opening, the apparent low bidder and contract amount will be forwarded to the August 27, 2019 Unfinished Business Agenda for further Council consideration.

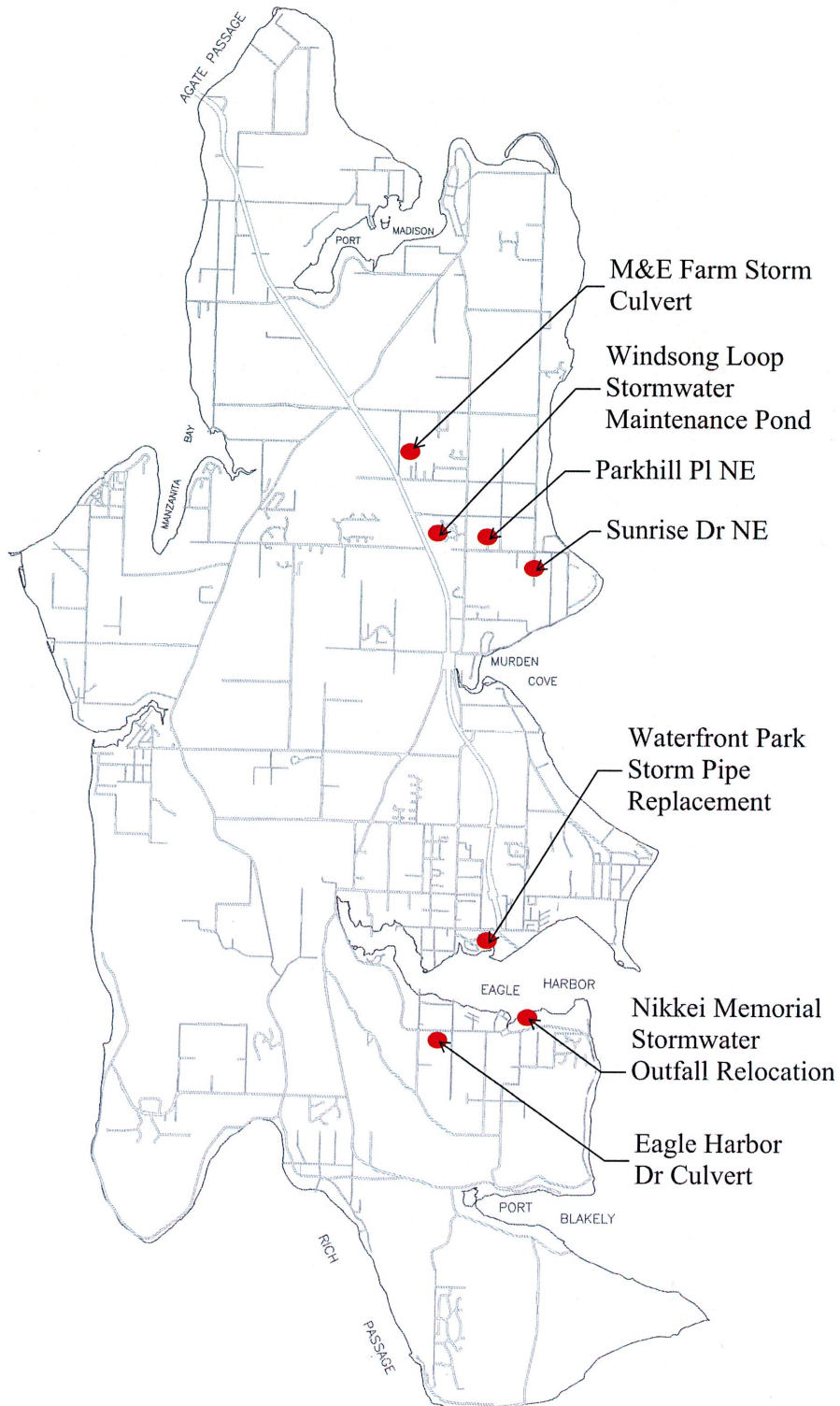
ATTACHMENTS:

[2019 Location Map](#)

FISCAL DETAILS: The 2019-20 Adopted budget for these various projects is \$250,000 in the Stormwater utility fund and \$25,000 in the General Fund.

Fund Name(s): SSWM Fund

Coding:



07-19-2019
DATE

3
NUMBER

VICINITY MAP

2019 ANNUAL DRAINAGE PROJECTS



**CITY OF
BAINBRIDGE ISLAND**
**PUBLIC WORKS
ENGINEERING
DEPARTMENT**



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:45 PM) Sidewalk Cutting and Replacement Contract - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to forward the award of the contract for the Sidewalk Cutting & Replacement Project, in the amount of \$68,016.00, to Precision Concrete Cutting Inc. for approval with the August 27, 2019 Consent Agenda.

SUMMARY:

The Sidewalk Cutting & Replacement project will provide an assessment of sidewalks on seventy-two roads listed in Attachment C that are focused in the Winslow area. Once the assessment is complete, the City will authorize a list of prioritized sidewalks for cutting and repairs to prevent trip hazards and meet the Americans with Disabilities Act standards. The City received one bid from Precision Concrete Cutting Inc, and City staff reviewed the bid results and the contractor's qualifications and recommends that the City Council award the Sidewalk Cutting & Replacement Contract to Precision Concrete Cutting Inc. in the bid amount of \$68,016.00.

FISCAL IMPACT:

Amount:	\$68,016.00
Ongoing Cost:	
One-Time Cost:	\$68,016.00
Included in Current Budget?	Yes

BACKGROUND:

The Sidewalk Cutting & Replacement project will provide an assessment of sidewalks on seventy-two roads listed in Attachment C that are focused in the Winslow area. Once the assessment is complete, the City will authorize a list of prioritized sidewalks for cutting to prevent trip hazards and meet the Americans with Disabilities Act standards. The Contractor will do an onsite inspection for ADA compliance and document all ¼ 224

inch or greater trip hazards as well as damaged or compromised sidewalks. The City Contact will provide a list of approved sidewalk locations in writing for cutting based on the sidewalk assessment.

Bids were solicited through the MRSC Small Works Roster and the City received one bid from Precision Concrete Cutting Inc.

City staff reviewed the bid results and the contractor's qualifications and recommends that the City Council award the Sidewalk Cutting & Replacement Contract to Precision Concrete Cutting Inc. in the bid amount of \$68,016.00. The engineer's estimate is \$74,120 to \$91,560. The City listed an alternative bid item for sidewalk replacement; however staff determined not to select this option at this time. See attached bid form.

ATTACHMENTS:

[Bid Form](#)

[Contract - Precision Concrete Cutting Inc.](#)

[Attachment C - Road List](#)

FISCAL DETAILS: There is \$75,000 Budgeted in the Streets fund to pay for this work.

Fund Name(s): Streets Fund

Coding:



CITY OF
BAINBRIDGE ISLAND

PROJECT NAME: Sidewalk Cutting & Replacement

Bid Opening Date: July 12, 2019

<i>Note: Bids Are Opened in Order Received.</i> Bids Solicited by: ☐ Advertisement ☒ Small Works Roster The Engineers Estimate is: \$74,120 - \$91,560	Precision Concrete Cutting		
Proposal	√		
Signature Page	√		
Statement of Bidder's Qualifications	√		
Base Bid Amount including tax	\$68,016.00		
Bid Additive Alternative including tax	None		
Grand Total Bid Amount Including Tax	\$68,016.00		

A total of 1 bid was received. The apparent low bidder is Precision Concrete Cutting in the bid amount of \$ \$68,016.00. Aaron Claiborne, Operations Project Manager has reviewed the bid and recommends award to Precision Concrete Cutting.

CITY OF BAINBRIDGE ISLAND
PUBLIC WORKS-SMALL WORKS ROSTER CONTRACT

THIS PUBLIC WORKS-SMALL WORKS ROSTER CONTRACT (“Contract”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Precision Concrete Cutting (“Contractor”). In consideration of the terms and conditions set forth in this Contract, the City and the Contractor (the “Parties”) agree as follows:

1. **Contractor Services.** The Contractor shall furnish at its own cost and expense all labor, tools, materials, and equipment required to construct and complete in a good workmanlike manner, and to the satisfaction of the City, the public works project known as the Sidewalk Cutting & Replacement (“Project”). The Project is detailed in the Scope of Work, Attachment A, and the following documents, which are attached hereto and incorporated herein by reference:

- Scope of Work, (Attachment A)
- Washington State Department of Transportation, Standard Specifications, for Road, Bridge and Municipal Construction, 2018.
- Sidewalk List (Attachment C)
- Declaration of Retainage
- Minimum Wage Affidavit
- Payment and Performance Bonds
- Schedule of Prevailing Wages (see <https://fortress.wa.gov/lmi/wagelookup/prvWagelookup.aspx>)
- Guarantee Form
- Certification of Compliance with Wage Payment Statutes

2. **Notice to Proceed; Time of Completion.** The Contractor shall commence work within seven (7) days after the City issues a written Notice to Proceed and shall complete the work within twenty-one (21) calendar days from the City’s issuance of the Notice to Proceed. The time of beginning, rate of progress, and time of completion are essential conditions of this Contract.

3. **Payment.**

3.1 Payment amount and procedures. The City shall pay the Contractor for all work and services covered by this Contract in an amount that shall not exceed Sixty-Eight Thousand Sixteen Dollars (\$68,016.00), which amount includes all applicable sales tax. The payment amount shall exclude approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal. The Contractor shall submit, in a format acceptable to the City, monthly invoices for work and services performed in a previous calendar month. The City shall pay for the portion of the work described in the invoice that has been completed by the Contractor and approved by the City. The City’s payment shall not constitute a waiver of the City’s right to final inspection and acceptance of the work.

3.2 Defective or Unauthorized Work. If, during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and the Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" means all reasonable costs incurred by the City, including legal costs and attorneys' fees, beyond the maximum contract price under this Contract. The City further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.

3.3 Final Payment; Waiver of Claim. Thirty (30) days after completion and final acceptance of the Project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by this Contract, except those required to be withheld by law or agreed to in special contract provisions. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

3.4 Retainage. The City shall hold back a retainage in the amount of five percent (5%) of any and all payments made to the Contractor for a period of sixty (60) days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue and the State Department of Labor and Industries, and until settlement of any liens filed under chapter 60.28 RCW, whichever is later.

4. Prevailing Wage. The Contractor shall comply with and pay prevailing wages as required by chapter 39.12 RCW, as well as paying prevailing wages related to public works and building service maintenance contracts funded in part or in whole with federal funds. Federal wage laws and regulations shall be applicable. No worker, laborer, or mechanic employed in the performance of any part of this Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington.

Prior to making any payment under this Contract, the Contractor shall submit to the City an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Notice from the Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of the workers. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors. Following the final acceptance of services rendered, the Contractor shall submit a "Minimum Wage Affidavit" for itself/themselves and any subcontractors.

In case any dispute arises regarding the prevailing rates of wages for work of a similar nature, and such dispute cannot be resolved by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State of Washington, and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060, as it may be amended in the future.

5. Indemnification and Hold Harmless.

5.1 Defense, Indemnification, and Hold Harmless. The Contractor shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

5.2 Liability for Damages Caused by Concurrent Negligence. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Contract.

5.3 Inspection and Acceptance. The City's inspection or acceptance of any of the Contractor's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.

5.4 No Third Party Right of Indemnification. Nothing contained in this Contract shall be construed to create a liability or a right of indemnification in any third party.

6. Nondiscrimination and Compliance with Laws.

6.1 Nondiscrimination. The Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Contract because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

6.2 Compliance with Laws. The Contractor shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Contract.

6.3 Violation of this Section. Violation of this Section 6 shall be a material breach of this Contract and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

7. Job Safety.

7.1 Work Site Safety. The Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state, and local regulations, ordinances, and codes. The Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

7.2 Trench Safety. All trenches shall be provided with adequate safety systems as required by chapter 49.17 RCW and WAC 296-155-650 and -655. The Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650 and -655.

8. Utility Location. The Contractor is solely responsible for locating any underground utilities affected by the work and is deemed to be an “excavator” for the purposes of chapter 19.122 RCW. The Contractor shall be responsible for compliance with chapter 19.122 RCW including utilization of the “one call” locator system, before commencing any excavation activities.

9. Warranty and Guarantee. The Contractor shall warrant and guarantee the materials and work to be free of defects for a period of two (2) years after the City’s final acceptance of the entire Project. The Contractor shall be liable for any costs, losses, expenses, or damages, including consequential damages, suffered by the City resulting from defects in the Contractor’s work including, but not limited to, the cost of materials and labor expended by the City in making emergency repairs and the cost of engineering, inspection, and supervision by the City. The Contractor shall hold the City harmless from any and all claims, which may be made against the City as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections.

10. Correction of Defects. The Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, the Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within seven (7) days of the City’s mailed notice of discovery, and shall complete such work within a reasonable time agreed to by both parties. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the City, in which case the Contractor shall pay all costs incurred by the City to perform the correction. In the event the Contractor does not accomplish corrections within the time specified, the correction work will be otherwise accomplished by the City and all costs of same shall be paid by the Contractor.

11. Change Order/Contract Modification.

11.1 Amendments. This Contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may be amended, modified, or added to only by written change order properly signed by both parties.

11.2 Change Orders. The City may issue a written change order for any change in the work during the performance of this Contract. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the City within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Contractor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. If the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed, the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

11.3 Procedure and Protest by Contractor. If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Contractor shall, within fourteen (14) calendar days, provide a signed written notice of protest to the City that states the date of the notice of the protest, the nature and circumstances that caused the protest, the provisions of the Contract that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The City shall have access to any of the Contractor's records needed to evaluate the protest. If the City determines that a protest is valid, the City will adjust the payment for work or time by an equitable adjustment.

11.4 Failure to Protest or Follow Procedures Constitutes Waiver. By not protesting or failing to follow procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work and accepts from the City any written or oral order (including directions, instructions, interpretations, and determinations).

11.5 Contractor's Duty to Complete Protested Work. Regardless of any protest, the Contractor shall proceed to promptly complete work that the City has ordered.

11.6 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the

Contractor as provided herein shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

12. Claims. The Contractor shall give written notice to the City of all claims, other than change orders, within thirty (30) days of the occurrence of events giving rise to the claim, but in no event later than the time of approval by the City for final payment. Any claim for damages, additional payment for any reason, or extension of time shall be conclusively deemed to have been waived by Contractor, unless a timely written claim is made in strict accordance with the applicable provisions of this Contract. At a minimum, a Contractor's written claim must include the information required in Section 11.3 regarding protests.

FAILURE TO PROVIDE A COMPLETE AND WRITTEN NOTIFICATION OF CLAIM IN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected to this Contract within 120 calendar days from the date the work is completed. The Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.

13. Contractor's Risk of Loss. It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that it/he/she has familiarized itself/himself/herself with all existing conditions and other contingencies likely to affect the work, and has made its/his/her bid accordingly, and that Contractor shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

14. Insurance. The Contractor shall maintain insurance as follows:

- ☒ Commercial General Liability as described in Attachment B.
- ☒ Automobile Liability as described in Attachment B.
- ☒ Workers' Compensation as described in Attachment B.
- ☐ Builders Risk as described in Attachment B.
- ☐ Contractors Pollution Liability as described in Attachment B.

15. Payment and Performance Bonds. The Contractor shall provide Payment and Performance bonds to the City in the amount of 100% of the Contract price and no less. The bonds must be accepted by the City prior to the execution of the Contract and shall be in a form approved by the City. The bonds shall be released thirty (30) days after the date of final acceptance of the work performed under this Contract and receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries in settlement of any liens filed under chapter 60.28 RCW, whichever is later.

16. Termination. This Contract shall terminate upon satisfactory completion of the work described in the Scope of Work (Attachment A) and final payment by the City. The City may terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient by giving ten (10) days' written notice to the Contractor.

In the event that this Contract is terminated by the City, the Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work (Attachment A) is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by reason of such refusal, neglect, failure, or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, the Contractor and its surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be reasonable.

17. Attorney's Fees and Costs. If any legal proceeding is brought related to the enforcement of this Contract, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

18. General Administration. The Project Manager of the City shall have primary responsibility for the City under this Contract to oversee and approve all work performed as well as all financial invoices.

19. Ownership of Documents. On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data, or other documents or materials given to or prepared or assembled by the Contractor under this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.

20. Subletting or Assigning of Contracts. Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties, or interests accruing from this Contract without the prior written consent of the other. If subcontract work is needed, prior to approval by the City, the Contractor must verify that its first-tier subcontractors meet the bidder responsibility criteria as provided in RCW 39.04.350.

21. **Relationship of Parties.** The parties intend that an independent contractor relationship will be created by this Contract. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative, or subcontractor of the Contractor shall be or shall be deemed to be the employee, agent, representative, or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance, are available from the City to the Contractor or its employees, agents, representatives, or subcontractors. The Contractor shall be solely and entirely responsible for its acts and for the acts of Contractor's agents, employees, representatives, and subcontractors during the performance of this Contract. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that the Contractor performs hereunder.

22. **Nonwaiver of Breach.** The failure of the City to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

23. **Written Notice.** All communications regarding this Contract shall be sent to the Parties at the addresses listed below in the Contact information, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on the date three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract.

24. **Term.** This Contract shall be effective from the date of Contract execution through expiration of the warranty period as described in Section 9.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the later of the signature dates included below.

CITY OF BAINBRIDGE ISLAND:

CONTRACTOR:

PRECISION CONCRETE CUTTING

Signature: _____
Morgan Smith, City Manager

Signature: _____

Print Name: _____

Title: _____

Date: _____

Date: _____

Taxpayer ID #: _____

CITY CONTACT:

Aaron Claiborne

City of Bainbridge Island

280 Madison Ave N

Bainbridge Island, WA 98110

Phone: 206.780.3585

CONTRACTOR CONTACT:

Print Name: _____

Address: _____

Phone: _____

Fax: _____

Contractor License #: _____

(If this is a new contractor or if the Contractor has never conducted work with the City, a W-9 form must be attached to this Contract.)

ATTACHMENT A
PROJECT – SCOPE OF WORK
SIDEWALK CUTTING AND REPLACEMENT

City of Bainbridge Island is in need for a side walk assessment, cutting of the sidewalk to eliminate trip hazards and sidewalk replacement of roads listed in Attachment C. The Contractor shall follow all standards in Washington State Department of Transportation, for Road, Bridge and Municipal Construction, 2018 Edition, City of Bainbridge Island standards and Americans with Disabilities Act (ADA).

Bid Item 1: Mobilization/Demobilization: Mobilization and demobilization consists of preconstruction expenses and the costs of preparatory work, travel, and operations performed by the Contractor prior to and following the assessment, sidewalk cutting and replacement.

Measurement: All preparatory work and travel related expenses are included in the lump sum payment.

Payment: “Mobilization” \$0.00 Lump Sum

Bid Item 2: Sidewalk Assessment

The Contractor shall do an onsite inspection for ADA compliance and document all ¼ inch or greater trip hazards, damaged or compromised sidewalks. The assessment report shall list the following:

- Street with nearest address,
- Sidewalk cutting proposed estimated in inch-foot,
- Sidewalk replacement proposed estimated in square feet.
- Description of hazard or issue that is not ADA compliant (Example: greater than ¼ inch trip hazard, separation of the sidewalk 5/8 or greater, if two sidewalks have lifted into a peak, spalling surface and sunken sidewalk.
- Priority rating 1-5 (5 being the highest priority).

Measurement: All work to complete the sidewalk assessment to the satisfaction of the City Contact. The report shall include a list provided in Excel and a GIS map showing the location.

Payment: “Sidewalk Assessment” \$0.00 Lump Sum

Bid Item 3: Sidewalk Cutting

The City Contact will provide a list of approved sidewalk locations in writing for cutting based on the sidewalk assessment. The Contractor shall cut using a blade on the sidewalk to provide a surface free from grooves to eliminate a trip hazard to bring the sidewalks into ADA compliance. The trip hazard shall be eliminated and be the same height of the adjacent sidewalk panel.

Concrete grinding is not allowed. The concrete cutting tool and operation shall always contain dust and debris from the site. The Contractor shall be responsible for setting up

the work zone, detour of pedestrian traffic and vehicle safety pursuant to the Manual for Uniform Traffic Control.

Measurement: All preparatory work, materials, equipment, labor, traffic control and related expenses are included in the payment per inch-foot of material removed. An inch-foot is defined as 12 foot by 12 foot by 1-inch depth.

Submittals: The Contractor shall submit to the City for approval all proposed materials prior to the notice to proceed.

Payment: "Sidewalk Cutting" \$56.68 per Inch-Foot

ATTACHMENT B INSURANCE REQUIREMENTS

A. Insurance Term

The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the Contract and for thirty (30) days after the physical completion date, unless otherwise indicated herein.

B. No Limitation

The Contractor's maintenance of insurance, its scope of coverage, and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Contractor's required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse, or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

D. Minimum Amounts of Insurance

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.

E. City Full Availability of Contractor Limits

If the Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

F. Other Insurance Provision

The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

G. Contractor's Insurance for Other Losses

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee-owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers, contractors or subcontractors as well as to any temporary structures, scaffolding, and protective fences.

H. Waiver of Subrogation

The Contractor and the City waive all rights against each other, any of their Subcontractors, Sub-subcontractors, agents, and employees, each of the other, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

I. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

J. Verification of Coverage

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

K. Subcontractors' Insurance

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

L. Notice of Cancellation

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two (2) business days of their receipt of such notice.

M. Failure to Maintain Insurance

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

City of Bainbridge Island

Sidewalk Cutting Replacemnt Project

Attachment C

	Aaron Avenue		Madison Avenue
	Alder Avenue		Midships Place
	Alexander Avenue		Miller Road
	Archur Place		Moji Lane
	Baker Hill Road		Nakata Place
	Bjune Drive		New Brooklyn Road
	Bluefin Place		Nicholas Street
	Blue Wave Place		North Madison Avenue
	Brien Drive		North Street
	Brookcliff Lane		Northtown Drive NE
	Bromely Place		Northtown Loop
	Captan Drive		Parfitt Way
	Chatham Cove		Pleasant Beach Drive
	Cave Avenue		Point White Drive
	Cherry Avenue		Rosario Place
	Commodore Lane		Sea Ray Place
	Coral Place		Shepard Street
	Day Road		Sportsman Club Road
	Dearcliff Road		Strawberry Lane
	Eaglecliff Road		Susan Place
	Eakin Drive		Taurnic Place
	Edna Place		Tidal Place
	Elizabeth Place		Tiffany Meadows Drive
	Ericksen Avenue		Twitchitaw
	Ferncliff Avenue		Valley Road
	Fletcher Bay Road		Village Circle
	Garibaldi Loop		Wallace Way
	Grow Avenue		Weaver Road
	Harborview Drive		Whited Place
	Helman Place		Wing Point Way
	High School Road		Winslow Way
	Ihland		Wood Avenue
	Issac Avenue		Wyatt Way
	Jeanette Place		
	King Place		
	Klickitat Place		
	Lewis Place		
	Lovell Avenue		
	Lynnwood Center Road		



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:55 PM) Appointment of Deputy Mayor Tirman as Alternate Representative on the Board of Housing Kitsap - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Appointment

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to appoint Deputy Mayor Tirman as an alternate representative for the City of Bainbridge Island on the Board of Housing Kitsap.

SUMMARY:

Deputy Mayor Tirman has offered to serve as the City of Bainbridge Island's alternate representative on the Board of Housing Kitsap.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:00 PM) Agenda Bill for Consent Agenda,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

Consider approval of the following Consent Agenda items:

B. Accounts Payable and Payroll

C. City Council Study Session Minutes, July 16, 2019

D. City Council Regular Business Meeting Minutes, July 23, 2019

E. Memorandum of Understanding with the Suquamish Tribe for Impact Mitigation Grant Funding

F. Ordinance No. 2019-19, Prohibiting the Stopping, Standing, or Parking of Vehicles in Bicycle Facilities

G. Request for Proposals for 2020-2021 Cultural Funding Award Cycle

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME:

AGENDA ITEM: Accounts Payable and Payroll

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

Approve with Consent Agenda

SUMMARY:

Consider approval of payroll and accounts payable.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[Payroll.pdf](#)

[Report to Council of Cash Disbursements 08-14-19.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

PAYROLL

PAYROLL CHECK RUN: 8 - 05 - 2019

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	8/5/2019	45411 - 45545	P/R check run - direct deposit	305,972.27
Normal	8/5/2019	109058 - 109063	P/R check run - regular	6,899.93
Vendor	8/5/2019	109064 - 109076	P/R vendor check run	333,119.29
EFTPS	8/5/2019	N/A	Federal Tax Electronic Transfer	118,259.35
Vendor	8/5/2019	N/A	P/R vendor ACH	237.50
			TOTAL:	764,488.34

Prepared and Reviewed by:


Brenda Landolt, Payroll Specialist

Date

8-2-19

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

8/2/19

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: July 22, 2019 - August 12, 2019
CITY COUNCIL: July 23, 2019 - August 13, 2019

Last check from previous run: 351136 dated 07/24/19 issued to Zee Medical in the amount of \$117.86.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	7/25/19	348	WA State DOR/Excise taxes - June 2019	6,900.41
ACH	7/25/19	349	WA State DOL/Concealed weapon permits - July 2019	306.00
ACH	7/25/19	350	COBI/Utility billing - July 2019	2,635.78
Manual	7/18/19	351137	FIN/WA St Department of Labor/Volunteer hours - Q2 2019	68.81
Manual	7/22/19	351138	POL/All Traffic Solutions/Radar sign repair	801.16
Manual	7/22/19	351139	EX/Karsten Boysen/Artwork: Daphne	850.00
Manual	7/22/19	351140	PW/COBI/Waterfront park pay kiosk - retainage	253.00
Manual	7/22/19	351141	POL/Curtis & Sons/Uniform patches: Horn, Bingham	44.53
Manual	7/22/19	351142	PW/Henden Electric/Waterfront park pay kiosk progress payment	2,284.20
Manual	7/22/19	351143	POL/Kitsap 911/Call center services, mobile responder	13,420.17
Manual	7/22/19	351144	POL/Staples/Office supplies	80.59
Manual	7/22/19	351145	POL/Zee Medical/First aid restock	82.58
Manual	7/24/19	351146	ENG/Darrell Anderson/Right of way acquisition: Wyatt Way	35,750.00
Manual	7/24/19	351147	ENG/Carollo Engineers/Water modeling contract update	1,701.90
Manual	7/24/19	351148	CenturyLink/Weaver pressure release valve water telemetry	58.32
Manual	7/24/19	351149	POL/FileonQ/Evidence scanner	490.50
Manual	7/24/19	351150	PW/One Way Backflow/annual backflow testing services - 2019	2,344.00
Manual	7/24/19	351151	Puget Sound Energy/Green power contract - July 2019	903.43
Manual	7/25/19	351152	POL/AT&T Mobility/Wireless charges - July 2019	1,283.42
Manual	7/25/19	351153	ENG/Redside Construction/Waterfront park bridge repair final payment	20,368.83
Manual	7/25/19	351154	CRT/Toshiba/Copier lease	188.58
Manual	7/30/19	351155	FIN/Richard Burke/SSWM fee refund	1,499.28
Manual	7/30/19	351156	POL/Diane Landry/NNO expense reimbursement	109.88
Manual	7/30/19	351157	LEGAL/Thomas Alpaugh/Public defense services - July 2019	4,484.38
Manual	7/30/19	351158	ENG/Sound Pacific Construction/Olympic drive progress payment	358,124.32
Manual	7/30/19	351159	WA Water Service/Decant facility water - July 2019	151.67
Manual	7/31/19	351160	ENG/COBI/Pre-application conference fee: PLN51524	1,500.00
Manual	7/31/19	351161	CC/James Friday/Race Equity Task Force parade expense reimbursement	46.49
Manual	7/31/19	351162	PW/WA State Dept of Health/Review fee: Rockaway	730.00
Manual	8/1/19	351163	POL/Reliable Storage/Storage unit J28	320.00
Manual	8/2/19	351164	EX/Timothy Duffy/Artwork: Stargazer	850.00
Manual	8/2/19	351165	PCD/Kelly Imaging/Copier lease	239.26
Manual	8/2/19	351166	PCD/Toshiba/Copier lease	353.16
Manual	8/6/19	351167	CenturyLink/Citywide telemetry & fax service - July 2019	2,830.91
Manual	8/6/19	351168	CRT/Rolling Bay Commercial Properties/Rent - August 2019	4,115.00

Total Manual Checks and Electronic Disbursements	466,170.56
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Regular Run	8/14/19	351169-351307	Total Regular Check Run	531,970.71
Total Disbursements				998,141.27

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.

