



**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, SEPTEMBER 24, 2019**

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

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **PLEDGE OF ALLEGIANCE / 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. **PRESENTATION(S)**
 - 6.A **(6:35 PM) Proclamation Declaring the Month of October, 2019 as Resilience Awareness Month - Mayor Medina, 5 Minutes**
Resilience Awareness Month Proclamation
7. **PUBLIC HEARING(S)**
 - 7.A **(6:40 PM) Ordinance No. 2019-25 Relating to Design Guidelines - Planning, 30 Minutes**
20190920 CC Staff Memo
Public Hearing Draft Ordinance 2019-25
20190920 Design for Bainbridge FINAL
 - 7.B **(7:10 PM) Ordinance No. 2019-03 -- Subdivision Update - Planning, 15 Minutes**
Subdivision Memo addressing Homesite.docx
Ord 2019-03 - Public Hearing Draft 092419
Ord 2019-03 Exhibit A
Ord 2019-03 Exhibit B
Ord_2019-03 REVISED Exhibit A

7.C (7:25 PM) Ordinance No. 2019-26, Related to Extending the Moratorium on Certain Development Activities - Planning, 15 Minutes

Ordinance No. 2019-26 Extending the Development Moratorium - Public Hearing Draft 092419

Ordinance No. 2019-26 Exhibit A Work Plan

Exhibit B Winslow Master Plan Study Area Map

Affordability Consideration memo

Attachment A 2019 Median Gross Income

Ordinance No. 2019-26 Extending the Development Moratorium - Public Hearing Draft 092419 - Revised

Ordinance No. 2019-26 Exhibit A Work Plan - Revised

8. UNFINISHED BUSINESS

8.A (7:40 PM) Ordinance No. 2019-04, Updating the City's Sign Code - Planning, 30 Minutes

Staff Memo - Sign Code Matrix and Definitions of Key Terms (Updated for 9-24-19 CM)

Ordinance No. 2019-04, Updating the City's Sign Code - Track Changes

Staff memo from July 2019 - Sign Code Enforcement.docx

8.B (8:10 PM) Process to Respond to Fire Code Issues Identified by Utility Advisory Committee - Executive, 15 Minutes

UAC Memo on Fire Codes - June 2019.pdf

9. NEW BUSINESS

9.A (8:25 PM) Ordinance No. 2019-21, Banning the Use of Consumer Fireworks on Bainbridge Island - Executive, 15 Minutes

Ordinance No. 2019-21, Banning the Sale and Use of Consumer Fireworks on Bainbridge Island - Track Changes

Ordinance No. 2019-21, Banning the Sale and Use of Consumer Fireworks on Bainbridge Island - Clean

9.B (8:40 PM) Bond Delegation Ordinance No. 2019-22 Relating to the Sale of \$8.0 Million in 2019 Limited Tax General Obligation Bonds and \$3.0 Million in Refunding 2007 and 2008 Limited Tax General Obligation Bonds - Finance, 10 Minutes

Bond Ordinance No. 2019-22 City of Bainbridge Island LTGO 2019 LTGO Ref 2019

9.C (8:50 PM) Resolution No. 2019-24, Updating the City's Procurement Policy - Public Works, 10 Minutes

Resolution No. 2019-24, Updating the City's Procurement Policy

Exhibit A to Resolution No. 2019-24 - Updated Procurement Policy - Clean

Exhibit A to Resolution No. 2019-24 - Updated Procurement Policy - Track Changes

ESSB 5418 - Session Law

ESSB 5418 - Final Bill Report

9.D (9:00 PM) Sewer Treatment Plant Upgrades Feasibility Study and Pre-Treatment Program Development Professional Services Agreement - Public Works, 10 Minutes

PSA with Murraysmith, Inc.

Attachment A to PSA with Murraysmith, Inc.

10. COUNCIL DISCUSSION

- 10.A (9:10 PM) Council Comments on Washington State Oil Spill Contingency Plan Rule Update - Councilmembers Peltier and Schneider, 10 Minutes**
BI City Council Oil Spill Contingency Plan - Comment Ltr
Background - Oil Spill Contingency Plan Update

11. CONSENT AGENDA

- 11.A (9:20 PM) Agenda Bill for Consent Agenda, 5 Minutes**
- 11.B Accounts Payable and Payroll**
Report to Council of Cash Disbursements 09-25-19.pdf
Payroll.pdf
- 11.C City Council Study Session Minutes, August 20, 2019**
City Council Study Session Minutes, August 20, 2019.pdf
- 11.D City Council Study Session Minutes, September 3, 2019**
City Council Study Session Minutes, September 3, 2019
- 11.E City Council Regular Business Meeting Minutes, September 10, 2019**
City Council Regular Business Meeting Minutes, September 10, 2019
- 11.F Engagement Letter, Bond Underwriter Piper Jaffray - Finance, 5 Minutes**
Piper Jaffray Bond Underwriter Engagement Letter

12. COMMITTEE REPORTS

- 12.A (9:25 PM) Committee Reports, 5 Minutes**
Ethics Board Minutes, August 19, 2019
Lodging Tax Advisory Committee Minutes, August 12, 2019
- 12.B (9:30 PM) Regional Committee Reports by Councilmember Liaisons - Mayor Medina, 10 Minutes**

13. FOR THE GOOD OF THE ORDER - 9:40 PM

14. ADJOURNMENT - 9:50 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 OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:35 PM) Proclamation Declaring the Month of October, 2019 as Resilience Awareness Month - Mayor Medina,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Proclamation

PROPOSED BY: City Council

RECOMMENDED MOTION:

Presentation only.

SUMMARY:

The attached proclamation declares the month of October, 2019, as Resilience Awareness Month. It is one of the annual proclamations that may be signed by the Mayor without further Council action.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Resilience Awareness Month Proclamation](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

WHEREAS, there is compelling scientific evidence of a correlation between negative childhood experiences known as Adverse Childhood Experiences or “toxic stress;” and

WHEREAS, Adverse Childhood Experiences (“ACEs”) include such experiences as physical, sexual, or verbal abuse, physical and emotional neglect, witnessing domestic violence, losing a parent to separation or divorce, or having a family member who is: experiencing mental health issues, struggling with substance abuse, and/or incarcerated; and

WHEREAS, there is significant scientific evidence that sources of “toxic stress” may also include poverty, experiences of homelessness, and historical, structural, or community experiences of trauma such as racism, sexism, homophobia, slavery, colonization, community violence, and natural disasters; and

WHEREAS, in Kitsap County 62% of residents report having experienced at least 1 ACE, and over 37% of residents report having 3 or more ACEs, and research indicates the more “toxic stress” a person has experienced, the greater his/her risk of social, emotional, behavioral, and physical health challenges, leading to school suspension, increased dropout rates, expulsion, tardiness and absenteeism, bullying, unemployment, decreased functional work days, homelessness, incarceration, domestic violence, chronic disease, and substance abuse; and

WHEREAS, ACEs are the “root cause” of our most costly community issues, associated with 78% of IV drug use, 69% of mental illness, 67% of suicide attempts, 65% of alcoholism, 62% of domestic violence and homelessness, 61% of adult incarceration, 54% of prescription drug abuse, 26% of cardiovascular disease, 24% of cancer, 17% of asthma, and 15% of type 2 diabetes; and

WHEREAS, resiliency is the antidote and there is compelling scientific evidence that being able to rely on relationships to access resources and support in the moment of need can transform a potentially toxic experience into a tolerable one; and

WHEREAS, resiliency needs to be nurtured throughout the lifespan and is built through supportive relationships with caring adults and experiences that strengthen our core adaptive skills, including regulating emotions, managing stress, planning, mental flexibility, decision-making, and creating/sustaining relationships; and

WHEREAS, Kitsap Strong has a vision of a community in which each person flourishes and all parents raise their children with consistency and nurturance to develop resilience, with the goal to mobilize our community through dialogue and action to prevent ACEs in the next generation

through building individual and community resilience.

NOW, THEREFORE, I, Kol Medina, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim October of 2019 to be the annual

RESILIENCE AWARENESS MONTH

in the City of Bainbridge Island and urge all our residents to become informed about ACEs and their impact on development and long-term health outcomes, to integrate these principles into our everyday work and practice, and to otherwise support the work of Kitsap Strong as a community of hope and healing.

DATED this 24th day of September, 2019

Kol Medina, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:40 PM) Ordinance No. 2019-25 Relating to Design Guidelines - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

Conduct public hearing.

I move to approve Ordinance No. 2019-25.

SUMMARY:

City staff, a consultant (Framework) for the City, and the Design Review Board have been working on an update to the City's design review regulations since December 2108. The City Council has received updates on this project, including related to the process and existing conditions gap analysis on February 5, 2019, and then on the draft design standards and guidelines on June 4, 2019. The Planning Commission discussed the new design regulations, "Design for Bainbridge," on August 22, 2019. The Commission then held a public hearing on Ordinance 2019-25 adopting "Design for Bainbridge" on September 5, 2019, and recommended approval to the City Council, with a few changes. Those changes have been integrated into an updated draft of the "Design for Bainbridge" document and Ordinance 2019-25, and those updated drafts were discussed with the Council during their study session on September 17, 2019.

The public hearing draft has been revised since the September 17 Council discussion based on that discussion and to address some minor copy editing issues. The changes are described in the attached staff memo. The original version of the public hearing draft is available on the City's website: <http://www.ci.bainbridge-isl.wa.us/1125/Design-Guidelines-Update>. The revised version of "Design for Bainbridge" document is included with this agenda item. The Council will be conducting a public hearing on these proposed regulations at this meeting on September 24, 2019.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	

BACKGROUND:

See attached Staff Memo. Background materials on the Design Guidelines Update project including a public participation plan, the existing conditions and gap analysis report, and the presentation boards from the May 22, 2018 public meeting, can be found on the project page on the City's website:
<https://www.bainbridgewa.gov/1125/Design-Guidelines-Update>.

ATTACHMENTS:

[20190920 CC Staff Memo](#)

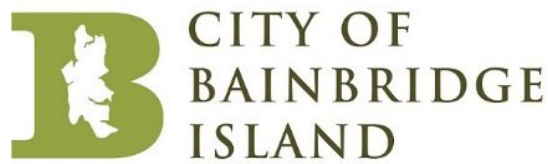
[Public Hearing Draft Ordinance 2019-25](#)

[20190920 Design for Bainbridge FINAL](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Department of Planning and Community Development

Memorandum

Date: September 20, 2019
To: City Manager
City Council
From: Jennifer Sutton, AICP
Senior Planner
Subject: Ordinance 2019-25: Update to the City's Design Guidelines

City Council Review

City staff provided the Planning Commission's September 5, 2019 recommendations related to the design review regulations update to the City Council for consideration at the Council's September 17, 2019 study session as a public hearing draft. The Council was briefed on the Planning Commission review of *Design for Bainbridge*. The City Council requested that the document be updated to include the Council in the acknowledgements. The *Design for Bainbridge* has been revised in a few places, generally for consistency. Revisions include

Revisions to Public Hearing DRAFT of *Design for Bainbridge*

Design for Bainbridge has been revised since the public hearing draft was published online and in the City Council's September 17 meeting packet. [That version of the public hearing draft of *Design for Bainbridge* can be viewed on the City's project website](#). Typos have been corrected in this revised version of *Design for Bainbridge*, and the Acknowledgements section has been corrected. Additional clarifying changes to the revised draft include:

- Page 5: Short preliminary subdivisions of 3 lots or more have been added to the list of project types requiring design review; the previous draft had them listed below under "optional review". The change is highlighted in the text and is consistent with the preliminary short subdivision land use review procedures described in [BIMC Section 2.16.070](#).
- Page 72: The first public hearing draft had the Design Guidelines for Larger Sites Design Standard 1 associated with Design Standard 2, and vice versa. The Larger Sites Design Guidelines have been moved to be associated with the correct Design Standards. The change is highlighted in the text.
- Page 73: A text box has been added to the lower left corner of the page to bring attention to the City's Historic Preservation program.

How *Design for Bainbridge* will apply to Subdivisions

Staff incorrectly described the relationship between the new *Design for Bainbridge* and the new subdivision standards during the September 17 City Council study session, indicating that only *Chapter 6 Subdivision Guidelines* applied to subdivisions. Updated subdivision standards are also being considered

by the [City Council at the meeting on September 24, 2019- see Ordinance 2019-03](#). As described in new subdivision standards, BIMC Section 17.12.020, Chapters 1 through 6 apply in certain ways to the different types of single-family subdivisions, and for commercial subdivisions, any applicable chapter of *Design for Bainbridge* would apply. A reference to *Design for Bainbridge* Chapter 5: *Street Types and Frontages* was inadvertently omitted from the original public hearing draft of Exhibit A of Ordinance 2019-03. These street types and frontages may apply to subdivisions, depending on the location and context of the subdivision, most frequently the Section 7 *Green Streets* and Section 8. *Rural Green Streets* provisions. See [Exhibit A of Ordinance 2019-03, in the September 24, 2019 City Council packet](#) for the corrected, specific subdivision applicability language.

Historic Preservation

The Historic Preservation Commission (HPC) has expressed some concern about the design guidelines for the Ericksen District and Fort Ward District being removed through the adoption of *Design for Bainbridge*. Although not district specific, *Design for Bainbridge* was developed with character and history at the forefront. *Chapter 3: Context Analysis* (see page 16) which is required early, during the preapplication phase of a project, emphasizes that character is important aspect of design review.

The *Site Design*, *Public Realm* and *Building Design* design standards and guidelines (see pages 26, 29 and 36 respectively) all ensure that existing character and history are an important part of the design review process.

Some of the district specific standards currently in those design guidelines are already duplicated in the municipal code. For instance, [BIMC Section 18.24.110 Fort Ward Historic Overlay District](#) has provisions related to specific buildings in the overlay district.

Although the HPC is brought in early for any discussions related to buildings or properties on the local register, “register eligible” buildings (e.g. buildings older than 50 years) are generally not reviewed by the HPC until demolition is proposed. City planning staff will be improving internal review checklists to ensure that the HPC is notified of possible changes to “register eligible” buildings or properties during the conceptual or preapplication phases of land use review. City staff will also work with the HPC to identify an HPC liaison to the Design Review Board for such projects.

ORDINANCE NO. 2019-25

AN ORDINANCE of the City of Bainbridge Island, Washington, revising Chapter 18.18 of the Bainbridge Island Municipal Code related to design review regulations.

WHEREAS, the City Council of the City of Bainbridge Island (“City”) updated the City’s Comprehensive Plan in February of 2017; and

WHEREAS, the City Council has expressed significant concerns about development and growth in the City under current regulations in the context of the vision and goals of the City’s Comprehensive Plan, and desires to revise development regulations to best accommodate growth and development in both general and specific ways; and

WHEREAS, Ordinance No. 2018-02 imposed a temporary six-month moratorium on the acceptance of certain development, based upon the City Council’s concerns regarding likely adverse impacts related to growth and development under existing regulations; and

WHEREAS, that temporary moratorium has been extended subsequently through the City Council’s adoption of other ordinances to allow time to complete the work that is on the work plan for the moratorium; and

WHEREAS, based on these and related concerns, the City Council required additional time to review the regulations and policies at issue to ensure that the vision and goals of the City’s Comprehensive Plan are being met to the Council’s satisfaction; and

WHEREAS, a number of priorities to address the items at issue in the moratorium were identified at a joint meeting of the City’s Design Review Board and Planning Commission on February 22, 2018, including the following:

- (1) Initiate rewrite of subdivision design standards (Chapter 17.12 BIMC);
- (2) Identify specific development standards to review/revise (Chapters 18.12 and 18.15 BIMC); and
- (3) Consider alternatives and identify preference for design guidelines framework.

WHEREAS, at an April 3, 2018 City Council study session, the City’s Department of Planning and Community Development provided a briefing on the Design Review Board and Planning Commission joint meeting wherein the Council authorized staff to proceed with a work plan addressing the priorities identified at the joint meeting; and

WHEREAS, on January 30 and May 22, 2019, the City hosted public meetings on the design review regulations update; and

WHEREAS, on March 4 and 18, April 1, May 6, June 17, and July 15, 2019, the City’s Design Review Board discussed the design review regulations update; and

PUBLIC HEARING DRAFT – SEPTEMBER 24, 2019

WHEREAS, at the February 5 and June 4, 2019 City Council study sessions, the City’s consultant, Framework, provided a briefing on the design review regulations update; and

WHEREAS, the Planning Commission held a public hearing on Ordinance No. 2019-25 on September 5, 2019; and

WHEREAS, City staff provided the Planning Commission’s September 5, 2019 recommendations related to the design review regulations update to the City Council for consideration at the Council’s September 17, 2019 study session; and

WHEREAS, the City Council held a public hearing on Ordinance No. 2019-25 on September 24, 2019 and considered the input it received related to Ordinance No. 2019-25 prior to adopting this ordinance **[note: this may be revised based on Council activity]**; and

WHEREAS, the City notified the Department of Commerce on August 21, 2019 of its intent to revise its development regulations relating to design standards and guidelines; and

WHEREAS, the City issued a State Environmental Policy Act (“SEPA”) Determination of Non-Significance for this Ordinance No. 2019-25 on August 30, 2019; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City’s incorporated lands.

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

Section 1. All existing City of Bainbridge Island design review regulations are hereby repealed and replaced with the Bainbridge Island Design Review Regulations – “*Design for Bainbridge*,” as provided in Exhibit A and incorporated herein.

Section 2. Section 18.18 of the Bainbridge Island Municipal Code is hereby amended as follows:

18.18.030 Specific design regulations and guidelines.

All development subject to design review shall comply with the requirements of the Bainbridge Island Design Review Regulations – “*Design for Bainbridge*.”

~~design regulations and guidelines applicable to that type of development as set forth in this section and the reference documents, which are adopted as part of this title by reference. In the event of a conflict between two or more design standards or regulations, the more specific Bainbridge Island Design Review Regulations – “*Design for Bainbridge*,” shall apply.~~

A. ~~Detached Single Family Residential Developed Using the R-8SF Urban Single Family Overlay District. Detached single family residential developed in accordance with the R-8SF urban single family overlay district transfer of development rights program shall comply with those regulations contained in “Design Guidelines for R-8SF Urban Single Family Overlay District” if they want to develop at overlay zone densities.~~

B. ~~Multifamily Residential. Multifamily development in the R-8 and R-14 zones shall comply with those regulations contained in “Design Guidelines for Multifamily”; provided, that applications submitted prior to December 8, 1999, shall not be subject to the requirements of this section.~~

C. ~~Commercial and Mixed Use—General. Development, redevelopment, and exterior renovation in commercial and mixed use projects in all zoning districts except the B/I district shall comply with the general guidelines in “Guidelines for Commercial and Mixed Use Projects—Including Guidelines for Lynwood Center, Island Center, and Rolling Bay,” as well as any specific guidelines applicable to that type of development in the subsections below.~~

D. ~~Nonresidential Uses in Residential Zones. Educational, cultural, governmental, religious or health care facilities in residential zones shall comply with the general guidelines in “Design Guidelines for Commercial and Mixed Use Projects—Including Guidelines for Lynwood Center, Island Center, and Rolling Bay.”~~

E. ~~Mixed Use Town Center and High School Road Districts. Development, redevelopment, or exterior renovation in the Mixed Use Town Center overlay districts and the High School Road districts shall comply with regulations contained in “Design Guidelines for Mixed Use Town Center and High School Road Zoning Districts.”~~

F. ~~Lynwood Center NC Design Guidelines. Development, redevelopment, and exterior renovation in the Lynwood Center NC zone district shall comply with those regulations contained in the Lynwood Center NC-specific portion of “Guidelines for Commercial and Mixed Use Projects—Including Guidelines for Lynwood Center, Island Center, and Rolling Bay.”~~

- ~~1. Street trees shall be provided in an amount equivalent to at least one every 30 feet in planting pots or beds covered by a tree grate, pavers or planted area. Structural grid systems with a minimum soil volume ratio of one cubic foot of soil per one square foot of tree canopy area are encouraged. Trees may be grouped and are encouraged to have a varied meandering effect. Tree size, location and species shall be approved by the city. See street tree diagram in Central Core Overlay District Design Guidelines (subsection E of this section).~~

G. ~~Island Center NC Design Guidelines. Development, redevelopment, and exterior renovation in the Island Center NC zone district shall comply with those regulations contained in the Island Center NC-specific portion of “Guidelines for Commercial and Mixed Use Projects—Including Guidelines for Lynwood Center, Island Center, and Rolling Bay.”~~

- ~~1. Street trees shall be provided in an amount equivalent to at least one every 30 feet in planting pots or beds covered by a tree grate, pavers or planted area. Structural grid~~

systems with a minimum soil volume ratio of one cubic foot of soil per one square foot of tree canopy area are encouraged. Trees may be grouped and are encouraged to have a varied meandering effect. Tree size, location and species shall be approved by the city. See street tree diagram in Central Core Overlay District Design Guidelines (subsection E of this section).

H. Rolling Bay NC Design Guidelines. Development, redevelopment, and exterior renovation in the Rolling Bay NC zone district shall comply with those regulations contained in the Rolling Bay NC specific portion of “Guidelines for Commercial and Mixed Use Projects—Including Guidelines for Lynwood Center, Island Center, and Rolling Bay.”

1. Street trees shall be provided in an amount equivalent to at least one every 30 feet in planting pots or beds covered by a tree grate, pavers or planted area. Structural grid systems with a minimum soil volume ratio of one cubic foot of soil per one square foot of tree canopy area are encouraged. Trees may be grouped and are encouraged to have a varied meandering effect. Tree size, location and species shall be approved by the city. See street tree diagram in Central Core Overlay District Design Guidelines (subsection E of this section).

I. Business/Industrial District Design Guidelines.

1. Development, redevelopment, and exterior renovation of facilities in the B/I zone district shall comply with those regulations contained in “Design Guidelines for Light Manufacturing.”

2. In addition, development, redevelopment, and exterior renovation of facilities in the B/I district shall be subject to the following requirements governing its relationship to adjoining and nearby uses. A proposed development must be sited and designed to minimize potential safety hazards to adjoining and nearby developments. Specifically, a project shall be designed in a manner that minimizes conflicts between vehicular and nonmotorized traffic. Additionally, a development shall be fenced and buffered, as necessary, to impede potentially dangerous travel between different types of uses, such as between a manufacturing operation and day care center. Outdoor operations, such as loading docks and playgrounds, shall be located as far away as possible from residences and other noise sensitive uses.

J. Fort Ward Design Guidelines. Development, redevelopment, or exterior renovation in the Fort Ward historic overlay district shall comply with regulations contained in “Design Guidelines for Fort Ward.” (Ord. 2017-02 § 1, 2017; Ord. 2016-28 § 21, 2016; Ord. 2016-01 § 2, 2016; Ord. 2013-07 § 1, 2013; Ord. 2011-02 § 2 (Exh. A), 2011)

Section 3. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared invalid or unconstitutional for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 4. This ordinance shall take effect and be in force five (5) days after its passage, approval, and publication as required by law.

PUBLIC HEARING DRAFT – SEPTEMBER 24, 2019

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

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

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	September 13, 2019
PASSED BY THE CITY COUNCIL:	_____, 2019
PUBLISHED:	_____, 2019
EFFECTIVE DATE:	_____, 2019
ORDINANCE NUMBER:	2019-25

Attached:

Exhibit A: Bainbridge Island Design Review Regulations – “*Design for Bainbridge*”



DESIGN FOR BAINBRIDGE 2019

ACKNOWLEDGMENTS

DESIGN REVIEW BOARD

Joe Dunstan
Alan Grainger
Jim McNett
Peter Perry
Jane Rein
Jason Wilkinson
Carl Yurdin

CITY COUNCIL

Sarah Blossom
Kol Medina, Mayor
Ron Peltier
Rasham Nassar
Leslie Schneider
Joe Deets
Matthew Tirman

PLANNING COMMISSION

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Monica Taylor, Framework
Jonathan Morley, Berger Partnership
Matthew Coates, Coates Design Architects
Robert Hutchinson, Coates Design Architects

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Heather Wright, Interim Director of Planning and Community Development
Christy Carr, Senior Planner
Mark Epstein, Engineering Project Manager
Jennifer Sutton, Senior Planner
Kristen Drew, Communications Coordinator

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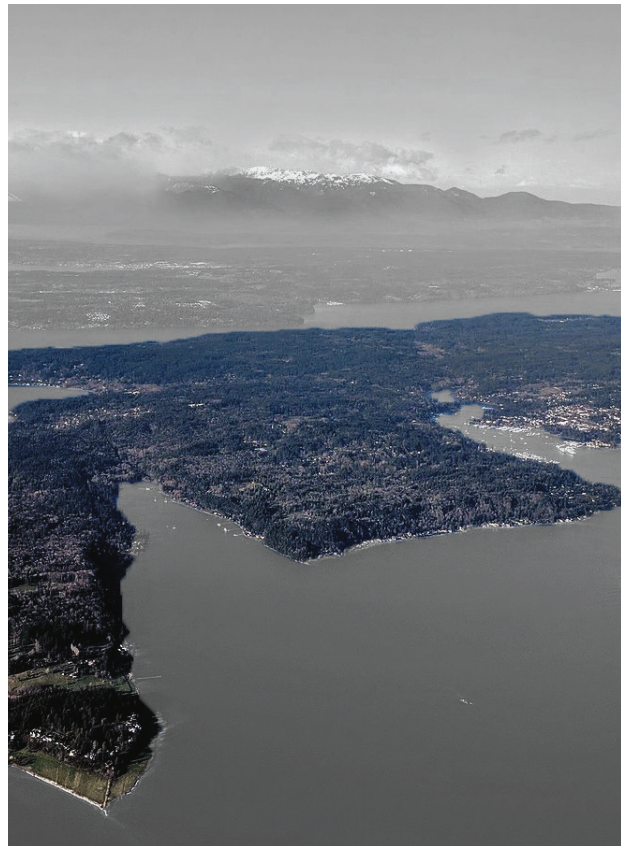
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1 DESIGN ON BAINBRIDGE

The Island

Bainbridge Island is a close knit community with several neighborhood centers and a lively, walkable downtown in Winslow with a mix of shops, services and activities. The Island attracts residents and visitors with its magnificent natural setting and mix of rural and small-town charm, all a short ferry commute from Downtown Seattle. The City's residents are committed to preserving the Island's sense of community and green spaces, and deeply value the Island's natural lands, shorelines and enduring connection to local agriculture.

The City's Design Guidelines are based on the existing policies, principles and values established in Bainbridge Island's Comprehensive Plan and through community engagement. Each of these values and principles as they relate to the design of new development is articulated in the following section, and the guidelines draw on these principles and offer specific guidance to inform design at various scales and stages, including site design, building design and composition, and architectural detailing. The Guidelines were carefully crafted to ensure that new development reflects Bainbridge Island's common values and culture, and that it contributes to and enhances the City's built environment.





Values + Principles

The Bainbridge Island community values authenticity and design that is specific to Bainbridge. Generic approaches to design for sites, streets, buildings, and other elements are inconsistent with the island character and values.



DESIGN FOR BAINBRIDGE

Bainbridge Island's architecture is diverse, spanning a range of eras and architectural styles, but its urban fabric maintains a defining character and continuity within its varied buildings, streets and neighborhoods. Good design is the thoughtful composition of buildings, landscape and public spaces that creates a meaningful relationship to a building's surroundings and contributes to the public realm and neighborhood fabric. These guidelines define the responsibility of new development as respecting neighborhood context, responding sensitively to the surrounding built and natural environment, and contributing to the community.

DESIGN FOR SUSTAINABILITY & CLIMATE RESILIENCE

Bainbridge residents cherish the Island's natural environment and are committed to protecting and restoring the ecological and hydrological functions of its natural lands and water bodies. Sustainable design and green building practices help reduce the burden of development on natural systems, and help ensure Bainbridge Island is climate resilient. Concentrating growth in the Island's urban center through the zoning code and around shared infrastructure conserves natural habitat, ecological functions, open space and areas designed for recreational use. Specific elements of site design, building design, construction, and operation, such as efficient use of energy and water, integration of renewable energy, and use of sustainable and ethical materials can mitigate the environmental toll of new development and address local climate vulnerabilities.

DESIGN FOR A WALKABLE, BIKEABLE AND CONNECTED COMMUNITY

Part of a safe, healthy and sustainable community is a walkable, bikeable and transit-friendly built environment that encourages active transportation. Walkable, bike- and transit-friendly development that reduces reliance on cars can help improve air quality and help residents live healthier more active lives. New development should support alternative travel modes and contribute to the individual's connection to place. Thoughtful design can further both these goals enhancing the public realm that ties together the city's buildings, which in turn improves the experience of walking and biking.

DESIGN FOR HEALTH, EQUITY, AND INCLUSION

Healthy housing development and expansion of educational and civic institutions support diverse and inclusive growth, and help build thriving neighborhood centers. Design can have an effect not only on the community's look and feel, but also on housing affordability for people of different means, and the comfort of people from different backgrounds. Building an accessible community that supports transit and that creates and creates a quality pedestrian experience can help grow employment locally, improve quality of life, and lay the foundation for a more diverse community.

DESIGN TO FOSTER CULTURE AND SOCIAL WELL-BEING

The contributions of Bainbridge Island's residents through the arts, agriculture, and active organizations are a piece of what defines the City. Bainbridge Island's rich history, and dynamic cultural life are supported by the City's buildings, parks, and public spaces. They represent the community's experiences and foster a robust public life in Bainbridge Island's downtown, in distinct neighborhoods, and in the Island's rural areas. New development should contribute to and create spaces that are accessible and reflect local culture and identity.

DESIGN FOR CONNECTIONS TO THE NATURAL ENVIRONMENT

Bainbridge Island's natural environment is not simply a scenic backdrop for its built environment — the two are intimately connected. New development should draw inspiration from and preserve natural areas, responding to natural features like slopes, streams, heritage trees, and wetlands in ways that minimize disturbance and leave ecological functions intact.

How to Use this Document

Design for Bainbridge provides guidance for applicants to successfully navigate the design review process. This section highlights key elements of the design review process to improve clarity and predictability for the City, applicants, and the public.

When is Design Review Required?

The Bainbridge Island Municipal Code (BIMC) specifies when design review is required in [Table 2.16.010-1: Summary Table of Land Use Procedures](#). The requirement for design review is based on the type of land use review required for the type of development or other activities proposed.

Design review is required for the following project types:

- a. Major site plan and design review (includes any site plan and design review in the business/industrial zoning district)
- b. Major conditional use permits
- c. Preliminary long subdivisions
- d. Preliminary large lot subdivisions
- e. Major shoreline conditional use permits
- f. Short preliminary subdivisions of 3 lots or more

Design review is optional for the following project types:

- a. Minor site plan and design review
- b. Minor conditional use permits
- c. Preliminary short subdivisions

The development of single-family homes and minor activities or improvements like routine maintenance, interior work, or projects that don't require a building permit or a change of use are exempt.

Design Standards vs Guidelines

Design for Bainbridge includes both Design Standards and Design Guidelines. Design Standards are clearly defined, mandatory and applied based on the site's context (surrounding neighborhood, and natural environment), and the site itself. Guidelines are more flexible and provide different approaches to meeting the Design Standards. For a project to be approved, it must comply with all applicable Design Standards and demonstrate how the project team has applied Design Guidelines to meet those standards. For example, an applicant must comply with Site Design Standard S1: Protect and Repair Natural Systems by meeting one or more of guidelines a - e listed on Page 23 or an acceptable alternative to the satisfaction of the Design Review Board. Design Standards and Design Guidelines, and the development to which they apply, are defined below.

Design Standards: Standards in Chapters 4 and 7 mandate planning and design actions that the applicant must incorporate in their project application. Compliance with standards is mandatory and failure to meet a mandatory standard may be used as a basis for the city's denial of a project application.

Design Guidelines: Guidelines in Chapters 4, 5, 6, and 7 are voluntary and not mandatory; however, compliance with guidelines may be necessary to comply with the Design Standards. Guidelines provide a variety of ways to satisfy the Design Standards based on the specific context and site. Failure to meet a voluntary guideline cannot be used by the city as a basis for a project denial.

Development: Development means all structures and other modifications to the natural landscape above and below ground, on a particular site.

Relationship to Other Regulations, and Permit Review

Design review is part of an integrated land use and development review process. Regulations that come into play during this process include zoning, subdivision standards, building permits, and other regulations for shoreline development, critical areas, and State Environmental Policy Act (SEPA). The Design Review Board (DRB), in coordination with City staff, is responsible for design review which focuses solely on compliance with Design Standards and Design Guidelines contained in this document. Regulations for zoning, subdivisions, and buildings are reviewed and approved by other parties within the City. Design review starts early in the City's land use review process and concludes with final review and recommendations from the DRB directly to the Planning Commission, City Council, Planning Director, and Hearing Examiner. The final permit decision varies by the permit type but is typically made by the Planning Director or the City's Hearing Examiner. For more information on the permit review processes please refer to the City's [Administrative Manual](#) and Municipal Code ([BIMC 2.16](#))

Departures

Design for Bainbridge is intended to provide flexibility in meeting the Design Standards and applying the Design Guidelines to projects. However, there may be circumstances where the applicant proposes a design solution that meets the guiding principles and intent of the standards and guidelines but is not in strict compliance. Departures may be approved by the final decision-maker with a recommendation on approval or denial by the DRB for projects under their review.

Any request for one or more departures shall be made at the Design Guidance Review Meeting as part of the pre-application phase of the project. Departures shall be reviewed concurrently with an application. The Design Review Board may include an administrative departure in its recommendation to the Planning Commission, if one of the following criteria are met. Departures from the design standards may be approved based on the following criteria:

- a. The departure is related to a variance from a standard in the BIMC that also impacts the ability to meet one or more of the design standards;
- b. The departure meets the intent of the design standards and the proposed departure is equal or greater to complying with the design standard;
- c. The granting of the departure results in a project with greater natural resource conservation value, less adverse impact to adjoining properties, or more practical design because of topography, critical area, or other extenuating circumstance.

Definitions

The definitions contained in this section are applicable only to this document and its contents.

Active means fostering human activity and interaction, often to describe streets and public spaces with pedestrian traffic, events and programming, or uses that draw, facilitate, or serve as a backdrop for human interactions such as shops and restaurants.

Built Environment means the parts of our physical surroundings that are created by and for humans and serve as the setting for human activity.

Character is the distinctive qualities of a place, building or street.

Civic Uses are public buildings or institutions owned and operated by governmental or other public agencies. This includes government offices, courthouses, police and fire stations, and schools.

Context is the physical (including natural and human-made) and cultural environment around a specific site and how the site relates to those surroundings.

Development means all structures and other modifications of the natural landscape (both above and below ground) on a particular site.

Design Standards mandate planning and design actions that the applicant must incorporate in their project application. Compliance with standards is mandatory and failure to meet a mandatory standard may be used as a basis for the city's denial of a project application.

Design Guidelines are voluntary and not mandatory; however, compliance with guidelines may be necessary to comply with the Design Standards. Guidelines provide a variety of ways to satisfy the Design Standards based on the specific context and site. Failure to meet a voluntary guideline cannot be used by the city as a basis for a project denial.

Fenestration is the arrangement, proportioning, and design of windows and doors in a building.

Frontage means street-facing façade of a building and its relationship to the street.

Heat Island Effect is the tendency for built areas to be hotter than their surroundings because of absorbed solar radiation and lack of vegetation, in particular, trees.

Human Scale is the scale at which humans can comfortably interact with their environment based on the physical and cognitive characteristics and capabilities of the human body.

Impervious Surface means a non-vegetated surface area which either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development and/or a hard surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled macadam or other surfaces which similarly impede the natural infiltration of stormwater.

Massing: the shape, form and size of buildings.

Natural Systems such as ecosystems or water and nutrient cycles, are systems that exist in nature independent of human involvement and are composed of physical and biological materials and processes.

Permeable materials allow stormwater to infiltrate into the ground.

Public Realm means the spaces around, between and within buildings that are publicly accessible, and support public life and social interaction.

Resilience or climate resilience is the ability to anticipate, prepare for, and respond to hazardous events, trends, or disturbances related to climate.

Stormwater Runoff is the rainfall that flows over land, paved surfaces, and building rooftops.

Right-of-Way means all public streets and property granted or reserved for, or dedicated to, public use for streets, walkways, sidewalks, bikeways, parking, and horse trails, whether improved or unimproved, including the air rights, subsurface rights, and related easements.

Scale means a proportionate size, extent, degree, or level of detail typically in relation to a standard point of reference.

Stormwater Infiltration is the process by which rainfall and stormwater runoff flows into and through the subsurface soil.

Sense of Place is the relationship with the place and its identity as felt by residents and visitors and shaped through experiences of a place's natural, human-made, cultural, and historical features.

Street Types are the classifications for each street on the Island according to common functions and existing or desired characteristics. The permitted building frontages for each Street Type specify setback requirements and treatments between the building and the right-of-way

Transpiration is the process by which water moves through a plant and evaporates into the atmosphere from its leaves and exterior surfaces.

SUSTAINABILITY DEFINED

The term “sustainability” has become a frequently-used buzz word. Sometimes it is even used in an attempt to “green wash” a project or a proposal. Because sustainability is such a fundamental value in Bainbridge Island's design guidelines, a clear definition is needed. In common parlance, sustainability is defined as follows:

The ability to be maintained at a certain rate or level. Common examples are: “the sustainability of economic growth”; “the long-term sustainability of the project.”

In the realm of ecology and the survival of the planet and all its inhabitants, sustainability is best defined in the context of living systems. Thus, “sustainability” means, simply, “to align with natural forces, or at least not to defy them,” and is about everything we do as humans. To use the phrase “environmental sustainability,” for example, or “sustainable agriculture” or a “sustainable economy,” while grammatically correct, does not exemplify the true definition of, nor foster application of the real meaning of, sustainability. Sustainability, properly used, is about the entire planet as a living system, including all life forms.

Viewing a community as a living system recognizes that the “rules of the house” are non-negotiable biophysical principles and the elements of sustainability rest upon those principles.

To further understand this approach to community, it helps to know that “ecology” and “economics” have the same root: eco from the Greek oikos, or home. Ecology is the knowledge or understanding of the house, and economics is the management of the house—and it is the same house. Therefore, understanding our community as a living system—an ecosystem—will give us not only a new understanding of “economy” and “economics,” but also will foster a vision of the future, along with strategies for its realization, that focus on resiliency, adaptability, and attunement with nature.

If we perceive ourselves and all we create as part of an ecosystem, it is easy to understand that our community is a living system within which there are nodes of wealth: social, natural and financial. All interact as a system and are linked together through nutrient cycles and energy flows, and the maintenance and health of these networks is essential to the overall health and prosperity of our community.

- Jane Rein, Design Review Board

2

DESIGN REVIEW

Design Review Process

The design review process, standards, and guidelines are structured to support good design and a deliberate design process from context and site down to design detailing. Design review is an iterative process intended to help applicants comply relevant standards and guidelines and develop designs for the project that fit Bainbridge Island and the unique context of the site. For more information on the permit review processes please refer to the City's [Administrative Manual](#) and Municipal Code ([BIMC 2.16](#)).

1 Conceptual Proposal Review

The conceptual proposal review meeting is an informal meeting between the applicant and the Design Review Board to review site-specific conditions and contextual considerations for the design of development on site. This discussion is intended to inform strategies for site planning and massing that respond sensitively to the neighborhood context.

2 Design Guidance Review

Design guidance review meetings with the Design Review Board offer guidance to potential applicants during the design process on conceptual alternatives. The purpose of the design guidance review meeting is to review how the proposed alternatives fit the surrounding context with a focus on the development's program, uses, site plan, and massing. The Board will also consider any requested departures, the rationale for those departures and their consistency with the intent and principles of the guidelines.

3 Pre-Application Conference

The pre-application conference with City Staff is intended to provide input on preliminary, site, building plans and elevations, and ensure they meet zoning, environmental, and stormwater requirements, and address the Design Standards and Design Guidelines in this document before the application set is finalized. Following the pre-application conference, the applicant will present their concepts to the Planning Commission at a public community meeting before the DRB conducts its final review.

4 DRB Review & Recommendation

At this meeting, the Board will review the application plans for compliance with Design Standards and Design Guidelines and ensure that the project reflects any revisions recommended by the Board at previous meetings. The Board will document its findings and transmit a written recommendation to the Planning Commission. The Board's recommendation may include conditions to ensure compliance with all standards.

DISCUSSION TOPICS & MATERIALS



Submittal Requirements

1 Conceptual Proposal Review

Site Analysis

- a. Aerial map of with property lines marked and streets labeled within 500 feet;
- b. Photos of the site;
- c. Topography, physical, and natural features on the site;
- d. Landscaping and tree species 6" or greater in diameter, and an arborist report for any landmark trees as defined in [BIMC 16.32](#);
- e. Vehicular and pedestrian access to the site including curbs;
- f. Summary of applicable zoning standards and Design Guidelines.

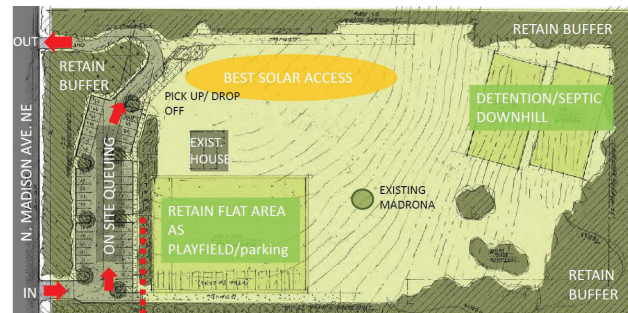
Context Analysis

- a. Requirements for analysis listed in the Context Analysis Chapter (Chapter 3);
- b. Vicinity map(s) indicating:
 - › Property lines;
 - › Footprints of structures and existing ground and upper floor uses;
 - › Zoning districts and overlays;
 - › Natural features, recognized landmarks and designated historic sites or structures; and
 - › Roadways, sidewalks, trails, bicycle facilities and transit stations.
- c. Photos of properties, structures, adjacent rights-of-way, natural features, and streetscapes within 500 feet.

Preliminary Development Program (Optional)

- a. Preliminary development program (Residential or Live/Work Units, Retail or Office SF, Number of Parking Stalls); and
- b. Description of how the program fits within the context and any sustainability, preservation or conservation goals as part of the project.

Conceptual site analysis



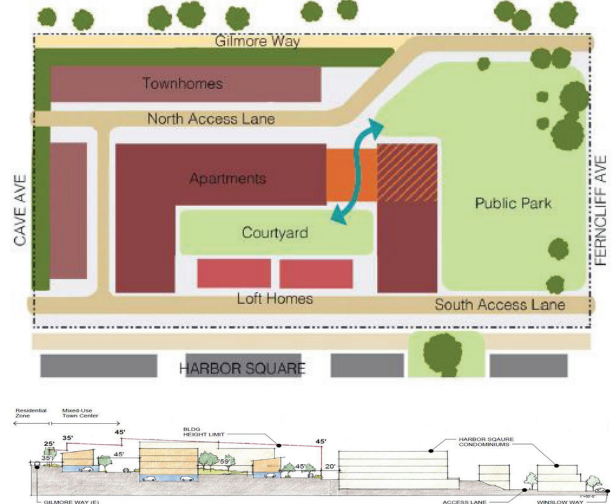
Context analysis map



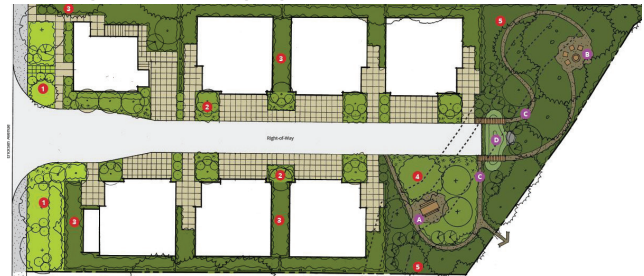
2 Design Guidance Review

- Vision statement & design intent;
- Conceptual site plan and architectural massing concepts, and a description of how these designs respond to the context;
- Development program (Residential or Live/Work Units, Retail or Office SF, Number of Parking Stalls);
- Description of how the program fits within the context and any sustainability, preservation or conservation goals as part of the project;
- Graphic illustration of the overall massing at street level;
- Narrative explanation of design cues from nearby architectural and natural features;

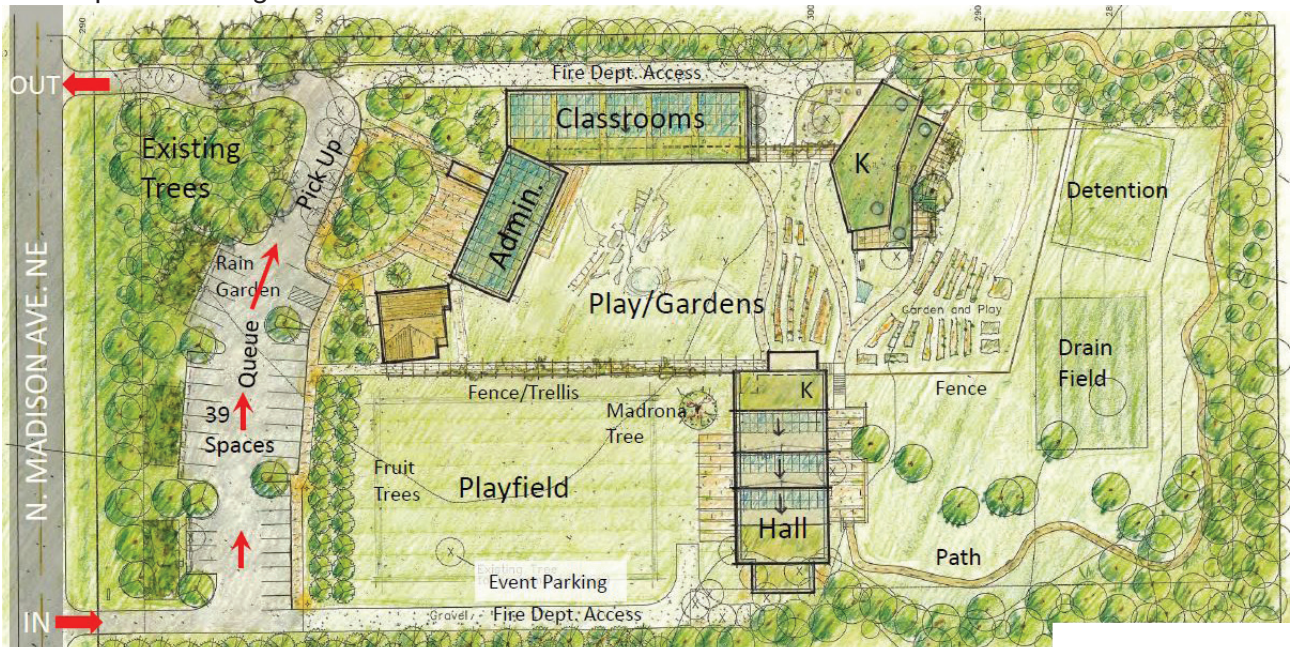
Conceptual site plan & massing cross section



Conceptual landscape plan



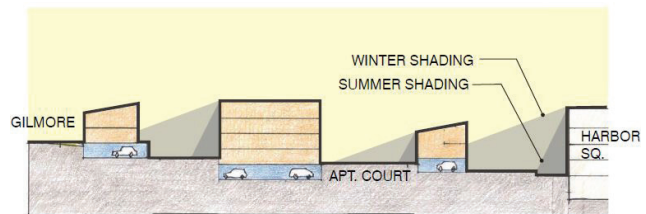
Conceptual site design



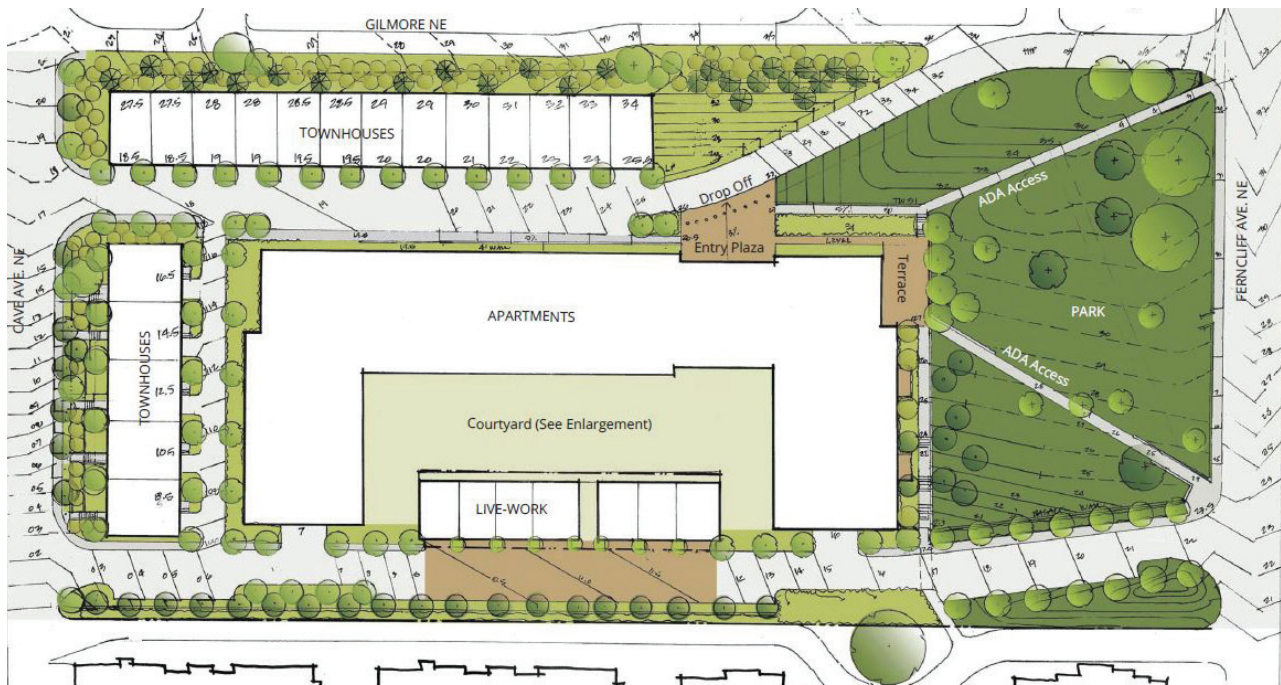
3 Pre-Application Conference

- a. Illustrative site plan, including:
 - › Property lines and easements and rights-of-way with dimensions;
 - › Footprints of structures on adjacent properties with height in feet and stories;
 - › Topography, physical and natural features on the site;
 - › Vehicular and pedestrian access to the site including curbs; and
 - › Landscaping and tree species 6" or greater in diameter, and an arborist report for any landmark trees.
- b. Conceptual floor plans with uses differentiated by color, property boundaries, and buildings and uses on adjacent properties;
- c. Preliminary building plans and elevations annotated with façade treatments, materials and colors;
- d. Sun/shadow graphic analysis;
- e. Summary of applicable Zoning and Design Standards, Design Guidelines, and how applicant intends to meet those standards and guidelines as part of the proposed development with conceptual diagrams or graphics;
- f. Description of how the project relates to the guiding principles in Chapter 1, and meets the intent of applicable Design Guidelines; and
- g. Summary of all anticipated departures from applicable guidelines.

Sun/Shadow Analysis



Illustrative Site Plan



4

Final Design Review

- a. Statement of Design Intent and how the project incorporated applicable guidelines;
- b. Vicinity Map including property lines and rights-of-way with dimensions, footprints of buildings on adjacent properties, and natural features (landmark trees, streams, wetlands and steep slopes);
- c. Final Site Plan Illustration in Color;
- d. Final Landscape and Planting Plans;
- e. Color Rendering or perspective illustration of the Proposed Development from the street and from an axiomatic view;
- f. Final Floor Plan;
- g. Final building plans and elevations for all façades;
- h. Detailed drawings of façade treatments;
- i. Materials Palette, samples and cut sheets for all façade materials included in elevation drawings; and
- j. Full summary and rationale for all requested departures from Design Guidelines and zoning parameters.

Perspective Illustration



Color elevations with materials



APARTMENT - NORTH ELEVATION



APARTMENT - EAST ELEVATION



APARTMENT - WEST ELEVATION



APARTMENT & LOFT HOMES - SOUTH ELEVATION

3

CONTEXT ANALYSIS

Introduction

Your site is part of our community.

Context analysis is a prerequisite for application of Design Standards and Design Guidelines. This chapter outlines requirements for applicants to present their understanding of the site's context. The components of the analysis included here are intended to be part of the review process and will be the focus of the Conceptual Proposal Review, the first meeting of the design review process.

A thorough understanding of all aspects of the site and its context is fundamental to design that fits and contributes to Bainbridge Island's unique built and natural environments. Development affects its setting through each facet of design in ways that can be striking or largely invisible to the public. It is not enough to simply describe the context, but to analyze its qualities and to understand and its implications for design.

An effective context analysis will carefully examine the relationship between the site, potential development, and the surrounding environment. This creates a foundation for design that takes cues from patterns in the surroundings and contributes to the Island's unique character, while preserving, supporting, and repairing the natural environment. Sustainability is an overarching goal for design on Bainbridge, and will be a key component in all respects of this analysis.



CONTEXT ANALYSIS

Design for new development should go beyond consideration of individual buildings and fit successfully into Bainbridge Island's urban context. These requirements present an analytical framework to guide approaches to design that respect and enrich the facets of the built and natural environment that make Bainbridge "Bainbridge."

C1

Analyze natural systems

C2

Identify the extent and value of wildlife habitat and corridors

C3

Assess unique and prominent features

C4

Consider the defining attributes of the built environment

C5

Analyze systems of movement and access

C6

Study how the site relates to and can contribute to the public realm

C1

NATURAL SYSTEMS

Natural systems include water and hydrology; vegetation, forests and soils; solar access and wind conditions. The natural systems analysis is the basis of designing a project that minimizes impacts and maximizes sustainable solutions for each project.

Analyze

Water:

stormwater, streams, wetlands, aquifers, and shorelines

Soil:

stormwater infiltration, geological hazards, and soil stability

Vegetation:

major trees, forested areas, and plant communities

Solar Access:

sun and shadow conditions on and near site

Wind:

prevailing wind direction

Resiliency:

current and future flood risk and tidal inundation, heat vulnerability and heat wave risk

C2

WILDLIFE HABITAT & CORRIDORS

Bainbridge Island's exceptional ecosystem and wildlife habitat is highly valued by the community, and development must be balanced with the diversity and abundance of native plants and animals. Habitat includes the terrestrial and marine environment, not only along the shoreline, but for upland sites as well.

Analyze

Habitat:

known species and identified key habitat

Connectivity:

existing or desired connections between key habitat areas

Shoreline:

existing conditions of waterfront sites



UNIQUE & PROMINENT FEATURES

Some sites merit special attention because of how they relate to features that make Bainbridge Island distinct and memorable. These include a variety of natural and human-made features including views and vistas, bluffs, shorelines, bodies of water, historic buildings and working farms. The design review process will focus on minimizing impact on the visibility or character of these valued features as experienced from the public realm.

Analyze

Natural Features:

views and view corridors, significant trees, forested areas, outcroppings, waterfront, and beaches

Human-made Features:

civic or publicly significant buildings or structures, working farms, harbors, and marinas

Historic Sites:

past human activity, historic sites, and buildings



BUILT ENVIRONMENT

The patterns of human-made buildings and spaces around the site inform project design. Appropriate design responses are not encouraged to mimic the built context of the site, but to find ways to be compatible and contribute to the surroundings.

Analyze

Massing:

height, bulk, and form of nearby buildings

Siting:

setbacks from property lines, access points, and relationship between buildings and open spaces

Scale:

how features, design elements and proportions relate to the human experience

Uses:

surrounding services, schools, and other institutional uses

C5

PUBLIC REALM

Public realm includes streets, sidewalks, parks, civic buildings and other places that are accessible to the public. These spaces are often enlivened by adjacent retail or other privately-owned entities. The public realm is at the heart of civic life, and the relationship of projects to the public realm is a fundamental design issue.

Analyze

Building Frontages:

relationship of nearby buildings to the sidewalk and streets

Activities:

nearby retail or other activities

Open Space:

location and type of nearby public and private open spaces

Landscape:

patterns of trees or other significant vegetation

Utilities:

utility poles, junction boxes, utility meters, and stormwater

C6

SYSTEMS OF MOVEMENT & ACCESS

The site context includes its connection to streets, sidewalks, open spaces, and trails. Appropriate approaches to site design will prioritize pedestrians, transit and principles of universal design, and will strive to create new connections wherever possible.

Analyze

Streets:

street classification, width, traffic levels, and parking

Sidewalks:

pedestrian network, materials

Transit:

nearby transit facilities

Bicycles:

nearby bike facilities

Access:

patterns of non-motorized and motorized access

4

DESIGN STANDARDS & GUIDELINES

Introduction

Design Standards in Chapters 4 and 7 establish the minimum requirements in *Design for Bainbridge* necessary to take advantage of the opportunities of the surrounding context and site while contributing to the neighborhood. To provide some flexibility, creativity in design, and address the specifics of each site, the Design Guidelines in Chapters 4, 5, 6, and 7 provide a variety of ways to meet the standards. Design Standards and guidelines are defined in Chapter 1 as a part of *How to Use this Document* - and are repeated below.

Design Standards: Standards mandate planning and design actions that the applicant must incorporate in their project application. Compliance with standards is mandatory and failure to meet a mandatory standard may be used as a basis for the city's denial of a project application.

Design Guidelines: Guidelines are voluntary and not mandatory; however, compliance with guidelines may be necessary to meet Design Standards. Guidelines provide a variety of ways to satisfy the Design Standards based on the specific context and site. Failure to meet a voluntary guideline cannot be used by the city as a basis for a project denial.

SITE DESIGN STANDARDS

- S1** Natural Systems
- S2** Wildlife Habitat
- S3** Unique Features
- S4** Built Environment
- S5** Systems of Movement

PUBLIC REALM STANDARDS

- P1** Walking & Cycling
- P2** Vehicles in the Public Realm
- P3** Hierarchy of Public Spaces
- P4** Connections to Public Spaces
- P5** Block & Frontage Patterns
- P6** Activity on Commercial Streets

BUILDING DESIGN STANDARDS

- B1** Clear Organizing Concept
- B2** Appropriate Architectural Language
- B3** Façade Composition & Scale
- B4** Sustainable Design
- B5** Materials & Detailing

LANDSCAPE STANDARDS

- L1** Landscape & Architecture
- L2** Public Realm
- L3** Sustainable Features
- L4** Green Infrastructure
- L5** Wildlife Habitat
- L6** Views & View Corridors



SITE DESIGN STANDARDS

Building on an understanding of the site and its context, site design defines how a building relates to its context. The placement, orientation and massing of buildings should support broader patterns in Bainbridge Island's built and natural environment as well as livable neighborhoods and communities.

S1

Protect and repair natural systems

S2

Preserve and enrich wildlife habitat

S3

Respect and magnify unique aspects of site and context

S4

Complement and contribute to the built environment and local identity

S5

Fit the project into the systems of access and movement, prioritizing pedestrians and bicycles

S1 PROTECT AND REPAIR NATURAL SYSTEMS

Intent

Design for new development should protect existing natural systems and mitigate disturbance to the maximum extent possible. In addition, designers should look for ways to heal and repair the Island's natural systems that have been impacted by previous development. Site design should embrace relationships to larger natural systems, and use these systems to inform sustainable design at the site and building level.

GUIDELINES

- a. Use natural topography to inform project design, stepping up or down hillsides.
- b. Minimize soil disturbance and excavation, and preserve natural topsoil.
- c. Preserve the hydrological functions of the site and create opportunities for natural stormwater infiltration.
- d. Incorporate natural water features, habitat, and native plant communities on-site into project design so that they are ecologically functional.
- e. Minimize and disconnect impervious cover to reduce runoff.

IslandWood worked with a 255-acre site on Bainbridge to minimize disturbance to natural systems and restore natural areas on site



The Bullitt Center in Seattle integrates native vegetation in the street and public spaces with gray- and rainwater harvesting and filtration



S2

PRESERVE, RESTORE AND ENRICH WILDLIFE HABITAT

Intent

Urban growth often comes at the expense of natural habitat, degrading and fragmenting sensitive plant communities, wetlands, and riparian corridors that provide habitat for local fish, wildlife and pollinators. New development in Bainbridge Island should protect and restore habitat on site and connect to local habitat corridors.

GUIDELINES

- a. Incorporate existing natural habitat and landscape into site design.
- b. Connect new landscaped areas and fragmented habitat to networks of open space and larger habitat corridors wherever possible.
- c. Consider porous fencing, hedging and shrubs to define property edges, or gaps in fencing and reduce barriers to wildlife.
- d. Promote continuous habitat through private or communal landscaped areas and repair gaps in identified wildlife corridors wherever possible.

Cedar Creek Watershed Education Center in North Bend, maintains a continuous wildlife habitat along the shore of Rattlesnake lake with green roofs and native plantings.



Dockside Green in Victoria, BC is built around system of stormwater treatment ponds that run into the upper harbor and create a network of wetland habitat.



S3

RESPECT AND MAGNIFY UNIQUE ASPECTS OF THE SITE AND CONTEXT

Intent

The character of Bainbridge Island is comprised by many kinds of natural and man-made features: historic buildings, views of water and mountains, rolling landscapes, forests, and farms. Development should recognize these features, avoid detracting from their prominence, and highlight them whenever possible.

GUIDELINES

- a. Work with the particular features of the site—shape, ecological value and characteristics, views, vegetation, hydrology and topography—to create a unique solution for the project.
- b. Preserve and highlight public views of unique features that contribute to Bainbridge Island's character.
- c. Support visual connections to nearby landmarks.

Madison Square in Bainbridge Island preserved older trees on the site and integrated them into landscape, while framing views of nearby buildings.



The site plan for the BelRoy in Seattle integrated an existing historic apartment into the new project with interior courtyards and pedestrian circulation.



S4

COMPLEMENT AND CONTRIBUTE TO THE BUILT ENVIRONMENT AND LOCAL IDENTITY

Intent

Buildings and open spaces should be designed to create a sense of place and contribute to neighborhood identity. Projects should be built to feel like they "belong" to their site and context, becoming part of the fabric of beloved places on Bainbridge Island.

GUIDELINES

- a. Site access and new structures to complement patterns in the built environment with attention to setbacks, spaces between buildings, scale, and entries along the street.
- b. Create or reinforce a well-defined rhythm of intervals of built and open spaces, designed for the human scale.
- c. Develop frontages with quality, interest, and variety, using multiple smaller scale buildings if needed for to fit with neighborhood character.
- d. Avoid visually impermeable fencing, high fencing or other monolithic features along publicly visible edges of the site.

Bainbridge Island City Hall is distinct but not out of place, with a frontage that fits well with the proportions of nearby buildings and a clear public entrance.



The San Juan Building on Ferncliff Avenue in Bainbridge Island keeps the rhythm and scale of its surroundings with a primary façade broken into smaller sections.



S5

FIT THE PROJECT INTO THE SYSTEMS OF ACCESS AND MOVEMENT, PRIORITIZING PEDESTRIANS AND BICYCLES

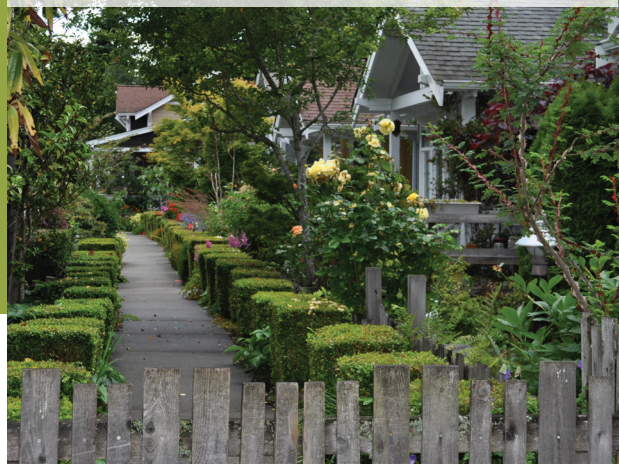
Intent

Livable and sustainable communities are walkable and bikeable. Good design in Bainbridge Island will favor pedestrian and bicycle scale, and carefully consider the project's place in the network of streets, sidewalks and trails in decisions about entries, ADA access, and location of vehicular access. Projects should prioritize the pedestrian environment and encourage sustainable transportation choices.

GUIDELINES

- a. Locate and orient primary pedestrian access to the site toward major pedestrian and bicycle travel routes and transit facilities.
- b. Incorporate dedicated pedestrian access that connects and aligns with existing public and private pedestrian infrastructure.
- c. Integrate access for people of all abilities into the project design so that all visitors are welcome through primary entries and access points.
- d. Locate at-grade parking and vehicular access away from active pedestrian areas wherever possible and screen at-grade parking from public view.
- e. Provide bicycle parking near access points to and active areas to maximize visibility and convenience.
- f. Consider including pedestrian-oriented public spaces and spaces for informal community gathering in non-residential projects.

The Ericksen Cottages in Bainbridge Island connect to Ericksen Avenue with a network of pedestrian paths and shared parking areas that minimize impacts on pedestrian areas.



The Winslow has integrated pedestrian access into the building's front plaza along Winslow Way and interior courtyard off on Ericksen Avenue.



S6

SUPPORT AND CONTRIBUTE TO A VIBRANT PUBLIC REALM

Intent

The public realm should be considered at the site planning level. Some projects will be fully private, but experienced from people passing by. Residential development will have a relationship to passers-by and visitors as well as the residents. Retail buildings and civic buildings have important relationships to the public realm, where dedicated space may be warranted. For all of these project types, the visual and physical relationship to the public realm begins at the site planning level for the most appropriate and beneficial interaction with the community.

GUIDELINES

- a. Arrange site elements to define a clear 'public front' facing toward the primary street.
- b. Minimize vehicular presence in the public realm, with driveways and garages de-emphasized in terms of location, width and design.
- c. Consider the hierarchy of uses in site design, with important uses or features emphasized.
- d. Incorporate natural systems into public spaces in the site where possible and appropriate.
- e. Give prominence to pedestrian entrances over vehicle access.
- f. Reinforce defined and active street edges and design public facing frontages to interact directly with the public realm as appropriate.





P

PUBLIC REALM STANDARDS

Bainbridge Island's network of streets, trails and public spaces are the setting for public life in the city. They support community events and local activities, build the experience of the Island and express local identity. New development should contribute to streetscapes, public and open spaces, and street frontages, and foster activity at street level where appropriate.

P1

Create a safe and comfortable environment for walking and cycling.

P2

Minimize impact of vehicles on the public realm

P3

Design to support a legible hierarchy of public spaces

P4

Strengthen public space connections

P5

Draw from and enhance existing block patterns

P6

Foster interest and activity along commercial streets

P1

CREATE A SAFE AND COMFORTABLE ENVIRONMENT FOR WALKING AND CYCLING

Intent

Whether a project is located in the Island's downtown, neighborhood centers, or rural areas, new development should consider the site's relationship to the pedestrian environment, and how the project can contribute to safety, comfort and continuity in the pedestrian realm.

GUIDELINES

- a. Connect on-site pedestrian walkways with existing public or private routes where projects can improve the network for people walking.
- b. Integrate universal design in pedestrian routes, access points and entries, with multi-sensory cues where appropriate in public spaces and access points using visual, auditory and tactile signals.
- c. Integrate lighting for pedestrian pathways and entrances to provide safety, mark entry locations and highlight design features.
- d. Orient primary entrances toward the site's most active public street frontage.
- e. Contribute to the network of safe bicycle routes where possible.
- f. Provide bicycle parking at access points to open spaces and buildings, and coordinate bike racks and fixtures with other outdoor furniture on site, along adjacent streets, or nearby public spaces.

The Camelia Apartments in Bainbridge Island integrate public walkways through the site with landscaping to provide access to Island Village and Hildebrand Lane.



This outdoor dining area connects directly to the street, using planters and hardscape materials to define the space associated with the beer garden.



P2 MINIMIZE THE IMPACT OF VEHICLES ON THE PUBLIC REALM

Intent

Public realm design should focus on people rather than cars and vehicular access. Projects should strive to keep conflicts between motorists and people walking and biking to a minimum, and support active and inviting streets by reducing the visual impact of service areas, parking, and vehicular access.

GUIDELINES

- a. Encourage non-polluting transportation options, such as shared vehicle access and parking in multiple ownership circumstances.
- b. Minimize the size and number of curb cuts and locate curb cuts away from active pedestrian areas wherever possible.
- c. Screen service uses and parking when near public space using ground floor uses and/or landscaping.
- d. Reduce conflicts between pedestrians and motorists through design elements such as planters, paving patterns, or lighting.
- e. Create clearly defined pedestrian paths through parking areas with sidewalks or other dedicated facilities.



This street treatment in Langley, WA makes good use of material and textural cues, and uses on-street parking and loading instead of curb cut access to reduce conflicts.

Pedestrian access for Whidbey Telecom uses variation in materials, landscaping, screening and physical barriers to create a safe pedestrian environment within a parking lot.



P3

DESIGN TO SUPPORT A LEGIBLE HIERARCHY OF PUBLIC SPACES

Intent

Projects should understand their location in the hierarchy of public space and respond accordingly. For example, a site that terminates a vista would be designed as a focal point, while a project that is part of the urban fabric would be designed to fit well with adjacent properties. Design to support a hierarchy of public spaces will help wayfinding and character.

GUIDELINES

- a. Use buildings to help shape and define public spaces where appropriate.
- b. Consider vistas, views and irregularities in the street network and block pattern to retain views or to create focal points.
- c. Highlight important crossings, intersections, and transitions where appropriate.
- d. Incorporate wayfinding that complements project design and surrounding wayfinding systems, with common indicators, destinations, and signed decision points.

The Marketfront in Seattle creates defined public spaces that highlight views of Elliott Bay, and defines a hierarchy of public and private spaces along the market.



An alley in California uses the space between buildings as both a pedestrian connection and as outdoor dining, with framed views of nearby buildings.



P4

STRENGTHEN PUBLIC SPACE CONNECTIONS

Intent

Design for new development on Bainbridge Island should pay careful attention to how the building will interact with the public realm—street, sidewalk, open spaces and landscape. Projects should look for opportunities to make stronger connections in the Island's network of public spaces wherever possible.

GUIDELINES

- a. Locate primary entrances along the main street, and contribute to the character of the street.
- b. Align public spaces, passages and access with existing pedestrian paths or desire lines where no formal paths exist. Public through-routes in Winslow are excellent examples of pedestrian-scale connections.
- c. Where appropriate, provide open spaces adjacent to the sidewalk and design public frontages to support direct engagement with the street and pedestrian activity.
- d. Use public art to enhance entrances to buildings and public spaces and to create or highlight unique transitions.

Clyde alley in Langley supports pedestrian connections through the center of the block and to other public spaces along 2nd Street.



A pedestrian alley in Spokane's Kendall Yards creates a direct connection to the Spokane Falls and includes outdoor seating and dining areas that support nearby uses.



P5

DRAW FROM AND ENHANCE EXISTING BLOCK AND FRONTAGE PATTERNS

Intent

Regardless of how people get around, everyone is a pedestrian at some point. Pedestrian-oriented design creates safe, accessible and welcoming for spaces for all in ways that are contextually appropriate for Bainbridge Island's varied environments. Whether it is in the Island's downtown, neighborhood centers, or rural areas, new development should contemplate the site's relationship to the pedestrian environment, and how the project can contribute to safety, comfort and continuity in the pedestrian realm.

GUIDELINES

- a. Seize on the prominent location of corner sites to create focal points with careful detailing and integrated public spaces.
- b. Create a porous site with public pedestrian routes through larger developments.
- c. Break down the massing of buildings and the scale of long façades to fit the rhythm of the surrounding block.
- d. Create a human scale environment at street level with detailing that adds variety and rhythm to the façade.

The Braeburn in Langley WA is integrated into the nearby mid-block crossing and plaza, and uses it's corner location to help create a welcoming entrance to Clyde Alley.



The Braeburn draws on established building patterns, scale and rhythm along 2nd Street for a successful fit with historic building downtown.



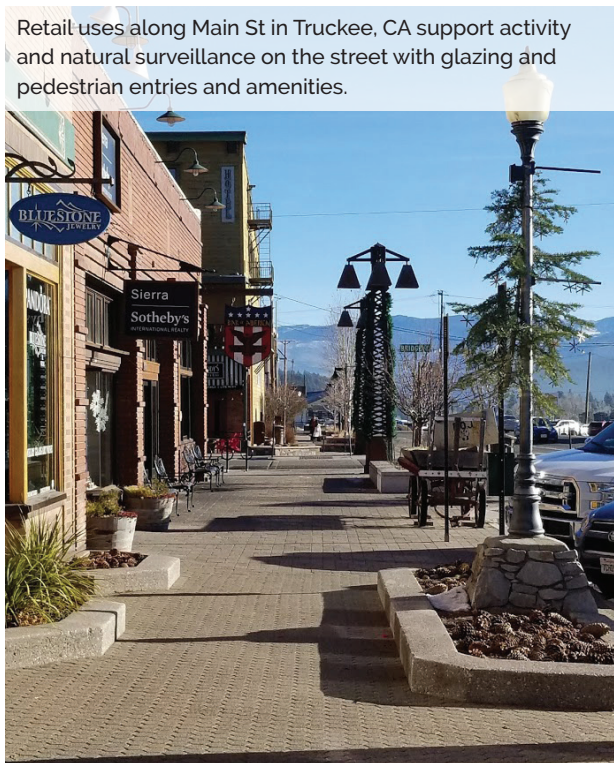
P6 FOSTER INTEREST AND ACTIVITY ALONG COMMERCIAL STREETS

Intent

Bainbridge Island is fortunate to have strong and active retail "main streets" in Winslow, Lynwood and Rolling Bay. New development should reinforce the scale and positive attributes of these commercial streets with pedestrian-scale interest and activities.

GUIDELINES

- a. Support adjacent sidewalks and public spaces with active ground floor uses and amenities such as displays and seating, and public art,
- b. Place doors, windows, balconies and street-level uses to provide lines of sight for natural surveillance of the street, private and public realm.
- c. Build in multiple entries to allow for smaller storefronts, and design to allow retail façades to be adapted to the particular users to give spaces interest and character.
- d. Locate utility areas away from active spaces on commercial streets.



B

BUILDING DESIGN STANDARDS

Bainbridge Island's diverse buildings types and architectural styles work together with the Island's unique natural setting to create a beloved character. New development should reinforce the character of Bainbridge with thoughtful, well-designed, high quality buildings.

B1

Express a clear organizing architectural concept

B2

Use an architectural language appropriate to Bainbridge Island

B3

Create well composed façades at all scales

B4

Celebrate and prominently feature sustainable design

B5

Use high quality, sustainable materials and well-crafted details

B1

EXPRESS A CLEAR ORGANIZING ARCHITECTURAL CONCEPT

Intent

Buildings are expected to have a clear architectural concept that is internally consistent, appropriate to the building's site and functions, and elegantly expressed.

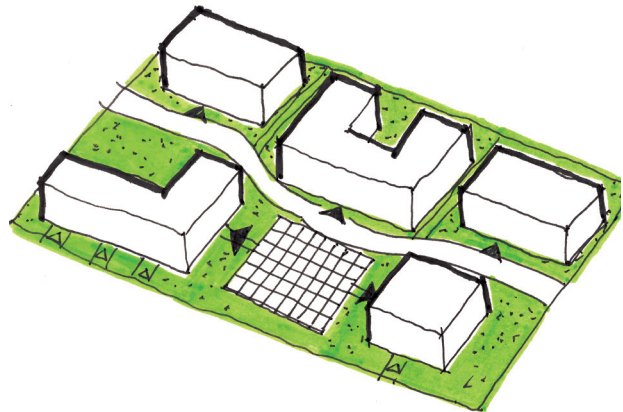
The Bainbridge Island Museum of Art presents a clear architectural concept developed around public spaces and nearby streets with a clear rhythm and organization of uses.



GUIDELINES

- Base the design on a thoughtful organization of uses in the plan, taking into account the arrangement of the development program and its relationship to the context of the site.
- The architectural concept should be rooted in and express sustainable design principles.
- The architectural concept should be appropriate to the Pacific Northwest's climate and materials, as well as to the specific conditions of the site.
- In the building concept and floor plan, consider the relationship of building uses and public space; for example, locating an entry lobby along the street, or designing residential windows to have a degree of privacy from passers-by.
- Express the rhythm of the building's structural organization in the façades.
- The architectural concept should make the building's uses and hierarchy legible.

This diagram represents a concept that takes considers the relationship between buildings, access and public and open space, and arrangement of uses.



B2 USE AN ARCHITECTURAL LANGUAGE APPROPRIATE TO BAINBRIDGE ISLAND

Intent

The Design Guidelines do not prescribe architectural styles, but projects are expected to have an attractive and coherent style that fits well with the climate and context of Bainbridge Island.

GUIDELINES

- a. Consider the context and history of Bainbridge Island in the building's massing, roof forms, and siting.
- b. Use materials that are locally sourced and regenerative wherever possible.
- c. Include weather-protection and other climate appropriate design as an integral part of the architectural language and detailing.
- d. Use surrounding building forms (found in context analysis) to inform building shape and form.

The Winslow in Bainbridge Island draws on the historic context along Winslow Way and Ericksen Avenue for a consistent and coherent architectural style that fits well.



Grace Episcopal Church in Bainbridge Island uses locally appropriate style and materials that help integrate the building into the site and surrounding natural setting.



B3

CREATE WELL COMPOSED FAÇADES AT ALL SCALES

Intent

Façades are not only the visible faces of a building. Façades are the interface between the interior uses and the public realm, bringing in daylight and keeping out the weather. They play a major role in energy efficiency and define the architectural style. Façade design is critical to the success of a building from urbanistic and sustainability standpoints, and thoughtful design is expected for all façades.

GUIDELINES

- a. Design all façades visible to the public to be attractive and well-proportioned, with a graceful composition of fenestration and opaque areas and a sense of texture and depth along building surfaces.
- b. Create an architectural concept appropriate to Bainbridge Island and the character of the building's surroundings.
- c. Design the building to be attractive from vantage points near and far, with all visible façades receiving full attention to design.
- d. Design the building to be pleasing and coherent at multiple scales—from massing and roof form to secondary features such as fenestration and balconies, to details, textures and finishes.
- e. Give attention to the level of human scale experienced from the public realm, including detailing at doors, windows and other architectural features such as porches, canopies, balconies.
- f. Incorporate design detail, articulation and quality materials and a sense of human scale in all building façades.
- g. Integrate utilities and service functions into the architectural concept, screening mechanical equipment and trash facilities from view.

An office building on Hildebrand Lane in Bainbridge Island uses detailing and alternation of two primary materials to create a sense of texture and human scale.



The Klotski Building in Seattle, WA has an inset ground level storefront with floor-to-ceiling windows, and a simple pattern of vertical elements on its upper stories that create a coherent composition with depth and appropriate detail.



B4

CELEBRATE AND PROMINENTLY FEATURE SUSTAINABLE DESIGN

Intent

Projects in Bainbridge Island are expected to be environmentally responsible and resource efficient throughout their life cycle. Buildings will need to meet the requirements of the City and County that require sustainable design; the Design Guidelines are intended to express the values of a healthy environment in the design expression of each project.

GUIDELINES

- a. Reuse existing structures whenever possible, recognizing that the most sustainable buildings are those that already exist.
- b. Use building materials that reflect a sense of place, favoring recycled or renewable resources and/or local sources.
- c. Highlight regenerative materials and renewable energy generation such as solar panel or turbines as visible expressions of the community's aesthetic and values.
- d. Offer access to natural light and ventilation in living and working spaces for comfort and reduced energy consumption.
- e. Manage direct sunlight with solar control and shading devices, and integrate these features into the overall design, with each façade responding to solar orientation.
- f. Consider green or living walls and/or roofs with plants adapted to Bainbridge Island's microclimate; make them visible where possible.
- g. Design for flexibility so that the building can be adapted in the future, including reuse of structured parking for non-vehicular future uses.

The Vineyard Lane apartments in Bainbridge Island use sustainable materials, building practices and design to help reduce energy use.



The Grow Community in Bainbridge Island incorporates reusable energy, efficient heating and cooling systems, and building materials that support thermal efficiency.



B5

USE HIGH-QUALITY MATERIALS AND WELL-CRAFTED DETAILS

Intent

Building materials should be selected for their appropriateness to place, a minimal ecological footprint, and long-term aesthetic value. Thoughtful composition and detailing will express a level of quality and a sense of scale inherent in excellent architectural design.

GUIDELINES

- a. Choose durable, low-impact materials that are appropriate for the climate and seasonal shifts in weather conditions.
- b. Select materials that are locally sourced and supportive of Bainbridge Island's economy where possible.
- c. Express the architectural concept of the building and provide a sense of human scale through thoughtful detailing.

The Bellevue Botanic Gardens Visitor Center uses low impact materials and careful detailing to create a series of indoor and outdoor space unified by a sheltering roof.



Bryant Heights in Seattle uses alternating high-quality materials create visual interest along building façades and fit in with a dense single family neighborhood.





LANDSCAPE STANDARDS

Landscape design is expected to fit the building into its setting, contribute to a comfortable and welcoming pedestrian environment, and support natural systems with habitat-friendly and sustainable features.

L1

Integrate the landscape concept to complement the architectural concepts

L2

Support the public realm with the landscape design

L3

Integrate sustainable features into the landscape and make them visible wherever possible

L4

Integrate and highlight green infrastructure practices

L5

Support healthy habitat in the landscape

L6

Preserve and enhance important views and view corridors

L1

INTEGRATE THE LANDSCAPE CONCEPT TO COMPLEMENT THE ARCHITECTURAL CONCEPT

Intent

Landscape architecture and building architecture are expected to be mutually complementary, working together toward an overall design that is functional, sustainable and pleasing. To this end, the landscape should be designed in tandem with the architecture, rather than as an afterthought.

GUIDELINES

- a. Design the landscape to enhance elements of the site and architectural concept by strategies such as defining pathways, zones and edges; creating focal points; softening building massing; highlighting entries, and adding scale, texture and interest to the site.
- b. Locate deciduous trees to compliment passive solar strategies, providing shade in summer and allowing sun in the winter.
- c. Use plantings where privacy is needed for more intimate and private spaces, or for screening traffic and/or service uses.
- d. Choose plantings that complement the proportions and scale of the building, and offer color and interest throughout the year.
- e. Ensure that landscape design relates to considers building features such as porches, balconies and roof areas.

A passageway in Healdsburg, CA uses small-scale plantings and vines to soften edges and massing, highlight entries and work with passive solar strategies.



The Pacific Cannery in Oakland, CA incorporates materials from a 1919 cannery to create a common court that helps unify public and private outdoor spaces in the development, and provides privacy for ground level residences.



L2

SUPPORT THE PUBLIC REALM WITH THE LANDSCAPE DESIGN

Intent

Landscape design is expected to be an integral part of public spaces, enhancing the functions, activities and character of the public realm.

GUIDELINES

- a. Use landscape design to connect a network of open spaces, appropriate to the project context. This open space network could include the streetscape and building frontages, spaces between buildings, or a series of planted areas and hardscape intended for outdoor use.
- b. Encourage interaction between the building's interior uses and exterior public space, including plazas, seating areas and other hardscape areas to support positive public activities appropriate to the context and building use.
- c. Select plantings that reflect a sense of care, providing scale and seasonal color and interest.
- d. Consider elements of continuity along streets to provide a level of character along a corridor, and unique elements of distinction that can serve as landmarks or wayfinding.
- e. Complement building and landscape design with integrated public art that is developed with the community and overall project concept in mind.



Uptown Circle in Normal, IL, provides seating, shade, and open space that captures 1.4 million gallons of stormwater, reusing it for water features and irrigation.



A landscaped plaza in Harbor Square in Bainbridge Island provides pedestrian access that weaves together open spaces and connects residents with open space.

L3

INTEGRATE SUSTAINABLE FEATURES INTO THE LANDSCAPE AND MAKE THEM VISIBLE WHEREVER POSSIBLE

Intent

Sustainable landscape design helps build a network of productive ecosystems that promote local biodiversity, water and energy conservation, and provide a natural experience for the public in the built environment. Human-made landscapes in Bainbridge Island should strive to conserve water and material resources, support healthy and porous soils, and reduce the need for fertilizers and pesticides that damage natural ecosystems.

GUIDELINES

- a. Promote water conservation with landscape design that prioritizes native and/or drought tolerant species.
- b. Use plantings to provide shade and buffer from wind exposure.
- c. Locate trees to provide shading of paved surfaces and reduce heat island effect
- d. Accommodate planting space for trees where there is not enough space for trees in the right-of-way.
- e. Use local, low-impact, recycled, or sustainably sourced materials and/or repurpose non-hazardous waste materials in the landscape.
- f. Utilize vegetative roofs to mitigate stormwater, grow food, provide habitat, reduce heat island effect, improve views and air quality.
- g. Design landscape to absorb and reduce particulate matter.



The Stack House in Seattle integrates green roofs, captured stormwater, and salvaged materials from historic buildings on site to create a pollinator-friendly pedestrian route.



L4

INTEGRATE AND HIGHLIGHT GREEN INFRASTRUCTURE PRACTICES

Intent

Landscape design is expected to embrace hydrological functions and reduce the impact of development with green infrastructure. Green spaces offer opportunities for water treatment, infiltration and storage on developed sites in order protect water quality, relieve the burden on stormwater infrastructure, and reduce water use and heating and cooling costs.

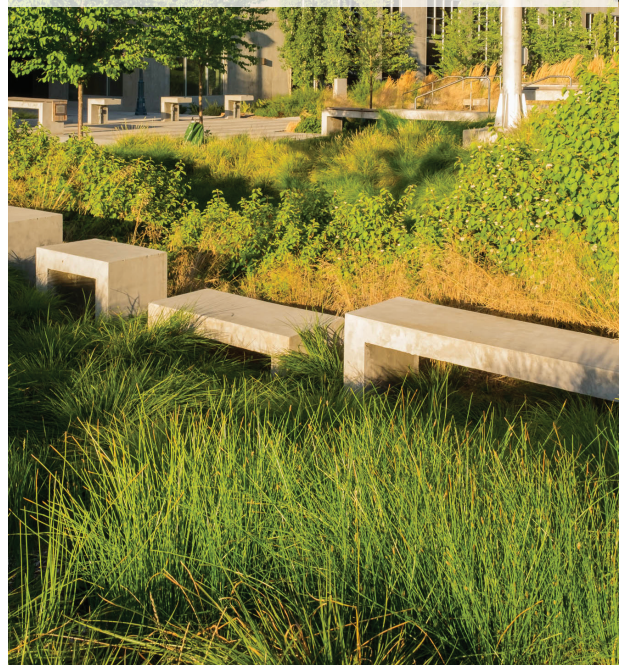
GUIDELINES

- a. Preserve or restore hydrological functions of the natural landscape, improving stormwater quality through sustainable landscape and civil design practices including stormwater retention and infiltration where appropriate.
- b. Use green stormwater infrastructure (GSI) strategies to reduce flooding by slowing and reducing stormwater discharges.
- c. Include vegetative roofs and permeable paving for on-site stormwater management.
- d. Capture rainwater for reuse and irrigation.

Residential entries at the Expo in Seattle are lined with rain gardens that reduce development impacts while creating a balance of private, semi-private and public spaces.



Redmond's Central Connector captures and treats runoff from a 250-acre area downtown with sustainable landscaping that helps create a distinct public space.



L5

SUPPORT HEALTHY HABITAT IN THE LANDSCAPE

Intent

Supporting and creating habitat strengthens a network of ecologically productive landscapes. Designing landscapes that are well adapted to unique microclimates of a project can help provide natural food sources and refuge from predators and inclement weather and mitigate the effects of human disturbance on wildlife populations.

GUIDELINES

- a. Preserve large trees and other significant existing vegetation that contributes to larger biological and ecological systems.
- b. Design plantings to support stormwater retention, infiltration and aquifer recharge.
- c. Promote biodiversity through plantings that attractive to birds, pollinators and other wildlife.
- d. Prioritize low maintenance, drought resistant native plantings.

Hawley Cove Park in Bainbridge Island protects native forest and wetland that provide rich wildlife habitat and connect to other natural shoreline areas.



This house on Whidbey Island uses a sustainable approach to site impact and visual character through rainwater reuse, native vegetated roof, and contextual ecological habitat.



L6

PRESERVE AND ENHANCE IMPORTANT VIEWS AND VIEW CORRIDORS

Intent

For some sites in Bainbridge Island, views of the water, mountains and forested areas are defining features. Landscape design should be sensitive to existing view corridors, take advantage of views, and reinforce visual connections with the public realm.

GUIDELINES

- a. Preserve existing views and view corridors, locating new trees to frame, focus and/or complement views and view corridors.
- b. Take care to prevent view blockage from the public realm, using lower scale plantings where appropriate and pruning existing trees with best practices of limbing-up rather than topping.
- c. Design landscaped areas to complement territorial views, using vegetated roofs where appropriate to mitigate views of roofs.
- d. Locate streets to capture distinctive views and create new viewpoints.

Eagle Harbor Waterfront Park provides waterfront access and views from trails and gathering spaces while retaining existing trees and using low-lying native plantings.



DATA 1 in Seattle complements and highlights views under the Aurora Bridge with lower scale plantings and careful placement of trees and light fixtures.



5

STREET TYPES & FRONTAGES

Introduction

Each public street in Bainbridge Island has a distinct character that is defined by the configuration of the right-of-way and the building frontages, public and open spaces and landscape that form the edges of each street. This chapter focuses on improvements related to new development or redevelopment that shape the pedestrian realm and the buildings that contribute to a distinct streetscape, and together reflect a desired future state for the street. The guidelines in this chapter are intended to inform design decisions on-site and in the public right-of-way that contribute to the character and experience of the streetscape. The street types, frontages and guidelines described in this chapter do not replace or supersede the requirements of the "City of Bainbridge Island Engineering Design and Construction Standards and Specifications".

Key streets on the island are categorized into street types that are not defined by the same conditions, but share a similar vision and raise similar design considerations. Each street type defines common characteristics and guidelines that offer design direction and align with the vision for these streets. The street types regulate building orientation and façade design through specific building frontage typologies that are permitted only on certain street types. These building frontages outline how buildings should relate to each street and contribute to the public realm through greenery, public spaces, and entries consistent with the character of each street type.