 8-7-2019

Karl R. Shaw, Accounting Manager Date

EFT-excise Jun 19

© 7/22/19

07/22/2019 11:20 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE DTL DESC

348 07/25/2019 MANL	124 WA ST DEPT OF REVENU	233009	2019-06	06/30/2019	EFT0719	6,900.41
Invoice: 2019-06				JUN 2019 EXCISE TAXES		
255.53	91411341	553000	FINANCE - WATER EXTRNL TAXES			
422.35	91421351	553000	FINANCE - SEWER - EXTRNL TAXES			
3,596.17	91421351	553000	FINANCE - SEWER - EXTRNL TAXES			
26.95	91421351	553000	FINANCE - SEWER - EXTRNL TAXES			
6.91	91411341	553000	FINANCE - WATER EXTRNL TAXES			
5.85	91411341	553000	FINANCE - WATER EXTRNL TAXES			
125.81	91431383	553000	FINANCE - SSWM - EXTRNL TAXES			
3,926.00	91411341	553000	FINANCE - WATER EXTRNL TAXES			
430.09	91421351	553000	FINANCE - SEWER - EXTRNL TAXES			
32.40	31011256	531100	EX-GF-EMERG PREP-SUPPLIES			
59.95	51011211	53110000649	NAT'L NIGHT OUT-SUPPLIES			
24.30	53011212	531100	PD-C/E-PATROL SUPPLIES			
5.38	54025212	531100	MARINE - SUPPLIES			
3.00	63470586	542450	PCD-PLANNING-COMM OUTREACH			
77.63	61011581	542450	PCD - ADM COMMUNIC COMNTY INFO			
4.20	63470586	542450	PCD-PLANNING-COMM OUTREACH			
8.56	63470586	542450	PCD-PLANNING-COMM OUTREACH			
11.87	81011881	535500	IT - C/E COMPUTER PARTS & EQ			
-2,122.54	91411341	553000	FINANCE - WATER EXTRNL TAXES			

CHECK 348 TOTAL: 6,900.41

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 6,900.41

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	6,900.41

*** GRAND TOTAL *** 6,900.41

07/22/2019 11:20 |CITY OF BAINBRIDGE ISLAND
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|P 2
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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 7 292									
APP 401-213000						ACCOUNTS PAYABLE		2,071.75	
07/25/2019 EFT0719	EXCISE					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			6,900.41
07/25/2019 EFT0719	EXCISE					AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		4,475.56	
07/25/2019 EFT0719	EXCISE					AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		125.81	
07/25/2019 EFT0719	EXCISE					AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		211.53	
07/25/2019 EFT0719	EXCISE					AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		15.76	
07/25/2019 EFT0719	EXCISE					AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								6,900.41	6,900.41
APP 631-130000						DUE TO/FROM CLEARING		6,900.41	
07/25/2019 EFT0719	EXCISE								
APP 401-130000						DUE TO/FROM CLEARING			2,071.75
07/25/2019 EFT0719	EXCISE								
APP 402-130000						DUE TO/FROM CLEARING			4,475.56
07/25/2019 EFT0719	EXCISE								
APP 403-130000						DUE TO/FROM CLEARING			125.81
07/25/2019 EFT0719	EXCISE								
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			211.53
07/25/2019 EFT0719	EXCISE								
APP 407-130000						DUE TO/FROM CLEARING			15.76
07/25/2019 EFT0719	EXCISE								
SYSTEM GENERATED ENTRIES TOTAL								6,900.41	6,900.41
JOURNAL 2019/07/292 TOTAL								13,800.82	13,800.82

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|P 3
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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019	7	292	07/25/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		211.53
001-213000				GENERAL - ACCOUNTS PAYABLE	211.53	
				FUND TOTAL	211.53	211.53
401 WATER OPERATING FUND	2019	7	292	07/25/2019		
401-130000				DUE TO/FROM CLEARING		2,071.75
401-213000				ACCOUNTS PAYABLE	2,071.75	
				FUND TOTAL	2,071.75	2,071.75
402 SEWER OPERATING FUND	2019	7	292	07/25/2019		
402-130000				DUE TO/FROM CLEARING		4,475.56
402-213000				ACCOUNTS PAYABLE	4,475.56	
				FUND TOTAL	4,475.56	4,475.56
403 STORM & SURFACE WATER FUND	2019	7	292	07/25/2019		
403-130000				DUE TO/FROM CLEARING		125.81
403-213000				ACCOUNTS PAYABLE	125.81	
				FUND TOTAL	125.81	125.81
407 BUILDING & DEVELOPMENT FUND	2019	7	292	07/25/2019		
407-130000				DUE TO/FROM CLEARING		15.76
407-213000				ACCOUNTS PAYABLE	15.76	
				FUND TOTAL	15.76	15.76
631 CLEARING FUND	2019	7	292	07/25/2019		
631-130000				DUE TO/FROM CLEARING	6,900.41	
635-111100				CASH		6,900.41
				FUND TOTAL	6,900.41	6,900.41

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|P 4
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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		211.53
401	WATER OPERATING FUND		2,071.75
402	SEWER OPERATING FUND		4,475.56
403	STORM & SURFACE WATER FUND		125.81
407	BUILDING & DEVELOPMENT FUND		15.76
631	CLEARING FUND	6,900.41	
	TOTAL	6,900.41	6,900.41

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

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| P 1
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CASH ACCOUNT: 635 111100 CASH

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

349	07/25/2019	MANL	969 WA ST DEPT OF LICENS	233000	JUL19CPL	07/22/2019	FA0719	306.00
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Invoice: JUL19CPL

JUL19 CPL TRANSMITTAL

306.00 41654860 586000

GUN PERMIT OUT

CHECK	349 TOTAL:	306.00
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NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	306.00
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COUNT	AMOUNT
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TOTAL MANUAL CHECKS	1	306.00
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*** GRAND TOTAL ***	306.00
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07/22/2019 11:20 |CITY OF BAINBRIDGE ISLAND
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|P 2
|apcshdsb

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			
2019 7 293									
APP 650-213000						ACCOUNTS PAYABLE		306.00	
	07/25/2019	FA0719	FA0719			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			306.00
	07/25/2019	FA0719	FA0719			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								306.00	306.00
APP 631-130000						DUE TO/FROM CLEARING		306.00	
	07/25/2019	FA0719	FA0719						
APP 650-130000						DUE TO/FROM CLEARING			306.00
	07/25/2019	FA0719	FA0719						
SYSTEM GENERATED ENTRIES TOTAL								306.00	306.00
JOURNAL 2019/07/293 TOTAL								612.00	612.00

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
631 CLEARING FUND	2019 7	293	07/25/2019			
631-130000				DUE TO/FROM CLEARING	306.00	
635-111100				CASH		306.00
				FUND TOTAL	306.00	306.00
650 AGENCY FUND	2019 7	293	07/25/2019			
650-130000				DUE TO/FROM CLEARING		306.00
650-213000				ACCOUNTS PAYABLE	306.00	
				FUND TOTAL	306.00	306.00

FUND		DUE TO	DUE FROM
631	CLEARING FUND	306.00	
650	AGENCY FUND		306.00
TOTAL		306.00	306.00

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

ACH-UB Jul 19

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07/22/2019 11:21 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

P 1
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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								
350	07/25/2019	MANL	103	CITY OF BAINBRIDGE I	233001	13005JUL19	07/01/2019	UBJUL19
				Invoice: 13005JUL19				
					791.51	91011768 547500	309 SHANNON DR	791.51
							GG-C/E-PARKS-WTR/SWR	
					233002	13006JUL19	07/01/2019	UBJUL19
				Invoice: 13006JUL19				
					428.35	91011768 547500	309 SHANNON DR DOCK	428.35
							GG-C/E-PARKS-WTR/SWR	
					233003	10461JUL19	07/01/2019	UBJUL19
				Invoice: 10461JUL19				
					694.71	91011768 547500	289 SHANNON DR	694.71
							GG-C/E-PARKS-WTR/SWR	
					233004	10463JUL19	07/01/2019	UBJUL19
				Invoice: 10463JUL19				
					393.51	91011755 547500	370 BRIEN DR	393.51
							GG-C/E-COMMONS-WTR/SWR	
					233005	10464JUL19	07/01/2019	UBJUL19
				Invoice: 10464JUL19				
					306.41	91011755 547500	402 BRIEN DR	306.41
							GG-C/E-COMMONS-WTR/SWR	
					233006	11573JUL19	07/01/2019	UBJUL19
				Invoice: 11573JUL19				
					21.29	91011768 547500	5350 CREOSOTE PL NE	21.29
							GG-C/E-PARKS-WTR/SWR	
							CHECK	350 TOTAL:
								2,635.78
NUMBER OF CHECKS					1	*** CASH ACCOUNT TOTAL ***		
						2,635.78		
					COUNT	AMOUNT		
					-----	-----		
TOTAL MANUAL CHECKS					1	2,635.78		
								*** GRAND TOTAL ***
								2,635.78

07/22/2019 11:21 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 2
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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 7 294									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		2,635.78	
07/25/2019	UBJUL19	UB0719				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			2,635.78
07/25/2019	UBJUL19	UB0719				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		2,635.78	2,635.78
APP 631-130000						DUE TO/FROM CLEARING		2,635.78	
07/25/2019	UBJUL19	UB0719							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			2,635.78
07/25/2019	UBJUL19	UB0719							
						SYSTEM GENERATED ENTRIES TOTAL		2,635.78	2,635.78
						JOURNAL 2019/07/294 TOTAL		5,271.56	5,271.56

07/22/2019 11:21 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 3
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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 7	294	07/25/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		2,635.78
001-213000				GENERAL - ACCOUNTS PAYABLE	2,635.78	
				FUND TOTAL	2,635.78	2,635.78
631 CLEARING FUND	2019 7	294	07/25/2019			
631-130000				DUE TO/FROM CLEARING	2,635.78	
635-111100				CASH		2,635.78
				FUND TOTAL	2,635.78	2,635.78

FUND		DUE TO	DUE FROM
001	GENERAL FUND		2,635.78
631	CLEARING FUND	2,635.78	
TOTAL		2,635.78	2,635.78

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

Manual

@ 7/18/19

07/18/2019 15:20 |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									
351137	07/18/2019	PRTD	176 WA ST DEPT OF LABOR	232990	2019-Q2	06/30/2019		M071819	68.81
Invoice: 2019-Q2						Q2 2019 VOLUNTEER HRS			
				68.81	91011176 520000	GG-C/E-WORKERS COMP SVC-ADMIN			
								CHECK 351137 TOTAL:	68.81
NUMBER OF CHECKS 1						*** CASH ACCOUNT TOTAL ***			68.81
						COUNT	AMOUNT		

TOTAL PRINTED CHECKS						1	68.81		
								*** GRAND TOTAL ***	68.81

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					
2019 7 265									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		68.81	
07/18/2019	M071819	071819				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			68.81
07/18/2019	M071819	071819				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								68.81	68.81
APP 631-130000						DUE TO/FROM CLEARING		68.81	
07/18/2019	M071819	071819							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			68.81
07/18/2019	M071819	071819							
SYSTEM GENERATED ENTRIES TOTAL								68.81	68.81
JOURNAL 2019/07/265 TOTAL								137.62	137.62

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 7	265	07/18/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		68.81
001-213000				GENERAL - ACCOUNTS PAYABLE	68.81	
				FUND TOTAL	68.81	68.81
631 CLEARING FUND	2019 7	265	07/18/2019			
631-130000				DUE TO/FROM CLEARING	68.81	
635-111100				CASH		68.81
				FUND TOTAL	68.81	68.81

FUND		DUE TO	DUE FROM
001 GENERAL FUND			68.81
631 CLEARING FUND		68.81	
	TOTAL	68.81	68.81

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

Manual
 (cc) 7/22/19

07/22/2019 11:05 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 1
 |apcshdsb

CASH ACCOUNT: 635 111100 CASH			VOUCHER INVOICE		INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL DESC			
351138	07/22/2019	PRTD 8395 ALL TRAFFIC SOLUTION	232991	SIN023254	07/02/2019		M072219	801.16
		Invoice: SIN023254			POL/RADAR SIGN REPAIR			
			801.16	53011212 548100	POLICE - C/E PATROL MAINTENANC			
					CHECK	351138	TOTAL:	801.16
351139	07/22/2019	PRTD 9231 KARSTEN BOYSEN	232997	PMTS 1&2	07/17/2019		M072219	850.00
		Invoice: PMTS 1&2			EX/ARTWORK DISPLAY AGREEMENT: DAPHNE			
			850.00	31024759 54110000877	SOMETHING NEW PH1-PROF SVCS			
					CHECK	351139	TOTAL:	850.00
351140	07/22/2019	PRTD 102 CITY OF BAINBRIDGE I	232999	RETREQ1-954	07/17/2019	21900019	M072219	253.80
		Invoice: RETREQ1-954			WFP KIOSK ELEC-RET			
			253.80	73011757 54810000954	DOCK PAY STATION R&M			
					CHECK	351140	TOTAL:	253.80
351141	07/22/2019	PRTD 6363 LN CURTIS & SONS	232992	INV297430	07/08/2019		M072219	44.53
		Invoice: INV297430			POL/UNIFORM PATCHES: HORN			
			44.53	51011211 520000	PD-C/E ADMIN-BENEFITS			
			232993	INV297431	07/08/2019		M072219	44.53
		Invoice: INV297431			POL/UNIFORM PATCHES: BINGHAM			
			44.53	53011212 520000	POLICE - C/E PATROL BENEFITS			
					CHECK	351141	TOTAL:	89.06
351142	07/22/2019	PRTD 8903 HENDEN ELECTRIC, INC	232998	PAYREQ1-954	07/17/2019	21900018	M072219	2,284.20
		Invoice: PAYREQ1-954			WFP PAY KIOSK ELEC			
			2,284.20	73011757 54810000954	DOCK PAY STATION R&M			
					CHECK	351142	TOTAL:	2,284.20
351143	07/22/2019	PRTD 8546 KITSAP 911 PUBLIC AU	232994	BIPD2019-08	07/15/2019		M072219	13,420.17
		Invoice: BIPD2019-08			POL/CALL CTR SVCS, MOBILE RSPDR			
			3,291.05	52011286 551000	POLICE - C/E - INVEST CENCOM			
			7,679.12	53011286 551000	POLICE - C/E PATROL CENCOM			
			2,450.00	53011212 548500	PD-C/E-PATROL-COMP SPT MAINT			
					CHECK	351143	TOTAL:	13,420.17
351144	07/22/2019	PRTD 2467 STAPLES	232995	3418797925	07/06/2019		M072219	80.59
		Invoice: 3418797925			POL/WALL BASKETS, CLIPS			
			80.59	53011212 531100	PD-C/E-PATROL SUPPLIES			

07/22/2019 11:05 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdsb

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

INVOICE DTL DESC

CHECK 351144 TOTAL: 80.59

351145 07/22/2019 PRD 2607 ZEE MEDICAL SERVICE 232996 68381358 07/12/2019 M072219 82.58
Invoice: 68381358 POL/FIRST AID RESTOCK

82.58 51011215 531100 POLICE - C/E FACIL SUPPLIES

CHECK 351145 TOTAL: 82.58

NUMBER OF CHECKS 8 *** CASH ACCOUNT TOTAL *** 17,861.56

COUNT AMOUNT

TOTAL PRINTED CHECKS 8 17,861.56

*** GRAND TOTAL *** 17,861.56

07/22/2019 11:05 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 3
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR	PER	JNL								
SRC	ACCOUNT					ACCOUNT DESC	T	OB	DEBIT	CREDIT
	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2019	7	291								
APP	001-213000					GENERAL - ACCOUNTS PAYABLE			17,861.56	
	07/22/2019	M072219	072219			AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100					CASH				17,861.56
	07/22/2019	M072219	072219			AP CASH DISBURSEMENTS JOURNAL				
						GENERAL LEDGER TOTAL			17,861.56	17,861.56
APP	631-130000					DUE TO/FROM CLEARING			17,861.56	
	07/22/2019	M072219	072219							
APP	001-130000					GENERAL - DUE TO/FROM CLEARING				17,861.56
	07/22/2019	M072219	072219							
						SYSTEM GENERATED ENTRIES TOTAL			17,861.56	17,861.56
						JOURNAL 2019/07/291 TOTAL			35,723.12	35,723.12

07/22/2019 11:05
cchristianson

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

|P 4
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 7	291	07/22/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		17,861.56
001-213000				GENERAL - ACCOUNTS PAYABLE	17,861.56	
					-----	-----
				FUND TOTAL	17,861.56	17,861.56
631 CLEARING FUND	2019 7	291	07/22/2019			
631-130000				DUE TO/FROM CLEARING	17,861.56	
635-111100				CASH		17,861.56
					-----	-----
				FUND TOTAL	17,861.56	17,861.56

07/22/2019 11:05 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 5
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			17,861.56
631 CLEARING FUND		17,861.56	
	TOTAL	17,861.56	17,861.56

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Manual
@ 7/24/19

07/24/2019 13:53 |CITY OF BAINBRIDGE ISLAND
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|P 1
|apcshdsb

CASH ACCOUNT: 635 111100 CASH			VOUCHER INVOICE		INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE DTL DESC					
351146	07/24/2019	PRTD 9234 DARRELL ANDERSON & G	233016	06/19/19	06/19/2019	M072319	35,000.00	
Invoice: 06/19/19			ENG/ROW, TEMP ESMT, PERM ESMT, LANDSCAPING					
			8,257.31	72321952 66100000708	WYATT-MAD TO LOVELL-ROW ACQ			
			2,905.54	72321952 64500000708	WYATT-TEMP EASEMENTS			
			8,257.31	72321952 66100000708	WYATT-MAD TO LOVELL-ROW ACQ			
			15,579.84	72321952 64940000708	WYATT-MAD TO LOVELL-SETTLEMENT			
			233018	06/28/19	06/28/2019	M072319	750.00	
Invoice: 06/28/19			ENG/ATTORNEY FEES: ACQUISITION					
			750.00	72321952 66100000708	WYATT-MAD TO LOVELL-ROW ACQ			
CHECK 351146 TOTAL:							35,750.00	
351147	07/24/2019	PRTD 7621 CAROLLO ENGINEERS IN	233011	0178002-A	07/23/2019	M072319	1,701.90	
Invoice: 0178002-A			UPDATE WATER MODELING CONTRACT					
			1,701.90	72411345 54110000336	ANNUAL WATER MAINS PRES-PROFSV			
CHECK 351147 TOTAL:							1,701.90	
351148	07/24/2019	PRTD 551 CENTURYLINK	233012	6124JUL19	07/16/2019	M072319	58.32	
Invoice: 6124JUL19			WEAVER PRV WATER TELEM					
			58.32	91411891 542100	GG-WTR-FAC-PHONE			
CHECK 351148 TOTAL:							58.32	
351149	07/24/2019	PRTD 6374 FILEONQ INC	233013	7782	07/19/2019	M072319	490.50	
Invoice: 7782			POL/EVIDENCE SCANNER					
			490.50	51011191 531100	PD-C/E-PROP RM-SUPPLIES			
CHECK 351149 TOTAL:							490.50	
351150	07/24/2019	PRTD 8954 ONE WAY BACKFLOW TES	233020	PAYREQ3-510-2019	07/22/2019	M072319	2,344.00	
Invoice: PAYREQ3-510-2019			2019 ANNUAL BACKFLOW TESTING					
			2,344.00	73411349 54110000510	BACKFLOW TEST-PRO SVCS			
CHECK 351150 TOTAL:							2,344.00	
351151	07/24/2019	PRTD 1205 PUGET SOUND ENERGY	233014	4376JUL19	07/18/2019	M072319	903.43	
Invoice: 4376JUL19			JUL19 - GREEN POWER CONTRACT					
			903.43	91011189 547101	ELECTRIC-GREEN POWER			
CHECK 351151 TOTAL:							903.43	

07/24/2019 13:53 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdsb

NUMBER OF CHECKS 6 *** CASH ACCOUNT TOTAL *** 41,248.15

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	6	41,248.15

*** GRAND TOTAL *** 41,248.15

07/24/2019 13:53 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 3
 |apcshdsb

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			
2019 7 326									
APP 301-213000						ACCOUNTS PAYABLE		35,750.00	
07/24/2019 M072319		072419				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			41,248.15
07/24/2019 M072319		072419				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		4,104.22	
07/24/2019 M072319		072419				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		1,393.93	
07/24/2019 M072319		072419				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								41,248.15	41,248.15
APP 631-130000						DUE TO/FROM CLEARING		41,248.15	
07/24/2019 M072319		072419							
APP 301-130000						DUE TO/FROM CLEARING			35,750.00
07/24/2019 M072319		072419							
APP 401-130000						DUE TO/FROM CLEARING			4,104.22
07/24/2019 M072319		072419							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			1,393.93
07/24/2019 M072319		072419							
SYSTEM GENERATED ENTRIES TOTAL								41,248.15	41,248.15
JOURNAL 2019/07/326 TOTAL								82,496.30	82,496.30

07/24/2019 13:53
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 4
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 7	326	07/24/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		1,393.93
001-213000				GENERAL - ACCOUNTS PAYABLE	1,393.93	
				FUND TOTAL	1,393.93	1,393.93
301 CAPITAL CONSTRUCTION FUND	2019 7	326	07/24/2019			
301-130000				DUE TO/FROM CLEARING		35,750.00
301-213000				ACCOUNTS PAYABLE	35,750.00	
				FUND TOTAL	35,750.00	35,750.00
401 WATER OPERATING FUND	2019 7	326	07/24/2019			
401-130000				DUE TO/FROM CLEARING		4,104.22
401-213000				ACCOUNTS PAYABLE	4,104.22	
				FUND TOTAL	4,104.22	4,104.22
631 CLEARING FUND	2019 7	326	07/24/2019			
631-130000				DUE TO/FROM CLEARING	41,248.15	
635-111100				CASH		41,248.15
				FUND TOTAL	41,248.15	41,248.15

07/24/2019 13:53 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 5
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,393.93
301	CAPITAL CONSTRUCTION FUND		35,750.00
401	WATER OPERATING FUND		4,104.22
631	CLEARING FUND	41,248.15	
	TOTAL	41,248.15	41,248.15

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② 7/25/19

07/25/2019 14:38 |CITY OF BAINBRIDGE ISLAND
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|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

351152 07/25/2019 PRD 6420 AT&T MOBILITY 233021 287287004732X072019 07/11/2019 M072519 1,283.42
Invoice: 287287004732X072019 POL/WIRELESS CHARGES
1,283.42 91011215 542100 GG-C/E-PD-PHONE

CHECK 351152 TOTAL: 1,283.42

351153 07/25/2019 PRD 7801 REDSIDE CONSTRUCTION 233023 PAYREQFINAL-778 07/05/2019 M072519 20,368.83
Invoice: PAYREQFINAL-778 WATERFRONT PARK BRIDGE REPAIR
20,368.83 72011262 54810000778 WFP BRIDGE REDECKING-REPAIRS

CHECK 351153 TOTAL: 20,368.83

351154 07/25/2019 PRD 6714 TOSHIBA FINANCIAL SE 233025 25206261 07/22/2019 M072519 188.58
Invoice: 25206261 CRT/E-STUDIO3005AC LEASE
188.58 21011125 545000 COURT - RENTS & LEASES - OPER

CHECK 351154 TOTAL: 188.58

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 21,840.83

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	21,840.83

*** GRAND TOTAL *** 21,840.83

07/25/2019 14:38 |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				
2019 7 343								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		21,840.83	
07/25/2019	M072519	072519			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			21,840.83
07/25/2019	M072519	072519			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL							21,840.83	21,840.83
APP 631-130000					DUE TO/FROM CLEARING		21,840.83	
07/25/2019	M072519	072519			GENERAL - DUE TO/FROM CLEARING			21,840.83
APP 001-130000								
07/25/2019	M072519	072519						
SYSTEM GENERATED ENTRIES TOTAL							21,840.83	21,840.83
JOURNAL 2019/07/343 TOTAL							43,681.66	43,681.66

07/25/2019 14:38
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

|P 3
|apcsbdb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019	7	343	07/25/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		21,840.83
001-213000				GENERAL - ACCOUNTS PAYABLE	21,840.83	
				FUND TOTAL	21,840.83	21,840.83
631 CLEARING FUND	2019	7	343	07/25/2019		
631-130000				DUE TO/FROM CLEARING	21,840.83	
635-111100				CASH		21,840.83
				FUND TOTAL	21,840.83	21,840.83

07/25/2019 14:38
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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

|P 4
|apcshdsb

FUND		DUE TO	DUE FROM
			21,840.83
001 GENERAL FUND		21,840.83	
631 CLEARING FUND			
	TOTAL	21,840.83	21,840.83

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Manual
07/30/19

07/30/2019 08:22 | 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

351155 07/30/2019 PRD 9247 RICHARD BURKE 233038 07/22/19 07/29/2019 M072919 1,499.28
Invoice: 07/22/19
1,499.28 43134 343830 SSWM FEE REFUND
STORM DRAINAGE FEES
CHECK 351155 TOTAL: 1,499.28

351156 07/30/2019 PRD 9248 DIANE LANDRY 233039 07/26/19 07/26/2019 M072919 109.88
Invoice: 07/26/19
109.88 51011211 53110000649 POL/NNO ITEMS (REIMB)
NAT'L NIGHT OUT-SUPPLIES
CHECK 351156 TOTAL: 109.88

351157 07/30/2019 PRD 7849 LAW OFFICE OF THOMAS 233040 JUL19 07/12/2019 M072919 4,484.38
Invoice: JUL19
4,484.38 32011281 541113 LEGAL/JUL 2019 PUB DEF
LGL-PUBLIC DEFENDER
CHECK 351157 TOTAL: 4,484.38

351158 07/30/2019 PRD 8744 SOUND PACIFIC CONSTR 233041 PAYREQ3-596 07/26/2019 M072919 358,124.32
Invoice: PAYREQ3-596
56,891.63 72413434 66300000596 OLYMPIC DRIVE NON MOTORIZED IM
301,232.69 72334953 66300000596 SR305-OLYMPIC WTR CONSTRUC
SR305-OLYMPIC NM-CONSTR
CHECK 351158 TOTAL: 358,124.32

351159 07/30/2019 PRD 5271 WASHINGTON WATER SER 233042 4815979187-JUL19 07/19/2019 M072919 151.67
Invoice: 4815979187-JUL19
151.67 91435838 547500 JUL19 DECANT FACILITY WATER
GG-DECANT-WATER/SEWER
CHECK 351159 TOTAL: 151.67

NUMBER OF CHECKS 5 *** CASH ACCOUNT TOTAL *** 364,369.53

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	5	364,369.53

*** GRAND TOTAL *** 364,369.53

07/30/2019 08:22 |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					
2019 7 388									
APP 403-213000						ACCOUNTS PAYABLE		1,650.95	
07/30/2019 M072919		073019				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			364,369.53
07/30/2019 M072919		073019				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		4,594.26	
07/30/2019 M072919		073019				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		56,891.63	
07/30/2019 M072919		073019				AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000						ACCOUNTS PAYABLE		301,232.69	
07/30/2019 M072919		073019				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								364,369.53	364,369.53
APP 631-130000						DUE TO/FROM CLEARING		364,369.53	
07/30/2019 M072919		073019							
APP 403-130000						DUE TO/FROM CLEARING			1,650.95
07/30/2019 M072919		073019							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			4,594.26
07/30/2019 M072919		073019							
APP 401-130000						DUE TO/FROM CLEARING			56,891.63
07/30/2019 M072919		073019							
APP 301-130000						DUE TO/FROM CLEARING			301,232.69
07/30/2019 M072919		073019							
SYSTEM GENERATED ENTRIES TOTAL								364,369.53	364,369.53
JOURNAL 2019/07/388 TOTAL								728,739.06	728,739.06

07/30/2019 08:22 |CITY OF BAINBRIDGE ISLAND
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|P 3
 |apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2019	7	388	07/30/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		4,594.26
001-213000					GENERAL - ACCOUNTS PAYABLE	4,594.26	
					FUND TOTAL	4,594.26	4,594.26
301 CAPITAL CONSTRUCTION FUND	2019	7	388	07/30/2019			
301-130000					DUE TO/FROM CLEARING		301,232.69
301-213000					ACCOUNTS PAYABLE	301,232.69	
					FUND TOTAL	301,232.69	301,232.69
401 WATER OPERATING FUND	2019	7	388	07/30/2019			
401-130000					DUE TO/FROM CLEARING		56,891.63
401-213000					ACCOUNTS PAYABLE	56,891.63	
					FUND TOTAL	56,891.63	56,891.63
403 STORM & SURFACE WATER FUND	2019	7	388	07/30/2019			
403-130000					DUE TO/FROM CLEARING		1,650.95
403-213000					ACCOUNTS PAYABLE	1,650.95	
					FUND TOTAL	1,650.95	1,650.95
631 CLEARING FUND	2019	7	388	07/30/2019			
631-130000					DUE TO/FROM CLEARING	364,369.53	
635-111100					CASH		364,369.53
					FUND TOTAL	364,369.53	364,369.53

07/30/2019 08:22
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

P 4
apcshdsb

FUND	DUE TO	DUE FROM
001 GENERAL FUND		4,594.26
301 CAPITAL CONSTRUCTION FUND		301,232.69
401 WATER OPERATING FUND		56,891.63
403 STORM & SURFACE WATER FUND		1,650.95
631 CLEARING FUND	364,369.53	
TOTAL	364,369.53	364,369.53

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Manual
ee 7/31/19

07/31/2019 13:57 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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INVOICE DTL DESC

351160 07/31/2019 PRD 634 CITY OF BAINBRIDGE I 233117 PLN51524 07/30/2019 M073019 1,500.00
Invoice: PLN51524 ENG/PRE-APP CONF FEE: POL-CRT FAC
1,500.00 72311942 64980000724 PD/COURT BLDG-PERMITS

CHECK 351160 TOTAL: 1,500.00

351161 07/31/2019 PRD 9250 JAMES FRIDAY 233113 7/2/19 07/29/2019 M073019 46.49
Invoice: 7/2/19 CC/RETF PARADE EXP REIMB
46.49 11011116 531100 COUNCIL - SUPPLIES

CHECK 351161 TOTAL: 46.49

351162 07/31/2019 PRD 938 WA ST DEPT OF HEALTH 233115 SW2583 07/30/2019 M073019 730.00
Invoice: SW2583 PW/REVIEW FEE: ROCKAWAY
730.00 72413434 66300000815 ROCKAWAY INTERTIE-CONSTR

CHECK 351162 TOTAL: 730.00

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 2,276.49

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	2,276.49

*** GRAND TOTAL *** 2,276.49

07/31/2019 13:57 |CITY OF BAINBRIDGE ISLAND
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|P 2
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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL								
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3		LINE DESC			
2019 7 413									
APP 301-213000						ACCOUNTS PAYABLE		1,500.00	
07/31/2019	M073019	073119				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			2,276.49
07/31/2019	M073019	073119				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		46.49	
07/31/2019	M073019	073119				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		730.00	
07/31/2019	M073019	073119				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								2,276.49	2,276.49
APP 631-130000						DUE TO/FROM CLEARING		2,276.49	
07/31/2019	M073019	073119							
APP 301-130000						DUE TO/FROM CLEARING			1,500.00
07/31/2019	M073019	073119							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			46.49
07/31/2019	M073019	073119							
APP 401-130000						DUE TO/FROM CLEARING			730.00
07/31/2019	M073019	073119							
SYSTEM GENERATED ENTRIES TOTAL								2,276.49	2,276.49
JOURNAL 2019/07/413 TOTAL								4,552.98	4,552.98

07/31/2019 13:57 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 3
 |apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		YEAR	PER	JNL	EFF DATE		DEBIT	CREDIT
ACCOUNT						ACCOUNT DESCRIPTION		
001 GENERAL FUND		2019	7	413	07/31/2019			
001-130000						GENERAL - DUE TO/FROM CLEARING		46.49
001-213000						GENERAL - ACCOUNTS PAYABLE	46.49	
						FUND TOTAL	46.49	46.49
301 CAPITAL CONSTRUCTION FUND		2019	7	413	07/31/2019			
301-130000						DUE TO/FROM CLEARING		1,500.00
301-213000						ACCOUNTS PAYABLE	1,500.00	
						FUND TOTAL	1,500.00	1,500.00
401 WATER OPERATING FUND		2019	7	413	07/31/2019			
401-130000						DUE TO/FROM CLEARING		730.00
401-213000						ACCOUNTS PAYABLE	730.00	
						FUND TOTAL	730.00	730.00
631 CLEARING FUND		2019	7	413	07/31/2019			
631-130000						DUE TO/FROM CLEARING	2,276.49	
635-111100						CASH		2,276.49
						FUND TOTAL	2,276.49	2,276.49

FUND		DUE TO	DUE FROM
001	GENERAL FUND		46.49
301	CAPITAL CONSTRUCTION FUND		1,500.00
401	WATER OPERATING FUND		730.00
631	CLEARING FUND	2,276.49	
	TOTAL	2,276.49	2,276.49

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08/01/2019 15:00 |CITY OF BAINBRIDGE ISLAND
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|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									
351163	08/01/2019	PRTD	8745 RELIABLE STORAGE BAI	233280	32652	07/22/2019		M080119	320.00
Invoice: 32652						POL/STORAGE UNIT J28			
320.00 53011212 545000						POLICE - C/E PATROL RENTS			
CHECK								351163 TOTAL:	320.00
NUMBER OF CHECKS						1	*** CASH ACCOUNT TOTAL ***		320.00
						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						1	320.00		
								*** GRAND TOTAL ***	320.00

08/01/2019 15:00 |CITY OF BAINBRIDGE ISLAND
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|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					
2019 8 17									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		320.00	
08/01/2019 M080119		080119				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			320.00
08/01/2019 M080119		080119				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		320.00	320.00
APP 631-130000						DUE TO/FROM CLEARING		320.00	
08/01/2019 M080119		080119							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			320.00
08/01/2019 M080119		080119							
						SYSTEM GENERATED ENTRIES TOTAL		320.00	320.00
						JOURNAL 2019/08/17 TOTAL		640.00	640.00

08/01/2019 15:00 |CITY OF BAINBRIDGE ISLAND
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|P 3
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 8	17	08/01/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		320.00
001-213000				GENERAL - ACCOUNTS PAYABLE	320.00	
				FUND TOTAL	320.00	320.00
631 CLEARING FUND	2019 8	17	08/01/2019			
631-130000				DUE TO/FROM CLEARING	320.00	
635-111100				CASH		320.00
				FUND TOTAL	320.00	320.00

08/01/2019 15:00
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 4
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			320.00
631 CLEARING FUND		320.00	
	TOTAL	320.00	320.00

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08/02/2019 13:46 |CITY OF BAINBRIDGE ISLAND
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|P 1
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

351164 08/02/2019 PRD 9229 TIMOTHY DUFFY 233293 7/24/19 07/24/2019 M080219 850.00
Invoice: 7/24/19 EX/ARTWORK: STARGAZER
850.00 31024759 54110000877 SOMETHING NEW PH1-PROF SVCS

CHECK 351164 TOTAL: 850.00

351165 08/02/2019 PRD 1971 KELLEY IMAGING SYSTE 233294 25157577 07/12/2019 M080219 239.26
Invoice: 25157577 PCD/E-STUDIO4555C COPIER LEASE
239.26 61470581 545000 PCD - DEV ADMIN RENTS & LEASES

CHECK 351165 TOTAL: 239.26

351166 08/02/2019 PRD 6714 TOSHIBA FINANCIAL SE 233295 25157576 07/12/2019 M080219 353.16
Invoice: 25157576 PCD/E-STUDIO6560C COPIER LEASE
353.16 61470581 545000 PCD - DEV ADMIN RENTS & LEASES

CHECK 351166 TOTAL: 353.16

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 1,442.42

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	1,442.42

*** GRAND TOTAL *** 1,442.42

08/02/2019 13:46 |CITY OF BAINBRIDGE ISLAND
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|P 2
 |apcshdsb

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			
2019 8 21									
APP 001-213000	08/02/2019	M080219	080219			GENERAL - ACCOUNTS PAYABLE		850.00	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	08/02/2019	M080219	080219			CASH			1,442.42
						AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000	08/02/2019	M080219	080219			ACCOUNTS PAYABLE		592.42	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								1,442.42	1,442.42
APP 631-130000	08/02/2019	M080219	080219			DUE TO/FROM CLEARING		1,442.42	
APP 001-130000	08/02/2019	M080219	080219			GENERAL - DUE TO/FROM CLEARING			850.00
APP 407-130000	08/02/2019	M080219	080219			DUE TO/FROM CLEARING			592.42
SYSTEM GENERATED ENTRIES TOTAL								1,442.42	1,442.42
JOURNAL 2019/08/21 TOTAL								2,884.84	2,884.84

08/02/2019 13:46 |CITY OF BAINBRIDGE ISLAND
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|P 3
 |apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 8	21	08/02/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		850.00
001-213000				GENERAL - ACCOUNTS PAYABLE	850.00	
				FUND TOTAL	850.00	850.00
407 BUILDING & DEVELOPMENT FUND	2019 8	21	08/02/2019			
407-130000				DUE TO/FROM CLEARING		592.42
407-213000				ACCOUNTS PAYABLE	592.42	
				FUND TOTAL	592.42	592.42
631 CLEARING FUND	2019 8	21	08/02/2019			
631-130000				DUE TO/FROM CLEARING	1,442.42	
635-111100				CASH		1,442.42
				FUND TOTAL	1,442.42	1,442.42

08/02/2019 13:46 |CITY OF BAINBRIDGE ISLAND
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|P 4
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			850.00
407 BUILDING & DEVELOPMENT FUND			592.42
631 CLEARING FUND		1,442.42	
	TOTAL	1,442.42	1,442.42

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8/6/19

08/06/2019 12:53 | CITY OF BAINBRIDGE ISLAND
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| P 1
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

351167	08/06/2019	PRTD	551 CENTURYLINK	233365	0399JUL19	07/23/2019	M080519	2,830.91
Invoice: 0399JUL19								
1,524.59	91425358	542100	CITYWIDE TELEMETRY & FAX SERVICE					
746.17	91411891	542100	GG-WWTP-TELEPHONE/FAX					
70.98	91011755	542100	GG-WTR-FAC-PHONE					
143.57	91011189	542100	GG-C/E-COMMONS-PHONE					
222.34	91011897	542100	GG-C/E-CITY HALL-PHONE					
68.65	91011255	542100	GG-C/E-O&M YARD FAC-PHONE					
54.61	91011215	542100	GG-C/E-COURT BLDG-PHONE					
								2,830.91

CHECK 351167 TOTAL: 2,830.91

351168	08/06/2019	PRTD	408 ROLLING BAY COMMERCIAL	233366	986301	07/25/2019	M080519	4,115.00
Invoice: 986301								
				4,115.00	21011125	545000	CRT/AUG 2019 RENT	
				COURT - RENTS & LEASES - OPER				

CHECK 351168 TOTAL: 4,115.00

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 6,945.91

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	6,945.91

*** GRAND TOTAL *** 6,945.91

08/06/2019 12:53 |CITY OF BAINBRIDGE ISLAND
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|P 2
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR	PER	JNL	SRC	ACCOUNT	EFF	DATE	JNL	DESC	REF	1	REF	2	REF	3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
2019	8	33																		
APP	402	213000													ACCOUNTS PAYABLE				1,524.59	
					08/06/2019	M080519			080619						AP CASH DISBURSEMENTS JOURNAL					
APP	635	111100													CASH					6,945.91
					08/06/2019	M080519			080619						AP CASH DISBURSEMENTS JOURNAL					
APP	401	213000													ACCOUNTS PAYABLE				746.17	
					08/06/2019	M080519			080619						AP CASH DISBURSEMENTS JOURNAL					
APP	001	213000													GENERAL - ACCOUNTS PAYABLE				4,675.15	
					08/06/2019	M080519			080619						AP CASH DISBURSEMENTS JOURNAL					

08/06/2019 12:53 |CITY OF BAINBRIDGE ISLAND
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|P 3
 |apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 8	33	08/06/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		4,675.15
001-213000				GENERAL - ACCOUNTS PAYABLE	4,675.15	
				FUND TOTAL	4,675.15	4,675.15
401 WATER OPERATING FUND	2019 8	33	08/06/2019			
401-130000				DUE TO/FROM CLEARING		746.17
401-213000				ACCOUNTS PAYABLE	746.17	
				FUND TOTAL	746.17	746.17
402 SEWER OPERATING FUND	2019 8	33	08/06/2019			
402-130000				DUE TO/FROM CLEARING		1,524.59
402-213000				ACCOUNTS PAYABLE	1,524.59	
				FUND TOTAL	1,524.59	1,524.59
631 CLEARING FUND	2019 8	33	08/06/2019			
631-130000				DUE TO/FROM CLEARING	6,945.91	
635-111100				CASH		6,945.91
				FUND TOTAL	6,945.91	6,945.91

08/06/2019 12:53
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|P 4
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		4,675.15
401 WATER OPERATING FUND		746.17
402 SEWER OPERATING FUND		1,524.59
631 CLEARING FUND	6,945.91	
TOTAL	6,945.91	6,945.91

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08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
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|P 1
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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			
351169	08/14/2019	PRTD 5 ACE HARDWARE	233043	44366/1	07/24/2019		08/11/19	29.33
		Invoice: 44366/1			PW/IRRIGATION REPAIR SUPPLIES			
			29.33	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
			233044	44361/1	07/24/2019		08/11/19	30.44
		Invoice: 44361/1			PW/STO IRRIG REPAIR SUPPLIES			
			30.44	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
			233045	44360/1	07/24/2019		08/11/19	60.33
		Invoice: 44360/1			PW/LED BULBS, CABLE TIES, SCREW DRIVER			
			60.33	73011215 531100	O&M-C/E-POLICE FAC-SUPPLIES			
			233046	44334/1	07/22/2019		08/11/19	108.96
		Invoice: 44334/1			PW/STORM POND MAINT SUPPLIES			
			108.96	73431835 531100	OFFICE SUPPLIES			
			233047	44346/1	07/22/2019		08/11/19	30.50
		Invoice: 44346/1			PW/BATTERY			
			30.50	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
			233048	44323/1	07/19/2019		08/11/19	30.50
		Invoice: 44323/1			PW/TAPE MEASURES			
			30.50	73637891 531100	OFFICE SUPPLIES			
			233049	44299/1	07/16/2019		08/11/19	20.70
		Invoice: 44299/1			PW/GARDEN SPRAYER			
			20.70	73111423 531100	OFFICE SUPPLIES			
			233050	44298/1	07/16/2019		08/11/19	10.88
		Invoice: 44298/1			PW/BULBS			
			10.88	73011215 531100	O&M-C/E-POLICE FAC-SUPPLIES			
			233051	44267/1	07/12/2019		08/11/19	52.80
		Invoice: 44267/1			PW/PLUMBING SUPPLIES			
			52.80	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
			233052	44263/1	07/11/2019		08/11/19	13.06
		Invoice: 44263/1			PW/SPRAY PAINT			
			13.06	73423943 63110000921	OLD WWTP LIFT STA IMPR-SUPPLY			
			233054	44258/1	07/11/2019		08/11/19	24.49
		Invoice: 44258/1			PW/PIPE NIPPLES			
			24.49	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
			233056	44262/1	07/11/2019		08/11/19	86.02
		Invoice: 44262/1			PW/WASP SPRAY, BATTERIES, WRENCH			
			30.48	73431835 531100	OFFICE SUPPLIES			
			21.78	73411345 531100	OFFICE SUPPLIES			
			22.88	73411345 531100	OFFICE SUPPLIES			
			10.88	73411345 531100	OFFICE SUPPLIES			
			233058	44256/1	07/11/2019		08/11/19	

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
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|P 2
|apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME						
					INVOICE DTL DESC			
Invoice: 44256/1			6.53	73011768 531100	PW/DIELECTRIC GREASE O&M-C/E-PARKS-SUPPLIES			
			233059	44245/1	07/10/2019		08/11/19	54.46
Invoice: 44245/1			54.46	73411345 531100	PW/FLASHLIGHT, BATTERIES OFFICE SUPPLIES			
			233060	44250/1	07/10/2019		08/11/19	7.62
Invoice: 44250/1			7.62	73011897 531100	PW/FLUSH LEVER O&M-C/E-PWY FAC-SUPPLIES			
			233061	44155/1	06/27/2019		08/11/19	72.06
Invoice: 44155/1			72.06	73431835 531100	PW/SNAPS, HARDWARE, PAINT SCRAPER OFFICE SUPPLIES			
			233080	44349/1	07/23/2019		08/11/19	15.65
Invoice: 44349/1			15.65	73411345 531100	PW/TOP SOIL OFFICE SUPPLIES			
			233081	44292/1	07/16/2019		08/11/19	43.13
Invoice: 44292/1			43.13	73411345 531100	PW/PLIERS OFFICE SUPPLIES			
			233222	44355/1	07/23/2019		08/11/19	19.60
Invoice: 44355/1			19.60	73425358 531100	PW/MURIATIC ACID O&M-WWTP-SUPPLIES			
			233223	44348/1	07/22/2019		08/11/19	70.84
Invoice: 44348/1			70.84	73111423 531100	PW/TARP OFFICE SUPPLIES			
			233224	44289/1	07/16/2019		08/11/19	38.13
Invoice: 44289/1			38.13	73111427 531100	PW/WRENCH, LUBRICANT OFFICE SUPPLIES			
			233258	44390/1	07/29/2019		08/11/19	22.86
Invoice: 44390/1			22.86	53011212 531100	POL/VEHICLE CLEANERS PD-C/E-PATROL SUPPLIES			
							CHECK 351169 TOTAL:	848.89
351170 08/14/2019 PRD	4899 ADDISON CONSTRUCTION	233083	355483		07/23/2019		08/11/19	481.24
Invoice: 355483					PW/REBAR			
			481.24	73311448 63110000811	O&M FUEL SYS CAP IMPR-SUPPLIES			
							CHECK 351170 TOTAL:	481.24
351171 08/14/2019 PRD	7726 AIR MANAGEMENT SOLUT	233062	PAYREQ1-758		07/10/2019	21900020	08/11/19	24,974.78
Invoice: PAYREQ1-758					CH COOLING TOWER MOTOR VFD			
			24,974.78	73011183 54810000758	CH COOLING TWR R&M			

300

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
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|P 3
|apcshdsb

CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
						CHECK	351171	TOTAL:	24,974.78
351172	08/14/2019	PRTD	863 INTERSTATE BATTERIES	233063	22058540	07/18/2019		08/11/19	132.93
Invoice: 22058540						PW/BATTERY			
						132.93	73011897	531100	O&M-C/E-PWY FAC-SUPPLIES
						CHECK	351172	TOTAL:	132.93
351173	08/14/2019	PRTD	5079 ALLCOUNTY OPERATIONS	233367	25176	07/31/2019		08/11/19	2,862.34
Invoice: 25176						PW/SEPTIC CLEAN & REPAIR			
						2,862.34	73011897	548100	O&M-C/E-PWYD FAC-REPAIRS
						CHECK	351173	TOTAL:	2,862.34
351174	08/14/2019	PRTD	8672 ALLSTREAM	233368	16279434	08/01/2019		08/11/19	928.04
Invoice: 16279434						AUG 19 CITYWIDE PHN SVCS			
						928.04	41637891	542100	FIN - ALLOC TELEPHONE
						CHECK	351174	TOTAL:	928.04
351175	08/14/2019	PRTD	2331 AM TEST INC	233084	111352	07/23/2019		08/11/19	40.00
Invoice: 111352						PW/LAB TESTING: BIOSOLIDS			
						40.00	73425358	54110000391	LAB & TESTING SVCS-WWTP
						CHECK	351175	TOTAL:	40.00
351176	08/14/2019	PRTD	4739 AMERICAN LEGION - CO	233064	190801	07/18/2019		08/11/19	90.00
Invoice: 190801						EX/AM RADIO RENT			
						90.00	31011256	54500000830	EMERG AM RADIO STATION-RENTS
						CHECK	351176	TOTAL:	90.00
351177	08/14/2019	PRTD	4260 AMERICAN PLANNING AS	233065	147854-1977	07/17/2019		08/11/19	369.00
Invoice: 147854-1977						PCD/MEMBERSHIP: WRIGHT			
						369.00	61470581	549100	PCD - DEV ADMIN DUES/SUBSCR
						233066	182632-1977		07/17/2019
Invoice: 182632-1977						PCD/MEMBERSHIP: SUTTON			
						431.00	61470581	549100	PCD - DEV ADMIN DUES/SUBSCR
						CHECK	351177	TOTAL:	800.00

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
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|P 4
|apcshdsb

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

351178	08/14/2019	PRTD	4260 AMERICAN PLANNING AS	233067	341744-1977		07/17/2019		08/11/19	145.00
		Invoice:	341744-1977				PCD/MEMBERSHIP: FAIRLEIGH			
				145.00	63470588	549100	CUR-DEV PLAN-DUES/SUBSCR			
							CHECK	351178	TOTAL:	145.00
351179	08/14/2019	PRTD	29 AMERICAN WATER WORKS	233085	7001692354		05/27/2019		08/11/19	228.00
		Invoice:	7001692354				PW/MEMBERSHIP RENEWAL: CK			
				228.00	73411345	549100	DUES/SUBSCRIPTIONS			
							CHECK	351179	TOTAL:	228.00
351180	08/14/2019	PRTD	4710 ASSOCIATED PETROLEU	233086	1124249-IN		07/18/2019		08/11/19	767.99
		Invoice:	1124249-IN				PW/300 GAL UNLEADED			
				767.99	73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS			
				233087	1466058-IN		07/18/2019		08/11/19	296.23
		Invoice:	1466058-IN				PW/85.2 GAL DIESEL			
				296.23	73638893	532000	O&M-FUEL USE-ALLOCATION			
				233088	1464724-IN		07/16/2019		08/11/19	1,504.07
		Invoice:	1464724-IN				PW/577 GAL UNLEADED			
				1,504.07	73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS			
				233089	1464713-IN		07/16/2019		08/11/19	997.27
		Invoice:	1464713-IN				PW/355 GAL DIESEL			
				997.27	73638893	532000	O&M-FUEL USE-ALLOCATION			
				233090	1462184-IN		07/11/2019		08/11/19	1,338.59
		Invoice:	1462184-IN				PW/499.1 GAL UNLEADED			
				1,338.59	73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS			
				233091	1462183-IN		07/11/2019		08/11/19	399.71
		Invoice:	1462183-IN				PW/120 GAL DIESEL			
				399.71	73638893	532000	O&M-FUEL USE-ALLOCATION			
				233092	1457520-IN		07/02/2019		08/11/19	866.48
		Invoice:	1457520-IN				PW/321 GAL UNLEADED			
				866.48	73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS			
				233093	1457519-IN		07/02/2019		08/11/19	1,497.86
		Invoice:	1457519-IN				PW/540 GAL DIESEL			
				1,497.86	73638893	532000	O&M-FUEL USE-ALLOCATION			
				233094	1455545-IN		06/27/2019		08/11/19	602.66
		Invoice:	1455545-IN				PW/225 GAL UNLEADED			
				602.66	73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS			
				233095	1455536-IN		06/27/2019		08/11/19	302.54

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

P 5
|apcshdsb

CASH ACCOUNT: 635 111100 CASH			VOUCHER INVOICE		INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL DESC			
Invoice: 1455536-IN			369.54	73638893 532000	PW/111 GAL DIESEL O&M-FUEL USE-ALLOCATION			
					CHECK	351180	TOTAL:	8,640.40
351181	08/14/2019	PRTD 7821 AUS WEST LOCKBOX	233069	1991324705	07/11/2019	08/11/19		53.99
Invoice: 1991324705			53.99	73638893 589310	PW/LAUNDRY SERVICE LAUNDRY SERVICES			
			233070	1991334599	07/18/2019	08/11/19		53.99
Invoice: 1991334599			53.99	73638893 589310	PW/LAUNDRY SERVICE LAUNDRY SERVICES			
					CHECK	351181	TOTAL:	107.98
351182	08/14/2019	PRTD 2138 ASPECT CONSULTING LL	233369	33815	07/15/2019	08/11/19		1,778.50
Invoice: 33815			1,778.50	72655860 58600000370	3RD PARTY GEOTECHNICAL REVIEW GEO TECCH-3RD PARTY REVIEWS			
					CHECK	351182	TOTAL:	1,778.50
351183	08/14/2019	PRTD 4365 AUTOMATIC FUNDS TRAN	233259	109994	07/26/2019	08/11/19		14.96
Invoice: 109994			2.98	43411341 541100	FIN/FINAL BILL: PRINT & MAIL FIN - WATER ADMIN PROF SERVICE			
			2.98	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
			4.50	91411891 542500	GG-WTR-FAC-POSTAGE			
			4.50	91421891 542500	GG-SWR-FAC-POSTAGE			
			233260	109659	07/09/2019	08/11/19		20.01
Invoice: 109659			3.50	43411341 541100	FIN/FINAL BILL: PRINT & MAIL FIN - WATER ADMIN PROF SERVICE			
			3.51	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
			6.50	91411891 542500	GG-WTR-FAC-POSTAGE			
			6.50	91421891 542500	GG-SWR-FAC-POSTAGE			
			233370	BAIN1907028	07/31/2019	08/11/19		162.90
Invoice: BAIN1907028			162.90	41011141 541100	FIN/REMIT JUL 19 B&O FIN - C/E ADMIN PROF SERVICES			
					CHECK	351183	TOTAL:	197.87
351184	08/14/2019	PRTD 54 BAINBRIDGE RENTAL IN	233071	CON#51926	07/24/2019	08/11/19		59.90
Invoice: CON#51926			59.90	73431835 531100	PW/KIT BLADE PACK OFFICE SUPPLIES			
			233072	CON#51731	07/19/2019	08/11/19		402.17
Invoice: CON#51731			402.17	73431835 531100	PW/TRIMMER OFFICE SUPPLIES			

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 6
|apcshdsb

CASH ACCOUNT: 635			111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
Invoice: CON#51360				233073	CON#51360	07/10/2019		08/11/19	114.42	
				114.42	73431835 531100	PW/POLYCUT BLADE				
						OFFICE SUPPLIES				
Invoice: CON#50392				233074	CON#50392	06/19/2019		08/11/19	140.83	
				140.83	73431835 531100	PW/BLADES				
						OFFICE SUPPLIES				
Invoice: CON#50131				233075	CON#50131	06/13/2019		08/11/19	124.19	
				124.19	73111427 531100	PW/BLADES				
						OFFICE SUPPLIES				
Invoice: WO#51288				233225	WO#51288	07/10/2019		08/11/19	221.37	
				221.37	73431835 548100	PW/WEED WACKER REPAIR				
						REPAIRS & MAINTENANCE				
								CHECK 351184 TOTAL:	1,062.88	
351185 08/14/2019 PRTD				55	SOUND PUBLISHING, IN	233077	BIR864610	07/12/2019	08/11/19	48.40
Invoice: BIR864610								CC/ORD 2019-18		
				48.40	11011113 544000			COUNCIL - LEGAL NOTICES		
Invoice: BIR866869				233226	BIR866869	07/26/2019		08/11/19	89.72	
				89.72	63470586 544000	PCD/MDNS: BLD23924				
						CUR-DEV-ZONING-ADV				
Invoice: BIR865710				233261	BIR865710	07/19/2019		08/11/19	224.31	
				224.31	72431835 54400000851	ENG/NTC: ANNUAL DRAINAGE PROJ				
						2019 DRAINAGE/CULVERT ADS				
								CHECK 351185 TOTAL:	362.43	
351186 08/14/2019 PRTD				7179	BAINBRIDGE YOUTH SER	233228	Q2 2019	07/31/2019	08/11/19	12,813.00
Invoice: Q2 2019								Q2 2019 COMMUNITY SERVICES FUN		
				12,813.00	31017526 54110000297	EX-BYS-YOUTH COUNS & JOB OPP				
								CHECK 351186 TOTAL:	12,813.00	
351187 08/14/2019 PRTD				9243	BECK, ROBERT	233033	79347	07/26/2019	08/11/19	66.91
Invoice: 79347				66.91	411 122100	UB 11380 8480 HANSEN ROAD NE				
						WATER ACCOUNTS RECEIVABLE				
								CHECK 351187 TOTAL:	66.91	
351188 08/14/2019 PRTD				9245	BELUCHE, RAMON & LIN	233035	79349	07/26/2019	08/11/19	25.52
Invoice: 79349				25.52	411 122100	UB 11935 729 MOJI LANE NW				
						WATER ACCOUNTS RECEIVABLE				

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 7
|apcshdsb

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

INVOICE DTL DESC

CHECK 351188 TOTAL: 25.52

351189 08/14/2019 PRTD 5412 BENEFIT ADMINISTRATI 233097 1907513 07/24/2019 08/11/19 247.50
Invoice: 1907513 JULY HSA/FSA BENEFITS SERVICES

27.23 21011125 520000 COURT - BENEFITS
44.55 31011131 520000 EX-GF-BEN
34.65 41011141 520000 FIN - C/E ADMIN BENEFITS
22.28 51011211 520000 PD-C/E ADMIN-BENEFITS
34.65 61011581 520000 PCD - C/E ADMIN BENEFITS
79.20 71011321 520000 PW - C/E BENEFITS
4.94 81011881 520000 IT - C/E ADMIN BENEFITS

CHECK 351189 TOTAL: 247.50

351190 08/14/2019 PRTD 7178 BAINBRIDGE ISL CHILD 233098 Q2 2019 06/30/2019 08/11/19 3,236.46
Invoice: Q2 2019 Q2 2019 COMMUNITY SERVICES FUN

3,236.46 31017540 54110000297 EX-BI CHILD CARE/B&G CLUB

CHECK 351190 TOTAL: 3,236.46

351191 08/14/2019 PRTD 314 BAINBRIDGE ISLAND FI 233263 T 10-2019 07/17/2019 08/11/19 427.98
Invoice: T 10-2019 POL/RADIO TRANSMITTER SUBLEASE

427.98 53011212 545000 POLICE - C/E PATROL RENTS

CHECK 351191 TOTAL: 427.98

351192 08/14/2019 PRTD 971 BAINBRIDGE ISLAND HI 233099 915 07/24/2019 08/11/19 3,750.00
Invoice: 915 Q2 2019 CULTURAL FUNDING - OPERATING S

3,750.00 31011732 54110000297 EX-GF-CULTURAL ARTS & SCIENCES

CHECK 351192 TOTAL: 3,750.00

351193 08/14/2019 PRTD 567 BAINBRIDGE ISLAND DO 233372 1346 07/18/2019 08/11/19 10,558.10
Invoice: 1346 Q2 2019 LTAC - MULTI MEDIA DESTIN