STREET TYPES

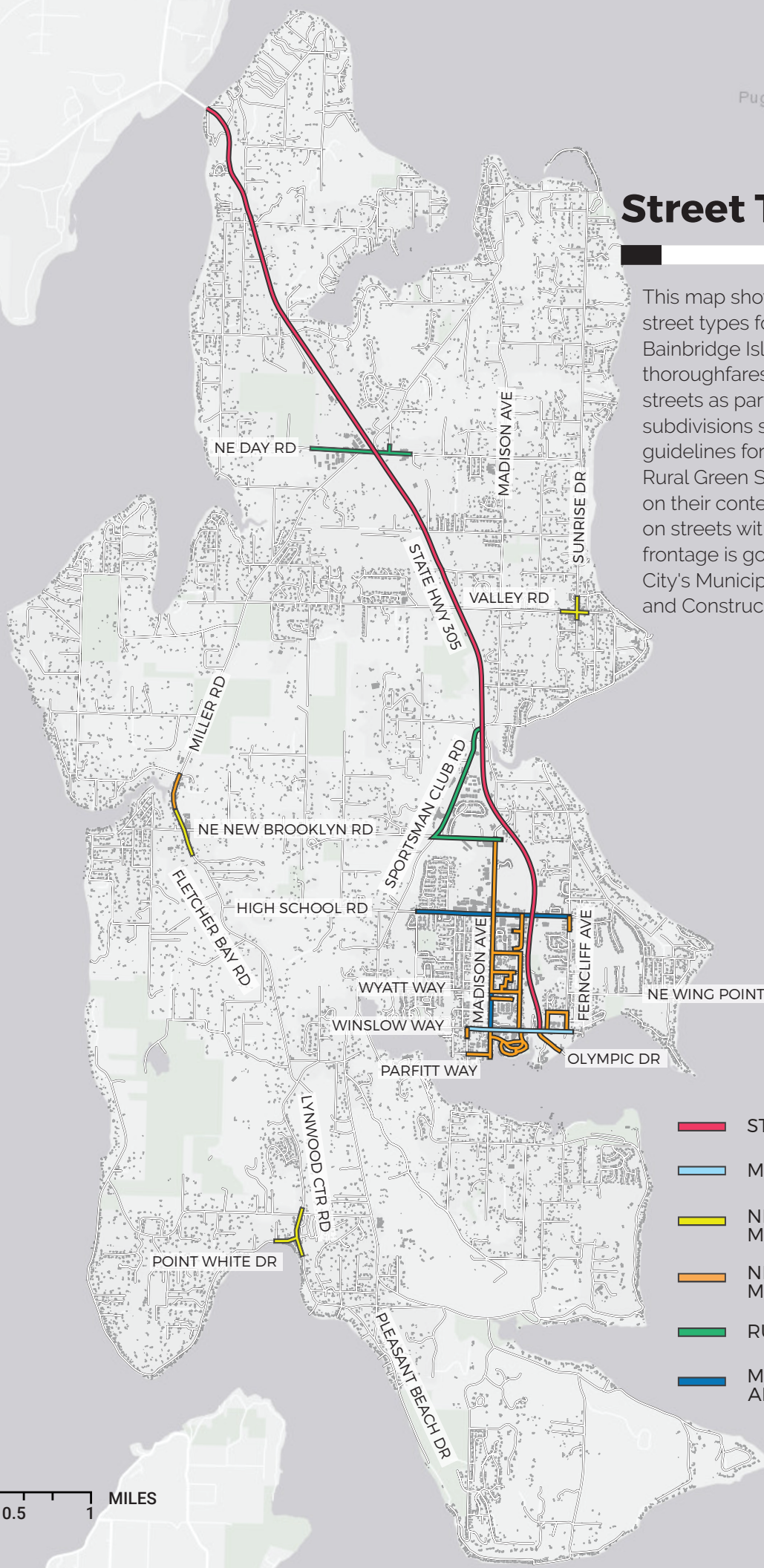
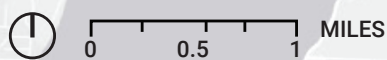
- 1 State Route
- 2 Main Street
- 3 Neighborhood Main Street
- 4 Neighborhood Mixed Use
- 5 Mixed Use Arterial
- 6 Rural by Design
- 7 Green Street
- 8 Rural Green Street

FRONTAGE TYPES

- 1 Linear / Storefront
- 2 Landscape
- 3 Plaza
- 4 Forecourt
- 5 Stoop / Terrace
- 6 Vegetated Buffer
- 7 Parking

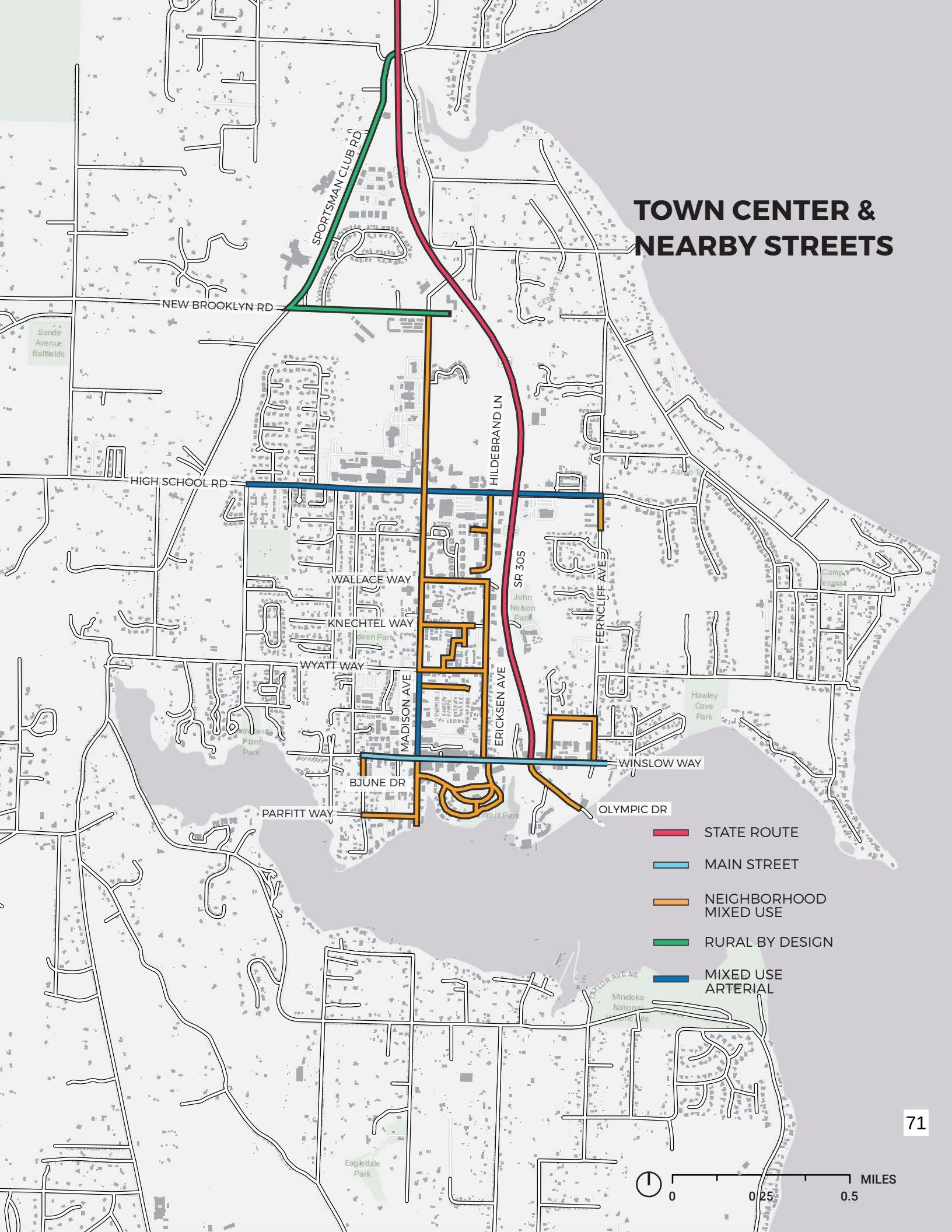
Street Types

This map shows the assigned street types for sections of Bainbridge Island's major thoroughfares. Design for new streets as part of site plans or subdivisions should follow the guidelines for Green Streets or Rural Green Streets types based on their context. Development on streets with no designated frontage is governed by the City's Municipal Code, Design and Construction Standards.

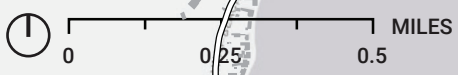


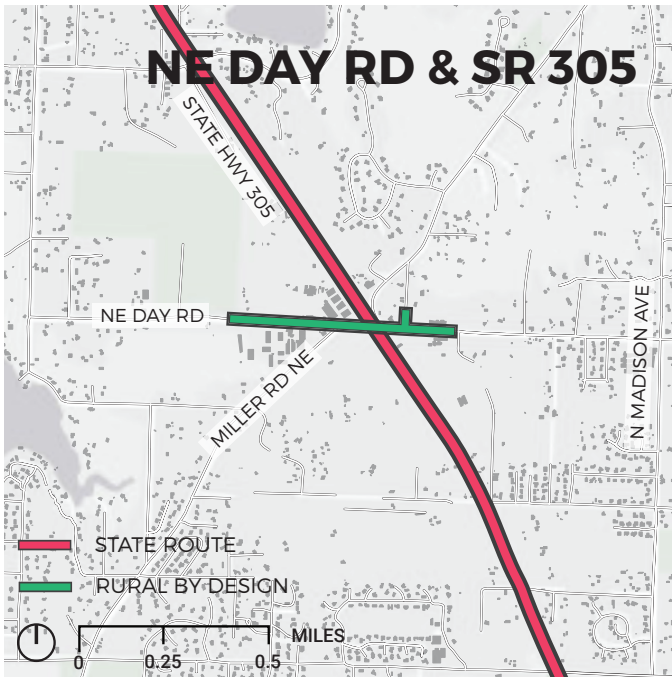
- STATE ROUTE
- MAIN STREET
- NEIGHBORHOOD MAIN STREET
- NEIGHBORHOOD MIXED USE
- RURAL BY DESIGN
- MIXED USE ARTERIAL

TOWN CENTER & NEARBY STREETS



- STATE ROUTE
- MAIN STREET
- NEIGHBORHOOD MIXED USE
- RURAL BY DESIGN
- MIXED USE ARTERIAL







1

STATE ROUTE

CHARACTERISTICS

- a. Lane configuration per WSDOT
- b. No pedestrians or activation at edge
- c. Limited access

GUIDELINES

- a. Minimize direct access from private property
- b. Support off-road trail system
- c. Restore native vegetation
- d. Preserve and enhance Pacific Northwest forested character
- e. Conform with state signage laws
- f. Minimize site disturbance

2

MAIN STREET



CHARACTERISTICS

- a. On-street parking
- b. Wide sidewalks
- c. Building to property line
- d. Many glazed storefronts
- e. Varied architectural style
- f. Pedestrian through-routes
- g. Fine-grained scale

GUIDELINES

- a. Encourage activation of street frontage
- b. Encourage through-routes
- c. Integrate landscape and public art

3

NEIGHBORHOOD MAIN STREET



CHARACTERISTICS

- a. Walkable neighborhood node
- b. Sidewalk or other dedicated pedestrian facilities

GUIDELINES

- a. Develop on-street parking
- b. Activate the street with pedestrian oriented street level uses such as storefronts, restaurants, galleries etc.
- c. Activate area between buildings and right-of-way with seating, art, gardens
- d. Encourage sidewalks or other high quality pedestrian facilities

4

NEIGHBORHOOD MIXED USE



CHARACTERISTICS

- a. Lower traffic volume
- b. Typically walkable/bikeable route to access the downtown and ferry
- c. Varied building frontage types
- d. Generally landscaped edges

GUIDELINES

- a. Infill or add to pedestrian and bike connections
- b. Provide a landscaped setback to buffer residential uses
- c. Enhance the varied character

5

MIXED USE ARTERIAL



CHARACTERISTICS

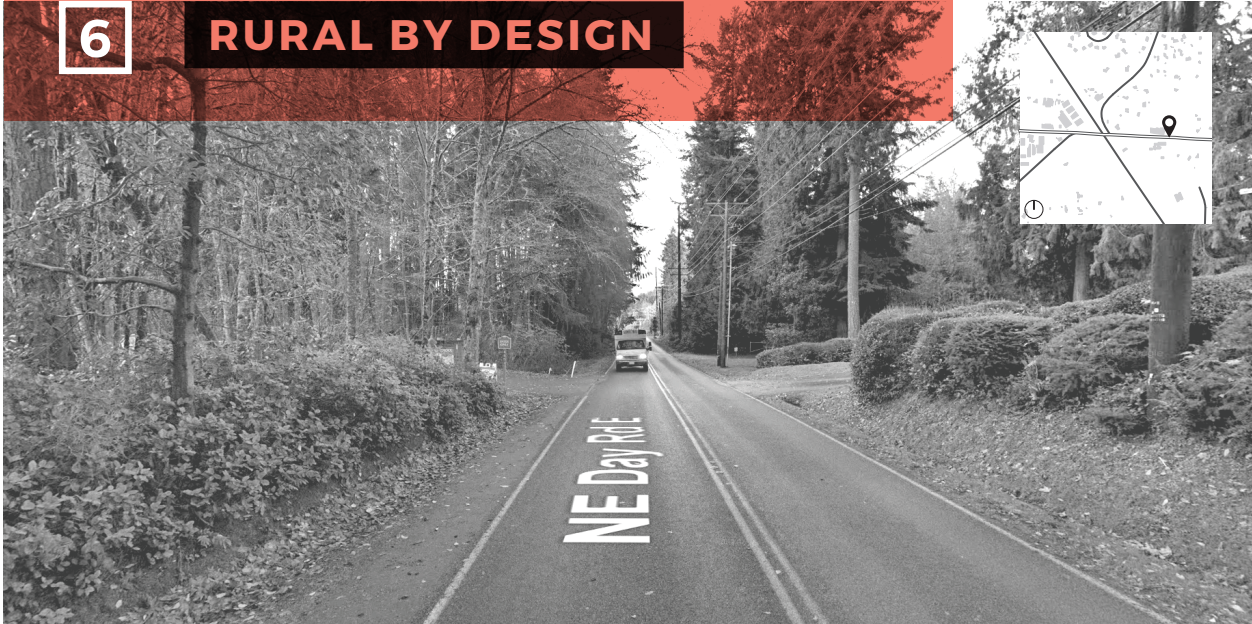
- a. Arterial level street capacity
- b. Varied land uses
- c. Varied edge conditions

GUIDELINES

- a. Provide landscaped setback to buffer residential uses
- b. Provide, curb, gutter, sidewalk bike lane
- c. Minimize curb cuts
- d. Create on-street parking where appropriate

6

RURAL BY DESIGN



CHARACTERISTICS

- a. Pedestrian shoulder or trail wherever possible
- b. Green edge conditions
- c. Narrow travel lanes

GUIDELINES

- a. Retain green edge conditions and character
- b. Protect or create swale drainage
- c. Retain pedestrian shoulder or trail wherever possible
- d. Maintain native vegetation

7

GREEN STREET



DESCRIPTION

The green street is intended to serve as a model for interior streets as part of subdivisions and larger commercial developments in commercial, industrial, mixed use and urban residential districts. It is not a designation for existing public streets, but included to guide street design as part of new development.

The examples on the following page show the application of Green Street guidelines for different types of roads, and accessways.

GUIDELINES

- a. Minimize impervious cover and consider permeable paving
- b. Integrate stormwater infiltration and retention into landscaped areas
- c. Use curb alternatives to channel runoff into landscaping
- d. Keep traffic speeds low with narrower travel lanes.
- e. Emphasize pedestrians and open space as part of a shared space
- f. Minimize paved area with shared driveways, access and parking areas.
- g. Use trees to transpire water and mitigate heat island effects

EXAMPLE: SHARED STREET



Heavily landscaped shared pedestrian, bike, and vehicle street with large rain gardens and infiltration areas, and curb alternatives that channel stormwater into drainage and landscape areas

EXAMPLE: SHARED ALLEY ACCESS



Internal garage access via a shared alleyway with distinct paving and substantial rain gardens without curbs or with gaps in curbs and grading to direct runoff into landscape areas.

8

RURAL GREEN STREET



DESCRIPTION

The rural green street is intended to serve as a model for interior streets as part of subdivisions in non-urban residential districts. It is not a designation for existing public streets, but included to guide street design as part of new development.

GUIDELINES

- a. Minimize impervious cover and consider permeable paving
- b. Create a soft edge along the street and direct runoff into landscaped areas
- c. Mitigate erosion along slopes and banks with vegetation and permeable stone fill
- d. Integrate stormwater infiltration and retention into landscaping
- e. Create a comfortable walking environment with lower traffic speeds
- f. Use trees to transpire water and mitigate heat island effects

Building Frontages

Each street type is associated with a set of building frontages that would be permitted along streets of that type. Permitted frontage types for designated street typology, and the setbacks for each frontage type are shown in Table 1 below.

Each building frontage specifies an appropriate setback that applies across all street types. **On designated streets these required setbacks will supersede setback requirements contained in the Bainbridge Island Municipal Code.**

TABLE 1:

PERMITTED FRONTAGES BY STREET TYPE & SETBACKS

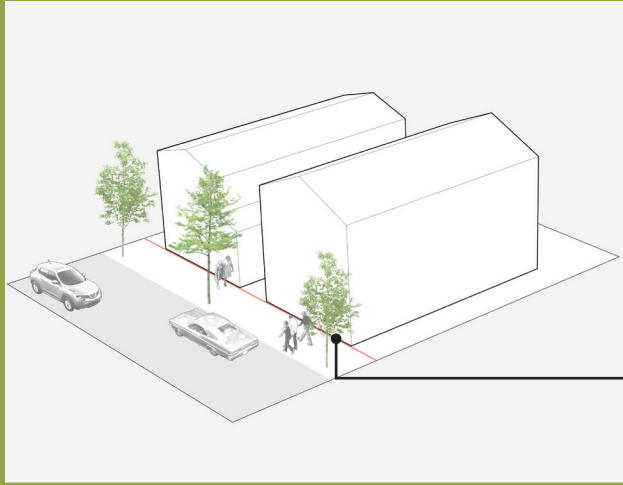
	LINEAR / STOREFRONT	LANDSCAPE	PLAZA	FORECOURT	STOOP / TERRACE	VEGETATED BUFFER
STATE ROUTE						✔
MAIN STREET	✔		✔	✔		
NEIGHBORHOOD MAIN STREET	✔		✔	✔		
NEIGHBORHOOD MIXED-USE	✔	✔	✔	✔	✔	
MIXED-USE ARTERIAL	✔	✔	✔	✔	✔	
RURAL BY DESIGN		✔				✔
SETBACK BY FRONTAGE	0 FT	10 FT - 20 FT	10 FT - 20 FT	0 FT	5 FT - 15 FT	25 FT - 50 FT

COURTYARD WIDTH: 10 FT - 30 FT

COURTYARD DEPTH: 10 FT - 30 FT

1

LINEAR / STOREFRONT

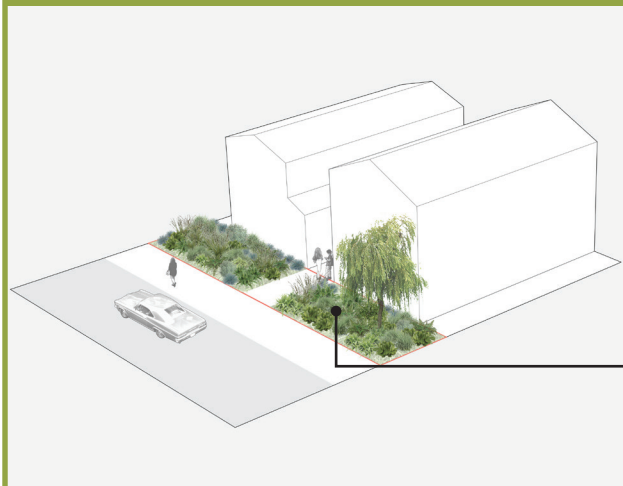


The linear or storefront building frontage has no setback from the right-of-way. It is the primary building frontage for pedestrian-oriented retail streets and is appropriate for active ground floor uses as part of non-residential or mixed-used development.

SETBACK: 0 Feet

2

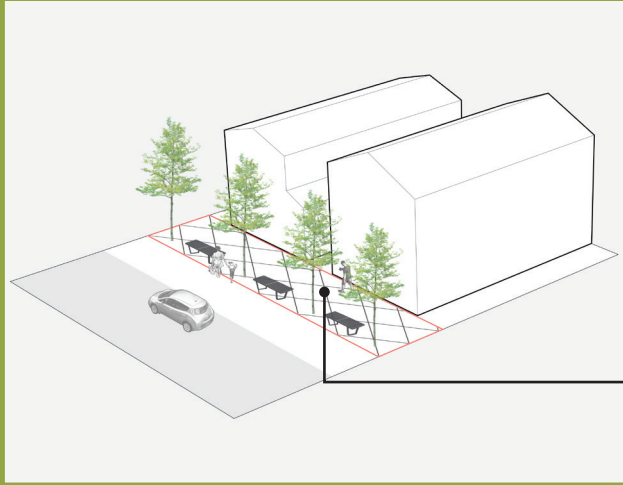
LANDSCAPE



The landscape building frontage includes a landscaped setback between the building and the right-of-way. This frontage type is permitted on mixed-use and residential streets and is appropriate for office and residential uses particularly when on the ground floor.

SETBACK: 10 - 20 Feet

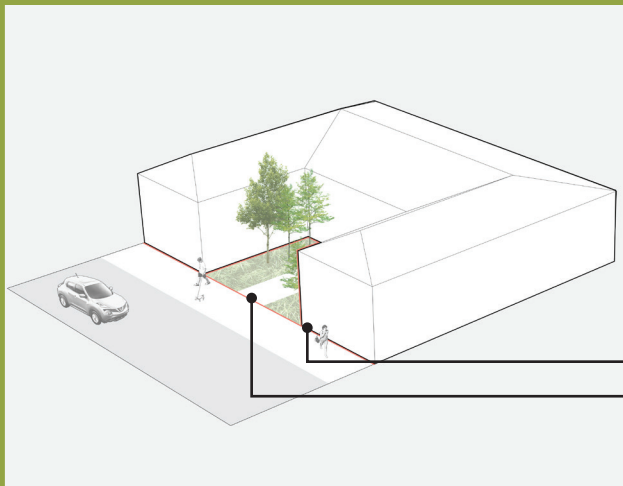
3 PLAZA



The plaza building frontage includes a pedestrian-oriented public space in the setback between the building and the right-of-way. This frontage type is permitted on retail and mixed-use streets and is appropriate for active uses such as retail, dining or civic and cultural uses. The plaza must contribute to and welcoming streetscape, and should support human activity, with amenities such as seating, outdoor dining and activation.

SETBACK: 10 - 20 Feet

4 FORECOURT



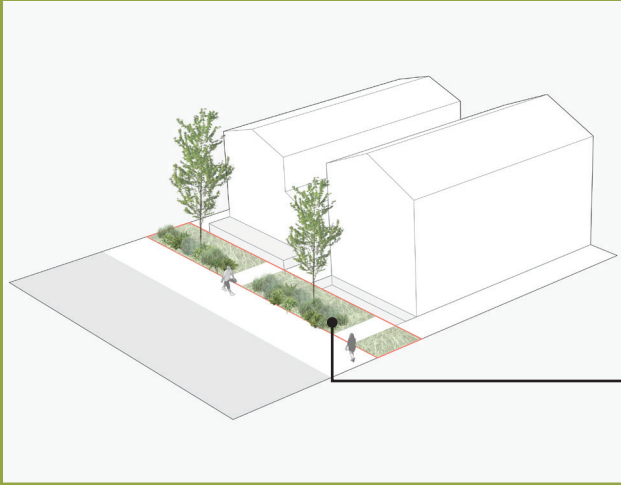
The forecourt building frontage has a defined open or public space at the entrance along the right-of-way. This frontage type is permitted along retail and mixed-use streets and is appropriate for a wide range of land uses and mixed-use development.

SETBACK: 0 Feet

COURTYARD: 10 - 30 Feet Depth
10 - 30 Feet Width
Must contain primary building entrances and open onto the primary public street

5

STOOP / TERRACE

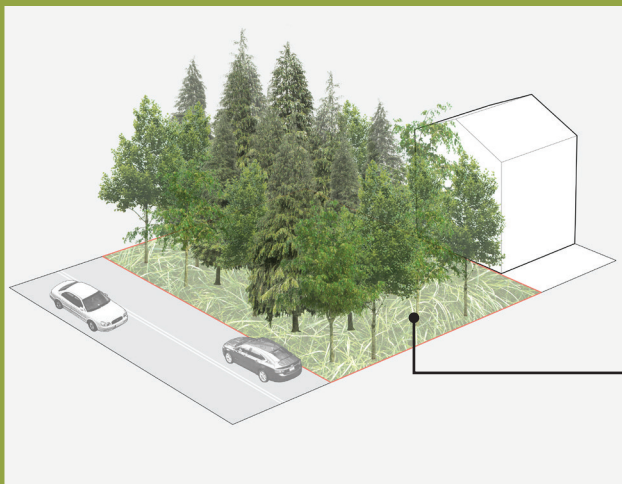


The stoop / terrace building frontage includes a landscaped setback from the right-of-way that accommodates a porch, stoop or terrace at the building's primary entrance. This frontage type is permitted on mixed-use and residential streets and is appropriate for residential and non-retail commercial uses.

SETBACK: 5 - 15 Feet

6

VEGETATED BUFFER



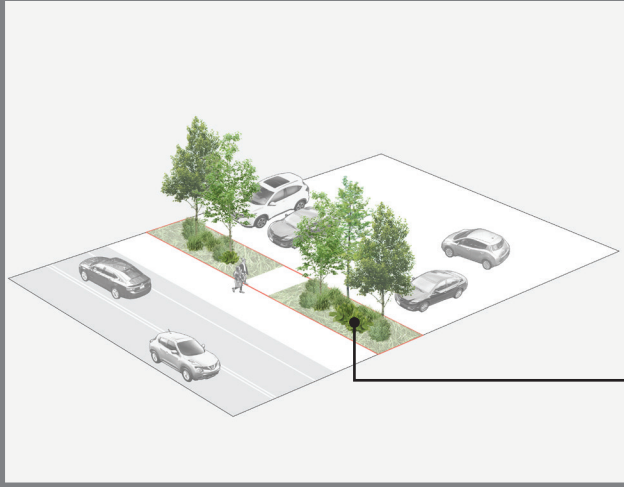
The vegetated buffer building frontage uses a deep setback to screen development from the right-of-way. This is the only frontage type permitted on SR 305, where access is limited, and it also appropriate for light industrial and inactive non-residential uses on Rural by Design streets. Vegetated buffers can be either natural, where vegetation has arisen naturally or deliberately landscaped to provide an effective screen where there is little natural context.

SETBACK: 25-50 Feet

NATURAL: Preserve or restore native vegetation consistent with conditions and species nearby.

LANDSCAPE: Create a landscaped screen with trees and understory plantings that are native or drought tolerant and compatible with the local microclimate.

PARKING



The parking frontage is the only frontage type with parking along the right-of-way. This frontage type is permitted only as an interim condition, where other frontages may be infeasible with parking requirements where a departure may be necessary. A landscaped area with trees and understory plantings is required between the right-of-way and the parking area.

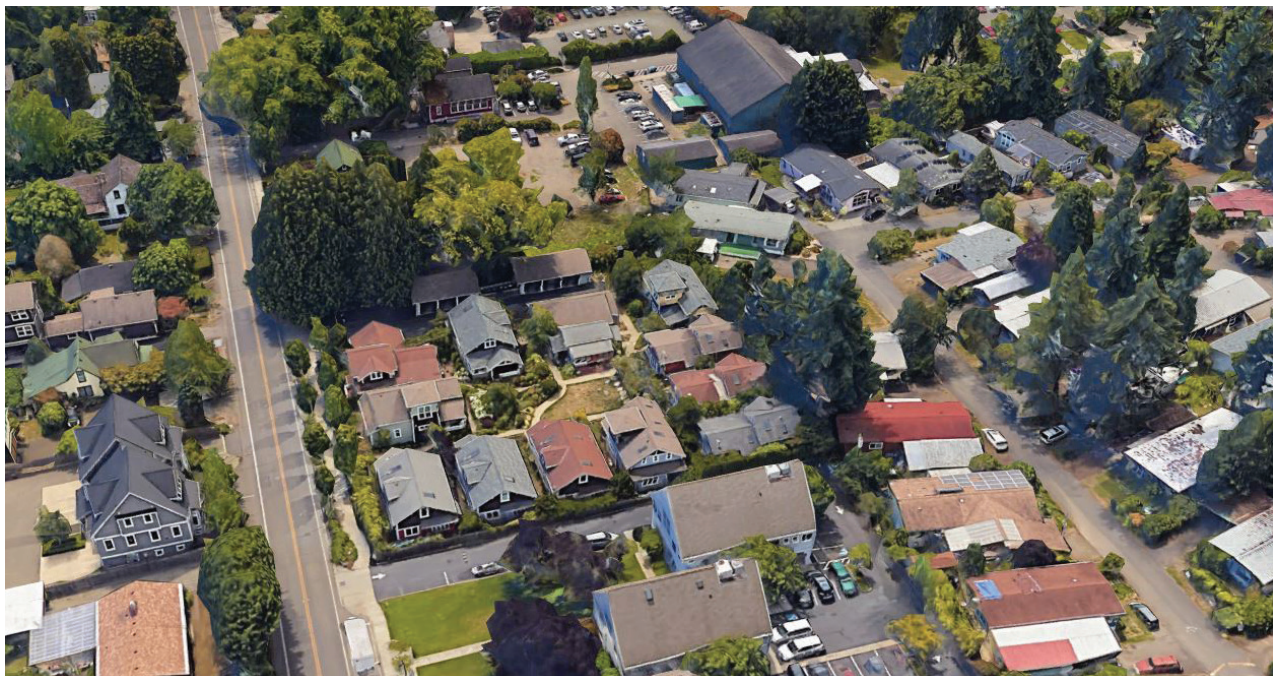
SETBACK: 10 Feet Minimum

6

SUBDIVISION GUIDELINES

Introduction

The subdivision guidelines in this chapter and green street guidelines in the previous chapter support implementation of the City's subdivision standards contained in [BIMC 17.12](#). Only the guidelines in this chapter and those relating to green streets in the previous chapter apply to subdivisions. The subdivision guidelines provide additional guidance and flexibility in meeting the subdivision standards based on the site and surrounding context.



TOPIC	GUIDELINE
ISLAND CHARACTER	Intent: Preserve and maintain Island character. Guideline: Subdivisions should advance <i>Design for Bainbridge's</i> values and guiding principles and reflect the special character of the island which includes downtown Winslow's small town atmosphere and function, neighborhood centers, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.
NEIGHBORHOOD CONTEXT	Intent: To reflect and/or enhance the context provided by existing roadway character and neighboring properties. Guideline: Site design should be informed by the context analysis and support the purpose of the zoning district in which the development is located, complement the existing character of specific neighborhoods, provide continuity with adjoining properties and, where necessary, provide transition between land uses and protect privacy of residents on adjacent properties.
NATURAL AREA	Intent: To incorporate forested and/or other natural areas into site design in such a way that ecological and aesthetic integrity, qualities, and values are preserved or restored. Guideline: The required natural area shall be treated as a feature intrinsic to the subdivision design in order to maintain existing on- and off-site ecological processes and provide an asset of value to subdivision residents.
NATURAL SITE CONDITIONS	Intent: To preserve and integrate existing natural site patterns and features throughout the site. Guideline: Site development should be designed to preserve and integrate the natural conditions of the site, including existing topography, native trees and vegetation, drainage patterns, and ecological features based on an inventory and analysis of existing conditions. Homesite and infrastructure placement should complement natural topography and retain native vegetation to the maximum extent feasible.

TOPIC	GUIDELINE
HISTORIC AND CULTURAL RESOURCES	Intent: To preserve important historic and cultural resources. Guideline: Site design should maximize opportunities for preserving historic and cultural structures, and retain historic landscape features and connections.
STORMWATER	Intent: Integrate stormwater facilities in site design with emphasis on infiltration and dispersion practices. Guideline: Stormwater facilities should utilize existing drainage patterns and be designed as a site amenity, where feasible. Low impact development practices should be used throughout the site to minimize the size of ponds or vaults. Open stormwater facilities (ponds and bioswales) should provide a natural appearance through layout, design and landscape treatment, including shallow side slopes, curvilinear configuration, and use of native vegetation.
SEPTIC SYSTEMS	Intent: To minimize impact of septic facilities. Guideline: Design and locate sewage facilities to minimize site disturbance and native vegetation removal and utilize shared systems where feasible.
WATER CONSERVATION	Intent: To protect the Island's finite groundwater resources and adapt to the impacts of a changing climate. Guideline: Water conservation measures shall be considered in site design including use of native and drought tolerant vegetation, rainwater capture, and water reuse.
COMMUNITY SPACE	Intent: To promote a shared sense of community. Guideline: Community spaces should function as an integral part of the development.
CLUSTER HOMESITES	Intent: To promote interaction within the community and facilitate the efficient use of land by reducing disturbed areas, impervious surfaces, utility extensions and roadways. Guideline: Homesites in long subdivisions should be grouped together unless the lay of the land and designation of the natural area suggest a dispersed homesite design.

TOPIC	GUIDELINE
SOLAR ACCESS	Intent: To provide solar access for wellbeing and energy production. Guideline: Site design, including street, lot, and homesite layout and orientation, should allow for passive and active solar access. Massing of buildings, tree retention, and introduced vegetation should take into account the effects of shade.
ACCESS AND CIRCULATION	Intent: To provide a practical and pleasant network of multi-modal circulation. Guideline: Pedestrian and bicycle connections to various parts of the development, the surrounding road or trail network, and adjacent parcels should be included in site design. Where possible these connections should take advantage of significant views.
MOTOR VEHICLES	Intent: To minimize the prominence of motor vehicle use and storage. Guideline: Site design and features related to motor vehicle use and storage should be minimized. Site design should consider shared driveways, minimum road widths, traffic calming measures such as Woonerfs and chicanes, and shared or clustered parking areas or structures.
HOMESITE DESIGN	Intent: To efficiently configure building footprint(s) and allowed uses within a homesite. Guideline: Homesite configuration should consider compact and energy-efficient home and site design with massive houses on small lots strongly discouraged.
DIVERSITY IN HOUSE DESIGN	Intent: To provide a range of home sizes and designs to achieve diversity in visual appearance and affordability. Guideline: House designs should be varied in size, massing, and frontage character using methods such as varied floor plans, staggered front yard setbacks, building modulation, and changes in exterior materials. Houses should display shared architectural features to establish continuity and harmony.
FACING PUBLIC STREETS	Intent: To reinforce neighborliness of homes along a public street. Guideline: Houses along interior public streets should orient the entry toward the street and avoid the use of solid walls and fences. Garages along the front façade should be de-emphasized by recessing vehicular entrances or locating the garage behind or on the side of the house.

7 SUPPLEMENTAL STANDARDS + GUIDELINES

Introduction

The supplemental standards and guidelines in this chapter are intended to address specific conditions of the site and surrounding context that require additional design guidance to ensure compatibility of new development. These conditions include larger sites (over 1 acre in size), historic places, and civic uses that each present unique design challenges and opportunities. New development and redevelopment that include these specific conditions are required to conform to the design Design Standards and Design Guidelines in this chapter in addition to those outlined earlier in this document.



Larger Sites

Intent: To develop larger sites (over 1 acre) to fit within the surrounding context and reinforce desired patterns of development including street typologies, frontage types, and minimizing the visual and physical impact of parking on the public realm.

STANDARD

1

Design the site by clustering buildings and arranging them with frontages on public streets, public spaces, or open space.

GUIDELINES

- a. Design the site so buildings front on a public street.
- b. Design the site with buildings fronting on a public space with a variety of activities and functions.
- c. Design the site with buildings fronting on public or semi-public open space with human-scaled design elements.

Shopping center retail in University Village in Seattle is oriented toward public spaces and streets with human scale design and pedestrian amenities



STANDARD

2

Design sites to minimize the visual impact of parking on the public realm.

GUIDELINES

- a. Parking is not visible from the public realm.
- b. Use landscaping to buffer and minimize the visual impact of parking.
- c. Locate parking under the building.
- d. Provide on-street parking on public streets.
- e. Provide a series of smaller groupings of parking to minimize the visual and functional impacts.

Parking in University Village is located in screened parking structures with active uses at the base



Historic Places

Intent: To ensure that new and infill development are compatible with historic areas, sites, and buildings on the Island. Historic properties are those with structures that are 50 years or older and would be eligible for the national, state or local register of historic places, or sites that are listed on those registers.

STANDARD

1

Design the site, building(s), and landscape to be compatible with historic buildings without directly mimicking historic architectural styles.

GUIDELINES

- a. Use site design, massing, height, rooflines, pedestrian entrances, materials, and colors to complement historic places.
- b. Design sites and buildings in historic areas to meet the Secretary of the Interior's standards for modifications to existing historic buildings and infill development.
- c. Design buildings to be consistent with the scale of nearby historic buildings or districts based on the context analysis.
- d. Consider historic landscaping that contributes to the context of historic buildings.



A new building in Rolling Bay complements the scale and architecture of the historic Bay Hay & Feed.

STANDARD

2

Maintain the historic integrity of buildings over 50 years old listed or eligible for the national or local register of historic places.

GUIDELINES

- a. Minimize alterations to historic buildings and properties that are inconsistent with the original design of the building.
- b. Restore buildings to their original historic design elements when previously altered.

Reference the City of Bainbridge Island's website for historic listings on the local and state registers: [HERE](#)



A conversion of a historic guardhouse in Fort Ward retains the historic façade and detailing of the original building.

Civic Uses

Intent: The design of civic uses and public spaces should be prominent, highlight their unique role in the community and reflect local values and civic identity. Civic projects should maximize opportunities for public benefits through integrated design.

STANDARD

1

Design civic uses and sites to reflect and contribute to their function and role in the community while being clearly identifiable as a civic use.

GUIDELINES

- a. Locate civic uses in prominent locations (such as in Downtown Winslow), and design them to serve as landmarks unless their use and function warrants another location.

City Hall, located in Downtown Winslow, is a clearly identifiable public building with glazing and a clear public entrance along Madison Ave.



STANDARD

2

Design civic sites and buildings to serve multiple functions such as public space, community gatherings, public art, and other compatible uses.

GUIDELINES

- a. Civic uses may use unique frontage types to highlight uses, and public amenities with larger open spaces, gardens, art and other elements between the street and the building.
- b. Integrate public open space in the design of civic sites including plazas, parks, seating areas, natural areas, and other amenities.

The Historical Museum offers a gathering space and a place to interact with parts of the Island's history.



Photo Credits

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PAGE: Section	POSITION: Source	POSITION: Source
COVER	Coates Design Architects	
Design on Bainbridge		
PG 1: Design on Bainbridge	WikiMedia Commons	
PG 2: Design on Bainbridge	Framework	
PG 3: Values and Principles	Framework	
Context Analysis		
PG 17: Context Analysis	The Island Gateway	
Site Design		
PG 22: Site Design	APsystems Solar / A+R Solar	
PG 23: Site Design - S1	TOP: Berger Partnership	BOTTOM: Berger Partnership
PG 24: Site Design - S2	TOP: Seattle Public Utilities	BOTTOM: PWL Partnership
PG 25: Site Design - S3	TOP: Wenzlau Architects	BOTTOM: Framework
PG 26: Site Design - S4	TOP: Framework	BOTTOM: Framework
PG 27: Site Design - S5	TOP: Framework	BOTTOM: Framework
PG 28: Site Design - S6	TOP: Framework	BOTTOM: Framework
Public Realm		
PG 29: Public Realm	Framework	
PG 30: Public Realm - P1	TOP: Camelia Apartments	BOTTOM: Southern Living
PG 31: Public Realm - P2	TOP: Framework	BOTTOM: Flatrock Productions
PG 32: Public Realm - P3	TOP: Berger Partnership	BOTTOM: Curbed Los Angeles
PG 33: Public Realm - P4	TOP: Framework	BOTTOM: Framework
PG 34: Public Realm - P5	TOP: Framework	BOTTOM: Framework
PG 35: Public Realm - P6	TOP: Building Salt Lake	BOTTOM: Framework

PAGE: Section	POSITION: Source	POSITION: Source
Building Design		
PG 36: Building Design	CTA Design Builders Inc.	
PG 37: Building Design - B1	TOP: Coates Design Architects	BOTTOM: Framework
PG 38: Building Design - B2	TOP: Wenzlau Architects	BOTTOM: Culter Anderson Architects
PG 39: Building Design - B3	TOP: Framework	BOTTOM: Framework
PG 40: Building Design - B4	TOP: Kriegh Architects	BOTTOM: Framework
PG 41: Building Design - B5	TOP: Framework	BOTTOM: Johnston Architects
Landscape		
PG 42: Landscape	Berger Partnership	
PG 43: Landscape - L1	TOP: Berger Partnership	BOTTOM: Miller Company Landscape Architects
PG 44: Landscape - L2	TOP: Uptown Normal	BOTTOM: Framework
PG 45: Landscape - L3	TOP: SvR Design Company	BOTTOM: Berger Partnership
PG 46: Landscape - L4	TOP: Berger Partnership	BOTTOM: Berger Partnership
PG 47: Landscape - L5	TOP: Bainbridge Island Parks & Recreation	BOTTOM: Berger Partnership
PG 48: Landscape - L6	TOP: Walker Macy	BOTTOM: Framework

PAGE: Section	POSITION: Source	POSITION: Source
Street & Frontage Types		
PG 50: Street Types	Framework	
PG 51: Street Types	Framework	
PG 52: Street Types	TOP LEFT: Framework	TOP RIGHT: Framework
PG 52: Street Types	BOTTOM LEFT: Framework	BOTTOM RIGHT: Framework
PG 53: Street Types - 1	Google, 2019	
PG 54: Street Types - 2	Google, 2019	
PG 55: Street Types - 3	Google, 2019	
PG 56: Street Types - 4	Google, 2019	
PG 57: Street Types - 5	Google, 2019	
PG 58: Street Types - 6	Google, 2019	
PG 59: Street Types - 7	Kevin Robert Perry, Urban Rain Design	
PG 60: Street Types - 7	TOP: Google, 2019	BOTTOM: City of Auckland, NZ
PG 61: Street Types - 8	Framework	
PG 63: Building Frontages	TOP: Framework	BOTTOM: Framework
PG 64: Building Frontages	TOP: Framework	BOTTOM: Framework
PG 65: Building Frontages	TOP: Framework	BOTTOM: Framework
PG 66: Building Frontages	Framework	
Subdivision Guidelines		
PG 67: Subdivision Guidelines	Google, 2019	
Supplemental Guidelines		
PG 71: Supplemental Guidelines	Google, 2019	
PG 72: Supplemental Guidelines	TOP: Hewitt Architects	BOTTOM: Hewitt Architects
PG 73: Supplemental Guidelines	TOP: Framework	BOTTOM: Jennifer Pells
PG 74: Supplemental Guidelines	TOP: Framework	BOTTOM: Framework

DESIGN FOR BALNBRIDGE

DESIGN REVIEW
MANUAL



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:10 PM) Ordinance No. 2019-03 -- Subdivision Update - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

Conduct public hearing.

I move to approve Ordinance No. 2019-03.

SUMMARY:

The City Council held a public hearing on August 27, 2019 and asked staff to return with more information about the previously proposed maximum homesite size in comparison to lot coverage for the R-0.4 and R-1 zones, to remove garages from the calculation of the 1,600 square foot maximum homesize proposed for the R-8, R-14, NC, MUTC, HS 1 & HS II zones, and to exclude from the subdivision process a division of land dedicated from a qualified open space entity.

Revised Exhibit A, BIMC 17.12.020, now includes Design for Bainbridge Chapter 5: Street Types and Frontages as they may apply to subdivisions depending on the location and context of the subdivision. These revisions are recommended to make the code provisions consistent with the new "Design for Bainbridge" proposed regulations that are also being considered at tonight's meeting.

FISCAL IMPACT:

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

BACKGROUND:

This subdivision update was identified as a top priority under the existing moratorium. The City Council directed Planning and Community Development staff to proceed with a workplan to address this priority following a study session on April 3, 2018. Since then, approximately 30 Design Review Board and Planning Commission meetings have been held. Additionally, the Council has held approximately 10 meetings, including a public hearing on August 27, 2019, and is holding this additional public hearing on September 24, 2019.

The attached staff memo provides more detail regarding this agenda item, including a proposed definition of "homesite area."

ATTACHMENTS:

[Subdivision Memo addressing Homesite.docx](#)

[Ord 2019-03 - Public Hearing Draft 092419](#)

[Ord 2019-03 Exhibit A](#)

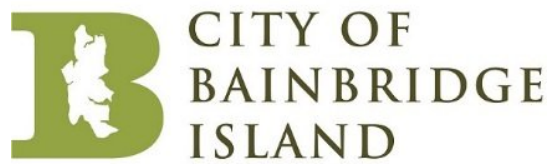
[Ord 2019-03 Exhibit B](#)

[Ord 2019-03 REVISED Exhibit A](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Department of Planning and Community Development

Memorandum

Date: September 19, 2019
To: City Council
From: Heather Wright
Planning Director
Subject: Ordinance 2019-03: Subdivision Update; Public Hearing

Introduction

The purpose of tonight's agenda item is to hold a public hearing on Ordinance 2019-03. The public hearing draft in the agenda packet includes changes requested by City Council at the August 27, 2019 business meeting in Ordinance 2019-03 and Exhibit A to the ordinance. Those changes include:

- Removal of garages from counting towards the maximum home size square footage (Exhibit A, Table 17.12.070-1);
- Excluding Qualified Open Space Entities from the requirement to subdivide for the transfer of land (Ord.2019-03, Section 3, BIMC 17.08.020)

Consideration

The only item Council asked Staff to provide analysis on for tonight's meeting was the maximum homesite size. Homesite is defined as "that portion of a lot depicted on the face of a plat that is intended for development of the primary residential dwelling and accessory buildings and necessary infrastructure within a subdivision."

The proposed code provides additional clarity regarding the use of the homesite area:

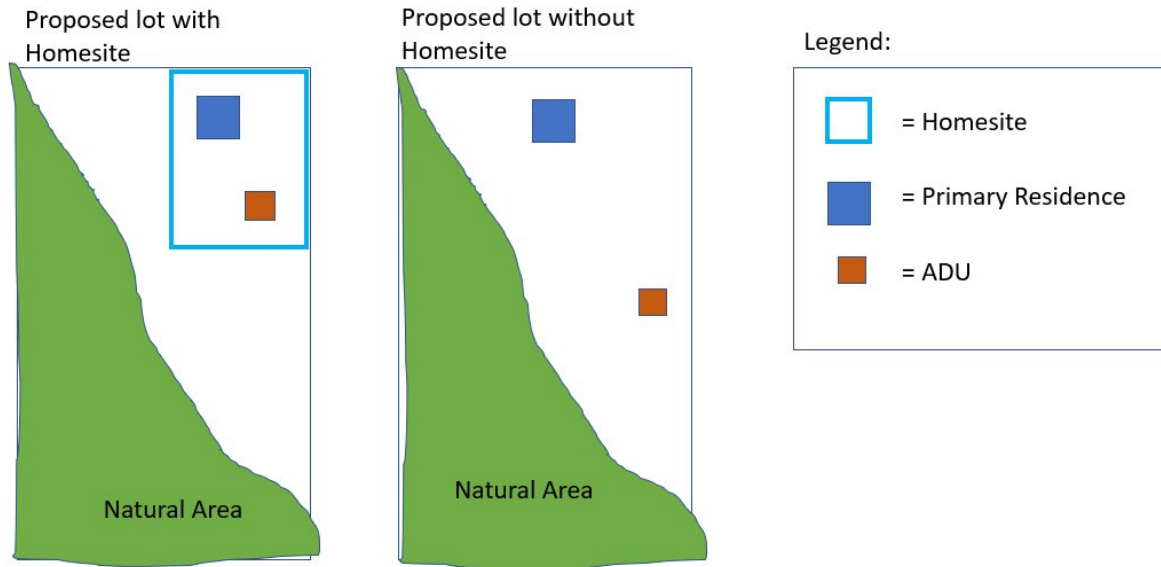
1. The homesite area shall include the primary residential dwelling, accessory buildings, and on-site parking, if provided on each lot within the subdivision.
2. Other allowed uses and structures include residential landscaping, pathways, turf, and fences; individual water, stormwater, and septic infrastructure.

On July 23, 2019, City Council directed staff to remove the maximum homesite size in the R-0.4 and R-1 zoning districts, and following the August 27, 2019 public hearing, City Council asked Staff to return with a comparison of the originally proposed maximum homesite size, the amount of lot coverage allowed for a lot that meets the minimum zoning lot size and the minimum lot size requirement for lots served by septic as required by the Health District. The Table below provides the various options for maximum homesite size based on the various calculations/conversations.

Table 1. Maximum Homesite Size Options (Square feet)

Zoning District	Original Proposal	Revised July 23, 2019 Proposal	Lot Coverage (current code)	Other Council option (Peltier)
R-0.4	10,000	None	10,000	12,000
R-1	7,500	None	6,000	10,000

Image 1: Potential development pattern on a lot with and without homesite



Conclusion

Image 1 demonstrates that a lot without a homesite could result in less compact development. The image also identifies that the area between the homesite and the natural area needs to be better defined to describe the potential allowed uses.

Staff suggests the following:

Keep the homesite area (between 10,000 and 12,000 for R-0.4 and R-1 between 7,500 and 10,000 for R-1) and amend the definition of homesite area to include “that portion of a lot depicted on the face of a plat that is intended for the development of the primary residential dwelling and accessory dwelling unit buildings and necessary infrastructure within a subdivision. Other accessory buildings and uses other than the primary residence and accessory dwelling unit can occur outside of the homesite area, natural area and community space.” This last sentence would allow sheds, agricultural and horse arenas, etc to occur outside of the homesite, as discussed by Council on August 27, 2019.

PUBLIC HEARING DRAFT – SEPTEMBER 24, 2019

ORDINANCE NO. 2019-03

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to subdivision standards, revising Title 17, repealing Chapter 17.12, and adopting an updated Chapter 17.12, repealing Table 18.12.020-1, and revising Chapter 18.09.030, 18.12.040, 18.15.005, 18.15.010, 18.15.020, and 18.36.030 of the Bainbridge Island Municipal Code.

WHEREAS, the City Council of the City of Bainbridge Island (“City”) updated the City’s Comprehensive Plan in February of 2017; and

WHEREAS, the City’s Comprehensive Plan includes a number of land use, environmental, and housing goals and policies related to residential development, including: Policy LU 1.2; Goal LU-4; Policies LU 4.1, 4.10, and 4.11; Goal LU-5; Policy LU 5.1; Goal LU-6; Policies LU 6.1, 6.5, and 6.8; Goal LU-12; Policies 12.1, 12.2, 12.3, 12.6, and 12.7; Policies LU 14.1, 14.2, and 14.3; Goal HO-1 and HO-3; Policy HO 3.1 and 3.6; Policies HO 6.6 and 6.7; Goal EN-4; Policy EN 4.1; Policy EN 5.3; Policy EN 15.3; Policy 18.2; and Policy EN 19.3; and

WHEREAS, the primary focus of Ordinance No. 2019-03 is to implement the vision of the City’s Comprehensive Plan by translating goals and policies related to residential growth and development patterns into specific guidelines and standards for subdivision development; and

WHEREAS, the City Council has expressed significant concerns about development and growth in the City under current regulations in the context of the vision and goals of the City’s Comprehensive Plan, and desires to revise development regulations to best accommodate growth and development in both general and specific ways; and

WHEREAS, Ordinance No. 2018-02 imposed a temporary six-month moratorium on the acceptance of certain development, stating the City Council’s concerns regarding likely adverse impacts related to growth and development under existing regulations; and

WHEREAS, based on these and related concerns, the City Council required additional time to review the regulations and policies at issue to ensure that the vision and goals of the City’s Comprehensive Plan are being met to the Council’s satisfaction; and

WHEREAS, a number of priorities to address the items at issue in the moratorium were identified at a joint meeting of the City’s Design Review Board and Planning Commission on February 22, 2018, including the following:

- (1) Initiate rewrite of subdivision design standards (Chapter 17.12 BIMC);
- (2) Identify specific development standards to review/revise (Chapters 18.12 and

18.15 BIMC); and

(3) Consider alternatives and identify preference for design guidelines framework.

WHEREAS, at an April 3, 2018 City Council study session, the City's Department of Planning and Community Development provided a briefing on the Design Review Board and Planning Commission joint meeting wherein the Council authorized staff to proceed with a work plan addressing the priorities identified at the joint meeting; and

WHEREAS, on April 2 and 23, May 7 and 21, June 4, August 6, 13 and 20, September 4 and 17, and October 15, 2018, the City's Design Review Board discussed alternatives for subdivision review procedures and subdivision design guidelines; and

WHEREAS, on March 22, May 10, June 7, 14, and 21, July 12 and 26, August 9, 23, and 30, September 13 and 27, October 25, November 8 and 29, and December 13, 2018, as well as on January 10, and February 13 and 28, 2019, the City's Planning Commission discussed alternatives for revisions to the City's subdivision review procedures, design guidelines, and standards; and

WHEREAS, each of the thirty Design Review Board and Planning Commission meetings included an opportunity for public comment; and

WHEREAS, the Planning Commission held a public hearing on Ordinance 2019-03 on February 13, 2019, which was continued to February 28, 2019; and

WHEREAS, City staff forwarded the Planning Commission's recommendations related to the subdivision update to the City Council for consideration at the Council's March 19, 2019 regular study session; and

WHEREAS, the City Council previously reviewed and considered the subdivision update at regularly scheduled meetings on September 4 and 11, October 9, and December 4, 2018; and

WHEREAS, the City Council considered the proposed ordinance at its meeting on March 19, 2019, as well as meetings on April 2 and 16, May 28, and July 23, 2019 [note: this will be revised based on Council activity]; and

WHEREAS, the City Council held a public hearing on Ordinance 2019-03 on August 27, 2019 and September 24, 2019 [note: this will be revised based on Council activity]; and

WHEREAS, the City issued a State Environmental Policy Act ("SEPA") Determination of Non-Significance for this Ordinance No. 2019-03 on March 1, 2019; and

WHEREAS, the City notified the Department of Commerce on February 25, 2019 of its intent to revise its development regulations relating to subdivisions; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over

the City's incorporated lands.

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

Section 1. Section 17.04.010 of the Bainbridge Island Municipal Code is hereby amended as follows.

A. The purpose of this title is to regulate the division of land into short subdivisions, long subdivisions, and large lot subdivisions ~~to promote the public health, safety and general welfare of the citizens of the city in accordance with state law and the city's comprehensive plan. To carry out this purpose and further the comprehensive plan policies addressing residential subdivision of land, this title establishes a flexible lot process for short and long subdivisions that promotes the preservation and consolidation of open space and clustering of development within residential subdivisions. This process facilitates the fair and predictable division of land, maintains the current character of the city, encourages efficient and cost-effective provisions for infrastructure, limits the development impact area, minimizes impervious surface area and provides for greater flexibility in the division and establishment of residential lots.~~ in a manner consistent with the established zoning classifications for residential and other uses, in order to promote the public health, safety, and general welfare of citizens. In accordance with state law and the city's comprehensive plan, this title establishes a planning process for short and long residential subdivisions that promotes the preservation and consolidation of natural areas and the clustering of homes, in order to facilitate the fair and predictable division of land, limit the environmental impacts of development, achieve efficient and cost-effective provisions for utilities and infrastructure, and maintain the current character of the city.

B. A further purpose of this title is to:

1. Prevent the overcrowding of land;
2. ~~Lessen congestion in the streets and highways;~~
3. Provide for adequate light and air;
4. ~~Facilitate adequate provision for water, sewage, storm water drainage, parks and recreation areas, sites for schools and school grounds and other public requirements;~~
5. Provide for proper ingress and egress;
6. Provide a variety of housing opportunities; and
7. ~~Maintain the quality of life of the city.~~

C. ~~Through this title, the city will also allow for the subdivision of land for nonresidential, multifamily, and mixed use, and accomplish uniform monumenting of land divisions and conveyance by accurate legal description.~~

D. ~~An additional purpose of this title is to provide criteria for summary administrative approval of boundary line adjustments that satisfy public concerns of health, safety and welfare, or where arranging or rectifying boundary lines is otherwise requested.~~

~~E.B.~~ A ~~final~~ further purpose of this title is to comply with the provisions of RCW Title 58 (Boundaries and Plats) or its successors, and other applicable law of Washington State, and no provision of this title shall be interpreted to authorize or require actions inconsistent with those laws. (Ord. 2011-02 § 2 (Exh. A), 2011)

Section 2. Section 17.04.020 of the Bainbridge Island Municipal Code is hereby amended as follows.

B. Location of Review and Approval Procedures and Application Materials. The procedures for approval of short, long, large lot, nonresidential, and multifamily subdivisions, as well as the vesting of rights related to those types of approvals, are set forth in BIMC Title 2 (Administration and Personnel). All such provisions require consistency with the requirements of RCW Title 58 (Boundaries and Plats) or its successors as applicable to the type of land division being proposed. Required application materials are provided in the Bainbridge Island administrative manual.

~~E. Application Materials. Materials required to be submitted with an application for a short or long subdivision, subdivision, large lot subdivision, nonresidential or multifamily subdivision or boundary line adjustment are available in the Bainbridge Island administrative manual.~~

Section 3. Section 17.08.020 of the Bainbridge Island Municipal Code is hereby amended as follows.

F. A division (1) caused by condemnation or by acquisition by a government entity in lieu of condemnation, or (2) otherwise resulting from a transfer of land to a government entity, or to a Qualified Open Space Entity, for open space, park, public vehicular access, public pedestrian access, utility, or right-of-way purposes, or to a private utility regulated by the State Utilities and Transportation Commission for utility improvement purposes. For the purposes of this Section, a “Qualified Open Space Entity” is a non-profit Washington corporation, tax exempt under Internal Revenue Code Section 501(c)(3), which includes among its express purposes the conservation and preservation of open space and park lands on Bainbridge Island; provided that any land received by a Qualified Open Space Entity under this paragraph shall have been stripped of all development rights, and subject to a recorded covenant against further subdivision, or residential or commercial development.

~~H. Short subdivisions shall not be used, either by a person alone or by persons acting together, at one time or over a period of time, as a means to circumvent compliance with the more stringent subdivision requirements that control the subdivision of land into five or more lots. When an application for a short subdivision is filed within five years after the approval of a short subdivision on a contiguous land parcel, a presumption of an attempt to circumvent short subdivision requirements may be invoked by the director as a basis for further investigation to assure compliance with the intent of this provision. (Ord. 2011-02 § 2 (Exh. A), 2011)~~

Section 4. Chapter 17.12 of the Bainbridge Island Municipal Code is hereby repealed.

Section 5. An updated Chapter 17.12 of the Bainbridge Island Municipal Code is hereby adopted, as set forth in Exhibit A and as incorporated herein.

Section 6. Chapter 17.28 of the Bainbridge Island Municipal Code is hereby amended as set forth in Exhibit B and as incorporated herein.

Section 7. Chapter 18.09.030.B.1 of the Bainbridge Island Municipal Code is hereby amended as follows.

b. In the Mixed Use Town Center District, existing single-family dwellings in the Mixed Use Town Center; are subject to R-4.3 zoning development standards.

i. ~~Except for new single-family residences constructed pursuant to subsection B.1.b.ii of this section, only single-family dwellings that were in existence and being used as such prior to the enactment of Ordinance 96-08 are allowed; existing single-family dwellings are subject to R-4.3 zoning development standards.~~

ii. In the Mixed Use Town Center, any new single-family residences proposed after the enactment of Ordinance 2010-09 shall only be allowed through an approved subdivision that qualifies as a housing design demonstration project pursuant to BIMC 2.16.020.S. Properties with frontage along Winslow Way between Madison Avenue and State Route 305, excepting flag lots, must include a retail and/or commercial component. Solely residential development is not allowed in this area.

Section 8. Table 18.12.020-1, *Flexlot Subdivision Dimensional Standards for Residential Zone Districts*, is hereby repealed.

Section 9. Chapter 18.12.040 of the Bainbridge Island Municipal Code is hereby amended as follows.

A. Permitted Setback/Height Modifications. Minimum and maximum setbacks and maximum heights established in Tables 18.12.020-1, 18.12.020-2, and 18.12.020-3 and in BIMC 18.12.030 may be encroached as set forth in Table 18.12.040 and may also be modified by applicable provisions of adopted fire codes, the shoreline master program, and/or the building code; These modifications are not permitted in required perimeter or roadside buffers.

Section 10. Section 18.15.005 of the Bainbridge Island Municipal Code is hereby amended as follows.

G. ~~Chapter BIMC 17.12 BIMC, .030, flexible lot design open space/cluster general subdivision~~ standards; BIMC 17.20.020, dedication of land for parks and open space facilities;

Section 11. Table 18.15.010-1, *Landscape Requirements by Zone District*, of the Bainbridge Island Municipal Code is hereby amended as follows.

Landscape Requirements for Land Uses and Districts	Significant Tree and Tree Stand Retention	Perimeter Landscape	Roadside Buffer	Parking Lot Landscaping	Total Site Tree Unit Requirements	Planting Requirements	Irrigation	Maintenance
Single-Family Residential Short Plats and Subdivisions	X	X (Cluster Subdivisions Only)	X	-	-	X	X	X

Section 12. Table 18.15.010-3, *Perimeter Landscaping Requirements by Land Use and Zoning District*, of the Bainbridge Island Municipal Code is hereby amended as follows.

Abutting Zoning or Land Use District	Perimeter Landscape Type	Perimeter Width (ft.)	Minimum Perimeter Width (ft.)
Short Plats and Subdivisions in Residential Zoning Districts [1]			
Residential subdivision in the R-0.4, R-1, and R-2 districts (cluster option only)	Edge Planting Standard	25	25
Multifamily subdivision in the R-2, R-1, and R-0.4 zoning districts (cluster option only)	Full Screen	25	25
Park and conservation land buffer: applies to all single-family subdivisions (OS) [2]	Edge Planting Standard	25	25
Winslow Town Center Mixed Use District [3] [1]			
Non-B/I	Full Screen [4] [2]	50	35
[1] — Properties with less than one acre being subdivided are not subject to perimeter buffer requirements.			

Abutting Zoning or Land Use District	Perimeter Landscape Type	Perimeter Width (ft.)	Minimum Perimeter Width (ft.)
[2] (OS) indicates that the buffer may be calculated in the required open space area for the subdivision. [3] [1] For perimeter landscaping requirements in the ferry terminal district transition area, north of Winslow Way, reference BIMC 18.12.030.C. [4] [2] This perimeter buffer applies even when a private access road separates a B/I property from non-B/I property.			

Section 13. Section 18.15.010.D. of the Bainbridge Island Municipal Code is hereby amended as follows.

3. ~~Perimeter Buffers in Residential Cluster Short Subdivisions, Cluster Long Subdivisions, and Multifamily Subdivisions in the R-2, R-1, and R-0.4 Zoning Districts.~~ for residential and commercial subdivisions are required pursuant to BIMC 17.12.060.N. The buffers shall be pursuant to the standards set forth in subsection D.4 of this section. The tree retention, replacement, and protection standards of subsection C of this section apply to perimeter buffers for residential and commercial subdivisions.

- ~~a. When the cluster development option is selected pursuant to BIMC 17.12.030.B for property with a gross area of one acre or more and that is located in the R-0.4, R-1, R-2 and R-2.9 districts, a 25-foot-wide, edge planting standard landscape perimeter shall be required along the subdivision boundary.~~
- ~~b. When the cluster development option is selected pursuant to BIMC 17.12.030.B for property with a gross area of one acre or more and that is located in the R-3.5, R-4.3, R-5, R-6, R-8, and R-14 zone districts, a 10-foot-wide, edge planting standard landscape perimeter shall be required along the subdivision boundary.~~
- ~~c. In order to buffer the visual impact of the proposed subdivision and protect off-site views, additional landscaping shall be planted within landscape perimeter buffers where mature trees and shrubs cannot provide such screening, pursuant to subsection D.4 of this section.~~
- ~~d. Required landscape buffer width may be reduced through buffer averaging in accordance with the criteria in subsection D.5 of this section, perimeter landscape requirements. For example, buffers may be adjusted when such adjustments contribute to the neighborhood character by incorporating significant trees and native vegetation, incorporate a unique landscape feature, or accommodate a unique situation that allows~~

continuation of an existing use, such as a utility or other easement providing continued use.

e. ~~Landscape buffers may be included in the required open space calculations for a subdivision as noted in Table 18.15.010-3. Table 18.15.010-3 depicts the landscape buffer requirements for subdivisions by zoning district and denotes when the buffer may be included in the open space calculations. These standards apply unless alternative buffers are required pursuant to critical area review, the requirements of the Shoreline Management Act, conditioned by SEPA review, or required for public health or safety reasons.~~

f. ~~When a multifamily subdivision is created within the R-2, R-1, and R-0.4 zoning districts, a 25-foot-wide, full screen landscape perimeter shall be required along the subdivision boundary~~

Section 14. Section 18.15.010.E. of the Bainbridge Island Municipal Code is hereby amended as follows.

2. Roadside Buffers for Residential and Commercial Subdivisions are required pursuant to BIMC 17.12.070.O. ~~Roadside buffers are required for both residential and commercial subdivisions—see Table 18.15.010-4. The type and width of the required buffer varies by the type of roadway the subdivision is adjacent to, as well as the condition of the existing roadside vegetation. The buffers shall be pursuant to the standards set forth in subsection D.4 of this section and Table 18.15.010-4. The tree retention, replacement, and protection standards of subsection C of this section apply to roadside buffers for residential and commercial subdivisions.~~ These requirements do not apply to projects involving only interior renovations of existing buildings.

a. ~~Roadside Buffer General Requirements. All residential subdivisions and short subdivisions subject to landscape buffering requirements shall comply with the standards in this subsection, including those in Table 18.15.010-4.~~

b. ~~Roadside Buffers in Residential Short Subdivisions.~~

i. ~~Except for properties containing a gross area of less than one acre, on a property located adjacent to public roads that are designated as collector or arterial roads on the adopted road classification map, a 25-foot-wide vegetative buffer shall be maintained. However, in the R-3.5, R-4.3, R-5, R-6, R-8 and R-14 districts a roadside buffer is not required unless it is determined that a landscape buffer is necessary to maintain the character of the neighborhood or to reflect neighboring development patterns.~~

ii. ~~Where there are no mature trees and shrubs that contribute to the existing forested character of these roads, the character of the neighborhood shall be maintained by establishing building setbacks equal to or greater than the existing building setbacks on the~~

adjacent properties. At no point shall the building setback be less than requirements in this title.

iii. To accommodate an existing house that is located within 25 feet of the property line adjacent to a collector or arterial road, the roadside buffer area width shall be reduced to the width adjoining the existing home between the existing house and the property line adjacent to the collector or arterial road.

c. ~~Roadside Buffers in Residential Long Subdivisions.~~

i. ~~For subdivisions located in the R-0.4, R-1, R-2 and R-2.9 districts located adjacent to public roads that are designated as collector or arterial roads on the adopted road classification map, a 25-foot-wide vegetative buffer shall be maintained. In the R-3.5, R-4.3, R-5, R-6, R-8, and R-14 districts a roadside buffer is not required unless it is determined that a landscape buffer is necessary to maintain the character of the neighborhood or to reflect neighboring development patterns.~~

ii. ~~For property with a gross area of one acre or more and that is located in districts R-0.4, R-1, R-2 and R-2.9, where there is no existing vegetation that contributes to the existing vegetation character of the roads, a 25-foot full screen landscape buffer shall be planted consistent with the requirements of subsection D.4.a of this section, except as noted below in this subsection.~~

iii. ~~To accommodate an existing house that is located within 25 feet of the property line adjacent to a collector or arterial road (or within 25 feet of such a property line if subsection E.2.c.ii of this section applies), and to maintain the character of the neighborhood and reflect neighboring development patterns, the roadside buffer area width shall be reduced to the width adjoining the existing home between the existing house and the property line adjacent to the collector or arterial road. At no point shall the building setback be less than requirements in this title.~~

iv. ~~For subdivisions designating open space that is intended for agricultural use and would be adversely impacted by the addition of screening landscaping, a 25-foot roadside buffer as prescribed in subsection E.2.c.ii of this section shall not be required.~~

d. ~~Roadside Buffers in Multifamily and Commercial Subdivisions. A minimum 50-foot vegetative buffer shall be established adjacent to all designated scenic roads. The buffer shall be consistent with the requirements for a full screen buffer, pursuant to subsection D.4.a of this section.~~

e. ~~Multiple Street Frontages. For properties subject to the roadside buffers requirement along two property boundaries, the roadside buffer abutting the street with the lower classification may be reduced to 25 feet in width. For properties that abut more than two streets requiring roadside~~

buffers or in situations where both abutting streets are of the same road classification, one roadside buffer of the full required width shall be required and all other roadside buffers may be reduced to 25 feet; provided, that the full required width buffer is located where a greater number of significant trees can be incorporated into the buffer.

Section 15. Table 18.15.010-4, *Roadside Buffer Requirements by District and Land Use*, of the Bainbridge Island Municipal Code is hereby amended as follows.

Existing Zoning/Use	Adjacent Right-of-Way Type	
	Right-of-Way (not including Highway 305)	Highway 305
Residential Subdivision in the R-0.4, R-1, R-2, and R-2.9 Districts [4]	25' Full Screen or maintain existing vegetation within 25' buffer (OS) [5][6]; Applies only to collectors and arterial roads	
Residential Subdivision in the R-3.5, R-4.3, R-5, R-6, R-8, and R-14 Districts [4]	No requirement unless necessary to reflect neighboring development patterns (OS) [5]; Applies only to collectors and arterial roads	

[1] All roadside buffers shall be planted if not already existing.

[2] For perimeter landscaping requirements in the ferry terminal district transition area, north of Winslow Way, reference BIMC [18.12.030.C](#).

[3] Beginning 100' north of Winslow Way.

~~[4] Properties being subdivided with less than one acre are not subject to roadside buffer requirements.~~

~~[5] (OS) indicates that the buffer may be calculated in the required open space area for open space subdivision.~~

~~[6] Existing vegetation must remain in the 25-foot buffer area. When existing vegetation does not constitute a full screen, the applicant will not be required to plant a full screen. If existing vegetation within the 25-foot buffer area does constitute a full screen, but dense vegetation is not part of the neighborhood character, then the applicant may choose between maintaining a 25-foot full screen roadside buffer, or averaging that buffer to retain trees and vegetation elsewhere on the property and eliminating the roadside buffer.~~

Section 16. Section 18.15.020.D. of the Bainbridge Island Municipal Code is hereby amended as follows.

3. Parking spaces serving dwelling units shall be located on the same lot with the building they serve, except in subdivisions where parking spaces may be located on a separate lot or tract. In the central core, gateway, and ferry terminal districts, one parking space per unit shall ~~must~~ be located on site and any additional spaces may be located off site. All off-site spaces shall be within a 1,000-foot radius of the edge of the development parcel and shall ~~must~~ be acquired through fee-in-lieu, fee simple ownership, or a leasehold permanently linked to the unit.

Section 17. Section 18.36.030. of the Bainbridge Island Municipal Code is hereby amended as follows.

161. “Mature trees and shrubs” means vegetation, with well-established root systems, that provides a predominantly continuous cover. Mature trees and shrubs do not include invasive species as listed in BIMC 16.20.090.B.3.

Section 18. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared invalid or unconstitutional for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 19. This ordinance shall take effect and be in force on Thursday, **October 24, 2019.**

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

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

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK: September 13, 2019
PASSED BY THE CITY COUNCIL: _____, 2019
PUBLISHED: _____, 2019

EFFECTIVE DATE: _____, 2019
ORDINANCE NUMBER: 2019-03

Chapter 17.12

SUBDIVISION STANDARDS

17.12.010 Applicability

This chapter sets forth standards for short subdivisions, long subdivisions, large lot subdivisions, and nonresidential and multifamily subdivisions. Specific requirements relevant to each individual type of subdivision are provided throughout various chapters of this title.

17.12.020 Subdivision Design Guidelines

Subdivision development in all zoning districts shall comply with the requirements of the Bainbridge Island Design Review Regulations -- “*Design for Bainbridge*,” as amended, as follows:

- A. Detached single-family residential subdivision development shall comply with only Sections 1, 2, 3, and 6;
- B. Attached single-family residential and multi-family residential development shall comply with only Sections 1, 2, 3, and 4;
- C. Commercial subdivision development shall comply with all sections, as applicable.

17.12.030 Four-Step Design Process

The city’s approach to planning for subdivisions requires a four-step process that gives the highest priority to identification and conservation of existing natural site features. This process reverses the conventional site planning approach, which typically begins by laying out the streets, lot lines and building footprints. Instead of first identifying the areas to be cleared for development, the design process begins by analyzing on-site resources and the site’s relationship to surrounding properties, in order to identify what resources are most worthy of preservation and what areas can best accommodate development.

This design process is required for all residential subdivisions. The process is further defined in BIMC 2.16.125.D; it consists of four steps: 1) Delineate Natural Area; 2) Locate Homesites and Community Space; 3) Define Access; and, 4) Draw Lot Lines.

17.12.040 Administrative Departures

A. A departure from existing subdivision standards may be requested only by an applicant to allow use of an alternative standard not listed among the applicable requirements of BIMC 17.12.050 through BIMC 17.12.070. Departures are not variances and are not required to meet the criteria associated with a variance application. Rather, departures allow adjustment of existing standards to achieve better outcomes in cases where strict application of the existing standard would result in an inferior subdivision design.

B. Departures from the subdivision standards in BIMC 17.12.050 through BIMC 17.12.070, may be permitted as part of the subdivision review process. In order for such a departure to be allowed, it must satisfy the intent of the four-step design process, and the resulting subdivision must be consistent with the general purpose and intent of the subdivision ordinance and the specific standard(s). A departure shall not be allowed from the following standards:

- 1. Natural area
- 2. Community space
- 3. Homesite size

C. Any request for one or more departures shall be made at the Design Guidance Review Meeting as part of the pre-application phase of the project. Departures shall be reviewed concurrently with a preliminary application for

subdivision. The Design Review Board may include an administrative departure in its recommendation to the Planning Commission, if all of the following criteria are met:

1. Because of unusual shape, exceptional topographic conditions, environmental constraints or other extraordinary situation or condition in connection with a specific piece of property, strict adherence to the existing standard would result in practical difficulties or unnecessary hardships inconsistent with the general purpose and intent of the subdivision ordinance as provided in BIMC 17.04.010;
2. The granting of the departure results in a subdivision with greater natural resource conservation value, less adverse impact to adjoining properties, or more practical design because of topography, critical area, or other extenuating circumstance; and
3. All possible efforts to comply with the standard or minimize potential harm or adverse impacts have been undertaken. Economic consideration may be taken into account but shall not be the overriding factor in approval; and
4. The departure is consistent with other applicable regulations and standards; and
5. The granting of any departure will not be unduly detrimental to the public welfare nor injurious to the property or improvements in the vicinity in which the property is located.

D. If the Design Review Board's recommendation is to grant the departure(s), the departure shall be included as a component of the project in subsequent reviews pursuant to BIMC 2.16.110.D.3 and BIMC 2.16.110.E. The departure(s) shall be included in the Director's recommendation to the hearing examiner unless a deviation from the recommendation is documented in the Director's report pursuant to BIMC 2.16.110.E.6.b.

E. For short subdivisions not requiring Design Review Board review, request for departures shall be made at the pre-application conference. The Director may approve one or more departures, if the criteria in BIMC 17.12.040.C are met, as part of their administrative decision for the preliminary subdivision in accordance with BIMC 2.16.070.F.

17.12.050 Natural Area and Community Space.

A. Natural Area Required. All residential subdivisions shall provide natural area consistent with BIMC 17.28, Definitions, Table 17.12.070-1, and the following standards:

1. Natural Area Objectives. The natural area(s) shall support one or more of the following objectives:
 - a. Preservation and protection of:
 - i. Natural resources and ecological functions, including groundwater recharge;
 - ii. Native soils and topography;
 - iii. Historic island landscapes including farmland, meadows, pastures, and orchards; and
 - iv. Scenic views along roads.
 - b. Promoting interconnected open space, wildlife corridors, and undeveloped areas;
 - c. Promoting a development pattern consistent with island character.
2. Types of Natural Area. The natural area(s) shall be designated as the first step in the four-step design process defined in BIMC 2.16.125.D. Natural areas consist of primary and secondary natural areas.
 - a. Primary Natural Areas (PNA). PNAs form the core of the natural area to be protected. PNA's include the following:
 - i. Critical areas other than critical aquifer recharge areas;
 - ii. Critical area buffers and setbacks; and
 - iii. Shoreline buffers.

b. Secondary Natural Areas (SNA). SNAs are noteworthy or significant features of the natural landscape. SNA's include the following:

- i. Farmland, pastures, meadows, and orchards;
- ii. Mature trees and shrubs;
- iii. Wildlife corridors;
- iv. Greenways and trails;
- v. Scenic viewsheds;
- vi. Mature vegetation on ridgelines;
- vii. Free standing landmark trees, as defined in BIMC 16.32, and their critical root zone (as identified by a consulting arborist).

3. Amount of Natural Area Required. The natural area requirement shown in Table 17.12.070-1 shall be provided as shown in Figure 17.12.070-1, Natural Area Allocation, and in accordance with the following standards:

a. The area provided for natural area shall be based on and consistent with the existing types of natural areas (listed in BIMC 17.12.050.A.2) on the subject property, up to the maximum shown in Table 17.12.070-1, unless additional natural area is required due to the presence of PNAs (listed in BIMC 17.12.050.A.2.a).

b. All PNAs (listed in BIMC 17.12.050.A.2.a) are required to be designated as natural area even if this amount exceeds the maximum percent required shown in Table 17.12.070-1. This may result in no subdivision being permitted or a subdivision with less than the maximum number of lots allowed in accordance with Table 17.12.070-1.

c. If the area being subdivided contains less than the percent natural area shown in Table 17.12.070-1, then the designated natural area is identified accordingly and community space is required pursuant to BIMC 17.12.070.B.

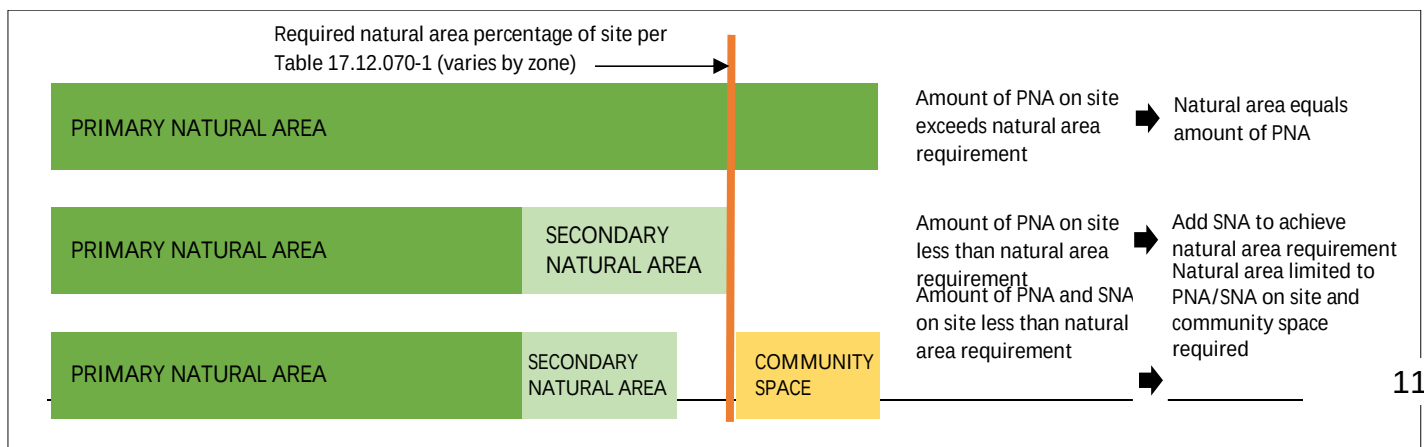
d. All lands subject to critical area regulations by Chapter [16.20](#) BIMC shall remain subject to those regulations. Buffer modifications or setback reductions may be pursued.

e. Natural areas may be included on individual lots.

f. Natural areas shall not be required to be dedicated to the public, and the owner shall not be required to permit public access to designated natural areas.

g. All natural areas shall be depicted on the face of the preliminary and final plat.

Figure 17.12.070-1. Natural Area Allocation.



4. Aquifer Recharge Protection Area (ARPA). Subdivisions in the R-0.4, R-1, and R-2 zoning districts shall meet the requirements of BIMC 16.20.100 and the following standards:

- a. If a proposed subdivision includes more than one parcel, the ARPA shall be calculated based on the total square footage of all parcels;
- b. If the required ARPA is greater than the required natural area, the natural area shall be increased to achieve the required ARPA area;
- c. The 12,500 square foot development area allowed pursuant to BIMC 16.20.100.E.2.b shall be allocated in aggregate; that is, the total development area within the subdivision shall be determined by the total number of lots allowed multiplied by 12,500;
- d. ARPAs within subdivisions shall be consistent with the ARPA development standards listed in BIMC 16.20.100.D.

5. Natural Area Configuration. Designated natural areas shall be configured in a manner that enhances and promotes the natural resource characteristics of the property and development pattern of the surrounding area. Natural area configuration shall satisfy the following guidelines to the extent feasible:

- a. Natural area should be concentrated in large, consolidated areas; and
- b. Natural area should connect to adjacent off-site open space areas, designated wildlife corridors and trails, and/or critical areas, where feasible; and
- c. Natural area should be designed to preserve views from off site of the subject property; and
- d. Natural area should be delineated with a low perimeter-to-area ratio;
- e. Natural area shall have a with a minimum width of fifty (50) feet outside of roadside and perimeter buffers; and
- e. Natural area may be included as a portion of one or more lots or may be contained in a separate tract, except for critical areas and their buffers and setbacks.

6. Natural Area Fencing and Signage. Fences and/or signs delineating the boundary of natural areas are required. The director shall determine which option (fence or sign) is required, based on the recommendations from the Design Guidance Review Meeting.

- a. If fencing is required:
 - i. Low-impact fences are preferred and must be constructed in accordance with the definition in BIMC 17.28.020;
 - ii. Fencing is not required at the exterior boundary of the subdivision;
 - iii. Gaps in fencing not exceeding five (5) feet are permitted; and
 - iv. Gates are permitted if they are consistent with the definition of low-impact fences in BIMC 17.28.020.
- b. If signs are required:
 - i. They shall be constructed in accordance with the definition in BIMC 17.28.020; and
 - ii. Typically, they shall be spaced at intervals of 50 feet, allowing for variation due to reasons such as topography, configuration of natural area, distance from other features, etc.
- c. If signage is required and encroachments into the designated natural area occur, the director may require that the owner install fencing and/or additional signage to prevent future encroachments. Required fencing and signs shall be maintained in good repair, with repair or replacement to occur within 60 days.

7. Natural Area Ownership. Ownership of natural area shall be established consistent with one of the following forms of ownership:

- a. Private Ownership. Natural areas may be held in private ownership if established by easements, restrictive covenants, the natural area management plan, or similar legal means; or
- b. Common Ownership. Natural areas may be held in common by a home or property owners' association or other similar organization. For the purposes of this title, if a land trust or a similar conservancy maintains ownership or a conservation easement, that shall be considered common ownership. If this ownership pattern is selected, covenant, conditions, and/or restrictions shall be required; or
- c. Public Ownership. Designated natural areas shall not be required to be dedicated to the city or other public agency, and the owner shall not be required to permit public access to designated natural areas. However, if the owner offers to dedicate, the city or other public agency may choose to accept ownership of natural areas. Consequently, upon approval and acceptance by the city council, the natural areas shall be dedicated to the public.

8. Natural Area Maintenance. An applicant shall submit a draft natural area management plan (NAMP) as described in the Bainbridge Island administrative manual, for review as part of the preliminary plat application. Final approval of the NAMP will occur at the time of final plat approval. The natural area management plan shall include:

- a. A list of all approved uses for the natural areas. Where uses in separate natural areas vary, the specific location of each use shall be depicted graphically.
- b. A maintenance plan for natural areas, that clearly describes the frequency and scope of maintenance activities for natural areas.
- c. The approved NAMP must be filed with the Kitsap County Auditor. In the event that the natural area is not maintained consistent with the NAMP, the city shall have the right to enter the property for necessary maintenance, with the cost of such maintenance assessed against the landowner or, in the case of a homeowner's association, the owners of the properties within the subdivision and shall, if unpaid, become a tax lien on such property or properties.

9. Allowed Uses in Natural Area. The following uses are allowed in those natural areas that are not part of a required roadside or perimeter buffer (unless zoning regulations of BIMC Title [18](#), provisions of the shoreline master program per Chapter [16.12](#) BIMC, or critical areas regulations of Chapter [16.20](#) BIMC, including allowed uses within aquifer recharge protection areas, restrict that use):

- a. Passive recreation, including pervious trails;
- b. Agricultural uses and fencing necessary for animal control in SNAs only;
- c. Potable water wells and well houses;
- d. Low impact fencing or signs marking the natural area boundary or critical area boundary;
- e. On-site sewage treatment system use approved by the director for all residential zones, if the applicant can demonstrate that (i) the proposed use will not adversely affect the function or characteristics of the specific natural area, (ii) the system is approved by the Kitsap County health district, and (iii) construction of the system will not require the removal of significant trees, native forests, vegetation within a required buffer for designated critical areas subject to Chapter [16.20](#) BIMC, or vegetation within areas designated for protection under the shoreline master program pursuant to Chapter [16.12](#) BIMC;
- f. Storm drainage system use approved by the director for all residential zones if the applicant can demonstrate that (i) enhanced vegetation will be provided so that the facility appears as a natural feature, (ii) the proposed use will not adversely affect the function or characteristics of the specific natural area, (iii) the system meets the design standards of Chapters [15.20](#) and [15.21](#) BIMC, including low impact development designs, and (iv) the system design must contribute to the function and characteristics of the natural area feature by providing the following:
 - i. No above-ground storm detention facilities are permitted; and
 - ii. Enhanced vegetation will be provided in conjunction with the storm drainage facility in order to make it a more natural feature; and
 - iii. Pedestrian trails should be considered as part of the design; and

- iv. While fencing of designated natural areas or critical areas may be required by the director pursuant to subsection A.8.a of this section, separate fencing of storm drainage facilities or areas shall only be installed if necessary to protect public safety. Where fencing is required, low impact fencing shall be used, and chain-link fences are prohibited unless superseded by state law.
- g. Playgrounds and tot lots, picnic shelters and benches, community gardens, bus shelters, community art, or fountains may be allowed within a designated natural area, provided the proposed use will not adversely affect the function or characteristics of the specific natural area.
- h. Solar panels, small wind energy generators, composting bins, rainwater harvesting barrels, cisterns, and rain gardens/swales, as defined in Chapter [18.36](#) BIMC, may be allowed within a designated natural area, provided the proposed feature will not result in the damage or removal of significant trees.

B. Community Space Required. All residential subdivisions, except short subdivisions and as modified in subsection 2, below, shall provide community space consistent with BIMC 17.28, Definitions, Table 17.12.070-1, and the following standards:

1. **Community Space Objectives.** Community space shall accomplish one or more of the following objectives:
 - a. Provide a place for residents to gather in shared space.
 - b. Provide common buildings, open space, or gardens.
 - c. Provide space for unstructured recreation.
 - d. Enhance a felt and actual sense of security, identity, and community.
 - e. Provide a protected, traffic-free environment.
2. **Amount of Community Space Required.** The minimum community space shown in Table 17.12.070-1 shall be provided and shall be depicted on the face of the plat. Community space is not required in the R-0.4, R-1, and R-2 zoning districts if the maximum natural area is provided.
3. **Community Space Configuration.** Community space should adjoin the largest practicable number of lots within the development. Non-adjoining lots shall be provided with safe and convenient pedestrian access to community space. Community space shall not include perimeter or roadside buffers.
4. **Community Space Ownership.** Ownership of community space shall be established consistent with one of the forms of ownership set forth in BIMC 17.12.050.A.5.
5. **Community Space Maintenance.** An applicant shall submit a draft community space management plan (CSMP) as described in the Bainbridge Island administrative manual, for review as part of the preliminary plat application. Final approval of the CSMP will occur at the time of final plat approval. The community space management plan shall include:
 - a. A list of all approved uses for the community space. Where uses in separate community spaces vary, the specific location of each use shall be depicted graphically.
 - b. A maintenance plan for community space that clearly describes the frequency and scope of maintenance activities, and that meets all requirements set forth in subsection 5 herein and the Bainbridge Island administrative manual.
 - c. The approved CSMP must be filed with the Kitsap County Auditor within thirty (30) days of final plat approval. In the event that the community space is not maintained consistent with the CSMP, the city shall have the right to enter the property for necessary maintenance, with the cost of such maintenance assessed against the landowner or, in the case of a homeowner's association, the owners of the properties within the subdivision and shall, if unpaid, become a tax lien on such property or properties.
6. **Allowed Uses in Community Space.** Community space may include uses such as crop and animal agriculture, meadows, orchards, pastures, turf fields, and common buildings. Prohibited and allowed uses within community space shall be included in the draft terms, conditions, covenants, and agreements

proposed for the subdivision, which shall be submitted with the preliminary subdivision application. Final terms, conditions, covenants, and agreements must be filed with the Kitsap County Auditor within thirty (30) days of final plat approval.

17.12.060 Homesites. All single-family residential subdivisions require homesites located and designed consistent with BIMC 17.28, Definitions, Table 17.12.070-1, and the following standards:

A. Homesite Area.

1. A homesite area no greater than the maximum area shown in Table 17.12.070-1 shall be provided for each lot and shall be depicted on the face of the plat.
2. The homesite area shall include the primary residential dwelling, accessory buildings, and on-site parking, if provided on each lot within the subdivision.
3. Other allowed uses and structures include residential landscaping, pathways, turf, and fences; individual water, stormwater, and septic infrastructure.
4. Homesites shall not contain any portion of required PNAs. Homesites may include critical aquifer recharge areas but no portion of an aquifer recharge protection area.

B. Homesite Siting. The four-step design process outlined in Section 17.12.030 BIMC is intended to allow the characteristics of the land to determine the most suitable location of homesites. Homesites shall be sited to meet the following standards:

1. Homesite locations shall be configured to maintain the natural features of the site and minimize topographic alteration and clearing of existing vegetation.
2. Homesite locations shall facilitate the efficient use of land by limiting areas of disturbance, impervious surfaces, utility extensions, and roadways.
3. If clustered pursuant to Table 17.12.060-1, homesites shall be located to minimize adverse impacts to adjacent, previously existing residential development and are not required to be located near any existing home on the property.

C. Homesite Clustering. Clustering, or grouping, of homesites is required in accordance with Table 17.12.060-1.

17.12.070 General residential subdivision standards. All residential subdivisions shall comply with the following standards.

A. Constrained lots. If, due to site or design constraints, more than one homesite with supporting infrastructure cannot be located on or provided for a subject property, no division of land is permitted. Constrained lots may also result in a subdivision with less than the maximum number of lots allowed in accordance with Table 17.12.070-1.

B. Preexisting lots. Lots that have previously received final approval from the city, or that have previously received final approval from Kitsap County prior to inclusion within the city boundaries, and that do not comply with standards of this chapter shall be considered existing nonconforming lots, but any future resubdivision of any such lots shall comply with the requirements of this title.

C. Platted lots. The platted lot defines the extent of private ownership of land within the subdivision. The size, shape and potential uses of a lot depend on many factors that will be considered in the subdivision design process. Establishing lot lines is the last step in the design process, but a desired result will affect decisions throughout the process, and the physical characteristics of the entire property will present both constraints and opportunities. Standards applicable to lots are found in BIMC 17.12.070 and Table 17.12.070-1.

D. The short subdivision process shall not be used, either by a person alone or by persons acting together, at one time or over a period of time, to circumvent compliance with the more stringent requirements that control the subdivision of land into five or more lots. When an application for a short subdivision is filed within five years after the approval of a short subdivision on a contiguous land parcel, presumption of an attempt to circumvent short

subdivision requirements may be invoked by the director as a basis for further investigation, to assure compliance with the intent of this provision and the requirements of a long subdivision.

D. Remaining area. Any area not designated as public or private access, buffers, lots, or utility tracts shall be designated as either natural area or community space, in accordance with the objectives in either BIMC 17.12.050.A.1 or 17.12.050.B.1.