10,558.10 91140573 541100 GG-TOUR-PROF SERVICES

CHECK 351193 TOTAL: 10,558.10

351194 08/14/2019 PRTD 1341 BLUE SKY PRINTING 233373 131586 07/30/2019 08/11/19 46.26
Invoice: 131586 POL/BUSINESS CARDS: BINGHAM

46.26 53011212 531100 PD-C/E-PATROL SUPPLIES

CHECK 351194 TOTAL: 46.26

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 8
|apcshdsb

CASH ACCOUNT: 635	111100	CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
351195	08/14/2019	PRTD	6476 CALIBRE PRESS LLC	233264	72651	07/26/2019		08/11/19	249.00		
			Invoice: 72651			POL/BULLETPROOF EVENT					
				249.00	53011212 443410	POLICE - C/E PATROL TRAINING					
									CHECK	351195 TOTAL:	249.00
351196	08/14/2019	PRTD	7621 CAROLLO ENGINEERS IN	233374	0178743	07/11/2019		08/11/19	286.87		
			Invoice: 0178743			UPDATE WATER MODELING CONTRACT					
				286.87	72411345 54110000336	ANNUAL WATER MAINS PRES-PROFSV					
									CHECK	351196 TOTAL:	286.87
351197	08/14/2019	PRTD	4821 CASCADIA CONSULTING	233158	6491	07/24/2019		08/11/19	16,659.50		
			Invoice: 6491			GREENHOUSE GAS EMISSIONS INVEN					
				16,659.50	31011391 541100	EXEC-GF-OTHER ENV SVCS					
									CHECK	351197 TOTAL:	16,659.50
351198	08/14/2019	PRTD	9236 CHENG, VICTOR	233026	79340	07/26/2019		08/11/19	131.71		
			Invoice: 79340			UB 11596 636 JANELLE PLACE					
				131.71	411 122100	WATER ACCOUNTS RECEIVABLE					
									CHECK	351198 TOTAL:	131.71
351199	08/14/2019	PRTD	9241 CHRIS WIGGINS & GRET	233031	79345	07/26/2019		08/11/19	35.96		
			Invoice: 79345			UB 10932 883 PARK AVENUE NE					
				35.96	411 122100	WATER ACCOUNTS RECEIVABLE					
									CHECK	351199 TOTAL:	35.96
351200	08/14/2019	PRTD	8253 CHS NORTHWEST	233100	35072/H	07/15/2019		08/11/19	912.24		
			Invoice: 35072/H			PW/SALT BAG COURSE (98)					
				912.24	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES					
									CHECK	351200 TOTAL:	912.24
351201	08/14/2019	PRTD	8491 CHUCKALS, INC.	233101	992603-0	07/16/2019		08/11/19	182.39		
			Invoice: 992603-0			CRT/OFFICE SUPPLIES					
				182.39	21011125 531100	COURT - SUPPLIES					
									CHECK	351201 TOTAL:	182.39

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 9
 |apcshdsb

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

351202	08/14/2019	PRTD	460 CITY OF BAINBRIDGE I	233375	POL-2019-07		07/31/2019		08/11/19	25.15
		Invoice: POL-2019-07					POL/JULY 2019 PETTY CASH			
				6.00	51011211	53110000589	PD-COMM OUTREACH-SUPPLIES			
				19.15	51011214	443410	PD-C/E-ADMIN-TRAINING			
							CHECK	351202 TOTAL:		25.15
351203	08/14/2019	PRTD	102 CITY OF BAINBRIDGE I	233103	RETREQ1-758		07/10/2019	21900021	08/11/19	2,774.98
		Invoice: RETREQ1-758					CH COOLING TOWER VFD-RET			
				2,774.98	73011183	54810000758	CH COOLING TWR R&M			
							CHECK	351203 TOTAL:		2,774.98
351204	08/14/2019	PRTD	102 CITY OF BAINBRIDGE I	233266	RETREQ1-1026		07/26/2019	21900036	08/11/19	1,900.00
		Invoice: RETREQ1-1026					FAC ROOF RPR & RPLC - RET			
				1,625.00	73011897	54810001026	PWY-SSWM&TRAINING TRLR-REROOF			
				275.00	73425358	54810001026	WWTP-REROOF			
							CHECK	351204 TOTAL:		1,900.00
351205	08/14/2019	PRTD	102 CITY OF BAINBRIDGE I	233527	RETREQ2-921		07/31/2019	21900008	08/11/19	5,554.81
		Invoice: RETREQ2-921					RET - OLD TMT PLANT PUMP STAT.			
				5,554.81	72423434	66300000921	OLD WWTP LIFT STA IMPR-CONSTR			
							CHECK	351205 TOTAL:		5,554.81
351206	08/14/2019	PRTD	103 CITY OF BAINBRIDGE I	233104	21900136		07/17/2019		08/11/19	152.26
		Invoice: 21900136					PW/JUNE 2019 WELL WATER USE			
				45.89	73111290	547500	O&M-STREET-ADM OH-CITY WTR/SWR			
				106.37	73421355	547500	O&M-SWR-CITY WATER/SEWER BILL			
				233105	21900127		07/16/2019		08/11/19	712.00
		Invoice: 21900127					2019 BACKFLOW BILLING			
				712.00	41141	34345800510	BACKFLOW TEST-CUST FEES			
							CHECK	351206 TOTAL:		864.26
351207	08/14/2019	PRTD	104 CITY OF BREMERTON	233267	BPD0002433		07/16/2019		08/11/19	400.00
		Invoice: BPD0002433					POL/RANGE RENTAL			
				400.00	53011212	545000	POLICE - C/E PATROL RENTS			
							CHECK	351207 TOTAL:		400.00

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 10
 |apcshdsb

CASH ACCOUNT: 635			111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
351208	08/14/2019	PRTD	7823 CIVICPLUS	233106	187843	08/01/2019		08/11/19	5,433.65	
			Invoice: 187843			IT/WEBSITE ANNUAL MAINT				
				5,433.65	81011881 548500	IT - C/E COMPUTER SUPPORT				
						CHECK	351208	TOTAL:	5,433.65	
351209	08/14/2019	PRTD	142 COPIERS NORTHWEST IN	233107	INV1989897	07/23/2019		08/11/19	808.94	
			Invoice: INV1989897			EX,FIN/CN24130 OVERAGE				
				404.47	31011131 545000	EX-GF-RENTS & LEASES				
				404.47	41011141 545000	FIN - C/E ADMIN RENTS & LEASES				
						CHECK	351209	TOTAL:	808.94	
351210	08/14/2019	PRTD	6363 LN CURTIS & SONS	233268	INV302392	07/25/2019		08/11/19	234.35	
			Invoice: INV302392			POL/VEST CARRIER: HORN				
				234.35	51011211 520000	PD-C/E ADMIN-BENEFITS				
						CHECK	351210	TOTAL:	234.35	
351211	08/14/2019	PRTD	9230 SP HAILEY ENTERPRISE	233108	COBI-031219	03/12/2019		08/11/19	500.00	
			Invoice: COBI-031219			LEGAL/PROF SVC CONSULT				
				500.00	32011152 54110001021	DUNN PRR-CYBERSECURITY CONSULT				
						CHECK	351211	TOTAL:	500.00	
351212	08/14/2019	PRTD	8445 DENORA WATER TECHNOL	233109	1134083	07/11/2019		08/11/19	788.53	
			Invoice: 1134083			PW/WELL MAINT				
				788.53	73411345 531100	OFFICE SUPPLIES				
						CHECK	351212	TOTAL:	788.53	
351213	08/14/2019	PRTD	7906 DLT SOLUTIONS, LLC	233376	SI441589	07/31/2019		08/11/19	3,076.42	
			Invoice: SI441589			IT/AUTODESK SOFTWARE MAINT RENEWAL				
				3,076.42	81011881 548500	IT - C/E COMPUTER SUPPORT				
						CHECK	351213	TOTAL:	3,076.42	
351214	08/14/2019	PRTD	7357 THE DOCTORS CLINIC	233110	OMF6 JUN19	07/15/2019		08/11/19	75.00	
			Invoice: OMF6 JUN19			PW/OCC HEALTH SVCS				
				75.00	73637891 541100	PROFESSIONAL SERVICES				
						CHECK	351214	TOTAL:	75.00	

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 11
|apcshdsb

CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
351215	08/14/2019	PRTD	9148 REBECCA PILLSBURY	233111	600	07/22/2019		08/11/19	2,587.50
Invoice: 600						EX/AUGUST NEWSLETTER			
				2,587.50	31011572 54110001015	NEWSLETTER-PROF SVCS			
								CHECK 351215 TOTAL:	2,587.50
351216	08/14/2019	PRTD	4745 EFFICIENCY INC	233377	635619	06/02/2019		08/11/19	840.39
Invoice: 635619						IT/CHAMBERS FTR SOFTWARE MAINT			
				840.39	81011881 548500	IT - C/E COMPUTER SUPPORT			
								CHECK 351216 TOTAL:	840.39
351217	08/14/2019	PRTD	7510 EXPERIAN	233378	CD2004001920	07/26/2019		08/11/19	92.65
Invoice: CD2004001920						POL/INFORMATION SERVICES			
				92.65	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
								CHECK 351217 TOTAL:	92.65
351218	08/14/2019	PRTD	5781 EXTERMINATION SERVIC	233112	32609	06/14/2019		08/11/19	90.47
Invoice: 32609						PW/JUNE SERVICE			
				90.47	73011215 548100	O&M-C/E-POLICE FAC-REPAIRS			
								CHECK 351218 TOTAL:	90.47
351219	08/14/2019	PRTD	212 FABRICARE 02 - PLANT	233379	08/04/19	08/04/2019		08/11/19	330.89
Invoice: 08/04/19						POL/LAUNDRY SERVICE			
				135.09	51011211 520000	PD-C/E ADMIN-BENEFITS			
				71.20	52011212 520000	POLICE - C/E INVEST BENEFITS			
				124.60	53011212 520000	POLICE - C/E PATROL BENEFITS			
								CHECK 351219 TOTAL:	330.89
351220	08/14/2019	PRTD	1953 FERGUSON ENTERPRISES	233232	7385224	07/17/2019		08/11/19	8.45
Invoice: 7385224						PW/AQUAPISTON REP KIT			
				8.45	73011215 531100	O&M-C/E-POLICE FAC-SUPPLIES			
								CHECK 351220 TOTAL:	8.45
351221	08/14/2019	PRTD	1953 FERGUSON ENTERPRISES	233118	0780663	06/25/2019		08/11/19	62.08
Invoice: 0780663						PW/6FT GATE VLV HDL KEY			
				62.08	73411345 531100	OFFICE SUPPLIES			
				233119	CM114121	06/24/2019		08/11/19	-54.04
Invoice: CM114121						PW/4FT GATE VLV HDL KEY RTN			
				-54.04	73411345 531100	OFFICE SUPPLIES			

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 12
|apcshdsb

CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 0790063				233231	0790063	07/22/2019		08/11/19	280.79
						PW/WINSLOW WATER MAINT SUPPLIES			
				280.79	73411345 531100	OFFICE SUPPLIES			
						CHECK	351221	TOTAL:	288.83
351222	08/14/2019	PRTD	222 FOSTER PEPPER PLLC	233288	8/1/19	08/01/2019		08/11/19	220.00
Invoice: 8/1/19						CS/CONF REG: MCSHERRY			
				220.00	91011211 443410	GG-C/E-CIVIL SVC-TRAINING			
						CHECK	351222	TOTAL:	220.00
351223	08/14/2019	PRTD	8709 PLATFORM DESIGN LLC	233159	7-JUN 2019	06/30/2019		08/11/19	13,911.83
Invoice: 7-JUN 2019						UPDATE OF CITY'S DESIGN GUIDEL			
				13,911.83	61011586 54110000930	COMP PLAN IMPL-PROF SVCS			
						CHECK	351223	TOTAL:	13,911.83
351224	08/14/2019	PRTD	8709 PLATFORM DESIGN LLC	233532	11	07/31/2019	21700131	08/11/19	3,731.25
Invoice: 11						DOWNTOWN PARKING STUDY			
				3,731.25	72011573 54110000862	DOWNTOWN PARKING STUDY-PROF SV			
						CHECK	351224	TOTAL:	3,731.25
351225	08/14/2019	PRTD	4262 GEMPLER'S	233122	INV0004412854	07/11/2019		08/11/19	245.09
Invoice: INV0004412854						PW/COWHIDE GLOVES(15)			
				245.09	73637891 531100	OFFICE SUPPLIES			
						CHECK	351225	TOTAL:	245.09
351226	08/14/2019	PRTD	187 GOV'T FINANCE OFFICE	233380	0100793-2019	07/29/2019		08/11/19	150.00
Invoice: 0100793-2019						FIN/2018-2020 MEMBERSHIP: KD			
				150.00	41011141 549100	FIN-C/E-DUES, SUBS, MEMBERSHIPS			
Invoice: 0163001-2019									
				225.00	41011141 549100	FIN/2019-2020 MEMBERSHIP: DP			
						FIN-C/E-DUES, SUBS, MEMBERSHIPS			
						CHECK	351226	TOTAL:	375.00
351227	08/14/2019	PRTD	9252 GOPHER SIGN COMPANY	233382	105975	06/25/2019		08/11/19	5,680.86
Invoice: 105975						ENG/STORMWATER POND SIGNS			
				5,680.86	72431832 53110000664	ST DOE SSWM-SUPPLIES			

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 13
|apcshdsb

CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
										INVOICE DTL DESC
										CHECK 351227 TOTAL: 5,680.86
351228	08/14/2019	PRTD	1517 GUARDIAN SECURITY SY	233383	936031	08/01/2019		08/11/19	47.96	
					Invoice: 936031					POL/ALARM MONITORING
					47.96	51011215	541100			POLICE - C/E FACIL PROF SVCS
										CHECK 351228 TOTAL: 47.96
351229	08/14/2019	PRTD	253 HACH COMPANY	233233	11557961	07/22/2019		08/11/19	1,532.92	
					Invoice: 11557961					PW/FLOURIDE,STAINLESS WATER BOTTLE
					1,532.92	73411345	531100			OFFICE SUPPLIES
					233234	11555806	07/19/2019	08/11/19	1,078.52	
					Invoice: 11555806					PW/FLOURIDE KIT, DEIONIZED WATER
					1,078.52	73411345	531100			OFFICE SUPPLIES
										CHECK 351229 TOTAL: 2,611.44
351230	08/14/2019	PRTD	6190 GARY HARPER CONSTRUC	233528	PAYREQ2-921	07/31/2019	21900007	08/11/19	115,540.04	
					Invoice: PAYREQ2-921					OLD TMT PLANT-PUMP STATION RE
					115,540.04	72423434	66300000921			OLD WWTP LIFT STA IMPR-CONSTR
										CHECK 351230 TOTAL: 115,540.04
351231	08/14/2019	PRTD	9038 HEDEEN & CADITZ, PLL	233529	8920	08/02/2019		08/11/19	1,410.00	
					Invoice: 8920					LEGAL/RE: NORDLAND
					1,410.00	32011262	54111000668			LGL-STO PRE-DEFENSE NORDLAND
										CHECK 351231 TOTAL: 1,410.00
351232	08/14/2019	PRTD	7180 HELPLINE HOUSE	233124	Q2-2019	07/16/2019		08/11/19	11,712.91	
					Invoice: Q2-2019					Q2 2019 COMMUNITY SERVICES
					11,712.91	31017640	54110000297			MENTAL HEALTH SVCS-HELPLINE
										CHECK 351232 TOTAL: 11,712.91
351233	08/14/2019	PRTD	268 HOUSING RESOURCES BA	233290	5459	06/30/2019		08/11/19	8,025.78	
					Invoice: 5459					Q2 2019 COMMUNITY SERVICES FUN
					8,025.78	31017592	54130600297			HOMESHARE/HOME FINDING
					233291	5451	06/30/2019	08/11/19	1,125.00	
					Invoice: 5451					EX/2Q 2019 MOBILE PARK ADMIN FEE
					1,125.00	31180592	54130200297			IMHP MNGT FEES
					233292	5587	06/30/2019	08/11/19	10,212.18	
					Invoice: 5587					Q2 2019 COMMUNITY SERVICES FUN

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

P 14
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

10,212.18 31017592 54130100297 INDEPENDENT LIVING PRGM

CHECK 351233 TOTAL: 19,362.96

351234	08/14/2019	PRTD	8027 INFORMATION STATION	233125	1121719-W	07/17/2019		08/11/19	350.00
						EX/AM RADIO RENT			
Invoice: 1121719-W									
						350.00 31011256 54500000830 EMERG AM RADIO STATION-RENTS			

CHECK 351234 TOTAL: 350.00

351235	08/14/2019	PRTD	7918 INFRASTRUCTURE MGMT	233128	14018-4	05/15/2019	21800109	08/11/19	1,890.00
						PAVEMENT CONDITIONS ASSESSMENT			
Invoice: 14018-4									
						1,890.00 72111421 54110000993 PVMT CONDITION ASSESS PRF SVC			

CHECK 351235 TOTAL: 1,890.00

351236	08/14/2019	PRTD	5819 ISLANDWOOD	233129	Q2-2019	06/30/2019		08/11/19	1,250.00
						Q2 2019 CULTURAL FUNDING - COMMUNITY P			
Invoice: Q2-2019									
						1,250.00 31011732 54110000297 EX-GF-CULTURAL ARTS & SCIENCES			

CHECK 351236 TOTAL: 1,250.00

351237	08/14/2019	PRTD	9251 JHM SERVICES LLC	233156	603146149	07/25/2019		08/11/19	65.00
						BUS LIC FEE REFUND			
Invoice: 603146149									
						65.00 01132 321900 C/E BL INITIAL & RENEWAL			

CHECK 351237 TOTAL: 65.00

351238	08/14/2019	PRTD	4740 KITSAP COUNTY PUBLIC	233384	10157	07/17/2019		08/11/19	2,185.55
						ENG/WSSOG Q2 2019			
Invoice: 10157									
						2,185.55 72431832 54110000872 H2O/SSWM GROUP-PROF SVCS			

CHECK 351238 TOTAL: 2,185.55

351239	08/14/2019	PRTD	1496 KITSAP COUNTY SEWER	233270	KCSD7-COBI-2019-AUG	07/20/2019		08/11/19	18,857.65
						PW/AUG 2019 321.2 ERUS			
Invoice: KCSD7-COBI-2019-AUG									
						18,857.65 73426356 551000 SIS-SD#7 PROCESSING CHGS			

CHECK 351239 TOTAL: 18,857.65

351240	08/14/2019	PRTD	338 KITSAP COUNTY SHERIF	233271	20190045	07/22/2019		08/11/19	5,379.00
						POL/PRISONER BOARD			
Invoice: 20190045									
						5,379.00 51011236 551000 POLICE - C/E PRISONER DETENT'N			

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 15
|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

						CHECK	351240	TOTAL:	5,379.00
351241	08/14/2019	PRTD	199 KITSAP ECONOMIC DEVE	233533	BI-2Q-19	06/30/2019		08/11/19	2,500.00
Invoice: BI-2Q-19						EX/ECON DEVEL SVCS 2Q 2019			
2,500.00						31011586	54110000297	EX-GF-ECON DEV PLANNING	
						CHECK	351241	TOTAL:	2,500.00
351242	08/14/2019	PRTD	1971 KELLEY IMAGING SYSTE	233130	IN553360	07/19/2019		08/11/19	565.94
Invoice: IN553360						PW/TOS4555C OVERAGES			
565.94						73637891	548100	REPAIRS	
						233272	IN552857	07/18/2019	08/11/19
Invoice: IN552857						POL/TOS4555C COLOR OVERAGES			
187.48						51011211	548100	PD-C/E-ADMIN REPAIRS	374.95
74.99						52011212	548100	POLICE - C/E INVEST REPAIRS	
112.48						53011212	548100	POLICE - C/E PATROL MAINTENANC	
						CHECK	351242	TOTAL:	940.89
351243	08/14/2019	PRTD	1971 KELLEY IMAGING SYSTE	233236	25206262	07/22/2019		08/11/19	283.84
Invoice: 25206262						ENG/E-STUDIO4505AC LEASE			
283.84						72011321	545000	ENG - C/E ADMIN RENTS & LEASES	
						CHECK	351243	TOTAL:	283.84
351244	08/14/2019	PRTD	4584 KIDS DISCOVERY MUSEU	233131	Q2-2019	07/15/2019		08/11/19	3,750.00
Invoice: Q2-2019						Q2 2019 CULTURAL FUNDING - OPERATING S			
3,750.00						31011732	54110000297	EX-GF-CULTURAL ARTS & SCIENCES	
						CHECK	351244	TOTAL:	3,750.00
351245	08/14/2019	PRTD	8549 KINGWEST, LLC	233132	2065	07/24/2019	21900028	08/11/19	1,199.00
Invoice: 2065						REMOVE 1 WESTERN HEMLOCK TREE			
1,199.00						73111427	54810000354	TREE PRES & REMOVAL-ROADS	
						CHECK	351245	TOTAL:	1,199.00
351246	08/14/2019	PRTD	1802 KITSAP CONSERVATION	233386	2019-Q2	07/18/2019		08/11/19	6,865.69
Invoice: 2019-Q2						Q2 2019 FARMLAND SSWM PLANNING			
3,432.84						72011593	55100000871	FARMLAND SSWM PLANNING-KCDONLY	
3,432.85						72431835	55100000871	FARMLAND SSWM PLANNING-KCDONLY	
						CHECK	351246	TOTAL:	6,865.69

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 16
|apcshdsb

CASH ACCOUNT: 635 111100 CASH			VOUCHER INVOICE		INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL DESC			
351247	08/14/2019	PRTD 694 KITSAP PUD #1	233289	MAY19-JUL19	07/16/2019		08/11/19	38.83
Invoice: MAY19-JUL19			38.83	91011768 547500	WATER/LOT 1 BELFAIR AVE NE GG-C/E-PARKS-WTR/SWR			
					CHECK	351247	TOTAL:	38.83
351248	08/14/2019	PRTD 7089 KITSAP SAFETY	233237	15587	07/29/2019		08/11/19	330.34
Invoice: 15587			330.34	73421355 531100	PW/WWTP DISP SVCS WIN COLL-SUPPLIES			
					CHECK	351248	TOTAL:	330.34
351249	08/14/2019	PRTD 6577 LAKESIDE INDUSTRIES	233238	94649	07/20/2019		08/11/19	1,067.85
Invoice: 94649			1,067.85	73111423 531100	PW/6.51 TON ASPHALT OFFICE SUPPLIES			
					CHECK	351249	TOTAL:	1,067.85
351250	08/14/2019	PRTD 9239 LANEY, MICHAEL L	233029	79343	07/26/2019		08/11/19	67.42
Invoice: 79343			67.42	411 122100	UB 10302 253 SHEPARD WAY NW WATER ACCOUNTS RECEIVABLE			
					CHECK	351250	TOTAL:	67.42
351251	08/14/2019	PRTD 9246 LISAGOR, MICHAEL & T	233036	79350	07/26/2019		08/11/19	231.40
Invoice: 79350			231.40	411 122100	UB 12250 120 WOOD AVENUE SW WATER ACCOUNTS RECEIVABLE			
					CHECK	351251	TOTAL:	231.40
351252	08/14/2019	PRTD 9240 MELSON, LORRAINE A	233030	79344	07/26/2019		08/11/19	15.04
Invoice: 79344			15.04	411 122100	UB 10798 1106 WING POINT WAY NE WATER ACCOUNTS RECEIVABLE			
					CHECK	351252	TOTAL:	15.04
351253	08/14/2019	PRTD 8375 MOORE IACOFANO GOLTS	233273	0059625	07/17/2019		08/11/19	11,369.25
Invoice: 0059625			10,687.09	72334951 66300300596	CONSTRUCTION ADMINISTRATION SU SR305-OLYMPIC NM-CONSTR PH ENG			
			682.16	72413434 66300300596	SR305-OLYMPIC WTR CONSTR ENG			
					CHECK	351253	TOTAL:	11,369.25

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 17
|apcshdsb

CASH ACCOUNT: 635			111100 CASH		VOUCHER INVOICE		INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME					INVOICE DTL DESC			
351254	08/14/2019	PRTD 9237 MULLINS-CANNON, LAUR	233027	79341		07/26/2019		08/11/19		30.27
Invoice: 79341						UB 12051 428 COSGROVE STREET NW				
			30.27	411	122100	WATER ACCOUNTS RECEIVABLE				
						CHECK	351254	TOTAL:		30.27
351255	08/14/2019	PRTD 9238 OCLANDER, AMY	233028	79342		07/26/2019		08/11/19		102.93
Invoice: 79342						UB 12595 5714 SOLANA LANE NE				
			102.93	411	122100	WATER ACCOUNTS RECEIVABLE				
						CHECK	351255	TOTAL:		102.93
351256	08/14/2019	PRTD 2430 OGDEN MURPHY WALLACE	233133	826580		07/18/2019		08/11/19		23,186.87
Invoice: 826580						LEGAL/JUN 2019 PROF SVCS				
			629.60	32011152	54111100926	LIT-KC REALTORS-SUP CT				
			441.00	32011152	54111101010	LIT-ENVIRONMENTAL COALITION				
			13,914.38	32011152	54111101030	LIT-HOROWITZ PRA LAWSUIT				
			2,057.00	32470152	54111401036	LIT-MCQUAID & MCMENAMIN				
			283.50	32011152	54111001020	SMALL CELL WIRELESS ORD				
			157.50	32011152	5411110	LGL-GF-LEGAL ADVICE				
			3,624.89	32011152	5411110	LGL-GF-LEGAL ADVICE				
			1,260.00	91011211	5411110	GG-C/E-CIVIL SVC-LEGAL ADVICE				
			283.50	32470152	54111100896	LIT-BAINBRIDGE ALLIANCE				
			535.50	32470152	54111100897	LIT-PRESERVE RESP SHORELINE				
						CHECK	351256	TOTAL:		23,186.87
351257	08/14/2019	PRTD 4111 OLYMPIC SPRINGS INC	233387	320975		07/31/2019		08/11/19		97.50
Invoice: 320975						POL/PURIFIED WATER				
			97.50	51011215	531100	POLICE - C/E FACIL SUPPLIES				
						CHECK	351257	TOTAL:		97.50
351258	08/14/2019	PRTD 7925 OMNIPARK, INC	233389	120385		08/01/2019		08/11/19		379.32
Invoice: 120385						POL/PARKING SYSTEM SUPPORT				
			379.32	51011217	548500	PD-C/E-PARKING ENF-COMP SUPPOR				
						CHECK	351258	TOTAL:		379.32
351259	08/14/2019	PRTD 8954 ONE WAY BACKFLOW TES	233134	PAYREQ4-510-2019		07/26/2019		08/11/19		2,176.00
Invoice: PAYREQ4-510-2019						2019 ANNUAL BACKFLOW TESTING				
			2,176.00	73411349	54110000510	BACKFLOW TEST-PRO SVCS				
						CHECK	351259	TOTAL:		2,176.00

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 18
|apcshdsb

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

INVOICE DTL DESC									
351260	08/14/2019	PRTD	8286	SUPERINTENDENT OF P	233274	15283	07/19/2019	08/11/19	45.25
Invoice: 15283					45.25	65438	386110	POL/FINGERPRINTING	
					AGENCY-FINGERPRINT REV TO SPI				
					233275	15302	07/19/2019	08/11/19	45.25
Invoice: 15302					45.25	65438	386110	POL/FINGERPRINTING	
					AGENCY-FINGERPRINT REV TO SPI				
					CHECK 351260 TOTAL:				90.50
351261	08/14/2019	PRTD	4129	OWEN EQUIPMENT COMPA	228268	00091269-A	12/12/2018	08/11/19	-335.32
Invoice: 00091269-A					-335.32	73637941	531100	PW/RELIEF VALVE, BALL VALVE	
					VACTOR R&M-SUPPLIES				
					232395	00093853	06/19/2019	08/11/19	211.22
Invoice: 00093853					211.22	73421355	531100	PW/WINSLOW SEWER SUPPLIES	
					WIN COLL-SUPPLIES				
					233135	00094155	07/10/2019	08/11/19	1,402.70
Invoice: 00094155					1,402.70	73421355	531100	PW/1/2" WARTHOG PK	
					WIN COLL-SUPPLIES				
					CHECK 351261 TOTAL:				1,278.60
351262	08/14/2019	PRTD	1245	PACIFIC WELDING SUPP	233391	01626386	07/25/2019	21900037 08/11/19	1,026.78
Invoice: 01626386					BIODIESEL FUEL TANK BLACK PIPE				
					1,026.78	73311448	63110000811	O&M FUEL SYS CAP IMPR-SUPPLIES	
					CHECK 351262 TOTAL:				1,026.78
351263	08/14/2019	PRTD	458	PENINSULA FIRE INC	233136	55779	07/12/2019	08/11/19	80.61
Invoice: 55779					80.61	73011755	548100	PW/FIRE EXT SVC: COMMONS	
					O&M-COMMONS REPAIRS				
					233137	55780	07/12/2019	08/11/19	429.35
Invoice: 55780					429.35	73011215	548100	PW/FIRE EXT SVC: POL STN	
					O&M-C/E-POLICE FAC-REPAIRS				
					233138	55783	07/12/2019	08/11/19	1,174.86
Invoice: 55783					1,174.86	73011897	548100	PW/FIRE EXT SVC: PW	
					O&M-C/E-PWYD FAC-REPAIRS				
					233139	55781	07/12/2019	08/11/19	187.97
Invoice: 55781					187.97	73425358	548100	PW/FIRE EXT SVC: WWTP	
					O&M-WWTP-REPAIRS				
					233140	55778	07/12/2019	08/11/19	216.86
Invoice: 55778					PW/FIRE EXT SVC: C.H.				