E. Site Disturbance. The extent of land disturbing activities, as defined in BIMC 15.20.020.22, shall be limited to the minimum required for site preparation and construction.

F. Compatibility with Adjacent Development

1. Subdivisions shall be designed and located to ensure compatibility with existing adjacent development.
2. Views of house lots from exterior roads and abutting properties shall be minimized by preserving the natural topography and existing vegetation to the greatest extent possible.

G. Dimensional standards.

1. Table 17.12.070-1 sets forth minimum and maximum dimensional standards for single-family residential development. Dimensional standards for multifamily and commercial subdivisions shall be in accordance with Table 18.12.020-2 and Table 18.12.020-3.
2. Where a property is located in more than one zone district, units permitted by density calculations within each zone district must be constructed on the portion of the property located within that district and required setbacks for each zone district must be met. Permitted densities are not “blended” across the zone district line.

H. Septic Systems. Locations of individual or community drainfields and associated reserve drainfields shall comply with all applicable standards established by the Kitsap Public Health District or Washington Department of Health. Reserve drainfield areas shall remain undisturbed until such time as their use is required. This standard shall be noted on the face of the preliminary and final plat.

I. Streets and Vehicle Access. Subdivisions shall comply with the following standards unless modified by the City Engineer:

1. Subdivisions shall comply with all applicable standards of the “City of Bainbridge Island Design and Construction Standards and Specifications,” as amended, and Island-Wide Transportation Plan, as amended. Deviations from the “City of Bainbridge Island Design and Construction Standards and Specifications” may be granted by the City Engineer upon evidence that such deviations are in the public interest and that they are based on sound engineering principles and practices. All requirements for safety, function, appearance and maintainability must be fully met. Desired deviations must be requested at the Design Guidance Review Meeting during the pre-application phase of the project.
2. Each lot in a residential subdivision shall have direct access to a public or private street, except for those with shared driveways or alternative lot designs that provide shared or clustered parking outside of individual lots.
3. The street system of a proposed subdivision shall be designed to connect with any existing, proposed, or planned streets outside of the subdivision or to create a connection beneficial to the overall circulation of the surrounding area, as determined by the City Engineer.
4. Interior street layout shall be oriented on the east/west axis if feasible, to maximize active and passive solar access.
5. To minimize impervious surfaces, all public rights-of-way, access easements, private streets, and driveways shall not be greater than the minimum dimensions required to meet standards.

6. Street names and traffic regulatory signs shall be provided, and their locations shall be indicated on the plat/plan. The locations of mailboxes and traffic regulatory signs are only required on the plat/plan when other public improvements are required.

7. Transit stops shall be provided as recommended by Kitsap Transit.

J. Parking and Garages.

1. Parking shall be provided consistent with BIMC 18.15.020, except as modified by this subsection.
2. Parking spaces provided on individual lots must be located within the designated homesite.
3. Parking spaces may be located outside of individual lots, consolidated in a remote or satellite parking area, or in individual or shared garages.
4. Consolidated parking areas shall be landscaped in accordance with BIMC 18.15.010.F.
5. Shared garages are limited to five vehicle spaces and shall not exceed 60 feet in length or 1440 square feet total.
6. Garages, including detached garages, located on individual homesites facing a public street shall be:
 - a. Limited to two vehicles; and
 - b. Either accessed from the side or rear or set back from the most front-facing exterior wall of habitable space a minimum of five feet unless the house is not visible from the public street.

K. Circulation and Access.

1. All subdivisions shall include a circulation and access system of walkways, paths, or trails that interconnect lots, commonly-owned natural area, community space, and adjacent access facilities. Trails that provide connection to streets, public areas or other trails through the subdivision boundaries shall provide public access.
2. Multi-modal facilities shall be consistent with the applicable standards of the “City of Bainbridge Island Design and Construction Standards and Specifications.”
3. Subdivisions may be required to provide dedicated access easements if one or more “trail connection zones” are located on the site as shown on Map C and D (Non-Motorized System Plan) of the Island-Wide Transportation Plan, as amended.
4. Pursuant to RCW 58.17.110(1) sidewalks or other planning features shall be provided to assure safe walking conditions for students who walk to and from school.

L. Fencing.

1. Sight obscuring fencing is prohibited at the exterior boundary of a subdivision.
2. Fencing within perimeter or roadside buffers or at the exterior boundary of a subdivision shall meet the requirements of low-impact fencing in accordance with the definition in BIMC 17.28.020.
4. Fencing around surface stormwater ponds shall not exceed 3 feet, 6 inches in height unless required by the City Engineer for safety reasons.
5. Fencing is prohibited in those roadside areas maintained by the City (e.g. shoulders, ditches, utilities).

M. Landscaping. Individual homeowners are responsible for the maintenance and modification of landscaping on their lots, subject to any rules and guidelines established by a homeowners’ association or similar body. Native vegetation on the site should be retained and maintained where possible and landscaping should be responsive to the natural contours of the lot.

N. Perimeter Buffers. The intent of perimeter buffers is to visually and physically separate adjacent land uses, and when necessary, to minimize impacts of new development on adjacent properties. Perimeter buffers are not required along public rights-of-way.

1. Perimeter buffers shall be established at the exterior boundary of all subdivisions with a gross area of one acre or greater. Perimeter buffer shall be maintained as a “no cut/no build zone.” Existing native vegetation, including significant trees and tree stands, shall be preserved within perimeter buffers. The tree retention, protection, and replacement requirements of BIMC 18.15.010.C apply to perimeter buffers unless modified by this section.
2. The minimum width of perimeter buffers for single family subdivisions shall be the width of the minimum homesite boundary to exterior plat boundary required in accordance with Table 17.12.070-1 or as determined by an administrative departure.
3. The minimum width of perimeter buffers for multifamily and commercial subdivisions shall be 25 feet in the R-0.4, R-1, and R-2 zoning districts and 15 feet in all other zoning districts either maintained or planted to achieve the full screen landscape standard provided in BIMC 18.15.010.D.4.a.
4. No additional planting is required in perimeter buffers of single family subdivisions unless all of the following are met:
 - a. The width of the homesite boundary to exterior plat boundary is less than the minimum required in accordance with Table 17.12.070-1, as determined by an administrative departure; and
 - b. Existing vegetation does not provide an effective visual screen; and
 - c. In the R-0.4, R-1, and R-2 zoning districts, the abutting property is not capable of being subdivided.
5. If additional planting is required, the following standards shall apply:
 - a. In the R-0.4, R-1, and R-2 zoning districts, additional plant material shall be installed to achieve the full screen landscape standard provided in BIMC 18.15.010.D.4.a along the portion of the exterior plat boundary that has been reduced. Alternatively, the applicant may submit a landscape plan that results in an effective visual screen of the subdivision from off-site properties along the portion of the exterior plat boundary that has been reduced. In either case, any additional plant material shall be native species and no turf or lawn is permitted.
 - b. In all other zoning districts, additional plant material shall be installed to achieve the full screen landscape standard provided in BIMC 18.15.010.D.4.a along the portion of the exterior plat boundary that has been reduced.
6. No structures, buildings, or parking facilities may be located within perimeter buffers, except that, utility lines and trails may be located within perimeter buffers provided no significant trees are removed.
7. Perimeter buffers may be included as a portion of one or more lots or may be contained in a separate tract.
8. Perimeter buffers may be included as a portion of the natural area required in BIMC 17.12.050.A.
9. The performance and maintenance assurances requirements of BIMC 18.15.010.H apply to perimeter buffers if additional planting is required.
10. The irrigation and maintenance standards of BIMC 18.15.010 apply to perimeter buffers if additional planting is required.
11. Perimeter buffers shall be shown on the face of the preliminary and final plat.

O. Roadside Buffers. The intent of roadside buffers is to enhance or retain Island character through the minimization of disturbance of existing roadside vegetation and screen new development from more highly traveled roads.

1. Roadside buffers are required for all subdivisions along collector or arterial roads in the R-0.4, R-1, and R-2 zoning designation. The minimum width of roadside buffers is 40 feet.

2. Roadside buffers shall be shown on the face of the preliminary plat. Roadside buffers may be part of individual lots or contained in a separate tract.
3. No structures, buildings, or parking facilities may be located within roadside buffers, except that, utility lines and boxes, mailboxes, entry signs, bus shelters, and transit stops may be located within roadside buffers. Local access streets and trails may cross roadside buffers provided no significant trees are removed.
4. Existing, native vegetation, including significant trees and tree stands, shall be retained within roadside buffers. Tree retention, protection, and replacement requirements in BIMC 18.15.010.C apply to roadside buffers.
5. If existing vegetation provides an effective visual screen, or is consistent with existing roadside character, no additional planting is required. If existing vegetation does not provide an effective year-round visual screen, additional plant material shall be installed, consistent with the following:
 - a. Additional plant material shall be installed to achieve the full screen landscape standard provided in BIMC 18.15.010.D.4.a. Any additional plant material shall be native species and no turf or lawn is permitted;
 - b. Additional plant material is not required if mature forest or other dense vegetation is not part of the existing roadside character.
6. Roadside buffers may be included as a portion of the natural area or community space required in BIMC 17.12.050.
7. The performance and maintenance assurances requirements of BIMC 18.15.010.H apply to perimeter buffers.
8. The irrigation and maintenance standards of BIMC 18.15.010 apply to perimeter buffers.
9. For subdivisions designating community space that is intended for agricultural use and would be adversely impacted by the addition of screening landscaping, a roadside buffer shall be required to use screening landscaping that does not adversely impact the proposed agricultural use.
10. To accommodate an existing house that is located within 25 feet of the subdivision boundary adjacent to a collector or arterial road, the roadside buffer width shall be reduced to the width adjoining the existing home between the existing house and the subdivision boundary adjacent to the collector or arterial road.

P. Design Diversity. All single family residential subdivisions outside the Neighborhood Center, Mixed Use Town Center, High School, R-8, and R-14 zoning districts shall avoid a uniform appearance and repetitive building types by incorporating measures that promote design diversity, including:

1. The same model and elevation shall not be built next to each other. Different models are defined as having variations in floor plans.
2. Home designs shall be varied to achieve a minimum of one floor plan for each three homes. Mirrored floor plans to not count as different floor plans. Methods to provide variation include building modulation and secondary building forms (e.g., covered porches, dormers, window bays). The number of floor plans per home is as follows:
 - a. 1-3 homes: 1 plan
 - b. 4-8 homes: 2 plans
 - c. 9-11 homes: 3 plans
 - d. 12 or more homes: 4 plans

3. In long subdivisions, at least 20 percent of the homes must be at least 25 percent smaller than average home size and 20 percent may be up to 25 percent larger than average home size. If 20 percent of the homes is a fraction, round to the nearest whole number.

Q. No City Maintenance of Streets in Short Subdivisions. Streets within a short subdivision shall not be maintained by the city unless such streets have been dedicated as a right-of-way, improved to current city standards, and accepted as part of the approved short subdivision. Therefore, unless accepted, the responsibility for maintenance shall lie with the owners of the lots.

17.12.080 Multifamily and nonresidential subdivisions. Subdivisions established for multifamily and nonresidential uses shall comply with all provisions of BIMC Title 18 (Zoning) applicable to the zone district where the property is located, and for the type of development anticipated. This requirement shall include, without limitation, compliance with design guidelines and standards for lot areas, dimensions, mobility and access, landscaping, screening, and vegetative buffers.

17.12.090 Special requirements for critical areas and shoreline.

A. Critical Areas. Any portion of any subdivision that contains a critical area as defined in Chapter 16.20 BIMC must conform to all requirements of that chapter.

B. Shoreline. Any portion of any subdivision located within the jurisdiction of the shoreline master program, as defined in Chapter 16.12 BIMC, must conform to all requirements of that chapter.

Table 17.12.060-1: Homesite Clustering Requirements

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	NC	MUTC HS I and II
HOMESITE CLUSTERING REQUIREMENT												
Short Subdivisions			25 ft. maximum homesite separation									
2-4 lots with greater than 50% natural area and community space combined	n/a [1]											
2-4 lots with less than 50% natural area and community space combined	No maximum homesite separation [1]											
	Site disturbance limited to 35% of site	n/a [1]										
Long Subdivisions			25 ft. maximum homesite separation									
5-9 lots with maximum natural area requirement	No maximum homesite separation [1] Site disturbance limited to 35% of site											
5-9 lots with less than maximum natural area requirement	50 ft. [2]	25 ft. [2]										
	Maximum homesite separation											
10+ lots	50 ft.	25 ft.										
	Maximum homesite separation											

- Homesite location needs to meet general requirements (BIMC 17.12.060.B).
- As an alternative to maximum homesite separation, limit site disturbance to 35 percent of site.
- Site disturbance includes land disturbing activity as defined in BIMC 15.20.020.22.

Table 17.12.070-1 Subdivision Dimensional Standards

[Numbers in brackets indicate additional requirements listed at the end of the table.]

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	NC	MUTC HS I and II
MINIMUM LOT AREA												
Short and Long Subdivision	If the site is not served by a public sewer system, the minimum individual lot area shall be determined by the Kitsap Public Health District in accordance with Section 15 of the Kitsap County Board of Health Ordinance 2008A-01, Amended June 7, 2011, <i>Onsite Sewage System and General Sewage Sanitation Regulations</i> , as amended.											
	If the site is served by a public sewer system, there is no minimum lot area.											
	Individual lots may contain portions of natural area, community space, and access easements.											
Large Lot Subdivision	5 ac or 1/128th of a section, whichever is smaller.	N/A										
BASE DENSITY												
The “base density” of a property means the density designated on the zoning map, exclusive of any density bonuses (see BIMC 18.12.050.A). Irregularly shaped lots and lots containing critical areas may not be permitted to achieve maximum density. Additional regulations on density may apply pursuant to BIMC 16.20.												
Short, Long and Large Lot Subdivisions	The maximum number of lots permitted shall be calculated by dividing the total lot area of the property (without deducting areas to be dedicated as public rights-of-way or areas to be encumbered by private road easements) by the square footage shown below as the zone-specific base density.											
Base Density	100,000 sq. ft.	40,000 sq. ft.	20,000 sq. ft. [1]	15,000 sq. ft.	12,500 sq. ft.	10,000 sq. ft.	8,500 sq. ft.	7,260 sq. ft.	5,400 sq. ft.	3,100 sq. ft.	20,000 sq. ft. [2]	See FAR table
Base density pursuant to BIMC 18.12.030.A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3,630 sq. ft.	2,074 sq. ft.	N/A	N/A
NATURAL AREA												
Minimum percentage of total site	55%	45%	30%	25%	25%	20%	15%	N/A	10%	5%	15%	5%
Minimum width	50 ft.			25 ft.				N/A	5 ft.			
COMMUNITY SPACE												
[x] Instead of providing the required 5% community space, that area may be added to the required natural area if it can be demonstrated that greater conservation area can be achieved.												
[y] Community space not required if maximum natural area is provided.												

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	NC	MUTC HS I and II	
Minimum percentage of total site	5% [x][y]	7.5% [y]	10% [y]	15%						10%	15%	10%	
HOMESITE Note: Refer to definition of homesite and standards for homesites. [x] Refer to BIMC 16.12, Special Provisions for Point Monroe District – 1,400 sq. ft. maximum development area applies.													
Maximum size	0 to 12,500	0 to 12,500	6,500 sq. ft.	5,500 sq. ft.	4,500 sq. ft.	3,500 sq. ft.	3,500 sq. ft.	N/A [x]	3,000 sq. ft.	2,250 sq. ft.	3,500 sq. ft.	2,250 sq. ft.	
HOME SIZE Note: Home size includes all floor area, excluding the garage, consistent with definitions in BIMC 18.12.050.F and 18.36.030.103.													
Maximum size	N/A								1,600 sq. ft.				
MAXIMUM LOT COVERAGE													
Short and Long Subdivision	Same as applied to the entire property that is the subject of the subdivision application, a portion of which shall be assigned to each lot at the time of preliminary plat approval.												
Large Lot Subdivision	10%	15%	20%	25%	25%	25%	25%	N/A	25%	40%	N/A	N/A	
MINIMUM SETBACKS Note: Additional setbacks may be required by: (a) Chapter 16.08 or 16.12 BIMC, or (b) Chapter 16.20 BIMC, Critical Areas, or (c) BIMC 18.09.030, Use-specific standards, or [x] Attached or zero lot line, or zero homesite boundary, is allowed in all districts if building is 1,600 sf or less [y] ADUs do not need to meet TOTAL building to homesite boundary setback – only minimum setback; must be located within homesite.													
Building to homesite boundary Net building size 1,600 sq. ft. or less Minimum/total [x] [y]	5 ft. min., 10 ft. total						3 ft. min., 10 ft. total						
Building to homesite boundary Net building size 1,601 sq. ft. or more Minimum/total [y]	15 ft. min., 50 ft. total	10 ft. min., 25 ft. total	10 ft. min., 20 ft. total					N/A	N/A		N/A		
Building outside homesite to exterior plat boundary line Net building size 200 sq. ft. or less	50 ft.	25 ft.		10 ft.		5 ft.							

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	NC	MUTC HS I and II
Building outside homesite to exterior plat boundary line Net building size 200 sq. ft. or more	50 ft.	25 ft.		10 ft.		5 ft.					5 ft.	
Homesite to exterior plat boundary line	50 ft.	25 ft.	15 ft.	10 ft.		0 ft.						
Any building to SR 305 right-of-way	75 ft.	75 ft.	75 ft.	N/A	25 ft.	N/A	N/A	N/A	25 ft.	N/A	25 ft.	25 ft.
Homesite to edge of arterial and collector right-of-way	25 ft.			10 ft.								
Building outside homesite to edge of arterial and collector right-of-way [3]	40 ft.			10 ft.								
Any building, other than shared garage, to subdivision access road	10 ft.						5 ft.					
Shoreline Jurisdiction	See Table 16.12.030-2, Dimensional Standards Table, and BIMC 16.12.040.I.3.h, Shoreline Structure Setbacks.											
SHARED GARAGE DIMENSIONAL STANDARDS												
Shared garage to subdivision access road	0 feet											
Shared garage to shared garage	10 feet											
Shared garage maximum size	60 feet long or 1440 square feet total											
MAXIMUM BUILDING HEIGHT												
Short, Long, and Large Lot Subdivisions	Height requirements for standard lots apply pursuant to BIMC Table 18.12.020-2.											

- [1] The base density for that parcel in the Lynwood Center special planning area designated as R-2 is one unit per 20,000 sq. ft. but may be increased up to 3 units per acre; provided, that a public access easement is granted for that portion of the parcel that lies to the south of Point White Drive along the waters of Rich Passage. The base density of some parcels in the Fort Ward historic overlay district may be increased as shown in BIMC 18.24.110.
- [2] In the NC district, single-family dwellings must be in accordance with zoning in the R-2 district except that bonus densities may be obtained pursuant to BIMC [18.12.030.D](#) if applicable (see BIMC 18.09.030.B).
- [3] Transit shelters allowed in setback subject to City approval.

Chapter 17.28

DEFINITIONS

Sections:

- 17.28.010 Rules of construction.
17.28.020 Definitions.

17.28.010 Rules of construction.

Rules of construction shall be those listed in BIMC 18.36.010. (Ord. 2011-02 § 2 (Exh. A), 2011)

17.28.020 Definitions.

1. “Arterial” means an arterial road as defined in the City of Bainbridge Island Islandwide Transportation Plan, major thoroughfare used mainly for through traffic rather than access to nearby property. Arterials have greater traffic carrying capacity than collector or local streets and are designed for continuously moving traffic.

2. “Block” means a group of lots, tracts or parcels within well defined and fixed boundaries.

23. “Buffer” means as defined in Chapter 18.36 BIMC.

4. “Circle template” means as defined in Chapter 18.36 BIMC.

5. “Cluster development” means a group of adjoining homesite areas situated in a suitable area of a property, designed in such a manner that facilitates the efficient use of land by reducing disturbed areas, impervious surfaces, utility extensions and roadways, while providing for the protection of valued open space features.

36. “Cluster grouping” means a grouping of two or more homesite areas for short subdivisions and a grouping of four or more homesites for long within a subdivision to facilitate the efficient use of land by limiting areas of disturbance, impervious surfaces, utility extensions and roadways. ~~s-regulated by BIMC 17.12.030.B.~~

47. “Code” means the City of Bainbridge Island Municipal Code.

58. “Collector” means a collector road as defined in the ~~e~~City of Bainbridge Island ~~comprehensive plan~~ Islandwide Transportation Plan.

6. “Community space” means the portion of a subdivision maintained in perpetuity and designated for the common use and enjoyment of property owners within the subdivision.

79. “Comprehensive plan” means as defined in Chapter 18.36 BIMC.

840. “Contiguous land” means land adjoining and touching other land regardless of whether or not portions of the parcels have separate tax numbers, or were purchased at different times, in different sections, are in different government lots or are separated from each other by public or private easement or right-of-way.

944. “Critical areas,” as used in this title, means critical areas, ~~and~~ their protective buffers, and aquifer recharge protection areas as described by Chapter 16.20 BIMC.

1042. “Dedication” means the deliberate assignment of land by an owner for any general and public uses, reserving to the owner no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing of a final plat of a short or long subdivision, a large lot subdivision, or a nonresidential or multifamily subdivision showing the dedication. Acceptance of the filing shall be by approval of the final plat by the city.

1143. “Department” means as defined in Chapter 18.36 BIMC.

1244. “Director” means as defined in Chapter 18.36 BIMC.

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1315. “Division” means a portion of property within an approved preliminary subdivision that is authorized to be recorded separately by the specific terms and conditions of the preliminary and/or final subdivision approval.

14. “Driveway” means the access provided from a subdivision access street to an individual lot, shared garage, or homesite.

1516. “Easement” means a right of use granted by a property owner to specific persons or to the public for use of land for a specific purpose.

1617. “Effective visual screen” means a sight-obscuring barrier provided by: (a) a topographic variation, (b) a physical condition, such as an existing native forest, or (c) installed vegetation that provides a visual barrier within five years of planting.

17. “Farms” and “farmland” mean land used for crop agriculture or livestock agriculture, as those terms are defined in Chapter 18.36 BIMC.

18. “Final subdivision” or “final plat” means the final drawing of the subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in Chapter 58.17 RCW or its successors and the Bainbridge Island Municipal Code.

~~19. “Flexible lot design” is the design process the city uses that permits flexibility in lot development and encourages a more creative approach than traditional lot by lot subdivision. The flexible lot design process includes lot design standards for the placement of buildings, use of open spaces and circulation that best addresses site characteristics. This design process permits clustering of lots, with a variety of lot sizes, to provide open space, maintain Island character and protect the island’s natural systems.~~

20. “Footprint” means a building footprint as defined in BIMC 18.12.050.

21. “Greenway” means a system composed of land areas and connector links. The land areas include, but are not limited to: large open areas, public lands, farmlands, critical areas, forests, shoreline areas, and parks. The features of the connector links include trail systems, riparian areas, visual or scenic views of ridgelines, wildlife corridors or any combination of these.

22. “Health district” means the Kitsap Public Health District ~~County health district~~.

23. “Hearing examiner” means the official designated as the hearing examiner for the city pursuant to BIMC Title

24. “Homesite ~~area~~” means ~~the area~~ that portion of a lot depicted on the face of a plat that is intended for development of the primary residential dwelling and accessory buildings and necessary infrastructure within a ~~cluster~~ subdivision.

25. “Island character” is the term used to describe the special character of the island – winding, narrow and vegetated roadways and forested areas, meadows, farms, areas that contain much of the island’s wetlands and streams, aquifer recharge areas and fish and wildlife habitat areas. For the purposes of this title, it does not refer to a level of service, or type of development, or measure of development intensity.

26. “Landscaping” means as defined in Chapter 18.36 BIMC.

2726. Large Lot Subdivision. A “large lot subdivision” means the division or redivision of land into two or more lots for the purpose of sale, lease or transfer of ownership where each lot is not smaller than five acres or 1/128th of a section (whichever is smaller); provided, that this shall not include division or redivision of land where all parcels are greater than 20 acres or 1/32nd of a section.

2827. “Laws of descent” means the rules of inheritance law established by the state of Washington and the federal government that apply in cases where there is no will naming the persons to receive the possessions of a person who has died.

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~~2928.~~ “Long subdivision” means the division or redivision of land into five or more lots, tracts (except tracts specifically reserved as ~~open-space-natural area~~), parcels, sites or divisions for the purpose of sale, lease or transfer of ownership, but shall not include a short subdivision.

~~3029.~~ “Lot” means a lot as defined in Chapter 18.36 BIMC.

~~3130.~~ “Low-impact fencing” means a fence designed to preserve views into an area and wildlife access to and from the area while providing a physical barrier to prevent livestock or humans from easily or inadvertently entering the area. Low-impact fencing includes without limitation two- or three-tier split-rail or horse-rail fencing not exceeding five feet in height, four-inch by four-inch wooden posts with two or three strands of cable in between, or other fencing with similar visual, barrier, and access characteristics as determined by the director.

~~3231.~~ “Mature vegetation on ridgelines” means as defined in Chapter 18.36 BIMC.

~~33.~~ “Mature trees and shrubs” means as defined in Chapter 18.36 BIMC.

~~3432.~~ “Meadow” means an open, nonforested area formed by the land’s natural features and events of nature.

~~3533.~~ “Native forest” means established forest areas primarily consisting of native trees and plants.

~~3634.~~ “Native vegetation” means as defined in Chapter 18.36 BIMC.

~~37.~~ “Natural area” means the undeveloped portion of a subdivision that contains natural resources features such as critical areas, significant tree stands, forested areas, native vegetation, and designated wildlife corridors, that is preserved in perpetuity designated or reserved for public use or enjoyment, or used for the private use and enjoyment of property owners within the subdivision.

~~3835.~~ “Off-site views” or “views from off site” means as defined in Chapter 18.36 BIMC.

~~36.~~ “Open space” means any area of land that is predominantly undeveloped and that provides physical and/or visual relief from the developed environment in perpetuity, that is generally unimproved and set aside, designated or reserved for public use or enjoyment, or used for the private use and enjoyment of property owners. Open space may consist of undeveloped areas, such as pastures and farmlands, woodlands, greenbelts, critical areas, pedestrian corridors and other natural areas that provide recreational opportunity and visual relief from developed areas. Open space excludes tidelands, areas occupied by buildings, and any other developed areas such as driveways, all rights-of-way and any other impervious surfaces not incidental to open space purposes.

~~3937.~~ “Open space Natural area sign” means a sign used to delineate the boundaries of designated open space, critical areas, and/or their buffers. Open space/critical areas signs shall be made of metal or similar durable material and shall be between 64 and 144 square inches in size.

~~4038.~~ “Orchard” means as defined in Chapter 18.36 BIMC.

~~4139.~~ “Pasture” means land used for grazing.

~~42.~~ “Perimeter buffer” means a vegetated space retained or established at the exterior plat boundary of a subdivision that provides an effective visual screen between, and minimizes potentially adverse impacts to, adjacent properties.

~~4340.~~ “Phasing” means the use of limits on construction, permitting or occupancy to reduce the immediacy or severity of impacts of the subdivision on the environment or to better achieve the requirements of state law for the concurrence of the facilities and services with the needs generated by development.

~~4441.~~ “Plat” is a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys, or other divisions and dedications.

~~4542.~~ “Planning commission” means the Bainbridge Island planning commission, as described in BIMC 2.14.020.

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~~436.~~ “Platted lot” means a fractional part of divided lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area and the flexible lot development standards contained within this title. The term includes tracts or parcels.

~~447.~~ “Preliminary plat” is a drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, and other elements of a subdivision consistent with the requirements of this title. The preliminary plat shall be the basis for the approval or disapproval of the layout of a subdivision.

~~458.~~ “Public way” means a dedicated street, easement allowing public access, and other forms of access open to the public.

~~469.~~ “Right-of-way” means land in which the state, county, city or other governmental entity owns the fee simple title or has an easement dedicated or required for a transportation or utility use. The right-of-way is the right to pass over the property of another. It refers to a strip of land legally established for the use of pedestrians, vehicles or utilities.

~~5047.~~ “Road” means as defined in Chapter 12.38 BIMC.

~~5148.~~ “Roadside buffer” means a vegetated space retained or established that provides an effective visual screen of new development or preserves existing roadside character, forested character, or scenic views.

~~52.~~ “Scenic view or scenic viewshed” means a view of predominantly natural features typical of island character largely unobstructed by buildings.

~~53.~~ “Shared garage” means a structure or building located outside of individual lots used to meet the parking requirements within a subdivision.

~~5448.~~ “Short plat” means the map or representation of a short subdivision.

~~5549.~~ “Short subdivision” is the division or redivision of land into four or fewer lots, tracts (except tracts specifically reserved as open-space natural area), parcels or sites, for the purpose of sale, lease or transfer of ownership, ~~except that the division or redivision of two or more existing lots into up to nine lots consistent with the procedures and standards contained in BIMC 17.12.030.A shall constitute a short subdivision if an applicant dedicates additional open-space area pursuant to BIMC 17.12.030.A.5.~~

~~5650.~~ “Significant tree” shall have the meaning defined in Chapter 18.36 BIMC.

~~5751.~~ “Stormwater” shall have the meaning defined in Chapter 15.20 BIMC.

~~5852.~~ “Street” shall have the meaning defined in Chapter 18.36 BIMC.

~~59.~~ “Subdivision access road” means the access road that serves only the subdivision.

~~6053.~~ “Testamentary provisions” means provisions of a last will or testament of a person who has died concerning land or property owned or controlled by that person, which provisions are generally carried out by an executor appointed by a court or public official on behalf of the deceased.

~~6154.~~ “Wetland” shall have the meaning defined in Chapter 16.20 BIMC. (Ord. 2017-02 § 21, 2017; Ord. 2011-02 § 2 (Exh. A), 2011)

Chapter 17.12

SUBDIVISION STANDARDS

17.12.010 Applicability

This chapter sets forth standards for short subdivisions, long subdivisions, large lot subdivisions, and nonresidential and multifamily subdivisions. Specific requirements relevant to each individual type of subdivision are provided throughout various chapters of this title.

17.12.020 Subdivision Design Guidelines

Subdivision development in all zoning districts shall comply with the requirements of the Bainbridge Island Design Review Regulations -- “*Design for Bainbridge*,” as amended, as follows:

- A. Detached single-family residential subdivision development shall comply with ~~only Sections~~ **Chapters 1, 2, 3, 5 as applicable** and 6;
- B. Attached single-family residential and multi-family residential development shall comply with ~~only Sections~~ **Chapters 1, 2, 3, and 4, and 5 as applicable**;
- C. Commercial subdivision development shall comply with all ~~sections~~ **Chapters**, as applicable.

17.12.030 Four-Step Design Process

The city’s approach to planning for subdivisions requires a four-step process that gives the highest priority to identification and conservation of existing natural site features. This process reverses the conventional site planning approach, which typically begins by laying out the streets, lot lines and building footprints. Instead of first identifying the areas to be cleared for development, the design process begins by analyzing on-site resources and the site’s relationship to surrounding properties, in order to identify what resources are most worthy of preservation and what areas can best accommodate development.

This design process is required for all residential subdivisions. The process is further defined in BIMC 2.16.125.D; it consists of four steps: 1) Delineate Natural Area; 2) Locate Homesites and Community Space; 3) Define Access; and, 4) Draw Lot Lines.

17.12.040 Administrative Departures

A. A departure from existing subdivision standards may be requested only by an applicant to allow use of an alternative standard not listed among the applicable requirements of BIMC 17.12.050 through BIMC 17.12.070. Departures are not variances and are not required to meet the criteria associated with a variance application. Rather, departures allow adjustment of existing standards to achieve better outcomes in cases where strict application of the existing standard would result in an inferior subdivision design.

B. Departures from the subdivision standards in BIMC 17.12.050 through BIMC 17.12.070, may be permitted as part of the subdivision review process. In order for such a departure to be allowed, it must satisfy the intent of the

four-step design process, and the resulting subdivision must be consistent with the general purpose and intent of the subdivision ordinance and the specific standard(s). A departure shall not be allowed from the following standards:

1. Natural area
2. Community space
3. Homesite size

C. Any request for one or more departures shall be made at the Design Guidance Review Meeting as part of the pre-application phase of the project. Departures shall be reviewed concurrently with a preliminary application for subdivision. The Design Review Board may include an administrative departure in its recommendation to the Planning Commission, if all of the following criteria are met:

1. Because of unusual shape, exceptional topographic conditions, environmental constraints or other extraordinary situation or condition in connection with a specific piece of property, strict adherence to the existing standard would result in practical difficulties or unnecessary hardships inconsistent with the general purpose and intent of the subdivision ordinance as provided in BIMC 17.04.010;
2. The granting of the departure results in a subdivision with greater natural resource conservation value, less adverse impact to adjoining properties, or more practical design because of topography, critical area, or other extenuating circumstance; and
3. All possible efforts to comply with the standard or minimize potential harm or adverse impacts have been undertaken. Economic consideration may be taken into account but shall not be the overriding factor in approval; and
4. The departure is consistent with other applicable regulations and standards; and
5. The granting of any departure will not be unduly detrimental to the public welfare nor injurious to the property or improvements in the vicinity in which the property is located.

D. If the Design Review Board's recommendation is to grant the departure(s), the departure shall be included as a component of the project in subsequent reviews pursuant to BIMC 2.16.110.D.3 and BIMC 2.16.110.E. The departure(s) shall be included in the Director's recommendation to the hearing examiner unless a deviation from the recommendation is documented in the Director's report pursuant to BIMC 2.16.110.E.6.b.

E. For short subdivisions not requiring Design Review Board review, request for departures shall be made at the pre-application conference. The Director may approve one or more departures, if the criteria in BIMC 17.12.040.C are met, as part of their administrative decision for the preliminary subdivision in accordance with BIMC 2.16.070.F.

17.12.050 Natural Area and Community Space.

A. Natural Area Required. All residential subdivisions shall provide natural area consistent with BIMC 17.28, Definitions, Table 17.12.070-1, and the following standards:

1. Natural Area Objectives. The natural area(s) shall support one or more of the following objectives:
 - a. Preservation and protection of:
 - i. Natural resources and ecological functions, including groundwater recharge;
 - ii. Native soils and topography;
 - iii. Historic island landscapes including farmland, meadows, pastures, and orchards; and
 - iv. Scenic views along roads.
 - b. Promoting interconnected open space, wildlife corridors, and undeveloped areas;
 - c. Promoting a development pattern consistent with island character.

2. Types of Natural Area. The natural area(s) shall be designated as the first step in the four-step design process defined in BIMC 2.16.125.D. Natural areas consist of primary and secondary natural areas.

a. Primary Natural Areas (PNA). PNAs form the core of the natural area to be protected. PNA's include the following:

- i. Critical areas other than critical aquifer recharge areas;
- ii. Critical area buffers and setbacks; and
- iii. Shoreline buffers.

b. Secondary Natural Areas (SNA). SNAs are noteworthy or significant features of the natural landscape. SNA's include the following:

- i. Farmland, pastures, meadows, and orchards;
- ii. Mature trees and shrubs;
- iii. Wildlife corridors;
- iv. Greenways and trails;
- v. Scenic viewsheds;
- vi. Mature vegetation on ridgelines;
- vii. Free standing landmark trees, as defined in BIMC 16.32, and their critical root zone (as identified by a consulting arborist).

3. Amount of Natural Area Required. The natural area requirement shown in Table 17.12.070-1 shall be provided as shown in Figure 17.12.070-1, Natural Area Allocation, and in accordance with the following standards:

a. The area provided for natural area shall be based on and consistent with the existing types of natural areas (listed in BIMC 17.12.050.A.2) on the subject property, up to the maximum shown in Table 17.12.070-1, unless additional natural area is required due to the presence of PNAs (listed in BIMC 17.12.050.A.2.a).

b. All PNAs (listed in BIMC 17.12.050.A.2.a) are required to be designated as natural area even if this amount exceeds the maximum percent required shown in Table 17.12.070-1. This may result in no subdivision being permitted or a subdivision with less than the maximum number of lots allowed in accordance with Table 17.12.070-1.

c. If the area being subdivided contains less than the percent natural area shown in Table 17.12.070-1, then the designated natural area is identified accordingly and community space is required pursuant to BIMC 17.12.070.B.

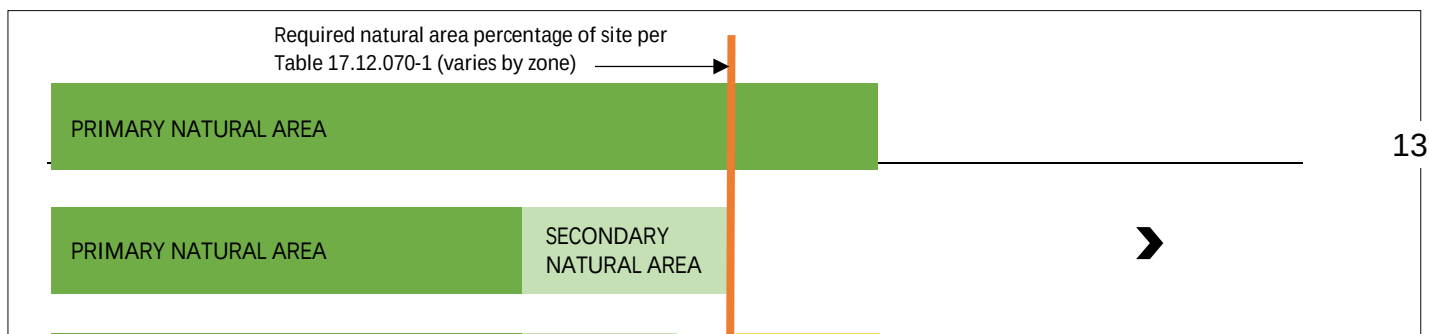
d. All lands subject to critical area regulations by Chapter [16.20](#) BIMC shall remain subject to those regulations. Buffer modifications or setback reductions may be pursued.

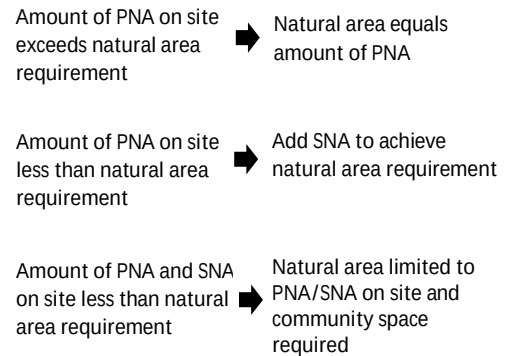
e. Natural areas may be included on individual lots.

f. Natural areas shall not be required to be dedicated to the public, and the owner shall not be required to permit public access to designated natural areas.

g. All natural areas shall be depicted on the face of the preliminary and final plat.

Figure 17.12.070-1. Natural Area Allocation.





4. Aquifer Recharge Protection Area (ARPA). Subdivisions in the R-0.4, R-1, and R-2 zoning districts shall meet the requirements of BIMC 16.20.100 and the following standards:

- a. If a proposed subdivision includes more than one parcel, the ARPA shall be calculated based on the total square footage of all parcels;
- b. If the required ARPA is greater than the required natural area, the natural area shall be increased to achieve the required ARPA area;
- c. The 12,500 square foot development area allowed pursuant to BIMC 16.20.100.E.2.b shall be allocated in aggregate; that is, the total development area within the subdivision shall be determined by the total number of lots allowed multiplied by 12,500;
- d. ARPAs within subdivisions shall be consistent with the ARPA development standards listed in BIMC 16.20.100.D.

5. Natural Area Configuration. Designated natural areas shall be configured in a manner that enhances and promotes the natural resource characteristics of the property and development pattern of the surrounding area. Natural area configuration shall satisfy the following guidelines to the extent feasible:

- a. Natural area should be concentrated in large, consolidated areas; and
- b. Natural area should connect to adjacent off-site open space areas, designated wildlife corridors and trails, and/or critical areas, where feasible; and
- c. Natural area should be designed to preserve views from off site of the subject property; and
- d. Natural area should be delineated with a low perimeter-to-area ratio;
- e. Natural area shall have a with a minimum width of fifty (50) feet outside of roadside and perimeter buffers; and
- e. Natural area may be included as a portion of one or more lots or may be contained in a separate tract, except for critical areas and their buffers and setbacks.

6. Natural Area Fencing and Signage. Fences and/or signs delineating the boundary of natural areas are required. The director shall determine which option (fence or sign) is required, based on the recommendations from the Design Guidance Review Meeting.

- a. If fencing is required:
 - i. Low-impact fences are preferred and must be constructed in accordance with the definition in BIMC 17.28.020;
 - ii. Fencing is not required at the exterior boundary of the subdivision;
 - iii. Gaps in fencing not exceeding five (5) feet are permitted; and
 - iv. Gates are permitted if they are consistent with the definition of low-impact fences in BIMC 17.28.020.
- b. If signs are required:

- i. They shall be constructed in accordance with the definition in BIMC 17.28.020; and
- ii. Typically, they shall be spaced at intervals of 50 feet, allowing for variation due to reasons such as topography, configuration of natural area, distance from other features, etc.
- c. If signage is required and encroachments into the designated natural area occur, the director may require that the owner install fencing and/or additional signage to prevent future encroachments. Required fencing and signs shall be maintained in good repair, with repair or replacement to occur within 60 days.

7. Natural Area Ownership. Ownership of natural area shall be established consistent with one of the following forms of ownership:

- a. Private Ownership. Natural areas may be held in private ownership if established by easements, restrictive covenants, the natural area management plan, or similar legal means; or
- b. Common Ownership. Natural areas may be held in common by a home or property owners' association or other similar organization. For the purposes of this title, if a land trust or a similar conservancy maintains ownership or a conservation easement, that shall be considered common ownership. If this ownership pattern is selected, covenant, conditions, and/or restrictions shall be required; or
- c. Public Ownership. Designated natural areas shall not be required to be dedicated to the city or other public agency, and the owner shall not be required to permit public access to designated natural areas. However, if the owner offers to dedicate, the city or other public agency may choose to accept ownership of natural areas. Consequently, upon approval and acceptance by the city council, the natural areas shall be dedicated to the public.

8. Natural Area Maintenance. An applicant shall submit a draft natural area management plan (NAMP) as described in the Bainbridge Island administrative manual, for review as part of the preliminary plat application. Final approval of the NAMP will occur at the time of final plat approval. The natural area management plan shall include:

- a. A list of all approved uses for the natural areas. Where uses in separate natural areas vary, the specific location of each use shall be depicted graphically.
- b. A maintenance plan for natural areas, that clearly describes the frequency and scope of maintenance activities for natural areas.
- c. The approved NAMP must be filed with the Kitsap County Auditor. In the event that the natural area is not maintained consistent with the NAMP, the city shall have the right to enter the property for necessary maintenance, with the cost of such maintenance assessed against the landowner or, in the case of a homeowner's association, the owners of the properties within the subdivision and shall, if unpaid, become a tax lien on such property or properties.

9. Allowed Uses in Natural Area. The following uses are allowed in those natural areas that are not part of a required roadside or perimeter buffer (unless zoning regulations of BIMC Title [18](#), provisions of the shoreline master program per Chapter [16.12](#) BIMC, or critical areas regulations of Chapter [16.20](#) BIMC, including allowed uses within aquifer recharge protection areas, restrict that use):

- a. Passive recreation, including pervious trails;
- b. Agricultural uses and fencing necessary for animal control in SNAs only;
- c. Potable water wells and well houses;
- d. Low impact fencing or signs marking the natural area boundary or critical area boundary;
- e. On-site sewage treatment system use approved by the director for all residential zones, if the applicant can demonstrate that (i) the proposed use will not adversely affect the function or characteristics of the specific natural area, (ii) the system is approved by the Kitsap County health district, and (iii) construction of the system will not require the removal of significant trees, native forests, vegetation within a required buffer for designated critical areas subject to Chapter [16.20](#) BIMC, or vegetation within areas designated for protection under the shoreline master program pursuant to Chapter [16.12](#) BIMC;

- f. Storm drainage system use approved by the director for all residential zones if the applicant can demonstrate that (i) enhanced vegetation will be provided so that the facility appears as a natural feature, (ii) the proposed use will not adversely affect the function or characteristics of the specific natural area, (iii) the system meets the design standards of Chapters [15.20](#) and [15.21](#) BIMC, including low impact development designs, and (iv) the system design must contribute to the function and characteristics of the natural area feature by providing the following:
 - i. No above-ground storm detention facilities are permitted; and
 - ii. Enhanced vegetation will be provided in conjunction with the storm drainage facility in order to make it a more natural feature; and
 - iii. Pedestrian trails should be considered as part of the design; and
 - iv. While fencing of designated natural areas or critical areas may be required by the director pursuant to subsection A.8.a of this section, separate fencing of storm drainage facilities or areas shall only be installed if necessary to protect public safety. Where fencing is required, low impact fencing shall be used, and chain-link fences are prohibited unless superseded by state law.
- g. Playgrounds and tot lots, picnic shelters and benches, community gardens, bus shelters, community art, or fountains may be allowed within a designated natural area, provided the proposed use will not adversely affect the function or characteristics of the specific natural area.
- h. Solar panels, small wind energy generators, composting bins, rainwater harvesting barrels, cisterns, and rain gardens/swales, as defined in Chapter [18.36](#) BIMC, may be allowed within a designated natural area, provided the proposed feature will not result in the damage or removal of significant trees.

B. Community Space Required. All residential subdivisions, except short subdivisions and as modified in subsection 2, below, shall provide community space consistent with BIMC 17.28, Definitions, Table 17.12.070-1, and the following standards:

1. Community Space Objectives. Community space shall accomplish one or more of the following objectives:

- a. Provide a place for residents to gather in shared space.
- b. Provide common buildings, open space, or gardens.
- c. Provide space for unstructured recreation.
- d. Enhance a felt and actual sense of security, identity, and community.
- e. Provide a protected, traffic-free environment.

2. Amount of Community Space Required. The minimum community space shown in Table 17.12.070-1 shall be provided and shall be depicted on the face of the plat. Community space is not required in the R-0.4, R-1, and R-2 zoning districts if the maximum natural area is provided.

3. Community Space Configuration. Community space should adjoin the largest practicable number of lots within the development. Non-adjoining lots shall be provided with safe and convenient pedestrian access to community space. Community space shall not include perimeter or roadside buffers.

4. Community Space Ownership. Ownership of community space shall be established consistent with one of the forms of ownership set forth in BIMC 17.12.050.A.5.

5. Community Space Maintenance. An applicant shall submit a draft community space management plan (CSMP) as described in the Bainbridge Island administrative manual, for review as part of the preliminary plat application. Final approval of the CSMP will occur at the time of final plat approval. The community space management plan shall include:

- a. A list of all approved uses for the community space. Where uses in separate community spaces vary, the specific location of each use shall be depicted graphically.
- b. A maintenance plan for community space that clearly describes the frequency and scope of maintenance activities, and that meets all requirements set forth in subsection 5 herein and the Bainbridge Island administrative manual.

- c. The approved CSMP must be filed with the Kitsap County Auditor within thirty (30) days of final plat approval. In the event that the community space is not maintained consistent with the CSMP, the city shall have the right to enter the property for necessary maintenance, with the cost of such maintenance assessed against the landowner or, in the case of a homeowner's association, the owners of the properties within the subdivision and shall, if unpaid, become a tax lien on such property or properties.

6. Allowed Uses in Community Space. Community space may include uses such as crop and animal agriculture, meadows, orchards, pastures, turf fields, and common buildings. Prohibited and allowed uses within community space shall be included in the draft terms, conditions, covenants, and agreements proposed for the subdivision, which shall be submitted with the preliminary subdivision application. Final terms, conditions, covenants, and agreements must be filed with the Kitsap County Auditor within thirty (30) days of final plat approval.

17.12.060 Homesites. All single-family residential subdivisions require homesites located and designed consistent with BIMC 17.28, Definitions, Table 17.12.070-1, and the following standards:

A. Homesite Area.

1. A homesite area no greater than the maximum area shown in Table 17.12.070-1 shall be provided for each lot and shall be depicted on the face of the plat.
2. The homesite area shall include the primary residential dwelling, accessory buildings, and on-site parking, if provided on each lot within the subdivision.
3. Other allowed uses and structures include residential landscaping, pathways, turf, and fences; individual water, stormwater, and septic infrastructure.
4. Homesites shall not contain any portion of required PNAs. Homesites may include critical aquifer recharge areas but no portion of an aquifer recharge protection area.

B. Homesite Siting. The four-step design process outlined in Section 17.12.030 BIMC is intended to allow the characteristics of the land to determine the most suitable location of homesites. Homesites shall be sited to meet the following standards:

1. Homesite locations shall be configured to maintain the natural features of the site and minimize topographic alteration and clearing of existing vegetation.
2. Homesite locations shall facilitate the efficient use of land by limiting areas of disturbance, impervious surfaces, utility extensions, and roadways.
3. If clustered pursuant to Table 17.12.060-1, homesites shall be located to minimize adverse impacts to adjacent, previously existing residential development and are not required to be located near any existing home on the property.

C. Homesite Clustering. Clustering, or grouping, of homesites is required in accordance with Table 17.12.060-1.

17.12.070 General residential subdivision standards. All residential subdivisions shall comply with the following standards.

A. Constrained lots. If, due to site or design constraints, more than one homesite with supporting infrastructure cannot be located on or provided for a subject property, no division of land is permitted. Constrained lots may also result in a subdivision with less than the maximum number of lots allowed in accordance with Table 17.12.070-1.

B. Preexisting lots. Lots that have previously received final approval from the city, or that have previously received final approval from Kitsap County prior to inclusion within the city boundaries, and that do not comply with standards of this chapter shall be considered existing nonconforming lots, but any future resubdivision of any such lots shall comply with the requirements of this title.

C. Platted lots. The platted lot defines the extent of private ownership of land within the subdivision. The size, shape and potential uses of a lot depend on many factors that will be considered in the subdivision design process. Establishing lot lines is the last step in the design process, but a desired result will affect decisions throughout the process, and the physical characteristics of the entire property will present both constraints and opportunities. Standards applicable to lots are found in BIMC 17.12.070 and Table 17.12.070-1.

D. The short subdivision process shall not be used, either by a person alone or by persons acting together, at one time or over a period of time, to circumvent compliance with the more stringent requirements that control the subdivision of land into five or more lots. When an application for a short subdivision is filed within five years after the approval of a short subdivision on a contiguous land parcel, presumption of an attempt to circumvent short subdivision requirements may be invoked by the director as a basis for further investigation, to assure compliance with the intent of this provision and the requirements of a long subdivision.

D. Remaining area. Any area not designated as public or private access, buffers, lots, or utility tracts shall be designated as either natural area or community space, in accordance with the objectives in either BIMC 17.12.050.A.1 or 17.12.050.B.1.

E. Site Disturbance. The extent of land disturbing activities, as defined in BIMC 15.20.020.22, shall be limited to the minimum required for site preparation and construction.

F. Compatibility with Adjacent Development

1. Subdivisions shall be designed and located to ensure compatibility with existing adjacent development.
2. Views of house lots from exterior roads and abutting properties shall be minimized by preserving the natural topography and existing vegetation to the greatest extent possible.

G. Dimensional standards.

1. Table 17.12.070-1 sets forth minimum and maximum dimensional standards for single-family residential development. Dimensional standards for multifamily and commercial subdivisions shall be in accordance with Table 18.12.020-2 and Table 18.12.020-3.
2. Where a property is located in more than one zone district, units permitted by density calculations within each zone district must be constructed on the portion of the property located within that district and required setbacks for each zone district must be met. Permitted densities are not “blended” across the zone district line.

H. Septic Systems. Locations of individual or community drainfields and associated reserve drainfields shall comply with all applicable standards established by the Kitsap Public Health District or Washington Department of Health. Reserve drainfield areas shall remain undisturbed until such time as their use is required. This standard shall be noted on the face of the preliminary and final plat.

I. Streets and Vehicle Access. Subdivisions shall comply with the following standards unless modified by the City Engineer:

1. Subdivisions shall comply with all applicable standards of the “City of Bainbridge Island Design and Construction Standards and Specifications,” as amended, and Island-Wide Transportation Plan, as amended. Deviations from the “City of Bainbridge Island Design and Construction Standards and Specifications” may be granted by the City Engineer upon evidence that such deviations are in the public interest and that they are based on sound engineering principles and practices. All requirements for safety, function, appearance and maintainability must be fully met. Desired deviations must be requested at the Design Guidance Review Meeting during the pre-application phase of the project.
2. Each lot in a residential subdivision shall have direct access to a public or private street, except for those with shared driveways or alternative lot designs that provide shared or clustered parking outside of individual lots.

3. The street system of a proposed subdivision shall be designed to connect with any existing, proposed, or planned streets outside of the subdivision or to create a connection beneficial to the overall circulation of the surrounding area, as determined by the City Engineer.
4. Interior street layout shall be oriented on the east/west axis if feasible, to maximize active and passive solar access.
5. To minimize impervious surfaces, all public rights-of-way, access easements, private streets, and driveways shall not be greater than the minimum dimensions required to meet standards.
6. Street names and traffic regulatory signs shall be provided, and their locations shall be indicated on the plat/plan. The locations of mailboxes and traffic regulatory signs are only required on the plat/plan when other public improvements are required.
7. Transit stops shall be provided as recommended by Kitsap Transit.

J. Parking and Garages.

1. Parking shall be provided consistent with BIMC 18.15.020, except as modified by this subsection.
2. Parking spaces provided on individual lots must be located within the designated homesite.
3. Parking spaces may be located outside of individual lots, consolidated in a remote or satellite parking area, or in individual or shared garages.
4. Consolidated parking areas shall be landscaped in accordance with BIMC 18.15.010.F.
5. Shared garages are limited to five vehicle spaces and shall not exceed 60 feet in length or 1440 square feet total.
6. Garages, including detached garages, located on individual homesites facing a public street shall be:
 - a. Limited to two vehicles; and
 - b. Either accessed from the side or rear or set back from the most front-facing exterior wall of habitable space a minimum of five feet unless the house is not visible from the public street.

K. Circulation and Access.

1. All subdivisions shall include a circulation and access system of walkways, paths, or trails that interconnect lots, commonly-owned natural area, community space, and adjacent access facilities. Trails that provide connection to streets, public areas or other trails through the subdivision boundaries shall provide public access.
2. Multi-modal facilities shall be consistent with the applicable standards of the “City of Bainbridge Island Design and Construction Standards and Specifications.”
3. Subdivisions may be required to provide dedicated access easements if one or more “trail connection zones” are located on the site as shown on Map C and D (Non-Motorized System Plan) of the Island-Wide Transportation Plan, as amended.
4. Pursuant to RCW 58.17.110(1) sidewalks or other planning features shall be provided to assure safe walking conditions for students who walk to and from school.

L. Fencing.

1. Sight obscuring fencing is prohibited at the exterior boundary of a subdivision.
2. Fencing within perimeter or roadside buffers or at the exterior boundary of a subdivision shall meet the requirements of low-impact fencing in accordance with the definition in BIMC 17.28.020.
4. Fencing around surface stormwater ponds shall not exceed 3 feet, 6 inches in height unless required by the City Engineer for safety reasons.
5. Fencing is prohibited in those roadside areas maintained by the City (e.g. shoulders, ditches, utilities).

M. Landscaping. Individual homeowners are responsible for the maintenance and modification of landscaping on their lots, subject to any rules and guidelines established by a homeowners' association or similar body. Native vegetation on the site should be retained and maintained where possible and landscaping should be responsive to the natural contours of the lot.

N. Perimeter Buffers. The intent of perimeter buffers is to visually and physically separate adjacent land uses, and when necessary, to minimize impacts of new development on adjacent properties. Perimeter buffers are not required along public rights-of-way.

1. Perimeter buffers shall be established at the exterior boundary of all subdivisions with a gross area of one acre or greater. Perimeter buffer shall be maintained as a "no cut/no build zone." Existing native vegetation, including significant trees and tree stands, shall be preserved within perimeter buffers. The tree retention, protection, and replacement requirements of BIMC 18.15.010.C apply to perimeter buffers unless modified by this section.
2. The minimum width of perimeter buffers for single family subdivisions shall be the width of the minimum homesite boundary to exterior plat boundary required in accordance with Table 17.12.070-1 or as determined by an administrative departure.
3. The minimum width of perimeter buffers for multifamily and commercial subdivisions shall be 25 feet in the R-0.4, R-1, and R-2 zoning districts and 15 feet in all other zoning districts either maintained or planted to achieve the full screen landscape standard provided in BIMC 18.15.010.D.4.a.
4. No additional planting is required in perimeter buffers of single family subdivisions unless all of the following are met:
 - a. The width of the homesite boundary to exterior plat boundary is less than the minimum required in accordance with Table 17.12.070-1, as determined by an administrative departure; and
 - b. Existing vegetation does not provide an effective visual screen; and
 - c. In the R-0.4, R-1, and R-2 zoning districts, the abutting property is not capable of being subdivided.
5. If additional planting is required, the following standards shall apply:
 - a. In the R-0.4, R-1, and R-2 zoning districts, additional plant material shall be installed to achieve the full screen landscape standard provided in BIMC 18.15.010.D.4.a along the portion of the exterior plat boundary that has been reduced. Alternatively, the applicant may submit a landscape plan that results in an effective visual screen of the subdivision from off-site properties along the portion of the exterior plat boundary that has been reduced. In either case, any additional plant material shall be native species and no turf or lawn is permitted.
 - b. In all other zoning districts, additional plant material shall be installed to achieve the full screen landscape standard provided in BIMC 18.15.010.D.4.a along the portion of the exterior plat boundary that has been reduced.
6. No structures, buildings, or parking facilities may be located within perimeter buffers, except that, utility lines and trails may be located within perimeter buffers provided no significant trees are removed.
7. Perimeter buffers may be included as a portion of one or more lots or may be contained in a separate tract.
8. Perimeter buffers may be included as a portion of the natural area required in BIMC 17.12.050.A.
9. The performance and maintenance assurances requirements of BIMC 18.15.010.H apply to perimeter buffers if additional planting is required.
10. The irrigation and maintenance standards of BIMC 18.15.010 apply to perimeter buffers if additional planting is required.

11. Perimeter buffers shall be shown on the face of the preliminary and final plat.

O. Roadside Buffers. The intent of roadside buffers is to enhance or retain Island character through the minimization of disturbance of existing roadside vegetation and screen new development from more highly traveled roads.

1. Roadside buffers are required for all subdivisions along collector or arterial roads in the R-0.4, R-1, and R-2 zoning designation. The minimum width of roadside buffers is 40 feet.

2. Roadside buffers shall be shown on the face of the preliminary plat. Roadside buffers may be part of individual lots or contained in a separate tract.

3. No structures, buildings, or parking facilities may be located within roadside buffers, except that, utility lines and boxes, mailboxes, entry signs, bus shelters, and transit stops may be located within roadside buffers. Local access streets and trails may cross roadside buffers provided no significant trees are removed.

4. Existing, native vegetation, including significant trees and tree stands, shall be retained within roadside buffers. Tree retention, protection, and replacement requirements in BIMC 18.15.010.C apply to roadside buffers.

5. If existing vegetation provides an effective visual screen, or is consistent with existing roadside character, no additional planting is required. If existing vegetation does not provide an effective year-round visual screen, additional plant material shall be installed, consistent with the following:

a. Additional plant material shall be installed to achieve the full screen landscape standard provided in BIMC 18.15.010.D.4.a. Any additional plant material shall be native species and no turf or lawn is permitted;

b. Additional plant material is not required if mature forest or other dense vegetation is not part of the existing roadside character.

6. Roadside buffers may be included as a portion of the natural area or community space required in BIMC 17.12.050.

7. The performance and maintenance assurances requirements of BIMC 18.15.010.H apply to perimeter buffers.

8. The irrigation and maintenance standards of BIMC 18.15.010 apply to perimeter buffers.

9. For subdivisions designating community space that is intended for agricultural use and would be adversely impacted by the addition of screening landscaping, a roadside buffer shall be required to use screening landscaping that does not adversely impact the proposed agricultural use.

10. To accommodate an existing house that is located within 25 feet of the subdivision boundary adjacent to a collector or arterial road, the roadside buffer width shall be reduced to the width adjoining the existing home between the existing house and the subdivision boundary adjacent to the collector or arterial road.

P. Design Diversity. All single family residential subdivisions outside the Neighborhood Center, Mixed Use Town Center, High School, R-8, and R-14 zoning districts shall avoid a uniform appearance and repetitive building types by incorporating measures that promote design diversity, including:

1. The same model and elevation shall not be built next to each other. Different models are defined as having variations in floor plans.

2. Home designs shall be varied to achieve a minimum of one floor plan for each three homes. Mirrored floor plans to not count as different floor plans. Methods to provide variation include building modulation and secondary building forms (e.g., covered porches, dormers, window bays). The number of floor plans per home is as follows:

- a. 1-3 homes: 1 plan
- b. 4-8 homes: 2 plans
- c. 9-11 homes: 3 plans
- d. 12 or more homes: 4 plans

3. In long subdivisions, at least 20 percent of the homes must be at least 25 percent smaller than average home size and 20 percent may be up to 25 percent larger than average home size. If 20 percent of the homes is a fraction, round to the nearest whole number.

Q. No City Maintenance of Streets in Short Subdivisions. Streets within a short subdivision shall not be maintained by the city unless such streets have been dedicated as a right-of-way, improved to current city standards, and accepted as part of the approved short subdivision. Therefore, unless accepted, the responsibility for maintenance shall lie with the owners of the lots.

17.12.080 Multifamily and nonresidential subdivisions. Subdivisions established for multifamily and nonresidential uses shall comply with all provisions of BIMC Title 18 (Zoning) applicable to the zone district where the property is located, and for the type of development anticipated. This requirement shall include, without limitation, compliance with design guidelines and standards for lot areas, dimensions, mobility and access, landscaping, screening, and vegetative buffers.

17.12.090 Special requirements for critical areas and shoreline.

A. Critical Areas. Any portion of any subdivision that contains a critical area as defined in Chapter 16.20 BIMC must conform to all requirements of that chapter.

B. Shoreline. Any portion of any subdivision located within the jurisdiction of the shoreline master program, as defined in Chapter 16.12 BIMC, must conform to all requirements of that chapter.

Table 17.12.060-1: Homesite Clustering Requirements

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	NC	MUTC HS I and II
HOMESITE CLUSTERING REQUIREMENT												
Short Subdivisions	n/a [1]			25 ft. maximum homesite separation								
2-4 lots with greater than 50% natural area and community space combined												
2-4 lots with less than 50% natural area and community space combined												
	No maximum homesite separation [1]											
	Site disturbance limited to 35% of site		n/a [1]									
Long Subdivisions	No maximum homesite separation [1] Site disturbance limited to 35% of site			25 ft. maximum homesite separation								
5-9 lots with maximum natural area requirement												
5-9 lots with less than maximum natural area requirement												
	50 ft. [2]	25 ft. [2]										
	Maximum homesite separation											
10+ lots	50 ft.	25 ft.										
	Maximum homesite separation											

- Homesite location needs to meet general requirements (BIMC 17.12.060.B).
- As an alternative to maximum homesite separation, limit site disturbance to 35 percent of site.
- Site disturbance includes land disturbing activity as defined in BIMC 15.20.020.22.

Table 17.12.070-1 Subdivision Dimensional Standards

[Numbers in brackets indicate additional requirements listed at the end of the table.]

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	NC	MUTC HS I and II
MINIMUM LOT AREA												
Short and Long Subdivision	If the site is not served by a public sewer system, the minimum individual lot area shall be determined by the Kitsap Public Health District in accordance with Section 15 of the Kitsap County Board of Health Ordinance 2008A-01, Amended June 7, 2011, <i>Onsite Sewage System and General Sewage Sanitation Regulations</i> , as amended.											
	If the site is served by a public sewer system, there is no minimum lot area.											
	Individual lots may contain portions of natural area, community space, and access easements.											
Large Lot Subdivision	5 ac or 1/128th of a section, whichever is smaller.	N/A										
BASE DENSITY												
The “base density” of a property means the density designated on the zoning map, exclusive of any density bonuses (see BIMC 18.12.050.A). Irregularly shaped lots and lots containing critical areas may not be permitted to achieve maximum density. Additional regulations on density may apply pursuant to BIMC 16.20.												
Short, Long and Large Lot Subdivisions	The maximum number of lots permitted shall be calculated by dividing the total lot area of the property (without deducting areas to be dedicated as public rights-of-way or areas to be encumbered by private road easements) by the square footage shown below as the zone-specific base density.											
Base Density	100,000 sq. ft.	40,000 sq. ft.	20,000 sq. ft. [1]	15,000 sq. ft.	12,500 sq. ft.	10,000 sq. ft.	8,500 sq. ft.	7,260 sq. ft.	5,400 sq. ft.	3,100 sq. ft.	20,000 sq. ft. [2]	See FAR table
Base density pursuant to BIMC 18.12.030.A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3,630 sq. ft.	2,074 sq. ft.	N/A	N/A
NATURAL AREA												
Minimum percentage of total site	55%	45%	30%	25%	25%	20%	15%	N/A	10%	5%	15%	5%
Minimum width	50 ft.			25 ft.				N/A	5 ft.			
COMMUNITY SPACE												
[x] Instead of providing the required 5% community space, that area may be added to the required natural area if it can be demonstrated that greater conservation area can be achieved.												
[y] Community space not required if maximum natural area is provided.												

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	NC	MUTC HS I and II
Minimum percentage of total site	5% [x][y]	7.5% [y]	10% [y]	15%						10%	15%	10%
HOMESITE												
Note: Refer to definition of homesite and standards for homesites. [x] Refer to BIMC 16.12, Special Provisions for Point Monroe District – 1,400 sq. ft. maximum development area applies.												
Maximum size	0 to 12,500	0 to 12,500	6,500 sq. ft.	5,500 sq. ft.	4,500 sq. ft.	3,500 sq. ft.	3,500 sq. ft.	N/A [x]	3,000 sq. ft.	2,250 sq. ft.	3,500 sq. ft.	2,250 sq. ft.
HOME SIZE												
Note: Home size includes all floor area, excluding the garage, consistent with definitions in BIMC 18.12.050.F and 18.36.030.103.												
Maximum size	N/A								1,600 sq. ft.			
MAXIMUM LOT COVERAGE												
Short and Long Subdivision	Same as applied to the entire property that is the subject of the subdivision application, a portion of which shall be assigned to each lot at the time of preliminary plat approval.											
Large Lot Subdivision	10%	15%	20%	25%	25%	25%	25%	N/A	25%	40%	N/A	N/A
MINIMUM SETBACKS												
Note: Additional setbacks may be required by: (a) Chapter 16.08 or 16.12 BIMC, or (b) Chapter 16.20 BIMC, Critical Areas, or (c) BIMC 18.09.030, Use-specific standards, or [x] Attached or zero lot line, or zero homesite boundary, is allowed in all districts if building is 1,600 sf or less [y] ADUs do not need to meet TOTAL building to homesite boundary setback – only minimum setback; must be located within homesite.												
Building to homesite boundary Net building size 1,600 sq. ft. or less Minimum/total [x] [y]	5 ft. min., 10 ft. total						3 ft. min., 10 ft. total					
Building to homesite boundary Net building size 1,601 sq. ft. or more Minimum/total [y]	15 ft. min., 50 ft. total	10 ft. min., 25 ft. total	10 ft. min., 20 ft. total					N/A	N/A		N/A	
Building outside homesite to exterior plat boundary line Net building size 200 sq. ft. or less	50 ft.	25 ft.		10 ft.		5 ft.						

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	NC	MUTC HS I and II	
Building outside homesite to exterior plat boundary line Net building size 200 sq. ft. or more	50 ft.	25 ft.		10 ft.		5 ft.						5 ft.	
Homesite to exterior plat boundary line	50 ft.	25 ft.	15 ft.	10 ft.		0 ft.							
Any building to SR 305 right-of-way	75 ft.	75 ft.	75 ft.	N/A	25 ft.	N/A	N/A	N/A	25 ft.	N/A	25 ft.	25 ft.	
Homesite to edge of arterial and collector right-of-way	25 ft.			10 ft.									
Building outside homesite to edge of arterial and collector right-of-way [3]	40 ft.			10 ft.									
Any building, other than shared garage, to subdivision access road	10 ft.						5 ft.						
Shoreline Jurisdiction	See Table 16.12.030-2, Dimensional Standards Table, and BIMC 16.12.040.I.3.h, Shoreline Structure Setbacks.												
SHARED GARAGE DIMENSIONAL STANDARDS													
Shared garage to subdivision access road	0 feet												
Shared garage to shared garage	10 feet												
Shared garage maximum size	60 feet long or 1440 square feet total												
MAXIMUM BUILDING HEIGHT													
Short, Long, and Large Lot Subdivisions	Height requirements for standard lots apply pursuant to BIMC Table 18.12.020-2.												

[1] The base density for that parcel in the Lynwood Center special planning area designated as R-2 is one unit per 20,000 sq. ft. but may be increased up to 3 units per acre; provided, that a public access easement is granted for that portion of the parcel that lies to the south of Point White Drive along the waters of Rich Passage. The base density of some parcels in the Fort Ward historic overlay district may be increased as shown in BIMC 18.24.110.

[2] In the NC district, single-family dwellings must be in accordance with zoning in the R-2 district except that bonus densities may be obtained pursuant to BIMC [18.12.030.D](#) if applicable (see BIMC 18.09.030.B).

[3] Transit shelters allowed in setback subject to City approval.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:25 PM) Ordinance No. 2019-26, Related to Extending the Moratorium on Certain Development Activities - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

Conduct public hearing,

I move to approve Ordinance No. 2019-26.

SUMMARY:

The development moratorium is scheduled to expire on October 3, 2019, unless the City Council takes further action before such date. The Council considered the moratorium on September 10 and discussed the possibility of extending it beyond the current October 3 expiration date. The Council set a public hearing on Ordinance 2019-26 for September 24. The public hearing draft of Ordinance 2019-26 would extend the moratorium in its current form for two additional months, and would extend it further to June 30, 2020, in a more narrow form in the Winslow area related to affordable housing and inclusionary zoning. As described in more detail below, a "Revised" version of the ordinance is also attached with this item to extend the more narrow form of the moratorium to April 3, 2020, rather than to June 30, 2020.

Staff has prepared a memo for the Council with considerations related to the proposed 10% affordable housing exclusion in case the Council wants to consider specifying the unit types (rental or ownership) and an affordability income level (30% to 120% of the median household income).

FISCAL IMPACT:

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

BACKGROUND:

City staff have been working to address the issues identified in the development moratorium (Ordinance No. 2018-02, amended by Ordinances Nos. 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, 2018-41, and 2019-10). On March 26, 2019, after conducting another public hearing regarding the current moratorium on certain development, the City Council adopted Ordinance No. 2019-10 (effective date April 3, 2019) which extended the moratorium for an additional six months. The development moratorium is scheduled to expire on October 3, 2019, unless the Council takes further action before such date.

The Council considered the moratorium on September 10 and discussed the possibility of extending it beyond the current October 3 expiration date. The Council set a public hearing on Ordinance 2019-26 for September 24. The attached "Revised" version of Ordinance 2019-26 (see explanation below) extends the development moratorium in its current form for two additional months, and would extend it further to April 3, 2020, in a more narrow form in the Winslow Master Plan Study Area (see Exhibit B to Ordinance 2019-26) to give the City time to complete regulations that promote affordable housing. Ordinance 2019-26 includes an exclusion to the extended moratorium for certain projects that integrate 10% designated affordable housing.

Based on discussion by the City Council and the City Attorney at the Council's September 17, 2019 meeting, it was clarified that the proposed moratorium extension would be for six months consistent with state law. The Council had previously expressed an interest in extending the moratorium until June 30, 2020, but that has been changed in the "Revised" ordinance included with this agenda item to April 3, 2020 (which is a six month extension of the current moratorium).

In the proposed "Revised" version of the ordinance, staff included other revisions to clarify what the moratorium will apply to and what will be excluded in the more narrow form of the moratorium that is proposed to be in effect from December 4, 2019, to April 3, 2020. Those clarifying revisions are included in yellow highlights in the "Revised" version of the ordinance that is attached to this item. The work plan was also revised to reflect the change in dates.

ATTACHMENTS:

[Ordinance No. 2019-26 Extending the Development Moratorium - Public Hearing Draft 092419](#)

[Ordinance No. 2019-26 Exhibit A Work Plan](#)

[Exhibit B Winslow Master Plan Study Area Map](#)

[Affordability Consideration memo](#)

[Attachment A 2019 Median Gross Income](#)

[Ordinance No. 2019-26 Extending the Development Moratorium - Public Hearing Draft 092419 - Revised](#)

[Ordinance No. 2019-26 Exhibit A Work Plan - Revised](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

PUBLIC HEARING DRAFT – SEPTEMBER 24, 2019

ORDINANCE NO. 2019-26

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2019-10; providing for severability; leaving the effective date of the moratorium unchanged; and extending the moratorium in its current form for two months until December 3, 2019, and in a more narrowed form from December 4, 2019, until June 30, 2020.

WHEREAS, on January 9, 2018, the City Council enacted Ordinance No. 2018-02 and thereby established a temporary emergency moratorium on the acceptance and processing of certain Permit Applications, as defined in Section 2 of Ordinance No. 2018-02; and

WHEREAS, the City Council and City staff received feedback and comment from individuals related to the moratorium and, based partly on that feedback and comment, the Council determined that certain exclusions to the moratorium needed to be amended to clarify the Council's intent regarding such exclusions; and

WHEREAS, on January 16, 2018, the Council enacted Ordinance No. 2018-03, which amended Ordinance No. 2018-02 to clarify some of the exclusions; and

WHEREAS, the Council and City staff received additional feedback and comment from individuals related to the moratorium and, based partly on that feedback, the Council determined that further amendment was necessary to clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

WHEREAS, on February 15, 2018, the Council enacted Ordinance No. 2018-05, which amended and restated Ordinance No. 2018-02 and Ordinance No. 2018-03; and

WHEREAS, based on additional information and consideration related to educational facilities and preschools, as well as related to the applicability of the moratorium in the Mixed Use Town Center/Central Core Overlay District, on March 13, 2018, the Council approved Ordinance No. 2018-09 to further clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

WHEREAS, this moratorium was imposed, in part, to allow the City Council and City staff adequate time to complete the Critical Areas Ordinance Update process, and to address the Council's concerns about the City's development review process, standards, and guidelines, as well as regarding affordable housing related issues; and

WHEREAS, the Council adopted the Critical Areas Ordinance Update (Ordinance No. 2018-01) on February 27, 2018, and the updated Critical Areas Ordinance took effect on April 23, 2018; and

WHEREAS, critical areas within the City’s shoreline jurisdiction are regulated by the City’s shoreline master program (see, e.g., Chapter 16.12 BIMC, RCW 36.70A.480(3)(b)); and

WHEREAS, integration of applicable critical areas regulations into the shoreline master program is essential to ensuring adequate protection of critical areas within the shoreline jurisdiction and no net loss of shoreline ecological functions; and

WHEREAS, regulations for critical areas within the City’s shoreline jurisdiction are in the process of being updated through an amendment of the City’s shoreline master program consistent with the Shoreline Management Act and that amendment process was ongoing as of July 9, 2018, which was the original date that the moratorium was set to expire, and that process continues to be ongoing; and

WHEREAS, the City Council approved Ordinance 2018-14 on April 24, 2018, amending the development moratorium in order to have the provisions of Section 3.B. only apply within the City’s shoreline jurisdiction areas (Chapter 16.12 BIMC); and

WHEREAS, a number of moratorium priorities were identified at a joint meeting of the City’s Design Review Board and Planning Commission on February 22, 2018, including the following:

- (1) Revise review procedures for preliminary subdivisions to include the Design Review Board and Planning Commission in process; and
- (2) Analyze alternatives to decision-making authority for the Design Review Board, Planning Commission, and Hearing Examiner for subdivisions, conditional use permits, and site plan and design review; and
- (3) Identify specific development standards to review/revise in Chapters 18.12 and 18.15 of the Bainbridge Island Municipal Code; and
- (4) Initiate rewrite of subdivision design standards in Chapter 17.12 of the Bainbridge Island Municipal Code; and

WHEREAS, at the April 3, 2018, City Council study session, the City’s Department of Planning and Community Development provided a briefing on the Design Review Board and Planning Commission joint meeting wherein the Council authorized staff to proceed with a work plan addressing the priorities identified at the joint meeting; and

WHEREAS, on April 2 and 23, May 7 and 21, June 4 and 18, August 6, 13 and 20, September 4 and 17, and October 15, 2018, the City’s Design Review Board discussed alternatives for revisions to the City’s land use review procedures and/or subdivision design guidelines; and

WHEREAS, on March 22, May 10, June 7, 14, and 21, July 12 and 26, August 9, 23, and 30, September 13 and 27, October 25, November 8 and 29, and December 13, 2018, as well

as on January 10, and February 13 and 28, 2019, the City's Planning Commission discussed alternatives for revisions to the City's land use review procedures, subdivision design guidelines, and/or subdivision standards; and

WHEREAS, the City provided legal background on the roles of land use bodies, presented in a memorandum from attorney James E. Haney (outside legal counsel for the City) entitled, "*Roles of City Council, Planning Commission, Design Review Board, and Hearing Examiner in Land Use Permits*," dated June 1, 2018, and the City Council had a special workshop related to land use review procedures on August 27, 2018; and

WHEREAS, the City's Planning Commission completed their review of land use review procedures and forwarded their recommendations on those issues to the City Council, and on December 11, 2018, the Council enacted Ordinance No. 2018-20 related to revisions and updates to the City's land use review procedures; and

WHEREAS, as part of the Planning Commission's review and consideration of the City's subdivision review procedures, design guidelines, and standards, the Commission has reviewed the proposed ordinance related to such regulations, Ordinance No. 2019-03; and

WHEREAS, on February 13, 2019, and continuing to February 28, 2019, the Planning Commission conducted a public hearing on Ordinance No. 2019-03, and subsequently forwarded the proposed ordinance and their recommendations to the City Council; and

WHEREAS, each of the multiple Design Review Board and Planning Commission meetings as described above included an opportunity for public comment on the alternatives for revisions to the City's subdivision guidelines, standards, dimensional standards, and/or land use review procedures; and

WHEREAS, the City Council reviewed and considered proposed updates to the City's subdivision regulations at regularly scheduled meetings on September 4 and 11, October 9, and December 4, 2018, and January 22, 2019; and

WHEREAS, the City Council is in the process of considering the Planning Commission's recommendations related to proposed updates to the City's subdivision regulations as included in Ordinance No. 2019-03, including at the Council's meetings on March 19, April 2 and 16, May 28, and July 23, 2019; and

WHEREAS, the City Council held a public hearing on Ordinance 2019-03 on August 27, 2019, and September 24, 2019; and

WHEREAS, City staff is working with the Design Review Board and a consultant team related to updating the City's Design Guidelines (BIMC 18.18.030) more generally (i.e., the design guidelines that aren't included in the separate effort described above related to design guidelines for subdivisions), and that work was completed in August 2019; and

WHEREAS, on January 30 and May 22, 2019, the City hosted public meetings on the design review regulations update; and

WHEREAS, on March 4 and 18, April 1, May 6, June 17, and July 15, 2019, the City's Design Review Board discussed the design review regulations update; and

WHEREAS, at the February 5 and June 4, 2019, City Council study sessions, the City's consultant, Framework, provided briefings on the design review regulations update; and

WHEREAS, the Planning Commission held a public hearing on Ordinance No. 2019-25 (related to design review regulations) on September 5, 2019; and

WHEREAS, City staff provided the Planning Commission's September 5, 2019, recommendations related to the design review regulations update to the City Council for consideration at the Council's September 17, 2019, study session; and

WHEREAS, the City Council held a public hearing on Ordinance No. 2019-25 on September 24, 2019, and considered the input it received related to Ordinance No. 2019-25 prior to adopting the ordinance [note: this may be revised based on Council activity]; and

WHEREAS, on June 12, 2018, the City Council authorized the execution of a professional services agreement to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights program, both of which address affordable housing related issues; and

WHEREAS, on July 24, 2018, the Affordable Housing Task Force ("AHTF") presented its final report to the City Council and the Council discussed the recommendations more thoroughly on August 21, 2018; and

WHEREAS, on October 2 and December 4, 2018, the City Council received a project update on the economic market analysis from the consultant (ECONorthwest/Forterra) related to inclusionary zoning and possible updates to the City's Transfer of Development program; and

WHEREAS, on February 19, 2019, the City Council reviewed and provided direction to staff related to the ECONorthwest/Forterra final report and the AHTF report recommendations, and the Council discussed the status of the Council's Affordable Housing Ad Hoc Committee; and

WHEREAS, City staff members continue to work on prioritizing and organizing work on the inclusionary zoning and other AHTF report recommendations which were endorsed by the Council at its February 19, 2019, meeting and work is ongoing in this effort; and

WHEREAS, the City Council had a policy discussion on September 17, 2019, regarding inclusionary zoning or multifamily property tax exemption programs; and

WHEREAS, on February 27, 2018, the City Council was provided with a moratorium work program; and

WHEREAS, on April 10, May 22, June 5, June 19, July 17, August 21, September 4 and 18, October 2 and 16, November 6 and 20, and December 4, 2018, as well as on January 15, February 5 and 19, March 5 and 19, April 2 and 16, May 7 and 21, June 4 and 18, July 2 and 16, August 6 and 20, and September 3 and 17, 2019, the City Council was provided further moratorium work program status report updates; and

WHEREAS, on June 26, 2018, the City Council held a public hearing and approved Ordinance 2018-23, extending the development moratorium for another 90 days until October 9, 2018; and

WHEREAS, on September 25, 2018, the City Council held a public hearing and approved Ordinance 2018-41, and thereby extended the development moratorium for another six (6) months, and in so doing narrowed the moratorium to remove two-lot short subdivisions in which there is an existing single-family residence from the moratorium; and

WHEREAS, on October 16, 2018, the City Council discussed integrating critical area regulations into the Shoreline Master Program (Chapter 16.12 BIMC) and made the policy decision to not apply new Aquifer Recharge Protection Area regulations (BIMC 16.20.100) within the City's shoreline jurisdiction areas; and

WHEREAS, as a result of that policy decision, and the City Council's affirmation on October 23, 2018, that the moratorium should be narrowed in that manner, the Council directed staff to prepare an ordinance to entirely remove Section 3.B. (which, in effect, applied the Aquifer Recharge Protection Area regulations in the City's shoreline jurisdiction areas) from the moratorium; and

WHEREAS, on October 23, 2018, the City Council discussed additional revisions to the development moratorium, including related to excluding from the moratorium certain permit applications for development in the Business/Industrial zoning district, and the Council directed staff to prepare an ordinance to narrow the moratorium accordingly; and

WHEREAS, on October 23, 2018, the City Council also discussed potentially further narrowing provisions of the moratorium related to applications for new short subdivisions that the Council had previously narrowed, and the Council decided to not take such action at that time pending the Planning Commission's ongoing but not yet completed work related to subdivisions, including new subdivision design guidelines and revised subdivision standards and review procedures; and

WHEREAS, on October 23, 2018, the City Council also discussed issues related to making condominiums out of accessory dwelling units ("ADUs") and common ownership of ADUs, and the Council directed staff to work on possible revisions to the BIMC to allow the Council to further consider the common ownership issue related to ADUs; and

WHEREAS, the City Council discussed requiring common ownership for new ADUs at its meetings on June 18, July 23 and September 10, 2019, and directed staff to begin legislative review with the Planning Commission to adopt such regulations via draft Ordinance 2019-09; and

WHEREAS, on November 13, 2018, the City Council approved Ordinance 2018-43, and thereby narrowed the moratorium as requested by the Council and described above related to entirely removing Section 3.B. (which, in effect, applied the Aquifer Recharge Protection Area regulations in the City's shoreline jurisdiction areas) from the moratorium, and broadening an exclusion related to certain Major Site Plan and Design Review and Major Conditional Use Permit proposals to include in that exclusion such proposals for properties located in the Business/Industrial District; and

WHEREAS, although the City has been working to address the land use issues identified in the development moratorium, as described above, the updated subdivision standards and design guidelines would be adopted on September 24, 2019, at the earliest, and work is ongoing and not yet completed on affordable housing and the Site Plan and Design Review and Conditional Use Permit Decision Criteria; and

WHEREAS, on September 3 and 10, 2019, the City Council discussed the moratorium, including the option of extending it for two additional months (to December 3, 2019) to allow time for public outreach to educate the public about the new subdivision standards and design review regulations and to possibly extend a more narrow form of the moratorium beyond December 3, 2019, in order to adopt affordable housing requirements; and

WHEREAS, it is anticipated that an extended moratorium would be narrowed to apply only to certain types of development in the Winslow Master Plan Study Area, with some exceptions; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

WHEREAS, the moratorium promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which this moratorium was imposed continues to exist and this ordinance does not change the basis for that declaration of emergency, except as described above, nor the effective date of the moratorium, which is January 9, 2018.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the moratorium, as established by Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, 2018-41, 2018-43, and 2019-10.

Section 2. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council conducted a public hearing on this extension of the moratorium at its meeting on September 24, 2019, and took public testimony and considered further findings of fact.

Section 3. Moratorium Amended. The moratorium is hereby amended, as also stated in Section 6 and Section 7 below, to extend the moratorium in its current form for two months until December 3, 2019, and in a more narrow form as described below until June 30, 2020.

Section 4. Moratorium Work Plan. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew a moratorium for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made, and the City has thereby previously extended the moratorium as described herein based on the work plan that has been developed and the findings of fact that have been made in this ordinance and the previous ordinances related to this moratorium, and the City is hereby extending the moratorium for an additional six months based on an updated work plan (see attached Exhibit A), conducting another public hearing, and adopting additional findings of fact as stated in this ordinance.

Section 5. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 6. No Change to Basis for Declaration of Emergency or Effective Date; Change to Duration. This ordinance shall take effect and be in force five (5) days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declarations stated in the moratorium ordinances which preceded this ordinance, Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, 2018-41, 2018-43, and 2019-10, except as described in the “Whereas” clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this moratorium were included in the “Whereas” clauses of Ordinance No. 2018-02 and Ordinance No. 2018-03, and were restated and supplemented in Ordinance No. 2018-05 and Ordinance No. 2018-09, and Ordinance Nos. 2018-14, 2018-23, 2018-41, 2018-43, and 2019-10, and as well as in this ordinance, and those “Whereas” clauses are adopted as findings of fact.

Section 7. Change to Duration in Current Form to December 3, 2019. This ordinance amending the moratorium shall cause the moratorium to remain effective in its current form until December 3, 2019, and in a more limited form as described below in Section 8 until June 30, 2020, unless terminated earlier by the City Council. This ordinance does not change the effective date of the moratorium, which is January 9, 2018.

Section 8. Change to Duration in Narrowed Form from December 4, 2019, until June 30, 2020. This ordinance amending the moratorium shall also cause a more narrow form of the moratorium to be in effect from December 4, 2019, through June 30, 2020, as follows:

Beginning on December 4, 2019, the moratorium shall be narrowed in scope to apply only within the Winslow Master Plan Study Area. See, Exhibit B (attached). The following exceptions shall apply to exclude certain development proposals from the narrowed scope of the moratorium that will be in effect as of December 4, 2019:

(1) If the development proposal includes 10% or more of designated affordable housing, the moratorium shall not apply.

(2) As is the case currently for the moratorium, the moratorium shall not apply to the Mixed Use Town Center/Central Core Overlay District.

(3) The moratorium shall not apply to subdivisions.

The moratorium shall remain effective for the updated and extended period as established for the moratorium, which is currently scheduled to expire in its current form based on this ordinance on December 3, 2019, and in a more limited form as described above until June 30, 2020, unless terminated earlier by the City Council. This ordinance does not change the effective date of the moratorium, which is January 9, 2018. The Council may, at its sole discretion, renew the moratorium for one or more six (6) month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED by the City Council this 24th day of September, 2019.

APPROVED by the Mayor this 24th day of September, 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 NO:

September 13, 2019
_____, 2019
_____, 2019
_____, 2019
2019-26

Attached:

Exhibit A (Work Plan)

Exhibit B (Winslow Master Plan Study Area)

Exhibit A

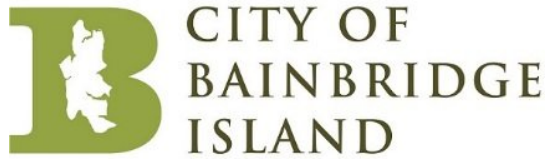
Moratorium on Certain Development Work Plan Schedule Ordinance No. 2019-26 (December 2019 – June 2020)

Work Program Item	Description
Subdivision Standards	Revise the subdivision standards to result in residential development that reflects Comprehensive Plan goals and policies included in the land use, housing, and environmental elements. These updated standards are anticipated to be adopted at the September 24, 2019, City Council meeting (Ordinance 2019-03).
Design Guidelines	Update and improve the design guidelines and review process to result in higher quality development that reflects the Island's values and character. These updated design review regulations, <i>Design for Bainbridge</i> , are anticipated to be adopted at the September 24, 2019, City Council meeting (Ordinance 2019-25).
Conditional Use / Site Plan Decision Criteria	Revise criteria to reduce subjectivity in decision-making and better ensure outcomes consistent with the Comprehensive Plan. The Planning Commission will complete their review and recommendation on updated Decision Criteria and it is anticipated that the City Council could adopt these amendments in November 2019 (Ordinance 2019-24).
Affordable Housing	Develop an affordable housing work program in response to an Inclusionary Zoning Feasibility Analysis and Affordable Housing Task Force reports. Affordable housing tools being considered for adoption include Inclusionary Zoning and the Multifamily property tax exemption.

**Winslow Master Plan
Study Area**
(Winslow Zoning Map)

The map displays various zoning districts across the Winslow area, including R-2, R-2.9, R-3.5, R-8, HS-1, HS-2, MAD, EREKA, CORE, GATE, and WDI. Key locations and landmarks shown include Ordway Elementary, Bainbridge High, Wing Point Golf and County Club, John Nelson Park, and several parks and recreational areas. Major roads and highways are also labeled, such as NE New Brooklyn Rd, Fennell Ave, and NE Byron Dr. The map is color-coded to represent different zoning types, with a dashed line indicating the study area boundary.

CITY OF BAINBRIDGE ISLAND



Department of Planning and Community Development

Memorandum

Date: September 17, 2019
To: City Council
From: Heather Wright
Planning Director
Subject: Ordinance 2019-26: Moratorium Extension Affordability Considerations; Public Hearing

Introduction

The proposed moratorium extension would provide an exception for projects that integrate 10% designated affordable housing. Affordable housing is defined in BIMC 18.36.030 as a dwelling unit for use as a primary residence, which may be rented or purchased (including utilities other than telephone and cable TV) without spending more than 30 percent of monthly household income. Income level eligibility threshold levels shall be set using HUD levels for the Bremerton-Silverdale metropolitan statistical area.

BIMC Chapter 18.21 outlines the levels of affordability (extremely low to middle income ranging from less than 30% to up to 120% of the median household income). For reference, Attachment A provides the median gross incomes by household size.

Consideration

The moratorium could specify an affordable housing unit type (rental or ownership) and an affordability level (30 to 120% of the median household income).

Based on the development analysis presented from ECONorthwest to the City Council on September 17, 2019, the current base zoning and available incentives do not support the provision of affordable housing units. Additionally, increasing construction costs and land prices make the current market more challenging for new development. Therefore, staff does not recommend that Council prescribe the unit types or an affordability level.



2019 MEDIAN (GROSS) INCOME BY HOUSEHOLD SIZE

BREMERTON-SILVERDALE METROPOLITAN STATISTICAL AREA (MSA)

Source: Department of Housing & Urban Development (HUD)

Maximum Income Limits	Household Size							
	1	2	3	4	5	6	7	8
Extremely Low Income: ≤ 30% of Median Household Income	\$17,400	\$19,850	\$22,350	\$24,800	\$26,800	\$30,800	\$32,750	\$32,750
Very Low Income: 31% - 50% of Median Household Income	\$28,950	\$33,050	\$37,200	\$41,300	\$44,650	\$47,950	\$51,250	\$54,550
Low Income: 51% - 80% of Median Household Income	\$46,300	\$52,900	\$59,500	\$66,100	\$71,400	\$76,700	\$82,000	\$87,300
Moderate Income: 81% - 95% of Median Household Income	\$54,929	\$62,776	\$70,623	\$78,470	\$84,748	\$91,025	\$97,303	\$103,580
Middle Income: 96% - 120% of Median Household Income	\$69,384	\$79,296	\$89,208	\$99,120	\$107,050	\$114,979	\$122,909	\$130,838
100% of Median Household Income	\$57,820	\$66,080	\$74,340	\$82,600	\$89,208	\$95,816	\$102,424	\$109,032

PUBLIC HEARING DRAFT – SEPTEMBER 24, 2019

ORDINANCE NO. 2019-26

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2019-10; providing for severability; leaving the effective date of the moratorium unchanged; and extending the moratorium in its current form for two months until December 3, 2019, and in a more narrow form from December 4, 2019, until April 3, 2020.

WHEREAS, on January 9, 2018, the City Council enacted Ordinance No. 2018-02 and thereby established a temporary emergency moratorium on the acceptance and processing of certain Permit Applications, as defined in Section 2 of Ordinance No. 2018-02; and

WHEREAS, the City Council and City staff received feedback and comment from individuals related to the moratorium and, based partly on that feedback and comment, the Council determined that certain exclusions to the moratorium needed to be amended to clarify the Council's intent regarding such exclusions; and

WHEREAS, on January 16, 2018, the Council enacted Ordinance No. 2018-03, which amended Ordinance No. 2018-02 to clarify some of the exclusions; and

WHEREAS, the Council and City staff received additional feedback and comment from individuals related to the moratorium and, based partly on that feedback, the Council determined that further amendment was necessary to clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

WHEREAS, on February 15, 2018, the Council enacted Ordinance No. 2018-05, which amended and restated Ordinance No. 2018-02 and Ordinance No. 2018-03; and

WHEREAS, based on additional information and consideration related to educational facilities and preschools, as well as related to the applicability of the moratorium in the Mixed Use Town Center/Central Core Overlay District, on March 13, 2018, the Council approved Ordinance No. 2018-09 to further clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

WHEREAS, this moratorium was imposed, in part, to allow the City Council and City staff adequate time to complete the Critical Areas Ordinance Update process, and to address the Council's concerns about the City's development review process, standards, and guidelines, as well as regarding affordable housing related issues; and

WHEREAS, the Council adopted the Critical Areas Ordinance Update (Ordinance No. 2018-01) on February 27, 2018, and the updated Critical Areas Ordinance took effect on April 23, 2018; and

WHEREAS, critical areas within the City's shoreline jurisdiction are regulated by the City's shoreline master program (see, e.g., Chapter 16.12 BIMC, RCW 36.70A.480(3)(b)); and

WHEREAS, integration of applicable critical areas regulations into the shoreline master program is essential to ensuring adequate protection of critical areas within the shoreline jurisdiction and no net loss of shoreline ecological functions; and

WHEREAS, regulations for critical areas within the City's shoreline jurisdiction are in the process of being updated through an amendment of the City's shoreline master program consistent with the Shoreline Management Act and that amendment process was ongoing as of July 9, 2018, which was the original date that the moratorium was set to expire, and that process continues to be ongoing; and

WHEREAS, the City Council approved Ordinance 2018-14 on April 24, 2018, amending the development moratorium in order to have the provisions of Section 3.B. only apply within the City's shoreline jurisdiction areas (Chapter 16.12 BIMC); and

WHEREAS, a number of moratorium priorities were identified at a joint meeting of the City's Design Review Board and Planning Commission on February 22, 2018, including the following:

- (1) Revise review procedures for preliminary subdivisions to include the Design Review Board and Planning Commission in process; and
- (2) Analyze alternatives to decision-making authority for the Design Review Board, Planning Commission, and Hearing Examiner for subdivisions, conditional use permits, and site plan and design review; and
- (3) Identify specific development standards to review/revise in Chapters 18.12 and 18.15 of the Bainbridge Island Municipal Code; and
- (4) Initiate rewrite of subdivision design standards in Chapter 17.12 of the Bainbridge Island Municipal Code; and

WHEREAS, at the April 3, 2018, City Council study session, the City's Department of Planning and Community Development provided a briefing on the Design Review Board and Planning Commission joint meeting wherein the Council authorized staff to proceed with a work plan addressing the priorities identified at the joint meeting; and

WHEREAS, on April 2 and 23, May 7 and 21, June 4 and 18, August 6, 13 and 20, September 4 and 17, and October 15, 2018, the City's Design Review Board discussed alternatives for revisions to the City's land use review procedures and/or subdivision design guidelines; and

WHEREAS, on March 22, May 10, June 7, 14, and 21, July 12 and 26, August 9, 23, and 30, September 13 and 27, October 25, November 8 and 29, and December 13, 2018, as well

as on January 10, and February 13 and 28, 2019, the City's Planning Commission discussed alternatives for revisions to the City's land use review procedures, subdivision design guidelines, and/or subdivision standards; and

WHEREAS, the City provided legal background on the roles of land use bodies, presented in a memorandum from attorney James E. Haney (outside legal counsel for the City) entitled, "*Roles of City Council, Planning Commission, Design Review Board, and Hearing Examiner in Land Use Permits*," dated June 1, 2018, and the City Council had a special workshop related to land use review procedures on August 27, 2018; and

WHEREAS, the City's Planning Commission completed their review of land use review procedures and forwarded their recommendations on those issues to the City Council, and on December 11, 2018, the Council enacted Ordinance No. 2018-20 related to revisions and updates to the City's land use review procedures; and

WHEREAS, as part of the Planning Commission's review and consideration of the City's subdivision review procedures, design guidelines, and standards, the Commission has reviewed the proposed ordinance related to such regulations, Ordinance No. 2019-03; and

WHEREAS, on February 13, 2019, and continuing to February 28, 2019, the Planning Commission conducted a public hearing on Ordinance No. 2019-03, and subsequently forwarded the proposed ordinance and their recommendations to the City Council; and

WHEREAS, each of the multiple Design Review Board and Planning Commission meetings as described above included an opportunity for public comment on the alternatives for revisions to the City's subdivision guidelines, standards, dimensional standards, and/or land use review procedures; and

WHEREAS, the City Council reviewed and considered proposed updates to the City's subdivision regulations at regularly scheduled meetings on September 4 and 11, October 9, and December 4, 2018, and January 22, 2019; and

WHEREAS, the City Council is in the process of considering the Planning Commission's recommendations related to proposed updates to the City's subdivision regulations as included in Ordinance No. 2019-03, including at the Council's meetings on March 19, April 2 and 16, May 28, and July 23, 2019; and

WHEREAS, the City Council held a public hearing on Ordinance 2019-03 on August 27, 2019, and September 24, 2019; and

WHEREAS, City staff is working with the Design Review Board and a consultant team related to updating the City's Design Guidelines (BIMC 18.18.030) more generally (i.e., the design guidelines that aren't included in the separate effort described above related to design guidelines for subdivisions), and that work was completed in August 2019; and

WHEREAS, on January 30 and May 22, 2019, the City hosted public meetings on the design review regulations update; and

WHEREAS, on March 4 and 18, April 1, May 6, June 17, and July 15, 2019, the City's Design Review Board discussed the design review regulations update; and

WHEREAS, at the February 5 and June 4, 2019, City Council study sessions, the City's consultant, Framework, provided briefings on the design review regulations update; and

WHEREAS, the Planning Commission held a public hearing on Ordinance No. 2019-25 (related to design review regulations) on September 5, 2019; and

WHEREAS, City staff provided the Planning Commission's September 5, 2019, recommendations related to the design review regulations update to the City Council for consideration at the Council's September 17, 2019, study session; and

WHEREAS, the City Council held a public hearing on Ordinance No. 2019-25 on September 24, 2019, and considered the input it received related to Ordinance No. 2019-25 prior to adopting the ordinance; and

WHEREAS, on June 12, 2018, the City Council authorized the execution of a professional services agreement to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights program, both of which address affordable housing related issues; and

WHEREAS, on July 24, 2018, the Affordable Housing Task Force ("AHTF") presented its final report to the City Council and the Council discussed the recommendations more thoroughly on August 21, 2018; and

WHEREAS, on October 2 and December 4, 2018, the City Council received a project update on the economic market analysis from the consultant (ECONorthwest/Forterra) related to inclusionary zoning and possible updates to the City's Transfer of Development program; and

WHEREAS, on February 19, 2019, the City Council reviewed and provided direction to staff related to the ECONorthwest/Forterra final report and the AHTF report recommendations, and the Council discussed the status of the Council's Affordable Housing Ad Hoc Committee; and

WHEREAS, City staff members continue to work on prioritizing and organizing work on the inclusionary zoning and other AHTF report recommendations which were endorsed by the Council at its February 19, 2019, meeting and work is ongoing in this effort; and

WHEREAS, the City Council had a policy discussion on September 17, 2019, regarding inclusionary zoning or multifamily property tax exemption programs; and

WHEREAS, on February 27, 2018, the City Council was provided with a moratorium work program; and

WHEREAS, on April 10, May 22, June 5, June 19, July 17, August 21, September 4 and 18, October 2 and 16, November 6 and 20, and December 4, 2018, as well as on January 15, February 5 and 19, March 5 and 19, April 2 and 16, May 7 and 21, June 4 and 18, July 2 and 16, August 6 and 20, and September 3 and 17, 2019, the City Council was provided further moratorium work program status report updates; and

WHEREAS, on June 26, 2018, the City Council held a public hearing and approved Ordinance 2018-23, extending the development moratorium for another 90 days until October 9, 2018; and

WHEREAS, on September 25, 2018, the City Council held a public hearing and approved Ordinance 2018-41, and thereby extended the development moratorium for another six (6) months, and in so doing narrowed the moratorium to remove two-lot short subdivisions in which there is an existing single-family residence from the moratorium; and

WHEREAS, on October 16, 2018, the City Council discussed integrating critical area regulations into the Shoreline Master Program (Chapter 16.12 BIMC) and made the policy decision to not apply new Aquifer Recharge Protection Area regulations (BIMC 16.20.100) within the City's shoreline jurisdiction areas; and

WHEREAS, as a result of that policy decision, and the City Council's affirmation on October 23, 2018, that the moratorium should be narrowed in that manner, the Council directed staff to prepare an ordinance to entirely remove Section 3.B. (which, in effect, applied the Aquifer Recharge Protection Area regulations in the City's shoreline jurisdiction areas) from the moratorium; and

WHEREAS, on October 23, 2018, the City Council discussed additional revisions to the development moratorium, including related to excluding from the moratorium certain permit applications for development in the Business/Industrial zoning district, and the Council directed staff to prepare an ordinance to narrow the moratorium accordingly; and

WHEREAS, on October 23, 2018, the City Council also discussed potentially further narrowing provisions of the moratorium related to applications for new short subdivisions that the Council had previously narrowed, and the Council decided to not take such action at that time pending the Planning Commission's ongoing but not yet completed work related to subdivisions, including new subdivision design guidelines and revised subdivision standards and review procedures; and

WHEREAS, on October 23, 2018, the City Council also discussed issues related to making condominiums out of accessory dwelling units ("ADUs") and common ownership of ADUs, and the Council directed staff to work on possible revisions to the BIMC to allow the Council to further consider the common ownership issue related to ADUs; and

WHEREAS, the City Council discussed requiring common ownership for new ADUs at its meetings on June 18, July 23 and September 10, 2019, and directed staff to begin legislative review with the Planning Commission to adopt such regulations via draft Ordinance 2019-09; and

WHEREAS, on November 13, 2018, the City Council approved Ordinance 2018-43, and thereby narrowed the moratorium as requested by the Council and described above related to entirely removing Section 3.B. (which, in effect, applied the Aquifer Recharge Protection Area regulations in the City's shoreline jurisdiction areas) from the moratorium, and broadening an exclusion related to certain Major Site Plan and Design Review and Major Conditional Use Permit proposals to include in that exclusion such proposals for properties located in the Business/Industrial District; and

WHEREAS, although the City has been working to address the land use issues identified in the development moratorium, as described above, the updated subdivision standards and design guidelines would be adopted on September 24, 2019, at the earliest, and work is ongoing and not yet completed on affordable housing and the Site Plan and Design Review and Conditional Use Permit Decision Criteria; and

WHEREAS, on September 3 and 10, 2019, the City Council discussed the moratorium, including the option of extending it for two additional months (to December 3, 2019) to allow time for public outreach to educate the public about the new subdivision standards and design review regulations and to possibly extend a more narrow form of the moratorium beyond December 3, 2019, in order to adopt affordable housing requirements; and

WHEREAS, it is anticipated that an extended moratorium would be narrowed to apply only to certain types of development in the Winslow Master Plan Study Area, with some exceptions; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

WHEREAS, the moratorium promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which this moratorium was imposed continues to exist and this ordinance does not change the basis for that declaration of emergency, except as described above, nor the effective date of the moratorium, which is January 9, 2018.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the moratorium, as established by Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, 2018-41, 2018-43, and 2019-10.

Section 2. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council conducted a public hearing on this extension of the moratorium at its meeting on September 24, 2019, and took public testimony and considered further findings of fact.

Section 3. Moratorium Amended. The moratorium is hereby amended, as also stated in Section 7 and Section 8 below, to extend the moratorium in its current form for two months until December 3, 2019, and then in a more narrow form as described below until **April 3**, 2020.

Section 4. Moratorium Work Plan. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew a moratorium for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made, and the City has thereby previously extended the moratorium as described herein based on the work plan that has been developed and the findings of fact that have been made in this ordinance and the previous ordinances related to this moratorium, and the City is hereby extending the moratorium for an additional six months based on an updated work plan (see attached Exhibit A), conducting another public hearing, and adopting additional findings of fact as stated in this ordinance.

Section 5. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 6. No Change to Basis for Declaration of Emergency or Effective Date. This ordinance shall take effect and be in force five (5) days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declarations stated in the moratorium ordinances which preceded this ordinance, Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, 2018-41, 2018-43, and 2019-10, except as described in the “Whereas” clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this moratorium were included in the “Whereas” clauses of Ordinance No. 2018-02 and Ordinance No. 2018-03, and were restated and supplemented in Ordinance No. 2018-05 and Ordinance No. 2018-09, and Ordinance Nos. 2018-14, 2018-23, 2018-41, 2018-43, and 2019-10, and as well as in this ordinance, and those “Whereas” clauses are adopted as findings of fact.

Section 7. Change to Duration in Current Form to December 3, 2019. This ordinance amending the moratorium shall cause the moratorium to remain effective in its current form until December 3, 2019, and in a more limited form as described below in Section 8 until **April 3**, 2020, unless terminated earlier by the City Council. This ordinance does not change the effective date of the moratorium, which is January 9, 2018.

Section 8. Change to Duration in Narrowed Form from December 4, 2019, until **April 3, 2020.** This ordinance amending the moratorium shall also cause a more narrow form of the moratorium to be in effect from December 4, 2019, through **April 3**, 2020, as follows:

A. Subject to the exclusions below, the moratorium shall apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals that did not, before the effective date of the moratorium, have a pre-application conference on the Planning Department's calendar, and which proposals are for development within the Winslow Master Plan Study Area. See, Exhibit B (attached).

B. Exclusions.

(1) The moratorium shall not apply in the Mixed Use Town Center/Central Core Overlay District.

(2) The moratorium shall not apply to development proposals that include 10% or more of total residential units designated as affordable housing. "Affordable housing" means affordable housing as governed by Chapters 18.21 and 18.12 of the Bainbridge Island Municipal Code ("BIMC"), as well as BIMC 18.36.030.

(3) The moratorium shall not apply to subdivisions.

(4) The moratorium shall not apply to permits and approvals for affordable housing projects that qualify as Housing Design Demonstration Project (HDDP) Tier 3 projects pursuant to BIMC 2.16.020.S. (formerly BIMC 2.16.020.Q.) and Table 2.16.020.S-1 (formerly Table 2.16.020.Q-1).

(5) The moratorium shall not apply to permits and approvals for government facilities and structures; educational facilities and preschools; wireless communication facilities; and emergency medical and disaster relief facilities.

The moratorium shall remain effective for the updated and extended period as established for the moratorium, which is currently scheduled to expire in its current form based on this ordinance on December 3, 2019, and in a more limited form as described above until April 3, 2020, unless terminated earlier by the City Council. This ordinance does not change the effective date of the moratorium, which is January 9, 2018. The Council may, at its sole discretion, renew the moratorium for one or more six (6) month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED by the City Council this 24th day of September, 2019.

APPROVED by the Mayor this 24th day of September, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK	September 20, 2019
PASSED BY THE CITY COUNCIL	_____, 2019
PUBLISHED:	_____, 2019
EFFECTIVE DATE:	_____, 2019
ORDINANCE NO:	2019-26

Attached:

Exhibit A (Work Plan)

Exhibit B (Winslow Master Plan Study Area)

(Revised Version for September 24, 2019 City Council Meeting)

Exhibit A

Moratorium on Certain Development Work Plan Schedule
Ordinance No. 2019-26
(December 2019 – April 2020)

Work Program Item	Description
Subdivision Standards	Revise the subdivision standards to result in residential development that reflects Comprehensive Plan goals and policies included in the land use, housing, and environmental elements. These updated standards are anticipated to be adopted at the September 24, 2019, City Council meeting (Ordinance 2019-03).
Design Guidelines	Update and improve the design guidelines and review process to result in higher quality development that reflects the Island's values and character. These updated design review regulations, <i>Design for Bainbridge</i> , are anticipated to be adopted at the September 24, 2019, City Council meeting (Ordinance 2019-25).
Conditional Use / Site Plan Decision Criteria	Revise criteria to reduce subjectivity in decision-making and better ensure outcomes consistent with the Comprehensive Plan. The Planning Commission will complete their review and recommendation on updated Decision Criteria and it is anticipated that the City Council could adopt these amendments in November 2019 (Ordinance 2019-24).
Affordable Housing	Develop an affordable housing work program in response to an Inclusionary Zoning Feasibility Analysis and Affordable Housing Task Force reports. Affordable housing tools being considered for adoption include Inclusionary Zoning and the Multifamily property tax exemption.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:40 PM) Ordinance No. 2019-04, Updating the City's Sign Code - Planning,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

I move to forward Ordinance No. 2019-04 to the Planning Commission for its review, recommendation, and a public hearing.

SUMMARY:

Continued discussion of proposed updates to the City's sign code. Under state law, Planning Commission review is required prior to passage of an updated sign code by the City Council. Staff recommends referring the revised draft ordinance to the Planning Commission for its review and recommendation prior to continued Council discussion.

FISCAL IMPACT:

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

BACKGROUND:

The City Council has previously discussed updates to the City's sign code during the following Council meetings: September 18, 2018, November 27, 2018, March 12, 2019, May 7, 2019, May 14, 2019, May 28, 2019, June 18, 2019, and July 16, 2019.

Initially, the Council provided the following direction to staff: (1) Review the City's existing sign code for consistency with the U.S. Supreme Court's ruling in *Reed v. Town of Gilbert*; (2) Draft changes to the City's

existing sign code for consistency with the ruling in Reed v. Town of Gilbert, but keep existing policy to the extent possible; and (3) Present Reed-compliant sign code for Council review and sandwich board discussion.

Staff prepared a draft ordinance (Ordinance No. 2019-04) for Council consideration, and, over the course of multiple meetings, Council has been reviewing the ordinance. In particular, Council discussion has focused on how to address portable signs, including sandwich boards, as well as non-durable signs. A matrix was introduced during the June 18, 2019 Council Meeting to facilitate Council discussion.

Following the June 18, 2019 Meeting, per Council direction, Staff further updated the matrix, which was reviewed by the City Council on July 16, 2019.

On July 16, 2019, the City Council generally approved of the matrix and directed staff to revise the draft ordinance in accordance with the matrix and related Council discussion. In light of the Council's direction on July 16, 2019, staff have further updated the definitions included with the matrix.

Attached is a revised draft ordinance showing the key changes discussed on July 16, 2019, in track changes.

Also attached for Council consideration is the staff memo provided on July 16, 2019, which generally outlines how staff intend to begin enforcement of the revised sign code, once it is reviewed by the Planning Commission and then adopted by the City Council.

ATTACHMENTS:

[Staff Memo - Sign Code Matrix and Definitions of Key Terms \(Updated for 9-24-19 CM\)](#)

[Ordinance No. 2019-04, Updating the City's Sign Code - Track Changes](#)

[Staff memo from July 2019 - Sign Code Enforcement.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Office of the City Attorney
Memorandum

Date: September 20, 2019

To: City Council

From: Robbie Sepler, Deputy City Attorney

Re: Sign Code Update

This memo contains matrices previously reviewed by the City Council on June 18, 2019, and July 16, 2019. In addition, this memo contains written definitions of key terms used in the matrices as well as some visual examples. The definitions have been updated in accordance with Council's discussion on July 16, 2019—Council's most recent consideration of updates to the City's Sign Code..

		Type of Sign		
		Sandwich Boards	Non-Durable Signs	All Other Portable Signs (this is a catch all for other shapes)
Location of Sign	Private Property	Yes	Yes	Yes
	Right of Way	See Detail Below**	See Detail Below***	No <i>Unless authorized*</i>
	Public Property	No <i>Unless authorized*</i>	No <i>Unless authorized*</i>	No <i>Unless authorized*</i>

*Signs in these locations are generally limited to public agency information as needed

**Detail for highlighted cell (Sandwich Boards located in Right-of-way)

Sandwich Boards				
Right of Way	<i>Winslow</i>	Noncommercial signs	Temporary	Yes, if safe Number=1
			Permanent	No
		Commercial signs	Temporary	Yes, if safe Number=1
			Permanent	No
	<i>Outside Winslow</i>	Noncommercial signs	Temporary	Yes, if safe Number=1
			Permanent	No
		Commercial signs	Temporary	Yes, if safe Number=1
			Permanent	No
	<i>Neighborhood Centers</i>	Noncommercial signs	Temporary	Yes, if safe Number=1
			Permanent	No
		Commercial signs	Temporary	Yes, if safe Number=1
			Permanent	No

***Detail for highlighted cell (Other Temporary Signs located in Right-of-way)

Non-Durable Signs			
Right of Way	Winslow	Noncommercial signs	Yes, if safe
		Commercial signs	No
	Outside Winslow	Noncommercial signs	Yes, if safe, but: Requires permission from abutting property owner
		Commercial signs	Yes, if safe, but: - Requires permission from abutting property owner; and - Requires City-issued permit to control for number of days, display times, etc.
	Neighborhood Centers	Noncommercial signs	Yes, if safe
		Commercial signs	No

I. What is a “Portable Sign”?

“Portable signs” is a broad category of signs that are readily moveable, freestanding, and not permanently affixed to the ground. In general, portable signs are constructed out of durable materials. Portable signs include, but are not limited to, sandwich board signs.

Examples of portable signs:



II. What is a “Sandwich Board”?

A “sandwich board” is a specific type of portable sign that consists of two panels hinged or attached at the top or side, designed to be movable and stand on the ground.

Examples of sandwich boards:



III. What is a “Non-Durable Sign”?

“Non-durable signs” is a broad category of signs that are readily moveable, freestanding, and not permanently affixed to the ground. In contrast to portable signs and sandwich boards, non-durable signs are constructed out of non-durable materials, such as paper, corrugated board, or flexible or foldable plastics. For the purposes of this matrix, non-durable signs do not include sandwich boards or portable signs.

In previous materials presented to Council, “non-durable signs” were referred to as “temporary signs.” Such terminology led to some confusion as to whether “temporary sandwich boards” are included as “temporary signs” for the purposes of the matrix (they are not). To minimize any confusion going forward, the category of signs previously referred to as “temporary signs” has been relabeled as “non-durable signs” and a definition of “temporary” has been included in Section VII of this memorandum.

Examples of non-durable signs:



IV. When is a sign a “Commercial”?

A sign is commercial if the sign relates solely to the economic interests of the owner of the sign and her/his audience.

Examples of commercial signs:



V. When is a sign “Noncommercial”?

A sign is noncommercial if the sign relates to more than just the economic interests of the owner of the sign and her/his audience.

Examples of noncommercial signs:

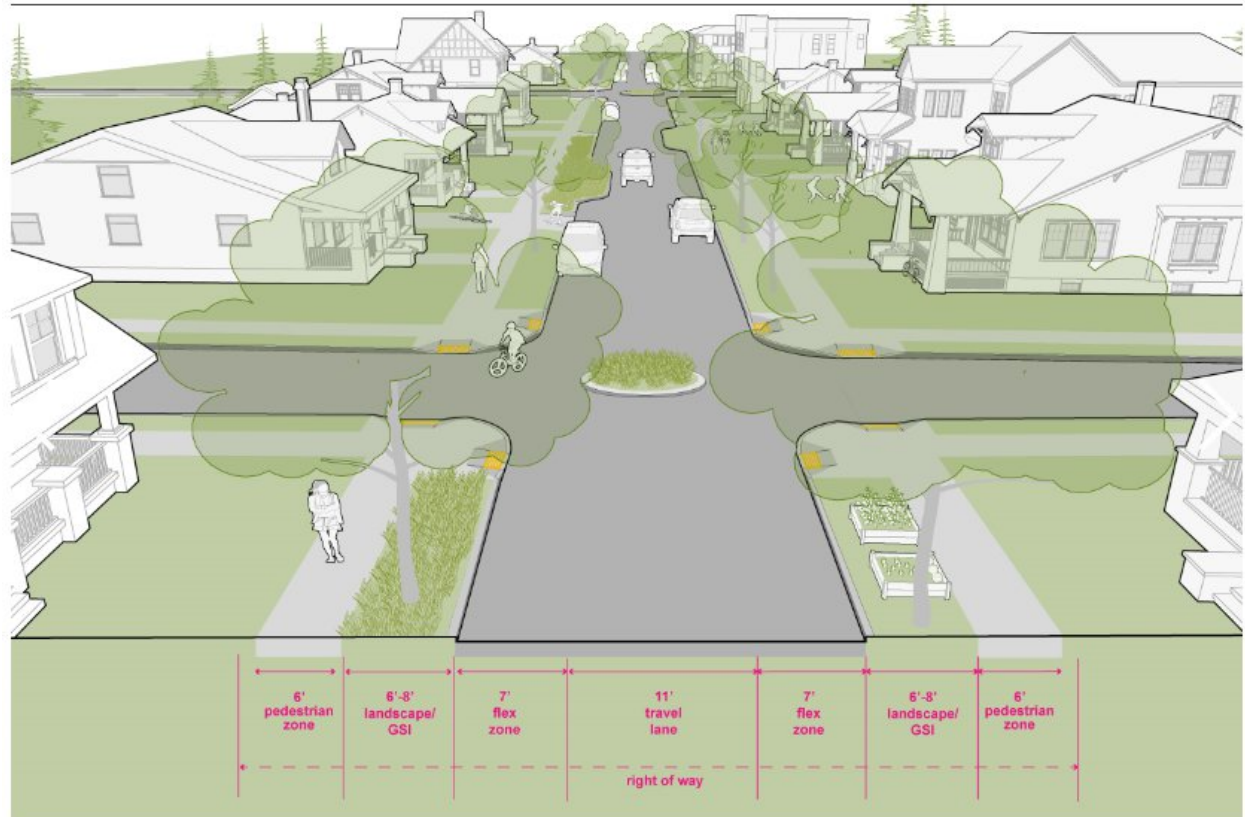
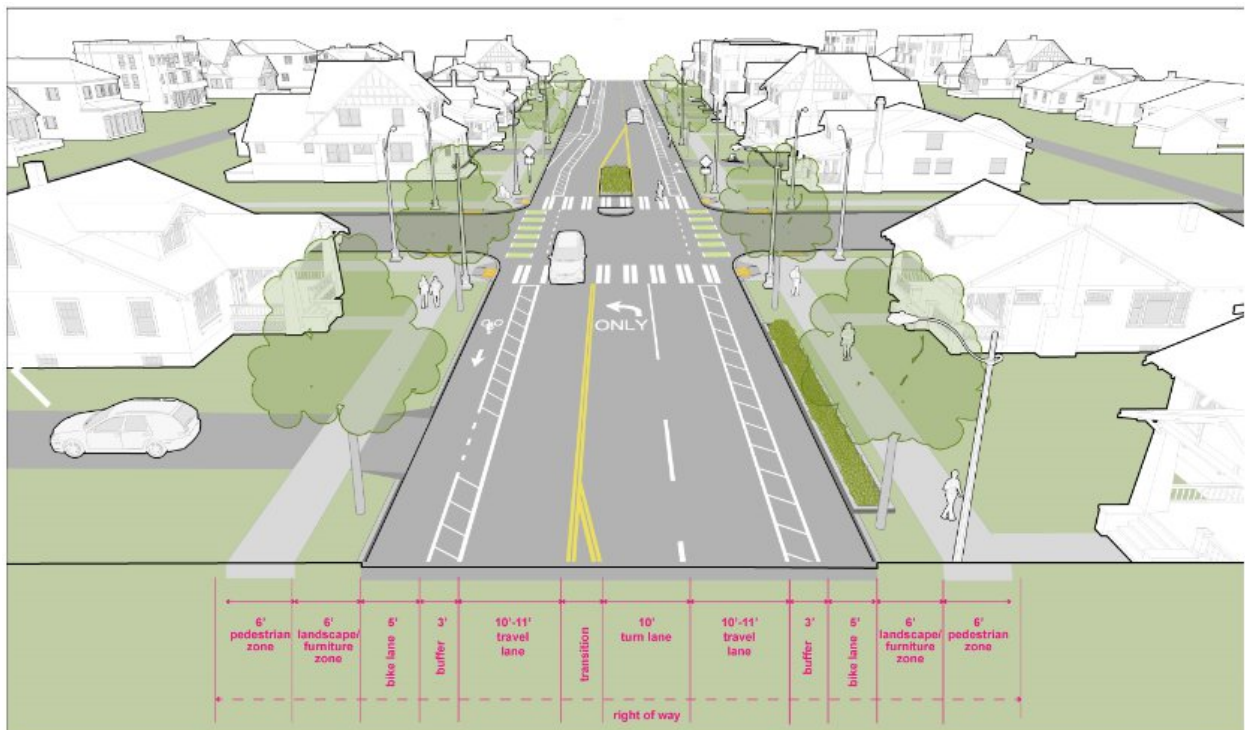


VI. What is the “Right-of-way”?

In general, “right-of-way” (“ROW”) refers to easements, held by the City, over private property for public travel and use. In the graphic below from MRSC, the ROW begins at the dashed red line and includes the sidewalk, planting area, and roadway:



The graphics below further illustrate the various components of typical ROWs found within city limits (*Illustrations Courtesy of Seattle's Right-of-Way Improvements Manual*):



VII. When is a Sandwich Board Sign “Temporary”?

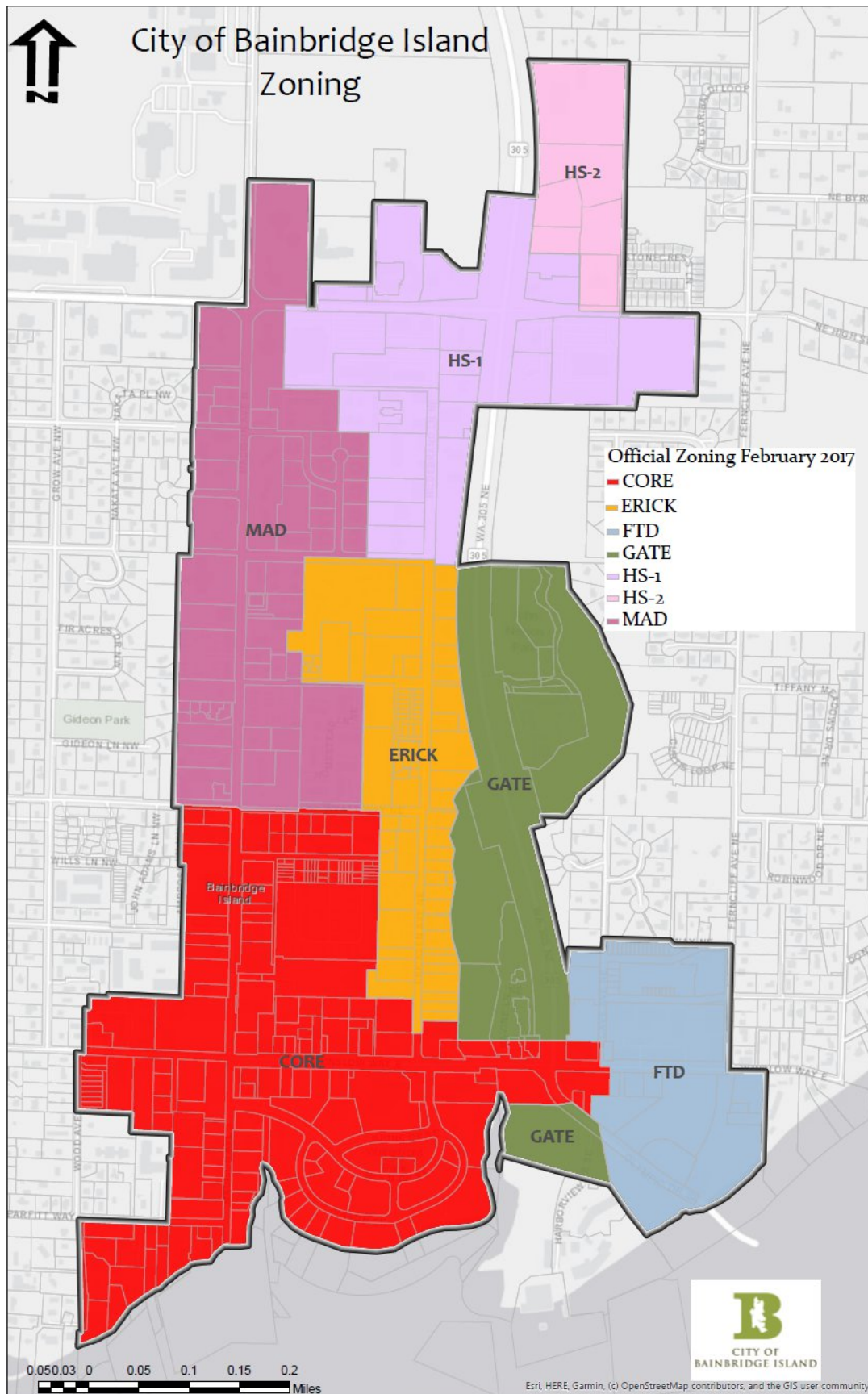
On July 16, 2019, the City Council voted to allow “temporary” sandwich board signs within the City, with “temporary” meaning that the sandwich board sign is taken in at night. The revised draft ordinance defines “night” to mean that sandwich board signs must be taken in, and cannot be displayed, between the hours of 11:00 PM and 6:00 AM.

VIII. When is a Sandwich Board Sign “Permanent”?

On July 16, 2019, the City Council voted to prohibit all permanent sandwich board signs within the City. “Permanent” sandwich board signs are those signs that are always on display, day and night.

IX. What is “Winslow” for the Purposes of the Matrices Above?

The revised draft ordinance considers “Winslow” to be the Mixed Use Town Center and High School Road I and II zoning districts. This area is depicted on the next page.



ORDINANCE NO. 2019-04

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the regulation of signs erected within the City and repealing and replacing Chapter 15.08 of the Bainbridge Island Municipal Code.

WHEREAS, on June 18, 2015, the United States Supreme Court issued its decision in *Reed v. Town of Gilbert*, which has provided guidance for local governments in revising and updating their sign codes; and

WHEREAS, on September 18, 2018, the City Council identified updating the City's sign code in accordance with *Reed v. Town of Gilbert* as a priority item; and

WHEREAS, on November 27, 2018, the City Council discussed code enforcement more broadly as well as next steps regarding an update to the City's sign code; and

WHEREAS, on March 12, 2019, the City Council first considered Ordinance No. 2019-04, proposing to update the City's sign code in accordance with *Reed v. Town of Gilbert*; and

WHEREAS, on May 7, 2019, May 14, 2019, May 28, 2019, June 18, 2019, and July 16, 2019, the City Council further discussed Ordinance No. 2019-04 and revisions to the City's sign code; and

WHEREAS, on September 24, 2019, the City Council referred Ordinance No. 2019-04 to the Planning Commission for its review and recommendation; and

WHEREAS, [additional recitals will be included prior to adoption].

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

Section 1. Chapter 15.08 of the Bainbridge Island Municipal Code is hereby repealed in its entirety and replaced as shown on **Exhibit A**, which is attached hereto and incorporated herein by this reference.

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:	September 20, 2019
PASSED BY THE CITY COUNCIL:	
PUBLISHED:	
EFFECTIVE DATE:	
ORDINANCE NUMBER:	2019-04

EXHIBIT A
Chapter 15.08
SIGN CODE

Sections:

15.08.010	Purpose.
15.08.020	Definitions.
15.08.030	Permits Required
15.08.040	Permit Fees
15.08.050	Signs not requiring a permit.
15.08.060	Prohibited signs.
15.08.070	Nonconforming signs.
15.08.080	Measurement of sign area.
15.08.090	Height of sign.
15.08.100	General regulations.
15.08.110	Commercial use signs.
15.08.115	<u>Sandwich board signs</u>
15.08.120	Institutional or public use signs.
15.08.130	Residential use signs.
15.08.140	<u>Non-durable signs</u>
15.08.150	Sign variance.
15.08.160	Enforcement and penalties.

15.08.010 Purpose.

The purpose of this chapter is as follows:

- A. To promote and protect the public welfare, health, and safety.
- B. To encourage the installation of signs which harmonize with building design, natural settings and other geographical characteristics of the locations in which they are erected.
- C. To create a more attractive economic and business climate.
- D. To reduce distractions and obstructions from signs which would adversely affect traffic safety and reduce hazards that may be caused by signs overhanging or projecting over or within public rights-of-way.

15.08.020 Definitions.

- A. “Awning or marquee sign” means a sign attached to a face or shelter, which face or shelter extends (12 inches or more) in a direction perpendicular to the wall of the building and may be supported by posts or the exterior wall of the building or any combination thereof.
- B. “Banneret” means a small banner that is hung vertically from a freestanding support, i.e., curbside bannerets on light standards and bannerets in public squares.
- C. “Banner” means a sign of flexible material designed to be displayed between two supports or against another surface.
- D. “Changeable copy” means changes to the face or copy of changeable copy signs, digital signs, electronic messaging signs, provided such changes do not change the material or appearance of the sign as originally permitted by the City.
- E. “Culturally, historically, or architecturally significant sign” means a sign with unique local characteristics that may not fit other defined categories.
- F. “Director” means the City’s Director of Planning and Community Development.

G. “Erect” means to build, construct, raise, assemble, create, alter, display, relocate, attach, hang, place, suspend, affix, paint, draw, engrave, carve, cast, or in any other way bring into being or establish, other than to replace changeable copy and other than in the course of normal sign maintenance as described in this chapter.

H. “Facade sign” means any sign which is erected (including painted) on the wall of a building or other structure, whose face is generally parallel to that wall or other structure and whose face does not extend outward more than 12 inches in a direction perpendicular to that wall or other structure.

I. “Facade” means the wall of a building or other structure whose face is generally parallel to that wall or other structure.

J. “Freestanding sign” means a sign supported by one or more permanently affixed uprights, poles, or braces in or on the ground, and not supported by a building.

K. “Grade” (adjacent ground elevation) means the computed average of the lowest and the highest points of elevation of the original surface of the ground, or existing paving or sidewalk within the area between the building and the property line, or when the property line is more than five feet from the building, between the building and a line five feet from the building. In the case of structures to be built over water or on the shoreline, “grade” shall have the same meaning as “average grade level” as that term is defined in WAC 173-27-030(3).

L. “Neon sign” means a sign illuminated in whole or part by gaseous tubes electrified by a current.

M. “NC” means neighborhood centers.

N. “Portable sign” means a sign that is readily moveable, freestanding, and not permanently affixed to the ground. “Portable signs” include sandwich board signs, signs mounted on weighted bases, and other similar signs. “Portable signs” do not include “[Non-durable signs](#).”

O. “Primary entrance” means the principal or main entrance of a building or structure which is used by the majority of patrons to access the building or structure.

P. “Projecting/hanging sign” means a sign, which is attached to or supported by a wall or suspended from the overhang of a building or other structure.

Q. “Repair” means the reconstruction or renewal of any part of an existing sign for the purpose of its maintenance.

R. “Sandwich board sign” means a sign which consists of two panels hinged or attached at the top or side, designed to be movable and stand on the ground.

S. “Sign” means any letter, figure, design, symbol, trademark or other device which is intended to attract attention to any activity, service, place, political office, subject, firm, corporation or merchandise, except traffic signs or signals, public or court notices, signs not visible from the public right-of-way or adjacent properties, signs on moving vehicles, newspapers, leaflets or other printed materials intended for individual use or individual distribution to members of the public, government flags, flags and bunting exhibited to commemorate national patriotic holidays.

T. “Street frontage” means that portion of any lot or building facing a street or sidewalk and with direct access to that street or sidewalk.

U. “[Non-durable sign](#)” means any sign that is used temporarily and is not permanently mounted, painted, or otherwise affixed, including any poster, banner, placard, stake sign, or sign not placed in the ground with concrete or other means to provide permanent support, stability, and rot prevention. [Non-durable signs](#) may only be made of non-durable materials including, but not limited to, paper, corrugated board, flexible or foldable plastics, foamcore board, vinyl canvas or vinyl mesh products of less than 20 oz. fabric, vinyl canvas and vinyl mesh products without plasticizers, and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials shall be considered permanent and are subject to permanent sign regulations.

V. “Two-sided” means a sign where only one face is visible from any viewing position.

W. “Window sign” means a sign placed inside a building within 15 feet of the window or on a window and visible from the outside. This term does not include merchandise.

15.08.030 Permits required.

A. No signs, except those described in BIMC 15.08.050, shall be erected without a valid sign permit.

B. Permit application requirements shall be determined by the director and shall include a site plan showing the location of the signs, the position of buildings and landscaped areas, the elevations of the signs, and the configuration and size of the signs.

C. A valid sign permit is required before altering an existing sign or repairing a sign where the repair exceeds 50 percent of the replacement cost.

D. Legally established signs that include changeable copy are exempt from permit requirements for altering the changeable copy.

15.08.040 Permit fees.

Permit fees shall be as established by the city council by resolution.

15.08.050 Signs not requiring a permit.

The following signs shall not require a permit:

A. Signs installed by the City, County, State, or federal governmental agency for the protection of the public health, safety, and general welfare.

B. Noncommercial non-durable signs allowed under BIMC 15.08.140.

C. Culturally, historically, or architecturally significant signs, existing at the time of passage of the ordinance codified in this chapter and officially recognized by the city. Designation of culturally, historically, or architecturally significant signs will be adopted by separate resolution.

D. Any window sign four square feet or less in size; provided, that no single sign or combination of signs shall exceed 25 percent of an individual window area.

E. A single noncommercial sign, not exceeding 24 square feet in area, mounted at a height not exceeding 20 feet above grade, located on “agricultural land” as that term is defined in Chapter 16.26 BIMC.

15.08.060 Prohibited signs.

The following signs are prohibited:

A. Billboards, streamers, pennants, ribbons, spinners, or other similar devices.

B. Flashing signs, roof signs, signs containing moving parts or appearing to move, and signs which sparkle or twinkle in the sunlight.

C. Signs advertising or identifying a business which is defunct.

D. Signs, except for traffic, regulatory, or informational signs, using the words “stop,” “caution,” or “danger,” or incorporating red, amber, or green lights resembling traffic signals, or resembling “stop” or “yield” signs in shape or color.

E. Signs advertising a business not located on the parcel or development containing the business except signs erected by, or with funding from, the City or the State of Washington.

F. Signs mounted on stationary, unlicensed vehicles.

G. Illuminated features, on the exterior of a building, that call attention to the building or product sold within the building.

H. Any window sign(s) exceeding four square feet in area or exceeding 25 percent of an individual window area.

I. Neon signs, except as permitted in BIMC 15.08.100.B.

J. On-premises signs in the natural, conservancy, aquatic conservancy, and aquatic shoreline environments, except for navigation aids and public information.

K. Signs attached or placed on trees, vegetation, or other natural features, except for memorial or species identification labels.

L. Signs on or attached to any utility pole, traffic control device, lamp post, or any other public infrastructure, building, or structure, except bannerets.

M. Any sign placed without the necessary permit or not in accordance with the size, place and manner limitations provided in this chapter.

N. Any sign that:

1. Is structurally, electrically, or otherwise unsafe; or
2. Constitutes a hazard, by design or placement, to public safety and health; or
3. Obstructs free entrance or exit from a door or window that is required to be in place by this code or the City; or

O. Portable signs, except that the following portable signs are allowed:

1. Portable signs owned and erected by a public agency;
2. Portable signs erected entirely on private property;
3. Portable signs erected on publicly owned property with the authorization of the public entity owning the property;
4. Portable signs authorized to be erected in the City right-of-way in accordance with an approved right-of-way use permit; and
5. Sandwich board signs allowed under BIMC 15.08.115.
6. One portable sign per construction site not to exceed twelve (12) square feet in area located on the parcel being improved. Sign must be in conjunction with an approved building permit. The sign shall be removed within thirty (30) days of the occupancy of the structure.
7. One portable sign per parcel of real property listed for sale not to exceed twelve (12) square feet in area located on the parcel listed for sale. The sign shall be removed within thirty (30) days of closing of the sale.

P. Signs placed on sidewalks, driveways, or other improved areas designed for vehicular, bicycle, wheelchair, or pedestrian use, except as conditioned in a right-of-way use permit issued by the City.

15.08.070 Nonconforming signs.

A. A nonconforming sign lawfully existing prior to July 26, 1993, may remain and be used subject to the provisions of subsections B and C of this section.

B. A nonconforming sign cannot be enlarged, reworted, redesigned, or altered in any way except to conform to this chapter. If the cost to repair a nonconforming sign exceeds 50 percent of its replacement cost, the sign shall not be repaired except to conform to this chapter.

C. A sign replacing a nonconforming sign shall conform to this chapter.

15.08.080 Measurement of sign area.

Sign measurement shall be based upon the entire area of the sign, with a single continuous perimeter enclosing the extreme limits of the sign surface. For freestanding signs, support structures (providing that they are not signs) extending up to one foot above the signs shall not be included in the calculation of the sign area. For signs which are

a molded, cast, carved, or otherwise integral part of a solid concrete, masonry, wood, or composite wall, foundation, fence, or entry structure, the sign area shall be measured within a continuous perimeter enclosing the extreme limits of the lettering and/or image.

15.08.090 Height of sign.

A. The height of any sign shall be measured from the grade adjacent to the sign.

B. The height of signs located within a marina shall not exceed 15 feet above the ordinary high water mark.

C. Awning structures on which sign images are attached shall be subject to regulation under the Uniform Building Code as adopted in Chapter 15.04 BIMC.

15.08.100 General regulations.

A. Signs within the Shoreline Master Program Jurisdiction.

1. Sign permits shall be submitted for review and approval at the time of shoreline permit submittal.
2. All signs shall be located and designed to minimize interference with vistas, viewpoints, and visual access to the shoreline.
3. Overwater signs or signs on floats or pilings shall be prohibited, except when related to navigation or as approved as part of a water-dependent use.
4. Signs which impair visual access in view corridors are prohibited.
5. Governmental signs indicating the public's right of access to shoreline areas shall be installed and maintained in conspicuous locations at all points of access. Signs shall also indicate all limitations on use of such areas including use of fire, alcohol, jet skis, and other recreational equipment, as well as requirements regarding pets.

B. Illumination Standards.

1. Signs, except for facade or awning signs, shall only be illuminated externally by light sources shielded so that the lamp is not visible from adjacent properties, the public right-of-way or watercourses. Sign lighting shall conform to BIMC 18.15.040.
2. Lights illuminating a sign shall project illumination toward the face of the sign.
3. Signs shall not flash, rotate, or have motorized parts or exposed electrical wires.
4. Signs shall not be illuminated between the hours of 10:00 p.m. and 6:00 a.m. unless the premises on which they are located is open for business.
5. Up to three neon signs are allowed in commercial zones for each business; provided, that they do not exceed four square feet for any individual sign. Total signage of all types shall not exceed 25 percent of an individual window area. For each retail business that has window area in excess of 100 square feet, an additional four square feet of neon sign area is allowed. Neon signs are allowed only on properties zoned for commercial uses, shall not be visible from the shoreline, and shall not flash.
6. One commercial use sign for theaters, including film or performing arts buildings that were constructed prior to November 10, 1999, may be internally illuminated and may include external unshielded neon lights.
7. Facade signs may be internally illuminated if:
 - a. The background does not emit light;
 - b. The background constitutes a minimum of 80 percent of the sign area; and

c. The illumination source is shielded.

C. Placement Standards.

1. Signs, including banners and **non-durable signs**, shall not be mounted on roofs, extend above the roof line, or be located more than 20 feet above the grade except for retail businesses with a second-floor exterior entrance.
2. Signs projecting from a building shall not be less than eight feet above grade, unless permitted by the city through an administrative variance procedure.
3. Freestanding signs shall not exceed five feet in height except in the Business/Industrial and NC zones and except as regulated by BIMC 15.08.120.B. Supporting structures (providing that they are not signs) for freestanding signs may extend one foot higher than the height limit for freestanding signs. In the Business/Industrial and NC zones, freestanding signs shall not exceed eight feet in height.

D. Freestanding signs shall be located within a landscaped area that is twice the area of the sign area, and the plantings or the landscaped area shall be located so as to shield illumination sources.

E. All signs visible from Highway 305 must be in conformance with the standards of the Scenic Vistas Act (Chapter 47.42 RCW and Chapter 468-66 WAC) that is incorporated herein by this reference as well as the related Washington State Department of Transportation (“WSDOT”) rules, regulations, and noncompliance penalties; provided, that all signs within the city shall also be subject to any additional restrictions as provided in this chapter. In the case of conflict between the requirements of the Scenic Vistas Act and this chapter, the more restrictive requirement shall apply.

15.08.110 Commercial use signs.

In addition to the general regulations of this chapter, the following regulations shall apply to all commercial use signs.

A. Facade Signs.

1. The total aggregate area of all facade signs on each wall shall not exceed 128 square feet.
2. Buildings may have one facade sign with a maximum area of 36 square feet for each tenant. If the building has street frontage on two or more streets, has access from an alley or parking area to the side or behind the building, or has retail uses on a second floor, a facade sign for each tenant is allowed; provided, that no additional sign shall exceed 20 square feet in area, face the same street, alley, or parking area or be on the same floor as another facade sign.
3. Facade signs shall be located less than 20 feet above grade except for retail businesses with a second-floor exterior entrance.
4. A single directory, combining the name of the commercial complex and the individual names of businesses located within, is allowed provided no other facade sign on the building shall exceed 20 square feet in area except for retail businesses with a second-floor exterior entrance may have a facade sign up to 36 square feet. The maximum sign area for this directory is 48 square feet.
5. A single facade sign for a commercial complex is allowed at the primary entrance instead of a directory, provided no other facade sign for building tenants shall exceed 20 square feet in area except for retail businesses with a second floor exterior entrance may have a facade sign up to 36 square feet. The maximum area for this commercial complex sign is 36 square feet.
6. There may be up to three facade sign(s) per tenant in the High School Road commercial zone located more than 200 feet from the edge of any public right-of-way. No additional sign shall exceed 20 square feet in area, face the same street, alley or parking area or be on the same floor as another facade sign.

B. Freestanding Signs.

1. No more than one freestanding sign shall be allowed per tenant. The sign shall not exceed 20 square feet on any single face or 40 square feet on two faces. No more than two freestanding signs, regardless of the number of tenants, shall be allowed on any property.

2. A freestanding identification sign, for a commercial complex, with or without the individual names of businesses located therein, with a maximum sign area of 40 square feet on any single face and a total surface area of 60 square feet if two sided may be erected facing each street frontage. No individual tenant freestanding signs may be erected on such a property that contains this freestanding identification sign.

3. In the Business/Industrial zone, freestanding identification signs may be located on adjacent Business/Industrial zoned properties if the signs contain directional information to assist in locating the businesses listed and permission is obtained from the owner of the property where the sign is located. The maximum sign area shall be 36 square feet. The sign shall not be counted toward the maximum number of freestanding signs allowed.

C. An awning or marquee sign, not exceeding 20 square feet in area per commercial tenant, is allowed instead of a facade sign. The lowest point of the awning or marquee is at least eight feet above the sidewalk, and the awning shall have a dark background if illuminated from behind.

D. Projecting/Hanging Signs.

1. A business may have one projecting sign, located at least eight feet above grade, with a maximum area of five square feet for each side. The fixture used to suspend the hanging sign must be included in the permit design and approved by the designated officials, but shall not be included in the total size of the sign.

2. Signs for theaters, including film or performing arts buildings, shall not exceed 80 square feet on a single face and 140 square feet on multiple faces and shall be located at least 100 feet from any property zoned single-family.

E. Sandwich Board Signs. Sandwich board signs displaying commercial speech shall be allowed to the extent provided in BIMC 15.08.115.

15.08.115 Sandwich board signs.

In addition to the regulations of this chapter, the following regulations shall apply to sandwich board signs:

A. City Property (excluding City right-of-way). No person shall erect a sandwich board sign on City-owned property without first obtaining authorization from the City. Such authorization may be given by the City Council, City Manager, or through a special event permit issued in accordance with Chapter 12.06 BIMC. Any person authorized to erect a sandwich board sign on City-owned property shall be responsible for removing the sign at the time designated by the City when authorization to erect the sign was granted.

B. City Right-of-Way. Sandwich board signs erected within City right-of-way must comply with the following requirements:

1. Sandwich board signs erected within City right-of-way located within the Mixed Use Town Center, High School Road Districts I and II, or Neighborhood Center zoning districts shall comply with the following requirements:

a. Each owner of a sandwich board sign may erect one nonilluminated sandwich board sign within the City right-of-way.

b. No person may erect a sandwich board sign within the roadway portion of the City right-of-way, except as conditioned in a right-of-way use permit.

c. No sandwich board sign may be erected on sidewalks, driveways, or other paved or unpaved areas designated for pedestrian or vehicular use if the sign interferes with sight distances or creates a vehicular, cyclist, wheelchair, or pedestrian traffic obstruction or hazard.

- d. Sandwich board signs may only be displayed within the City right-of-way between the hours of 6:00 AM and 11:00 PM each day. Outside of those hours, the owner of the sandwich board sign shall remove the sandwich board sign from the City right-of-way.
- e. Sandwich board signs shall be a minimum of thirty (30) inches high and a maximum of forty-eight (48) inches high.
- f. Each face of a sandwich board sign shall not exceed six (6) square feet in area.
- g. Sandwich board signs may only be erected at a location within the City right-of-way if the owner of the sandwich board has obtained permission of the abutting property owner.
- h. Contact information for the owner of the sandwich board sign must be included on all sandwich board signs.
- i. Sandwich board signs are exempt from BIMC 15.08.060.E.
- j. The owner of a sandwich board sign shall regularly inspect the sign to ensure that the sign has not been damaged or destroyed by natural forces or vandalism. Damaged or destroyed signs shall be immediately removed or repaired by the owner so as to avoid threats to public health and safety or the accumulation of unclaimed refuse upon the public rights-of-way.

2. Sandwich board signs erected within City right-of-way that is not located within the Mixed Use Town Center, High School Road Districts I and II, or Neighborhood Center zoning districts shall comply with the following requirements:

- a. Each owner of a sandwich board sign may erect one nonilluminated sandwich board sign within the City right-of-way.
- b. No person may erect a sandwich board sign within the roadway portion of the City right-of-way, except as conditioned in a right-of-way use permit.
- c. No sandwich board sign may be erected on sidewalks, driveways, or other paved or unpaved areas designated for pedestrian or vehicular use if the sign interferes with sight distances or creates a vehicular, cyclist, wheelchair, or pedestrian traffic obstruction or hazard.
- d. Sandwich board signs may only be displayed within the City right-of-way between the hours of 6:00 AM and 11:00 PM each day. Outside of those hours, the owner of the sandwich board sign shall remove the sandwich board sign from the City right-of-way.
- e. Sandwich board signs shall be a minimum of thirty (30) inches high and a maximum of forty-eight (48) inches high.
- f. Each face of a sandwich board sign shall not exceed six (6) square feet in area.
- g. Sandwich board signs may only be erected at a location within the City right-of-way if the owner of the sandwich board has obtained permission of the abutting property owner.
- h. Contact information for the owner of the sandwich board sign must be included on all sandwich board signs.
- i. Sandwich board signs are exempt from BIMC 15.08.060.E.
- j. The owner of a sandwich board sign shall regularly inspect the sign to ensure that the sign has not been damaged or destroyed by natural forces or vandalism. Damaged or destroyed signs shall be immediately removed or repaired by the owner so as to avoid threats to public health and safety or the accumulation of unclaimed refuse upon the public rights-of-way.

C. Private Property. Sandwich board signs erected on private property shall comply with the following requirements:

1. Sandwich board signs displaying commercial speech shall comply with the following requirements:

- a. One nonilluminated sandwich board sign shall be allowed per business.
- b. Sandwich board signs shall be a minimum of thirty (30) inches high and a maximum of forty-eight (48) inches high.
- c. Each face of a sandwich board sign shall not exceed six (6) square feet in area.
- d. Sandwich board signs shall be located on real property where the business is located, provided that permission of the owner of the real property has been obtained.
- e. The owner of a sandwich board sign shall regularly inspect the sign to ensure that the sign has not been damaged or destroyed by natural forces or vandalism. Damaged or destroyed signs

shall be immediately removed or repaired by the owner so as to avoid threats to public health and safety or the accumulation of unclaimed refuse upon the public rights-of-way.

2. Sandwich board signs displaying noncommercial speech shall comply with the following requirements:

- a. One nonilluminated sandwich board sign shall be allowed per lot.
- b. Sandwich board signs shall be a minimum of thirty (30) inches high and a maximum of forty-eight (48) inches high.
- c. Each face of a sandwich board sign shall not exceed six (6) square feet in area.
- d. The owner of a sandwich board sign shall regularly inspect the sign to ensure that the sign has not been damaged or destroyed by natural forces or vandalism. Damaged or destroyed signs shall be immediately removed or repaired by the owner so as to avoid threats to public health and safety or the accumulation of unclaimed refuse upon the public rights-of-way.

15.08.120 Institutional or public use signs.

In addition to the general regulations of this chapter, public institutions or public entities:

A. May have a single sign, either facade-mounted or a freestanding identification sign, visible from each street frontage;

B. May have one additional freestanding identification sign at the principal entrance not to exceed a maximum height of six feet. The maximum sign area of any face shall be no greater than 40 square feet;

15.08.130 Residential use signs.

In addition to the general regulations of this chapter, the following regulations shall apply to all residential use signs.

A. Residential developments may have a single freestanding sign with a maximum sign area of 10 square feet.

B. Home occupations, legally established, may have an identification sign as allowed in BIMC 18.09.030.I.13.

C. Multifamily residential developments may have a directory sign, with a maximum sign area of 20 square feet, at one vehicular entrance on each street frontage.

15.08.140 Non-durable signs.

A. Removal. Non-durable signs shall be removed by the person responsible for placement of the sign if the sign is in need of repair, is worn, dilapidated, or creates a public nuisance.

B. Materials. See the definition of “non-durable sign” in BIMC 15.08.020.

C. City Property (excluding City right-of-way). No person shall erect a non-durable sign on City-owned property without first obtaining authorization from the City. Such authorization may be given by the City Council, City Manager, or through a special event permit issued in accordance with Chapter 12.06 BIMC. Any person authorized to erect a non-durable sign on City-owned property shall be responsible for removing the sign at the time designated by the City when authorization to erect the sign was granted.

D. City Right-of-Way. Non-durable signs located within City right-of-way must comply with the following requirements:

1. Non-durable signs erected within City right-of-way located within the Mixed Use Town Center, High School Road Districts I and II, or Neighborhood Center zoning districts shall comply with the following requirements:

- a. No person may erect a non-durable sign within the roadway portion of the City right-of way except as conditioned in a right-of-way use permit.

- b. Non-durable signs may be erected on sidewalks, driveways, or other paved or unpaved areas designated for pedestrian or vehicular use only if the sign does not interfere with sight distances and does not create a vehicular, cyclist, wheelchair, or pedestrian traffic obstruction or hazard.
 - c. Only non-durable signs on stakes that can be manually pushed or hammered into the ground are allowed, except that the City may allow other non-durable signs through the issuance of a right-of-way use permit.
 - d. Non-durable signs located within the City right-of-way shall not exceed four (4) square feet, and three (3) feet in height.
 - e. If noncommercial speech, no sign permit is required.
 - f. Non-durable signs displaying commercial speech are prohibited.
 - g. Banners on or over the City right-of way require permitting through a right-of-way use permit and are limited to a two (2) week period.
- 2. Non-durable signs erected within City right-of-way that is not located within the Mixed Use Town Center, High School Road Districts I and II, or Neighborhood Center zoning districts shall comply with the following requirements:
 - a. No person may erect a non-durable sign within the roadway portion of the City right-of way except as conditioned in a right-of-way use permit.
 - b. Non-durable signs may be erected on sidewalks, driveways, or other paved or unpaved areas designated for pedestrian or vehicular use only if the sign does not interfere with sight distances and does not create a vehicular, cyclist, wheelchair, or pedestrian traffic obstruction or hazard.
 - c. Only non-durable signs on stakes that can be manually pushed or hammered into the ground are allowed, except that the City may allow other non-durable signs through the issuance of a right-of-way use permit.
 - d. Non-durable signs located within the City right-of-way shall not exceed four (4) square feet, and three (3) feet in height.
 - e. Both commercial and noncommercial non-durable signs are allowed only if the owner of the sign obtains the permission of the abutting property owner.
 - f. If noncommercial speech, no sign permit is required.
 - g. If commercial speech, a sign permit is required and the sign may only be displayed for a maximum of 30 days within a 12-month period.
 - h. Banners on or over the City right-of way require permitting through a right-of-way use permit and are limited to a two (2) week period.

E. Residential zones. Non-durable signs erected on property residentially zoned shall comply with the following requirements:

- 1. Size and height. Non-durable signs located within residential zones shall not exceed four (4) square feet in size and three (3) feet in height.

F. Non-residential zones: Non-durable signs erected on non-residentially zoned property shall comply with the following requirements:

- 1. Size and height. Non-durable signs located within non-residential zones shall not exceed four (4) square feet in size and three (3) feet in height.

15.08.150 Sign variance.

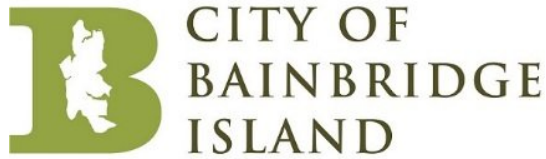
A. A variance is the mechanism by which the city may grant relief from the provisions of this chapter where practical difficulty renders compliance with the provisions of this chapter an unnecessary hardship and where the hardship is a result of the physical characteristics of the subject property.

B. The variance procedure shall be administrative and determined by the director.

15.08.160 Enforcement and penalties.

A. Enforcement of this chapter and the imposition of penalties for violations of this chapter shall be as provided for in Chapter 1.26 BIMC.

B. The city may remove and dispose of signs that it determines are a threat to public safety and recover costs from the owner of the property on which the sign is located or the sign owner. Within 10 days of removal of a sign, and upon payment of the costs of removal, the owner may recover a sign.



Department of Planning and Community Development

Memorandum

Date: July 12, 2019
To: City Council; Morgan Smith, City Manager
From: Aaron Pool, Code Compliance Officer
Subject: Sign Code Enforcement and Permit Options

Code compliance on Bainbridge Island predominantly follows a model of complaint-based enforcement seeking voluntary compliance. This means that once a complaint is received and a violation is confirmed residents are informed of the Bainbridge Island Municipal Code (BIMC) violation and provided education on the BIMC and encouraged to work collaboratively with staff to obtain compliance before punitive action is taken.

Enforcement of a revised sign code is expected to follow the same voluntary compliance format of enforcement. Signs are unique due to their highly visible nature and the possibility of safety issues surrounding placement. For this reason, sign enforcement would benefit from a City self-initiated form of code compliance in place of complaint-based enforcement.

I. Implementation Period – One Month

The revised sign code will be a change for residents and business owners. An implementation period will be needed to educate the public. This period will be crucial to educate sign users and allow time for those users to work through what compliance with the new regulation looks like. A period of one month would allow time for the City to provide public information. Outreach efforts may include information on our website, personal interaction with the business community, mailings and/or publication.

II. Continuing Enforcement

Although City staff strive to obtain voluntary compliance for code violations there are situations where additional enforcement is needed. Signs on the City right of way typically have two options for enforcement. One, City staff could issue a Notice of Infraction carrying a civil penalty for noncompliance or two, the signs can simply be removed from the City right of way and recovered from the City for a fee. Signs that are not claimed or signs repeatedly violating code would be disposed of.

III. Permit Options

Requiring a permit is one way to monitor and assure compliance of sign code regulations. The anticipated volume of temporary signs, like sandwich boards, that would require a permit could result in considerable staff time to review permits.

One option, in lieu of permitting, would be to designate locations or parameters for temporary sign display that do not require a permit. Businesses would then be held accountable for properly displaying signs without the continuing expense of permitting. One example of this process in practice is BIMC 12.36,

Retail Use of Sidewalks. This regulation allows for limited use of the public right of way without a permit and could easily be adopted to allow the safe display of sandwich board signs without the additional time/costs of permitting. For example, sandwich boards could be allowed within three feet of a commercial building so long as five feet of sidewalk remain clear for pedestrian travel. These signs could be limited by commercial frontage allowing for multiple signs so that out of the way establishments may work with their commercial neighbors to display in prime areas.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (8:10 PM) Process to Respond to Fire Code Issues Identified by Utility Advisory Committee - Executive,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

Discussion.

SUMMARY:

At the City Council study session on June 18, 2019, the Council received a report from the Utility Advisory Committee (UAC) that identified issues related to Fire Code standards and requirements. At that time, City staff requested the opportunity to consider what process would be best to review and respond to the concerns that were identified. Staff propose to respond to these issues as a component of the more comprehensive review and update to the City's Fire Code which is planned for 2020. The work to review and complete the Fire Code Update will be a joint effort between the Bainbridge Island Fire Department (BIFD) and City staff.

FISCAL IMPACT:

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

BACKGROUND:

At the City Council study session on June 18, 2019, the Council received a report from the Utility Advisory Committee (UAC) that identified issues related to Fire Code standards and requirements. At that time, City staff requested the opportunity to consider what process would be best to review and respond to the concerns that were identified.

City staff have reviewed the issues identified by the UAC, and have discussed such issues with personnel from the Bainbridge Island Fire Department (BIFD). The issues outlined in the UAC memo relate to fire flow/water supply. This topic can be complex, as fire flow relates to other issues and requirements such as fire code allowances for existing conditions, new construction, fire sprinkler incentives, etc.

In 2020, BIFD will be requesting that the City adopt the updated 2018 International Fire Code (IFC). This new Fire Code will include updated fire sprinkler requirements. BIFD intends to work closely with the City's Building Official and other staff on this process. The impacts from the City's adoption of the new IFC language will be beneficial due to many complex issues surrounding fire flow (or lack of) for existing conditions, new construction, wildland interface, and the Critical Areas Ordinance. Adoption of the new IFC will involve coordinated review and engagement between BIFD staff and the City's Building Official, as well as other City staff from Public Works and Planning. This coordinated approach between BIFD and the City will also be useful to assist in communicating key IFC changes to the construction community.

As part of the process to adopt the updated IFC, City staff will review the new IFC with the UAC in 2020 to solicit feedback and answer questions.

ATTACHMENTS:

[UAC Memo on Fire Codes - June 2019.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND
MEMORANDUM

TO: City Council
FROM: Utility Advisory Committee
DATE: May 9, 2018
SUBJECT: Recommendations on Fire and Other Municipal Codes Impacting Island Water Systems

Background

The COBI municipal code sections applicable to water systems understandably focuses on the City owned systems. Today's code is likely a holdover from when Winslow was the City. Today, there are 28 Class A¹ water systems on the island (two are owned by COBI and four owned by Kitsap Public Utility District) and approximately 155 Class B² water systems.

In 2016 the Utility Advisory Committee responded to concerns that small rural water systems were forestalled from upgrading due to interpretation of the BIMC and construction requirements by recommending the inclusion of a policy in the Utility Element of the Comprehensive Plan to encourage cost effective upgrades of water systems to improve both water quality and possibly fire flow.

The City Council thereafter adopted the following Policy as part of the Utilities Element of the Comprehensive Plan:

Policy U11.5: Adopt standards that differentiate between urban and non-urban density fire flow requirements. A differential policy is needed to promote cost effective water system upgrades by the many small water systems on the island.

In 2017, the City Council added implementation of this policy to the UAC's work plan. Accordingly, a subcommittee of the UAC began research on governmental regulations of upgrades of water systems serving single family residences in an effort to develop the standards and /or policy that would accomplish the goals of Policy U11.5.

The subcommittee's research included review of the current COBI Fire Code and other relevant City codes, review of fire codes from other jurisdictions, meetings with Bainbridge Island Fire Marshal Luke Carpenter, the Fire Marshal of Kitsap County, KPUD, City staff, and managers of various small water systems, and discussions with the Public Works Department regarding the City's Design and Construction Standards.

The subcommittee's research uncovered the following findings:

- 1) Water systems upgrades and improvements are subject to COBI's Fire Code, The City's Right of

¹ Having 15 or more connections or serving public schools.

² Having 3 to 14 connections.

Way Design and Construction Standards, and regulations contained in the Washington Administrative Code and promulgated by the Department of Ecology and the Department of Health's Office of Drinking Water.

- 2) There appears to be a differential review process by the City of Bainbridge Island with regard to water system projects. What governs the review process seems to be determined by :
 - a) Whether the system is owned by the City or one of the independent water purveyors such as KPUD,
 - b) Whether the water system construction/extension is in response to a building permit for new or remodeled structures, and
 - c) Whether the work will be performed in the City's right-of-way or private property.
- 3) BIMC sections that address water systems are:
 - a) BIMC Title 13, chapters 13.08, 13.10, 13.18, and 13.20 Public Services –Water – Codifies the policies and procedures of presumably the City owned water systems.
 - b) BIMC Title 20 Fire Code – Codifies requirements for buildings not water systems
 - c) BIMC Design and Construction Standards, sections 10-15 – Codifies construction practices and specifies materials for water system infrastructure in the city right-of-way.
- 4) BIMC Title 13 appears to apply to only City-owned water systems while Title 20 of the Fire Code applies to the entire Island. However, there are 11 references in Title 20 to Title 13. It is therefore unclear whether specific chapters of 13 that are referenced in Title 20 of the code apply to non-city systems.
- 5) Amendment B 105.1 of the COBI Fire Code,³ section 20.04.110, provides the foundation for fire flow requirements for one and two family dwellings of 3600 square feet or smaller at a rate of 1,000 gallons per minute. The section then provides various exceptions which are intended for construction where the mandated flow is not available. While the section does not provide for a required time period, the IFC code as adopted specifies one hour. Thus, this Code, by reference, implies a requirement that water systems have a fire flow storage capacity of 60,000 gallons.

In Addition to fire flow storage, the Department Health's Office of Drinking Water requires a water system to have sufficient water storage to provide for peak day service during an event.
- 6) The Design and Construction standards outlined in section 10-15 for the installation of water systems in the City Right-of-Way are extensive and appear to have been originally written for extensions to the Winslow system. However, as currently written, these standards can be construed to apply to independent water systems creating an undue burden on smaller systems outside of the City's Winslow core.

³ Based on the International Fire Code

- 7) Achieving the requirements of the fire code and the right-of-way code, as written, along with other jurisdictional codes may result in water system upgrade designs that are cost prohibitive for many of the water systems on the island. As a result, aging water systems may find the financial and physical requirements beyond their capacity. The unintended consequence of the current regulations may actually be impeding implementation of water quality and fire flow improvements and disaster preparedness.
- 8) Kitsap County's Fire Code amends the International Fire Code, the basis for all fire codes including COBI's Fire Code, to reduce the required fire flow requirements to 500 gallons per minute for 30 minutes. Apparently, many other communities do the same, and this standard is also contained in the Washington Survey and Ratings Bureau standards. This standard reduces the required fire flow storage to 15,000 gallons.
- 9) Based on discussions with the Fire Marshal and Public Works director, there is not currently an expectation that independent water systems comply with the standards as strictly interpreted.
- 10) While the current COBI Fire Code does not on its face provide for water systems to depart from the 1000 GPM fire flow standard based on size or capacity, former Fire Marshal Luke Carpenter used his discretion, as authorized under section B 103.1 of the IFC, to provide a more pragmatic and reasonable approach for single family residences under 5000 square feet. He permits construction of such a structure if the serving water system can provide 500 gallons per minute and further requires sprinklers for houses over 5000 square feet.
- 11) The Fire Department estimates that 40% of homes on Bainbridge island do not have access to a fire hydrant.
- 12) Pragmatically, the current governmental review process for water systems is different depending on whether the system is new, is connected to City, KPUD, or smaller preexisting water systems, or is served by an individual well. The level of City review is also affected by whether the water system work is to be performed in a City right of way.
- 13) When a water systems seeks to upgrade its facilities, there needs to be greater clarity and certainty about the review by the Planning Department, Public Works Department, and the Fire Marshal.

After drafting an initial proposal, the subcommittee had several meetings with the Utility Advisory Committee at large and with the Fire Marshals Carpenter and Moravec.

At these meetings the UAC and the Fire Marshals agreed that it would be useful to create a working group of various interested parties including representatives of Group A and B water systems and the Fire Marshal to focus on these issues so as to encourage better fire safety on the island. Also, there was a recommendation that a member of the City Public Works Department attend these meetings to assist with any questions regarding the City's Design and Construction Standards.

Fire Marshal Carpenter also noted that the International Fire Code is due to be revised in 2018 and by the City in 2019, and the working group could provide input about any and all issues that smaller water systems were encountering in following the fire and other municipal codes when upgrading their systems.

The objective of these meetings would be to work with the Fire Marshal and the Public Works

systems to improve water quality and fire flow where possible.

UAC Recommendations:

1. Assemble a working group of Group A and B representatives to discuss their concerns with the Fire Marshal and the city's Public Works department.
2. Clarify Code section BIMC 20.04.110 to reflect the Fire Marshal's actual current approach for residential construction. See Background #13 above.
3. Review and update the fire code standards ~~that~~ to provide clarity for both new developments and water systems seeking to upgrade their facilities.
4. Review and clarify Utilities and Right of Way uses section 10-15 water line requirements.
5. Review and provide clarity regarding BIMC 13 sections on water as to its impact, if any, on non-city owned systems.
6. Revise and map current and projected infrastructure to determine areas that can be upgraded.
7. Work with City staff, major water systems and the fire marshal to develop uniform water system standards for design, construction, and fire flow for island water systems. These standards need to be sensitive to the limitations of small water systems

Approved unanimously at the Utility Advisory Meeting of May 9, 2018



Co-Chair Andrew Maron



Co-Chair Jeff Kanter

Jim Thrash

Nancy Nolan

Emily Sato

Steve Johnson

Ted Jones

Attachments: Excerpts from Bainbridge Island Comprehensive Plan and Code sections of other jurisdictions

Additional Comprehensive Plan Policies -

Policy U 11.6 - “Encourage and support water utilities to enter into cooperative activities, such as jointly managed operations, shared storage, and construction of interties, to manage water resources and systems more efficiently, economically, and safely.”

And,

Policy U 11.7 - “Encourage and facilitate consolidation of water systems, with particular emphasis on mergers of contiguous and small systems, to manage water resources and systems more efficiently, economically, and safely.”

Kitsap County

Municipal Code B105.1 One – and two- family dwellings. The minimum fire-flow requirements for one- and two – family dwellings in subdivisions shall be 500 gallons per minute for thirty (30) minutes.

Developments of 6 homes or less, not exceeding 3,600 sq. ft. are not required to provide fire flow.–
(based on discussion with Morgan Johnson, general manager of Silverdale Water District)

Mason County Interim Fire Flow Standards for Group A Public Water Systems, Existing Residential Development -

- Fire suppression storage shall be based on a minimum of 500 gallons per minute (gpm) flow for 30 minutes duration, which equates to 15,000 gallons for fire protection, and is also consistent with stipulations in the State Water System Coordination Act. The minimum dedicated fire suppression storage volume at any time shall not be less than 15,000 gallons. This minimum would be in addition to other storage volumes required for public water systems under the state drinking water rules and design requirements.
- If water is provided from other sources for fire control purposes, the gallon requirements for fire storage requirement may be reduced by 25%.

King County recognizes a differential requirement based on the following:

17.08.030 Exemptions.

A. The following permits and approvals are exempt from the water flow and fire hydrant requirements of this chapter. These exemptions do not exempt any development from compliance with the requirements of state law.

1. Subdivisions and short subdivisions located outside an Urban Growth Area designated by the King County comprehensive Plan and that do not contain a lot less than thirty-five thousand square feet in size.

4. Building permits for structures that:

a. do not exceed two-thousand-five hundred square feet in floor area (excluding garage);

b. are served by a Group B water system; and

c. are located outside an Urban Growth Area.

5. Building permits for structures that exceed the two-thousand-five hundred square feet limit provided for in subsection A.4.a. of this section, but comply with subsection A.4.b. and c. of this section, shall be exempt from this chapter if the fire marshal determines that the project will not create a substantial fire hazard.

B. The fire marshal shall have the authority to impose conditions including, but not limited to, increased setbacks, use of fire retardant materials or sprinkler system requirements on permits exempt under subsection A. of this section where necessary to mitigate identified fire hazards.

Thurston County exempts private water systems from meeting the code as flows:

Thurston County 14.32.110 - Section 507 amended—Fire protection water supplies.

International Fire Code sections 507.1, 507.2, 507.3 and 507.5.1 are amended, and section 507.6 is added to read as follows:

507.1 Required water supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings, or portions of buildings are hereafter constructed, or are converted from a single/two family dwelling or townhome to a non-residential use, or are substantially improved or moved into or within the jurisdiction.

Exceptions:

1. Group U Occupancies.

2. Private residences, townhouses and their accessory structures not served by a municipal water supply. However, if a municipal water system supplies hydrants for group R-3 and U occupancies, the hydrants shall comply with Appendix C as amended by Thurston County.

(Group A and B water systems are not considered municipal water supplies)



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (8:25 PM) Ordinance No. 2019-21, Banning the Use of Consumer Fireworks on Bainbridge Island - Executive,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to forward Ordinance No. 2019-21 for approval with the October 8, 2019 Consent Agenda.

SUMMARY:

At the City Council study session on June 18, 2019, the City Council expressed interest in considering a future ban on fireworks. The attached Ordinance No. 2019-21 eliminates the current six-hour window on July 4 of each year, during which fireworks may be discharged. It would also prohibit the sale of fireworks within the City. Ordinance No. 2019-21 would still allow public fireworks displays if a permit is obtained from the fire marshal.

FISCAL IMPACT:

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

BACKGROUND: State law, Chapter 70.77 RCW and Chapter 212-17 WAC, generally regulates the transfer, sale, possession, use, and discharge of fireworks within Washington State. However, under Chapter 70.77 RCW, the City Council is authorized to adopt local fireworks ordinances that are more restrictive than state law, provided that such ordinances do not take effect until at least one year after their adoption.

At the City Council study session on June 18, 2019, the City Council expressed interest in considering a future ban on fireworks. 213

The City's fireworks regulations are codified in Chapter 8.28 BIMC. In general, Chapter 8.28 BIMC currently regulates the sale and discharge of two categories of fireworks: "consumer fireworks" and "display fireworks." As the name suggests, "consumer fireworks" are those fireworks that, under state law, can be sold to consumers. In contrast, "display fireworks" are the bigger, more powerful fireworks used in large fireworks displays.

Currently, Chapter 8.28 BIMC allows the sale of "consumer fireworks" within the City between the hours of 12:00 PM and 11:00 PM on July 1 through July 4 each year and allows the discharge of "consumer fireworks" within the City for a six-hour period on July 4 of each year.

If approved, Ordinance No. 2019-21 would amend Chapter 8.28 BIMC to prohibit both the sale and discharge of consumer fireworks within the city.

Regarding "display fireworks," Chapter 8.28 BIMC allows public or private displays of display fireworks to occur if a permit from the fire marshal is obtained. As drafted, Ordinance No. 2019-21 does not propose to change this option, but does propose several housekeeping changes to the language of Chapter 8.28 BIMC.

Attached is both a clean and track changes version of Ordinance No. 2019-21. The track changes version shows the changes proposed to the current Chapter 8.28 BIMC.

ATTACHMENTS:

[Ordinance No. 2019-21, Banning the Sale and Use of Consumer Fireworks on Bainbridge Island - Track Changes](#)

[Ordinance No. 2019-21, Banning the Sale and Use of Consumer Fireworks on Bainbridge Island - Clean](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2019-21

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the transfer, sale, possession, use, or discharge of fireworks; repealing and replacing Chapter 8.28 of the Bainbridge Island Municipal Code (BIMC).

WHEREAS, the City Council is concerned about public safety and desires to protect the public from injuries and fires resulting from fireworks; and

WHEREAS, the City Council is concerned about the impacts of fireworks on the environment and desires to minimize such impacts; and

WHEREAS, state law, Chapter 70.77 RCW and Chapter 212-17 WAC, generally regulates the transfer, sale, possession, use, and discharge of fireworks within Washington State; and

WHEREAS, under Chapter 70.77 RCW, the City Council is authorized to adopt local fireworks ordinances that are more restrictive than state law, provided that such an ordinance does not take effect until at least one year after its adoption; and

WHEREAS, the City Council now desires to prohibit the transfer, sale, possession, use, and discharge of consumer fireworks within the City of Bainbridge Island.

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

Section 1. Chapter 8.28 of the Bainbridge Island Municipal Code is hereby repealed and replaced as shown on **Exhibit A**, which is attached hereto and made a part hereof by this reference.

Section 2. In accordance with RCW 70.77.250(4), this ordinance shall take effect and be in force one year from the date of 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:	September 20, 2019
PASSED BY THE CITY COUNCIL:	
PUBLISHED:	
EFFECTIVE DATE:	
ORDINANCE NUMBER:	2019-21

Exhibit A: Chapter 8.28 BIMC

Exhibit A

Chapter 8.28 Fireworks

Sections:

8.28.010	Definitions.
8.28.020	<u>Consumer fireworks</u> Date and times when sale or discharge of consumer fireworks permitted.
8.28.030	Acts prohibited without a permit.
8.28.040	<u>Display fireworks</u> Application for public/private fireworks display.
8.28.050	Standards for public/private fireworks displays.
8.28.060	Special effects for entertainment media.
8.28.070	Acts not prohibited – Signal purposes, forest protection, etc.
8.28.080	Sales from temporary stands required.
8.28.090	Standards for fireworks stands and transportation and temporary storage of fireworks.
8.28.100	Prohibition due to extreme fire danger.
8.28.110	Applicability.
8.28.120	Chapter in connection with state law.
8.28.130	Enforcement.
8.28.140	Penalty for violations.

8.28.010 Definitions.

A. “Fireworks” means any composition or device designed to produce a visible or an audible effect by combustion, deflagration, or detonation, and which meets the definition of “articles pyrotechnic” as set forth in RCW 70.77.138, or “consumer fireworks” or “display fireworks.”

B. “Public display” means an entertainment feature where the public is invited, admitted, ~~and~~ or permitted to view the display or discharge of display fireworks.

C. “Private display” means an entertainment feature where the public is not invited, admitted, ~~and~~ or permitted to view the display or discharge of display fireworks.

D. “Special effects,” pursuant to RCW 70.77.146, means any combination of chemical elements or chemical compounds capable of burning independently of the oxygen in the atmosphere, and designed and intended to produce an audible, visual, mechanical, or thermal effect as an integral part of a motion picture, radio, television, theatrical or opera production, or live entertainment.

E. “Trick or novelty devices” shall have the same meaning as provided in WAC 212-17-025.

EF. “Display fireworks” shall have the same meaning as provided in RCW 70.77.131.
means large fireworks designed primarily for display and classified as such by the U.S.
Department of Transportation, as further set forth in RCW 70.77.131 and WAC 212-17-
04

FG. “Extreme fire danger” means a period of hot, dry weather accompanied by low fuel
moistures. It is during this period that wildland fires can be expected and fire growth will
be accelerated.

GH. “Fire marshal” means the fire marshal of the Bainbridge Island Fire Department, ~~fire~~
~~department~~ or his or her designee.

HI. “Consumer fireworks” shall have the same meaning as provided in RCW 70.77.136,
and the term shall include the devices outlined as examples of consumer fireworks in
WAC 212-17-025. means any fireworks designed primarily to produce visible or audible
effects by combustion as defined by RCW 70.77.136, and includes the following:

1. Ground and handheld sparkling devices, dipped sticks, sparklers, cylindrical fountains,
cone fountains, illuminating torches, wheels, ground spinners and flitter sparklers as
those terms are defined by WAC 212-17-035;

2. Smoke devices as defined by WAC 212-17-035;

3. Helicopters, aeriels, spinners, Roman candles, mines and shells, and mortars as those
terms are defined by WAC 212-17-035;

4. Division 1.4G explosives classified on January 1, 1984, as consumer fireworks by the
United States Department of Transportation, except that the term does not include
firecrackers, salutes, chasers, skyrockets and missile type rockets.

8.28.020 -Consumer fireworks~~Date and times when sale or discharge of consumer~~
~~fireworks permitted.~~

The transfer, sale, possession, use, or discharge of consumer fireworks is prohibited within the city.

~~A. Consumer fireworks may be sold by state-licensed and permitted vendors within the city between the hours of 12:00 noon and 11:00 p.m. July 1st through July 4th.~~

~~B. Consumer fireworks may be discharged within the city between the hours of 5:00 p.m. and 11:00 p.m. on July 4th~~

~~8.28.030 Acts prohibited without a permit.~~

~~No person shall do any of the following acts in the city without having first obtained and having in full force and effect a valid permit issued by the fire marshal to do so:~~

~~A. Manufacture, import, possess or sell any fireworks, including agricultural and wildlife fireworks, at wholesale or retail for any use; provided, however, no permit is required for the possession or use of consumer fireworks lawfully purchased at retail;~~

~~B. Discharge special fireworks at any place; or~~

~~C. Make a public or private display of fireworks other than consumer fireworks during legal discharge times.~~

~~8.28.040 Application for public/private fireworks display~~Display fireworks.

A. Except as allowed under this section, the transfer, sale, possession, use, or discharge of display fireworks is prohibited within the city.

B. No person shall hold, conduct, or operate a public display or a private display of display fireworks in the city without having first obtained a valid permit issued by the fire marshal to do so.

C. Applications for a permit to hold, conduct, or operate a public display or a /private display of display fireworks; ~~other than consumer fireworks~~, shall be made to the fire marshal at least 10 days prior to the scheduled event. Applicants shall meet all qualifications and permit requirements of state law regarding public display of fireworks and all fire and safety requirements as set forth in the standards for public displays under ~~per~~ Chapter 70.77 RCW, the fire code adopted in Chapter 20.04 BIMC, and all applicable

National Fire Protection Association standards. If the application is approved, the applicant shall comply with all conditions listed in the permit issued by the fire marshal.

~~8.28.050 Standards for public/private fireworks displays.~~

~~All public or private fireworks displays shall conform to the following:~~

~~A. A permit issued by the fire marshal in accordance with BIMC 8.28.040 must be obtained.~~

~~B. Compliance with all conditions listed in the permit issued by the fire marshal.~~

8.28.060 Special effects for entertainment media.

This chapter does not prohibit the assembling, compounding, use, and display of special effects of whatever nature by any person engaged in the production of motion pictures, radio or television productions, theatricals, or operas when such use and display is a necessary part of the production and such person possesses a valid permit issued by the fire marshal to purchase, possess, transport, or use such fireworks, and meets the requirements of BIMC 8.28.040 ~~and 8.28.050.~~

8.28.070 Acts not prohibited – Signal purposes, forest protection, etc.

This chapter does not prohibit the use of flares or fuses in connection with the operation of motor vehicles, motor or sail vessels, or other transportation agencies for signal purposes or illumination or for use in forest protection activities or those uses described in RCW 70.77.311.

~~8.28.080 Sales from temporary stands required.~~

~~All sales of consumer fireworks shall be from temporary stands, which shall not be erected prior to the eighteenth day of June of any year and which shall be removed not later than the tenth day of July of the same year.~~

~~8.28.090 Standards for fireworks stands and transportation and temporary storage of fireworks.~~

~~Construction, location, maintenance, use and cleanup of fireworks stands and related transportation and temporary storage of fireworks shall be done in accordance with~~

~~Chapter 70.77 RCW, Chapter 212-17 WAC Part V and all other applicable federal, state and local law. In addition, fireworks stands shall conform to the following conditions:~~

~~A. No fireworks stand shall be located within 100 feet of any other building or structure, nor within 500 feet of any gasoline station, oil storage tank, or premises where flammable liquids are kept or stored.~~

~~B. No fireworks stand shall be located within a radius of one-quarter mile from any other stand.~~

~~C. Fireworks stands shall be located only in those areas or zones within the city wherein commercial activities are authorized under the applicable zoning laws of the city. The sale of fireworks shall not be deemed an enlargement of an existing nonconforming use. No fireworks shall be sold in any residential area where a commercial enterprise does not exist.~~

~~D. Each fireworks stand shall have a provision for sufficient off-street parking, in the opinion of the fire marshal, to avoid impeding continuous flow of traffic at entrances and exits from the premises.~~

8.28.100 Prohibition due to extreme fire danger.

During periods of extreme fire danger, the fire marshal may prohibit the discharge of all fireworks within the city, regardless of whether or not such discharge would otherwise be allowed under this chapter.

8.28.110 Applicability.

The provisions of this chapter shall be applicable to the sales and use of all fireworks except toy paper caps containing not more than twenty-five-hundredths grain of explosive compound for each cap and trick or novelty devices ~~not classified as common fireworks~~that are not consumer or display fireworks.

8.28.120 Chapter in connection with state law.

This chapter is intended to augment Chapter 70.77 RCW, and shall be construed in connection with that law and any and all rules or regulations issued pursuant thereto.

8.28.130 Enforcement.

Commissioned law enforcement officers of the Bainbridge Island police department are authorized to enforce all provisions of this chapter except those provisions where enforcement authority is explicitly provided to the fire marshal.

8.28.140 Penalty for violations.

A. Except as provided in subsection B of this section, conduct made unlawful by this section shall be a civil infraction and is subject to a monetary penalty and a default amount of \$500.00 plus statutory assessments. A civil infraction under this section shall be processed in the manner set forth in Chapter 7.80 RCW.

B. Any person who continues to be in violation of this section after receiving a notice of infraction pursuant to subsection A of this section, or who again violates this section within 12 months after receiving a notice of infraction pursuant to subsection A of this section, commits a misdemeanor and any person who is convicted thereof shall be punished by a fine not to exceed \$1,000, or by imprisonment in jail for a term not exceeding 90 days, or by both such fine and imprisonment.