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 19
|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

216.86 73011183 548100 O&M-C/E-CH FAC-REPAIRS

CHECK 351263 TOTAL: 2,089.65

351264	08/14/2019	PRTD	8544 PHILANTHROPY NORTHWE	233141	TGP 3180	06/30/2019		08/11/19	2,367.94
Invoice: TGP 3180									
JUN 2019 CULTURAL FUNDING PRO									

2,367.94 31017572 54110000297 EX-COMMUNITY FUNDING RESOURCES

CHECK 351264 TOTAL: 2,367.94

351265	08/14/2019	PRTD	360 BUILDERS FIRSTSOURCE	233143	4972390	07/24/2019		08/11/19	2.27
Invoice: 4972390									
PW/BRICK: STO IRRIG REPAIR									

2.27 73011189 531100 O&M - C/E FACIL OFC SUPPLIES

CHECK 351265 TOTAL: 2.27

351266	08/14/2019	PRTD	6939 PROFORCE LAW ENFORCE	233277	382695	07/23/2019		08/11/19	554.52
Invoice: 382695									
POL/SIG HAND GUN X1									

554.52 53011212 531100 PD-C/E-PATROL SUPPLIES

CHECK 351266 TOTAL: 554.52

351267	08/14/2019	PRTD	1864 PUGET SOUND CLEAN AI	233147	19CC11	07/10/2019		08/11/19	500.00
Invoice: 19CC11									
PW/2019-20 DUES BNB09									

500.00 73011189 549100 O&M - C/E FACIL DUES/SUBSCR

CHECK 351267 TOTAL: 500.00

351268	08/14/2019	PRTD	1205 PUGET SOUND ENERGY	233296	828JUL19	08/01/2019		08/11/19	390.94
Invoice: 828JUL19									
TAYLOR WELLS LID17 PH1									

390.94 91415345 547100 GG-ROCKAWAY BCH-UTILITIES

233297 IL3JUL19 08/01/2019 08/11/19 29.61

ROUNDAABOUT HS/MADISON IMPR

29.61 91111263 547100 GG-STRT-STREET LIGHTING-UTIL

233298 647JUL19 08/01/2019 08/11/19 43.77

STREET LIGHTS/TRAFFIC CONTR

43.77 91111263 547100 GG-STRT-STREET LIGHTING-UTIL

233299 IL9JUL19 08/01/2019 08/11/19 107.69

MADISON AVE SOUTH

107.69 91111263 547100 GG-STRT-STREET LIGHTING-UTIL

233300 285JUL19 08/01/2019 08/11/19 172.38

SPS NORTHTOWN/SPORTSMAN

172.38 91421355 547100 GG-SWR-ELECTRIC

317

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 20
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

Invoice: 735JUL19				233301	735JUL19	08/01/2019		08/11/19	50.04
						SHANNON DR/WFP DOCK			
				50.04	91011768 547100	GG-C/E-PARKS-ELECTRIC			
Invoice: 182JUL19				233302	182JUL19	08/01/2019		08/11/19	56.14
						MUNI CRT-METER E6			
				56.14	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC			
Invoice: 058JUL19				233303	058JUL19	08/01/2019		08/11/19	33.79
						NE HIDDEN COVE-PW SHOP			
				33.79	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 973JUL19				233304	973JUL19	08/01/2019		08/11/19	11.93
						OC ERSERVOIR LID17 PH2			
				11.93	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
Invoice: 558JUL19				233305	558JUL19	08/01/2019		08/11/19	1,642.56
						7315 NE HIDDEN COVE RD			
				1,642.56	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 336JUL19				233306	336JUL19	08/01/2019		08/11/19	149.81
						SLS-9 ISLAND TERRACE			
				149.81	91421355 547100	GG-SWR-ELECTRIC			
Invoice: IL11JUL19				233307	IL11JUL19	08/01/2019		08/11/19	20.71
						ST LIGHTS WW MAD TO 305			
				20.71	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 520-330JUL19				233308	520-330JUL19	08/01/2019		08/11/19	72.39
						210 WINSLOW WAY E IRRIGATION			
				72.39	91011768 547100	GG-C/E-PARKS-ELECTRIC			
Invoice: 823JUL19				233309	823JUL19	08/01/2019		08/11/19	23.46
						BRIEN DR N/BOOTH EL PANEL			
				23.46	91011768 547100	GG-C/E-PARKS-ELECTRIC			
Invoice: 682-B-JUL19				233310	682-B-JUL19	08/01/2019		08/11/19	28.14
						MUNIC PARKING LOT -MADISON/MADRONA			
				28.14	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 736JUL19				233311	736JUL19	08/01/2019		08/11/19	75.80
						SHANNON DR/WFP RESTROOM			
				75.80	91011768 547100	GG-C/E-PARKS-ELECTRIC			
Invoice: 040-581JUL19				233312	040-581JUL19	08/01/2019		08/11/19	131.73
						3900 HALLS HILL RD PUMP			
				131.73	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 884JUL19				233313	884JUL19	08/01/2019		08/11/19	121.44
						SLS FERRY TERMINAL			
				121.44	91421355 547100	GG-SWR-ELECTRIC			

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 21
 |apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 111JUL19				233314	111JUL19	08/01/2019		08/11/19	390.22
						POLICE STATION METER 2			
				390.22	91011215 547100	GG-C/E-PD-ELECTRIC			
Invoice: 717JUL19				233315	717JUL19	08/01/2019		08/11/19	215.99
						POLICE STATION METER 1			
				215.99	91011215 547100	GG-C/E-PD-ELECTRIC			
Invoice: 520-374JUL19				233316	520-374JUL19	08/01/2019		08/11/19	53.52
						SIGNAL AT 108 OLY DR			
				53.52	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 520-136JUL19				233317	520-136JUL19	08/01/2019		08/11/19	2,974.46
						HOB BOOSTER PUMP/WELL			
				2,974.46	91411345 547100	GG-WTR-ELECTRIC			
Invoice: IL5JUL19				233318	IL5JUL19	08/01/2019		08/11/19	98.51
						COMMODORE OFF HS @ OLYMPIC			
				98.51	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 021JUL19				233319	021JUL19	08/01/2019		08/11/19	104.70
						SLS-3 TREATMENT PLANT			
				104.70	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 291JUL19				233320	291JUL19	08/01/2019		08/11/19	14.12
						HEAD OF BAY WELL FIELD			
				14.12	91411345 547100	GG-WTR-ELECTRIC			
Invoice: 031JUL19				233321	031JUL19	08/01/2019		08/11/19	140.79
						SLS-6 LOVELL LOWER			
				140.79	91421355 547100	GG-SWR-ELECTRIC			
Invoice: IL12JUL19				233322	IL12JUL19	08/01/2019		08/11/19	73.38
						ST LIGHTS WW 305-FERNCLIFF			
				73.38	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 573JUL19				233323	573JUL19	08/01/2019		08/11/19	12.44
						COMMODORE/HS RESERVOIR			
				12.44	91411345 547100	GG-WTR-ELECTRIC			
Invoice: 040-714JUL19				233324	040-714JUL19	08/01/2019		08/11/19	10.51
						7095 NE TWIN PONDS RD			
				10.51	91021182 547100	GG-OS-PROP MNGT-ELECTRIC			
Invoice: 206JUL19				233325	206JUL19	08/01/2019		08/11/19	398.47
						4586 POINT WHITE DR NE			
				398.47	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 256JUL19				233326	256JUL19	08/01/2019		08/11/19	346.34
						SLS-8 HWY 305/HARBORVIEW			
				346.34	91421355 547100	GG-SWR-ELECTRIC			

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 22
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 636JUL19				233327	636JUL19	08/01/2019		08/11/19	84.65
						SLS-7 WING POINT WAY			
				84.65	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 888JUL19				233328	888JUL19	08/01/2019		08/11/19	190.93
						NE HIGH SCHOOL ROAD PUMP			
				190.93	91411345 547100	GG-WTR-ELECTRIC			
Invoice: 658JUL19				233329	658JUL19	08/01/2019		08/11/19	50.06
						SLS-4 IRENE/LOWER HAWLEY			
				50.06	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 520-298JUL19				233330	520-298JUL19	08/01/2019		08/11/19	236.06
						SLS-5 WW/SUNDAY COVE			
				236.06	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 640JUL19				233331	640JUL19	08/01/2019		08/11/19	13.74
						BRIEN DR S/BOOTH EL PANEL			
				13.74	91011768 547100	GG-C/E-PARKS-ELECTRIC			
Invoice: 983JUL19				233332	983JUL19	08/01/2019		08/11/19	11.53
						MILLER RD NE BEACON			
				11.53	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 067JUL19				233333	067JUL19	08/01/2019		08/11/19	10.43
						MADISON PARKING LOT			
				10.43	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL7JUL19				233334	IL7JUL19	08/01/2019		08/11/19	73.65
						MADISON PRJ HS TO WINSLOW II			
				73.65	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 466JUL19				233335	466JUL19	08/01/2019		08/11/19	11.42
						MADISON/HS RAINBRINGER			
				11.42	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 093JUL19				233336	093JUL19	08/01/2019		08/11/19	3,271.25
						FLETCHER BAY WELL FIELD			
				3,271.25	91411345 547100	GG-WTR-ELECTRIC			
Invoice: 444JUL19				233337	444JUL19	08/01/2019		08/11/19	287.25
						BI COMMONS			
				287.25	91011755 547100	GG-C/E-COMMONS-ELECTRIC			
Invoice: 461JUL19				233338	461JUL19	08/01/2019		08/11/19	6,504.45
						WWTP			
				6,504.45	91425358 547100	GG-WWTP-ELECTRIC			
Invoice: WW&305JUL19				233339	WW&305JUL19	08/01/2019		08/11/19	545.86
						WINSLOW WAY & 305			
				545.86	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 23
 |apcshdsb

CASH ACCOUNT: '635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 831JUL19				233340	831JUL19	08/01/2019		08/11/19	4,379.24
				4,379.24	91411345 547100	SANDS AVE NE WELL FIELD			
						GG-WTR-ELECTRIC			
Invoice: 797JUL19				233341	797JUL19	08/01/2019		08/11/19	106.58
				106.58	91011255 547100	MUNI COURT - METER E3			
						GG-C/E-COURT BLDG-ELECTRIC			
Invoice: 247JUL19				233342	247JUL19	08/01/2019		08/11/19	12.72
				12.72	91435838 547100	SSWM/DECANT FACILITY			
						GG-DECANT-ELECTRIC			
Invoice: 143JUL19				233343	143JUL19	08/01/2019		08/11/19	10.43
				10.43	91111264 547100	REITAN RD/WELCOME TO BI			
						GG-STREET-TRAF CONTROL-UTILITY			
Invoice: IL1JUL19				233344	IL1JUL19	08/01/2019		08/11/19	216.89
				216.89	91111263 547100	ERICKSN/MDSN/WNSLW/KNTCHL			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: 710JUL19				233345	710JUL19	08/01/2019		08/11/19	273.13
				273.13	91421355 547100	SLS-2 VILLAGE CENTER			
						GG-SWR-ELECTRIC			
Invoice: 893JUL19				233346	893JUL19	08/01/2019		08/11/19	685.54
				685.54	91111263 547100	MUNI STREET LIGHTING			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: 040-751JUL19				233347	040-751JUL19	08/01/2019		08/11/19	10.43
				10.43	91411345 547100	520 ERICKSOEN AVE NE PRV			
						GG-WTR-ELECTRIC			
Invoice: SPRINGJUL19				233348	SPRINGJUL19	08/01/2019		08/11/19	51.18
				51.18	91111263 547100	SPRINGRIDGE RD/HANSEN HILL			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: LYNCTRJUL19				233349	LYNCTRJUL19	08/01/2019		08/11/19	84.29
				84.29	91111263 547100	4238 LYNWOOD CTR RD, BLOSSOM HILL			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: BKLYN&MADJUL19				233350	BKLYN&MADJUL19	08/01/2019		08/11/19	13.51
				13.51	91111263 547100	NEW BROOKLYN & MAD AVE ST LT			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: 2360-MADJUL19				233351	2360-MADJUL19	08/01/2019		08/11/19	13.51
				13.51	91111263 547100	2360 MAD AVE N-E ENTRANCE ST LT			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: MAD&ORDJUL19				233352	MAD&ORDJUL19	08/01/2019		08/11/19	13.51
				13.51	91111263 547100	MADISON AVE N, ORDWAY CROSS ST LT			
						GG-STRT-STREET LIGHTING-UTIL			

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 24
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

Invoice: BKLYN&NTOWNJUL19	233353	BKLYN&NTOWNJUL19	08/01/2019	08/11/19	13.51
			NEW BROOKLYN & N TOWN ST LIGHT		
	13.51	91111263 547100	GG-STRT-STREET LIGHTING-UTIL		
Invoice: WING&AZALEAJUL19	233354	WING&AZALEAJUL19	08/01/2019	08/11/19	11.11
			WING PT & AZALEA AVE ST LT		
	11.11	91111263 547100	GG-STRT-STREET LIGHTING-UTIL		
Invoice: W.OFMAD-PH1JUL19	233355	W.OFMAD-PH1JUL19	08/01/2019	08/11/19	921.98
			W. OF MADISON-BAINBRIDGE CO PH1		
	921.98	91111263 547100	GG-STRT-STREET LIGHTING-UTIL		
Invoice: E.OFMAD-PH2JUL19	233356	E.OFMAD-PH2JUL19	08/01/2019	08/11/19	1,829.00
			E. OF MADISON-BAINBRIDGE CO PH2		
	1,829.00	91111263 547100	GG-STRT-STREET LIGHTING-UTIL		
Invoice: MAD&H.S.JUL19	233357	MAD&H.S.JUL19	08/01/2019	08/11/19	42.89
			MADISON AVE/H.S. AVE - ST LT		
	42.89	91111263 547100	GG-STRT-STREET LIGHTING-UTIL		
Invoice: 2665JUL19	233358	2665JUL19	08/01/2019	08/11/19	369.07
			301 SHANNON DR SE-WFP		
	369.07	91011768 547100	GG-C/E-PARKS-ELECTRIC		
Invoice: 2681JUL19	233359	2681JUL19	08/01/2019	08/11/19	11.74
			BJUNE WTRFRT PK BOOTH EL PANEL #4		
	11.74	91011768 547100	GG-C/E-PARKS-ELECTRIC		
Invoice: 2996JUL19	233360	2996JUL19	08/01/2019	08/11/19	13.33
			965 WEAVER RD NW		
	13.33	91411345 547100	GG-WTR-ELECTRIC		
Invoice: 3010JUL19	233361	3010JUL19	08/01/2019	08/11/19	13.43
			BJUNE WTRFRT PK BOOTH EL PANEL #3		
	13.43	91011768 547100	GG-C/E-PARKS-ELECTRIC		
Invoice: 3028JUL19	233362	3028JUL19	08/01/2019	08/11/19	11.84
			BJUNE WTRFRT PK BOOTH EL PANEL#2		
	11.84	91011768 547100	GG-C/E-PARKS-ELECTRIC		
Invoice: 3044JUL19	233363	3044JUL19	08/01/2019	08/11/19	14.34
			278 WINSLOW WAY E KIOSK		
	14.34	91011739 547100	COMM EVENTS-ELECTRICITY		
Invoice: 3051JUL19	233364	3051JUL19	08/01/2019	08/11/19	13.23
			BJUNE WTRFRT PK BOOTH EL PANEL #1		
	13.23	91011768 547100	GG-C/E-PARKS-ELECTRIC		
Invoice: CITY HALL JUN19	233392	CITY HALL JUN19	08/01/2019	08/11/19	1,915.54
			CITY HALL JUN 19		
	1,915.54	91011189 547100	GG-C/E-CITY HALL-ELECTRIC		

322

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

P 25
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

CHECK 351268 TOTAL: 30,339.03

351269	08/14/2019	PRTD	7187 RANDOLPH BAUER	233148	1908074	07/18/2019		08/11/19	290.00
Invoice: 1908074						PW/EAGLE HARBOR CANS			
				290.00	73011768 545000	O&M-C/E-PARKS-OP LEASES			
Invoice: 1908075						PW/PW CAN			
				90.00	73011897 545000	O&M-C/E-PWYD FAC-RENTS			
Invoice: 1908077						PW/VINCENT TNSFR STN CAN			
				145.00	73435838 545000	O&M-DECANT-RENTS			
Invoice: 1908076						PW/CREOSOTE PL CAN			
				145.00	73011768 545000	O&M-C/E-PARKS-OP LEASES			
Invoice: EVENT-033						PW/HAZMAT PICKUP EVENT CANS			
				220.00	73011897 545000	O&M-C/E-PWYD FAC-RENTS			
Invoice: EVENT-184						POL/WASH STATION: NNO			
				40.00	51011211 54110000649	NAT'L NIGHT OUT-PROF SVCS			

CHECK 351269 TOTAL: 930.00

351270	08/14/2019	PRTD	8745 RELIABLE STORAGE BAI	233393	33039	08/05/2019		08/11/19	320.00
Invoice: 33039						POL/STORAGE UNIT J28			
				320.00	53011212 545000	POLICE - C/E PATROL RENTS			

CHECK 351270 TOTAL: 320.00

351271	08/14/2019	PRTD	639 EDWARD ROSENBAUM, PH	233269	314082	07/22/2019		08/11/19	1,020.00
Invoice: 314082						POL/PRE-HIRE EVALS X3			
				1,020.00	53011212 541100	POLICE - C/E PATROL PROF SVCS			

CHECK 351271 TOTAL: 1,020.00

351272	08/14/2019	PRTD	7245 SAN DIEGO POLICE EQU	233281	638511	07/17/2019		08/11/19	403.18
Invoice: 638511						POL/AMMUNITION			
				403.18	53011212 531100	PD-C/E-PATROL SUPPLIES			

CHECK 351272 TOTAL: 403.18

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|p 26
|apcshdsb

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

351273	08/14/2019	PRTD	6180 SCE INC	233155	602628354	07/18/2019		08/11/19			65.00	
Invoice: 602628354						BUS. LIC FEE REFUND						
				65.00	01132 321900	C/E BL INITIAL & RENEWAL						
								CHECK	351273 TOTAL:	65.00		
351274	08/14/2019	PRTD	9235 TERI SCOTT/REDISCOVER	233160	7/23/19	07/23/2019		08/11/19			6.66	
Invoice: 7/23/19						DOWNTOWN PARKING REFUND						
				6.66	01136 362500	FAC & PARKING RENTAL-LONG TERM						
								CHECK	351274 TOTAL:	6.66		
351275	08/14/2019	PRTD	8129 SMARSH INC	233394	INV00530798	07/31/2019		08/11/19			163.33	
Invoice: INV00530798						IT/TEXT ARCHIVE						
				163.33	81011881 548500	IT - C/E COMPUTER SUPPORT						
								CHECK	351275 TOTAL:	163.33		
351276	08/14/2019	PRTD	601 SOUND REPROGRAPHICS	233282	72226	08/01/2019		08/11/19			2.73	
Invoice: 72226						CC/RETF FINISH CUT COVER						
				2.73	11011116 531100	COUNCIL - SUPPLIES						
								CHECK	351276 TOTAL:	20.69		
351276	08/14/2019	PRTD	601 SOUND REPROGRAPHICS	233395	71577	06/28/2019		08/11/19			17.96	
Invoice: 71577						CC/NAME PLATE: MT						
				17.96	11011116 531100	COUNCIL - SUPPLIES						
								CHECK	351276 TOTAL:	20.69		
351277	08/14/2019	PRTD	8738 SPEAKWRITE, LLC	233396	09F821D6	08/01/2019		08/11/19			522.00	
Invoice: 09F821D6						POL/TRANSCRIPTION						
				522.00	52011212 541100	POLICE - C/E INVEST PROF SVCS						
								CHECK	351277 TOTAL:	522.00		
351278	08/14/2019	PRTD	8132 SPECTRA LABORATORIES	233161	19-05553	07/25/2019		08/11/19			45.00	
Invoice: 19-05553						PW/WWTP TESTING						
				45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP						
								CHECK	351278 TOTAL:	45.00		
351278	08/14/2019	PRTD	8132 SPECTRA LABORATORIES	233162	19-05511	07/24/2019		08/11/19			45.00	
Invoice: 19-05511						PW/WWTP TESTING						
				45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP						
								CHECK	351278 TOTAL:	45.00		
351278	08/14/2019	PRTD	8132 SPECTRA LABORATORIES	233163	19-05498	07/24/2019		08/11/19			175.00	
Invoice: 19-05498						PW/WWTP TESTING						
				175.00	73425358 54110000391	LAB & TESTING SVCS-WWTP						

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

P 27
apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

Invoice: 19-05458				233165	19-05458	07/23/2019		08/11/19	93.00
						PW/WWTP TESTING			
				93.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
Invoice: 19-05410				233166	19-05410	07/22/2019		08/11/19	45.00
						PW/WWTP TESTING			
				45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
Invoice: 19-05381				233167	19-05381	07/19/2019		08/11/19	45.00
						PW/WWTP TESTING			
				45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
Invoice: 19-05376				233168	19-05376	07/19/2019		08/11/19	45.00
						PW/WWTP TESTING			
				45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
Invoice: 19-05304				233169	19-05304	07/18/2019		08/11/19	45.00
						PW/WWTP TESTING			
				45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
Invoice: 19-05344				233170	19-05344	07/18/2019		08/11/19	84.64
						PW/E-COLI TESTING			
				84.64	73411345 54110000391	LAB SVCS-WATER			
Invoice: 19-05307				233171	19-05307	07/18/2019		08/11/19	62.10
						PW/FLOURIDE TESTING			
				62.10	73411345 54110000391	LAB SVCS-WATER			
Invoice: 19-05308				233172	19-05308	07/18/2019		08/11/19	63.02
						PW/ROCKAWAY TESTING			
				63.02	73415345 54110000391	LAB SVCS-WATER ROCKAWAY			
Invoice: 19-05089				233173	19-05089	07/16/2019		08/11/19	262.50
						PW/WWTP TESTING			
				262.50	73425358 54110000391	LAB & TESTING SVCS-WWTP			
Invoice: 19-05079				233174	19-05079	07/16/2019		08/11/19	118.00
						PW/WWTP TESTING			
				118.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
Invoice: 19-05112				233175	19-05112	07/16/2019		08/11/19	262.50
						PW/WWTP TESTING			
				262.50	73425358 54110000391	LAB & TESTING SVCS-WWTP			
Invoice: 19-05141				233176	19-05141	07/16/2019		08/11/19	45.00
						PW/WWTP TESTING			
				45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
Invoice: 19-05190				233177	19-05190	07/16/2019		08/11/19	45.00
						PW/WWTP TESTING			
				45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 28
|apcshdsb

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 19-05247	233178	19-05247	07/16/2019	08/11/19	45.00
			PW/WWTP TESTING		
	45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP		
Invoice: 19-05177	233179	19-05177	07/16/2019	08/11/19	105.80
			PW/E-COLI TESTING		
	105.80	73411345 54110000391	LAB SVCS-WATER		
Invoice: 19-05610	233397	19-05610	07/30/2019	08/11/19	262.50
			PW/WWTP TESTING		
	262.50	73425358 54110000391	LAB & TESTING SVCS-WWTP		
Invoice: 19-05625	233398	19-05625	07/30/2019	08/11/19	45.00
			PW/WWTP TESTING		
	45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP		
Invoice: 19-04457	233400	19-04457	06/18/2019	08/11/19	23.00
			PW/PW ECOLI TESTING		
	23.00	73011897 54110000391	LAB SVCS-PWY FAC		
		CHECK	351278 TOTAL:		1,962.06
351279 08/14/2019 PRTD 8887 SOUTHEASTERN SECURIT	233182	143543	06/01/2019	08/11/19	388.50
Invoice: 143543			EX/BACKGROUND CHECKS: EM VOLUNTEERS		
	388.50	31011256 541100	EX-GF-EMERG PREP-PROF SVCS		
Invoice: 142410	233183	142410	04/01/2019	08/11/19	203.50
			EX/BACKGROUND CHECKS: EM VOLUNTEERS		
	203.50	31011256 541100	EX-GF-EMERG PREP-PROF SVCS		
Invoice: 141108	233184	141108	03/01/2019	08/11/19	499.50
			EX/BACKGROUND CHECKS: EM VOLUNTEERS		
	499.50	31011256 541100	EX-GF-EMERG PREP-PROF SVCS		
Invoice: 138113	233185	138113	11/01/2018	08/11/19	351.50
			EX/BACKGROUND CHECKS: EM VOLUNTEERS		
	351.50	31011256 541100	EX-GF-EMERG PREP-PROF SVCS		
Invoice: 145048	233534	145048	07/31/2019	08/11/19	37.00
			EX/EMERGENCY VOLUNTEER BACKGROUND CHECKS		
	37.00	31011256 541100	EX-GF-EMERG PREP-PROF SVCS		
		CHECK	351279 TOTAL:		1,480.00
351280 08/14/2019 PRTD 2467 STAPLES	233186	3418797874	07/06/2019	08/11/19	66.08
Invoice: 3418797874			PCD/PENS, PAPER		
	66.08	61011581 531100	PCD - C/E ADMIN SUPPLIES		
Invoice: 3418797875	233187	3418797875	07/06/2019	08/11/19	44.83
			PCD/BINDERS, PAPER		

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 29
 |apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
				44.83	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 3418797877				233188	3418797877	07/06/2019		08/11/19	10.46
						PCD/BINDERS			
				10.46	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 3418797876				233189	3418797876	07/06/2019		08/11/19	-10.46
						PCD/RETURN BINDERS			
				-10.46	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 3418797879				233190	3418797879	07/06/2019		08/11/19	97.26
						PCD/FOLDERS, PAPER			
				97.26	63470588 531100	CUR - DEV DEV PLAN OFC SUPPLY			
Invoice: 3418797880				233191	3418797880	07/06/2019		08/11/19	79.60
						PCD/OFFICE SUPPLIES			
				79.60	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 3418797878				233192	3418797878	07/06/2019		08/11/19	10.34
						PCD/USB CABLE			
				10.34	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
Invoice: 3418797881				233193	3418797881	07/06/2019		08/11/19	37.06
						PCD/VM LOG BOOK			
				37.06	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 3418797767				233194	3418797767	07/06/2019		08/11/19	191.40
						EX,FIN/OFFICE SUPPLIES			
				151.91	31011131 531100	EX-GF-SUPPLIES			
				39.49	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 3418797764				233195	3418797764	07/06/2019		08/11/19	7.50
						FIN/RULER			
				7.50	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 3418797758				233196	3418797758	07/06/2019		08/11/19	93.83
						FIN/OFFICE SUPPLIES			
				93.83	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 3418797760				233197	3418797760	07/06/2019		08/11/19	-69.23
						FIN/ITEM RETURNS			
				-69.23	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 3418797777				233198	3418797777	07/06/2019		08/11/19	19.95
						FIN/BADGEHOLDERS			
				19.95	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 3418797779				233199	3418797779	07/06/2019		08/11/19	50.96
						EX,FIN/FOLDERS, KLEENEX			
				25.48	31011131 531100	EX-GF-SUPPLIES			
				25.48	41011141 531100	FIN - C/E ADMIN SUPPLIES			

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

P 30
 apcshdsb

CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL DESC			
Invoice: 3418797756			233200	3418797756	07/06/2019		08/11/19	-4.51
					FIN/DAMAGED ITEM RETURN			
			-4.51	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 3418797771			233201	3418797771	07/06/2019		08/11/19	49.42
					EX,FIN/HAND SANITIZER			
			24.71	31011131 531100	EX-GF-SUPPLIES			
			24.71	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 3418797763			233202	3418797763	07/06/2019		08/11/19	6.23
					EX,FIN/BUSINESS CARD HOLDERS			
			3.11	31011131 531100	EX-GF-SUPPLIES			
			3.12	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 3418797775			233203	3418797775	07/06/2019		08/11/19	212.32
					EX,FIN/OFFICE SUPPLIES			
			77.93	31011131 531100	EX-GF-SUPPLIES			
			134.39	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 3418797765			233204	3418797765	07/06/2019		08/11/19	86.64
					LEGAL/TONER			
			86.64	32011152 531100	LGL-GF-SUPPLIES			
Invoice: 3418797769			233205	3418797769	07/06/2019		08/11/19	7.40
					CC/PAPER			
			7.40	11011116 531100	COUNCIL - SUPPLIES			
Invoice: 3418797773			233206	3418797773	07/06/2019		08/11/19	45.30
					CC/CERTIFICATE HOLDERS			
			45.30	11011116 531100	COUNCIL - SUPPLIES			
Invoice: 3418797762			233207	3418797762	07/06/2019		08/11/19	93.87
					FIN/PAPER, PENCIL HOLDER, SHELF			
			93.87	41011141 531100	FIN - C/E ADMIN SUPPLIES			
CHECK 351280 TOTAL:								1,126.25
351281 08/14/2019 PRTD 8833 STRATEGIC GOVERNMENT			233209	2019-100685	07/05/2019		08/11/19	8,998.32
Invoice: 2019-100685					CC/COUNCIL RETREAT			
			8,998.32	11011116 541100	COUNCIL - PROF SERVICES			
CHECK 351281 TOTAL:								8,998.32
351282 08/14/2019 PRTD 9233 STRIVE PHYSICAL REHA			233210	7/9/19	07/09/2019		08/11/19	275.00
Invoice: 7/9/19					POL/PRE-EMP EVAL: EH			
			275.00	53011212 541100	POLICE - C/E PATROL PROF SVCS			
Invoice: 7/3/19			233211	7/3/19	07/03/2019		08/11/19	275.00
					POL/PRE-EMPL EVAL: BN			
			275.00	53011212 541100	POLICE - C/E PATROL PROF SVCS			