C. In addition to the penalties provided in subsections A and B of this section, the fire marshal and commissioned law enforcement officers of the Bainbridge Island police department may seize and dispose of fireworks that are possessed, sold, purchased, offered for sale, ~~and~~ or used in violation of this chapter according to the seizure and forfeiture procedures contained in RCW 70.77.435 and 70.77.440.

ORDINANCE NO. 2019-21

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the transfer, sale, possession, use, or discharge of fireworks; repealing and replacing Chapter 8.28 of the Bainbridge Island Municipal Code (BIMC).

WHEREAS, the City Council is concerned about public safety and desires to protect the public from injuries and fires resulting from fireworks; and

WHEREAS, the City Council is concerned about the impacts of fireworks on the environment and desires to minimize such impacts; and

WHEREAS, state law, Chapter 70.77 RCW and Chapter 212-17 WAC, generally regulates the transfer, sale, possession, use, and discharge of fireworks within Washington State; and

WHEREAS, under Chapter 70.77 RCW, the City Council is authorized to adopt local fireworks ordinances that are more restrictive than state law, provided that such an ordinance does not take effect until at least one year after its adoption; and

WHEREAS, the City Council now desires to prohibit the transfer, sale, possession, use, and discharge of consumer fireworks within the City of Bainbridge Island.

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

Section 1. Chapter 8.28 of the Bainbridge Island Municipal Code is hereby repealed and replaced as shown on **Exhibit A**, which is attached hereto and made a part hereof by this reference.

Section 2. In accordance with RCW 70.77.250(4), this ordinance shall take effect and be in force one year from the date of 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: September 20, 2019

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NUMBER: 2019-21

Exhibit A: Chapter 8.28 BIMC

Exhibit A

Chapter 8.28 Fireworks

Sections:

8.28.010	Definitions.
8.28.020	Consumer fireworks .
8.28.040	Display fireworks
8.28.060	Special effects for entertainment media.
8.28.070	Acts not prohibited – Signal purposes, forest protection, etc.
8.28.100	Prohibition due to extreme fire danger.
8.28.110	Applicability.
8.28.120	Chapter in connection with state law.
8.28.130	Enforcement.
8.28.140	Penalty for violations.

8.28.010 Definitions.

A. “Fireworks” means any composition or device designed to produce a visible or an audible effect by combustion, deflagration, or detonation, and which meets the definition of “articles pyrotechnic” as set forth in RCW 70.77.138, or “consumer fireworks” or “display fireworks.”

B. “Public display” means an entertainment feature where the public is invited, admitted, or permitted to view the display or discharge of display fireworks.

C. “Private display” means an entertainment feature where the public is not invited, admitted, or permitted to view the display or discharge of display fireworks.

D. “Special effects,” pursuant to RCW 70.77.146, means any combination of chemical elements or chemical compounds capable of burning independently of the oxygen in the atmosphere, and designed and intended to produce an audible, visual, mechanical, or thermal effect as an integral part of a motion picture, radio, television, theatrical or opera production, or live entertainment.

E. “Trick or novelty devices” shall have the same meaning as provided in WAC 212-17-025.

F. “Display fireworks” shall have the same meaning as provided in RCW 70.77.131.

G. “Extreme fire danger” means a period of hot, dry weather accompanied by low fuel moistures. It is during this period that wildland fires can be expected and fire growth will be accelerated.

H. “Fire marshal” means the fire marshal of the Bainbridge Island Fire Department, or his or her designee.

I. “Consumer fireworks” shall have the same meaning as provided in RCW 70.77.136, and the term shall include the devices outlined as examples of consumer fireworks in WAC 212-17-025.

8.28.020 Consumer fireworks.

The transfer, sale, possession, use, or discharge of consumer fireworks is prohibited within the city.

8.28.040 Display fireworks.

A. Except as allowed under this section, the transfer, sale, possession, use, or discharge of display fireworks is prohibited within the city.

B. No person shall hold, conduct, or operate a public display or a private display of display fireworks in the city without having first obtained a valid permit issued by the fire marshal to do so.

C. Applications for a permit to hold, conduct, or operate a public display or a private display of display fireworks shall be made to the fire marshal at least 10 days prior to the scheduled event. Applicants shall meet all qualifications and permit requirements of state law regarding public display of fireworks and all fire and safety requirements as set forth in the standards for public displays under Chapter 70.77 RCW, the fire code adopted in Chapter 20.04 BIMC, and all applicable National Fire Protection Association standards. If the application is approved, the applicant shall comply with all conditions listed in the permit issued by the fire marshal.

8.28.060 Special effects for entertainment media.

This chapter does not prohibit the assembling, compounding, use, and display of special effects of whatever nature by any person engaged in the production of motion pictures, radio or television productions, theatricals, or operas when such use and display is a necessary part of the production and such person possesses a valid permit issued by the fire marshal to purchase, possess, transport, or use such fireworks, and meets the requirements of BIMC 8.28.040.

8.28.070 Acts not prohibited – Signal purposes, forest protection, etc.

This chapter does not prohibit the use of flares or fuses in connection with the operation of motor vehicles, motor or sail vessels, or other transportation agencies for signal purposes or illumination or for use in forest protection activities or those uses described in RCW 70.77.311.

8.28.100 Prohibition due to extreme fire danger.

During periods of extreme fire danger, the fire marshal may prohibit the discharge of all fireworks within the city, regardless of whether or not such discharge would otherwise be allowed under this chapter.

8.28.110 Applicability.

The provisions of this chapter shall be applicable to the sales and use of all fireworks except toy paper caps containing not more than twenty-five-hundredths grain of explosive compound for each cap and trick or novelty devices that are not consumer or display fireworks.

8.28.120 Chapter in connection with state law.

This chapter is intended to augment Chapter 70.77 RCW and shall be construed in connection with that law and any and all rules or regulations issued pursuant thereto.

8.28.130 Enforcement.

Commissioned law enforcement officers of the Bainbridge Island police department are authorized to enforce all provisions of this chapter except those provisions where enforcement authority is explicitly provided to the fire marshal.

8.28.140 Penalty for violations.

A. Except as provided in subsection B of this section, conduct made unlawful by this section shall be a civil infraction and is subject to a monetary penalty and a default amount of \$500.00 plus statutory assessments. A civil infraction under this section shall be processed in the manner set forth in Chapter 7.80 RCW.

B. Any person who continues to be in violation of this section after receiving a notice of infraction pursuant to subsection A of this section, or who again violates this section within 12 months after receiving a notice of infraction pursuant to subsection A of this section, commits a misdemeanor and any person who is convicted thereof shall be punished by a fine not to exceed \$1,000, or by imprisonment in jail for a term not exceeding 90 days, or by both such fine and imprisonment.

C. In addition to the penalties provided in subsections A and B of this section, the fire marshal and commissioned law enforcement officers of the Bainbridge Island police department may seize and dispose of fireworks that are possessed, sold, purchased, offered for sale, or used in violation of this chapter according to the seizure and forfeiture procedures contained in RCW 70.77.435 and 70.77.440.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:40 PM) Bond Delegation Ordinance No. 2019-22 Relating to the Sale of \$8.0 Million in 2019 Limited Tax General Obligation Bonds and \$3.0 Million in Refunding 2007 and 2008 Limited Tax General Obligation Bonds - Finance,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

I move to appoint the Finance Director, or the Deputy City Manager or City Manager in the absence of the Finance Director, as the City's designated representative and authorize the designated representative to conduct the sale of bonds when the terms are deemed the most advantageous to the City.

SUMMARY:

Under state law, the legislative body needs to approve all debt. City Councils are required to adopt an ordinance approving debt. State law permits the Council to set parameters for the bonds (maximum principal amount, interest rate, sale price, etc.) and to delegate to staff the authority to choose the method of sale and set the final terms of the bonds. This ordinance authorizes both the sale of \$8.0 million in 2019 Limited Tax General Obligation bonds and \$3.0 million in refunding 2007 and 2008 Limited Tax General Obligation bonds.

FISCAL IMPACT:

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

BACKGROUND:

The estimated \$20 million Police and Municipal Court Building project is one of the most significant capital facility projects that the City will complete in the near future. On July 9, 2019, the City Council approved the staff recommended approach in funding \$12.0 million from existing funds, and \$8.0 million in Councilmanic debt.

Current estimates show that the debt service for \$8.0 million in LTGO bonds will be roughly \$550,000 per year for 20 years. The City intends to issue bonds before the end of 2019 to support the timely delivery of the project.

In addition, a preliminary analysis performed by D.A. Davidson and Company and presented to the Council on September 3, 2019 indicates the City has an opportunity to refund approximately \$3.0 million in outstanding 2007 and 2008 LTGO bonds at lower interest rates. These bonds are set to mature in the years 2027 and 2028. Refunding bonds is a procedure whereby an issuer refinances an outstanding bond issue and replaces the existing bond debt with new bonds at a lower interest rate under essentially the same terms and conditions. No additional net debt is incurred by the City under this process. The current market rates are near a 40 year low and at a point where the total savings net of costs is approximately \$275,000 total over the remaining life of the bonds. The City intends to issue refunding bonds in early 2020 to take advantage of the lower interest rate and savings opportunity. Savings will be further enhanced by sharing certain bond issuance costs with the Police and Municipal Court Building project bond sale.

ATTACHMENTS:

[Bond Ordinance No. 2019-22 City of Bainbridge Island LTGO 2019 LTGO Ref 2019](#)

FISCAL DETAILS: Not applicable.

Fund Name(s): Capital Construction Fund

Coding:

CITY OF BAINBRIDGE ISLAND, WASHINGTON

ORDINANCE NO. 2019-22

AN ORDINANCE of the City of Bainbridge Island, Washington, providing for the issuance of not to exceed \$11,500,000 aggregate principal amount of limited tax general obligation and refunding bonds to finance a portion of the construction of a public safety and municipal court facility and to refund certain outstanding limited tax general obligation bonds of the City; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for other related matters.

Passed October ____, 2019

This document prepared by:

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**The cover page, table of contents and section headings of this ordinance are for convenience of reference only, and shall not be used to resolve any question of interpretation of this ordinance.*

CITY OF BAINBRIDGE ISLAND, WASHINGTON

ORDINANCE NO. 2019-22

AN ORDINANCE of the City of Bainbridge Island, Washington, providing for the issuance of not to exceed \$11,500,000 aggregate principal amount of limited tax general obligation and refunding bonds to finance a portion of the construction of a public safety and municipal court facility and to refund certain outstanding limited tax general obligation bonds of the City; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for other related matters.

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

Section 1. Definitions. As used in this ordinance, the following capitalized terms shall have the following meanings:

(a) “*Acquired Obligations*” means those United States Treasury Certificates of Indebtedness, Notes, and Bonds--State and Local Government Series and other direct, noncallable obligations of the United States of America purchased to accomplish the refunding of the Refunded Bonds as authorized by this ordinance.

(b) “*Authorized Denomination*” means \$5,000 or any integral multiple thereof within a maturity of a Series.

(c) “*Beneficial Owner*” means, with respect to a Bond, the owner of any beneficial interest in that Bond.

(d) “*Bond*” means each bond issued pursuant to and for the purposes provided in this ordinance.

(e) “*Bond Counsel*” means the firm of Foster Pepper PLLC, its successor, or any other attorney or firm of attorneys selected by the City with a nationally recognized standing as bond counsel in the field of municipal finance.

(f) “*Bond Fund*” means the Limited Tax General Obligation and Refunding Bond Fund, 2019, of the City created for the payment of the principal of and interest on the Bonds.

(g) “*Bond Purchase Agreement*” means an offer to purchase a Series of the Bonds, setting forth certain terms and conditions of the issuance, sale and delivery of those Bonds, which offer is authorized to be accepted by the Designated Representative on behalf of the City, if consistent with this ordinance.

(h) “*Bond Register*” means the books or records maintained by the Bond Registrar for the purpose of identifying ownership of each Bond.

(i) “*Bond Registrar*” means the Fiscal Agent, or any successor bond registrar selected by the City.

(j) “*City*” means the City of Bainbridge Island, Washington, a municipal corporation duly organized and existing under the laws of the State.

(k) “*City Council*” means the legislative authority of the City, as duly and regularly constituted from time to time.

(l) “*Code*” means the United States Internal Revenue Code of 1986, as amended, and applicable rules and regulations promulgated thereunder.

(m) “*DTC*” means The Depository Trust Company, New York, New York, or its nominee.

(n) “*Designated Representative*” means the officer of the City appointed in Section 4 of this ordinance to serve as the City’s designated representative in accordance with RCW 39.46.040(2).

(o) “*Final Terms*” means the terms and conditions for the sale of a Series of the Bonds including the amount, date or dates, denominations, interest rate or rates (or mechanism for determining interest rate or rates), payment dates, final maturity, redemption rights, price, and other terms or covenants, including minimum savings for refunding bonds (if the refunding bonds are issued for savings purposes).

(p) “*Fiscal Agent*” means the fiscal agent of the State, as the same may be designated by the State from time to time.

(q) “*Government Obligations*” has the meaning given in RCW 39.53.010, as now in effect or as may hereafter be amended.

(r) “*Issue Date*” means, with respect to a Bond, the date of initial issuance and delivery of that Bond to the Purchaser in exchange for the purchase price of that Bond.

(s) “*Letter of Representations*” means the Blanket Issuer Letter of Representations between the City and DTC, dated December 10, 1998, as it may be amended from time to time, and any successor or substitute letter relating to the operational procedures of the Securities Depository.

(t) “*MSRB*” means the Municipal Securities Rulemaking Board.

(u) “*Official Statement*” means an offering document, disclosure document, private placement memorandum or substantially similar disclosure document provided to purchasers and potential purchasers in connection with the initial offering of a Series of the Bonds in conformance with Rule 15c2-12 or other applicable regulations of the SEC.

(v) “*Owner*” means, without distinction, the Registered Owner and the Beneficial Owner.

(w) “*Pricing Certificate*” means the certificate of a Designated Representative with the Final Terms of the Bonds.

(x) “*Project*” means construction of a public safety and municipal court facility, and other capital purposes, as deemed necessary and advisable by the City. Incidental costs incurred in connection with carrying out and accomplishing the Project, consistent with RCW 39.46.070, may be included as costs of the Project. The Project includes acquisition, construction and installation of all necessary furniture, equipment, apparatus, accessories, fixtures and appurtenances.

(y) “*Project Fund*” means the fund or account designated or created by the Director of Finance and Administrative Services for the purpose of depositing Bond proceeds to carry out the Project.

(z) “*Purchaser*” means Piper Jaffray & Co, or such other corporation, firm, association, partnership, trust, bank, financial institution or other legal entity or group of entities selected by the Designated Representative to serve as purchaser in a private placement or underwriter in a negotiated sale of any Series of the Bonds.

(aa) “*Rating Agency*” means any nationally recognized rating agency then maintaining a rating on the Bonds at the request of the City.

(bb) “*Record Date*” means the Bond Registrar’s close of business on the 15th day of the month preceding an interest payment date. With respect to redemption of a Bond prior to its maturity, the Record Date shall mean the Bond Registrar’s close of business on the date on which the Bond Registrar sends the notice of redemption in accordance with Section 9.

(cc) “*Refunded Bonds*” means all or a portion of the Refunding Candidates selected by the Designated Representative to be refunded with proceeds of a Series of the Bonds and included in a Refunding Plan.

(dd) “*Refunding Candidates*” means the outstanding 2007 Bonds maturing in the years 2021, 2023, 2025 and 2027, and the outstanding 2008 Bonds maturing in the years 2024 and 2028, the refundings of which has been provided for by this ordinance.

(ee) “*Refunding Plan*” means:

(1) the placement of sufficient proceeds of a Series of the Bonds which, with other money of the City, if necessary, will acquire the Acquired Obligations to be deposited, with cash, if necessary, with the Refunding Trustee;

(2) the payment of the principal of and interest on the Refunded Bonds when due up to and including such date or dates as determined by the Designated Representative, and the call, payment, and redemption on such date or dates, of all of the then-outstanding Refunded Bonds at a price of par; and

(3) may include the payment of the costs of issuing a Series of the Bonds and the costs of carrying out the foregoing elements of the Refunding Plan.

(ff) “*Refunding Trust Agreement*” means a Refunding Trust Agreement between the City and the Refunding Trustee.

(gg) “*Refunding Trustee*” means U.S. Bank National Association of Seattle, Washington, or any successor trustee or escrow agent serving as refunding trustee to carry out the Refunding Plan.

(hh) “*Registered Owner*” means, with respect to a Bond, the person in whose name that Bond is registered on the Bond Register. For so long as the City utilizes the book-entry only system for the Bonds under the Letter of Representations, Registered Owner shall mean the Securities Depository.

(ii) “*Rule 15c2-12*” means Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934, as amended.

(jj) “*SEC*” means the United States Securities and Exchange Commission.

(kk) “*Securities Depository*” means DTC, any successor thereto, any substitute securities depository selected by the City that is qualified under applicable laws and regulations to provide the services proposed to be provided by it, or the nominee of any of the foregoing.

(ll) “*Series of the Bonds*” or “*Series*” means a series of the Bonds issued pursuant to this ordinance.

(mm) “*State*” means the State of Washington.

(nn) “*Term Bond*” means each Bond designated as a Term Bond and subject to mandatory redemption in the years and amounts set forth in the Bond Purchase Agreement.

(oo) “*2007 Bonds*” means the Limited Tax General Obligation Bonds, 2007 of the City, issued pursuant to Ordinance No. 2007-42.

(pp) “*2008 Bonds*” means the Limited Tax General Obligation Bonds, 2008 of the City, issued pursuant to Ordinance No. 2008-25.

(qq) “*Undertaking*” means the undertaking to provide continuing disclosure entered into pursuant to Section 19 of this ordinance.

Section 2. Findings and Determinations. The City takes note of the following facts and makes the following findings and determinations:

(a) *Authority and Description of Project.* The City is in need of a public safety and municipal court facility. The total expected cost of the Project is approximately \$20,000,000. The City Council therefore finds that it is in the best interests of the City to carry out the Project.

(b) *Authority and Description of the Refunding Plan.*

(1) Pursuant to Ordinance No. 2007-42, the City issued its \$4,120,000 par value Limited Tax General Obligation Bonds, 2007 (the “2007 Bonds”), for the purpose of paying or reimbursing the City for the purchase of certain open space properties and financing streetscape, street and parking related improvements, and by that ordinance reserved the right to redeem the 2007 Bonds maturing on and after December 1, 2019, prior to their maturity on or after December 1, 2017, at price of par plus accrued interest to the date fixed for redemption (the “2007 Refunding Candidates”).

(2) There are presently \$2,045,000 par value of 2007 Refunding Candidates outstanding.

(3) Pursuant to Ordinance No. 2008-25, the City issued its \$1,770,000 par value Limited Tax General Obligation Bonds, 2008 (the “2008 Bonds”), for the purpose of financing or reimbursing the City for a portion of the cost of various capital projects included in the City’s 2008 capital facilities plan, and by that ordinance reserved the right to redeem the 2008 Bonds maturing on and after June 1, 2024, prior to their maturity on or after June 1, 2018, at price of par plus accrued interest to the date fixed for redemption (the “2008 Refunding Candidates,” and together with 2007 Refunding Candidates, the “Refunding Candidates”).

(4) There are presently \$985,000 par value of 2008 Refunding Candidates outstanding.

(5) After due consideration, it appears to the City Council that all or a portion of the Refunding Candidates may be refunded by a portion of the issuance and sale of the limited tax general obligation and refunding bonds authorized herein so that a savings will be effected by the difference between the principal and interest cost over the life of the portion of the Bonds used for the Refunding Plan and the principal and interest cost over the life of the Refunded Bonds but for such refunding, which refunding will be effected by carrying out the Refunding Plan.

(c) *Debt Capacity.* The maximum amount of indebtedness authorized by this ordinance is \$11,500,000. Based on the following facts, this amount is to be issued within the amount permitted to be issued by the City for general municipal purposes without a vote:

(1) The assessed valuation of the taxable property within the City as ascertained by the last preceding assessment for City purposes for collection in the calendar year 2019 is \$8,406,309,515.

(2) As of June 30, 2019, the City had limited tax general obligation indebtedness, consisting of bonds and loans outstanding in the principal amount of \$7,262,983, which is incurred within the limit of up to 1½% of the value of the taxable property within the City permitted for general municipal purposes without a vote.

(3) As of June 30, 2019, the City had unlimited tax general obligation indebtedness for capital purposes only outstanding in the principal amount of \$2,760,000 for acquiring or developing open space, park facilities, and capital facilities associated with economic development. The indebtedness described in this paragraph has been incurred with the approval

of the requisite proportion of the City's qualified voters at an election meeting the minimum turnout requirements, within the limit of up to 2½% of the value of the taxable property within the City for general municipal purposes (when combined with the outstanding limited tax general obligation indebtedness), 2½% for utility purposes and 2½% for open space, parks and economic development purposes.

(d) *The Bonds.* For the purpose of providing the funds necessary to finance the Project, carry out the Refunding Plan and to pay the costs of issuance and sale of the Bonds, the City Council finds that it is in the best interests of the City and its taxpayers to issue and sell the Bonds to the Purchaser, as approved by the City's Designated Representative consistent with this ordinance.

Section 3. Authorization of Bonds. The City is authorized to borrow money on the credit of the City and issue negotiable limited tax general obligation and refunding bonds evidencing indebtedness in one or more Series in the aggregate principal amount not to exceed \$11,500,000 to provide funds necessary to finance the Project, carry out the Refunding Plan and pay the costs of issuance and sale of the Bonds. The proceeds of the Bonds allocated to paying the cost of the Project shall be deposited as set forth in Section 8(b) of this ordinance and shall be used to carry out the Project, or a portion of the Project, in such order of time as the City determines is advisable and practicable. The proceeds of the Bonds allocated to paying the cost of the Refunding Plan shall be deposited as set forth in Sections 14 and 15 of this ordinance and shall be used to carry out the Refunding Plan.

Section 4. Description of the Bonds; Appointment of Designated Representative. The City Manager, Deputy City Manager and the Director of Finance and Administrative Services are each appointed as the Designated Representative of the City and are authorized and directed to conduct the sale of the Bonds in the manner and upon the terms deemed most advantageous to the City, and to approve the Final Terms of each Series of the Bonds, with such additional terms and covenants as the Designated Representative deems advisable, within the parameters set forth in Exhibit A, which is attached to this ordinance and incorporated by this reference.

Section 5. Bond Registrar; Registration and Transfer of Bonds.

(a) *Registration of Bonds.* Each Bond shall be issued only in registered form as to both principal and interest and the ownership of each Bond shall be recorded on the Bond Register.

(b) *Bond Registrar; Duties.* The Fiscal Agent is appointed as initial Bond Registrar if the Bonds are sold by public sale. The Bond Registrar shall keep, or cause to be kept, sufficient books for the registration and transfer of the Bonds, which shall be open to inspection by the City at all times. The Bond Registrar is authorized, on behalf of the City, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of the Bonds and this ordinance, to serve as the City's paying agent for the Bonds and to carry out all of the Bond Registrar's powers and duties under this ordinance. The Bond Registrar shall be responsible for its representations contained in the Bond Registrar's Certificate of Authentication on each Bond. The Bond Registrar may become an Owner with the same rights it would have if it were not the Bond Registrar and, to the extent permitted by law, may act as depository for and permit any of its officers or directors

to act as members of, or in any other capacity with respect to, any committee formed to protect the rights of Owners.

If the Bonds are sold by private placement, the Designated Representative may select the Bond Registrar and set forth the registration procedures in the Pricing Certificate.

(c) *Bond Register; Transfer and Exchange.* The Bond Register shall contain the name and mailing address of each Registered Owner and the principal amount and number of each Bond held by each Registered Owner. A Bond surrendered to the Bond Registrar may be exchanged for a Bond or Bonds in any Authorized Denomination of an equal aggregate principal amount and of the same Series, interest rate and maturity. A Bond may be transferred only if endorsed in the manner provided thereon and surrendered to the Bond Registrar. Any exchange or transfer shall be without cost to the Owner or transferee. The Bond Registrar shall not be obligated to exchange any Bond or transfer registered ownership during the period between the applicable Record Date and the next upcoming interest payment or redemption date.

(d) *Securities Depository; Book-Entry Only Form.* If a Bond is to be issued in book-entry form, DTC shall be appointed as initial Securities Depository and each such Bond initially shall be registered in the name of Cede & Co., as the nominee of DTC. Each Bond registered in the name of the Securities Depository shall be held fully immobilized in book-entry only form by the Securities Depository in accordance with the provisions of the Letter of Representations. Registered ownership of any Bond registered in the name of the Securities Depository may not be transferred except: (i) to any successor Securities Depository; (ii) to any substitute Securities Depository appointed by the City; or (iii) to any person if the Bond is no longer to be held in book-entry only form. Upon the resignation of the Securities Depository, or upon a termination of the services of the Securities Depository by the City, the City may appoint a substitute Securities Depository. If (i) the Securities Depository resigns and the City does not appoint a substitute Securities Depository, or (ii) the City terminates the services of the Securities Depository, the Bonds no longer shall be held in book-entry only form and the registered ownership of each Bond may be transferred to any person as provided in this ordinance.

Neither the City nor the Bond Registrar shall have any obligation to participants of any Securities Depository or the persons for whom they act as nominees regarding accuracy of any records maintained by the Securities Depository or its participants. Neither the City nor the Bond Registrar shall be responsible for any notice that is permitted or required to be given to a Registered Owner except such notice as is required to be given by the Bond Registrar to the Securities Depository.

Section 6. Form and Execution of Bonds.

(a) *Form of Bonds; Signatures and Seal.* Each Bond shall be prepared in a form consistent with the provisions of this ordinance and State law. Each Bond shall be signed by the Mayor and the City Clerk, either or both of whose signatures may be manual or in facsimile, and the seal of the City or a facsimile reproduction thereof shall be impressed or printed thereon. If any officer whose manual or facsimile signature appears on a Bond ceases to be an officer of the City authorized to sign bonds before the Bond bearing his or her manual or facsimile signature is authenticated by the Bond Registrar, or issued or delivered by the City, that Bond nevertheless

may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the City as though that person had continued to be an officer of the City authorized to sign bonds. Any Bond also may be signed on behalf of the City by any person who, on the actual date of signing of the Bond, is an officer of the City authorized to sign bonds, although he or she did not hold the required office on its Issue Date.

(b) *Authentication.* Only a Bond bearing a Certificate of Authentication in substantially the following form, manually signed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this ordinance: “Certificate of Authentication. This Bond is one of the fully registered City of Bainbridge Island, Washington, Limited Tax General Obligation [Refunding] Bonds, 2019, described in the Bond Ordinance.” The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this ordinance.

Section 7. Payment of Bonds. Principal of and interest on each Bond shall be payable in lawful money of the United States of America. Principal of and interest on each Bond registered in the name of the Securities Depository is payable in the manner set forth in the Letter of Representations. Interest on each Bond not registered in the name of the Securities Depository is payable by electronic transfer on the interest payment date, or by check or draft of the Bond Registrar mailed on the interest payment date to the Registered Owner at the address appearing on the Bond Register on the Record Date. However, the City is not required to make electronic transfers except pursuant to a request by a Registered Owner in writing received on or prior to the Record Date and at the sole expense of the Registered Owner. Principal of each Bond not registered in the name of the Securities Depository is payable upon presentation and surrender of the Bond by the Registered Owner to the Bond Registrar. The Bonds are not subject to acceleration under any circumstances.

Section 8. Funds and Accounts; Deposit of Proceeds.

(a) *Bond Fund.* The Bond Fund is created as a special fund of the City for the sole purpose of paying principal of and interest and any redemption premium on the Bonds. Bond proceeds in excess of the amounts needed to pay the costs of the Project and the Refunding Plan and the costs of issuance, if any, shall be deposited into the Bond Fund. All amounts allocated to the payment of the principal of and interest on the Bonds shall be deposited in the Bond Fund as necessary for the timely payment of amounts due with respect to the Bonds. The principal of and interest on the Bonds shall be paid out of the Bond Fund. Until needed for that purpose, the City may invest money in the Bond Fund temporarily in any legal investment, and the investment earnings shall be retained in the Bond Fund and used for the purposes of that fund.

(b) *Project Fund.* The Project Fund is a fund of the City to be used for the purpose of paying the costs of the Project. Proceeds received from the sale and delivery of the Bonds to be used for the Project shall be deposited into the Project Fund and used to pay the costs of the Project and costs of issuance of the Bonds. Until needed to pay such costs, the City may invest those proceeds temporarily in any legal investment, and the investment earnings shall be retained in the Project Fund and used for the purposes of that fund, except that earnings subject to a federal tax

or rebate requirement (if applicable) may be withdrawn from the Project Fund and used for those tax or rebate purposes.

Section 9. Redemption Provisions and Purchase of Bonds.

(a) *Optional Redemption.* The Bonds shall be subject to redemption at the option of the City on terms acceptable to the Designated Representative, as set forth in the Bond Purchase Agreement or Pricing Certificate, consistent with the parameters set forth in Exhibit A or the Pricing Certificate.

(b) *Mandatory Redemption.* Each Bond that is designated as a Term Bond in the Bond Purchase Agreement or Pricing Certificate, consistent with the parameters set forth in Exhibit A and except as set forth below, shall be called for redemption at a price equal to the stated principal amount to be redeemed, plus accrued interest, on the dates and in the amounts as set forth in the Bond Purchase Agreement or Pricing Certificate. If a Term Bond is redeemed under the optional redemption provisions, defeased or purchased by the City and surrendered for cancellation, the principal amount of the Term Bond so redeemed, defeased or purchased (irrespective of its actual redemption or purchase price) shall be credited against one or more scheduled mandatory redemption installments for that Term Bond. The City shall determine the manner in which the credit is to be allocated and shall notify the Bond Registrar in writing of its allocation prior to the earliest mandatory redemption date for that Term Bond for which notice of redemption has not already been given.

(c) *Selection of Bonds for Redemption; Partial Redemption.* If fewer than all of the outstanding Bonds are to be redeemed at the option of the City, the City shall select the Series and maturities to be redeemed. If fewer than all of the outstanding Bonds of a maturity of a Series are to be redeemed, the Securities Depository shall select Bonds registered in the name of the Securities Depository to be redeemed in accordance with the Letter of Representations, and the Bond Registrar shall select all other Bonds to be redeemed randomly in such manner as the Bond Registrar shall determine. All or a portion of the principal amount of any Bond that is to be redeemed may be redeemed in any Authorized Denomination. If less than all of the outstanding principal amount of any Bond is redeemed, upon surrender of that Bond to the Bond Registrar, there shall be issued to the Registered Owner, without charge, a new Bond (or Bonds, at the option of the Registered Owner) of the same Series, maturity and interest rate in any Authorized Denomination in the aggregate principal amount to remain outstanding.

(d) *Notice of Redemption.* Notice of redemption of each Bond registered in the name of the Securities Depository shall be given in accordance with the Letter of Representations. Notice of redemption of each other Bond, unless waived by the Registered Owner, shall be given by the Bond Registrar not less than 20 nor more than 60 days prior to the date fixed for redemption by first-class mail, postage prepaid, to the Registered Owner at the address appearing on the Bond Register on the Record Date. The requirements of the preceding sentence shall be satisfied when notice has been mailed as so provided, whether or not it is actually received by an Owner. In addition, the redemption notice shall be mailed or sent electronically within the same period to the MSRB (if required under the Undertaking), to each Rating Agency, and to such other persons and with such additional information as the Director of Finance and Administrative Services shall

determine, but these additional mailings shall not be a condition precedent to the redemption of any Bond.

(e) *Rescission of Optional Redemption Notice.* In the case of an optional redemption, the notice of redemption may state that the City retains the right to rescind the redemption notice and the redemption by giving a notice of rescission to the affected Registered Owners at any time on or prior to the scheduled optional redemption date. Any notice of optional redemption that is so rescinded shall be of no effect, and each Bond for which a notice of optional redemption has been rescinded shall remain outstanding.

(f) *Effect of Redemption.* Interest on each Bond called for redemption shall cease to accrue on the date fixed for redemption, unless either the notice of optional redemption is rescinded as set forth above, or money sufficient to effect such redemption is not on deposit in the Bond Fund or in a trust account established to refund or defease the Bond.

(g) *Purchase of Bonds.* The City reserves the right to purchase any or all of the Bonds offered to the City at any time at any price acceptable to the City plus accrued interest to the date of purchase.

Section 10. Failure To Pay Bonds. If the principal of any Bond is not paid when the Bond is properly presented at its maturity or date fixed for redemption, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or date fixed for redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Bond Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

Section 11. Pledge of Taxes. The Bonds constitute a general indebtedness of the City and are payable from tax revenues of the City and such other money as is lawfully available and pledged by the City for the payment of principal of and interest on the Bonds. For as long as any of the Bonds are outstanding, the City irrevocably pledges that it shall, in the manner provided by law within the constitutional and statutory limitations provided by law without the assent of the voters, include in its annual property tax levy amounts sufficient, together with other money that is lawfully available, to pay principal of and interest on the Bonds as the same become due. The full faith, credit and resources of the City are pledged irrevocably for the prompt payment of the principal of and interest on the Bonds and such pledge shall be enforceable in mandamus against the City.

Section 12. Tax Covenants; Designation of Bonds as “Qualified Tax Exempt Obligations.”

(a) *Preservation of Tax Exemption for Interest on Bonds.* The City covenants that it will take all actions necessary to prevent interest on the Bonds from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bonds or other funds of the City treated as proceeds of the Bonds that will cause interest on the Bonds to be included in gross income for federal income tax purposes. The City also covenants that it will, to the extent the arbitrage rebate requirements of Section 148 of the

Code are applicable to the Bonds, take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bonds.

(b) *Post-Issuance Compliance.* The Director of Finance and Administrative Services is authorized and directed to review and update the City's written procedures to facilitate compliance by the City with the covenants in this ordinance and the applicable requirements of the Code that must be satisfied after the Issue Date to prevent interest on the Bonds from being included in gross income for federal tax purposes.

(c) *Designation of Bonds as "Qualified Tax-Exempt Obligations."* A Series of the Bonds may be designated as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code, if the following conditions are met:

(1) the Series does not constitute "private activity bonds" within the meaning of Section 141 of the Code;

(2) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation, including any Series used to refund prior "qualified tax-exempt obligations") that the City and any entity subordinate to the City (including any entity that the City controls, that derives its authority to issue tax-exempt obligations from the City, or that issues tax-exempt obligations on behalf of the City) will issue during the calendar year in which the Series is issued will not exceed \$10,000,000; and

(3) the amount of tax-exempt obligations, including the Series and excluding any Series used to refund prior "qualified tax-exempt obligations," designated by the City as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code during the calendar year in which the Series is issued does not exceed \$10,000,000.

Section 13. Refunding or Defeasance of the Bonds. The City may issue refunding bonds pursuant to State law or use money available from any other lawful source to carry out a refunding or defeasance plan, which may include (a) paying when due the principal of and interest on any or all of the Bonds (the "defeased Bonds"); (b) redeeming the defeased Bonds prior to their maturity; and (c) paying the costs of the refunding or defeasance. If the City sets aside in a special trust fund or escrow account irrevocably pledged to that redemption or defeasance (the "trust account"), money and/or Government Obligations maturing at a time or times and bearing interest in amounts sufficient to redeem, refund or defease the defeased Bonds in accordance with their terms, then all right and interest of the Owners of the defeased Bonds in the covenants of this ordinance and in the funds and accounts obligated to the payment of the defeased Bonds shall cease and become void. Thereafter, the Owners of defeased Bonds shall have the right to receive payment of the principal of and interest on the defeased Bonds solely from the trust account and the defeased Bonds shall be deemed no longer outstanding. In that event, the City may apply money remaining in any fund or account (other than the trust account) established for the payment or redemption of the defeased Bonds to any lawful purpose.

Unless otherwise specified by the City in a refunding or defeasance plan, notice of refunding or defeasance shall be given, and selection of Bonds for any partial refunding or

defeasance shall be conducted, in the manner prescribed in this ordinance for the redemption of Bonds.

Section 14. Use of Proceeds of the Bonds. The amount necessary to carry out the Project shall be deposited into the Project Fund. The amount necessary to carry out the Refunding Plan shall be deposited into a refunding account as further described in Section 15.

Section 15. Refunding of the Refunded Bonds.

(a) *Appointment of Refunding Trustee.* U.S. Bank National Association will serve as Refunding Trustee in connection with the Bonds.

(b) *Use of Bond Proceeds; Acquisition of Acquired Obligations.* The proceeds of the sale of the Bonds to be used to carry out the Refunding Plan shall be deposited immediately upon the receipt thereof with the Refunding Trustee and used to discharge the obligations of the City relating to the Refunded Bonds under Ordinance Nos. 2007-42 and 2008-25 by providing for the payment of the amounts required to be paid by the Refunding Plan. To the extent practicable, such obligations shall be discharged fully by the Refunding Trustee's simultaneous purchase of the Acquired Obligations, bearing such interest and maturing as to principal and interest in such amounts and at such times so as to provide, together with a beginning cash balance, if necessary, for the payment of the amount required to be paid by the Refunding Plan. The Acquired Obligations, if acquired, will be listed and more particularly described in an exhibit to be attached to the Refunding Trust Agreement between the City and the Refunding Trustee, but are subject to substitution as set forth below. Any Bond proceeds or other money deposited with the Refunding Trustee not needed to purchase the Acquired Obligations and provide a beginning cash balance, if any, and pay the costs of issuance of the Bonds shall be returned to the City at the time of delivery of the Bonds to the initial purchaser thereof and deposited in the Bond Fund to pay interest on the Bonds on the first interest payment date.

If payment of the costs of issuance of the Bonds is not included in the Refunding Plan, the Bond proceeds that are not deposited with the Refunding Trustee will be deposited with the City to be used to pay the costs of issuance of the Bonds.

(c) *Substitution of Acquired Obligations.* Prior to the purchase of any Acquired Obligations by the Refunding Trustee, the City reserves the right to substitute other direct, noncallable obligations of the United States of America ("Substitute Obligations") for any of the Acquired Obligations and to use any savings created thereby for any lawful City purpose if, (a) in the opinion of the City's bond counsel, the interest on the Bonds and the Refunded Bonds will remain excluded from gross income for federal income tax purposes under Sections 103, 148, and 149(d) of the Code, and (b) such substitution shall not impair the timely payment of the amounts required to be paid by the Refunding Plan, as verified by a nationally recognized independent certified public accounting firm.

After the purchase of the Acquired Obligations by the Refunding Trustee, if any are purchased, the City reserves the right to substitute therefor cash or Substitute Obligations subject to the conditions that such money or securities held by the Refunding Trustee shall be sufficient to carry out the Refunding Plan, that such substitution will not cause the Bonds or the Refunded

Bonds to be arbitrage bonds within the meaning of Section 148 of the Code and regulations thereunder in effect on the date of such substitution and applicable to obligations issued on the issue dates of the Bonds and the Refunded Bonds, as applicable, and that the City obtain, at its expense: (1) a verification by a nationally recognized independent firm acceptable to the Refunding Trustee confirming that the payments of principal of and interest on the substitute securities, if paid when due, and any other money held by the Refunding Trustee will be sufficient to carry out the Refunding Plan; and (2) an opinion from a nationally recognized bond counsel to the City, to the effect that the disposition and substitution or purchase of such securities, under the statutes, rules, and regulations then in force and applicable to the Bonds, will not cause the interest on the Bonds or the Refunded Bonds to be included in gross income for federal income tax purposes and that such disposition and substitution or purchase is in compliance with the statutes and regulations applicable to the Bonds. Any surplus money resulting from the sale, transfer, other disposition, or redemption of the Acquired Obligations and the substitutions therefor shall be released from the trust estate and transferred to the City to be used for any lawful City purpose.

(d) *Administration of Refunding Plan.* The Refunding Trustee is authorized and directed to purchase the Acquired Obligations (or substitute obligations), if so directed by the Designated Representative, and to make the payments required to be made by the Refunding Plan from the Acquired Obligations (or substitute obligations) and money deposited with the Refunding Trustee pursuant to this ordinance. All Acquired Obligations (or substitute obligations) and the money deposited with the Refunding Trustee and any income therefrom shall be held irrevocably, invested and applied in accordance with the provisions of Ordinance Nos. 2007-42 and 2008-25, this ordinance, chapter 39.53 RCW and other applicable statutes of the State of Washington and the Refunding Trust Agreement. All necessary and proper fees, compensation, and expenses of the Refunding Trustee for the Bonds and all other costs incidental to the setting up of the escrow to accomplish the refunding of the Refunded Bonds and costs related to the issuance and delivery of the Bonds, including bond printing, verification fees, Bond Counsel's fees, and other related expenses, shall be paid out of the proceeds of the Bonds.

(e) *Authorization for Refunding Trust Agreement.* To carry out the Refunding Plan provided for by this ordinance, the Director of Finance and Administrative Services is authorized and directed to execute and deliver to the Refunding Trustee a Refunding Trust Agreement setting forth the duties, obligations and responsibilities of the Refunding Trustee in connection with the payment, redemption, and retirement of the Refunded Bonds as provided herein and stating that the provisions for payment of the fees, compensation, and expenses of such Refunding Trustee set forth therein are satisfactory to it. Prior to executing the Refunding Trust Agreement, the Designated Representative of the City is authorized to make such changes therein that do not change the substance and purpose thereof or that assure that the escrow provided therein and the Bonds are in compliance with the requirements of federal law governing the exclusion of interest on the Bonds from gross income for federal income tax purposes.

Section 16. Call for Redemption of the Refunded Bonds. The City calls for redemption on such date or dates as determined by the Designated Representative, all of the Refunded Bonds at par plus accrued interest. Such call for redemption shall be irrevocable after the delivery of the Bonds to the initial Purchaser thereof.

The proper City officials are authorized and directed to give or cause to be given such notices as required, at the times and in the manner required by Ordinance Nos. 2007-42 and 2008-25, in order to effect the redemption prior to their maturity of the Refunded Bonds.

Section 17. Findings with Respect to Refunding. The City Council authorizes the Designated Representative to issue the Bonds if it will achieve debt service savings to the City and is in the best interest of the City and its taxpayers and in the public interest. In making such finding and determination, the Designated Representative will give consideration to the fixed maturities of the Bonds and the Refunded Bonds, the costs of issuance of the Bonds and the known earned income from the investment of the proceeds of the issuance and sale of the Bonds and other money of the City used in the Refunding Plan, if any, pending payment and redemption of the Refunded Bonds.

The Designated Representative may also purchase Acquired Obligations to be deposited with the Refunding Trustee, together with the income therefrom, and with any necessary beginning cash balance, which will be sufficient to redeem the Refunded Bonds and will discharge and satisfy the obligations of the City under Ordinance Nos. 2007-42 and 2008-25 with respect to the Refunded Bonds, and the pledges, charges, trusts, covenants, and agreements of the City therein made or provided for as to the Refunded Bonds, and that the Refunded Bonds shall no longer be deemed to be outstanding under such ordinance immediately upon the deposit of such money with the Refunding Trustee.

Section 18. Sale and Delivery of the Bonds.

(a) *Manner of Sale of Bonds; Delivery of Bonds.* The Designated Representative is authorized to sell each Series of the Bonds by negotiated sale or private placement based on the assessment of the Designated Representative of market conditions, in consultation with appropriate City officials and staff, Bond Counsel and other advisors. In determining the method of sale of a Series and accepting the Final Terms, the Designated Representative shall take into account those factors that, in the judgment of the Designated Representative, may be expected to result in the lowest true interest cost to the City.

(b) *Procedure for Negotiated Sale or Private Placement.* If the Designated Representative determines that a Series of the Bonds is to be sold by negotiated sale or private placement, the Designated Representative shall select one or more Purchasers with which to negotiate such sale. The Bond Purchase Agreement or Pricing Certificate for each Series of the Bonds shall set forth the Final Terms. The Designated Representative is authorized to execute the Bond Purchase Agreement or Pricing Certificate on behalf of the City, so long as the terms provided therein are consistent with the terms of this ordinance.

(c) *Preparation, Execution and Delivery of the Bonds.* The Bonds will be prepared at City expense and will be delivered to the Purchaser, together with the approving legal opinion of Bond Counsel regarding the Bonds.

Section 19. Official Statement; Continuing Disclosure.

(a) *Preliminary Official Statement Deemed Final.* The Designated Representative shall review and, if acceptable to him or her, approve the preliminary Official Statement prepared

in connection with each sale of a Series of the Bonds to the public. For the sole purpose of the Purchaser's compliance with paragraph (b)(1) of Rule 15c2-12, if applicable, the Designated Representative is authorized to deem that preliminary Official Statement final as of its date, except for the omission of information permitted to be omitted by Rule 15c2-12. The City approves the distribution to potential purchasers of the Bonds of a preliminary Official Statement that has been approved by the Designated Representative and been deemed final, if applicable, in accordance with this subsection.

(b) *Approval of Final Official Statement.* The City approves the preparation of a final Official Statement for each Series of the Bonds to be sold to the public in the form of the preliminary Official Statement that has been approved and deemed final in accordance with subsection (a), with such modifications and amendments as the Designated Representative deems necessary or desirable, and further authorizes the Designated Representative to execute and deliver such final Official Statement to the Purchaser if required under Rule 15c2-12. The City authorizes and approves the distribution by the Purchaser of the final Official Statement so executed and delivered to purchasers and potential purchasers of a Series of the Bonds.

(c) *Undertaking to Provide Continuing Disclosure.* If necessary to meet the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to the Purchaser acting as a participating underwriter for a Series of the Bonds, the Designated Representative is authorized to execute a written undertaking to provide continuing disclosure for the benefit of holders of a Series of the Bonds in substantially the form attached as Exhibit B.

Section 20. Supplemental and Amendatory Ordinances. The City may supplement or amend this ordinance for any one or more of the following purposes without the consent of any Owners of the Bonds:

(a) To add covenants and agreements that do not materially adversely affect the interests of Owners, or to surrender any right or power reserved to or conferred upon the City.

(b) To cure any ambiguities, or to cure, correct or supplement any defective provision contained in this ordinance in a manner that does not materially adversely affect the interest of the Beneficial Owners of the Bonds.

Section 21. General Authorization and Ratification. The Designated Representative and other appropriate officers of the City are severally authorized to take such actions and to execute such documents as in their judgment may be necessary or desirable to carry out the transactions contemplated in connection with this ordinance, and to do everything necessary for the prompt delivery of each Series of the Bonds to the Purchaser thereof and for the proper application, use and investment of the proceeds of the Bonds. All actions taken prior to the effective date of this ordinance in furtherance of the purposes described in this ordinance and not inconsistent with the terms of this ordinance are ratified and confirmed in all respects.

Section 22. Severability. The provisions of this ordinance are declared to be separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, finds any provision of this ordinance to be invalid or unenforceable as to any person or circumstance, such offending provision shall, if feasible, be deemed to be modified to

be within the limits of enforceability or validity. However, if the offending provision cannot be so modified, it shall be null and void with respect to the particular person or circumstance, and all other provisions of this ordinance in all other respects, and the offending provision with respect to all other persons and all other circumstances, shall remain valid and enforceable.

Section 23. Effective Date of Ordinance. This ordinance shall take effect and be in force from and after its passage and five days following its publication as required by law.

PASSED by the City Council of the City of Bainbridge Island, Washington, at an open public meeting thereof, this ____ day of October, 2019, and signed in authentication of its passage this ____ day of October, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

APPROVED AS TO FORM:

Bond Counsel

FILED WITH THE CITY CLERK: September 20, 2019

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NUMBER: 2019-22

EXHIBIT A
DESCRIPTION OF THE BONDS

- | | | |
|-----|---------------------------|--|
| (a) | Principal Amount. | The Bonds may be issued in one or more Series and shall not exceed the aggregate principal amount of \$11,500,000, of which the portion of the Bonds to finance the Project (excluding costs of issuance and underwriter's discount) will not exceed \$8,000,000 and the portion of the Bonds to refund the Refunded Bonds (excluding costs of issuance and underwriter's discount) will not exceed \$3,500,000. |
| (b) | Date or Dates. | Each Bond shall be dated its Issue Date, which date may not be later than one year after the effective date of this ordinance. |
| (c) | Denominations, Name, etc. | The Bonds shall be issued in Authorized Denominations and shall be numbered separately in the manner and shall bear any name and additional designation as deemed necessary or appropriate by the Designated Representative. |
| (d) | Interest Rate(s). | Each Bond shall bear interest at a fixed rate per annum (computed on the basis of a 360-day year of twelve 30-day months) from the Issue Date or from the most recent date for which interest has been paid or duly provided for, whichever is later. One or more rates of interest may be fixed for the Bonds. No rate of interest for any Bond may exceed 5.00%, and the true interest cost to the City for each Series of the Bonds may not exceed 4.00%. |
| (e) | Payment Dates. | Interest shall be payable semiannually on dates acceptable to the Designated Representative, commencing no later than June 1, 2020, following the Issue Date. Principal payments shall commence on a date acceptable to the Designated Representative and shall be payable at maturity or in mandatory redemption installments annually thereafter, on dates acceptable to the Designated Representative. |
| (f) | Final Maturity. | The portion of the Bonds used to finance the Project shall not mature after December 1, 2039, and the portion of the Bonds used to refund the Refunded Bonds shall not mature after June 1, 2028. |

- (g) Redemption Rights. The Designated Representative may approve in the Bond Purchase Agreement provisions for the optional and mandatory redemption of Bonds, subject to the following:
- (1) Optional Redemption. Any Bond may be designated as being (A) subject to redemption at the option of the City prior to its maturity date on the dates and at the prices set forth in the Bond Purchase Agreement; or (B) not subject to redemption prior to its maturity date. If a Bond is subject to optional redemption prior to its maturity, it must be subject to such redemption on one or more dates occurring not more than 10½ years after the Issue Date.
 - (2) Mandatory Redemption. Any Bond may be designated as a Term Bond, subject to mandatory redemption prior to its maturity on the dates and in the amounts set forth in the Bond Purchase Agreement.
- (h) Price. The purchase price for each Series of the Bonds may not be less than 98% or more than 130% of the stated principal amount of that Series.
- (i) Minimum Savings. There shall be a minimum net present value savings of 5.00% of the Refunded Bonds
- (j) Other Terms and Conditions.
- (1) A Series of the Bonds may not be issued if it would cause the indebtedness of the City to exceed the City's legal debt capacity on the Issue Date.
 - (2) The Designated Representative may determine whether it is in the City's best interest to provide for bond insurance or other credit enhancement; may determine to use City funds to pay the difference between the par amount of the Refunded Bonds and the amount received to refund the Refunded Bonds; and may accept such additional terms, conditions and covenants as he or she may determine are in the best interests of the City, consistent with this ordinance.

[Form of]
UNDERTAKING TO PROVIDE CONTINUING DISCLOSURE

City of Bainbridge Island, Washington
Limited Tax General Obligation [Refunding] Bonds, 2019

The City of Bainbridge Island, Washington (the “City”), makes the following written Undertaking for the benefit of holders of the above-referenced bonds (the “Bonds”), for the sole purpose of assisting the Purchaser in meeting the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to a participating underwriter for the Bonds. Capitalized terms used but not defined below shall have the meanings given in Ordinance No. ____ of the City (the “Bond Ordinance”).

(a) Undertaking to Provide Annual Financial Information and Notice of Listed Events. The City undertakes to provide or cause to be provided, either directly or through a designated agent, to the MSRB, in an electronic format as prescribed by the MSRB, accompanied by identifying information as prescribed by the MSRB:

- (i) Annual financial information and operating data of the type included in the final official statement for the Bonds and described in paragraph (b)(i) (“annual financial information”);
- (ii) Timely notice (not in excess of 10 business days after the occurrence of the event) of the occurrence of any of the following events with respect to the Bonds: (1) principal and interest payment delinquencies; (2) non-payment related defaults, if material; (3) unscheduled draws on debt service reserves reflecting financial difficulties; (4) unscheduled draws on credit enhancements reflecting financial difficulties; (5) substitution of credit or liquidity providers, or their failure to perform; (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notice of Proposed Issue (IRS Form 5701 – TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds; (7) modifications to rights of holders of the Bonds, if material; (8) bond calls (other than scheduled mandatory redemptions of Term Bonds), if material, and tender offers; (9) defeasances; (10) release, substitution, or sale of property securing repayment of the Bonds, if material; (11) rating changes; (12) bankruptcy, insolvency, receivership or similar event of the City, as such “Bankruptcy Events” are defined in Rule 15c2-12; (13) the consummation of a merger, consolidation, or acquisition involving the City or the sale of all or substantially all of the assets of the City other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; (14) appointment of a successor or additional trustee or the change of name of a trustee, if material; (15) incurrence of a financial obligation of the City or obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the City or obligated person, any of which affect security holders, if material; and (16) default, event of

acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the City or obligated person, any of which reflect financial difficulties. The term “financial obligation” means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with Rule 15c2-12.

- (iii) Timely notice of a failure by the City to provide the required annual financial information described in paragraph (b)(i) on or before the date specified in paragraph (b)(ii).

(b) Type of Annual Financial Information Undertaken to be Provided. The annual financial information that the City undertakes to provide in paragraph (a):

- (i) Shall consist of (1) annual financial statements prepared (except as noted in the financial statements) in accordance with applicable generally accepted accounting principles applicable to local governmental units of the State such as the City, as such principles may be changed from time to time; (2) principal amount of general obligation bonds outstanding at the end of the applicable fiscal year; (3) assessed valuation for that fiscal year; (4) property tax levy amounts and rates for that fiscal year; and (5) a statement of revenues for that fiscal year from any other revenue sources pledged to the Bonds;
- (ii) Shall be provided not later than the last day of the ninth month after the end of each fiscal year of the City (currently, a fiscal year ending December 31), as such fiscal year may be changed as required or permitted by State law, commencing with the City’s fiscal year ending December 31, 2019; and
- (iii) May be provided in a single or multiple documents, and may be incorporated by specific reference to documents available to the public on the Internet website of the MSRB or filed with the SEC.

If not submitted as part of the annual financial information described in paragraph (b)(i) above, the City will provide or cause to be provided to the MSRB audited financial statements, when and if available.

(c) Amendment of Undertaking. This Undertaking is subject to amendment after the primary offering of the Bonds without the consent of any holder of any Bond, or of any broker, dealer, municipal securities dealer, participating underwriter, Rating Agency or the MSRB, under the circumstances and in the manner permitted by Rule 15c2-12. The City will give notice to the MSRB of the substance (or provide a copy) of any amendment to the Undertaking and a brief statement of the reasons for the amendment. If the amendment changes the type of annual financial information to be provided, the annual financial information containing the amended financial information will include a narrative explanation of the effect of that change on the type of information to be provided.

(d) Beneficiaries. This Undertaking shall inure to the benefit of the City and the holder of each Bond, and shall not inure to the benefit of or create any rights in any other person.

(e) Termination of Undertaking. The City's obligations under this Undertaking shall terminate upon the legal defeasance of all of the Bonds. In addition, the City's obligations under this Undertaking shall terminate if the provisions of Rule 15c2-12 that require the City to comply with this Undertaking become legally inapplicable in respect of the Bonds for any reason, as confirmed by an opinion of Bond Counsel delivered to the City, and the City provides timely notice of such termination to the MSRB.

(f) Remedy for Failure to Comply with Undertaking. As soon as practicable after the City learns of any failure to comply with this Undertaking, the City will proceed with due diligence to cause such noncompliance to be corrected. No failure by the City or other obligated person to comply with this Undertaking shall constitute a default in respect of the Bonds. The sole remedy of any holder of a Bond shall be to take action to compel the City or other obligated person to comply with this Undertaking, including seeking an order of specific performance from an appropriate court.

(g) Designation of Official Responsible to Administer Undertaking. The Director of Finance and Administrative Services or his or her designee is the person designated, in accordance with the Bond Ordinance, to carry out the Undertaking in accordance with Rule 15c2-12, including, without limitation, the following actions:

- (i) Preparing and filing the annual financial information undertaken to be provided;
- (ii) Determining whether any event specified in paragraph (a) has occurred, assessing its materiality, where necessary, with respect to the Bonds, and preparing and disseminating any required notice of its occurrence;
- (iii) Determining whether any person other than the City is an "obligated person" within the meaning of Rule 15c2-12 with respect to the Bonds, and obtaining from such person an undertaking to provide any annual financial information and notice of listed events for that person required under Rule 15c2-12;
- (iv) Selecting, engaging and compensating designated agents and consultants, including financial advisors and legal counsel, to assist and advise the City in carrying out this Undertaking; and
- (v) Effecting any necessary amendment of this Undertaking.

CERTIFICATION

I, the undersigned, City Clerk of the City of Bainbridge Island, Washington (the “City”), hereby certify as follows:

1. The attached copy of Ordinance No. 2019-22 (the “Ordinance”) is a full, true and correct copy of an ordinance duly passed at a regular meeting of the City Council of the City held at the regular meeting place thereof on October ____, 2019, as that ordinance appears on the minute book of the City.

2. The Ordinance will be in full force and effect five days after publication in the City’s official newspaper, which publication date is expected to be ____, 2019.

3. A quorum of the members of the City Council was present throughout the meeting and a majority of the members voted in the proper manner for the passage of the Ordinance.

Dated: ____, 2019.

CITY OF BAINBRIDGE ISLAND,
WASHINGTON

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:50 PM) Resolution No. 2019-24, Updating the City's Procurement Policy - Public Works,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to forward Resolution No. 2019-24 for approval with the October 8, 2019 Consent Agenda.

SUMMARY:

Resolution No. 2019-24 incorporates the recent procurement changes adopted by the Washington State Legislature via ESSB 5418.

FISCAL IMPACT:

Amount:	N/A
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND:

Effective July 28, 2019, ESSB 5418 increased the small work roster and limited public works project cost thresholds, increased the public works contract multi and single craft thresholds, and changed the date by which a bidder must protest to within two business days of the bid opening, as well as other housekeeping items.

City staff recommends that the City Council approve Resolution No. 2019-24 to reflect these recent procurement changes passed by the Washington State Legislature.

ATTACHMENTS:

[Resolution No. 2019-24, Updating the City's Procurement Policy](#)

[Exhibit A to Resolution No. 2019-24 - Updated Procurement Policy - Clean](#)

[Exhibit A to Resolution No. 2019-24 - Updated Procurement Policy - Track Changes](#)

[ESSB 5418 - Session Law](#)

[ESSB 5418 - Final Bill Report](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

RESOLUTION NO. 2019-24

A RESOLUTION of the City Council of Bainbridge Island,
Washington, updating the City's Procurement Policy.

WHEREAS, on June 14, 2016, the City Council approved Resolution No. 2016-14,
adopting the City's Procurement Policy for the City; and

WHEREAS, on May 22, 2018, the City Council approved Resolution No. 2018-16,
updating the City's Procurement Policy; and

WHEREAS, on February 12, 2019, the City Council approved Resolution No. 2019-04,
updating the City's Procurement Policy; and

WHEREAS, the City's Procurement Policy serves as a guide for the community and the
City's staff and officers; and

WHEREAS, the City Council now desires to update the City's Procurement Policy to
reflect recent changes in state law (i.e., Chapter 434, Laws of 2019), clarify certain sections, and
adjust certain cost thresholds.

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

Section 1. The procurement policy adopted by Resolution No. 2019-04 is hereby
repealed in its entirety and replaced as shown on **Exhibit A**, which is attached hereto and
incorporated herein by this reference as if set forth in full.

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

APPROVED by the Mayor this 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.

2019-24

Exhibit A



CITY OF
BAINBRIDGE ISLAND

PROCUREMENT POLICY

Effective Date: October 8, 2019

Resolution No. 2019-24

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I. GENERAL

1.1 Purpose

This document is intended to direct the procurement of goods and services at a reasonable cost. An open, fair, documented, and competitive process is to be used whenever reasonable and possible. The integrity, efficiency, and effectiveness of the City's procurement processes are critical elements of sound government.

1.2 Objectives

The objectives of the City's Procurement Policy are as follows:

- To provide a uniform system to obtain supplies, materials, equipment, and services in an efficient and timely manner;
- To facilitate responsibility and accountability with the use of City resources;
- To ensure equal opportunity and competition among vendors and contractors;
- To promote effective relationships and clear communication between the City and its vendors and contractors;
- To comply with State procurement statutes governing expenditures of public funds;
- To promote use of recycled materials and products and dispose of surplus and scrap materials with regards to cost savings and the environment.

1.3 Scope

These guidelines apply to purchases of:

- Supplies, materials, and equipment
- Professional services (including architectural and engineering services)
- Non-professional services (purchased services)
- Public works projects

The guidelines do not apply to the acquisition, sale, or lease of real property, except as described in Section 15.3.

If grant or debt funding is involved in the proposed purchase, applicable requirements should be obtained from the funding agency. Such requirements may be more restrictive than the City's policy.

1.4 Controlling Laws

All procurements shall comply with appropriate and relevant Federal, State, and City laws and policies. If the appropriate and relevant Federal or State laws, regulations, grants, debt, or requirements are more restrictive than this Procurement Policy, such laws, regulations, grants, debt, or requirements must be followed.

The City Attorney shall be consulted when questions regarding potential conflicts arise. Applicable laws and regulations will be cited throughout this document.

2.0 DETERMINING TOTAL PURCHASE COST

2.1 Use Anticipated Cost

The anticipated need for a good or service (when it can reasonably be projected) shall be used to determine the cost of that good or service, and thus which contract approval level, cost threshold, or other related purchasing requirements apply.

2.2 No “Bid Splitting”

Procurements of goods or services shall not be divided to come up with a lower total cost to avoid contract approval levels or competition requirements contained in this Procurement Policy or in state or federal law. For example, if one item being purchased requires another item to “make a whole,” the total accumulated costs of the two items (when they can reasonably be projected) should be considered together to determine which approval level and cost threshold apply, unless the two items are not available from a single vendor.

2.3 Costs to include

Include costs such as taxes, freight, and installation charges when determining which cost threshold applies. Do not include the value of a trade-in. Trade-in value should be considered, however, to determine the lowest bid when competitive bidding is used.

2.4 Include Total Quantity Needed

Requirements for the total quantity of an item (when they can be reasonably projected) should be considered when determining which cost threshold and related purchasing requirements apply.

2.5 Multiphase Projects

If a project is to be completed in phases, the total accumulated cost for all phases should be considered when determining which cost threshold applies.

3.0 CONTRACT APPROVAL LEVELS

These approval levels are designed for contracts whose costs are covered by budget appropriations previously approved by the City Council. Contracts requiring additional appropriations must be approved by the Council.

3.1 Equipment, Supplies, & Materials (Unrelated to A Public Works Project)

3.1.1 \$15,000 or Less

Purchases in this price range are to be approved by the Department Director.

3.1.2 \$15,001 to \$50,000

Purchases in this price range are to be approved by the City Manager.

3.1.3 \$50,001 or More

Purchases in this price range are to be approved by the City Council.

3.2 Professional Services

3.2.1 \$50,000 or Less

Contracts in this price range are to be approved by the City Manager.

3.2.2 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

3.3 Non-Professional Services (Purchased Services)

3.3.1 \$15,000 or Less

Contracts in this price range are to be approved by the Director.

3.3.2 \$15,001 to \$50,000

Contracts in this price range are to be approved by the City Manager.

3.3.3 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

3.4 Public Works Projects (Including Related Materials, Supplies, and Equipment)

3.4.1 \$20,000 or Less

Contracts in this price range are to be approved by the Public Works Director.

3.4.2 \$ 20,001 to \$50,000

Contracts in this price range are to be approved by the City Manager.

3.4.3 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

4.0 Equipment, Supplies, & Materials (Unrelated to a Public Works Project) and Non-Professional Services (Purchased Services)

The following cost thresholds apply for procurements of non-professional services and purchases of supplies, materials, and equipment unrelated to a public works project. .

Refer to Section 10.0 in situations involving *competitive bidding exemptions* or *emergency* purchases of equipment, supplies, & materials.

Non-professional services, referred to as “purchased services” by the Municipal Research and Services Center (MRSC), are for routine and continuing functions, mostly related to physical activities that:

- Follow established or standardized procedures
- Contribute to the day-to-day business operations
- Completion of assigned and specific tasks
- Require only routine decisions
- May require payment of prevailing wages

Examples include delivery services, landscaping and janitorial services, vehicle inspection and repair services, HVAC system maintenance, and office furnishings installation and repair service. Consult with the City Attorney prior to contracting for these services for advice on bidding and prevailing wage requirements.

4.1 \$15,000 OR LESS – Direct Negotiation

Procurements or purchases in this price range may be entered through direct negotiation. Competition is not required, though departments should still make every effort to receive the best price possible. Award of a contract will be based on qualifications and price. Documentation (e.g., date, time, vendor contract name, phone #, email of applicant) on all quotes must be retained to the extent required under state law.

4.2 \$15,001 TO \$50,000 – 3 minimum Quotes

For procurements or purchases in this price range, it is recommended that at least three quotes be obtained when possible. Quotes may be obtained by telephone or in writing (electronic submittals are ok). Documentation (e.g., date, time, vendor contract name, phone #, email of applicant) on all quotes must be retained to the extent required under state law.

4.3 \$50,001 or More– Competitive Quotes

For purchases in this price range, competitive quotes should be solicited from at least 3 vendors. Quotes submitted by each vendor do not need to be sealed but shall be in writing only (electronic submittals are ok). A bid security may be required in an amount and type approved by the Public Works Director. Award of a contract will be based on qualifications and price. Documentation (e.g., date, time, vendor contract name, phone #, email of applicant) on all quotes must be retained to the extent required under state law.

4.4 Alternative Methods of Procurement and Purchasing

If applicable, the City may utilize any one of the following methods as an alternative to the requirements of sections 4.1, 4.2, and 4.3 above.

4.4.1 Auctions

RCW 39.30.045 allows for the purchase of any supplies or equipment at auctions rather than through competitive bidding, if the items can be obtained at a competitive price. This authority allows the City to make a purchase on an internet-based auction service, such as eBay, as well as through in-person auctions. The City may also use federal, state, or local governmental auctions.

4.4.2 Purchasing Surplus Property from Other Governmental Agencies

RCW 39.33.010 allows for the purchase of surplus property from other governmental agencies without regard to bid laws.

4.4.3 Contracting for Services with Other Governmental Agencies

RCW 39.04.080 authorizes one public agency to contract with another public agency to perform any function which each agency is authorized by law to perform itself.

4.5 Environmentally-Friendly Purchasing

4.5.1 Where appropriate environmentally-friendly products are available and reasonably priced compared to competing products, such environmentally-friendly products are to be purchased by the City. Environmentally-friendly products may include, but are not limited to, products that are: less toxic or hazardous, energy and water efficient, recyclable or made from recycled content or renewable resources, bio-based, sustainably certified, or shipped or made with reduced packaging.

4.5.2 Pursuant to Resolution No. 2016-11, the City will not purchase landscaping materials, including plants and seeds, that have been treated with neonicotinoids, except for use in: (a) a well-defined research study; or (b) when the life or health of a

valuable or significant tree is threatened and neonicotinoid application is the least environmentally impactful option.

4.5.3 Pursuant to Chapter 16.30 BIMC, the City will not purchase any pesticide, except for those included on the Least Toxic Products List established by Resolution 2003-23 or subsequent resolutions of the City Council.

5.0 PUBLIC WORKS PROJECTS

As defined in RCW 39.04.010, *public works* include all work, construction, alteration, repair, or improvement (other than *ordinary maintenance* and professional services associated with the public works project) executed at the City's cost, or which is by law a lien or charge on any property therein.

5.1 Defining Project Cost

The cost of a public works project includes the costs of materials, supplies, equipment, and labor on the construction of that project. Section 2.0 of this manual provides additional guidance on determining project cost.

5.2 Bid Requirements

Pursuant to RCW 35A.40.210, procedures for any public work undertaken by the City is governed by RCW 35.23.352, which requires the City to call for bids whenever the cost of a public work will exceed \$116,155, if more than one craft or trade is involved. If only a single craft or trade is involved, or if the project is for street signalization or street lighting, bids must be called for if the cost is greater than \$75,500. RCW 35.23.352 also authorizes the City to utilize, at the City's discretion, the small works roster process outlined in RCW 39.04.155, described in more detail in Section 5.6 below.

In accordance with these provisions of state law, the following cost thresholds and bidding procedures apply when the City is soliciting bids for a public works project:

5.3 \$0 to \$50,000 – Limited Public Works Process

If the estimated cost of the public works project is \$0 to \$50,000 and the City determines that the work should be performed by contract, the City shall utilize the limited public works process outlined in RCW 39.04.155(3) and described in Section 5.7.

5.4 \$50,001 to \$350,000 – Five Bids from the Small Works Roster

If the estimated cost of the public works project is \$50,001 to \$350,000, then the City shall solicit five written bids from the small works roster in accordance with the procedure set forth in RCW 39.04.155(2), which procedure is described in more detail in Section 5.6.

If the estimated cost of the public works project is \$250,000 to \$350,000, then, in accordance with RCW 39.04.155(2)(c), the City must provide notice to the remaining contractors on the small works roster that bids are being sought. The notice can be made by:

- Publishing notice in a legal newspaper in general circulation in the area where the work is to be done; or
- Mailing a notice to these contractors; or
- Sending a notice to these contractors by electronic means such as email or fax.

If the estimated cost of the public works project is \$250,000 or greater and funded in whole or in part by Federal funds, then the formal competitive bidding process outlined in Section 6.0 is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

5.5 \$350,001 or Greater – Formal Competitive Bids Required

If the estimated cost of the public works project is \$350,001 or greater, then the formal competitive bidding process outlined in Section 6.0 is required.

5.6 Small Works Roster Process

Under RCW 35.23.352 and RCW 39.04.155, the City is authorized to use the small works roster process to award public works contracts estimated to cost less than \$350,000. As described in Section 5.4 above, the City will use the small works roster process outlined in RCW 39.04.155(2) to award contracts for public works projects estimated to cost between \$50,001 and \$350,000, except as otherwise stated in Section 5.4.

Under RCW 39.04.155, a small works roster consists of all responsible contractors who have requested to be listed and are properly licensed or registered to perform such work in the State of Washington. As an alternative to creating and maintaining the City’s own small works roster for construction of public works projects, the City Manager is authorized to enter into agreements with the Municipal Research and Services Center (MRSC) or any other agency for use of their small works roster, as long as such small works rosters are in compliance with the latest State of Washington rules, regulations, requirements, and laws regarding the establishment, maintenance, and use of small works rosters for public works projects.

A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed, as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

The Public Works Director shall post a list of the contracts awarded using the small works roster at least once a year. The list shall contain the names of the contractors awarded the contracts, the amount of the contracts, a brief description of the type of work performed under the contracts, and the date the contracts were awarded. The list shall also state the location where the bid proposals for the contracts are available for public inspection.

5.7 Limited Public Works Process

As stated in Section 5.3, the City shall use the limited public works process to award contracts for public works projects with an estimated cost of \$0 to \$50,000.

The limited public works process is a type of small works roster process that applies only to public works projects estimated to cost less than \$50,000. To use this process, the City must solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster. The City may waive the payment and performance bond requirements of Chapter 39.08 RCW and the retainage requirements of Chapter 60.28 RCW. Staff shall consult the City Attorney's Office prior to waiving either of these requirements. The City must also comply with all requirements specified under RCW 39.04.155(3) regarding the limited public works process.

5.8 UNIT PRICE CONTRACTS

Under RCW 35.23.352(13), the City is authorized to procure public works with a unit priced contract, also known as an "On-Call" public works contract. Unit priced contracts allow the City to contract for anticipated types of public works projects on a recurring basis, where the contractor agrees to supply an indefinite quantity of work at a defined unit price over a fixed period of time.

Unit price contracts are executed for an initial contract term not to exceed three years. However, there is an option of extending the contract for one additional year.

Unit priced contracts must be awarded to the lowest responsible bidder, and unit price contractors must pay prevailing wages in accordance with RCW 35.23.352(13)(e). The City shall comply with all of the requirements of RCW 35.23.352(13) when soliciting bids for and awarding unit price contracts.

5.9 Public Works Performed by City Employees

RCW 35.23.352(1) allows City employees to perform public works projects as long as the project's estimated cost is lower than the bidding limits (\$75,500 single craft/trade or \$ 116,155 multiple craft/trade).

Work performed within the City by other public employees under an interlocal agreement shall also be included in these limits.

The City is required to provide a report to the state auditor of the costs of all public works in excess of \$5,000 that are not let by contract (RCW 35A.40.200 and 35.23.352(4)). For any project using City employees in excess of \$25,000, the City must publish a description of the project and its estimated cost in the official newspaper at least fifteen days before beginning the work (RCW 39.04.020), except that in circumstances where an emergency is declared, publication of the description and estimate may be made within seven days after the commencement of the work. .

5.10 Prevailing Wages

The City is required by RCW 39.12.040 to require contractors to pay prevailing wages on all public works contracts.

A "Statement of Intent to Pay Prevailing Wages" must be received from a contractor before any payment is made, and an "Affidavit of Wages Paid" must be received following final acceptance of the work. As for RCW 60.28.011, all projects funded with Federal transportation funds (whole or in part), must have an "Affidavit of Wages Paid" submitted to the City prior to final acceptance of the project.

5.11 Performance and Payment Bonds

Under RCW 39.08.010, payment and performance bonds are required for every public works contract, except as described below. This ensures that the job will be completed and that all workers, vendors, and subcontractors will be paid.

The bonds shall be executed by a surety company authorized to do business in Washington State, in an amount equal to 100% of the price specified in the contract. The bonds shall be issued on a form approved by the City Attorney's Office.

Payment and Performance bonds are required on small works roster projects. However, for small works roster projects estimated to cost \$150,000 or less, the City is allowed, at the option of the contractor, to forego requiring payment and performance bonds and instead retain 10% of the contract for 30 days after final acceptance, or until receipt of all necessary releases from

the Department of Revenue, Department of Labor & Industries, and Employment Security Department, and settlement of any liens filed under Chapter 60.28 RCW, whichever is later (RCW 39.08.010(3)). The intent of this exception is to assist small contractors who may have difficulty securing bonds.

The City may waive the payment and performance bond requirements of Chapter 39.08 RCW and the retainage requirements of RCW 60.28.011(1)(a) for contracts awarded through the limited public works process, described in Section 5.7. The City may waive the retainage requirements of RCW 60.28.011(1)(a) for contracts awarded through the small works roster process, described in Section 5.6.

RCW 39.08.015 subjects the City to claims of laborers, materialmen, subcontractors, and mechanics if the required payment and performance bonds are not obtained.

Under RCW 60.28.011(1)(b), the City is prohibited from withholding retainage on public works projects funded in whole or in part by federal transportation funds. Instead, agencies must rely on the contractor's payment and performance bonds.

5.12 Public Works over \$1 Million

Under RCW 39.30.060, for all public works projects expected to cost one million dollars or more, the City must require each prime contract bidder to submit as part of the bid, or within one hour after the published bid submittal time, the names of the subcontractors with whom the bidder, if awarded the contract, will subcontract for performance of the work of: HVAC (heating, ventilation, and air conditioning); plumbing as described in chapter 18.106 RCW; and electrical as described in chapter 19.28 RCW, or to name itself for the work. Failure of the prime contract bidder to submit as part of the bid the names of such subcontractors or to name itself to perform such work or the naming of two or more subcontractors to perform the same work shall render the prime contract bidder's bid nonresponsive and, therefore, void.

5.13 Construction Change Orders

Change orders are to be approved in accordance with the cost thresholds outlined in this section, provided that the changes do not increase the project's cost in excess of previously approved budget appropriations.

The City Council must approve any change order that increases a project's cost beyond previously approved budget appropriations.

5.13.1: Public Work Contract total remains below \$350,000 – Change orders are to be approved by the City Manager.

5.13.2: Public Work Contract total moves to \$350,000 or more, but the total cumulative amount of change orders is 10% or less – Change orders are to be approved by the City Manager.

5.13.3: Public Work Contract total moves to \$350,000 or more and the total cumulative amount of change orders is more than 10% – Council must authorize the City Manager to approve the revised contract.

In the event unforeseen conditions necessitate an immediate change to avoid a contractor's claim against the City for delays, the City Manager may authorize and direct work irrespective of the limits above, provided any work change directive issued in excess of the City Manager's authority shall be incorporated into a change order and presented to the City Council as soon as practicable.

5.14 Project Acceptance

At the completion of a public works project, as confirmed by the Director of Public Works or designee, the City Manager is authorized to accept the work.

The Director of Public Works, Director of Planning and Community Development, and the Director of Finance, or their designees, are further authorized to sign exoneration and release forms for bonds and other security devices submitted with respect to project completion.

6.0 Formal COMPETITIVE BIDDING PROCEDURES

6.1 Public Notice

Whenever the cost of the public work or improvement, including materials, supplies, and equipment, will exceed the amounts outlined in RCW 35.23.352(1), the same shall be done by contract. All such contracts shall be let at public bidding. For contracts that require a formal competitive bidding process, a notice shall be published in the official newspaper at least 13 days prior to the due date for bids. For all Federal Aid projects as per the LAG Manual Chapter 46.24, an advertisement must run for a three-week period prior to opening of the bids. They must run at least twice, 20 calendar days prior to the last date upon which the bids will be received.

Advertisements for bids should include the following items:

- Title of the project
- Nature and scope of the work
- Materials and equipment to be furnished
- Where contract documents (plans, *specifications*) may be obtained
- Cost to obtain a set of contract documents
- Place, date, and time that bids are due
- Statement that a *bid bond* must accompany the bid
- Statements that the City retains the right to reject any or all bids, and to waive minor irregularities in the bidding process
- Title VI requirements and reference

6.2 Bid Specifications

Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be provided. Such descriptions should not contain features that unduly restrict competition.

When it is impractical or uneconomical to make clear and accurate description requirements, a “brand name or equal” description may be used. The responsibility of demonstrating to the City’s satisfaction that a product is “equal” to that specified shall be on the vendor proposing the substitution.

Requests for approval of substitutions must be made with sufficient time to allow the City to adequately review the proposal, including time for vendors to respond to questions and requests for additional information or clarification. The City has no obligation to accept proposed substitutions.

Acceptance of a substitute product proposed as an “equal” to that specified will be made in writing. If this acceptance occurs prior to the bid, other bidders will be notified to the extent practical.

6.3 Award

The contract will be awarded to the lowest responsive and responsible bidder whose bid meets the requirements and criteria included in the invitation for bids, or all bids will be rejected. However, in accordance with RCW 35.23.352(2), if the City issues a written finding that the lowest responsive and responsible bidder has delivered a project to the City within the last three years which was late, over budget, or did not meet specifications, and the City does not find in writing that such bidder has shown how they would improve performance to be likely to meet project specifications, then the City may award the contract to the second lowest responsive and responsible bidder whose bid is within five percent of the lowest bid. If in any year a contract is awarded to the second lowest responsive and responsible bidder in this manner, the City will prepare an annual report as required under RCW 35.23.352(14).

RCW 39.04.350 establishes bidder responsibility criteria. Before the City may accept a Contractor's bid, the contractor must:

- Be a registered contractor at the time of bid submittal (RCW 18.27.020)
- Have a current Unified Business Identifier (UBI) number
- Have industrial insurance coverage
- Have an employment security department number
- Have a state excise tax registration number
- Have never been disqualified from bidding under RCW 39.06.010 or 39.12.065(3)

The City also requires that the contractor must:

- Have or agree to obtain a current City business license
- Be current with all applicable licenses, taxes, and fees owed to the City of Bainbridge Island

In addition, the City adopts the following supplemental criteria which may be used in connection with specified projects:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder
- Whether the bidder can perform the contract within the time specified
- The quality of performance of previous contracts or services
- The previous and existing compliance by the bidder with laws relating to the contract or services
- Such other information as may be secured having a bearing on the decision to award the contract

When using the supplemental criteria described above, the City will include the supplemental criteria in the bidding documents, together with a basis for evaluation, deadline for bidder to submit responsibility documentation, and deadline for bidder to appeal a “not responsible” determination.

When a trade-in option exists and is in the City’s best interest, the price offered on the trade will be considered when determining the lowest responsive and responsible bid.

RCW 39.30.040 allows any local sales tax revenue generated by the purchase to be considered in determining the lowest responsive and responsible bid. Other preferences favoring local businesses are not permitted.

6.4 Cancellation

An invitation for bids may be cancelled. Additionally, the City (at its sole discretion) may choose to reject any or all bids, in whole or in part, except as otherwise provided under state or federal law or as conditions of receiving state or federal funding.

6.5 Submittal of Bids

Bids will be submitted as specified in the invitation for bid by the appointed date and time listed in the invitation. Each bid will be dated, and time stamped as it is received. Late bids will not be accepted. If the bid is a sealed bid, all qualified bids will be opened and read aloud publicly at the appointed time.

No City representative shall inform a contractor of the terms or amount of any other contractor's bid for the same project prior to the bid opening date and time. Once bids have been submitted (and opened, if the bids are sealed), the City may not negotiate with bidders. The contract must be awarded to the lowest responsive and responsible bidder, or else all bids must be rejected.

A written record shall be made of each contractor's bid on a project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations shall be recorded, open to public inspection, and available by electronic request.

Original specifications and the original bid responses will be retained for review and audit as required.

6.6 Bid Security

In accordance with RCW 35.23.352(1), each bid submitted through a formal competitive bidding process shall be accompanied by a bid security for a sum of not less than five percent of the amount of the bid. The bid security may be in the form of a cashier's check, postal money order, or surety bond provided by a surety company that is authorized to do business in Washington State in a form approved by the City Attorney's Office. No bid solicited through a formal competitive bidding process shall be considered unless accompanied by such a bid security.

A bid security is only required for bids solicited through a formal competitive bidding process. A bid security is not required for bids solicited through the small works roster process, limited public works process, or through the procedures described in Sections 5.3, 5.4, and 5.5.

However, if a public works project is estimated to be \$250,000 or greater and will be funded in whole or in part with federal funds, a formal competitive bidding process, that which requires a bid security, is required.

If a bidder is permitted to withdraw a bid before award, its bid security shall be returned.

6.7 Non-Collusion Affidavit

Each bidder shall be required to warrant that their bid is genuine, and that they have not entered into collusion with other bidders, by submitting with their bid an executed and notarized affidavit on a form approved by the City Attorney.

7.0 PROFESSIONAL SERVICES

Professional services are services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement.

Professional services include, but are not limited to:

- Architectural, engineering, or surveying services
- Accounting and auditing
- Bond or insurance brokerage
- Consulting services
- Legal services
- Real estate appraisal or title abstracts
- Relocation assistance
- Design
- Soils analysis or core testing

7.1 Competitive Process

Under Chapter 39.80 RCW, a competitive process is required for all architectural, engineering, or surveying services. This competitive process is further outlined in Section 8.0. It is recommended, but not required, to follow the same process for all other professional services.

7.2 Consultant Solicitation

Except as required under Chapter 39.80 RCW, the City may use, as the first step in the evaluation and hiring of a consultant to provide professional services, the Municipal Research and Services Center's (MRSC) annual roster or advertise a Request for Qualifications (RFQ). By first reviewing qualifications of consultants on MRSC's consultant roster, or reviewing qualifications from solicited consultants via an advertised RFQ, to the City can narrow down and choose a consultant that is best qualified to do provide the needed professional services. After firms are narrowed down, a Request for Proposal (RFP) is then requested. Each proposal should outline the firms scope of services that includes information on their recommended schedule and deliverables, .

An RFP should include:

- a detailed scope of work describing the project tasks
- an estimated budget
- an estimated schedule
- evaluation criteria
- instructions regarding the submittal information (page limitations, number of copies, etc.)
- proposal deadline
- copy of agreement for professional services

A department director may evaluate proposals for smaller projects, but a review panel of at least three employees is recommended for more complex projects. City staff should review all submittals received prior to the deadline to ensure they comply with the requirements of the RFP. The director or review panel should then use evaluation criteria to score each firm's proposal.

Agency guidelines for RFPs and RFQs are as follows:

Estimated Cost for Services: \$0 to \$25,000

Process: Minimal Solicitation

Major Activities:

- RFQ: Select 1-3 qualified firms based on established criteria from MRSC roster or from the consultants who responded to a RFQ, if advertised.
RFP: Ask for proposals from the selected firm(s).
- Select most qualified firm.
- Negotiate a contract with the firm deemed the most highly qualified.
- Document the process.

Estimated Cost for Services: \$25,001 to \$100,000

Process: Informal Solicitation

Major Activities:

- RFQ: Select 3-5 qualified firms based on established criteria from MRSC roster or from consultants who responded to an RFQ, if advertised.
- RFP: Prepare an RFP, including, at a minimum: description of services required, project schedule, estimated budget, instructions on submittal information, and due date for the responses. Send RFP to the 3-5 qualified firms previously identified.
- Evaluate responses and select most qualified firm

- Negotiate a contract with most qualified firm
- Document the process for file, including selection criteria, names of firms considered, all responses to RFP, basis for award decision, and copy of contract

Estimated Cost for Services: Over \$100,001

Process: Formal Solicitation

Major Activities:

- RFQ: Prepare a formal RFQ, and advertise the RFQ by, at a minimum, publishing legal notice in the City's newspaper of record and by posting the RFQ on the City's website.
- RFQ: Develop score sheets for use by evaluators and evaluate responses to RFQ.
- RFP: Issue RFP to a minimum of six firms.
- Conduct pre-proposal conference, if required in RFP.
- Provide answers to consultant questions via addenda and post on website.
- Date and time stamp proposals received by the due date.
- Evaluate proposals strictly against criteria set forth in the RFP and score. Use 3 evaluators for scoring and score proposals using score sheets. Tabulate scores and determine ranking of consultants.
- Schedule and conduct oral interviews of top finalists, if desired.
- Determine final scoring and select most qualified firm.
- Notify successful and unsuccessful firms.
- Negotiate a contract with most qualified firm.
- Conduct debriefing conferences with unsuccessful proposers, if requested.

8.0 ARCHITECTURAL, ENGINEERING, AND SURVEYING SERVICES

Services for professional architectural (including landscape architectural), engineering, or surveying services are procured using the qualifications-based selection requirements in Chapter 39.80 RCW. Examples include architectural blueprints, road design, and sewer and water system design. The requirements outlined in that chapter, as stated in these guidelines, or as may be amended by the State Legislature, must be carefully followed.

8.1 Annual Roster

As an alternative to creating and maintaining the City's own annual roster for the procurement of architectural, surveying, and engineering services, the City Manager is authorized to enter into agreements with the Municipal Research and Services Center (MRSC) and/or any other agencies for use of their annual rosters as long as such rosters are in compliance with the latest state of Washington rules, regulations, requirements, and laws regarding the procurement of architectural, surveying, and engineering services.

The City encourages architectural, engineering, and surveying firms to submit to MRSC a statement of qualifications and performance data annually. When services are needed, the City will evaluate current statements of qualifications and performance data on file. The City continues to have the option to formally advertise for consultant qualifications aside from using the MRSC roster.

8.2 Contract Negotiations

Discussions will be conducted with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services. Using criteria established by the City for the project, category, or type of services needed, a professional services contractor will be selected that is deemed to be the most highly qualified to provide the services required for the proposed project. See Section 7.2 for the RFQ and RFP process. RFPs for architectural, engineering, and surveying services may not request a price. The City must select the most qualified firm and then negotiate a price for the project.

The City will negotiate a contract with the most qualified firm at a price that the City determines is fair and reasonable. In making its determination, the City will consider the estimated value of the services to be rendered as well as the scope, complexity, and professional nature of the service to be provided. If the City is unable to negotiate a satisfactory contract with the firm selected at a price that is determined fair and reasonable, negotiations with that firm will be formally terminated. Another firm will then be selected, and the process continued until an agreement is reached or the process terminated.

9.0 CONTRACT AMENDMENTS

The City Manager may execute an amendment to a contract without City Council approval, provided that the amendment:

- Simply extends the time of completion for a project;
- Provides for a cost increase that does not exceed 10% of the original contract cost (or \$50,000, whichever is greater), and is within the approved budget; or
- Is solely for “On-Call” services to ensure compliance with City Codes and regulations by development applications and studies associated with development applications, when the cost of the work performed is recovered from applicant reimbursements or application fees. Examples include agreements for geotechnical studies and traffic impact analysis.

All changes to the scope of work must be done by contract amendment. Substantial changes to the scope of work must be submitted to the City Attorney for a determination as to whether the work should be a new contract.

This section does not apply to contracts for public works projects. Amendments to contracts for public works projects shall be in the form of a change order approved in accordance with Section 5.13.

10.0 COMPETITIVE BIDDING EXEMPTIONS AND EMERGENCIES

Under RCW 39.04.280, competitive bidding requirements may be waived for:

- a. Purchases that are clearly and legitimately limited to a single source of supply;
- b. Purchases involving special facilities or market conditions;
- c. Purchases in the event of an emergency;
- d. Purchases of insurance or bonds; and
- e. Public works in the event of an emergency.

Purchases may be made from a *sole source* vendor without soliciting other quotes or bids. In non-emergency situations, written documentation demonstrating the appropriateness of a sole source purchase shall be submitted to the Finance Department in advance of the purchase. Finance (and the City Attorney, when needed) will evaluate whether a vendor can legitimately be defined as a sole source.

Purchases involving special facilities or market conditions may be made without soliciting quotes or bids. In non-emergency situations, written documentation demonstrating the appropriateness of a purchase involving special facilities or market conditions shall be submitted to the Finance Department in advance of the purchase. Finance (and the City Attorney, when needed) will evaluate whether special facilities or market conditions legitimately exist.

In accordance with RCW 39.04.280 and Chapter 2.44 BIMC, if an *emergency* exists, the City Council, the City Manager, the Finance Director, or the person(s) designated by the City Manager to act in the event of an emergency may:

- Declare that an emergency situation exists.
- Waive competitive requirements.
- Award, on behalf of the City, contracts necessary to address the emergency (including, but not limited to, contracts for architectural and engineering services).

Chapter 2.44 BIMC contains additional provisions relating to emergency management. RCW 39.04.280 requires that a written finding of the existence of an emergency be made and entered into the public record no later than two weeks following the award of the contract. In accordance with BIMC 2.44.110, such written findings authorizing the emergency procurement shall be presented to the City Council for ratification and confirmation, modification or rejection. However, all emergency procurements under this section shall be considered to be in full force and effect until the City Council acts otherwise.

See the Emergency Operations Center (EOC) Manual for additional information on the resource request process used in the EOC during emergencies

11.0 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS

RCW 39.34.030 allows the City to join with other governmental agencies for the purchase of supplies, equipment, or services. This is done by entering into a written Intergovernmental Cooperative Purchasing Agreement (also known as an “Interlocal Agreement”).

Prior to making a purchase under such an agreement, the City must ensure that the procedure used by the agency that originally awarded the bid, proposal, or contract is allowable with the City’s purchasing policy. The originating agency must also have fulfilled one of two additional public notice requirements:

- Posted the bid or solicitation notice on a web site established and maintained by a public agency, purchasing cooperative, or similar service provider, for purposes of posting public notice of bid or proposal solicitations.
- Provided an access link on the state’s web portal to the notice.

The City may also make a bid call with another government entity as a joint purchase that complies with the procurement requirements of both jurisdictions.

When practical, the City should include language in its solicitations that allows other public agencies to purchase from City of Bainbridge Island’s contracts or purchase orders, provided that other agencies provide similar rights and reciprocal privileges to the City of Bainbridge Island.

Pursuant to RCW 39.34.030, the City may make purchases through state contracts. The City has signed a Master Contracts Usage Agreement with the Department of Enterprise Services (“DES”). The DES’ webpage provides information and instructions for making purchases with the state contract.

The City Council shall approve all Intergovernmental Cooperative Purchasing Agreements.

12.0 VENDOR RELATIONS

12.1 Code of Ethics

Employees will follow applicable personnel policies in this subject area.

12.2 Quote or Bid Revisions

If a vendor is permitted to submit a revised quote or bid, other competitors will be given the same opportunity. Bidders are expected to offer their best bid first and offering an opportunity to re-quote should be done only when necessary.

12.3 Samples

When vendors offer samples for evaluation, they will be accepted only under the following conditions:

- The sample is accepted as property of the City.
- The product is of a type presently in use by the City or is of potential use. Samples of goods not likely to be purchased are not to be accepted.
- The quantity or size of the sample is relatively small and of minimal value.
- Any chemicals offered as vendor samples shall not be accepted unless accompanied by an OSHA product safety data sheet or material safety data sheet (MSDS).
- If vendor samples are accepted, they must be sent to the appropriate location or department for testing.
- Samples that are requested for evaluation must be purchased.

12.4 Local Business Participation

The City will take affirmative steps not only to encourage local businesses to apply to participate in the procurement process, but to the extent legally possible, the City will consider the use of those local businesses.

13. Bid Protests

A bidder wishing to protest the City's award of a contract for a public works project that was the subject of competitive bidding must strictly follow the procedures described below. To the extent that these procedures are not followed, the City will not review a bid protest submitted by a bidder.

13.1 Requests for Copies of Bids Received by City

In accordance with RCW 39.04.105, within two business days of the bid opening on a public works project that is the subject of competitive bids, the City will provide, if requested by a bidder, copies of the bids the City received for the public works project. The City will not execute a contract for the public works project for two full business days from the date that copies of the received bids were provided. Intermediate Saturdays, Sundays, and legal holidays are not counted as "business days."

13.2 Procedure for Submission of a Bid Protest

All bid protests must be filed in writing with the City Clerk and must be submitted no later than: two full business days following bid opening, if no bidder requested copies of the bids received for the project; or two full business days following the date on which the City provided copies of the bids to requesting bidders. Intermediate Saturdays, Sundays, and legal holidays are not counted as "business days."

All bid protests must:

- Be submitted in writing;
- Explicitly identify itself as a bid protest;
- Explicitly identify the bid/project/request for which the protest is made;
- Explicitly state all reasons and bases in law and fact supporting the protest; and
- Include any and all supporting documents.

13.3 Consideration of A Bid Protest

Submitted bid protests complying with the requirements outlined above will be reviewed by the City Manager, the City Attorney, and the Public Works Director, or their designees.

The bid protest will be decided based upon the written materials, supporting documents, and other information submitted with the bid protest as well as other records or information known to the City relating to the public works project in question. In the event that a meeting or conference with the protesting bidder would materially assist the City in making its decision, a meeting may be scheduled at the discretion of the City Manager or their designee.

Only those issues identified by the bidder in the written protest filed with the City Clerk will be considered. The City Attorney or their designee will issue a written decision no later than 10 business days after the filing of the bid protest with the City Clerk, which shall be the final decision of the City on the bid protest.

14.0 SALE OR DISPOSAL OF CITY Personal PROPERTY

14.1 Authorization

The City Manager may authorize the sale or disposal of personal property owned by the City, provided that the property is no longer needed and that notice of intention to sell is given as provided in this section. The personal property will be deemed as surplus or scrap.

Permission must be obtained from the grantor before selling or disposing of any personal property which was purchased with grant funding. Failure to obtain permission could obligate the City to repay grant funding used to purchase the personal property.

Section 14 does not address the sale or disposal of real property owned by the City.

14.2 Sale versus Disposal

Sales of surplus items to other governmental agencies may occur via private sale. Other sales of surplus items shall be sold via public auction. It is the City's policy to utilize third-party auction services rather than conduct the auction itself.

Scrap may be sold via public auction, via private sale at prices established by current market conditions or may be disposed of if there is not a viable market. The City Manager may donate items with a nominal value to a charitable organization which is tax exempt pursuant to Internal Revenue Code Section 501(c)(3).

14.3 Trade-Ins

Trade-in of old equipment to upgrade similar or reasonably related equipment is permitted when it is in the best interest of the City. The requesting Department Director shall be responsible for the sale, trade, or other disposition of surplus property and scrap belonging to the City of Bainbridge Island when used for a trade-in.

14.4 Public Notice of Sale

If the City opts not to use a third-party auction service and instead chooses to conduct an auction itself, the notice of intent to sell surplus or scrap at a public sale shall be published once a week for two consecutive weeks in the City's official newspaper immediately prior to the sale. The notice shall state the time and place at which the property will be sold. Any other reasonable means to attract potential buyers to the sale may be used in conjunction with the notice posted in the official newspaper.

14.5 Conflict of Interest

Because City employees have more information than the general public about City property to be auctioned and an appearance of fairness is necessary to maintain the public trust, employees, their spouses, and their agents are not permitted to bid on or buy personal property auctioned or sold directly by the City.

14.6 Inventoried Items

Surplus, scrap, or trade-in of any inventoried item will be confirmed by the employee responsible and approved by the Department Director. A Property Disposition form will be completed and submitted to the Finance Department.

Each Department will be responsible for storing and retaining an inventory of such property until issued disposition instructions.

15.0 ADDITIONAL SIGNING AUTHORITY

15.1 Grants

If a grant would require the City to contribute more than \$50,000 in material matching dollars, then the City Manager will seek City Council approval prior to applying. The City Manager will bring grant opportunities the City Manager becomes aware of to the full City Council. The City Council may also initiate the process of pursuing a grant. If other entities, such as non-profit organizations or community interest groups, wish to apply for a grant on behalf of the City, the group must first obtain the approval of City Council.

The City Manager, or designee, is authorized to execute all required agreements and documents with a grant-issuing agency to effectuate any grant approved or accepted by the City Council.

Amendments to grants that simply extend the term of the grant may be approved by the City Manager.

15.2 Interlocal Agreements

All interlocal and interagency agreements must be approved by City Council. Amendments to interlocal agreements that simply extend the term of the agreement may be approved by the City Manager.

15.3 Real Property

Contracts and agreements that relate to real property (other than as described below) must be approved by the City Council.

The City Manager is authorized to enter into leases of real property where the rent does not exceed \$50,000 total over the term of the lease; Provided, that the City Council's approval is required for all leases of real property that are for a term of more than five (5) years.

The City Manager is authorized to enter into licenses, permits, or other agreements in order to manage the use of the City's right-of-way. Any such license, permit, or other agreement shall contain the provisions set forth in Resolution No. 2013-09.

The City Manager, Director of Public Works and Director of Planning and Community Development are authorized to accept dedications, easements, rights-of-way, fee estates, or other interests in real property for use by or on behalf of the city. Pursuant to this authority, the City Manager, the Director of Public Works, or the Director of Planning and Community Development are each authorized to sign and accept delivery of real property acquisition documents on behalf of the City.

The Director of Planning and Community Development is further authorized to sign and accept documents relating to any notice to title recorded with Kitsap County in connection with the Critical Areas ordinance.

15.4 Settlement Authority

The City Manager is authorized to sign settlement agreements requiring the City to pay less than \$50,000 to resolve and settle any damage claims or suits against the City and to execute all necessary documents pursuant to the resolution of such claims. The City Manager shall have the further authority to approve the issuance of checks pursuant to the resolution of such claims. Claims settled by the City Manager under this authority will be reported to the City Council at the next City Council meeting following the settlement.

16.0 COMPLIANCE WITH POLICY

A violation of any of the provisions of this policy may result in discipline to the individual involved where, in the opinion of the City Manager (in the case of employees) or the City Council (in the case of the City Manager), such discipline is in the interest of the public and good government.

Officers and employees should be aware of possible personal penalties, termination, and financial liability for intentional or willful violation of competitive bidding laws. RCW 39.30.020 states (emphasis added):

In addition to any other remedies or penalties contained in any law, municipal charter, ordinance, resolution, or other enactment, any municipal officer by or through whom or under whose supervision, in whole or in part, any contract is made in willful and intentional violation of any law, municipal charter, ordinance, resolution, or other enactment requiring competitive bidding upon such contract shall be held liable to civil penalty of not less than three hundred dollars and may be liable, jointly and severally, with any other such municipal officer for all consequential damages to the municipal corporation. If, as a result of a criminal action, the violation is found to have been intentional, the municipal officer shall immediately forfeit their office. For purposes of this section “municipal officer” shall mean an “officer” or “municipal officer” as those terms are defined in RCW 42.23.020(2).

17.0 SUMMARY OF PROCUREMENT GUIDELINES

Public Works Projects

Estimated Cost	Signing Authority	Purchase/Bidding Process	Contract Mechanism	
\$0 - \$20,000	Public Works Director	Limited Public Works Process	Limited Public Works Contract – 20k	Unit Price Contract (Follow the same threshold amounts and signing authority requirements)
\$20,001 - \$50,000	City Manager	Limited Public Works Process	Limited Public Works Contract – 50k	
\$50,001- \$350,000		Solicit 5 bids from small works roster. Must provide notice to other appropriate contractors on the roster for projects estimated to cost \$250,000 - \$350,000.	Small Works Contract	
\$250,000 or greater (funded by whole or in part by Federal Funds)		Formal competitive bidding process with advertisement	Formal Bid Contract	
\$350,001- Greater				

- All equipment, supplies, and materials purchased separately but as part of the Public Work project, will be part of the aggregate cost of all phases of the project when determining the applicable bid process to be used. Municipalities may not break public works projects into separate phases or parts to avoid compliance with bidding statutes (RCW35.23.352(1))

Exception: If the public works project is \$250,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

Purchasing

This matrix is to be used for purchasing charges that includes, goods, equipment, materials, and supplies that are not part of a public works project (telecommunications is not included and is governed by RCW 39.04.270). For items that are defined as a purchased service, please see “Non-professional Services” matrix. For purchases relative to a public works project, please see “Public Works Projects.”

Purchasing Procedure	Signing Authority	Purchase \$15,000 Or Less	Purchase \$15,001 - \$50,000	Purchases \$50,001 and over
Direct Negotiations	Directors	X		
Quotes (recommend obtaining 3 quotes when possible.) Telephone, fax, or email	City Manager		X	
Quotes (3 vendors should be solicited) Must be in writing	City Council			X

Non-Professional Services

(Purchased Services)

Non-Professional Services shall be described as services provided by a vendor for routine, necessary and continuing functions of a local agency, relative to a physical activity. Examples include courier, janitorial, disposal, vehicle inspection repair or up-fitting, office furnishing install.

Non-Professional Services is not public works, therefore can be let by using a solicitation, evaluation, and award process based on qualifications and price.

Note that prevailing wages may need to be paid in connection with the contract. To verify if Labor and Industries will require prevailed wages for the service being provided, please contact L & I directly for assistance.

Purchased Service Procedure	Signing Authority	Services \$15,000 or Less	Services \$15,001 - \$50,000	Services \$50,001-greater
Qualifications/ Price Direct Negotiations	Directors	X		
Qualification /Price (recommend obtaining 3 quotes when possible) Telephone, fax or email	City Manager		X	
Qualification /Price (3 vendors should be solicited) must be in writing.	City Council			X

Professional Services

(Architecture, Engineering and Surveying Services and other Services that are performed)

Chapter 39.80 RCW must be followed for architectural, engineering, and surveying services (see Section 8.0) and price may not be considered in the initial selection process.

Estimated Agreement Amount	Signing Authority	Recommended Solicitation Process
\$25,000 or Less	City Manager	Minimal competition. Contact 1-3 qualified firms.
\$25,001 to \$50,000	City Council	Informal competition. Prepare RFQ/RFP and contact 3-5 qualified firms.
\$50,001 to \$100,000		Formal competition. Prepare RFP/RFQ and advertise.
Over \$100,000		

~~ATTACHMENT~~ Exhibit A



CITY OF
BAINBRIDGE ISLAND

PROCUREMENT POLICY

~~PURCHASING GUIDELINES~~

~~CONTRACT AND SURPLUS AUTHORITY~~

Effective Date: ~~February 12~~ October 8, 2019

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I. GENERAL

1.1 PURPOSE

This document is intended to direct the purchase-procurement of goods and services at a reasonable cost. An open, fair, documented, and competitive process is to be used whenever reasonable and possible. The purchasing function's integrity, efficiency, and effectiveness of the City's procurement processes are critical elements of sound government.

1.2 OBJECTIVES

The objectives of the City's purchasing program Procurement Policy are as follows:

- To provide a uniform system to obtain supplies, materials, equipment, and services in an efficient and timely manner;
- To facilitate responsibility and accountability with the use of City resources;
- To ensure equal opportunity and competition among vendors and contractors;
- To promote effective relationships and clear communication between the City and its vendors and contractors;
- To comply with State procurement statutes governing expenditures of public funds;
- To promote use of recycled materials and products, and dispose of surplus and scrap materials with regards to cost savings and the environment.

1.3 SCOPE

These guidelines apply to purchases of:

- Supplies, materials, and equipment
- Professional services (including architectural and engineering services)
- Non-professional services (purchased services)
- Public works projects

The guidelines do not apply to the acquisition, sale, or lease of real property, except as described in Section 15.3.

If grant or debt funding is involved in the proposed purchase, applicable requirements should be obtained from the funding agency. Such requirements may be more restrictive than the City's policy.

1.4 CONTROLLING LAWS

All ~~purchases-procurements~~ shall comply with appropriate and relevant Federal, State, and City laws and policies. If the appropriate and relevant Federal or State laws, regulations, grants, debt, or requirements are more restrictive than ~~these guidelines~~this Procurement Policy, such laws, regulations, grants, debt, or requirements ~~should-must~~ be followed.

The City Attorney shall be consulted when questions regarding potential conflicts arise. Applicable laws and regulations will be cited throughout this document.

2.0 DETERMINING TOTAL PURCHASE COST

2.1 USE ANTICIPATED COST

The anticipated ~~annual~~ need for a good or service (when it can reasonably be projected) shall be used to determine the cost of that good or service, and thus which contract approval level, cost threshold, ~~and or~~ other related purchasing requirements apply.

2.2 NO "BID SPLITTING"

~~Requirements-Procurements of goods or services~~ shall not be divided to come up with a lower total cost to avoid contract approval levels or competition requirements contained in this Procurement Policy or in state or federal law. For example, if one item being purchased requires another item to "make a whole," the total accumulated costs of the two items (when they can reasonably be projected) should be considered together to determine which approval level and cost threshold apply, unless the two items are not available from a single vendor.

2.3 COSTS TO INCLUDE

Include costs such as taxes, freight, and installation charges when determining which cost threshold applies. Do not include the value of a trade-in. Trade-in value should be considered, however, to determine the lowest bid when competitive bidding is used.

2.4 INCLUDE TOTAL QUANTITY NEEDED

Requirements for the total quantity of an item (when they can be reasonably projected) should be considered when determining which cost threshold and related purchasing requirements apply.

2.5 MULTIPHASE ~~PROGRAMS~~ PROJECTS

If a project is to be completed in phases, the total accumulated cost for all phases should be considered when determining which cost threshold applies.

3.0 CONTRACT APPROVAL LEVELS

These approval levels are designed for contracts whose costs are covered by budget appropriations previously approved by the City Council. Contracts requiring additional appropriations must be approved by the Council.

3.1 ~~PURCHASING OF~~ EQUIPMENT, SUPPLIES, & MATERIALS ~~(UNRELATED TO A PUBLIC WORKS PROJECT)~~

3.1.1 ~~\$15,000~~ ~~10,000~~ or Less

Purchases in this price range are to be approved by the Department Director.

3.1.2 ~~\$15,001~~ ~~10,001~~ to \$50,000

Purchases in this price range are to be approved by the City Manager.

3.1.3 \$50,001 or More

Purchases in this price range are to be approved by the City Council.

3.2 PROFESSIONAL SERVICES

~~(PERSONAL SERVICES AND ARCHITECTURE & ENGINEERING SERVICES)~~

3.2.1 \$50,000 or Less

Contracts in this price range are to be approved by the City Manager.

3.2.2 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

3.3 NON-PROFESSIONAL SERVICES (PURCHASED SERVICES)

3.3.1 ~~\$15,000~~ ~~10,000~~ or Less

Contracts in this price range are to be approved by the Director.

3.3.2 ~~\$15,001~~ ~~10,001~~ to \$50,000

Contracts in this price range are to be approved by the City Manager.

3.3.3 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

3.4 PUBLIC WORKS PROJECTS ~~(INCLUDING RELATED MATERIALS, SUPPLIES, AND EQUIPMENT)~~

3.4.1 ~~\$10,000~~ 20,000 or Less

Contracts in this price range are to be approved by the Public Works Director.

3.4.2 ~~\$10,001~~ 20,001 to \$50,000

~~—~~ Contracts in this price range are to be approved by the City Manager, ~~provided they are included in the Capital Improvement Plan (CIP).~~

3.4.3 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

4.0 ~~COST THRESHOLD REQUIREMENTS—EQUIPMENT, SUPPLIES, & MATERIALS (UNRELATED TO A PUBLIC WORKS PROJECT) AND PURCHASING AND NON-PROFESSIONAL PROFESSIONAL SERVICES SERVICES (PURCHASED PURCHASED SERVICES SERVICES) —COST THRESHOLD REQUIREMENTS AND OTHER PURCHASE TYPES~~

The following cost thresholds apply for procurements of non-professional services and purchases of supplies, materials, and equipment unrelated to a public works project, non-professional services, and information services.

~~The cost thresholds below do not apply to the purchase of services that are considered to constitute a public work — see Section 5.0 on public works projects.~~

~~They also do not apply to the purchase of professional services (including architectural or engineering services) — see Section 7.0 on professional services and Section 8.0 on architectural and engineering services.~~

~~Refer to Section 10.0 in situations involving sole source competitive bidding exemptions or emergency purchases of equipment, supplies, & materials.~~

Non-professional services, (referred to as “purchased services” by the Municipal Research and Services Center (MRSC)), are for routine and continuing functions, mostly related to physical activities that:

- Follow established or standardized procedures
- Contribute to the day-to-day business operations
- Completion of assigned and specific tasks
- Require only routine decisions
- May require payment of prevailing wages

Examples include delivery services, landscaping and janitorial services, vehicle inspection and repair services, HVAC system maintenance, and office furnishings installation and repair service. Consult with the City Attorney prior to contracting for these services for advice on bidding and prevailing wage requirements.

~~The cost thresholds below do not apply to the purchase of services that are considered to constitute a public work — see Section 5.0 on public works projects.~~

~~They also do not apply to the purchase of professional services (including architectural or engineering services) — see Section 7.0 on professional services and Section 8.0 on architectural and engineering services.~~

~~Refer to Section 10.0 in situations involving sole source or emergency purchases.~~

4.1 ~~\$1015,000~~ OR LESS – DIRECT NEGOTIATION

Procurements or

~~p~~Purchases in this price range may be entered ~~into~~ through direct negotiation. Competition is not required, though departments should still make every effort to receive the best price possible. Award of a contract will be based on qualifications and price. Documentation (e.g., date, time, vendor contract name, phone #, email of applicant) on all quotes ~~should~~ must be retained to the extent required under state law.

4.2 ~~\$1015,001~~ TO \$50,000 – ~~3~~ MINIMUM QUOTES ~~NEEDED~~

For procurements or purchases in this price range, it is recommended that at least three quotes ~~shall~~ be obtained when possible. Quotes may be obtained by telephone or in writing (electronic submittals are ok). ~~Documentation on all quotes will be retained. The documentation will include the date, time, vendor contract name, phone number, email (if applicable), price quoted and any reasons for acceptance or refusal of the quote.~~ Documentation (e.g., date, time, vendor contract name, phone #, email of applicant) on all quotes ~~should~~ must be retained to the extent required under state law.

4.3 \$50,001 OR MORE – ~~COMPETITIVE BIDS~~ QUOTES

For purchases in this price range, competitive ~~bids~~ quotes shall ~~should~~ be ~~obtained~~ solicited from at least 3 vendors. Bids/Quotes submitted by each vendor do not need to be sealed, but shall be in writing only (electronic submittals are ok). A bid security may be required in an amount and type approved by the Public Works Director. Award of a contract will be based on qualifications and price. Documentation (e.g., date, time, vendor contract name, phone #, email of applicant) on all quotes ~~will~~ must be retained to the extent required under state law. ~~–See Section 6.0 on competitive bidding for a detailed description of the procedures to be followed.~~

4.4 ~~OTHER TYPES OF PURCHASING~~ ALTERNATIVE METHODS OF PROCUREMENT AND PURCHASING

If applicable, the City may utilize any one of the following methods as an alternative to the requirements of sections 4.1, 4.2, and 4.3 above.

4.4.1 Auctions

RCW 39.30.045 allows for the purchase of any supplies or equipment at auctions rather than through competitive bidding, if the items can be obtained at a competitive price. This authority allows the City to make a purchase on an internet-based auction service,

such as eBay, as well as through in-person auctions. The City may also use federal, state, or local governmental auctions.

4.54.2 Purchasing Surplus Property from Other Governmental Agencies

RCW 39.33.010 allows for the purchase of surplus property from other governmental agencies without regard to bid laws.

4.64.3 Contracting for Services with Other Governmental Agencies

RCW 39.04.080 authorizes one public agency to contract with another public agency to perform any function which each agency is authorized by law to perform itself.

4.5 ENVIRONMENTALLY-FRIENDLY PURCHASING

4.7~~54.14~~ Environmentally Friendly Purchasing

Where appropriate environmentally-friendly products are available and reasonably priced compared to competing products, such environmentally-friendly products are to be purchased by the City. Environmentally-friendly products may include, but are not limited to, products that are: less toxic or hazardous, energy and water efficient, recyclable or made from recycled content or renewable resources, bio-based, sustainably certified, or shipped or made with reduced packaging.

4.8~~4.5.2~~ Neonicotinoids

~~Pursuant to Resolution No. 2016-11, the City will not purchase landscaping materials, including plants and seeds, that have been treated with neonicotinoids, except for use in: (a) a well-defined research study; or (b) when the life or health of a valuable or significant tree is threatened and neonicotinoid application is the least environmentally impactful option.~~

4.9~~4.5.3~~ Pesticides

~~Pursuant to Chapter 16.30 BIMC, the City will not purchase any pesticide, except for those included on the Least Toxic Products List established by Resolution 2003-23 or subsequent resolutions of the City Council.~~

5.0 PUBLIC WORKS PROJECTS

As defined in RCW 39.04.010, *public works* include ~~(but are not limited to)~~ all work, construction, alteration, repair, or improvement (other than *ordinary maintenance*, ~~engineering analysis, and design and other~~ and professional services associated with the public works project) executed at the City's cost, or which is by law a lien or charge on any property therein. ~~If the City contracts out for maintenance or repairs, the work is a public work for bidding and prevailing wage purposes.~~

5.1 DEFINING PROJECT COST

The cost of a public works project includes the costs of materials, supplies, equipment, and labor on the construction of that project. Section 2.0 of this manual provides additional guidance on determining project cost.

5.2 BID REQUIREMENTS

Pursuant to RCW 35A.40.210, procedures for any public work undertaken by the City is governed by RCW 35.23.352, which Washington State law (RCW 35.23.352) requires the City to call for bids whenever the cost of a public work will exceed \$~~65,000~~116,155, if more than one craft or trade is involved. If only a single craft or trade is involved, or if the project is for street signalization or street lighting, bids must be called for if the cost is greater than \$~~40,000~~75,500. RCW 35.23.352 also authorizes the City to utilize, at the City's discretion, the small works roster process outlined in RCW 39.04.155, described in more detail in Section 5.6 below.

In accordance with these provisions of state law, ~~the City has established the following additional cost thresholds and bidding procedures apply when the City is soliciting bids for a public works project:~~ guidelines for the bidding process:

5.3 \$0 TO \$50,000 – LIMITED PUBLIC WORKS PROCESS

If the estimated cost of the public works project is \$0 to \$50,000 and the City determines that the work should be performed by contract, the City shall utilize the limited public works process outlined in RCW 39.04.155(3) and described in Section 5.7.

~~5.2.1 Public Works Projects \$0 to \$5002500: No competitive bidding is needed.~~

~~5.2.2 Public Works Projects \$5012501 to \$250020,000: Solicit 3 three informal quotes by telephone/bids (phone or in writing written). Preference is to use the small works roster.~~

5.4 \$50,001 TO \$350,000 – FIVE BIDS FROM THE SMALL WORKS ROSTER

If the estimated cost of the public works project is \$50,001 to \$350,000, then the City shall solicit five written bids from the small works roster in accordance with the procedure set forth in RCW 39.04.155(2), which procedure is described in more detail in Section 5.6.

~~5.2.3 Public Works Projects \$250,001 to \$10,000,000: Solicit three informal quotes bids by telephone or in writing, preferably from the small works roster.~~

If the estimated cost of the public works project is \$250,000 to \$350,000, then, i

~~5.2.4 Public Works Projects \$10,001 to \$35,000,001: to \$350,000: Solicit 3 five quotes bids from the small works roster.~~

~~5.2.5 Public Works Projects \$35,001 to \$150,000: Solicit quotes from at least five contractors on the small works roster in a manner that will equitably distribute opportunities among contractors~~

~~As per accordance with RCW 39.04.155-(2)(c), the City must provide notice to the remaining contractors on the small works roster that bids are being sought for projects that are estimated to cost between~~

~~“Equitably distribute” means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.~~

~~5.2.6 Public Works Projects \$150,001 to \$300,000: Solicit 5 quotes from small works roster and notify the remaining contractors on the roster that quotes on the work are being sought. \$250,000 to \$350,000. This-The~~ notice can be made by:

- Publishing notice in a legal newspaper in general circulation in the area where the work is to be done; or
- Mailing a notice to these contractors; or
- Sending a notice to these contractors by electronic means such as email or fax.

~~5.2.7 Exception: (If the estimated cost of the public works the public works a project is \$250,000 or greater and is funded by in whole or in part with by federal Federal funds, a then the formal competitive bidding process outlined in Section 5.2.56.0 is required-). This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.~~

5.5 \$350,001 OR GREATER – FORMAL COMPETITIVE BIDS REQUIRED

If the estimated cost of the public works project is \$350,001 or greater, then the formal competitive bidding process outlined in Section 6.0 is required. ~~5.2.8 5 Public Works Projects More than that are \$350,000: Advertise and call for bids using the formal bid or greater: a formal bidding process with advertisement is required.~~

~~“Equitably distribute” means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.~~

All contracts are to be awarded to the lowest responsible bidder. RCW 39.04.350 outlines criteria that a bidder must meet in order to be considered responsible.

5.63 SMALL WORKS ROSTER PROCESS

~~Under RCW 35.23.352 and~~ RCW 39.04.155, the City is authorized ~~to use the~~ small works roster process to award public works contracts ~~estimated to cost of less than \$300,000 or less.~~ As described in Section 5.4 above, the City will use the small works roster process outlined in RCW 39.04.155(2) to award contracts for public works projects estimated to cost between \$50,001 and \$350,000, except as otherwise stated in Section 5.4.

Exception: If the public works project is \$250,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

Using a small works roster provides a streamlined method for soliciting competitive bids for public works projects costing less than ~~\$300,000.~~ \$350,000.

Under RCW 39.04.155, a small works roster consists of all responsible contractors who have requested to be listed, and are properly licensed or registered to perform such work in the State of Washington.

As an alternative to creating and maintaining the City's own small works roster for construction of public works projects, the City Manager is authorized to enter into agreements with the Municipal Research and Services Center (MRSC) or any other agency for use of their small works roster, as long as such small works rosters are in compliance with the latest State of Washington rules, regulations, requirements, and laws regarding the establishment, maintenance, and use of small works rosters for public works projects. ~~The City is currently using MRSC's small works roster.~~

A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed, as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

~~Performance bonds are required on small works roster projects unless waived as part of the Limited Public Works process, and the City requires bid bonds for small works roster projects with an estimated cost of more than \$100,000. Although not required for small works roster projects below that threshold, bid bonds are recommended to ensure that the contractor enters into the contract.~~

~~The City Council will award contracts with a value of more than \$50,000.~~

The Public Works Director shall post a list of the contracts awarded using the small works roster at least once a year. The list shall contain the names of the contractors awarded the contracts, the amount of the contracts, a brief description of the type of work performed under the contracts, and the date the contracts were awarded. The list shall also state the location where the bid proposals for the contracts are available for public inspection.

5.74 LIMITED PUBLIC WORKS PROCESS

~~As stated in Section 5.3, the City shall use the limited public works process to award contracts for public works projects with an estimated cost of \$0 to \$50,000.~~

The limited public works process is a type of small works roster process that applies only to ~~contracts-public works projects~~ estimated to cost less than ~~\$35,000~~\$50,000. To use this process, the City must solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster. ~~This process is described in RCW 39.04.155(3) and allows~~ The City may waive the payment and performance bond requirements of Chapter 39.08 RCW and the retainage requirements of Chapter 60.28 RCW ~~(further discussed in section 5.8).~~ Consult with the Staff shall consult the City Attorney's Office for prior approval when to waiving

~~both-either~~ of these requirements. The City must also comply with all requirements specified under RCW 39.04.155(3) regarding the limited public works process.

~~5.85~~ UNIT PRICE CONTRACTS

Under RCW 35.23.352(13), the City is authorized to procure public works with a unit priced contract, also known as an "On-Call" public works contract. Unit priced contracts allow the City to contract for anticipated types of public works projects on a recurring basis, where the contractor agrees to supply an indefinite quantity of work at a defined unit price over a fixed period of time.

Unit price contracts are executed for an initial contract term not to exceed three years. However, there is an option of extending the contract for one additional year.

Unit priced contracts must be awarded to the lowest responsible bidder, and unit price contractors must pay prevailing wages in accordance with RCW 35.23.352(13)(e). The City shall comply with all of the requirements of RCW 35.23.352(13) when soliciting bids for and awarding unit price contracts.

~~5.96~~ PUBLIC WORKS PERFORMED BY CITY EMPLOYEES

RCW 35.23.352(1) allows City employees to perform public works projects as long as the project's estimated cost is lower than the bidding limits (\$~~40,000~~75,500 single craft/trade or \$~~65,000~~ 116,155-multiple craft/trade).

Work performed within the City by other public employees under an interlocal agreement shall also be included in these limits.

The City is required to provide a report to the state auditor of the costs of all public works in excess of \$5,000 that are not let by contract (RCW 35A.40.200 and 35.23.352(4)). For any project using City employees in excess of \$25,000, the City must publish a description of the project and its estimated cost in the official newspaper at least fifteen days before beginning the work (RCW 39.04.020), except that in circumstances where an emergency is declared, publication of the description and estimate may be made within seven days after the commencement of the work.

~~5.6107~~ PREVAILING WAGES

The City is required by RCW 39.12.040 to require contractors to pay prevailing wages on all public works contracts.

A "Statement of Intent to Pay Prevailing Wages" must be received from a contractor before any payment is made, and an "Affidavit of Wages Paid" must be received following final acceptance of the work. As for RCW 60.28.011, all projects funded with Federal transportation funds

(whole or in part), must have an “Affidavit of Wages Paid” submitted to the City prior to final acceptance of the project.

5.7118 PERFORMANCE AND PAYMENT BONDS

Under RCW 39.08.010, mandates that the City require payment and performance bonds are required for every public works contract, except as described below. This ensures that the job will be completed and that all workers, vendors, and subcontractors will be paid.

The bonds shall be executed by a surety company authorized to do business in Washington State, in an amount equal to 100% of the price specified in the contract. The bonds shall be issued on a form approved by the City Attorney’s Office.

Payment and Performance bonds are required on small works roster projects. However, For small works roster projects estimated to cost \$150,000 or less, -contracts of \$150,000 or less, the City is allowed, at the option of the contractor, to forego requiring payment and performance bonds. Instead, the City may and instead retain 10% of the contract for 30 days after final acceptance, or until receipt of all necessary releases from the Department of Revenue, Department of Labor & Industries, and Employment Security Department, and settlement of any liens filed under RCW Chapter 60.28 RCW, whichever is later (RCW 39.08.010(3)). The intent of this exception is to assist small contractors who may have difficulty securing bonds.

The City may waive the payment and performance bond requirements of Chapter 39.08 RCW and the retainage requirements of RCW 60.28.011(1)(a) for contracts awarded through the limited public works process, described in Section 5.7. The City may waive the retainage requirements of RCW 60.28.011(1)(a) for contracts awarded through the small works roster process, described in Section 5.6.

RCW 39.08.015 subjects the City to claims of laborers, materialmen, subcontractors, and mechanics if the required payment and performance bonds are not obtained.

Under RCW 60.28.011(1)(b), the City is prohibits-prohibited agencies from withholding retainage on public works projects funded in whole or in part by federal transportation funds. Instead, agencies must rely on the contractor’s payment and performance bonds.

5.8129 PUBLIC WORKS OVER \$1 MILLION

Under RCW 39.30.060, specifies that in order for all public works projects expected to cost one million dollars or more, the City must require each prime contract bidder to submit as part of the bid, or within one hour after the published bid submittal time, the names of the

subcontractors with whom the bidder, if awarded the contract, will subcontract for performance of the work of: HVAC (heating, ventilation, and air conditioning); plumbing as described in chapter 18.106 RCW; and electrical as described in chapter 19.28 RCW, or to name itself for the work. Failure of the prime contract bidder to submit as part of the bid the names of such subcontractors or to name itself to perform such work or the naming of two or more subcontractors to perform the same work shall render the prime contract bidder's bid nonresponsive and, therefore, void. ~~for their bid to be considered responsive, every bidder for a public works contract of over \$1 million must submit (either with their bid or within one hour of the bid submittal time) the names of all subcontractors that will be used for heating, ventilation and air conditioning, plumbing and electrical work.~~

5.9—~~130~~ CONSTRUCTION CHANGE ORDERS

Change orders are to be approved in accordance with the cost thresholds outlined in this section, provided that the changes do not increase the project's cost in excess of previously approved budget appropriations.

The City Council must approve any change order that increases a project's cost beyond ~~previously approved~~ previously approved budget appropriations.

5.13.1: ~~Public Work Contract total remains below \$300,000~~ Public Work Contract total remains below \$300,350,000 – Change orders are to be approved by the City Manager.

5.13.2: ~~Public Work Contract total moves to \$300,000 or more, but the total cumulative amount of change orders is 10% or less~~ Public Work Contract total moves to \$300,350,000 or more, but the total cumulative amount of change orders is 10% or less – Change orders are to be approved by the City Manager.

5.13.3: ~~Public Work Contract total moves to \$300,000 or more and the total cumulative amount of change orders is more than 10%~~ Public Work Contract total moves to \$300,350,000 or more and the total cumulative amount of change orders is more than 10% – Council must authorize the City Manager to approve the revised contract.

In the event unforeseen conditions necessitate an immediate change to avoid a contractor's claim against the City for delays, the City Manager may authorize and direct work irrespective of the limits above, provided any work change directive issued in excess of the City Manager's authority shall be incorporated into a change order and presented to the City Council as soon as practicable.

5.10-141 PROJECT ACCEPTANCE

At the completion of a public works project, as confirmed by the Director of Public Works or designee, the City Manager is authorized to accept the work.

The Director of Public Works, Director of Planning and Community Development, and the Director of Finance, or their designees, are further authorized to sign exoneration and release forms for bonds and other security devices submitted with respect to a project completion.

6.0 FORMAL COMPETITIVE BIDDING PROCEDURES

6.1 PUBLIC NOTICE

~~RCW 35.23.352(1) sets out the advertising requirements for the public works bidding process. For all contracts that require bids, Whenever the cost of the public work or improvement, including materials, supplies, and equipment, will exceed the amounts outlined in RCW 35.23.352(1), the same shall be done by contract. All such contracts shall be let at public bidding. For contracts that require a formal competitive bidding process, a~~ notice shall be published in the official newspaper at least 13 days prior to the due date for bids. ~~For all Federal Aid projects as per the LAG Manual Chapter 46.24, an advertisement must run for a three-week period prior to opening of the bids. They must run at least twice, 20 calendar days prior to the last date upon which the bids will be received.~~

Advertisements for bids should include the following items:

- Title of the project
- Nature and scope of the work
- Materials and equipment to be furnished
- Where contract documents (plans, *specifications*) may be obtained
- Cost to obtain a set of contract documents
- Place, date, and time that bids are due
- Statement that a *bid bond* must accompany the bid
- Statements that the City retains the right to reject any or all bids, and to waive minor irregularities in the bidding process
- [Title VI requirements and reference](#)

6.2 BID SPECIFICATIONS

Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be provided-purchased. Such descriptions should not contain features that unduly restrict competition.

When it is impractical or uneconomical to make clear and accurate description requirements, a “brand name or equal” description may be used. The responsibility of demonstrating to the City’s satisfaction that a product is “equal” to that specified shall be on the vendor proposing the substitution.

Requests for approval of substitutions must be made with sufficient time to allow the City to adequately review the proposal, including time for vendors to respond to questions and

requests for additional information or clarification. The City has no obligation to accept proposed substitutions.

Acceptance of a substitute product proposed as an “equal” to that specified will be made in writing. If this acceptance occurs prior to the bid, other bidders will be notified to the extent practical.

6.3 AWARD

The contract will be awarded to the lowest responsive and responsible bidder whose bid meets the requirements and criteria included in the invitation for bids, or all bids will be rejected.

However, in accordance with RCW 35.23.352(2), if the City issues a written finding that the lowest responsive and responsible bidder has delivered a project to the City within the last three years which was late, over budget, or did not meet specifications, and the City does not find in writing that such bidder has shown how they would improve performance to be likely to meet project specifications, then the City may award the contract to the second lowest responsive and responsible bidder whose bid is within five percent of the lowest bid. If in any year a contract is awarded to the second lowest responsive and responsible bidder in this manner, the City will prepare an annual report as required under RCW 35.23.352(14).

~~RCW 39.04.350 outlines criteria that a bidder must meet in order to be considered responsible. The City may not negotiate with any of the bidders.~~

RCW 39.04.350 ~~established~~establishes bidder responsibility criteria. Before the City may accept a Contractor’s bid, the contractor must:

- Be a registered contractor at the time of bid submittal (RCW 18.27.020)
- Have a current Unified Business Identifier (UBI) number
- Have industrial insurance coverage
- Have an employment security department number
- Have a state excise tax registration number
- Have never been disqualified from bidding under RCW 39.06.010 or 39.12.065(3)

The City also requires that the contractor must:

- Have or agree to obtain a current City business license
- Be current with all applicable licenses, taxes, and fees owed to the City of Bainbridge Island

In addition, the City adopts the following supplemental criteria which may be used in connection with specified projects:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder
- Whether the bidder can perform the contract within the time specified
- The quality of performance of previous contracts or services
- The previous and existing compliance by the bidder with laws relating to the contract or services
- Such other information as may be secured having a bearing on the decision to award the contract

When using the supplemental criteria described above, the City will include the supplemental criteria in the bidding documents, together with a basis for evaluation, deadline for bidder to submit responsibility documentation, and deadline for bidder to appeal a “not responsible” determination.

~~Contracts over \$50,000 are awarded by the City Council.~~

When a trade-in option exists and is in the City’s best interest, the price offered on the trade will be considered when determining the lowest responsive and responsible bid.

RCW 39.30.040 allows any local sales tax revenue generated by the purchase to be considered in determining the lowest responsive and responsible bid. Other preferences favoring local businesses are not permitted.

6.4 CANCELLATION

An invitation for bids may be cancelled. Additionally, the City (at ~~its~~ sole discretion) may choose to reject any or all bids, in whole or in part, except as otherwise provided under state or federal law or as conditions of receiving state or federal funding.

6.5 SUBMITTAL OF BIDS

Bids will be submitted as specified in the invitation for bid by the appointed date and time listed in the invitation. Each bid will be ~~dated~~ dated, and time stamped as it is received. Late bids will not be accepted. If the bid is a sealed bid, all qualified bids will be opened and read aloud publicly at the appointed time.

No City representative shall inform a contractor of the terms or amount of any other contractor's bid for the same project prior to the bid opening date and time. Once bids have been submitted (and opened, if the bids are sealed), the City may not negotiate with bidders. The contract must be awarded to the lowest responsive and responsible bidder, or else all bids must be rejected.

A written record shall be made of each contractor's bid on a project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations shall be recorded, open to public inspection, and available by ~~telephone inquiry~~electronic request.

Original specifications and the original bid responses will be retained for review and audit as required.

6.6 BID SECURITY

~~In accordance with RCW 35.23.352(1), each bid submitted through a formal competitive bidding process shall be accompanied by a bid security for a sum of not less than five percent of the amount of the bid. The bid security may be in the form of a cashier's check, postal money order, or surety bond provided by a surety company that is authorized to do business in Washington State in a form approved by the City Attorney's Office. No bid solicited through a formal competitive bidding process shall be considered unless accompanied by such a bid security. shall be required for all competitive bidding for public works contracts, and shall be included in the bid package. Security shall be in the form of a bond with a value of at least 5% of the amount of the bid, provided by a surety company that is authorized to do business in Washington State, or the equivalent in cash or certified check.~~

~~Bid bonds are~~

~~A bid security is only required for bids solicited through a formal competitive bidding process. A bid security is not required for not required when small works procedures are used bids solicited through the small works roster process, limited public works process, or through the procedures described in Sections 5.3, 5.4, and 5.5 for projects.~~

~~However, if a public works project is estimated to be \$250,000 or greater and will be funded in whole or in part with federal funds, a formal competitive bidding process, that which requires a bid security, is required.~~

~~A bid security shall be required on all bids for materials, supplies, and equipment only if it is determined to be necessary.~~

~~When the invitation for bids requires submittal of bid security, noncompliance will result in rejection of the bid.~~

If a bidder is permitted to withdraw a bid before award, its bid security shall be returned.

6.7 NON-COLLUSION AFFIDAVIT

Each bidder shall be required to warrant that their bid is genuine, and that they have not entered into collusion with other bidders, by submitting with their bid an executed and notarized affidavit on a form approved by the City Attorney.

7.0 PROFESSIONAL SERVICES

Professional services⁴ are services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement.

Professional services include, but are not limited to:

- Architectural, engineering, or [design-surveying](#) services
- Accounting and auditing
- Bond or insurance brokerage
- Consulting services
- Legal services
- Real estate appraisal or title abstracts
- Relocation assistance
- [SurveyingDesign](#)
- Soils analysis or core testing

7.1 COMPETITIVE PROCESS

~~Under Chapter 39.80 RCW, a~~ competitive process is [required for all architectural, engineering, or surveying services. This competitive process is further outlined in Section 8.0. It is recommended, but not required, to follow the same process for all other professional services. but not required for professional services, other than professional architectural engineering, or surveying services \(see Section 8.0 for procedures to be followed when obtaining these services\). ~~The contract approval levels outlined in Section 3.0 still apply.~~](#)

7.2 [CONSULTANT SOLICITATION OF PROPOSALS](#)

~~Except as required under Chapter 39.80 RCW, the City may use, as the first step in the evaluation and hiring of a consultant to provide professional services, the Municipal Research and Services Center's (MRSC) annual roster or advertise request~~ a Request for Qualifications (RFQ). ~~By first reviewing qualifications of consultants on MRSC's consultant roster, or reviewing qualifications from solicited consultants via an advertised RFQ, to the City can narrow down and choose a consultant that is best qualified to do provide the needed professional services. as an initial submission or together with a Request for Proposals (RFP) in connection with a formal solicitation. An RFQ asks a company to submit their general capabilities, list of principal~~

⁴ ~~MRSC uses the terms "personal services" and "architecture and engineering services" in their contract guidelines.~~

employees, previous projects, and other qualifications for a project. After firms are narrowed down, a Request for Proposal (RFP) is then requested. Each proposal asks a company to both submit their qualifications and a proposed scope of services that includes information on their recommended schedule and deliverables, for a specific project, including information on the schedule and deliverables.

An RFP should include:

- a detailed scope of work describing the project tasks
- an estimated budget
- an estimated schedule
- evaluation criteria
- instructions regarding the submittal information (page limitations, number of copies, etc.)
- proposal deadline
- copy of agreement for professional services

A department director may evaluate proposals for smaller projects, but a review panel of at least three employees is recommended for more complex projects. City staff should review all submittals received prior to the deadline to ensure they comply with the requirements of the RFP. The director or review panel should then use ~~the~~ evaluation criteria to evaluate score each firms proposal.

Agency g Guidelines for ~~issuing~~ RFPs and RFQs are as follows:

~~Dollar Threshold~~ Estimated Cost for Services: \$0 to \$25,000

~~Competitive Process:~~ Minimal ~~competition~~ Solicitation

Major Activities:

- RFQ: Select 1-3 qualified firms ~~(1-3)~~ based on established criteria from MRSC roster or ~~OR from the consultants who responded to thea Request for QualificationsRFQ, if advertised-advertisement, for statements of qualifications and proposals from interested firms~~
- RFP: Ask for proposals from the selected firm(s).
- Select most qualified firm.
- Negotiate a contract with the firm deemed the most highly qualified.
- Document the process.

~~Dollar Threshold~~ Estimated Cost for Services: ~~\$25,000-001~~ to \$100,000

~~Competitive Process:~~ Informal ~~Competition~~ Solicitation

Major Activities:

- RFQ: Select 3-5 qualified firms based on established criteria from MRSC roster or from consultants who responded to an RFQ, if advertised. ~~or OR advertise for statements of qualifications and proposals from interested firms~~

- RFP: Prepare ~~written solicitation~~ an request for proposals RFP, including, at a minimum: description of services required, project schedule, request for consultant's qualifications and/or, estimated budget, non-price proposal instructions on submittal information, and due date for the responses. Send RFP to the 3-5 qualified firms previously identified.
- ~~Send to a minimum of 3 firms~~
- Evaluate responses and select most qualified firm
- Negotiate a contract with most qualified firm
- Document the process for file, including selection criteria, names of firms considered, all responses to RFP, basis for award decision, and copy of contract

Dollar Threshold Estimated Cost for Services: Over \$100,000 001

Competitive Process: Formal Competition Solicitation

Major Activities:

- RFQ: Prepare a formal RFQ, and advertise the RFQ by, at a minimum, publishing legal notice in the City's newspaper of record and by posting the RFQ on the City's website. solicitation document (RFP or RFQ/RFP/RFQ)
- ~~Publish legal notice in major daily newspapers~~
- ~~Post solicitation document on City website~~
- RFQ: Develop score sheets for use by evaluators and evaluate responses to RFQ. consultant qualification submittals
- RFP: Issue RFP ~~or RFQ/RFP~~ to a minimum of six firms.
- Conduct pre-proposal conference, if required in RFP. ~~or RFQ/RFP and issue addendum~~
- Provide answers to bidders' consultant questions via addenda and post on website.
- Date and time stamp proposals received by the due date.
- Evaluate proposals strictly against criteria set forth in the RFP ~~or RFQ/RFP~~ and score. Use 3 evaluators for scoring and score proposals using score sheets. Tabulate scores and determine ranking of ~~proposers~~ consultants.
- Schedule and conduct oral interviews of top finalists, if desired.
- Determine final scoring and select most qualified firm.
- Notify successful and unsuccessful firms.
- Negotiate a contract with most qualified firm.
- Conduct debriefing conferences with unsuccessful proposers, if requested.

8.0 ARCHITECTURAL, ENGINEERING, AND SURVEYING SERVICES

Services for professional architectural (including landscape architectural), engineering, or surveying services are procured using the qualifications-based selection requirements in Chapter 39.80 RCW. Examples include architectural blueprints, road design, and sewer and water system design. The requirements outlined in that chapter, as stated in these guidelines, or as may be amended by the State Legislature, must be carefully followed.

8.1 ANNUAL ROSTER

As an alternative to creating and maintaining the City's own annual roster for the procurement of architectural, surveying, and engineering services, the City Manager is authorized to enter into agreements with the [Municipal Research and Services Center \(MRSC\)](#) and/or any other agencies for use of their annual rosters as long as such rosters are in compliance with the latest state of Washington rules, regulations, requirements, and laws regarding the procurement of architectural, surveying, and engineering services. ~~The City currently uses MRSC's the MRSC roster.~~

The City encourages architectural, engineering, and surveying firms to submit to MRSC a statement of qualifications and performance data annually. When services are needed, the City will evaluate current statements of qualifications and performance data on file. [The City continues to have the option to formally advertise for consultant qualifications aside from using the MRSC roster.](#) ~~with those submitted by other firms regarding a proposed project.~~

8.2 CONTRACT NEGOTIATIONS

Discussions will be conducted with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services. Using criteria established by the City for the project, category, or type of services needed, a professional services contractor will be selected that is deemed to be the most highly qualified to provide the services required for the proposed project. See Section 7.2 for the RFQ and RFP process. RFPs for architectural, engineering, and surveying services may not request a price. The City must select the most qualified firm and then negotiate a price for the project.

The City will negotiate a contract with the most qualified firm at a price that the City determines is fair and reasonable. In making its determination, the City will ~~take into account~~ [consider](#) the estimated value of the services to be rendered as well as the scope, complexity, and professional nature of the service to be provided. If the City is unable to negotiate a satisfactory contract with the firm selected at a price that is determined fair and

reasonable, negotiations with that firm will be formally terminated. Another firm will then be selected, and the process continued until an agreement is reached or the process terminated.

~~Contracts for these services will be approved in accordance with the contract approval levels outlined in Section 3.2.~~

9.0 CONTRACT AMENDMENTS

The City Manager may execute an amendment to a contract without City Council approval, provided that the amendment:

- Simply extends the time of completion for a project. ~~Such an extension can be for up to one year from the original termination date of the contract.~~
- Provides for a cost increase that does not exceed 10% of the original contract cost (or \$50,000, whichever is greater), and is ~~supported by~~ within the ~~City's approved~~ budget; ~~or,~~
- Is solely for "On-Call" services to ensure compliance with City Codes and regulations by development applications and studies associated with development applications, when the cost of the work performed is recovered from applicant reimbursements or ~~applications~~ application fees. Examples include agreements for geotechnical studies and traffic impact analysis.

All changes to the scope of work must be done by contract amendment. Substantial changes to the scope of work must be submitted to the City Attorney for a determination as to whether the work should be ~~awarded as~~ a new contract.

~~This section does not apply to contracts for public works projects. Amendments to contracts for public works projects shall be in the form of a change order approved in accordance with Section 5.13.~~

10.0 ~~SOLE SOURCE~~COMPETITIVE BIDDING EXEMPTIONS AND EMERGENCIES

Under RCW 39.04.280, competitive bidding requirements may be waived for:

- a. Purchases that are clearly and legitimately limited to a single source of supply;
- b. Purchases involving special facilities or market conditions;
- c. Purchases in the event of an emergency;
- d. Purchases of insurance or bonds; and
- e. Public works in the event of an emergency.

~~Situations may occur when competition among multiple vendors is not practical. These situations, as outlined in RCW 39.04.280, include:~~

- ~~• There is clearly and legitimately only one source capable of supplying the good or service in a timely fashion.~~
- ~~• There are special circumstances or market conditions that result in only one appropriate source. (This includes parts and services for equipment, and technical support for computer software or hardware, that the City is already using. Other costs associated with a potential purchase, such as the need for additional staff training, may also be considered.)~~
- ~~• Purchases of insurance or bonds.~~
- ~~• In the event of an emergency.~~

Purchases may be made from a *sole source* vendor without soliciting other quotes or bids. In non-emergency situations, written documentation demonstrating the appropriateness of a sole source purchase shall be submitted to the Finance Department in advance of the purchase. Finance (and the City Attorney, when needed) will evaluate whether a vendor can legitimately be defined as a sole source.

Purchases involving special facilities or market conditions may be made without soliciting quotes or bids. In non-emergency situations, written documentation demonstrating the appropriateness of a purchase involving special facilities or market conditions shall be submitted to the Finance Department in advance of the purchase. Finance (and the City Attorney, when needed) will evaluate whether special facilities or market conditions legitimately exist.

In accordance with RCW 39.04.280 and Chapter 2.44 BIMC, if an *emergency* exists, the City Council, the City Manager, the Finance Director, or the person(s) designated by the City Manager to act in the event of an emergency may:

- Declare that an emergency situation exists.
- Waive competitive requirements.
- Award, on behalf of the City, contracts necessary to address the emergency ~~situation~~ (including, but not limited to, contracts for architectural and engineering services).

Chapter 2.44 BIMC contains additional provisions relating to emergency management. RCW 39.04.280 requires that a written finding of the existence of an emergency be made and entered into the public record no later than two weeks following the award of the contract. In accordance with BIMC 2.44.110, such written findings authorizing the emergency procurement shall be presented to the City Council for ratification and confirmation, modification or rejection. However, all emergency procurements under this section shall be considered to be in full force and effect until the City Council acts otherwise.

See the Emergency Operations Center (EOC) Manual for additional information on the resource request process used in the EOC during emergencies

11.0 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS

RCW 39.34.030 allows the City to join with other governmental agencies for the purchase of supplies, equipment, or services. This is done by entering into a written Intergovernmental Cooperative Purchasing Agreement (also known as an “Interlocal Agreement”).

Prior to making a purchase under such an agreement, the City must ensure that the procedure used by the agency that originally awarded the bid, proposal, or contract is allowable with the City’s purchasing policy. The originating agency must also have fulfilled one of two additional public notice requirements:

- Posted the bid or solicitation notice on a web site established and maintained by a public agency, purchasing cooperative, or similar service provider, for purposes of posting public notice of bid or proposal solicitations.
- Provided an access link on the state’s web portal to the notice.

The City may also make a bid call with another government entity as a joint purchase that complies with the procurement requirements of both jurisdictions.

When practical, the City should include language in its solicitations that allows other public agencies to purchase from City of Bainbridge Island’s contracts or purchase orders, provided that other agencies provide similar rights and reciprocal privileges to the City of Bainbridge Island.

Pursuant to RCW 39.34.030, the City may make purchases through state contracts. The City has signed a Master Contracts Usage Agreement with the Department of Enterprise Services (“DES”). The DES’ webpage provides information and instructions for making purchases with the state contract.

The City Council shall approve all Intergovernmental Cooperative Purchasing Agreements.

12.0 VENDOR RELATIONS

12.1 CODE OF ETHICS

Employees will follow applicable personnel policies in this subject area.

12.2 QUOTE OR BID REVISIONS

If a vendor is permitted to submit a revised quote or bid, other competitors will be given the same opportunity. Bidders are expected to offer their best bid first, and offering an opportunity to re-quote should be done only when ~~absolutely~~ necessary.

12.3 SAMPLES

When vendors offer samples for evaluation, they will be accepted only under the following conditions:

- The sample is accepted as property of the City.
- The product is of a type presently in use by the City, or is of potential use. Samples of goods not likely to be purchased are not to be accepted.
- The quantity or size of the sample is relatively small and of minimal value.
- Any chemicals offered as vendor samples shall not be accepted unless accompanied by an OSHA product safety data sheet or material safety data sheet (MSDS).
- If vendor samples are accepted, they must be sent to the appropriate location or department for testing.
- Samples that are requested for evaluation must be purchased.

12.4 LOCAL BUSINESS PARTICIPATION

The City will take affirmative steps not only to encourage local businesses to apply to participate in the procurement process, but to the extent legally possible, the City will consider the use of those local businesses.

13. ~~VENDOR APPEALS~~ BID PROTESTS

A bidder wishing to protest the City's award of a contract for a public works project that was the subject of competitive bidding must strictly follow the procedures described below. To the extent that these procedures are not followed, the City will not review a bid protest submitted by a bidder.

~~Vendors may appeal or protest a proposal solicitation or award of contract issued by the City of Bainbridge Island, provided that the vendor strictly follows the procedures described below.~~

13.1 REQUESTS FOR COPIES OF BIDS RECEIVED BY CITY

In accordance with RCW 39.04.105, within two business days of the bid opening on a public works project that is the subject of competitive bids, the City will provide, if requested by a bidder, copies of the bids the City received for the public works project. The City will not execute a contract for the public works project for two full business days from the date that copies of the received bids were provided. Intermediate Saturdays, Sundays, and legal holidays are not counted as "business days."

~~Prior to the deadline for submitting bids or proposals, vendors may appeal or protest specifications, terms, or requirements. After the deadline for submission of bids or proposals, vendors may appeal or protest the award or pending award to the apparent low bidder, or the selection of the apparently most advantageous proposal.~~

~~13.24~~ PROCEDURES FOR INITIAL SUBMISSION OF A APPEAL OR BID PROTEST

All bid protests must be filed in writing with the City Clerk and must be submitted no later than: two full business days following bid opening, if no bidder requested copies of the bids received for the project; or two full business days following the date on which the City provided copies of the bids to requesting bidders. Intermediate Saturdays, Sundays, and legal holidays are not counted as "business days."

~~The appeal or protest~~All bid protests must:

- Be submitted in writing;
- Explicitly identify itself as ~~an appeal or a~~ bid protest;
- Explicitly identify the bid/project/request for which the ~~appeal or~~ protest is made;
- Explicitly state all reasons and bases in law and fact supporting the ~~appeal or~~ protest; and (including, but not limited to, identification of any and all specifications, terms, requirements, or conditions to which the vendor objects);

- Include any and all supporting documents; ~~and,~~
- ~~Be filed with the City Clerk within the following deadlines:~~
 - ~~For appeals or protests involving specifications, terms, conditions, or requirements, no later than 7 business days prior to the bid deadline.~~
 - ~~For appeals or protests involving an award or pending award no later than 5 business days after the award is made.~~

13.32 CONSIDERATION OF INITIAL APPEAL OR PROTEST

~~A vendor's initial appeal or protest~~Submitted bid protests complying with the requirements outlined above will be reviewed by the City Manager, the City Attorney, ~~and the Director of the procuring department~~Public Works Director, ~~and the Finance Director,~~ or their designees.

The ~~initial appeal or bid~~ protest will be decided based upon the written materials, supporting documents, and other information ~~obtained by those reviewing the appeal or submitted with the bid~~ protest ~~as well as other records or information known to the City relating to the public works project in question.~~ In the event that a meeting or conference with the ~~appellant or protestor~~protesting bidder would materially assist the City in making its decision, a meeting may be scheduled ~~at the discretion of the City Manager or their designee.~~

Only those issues identified by the ~~appellant or protestor~~bidder in the ~~initial~~written ~~appeal or~~ protest filed with the City Clerk will be considered. The City Attorney or ~~their~~ designee will issue a written decision no later than 10 business days after the filing of the ~~initial appeal or bid~~ protest with the City Clerk, ~~which shall be the final decision of the City on the bid protest.~~

~~13.3 APPEALS FROM DENIAL OF INITIAL APPEAL OR PROTEST~~

~~A vendor may only appeal the City's initial decision by following the procedures described in this section. The appeal will be decided by the City Council.~~

~~The appellant or protestor must file the appeal or protest in writing with the City Clerk no later than 7 business days after the date of the City's written decision. The appeal must state the basis in law for the appeal, include a copy of the initial appeal or protest, and the decision from which the appellant or protestor appeals, and state whether the appellant requests time to appear before the Council to present the appeal.~~

~~Council will not consider any issues that were not raised in the initial appeal or protest. At its sole discretion, Council may decide to allow the appellant to make any presentation other than~~

~~the written submission if the Council finds that such a presentation would materially aid its decision.~~

~~Council may form a committee of less than the entire Council to consider the appeal and recommend a decision to the entire Council.~~

~~The Council's decision shall be final and binding.~~

14.0 SALE OR DISPOSAL OF CITY PERSONAL PROPERTY

14.1 AUTHORIZATION

The City Manager may authorize the sale or disposal of personal property owned by the City ~~property~~, provided that the property is no longer needed and that notice of intention to sell is given as provided in this section. The personal property will be deemed as surplus or scrap.

Permission must be obtained from the grantor before selling or disposing of any personal property which was purchased with grant funding. Failure to obtain permission could obligate the City to repay grant funding used to purchase the personal property.

Section 14 does not address the sale or disposal of real property owned by the City.

14.2 SALE VERSUS DISPOSAL

Sales of surplus items to other governmental agencies may occur via private sale. Other sales of surplus items shall be sold via public auction. It is the City's policy to utilize third-party auction services rather than conduct the auction itself.

Scrap may be sold via public auction, via private sale at prices established by current market conditions, or may be disposed of if there is not a viable market. The City Manager may donate items with a nominal value to a charitable organization which is tax exempt pursuant to Internal Revenue Code Section 501(c)(3).

14.3 TRADE-INS

Trade-in of old equipment to upgrade similar or reasonably related equipment is permitted when it is in the best interest of the City. The requesting Department Director shall be responsible for the sale, trade, or other disposition of surplus property and scrap belonging to the City of Bainbridge Island when used for a trade-in.

14.4 PUBLIC NOTICE OF SALE

If the City opts not to use a third-party auction service and instead chooses to conduct an auction itself, the notice of intent to sell surplus or scrap at a public sale shall be published once a week for two consecutive weeks in the City's official newspaper immediately prior to the sale. The notice shall state the time and place at which the property will be sold. Any other reasonable means to attract potential buyers to the sale may be used in conjunction with the notice posted in the official newspaper.

14.5 CONFLICT OF INTEREST

Because City employees have more information than the general public about City property to be auctioned and an appearance of fairness is necessary to maintain the public trust, employees, their spouses, and their agents are not permitted to bid on or buy personal property auctioned or sold directly by the City.

14.6 INVENTORIED ITEMS

Surplus, scrap, or trade-in of any inventoried item will be confirmed by the employee responsible and approved by the Department Director. A Property Disposition form will be completed and submitted to the Finance Department.

Each Department will be responsible for storing and retaining an inventory of such property until issued disposition instructions.

15.0 ADDITIONAL SIGNING AUTHORITY

15.1 GRANTS

If a grant would require the City to contribute more than \$50,000 in material matching dollars ~~or impact policy~~, then the City Manager, ~~or designee~~, will seek City Council approval prior to applying. The City Manager will bring grant opportunities the City Manager becomes aware of to the full City Council. The City Council may also initiate the process of pursuing a grant. If other entities, such as non-profit organizations or community interest groups, wish to apply for a grant on behalf of the City, the group must first obtain the approval of City Council.

The City Manager, or designee, is authorized to execute all required agreements and documents with a grant-issuing agency to effectuate any grant approved or accepted by the City Council.

Amendments to grants that simply extend the term of the grant may be approved by the City Manager.

15.2 INTERLOCAL AGREEMENTS

All interlocal and interagency agreements must be approved by City Council. Amendments to interlocal agreements that simply extend the term of the agreement may be approved by the City Manager.

15.3 REAL PROPERTY

Contracts and agreements that relate to real property (other than as described below) must be approved by the City Council.

The City Manager is authorized to enter into leases of real property where the rent does not exceed \$50,000 total over the term of the lease; Provided, that the City Council's approval is required for all leases of real property that are for a term of more than five (5) years.

The City Manager is authorized to enter into licenses, permits, or other agreements in order to manage the use of the City's right-of-way. Any such license, permit, or other agreement shall contain the provisions set forth in Resolution No. 2013-09.

The City Manager, Director of Public Works and Director of Planning and Community Development are authorized to accept dedications, easements, rights-of-way, fee estates, or other interests in real property for use by or on behalf of the city. Pursuant to this authority, the City Manager, the Director of Public Works, or the Director of Planning and Community

Development are each authorized to sign and accept delivery of real property acquisition documents on behalf of the City.

The Director of Planning and Community Development is further authorized to sign and accept documents relating to any notice to title recorded with Kitsap County in connection with the Critical Areas ordinance.

15.4 SETTLEMENT AUTHORITY

The City Manager is authorized to sign settlement agreements requiring the City to pay less than \$50,000 to resolve and settle any damage claims or suits against the City and to execute all necessary documents pursuant to the resolution of such claims. The City Manager shall have the further authority to approve the issuance of checks pursuant to the resolution of such claims. Claims settled by the City Manager under this authority will be reported to the City Council at the next City Council meeting following the settlement.

16.0 COMPLIANCE WITH POLICY

A violation of any of the provisions of this policy may result in discipline to the individual involved where, in the opinion of the City Manager (in the case of employees) or the City Council (in the case of ~~an elected official or the~~ City Manager), such discipline is in the interest of the public and good government.

Officers and employees should be aware of possible personal penalties, termination, and financial liability for intentional or willful violation of competitive bidding laws. RCW 39.30.020 states (emphasis added):

In addition to any other remedies or penalties contained in any law, municipal charter, ordinance, resolution, or other enactment, any municipal officer by or through whom or under whose supervision, in whole or in part, any contract is made in willful and intentional violation of any law, municipal charter, ordinance, resolution, or other enactment requiring competitive bidding upon such contract shall be held liable to civil penalty of not less than three hundred dollars and may be liable, jointly and severally, with any other such municipal officer for all consequential damages to the municipal corporation. If, as a result of a criminal action, the violation is found to have been intentional, the municipal officer shall immediately forfeit their office. For purposes of this section "municipal officer" shall mean an "officer" or "municipal officer" as those terms are defined in RCW 42.23.020(2).

17.0 SUMMARY OF PURCHASING-PROCUREMENT GUIDELINES

PUBLIC WORKS PROJECTS

Estimated Cost	Signing Authority	Purchase/Bidding Process	Contract Mechanism	Inserted Cells
\$0 - \$500 \$501 - \$250 <u>\$2501 - \$20,000</u>	Public Works Director	Limited Public Works Process No competition needed Solicit 3 bids. It is preferred to use the Small Works Roster for solicitation but not required. Minimal competition - call for 2-3 quotes/bids (phone or written)	Estimate/Invoice Small Project <u>Limited Public Works Contract - 20k</u>	Merged Cells
\$2501 - \$100,001 - \$50,000	<u>City Manager</u>	Minimal competition - call for 2 Solicit 3 quotes/bids (phone or written) at a minimum via the from small works roster Limited Public Works Process	<u>Limited Public Works Contract - 50k</u>	Merged Cells
\$10,001 - \$35,000 \$350,001 - \$50350,000	<u>City Manager</u> <u>City Council</u> <u>City Council</u>	Solicit 35 quotes/bids from small works roster. Must provide notice to other appropriate contractors on the roster for projects estimated to cost \$250,000 - \$350,000. Solicit 5 quotes/bids from small works roster. Provide notice to others on roster for projects \$150,000 or more.	Limited Public Small Works Contract Small Works Contract	Split Cells
\$50,001 - \$300,000 \$250,000 or greater (funded by whole or in part by Federal Funds)		Formal competitive bidding process with advertisement Formal bidding process with advertisement	<u>Formal Bid Contract</u> <u>Formal Bid Contract</u>	Formatted Table
\$300350,001 - Greater				Merged Cells

- All equipment, supplies, and materials purchased separately but as part of the Public Work project, will be part of the aggregate cost of all phases of the project when determining the applicable bid process to be used. Municipalities may not break public works projects into separate phases or parts to avoid compliance with bidding statutes (RCW35.23.352(1))

Exception: If the public works project is \$250,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 ("Simplified acquisition threshold") and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

PURCHASING

This matrix is to be used for purchasing charges that includes, goods, equipment, materials, and supplies that are **not** part of a **pPublic wWorks** project (telecommunications is not included and is governed by RCW 39.04.270). For items that are defined as a purchased service, please see “Non-professional Services” matrix. For purchases relative to a public works project, please see “Public Works Projects.”

Purchasing Procedure	Signing Authority	Purchase \$1015,000 Or Less	Purchase \$1015,001 - \$50,000	Purchases Over \$50,001 and over
Direct Negotiations —Informal	Directors	X		
Quotes (recommend obtaining 3 quotes when possible, minimum) Telephone, fax, or email —Informal	City Manager		X	
Bids-Quotes (3 vendors should be solicited3 minimum) Must be in writing —Formal Competitive Bid	City Council			X

NON-PROFESSIONAL SERVICES

(PURCHASED SERVICES)

~~Non-Professional~~ Services shall be described as services provided by ~~vendorsa vendor~~ for routine, necessary and continuing functions of a local agency, relative to a physical activity. Examples include courier, janitorial, disposal, vehicle inspection repair or up-fitting, office furnishing install.

Non-Professional Services is not pPublic wWorks, therefore can be let by using a solicitation, evaluation, and award process based on qualifications and price.

Note that prevailing wages may need to be paid in connection with the contract. To verify if Labor and Industries will require prevailed wages for the service being provided, please contact L & I directly for assistance.

<u>Bidding</u> <u>Purchased Service</u> Procedure	Signing Authority	<u>Purchase Services</u> \$10,000 <u>\$15,000</u> or Less	<u>Purchase Services</u> \$10,000 <u>\$15,000</u> - \$50,000	<u>Purchase Over Services</u> \$50,000 <u>\$50,001 - greater</u>
<u>Qualifications/ Price</u> Direct Negotiations— Informal	Directors	X		
<u>Qualification / Quotes Price</u> (recommend obtaining 3 minimum quotes when possible) Telephone, fax or email — Informal	City Manager		X	
Bids (3 minimum) Must be in writing — Formal <u>Competitive Bid Qualification / Price (3 vendors should be solicited) must be in writing.</u>	City Council			X

PROFESSIONAL SERVICES

(~~PERSONAL SERVICES AND~~ ARCHITECTURE ~~&~~ ENGINEERING AND
SURVEYING SERVICES AND OTHER SERVICES THAT ARE
PERFORMED)

~~RCW~~ Chapter 39.80 ~~RCW~~ must be followed for architectural, engineering, and surveying services (see Section 8.0) and price may not be considered in the initial selection process.

<u>Estimated / Anticipated</u> Agreement Amount	Signing Authority	Recommended Solicitation Process
\$25,000 or Less	City Manager	Minimal competition needed . Contact 1-3 qualified firms.
\$25,001 to \$50,000	City Council	Informal competition. Prepare RFQ/RFP and contact 3-5 qualified firms.
\$50,001 to \$100,000		Formal competition. Prepare RFP/RFQ and advertise.
Over \$100,000		

Commented [KG1]: In 2.1 the verbiage is Anticipated. Not sure if we should try and use Estimated, or the term Anticipated.

18.0—GLOSSARY

Appropriation—City Council authorization to expend funds for a specific purpose.

Bid—The executed document submitted by a bidder in response to a notice inviting bids, a proposal, or a request for quotations.

Bid Bond—A bond or deposit submitted with a bid, for a sum not less than 5% of the bid amount (including sales tax). Designed to help ensure that a bid has been made in good faith and that the bidder will enter into a contract if a bid is accepted.

Bidder—A person or legal entity who submits a bid in response to a solicitation.

Change Order—Written modification or addition to a purchase order or contract authorized by the appropriate authority.

Competitive Bidding—The submission of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

Contract—A verbal or written, legally binding mutual promise between two parties.

Designee—A duly authorized and appointed representative of an employee that holds a superior position to the person appointed to represent him or her.

Emergency—Unforeseen circumstances beyond the City's control that present a real, immediate threat to the proper performance of essential functions, or that will likely result in material loss to property, bodily injury, or loss of life if immediate action is not taken.

Lowest (Responsive and) Responsible Bidder—The bidder submitting the lowest price that is also capable of performing the proposed contract. See also "responsive bidder" and "responsible bidder."

Non-Professional Services or Purchased Services—Services provided by vendors for routine, necessary and continuing functions of a local agency, relative to a physical activity. Examples include, but are not limited to:

- Courier services
- Janitorial services
- Disposal services
- Vehicle inspection, repair or up-fitting
- Office furnishing installation
- HVAC system maintenance

Non-Responsive Bid—A bid that does not conform to the essential requirements of the notice inviting bids.

Ordinary Maintenance—Work not performed by contract and that is performed on a regular basis (daily, weekly, monthly—but not less than once per year) to service, check or replace items that are not broken. Also defined as work not performed by contract that is not regularly scheduled, but is required to maintain an asset so that repair does not become necessary.

Prevailing Wages—The hourly wages, usual benefits, and overtime paid in the largest city in each county to the majority of workers, laborers, and mechanics. Prevailing wages are established by the Washington State Department of Labor and Industries for each trade and occupation employed in the performance of public work. They are established separately for each county, and are reflective of local wage conditions.

Professional Services—Services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement. Examples include, but are not limited to:

- Architectural, engineering or design services
- Accounting and auditing
- Bond or insurance brokerage
- Consulting services

- Legal services
- Real estate appraisals or title abstracts
- Relocation assistance
- Surveying
- Soils analysis or core testing
- Water quality monitoring

Public Work—All work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the City, or which is by law a lien or charge on any property therein.

Quotation—A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the amount requiring formal bidding. For professional service contracts, quotes would typically include the qualifications of the provider and may or may not include pricing information depending on the situation.

Request for Proposal (RFP)—All documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals. The RFP procedure permits negotiation of proposals and prices, as distinguished from competitive bidding and a notice inviting bids. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award.

Request for Quotation/Qualification (RFQ)—A document generally used for obtaining a summary of qualification from prospective providers of professional services.

Responsible Bidder—A person or legal entity who has the capability in all respects to perform in full the contract requirements, and the integrity and reliability which will assure good faith performance.

Responsive Bidder—A person or legal entity who has submitted a bid conforming in all material respects to the terms and conditions, specifications and other requirements in a request for bids.

Scrap—Any equipment or material which cannot service its original purpose.

Sealed Bid—A bid which has been submitted in a sealed envelope to prevent its contents from being revealed before the deadline for the submission of all bids.

Sole Source—An award for a purchase to the only reasonably known capable vendor due to the unique nature of the requirement, the vendor, or market conditions.

Specifications—A description of what the purchaser seeks to buy or accomplish—and consequently what a bidder must be responsive to in order to be considered for award of a contract. May be a description of the physical or functional characteristics, or the nature of a supply or service. May also include a description of any requirements for inspecting, testing, or preparing a supply or service item for delivery.

Surplus property—Any tangible, personal property owned by the City that is no longer needed or usable, presently or in the foreseeable future.

REFERENCES

~~“City Bidding Book, Washington State” by MRSC (2015)~~

~~“Contracting for Services: Guidelines for Local Governments in Washington State” by MRSC (November 2013)~~

CERTIFICATION OF ENROLLMENT
ENGROSSED SUBSTITUTE SENATE BILL 5418

Chapter 434, Laws of 2019
(partial veto)

66th Legislature
2019 Regular Session

LOCAL GOVERNMENT PROCUREMENT--VARIOUS PROVISIONS

EFFECTIVE DATE: July 28, 2019

Passed by the Senate April 23, 2019
Yeas 40 Nays 7

CYRUS HABIB

President of the Senate

Passed by the House April 16, 2019
Yeas 76 Nays 22

FRANK CHOPP

Speaker of the House of Representatives

Approved May 21, 2019 11:19 AM with the
exception of section 15, which is
vetoed.

JAY INSLEE

Governor of the State of Washington

CERTIFICATE

I, Brad Hendrickson, Secretary of
the Senate of the State of
Washington, do hereby certify that
the attached is **ENGROSSED
SUBSTITUTE SENATE BILL 5418** as
passed by the Senate and the House
of Representatives on the dates
hereon set forth.

BRAD HENDRICKSON

Secretary

FILED

May 21, 2019

**Secretary of State
State of Washington**

ENGROSSED SUBSTITUTE SENATE BILL 5418

AS AMENDED BY THE HOUSE

Passed Legislature - 2019 Regular Session

State of Washington

66th Legislature

2019 Regular Session

By Senate Local Government (originally sponsored by Senators Takko, Zeiger, and Lias)

READ FIRST TIME 02/20/19.

1 AN ACT Relating to local government procurement modernization and
2 efficiency; amending RCW 35.23.352, 39.19.020, 39.19.060, 39.19.250,
3 39.04.155, 39.12.040, 54.04.070, 57.08.050, 35.22.620, 52.14.110,
4 39.04.105, 54.04.082, and 87.03.435; reenacting and amending RCW
5 36.32.235; adding a new section to chapter 39.04 RCW; and creating a
6 new section.

7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

8 **Sec. 1.** RCW 35.23.352 and 2018 c 74 s 2 are each amended to read
9 as follows:

10 (1) Any second-class city or any town may construct any public
11 works, as defined in RCW 39.04.010, by contract or day labor without
12 calling for bids therefor whenever the estimated cost of the work or
13 improvement, including cost of materials, supplies and equipment will
14 not exceed the sum of ((~~sixty-five thousand~~)) one hundred sixteen
15 thousand one hundred fifty-five dollars if more than one craft or
16 trade is involved with the public works, or ((~~forty thousand~~))
17 seventy-five thousand five hundred dollars if a single craft or trade
18 is involved with the public works or the public works project is
19 street signalization or street lighting. A public works project means
20 a complete project. The restrictions in this subsection do not permit
21 the division of the project into units of work or classes of work to

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1 avoid the restriction on work that may be performed by day labor on a
2 single project.

3 Whenever the cost of the public work or improvement, including
4 materials, supplies and equipment, will exceed these figures, the
5 same shall be done by contract. All such contracts shall be let at
6 public bidding upon publication of notice calling for sealed bids
7 upon the work. The notice shall be published in the official
8 newspaper, or a newspaper of general circulation most likely to bring
9 responsive bids, at least thirteen days prior to the last date upon
10 which bids will be received. The notice shall generally state the
11 nature of the work to be done that plans and specifications therefor
12 shall then be on file in the city or town hall for public
13 inspections, and require that bids be sealed and filed with the
14 council or commission within the time specified therein. Each bid
15 shall be accompanied by a bid proposal deposit in the form of a
16 cashier's check, postal money order, or surety bond to the council or
17 commission for a sum of not less than five percent of the amount of
18 the bid, and no bid shall be considered unless accompanied by such
19 bid proposal deposit. The council or commission of the city or town
20 shall let the contract to the lowest responsible bidder or shall have
21 power by resolution to reject any or all bids and to make further
22 calls for bids in the same manner as the original call.

23 When the contract is let then all bid proposal deposits shall be
24 returned to the bidders except that of the successful bidder which
25 shall be retained until a contract is entered into and a bond to
26 perform the work furnished, with surety satisfactory to the council
27 or commission, in accordance with RCW 39.08.030. If the bidder fails
28 to enter into the contract in accordance with his or her bid and
29 furnish a bond within ten days from the date at which he or she is
30 notified that he or she is the successful bidder, the check or postal
31 money order and the amount thereof shall be forfeited to the council
32 or commission or the council or commission shall recover the amount
33 of the surety bond. A low bidder who claims error and fails to enter
34 into a contract is prohibited from bidding on the same project if a
35 second or subsequent call for bids is made for the project.

36 If no bid is received on the first call the council or commission
37 may readvertise and make a second call, or may enter into a contract
38 without any further call or may purchase the supplies, material or
39 equipment and perform the work or improvement by day labor.

1 (2) For the purposes of this section, "lowest responsible bidder"
2 means a bid that meets the criteria under RCW 39.04.350 and has the
3 lowest bid; provided, that if the city issues a written finding that
4 the lowest bidder has delivered a project to the city within the last
5 three years which was late, over budget, or did not meet
6 specifications, and the city does not find in writing that such
7 bidder has shown how they would improve performance to be likely to
8 meet project specifications then the city may choose the second
9 lowest bidder whose bid is within five percent of the lowest bid and
10 meets the same criteria as the lowest bidder.

11 (3) The allocation of public works projects to be performed by
12 city or town employees shall not be subject to a collective
13 bargaining agreement.

14 ~~((3))~~ (4) In lieu of the procedures of subsection (1) of this
15 section, a second-class city or a town may let contracts using the
16 small works roster process provided in RCW 39.04.155.

17 Whenever possible, the city or town shall invite at least one
18 proposal from a certified minority or woman contractor who shall
19 otherwise qualify under this section.

20 ~~((4))~~ (5) The form required by RCW 43.09.205 shall be to
21 account and record costs of public works in excess of five thousand
22 dollars that are not let by contract.

23 ~~((5))~~ (6) The cost of a separate public works project shall be
24 the costs of the materials, equipment, supplies, and labor on that
25 construction project.

26 ~~((6))~~ (7) Any purchase of supplies, material, or equipment,
27 except for public work or improvement, where the cost thereof exceeds
28 seven thousand five hundred dollars shall be made upon call for bids.

29 ~~((7))~~ (8) Bids shall be called annually and at a time and in
30 the manner prescribed by ordinance for the publication in a newspaper
31 of general circulation in the city or town of all notices or
32 newspaper publications required by law. The contract shall be awarded
33 to the lowest responsible bidder.

34 ~~((8))~~ (9) For advertisement and formal sealed bidding to be
35 dispensed with as to purchases with an estimated value of fifteen
36 thousand dollars or less, the council or commission must authorize by
37 resolution, use of the uniform procedure provided in RCW 39.04.190.

38 ~~((9))~~ (10) The city or town legislative authority may waive the
39 competitive bidding requirements of this section pursuant to RCW 358

1 39.04.280 if an exemption contained within that section applies to
2 the purchase or public work.

3 ~~((10))~~ (11) This section does not apply to performance-based
4 contracts, as defined in RCW 39.35A.020(4), that are negotiated under
5 chapter 39.35A RCW.

6 ~~((11))~~ (12) Nothing in this section shall prohibit any second-
7 class city or any town from allowing for preferential purchase of
8 products made from recycled materials or products that may be
9 recycled or reused.

10 ~~((12))~~ (13) (a) Any second-class city or any town may procure
11 public works with a unit priced contract under this section for the
12 purpose of completing anticipated types of work based on hourly rates
13 or unit pricing for one or more categories of work or trades.

14 (b) For the purposes of this section, "unit priced contract"
15 means a competitively bid contract in which public works are
16 anticipated on a recurring basis to meet the business or operational
17 needs of the city or town, under which the contractor agrees to a
18 fixed period indefinite quantity delivery of work, at a defined unit
19 price for each category of work.

20 (c) Unit priced contracts must be executed for an initial
21 contract term not to exceed three years, with the city or town having
22 the option of extending or renewing the unit priced contract for one
23 additional year.

24 (d) Invitations for unit price bids shall include, for purposes
25 of the bid evaluation, estimated quantities of the anticipated types
26 of work or trades, and specify how the city or town will issue or
27 release work assignments, work orders, or task authorizations
28 pursuant to a unit priced contract for projects, tasks, or other work
29 based on the hourly rates or unit prices bid by the contractor.
30 Contracts must be awarded to the lowest responsible bidder as per RCW
31 39.04.010. Whenever possible, the city or town must invite at least
32 one proposal from a certified minority or woman contractor who
33 otherwise qualifies under this section.

34 (e) Unit price contractors shall pay prevailing wages for all
35 work that would otherwise be subject to the requirements of chapter
36 39.12 RCW. Prevailing wages for all work performed pursuant to each
37 work order must be the prevailing wage rates in effect at the
38 beginning date for each contract year. Unit priced contracts must
39 have prevailing wage rates updated annually. Intents and affidavits
40 for prevailing wages paid must be submitted annually for all work

1 completed within the previous twelve-month period of the unit priced
2 contract.

3 (14) Any second-class city or town that awards a project to a
4 bidder under the criteria described in subsection (2) of this section
5 must make an annual report to the department of commerce that
6 includes the total number of bids awarded to certified minority or
7 women contractors and describing how notice was provided to potential
8 certified minority or women contractors.

9 **Sec. 2.** RCW 39.19.020 and 1996 c 69 s 4 are each amended to read
10 as follows:

11 ~~((Unless the context clearly requires otherwise,))~~ The
12 definitions in this section apply throughout this chapter unless the
13 context clearly requires otherwise.

14 (1) "Advisory committee" means the advisory committee on minority
15 and women's business enterprises.

16 (2) "Broker" means a person that provides a bona fide service,
17 such as professional, technical, consultant, brokerage, or managerial
18 services and assistance in the procurement of essential personnel,
19 facilities, equipment, materials, or supplies required for
20 performance of a contract.

21 (3) "Contractor" means an individual or entity granted state
22 certification and awarded either a direct contract with an agency or
23 an indirect contract as a subcontractor to perform a service or
24 provide goods.

25 (4) "Director" means the director of the office of minority and
26 women's business enterprises.

27 ~~((4))~~ (5) "Educational institutions" means the state
28 universities, the regional universities, The Evergreen State College,
29 and the community colleges.

30 ~~((5))~~ (6) "Goals" means annual overall agency goals, expressed
31 as a percentage of dollar volume, for participation by minority and
32 women-owned and controlled businesses and shall not be construed as a
33 minimum goal for any particular contract or for any particular
34 geographical area. It is the intent of this chapter that such overall
35 agency goals shall be achievable and shall be met on a contract-by-
36 contract or class-of-contract basis.

37 ~~((6))~~ (7) "Goods and/or services" includes professional
38 services and all other goods and services.

1 ~~((7))~~ (8) "Office" means the office of minority and women's
2 business enterprises.

3 ~~((8))~~ (9) "Person" includes one or more individuals,
4 partnerships, associations, organizations, corporations,
5 cooperatives, legal representatives, trustees and receivers, or any
6 group of persons.

7 ~~((9))~~ (10) "Procurement" means the purchase, lease, or rental
8 of any goods or services.

9 ~~((10))~~ (11) "Public works" means all work, construction,
10 highway and ferry construction, alteration, repair, or improvement
11 other than ordinary maintenance, which a state agency or educational
12 institution is authorized or required by law to undertake.

13 ~~((11))~~ (12) "State agency" includes the state of Washington and
14 all agencies, departments, offices, divisions, boards, commissions,
15 and correctional and other types of institutions.

16 **Sec. 3.** RCW 39.19.060 and 1996 c 288 s 28 are each amended to
17 read as follows:

18 (1) Each state agency and educational institution shall comply
19 with the annual goals established for that agency or institution
20 under this chapter for public works and procuring goods or services.
21 This chapter applies to all public works and procurement by state
22 agencies and educational institutions, including all contracts and
23 other procurement under chapters 28B.10, 39.04, ~~((39.29))~~ 39.26,
24 43.19, and 47.28 RCW.

25 (2) Each state agency shall adopt a plan, developed in
26 consultation with the director and the advisory committee, to
27 ~~((insure))~~ ensure that minority and women-owned businesses are
28 afforded the maximum practicable opportunity to directly and
29 meaningfully participate in the execution of public contracts for
30 public works and goods and services. The plan shall include specific
31 measures the agency will undertake to increase the participation of
32 certified minority and women-owned businesses.

33 (3) The office shall annually notify the governor, the state
34 auditor, and the joint legislative audit and review committee of all
35 agencies and educational institutions not in compliance with this
36 chapter.

37 **Sec. 4.** RCW 39.19.250 and 2009 c 348 s 2 are each amended to 361
38 read as follows:

(1) For the purpose of annual reporting on progress required by section 1 of this act, each state agency and educational institution shall submit data to the office and the office of minority and women's business enterprises on the participation by qualified minority and women-owned and controlled businesses in the agency's or institution's contracts and other related information requested by the director. The director of the office of minority and women's business enterprises shall determine the content and format of the data and the reporting schedule, which must be at least annually.

(2) The office must develop and maintain a list of contact people at each state agency and educational institution (~~(that is)~~) who are able to present to hearings of the appropriate committees of the legislature its progress in carrying out the purposes of chapter 39.19 RCW.

(3) The office must submit a report aggregating the data received from each state agency and educational institution to the legislature and the governor.

Sec. 5. RCW 39.04.155 and 2015 c 225 s 33 are each amended to read as follows:

(1) This section provides uniform small works roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property that may be used by state agencies and by any local government that is expressly authorized to use these provisions. These provisions may be used in lieu of other procedures to award contracts for such work with an estimated cost of three hundred fifty thousand dollars or less. The small works roster process includes the limited public works process authorized under subsection (3) of this section and any local government authorized to award contracts using the small works roster process under this section may award contracts using the limited public works process under subsection (3) of this section.

(2)(a) A state agency or authorized local government may create a single general small works roster, or may create a small works roster for different specialties or categories of anticipated work. Where applicable, small works rosters may make distinctions between contractors based upon different geographic areas served by the contractor. The small works roster or rosters shall consist of all responsible contractors who have requested to be on the list, and where required by law are properly licensed or registered to perform

1 such work in this state. A state agency or local government
2 establishing a small works roster or rosters may require eligible
3 contractors desiring to be placed on a roster or rosters to keep
4 current records of any applicable licenses, certifications,
5 registrations, bonding, insurance, or other appropriate matters on
6 file with the state agency or local government as a condition of
7 being placed on a roster or rosters. At least once a year, the state
8 agency or local government shall publish in a newspaper of general
9 circulation within the jurisdiction a notice of the existence of the
10 roster or rosters and solicit the names of contractors for such
11 roster or rosters. In addition, responsible contractors shall be
12 added to an appropriate roster or rosters at any time they submit a
13 written request and necessary records. Master contracts may be
14 required to be signed that become effective when a specific award is
15 made using a small works roster.

16 (b) A state agency establishing a small works roster or rosters
17 shall adopt rules implementing this subsection. A local government
18 establishing a small works roster or rosters shall adopt an ordinance
19 or resolution implementing this subsection. Procedures included in
20 rules adopted by the department of enterprise services in
21 implementing this subsection must be included in any rules providing
22 for a small works roster or rosters that is adopted by another state
23 agency, if the authority for that state agency to engage in these
24 activities has been delegated to it by the department of enterprise
25 services under chapter 43.19 RCW. An interlocal contract or agreement
26 between two or more state agencies or local governments establishing
27 a small works roster or rosters to be used by the parties to the
28 agreement or contract must clearly identify the lead entity that is
29 responsible for implementing the provisions of this subsection.

30 (c) Procedures shall be established for securing telephone,
31 written, or electronic quotations from contractors on the appropriate
32 small works roster to assure that a competitive price is established
33 and to award contracts to the lowest responsible bidder, as defined
34 in RCW 39.04.010. Invitations for quotations shall include an
35 estimate of the scope and nature of the work to be performed as well
36 as materials and equipment to be furnished. However, detailed plans
37 and specifications need not be included in the invitation. This
38 subsection does not eliminate other requirements for architectural or
39 engineering approvals as to quality and compliance with building
40 codes. Quotations may be invited from all appropriate contractors on

1 the appropriate small works roster. As an alternative, quotations may
2 be invited from at least five contractors on the appropriate small
3 works roster who have indicated the capability of performing the kind
4 of work being contracted, in a manner that will equitably distribute
5 the opportunity among the contractors on the appropriate roster.
6 However, if the estimated cost of the work is from ~~((one))~~ two
7 hundred fifty thousand dollars to three hundred fifty thousand
8 dollars, a state agency or local government that chooses to solicit
9 bids from less than all the appropriate contractors on the
10 appropriate small works roster must also notify the remaining
11 contractors on the appropriate small works roster that quotations on
12 the work are being sought. The government has the sole option of
13 determining whether this notice to the remaining contractors is made
14 by: (i) Publishing notice in a legal newspaper in general circulation
15 in the area where the work is to be done; (ii) mailing a notice to
16 these contractors; or (iii) sending a notice to these contractors by
17 facsimile or other electronic means. For purposes of this subsection
18 (2)(c), "equitably distribute" means that a state agency or local
19 government soliciting bids may not favor certain contractors on the
20 appropriate small works roster over other contractors on the
21 appropriate small works roster who perform similar services.

22 (d) A contract awarded from a small works roster under this
23 section need not be advertised.

24 (e) Immediately after an award is made, the bid quotations
25 obtained shall be recorded, open to public inspection, and available
26 by ~~((telephone inquiry))~~ at least one of the following: Telephone or
27 electronic request.

28 (f) For projects awarded under the small works roster process
29 established under this subsection, a state agency or authorized local
30 government may waive the retainage requirements of RCW
31 60.28.011(1)(a), thereby assuming the liability for contractor's
32 nonpayment of: (i) Laborers, mechanics, subcontractors,
33 materialpersons, and suppliers; and (ii) taxes, increases, and
34 penalties under Titles 50, 51, and 82 RCW that may be due from the
35 contractor for the project. However, the state agency or local
36 government has the right of recovery against the contractor for any
37 payments made on the contractor's behalf. Recovery of unpaid wages
38 and benefits are the first priority for actions filed against the
39 contract.