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 31
|apcshdsb

CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
CHECK 351282 TOTAL:									550.00
351283	08/14/2019	PRTD	5730 SUMMIT LAW GROUP	233212	105755	07/22/2019		08/11/19	1,008.00
Invoice: 105755						LEGAL/LABOR NEGOTIATIONS			
				1,008.00	32011152	54111000274	LGL-LABOR NEGOTIATIONS		
				233213	105754	07/22/2019		08/11/19	1,228.50
Invoice: 105754						LEGAL/JUN19 PROF SVCS			
				63.00	32011152	54111000274	LGL-LABOR NEGOTIATIONS		
				1,165.50	32011152	54111000870	LGL-HR (NON-BARGAINING)		
CHECK 351283 TOTAL:									2,236.50
351284	08/14/2019	PRTD	7095 SUPERIOR SAW & SUPPL	233214	130671	07/16/2019		08/11/19	43.60
Invoice: 130671						PW/BLADE SHARPENING			
				43.60	73111427	548100	O&M-ACCESS RDSIDE R&M		
CHECK 351284 TOTAL:									43.60
351285	08/14/2019	PRTD	8244 THE HOME DEPOT PRO	233235	503221731	07/22/2019		08/11/19	1,258.91
Invoice: 503221731						PW/TOWELS, LINERS, TISSUE			
				1,258.91	73637948	531100	O&M ALLOC-CITY WIDE SUPPLIES		
CHECK 351285 TOTAL:									1,258.91
351286	08/14/2019	PRTD	4271 JOHN SUTTON	233215	Q2-2019	06/30/2019		08/11/19	406.50
Invoice: Q2-2019						Q2 2019 LEOFF REIMB			
				406.50	91029211	521500	POLICE - INS ADD MEDICAL COSTS		
CHECK 351286 TOTAL:									406.50
351287	08/14/2019	PRTD	8243 TILZ	233402	31156	07/31/2019		08/11/19	190.00
Invoice: 31156						PW/YARD WASTE JUL 2019			
				40.00	91011768	547900	GG-C/E-PARKS-GARBAGE		
				15.00	91011189	547900	GG-C/E-CITY HALL-GARBAGE		
				135.00	91111427	547900	GG-STREET-ROADSIDE-GARBAGE		
CHECK 351287 TOTAL:									190.00
351288	08/14/2019	PRTD	9222 TITAN ROOFING LLC	233283	PAYREQ1-1026	07/26/2019	21900035	08/11/19	17,100.00
Invoice: PAYREQ1-1026						ROOF REPLACEMENT & REPAIR PRJ			
				14,625.00	73011897	54810001026	PWY-SSWM&TRAINING TRLR-REROOF		
				2,475.00	73425358	54810001026	WWTP-REROOF		

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 32
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

										CHECK	351288	TOTAL:	17,100.00
351289	08/14/2019	PRTD	558 TOWN & COUNTRY MARKE	233216	7/12/19	07/12/2019	08/11/19	23.47					
Invoice: 7/12/19										PW/DISTILLED WATER			
				23.47	73425358 531100	O&M-WWTP-SUPPLIES							
				233242	07/30/19	07/30/2019	08/11/19	43.38					
Invoice: 07/30/19										CS/CIV SVC LUNCHES			
				43.38	91011211 531100	GG-C/E-CIVIL SVC-OFC SUP							
				233243	7/31/19	07/31/2019	08/11/19	43.38					
Invoice: 7/31/19										CS/CIV SVC LUNCHES			
				43.38	91011211 531100	GG-C/E-CIVIL SVC-OFC SUP							
										CHECK	351289	TOTAL:	110.23
351290	08/14/2019	PRTD	7964 TRANS4MEDIA, LLC	233284	5522	06/18/2019	08/11/19	300.00					
Invoice: 5522										ENG/OLY DR FERRY MONIT			
				300.00	72334953 64245000596	SR305-OLYMPIC NM-OUTREACH							
										CHECK	351290	TOTAL:	300.00
351291	08/14/2019	PRTD	9136 TURFSTAR WESTERN	233535	8052081-00	07/22/2019	21900013 08/11/19	57,275.58					
Invoice: 8052081-00										HARPER 72LC SLOPE MOWER			
				57,275.58	73434438 66400000979	SLOPE MOWER-EQ REPLACEMENT							
										CHECK	351291	TOTAL:	57,275.58
351292	08/14/2019	PRTD	4929 TYLER TECHNOLOGIES I	233403	045-268065A	07/01/2019	08/11/19	2,391.69					
Invoice: 045-268065A										IT/INVOICE SHORT PAYMENT			
				2,391.69	81011881 548500	IT - C/E COMPUTER SUPPORT							
										CHECK	351292	TOTAL:	2,391.69
351293	08/14/2019	PRTD	9242 UHL, DAVID	233032	79346	07/26/2019	08/11/19	21.38					
Invoice: 79346										UB 11356 5684 WILD CHERRY LANE			
				21.38	411 122100	WATER ACCOUNTS RECEIVABLE							
										CHECK	351293	TOTAL:	21.38
351294	08/14/2019	PRTD	4139 UNITED RENTALS (NORT	233217	171109123-001	07/09/2019	08/11/19	733.52					
Invoice: 171109123-001										PW/4TH OF JULY RENTALS			
				733.52	73111290 545000	O&M-STREET-MAINT O/H-LEASES							

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 33
 |apcshdsb

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

								CHECK	351294 TOTAL:	733.52
351295	08/14/2019	PRTD	2425 THE UPS STORE #1265	233244	7/10/19	07/10/2019		08/11/19	57.39	
Invoice: 7/10/19						PW/SHIPPING				
				57.39	91425358	542500	GG-WWTP-POSTAGE/SHIPPING			
								CHECK	351295 TOTAL:	57.39
351296	08/14/2019	PRTD	1152 USA BLUE BOOK	233218	948966	07/12/2019		08/11/19	93.22	
Invoice: 948966						PW/PH 6.00 BUFFER				
				93.22	73425358	531100	O&M-WWTP-SUPPLIES			
Invoice: 943908				233219	943908	07/08/2019		08/11/19	163.23	
						PW/REPL HOUSING ASSEMB W/ CABLE				
				163.23	73425358	531100	O&M-WWTP-SUPPLIES			
Invoice: 940424				233220	940424	07/02/2019		08/11/19	308.60	
						PW/REPL STRIP PADDLE, GLOVES				
				308.60	73425358	531100	O&M-WWTP-SUPPLIES			
Invoice: 955912				233245	955912	07/19/2019		08/11/19	277.63	
						PW/PETRI DISHES, CLASS CC FUSE				
				277.63	73425358	531100	O&M-WWTP-SUPPLIES			
								CHECK	351296 TOTAL:	842.68
351297	08/14/2019	PRTD	1945 WA ST DEPT LABOR & I	233247	245220	06/14/2019		08/11/19	134.10	
Invoice: 245220						PW/ANNUAL OP CERTIF				
				134.10	73011183	549800	O&M-C/E-CH FAC-PERMITS			
								CHECK	351297 TOTAL:	134.10
351298	08/14/2019	PRTD	167 WA ST DEPT OF ECOLOG	233246	04525	06/27/2019		08/11/19	105.00	
Invoice: 04525						PCD/COASTAL TRNG REG: CC				
				105.00	61011584	443410	PCD - C/E ADM TRAINING			
Invoice: 2019-RS-WAR045503				233404	2019-RS-WAR045503	07/01/2019		08/11/19	11,201.00	
						PW/ANNUAL STORMWATER MONIT FEE				
				11,201.00	72431831	54980000278	ENG-SSWM-NPDES PERMIT			
								CHECK	351298 TOTAL:	11,306.00
351299	08/14/2019	PRTD	938 WA ST DEPT OF HEALTH	233405	07138F-2019	08/01/2019		08/11/19	248.90	
Invoice: 07138F-2019						PW/2019 OPERATING PERMIT FEE				
				248.90	73011897	549800	O&M-C/E-PWYD FAC-PERMITS			

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

P 34
apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

					CHECK	351299	TOTAL:	248.90
351300	08/14/2019	PRTD	4104 WA ST FERRIES	233536	RK332617	07/31/2019	08/11/19	191.50
Invoice: RK332617					JUL19 WAVE2GO FERRY CHARGES			
					114.90	51011211	543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN
					76.60	72011321	543100	ENG - C/E ADMIN TRAVEL EXPENSE
					CHECK	351300	TOTAL:	191.50
351301	08/14/2019	PRTD	952 WASHINGTON STATE PAT	233537	I20000647	07/31/2019	08/11/19	145.75
Invoice: I20000647					FIN/JUL 19 BACKGROUND CHECKS			
					145.75	41654861	586100	AGENCY DISBURSEMENTS
					CHECK	351301	TOTAL:	145.75
351302	08/14/2019	PRTD	7551 WASHINGTON TRACTOR I	233248	1879374	07/01/2019	08/11/19	100.81
Invoice: 1879374					PW/V-BELT			
					100.81	73011483	531100	O&M-GF-MECH SHOP-SUPPLIES
					CHECK	351302	TOTAL:	100.81
351303	08/14/2019	PRTD	9128 THE WATERSHED COMPAN	233407	2019-0889	07/16/2019	21900006	08/11/19
Invoice: 2019-0889					SSWM SIGN SERVICES			
					132.00	72431832	53110000664	ST DOE SSWM-SUPPLIES
					CHECK	351303	TOTAL:	132.00
351304	08/14/2019	PRTD	499 WESTBAY AUTO PARTS I	233249	471683	07/23/2019	08/11/19	65.30
Invoice: 471683					PW/BRAKE PADS			
					65.30	73011189	531100	O&M - C/E FACIL OFC SUPPLIES
					233250	471684		08/11/19
Invoice: 471684					PW/OIL & FUEL FILTERS, GLOVES			
					102.15	73638935	531100	O&M-STD ALLOCATION-SUPPLIES
					42.25	990	141100	MERCHANDISE
					233251	470283		08/11/19
Invoice: 470283					PW/FUSES			
					20.51	73638935	531100	O&M-STD ALLOCATION-SUPPLIES
					13.61	73111423	531100	OFFICE SUPPLIES
					233252	470268		08/11/19
Invoice: 470268					PW/FUEL & OIL FILTERS			
					35.99	990	141100	MERCHANDISE
					233253	469642		08/11/19
Invoice: 469642					PW/SPARK PLUG, PRIMER BULB KIT			

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 35
 |apcshdsb

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

				21.61	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
Invoice: 469493				233254	469493	07/15/2019		08/11/19	71.94
						PW/BUE DEF 2.5 GAL (6)			
				71.94	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
Invoice: 466718				233255	466718	07/04/2019		08/11/19	-62.27
						PW/RETURNS			
				-62.27	73431835 531100	OFFICE SUPPLIES			
Invoice: 465823				233256	465823	07/01/2019		08/11/19	339.69
						PW/ALTERNATOR VEH #161			
				339.69	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
						CHECK	351304	TOTAL:	650.78
351305 08/14/2019 PRTD	9244 WILKES JR, JOHN D			233034	79348	07/26/2019		08/11/19	188.62
Invoice: 79348						UB 11631 742 ALDER AVENUE NE			
				188.62	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK	351305	TOTAL:	188.62
351306 08/14/2019 PRTD	6920 COMCAST			233285	AUG19	07/20/2019		08/11/19	11.36
Invoice: AUG19						POL/HD CONVERTER BOX			
				11.36	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
						CHECK	351306	TOTAL:	11.36
351307 08/14/2019 PRTD	2607 ZEE MEDICAL SERVICE			233257	68381355	07/12/2019		08/11/19	214.22
Invoice: 68381355						PW/FIRST AID RESTOCK			
				214.22	73637891 531100	OFFICE SUPPLIES			
Invoice: 68380769				233408	68380769	08/01/2019		08/11/19	416.98
						FIN/FIRST AID RESTOCK			
				416.98	41011189 531100	FIN - C/E CNTL SV SUPPLIES			
						CHECK	351307	TOTAL:	631.20

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 36
|apcshdsb

NUMBER OF CHECKS 139 *** CASH ACCOUNT TOTAL *** 531,970.71

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	139	531,970.71

*** GRAND TOTAL *** 531,970.71

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 37
|apcsbdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL								
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2019 8 41									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			220,292.11	
08/14/2019 08/11/19	081419				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				531,970.71
08/14/2019 08/11/19	081419				AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			81,377.79	
08/14/2019 08/11/19	081419				AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			12,859.21	
08/14/2019 08/11/19	081419				AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			10,397.90	
08/14/2019 08/11/19	081419				AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			156,292.30	
08/14/2019 08/11/19	081419				AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			20,461.88	
08/14/2019 08/11/19	081419				AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			12,495.11	
08/14/2019 08/11/19	081419				AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			4,018.32	
08/14/2019 08/11/19	081419				AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			2,014.75	
08/14/2019 08/11/19	081419				AP CASH DISBURSEMENTS JOURNAL				
APP 104-213000					CIVIC IMPR - ACCOUNTS PAYABLE			10,558.10	
08/14/2019 08/11/19	081419				AP CASH DISBURSEMENTS JOURNAL				
APP 108-213000					AFFORD HSG - ACCOUNTS PAYABLE			1,125.00	
08/14/2019 08/11/19	081419				AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000					ACCOUNTS PAYABLE			78.24	
08/14/2019 08/11/19	081419				AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL								531,970.71	531,970.71
APP 631-130000					DUE TO/FROM CLEARING			519,111.50	
08/14/2019 08/11/19	081419								
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				220,292.11
08/14/2019 08/11/19	081419								
APP 403-130000					DUE TO/FROM CLEARING				81,377.79
08/14/2019 08/11/19	081419								
APP 101-130000					STREETS - DUE TO/FROM CLEARING				10,397.90
08/14/2019 08/11/19	081419								
APP 402-130000					DUE TO/FROM CLEARING				156,292.30
08/14/2019 08/11/19	081419								
APP 401-130000					DUE TO/FROM CLEARING				20,461.88
08/14/2019 08/11/19	081419								
APP 301-130000					DUE TO/FROM CLEARING				12,495.11
08/14/2019 08/11/19	081419								
APP 407-130000					DUE TO/FROM CLEARING				4,018.32
08/14/2019 08/11/19	081419								
APP 650-130000					DUE TO/FROM CLEARING				2,014.75

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 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 38
 |apcshdsb

JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL								
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3		LINE DESC			
08/14/2019	08/11/19	081419							
APP 104-130000						CIVIC IMPR DUE TO/FROM CLEAR'G			10,558.10
08/14/2019	08/11/19	081419							
APP 108-130000						AFFORD HSG DUE TO/FROM CLEAR'G			1,125.00
08/14/2019	08/11/19	081419							
APP 901-130000						DUE TO/FROM CLEARING			78.24
08/14/2019	08/11/19	081419							
SYSTEM GENERATED ENTRIES TOTAL								519,111.50	519,111.50
JOURNAL 2019/08/41 TOTAL								1,051,082.21	1,051,082.21

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019 8	41	08/14/2019		
001-130000			GENERAL - DUE TO/FROM CLEARING		220,292.11
001-213000			GENERAL - ACCOUNTS PAYABLE	220,292.11	
			FUND TOTAL	220,292.11	220,292.11
101 STREET FUND	2019 8	41	08/14/2019		
101-130000			STREETS - DUE TO/FROM CLEARING		10,397.90
101-213000			STREETS - ACCOUNTS PAYABLE	10,397.90	
			FUND TOTAL	10,397.90	10,397.90
104 CIVIC IMPROVEMENT FUND	2019 8	41	08/14/2019		
104-130000			CIVIC IMPR DUE TO/FROM CLEAR'G		10,558.10
104-213000			CIVIC IMPR - ACCOUNTS PAYABLE	10,558.10	
			FUND TOTAL	10,558.10	10,558.10
108 AFFORDABLE HOUSING FUND	2019 8	41	08/14/2019		
108-130000			AFFORD HSG DUE TO/FROM CLEAR'G		1,125.00
108-213000			AFFORD HSG - ACCOUNTS PAYABLE	1,125.00	
			FUND TOTAL	1,125.00	1,125.00
301 CAPITAL CONSTRUCTION FUND	2019 8	41	08/14/2019		
301-130000			DUE TO/FROM CLEARING		12,495.11
301-213000			ACCOUNTS PAYABLE	12,495.11	
			FUND TOTAL	12,495.11	12,495.11
401 WATER OPERATING FUND	2019 8	41	08/14/2019		
401-130000			DUE TO/FROM CLEARING		20,461.88
401-213000			ACCOUNTS PAYABLE	20,461.88	
			FUND TOTAL	20,461.88	20,461.88
402 SEWER OPERATING FUND	2019 8	41	08/14/2019		
402-130000			DUE TO/FROM CLEARING		156,292.30
402-213000			ACCOUNTS PAYABLE	156,292.30	
			FUND TOTAL	156,292.30	156,292.30
403 STORM & SURFACE WATER FUND	2019 8	41	08/14/2019		
403-130000			DUE TO/FROM CLEARING		81,377.79
403-213000			ACCOUNTS PAYABLE	81,377.79	
			FUND TOTAL	81,377.79	81,377.79
407 BUILDING & DEVELOPMENT FUND	2019 8	41	08/14/2019		

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

|P 40
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
407-130000				DUE TO/FROM CLEARING		4,018.32
407-213000				ACCOUNTS PAYABLE	4,018.32	
				FUND TOTAL	4,018.32	4,018.32
631 CLEARING FUND	2019 8	41	08/14/2019			
631-130000				DUE TO/FROM CLEARING	519,111.50	
631-213000				ACCOUNTS PAYABLE	12,859.21	
635-111100				CASH		531,970.71
				FUND TOTAL	531,970.71	531,970.71
650 AGENCY FUND	2019 8	41	08/14/2019			
650-130000				DUE TO/FROM CLEARING		2,014.75
650-213000				ACCOUNTS PAYABLE	2,014.75	
				FUND TOTAL	2,014.75	2,014.75
901 CITY-WIDE REPORTING FUND	2019 8	41	08/14/2019			
901-130000				DUE TO/FROM CLEARING		78.24
901-213000				ACCOUNTS PAYABLE	78.24	
				FUND TOTAL	78.24	78.24

08/07/2019 09:18 |CITY OF BAINBRIDGE ISLAND
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|P 41
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		220,292.11
101	STREET FUND		10,397.90
104	CIVIC IMPROVEMENT FUND		10,558.10
108	AFFORDABLE HOUSING FUND		1,125.00
301	CAPITAL CONSTRUCTION FUND		12,495.11
401	WATER OPERATING FUND		20,461.88
402	SEWER OPERATING FUND		156,292.30
403	STORM & SURFACE WATER FUND		81,377.79
407	BUILDING & DEVELOPMENT FUND		4,018.32
631	CLEARING FUND	519,111.50	
650	AGENCY FUND		2,014.75
901	CITY-WIDE REPORTING FUND		78.24
	TOTAL	519,111.50	519,111.50

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME:

AGENDA ITEM: City Council Study Session Minutes, July 16, 2019

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

Consider approval of meeting minutes.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[CCMIN 071619 STUDY SESSION.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION
TUESDAY, JULY 16, 2019

MEETING MINUTES

1) CALL TO ORDER / ROLL CALL

Mayor Medina called the meeting to order at 6:00 p.m. in Council Chambers.

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

2) EXECUTIVE SESSION

2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
[Cover Page](#)

2.B Pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for employment or to review the performance of a public employee.
[Cover Page](#)

2.C Pursuant to RCW 42.30.110(1)(f), to receive and evaluate complaints or charges brought against a public officer or employee.
[Cover Page](#)

3) [APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE](#)

Mayor Medina called the Executive Session to order at 6:02 p.m.

Council returned from Executive Session at 6:58 p.m.

The meeting was called to order at 7:01 p.m. by Mayor Medina.

Councilmember Nassar requested the addition of a new Item 7.B; review of her response to the Ethics Board.

Deputy Mayor Tirman moved and Councilmember Deets seconded to approve the agenda, as amended. The motion was approved by unanimous consent.

4) MAYOR'S REPORT

Mayor Medina mentioned the North Ward Meeting at Seabold Hall on Saturday, July 20. A resident contacted Mayor Medina regarding WSDOT performing pest control on the island using glyphosate; Mayor Medina will send a letter to WSDOT discouraging the use of glyphosate. Thursday night at the Clearwater Casino, WSDOT is holding a meeting on proposed changes to Highway 305; the meeting will be noticed.

5) PRESENTATIONS

5.A Consider Changes to Annual Funding and Master Lease with Friends of the Farms - Executive

Cover Page

Farm Property Management Funding Staff Memo

City of Bainbridge Island Farmland Map

FOF Operating Support Request for CC 07162019

COBI-FOF Master Lease - 1-1-12 to 1-1-42 - Executed 12-9-11

Amendment No. 1 to COBI-FOF Master Lease - Executed 2-6-19

Heather Burger, Executive Director of Friends of the Farm, Bruce Weiland and Deputy City Manager Schroer introduced the agenda item.

After discussion, the majority of Council is supportive of moving forward with changes discussed and request the revised lease return to a study session with more information and analysis of some of the questions raised.

6) UNFINISHED BUSINESS

6.A Ordinance No. 2019-04, Updating the City's Sign Code - Planning

Cover Page

Sign Code Matrix and Definitions of Key Terms

Staff Memo - Sign Code Enforcement

Deputy City Attorney Sepler and Code Enforcement Officer Pool introduced the agenda item and provided a PowerPoint matrix of sign code options.

MOTION: I move to allow temporary sandwich boards outside of Winslow in the right-of-way if they are brought in at night.

Peltier/Tirman: The motion carried unanimously, 7 – 0.

AYES: Ron Peltier, Rasham Nassar, Matt Tirman, Joe Deets, Leslie Schneider, Sarah Blossom, Kol Medina

NOES:

ABSENT: None

ABSTAIN: None

MOTION: I move that in the right-of-way in Winslow, temporary noncommercial signs are allowed if safe and temporary and permanent commercial signs are not allowed.

Blossom: The motion failed for lack of a second.

MOTION: I move, for Winslow, in the right-of-way, that noncommercial signs, temporary, are allowed if safe and brought in at night and there is only one sign; permanent noncommercial signs are not allowed and commercial signs, temporary, are allowed if safe; permanent commercial signs are now allowed.

Deets/Nassar: The motion carried, 5 – 2.

AYES: Ron Peltier, Rasham Nassar, Matt Tirman, Joe Deets, Leslie Schneider

NOES: Sarah Blossom, Kol Medina

ABSENT: None

ABSTAIN: None

MOTION: I move to approve the non-durable sign table on page 99 of the agenda packet.

Tirman/Peltier: The motion was approved by unanimous consent.

City Manager Smith confirmed that this agenda item will return to Council during a Business Meeting.

6.B Update on Moratorium - Planning

[Cover Page](#)

[20190625_Moratorium_work_program_status_report.docx](#)

[Ordinance No. 2019-10 Extending the Development Moratorium](#)

[Development Moratorium Summary Effective April 3, 2019](#)

Planner Christy Carr introduced the agenda item and answered a few questions from Council.

7) NEW BUSINESS

7.A Consideration of Options Related to Shade Covenant on the Crawford Property - Executive

[Cover Page](#)

[Shade Covenant Memo](#)

[Crawford Property Goals Policies Practices from Master Lease](#)

Deputy City Attorney Sepler introduced the agenda item.

Betsy Wittock, representative for Gerard and JoAnn Bentryn, provided comment.

Council discussed potential options and directed staff to return at a future meeting with cost estimates for each option for further Council discussion and consideration.

7.B Councilmember Nassar's Response to Ethics Complaint 2019-02 [added]

Mayor Medina introduced the added agenda item, a request from Councilmember Nassar to post her response to the complaint on the City's website.

MOTION: I move to allow Councilmember Nassar to respond, and in effect make this a remand back to the Ethics Board and to give them the discretion to evaluate and to amend their advisory opinion if they would like.

Deets/Schneider: Withdrawn

MOTION: I move to remand Complaint 2019-02 back to the Ethics Board.

Deets/Blossom: The motion fails, 3 – 3.

AYES: Sarah Blossom, Joe Deets, Leslie Schneider
NOES: Ron Peltier, Matt Tirman, Kol Medina
ABSENT:
ABSTAIN: Rasham Nassar

MOTION: I move to allow Councilmember Nassar to have her statement posted on the Ethics page as requested and leave it up to the discretion of the Ethics Board whether they want to take up the matter again and issue a new opinion.

Peltier/Schneider: The motion carried, 5 – 1.

AYES: Ron Peltier, Matt Tirman, Joe Deets, Leslie Schneider, Kol Medina
NOES: Sarah Blossom
ABSENT: None
ABSTAIN: Rasham Nassar

8) CITY COUNCIL DISCUSSION

8.A Discussion of Definition of Task Force and Committees in Governance Manual - Councilmember Schneider

[Cover Page](#)

[Resolution No. 2018-13, Approving the Manual of City Governance Policies, Procedures, and Guidelines - Approved 041018](#)

Councilmember Schneider introduced the agenda item. Her goal is to clear up conflicting language in the Governance Manual.

Councilmember Blossom will work with Councilmember Schneider to bring back a draft document.

Councilmember Tirman suggested that a track changes document be provided.

9) FUTURE COUNCIL AGENDAS

9.A Future Council Agendas

[Cover Page](#)

[City Council Regular Business Meeting 072319.pdf](#)

[City Council Study Session 080619.pdf](#)

[City Council Regular Business Meeting 081319.pdf](#)

City Manager Smith stated a discussion item on green building standards for the police and court facility will take place in the fall.

Councilmember Peltier would like to have an agenda item regarding solar installations.

Councilmember Nassar mentioned the 5G rollout and small cell wireless; this agenda item will be on the August 13 agenda.

10) FOR THE GOOD OF THE ORDER

Councilmember Nassar stated the Central Ward meeting was productive with conversation focusing on traffic concerns in Winslow and discussion on sea-level rise.

Councilmember Nassar also mentioned open reservoirs and retention ponds on Weaver Road; a concerned citizen brought this to the Councilmember's attention.

Councilmember Peltier reported on the Climate Change Committees' timeline of work. They would like support from the City for a survey and to conduct a workshop in November.

Councilmember Deets shared material on teen mental health efforts and at-risk youth.

Councilmember Tirman requested his fellow councilmembers send a letter to the County Commissioners supporting 550 Madison.

11) ADJOURNMENT

Mayor Medina adjourned the meeting at 10:34 p.m.

Kol Medina, Mayor

Kelly Jahraus, Deputy City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME:

AGENDA ITEM: City Council Regular Business Meeting Minutes, July 23, 2019

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

Consider approval of meeting minutes.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[CCMIN 072319 BUSINESS](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JULY 23, 2019

MEETING MINUTES

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

Mayor Medina called the meeting to order at 6:03 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Tirman, and Councilmembers Blossom, Deets, and Peltier were present. Councilmember Schneider arrived at 6:04 p.m. Councilmember Nassar was absent and excused.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Deputy Mayor Tirman moved and Councilmember Deets seconded to approve the agenda as presented. The motion was approved by unanimous consent.

There were no conflicts of interest disclosed.

3) PUBLIC COMMENT

Matt Perry, Puget Sound Energy, spoke about a telephone town hall on July 30, 2019.

Pete Brady spoke against LGBTQ advocacy.

Larry Koss spoke about the public records lawsuit.

Amy Aspell thanked Council for addressing affordable housing.

Kat Gjovik thanked Mayor Medina and Councilmember Tirman for their work on the 550 Madison project.

Patti Dusbabek spoke against the food farm on the M&E Property and Friends of the Farms.

Larry Koss spoke about affordable housing.

4) MAYOR'S REPORT

Mayor Medina mentioned the upcoming South Ward Meeting and the fact that there is no Council meeting next week.

5) CITY MANAGER'S REPORT

City Manager Smith provided an update on the lifting of the no contact advisory for Island beaches, the first Friday Artwalk and Something New pieces, a podcast on City topics, factual information on Initiative I-976, the Design Guidelines scheduled to go to Planning Commission in August, and planning for wildfires by Emergency Management Coordinator Sage in conjunction with the Bainbridge Island Fire Department.

6) PRESENTATION(S)

6.A Update from Kitsap Economic Development Association (KEDA)

[Cover Page](#)

John Powers from KEDA provided an update on their work and addressed Council's questions.

7) UNFINISHED BUSINESS

7.A Biosolids Contract - Public Works

[Cover Page](#)

[Proposed Biosolids Contract - Clean](#)

[Proposed Biosolids Contract - Track Changes](#)

[Staff Memo](#)

Public Works Director Loveless introduced the agenda item.

MOTION: I move to approve the contract with King County and Boulder Park, Inc., for the City's biosolids disposal, reject the May 2019 Request for Proposals for Biosolids Hauling and Beneficial Use, and waive the procurement manual policy regarding purchased services.

Tirman/Deets: The motion carried unanimously, 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Rasham Nassar

ABSTAIN: None

7.B 2019 Chip Sealing Project Contract Award - Public Works

[Cover Page](#)

[Bid Form - 2019 Chip Sealing Project](#)

[Contract for Construction - 2019 Chip Sealing Project](#)

[2019 Chip Sealing Map](#)

Public Works Director Loveless introduced the agenda item.

MOTION: I move to approve the award to Doolittle Construction in the amount of \$393,376.00 for the 2019 Chip Sealing Project.

Peltier/Deets: The motion carried unanimously, 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Rasham Nassar

ABSTAIN: None

7.C Ordinance No. 2019-09 Relating to Accessory Dwelling Units (ADUs) - Planning

Cover Page

Staff Memo on ADUs Tiny Homes and RVs

City Zoning Map

Ordinance 2019-09 Draft

Staff Memo re tiny home Appendix Q adoption

Appendix Q

BIFD memo - RVs - CC 23 Jul 2019.pdf

October 2018 Legal Memo on ADUs

ADU Use Specific Standards 18.09.030 Attachment A

Senior Planner Sutton introduced the agenda item. Council discussed the policy questions concerning ADU common ownership regulations posed by staff.

Public Comment

Sonya Quitslund spoke in favor of ADUs and the use of trailers.

Sal DeRosalia spoke in favor of recreational vehicles (RVs).

Jeb Thornburg spoke in favor of ADUs.

Belinda Thornburg inquired about the proposed language and ownership.

Kat Gjovik spoke about previous ADU recommendations.

MOTION: Councilmember Blossom moved to amend the ordinance in the packets to include the language in front of Council [Proposed ADU Ownership Text in Presentation Materials].

Blossom/Tirman: The motion carried, 5 – 1.

AYES: Sarah Blossom, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: Ron Peltier

ABSENT: Rasham Nassar

ABSTAIN: None

AMENDED MOTION: I move to remove the second sentence of Subsection E that reads, “This prohibition does not apply to the accessory or single-family dwelling unit if one or both are providing affordable housing as defined by Chapter 18.21 BIMC and BIMC 18.36.030.16,” and direct staff to place further review of this item on the workplan.

Blossom/Tirman: The motion carried, 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Rasham Nassar

ABSTAIN: None

There was consensus to allow tiny homes and RVs as a primary residence or ADU in zones R-5 to less dense in the next draft.

There was consensus to allow two tiny homes or RVs, with one primary and one an ADU, in the next draft.

Council discussed design standards and development standards for tiny homes and ADUs.

MOTION: I move the City should relax lot coverage requirements for ADUs on lots smaller than 40,000 square feet.

Blossom/Deets: The motion carried 4 – 2.

AYES: Sarah Blossom, Joe Deets, Leslie Schneider, Kol Medina

NOES: Ron Peltier, Matt Tirman

ABSENT: Rasham Nassar

ABSTAIN: None

Public Comment on RVs

Patti Dusbabek spoke about water issues and development.

Pascal Schuback spoke about fire safety issues.

Council asked staff to include RVs in the next draft for further discussion.

7.D Review and Assessment of Critical Area Regulations, BIMC Chapter 16.20 - Planning

[Cover Page](#)

[20190723_CC_Staff_Memo.docx](#)

[20190509 PC Staff Memo.docx](#)

Senior Planner Carr introduced the agenda item. Council discussed the topic, and there was consensus to proceed with the update.

7.E Ordinance No. 2019-03, Relating to Subdivision Update - Planning

[Cover Page](#)

[20190723 CC Staff Memo Subdivision Update.docx](#)

[Ord 2019-03.docx](#)

[Ord 2019-03 Exhibit A.docx](#)

[Ord 2019-03 Exhibit B.docx](#)

[Ord 2019-03 Exhibit C.docx](#)

Senior Planner Carr introduced the agenda item.

Councilmember Blossom proposed moving freestanding Landmark trees to Secondary Natural Areas, and Council concurred for the next draft.

Council clarified that the maximum home site area in the R-8 zone and above includes a garage.

Councilmember Blossom inquired about the home site designation.

Public Comment

Jon Quitslund spoke about subdivision design and home site designations.

Patti Dusbabek spoke against the regulations.

Charlie Wenzlau spoke in favor of the home site designation and modified criteria for garages.

MOTION: I move to modify Ordinance No. 2019-03 to not require maximum home site sizes in the 0.4 and R-I zones.

Blossom/Tirman: The motion carried, 3 – 2.

AYES: Sarah Blossom, Matt Tirman, Kol Medina

NOES: Ron Peltier, Joe Deets

ABSENT: Rasham Nassar

ABSTAIN: Leslie Schneider

Council clarified that bus shelters should be allowed in roadside buffers. There was consensus to allow only low impact fencing around an entire subdivision.

MOTION: I move to set a public hearing for August 27, 2019 for Ordinance No. 2019-03 with the changes made tonight.

Blossom/Peltier: The motion carried unanimously, 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Rasham Nassar

ABSTAIN: None

8) NEW BUSINESS

8.A Memorandum of Understanding with the Suquamish Tribe for Impact Mitigation Grant Funding - Police

Cover Page

2019 Impact Mitigation Grant MOU

Interim Police Chief Horn introduced the agenda item.

MOTION: I move to forward the Suquamish Tribe Impact Mitigation Grant Memorandum of Understanding, and related spending authority for the Bainbridge Island Police Department to use the grant funding, for approval with the August 13, 2019 Consent Agenda.

Blossom/Deets: The motion was approved by unanimous consent.

8.B Ordinance No. 2019-19, Prohibiting the Stopping, Standing, or Parking of Vehicles in Bicycle Facilities - Public Works

Cover Page

Ordinance No. 2019-19, Prohibiting the Stopping, Standing, or Parking of Vehicles in Bicycle Facilities

Public Works Director Loveless introduced the agenda item.

MOTION: I move to forward Ordinance No. 2019-19 for approval with the August 13, 2019 Consent Agenda.

Blossom/Schneider: The motion was approved by unanimous consent. Councilmember Peltier was absent from Council Chambers for the vote.

AYES: Sarah Blossom, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Rasham Nassar, Ron Peltier

ABSTAIN: None

8.C Mid-Year Report on 2019 Workplan Priorities and Comprehensive Plan Implementation - Executive

Cover Page

2019 MidYear Workplan Rpt - By Dept.pdf

2019 MidYear Workplan Rpt - By Goal.pdf

2019 MidYear Comp Plan Implementation Rpt.pdf

City Manager Smith provided information on the Mid-Year Report, and Council discussed the report.

8.D Request for Proposals for 2020-2021 Cultural Funding Award Cycle - Executive

Cover Page

2020-2021 Cultural Funding RFP for CC 07232019

2020-21_Cultural_Funding_RFP-Slides_for_CC_07232019.pptx

Deputy City Manager Schroer introduced the agenda item.

MOTION: I move to forward authorization for City staff to issue the Request for Proposals, as attached, as part of the City's 2020-2021 cultural funding award cycle for approval with the August 13, 2019 Consent Agenda.

Tirman/Schneider: The motion carried unanimously, 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Rasham Nassar

ABSTAIN: None

Mayor Medina adjourned the meeting for a break at 9:20 p.m. and re-convened the meeting at 9:27 pm.

9) CITY COUNCIL DISCUSSION

9.A Discussion of Potential Changes to the City's Ethics Program Regarding Third-Party Article I Complaints - Mayor Medina

Cover Page

List of Possible Approaches - Third-Party Article I Complaints

Mayor Medina introduced the agenda item. He noted that Approach #5 should say it combines Approach #2 and #4.

Following discussion, there was consensus to require a reconciliation process prior to moving forward with a complaint.

MOTION: I move to direct staff to draft language revising the City's Ethics Program to implement Approach #5 for the handling of third-party Article I complaints.

Deets/Schneider: The motion carried, 5 – 0.

AYES: Sarah Blossom, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Rasham Nassar

ABSTAIN: Ron Peltier

9.B Consider New Appointments to Multi-Modal Transportation Advisory Committee

[Cover Page](#)

Councilmember Schneider introduced the agenda item, and Council discussion followed.

MOTION: I move that we authorize the remaining members of MTAC to proceed with writing their final report, and they will be subject to the OPMA but not the higher standard that is in our governance manual.

Schneider/Deets: The motion carried, 4 – 2.

AYES: Sarah Blossom, Joe Deets, Leslie Schneider, Kol Medina

NOES: Ron Peltier, Matt Tirman

ABSENT: Rasham Nassar

ABSTAIN: None

10) CONSENT AGENDA

10.A Agenda Bill for Consent Agenda

[Cover Page](#)

10.B Accounts Payable and Payroll

[Cover Page](#)

[Payroll.pdf](#)

[Report to Council of Cash Disbursements 07-24-19.pdf](#)

Payroll: normal direct deposit check sequence 045279 – 045410 = \$336,232.96; regular payroll check sequence 109041 – 109047 = \$8,176.20; vendor check run sequence 109048 – 109057 = \$134,110.66; Federal Tax Electronic Funds Transfer = \$130,436.15; ACH \$237.50. Total disbursement = \$609,193.47.

Accounts Payable: check number 351005 from previous run = \$559.48; manual check number sequence 351006 – 351014 = \$74,025.25; regular check number sequence 351015 – 351136 = \$630,487.38. Total disbursement = \$704,512.63.

10.C City Council Study Session Minutes, July 2, 2019

[Cover Page](#)

[CCMIN 070219 STUDY SESSION](#)

10.D City Council Regular Business Meeting Minutes, July 9, 2019

[Cover Page](#)

[CCMIN 070919 BUSINESS](#)

- 10.E Request for Proposals for 2020 Lodging Tax Projects - Executive**
[Cover Page](#)
[2020_LTAC_RFP_-for_CC 07092019](#)
[LTAC Presentation for CC 9 July 2019](#)
[MRSC - Lodging Tax \(Hotel-Motel Tax\)](#)
- 10.F Interlocal Agreement for Navigator Behavioral Health Support - Police**
[Cover Page](#)
[Navigator Services ILA](#)
[Poulsbo Navigator Policy - Updated 03.01.2019](#)
- 10.G Resolution No. 2019-23, Adopting a Vehicle License Fee Rebate Program - Finance**
[Cover Page](#)
[Resolution No. 2019-23, Adopting a Vehicle License Fee Rebate Program](#)
[TBD Vehicle License Fee Rebate Program Summary](#)
[Vehicle License Fee Rebate Application Form](#)
- 10.H Olympic Drive Design Professional Services Agreement Amendment No. 1 - Public Works**
[Cover Page](#)
[Amendment No. 1 to PSA with MIG SvR Design](#)
[Exhibit A to Amendment No. 1](#)
[Original PSA With MIG SvR Design - Executed April 15, 2019](#)
- 10.I Municipal Court Lease Extension - Public Works**
[Cover Page](#)
[Amendment No. 2 to the Commercial Lease Agreement for the Municipal Court Building](#)
- 10.J Police Vehicle Procurement - Public Works**
[Cover Page](#)
[POLICE Vehicle DES WA Specifications](#)
- 10.K Resolution No. 2019-22, Supporting a County-Wide Ban on the Aerial Spray of Glyphosate and Stating the City's Intent to Pursue a Ban on the General Use and Sale of Glyphosate on Bainbridge Island - Councilmember Nassar**
[Cover Page](#)
[Resolution No. 2019-22 Supporting Ban on Aerial Spraying of Glyphosate](#)

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

Peltier/Tirman: The motion was approved by unanimous consent.

11) COMMITTEE REPORTS

- 11.A Committee Reports**
[Cover Page](#)
[Climate Change Advisory Committee Meeting Minutes, June 19, 2019](#)
[Ethics Board Meeting Minutes, May 20, 2019](#)
[Race Equity Task Force Meeting Minutes, June 6, 2019](#)

12) FOR THE GOOD OF THE ORDER

Councilmember Deets provided an update on the North Ward meeting.

13) ADJOURNMENT

Mayor Medina adjourned the meeting at 10:05 p.m.

Kol Medina, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Memorandum of Understanding with the Suquamish Tribe for Impact Mitigation Grant Funding - Police,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Police

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

The Suquamish Tribe has awarded the Bainbridge Island Police Department \$20,000 in impact mitigation grant funds.

FISCAL IMPACT:

Amount:	\$20,000
Ongoing Cost:	
One-Time Cost:	\$20,000
Included in Current Budget?	No

BACKGROUND:

An Impact Mitigation Committee, established pursuant to the Suquamish Tribe's Class III Gaming Compact with the State of Washington, awards local jurisdictions in Kitsap County a biennial grant to defray impacts that may have occurred because of the tribe's operation of the Clearwater Casino. The Class III Gaming Compact requires the grant recipient and the Tribe to execute a Memorandum of Understanding. Upon signing, payment will be made to the City based on the previous two years' impacts. In accordance with the agreement, the City must use the funds to offset asserted impacts developed as a result of the tribe's Class III Casino. Appeals for additional funds are sometimes also heard by the Tribe.

The BIPD sought \$20,000 in 2019 for the purchase of a K9 and rifle upgrades. The entire amount was funded.

ATTACHMENTS:

[2019 Impact Mitigation Grant MOU](#)

FISCAL DETAILS: The 2019 budget already includes \$20,000 for Suquamish Tribe impact mitigation grant funds. However, this spending authority covered grant funds received, but not spent, in the prior biennial budget. As of June 30, 2019, this current budget authority has been spent. An additional \$20,000 in budget appropriation, to cover the new grant award, will be included on the 2nd quarter budget amendment Ordinance coming to Council in August 2019.

Fund Name(s): General Fund

Coding: 0113612/367000/00549

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SUQUAMISH TRIBE AND THE CITY OF BAINBRIDGE ISLAND
REGARDING IMPACT MITIGATION FUND GRANT**

I. Preamble

This Memorandum of Understanding ("Agreement") is by and between the Suquamish Tribe, a federally recognized Indian Tribe organized pursuant to the Indian Reorganization Act of 1934 (25 U.S.C. Section 476) ("Tribe"), and City of Bainbridge Island, a Washington municipal corporation ("City").

This Agreement is entered into pursuant to Section XIV.C.1 of the Tribal-State Compact for Class III Gaming Between the Suquamish Tribe and the State of Washington, dated January 26, 1995, effective March 31, 1995, by order of the Bureau of Indian Affairs, United States Department of the Interior ("Tribal-State Compact"), and pursuant to the Constitution and Bylaws of the Suquamish Tribe, Article III, Section (a), 25 U.S.C. 81, and chapter 39.34 RCW.

II. Recitals

- A. The Tribal-State Compact provides for the Tribe to withhold and disburse a maximum of 2.0% of the Net Win from its Class III gaming operation for the purpose of assisting local agencies directly impacted by the Tribe's Class III gaming operation based on documented costs.
- B. In accordance with the Tribal-State Compact, the Community Impact Mitigation Fund Committee ("Committee") convened to review eligible grant applications for impact mitigation fund grants and to determine grant recipients and grant amounts to be awarded.
- C. On June 11, 2019, the Committee awarded Bainbridge Island an impact mitigation grant in the sum of \$20,000 to compensate for impacts occurring in the calendar years 2017 through 2018.
- D. To comply with a condition precedent to the disbursement of any moneys granted pursuant to Section XIV.C.1 of the Tribal-State Compact, the Suquamish Tribe and Bainbridge Island desire to enter into an agreement stating the terms and conditions for the disbursement, receipt and use of the Impact Mitigation Fund grant.

ACCORDINGLY, THE PARTIES AGREE AS FOLLOWS:

III. Agreement

1. Definitions. As used in this Agreement:

- a. **“Impact Mitigation Fund”** means the fund established by the Tribe for the purpose of providing financial assistance to local agencies affected by the Tribe’s Class III gaming operation based on documented costs. This fund shall be established with the Tribe’s withholding of a maximum of 2.0% of the Net Win from its Class III gaming operation.
- b. **“Impact Mitigation Fund Committee”** or **“Committee”** established under Section XIV.C.1 of the Tribal-State Class III Gaming Compact, whose purposes are to determine what, if any, impacts have occurred within the county, neighboring cities, and on the Port Madison Indian Reservation from the Tribe’s Class III gaming operation; to determine who provided the services which were impacted; and to distribute grants from the Impact Mitigation Fund to public agencies and governmental bodies who establish and quantify such impacts.
- c. **“Net Win”** means the total amount of the Tribe’s gross Class III gaming revenue after prizes and winnings have been paid out. Net Win, as defined here, specifically excludes satellite wagering revenues, Class II gaming revenues, and non-gaming revenues such as, but not limited to food, beverage, wholesale, and retail sales.

2. Jurisdiction. Nothing in this Agreement shall be construed to cede any jurisdiction of either party, modify the laws of either party, modify the legal rights of any person, accomplish any act violative of state or federal law, or subject the parties to any liability to which they would not otherwise be subjected to by law.

3. Use of Impact Mitigation Fund Grant Money. Upon executing this Agreement, and provided that the Agreement is in effect and sufficient funds are available, the City shall be assured of a share of money placed in and disbursed from the Impact Mitigation Fund for the calendar years 2017 and 2018, up to a maximum total grant amount of twenty thousand dollars (\$20,000).

4. Payments. Distribution of this Grant shall be made by the Tribe to the City through one single payment made upon execution of this Agreement.

5. Use of Funds. Bainbridge Island shall apply all grant sums received pursuant to this Agreement to help offset asserted impacts to its police department from the operation of the Tribe’s Class III gaming operation. These grant funds shall not be used by Bainbridge Island to supplant existing funding for its daily operations or equipment purchases.

- 6. Committee Oversight.** The Committee shall oversee the administration of the grant provided pursuant to this Agreement.
- 7. Records of Use and Impact Quantification.** The City shall use reasonable efforts to quantify impacts of the Tribe's Class III gaming operation to any increased operational costs of its police and court services. Bainbridge Island shall maintain accurate records of its use of all grant funds and make such records available to the Committee upon request.
- 8. Cost Allocation.** The City shall be solely responsible for all regular and overtime pay, pensions, disability, workers compensation, professional liability insurance, and Suquamish Tribe/City of Bainbridge Island other benefits due to its own employees who perform work funded by the grant.
- 9. Hold Harmless/Indemnification.** The City shall be responsible for all liability of whatever nature arising from the acts of its own officers and employees to the extent provided by law and shall hold harmless and indemnify the Tribe from claims, lawsuits, or losses of any kind, including expenses such as reasonable attorneys' fees and court costs, arising from the activities of its own officers and employees performing work funded by the grant.
- 10. Tribal Right to Terminate Agreement.** The Tribe shall have the right to unilaterally terminate this Agreement with thirty (30) days written notice in the event it closes its Class III gaming operation permanently or for longer than ninety (90) days.
- 11. Effect of Expiration/Termination.** The expiration or termination of this Agreement shall absolve the Tribe from any obligation to make payments to Bainbridge Island, beyond payments already received by Bainbridge Island prior to the expiration or termination.
- 12. Nonrenewable Grant.** The grant provided in this Agreement is for impacts occurring in the calendar years 2017 through 2018 and is nonrenewable. Nothing in this Agreement prohibits Bainbridge Island from filing an application with the Committee or receiving grant funds in any subsequent year.
- 13. Amendments.** This Agreement shall not be amended except in writing signed by both parties to the Agreement.
- 14. Severability.** The provisions of this Agreement are severable and should any provision be held invalid or unenforceable, the remainder of the Agreement shall remain in effect unless it is terminated as provided in this Agreement.
- 15. Notices.** Any notice required or permitted to be given under this Agreement shall be deemed sufficient if given in writing and sent by registered or certified mail to the following addresses:

In the case of the Tribe or the Committee, notices shall be sent to:

Chairman
Suquamish Tribe
P.O. Box 498
Suquamish, WA 98392

In the case of the City, notices shall be sent to:

City Manager
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110

This Agreement is dated the _____ day of _____, 2019.

City of Bainbridge Island

Morgan Smith
City Manager

Jeff Horn
Interim Police Chief

Suquamish Tribe

Leonard Forsman
Chairman

Attested to by:

Nigel Lawrence
Secretary



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Ordinance No. 2019-19, Prohibiting the Stopping, Standing, or Parking of Vehicles in Bicycle Facilities - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Public Works

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

Through the Olympic Drive Non-Motorized Improvements Project, the City is improving streets with new bicycle facilities for the exclusive or preferential use of bicycles. If adopted, Ordinance No. 2019-19 would create a new section in Chapter 10.08 BIMC generally prohibiting the stopping, standing, or parking of vehicles in such bicycle facilities. Each violation would constitute a traffic infraction subject to a \$50 penalty.

FISCAL IMPACT:

Amount:	N/A
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

Through the Olympic Drive Non-Motorized Improvements Project, the City is improving streets with new bicycle facilities for the exclusive or preferential use of bicycles. The stopping, standing, and parking of vehicles other than bicycles in these new bicycle facilities would impede their effectiveness and create a dangerous situation for bicycle riders

Chapter 10.08 BIMC sets out regulations governing the stopping, standing, and parking of vehicles within the City. If adopted, Ordinance No. 2019-19 would create a new section in Chapter 10.08 BIMC generally prohibiting the stopping, standing, or parking of vehicles in such bicycle facilities. Each violation would constitute a traffic infraction subject to a \$50 penalty.

ATTACHMENTS:

[Ordinance No. 2019-19, Prohibiting the Stopping, Standing, or Parking of Vehicles in Bicycle Facilities](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2019-19

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the stopping, standing, and parking of vehicles; amending Chapter 10.08 of the Bainbridge Island Municipal Code (BIMC) to include a new Section 10.08.195 prohibiting the stopping, standing, or parking of vehicles in areas marked for bicycling.

WHEREAS, The City is improving streets with new bicycle facilities for the exclusive or preferential use of bicycles; and

WHEREAS, the stopping, standing, and parking of vehicles other than bicycles in these new bicycle facilities would impede their effectiveness and create a dangerous situation for bicycle riders; and

WHEREAS, the Council desires to prevent the stopping, standing, and parking of vehicles other than bicycles in these new bicycle facilities; and

WHEREAS, Chapter 10.08 BIMC sets out regulations governing the stopping, standing, and parking of vehicles within the City.

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

Section 1. Chapter 10.08 of the Bainbridge Island Municipal Code is hereby amended to include a new Section 10.08.195, to read as follows:

10.08.195 Stopping, standing, or parking prohibited in specified areas marked for bicycling.

Except when necessary to avoid conflict with other traffic, or in compliance with the direction of a police officer or official traffic control device, no person shall stop, stand, or park a vehicle on any area of the roadway or shoulder designated for the exclusive or preferential use of bicycles. Any such designations shall comply with the current edition of the City of Bainbridge Island Design and Construction Standards. For the purposes of this section, a bicycle is not considered to be a vehicle.

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 _____, 2019.

APPROVED by the Mayor this ____ day of _____, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER:

2019-19



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Request for Proposals for 2020-2021 Cultural Funding Award Cycle - Executive,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

The City provides \$150,000 in annual funding to local nonprofit organizations to support cultural activities in the community. Every two years, the City issues a Request for Proposals (RFP) to solicit requests for funding from this program. This RFP will cover the next two-year funding cycle (2020-2021) and \$300,000 in planned funding.

FISCAL IMPACT:

Amount:	\$300,000
Ongoing Cost:	
One-Time Cost:	\$300,000
Included in Current Budget?	Yes

BACKGROUND:

The City of Bainbridge Island's Comprehensive Plan includes the vision that "Arts and humanities are an integral part of the community fabric. They contribute to the economic vitality, community character, livability, and quality of life of Bainbridge Island."

Every two years, the City conducts a process to solicit proposals from local nonprofits organizations to deploy cultural element implementation funding. For cultural activities in 2020-2021, the City will award \$300,000 in funding to community organizations. The RFP seeks proposals for cultural projects and activities that will benefit Bainbridge Island residents and visitors. Special consideration is given to organizations and projects that

will use City funds to advance the community objectives identified within the Cultural Element and/or Economic Element of the City's Comprehensive Plan.

Council established the Cultural Funding Advisory Committee (CFAC) to incorporate citizen input in the process to decide how to distribute the City's cultural funding. The CFAC for the 2020-2021 cultural funding cycle was appointed in June. CFAC members, supported by a process facilitator, will review proposals from interested community organizations and make a funding recommendation to Council later this fall.

The City intends to issue the RFP following Council approval, ideally in early September. Proposals would be due in early October. The CFAC would review submitted proposals using the criteria and framework identified within the RFP. The CFAC will then develop a funding recommendation for Council consideration and approval. Funding awards will be for activities that occur from January 1, 2020 through December 31, 2021.

The draft RFP has been updated since the previous funding cycle to incorporate feedback from the previous cycle's participants, applicants, and facilitator. Highlights for discussion include the following components:

- eligibility
- use of funds
- evaluation emphasis
- maximum and minimum award size
- reporting and evaluation

ATTACHMENTS:

[2020-2021 Cultural Funding RFP for CC 07232019](#)

[2020-21 Cultural Funding RFP-Slides for CC 07232019.pptx](#)

FISCAL DETAILS:

The 2019-2020 Adopted Budget includes \$300,000 for a two-year cultural funding award cycle. Applications are considered and a set of awards are recommended to the City Council. Awards will be made in the fall of 2019 for 2020-2021 funding. Organizations submit quarterly and annual reports and receive reimbursement for qualifying expenses.

Fund Name(s):

Coding:



Request for Proposals Cultural Funding 2020-2021 Guidelines and Application

Contents

2020-2021 Cultural Funding Guidelines.....	2
About Cultural Funding	2
What Does Cultural Funding Support?.....	3
What Does Cultural Funding Not Support?	3
What Key Dates Do I Need to Know?.....	4
Who is Eligible?.....	4
The Fine Print	5
Compliance and Permits	5
Public Benefit	5
Access	5
Conflict of Interest	5
Non-Discrimination.....	5
Timing.....	5
Reporting and Payments	5
Acknowledgement.....	6
Audit.....	6
The Finer Print.....	6
Review Process	6
2019 Cultural Funding Advisory Committee.....	6
Evaluation Criteria	7
General Tips on Preparing and Presenting Your Application.....	9
Contact	9
2020-2021 Cultural Funding Application.....	10
How to Apply	10
Materials Checklist	10
Help	10
Application Cover Sheet	11
Proposal Narrative.....	12
Proposal Budget and Budget Narrative	14
General Operating Support	14
Project Support.....	15

2020-2021 Cultural Funding Guidelines

About Cultural Funding

*Arts and humanities are an integral part of the community fabric.
They contribute to the economic vitality, community character, livability,
and quality of life of Bainbridge Island.*

- Cultural Vision 2036, City of Bainbridge Island 2016 Comprehensive Plan Cultural Element

The 2016 Comprehensive Plan Cultural Element states:

“Bainbridge Island is home to thriving cultural institutions, and to many artists, writers, musicians, and craftspeople, serving a local and regional public and many tourists. The forms of art and culture that we celebrate are as diverse as our population; they are embedded in our history and our economy. [We] recognize the contributions of cultural institutions and many dedicated individuals to our quality of life.

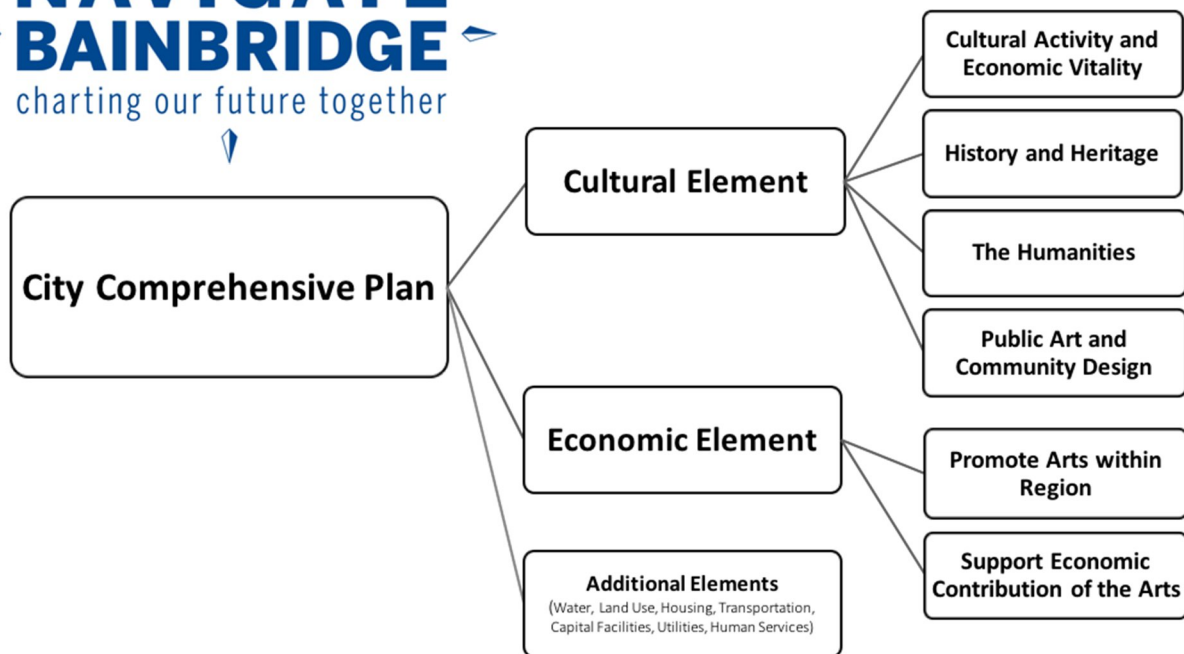
...The arts and humanities are mechanisms for developing larger community values that are rooted in the interests of citizens such as economic vitality, quality education, and community planning and design and are unto themselves a valuable element of the Island’s rich character. Support for the arts and humanities is an investment in the community.