1 (3)(a) In lieu of awarding contracts under subsection (2) of this
2 section, a state agency or authorized local government may award a
3 contract for work, construction, alteration, repair, or improvement
4 projects estimated to cost less than (~~(thirty-five))~~ fifty thousand
5 dollars using the limited public works process provided under this
6 subsection. Public works projects awarded under this subsection are
7 exempt from the other requirements of the small works roster process
8 provided under subsection (2) of this section and are exempt from the
9 requirement that contracts be awarded after advertisement as provided
10 under RCW 39.04.010.

11 (b) For limited public works projects, a state agency or
12 authorized local government shall solicit electronic or written
13 quotations from a minimum of three contractors from the appropriate
14 small works roster and shall award the contract to the lowest
15 responsible bidder as defined under RCW 39.04.010. After an award is
16 made, the quotations shall be open to public inspection and available
17 by electronic request. A state agency or authorized local government
18 (~~((shall attempt to))~~) must equitably distribute opportunities for
19 limited public works projects (~~((equitably))~~) among contractors willing
20 to perform in the geographic area of the work. A state agency or
21 authorized local government shall maintain a list of the contractors
22 contacted and the contracts awarded during the previous twenty-four
23 months under the limited public works process, including the name of
24 the contractor, the contractor's registration number, the amount of
25 the contract, a brief description of the type of work performed, and
26 the date the contract was awarded. For limited public works projects,
27 a state agency or authorized local government may waive the payment
28 and performance bond requirements of chapter 39.08 RCW and may waive
29 the retainage requirements of (~~((chapter 60.28))~~) RCW 60.28.011(1)(a),
30 thereby assuming the liability for the contractor's nonpayment of
31 laborers, mechanics, subcontractors, materialpersons, suppliers, and
32 taxes (~~((imposed under Title))~~), increases, and penalties imposed under
33 Titles 50, 51, and 82 RCW that may be due from the contractor for the
34 limited public works project, however the state agency or authorized
35 local government shall have the right of recovery against the
36 contractor for any payments made on the contractor's behalf.

37 (4) The breaking of any project into units or accomplishing any
38 projects by phases is prohibited if it is done for the purpose of
39 avoiding the maximum dollar amount of a contract that may be let
40 using the small works roster process or limited public works process.

1 ~~(5) ((a) A state agency or authorized local government may use~~
2 ~~the limited public works process of subsection (3) of this section to~~
3 ~~solicit and award small works roster contracts to small businesses~~
4 ~~that are registered contractors with gross revenues under one million~~
5 ~~dollars annually as reported on their federal tax return.~~

6 ~~(b) A state agency or authorized local government may adopt~~
7 ~~additional procedures to encourage small businesses that are~~
8 ~~registered contractors with gross revenues under two hundred fifty~~
9 ~~thousand dollars annually as reported on their federal tax returns to~~
10 ~~submit quotations or bids on small works roster contracts.~~

11 ~~(6) As used in this section,~~) A state agency or authorized local
12 government may use the limited public works process in this section
13 to solicit and award small works roster contracts to minibusinesses
14 and microbusinesses as defined under RCW 39.26.010 that are
15 registered contractors.

16 (6) The definitions in this subsection apply throughout this
17 section unless the context clearly requires otherwise.

18 (a) "Equitably distribute opportunities" means that a state
19 agency or authorized local government may not favor certain
20 contractors on the appropriate small works roster over other
21 contractors on the same roster who perform similar services.

22 (b) "State agency" means the department of enterprise services,
23 the state parks and recreation commission, the department of natural
24 resources, the department of fish and wildlife, the department of
25 transportation, any institution of higher education as defined under
26 RCW 28B.10.016, and any other state agency delegated authority by the
27 department of enterprise services to engage in construction,
28 building, renovation, remodeling, alteration, improvement, or repair
29 activities.

30 **Sec. 6.** RCW 39.12.040 and 2013 c 113 s 5 are each amended to
31 read as follows:

32 (1)(a) Except as provided in subsection (2) of this section,
33 before payment is made by or on behalf of the state, or any county,
34 municipality, or political subdivision created by its laws, of any
35 sum or sums due on account of a public works contract, it is the duty
36 of the officer or person charged with the custody and disbursement of
37 public funds to require the contractor and each and every
38 subcontractor from the contractor or a subcontractor to submit to
39 such officer a "Statement of Intent to Pay Prevailing Wages". For a

1 contract in excess of ten thousand dollars, the statement of intent
2 to pay prevailing wages must include:

3 (i) The contractor's registration certificate number; and

4 (ii) The prevailing rate of wage for each classification of
5 workers entitled to prevailing wages under RCW 39.12.020 and the
6 estimated number of workers in each classification.

7 (b) Each statement of intent to pay prevailing wages must be
8 approved by the industrial statistician of the department of labor
9 and industries before it is submitted to the disbursing officer.

10 Unless otherwise authorized by the department of labor and
11 industries, each voucher claim submitted by a contractor for payment
12 on a project estimate must state that the prevailing wages have been
13 paid in accordance with the prefilled statement or statements of
14 intent to pay prevailing wages on file with the public agency.
15 Following the final acceptance of a public works project, it is the
16 duty of the officer charged with the disbursement of public funds, to
17 require the contractor and each and every subcontractor from the
18 contractor or a subcontractor to submit to such officer an affidavit
19 of wages paid before the funds retained according to the provisions
20 of RCW 60.28.011 are released to the contractor. On a public works
21 project where no retainage is withheld (~~pursuant to RCW~~
22 ~~60.28.011(1)(b))~~), the affidavit of wages paid must be submitted to
23 the state, county, municipality, or other public body charged with
24 the duty of disbursing or authorizing disbursement of public funds
25 prior to final acceptance of the public works project. If a
26 subcontractor performing work on a public works project fails to
27 submit an affidavit of wages paid form, the contractor or
28 subcontractor with whom the subcontractor had a contractual
29 relationship for the project may file the forms on behalf of the
30 nonresponsive subcontractor. Affidavit forms may only be filed on
31 behalf of a nonresponsive subcontractor who has ceased operations or
32 failed to file as required by this section. The contractor filing the
33 affidavit must accept responsibility for payment of prevailing wages
34 unpaid by the subcontractor on the project pursuant to RCW 39.12.020
35 and 39.12.065. Intentionally filing a false affidavit on behalf of a
36 subcontractor subjects the filer to the same penalties as are
37 provided in RCW 39.12.050. Each affidavit of wages paid must be
38 certified by the industrial statistician of the department of labor
39 and industries before it is submitted to the disbursing officer.

(2) As an alternate to the procedures provided for in subsection (1) of this section, for public works projects of two thousand five hundred dollars or less and for projects where the limited public works process under RCW 39.04.155(3) is followed:

(a) An awarding agency may authorize the contractor or subcontractor to submit the statement of intent to pay prevailing wages directly to the officer or person charged with the custody or disbursement of public funds in the awarding agency without approval by the industrial statistician of the department of labor and industries. The awarding agency must retain such statement of intent to pay prevailing wages for a period of not less than three years.

(b) Upon final acceptance of the public works project, the awarding agency must require the contractor or subcontractor to submit an affidavit of wages paid. Upon receipt of the affidavit of wages paid, the awarding agency may pay the contractor or subcontractor in full, including funds that would otherwise be retained according to the provisions of RCW 60.28.011. Within thirty days of receipt of the affidavit of wages paid, the awarding agency must submit the affidavit of wages paid to the industrial statistician of the department of labor and industries for approval.

(c) A statement of intent to pay prevailing wages and an affidavit of wages paid must be on forms approved by the department of labor and industries.

(d) In the event of a wage claim and a finding for the claimant by the department of labor and industries where the awarding agency has used the alternative process provided for in this subsection (2), the awarding agency must pay the wages due directly to the claimant. If the contractor or subcontractor did not pay the wages stated in the affidavit of wages paid, the awarding agency may take action at law to seek reimbursement from the contractor or subcontractor of wages paid to the claimant, and may prohibit the contractor or subcontractor from bidding on any public works contract of the awarding agency for up to one year.

(e) Nothing in this section may be interpreted to allow an awarding agency to subdivide any public works project of more than two thousand five hundred dollars for the purpose of circumventing the procedures required by subsection (1) of this section.

Sec. 7. RCW 54.04.070 and 2017 c 85 s 1 are each amended to read as follows:

1 (1) Any item, or items of the same kind of materials, equipment,
2 or supplies purchased, the estimated cost of which is in excess of
3 ~~((fifteen))~~ thirty thousand dollars, exclusive of sales tax, shall be
4 by contract. However, a district may make purchases of the same kind
5 of items of materials, equipment, and supplies not exceeding
6 ~~((seven))~~ twelve thousand ~~((five-hundred))~~ dollars in any calendar
7 month without a contract, purchasing any excess thereof over
8 ~~((seven))~~ twelve thousand ~~((five-hundred))~~ dollars by contract.

9 (2) Any work ordered by a district commission, the estimated cost
10 of which is in excess of ~~((twenty-five))~~ fifty thousand dollars,
11 exclusive of sales tax, shall be by contract. However, a district
12 commission may have its own regularly employed personnel perform work
13 which is an accepted industry practice under prudent utility
14 management without a contract. For purposes of this section, "prudent
15 utility management" means performing work with regularly employed
16 personnel utilizing material of a worth not exceeding ~~((one))~~ three
17 hundred ~~((fifty))~~ thousand dollars in value without a contract. This
18 limit on the value of material being utilized in work being performed
19 by regularly employed personnel shall not include the value of
20 individual items of equipment ~~((purchased or acquired and used as one~~
21 ~~unit of a project))~~. For the purposes of this section, the term
22 "equipment" includes but is not limited to conductor, cabling, wire,
23 pipe, or lines used for electrical, water, fiber optic, or
24 telecommunications.

25 (3) Before awarding a contract required under subsection (1) or
26 (2) of this section, the commission shall publish a notice once or
27 more in a newspaper of general circulation in the district at least
28 thirteen days before the last date upon which bids will be received,
29 inviting sealed proposals for the work or materials. Plans and
30 specifications for the work or materials shall at the time of
31 publication be on file at the office of the district and subject to
32 public inspection. Any published notice ordering work to be performed
33 for the district shall be mailed at the time of publication to any
34 established trade association which files a written request with the
35 district to receive such notices. The commission may, at the same
36 time and as part of the same notice, invite tenders for the work or
37 materials upon plans and specifications to be submitted by the
38 bidders.

1 (4) As an alternative to the competitive bidding requirements of
2 this section and RCW 54.04.080, a district may let contracts using
3 the small works roster process under RCW 39.04.155.

4 (5) Whenever equipment or materials required by a district are
5 held by a governmental agency and are available for sale but such
6 agency is unwilling to submit a proposal, the commission may
7 ascertain the price of such items and file a statement of such price
8 supported by the sworn affidavit of one member of the commission, and
9 may consider such price as a bid without a deposit or bond.

10 (6) Pursuant to RCW 39.04.280, the commission may waive the
11 competitive bidding requirements of this section and RCW 54.04.080 if
12 an exemption contained within RCW 39.04.280 applies to the purchase
13 or public work.

14 (7)(a) A district may procure public works with a unit priced
15 contract under this section, RCW 54.04.080, or 54.04.085 for the
16 purpose of completing anticipated types of work based on hourly rates
17 or unit pricing for one or more categories of work or trades.

18 (b) For the purposes of this section, unit priced contract means
19 a competitively bid contract in which public works are anticipated on
20 a recurring basis to meet the business or operational needs of a
21 district, under which the contractor agrees to a fixed period
22 indefinite quantity delivery of work, at a defined unit price, for
23 each category of work.

24 (c) Unit priced contracts must be executed for an initial
25 contract term not to exceed three years, with the district having the
26 option of extending or renewing the unit priced contract for one
27 additional year.

28 (d) Invitations for unit price bids shall include, for purposes
29 of the bid evaluation, estimated quantities of the anticipated types
30 of work or trades, and specify how the district will issue or release
31 work assignments, work orders, or task authorizations pursuant to a
32 unit priced contract for projects, tasks, or other work based on the
33 hourly rates or unit prices bid by the contractor. Where electrical
34 facility construction or improvement work is anticipated, contractors
35 on a unit priced contract shall comply with the requirements under
36 RCW 54.04.085 (1) through (5). Contracts must be awarded to the
37 lowest responsible bidder as per RCW 39.04.010.

38 (e) Unit price contractors shall pay prevailing wages for all
39 work that would otherwise be subject to the requirements of chapter
40 39.12 RCW. (~~Prevailing wages for all work performed pursuant to each~~

~~work order must be the rates in effect at the time the individual~~
~~work order is issued))~~ Prevailing wages for all work performed
pursuant to each work order must be the prevailing wage rates in
effect at the beginning date for each contract year. Unit priced
contracts must have prevailing wage rates updated annually. Intents
and affidavits for prevailing wages paid must be submitted annually
for all work completed within the previous twelve-month period of the
unit priced contract.

Sec. 8. RCW 36.32.235 and 2016 c 95 s 8 and 2016 c 19 s 8 are each reenacted and amended to read as follows:

(1) In each county (~~with a population of four hundred thousand or more~~) which by resolution establishes a county purchasing department, the purchasing department shall enter into leases of personal property on a competitive basis and purchase all supplies, materials, and equipment on a competitive basis, for all departments of the county, as provided in this chapter and chapter 39.04 RCW, except that the county purchasing department is not required to make purchases that are paid from the county road fund or equipment rental and revolving fund.

(2) As used in this section:

(a) "Public works" has the same definition as in RCW 39.04.010.

(b) "Riverine project" means a project of construction, alteration, repair, replacement, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property, carried out on a river or stream and its tributaries and associated floodplains, beds, banks, and waters for the purpose of improving aquatic habitat, improving water quality, restoring floodplain function, or providing flood protection.

(c) "Stormwater project" means a project of construction, alteration, repair, replacement, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property, carried out on a municipal separate storm sewer system, and any connections to the system, that is regulated under a state-issued national pollutant discharge elimination system general municipal stormwater permit for the purpose of improving control of stormwater runoff quantity and quality from developed land, safely conveying

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1 stormwater runoff, or reducing erosion or other water quality impacts
2 caused by municipal separate storm sewer system discharges.

3 (3) Except as otherwise specified in this chapter or in chapter
4 36.77 RCW, all counties subject to these provisions shall contract on
5 a competitive basis for all public works after bids have been
6 submitted to the county upon specifications therefor. Such
7 specifications shall be in writing and shall be filed with the clerk
8 of the county legislative authority for public inspection.

9 (4) An advertisement shall be published in the county official
10 newspaper stating the time and place where bids will be opened, the
11 time after which bids will not be received, the character of the work
12 to be done, the materials and equipment to be furnished, and that
13 specifications therefor may be seen at the office of the clerk of the
14 county legislative authority. An advertisement shall also be
15 published in a legal newspaper of general circulation in or as near
16 as possible to that part of the county in which such work is to be
17 done. If the county official newspaper is a newspaper of general
18 circulation covering at least forty percent of the residences in that
19 part of the county in which such public works are to be done, then
20 the publication of an advertisement of the applicable specifications
21 in the county official newspaper is sufficient. Such advertisements
22 shall be published at least once at least thirteen days prior to the
23 last date upon which bids will be received.

24 (5) The bids shall be in writing, may be in either hard copy or
25 electronic form as specified by the county, shall be filed with the
26 clerk, shall be opened and read in public at the time and place named
27 therefor in the advertisements, and, after being opened, shall be
28 filed for public inspection. No bid may be considered for public work
29 unless it is accompanied by a bid deposit in the form of a surety
30 bond, postal money order, cash, cashier's check, or certified check
31 in an amount equal to five percent of the amount of the bid proposed.

32 (6) The contract for the public work shall be awarded to the
33 lowest responsible bidder. Any or all bids may be rejected for good
34 cause. The county legislative authority shall require from the
35 successful bidder for such public work a contractor's bond in the
36 amount and with the conditions imposed by law.

37 (7) If the bidder to whom the contract is awarded fails to enter
38 into the contract and furnish the contractor's bond as required
39 within ten days after notice of the award, exclusive of the day of
40 notice, the amount of the bid deposit shall be forfeited to the

1 county and the contract awarded to the next lowest and best bidder.
2 The bid deposit of all unsuccessful bidders shall be returned after
3 the contract is awarded and the required contractor's bond given by
4 the successful bidder is accepted by the county legislative
5 authority. Immediately after the award is made, the bid quotations
6 obtained shall be recorded and open to public inspection and shall be
7 available by telephone inquiry.

8 (8) As limited by subsection (~~((10))~~) (11) of this section, a
9 county subject to these provisions may have public works performed by
10 county employees in any annual or biennial budget period equal to a
11 dollar value not exceeding ten percent of the public works
12 construction budget, including any amount in a supplemental public
13 works construction budget, over the budget period.

14 Whenever a county subject to these provisions has had public
15 works performed in any budget period up to the maximum permitted
16 amount for that budget period, all remaining public works except
17 emergency work under subsection (~~((12))~~) (13) of this section within
18 that budget period shall be done by contract pursuant to public
19 notice and call for competitive bids as specified in subsection (3)
20 of this section. The state auditor shall report to the state
21 treasurer any county subject to these provisions that exceeds this
22 amount and the extent to which the county has or has not reduced the
23 amount of public works it has performed by public employees in
24 subsequent years.

25 (9) A county may procure public works with a unit priced contract
26 under this section for the purpose of completing anticipated types of
27 work based on hourly rates or unit pricing for one or more categories
28 of work or trades.

29 (a) For the purposes of this section, "unit priced contract"
30 means a competitively bid contract in which public works are
31 anticipated on a recurring basis to meet the business or operational
32 needs of the county, under which the contractor agrees to a fixed
33 period indefinite quantity delivery of work, at a defined unit price
34 for each category of work.

35 (b) Unit priced contracts must be executed for an initial
36 contract term not to exceed one year, with the county having the
37 option of extending or renewing the unit priced contract for one
38 additional year.

39 (c) Invitations for unit price bids shall include, for purposes
40 of the bid evaluation, estimated quantities of the anticipated types

1 of work or trades, and specify how the county will issue or release
2 work assignments, work orders, or task authorizations pursuant to a
3 unit priced contract for projects, tasks, or other work based on the
4 hourly rates or unit prices bid by the contractor. The contract must
5 be awarded to the lowest responsible bidder as defined under RCW
6 39.04.010. Whenever possible, the county must invite at least one bid
7 from a certified minority or woman contractor who otherwise qualifies
8 under this section.

9 (d) Unit price contractors shall pay prevailing wages for all
10 work that would otherwise be subject to the requirements of chapter
11 39.12 RCW. Prevailing wages for all work performed pursuant to each
12 work order must be the prevailing wage rates in effect at the
13 beginning date for each contract year. Unit priced contracts must
14 have prevailing wage rates updated annually. Intents and affidavits
15 for prevailing wages paid must be submitted annually for all work
16 completed within the previous twelve-month period of the unit priced
17 contract.

18 (10) If a county subject to these provisions has public works
19 performed by public employees in any budget period that are in excess
20 of this ten percent limitation, the amount in excess of the permitted
21 amount shall be reduced from the otherwise permitted amount of public
22 works that may be performed by public employees for that county in
23 its next budget period. Ten percent of the motor vehicle fuel tax
24 distributions to that county shall be withheld if two years after the
25 year in which the excess amount of work occurred, the county has
26 failed to so reduce the amount of public works that it has performed
27 by public employees. The amount withheld shall be distributed to the
28 county when it has demonstrated in its reports to the state auditor
29 that the amount of public works it has performed by public employees
30 has been reduced as required.

31 ((~~(10)~~)) (11) In addition to the percentage limitation provided
32 in subsection (8) of this section, counties subject to these
33 provisions containing a population of four hundred thousand or more
34 shall not have public employees perform: A public works project in
35 excess of ninety thousand dollars if more than a single craft or
36 trade is involved with the public works project, a riverine project
37 or stormwater project in excess of two hundred fifty thousand dollars
38 if more than a single craft or trade is involved with the riverine
39 project or stormwater project, a public works project in excess of
40 forty-five thousand dollars if only a single craft or trade is

involved with the public works project, or a riverine project or stormwater project in excess of one hundred twenty-five thousand dollars if only a single craft or trade is involved with the riverine project or stormwater project. A public works project, a riverine project, and a stormwater project means a complete project. The restrictions in this subsection do not permit the division of the project into units of work or classes of work to avoid the restriction on work that may be performed by public employees on a single project.

The cost of a separate public works project shall be the costs of materials, supplies, equipment, and labor on the construction of that project. The value of the public works budget shall be the value of all the separate public works projects within the budget.

~~((+11+))~~ (12) In addition to the accounting and recordkeeping requirements contained in chapter 39.04 RCW, any county which uses public employees to perform public works projects under RCW 36.32.240(1) shall prepare a year-end report to be submitted to the state auditor indicating the total dollar amount of the county's public works construction budget and the total dollar amount for public works projects performed by public employees for that year.

The year-end report submitted pursuant to this subsection to the state auditor shall be in accordance with the standard form required by RCW 43.09.205.

~~((+12+))~~ (13) Notwithstanding any other provision in this section, counties may use public employees without any limitation for emergency work performed under an emergency declared pursuant to RCW 36.32.270, and any such emergency work shall not be subject to the limitations of this section. Publication of the description and estimate of costs relating to correcting the emergency may be made within seven days after the commencement of the work. Within two weeks of the finding that such an emergency existed, the county legislative authority shall adopt a resolution certifying the damage to public facilities and costs incurred or anticipated relating to correcting the emergency. Additionally this section shall not apply to architectural and engineering or other technical or professional services performed by public employees in connection with a public works project.

~~((+13+))~~ (14) In lieu of the procedures of subsections (3) through ~~((+11+))~~ (12) of this section, a county may let contracts using the small works roster process provided in RCW 39.04.155.

1 Whenever possible, the county shall invite at least one proposal
2 from a certified minority or woman contractor who shall otherwise
3 qualify under this section.

4 ~~((14))~~ (15) The allocation of public works projects to be
5 performed by county employees shall not be subject to a collective
6 bargaining agreement.

7 ~~((15))~~ (16) This section does not apply to performance-based
8 contracts, as defined in RCW 39.35A.020(4), that are negotiated under
9 chapter 39.35A RCW.

10 ~~((16))~~ (17) Nothing in this section prohibits any county from
11 allowing for preferential purchase of products made from recycled
12 materials or products that may be recycled or reused.

13 ~~((17))~~ (18) This section does not apply to contracts between
14 the public stadium authority and a team affiliate under RCW
15 36.102.060(4), or development agreements between the public stadium
16 authority and a team affiliate under RCW 36.102.060(7) or leases
17 entered into under RCW 36.102.060(8).

18 NEW SECTION. **Sec. 9.** A new section is added to chapter 39.04
19 RCW to read as follows:

20 (1) The following public bodies of the state of Washington are
21 authorized to procure public works contracts under this chapter for
22 the purpose of completing anticipated types of work based on hourly
23 rates or unit pricing for one or more categories of work or trades:

24 (a) Every county public transportation authority as defined under
25 RCW 36.57.010;

26 (b) Every public transportation benefit area as defined under RCW
27 36.57A.010; and

28 (c) Every regional transit authority as defined under RCW
29 81.112.020.

30 (2) A public body may procure public works with a unit priced
31 contract under this section for the purpose of completing anticipated
32 types of work based on hourly rates or unit pricing for one or more
33 categories of work or trades.

34 (3) Unit priced contracts must be executed for an initial
35 contract term not to exceed one year, with the public body having the
36 option of extending or renewing the unit priced contract for one
37 additional year.

38 (4) Invitations for unit price bids must include, for purposes of
39 the bid evaluation, estimated quantities of the anticipated types of

1 work or trades, and specify how the public body will issue or release
2 work assignments, work orders, or task authorizations pursuant to a
3 unit priced contract for projects, tasks, or other work based on the
4 hourly rates or unit prices bid by the contractor. Contracts must be
5 awarded to the lowest responsible bidder as provided in RCW
6 39.04.010. Whenever possible, the public body must invite at least
7 one proposal from a certified minority or woman contractor who
8 otherwise qualifies under this section.

9 (5) Unit priced contractors shall pay prevailing wages for all
10 work that would otherwise be subject to the requirements of chapter
11 39.12 RCW. Prevailing wages for all work performed pursuant to each
12 work order must be the prevailing wage rates in effect at the
13 beginning date for each contract year. Unit priced contracts must
14 have prevailing wage rates updated annually. Intents and affidavits
15 for prevailing wages paid must be submitted annually for all work
16 completed within the previous twelve-month period of the unit priced
17 contract.

18 (6) All public works procured with a unit priced contract under
19 this section must comply with all other applicable bid requirements.

20 (7) For the purposes of this section, "unit priced contract"
21 means a competitively bid contract in which public works are
22 anticipated on a recurring basis to meet the business or operational
23 needs of the public body, under which the contractor agrees to a
24 fixed period indefinite quantity delivery of work, at a defined unit
25 price for each category of work.

26 **Sec. 10.** RCW 57.08.050 and 2015 c 136 s 1 are each amended to
27 read as follows:

28 (1) All work ordered, the estimated cost of which is in excess of
29 fifty thousand dollars, shall be let by contract and competitive
30 bidding. Before awarding any such contract the board of commissioners
31 shall publish a notice in a newspaper of general circulation where
32 the district is located at least once thirteen days before the last
33 date upon which bids will be received, inviting sealed proposals for
34 such work, plans and specifications which must at the time of
35 publication of such notice be on file in the office of the board of
36 commissioners subject to the public inspection. The notice shall
37 state generally the work to be done and shall call for proposals for
38 doing the same to be sealed and filed with the board of commissioners
39 on or before the day and hour named therein.

1 Each bid shall be accompanied by a certified or cashier's check
2 or postal money order payable to the order of the county treasurer
3 for a sum not less than five percent of the amount of the bid, or
4 accompanied by a bid bond in an amount not less than five percent of
5 the bid with a corporate surety licensed to do business in the state,
6 conditioned that the bidder will pay the district as liquidated
7 damages the amount specified in the bond, unless the bidder enters
8 into a contract in accordance with the bidder's bid, and no bid shall
9 be considered unless accompanied by such check, cash or bid bond. At
10 the time and place named such bids shall be publicly opened and read
11 and the board of commissioners shall proceed to canvass the bids and
12 may let such contract to the lowest responsible bidder upon plans and
13 specifications on file or to the best bidder submitting the bidder's
14 own plans and specifications. The board of commissioners may reject
15 all bids for good cause and readvertise and in such case all checks,
16 cash or bid bonds shall be returned to the bidders. If the contract
17 is let, then all checks, cash, or bid bonds shall be returned to the
18 bidders, except that of the successful bidder, which shall be
19 retained until a contract shall be entered into for doing the work,
20 and a bond to perform such work furnished with sureties satisfactory
21 to the board of commissioners in the full amount of the contract
22 price between the bidder and the commission in accordance with the
23 bid. If the bidder fails to enter into the contract in accordance
24 with the bid and furnish the bond within ten days from the date at
25 which the bidder is notified that the bidder is the successful
26 bidder, the check, cash, or bid bonds and the amount thereof shall be
27 forfeited to the district. If the bidder fails to enter into a
28 contract in accordance with the bidder's bid, and the board of
29 commissioners deems it necessary to take legal action to collect on
30 any bid bond required by this section, then the district shall be
31 entitled to collect from the bidder any legal expenses, including
32 reasonable attorneys' fees occasioned thereby. A low bidder who
33 claims error and fails to enter into a contract is prohibited from
34 bidding on the same project if a second or subsequent call for bids
35 is made for the project.

36 (2) As an alternative to requirements under subsection (1) of
37 this section, a water-sewer district may let contracts using the
38 small works roster process under RCW 39.04.155.

39 (3) Any purchase of materials, supplies, or equipment, with an
40 estimated cost in excess of forty thousand dollars, shall be by

1 contract. Any purchase of materials, supplies, or equipment, with an
2 estimated cost of less than fifty thousand dollars shall be made
3 using the process provided in RCW 39.04.190. Any purchase of
4 materials, supplies, or equipment with an estimated cost of fifty
5 thousand dollars or more shall be made by competitive bidding
6 following the procedure for letting contracts for projects under
7 subsection (1) of this section.

8 (4) As an alternative to requirements under subsection (3) of
9 this section, a water-sewer district may let contracts for purchase
10 of materials, supplies, or equipment with the suppliers designated on
11 current state agency, county, city, or town purchasing rosters for
12 the materials, supplies, or equipment, when the roster has been
13 established in accordance with the competitive bidding law for
14 purchases applicable to the state agency, county, city, or town. The
15 price and terms for purchases shall be as described on the applicable
16 roster.

17 (5) The board may waive the competitive bidding requirements of
18 this section pursuant to RCW 39.04.280 if an exemption contained
19 within that section applies to the purchase or public work.

20 (6)(a) A district may procure public works with a unit priced
21 contract under this section for the purpose of completing anticipated
22 types of work based on hourly rates or unit pricing for one or more
23 categories of work or trades.

24 (b) For the purposes of this section, "unit priced contract"
25 means a competitively bid contract in which public works are
26 anticipated on a recurring basis to meet the business or operational
27 needs of the district, under which the contractor agrees to a fixed
28 period indefinite quantity delivery of work, at a defined unit price
29 for each category of work.

30 (c) Unit priced contracts must be executed for an initial
31 contract term not to exceed one year, with the district having the
32 option of extending or renewing the unit priced contract for one
33 additional year.

34 (d) Invitations for unit price bids must include, for purposes of
35 the bid evaluation, estimated quantities of the anticipated types of
36 work or trades, and specify how the district will issue or release
37 work assignments, work orders, or task authorizations pursuant to a
38 unit priced contract for projects, tasks, or other work based on the
39 hourly rates or unit prices bid by the contractor. Contracts must be
40 awarded to the lowest responsible bidder as per RCW 39.04.010.

1 Whenever possible, the district must invite at least one proposal
2 from a certified minority or woman contractor who otherwise qualifies
3 under this section.

4 (e) Unit price contractors shall pay prevailing wages for all
5 work that would otherwise be subject to the requirements of chapter
6 39.12 RCW. Prevailing wages for all work performed pursuant to each
7 work order must be the prevailing wage rates in effect at the
8 beginning date for each contract year. Unit priced contracts must
9 have prevailing wage rates updated annually. Intents and affidavits
10 for prevailing wages paid must be submitted annually for all work
11 completed within the previous twelve-month period of the unit priced
12 contract.

13 **Sec. 11.** RCW 35.22.620 and 2018 c 74 s 1 are each amended to
14 read as follows:

15 (1) As used in this section, the term "public works" means as
16 defined in RCW 39.04.010.

17 (2) A first-class city may have public works performed by
18 contract pursuant to public notice and call for competitive bids. As
19 limited by subsection (3) of this section, a first-class city may
20 have public works performed by city employees in any annual or
21 biennial budget period equal to a dollar value not exceeding ten
22 percent of the public works construction budget, including any amount
23 in a supplemental public works construction budget, over the budget
24 period. The amount of public works that a first-class city has a
25 county perform for it under RCW 35.77.020 shall be included within
26 this ten percent limitation.

27 If a first-class city has public works performed by public
28 employees in any budget period that are in excess of this ten percent
29 limitation, the amount in excess of the permitted amount shall be
30 reduced from the otherwise permitted amount of public works that may
31 be performed by public employees for that city in its next budget
32 period. Twenty percent of the motor vehicle fuel tax distributions to
33 that city shall be withheld if two years after the year in which the
34 excess amount of work occurred, the city has failed to so reduce the
35 amount of public works that it has performed by public employees. The
36 amount so withheld shall be distributed to the city when it has
37 demonstrated in its reports to the state auditor that the amount of
38 public works it has performed by public employees has been so
39 reduced.

1 Whenever a first-class city has had public works performed in any
2 budget period up to the maximum permitted amount for that budget
3 period, all remaining public works within that budget period shall be
4 done by contract pursuant to public notice and call for competitive
5 bids.

6 The state auditor shall report to the state treasurer any
7 first-class city that exceeds this amount and the extent to which the
8 city has or has not reduced the amount of public works it has
9 performed by public employees in subsequent years.

10 (3) In addition to the percentage limitation provided in
11 subsection (2) of this section, a first-class city shall not have
12 public employees perform a public works project in excess of
13 (~~ninety~~) one hundred fifty thousand dollars if more than a single
14 craft or trade is involved with the public works project, or a public
15 works project in excess of (~~forty-five thousand~~) seventy-five
16 thousand five hundred dollars if only a single craft or trade is
17 involved with the public works project or the public works project is
18 street signalization or street lighting. A public works project means
19 a complete project. The restrictions in this subsection do not permit
20 the division of the project into units of work or classes of work to
21 avoid the restriction on work that may be performed by day labor on a
22 single project.

23 (4) In addition to the accounting and recordkeeping requirements
24 contained in RCW 39.04.070, every first-class city annually may
25 prepare a report for the state auditor indicating the total public
26 works construction budget and supplemental public works construction
27 budget for that year, the total construction costs of public works
28 performed by public employees for that year, and the amount of public
29 works that is performed by public employees above or below ten
30 percent of the total construction budget. However, if a city budgets
31 on a biennial basis, this annual report may indicate the amount of
32 public works that is performed by public employees within the current
33 biennial period that is above or below ten percent of the total
34 biennial construction budget.

35 Each first-class city with a population of one hundred fifty
36 thousand or less shall use the form required by RCW 43.09.205 to
37 account and record costs of public works in excess of five thousand
38 dollars that are not let by contract.

39 (5) The cost of a separate public works project shall be the
40 costs of materials, supplies, equipment, and labor on the

1 construction of that project. The value of the public works budget
2 shall be the value of all the separate public works projects within
3 the budget.

4 (6) The competitive bidding requirements of this section may be
5 waived by the city legislative authority pursuant to RCW 39.04.280 if
6 an exemption contained within that section applies to the work or
7 contract.

8 (7) In lieu of the procedures of subsections (2) and (6) of this
9 section, a first-class city may let contracts using the small works
10 roster process in RCW 39.04.155.

11 Whenever possible, the city shall invite at least one proposal
12 from a certified minority or woman contractor who shall otherwise
13 qualify under this section.

14 (8) The allocation of public works projects to be performed by
15 city employees shall not be subject to a collective bargaining
16 agreement.

17 (9) This section does not apply to performance-based contracts,
18 as defined in RCW 39.35A.020(4), that are negotiated under chapter
19 39.35A RCW.

20 (10) Nothing in this section shall prohibit any first-class city
21 from allowing for preferential purchase of products made from
22 recycled materials or products that may be recycled or reused.

23 (11)(a) Any first-class city may procure public works with a unit
24 priced contract under this section for the purpose of completing
25 anticipated types of work based on hourly rates or unit pricing for
26 one or more categories of work or trades.

27 (b) For the purposes of this section, "unit priced contract"
28 means a competitively bid contract in which public works are
29 anticipated on a recurring basis to meet the business or operational
30 needs of the city, under which the contractor agrees to a fixed
31 period indefinite quantity delivery of work, at a defined unit price
32 for each category of work.

33 (c) Unit priced contracts must be executed for an initial
34 contract term not to exceed three years, with the city having the
35 option of extending or renewing the unit priced contract for one
36 additional year.

37 (d) Invitations for unit price bids shall include, for purposes
38 of the bid evaluation, estimated quantities of the anticipated types
39 of work or trades, and specify how the city will issue or release
40 work assignments, work orders, or task authorizations pursuant to a

unit priced contract for projects, tasks, or other work based on the hourly rates or unit prices bid by the contractor. Contracts must be awarded to the lowest responsible bidder as per RCW 39.04.010. Whenever possible, the city must invite at least one proposal from a certified minority or woman contractor who otherwise qualifies under this section.

(e) Unit price contractors shall pay prevailing wages for all work that would otherwise be subject to the requirements of chapter 39.12 RCW. Prevailing wages for all work performed pursuant to each work order must be the prevailing wage rates in effect at the beginning date for each contract year. Unit priced contracts must have prevailing wage rates updated annually. Intents and affidavits for prevailing wages paid must be submitted annually for all work completed within the previous twelve-month period of the unit priced contract.

Sec. 12. RCW 52.14.110 and 2009 c 229 s 9 are each amended to read as follows:

Insofar as practicable, purchases and any public works by the district shall be based on competitive bids. A formal sealed bid procedure shall be used as standard procedure for purchases and contracts for purchases executed by the board of commissioners. Formal sealed bidding shall not be required for:

(1) The purchase of any materials, supplies, or equipment if the cost will not exceed the sum of ((ten)) forty thousand dollars. However, whenever the estimated cost does not exceed ((fifty)) seventy-five thousand dollars, the commissioners may by resolution use the process provided in RCW 39.04.190 to award contracts;

(2) Contracting for work to be done involving the construction or improvement of a fire station or other buildings where the estimated cost will not exceed the sum of ((twenty)) thirty thousand dollars, which includes the costs of labor, material, and equipment;

(3) Contracts using the small works roster process under RCW 39.04.155; and

(4) Any contract for purchases or public work pursuant to RCW 39.04.280 if an exemption contained within that section applies to the purchase or public work.

Sec. 13. RCW 39.04.105 and 2003 c 300 s 1 are each amended to read as follows: 383

1 (1) Within two business days of the bid opening on a public works
2 project that is the subject of competitive bids, the municipality
3 must provide, if requested by a bidder, copies of the bids the
4 municipality received for the project. The municipality shall then
5 allow at least two full business days after providing bidders with
6 copies of all bids before executing a contract for the project.
7 Intermediate Saturdays, Sundays, and legal holidays are not counted.

8 (2) When a municipality receives a written protest from a bidder
9 for a public works project ((which)) that is the subject of
10 competitive bids, the municipality ((shall)) must not execute a
11 contract for the project with anyone other than the protesting bidder
12 without first providing at least two full business days' written
13 notice of the municipality's intent to execute a contract for the
14 project; provided that the protesting bidder submits notice in
15 writing of its protest no later than:

16 (a) Two full business days following bid opening, if no bidder
17 requested copies of the bids received for the project under
18 subsection (1) of this section; or

19 (b) Two full business days following when the municipality
20 provided copies of the bids to those bidders requesting bids under
21 subsection (1) of this section. Intermediate Saturdays, Sundays, and
22 legal holidays are not counted.

23 **Sec. 14.** RCW 54.04.082 and 2008 c 216 s 3 are each amended to
24 read as follows:

25 For the awarding of a contract to purchase any item, or items of
26 the same kind of materials, equipment, or supplies in an amount
27 exceeding ~~((fifteen))~~ thirty thousand dollars per calendar month, but
28 less than ~~((sixty))~~ one hundred twenty thousand dollars per calendar
29 month, exclusive of sales tax, the commission may, in lieu of the
30 procedure described in RCW 54.04.070 and 54.04.080 requiring public
31 notice to invite sealed proposals for such materials, equipment, or
32 supplies, pursuant to commission resolution use the process provided
33 in RCW 39.04.190. Waiver of the deposit or bid bond required under
34 RCW 54.04.080 may be authorized by the commission in securing such
35 bid quotations.

36 ***Sec. 15.** *RCW 87.03.435 and 1997 c 354 s 3 are each amended to*
37 *read as follows:*

1 (1) Except as provided in subsections (2) and (3) of this section
2 and RCW 87.03.436, whenever in the construction of the district canal
3 or canals, or other works, or the furnishing of materials therefor,
4 the board of directors shall determine to let a contract or contracts
5 for the doing of the work or the furnishing of the materials, a
6 notice calling for sealed proposals shall be published. The notice
7 shall be published in a newspaper in the county in which the office
8 of the board is situated, ((and)) in any other newspaper which may be
9 designated by the board, and on the irrigation district's web site or
10 on the county's web site where the district is located if the
11 district does not have a web site, and for such length of time, not
12 less than once each week for two weeks, as may be fixed by the board.
13 At the time and place appointed in the notice for the opening of
14 bids, the sealed proposals shall be opened in public, and as soon as
15 convenient thereafter, the board shall let the work or the contract
16 for the purchase of materials, either in portions or as a whole, to
17 the lowest responsible bidder, or the board may reject any or all
18 bids and readvertise, or may contract using the small works roster
19 process in RCW 39.04.155 or may proceed to construct the work under
20 its own superintendence. All work shall be done under the direction
21 and to the satisfaction of the engineer of the district, and be
22 approved by the board. The board of directors may require bidders
23 submitting bids for the construction or maintenance for any of the
24 works of the district, or for the furnishing of labor or material, to
25 accompany their bids by a deposit in cash, certified check, cashier's
26 check, or surety bond in an amount equal to five percent of the
27 amount of the bid and a bid shall not be considered unless the
28 deposit is enclosed with it. If the contract is let, then all the bid
29 deposits shall be returned to the unsuccessful bidders. The bid
30 deposit of the successful bidder shall be retained until a contract
31 is entered into for the purchase of the materials or doing of such
32 work, and a bond given to the district in accordance with chapter
33 39.08 RCW for the performance of the contract. The performance bond
34 shall be conditioned as may be required by law and as may be required
35 by resolution of the board, with good and sufficient sureties
36 satisfactory to the board, payable to the district for its use, for
37 at least twenty-five percent of the contract price. If the successful
38 bidder fails to enter into a contract and furnish the necessary bond
39 within twenty days from the award, exclusive of the day of the award,

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1 the bid deposit shall be forfeited to the district and the contract
2 may then be awarded to the second lowest bidder.

3 (2) The provisions of this section in regard to public bidding
4 shall not apply in cases where the board is authorized to exchange
5 bonds of the district in payment for labor and material.

6 (3) The provisions of this section do not apply:

7 (a) In the case of any contract between the district and the
8 United States;

9 (b) In the case of an emergency when the public interest or
10 property of the district would suffer material injury or damage by
11 delay, upon resolution of the board of directors or proclamation of
12 an official designated by the board to act for the board during such
13 emergencies. The resolution or proclamation shall declare the
14 existence of the emergency and recite the facts constituting the
15 emergency; or

16 (c) To purchases which are clearly and legitimately limited to a
17 single source of supply or to purchases involving special facilities,
18 services, or market conditions, in which instances the purchase price
19 may be best established by direct negotiation.

*Sec. 15 was vetoed. See message at end of chapter.

20 NEW SECTION. **Sec. 16.** (1) The legislature finds that there are
21 hundreds of local governments and special purpose districts and due
22 to their existing authority and structure, partial legislative
23 measures are introduced each year to amend the procurement thresholds
24 for each individual entity. Therefore the legislature intends to
25 require a comprehensive review of all local government bid limits for
26 public works projects and purchases, including the small works roster
27 and limited public works processes, rather than amend procurement
28 rules and contract thresholds on a case-by-case basis.

29 (2) Subject to funds appropriated for this purpose, the capital
30 projects advisory review board must review the public works
31 contracting processes for local governments, including the small
32 works roster and limited public works processes provided in RCW
33 39.04.155, and report to the governor and appropriate committees of
34 the legislature by November 1, 2020. The report must include the
35 following:

36 (a) Identification of the most common contracting procedures used
37 by local governments;

1 (b) Identification of the dollar amounts set for local government
2 public works contracting processes;

3 (c) Analysis of whether the dollar amounts identified in (b) of
4 this subsection comport with estimated project costs within the
5 relevant industries;

6 (d) An analysis of the potential application of an inflation-
7 based increaser, taking regional factors into consideration, to the
8 dollar amounts identified in (b) of this subsection, for example:

9 (i) Applying the implicit price deflator for state and local
10 government purchases of goods and services for the United States as
11 published by the bureau of economic analysis of the federal
12 department of commerce; and

13 (ii) Adjusting the bid limit dollar thresholds for inflation, on
14 a regional basis, by the building cost index during that time period;

15 (e) Recommendations to increase uniformity and efficiency for
16 local government public works contracting and procurement processes;

17 (f) Rates of participation of all contractor types, including
18 qualified minority and women-owned and controlled businesses, in the
19 small works roster and limited public works contracting processes;
20 and

21 (g) Barriers to improving the participation rate in the small
22 works roster and limited public works contracting processes.

23 (3) For purposes of this section:

24 (a) "Local governments" refers to all counties, cities, towns,
25 other political subdivisions, and special purpose districts.

26 (b) "Building cost index" means the building cost index for
27 Seattle, Washington, compiled by engineering news record, a
28 nationally recognized professional construction trade periodical. The
29 building cost index uses average skilled construction labor rates,
30 structural steel, concrete, and lumber as the basis of measurement.

Passed by the Senate April 23, 2019.

Passed by the House April 16, 2019.

Approved by the Governor May 21, 2019, with the exception of
certain items that were vetoed.

Filed in Office of Secretary of State May 21, 2019.

Note: Governor's explanation of partial veto is as follows:

"I am returning herewith, without my approval as to Section 15,
Engrossed Substitute Senate Bill No. 5418 entitled:

"AN ACT Relating to local government procurement modernization
and efficiency."

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Engrossed Substitute Senate Bill 5418 will help improve procurement processes for local governments. Section 15 of the bill amends RCW 87.03.435 relating to irrigation districts. Section 2 of a different bill passed by the Legislature this year, Engrossed Senate Bill 5453, contains the same amendments as well as other changes. Therefore I am vetoing Section 15 of Engrossed Substitute Senate Bill 5418 to avoid these double amendments and any confusion at the Office of the Code Reviser.

I would also note that the Legislature did not provide funding for the Capital Projects Advisory Review Board to review the public works contracting processes for local governments, including the small works roster and limited public works processes as set forth in Section 16. I am directing my Office of Financial Management to work with the Department of Enterprise Services to identify resources so they can begin this important work. In addition, I will be asking the Legislature to include full funding of this study in the 2020 supplemental operating budget.

For these reasons I have vetoed Section 15 of Engrossed Substitute Senate Bill No. 5418.

With the exception of Section 15, Engrossed Substitute Senate Bill No. 5418 is approved."

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FINAL BILL REPORT

ESSB 5418

PARTIAL VETO

C 434 L 19

Synopsis as Enacted

Brief Description: Concerning local government procurement modernization and efficiency.

Sponsors: Senate Committee on Local Government (originally sponsored by Senators Takko, Zeiger and Liias).

Senate Committee on Local Government

House Committee on Local Government

Background: County–Contracts. Counties with a population of 400,000 or more may establish by resolution a purchasing department to enter into personal property leases on a competitive basis and purchase all supplies, materials, and equipment on a competitive basis, for all departments of the county. Counties must also generally contract on a competitive basis for public works except that regular county employees may perform public works of up to 10 percent of the public works construction budget.

Small Works Roster. State agencies and local governments may create a small works roster of contractors for certain work estimated to cost \$300,000 or less. Bids may be solicited from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder. However, if the estimated cost of the work is from \$150,000 to \$300,000, a state agency or local government that chooses to solicit bids from less than all the appropriate contractors on the appropriate small works roster must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. Notice may be given by newspaper, mail, or electronically.

Limited Public Works Projects. In lieu of the small works roster process, state agencies and local governments may award a contract for certain work, construction, alteration, repair, or improvement projects estimated to cost less than \$35,000 by soliciting bids from a minimum of three contractors from the appropriate small works roster and must award the contract to the lowest responsible bidder. After an award is made, the quotations must be open to public inspection and available by electronic request.

Public Works Contracts–Protests. Unless an exception applies, all municipalities must contract for the execution of public works after advertisement and competitive bid or by a contract awarded under the small works roster process. Generally, municipality means every

This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not a part of the legislation nor does it constitute a statement of legislative intent.

city, county, town, port district, district, or other public agency authorized by law to require the execution of public work.

If a municipality receives a written protest from a bidder within two business days of a bid opening, the municipality may not execute a contract for the project with anyone other than the protesting bidder without first providing at least two full business days' written notice of the municipality's intent to execute a contract for the project.

Public Utility Districts. A public utility district (PUD) is a type of special purpose district authorized for the purpose of generating and distributing electricity, providing water and sewer services, and providing telecommunications services. PUDs are governed by a board of either three or five elected commissioners. PUDs are authorized to establish rates and charges for providing water and sewer services.

Public Utility Districts and Contracts. PUDs must contract for the following:

- any items of similar materials, equipment, or supplies estimated to cost more than \$15,000;
- any items of similar materials, equipment, or supplies estimated to cost more than \$7,500, if purchased within a single calendar month; and
- any work ordered by a district commission estimated to cost more than \$25,000.

Contracts are not required for work accepted as an industry practice under prudent utility management. Prudent utility management means performing work with regularly employed personnel utilizing material of a worth not exceeding \$150,000 in value without a contract. This limit does not include the value of individual items of equipment purchased or acquired and used as one unit of a project.

Unit price contractors must pay prevailing wages for all public works. Prevailing wages for all work performed pursuant to each work order must be the rates in effect at the time the individual work order is issued.

Water-Sewer Districts. Water-sewer districts provide water and sewer services to incorporated and unincorporated areas. District powers include the authority to purchase, construct, maintain, and supply waterworks to furnish water to inhabitants, and to develop and operate systems of sewers and drainage. Districts may also fix rates and charges for services, enter into contracts, levy taxes, and issue bonds. Generally, districts must solicit bids and award contracts for all work estimated to cost over \$50,000.

Second Class Cities or Towns and Public Works Contracts. A second class city or town may contract for public works without a competitive bidding process if:

- the estimated cost is \$65,000 or less and involves more than one craft or trade; or
- the estimated cost is \$40,000 or less and involves a single craft or trade or the public works is street signalization or street lighting.

All other public works contracts must be entered into following either a competitive bidding process or the small works roster process.

Lowest Responsible Bidder. State law requires local agencies to award public works contracts to a responsible bidder with the lowest responsive bid, otherwise referred to as the lowest responsible bidder. Responsive bids are bids submitted on time with all of the information the agency requested. Responsible bidders must meet a number of mandatory criteria:

- be a registered contractor;
- have a current Unified Business Identifier number;
- have industrial insurance and workers' compensation coverage;
- have an Employment Security Department account;
- have a state excise tax registration number;
- not be disqualified from bidding from a violation relating to registration, license, or wages;
- not have any apprenticeship violations, if applicable; and
- certify through a sworn statement that they are not a willful violator of labor laws within the past three years.

Responsible bidders must also choose to:

- have received training, provided by the Department of Labor and Industries (L&I) or by a provider whose curriculum has been approved by L&I, on the requirements related to public works and prevailing wages; or
- have completed three or more public works projects and maintained a valid business license in Washington for at least three years.

First Class Cities and Public Works Contracts. Generally, a first class city may have public works performed by contract following public notice and call for competitive bids. City employees may perform public works costing 10 percent or less of the city's public works construction budget. Any cost in excess of the allowable 10 percent is deducted from the otherwise permitted amount of public works that may be performed by public employees in the city's next budget period.

In addition to the percentage limitation, a first class city must contract for public works with a competitive bidding process if:

- the estimated cost is more than \$90,000 and involves more than one craft or trade; or
- the estimated cost is more than \$45,000 and involves a single craft or trade or the public works is street signalization or street lighting.

Fire Protection Districts. A fire protection district is a type of special purpose district created to provide fire prevention, fire suppression, and emergency medical services within a district's boundaries, which can include incorporated and unincorporated areas. A formal sealed bid procedure must be used for purchases and contracts for purchases made by the board of commissioners. Formal sealed bidding is not required for:

- the purchase of materials when such materials, equipment, or supplies have an estimated cost not exceeding \$10,000; however, whenever the estimated cost does not exceed \$50,000, the commissioners may by resolution use the alternative bidding process available for municipalities;
- contracting for work involving the construction or improvement of a fire station or other buildings where the estimated cost does not exceed \$20,000;
- contracts using the small works roster process; and

- any contract for purchases or public work which are exempt from competitive bidding requirements.

Alternative Bidding Process. Municipalities are offered an alternative process for competitive bidding of purchases through a vendor list process. The process may be used only by those municipalities having statutory authorization. Statutes governing which municipalities may use the process must include the maximum dollar thresholds for contracts awarded under the process. Contracts awarded using this process do not need to be advertised.

Office of Minority and Women's Business Enterprises. The Office of Minority and Women's Business Enterprises (OMWBE) is the sole authority in Washington for certifying minority, women-owned, and socially and economically disadvantaged business enterprises. Certified business enterprises are listed in the OMWBE database. Cities, counties, state agencies, transportation, and educational institutions use the database to source small and diverse firms for potential contracting opportunities.

Summary: County-Contracts. All counties may establish by resolution a purchasing department to enter into personal property leases on a competitive basis and purchase all supplies, materials, and equipment on a competitive basis, for all departments of the county.

Unit Priced Contracts. Every public body, including county public transportation authorities, public transportation benefit areas, regional transit authorities, counties, and water-sewer districts may procure public works with a unit priced contract to complete anticipated types of work based on hourly rates or unit pricing for one or more categories of work or trades. "Unit priced contract" is defined as a competitively bid contract in which public works are anticipated on a recurring basis to meet the business or operational needs of a district, under which the contractor agrees to a fixed period indefinite quantity delivery of work, at a defined unit price, for each category of work. Although an initial contract term may not exceed one year, districts may extend or renew a contract for one additional year.

Invitations for unit price bids must include the following information:

- estimated quantities of the anticipated types of work or trades; and
- how the district will issue or release work assignments, work orders, or task authorizations for projects based on the hourly rates or unit prices bid by the contractor.

Whenever possible, a district must invite at least one proposal from a certified minority or woman contractor. Contracts must be awarded to the lowest responsible bidder. Unit price contractors must pay prevailing wages for all public works that would otherwise be subject to the requirements of chapter 39.12 RCW. Prevailing wages for all work must be the rates in effect at the beginning date for each contract year. Unit priced contracts must have prevailing wage rates updated annually.

Small Works Roster. State agencies and local governments may use the small works roster process for projects estimated to cost \$350,000 or less. Governments may choose to solicit bids from less than all the appropriate contracts on an appropriate small works roster for projects estimated to cost between \$250,000 and \$350,000. After an award is made, bid

quotations must be made available after either telephonic or electronic request. State agencies and local governments using the small works roster process may waive public improvement contract retainage requirements to assume liability for unpaid wages and taxes, but will still retain rights of recovery against the contractor for payments made on the contractor's behalf.

Limited Public Works Projects. State agencies and local governments may award a contract for certain work, construction, alteration, repair, or improvement projects estimated to cost less than \$50,000 by soliciting bids from a minimum of three contractors from the appropriate small works roster. These bids must be solicited equitably among contractors willing to perform in the geographic area of the work. State agencies and local governments using the limited public works projects process may waive performance bond and public improvement contract retainage requirements to assume liability for unpaid wages and taxes, but will still retain rights of recovery against the contractor for payments made on the contractor's behalf. The limited public works projects process may be used to solicit bids from minibusinesses and microbusinesses.

Public Works Contracts—Protests. A municipality soliciting competitive bids for a public works project must provide copies of bids received if requested to do so. A bidder must now submit a written protest to a municipality soliciting bids within two business days of the municipality disclosing all bids received or, if no request is made, bid opening.

Public Utility Districts. Contract thresholds for when competitive bidding is required for PUDs are increased as follows:

- any items of similar materials, equipment, or supplies estimated to cost more than \$30,000;
- any items of similar materials, equipment, or supplies estimated to cost more than \$12,000, if purchased within a single calendar month; and
- any work ordered by a district commission estimated to cost more than \$50,000.

Prudent utility management means performing work with regularly employed personnel utilizing material of a worth not exceeding \$300,000 in value without a contract. This limit does not include the value of individual items of equipment, regardless of whether they are purchased or acquired and used as one unit of a project.

Equipment is defined to include a conductor, cabling, wire, pipe, or lines used for electrical, water, fiber optic, or telecommunications.

Prevailing wage rates must be those in effect at the beginning date for each contract year. Unit priced contracts must have prevailing wage rates updated annually. Intents and affidavits for prevailing wages paid must be submitted annually for all work completed within the previous 12-month period of the unit priced contract.

Second Class Cities or Towns—Lowest Responsible Bidder. If a second-class city or town issues a written finding that the lowest bidder has delivered a project to the city within the last three years that was late, over budget, or did not meet specifications, and the city does not find in writing that such bidder has shown how they would improve performance to be likely to meet project specifications, then the city may choose the second lowest bidder

whose bid is within 5 percent of the lowest bid and meets the same criteria as the lowest bidder.

Whenever possible, the city or town shall invite at least one proposal from a certified minority or woman contractor who shall otherwise qualify under this section. Any second-class city or town that awards a project to the second lowest bidder must make an annual report to the Department of Commerce that includes the total number of bids awarded to certified minority or women contractors and describe how notice was provided to potential certified minority or women contractors.

Cities—Public Works Contracts. Contract thresholds for when competitive bidding is required for a first class city, second class city, or town are increased as follows:

- the estimated cost is \$150,000 or more and involves more than one craft or trade; or
- the estimated cost is \$75,500 or more and involves a single craft or trade or the public works is street signalization or street lighting.

Fire Protection Districts. Contract thresholds for when competitive bidding is required for a fire protection district are increased as follows:

- the estimated cost exceeds \$40,000;
- the estimated cost exceeds \$75,000, when using the alternative bidding process; and
- the estimated cost exceeds \$30,000, when contracting for work involving the construction or improvement of a fire station or other buildings.

Capital Projects Advisory Review Board Study. The Capital Projects Advisory Review Board must review the public works contracting processes for local governments, including the small works roster and limited public works processes, and report to the Governor and appropriate committees of the Legislature by November 1, 2020. The report must include the following:

- identification of the most common contracting procedures used by local governments;
- identification of the dollar amounts set for local government public works contracting processes;
- analysis of whether the dollar amounts comport with estimated project costs within the relevant industries;
- an analysis of the potential application of an inflation-based increaser to the dollar amounts, taking regional factors into consideration;
- recommendations to increase uniformity and efficiency for local government public works contracting processes; and
- rates of and barriers to participation in the small works roster and limited public works contracting processes.

"Local governments" refers to all counties, cities, towns, other political subdivisions, and special purpose districts. This study is subject to appropriated funds.

Office of Minority and Women's Business Enterprises. The definition of "contractor" is added as "an individual or entity granted state certification and awarded either a direct contract with an agency or an indirect contract as a subcontractor to perform a service or provide goods." Other technical corrections are made.

Alternative Bid Procedure. Cost thresholds for when the alternative bid procedure may be used for purchases is increased from between \$15,000 and \$60,000 per calendar month to between \$30,000 and \$120,000 per calendar month.

Irrigation Districts. In addition to publishing notices soliciting bids for district canal construction projects in newspapers, an irrigation district must also post notices on its website, or the county's website if the district does not have a website. Irrigation districts are granted express authority to use the small works roster process.

Votes on Final Passage:

Senate	45	3	
House	76	22	(House amended)
Senate	40	7	(Senate concurred)

Effective: July 28, 2019

Partial Veto Summary:

- Removed a section allowing irrigation districts to publish notice calling for public works contract proposals on a website and to contract using the small works roster process.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (9:00 PM) Sewer Treatment Plant Upgrades Feasibility Study and Pre-Treatment Program Development Professional Services Agreement - 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 Sewer Treatment Plant Upgrades Feasibility Study and Pre-Treatment Program Development Professional Services Agreement for approval with the October 8, 2019 Consent Agenda.

SUMMARY:

Currently the City's Treatment Plant provides for primary and secondary treatment. Citizens and Council alike are concerned with possible contaminants discharging to Puget Sound that may be harmful to the marine environment. Staff have been tasked with studying the feasibility of voluntary treatment upgrades in excess of current regulatory requirements. Staff is including additional services in this contract for supporting the development of a pre-treatment program that is a priority for ensuring compliance with the City's waste discharge permit. This work is funded within the current operating budget.

FISCAL IMPACT:

Amount:	\$160,455.00
Ongoing Cost:	
One-Time Cost:	\$160,455.00
Included in Current Budget?	Yes

BACKGROUND:

This Professional Services Agreement (PSA) addresses two distinct aspects of the wastewater treatment plant's functionality: an analysis of options for tertiary treatment (the effluent leaving the plant); and, the development of a pre-treatment program (sometimes known as a fats, oils, and greases or FOG program) to ensure that wastewater entering the plant from restaurants and other industrial and commercial are regulated to ensure they can be properly treated by the existing treatment plant facilities. 396

With regards to tertiary treatment, citizens and Council alike are concerned with possible contaminants discharging to Puget Sound that may be harmful to the marine environment. Contaminants of concern include toxic chemicals from pharmaceuticals, personal care products, and other “chemicals of emerging concern”. Biochemical oxygen demand (BOD), nutrient loading, and bio-solids quality are also of concern. Staff have been tasked with studying the feasibility of voluntary tertiary treatment upgrades (the plant currently provides primary and secondary treatment) in excess of current regulatory requirements; however, new regulations mandating some form of tertiary treatment seem likely in the next 5-10 years.

In addition to the tertiary treatment analysis, this PSA will also address data collection, analysis, and consultant input for the development of a pre-treatment or FOG program. Establishing a pre-treatment program is critical for maintaining the City’s waste discharge permit, which requires that the City monitor and ensure that plant influent is within 85% of the plant’s capacity for treatment. If the City’s monitoring indicates consistent 3-month segments of time during which the 85% capacity limit is exceeded, then the Department of Ecology could require costly upgrades to the plant facilities. To date, the City has reported several 2-month segments of time that have exceeded the 85% limit. The result of this element of the work will be a pre-treatment ordinance that enhances regulations from commercial and industrial discharges to the municipal sewer system.

To create the efficiency of a single contract for multiple work products, the staff combined budget from several approved operating sources, including \$100K from the budget as planned for investigation of tertiary treatment options, approximately \$21K from the budget set-aside for the pre-treatment project, and redirected approximately \$49K in funds from other sewer operating projects that the staff determined were of lower priority when compared with the risk of maintaining waste discharge permit compliance.

The City solicited Requests for Proposals in May 2019. The selection committee evaluated and interviewed the selected submittals and recommends Murraysmith, Inc. as the most qualified consultant to perform the requested services. The Utility Advisory Committee reviewed the PSA at their meeting on September 11, 2019, and generally agreed with the scope and direction.

ATTACHMENTS:

[PSA with Murraysmith, Inc.](#)

[Attachment A to PSA with Murraysmith, Inc.](#)

[WWTP Tertiary Treatment Feasibility RFQ](#)

FISCAL DETAILS: Sewer - Operating Fund.

* \$100,000 from the 2019 budgeted amount for the Tertiary Treatment Study

* \$65,000 from the 2019 budgeted amount for major maintenance projects and programs including the preparatory work for the Fats, Oils and Greases ordinance.

Fund Name(s): Sewer Fund

Coding: 72425352-541100-01009

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 Murraysmith, Inc., an Oregon State corporation ("Consultant").

WHEREAS, the City needs professional services in connection with Wastewater Treatment Plant Upgrades Study; and

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

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

1. SERVICES BY CONSULTANT

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

2. 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, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

3. PAYMENT

A. The City shall pay the Consultant for such services:

[X] Hourly, plus actual expenses, in accordance with **Attachment A**, but not more than a total of One Hundred Sixty Thousand Four Hundred Fifty-Five Dollars and no cents (\$160,455.00);

[] Fixed Sum: a total amount of \$_____;

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

B. The Consultant shall submit, in a format acceptable to the City, monthly invoices for services performed in a previous calendar month. Each project and each task within a project shall be the subject of a separate invoice. The Consultant shall maintain time and expense records and provide them to the City upon request.

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Consultant.

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

4. INSPECTION AND AUDIT

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

5. INDEPENDENT CONTRACTOR

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

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

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

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

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

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

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

C. Violation of this Section 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. Any reuse by the City of such data, materials, reports, memoranda, or other documents, including but not limited to instruments of service, outside the scope of work of this Agreement, or any alteration of them whatsoever without Consultant's review and approval, shall be at the City's sole risk.

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

A. The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, 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 Consultant 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 Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant'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 Consultant'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 Consultant shall maintain insurance as follows:

☒ Commercial General Liability as described in **Attachment B**.

☒ Professional Liability as described in **Attachment B**.

☒ Automobile Liability as described in **Attachment B**.

☒ 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 Consultant to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Consultant as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

14. FAIR MEANING

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

15. 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

To the Consultant: Murray Smith, Inc.
 Attn. Preston Van Meter, PE
 888 SW 5th Avenue, Suite 1170
 Portland, OR 97204

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.

MURRAY SMITH, INC.

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

ATTACHMENT B INSURANCE REQUIREMENTS

A. Insurance Term

The Consultant 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 Consultant, its agents, representatives, or employees.

B. No Limitation

The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant 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 Consultant shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. 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 Consultant'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.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant 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.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit, as applicable.

E. Other Insurance Provision

The Consultant'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 to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant'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 Consultant shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Consultant 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 Consultant 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 Consultant 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 Consultant 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 Consultant 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 Consultant from the City.

J. City Full Availability of Consultant Limits

If the Consultant 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 Consultant, irrespective of whether such limits maintained by the Consultant 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 Consultant.

ATTACHMENT A

SCOPE OF WORK

WWTP CEC Removal Evaluation and Pretreatment Program Support City of Bainbridge Island, WA

Introduction

The Winslow Treatment Plant (Winslow WWTP) was originally constructed in 1978 and last upgraded in 2005. The City operates the WWTP under a National Pollutant Discharge Elimination System (NPDES) permit issued by the Washington Department of Ecology (Ecology) with an effective date of August 1, 2017.

Currently, the Winslow WWTP provides primary and secondary wastewater treatment that includes a headworks with fine screen, grit chamber, two aeration basins, three secondary clarifiers, and UV disinfection. Final effluent is pumped approximately 5,370 feet to an outfall in Puget Sound just east of Wing Point. Solids handling processes include two aerated sludge holding tanks, a screw press for solids dewatering, and a sludge loadout area for solids hauling. Biosolids produced at the Winslow WWTP do not consistently meet Class B Biosolids requirements and are currently hauled to landfill for disposal.

City residents and elected officials are concerned about protecting water quality in Puget Sound and the potential effects of contaminants of emerging concern (CECs) such as nutrients, metals, pharmaceuticals and personal care products (PPCPs) and other trace organics that may be of impact to Puget Sound water quality. The study will investigate the presence of CECs in Winslow WWTP influent as well as treated effluent discharged to Puget Sound and propose potential treatment technologies that could be further investigated in a follow-up study.

In addition, the City is concerned about the high plant influent BOD loading from business such as wineries, breweries, and distilleries. The study will investigate the sources of high BOD loading from these dischargers and explore practical and cost-effective options for upgrading the Winslow WWTP capacity. In addition, the study will provide recommendations for the establishment of pretreatment local limits for dischargers of high strength waste (HSW) and provide 3rd party review of updates to the City's pretreatment and fats, oils and grease (FOG) ordinance.

The results of the study will be documented in a series of technical memoranda and communicated to the public and City Council through presentations at the City's regularly scheduled Utility Advisory Committee (UAC) and City Council meetings.

Scope of Work

The project will actively engage City staff throughout the process, taking maximum advantage of the previous work and City's input to develop consensus at key points in the evaluation process. The Scope of Work includes:

- Task 1 – Project Management
- Task 2 – Existing WWTP CEC Testing and Regulatory Considerations
- Task 3 – WWTP Treatment Capacity Evaluation and Pretreatment Program Support
- Task 4 - Public Process

Following is a detailed breakdown of the tasks and subtasks that comprise the Scope of Work.

Task 1 – Project Management

The purpose of this task is to provide management of the project team, schedule, and budget. The project manager (PM) will maintain communication with the City and the team throughout the duration of the project, lead meetings and workshop discussions, keep the City up to date on project issues, and incorporate the City's input into the work product as appropriate.

Subtask 1.1 – Project Kickoff Meeting and WWTP Site Visit

A project kickoff meeting will be held at City Hall to introduce the project team, establish project objectives, review consultant and City communication protocols, discuss the project scope and examine the project schedule including the key delivery dates. A WWTP site visit will be conducted following the kickoff meeting. Murraysmith's Project Manager, Project Engineer, Technology Lead, and subconsultants will attend the project kickoff meeting in person.

Subtask 1.2 – Monthly Project Status Reports and Invoices

Monthly project status reports will summarize the current project status, noting key outstanding issues that may impact the scope, schedule, or budget. Monthly invoices will be included with the monthly project status reports. The project will be managed to maintain the scope, schedule, and budget.

Subtask 1.3 – Team Coordination Activities

Murraysmith's Project Manager will coordinate efforts of Murraysmith's internal team and subconsultants to keep the project on schedule, identify scope changes that may impact the project budget, and keep City staff up to speed on progress. Team coordination activities will include monthly conference calls involving City staff and Murraysmith's project team.

Task 1 Deliverables

1. One electronic (PDF) copy of the agenda and minutes from the Project Kickoff Meeting.
2. One electronic (PDF) copy of monthly Project Status Reports and invoices.

Task 1 Assumptions

- A. The total project duration is assumed to be eight (8) months; therefore, 8 monthly progress reports are included in the scope.

Task 2 – Existing WWTP CEC Testing and Regulatory Considerations

This task includes collection and review of background information at the start of the project and development of the baseline information needed to complete the project, including characterization of wastewater influent and effluent as well as a review of near- and long-term regulatory requirements related to the Winslow WWTP discharge to Puget Sound.

Subtask 2.1 – Background Data Collection and Review

Murraysmith will prepare a request for background data and information that would be helpful for completing the project. It would be helpful for the background data to be provided in advance of the Project Kickoff Meeting.

Task 2.1 Deliverables

1. One electronic (PDF) copy of the Background Data Request for project information required to complete the project.

Task 2.1 Assumptions

- A. City will provide requested background data and information for review prior to the Project Kickoff Meeting.

Subtask 2.2 – WWTP Water Quality Sampling and Testing Program and Regulatory Review

Murraysmith's team will develop a WWTP Water Quality (WQ) Sampling and Testing Protocol identifying CECs, PPCPs, nutrients, and other compounds for which concentrations are desired for completion of the study. In addition, the sampling protocol will include extensive sampling to identify COD and BOD fractions to improve process model development. The testing protocol will include a list of constituents to be tested, standard test method and method detection limits, sampling and testing schedule, and estimated testing fees. A summary of the recommended analytical testing of WWTP influent and effluent is included in Attachment A-1.

Following completion of the final protocol, the sampling and testing program will be implemented with City's support.

In addition, Murraysmith will review the regulatory requirements in the City's current NPDES Permit as well as emerging regulations related to the Puget Sound, including the Puget Sound Nutrient Form, WA legislature rulemaking, WA 303(d) list of water quality impairments, and other emerging regulatory considerations being considered by Ecology and the Environmental Protection Agency (EPA). As part of this task, Murraysmith staff will meet with Ecology representatives to discuss both near- and long-term regulatory considerations related to the Puget Sound Nutrient Form and the City's NPDES Permit.

Once the data collection and regulatory review is complete, Murraysmith will prepare a technical memorandum summarizing the results of the WWTP WQ Sampling and Testing Program as well as the regulatory review.

Task 2.2 Deliverables

1. One electronic (PDF) copy of the Draft and Final WWTP WQ Sampling and Testing Protocol (TM-01A).
2. One electronic (PDF) copy of the Draft WWTP WQ Sampling and Testing Program Data Report and Regulatory Review Technical Memorandum (TM-01B).

Task 2.2 Assumptions

- A. City will complete review of TM-01A and TM-01B within 10 working days.
- B. Sampling and testing will be completed at 2 locations: 1) downstream of the headworks (screened influent); and 2) downstream of disinfection (final effluent).
- C. City staff will collect WQ samples in bottles provided by the preferred WQ testing laboratory, and package and hand deliver or mail samples as instructed by the laboratory.
- D. Murraysmith staff will provide coordination of the sampling and testing program with the City's preferred WQ laboratory.
- E. Cost for analytical testing services will be included in Murraysmith's contract.
- F. The regulatory evaluation will identify potential near- and long-term concerns related to the City's NPDES Permit.
- G. A summary of emerging regulations and considerations in other regions of the United States will be included in TM-01B.

Subtask 2.3 – Technology Options and Treatment Performance Literature Review

Conduct a literature review of current research and other publications summarizing treatment technologies that could be implemented at the Winslow WWTP identifying estimated treatment removal performance for nutrients, metals, pharmaceuticals, and personal care products. As part

of the literature review, provide a summary of current technology commercialization efforts as well as capital and O&M cost considerations, a high-level qualitative assessment of feasibility, and other information important for consideration by the City if implemented at the Winslow WWTP. Based on the results of the literature review, Murraysmith will identify specific alternatives which could be considered for further investigation.

Task 2.3 Deliverables

1. One electronic (PDF) copy of the Draft Treatment Technologies and Performance Literature Review Technical Memorandum 02 (TM-02).

Task 2.3 Assumptions

1. City will complete review of TM-02 within 10 working days.

Subtask 2.4 – WWTP CEC Sampling and Testing Program Data and Regulatory Considerations Review Workshop

Conduct a meeting with City staff to review and discuss results from the Winslow WWTP WQ sampling and testing program as well as the information summarized in Draft TM-01B and TM-02. Following the workshop, TM-01B and TM-02 will be finalized incorporating City comments.

Task 2.4 Deliverables

1. One electronic (PDF) copy of the workshop agenda and minutes.
2. One electronic (PDF) copy of the Final WWTP WQ Sampling and Testing Program Data Report and Regulatory Review Technical Memorandum (TM-01B).
3. One electronic (PDF) copy of the Final Treatment Technologies and Performance Literature Review Technical Memorandum 02 (TM-02).

Task 2.4 Assumptions

- A. The workshop will be approximately 3 hours, attended by Murraysmith's Project Manager, Project Engineer, and Technology Lead with others joining by phone, if required.

Task 3 – WWTP Treatment Capacity Evaluation and Pretreatment Program Support

In this task, the Murraysmith team will investigate the high influent BOD at the Winslow WWTP and identify potential practical and cost-effective opportunities to re-rate the influent capacity and/or upgrade the WWTP to treat higher strength waste from local breweries, distilleries and wineries. Support will also be provided to investigate and quantify local HSW sources and implementation of an industrial pretreatment program and establishment of local limits, including review of the City's draft pretreatment and FOG ordinances.

Subtask 3.1 – Winslow WWTP BOD Treatment Capacity and Upgrades Evaluation

Review Winslow WWTP design criteria provided in record drawings from the most recent plant expansion, NPDES Permit requirements related to influent BOD and TSS loading and historical plant performance data to assess treatment performance as compared to original design criteria. Evaluate alternatives for practical and cost-effective upgrades to increase WWTP capacity to accommodate HSW from local breweries, distilleries and wineries. Options will be evaluated using a biological process model.

Evaluations and recommendations will be documented in a technical memorandum along with recommendations for next steps related to facility re-rating and cost estimates for recommended plant upgrades to treat HSW from local breweries, distilleries and wineries.

Task 3.1 Deliverables

1. One electronic (PDF) copy of the Draft Winslow WWTP BOD Treatment Capacity and Upgrades Evaluation Technical Memorandum 03 (TM-03).

Task 3.1 Assumptions

- A. The City will provide Winslow WWTP record drawings with design criteria, current NPDES Permit and DMRs for the past 5 years for completion of the evaluation. Additional process testing data for the aeration basins will also be helpful for the study.
- B. The City will provide the original plant design record drawings and any other plant upgrade design documents.
- C. City will complete review of TM-03 within 10 working days.

Subtask 3.2 –HSW Discharger Site Visit & Documentation

Murraysmith staff will conduct a site visit to tour local breweries, wineries and distilleries discharging HSW to the City's wastewater collection system. It is anticipated that 4-5 facilities will be toured during the site visit, where opportunities for installation of sampling manholes on individual dischargers as well as opportunities for the installation of pretreatment systems. Following the site visit, it is anticipated the City will collect and test samples from HSW dischargers for use in completing the pre-treatment evaluation.

Task 3.2 Deliverables

1. Field notes with pictures documenting the potential locations of sampling manholes and pretreatment systems for HSW dischargers.

Task 3.2 Assumptions

- A. The site visit to 4-5 local business will be conducted in one day and attended by Murraysmith's Project Manager and Technology Lead.
- B. Sampling and testing of HSW from local breweries, distilleries, and wineries will be conducted by City staff, including sample collection and testing for BOD and TSS.

Subtask 3.3 – HSW Discharger Pretreatment Recommendations

Based on the findings of Winslow WWTP capacity evaluation and the WQ sampling and testing of HSW dischargers completed by City staff, Murraysmith will prepare a technical memorandum summarizing pretreatment recommendations for HSW dischargers along with recommendations for pretreatment local limits.

Pretreatment Local Limits will be recommended for two potential WWTP capacity scenarios:

1. Current Winslow WWTP rated capacity; and
2. Re-rated Winslow WWTP capacity incorporating practical and cost-effective upgrades identified in Task 3.1.

Pretreatment program recommendations and local limits will be documenting in a technical memorandum for City review. The memorandum will include the practical pretreatment alternatives, as well as the inspection, monitoring and enforcement techniques for breweries, wineries, and distilleries. The site visits documentation prepared in Task 3.2 will be included as an appendix.

Task 3.3 Deliverables

1. One electronic (PDF) copy of the Draft HSW Discharger Pretreatment Recommendations Technical Memorandum 04 (TM-04).

Task 3.3 Assumptions

- A. City will complete review of TM-04 within 10 working days.

Subtask 3.4 – Pretreatment/FOG Ordinance 3rd Party Review Support

Review the City’s draft pretreatment and FOG ordinance and provide comments to City staff. The review will include recommendations for incorporation of local limits recommended in Task 3.3.

Task 3.4 Deliverables

1. One electronic (MS Word and PDF) copy of the draft comments on the City’s pretreatment and FOG ordinance(s). Recommended modifications will be provided using “tracked changes” mode in MS Word.

Task 3.4 Assumptions

- A. Murraysmith’s support for the Pretreatment and FOG ordinance will be limited to 3rd party review of the City’s proposed ordinance.

Subtask 3.5 – WWTP Capacity and Pretreatment Recommendations Review Workshop

Conduct a workshop with City staff to review and discuss findings of the Winslow WWTP BOD capacity and upgrades evaluation (TM-03) and HSW discharger pretreatment recommendations (TM-04) as well as comments on the City’s Pretreatment and FOG ordinance. Following the meeting, TM-03 and TM-04 will be finalized incorporating City comments.

Task 3.5 Deliverables

1. One electronic (PDF) copy of the workshop agenda and minutes.
2. One electronic (PDF) copy of the Final Winslow WWTP BOD Treatment Capacity and Upgrades Evaluation Technical Memorandum 03 (TM-03).
3. One electronic (PDF) copy of the Final HSW Discharger Pretreatment Recommendations Technical Memorandum 04 (TM-04).

Task 3.5 Assumptions

- A. The workshop will be approximately 2 hours, attended by Murraysmith’s Project Manager, Project Engineer, and Technology Lead.

Task 4 – Public Process

In this task, the Murraysmith’s team will prepare a powerpoint slideshow for presentation to the City’s Utility Advisory Committee (UAC) and City Council. The presentation will include findings and recommendation for both the CEC evaluation completed in Task 2 and the WWTP capacity and pretreatment program evaluations completed in Task 3.

Subtask 4.1 – Prepare Powerpoint Presentations

Prepare a PowerPoint presentation summarizing the project and recommendations for delivery to the City's UAC and City Council.

Task 4.1 Deliverables

1. One electronic (PDF and PowerPoint) copy of the Draft and Final powerpoint presentations for the UAC and City Council presentations.

Task 4.1 Assumptions

- A. No final report consolidating the individual technical memoranda will be prepared as part of Task 4.
- B. The City will provide hard copies of presentation materials for distribution to the UAC, City Council, and public attendees at the meetings.
- C. It is anticipated the UAC presentation will be modified and potentially reduced in length for the City Council meeting.
- D. The final presentations will be attended by Murraysmith's Project Manager, Technology Lead, and Public Outreach Lead.

Subtask 4.2 – UAC and City Council Presentations

Attend one (1) UAC meeting and one (1) City Council meeting to present findings and recommendations from the Existing WWTP CEC Testing and Regulatory Considerations completed in Task 2 and the WWTP Treatment Capacity Evaluation and Pretreatment Program Support provided in Task 3.

Attachment A-1

Preliminary Sampling and Testing Costs

For the sampling and testing program, two CEC samples and three samples for wastewater characterization are proposed. The following tables summarize the cost for each compound tested and the estimated total cost for each sampling event. The total testing cost would be \$16,198 (2 samples @ \$6,974 x 2 plus 3 samples @ \$750).

CEC Compounds	Cost
Phenolic Compounds	\$ 715
Phthalates	\$ 495
PFAS	\$ 550
Organohalogen flame retardants	\$ 1,320
PCB	\$ 264
PPCPs	\$ 2,640
Organochlorine Pesticides	\$ 495
Organophosphate Pesticides	\$ 495
Cost Per Sample Event ¹	\$ 6,974

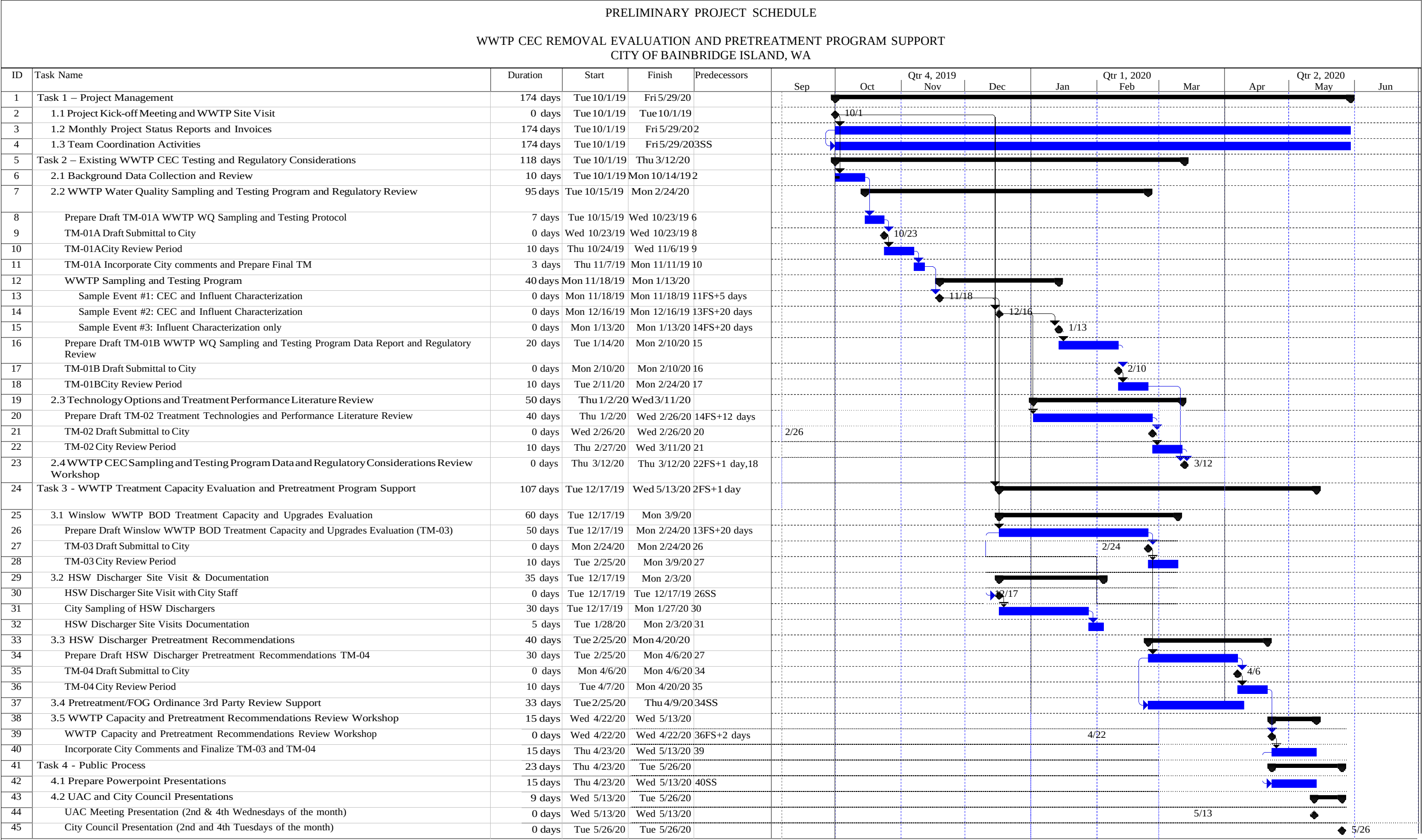
Note:

1. Cost includes Influent and Effluent Samples

Wastewater Characterization Compounds	Cost
Influent Flocculated-Filtered COD	\$ 55
Influent Filtered COD (field filtered)	\$ 35
Influent COD	\$ 35
Influent Filtered BOD ₅ (field filtered)	\$ 83
Influent Total Kjeldahl Nitrogen (TKN)	\$ 83
Influent Filtered TKN (field filtered)	\$ 83
Influent Ammonia-Nitrogen (NH ₃)	\$ 28
Influent Nitrate-Nitrogen (NO ₃)	\$ 22
Influent Alkalinity – as CaCO ₃	\$ 28
Influent Total Phosphorus (P)	\$ 33
Influent Orthophosphate (Ortho-P)	\$ 25
Influent Calcium and Magnesium	\$ 25
Effluent Filtered COD (field filtered)	\$ 35
Effluent Ammonia-Nitrogen (NH ₃)	\$ 28
Effluent Nitrate-Nitrogen (NO ₃)	\$ 22
Effluent Nitrite-Nitrogen (NO ₂)	\$ 22
Effluent Alkalinity – as CaCO ₃	\$ 28
Effluent TKN	\$ 83
Cost Per Sample Event	\$ 750

EXHIBIT A
WASTEWATER TREATMENT PLANT CONTAMINANTS OF EMERGING CONCERN REMOVAL EVALUATION AND PRETREATMENT PROGRAM SUPPORT
CITY OF BAINBRIDGE ISLAND, WA
PROPOSED FEE ESTIMATE

	LABOR CLASSIFICATION (HOURS)																
	Principal Engineer V	Principal Engineer III	Professional Engineer VII	Engineering Designer III	Admin. I	Technician IV	Principal Engineer VI	Hours	Labor	Subconsultants			Subconsultant Total	Expenses	CADD Units \$18/hr	GIS Units \$10/hr	Total
										Primodal	Stensel	Enviroissues					
\$251 Van Meter	\$234 Zhang	\$191 Flowers	\$154 Cawley	\$91 Rajendran	\$150 Marx	\$260 Perry											
Task 1 - Project Management																	
Task 1.1 - Project Kickoff Meeting and WWTP Site Visit	6	6	6		8			18	\$ 4,056	\$ 1,100	\$ 1,155		\$ 2,255	\$ 500	\$ -	\$ -	\$ 6,811
Task 1.2 - Monthly Project Status Reports and Invoices (7 reports)	4		8		8			20	\$ 3,260				\$ -	\$ -	\$ -	\$ -	\$ 3,260
Task 1.3 - Team Coordination Activities	7							7	\$ 1,757				\$ -	\$ -	\$ -	\$ -	\$ 1,757
Task 1 Subtotal	17	6	14	0	8	0	0	45	\$ 9,073	\$ 1,100	\$ 1,155	\$ -	\$ 2,255	\$ 500	\$ -	\$ -	\$ 11,828
Task 2 - Existing WWTP CEC Testing and Regulatory Considerations																	
Task 2.1 - Background Data Collection and Review	1	6	16	16	1	0	0	40	\$ 7,266				\$ -	\$ -	\$ -	\$ -	\$ 7,266
Task 2.2 - WWTP Water Quality Sampling and Testing Program and Regulatory Review	2	8	20	46	4		2	82	\$ 14,162	\$ 1,540	\$ 963		\$ 2,503	\$ -	\$ -	\$ -	\$ 16,665
Task 2.3 - Technology Options and Treatment Performance Literature Review	4	12	36	34	4		2	92	\$ 16,808	\$ 1,320	\$ 1,540		\$ 2,860	\$ -	\$ -	\$ -	\$ 19,668
WWTP CEC Sampling and Testing Program Data and Regulatory Considerations Review																	
Task 2.4 - Workshop	4	6	6	4	1			21	\$ 4,261	\$ 660	\$ 385		\$ 1,045	\$ 500	\$ -	\$ -	\$ 5,806
Task 2 Subtotal	11	32	78	100	10	0	4	235	\$ 42,497	\$ 3,520	\$ 2,888	\$ -	\$ 6,408	\$ 500	\$ -	\$ -	\$ 49,405
Task 3 - WWTP Treatment Capacity Evaluation and Pretreatment Program Support																	
Task 3.1 - Winslow WWTP BOD Treatment Capacity and Upgrades Evaluation	8	16	32	40	2	4	2	104	\$ 19,326	\$ -	\$ -		\$ -	\$ 72	\$ -	\$ -	\$ 19,398
Task 3.2 - HSW Discharger Site Visit & Documentation	12	4	12	8	2			38	\$ 7,654	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 7,654
Task 3.3 - HSW Discharger Pretreatment Recommendations	12	16	16	40	4		2	90	\$ 16,856	\$ -	\$ -		\$ -	\$ 500	\$ -	\$ -	\$ 17,356
Task 3.4 - Pretreatment/FOG Ordinance 3rd Party Review Support	8	4	4	8	1		2	27	\$ 5,551	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 5,551
Task 3.5 - WWTP Capacity and Pretreatment Recommendations Review Workshop	4	6	6	4	1			21	\$ 4,261	\$ -	\$ -		\$ -	\$ 500	\$ -	\$ -	\$ 4,761
Task 3 Subtotal	44	46	70	100	10	4	6	280	\$ 53,648	\$ -	\$ -	\$ -	\$ -	\$ 1,072	\$ -	\$ -	\$ 54,720
Task 4 - Public Process																	
Task 4.1 - Prepare Powerpoint Presentation	8	12	12	20	6	0	2	60	\$ 11,254		\$ -		\$ -	\$ -	\$ -	\$ -	\$ 11,254
Task 4.2 - UAC and City Council Presentations	16	4	16	8	4	0	0	48	\$ 9,604			\$ 5,446	\$ 5,446	\$ 2,000	\$ -	\$ -	\$ 17,050
Task 4 Subtotal	24	16	28	28	10	0	2	108	\$ 20,858	\$ -	\$ -	\$ 5,446	\$ 5,446	\$ 2,000	\$ -	\$ -	\$ 28,304
SUB-TOTAL	96	100	190	228	38	4	12	668	\$ 126,076	\$ 4,620	\$ 4,043	\$ 5,446	\$ 14,109	\$ 4,072	\$ -	\$ -	\$ 144,257
PLUS: ANALYTICAL TESTING ALLOWANCE									\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,198	\$ -	\$ -	\$ 16,198
TOTAL BUDGET INCL. ANALYTICAL TESTING ALLOWANCE									\$ 126,076	\$ 4,620	\$ 4,043	\$ 5,446	\$ 14,109	\$ 20,270	\$ -	\$ -	\$ 160,455





CITY OF BAINBRIDGE ISLAND

REQUEST FOR QUALIFICATIONS (RFQ)

Sewer Treatment Plant Upgrades Feasibility Study

I. Project Description

The City of Bainbridge Island (City) is soliciting proposals from qualified firms, or partnership of firms, with experience in planning and design for sewer treatment.

II. Background

Currently the City's treatment plant provides for primary and secondary treatment. Citizens/ Council are concerned with contaminants discharging to Puget Sound that may be harmful to the marine environment. Contaminants of concern include toxic chemicals from pharmaceuticals, personal care products, and other "chemicals of emerging concern". Nutrient loading is also of concern. Staff have been tasked with studying the feasibility of voluntary treatment upgrades in excess of current regulatory requirements.

The City's comprehensive plan includes the following policies.