The economic identity and vibrancy of Bainbridge Island is based upon its unique cultural values. These values have been historically developed and shaped by generations of Island residents. Invention, creativity, diversity and generosity of spirit and expression have led to the development of Island organizations, events, programs and individual pursuits allowing the community to flourish, enhancing its quality of life.

This Cultural Element continues to recognize that the arts and humanities significantly contribute to the City’s identity, sense of place, and economy.”

The City of Bainbridge Island is seeking proposals for cultural projects and activities that will benefit Bainbridge Island residents and visitors during 2020-2021. Special consideration will be given to organizations and projects that will use City funds to advance the community objectives identified within the [Cultural Element](#) and/or [Economic Element](#) of the [City’s Comprehensive Plan](#). All City-funded activities must provide public benefit as described on page 5. Special consideration will also be given to organizations and projects that:

- involve significant community participation;
- create access to cultural activities for underserved or underrepresented communities, or include underrepresented art forms;
- strengthen organizational capacity; and
- foster opportunities for collaboration within the cultural sector.



A total of \$300,000 will be available for distribution through a two-year funding cycle. Applicants can apply for awards ranging from a minimum of \$5,000 to a maximum of \$30,000 and funds may be used to support activities during 2020 and 2021. The City hopes to consider support for a wide range of projects and activities of varying sizes that provide public benefit to Bainbridge Island residents and visitors.

What Does Cultural Funding Support?

- General operating support
- Project support
- Organizations with missions that include but are not entirely focused on arts, culture, and heritage can apply for funding. However, requests must be restricted to the portion of their budget that applies to arts, cultural or heritage projects or activities. (For example, if an environmental organization primarily focused on trail restoration also runs an outdoor arts program, it may submit a request to support the operating costs of its outdoor arts program, but not the operating costs associated with its trail restoration work.)

What Does Cultural Funding Not Support?

- | | |
|--|-------------------------------------|
| • Commercial projects | • Direct support to individuals |
| • Capital projects | • Fundraisers |
| • Debt service, endowment building or scholarships | • Religious or political activities |

What Key Dates Do I Need to Know?

<i>Pre-application workshop for potential applicants: Applicants have opportunity to learn more about process and ask questions about the RFP. All applicants are strongly encouraged to send a representative to the workshop.</i>	Monday, September 9, 2019, 3:00pm at City Hall
<i>Application deadline: Applications will not be accepted after this time</i>	Monday, September 30, 2019, no later than 4:00pm
<i>Application reviewed for completeness: Staff will review each application for completeness and legal compliance. Organizations may be asked to supply corrections, clarification and missing materials. Failure to respond by the deadline provided will disqualify the application. Incomplete applications or applications with significant deficiencies may be rejected at the discretion of staff or review panel.</i>	October 2019
<i>Proposal presentations: Applicants will present proposals to and answer questions from the Cultural Funding Advisory Committee. Applicants should be prepared to answer questions CFAC members may ask about their proposals.</i>	Monday, October 28, 2019, 6:00pm at City Hall
<i>CFAC develops funding recommendation: Each application is reviewed by the CFAC. The Committee develops a funding recommendation for consideration and approval by the City Council.</i>	Monday, November 4, 2019 Wednesday, November 5, 2019 (if needed)
<i>City Council approves 2020-2021 Cultural Funding Awards:</i>	November/December 2019
<i>Applicants notified of award results: Note: An award notification letter is not a contract and funding is not guaranteed until the contract has been fully executed.</i>	by December 31, 2019
<i>City executes funding agreements: City staff will contact each award recipient to finalize the contract and accompanying documents and deliverables.</i>	by December 31, 2019
<i>Award period:</i>	January 1, 2020 – December 31, 2021

Who is Eligible?

Organizations with:

- Tax-exempt status under section 501(c)(3) of the Internal Revenue Code status. Alternatively, entities without tax-exempt 501(c)(3) status may apply under the fiscal sponsorship of another organization with the required status. The fiscal sponsor provides fiduciary oversight of the project and must agree to enter into the funding contract with the City
- The majority of services provided on Bainbridge Island or for its residents and visitors
- At least one ongoing cultural program open to the public or that provides services (training, administrative support, technical assistance, and more) to arts professionals on Bainbridge Island
- A minimum two-year history of continuous operation

The Fine Print

Compliance and Permits

Organizations awarded funding shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under any Agreement with the City.

Proposals involving special events, signs, building or construction, impacts to public property, or other activities that require permits under City code or state or federal law must demonstrate that the applicant has researched the appropriate permit regulations, confirmed the viability of the proposed activities, and incorporated permit fees in the project budget.

Public Benefit

City of Bainbridge Island funds must be used for a specific public benefit provided to Bainbridge Island residents and visitors. Each organization that receives an award will identify a specific public benefit “deliverable” in their service agreement that they will provide to Bainbridge Island residents and visitors. Some examples of public benefit include:

- Ensuring the project or activity is affordable and accessible;
- Offering an activity or performance that is free to the public;
- Providing special outreach to underrepresented communities; or
- Creating meaningful cultural experiences that reflect and are relevant to Bainbridge Island’s diverse population.

Access

Funded projects and activities must be open to the public and fully accessible to all audiences.

Conflict of Interest

Organizations with a staff member, board member or officer serving on the Cultural Funding Advisory Committee are not eligible to receive Cultural Funding.

Non-Discrimination

Organizations awarded funding agree not to discriminate against any employee, applicant for employment, client, or any other person in the performance of any Agreement with the City because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, gender identity, or other circumstance prohibited by federal, state or local law, except for a bona fide occupational qualification.

Timing

Awards are for services provided during calendar year 2020 and 2021; requests for funding for goods or services to be provided in 2019 or beyond calendar year 2021 will not be considered.

Reporting and Payments

Organizations awarded funding (“Service Provider”) will be required to enter into a professional services agreement with the City to provide the services outlined in their proposals. As part of the agreement, the City will disburse payments on a reimbursement basis, using a quarterly schedule for invoices. The City will not provide payment in advance of delivery of goods or services.

Service Providers will be asked to identify minimal data to report the City as part of each quarterly invoice. More extensive reporting will be required on an annual basis, and the annual reporting will address progress and learning on the use of awarded City funds.

Acknowledgment

Organizations awarded funding will be expected to acknowledge financial support from the City in their promotional materials. The City logo will be provided for this purpose.

Audit

All organizations awarded funds will be asked to provide documentation that funded services have been delivered and within the approved funding period.

The Finer Print

- Materials submitted in response to this RFP become the property of the City upon receipt.
- This RFP does not, under any circumstances, commit the City to pay any costs incurred by any applicant in the submission of a proposal. The applicant is responsible for all costs associated with its response to this RFP.
- The City reserves the right to request additional information as needed for evaluation of proposals.
- The City reserves the right to revise the RFP schedule, to revise the RFP and/or to issue amendments to the RFP. The release of the RFP does not compel the City to enter into any contract pursuant to the RFP.
- The City reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

Review Process

The City of Bainbridge Island uses a review committee to review and assess all applicant proposals. On June 25, 2019, the City Council appointed seven members to the Cultural Funding Advisory Committee (CFAC). The CFAC will develop award recommendations based on the published evaluation criteria affirmed by the City Council and funds available. It is anticipated that funds requested will exceed funds available. City Council will consider and approve the CFAC recommendation. Funds will be awarded to recipient organizations through a professional services agreement, which will be administered by City staff. Funding is not guaranteed.

2019 Cultural Funding Advisory Committee (CFAC)

Name	Position	Name	Position
Sal DeRosalia	Position 1	Rasham Nassar	Councilmember, Liaison
Jim Cash	Position 2	Leslie Schneider	Councilmember, Liaison
Tara DeCoster	Position 3		
TBD	Position 4	<i>Note: Organizations with a staff member, board member or officer serving on the Cultural Funding Advisory Committee are <u>not</u> eligible to receive Cultural Funding.</i>	
Steve Rabago	Position 5		
Becky Crook	Position 6		
Diane Urbaite-Sosonkina	Position 7		

Evaluation Criteria

The CFAC will evaluate proposals based on the following criteria and scoring rubric. Scores are not the sole determinant of funding but play a significant role in working toward consensus and prioritization in a competitive process. Other factors, such as the availability of funds and compatibility with the community objectives of the City of Bainbridge Island, will also guide the committee's work to develop a funding recommendation.

Area	Indicator	Score
Proposal Statement of Purpose	Should, in 1 page, clearly explain the cultural project or activities for which funding is requested including: • Key goals, objectives and milestones for the 2-year funding period • Key people involved in the project • Explicit articulation of what City funding will allow organization to accomplish and what will happen if funding is not received	25
Advance Community Objectives of the Cultural and/or Economic Elements	Should clearly demonstrate how the proposed project or activities will <i>"contribute to the economic vitality, community character, livability, and quality of life of Bainbridge Island"</i> and, in a meaningful way, <i>advance one or more community objectives identified within the Comprehensive Plan's Cultural Element:</i> • Cultural Activity and Economic Vitality • History and Heritage • The Humanities • Public Art and Community Design <i>or Economic Element (Goal EC-12 and Policies EC 12.1 and 12.2):</i> • Continue to promote the arts as a significant component of the Bainbridge Island economy • Promote the arts community within the region as an economic asset of the Island	20
Community Impact	Should identify public benefit(s), including opportunities for significant community participation and/or improved access: • The most successful applicants will document that proposed activities will reach large audiences and/or new/underserved/ underrepresented segments of the community or include underrepresented art forms, and provide a compelling plan for doing so	25
Organizational Strength	Demonstrates organizational stability and capacity, including successful track record, and commitment to implement the project or activities proposed within the funding period, including: • Clear planning – the proposal refers to the project's goals and organization's strategic objectives • Skilled leadership by key board, artistic and management personnel, paid and unpaid • Effective relationships, communications and outreach to and input from target audiences • Strong fundraising and financial management skills – demonstrated by well-prepared application and funding plan	10

Budget	Proposal should demonstrate feasibility of budget, including: • Proposed budget provides evidence of beneficial public investment and efficient use of City resources • Budget information is realistic, reasonable and aligned to support proposed project and activities and their objectives • Additional and diverse sources of funding for the proposed project or activities are identified, where applicable	10
Achievable Outputs, Outcomes and Assessment	Proposal should succinctly lay out a two-year plan for outputs (such as # served), outcomes (longer-term impact in the community), and a plan for self-assessing the proposed project or activities. Specifically, the proposal should demonstrate how the organization will track its proposed work and continually learn from and improve projects or activities through: • Clear goals and objectives • Measurable success metrics • Description of anticipated growth and continued improvement as a result of receiving City funding, if applicable	10
Total		100

General Tips on Preparing and Presenting Your Application

Read the Guidelines Carefully. Take Your Time.

Proposal Narrative: Tell Your Story

A good application tells a story that engages and informs the reader. Use each section to create a comprehensive picture of your organization and your request.

- Use simple, clear language.
- Refer to the evaluation criteria as you write. You should address each of the criteria and they should help you think about what makes your organization and/or project stand out.
- How does your organization make a difference? Successful proposals speak to the impact you have on your art form or cultural discipline, on behalf of artists, the audiences you serve, your neighborhood, the city, local history, and/or local identity. Your proposal should illustrate the breadth and depth of your organization's impact.
- Use numbers to tell your story, too. Provide explanations for any major changes from year to year, including deficits or unachievable budgets.

Remember Your Audience and the Fund's Purpose

- The panel is made up of your peers who will appreciate direct, honest accounts of your work.
- Be brief, organized and accurate. Being concise can help you stand out among the pool of applicants.
- Assume panelists are learning about your organization for the first time, even if you know them. Don't take anything for granted. Tell your story clearly, thoroughly, and use specific details.

Submit Your Application Early

- Leave plenty of time to make any corrections or to deal with last-minute technical issues.

Presentations: Tell Your Story, in an Elevator

Each applicant will be expected to provide a presentation to the committee and answer questions. All presentations will be held on Monday, October 28, 2019 beginning at 6:00pm. This time is brief. Applicants are allotted a total of 10 minutes each—five minutes for your presentation and five minutes for questions and answers.

- Draft a set of talking points and highlight the top two-three key points you wish to get across in the five minutes allotted. Begin with making the case about *why* this proposed project or activity is important as a City investment and *how* your organization will ensure its success (e.g., that City dollars are invested wisely in supporting your proposed project or activity).
- Have a cheat sheet prepared with questions you think are likely to surface, and brief responses to each. Brevity, along with the ability to answer the questions in a clear and concise manner, is key.

Contact

For assistance contact: Ellen Schroer, Deputy City Manager, eschroer@bainbridgewa.gov, 206-780-8619

2020-2021 Cultural Funding Application

How to Apply

Complete the application form using the format provided. Then submit your proposal and supporting attachments.

- Answer each question in the order in which they appear in the Proposal Narrative below.
- The Proposal Narrative should be no more than 10 pages in length and typed in single-spaced 11-point font.
- Submit one PDF electronically. Compile the documents in the order listed in the Materials Checklist below.
- Each document should be labeled with your organization's name and title of the document (e.g., in the header or footer). Please put page numbers on each page of the Proposal Narrative.
- Submit your single PDF to CityAdmin@bainbridgewa.gov no later than 4:00pm on Tuesday, September 30, 2019.

Materials Checklist

A complete application will include the following documents in this order:

- ☐ Application Cover Sheet (an optional fillable PDF version of this form is available online)
- ☐ Proposal Narrative
- ☐ Proposal Budget and Budget Narrative (provide your budget in the format suggested on page 14)
- ☐ Current Board of Directors (list and open positions)
- ☐ Current Staff List (names, titles, indicating whether positions are full-time, part-time, volunteer)
- ☐ Organizational Financial Information (all documents based on applicant fiscal year)
 - ☐ Current Balance Sheet (dated no earlier than September 1, 2019)
 - ☐ Annual Operating Budget for Current Fiscal Year (showing budget and year-to-date actuals)
 - ☐ 2020 Draft Budget (if available)
 - ☐ List of major income sources for past two years (funder, purpose, amount), including current year indicating whether funding is received, pledged, or pending
- ☐ IRS Form 990 (provide link to most recent filed, if applicable)
- ☐ IRS Determination Letter of 501(c)(3) Non-profit Status
- ☐ Optional Work Sample (if you would like, please submit a link to an example of your work online)

Fiscal Sponsor:

- ☐ Materials listed above
- ☐ Fiscal Sponsorship Agreement

If this application will be submitted through a fiscal sponsor, provide the all of the materials requested above for the fiscal sponsor, except for the Proposal Narrative. (Directions follow.) Additionally, please provide the requested materials as available for the requesting entity. For instance, if the requesting entity has a Staff List, Operating Budget or List of Income Sources, etc. please submit them, in addition to the complete list of materials for the fiscal sponsor.

Help

For assistance contact: Ellen Schroer, Deputy City Manager, eschroer@bainbridgewa.gov, 206-780-8619

2020-2021 Cultural Funding Application Cover Sheet

Organization Information

Applicant Organization Name: _____

Proposal Contact Person: _____ Position/Title: _____

Email Address*: _____

**Note: All communication regarding this proposal and any questions will be communicated using the email address you provide above. Please make sure you are monitoring it.*

Are you applying with a fiscal sponsor?** (y/n) _____ **If yes, complete Fiscal Sponsor section below.

Mailing Address: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Phone (work or daytime): _____

Are you a 501(c)(3) nonprofit organization? (y/n) _____ Organization Tax ID#: _____

Year established: _____ Number of years continuously operating: _____

Are you now being funded by another program of City of Bainbridge Island? (y/n) _____

If so, by what program and in what amount? _____

Did your organization receive Cultural Funding in the 2018-2019 cycle? (y/n) _____

***Fiscal Sponsor (Only complete this section if this proposal will be submitted through a fiscal sponsor.)*

Organization Name: _____

Contact Person: _____ Position/Title: _____

Email Address: _____

Phone (work or daytime): _____

Mailing Address: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Are you a 501(c)(3) nonprofit organization? (y/n) _____ Organization Tax ID#: _____

Year established: _____ Number of years continuously operating: _____

Are you now being funded by another program of City of Bainbridge Island? (y/n) _____

If so, by what program and in what amount? _____

Proposal Information

Proposal Title: _____

Brief Description of Request: "To support..." _____

Total Amount Requested: \$ _____

(Note: If requesting \$30,000, please clearly substantiate the request so the reviewer understands the need and use of funds.)

Amount of City Funding Requested: 2020: \$ _____ 2021: \$ _____

☐ General Operating Support

☐ Project Support

Authorized Signature: _____ Date: _____

Print Name: _____

(Note: An optional fillable PDF version of this form is available online.)

2020-2021 Cultural Funding Proposal Narrative

About Your Organization

(Note: If you are submitting this application through a fiscal sponsor, please complete the Proposal Narrative referencing your proposed project, not the work of the fiscal sponsor.)

1) Mission Statement

Describe your organization's mission.

2) Past Funding

If you received Cultural Funding in the 2018-2019 cycle, in 2-3 sentences, briefly describe what City funding helped you accomplish and the status of your funded work to-date.

About Your Request

Your answers to each of the six sections below should address the bulleted questions relevant to your proposal.

1) Proposal Statement of Purpose

- Succinctly describe the cultural project or activities for which you are seeking funding. Include a brief timeline of major milestones during the period of the proposal, including date(s), time(s) and location(s), if appropriate.
- What are your primary goals and objectives for your project or your organization as a whole (if requesting general operating support) during the funding period?
- Who is involved in the project or activities and why? List key participants or partners and their qualifications.
- What will City funding allow you to accomplish and if you do not receive funding, what will you not be able to do?

2) Advance Community Objectives of the Cultural and/or Economic Elements

- Clearly describe how the proposed project or activities will contribute to advancing one or more of the community objectives, goals and visions of the Comprehensive Plan's Cultural Element and/or Economic Element. Be sure to explain which objective or objectives will be addressed.
- Describe how the proposed project or activities will encourage the well-being of Bainbridge Island's significant cultural sector.

3) Community Impact: Community Needs, Public Benefit, Participation and Access

- Describe how the project or activities will provide public benefit to Bainbridge Island residents and visitors.
- Will there be new opportunities for community participation?
- How will you improve access to your proposed project or activities?
 - o Will you offer activities or performances that are affordable or free to the public?
 - o Will they be accessible to all people, regardless of physical ability?
 - o Will you provide focused outreach to underrepresented communities or underserved segments of the Island's population?

- Describe the audience you will reach and how you will reach them. Will the proposed project or activities reach audiences to new your organization?

4) Organizational Strength

- Explain why you believe you can complete the proposed project or activities within the funding period and are confident in its success. (May include qualifications, past success, leadership, strong partnerships or supporters, taking advantage of an existing event, etc.).
- If you haven't already done so, please briefly explain how your proposal supports your organization's strategic goals.
- How do you gather input and feedback your audiences or participants? How do you ensure your work is relevant to the community?
- What steps are you taking to improve the sustainability of the project or activities beyond this period of funding?

5) Achievable Outputs, Outcomes and Assessment

- During this two-year funding period:
 - o How many Bainbridge Island residents and visitors do you anticipate that this project or activities will serve?
 - o How many people will be admitted to a performance, exhibit or activity supported by City funding for free?
- What indicators of success or other quantitative metrics will help your organization to track progress and report back to the City on the impact of its funding?
 - o Please identify at least two key metrics and the projected outputs for each.
 - o What longer term outcomes do you hope to advance or achieve and how will you track your progress?
- How do you plan to monitor the progress of this project or your activities during the two-year funding period of 2020-2021?
- Briefly describe how often your organization evaluates the overall effectiveness of its programming.
- Briefly describe how you believe City funding will impact your organizational capacity and support any other improvements.
- How will you incorporate what you learn from this project into your work?

(Note: If partial funding is awarded, applicant will be asked to revise Section 5 (above) to match the actual amount awarded in the Service Agreement. Please consider how this might impact your project or activities when making your proposal. The City frequently awards less funding than the amount requested.)

6) Additional Information

- a) Please provide any additional information about your project, leadership, budget or organization that will be helpful to the committee in its review of this proposal.

2020-2021 Cultural Funding Proposal Budget and Budget Narrative

General Operating Support

If you are applying for general operating support, please submit your annual operating budget for the current fiscal year, as requested in the Materials Checklist. Additionally, please complete this table:

	2020 - Year 1			2021 - Year 2			
	Total Operating Budget Year 1	COBI Cultural Funding Request Year 1	% of Total Operating Budget Year 1	Total Operating Budget Year 2	COBI Cultural Funding Request Year 2	% of Total Operating Budget Year 2	Total Cultural Funding Request (Year 1 and 2)
TOTAL							

Project Support

If you are applying for project support, please submit your project budget in the table format suggested below. Expense categories listed below are only suggested categories. Please use expense categories that apply to your project and be as specific as possible. Then complete the following two questions:

- 1) Please include and identify any income your project is expected to generate.
- 2) Please list the amount and source of any funding that is already committed and/or pending for this program/project.

	2020 - Year 1			2021 - Year 2			
Suggested Expense Categories	Total Project Budget Year 1	COBI Cultural Funding Request Year 1	% of Total Project Budget Year 1	Total Project Budget Year 2	COBI Cultural Funding Request Year 2	% of Total Project Budget Year 2	Total Project Budget (Year 1 and 2)
Human Resources (Staff Salaries, Benefits, Consultant Services)							
Space / Facilities							
Equipment Purchase							
Travel / Training							
Insurance							
Other							
Indirect Administrative Costs							
TOTAL							



CITY OF
BAINBRIDGE ISLAND

2020-2021 Cultural Funding RFP

July 23, 2019

Background

- ❖ City budget includes \$300,000 for Cultural Element funding
- ❖ City Council approved process in 2017; first Cultural Funding Award Cycle began in 2017 for 2018-2019
- ❖ 16 organizations received awards from \$5,000 to \$30,000
- ❖ Propose to use same approach for 2020-2021

Process

- ❖ Two-year award cycle (2020-2021)
- ❖ City will issue RFP to solicit funding proposals
- ❖ Cultural funding advisory committee (CFAC) will assess proposals (members appointed June 25, 2019)
- ❖ City Council will review CFAC funding recommendation and approve awards

RFP Highlights

- ❖ Emphasis on connection to Comprehensive Plan goals (Cultural Element and Economic Element)
- ❖ Funding available for operating support or projects
- ❖ Emphasis on organizational capacity
- ❖ Encourage proposals to create access to cultural activities for underserved/underrepresented communities or include underrepresented art forms

RFP Highlights

- ❖ Eligibility – must be 501(c)(3) non-profit, or submit via a qualified “fiscal agent”
- ❖ Awards will range from \$5,000 - \$30,000
- ❖ Annual reporting will highlight results and impact

Area	Indicator	Score
Proposal Statement of Purpose	Should clearly explain the cultural project or activities for which funding is requested including: • Key goals, objectives and milestones for the 2-year funding period • Key people involved in the project • Explicit articulation of what City funding will allow organization to accomplish and what will happen if funding is not received	25

RFP Highlights – Criteria #1

Area	Indicator	Score
Advance Community Objectives of the Cultural and/or Economic Elements	Should clearly demonstrate how the proposed project or activities will: • “contribute to the economic vitality, community character, livability, and quality of life of Bainbridge Island”; • advance one or more community objectives identified within the Comprehensive Plan’s Cultural Element or Economic Element (Goal EC-12 and Policies EC 12.1 and 12.2)	20

RFP Highlights – Criteria #2

Area	Indicator	Score
Community Impact	Should identify public benefit(s), opportunities for significant community participation and/or improved access. The most successful applicants will document that proposed activities will: • reach large audiences and/or new, underserved, or underrepresented segments of the community; • include underrepresented art forms; • provide a compelling plan for doing so, and • may also foster opportunities for collaboration within the cultural sector.	25

RFP Highlights – Criteria #3

Area	Indicator	Score
Organizational Strength	Demonstrates organizational stability and capacity, including successful track record, and commitment to implement the project or activities proposed within the funding period	10

RFP Highlights – Criteria #4

Area	Indicator	Score
Budget	Proposal should demonstrate feasibility of budget, including: • provides evidence of beneficial public investment and efficient use of City resources; • realistic, reasonable and aligned to support proposed project and activities, and • Additional sources of funding for the proposed project or activities identified, where applicable	10

RFP Highlights – Criteria #5

Area	Indicator	Score
Achievable Outputs, Outcomes and Assessment	Proposal should succinctly lay out a two-year plan for outputs (such as # served), outcomes (longer-term impact in the community), and a plan for self-assessing the proposed project or activities.	10

RFP Highlights – Criteria #6

RFP Highlights – Timeline

Activity	Proposed Dates
City Council approves RFP	August 13
City issues RFP to public	Late August
Pre-application workshop for potential applicants	Mid September
Proposals due to City	September 30

RFP Highlights – Timeline

Activity	Proposed Dates
Applicant organizations present proposals to CFAC	October
CFAC reviews applications and develops funding recommendation	November
City Council considers CFAC funding recommendation and approves awards	November/ December
Applicants notified of award results	December
City executes funding agreements with recipient organizations	December

Cultural Funding RFP

Questions?



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 13, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:05 PM) Committee Reports,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

Information only.

SUMMARY:

Recent committee reports are provided for information only.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[Environmental Technical Advisory Committee Minutes - May 16, 2019](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



MINUTES

Call to Order at 3:05 PM

Member Attendees: Karl Shearer, Charlie Kratzer, Steve Saepoff, Casey Schmidt, Dylan Frazer, Jason Flowers

Members Absent: Juan Rovalo, Melanie Keenan

Council Liaison: Rasham Nassar

Public: Charlotte Rovelstad

Minutes from April 18th, 2019 meeting approved.

Conflicts of Interest:

- Jason with respect to any discussion of COBI's selection process for the \$100K study of potential improvements to the COBI wastewater treatment plant; his company submitted a proposal.
- Casey and Charlie with respect to the COBI process of developing a job description and announcement for a 2-year hydrogeologist position to work on the GWMP; they both are considering applying for the position.

Council Liaison Report

- Rasham provided some input on recent Council meetings. COBI staff is working on updating the Critical Areas Ordinance.
 - COBI staff is considering updating the groundwater recharge areas, based on Christy Carr's original work.
 - COBI is using the 35% development criteria to enhance aquifer recharge.
 - The GWMP may be used to inform hypercritical recharge areas based on a better understanding of the science.

Chair Report on Activities since 4/18 meeting

- Chair and Casey attended UAC meeting on 5/8 to discuss the RFQ for a \$100K study of upgrading the COBI wastewater treatment plant to see if contaminants of emerging concern could be reduced in the effluent.



CITY OF
BAINBRIDGE ISLAND

ENVIRONMENTAL TECHNICAL
ADVISORY COMMITTEE
REGULAR MEETING
MAY 16, 2019

The RFQ closed on 5/9. The \$100K set aside by the Council for a study of methods to reduce the quantity and improve the quality of stormwater generated on the island was put off to the next fiscal year.

- Chair and Casey sat at a table at the Farmers Market on 5/11 with Christian Berg (COBI staff) and Deb Rudnick (BI Watershed Council). Discussions for ETAC revolved around water issues on BI and specifically about the GWMP process.

GWMP update

- COBI completed their description of the GWMP project with input from ETAC. The next step is for COBI to post a vacancy announcement for the 2-year hydrogeologist position.

GW Fact Sheet update

- A slide-by-slide discussion of the Chair's draft PowerPoint storybook about the 7 most important items occurred.
- Some of the suggestions include: (1) developing a schematic of water levels for representative wells with measurements taken at the same time of year – e.g., California DWR puts together maps of spring (highest water levels) and fall (lowest water levels); (2) developing a schematic (cartoonish) showing all 6 aquifers in one cross-section; (3) developing a schematic (cartoonish) to illustrate the water budget for the island for an "average" year; and (4) various word suggestions for the slides.

Public Comment

- Charlotte brought the issue of 5G and the FCC requirement for many small cell towers to ETAC. The Council has approved looking into complying with the FCC requirement. Charlotte directed ETAC to some scientific studies on potential health effects from 5G.

Meeting adjourned at 4:34 PM.

 8/8/19
Charlie Kratzer, Chair 8/8/19