Policy U 12.6

Improve the quality and reduce the quantity of effluent discharged to Puget Sound.

Policy U 12.7

Investigate the development of tertiary sewer and sewer greywater systems.

The current wastewater treatment facilities occupy the entirety of the plant site. The site is located in a residential neighborhood. Spatial constraints are an important consideration.

III. Preliminary Scope of Work

The City envisions that the Consultant Team will evaluate the current configuration and operation of the treatment plant, review past studies, and develop high level alternatives and costs opinions for providing treatment upgrades.

The City has identified the following outcomes of this study:

- Work with Staff and Council to better define objectives.
- Assess likely future regulatory requirements and the ability of identified upgrades to meet future requirements.
- Consideration for maintenance and operational costs/ staffing resources.
- Consideration for space requirements at the current site or other locations.
- Identify potential treatment processes that may be feasible.

- Report identifying possibilities and costs and other feasibility considerations for upgrading treatment including tertiary treatment.
- Education of Council and the Community of the benefits and costs involved.
- Identify further study and technical analysis needed to determine a preferred alternative, if desired by Council.

A more detailed final scope of work, project timeline, and budget will be developed with the selected consultant firm.

The budget available for this study is one hundred and fifty thousand dollars.

The City of Bainbridge Island reserves the right to retain the services of the successful firm(s) for any subsequent phases (i.e., further study, plan development, design and alternatives development, preliminary engineering, public outreach and engagement) associated with this project.

IV. Submittal Content

The submittal shall be twenty (20) pages maximum, 8½ x 11 inches, double-sided sheets, 12-point font minimum. All pages count towards the page total *except* the covers, introductory letter (two-page maximum), and organizational chart (if included). The proposal shall be structured per the headings as outlined below.

1. **Description of Firm(s)** – Briefly describe the firm’s areas of expertise and other information that helps to characterize the firm(s). Provide the name, title, address, and telephone number of the primary contact for the lead firm.
2. **Project Manager’s Experience** – Identify the project manager who will be responsible for this project. List the project manager’s relevant experience and similar work, with emphasis on experience with the scope of work detailed above.
3. **Personnel** – Describe the project team including name and office location of key personnel, including subs. Describe key personnel’s proposed roles and responsibilities on this project, and relevant related experience, with emphasis on experience with the scope of work detailed above.
4. **Project Understanding/Approach** – Describe the tasks that must be accomplished to complete the project and a narrative description of how the firm proposes to execute the tasks. Describe resources the firm could provide to enable collection or verification of data in a timely fashion. Describe how the firm will engage the community, and provide examples of graphic products the team could produce. Describe particular challenges which you foresee this project presenting and your approach for addressing these challenges. Show example graphics from past projects that relate to this project.

V. Evaluation Criteria

Proposals will be ranked on qualifications and the City of Bainbridge Island may choose to interview the top ranked firms. However, at its discretion, the City of Bainbridge Island may

dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

1. Proposal format and organization (5%)
2. Consultant firm's experience (10%)
3. Project manager and team experience (35%)
4. Project understanding and approach (45%)
5. Past Performance/References (5%)

A selection committee appointed by the City of Bainbridge Island will assist with firm evaluations. The City of Bainbridge Island will seek to negotiate a contract, a detailed scope of work, fee, and schedule with the preferred firm. If unable to reach an agreement, the City of Bainbridge Island will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

The City of Bainbridge Island reserves the right to waive minor irregularities in a response, request additional information on any response beyond that required by this RFQ, and reject any and all responses and not award a contract as a result of this request for qualifications.

VI. Submittal Deadline

Five (5) copies of the proposal must be received no later than 3:30 p.m. local time on May 9, 2019 to the following address:

City of Bainbridge Island
Public Works Department
280 Madison Avenue North
Bainbridge Island, WA 98110

Attn: Chris Hammer – Engineering Manager.

Submittals received after the deadline will not be accepted.

Also provide a PDF digital copy of the submittal to mepstein@bainbridgewa.gov by the deadline.

Questions regarding the project may be directed to Chris Hammer - Engineering Manager, City of Bainbridge Island, (206) 780-3721, chammer@bainbridgewa.gov.

VII. Additional Information

In submitting qualifications, the respondent agrees to comply with all applicable Federal, State, and City of Bainbridge Island laws, regulations, and procedures in the conduct of the work specified herein. The consultant selected will be required to meet City and State Professional Service Agreement and insurance requirements. The consultant selected to work on this project will be required to obtain a City of Bainbridge Island business license.

Americans with Disabilities Act (ADA) Information

The City of Bainbridge Island in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Chris Hammer at chammer@bainbridgewa.gov or by calling collect (206) 842-2016.

Title VI Statement

The City of Bainbridge Island in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.”

Dates of publication: April 12, 2019, April 19, 2019



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (9:10 PM) Council Comments on Washington State Oil Spill Contingency Plan Rule Update - Councilmembers Peltier and Schneider,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to authorize the Mayor to sign the letter attached to this agenda item which is addressed to the Department of Ecology commenting on the Washington State Oil Spill Contingency Plan Rule Update.

SUMMARY:

The City Council will consider comments on the attached letter drafted by Councilmembers Peltier and Schneider related to the Washington State Oil Spill Contingency Plan Rule Update.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[BI City Council Oil Spill Contingency Plan - Comment Ltr](#)

[Background - Oil Spill Contingency Plan Update](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

October 5, 2019

Dale Jensen
Director, Spills Prevention, Preparedness and Response Program
Washington Department of Ecology
P.O. Box 47600
Olympia, WA 98504

RE: Comments on Washington State Oil Spill Contingency Plan Rule Update

Dear Mr. Jensen,

Thank you for the opportunity to comment on the proposed update to Chapter 173-182 (Oil Spill Contingency Plan). The Bainbridge Island City Council is concerned about the risks of oil spills and potentially devastating consequences for our local and regional economy and environment. We are concerned that the Department of Ecology's proposed rule does not meet its legislative directive to address the existing risks of non-floating oils. We urge you to strengthen spill response requirements to address the unique risk that diluted bitumen (dilbit) poses to waters in the Salish Sea.

Billions of gallons of oil are transported through Washington. In recent years, Washington State has made significant gains in improving the safety of oil transport by rail and vessel as well as increasing transparency and funding, through the Oil Transportation Safety Act (2015), the Strengthening Oil Transportation Safety Act (2018), and the Oil Spill Prevention Act (2019). At the same time, new fossil fuel projects have been proposed in the region that would increase the tar sands and Bakken crude oils being transported and the risk of a spill. Washington State is not adequately prepared to respond to these changing and growing risks.

We are glad to see that Ecology is updating the Oil Spill Contingency Plan to improve efficiencies in spill management and reduce the severity of impacts, but we believe it can and should be strengthened even further. The proposed rule fails to establish more stringent requirements for diluted bitumen. It also uses outdated models that overestimate our response capacity. We must keep up with the best science and the changing types of oils and associated risks and ensure that we have the strongest possible protection from spills of non-floating oils.

1. Additional equipment and personnel must be able to deploy more quickly to respond to a spill of non-floating oil before it begins to sink.

Quicker response will save wildlife and protect human health, but also reduce response costs. Ecology itself has stated that "improved preparedness for potentially sinking oils could have helped reduce damages and ultimate cleanup costs from the Enbridge Kalamazoo spill [in Michigan] that cost \$1.2 billion to clean up."¹

The draft update requires that unquantified resources and equipment arrive within 6-12 and 12-24 hours to detect, contain, and collect non-floating oils. These times are not rapid enough. Furthermore, the draft update provides no assurance that the amount and type of resources and equipment will be

¹ Preliminary Regulatory Analyses for Chapter 173-182 WAC Oil Spill Contingency Plan, Publication no. 19-08-017, July 2019, p. 40. <https://fortress.wa.gov/ecy/publications/SummaryPages/1908017.html>

sufficient to respond to a worst-case spill (as is required by [WAC 173-182-030](#)(48) and see also WAC 173-182-030(70)(c)). The draft rule also fails to establish faster response time requirements for diluted bitumen, despite acknowledging the heightened risks it poses.

The updated Plan should include accelerated timeframes and details on the amounts and types of resources and equipment needed to respond to a worst-case spill of non-floating oil. It should also further distinguish between all potentially non-floating oils and diluted bitumen, which is likely to sink quickly and therefore demands more stringent equipment and response time requirements to protect our communities, underwater habitats, and shorelines.

2. The Plan should use up-to-date, robust, realistic modeling methods to assess response capabilities.

Planning requirements in the rule continue to rely on outdated modeling that overestimates our response capabilities. Ecology must use a more robust and realistic methodology to evaluate oil spill response capabilities and use those findings to increase equipment and personnel and improve response times.

3. The Plan should require timely notification of shoreline residents and businesses.

As an island community, we are concerned about the health and safety of our residents and visitors. The updated Plan should have requirements for notifying shoreline residents and businesses and providing for public health and safety in the early hours of an oil spill.

4. The Plan should have additional detail and require more capacity for wildlife response operations.

The draft update only requires 2 wildlife response personnel to arrive within 12 hours of a spill, with an additional 7 personnel to arrive within 48 hours (WAC 173-182-540 Planning standards for wildlife response). An unspecified amount and type of deterrent equipment is also required to arrive on scene within 12 hours. These timelines should be shortened and additional personnel deployed in the first few hours. It is critical to immediately initiate deterrence actions that keep wildlife from entering a spill.

5. The Plan should have greater protections for endangered whales.

The endangered Southern Resident orcas are at their lowest population since the 1970s. Encountering an oil spill would very likely tip the population into extinction. We are glad that the Plan update has specific provisions for protecting the Southern Resident orcas. Given that there are different kinds of orcas in this area, and that many people are unable to distinguish the endangered species, we ask that the Plan require that experts who can identify Southern Resident orcas be an integral part of all whale monitoring and deterrence operations—or else require that the monitoring and deterrence operations apply to all killer whales. The Plan should also require that endangered fin whales, sei whales, blue whales, humpback whales, North Pacific right whales, and sperm whales be monitored and deterred from encountering and being impacted by oil spills.

Thank you again for the opportunity to comment, and for your work to protect Washington from the risk of oil spills. We urge Ecology to exercise its full regulatory authority to develop a robust rule establishing more stringent preparation and response requirements for the movement of diluted bitumen and other oils that have a high likelihood of sinking. We look forward to seeing additional updates to the Oil Spill Contingency Plan that provide greater protections for our communities, economy, and environment.

Sincerely,

Background

Rulemaking - Chapter 173-182 Oil spill contingency plan - Formal comment period

The WA Department of Ecology is formally proposing an update to [updating WA State's Oil Spill Contingency Plan](#) (see also [Chapter 173-182 WAC](#)).

This rule requires large commercial vessels, oil handling facilities, and pipelines to have detailed contingency plans and contracts for appropriate equipment and trained personnel to respond to spills that may occur.

Among other things, this update is required to:

- Address response requirements for spills of nonfloating oils (oils that can submerge and sink) which include Canadian Tar Sands crude oils (also known as diluted bitumen or dilbit). This risk is expected to increase given the Canadian government's re-approval of the Trans Mountain pipeline expansion and its associated increase in tanker traffic.
- Enhance planning standards for wildlife response in the event of a spill. This includes requirements for monitoring and deterrence operations to keep whales away from a spill. This is critical as the Southern Resident orcas could become extinct if they suffer the consequences of an oil spill.

Comment here: <http://cs.ecology.commentinput.com/?id=V6ATc>

Deadline: October 6



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:20 PM) Agenda Bill for Consent Agenda,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to approve the Consent Agenda, as presented.

SUMMARY:

Consider approval of the following Consent Agenda items:

- B. Accounts Payable and Payroll
- C. City Council Study Session Minutes, August 20, 2019
- D. City Council Study Session Minutes, September 3, 2019
- E. City Council Regular Business Meeting Minutes, September 10, 2019
- F. Engagement Letter, Bond Underwriter Piper Jaffray - Finance

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: September 24, 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:

[Report to Council of Cash Disbursements 09-25-19.pdf](#)

[Payroll.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: September 09, 2019 - September 23, 2019
CITY COUNCIL: September 10, 2019 - September 24, 2019

Last check from previous run: 351538 dated 09/11/19 issued to PPI Group in the amount of \$789.16.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	9/11/19	351495	PW/Owen Equipment/Reissue with credit	N/A
VOID	3/13/19	349934	PCD/CKCB Madison Ave/Lost check	N/A
VOID	9/25/19	351569	Sound Publishing/remittance errors	N/A
VOID	9/25/19	351570	Sound Publishing/remittance errors	N/A
VOID	9/12/19	351547	UB/Marjorie Sheldon/Remittance names error	N/A
Manual	9/11/19	351539	PW/Owen Equipment/Vactor switch, reissued w/ credit	147.85
Manual	9/6/19	351540	PCD/CKCB Madison Ave/reprint lost check	877.05
Manual	9/12/19	351541	US Bank/Credit card purchases - August 2019	31,985.94
Manual	9/12/19	351542	Puget Sound Energy/Citywide utilities - August 2019	26,627.48
Manual	9/12/19	351543	Bainbridge Disposal/Citywide disposal services - August 2019	3,416.41
Manual	9/12/19	351544	CenturyLink/Citywide telcom services - September 2019	3,991.73
Manual	9/12/19	351545	POL/MPH Industries/Speed monitor trailer	13,876.82
Manual	9/12/19	351546	Puget Sound Energy/City Hall utilities - July 2019	1,844.05
Manual	9/12/19	351548	ENG/Sound Pacific Construction/Olympic Drive progress payment	368,673.23
Manual	9/13/19	351549	PW/One Way Backflow Testing/Annual backflow testing	4,112.00
Manual	9/13/19	351550	UB/Marjorie Sheldon/Refund for overpayment of fees - reprint	5,839.00

Total Manual Checks and Electronic Disbursements	461,391.56
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Regular Run	9/25/19	351551-351673	Total Regular Check Run	216,984.75
Total Disbursements				678,376.31

Retainage Release	N/A	N/A		N/A
Travel Advance	9/18/19	86	Tami Allen/PCC, Newport, Oregon - conference and training	225.00

Prepared and Reviewed by  Carrie Freitas, 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.

 9/18/19
Date

Ron Logghe, Acting Accounting Manager

09/06/2019 08:55 |CITY OF BAINBRIDGE ISLAND
cfreitas |A/P CASH DISBURSEMENTS JOURNAL

VOID
(CF) 9/6/19

K125
9-6-19

|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

351495 09/11/2019 VOID 4129 OWEN EQUIPMENT COMPA 233993 00094629 08/23/2019 -167.85
Invoice: 00094629 PW/VACTOR SWITCH
-167.85 73637941 531100 VACTOR R&M-SUPPLIES

CHECK 351495 TOTAL: -167.85

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -167.85

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	167.85

*** GRAND TOTAL *** -167.85

Voided check in order to reprint
with credit due from 2018.
Due to the infrequency of
Cob's use of the vendor I
wanted to ensure it was
taken while we had a balance
owing.

New check total will be \$147.85

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 9 65									
APP 631-213000						ACCOUNTS PAYABLE			167.85
09/11/2019	351495 VOID					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		167.85	
09/11/2019	351495 VOID					AP CASH DISBURSEMENTS JOURNAL			
JOURNAL 2019/09/65							TOTAL	167.85	167.85

09/06/2019 08:55
cfreitas

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

|P 3
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631	CLEARING FUND	2019 9	65	09/11/2019			
	631-213000				ACCOUNTS PAYABLE		167.85
	635-111100				CASH	167.85	
					FUND TOTAL	167.85	167.85

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

09/06/2019 14:31 | CITY OF BAINBRIDGE ISLAND
cfreitas | A/P CASH DISBURSEMENTS JOURNAL

VOID

CF 9/6/19

KRS

9-6-19

P 1
apcsbdb

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

INVOICE DTL DESC

349934 03/13/2019 VOID 9144 CKCB MADISON AVENUE 229511 PLN50958 03/05/2019 -877.05
Invoice: PLN50958 PCD/REFUND OF 3RD PARTY GEOTECH REVIEW PLN50958
-877.05 65538 38600000370 GEO TECH 3RD PARTY REVIEWS

CHECK 349934 TOTAL: -877.05

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -877.05

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	877.05

*** GRAND TOTAL *** -877.05

Check mailed to wrong address (in CA).
Not received by intended recipients.
Stop payment completed by Brig,
& void for reissue to correct
mailing address.

09/06/2019 14:31 |CITY OF BAINBRIDGE ISLAND
cfreitas |A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 9 68									
APP 650-213000						ACCOUNTS PAYABLE			877.05
09/06/2019	349934	VOID				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		877.05	
09/06/2019	349934	VOID				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		877.05	877.05
APP 631-130000						DUE TO/FROM CLEARING			877.05
09/06/2019	03/10/19	VOID							
APP 650-130000						DUE TO/FROM CLEARING		877.05	
09/06/2019	03/10/19	VOID							
						SYSTEM GENERATED ENTRIES TOTAL		877.05	877.05
						JOURNAL 2019/09/68 TOTAL		1,754.10	1,754.10

09/06/2019 14:31 |CITY OF BAINBRIDGE ISLAND
cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND	2019 9	68	09/06/2019			
631-130000				DUE TO/FROM CLEARING		877.05
635-111100				CASH	877.05	
				FUND TOTAL	877.05	877.05
650 AGENCY FUND	2019 9	68	09/06/2019			
650-130000				DUE TO/FROM CLEARING	877.05	
650-213000				ACCOUNTS PAYABLE		877.05
				FUND TOTAL	877.05	877.05

FUND		DUE TO	DUE FROM
631	CLEARING FUND	877.05	
650	AGENCY FUND		877.05
	TOTAL	877.05	877.05

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

09/18/2019 08:44 |CITY OF BAINBRIDGE ISLAND
cfreitas |A/P CASH DISBURSEMENTS JOURNAL

VOID
9/18/19

9/18/19 P 1
apcsdshsb

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

351569 09/25/2019 VOID	55 SOUND PUBLISHING, IN	234334	80604950-2404022	08/31/2019	-140.00
Invoice: 80604950-2404022				PCD/PPM: RUSSELL SUBDIV	
		-140.00	63470586 544000	CUR-DEV-ZONING-ADV	
		234336	7940792-2404024	08/31/2019	-140.00
Invoice: 7940792-2404024				PCD/PHN: ORD 2019-24	
		-140.00	61011581 544000	PCD - C/E ADMIN ADVERTISING	
		234337	7940792-2404026	08/31/2019	-140.00
Invoice: 7940792-2404026				PCD/PPM: SZELENYI SHORT SUBDIV	
		-140.00	63470586 544000	CUR-DEV-ZONING-ADV	
		234338	7940792-2405512	08/31/2019	-140.00
Invoice: 7940792-2405512				PCD/PPM: HARRISON BLDG	
		-140.00	63470586 544000	CUR-DEV-ZONING-ADV	
		234339	7940792-2408603	08/31/2019	-140.00
Invoice: 7940792-2408603				PCD/PPM: THOMPSON SHORT PLATT	
		-140.00	63470586 544000	CUR-DEV-ZONING-ADV	
				CHECK 351569 TOTAL:	-700.00
351570 09/25/2019 VOID	55 SOUND PUBLISHING, IN	234340	BIR872427	08/31/2019	-77.92
Invoice: BIR872427				PCD/PLN51535 SSDE W/ SEPA	
		-77.92	63470586 544000	CUR-DEV-ZONING-ADV	
		234341	BIR872429	09/06/2019	-75.56
Invoice: BIR872429				PCD/PLN51474 SSDP	
		-75.56	63470586 544000	CUR-DEV-ZONING-ADV	
		234342	BIR71258	08/30/2019	-50.76
Invoice: BIR71258				CC/ORD 2019-20	
		-50.76	11011113 544000	COUNCIL - LEGAL NOTICES	
		234343	BIR871654	08/30/2019	-128.68
Invoice: BIR871654				PCD/ORD 2019-25	
		-128.68	63470586 544000	CUR-DEV-ZONING-ADV	
		234344	BIR870189	08/23/2019	-48.40
Invoice: BIR870189				ENG/VILLAGE PUMP NOTICE	
		-48.40	72423434 644000	ENG - SEWER CONSTR CAPITAL ADS	
		234345	BIR850907	04/05/2019	-47.22
Invoice: BIR850907				ENG/NOT OF CC: 2018 CULVERT	
		-47.22	72431835 54400000932	2018 CULVERT REPLACEMENT-ADV	
		234422	7940792-2408616	08/31/2019	-140.00
Invoice: 7940792-2408616				CC/RFP: CULTURAL FUNDING	
		-140.00	11011113 544000	COUNCIL - LEGAL NOTICES	
		234423	7940792-2398480 8/2	08/31/2019	-140.00

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cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 7940792-2398480 8/2				CC/RFP: TOURISM PROJECTS					
				-140.00	11011113 544000	COUNCIL - LEGAL NOTICES			
				234424	7940792-2398480 8/16	08/31/2019			-140.00
Invoice: 7940792-2398480 8/16				CC/RFP: TOURISM PROJECTS					
				-140.00	11011113 544000	COUNCIL - LEGAL NOTICES			
								CHECK 351570 TOTAL:	-848.54
				NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***			-1,548.54
						COUNT	AMOUNT		

				TOTAL VOIDED CHECKS	2	1,548.54			
								*** GRAND TOTAL ***	-1,548.54

Various remittance & invoice numbering errors. Corrected for reprint.

09/18/2019 08:44 |CITY OF BAINBRIDGE ISLAND
cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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|apcshdab

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 9 193									
APP 407-213000						ACCOUNTS PAYABLE			842.16
09/25/2019	351569 VOID					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		560.00	
09/25/2019	351569 VOID					AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE			610.76
09/25/2019	351569 VOID					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		140.00	
09/25/2019	351569 VOID					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		282.16	
09/25/2019	351570 VOID					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		470.76	
09/25/2019	351570 VOID					AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE			48.40
09/25/2019	351570 VOID					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		48.40	
09/25/2019	351570 VOID					AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE			47.22
09/25/2019	351570 VOID					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		47.22	
09/25/2019	351570 VOID					AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								1,548.54	1,548.54
APP 631-130000						DUE TO/FROM CLEARING			1,548.54
09/25/2019 09/22/19	VOID								
APP 407-130000						DUE TO/FROM CLEARING		842.16	
09/25/2019 09/22/19	VOID								
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		610.76	
09/25/2019 09/22/19	VOID								
APP 402-130000						DUE TO/FROM CLEARING		48.40	
09/25/2019 09/22/19	VOID								
APP 403-130000						DUE TO/FROM CLEARING		47.22	
09/25/2019 09/22/19	VOID								
SYSTEM GENERATED ENTRIES TOTAL								1,548.54	1,548.54
JOURNAL 2019/09/193 TOTAL								3,097.08	3,097.08

09/18/2019 08:44
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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019 9	193	09/25/2019		
001-130000			GENERAL - DUE TO/FROM CLEARING	610.76	
001-213000			GENERAL - ACCOUNTS PAYABLE		610.76
			FUND TOTAL	610.76	610.76
402 SEWER OPERATING FUND	2019 9	193	09/25/2019		
402-130000			DUE TO/FROM CLEARING	48.40	
402-213000			ACCOUNTS PAYABLE		48.40
			FUND TOTAL	48.40	48.40
403 STORM & SURFACE WATER FUND	2019 9	193	09/25/2019		
403-130000			DUE TO/FROM CLEARING	47.22	
403-213000			ACCOUNTS PAYABLE		47.22
			FUND TOTAL	47.22	47.22
407 BUILDING & DEVELOPMENT FUND	2019 9	193	09/25/2019		
407-130000			DUE TO/FROM CLEARING	842.16	
407-213000			ACCOUNTS PAYABLE		842.16
			FUND TOTAL	842.16	842.16
631 CLEARING FUND	2019 9	193	09/25/2019		
631-130000			DUE TO/FROM CLEARING		1,548.54
635-111100			CASH	1,548.54	
			FUND TOTAL	1,548.54	1,548.54

FUND	DUE TO	DUE FROM
001 GENERAL FUND		610.76
402 SEWER OPERATING FUND		48.40
403 STORM & SURFACE WATER FUND		47.22
407 BUILDING & DEVELOPMENT FUND		842.16
631 CLEARING FUND	1,548.54	
TOTAL	1,548.54	1,548.54

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

09/12/2019 14:37
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOID
9/12/19

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apcsbdsb

VOUCHER INVOICE INV DATE PO CHECK RUN NET
INVOICE DTL DESC

351547	09/12/2019	VOID	7402	SHELDON, MARJORIE	234300	09/10/19	09/10/2019		-5,839.00
	Invoice: 09/10/19							REFUND FOR OVERPMT OF FEES	
					-4,339.00	62038	386001	LATECOMER (ROOST)	
					-1,500.00	62038	386002	PARTICIPATION-SEWER DIST. #7	
								CHECK 351547 TOTAL:	-5,839.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -5,839.00

TOTAL VOIDED CHECKS	COUNT	AMOUNT
1	1	5,839.00

*** GRAND TOTAL *** -5,839.00

Check should have been made out to 2 individuals instead of just one. Voided for modify + reprint.

ce

KRS
9-13-19

09/12/2019 14:37
cfreitas
CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER SRC ACCOUNT EFF DATE	JNL DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019 9 142									
APP 622-213000	09/12/2019	351547	VOID			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			5,839.00
APP 635-111100	09/12/2019	351547	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		5,839.00	
						GENERAL LEDGER TOTAL		5,839.00	5,839.00
APP 631-130000	09/12/2019	M091119	VOID			DUE TO/FROM CLEARING			5,839.00
APP 622-130000	09/12/2019	M091119	VOID			DUE TO/FROM CLEARING		5,839.00	
						SYSTEM GENERATED ENTRIES TOTAL		5,839.00	5,839.00
						JOURNAL 2019/09/142 TOTAL		11,678.00	11,678.00

09/12/2019 14:37
 cfreitas

 CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

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 apcsbdb

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622	EXPENDABLE TRUST FUND	2019	9	142	09/12/2019			
	622-130000					DUE TO/FROM CLEARING	5,839.00	5,839.00
	622-213000					ACCOUNTS PAYABLE		
						FUND TOTAL	5,839.00	5,839.00
631	CLEARING FUND	2019	9	142	09/12/2019			
	631-130000					DUE TO/FROM CLEARING	5,839.00	5,839.00
	635-111100					CASH		
						FUND TOTAL	5,839.00	5,839.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

P⁴
apcsdshsb

FUND		DUE TO	DUE FROM
622 EXPENDABLE TRUST FUND			5,839.00
631 CLEARING FUND		5,839.00	
	TOTAL	5,839.00	5,839.00

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

09/12/2019 14:38
 cfreitas
 CITY OF BAINBRIDGE ISLAND
 MODIFY INVOICES

CLERK: cfreitas

INVOICE HEADER CHANGED

VENDOR DOCUMENT	CHECK RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE	INV DATE	DISCOUNT AMOUNT	ERROR
					STAT	DUE DATE	INVOICE NET	
007402 80560	234300	410012019	09 635	111100	INV	09/10/2019	.00	
SHELDON, MARJORIE	RMT: 1 REFUND FOR OVERPMT OF FEES				ACT	09/12/2019	5,839.00	
INVOICE: 09/10/19								
62038 386001	LCA-ROOST		N 1			4,339.00		
62038 386002	PART-SD #7		N 1			1,500.00		

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09/18/2019 08:45 |CITY OF HAINBRIDGE ISLAND
cfreitas |MODIFY INVOICES

|P 1
|apinvmnt

CLERK: cfreitas

INVOICE HEADER CHANGED

VENDOR DOCUMENT	CHECK RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE	INV DATE	DISCOUNT AMOUNT	
					STAT	DUE DATE	INVOICE NET	ERROR
000055 80677		234422	410012019 09 635	111100	INV	08/31/2019	.00	
BAINBRIDGE REVIEW	RMT: 7	CC/RFP: CULTURAL FUNDING			ACT	09/25/2019	140.00	
INVOICE: 7940792-2408616								
11011113 544000		CC LGL ADS		N 1		140.00		

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

09/18/2019 08:47 |CITY OF BAINBRIDGE ISLAND
cfreitas |MODIFY INVOICES

|P 1
|apinvmnt

CLERK: cfreitas

INVOICE HEADER CHANGED

VENDOR DOCUMENT	CHECK RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE	INV DATE	DISCOUNT AMOUNT	
					STAT	DUE DATE	INVOICE NET	ERROR
000055 80678		234423	410012019 09 635	111100	INV	08/31/2019	.00	
BAINBRIDGE REVIEW	RMT: 7	CC/RFP: TOURISM PROJECTS			ACT	09/25/2019	140.00	
INVOICE: 7540792-2398480 8/2								
11011113 544000		CC LGL ADS		N 1		140.00		

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09/18/2019 08:48 |CITY OF BAINBRIDGE ISLAND
cfreitas |MODIFY INVOICES

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|apinvmnt

CLERK: cfreitas INVOICE HEADER CHANGED

					TYPE	INV DATE	DISCOUNT AMOUNT		
VENDOR DOCUMENT	CHECK RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	STAT	DUE DATE	INVOICE NET		ERROR

000055 80679	234424	410012019	09 635	111100	INV	08/31/2019			.00
BAINBRIDGE REVIEW	RMT: 7	CC/RFP: TOURISM PROJECTS			ACT	09/25/2019			140.00
INVOICE: 7940792-2398480 8/16									
11011113 544000	CC LGL ADS			N 1		140.00			

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

09/18/2019 08:48 |CITY OF BAINBRIDGE ISLAND
cfreitas |MODIFY INVOICES

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CLERK: cfreitas INVOICE CHANGED

VENDOR DOCUMENT	CHECK RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE	INV DATE	DISCOUNT AMOUNT	
					STAT	DUE DATE	INVOICE NET	ERROR
000055 80601		234342	410012019	09 635	111100 INV	08/30/2019	.00	
BAINBRIDGE REVIEW	RMT: 8	CC/ORD	2019-20		ACT	09/25/2019	50.76	
INVOICE: BIR871258								
11011113	544000	CC LGL ADS		N 1		50.76		

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CLERK: cfreitas

INVOICE CHANGED

					TYPE	INV DATE	DISCOUNT AMOUNT		
VENDOR DOCUMENT	CHECK RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	STAT	DUE DATE	INVOICE NET		ERROR

000055 80594	234334	410012019	09 635	111100	INV	08/31/2019	.00		
BAINBRIDGE REVIEW	RMT: 7 PCD/PPM:	RUSSELL SUBDIV			ACT	09/25/2019	140.00		
INVOICE: 7940792-2404022									
63470586 544000	ZONING			N 1		140.00			

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

Reg - reprint
CF 9/6/19

09/06/2019 10:23 | CITY OF BAINBRIDGE ISLAND
cfreitas | 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

351539 09/11/2019 PRD 4129 OWEN EQUIPMENT COMPA 233993 00094629 08/23/2019 09/08/19 167.85
Invoice: 00094629 PW/VACTOR SWITCH

167.85 73637941 531100 VACTOR R&M-SUPPLIES

234045 00091269CR 01/01/2019 09/08/19 -20.00

Invoice: 00091269CR

PW/MISKEYED CREDIT AMOUNT

-20.00 73637941 531100 VACTOR R&M-SUPPLIES

CHECK 351539 TOTAL: 147.85

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 147.85

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 147.85

*** GRAND TOTAL *** 147.85

09/06/2019 10:23 |CITY OF BAINBRIDGE ISLAND
cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC	ACCOUNT								
	EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE	DESC	
2019	9	67							
APP	631-213000							ACCOUNTS PAYABLE	147.85
	09/11/2019	09/08/19	REPRNT					AP CASH DISBURSEMENTS JOURNAL	
APP	635-111100							CASH	147.85
	09/11/2019	09/08/19	REPRNT					AP CASH DISBURSEMENTS JOURNAL	
						JOURNAL 2019/09/67	TOTAL	147.85	147.85

09/06/2019 10:23
cfreitas

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND	2019	9	67	09/11/2019			
631-213000					ACCOUNTS PAYABLE	147.85	
635-111100					CASH		147.85
FUND TOTAL						147.85	147.85

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

Manual-reprint

CF 9/6/19

09/06/2019 14:40 | CITY OF BAINBRIDGE ISLAND
cfreitas | 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

351540	09/06/2019	PRTD	9144 CKCB MADISON AVENUE	229511	PLN50958	03/05/2019		09/08/19	877.05
Invoice: PLN50958						PCD/REFUND OF 3RD PARTY GEOTECH REVIEW PLN50958			
877.05	65538		38600000370	GEO TECH 3RD PARTY REVIEWS					

CHECK 351540 TOTAL: 877.05

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 877.05

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	877.05

*** GRAND TOTAL *** 877.05

09/06/2019 14:40 |CITY OF BAINBRIDGE ISLAND
cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
	EFF DATE	JNL DESC	REF 1	REF 2	REF 3				
2019	9	69							
APP 650-213000						ACCOUNTS PAYABLE		877.05	
	09/06/2019	09/08/19	REPRNT			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			877.05
	09/06/2019	09/08/19	REPRNT			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								877.05	877.05
APP 631-130000						DUE TO/FROM CLEARING		877.05	
	09/06/2019	09/08/19	REPRNT						
APP 650-130000						DUE TO/FROM CLEARING			877.05
	09/06/2019	09/08/19	REPRNT						
SYSTEM GENERATED ENTRIES TOTAL								877.05	877.05
JOURNAL 2019/09/69 TOTAL								1,754.10	1,754.10

09/06/2019 14:40
cfreitas

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

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631	CLEARING FUND	2019	9	69	09/06/2019			
	631-130000					DUE TO/FROM CLEARING	877.05	
	635-111100					CASH		877.05
						FUND TOTAL	877.05	877.05
650	AGENCY FUND	2019	9	69	09/06/2019			
	650-130000					DUE TO/FROM CLEARING		877.05
	650-213000					ACCOUNTS PAYABLE	877.05	
						FUND TOTAL	877.05	877.05

FUND		DUE TO	DUE FROM
		877.05	
631	CLEARING FUND		877.05
650	AGENCY FUND		
	TOTAL	877.05	877.05

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

US Bank

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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					
351541	09/12/2019	PRTD 7314 US BANK	234046	08/13/19-JB	08/26/2019	USBAUG19		442.05
	Invoice: 08/13/19-JB		442.05	54025212 532000	POL/PORT OF BROWNSVILLE/M8 FUEL			
					MARINE - FUEL			
			234047	08/15/19-JB	08/26/2019	USBAUG19		54.45
	Invoice: 08/15/19-JB		54.45	54025212 531100	POL/THE CHANDLERY/SALT AWAY			
					MARINE - SUPPLIES			
			234048	08/25/19-JB	08/26/2019	USBAUG19		569.50
	Invoice: 08/25/19-JB		569.50	54025212 532000	POL/PORT OF BROWNSVILLE/M8 FUEL			
					MARINE - FUEL			
			234049	08/05/19-CB	08/26/2019	USBAUG19		250.00
	Invoice: 08/05/19-CB		250.00	36011143 443410	EXCC/WMCA/CONF REG: CB			
					CLERK-GF-TRAINING			
			234050	08/05/19-CB-A	08/26/2019	USBAUG19		175.00
	Invoice: 08/05/19-CB-A		175.00	36011143 443410	EXCC/WAPRO/CONF REG: CB			
					CLERK-GF-TRAINING			
			234051	08/01/19-BB	08/26/2019	USBAUG19		10.00
	Invoice: 08/01/19-BB		10.00	51011211 54110000649	POL/KPH/NNO FOOD CARD			
					NAT'L NIGHT OUT-PROF SVCS			
			234052	08/02/19-BB	08/26/2019	USBAUG19		88.40
	Invoice: 08/02/19-BB		88.40	53011212 531100	POL/AMAZON/BELT, KEEPERS: FASTAIA			
					PD-C/E-PATROL SUPPLIES			
			234053	08/07/19-BB	08/26/2019	USBAUG19		149.00
	Invoice: 08/07/19-BB		149.00	53011212 443410	POL/COMMAND PRESENCE/COURE REG: TOVAR			
					POLICE - C/E PATROL TRAINING			
			234054	08/08/19-BB	08/26/2019	USBAUG19		372.12
	Invoice: 08/08/19-BB		372.12	51011215 531100	POL/AMAZON/CORPRL OFFICE CHAIRS			
					POLICE - C/E FACIL SUPPLIES			
			234055	08/08/19-BB-A	08/26/2019	USBAUG19		372.12
	Invoice: 08/08/19-BB-A		372.12	51011215 531100	POL/AMAZON/LOBBY CHAIRS			
					POLICE - C/E FACIL SUPPLIES			
			234056	08/09/19-BB	08/26/2019	USBAUG19		2,397.44
	Invoice: 08/09/19-BB		2,397.44	53011212 531100	POL/ALCOPRO/BREATH TESTERS, MOUTHPIECES			
					PD-C/E-PATROL SUPPLIES			
			234058	08/13/19-BB	08/26/2019	USBAUG19		670.25
	Invoice: 08/13/19-BB		51.56	51011120 520000	POL/RUSH ORDER TEES/TSHIRTS(30)			
			25.78	51011191 520000	PD-CLERKS-BENEFITS			
			51.56	51011211 520000	PD-C/E-PROP RM-BENEFITS			
			25.78	51011217 520000	PD-C/E ADMIN-BENEFITS			
			77.34	52011212 520000	PD-C/E-PARKING ENF-BEN			
			412.45	53011212 520000	POLICE - C/E INVEST BENEFITS			
					POLICE - C/E PATROL BENEFITS			

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				25.78	55011757	520000	PD-HARBORMASTER-BENEFITS			
Invoice: 08/14/19-BB				234059	08/14/19-BB		08/26/2019	USBAUG19	-349.00	
							POL/EVENT BRITE/REG REFUND			
				-349.00	51011214	443410	PD-C/E-ADMIN-TRAINING			
Invoice: 08/16/19-BB				234060	08/16/19-BB		08/26/2019	USBAUG19	91.17	
							POL/SOUND REPRO/BANNER			
				91.17	55011757	531100	PD-HARBORMASTER-SUPPLIES			
Invoice: 08/16/19-BB-A				234061	08/16/19-BB-A		08/26/2019	USBAUG19	147.10	
							POL/AMAZON/BATTERIES			
				147.10	53011212	531100	PD-C/E-PATROL SUPPLIES			
Invoice: 08/16/19-BB-B				234062	08/16/19-BB-B		08/26/2019	USBAUG19	3.54	
							POL/BAINBRIDGE RENTAL/PROPANE			
				3.54	51011215	531100	POLICE - C/E FACIL SUPPLIES			
Invoice: 08/20/19-BB				234063	08/20/19-BB		08/26/2019	USBAUG19	40.00	
							POL/GOOD2GO/TRANSPONDER ACCOUNT			
				40.00	53011212	543100	PATROL-TRAVEL/MEALS/LODGING			
Invoice: 08/20/19-BB-A				234064	08/20/19-BB-A		08/26/2019	USBAUG19	21.66	
							POL/AMAZON/DOOR PLATES			
				21.66	51011215	531100	POLICE - C/E FACIL SUPPLIES			
Invoice: 08/19/19-BB				234065	08/19/19-BB		08/26/2019	USBAUG19	-318.75	
							POL/IACP/CONF REG REFUND			
				-318.75	51011214	443410	PD-C/E-ADMIN-TRAINING			
Invoice: 08/14/19-KD				234066	08/14/19-KD		08/26/2019	USBAUG19	200.00	
							FIN/AWC/CONFERENCE REG			
				200.00	41011144	443410	FIN - C/E TRAINING			
Invoice: 08/22/19-KD				234067	08/22/19-KD		08/26/2019	USBAUG19	25.02	
							FIN/NOODLE BOAT/DINNER			
				25.02	41011144	443410	FIN - C/E TRAINING			
Invoice: 08/21/19-KD				234068	08/21/19-KD		08/26/2019	USBAUG19	15.00	
							FIN/WSF/FERRY			
				15.00	41011144	443410	FIN - C/E TRAINING			
Invoice: 08/23/19-KD				234069	08/23/19-KD		08/26/2019	USBAUG19	39.44	
							FIN/YODELIN/LUNCH			
				39.44	41011144	443410	FIN - C/E TRAINING			
Invoice: 08/23/19-KD-A				234070	08/23/19-KD-A		08/26/2019	USBAUG19	50.28	
							FIN/SULLA VITA/DINNER			
				50.28	41011144	443410	FIN - C/E TRAINING			
Invoice: 08/23/19-KD-B				234071	08/23/19-KD-B		08/26/2019	USBAUG19	310.78	
							FIN/THE LINDERHOF/LODGING			

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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

				310.78	41011144	443410	FIN - C/E TRAINING			
Invoice: 08/23/19-KD-C				234072	08/23/19-KD-C		08/26/2019	USBAUG19	15.00	
							FIN/WSF/FERRY			
				15.00	41011144	443410	FIN - C/E TRAINING			
Invoice: 07/24/19-KE-A				234073	07/24/19-KE-A		08/26/2019	USBAUG19	9.86	
							POL/SAFEWAY/K9 TREATS			
				9.86	53011212	53110000962	TRACKING CANINE-SUPPLIES			
Invoice: 08/03/19-KE				234074	08/03/19-KE		08/26/2019	USBAUG19	13.07	
							POL/PAWS&FINS/K9 TREATS			
				13.07	53011212	53110000962	TRACKING CANINE-SUPPLIES			
Invoice: 08/08/19-KE				234075	08/08/19-KE		08/26/2019	USBAUG19	5.19	
							POL/SAFEWAY/K9 TREATS			
				5.19	53011212	53110000962	TRACKING CANINE-SUPPLIES			
Invoice: 08/12/19-KE				234076	08/12/19-KE		08/26/2019	USBAUG19	69.42	
							POL/PETFLOW/K9 FOOD			
				69.42	53011212	53110000962	TRACKING CANINE-SUPPLIES			
Invoice: 08/12/19-KE-A				234077	08/12/19-KE-A		08/26/2019	USBAUG19	1,174.60	
							POL/DELTA/AIRFARE: KE&K9			
				1,174.60	53011212	44341000962	TRACKING CANINE-TRAINING			
Invoice: 08/17/19-KE				234078	08/17/19-KE		08/26/2019	USBAUG19	14.70	
							POL/PAWS&FINS/K9 TREATS			
				14.70	53011212	53110000962	TRACKING CANINE-SUPPLIES			
Invoice: 08/16/19-KE				234079	08/16/19-KE		08/26/2019	USBAUG19	52.29	
							POL/AMAZON/DOG FENCE SUPPLIES			
				52.29	53011212	53110000962	TRACKING CANINE-SUPPLIES			
Invoice: 08/19/19-KE				234080	08/19/19-KE		08/26/2019	USBAUG19	8.13	
							POL/ALBERTSONS/K9 TREATS			
				8.13	53011212	53110000962	TRACKING CANINE-SUPPLIES			
Invoice: 08/22/19-KE				234081	08/22/19-KE		08/26/2019	USBAUG19	96.18	
							POL/VESTS FOR SERVICE DOGS/K9 VEST			
				96.18	53011212	53110000962	TRACKING CANINE-SUPPLIES			
Invoice: 08/23/19-KE				234082	08/23/19-KE		08/26/2019	USBAUG19	78.00	
							POL/SALTY DOG/K9 GROOMING			
				78.00	53011212	53110000962	TRACKING CANINE-SUPPLIES			
Invoice: 08/25/19-CK				234083	08/25/19-CK		08/26/2019	USBAUG19	18.00	
							POL/ACE/PARKING: SEATTLE			
				18.00	53011212	443410	POLICE - C/E PATROL TRAINING			
Invoice: 08/18/19-GK				234084	08/18/19-GK		08/26/2019	USBAUG19	103.24	
							POL/QUALITY INN/LODGING			

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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												
				103.24	51011211 541100	PD-C/E-ADM-PROF SVCS						
Invoice: 08/21/19-GK				234085	08/21/19-GK	08/26/2019	USBAUG19			226.65		
						POL/TACTICALGEAR.COM/HOLSTERS						
				226.65	53011212 531100	PD-C/E-PATROL SUPPLIES						
Invoice: 07/30/19-RL				234086	07/30/19-RL	08/26/2019	USBAUG19			23.60		
						ENG/NAMETAGCOUNTRY/NAMETAG: CW						
				23.60	72011321 531100	ENG - C/E ADMIN SUPPLIES						
Invoice: 07/31/19-RL				234087	07/31/19-RL	08/26/2019	USBAUG19			245.00		
						CC/WEDA/CONF REG: LS						
				245.00	11011116 543100	COUNCIL-TRAVEL/MEALS/LODGING						
Invoice: 08/01/19-RL				234088	08/01/19-RL	08/26/2019	USBAUG19			175.00		
						LEGAL/WAPRO/CONF: RS						
				175.00	32011154 443410	LGL-GF-TRAINING						
Invoice: 08/08/19-RL				234089	08/08/19-RL	08/26/2019	USBAUG19			48.00		
						EX/DOODLE/SUBX						
				48.00	31011131 549100	EX-GF-DUES/SUBCR/MEMBERSH						
Invoice: 08/14/19-RL				234090	08/14/19-RL	08/26/2019	USBAUG19			6.92		
						EX/AMAZON/RETIREMENT PARTY SUPPLIES						
				6.92	31011131 531100	EX-GF-SUPPLIES						
Invoice: 08/14/19-RL-A				234091	08/14/19-RL-A	08/26/2019	USBAUG19			27.19		
						EX/AMAZON/RETIREMENT PARTY SUPPLIES						
				27.19	31011131 531100	EX-GF-SUPPLIES						
Invoice: 08/15/19-RL				234092	08/15/19-RL	08/26/2019	USBAUG19			100.00		
						CC/KITSAP HUMANE SOCIETY/EVENT REG: KM						
				100.00	11011116 543100	COUNCIL-TRAVEL/MEALS/LODGING						
Invoice: 08/23/19-RL				234093	08/23/19-RL	08/26/2019	USBAUG19			128.62		
						EX/CASA ROJAS/RETIREMENT PARTY FOOD						
				128.62	31011131 531100	EX-GF-SUPPLIES						
Invoice: 08/22/19-RL				234094	08/22/19-RL	08/26/2019	USBAUG19			50.00		
						EX/KITSAP HUMANE SOCIETY/EVENT REG: KM						
				50.00	11011116 543100	COUNCIL-TRAVEL/MEALS/LODGING						
Invoice: 08/14/19-JL				234110	08/14/19-JL	08/26/2019	USBAUG19			87.60		
						POL/EXPEDIA/AIRFARE: JL						
				87.60	52011212 543100	PD-INV-TRAVEL/MEALS/LODGING						
Invoice: 08/14/19-JL-A				234111	08/14/19-JL-A	08/26/2019	USBAUG19			855.99		
						POL/EXPEDIA/AIRFARE: JL						
				855.99	52011212 543100	PD-INV-TRAVEL/MEALS/LODGING						
Invoice: 08/21/19-JL				234112	08/21/19-JL	08/26/2019	USBAUG19			20.00		
						POL/EXPEDIA/RENTAL CAR INS						

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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					
			20.00	52011212 543100	PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 08/22/19-JL			234113	08/22/19-JL	08/26/2019	USBAUG19		13.64
			POL/STANDARD OIL/FUEL					
			13.64	52011212 543100	PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 08/24/19-JL			234114	08/24/19-JL	08/26/2019	USBAUG19		19.15
			POL/WSDOT/FERRY					
			19.15	52011212 543100	PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 08/23/19-JL			234115	08/23/19-JL	08/26/2019	USBAUG19		101.49
			POL/RENT-A-CAR/RENTAL CAR					
			101.49	52011212 543100	PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 08/23/19-JL-A			234116	08/23/19-JL-A	08/26/2019	USBAUG19		14.69
			POL/CHEVRON/FUEL					
			14.69	52011212 543100	PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 07/26/19-AL			234117	07/26/19-AL	08/26/2019	USBAUG19		-430.69
			EX/MARRIOTT/REFUND FOR PERS CHG					
			-430.69	31011256 443410	EX-GF-EMERG PREP-TRAINING			
Invoice: 08/06/19-AL			234118	08/06/19-AL	08/26/2019	USBAUG19		30.92
			EX/AMAZON/BIEMR SUPPLIES					
			30.92	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
Invoice: 08/0719-AL			234119	08/0719-AL	08/26/2019	USBAUG19		8.70
			EX/AMAZON/BIEMR SUPPLIES					
			8.70	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
Invoice: 08/08/19-AL			234120	08/08/19-AL	08/26/2019	USBAUG19		286.70
			EX/N.AMERICAN RESCUE/BIEMR SUPPLIES					
			286.70	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
Invoice: 08/08/19-AL-A			234121	08/08/19-AL-A	08/26/2019	USBAUG19		141.69
			EX/COSTCO/TABLES					
			141.69	31011256 542450	EX-GF-EMERG PREP-COMM OUTREACH			
Invoice: 08/08/19-AL-B			234122	08/08/19-AL-B	08/26/2019	USBAUG19		149.32
			EX/COSTCO/CHAIRS					
			149.32	31011256 542450	EX-GF-EMERG PREP-COMM OUTREACH			
Invoice: 08/08/19-AL-C			234124	08/08/19-AL-C	08/26/2019	USBAUG19		201.85
			EX/SKAMANIA LODGE/CONF LODGING					
			201.85	31011256 443410	EX-GF-EMERG PREP-TRAINING			
Invoice: 08/09/19-AL			234125	08/09/19-AL	08/26/2019	USBAUG19		228.95
			EX/WSEMA/CONF REG: AL					
			228.95	31011256 443410	EX-GF-EMERG PREP-TRAINING			
Invoice: 08/12/19-AL			234128	08/12/19-AL	08/26/2019	USBAUG19		212.44
			EX/AMAZON/BIEMR SUPPLIES					

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CASH ACCOUNT: 635 111100 CASH
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	212.44	31011256	531100	EX-GF-EMERG PREP-SUPPLIES			
Invoice: 08/13/19-AL	234129	08/13/19-AL		08/26/2019	USBAUG19	536.04	
				EX/4IMPRINT/TABLECLOTHS			
	536.04	31011256	443410	EX-GF-EMERG PREP-TRAINING			
Invoice: 08/14/19-AL	234130	08/14/19-AL		08/26/2019	USBAUG19	606.38	
				EX/AMAZON/BIEMR&CERT SUPPLIES			
	606.38	31011256	531100	EX-GF-EMERG PREP-SUPPLIES			
Invoice: 08/20/19-AL	234131	08/20/19-AL		08/26/2019	USBAUG19	-97.44	
				EX/AMAZON/VEST RETURN			
	-97.44	31011256	531100	EX-GF-EMERG PREP-SUPPLIES			
Invoice: 08/21/19-AL	234132	08/21/19-AL		08/26/2019	USBAUG19	30.97	
				EX/SUBWAY/MEAL FOR BIEMR DRILL			
	30.97	31011256	549900	EX-GF-EMERG PREP-MISC			
Invoice: 08/08/19-CL	234133	08/08/19-CL		08/26/2019	USBAUG19	52.89	
				PCD/CLICK2MAIL/LEGAL NOTICES			
	52.89	63470586	544000	CUR-DEV-ZONING-ADV			
Invoice: 08/13/19-CL	234134	08/13/19-CL		08/26/2019	USBAUG19	55.00	
				PCD/APA/TRAINING			
	55.00	61011584	443410	PCD - C/E ADM TRAINING			
Invoice: 08/15/19-CL	234135	08/15/19-CL		08/26/2019	USBAUG19	42.50	
				PCD/CLICK2MAIL/LEGAL NOTICES			
	42.50	63470586	544000	CUR-DEV-ZONING-ADV			
Invoice: 08/22/19-CL	234136	08/22/19-CL		08/26/2019	USBAUG19	80.58	
				PCD/CLICK2MAIL/LEGAL NOTICES			
	80.58	63470586	544000	CUR-DEV-ZONING-ADV			
Invoice: 08/22/19-CL-A	234137	08/22/19-CL-A		08/26/2019	USBAUG19	33.49	
				PCD/CLICK2MAIL/LEGAL NOTICES			
	33.49	63470586	544000	CUR-DEV-ZONING-ADV			
Invoice: 07/31/19-DM	234138	07/31/19-DM		08/26/2019	USBAUG19	65.40	
				PW/VALLEY NURSERY/HANGING FLOWER HARDWARE			
	65.40	73111427	548100	O&M-ACCESS RDSIDE R&M			
Invoice: 08/15/19-DM	234139	08/15/19-DM		08/26/2019	USBAUG19	930.00	
				PW/WSU/TRAINING: LOPEZ, FAULKNER			
	930.00	73111290	443410	O&M-STREET-MAINT O/H-TRAINING			
Invoice: 08/15/19-DM-A	234140	08/15/19-DM-A		08/26/2019	USBAUG19	274.22	
				PW/RED LION/LODING: LOPEZ			
	274.22	73111290	443410	O&M-STREET-MAINT O/H-TRAINING			
Invoice: 08/15/19-DM-B	234141	08/15/19-DM-B		08/26/2019	USBAUG19	274.22	
				PW/RED LION/LODGING:FAULKNER			

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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												
				274.22	73111290 443410	O&M-STREET-MAINT O/H-TRAINING						
Invoice: 08/01/19-JR				234142	08/01/19-JR	08/26/2019	USBAUG19			900.00		
						PCD/STORAGE98110/STORAGE UNITS						
				900.00	61470581 545000	PCD - DEV ADMIN RENTS & LEASES						
Invoice: 07/25/19-JR				234143	07/25/19-JR	08/26/2019	USBAUG19			254.46		
						PCD/ICC/STUDY MATERIALS: LAURITZEN						
				254.46	62471591 531100	BLDG - BLDG OFFICE SUPPLIES						
Invoice: 07/26/19-JR				234144	07/26/19-JR	08/26/2019	USBAUG19			65.94		
						PCD/ICC/STUDY GUIDE: HARRIS						
				65.94	62471591 531100	BLDG - BLDG OFFICE SUPPLIES						
Invoice: 08/21/19-JR				234145	08/21/19-JR	08/26/2019	USBAUG19			215.55		
						PCD/AMAZON/LEVELS						
				215.55	62471591 531100	BLDG - BLDG OFFICE SUPPLIES						
Invoice: 08/05/19-WS				234146	08/05/19-WS	08/26/2019	USBAUG19			284.90		
						POL/AMAZON/BALL CAPS (49)						
				284.90	53011212 520000	POLICE - C/E PATROL BENEFITS						
Invoice: 08/13/19-WS				234148	08/13/19-WS	08/26/2019	USBAUG19			128.52		
						POL/S&S/BALL CAPS (20)						
				128.52	53011212 520000	POLICE - C/E PATROL BENEFITS						
Invoice: 08/21/19-WS				234149	08/21/19-WS	08/26/2019	USBAUG19			-65.87		
						POL/S&S/RETURN CAPS (20)						
				-65.87	53011212 520000	POLICE - C/E PATROL BENEFITS						
Invoice: 08/07/19-BS				234150	08/07/19-BS	08/26/2019	USBAUG19			337.90		
						POL/AMAZON/AED STOCK PADS						
				337.90	53011560 531100	POLICE - C/E PATROL EP OFC SUP						
Invoice: 08/08/19-BS				234151	08/08/19-BS	08/26/2019	USBAUG19			522.13		
						POL/PORT OF BROWNSVILLE/M8 FUEL						
				522.13	54025212 532000	MARINE - FUEL						
Invoice: 08/09/19-BS				234152	08/09/19-BS	08/26/2019	USBAUG19			635.67		
						POL/KITSAP MARINA/M8 SVC						
				635.67	54025212 548100	MARINE - REPAIRS						
Invoice: 08/24/19-BS				234153	08/24/19-BS	08/26/2019	USBAUG19			269.14		
						POL/BOATS.NET/M8 TOOL & GREASE						
				269.14	54025212 531100	MARINE - SUPPLIES						
Invoice: 07/31/19-CS				234154	07/31/19-CS	08/26/2019	USBAUG19			25.00		
						POL/FACEBOOK/AD FOR NNO						
				25.00	51011211 54400000649	NAT'L NIGHT OUT-ADVERTISING						
Invoice: 08/01/19-CS				234155	08/01/19-CS	08/26/2019	USBAUG19			263.95		
						POL/WALMART/NNO SUPPLIES						

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

				263.95	51011211	53110000649	NAT'L NIGHT OUT-SUPPLIES			
Invoice: 08/02/19-CS				234156	08/02/19-CS		08/26/2019	USBAUG19	22.88	
							POL/THATSASOME/PIZZA: NNO VOLUNTEERS			
				22.88	51011211	53110000649	NAT'L NIGHT OUT-SUPPLIES			
Invoice: 08/05/19-CS				234157	08/05/19-CS		08/26/2019	USBAUG19	920.08	
							POL/COSTCO/NNO FOODSTUFFS			
				920.08	51011211	53110000649	NAT'L NIGHT OUT-SUPPLIES			
Invoice: 08/06/19-CS				234158	08/06/19-CS		08/26/2019	USBAUG19	117.48	
							POL/T&C/NNO ICE CREAM			
				117.48	51011211	53110000649	NAT'L NIGHT OUT-SUPPLIES			
Invoice: 07/29/19-TZ				234159	07/29/19-TZ		08/26/2019	USBAUG19	53.00	
							POL/FBI STORE/ACADEMY CLOTHING			
				53.00	53011212	520000	POLICE - C/E PATROL BENEFITS			
Invoice: 07/25/19-TD				234160	07/25/19-TD		08/26/2019	USBAUG19	10.44	
							CRT/ACE/HOOKS			
				10.44	21011125	531100	COURT - SUPPLIES			
Invoice: 08/09/19-TD				234161	08/09/19-TD		08/26/2019	USBAUG19	9.80	
							CRT/ACE/PADLOCK			
				9.80	21011125	531100	COURT - SUPPLIES			
Invoice: 08/13/19-TD				234162	08/13/19-TD		08/26/2019	USBAUG19	50.69	
							CRT/CRYSTAL SPRINGS/WATER SVC			
				50.69	21011125	531100	COURT - SUPPLIES			
Invoice: 07/29/19-KB				234163	07/29/19-KB		08/26/2019	USBAUG19	249.00	
							HR/AWC/WAPELRA CONF REG			
				249.00	33011164	443410	HR-C/E-TRAINING EXP			
Invoice: 08/01/19-KB				234164	08/01/19-KB		08/26/2019	USBAUG19	112.50	
							HR/ICMA/JOB AD: IT MGR			
				112.50	33011161	544000	HR-C/E-ADVERTISING			
Invoice: 07/31/19-KB				234165	07/31/19-KB		08/26/2019	USBAUG19	200.00	
							HR/AWC/JOB ADS: 5-PACK			
				200.00	33011161	544000	HR-C/E-ADVERTISING			
Invoice: 08/01/19-KB-A				234166	08/01/19-KB-A		08/26/2019	USBAUG19	135.00	
							HR/CRAIGSLIST/JOB AD: IT MGR			
				135.00	33011161	544000	HR-C/E-ADVERTISING			
Invoice: 08/22/19-KB				234167	08/22/19-KB		08/26/2019	USBAUG19	100.00	
							HR/AMAZON/20-YR SVC AWARD			
				100.00	33011161	53110000302	EMPLOYEE RECOG-HR-C/E-SUPPLIES			
Invoice: 07/30/19-SM				234168	07/30/19-SM		08/26/2019	USBAUG19	375.00	
							IT/NW GIS USER GROUP/CONF REG: GB			

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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									
				375.00	81011881 443410	IT - C/E TRAINING			
Invoice: 07/31/19-SM				234169	07/31/19-SM	08/26/2019	USBAUG19		58.47
						IT/AMAZON/CELL PHN CASES			
				58.47	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
Invoice: 07/31/19-SM-A				234170	07/31/19-SM-A	08/26/2019	USBAUG19		1,002.80
						IT/AMAZON/SHORETEL DESK PHNS (5)			
				1,002.80	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
Invoice: 08/01/19-SM				234171	08/01/19-SM	08/26/2019	USBAUG19		27.25
						IT/ACUITY/CALENDAR: PCD			
				27.25	81011881 548500	IT - C/E COMPUTER SUPPORT			
Invoice: 08/12/19-SM				234172	08/12/19-SM	08/26/2019	USBAUG19		250.68
						IT/CRUCIAL.COM/SERVER MEMORY REPL			
				250.68	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
Invoice: 08/18/19-SM				234173	08/18/19-SM	08/26/2019	USBAUG19		20.72
						IT/ACUITY/CALENDAR SCHEDULING			
				20.72	81011881 548500	IT - C/E COMPUTER SUPPORT			
Invoice: 08/20/19-SM				234175	08/20/19-SM	08/26/2019	USBAUG19		208.41
						IT/ACUITY/ANNUAL CALENDAR SCHED			
				208.41	81011881 548500	IT - C/E COMPUTER SUPPORT			
Invoice: 08/20/19-SM-A				234176	08/20/19-SM-A	08/26/2019	USBAUG19		289.00
						IT/ACUITY/ANNUAL CALENDAR SCHED: PCD			
				289.00	81011881 548500	IT - C/E COMPUTER SUPPORT			
Invoice: 08/22/19-SM				234177	08/22/19-SM	08/26/2019	USBAUG19		652.91
						IT/LENOVO/LAPTOP REPL: PCD			
				652.91	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
Invoice: 07/30/19-MS				234178	07/30/19-MS	08/26/2019	USBAUG19		97.28
						EX/WESTSIDE PIZZA/POL-CRT OPEN HOUSE			
				97.28	31011131 531100	EX-GF-SUPPLIES			
Invoice: 08/02/19-MS				234179	08/02/19-MS	08/26/2019	USBAUG19		97.28
						EX/WESTSIDE/POL-CRT OPEN HOUSE			
				97.28	31011131 531100	EX-GF-SUPPLIES			
Invoice: 07/26/19-KJ				234180	07/26/19-KJ	08/26/2019	USBAUG19		25.00
						EXCC/WAPRO/DUES			
				25.00	36011143 549100	CLERK-DUES/SUBSCR/MEMBRSHPS			
Invoice: 08/01/19-KJ				234181	08/01/19-KJ	08/26/2019	USBAUG19		-150.00
						CC/BIMPRD/WARD MEETING DEP			
				-150.00	11011116 542450	COMMUNITY OUTREACH/PARTICIPA			
Invoice: 07/26/19-ES				234182	07/26/19-ES	08/26/2019	USBAUG19		375.00
						EX/WCMA/TRAINING: DS			

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

				375.00	31011134 44341000706	EX-INTERN-TRAINING						
Invoice: 08/08/19-KS				234183	08/08/19-KS	08/26/2019	USBAUG19			8.98		
						FIN/T&C/FOOD FOR STAFF MEETING						
				8.98	41011141 531100	FIN - C/E ADMIN SUPPLIES						
Invoice: 08/13/19-KS				234184	08/13/19-KS	08/26/2019	USBAUG19			135.00		
						FIN/GFOA/GAAP UPDATE						
				135.00	41011144 443410	FIN - C/E TRAINING						
Invoice: 07/31/19-KG				234185	07/31/19-KG	08/26/2019	USBAUG19			13.07		
						WELLNESS/BIG 5/KICKBALL FOR C&K						
				13.07	91029179 531100	GG-SELF INS-WELLNESS-SUPPLIES						
Invoice: 07/31/19-KG-A				234186	07/31/19-KG-A	08/26/2019	USBAUG19			90.14		
						WELLNESS/COSTCO/C&K SUPPLIES						
				90.14	91029179 531100	GG-SELF INS-WELLNESS-SUPPLIES						
Invoice: 08/02/19-KG				234187	08/02/19-KG	08/26/2019	USBAUG19			651.80		
						WELLNESS/BI BBQ/C&K FOOD						
				651.80	91029179 531100	GG-SELF INS-WELLNESS-SUPPLIES						
Invoice: 08/05/19-KG				234188	08/05/19-KG	08/26/2019	USBAUG19			66.00		
						WELLNESS/SAFEWAY/C&K FOOD						
				66.00	91029179 531100	GG-SELF INS-WELLNESS-SUPPLIES						
Invoice: 08/09/19-KG				234189	08/09/19-KG	08/26/2019	USBAUG19			113.74		
						ENG/AMAZON/BATTERY CHARGER (VEH)						
				113.74	72011321 531100	ENG - C/E ADMIN SUPPLIES						
Invoice: 08/12/19-KG				234191	08/12/19-KG	08/26/2019	USBAUG19			293.65		
						ENG/VENETIAN PALLAZZO/HOTEL: CM						
				293.65	72011324 443410	ENG - C/E - TRAINING						
Invoice: 08/12/19-KG-A				234192	08/12/19-KG-A	08/26/2019	USBAUG19			293.65		
						ENG/VENETIAN PALLAZZO/HOTEL: EC						
				293.65	72011324 443410	ENG - C/E - TRAINING						
Invoice: 08/12/19-KG-B				234193	08/12/19-KG-B	08/26/2019	USBAUG19			293.65		
						ENG/VENETIAN PALLAZZO/HOTEL: RG						
				293.65	72011324 443410	ENG - C/E - TRAINING						
Invoice: 08/19/19-KG				234194	08/19/19-KG	08/26/2019	USBAUG19			994.33		
						ENG/VENETIAN PALLAZZO/HOTEL BALANCE: CM						
				994.33	72011324 443410	ENG - C/E - TRAINING						
Invoice: 08/19/19-KG-A				234195	08/19/19-KG-A	08/26/2019	USBAUG19			994.33		
						ENG/VENETIAN PALLAZZO/HOTEL BALANCE: EC						
				994.33	72011324 443410	ENG - C/E - TRAINING						
Invoice: 08/19/19-KG-B				234196	08/19/19-KG-B	08/26/2019	USBAUG19			994.33		
						ENG/VENETIAN PALLAZZO/HOTEL BALANCE: RG						

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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									

				994.33	72011324 443410	ENG - C/E - TRAINING			
Invoice: 08/22/19-KG				234197	08/22/19-KG	08/26/2019	USBAUG19		52.17
						ENG/AMAZON/FILTRATION BAGS			
				52.17	72431831 531100	ENG - SSWM ADM SUPPLIES			
Invoice: 08/22/19-KG-A				234198	08/22/19-KG-A	08/26/2019	USBAUG19		241.72
						ENG/AMAZON/CARBON FILTER			
				241.72	72431831 531100	ENG - SSWM ADM SUPPLIES			
Invoice: 08/07/19-CK				234199	08/07/19-CK	08/26/2019	USBAUG19		392.39
						PW/COSTCO/WATER			
				392.39	73637891 531100	OFFICE SUPPLIES			
Invoice: 08/09/19-CK				234200	08/09/19-CK	08/26/2019	USBAUG19		134.13
						PW/AMAZON/TOILET KITS			
				134.13	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
Invoice: 08/11/19-CK				234201	08/11/19-CK	08/26/2019	USBAUG19		539.55
						PW/AMAZON/CIRCUIT			
				539.55	73411345 531100	OFFICE SUPPLIES			
Invoice: 08/13/19-CK				234202	08/13/19-CK	08/26/2019	USBAUG19		295.09
						PW/AMAZON/RED LION CONTROLS			
				295.09	73411345 531100	OFFICE SUPPLIES			
Invoice: 08/14/19-CK				234203	08/14/19-CK	08/26/2019	USBAUG19		16.34
						PW/ADOBE/PRO SUBX			
				16.34	73411345 549100	DUES/SUBSCRIPTIONS			
Invoice: 08/15/19-CK				234204	08/15/19-CK	08/26/2019	USBAUG19		350.00
						PW/WPY PACNW/WORKSHOP: GOODWIN			
				350.00	73637893 443410	O&M-ALLOC-SWR TRAINING			
Invoice: 08/23/19-CK				234205	08/23/19-CK	08/26/2019	USBAUG19		57.00
						POL/OL/SPEED TRAILER			
				57.00	53011212 53110001041	SPEED MONITOR TRAILER &DISPLAY			
Invoice: 07/31/19-KS				234206	07/31/19-KS	08/26/2019	USBAUG19		2,475.00
						FRAUDULENT CHARGE - CREDIT EXPECTED			
				2,475.00	41011141 549900	FIN-C/E-MISC EXP			
CHECK 351541 TOTAL:									31,985.94

NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	31,985.94
	COUNT	AMOUNT	
	-----	-----	
TOTAL PRINTED CHECKS	1	31,985.94	
		*** GRAND TOTAL ***	31,985.94

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC	ACCOUNT		REF 1	REF 2	REF 3	LINE DESC			
	EFF DATE	JNL DESC							
2019	9	138							
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		26,909.43	
	09/12/2019	USBAUG19	USBANK			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			31,985.94
	09/12/2019	USBAUG19	USBANK			AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		1,645.41	
	09/12/2019	USBAUG19	USBANK			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		1,543.84	
	09/12/2019	USBAUG19	USBANK			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		293.89	
	09/12/2019	USBAUG19	USBANK			AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		742.39	
	09/12/2019	USBAUG19	USBANK			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		850.98	
	09/12/2019	USBAUG19	USBANK			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								31,985.94	31,985.94
APP 631-130000						DUE TO/FROM CLEARING		31,243.55	
	09/12/2019	USBAUG19	USBANK						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			26,909.43
	09/12/2019	USBAUG19	USBANK						
APP 407-130000						DUE TO/FROM CLEARING			1,645.41
	09/12/2019	USBAUG19	USBANK						
APP 101-130000						STREETS - DUE TO/FROM CLEARING			1,543.84
	09/12/2019	USBAUG19	USBANK						
APP 403-130000						DUE TO/FROM CLEARING			293.89
	09/12/2019	USBAUG19	USBANK						
APP 401-130000						DUE TO/FROM CLEARING			850.98
	09/12/2019	USBAUG19	USBANK						
SYSTEM GENERATED ENTRIES TOTAL								31,243.55	31,243.55
JOURNAL 2019/09/138 TOTAL								63,229.49	63,229.49

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019	9	138	09/12/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		26,909.43
001-213000				GENERAL - ACCOUNTS PAYABLE	26,909.43	
				FUND TOTAL	26,909.43	26,909.43
101 STREET FUND	2019	9	138	09/12/2019		
101-130000				STREETS - DUE TO/FROM CLEARING		1,543.84
101-213000				STREETS - ACCOUNTS PAYABLE	1,543.84	
				FUND TOTAL	1,543.84	1,543.84
401 WATER OPERATING FUND	2019	9	138	09/12/2019		
401-130000				DUE TO/FROM CLEARING		850.98
401-213000				ACCOUNTS PAYABLE	850.98	
				FUND TOTAL	850.98	850.98
403 STORM & SURFACE WATER FUND	2019	9	138	09/12/2019		
403-130000				DUE TO/FROM CLEARING		293.89
403-213000				ACCOUNTS PAYABLE	293.89	
				FUND TOTAL	293.89	293.89
407 BUILDING & DEVELOPMENT FUND	2019	9	138	09/12/2019		
407-130000				DUE TO/FROM CLEARING		1,645.41
407-213000				ACCOUNTS PAYABLE	1,645.41	
				FUND TOTAL	1,645.41	1,645.41
631 CLEARING FUND	2019	9	138	09/12/2019		
631-130000				DUE TO/FROM CLEARING	31,243.55	
631-213000				ACCOUNTS PAYABLE	742.39	
635-111100				CASH		31,985.94
				FUND TOTAL	31,985.94	31,985.94

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		26,909.43
101	STREET FUND		1,543.84
401	WATER OPERATING FUND		850.98
403	STORM & SURFACE WATER FUND		293.89
407	BUILDING & DEVELOPMENT FUND		1,645.41
631	CLEARING FUND	31,243.55	
	TOTAL	31,243.55	31,243.55

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

Manual
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CASH ACCOUNT: 635			111100	CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN				NET	
INVOICE DTL DESC													
351542	09/12/2019	PRTD	1205 PUGET SOUND ENERGY	234227	828AUG19	09/03/2019		M091219				378.79	
Invoice: 828AUG19						TAYLOR WELLS LID17 PH1							
				378.79	91415345 547100	GG-ROCKAWAY BCH-UTILITIES							
				234228	IL3AUG19	09/03/2019		M091219				29.30	
Invoice: IL3AUG19						ROUNDAABOUT HS.MADISON IMPR							
				29.30	91111263 547100	GG-STRT-STREET LIGHTING-UTIL							
				234229	647AUG19	09/03/2019		M091219				43.70	
Invoice: 647AUG19						STREET LIGHTS/TRAFFIC CONTR							
				43.70	91111263 547100	GG-STRT-STREET LIGHTING-UTIL							
				234230	IL9AUG19	09/03/2019		M091219				107.07	
Invoice: IL9AUG19						MADISON AVE S							
				107.07	91111263 547100	GG-STRT-STREET LIGHTING-UTIL							
				234231	285AUG19	09/03/2019		M091219				149.59	
Invoice: 285AUG19						SPS NORTH TOWN/SPORTSMAN							
				149.59	91421355 547100	GG-SWR-ELECTRIC							
				234232	735AUG19	09/03/2019		M091219				47.12	
Invoice: 735AUG19						SHANNON DR/WFP DOCK							
				47.12	91011768 547100	GG-C/E-PARKS-ELECTRIC							
				234233	182AUG19	09/03/2019		M091219				53.48	
Invoice: 182AUG19						MUNI COURT-METER E6							
				53.48	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC							
				234234	058AUG19	09/03/2019		M091219				34.20	
Invoice: 058AUG19						NE HIDDEN COVE SHOP							
				34.20	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC							
				234235	973AUG19	09/03/2019		M091219				12.01	
Invoice: 973AUG19						OC RESERVOIR LID17 PH 2							
				12.01	91415345 547100	GG-ROCKAWAY BCH-UTILITIES							
				234236	558AUG19	09/03/2019		M091219				1,800.16	
Invoice: 558AUG19						7315 NE HIDDEN COVE RD							
				1,800.16	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC							
				234237	336AUG19	09/03/2019		M091219				142.83	
Invoice: 336AUG19						SLS-9 ISLAND TERRACE							
				142.83	91421355 547100	GG-SWR-ELECTRIC							
				234238	IL11AUG19	09/03/2019		M091219				20.59	
Invoice: IL11AUG19						ST LIGHTS WW MAD TO 305							
				20.59	91111263 547100	GG-STRT-STREET LIGHTING-UTIL							
				234239	520-330AUG19	09/03/2019		M091219				59.75	
Invoice: 520-330AUG19						210 WINSLOW WAY E IRRIG							
				59.75	91011768 547100	GG-C/E-PARKS-ELECTRIC							

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 823AUG19	234240	823AUG19	09/03/2019	M091219	10.43
	10.43	91011768 547100	BRIEN DR N/BOOTH EL PANEL		
			GG-C/E-PARKS-ELECTRIC		
Invoice: 682-B-AUG19	234241	682-B-AUG19	09/03/2019	M091219	28.14
	28.14	91111263 547100	MUNI PARKING LOT: MAD/MADR		
			GG-STRT-STREET LIGHTING-UTIL		
Invoice: 736AUG19	234242	736AUG19	09/03/2019	M091219	64.72
	64.72	91011768 547100	SHANNON DR/WFP RESTROOM		
			GG-C/E-PARKS-ELECTRIC		
Invoice: 040-581AUG19	234243	040-581AUG19	09/03/2019	M091219	120.95
	120.95	91421355 547100	3900 HALLS HILL RD PUMP		
			GG-SWR-ELECTRIC		
Invoice: 884AUG19	234244	884AUG19	09/03/2019	M091219	84.97
	84.97	91421355 547100	SLS FERRY TERMINAL		
			GG-SWR-ELECTRIC		
Invoice: 111AUG19	234245	111AUG19	09/03/2019	M091219	352.66
	352.66	91011215 547100	POL STATION METER 2		
			GG-C/E-PD-ELECTRIC		
Invoice: 717AUG19	234246	717AUG19	09/03/2019	M091219	238.29
	238.29	91011215 547100	POL STATION METER 1		
			GG-C/E-PD-ELECTRIC		
Invoice: 520-374AUG19	234247	520-374AUG19	09/03/2019	M091219	49.21
	49.21	91111264 547100	SIGNAL @ 108 OLY DR		
			GG-STREET-TRAF CONTROL-UTILITY		
Invoice: 520-136AUG19	234249	520-136AUG19	09/03/2019	M091219	2,707.75
	2,707.75	91411345 547100	HOB BOOSTER PUMP/WELL		
			GG-WTR-ELECTRIC		
Invoice: IL5AUG19	234250	IL5AUG19	09/03/2019	M091219	98.16
	98.16	91111263 547100	COMMODORE OFF HS @ OLY		
			GG-STRT-STREET LIGHTING-UTIL		
Invoice: 021AUG19	234251	021AUG19	09/03/2019	M091219	100.08
	100.08	91421355 547100	SLS-3 TREATMENT PLANT		
			GG-SWR-ELECTRIC		
Invoice: 291AUG19	234252	291AUG19	09/03/2019	M091219	14.07
	14.07	91411345 547100	HEAD OF BAY WELL FIELD		
			GG-WTR-ELECTRIC		
Invoice: 031AUG19	234253	031AUG19	09/03/2019	M091219	123.94
	123.94	91421355 547100	SLS-6 LOVELL LOWER		
			GG-SWR-ELECTRIC		

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CASH ACCOUNT: 635			111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN			NET	
INVOICE DTL DESC												
Invoice: IL12AUG19				234254	IL12AUG19	09/03/2019		M091219			72.88	
				72.88	91111263 547100	ST LIGHTS WW 305-FERNCLIFF						
						GG-STRT-STREET LIGHTING-UTIL						
Invoice: 573AUG19				234255	573AUG19	09/03/2019		M091219			12.43	
				12.43	91411345 547100	COMMODORE/HS RESERVOIR						
						GG-WTR-ELECTRIC						
Invoice: 040-714AUG19				234256	040-714AUG19	09/03/2019		M091219			10.43	
				10.43	91021182 547100	7095 NE TWIN PONDS RD						
						GG-OS-PROP MNGT-ELECTRIC						
Invoice: 206AUG19				234257	206AUG19	09/03/2019		M091219			345.67	
				345.67	91421355 547100	4586 POINT WHITE DR						
						GG-SWR-ELECTRIC						
Invoice: 256AUG19				234258	256AUG19	09/03/2019		M091219			316.84	
				316.84	91421355 547100	SLS-8 HWY 305/HARBORVIEW						
						GG-SWR-ELECTRIC						
Invoice: 636AUG19				234259	636AUG19	09/03/2019		M091219			77.20	
				77.20	91421355 547100	SLS-7 WING POINT WAY						
						GG-SWR-ELECTRIC						
Invoice: 888AUG19				234260	888AUG19	09/03/2019		M091219			147.80	
				147.80	91411345 547100	NE HIGH SCHOOL RD PUMP						
						GG-WTR-ELECTRIC						
Invoice: 658AUG19				234261	658AUG19	09/03/2019		M091219			43.50	
				43.50	91421355 547100	SLS-4 IRENE/LOWER HAWLEY						
						GG-SWR-ELECTRIC						
Invoice: 520-298AUG19				234262	520-298AUG19	09/03/2019		M091219			208.45	
				208.45	91421355 547100	SLS-5 WW/SUNDAY COVE						
						GG-SWR-ELECTRIC						
Invoice: 640AUG19				234263	640AUG19	09/03/2019		M091219			13.12	
				13.12	91011768 547100	BRIEN DR S/BOOTH EL PANEL						
						GG-C/E-PARKS-ELECTRIC						
Invoice: 983AUG19				234265	983AUG19	09/03/2019		M091219			11.44	
				11.44	91111264 547100	MILLER RD NE BEACON						
						GG-STREET-TRAF CONTROL-UTILITY						
Invoice: 067AUG19				234266	067AUG19	09/03/2019		M091219			10.43	
				10.43	91111263 547100	MADISON PARKING LOT						
						GG-STRT-STREET LIGHTING-UTIL						
Invoice: IL7AUG19				234268	IL7AUG19	09/03/2019		M091219			72.97	
				72.97	91111263 547100	MADISON PRJ HS TO WINSLOW						
						GG-STRT-STREET LIGHTING-UTIL						

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 466AUG19				234269	466AUG19	09/03/2019		M091219	10.43
				10.43	91111264 547100	MADISON/HS RAINBRINGER			
						GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 093AUG19				234270	093AUG19	09/03/2019		M091219	3,003.54
				3,003.54	91411345 547100	FLETCHER BAY WELL FIELD			
						GG-WTR-ELECTRIC			
Invoice: 444AUG19				234271	444AUG19	09/03/2019		M091219	268.95
				268.95	91011755 547100	BI COMMONS - 402 BJUNE			
						GG-C/E-COMMONS-ELECTRIC			
Invoice: 461AUG19				234272	461AUG19	09/03/2019		M091219	6,070.57
				6,070.57	91425358 547100	WWTP - 1220 DONALD PL			
						GG-WWTP-ELECTRIC			
Invoice: WW&305AUG19				234273	WW&305AUG19	09/03/2019		M091219	544.92
				544.92	91111264 547100	WINSLOW WAY & 305			
						GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 831AUG19				234274	831AUG19	09/03/2019		M091219	4,061.22
				4,061.22	91411345 547100	SANDS AVE NE WELL FIELD			
						GG-WTR-ELECTRIC			
Invoice: 797AUG19				234275	797AUG19	09/03/2019		M091219	101.80
				101.80	91011255 547100	MUNI COURT METER E3			
						GG-C/E-COURT BLDG-ELECTRIC			
Invoice: 247AUG19				234276	247AUG19	09/03/2019		M091219	12.82
				12.82	91435838 547100	SSWM/DECANT FACILITY			
						GG-DECANT-ELECTRIC			
Invoice: 143AUG19				234277	143AUG19	09/03/2019		M091219	10.43
				10.43	91111264 547100	REITAN RD/WELCOME TO BI			
						GG-STREET-TRAF CONTROL-UTILITY			
Invoice: ILO1AUG19				234278	ILO1AUG19	09/03/2019		M091219	215.36
				215.36	91111263 547100	ERCKSN/MDSN/WNSLW/KNCHTL			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: 710AUG19				234279	710AUG19	09/03/2019		M091219	249.21
				249.21	91421355 547100	SLS-2 VILLAGE CENTER			
						GG-SWR-ELECTRIC			
Invoice: 893AUG19				234280	893AUG19	09/03/2019		M091219	682.62
				682.62	91111263 547100	MUNI ST LIGHTING			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: 040-751AUG19				234281	040-751AUG19	09/03/2019		M091219	10.52
				10.52	91411345 547100	520 ERICKSEN AVE PRV			
						GG-WTR-ELECTRIC			

CASH ACCOUNT: 635111100CASH

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INVOICE DTL DESC						
Invoice: SPRINGAUG19	234282	SPRINGAUG19	09/03/2019	M091219	50.89	
	50.89	91111263 547100	SPRINGRIDGE RD/HANSEN HILL			
			GG-STRT-STREET LIGHTING-UTIL			
Invoice: LYNCTRAUG19	234283	LYNCTRAUG19	09/03/2019	M091219	83.93	
	83.93	91111263 547100	4238 LYNWOOD CTR RD, BLOSSOM HILL			
			GG-STRT-STREET LIGHTING-UTIL			
Invoice: BKLYN&MADAUG19	234284	BKLYN&MADAUG19	09/03/2019	M091219	13.47	
	13.47	91111263 547100	NEW BROOKLYN & MAD AVE ST LT			
			GG-STRT-STREET LIGHTING-UTIL			
Invoice: 2360-MADAUG19	234285	2360-MADAUG19	09/03/2019	M091219	13.47	
	13.47	91111263 547100	2360 MAD AVE N - E ENTRANCE ST LT			
			GG-STRT-STREET LIGHTING-UTIL			
Invoice: MAD&ORDAUG19	234286	MAD&ORDAUG19	09/03/2019	M091219	13.47	
	13.47	91111263 547100	MAD AVE N ORDWAY CROSS ST LT			
			GG-STRT-STREET LIGHTING-UTIL			
Invoice: BKLYN&NTOWNAUG19	234287	BKLYN&NTOWNAUG19	09/03/2019	M091219	13.47	
	13.47	91111263 547100	NEW BROOKLYN & N TOWN ST LT			
			GG-STRT-STREET LIGHTING-UTIL			
Invoice: WING&AZALEAAUG19	234289	WING&AZALEAAUG19	09/03/2019	M091219	11.09	
	11.09	91111263 547100	WING PT & AZALEA AVE NE ST LT			
			GG-STRT-STREET LIGHTING-UTIL			
Invoice: W.OFMAD-PH1AUG19	234290	W.OFMAD-PH1AUG19	09/03/2019	M091219	921.80	
	921.80	91111263 547100	W.OF MADISON-PH1			
			GG-STRT-STREET LIGHTING-UTIL			
Invoice: E.OFMAD-PH2AUG19	234291	E.OFMAD-PH2AUG19	09/03/2019	M091219	1,828.51	
	1,828.51	91111263 547100	E.OF MAD-PH2			
			GG-STRT-STREET LIGHTING-UTIL			
Invoice: MAD&H.S.AUG19	234292	MAD&H.S.AUG19	09/03/2019	M091219	42.77	
	42.77	91111263 547100	MADISON AVE/HS AVE ST LT			
			GG-STRT-STREET LIGHTING-UTIL			
Invoice: 2665AUG19	234293	2665AUG19	09/03/2019	M091219	109.87	
	109.87	91011768 547100	301 SHANNON DR			
			GG-C/E-PARKS-ELECTRIC			
Invoice: 2681AUG19	234294	2681AUG19	09/03/2019	M091219	11.12	
	11.12	91011768 547100	BJUNE WTRFRT PK BOOTH EL PANEL #4			
			GG-C/E-PARKS-ELECTRIC			
Invoice: 2996AUG19	234295	2996AUG19	09/03/2019	M091219	12.71	
	12.71	91411345 547100	965 WEAVER RD NW			
			GG-WTR-ELECTRIC			

CASH ACCOUNT: 635			111100	CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 3010AUG19				234296	3010AUG19	09/03/2019	M091219		10.43
				10.43	91011768 547100	BJUNE WTRFRT PK BOOTH EL PANEL #3 GG-C/E-PARKS-ELECTRIC			
Invoice: 3028AUG19				234297	3028AUG19	09/03/2019	M091219		11.72
				11.72	91011768 547100	BJUNE WTRFRT PK BOOTH EL PANEL #2 GG-C/E-PARKS-ELECTRIC			
Invoice: 3044AUG19				234298	3044AUG19	09/03/2019	M091219		10.43
				10.43	91011739 547100	278 WINSLOW WAY E # KIOSK COMM EVENTS-ELECTRICITY			
Invoice: 3051AUG19				234299	3051AUG19	09/03/2019	M091219		10.82
				10.82	91011768 547100	BJUNE WTRFRT PK BOOTH EL PANEL #1 GG-C/E-PARKS-ELECTRIC			
								CHECK 351542 TOTAL:	26,627.48
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***			26,627.48
						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						1	26,627.48		
								*** GRAND TOTAL ***	26,627.48

CLERK: cfreitas

JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 9 139									
APP 401-213000						ACCOUNTS PAYABLE		10,360.84	
09/12/2019	M091219	PSE				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			26,627.48
09/12/2019	M091219	PSE				AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		5,000.52	
09/12/2019	M091219	PSE				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		8,033.80	
09/12/2019	M091219	PSE				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		3,219.50	
09/12/2019	M091219	PSE				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		12.82	
09/12/2019	M091219	PSE				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								26,627.48	26,627.48
APP 631-130000						DUE TO/FROM CLEARING		26,627.48	
09/12/2019	M091219	PSE							
APP 401-130000						DUE TO/FROM CLEARING			10,360.84
09/12/2019	M091219	PSE							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			5,000.52
09/12/2019	M091219	PSE							
APP 402-130000						DUE TO/FROM CLEARING			8,033.80
09/12/2019	M091219	PSE							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			3,219.50
09/12/2019	M091219	PSE							
APP 403-130000						DUE TO/FROM CLEARING			12.82
09/12/2019	M091219	PSE							
SYSTEM GENERATED ENTRIES TOTAL								26,627.48	26,627.48
JOURNAL 2019/09/139 TOTAL								53,254.96	53,254.96

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 9	139	09/12/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		3,219.50
001-213000				GENERAL - ACCOUNTS PAYABLE	3,219.50	
				FUND TOTAL	3,219.50	3,219.50
101 STREET FUND	2019 9	139	09/12/2019			
101-130000				STREETS - DUE TO/FROM CLEARING		5,000.52
101-213000				STREETS - ACCOUNTS PAYABLE	5,000.52	
				FUND TOTAL	5,000.52	5,000.52
401 WATER OPERATING FUND	2019 9	139	09/12/2019			
401-130000				DUE TO/FROM CLEARING		10,360.84
401-213000				ACCOUNTS PAYABLE	10,360.84	
				FUND TOTAL	10,360.84	10,360.84
402 SEWER OPERATING FUND	2019 9	139	09/12/2019			
402-130000				DUE TO/FROM CLEARING		8,033.80
402-213000				ACCOUNTS PAYABLE	8,033.80	
				FUND TOTAL	8,033.80	8,033.80
403 STORM & SURFACE WATER FUND	2019 9	139	09/12/2019			
403-130000				DUE TO/FROM CLEARING		12.82
403-213000				ACCOUNTS PAYABLE	12.82	
				FUND TOTAL	12.82	12.82
631 CLEARING FUND	2019 9	139	09/12/2019			
631-130000				DUE TO/FROM CLEARING	26,627.48	
635-111100				CASH		26,627.48
				FUND TOTAL	26,627.48	26,627.48

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		3,219.50
101	STREET FUND		5,000.52
401	WATER OPERATING FUND		10,360.84
402	SEWER OPERATING FUND		8,033.80
403	STORM & SURFACE WATER FUND		12.82
631	CLEARING FUND	26,627.48	
	TOTAL	26,627.48	26,627.48

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

Manual

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

351543	09/12/2019	PRTD	47 BAINBRIDGE DISPOSAL	234207	0000895803	08/31/2019		M091119	342.01			
Invoice: 0000895803						C.H. DISPOSAL SVCS AUG 2019						
				342.01	91011189 547900	GG-C/E-CITY HALL-GARBAGE						
				234208	0000895777	08/31/2019		M091119	679.63			
Invoice: 0000895777						AUG 2019 - DECANT GRIT BOX						
				679.63	91435838 547900	GG-DECANT-GARBAGE						
				234209	0000895863	08/31/2019		M091119	76.72			
Invoice: 0000895863						BIG BELLY DISP SVCS AUG 2019						
				76.72	91011189 547903	BIG BELLY SOLAR GARBAGE CANS						
				234210	0000895604	08/31/2019		M091119	2,318.05			
Invoice: 0000895604						CITYWIDE DISP SVCS AUG 2019						
				140.97	91011215 547900	GG-C/E-PD-GARBAGE						
				451.72	91011768 547900	GG-C/E-PARKS-GARBAGE						
				424.31	91425358 547900	GG-WWTP-GARBAGE (NOT BIOSOLIDS)						
				1,281.59	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE						
				9.73	91111427 547900	GG-STREET-ROADSIDE-GARBAGE						
				9.73	91111427 547900	GG-STREET-ROADSIDE-GARBAGE						
								CHECK	351543 TOTAL:	3,416.41		
351544	09/12/2019	PRTD	551 CENTURYLINK	234211	0225SEP19	09/02/2019		M091119	118.26			
Invoice: 0225SEP19						O&M FIRE ALARM MONIT						
				118.26	91011897 542100	GG-C/E-O&M YARD FAC-PHONE						
				234212	0456SEP19	09/02/2019		M091119	69.99			
Invoice: 0456SEP19						VILLAGE SEWER PUMP TELEM						
				69.99	91421891 542100	GG-SWR-FAC-PHONE						
				234213	0754SEP19	09/02/2019		M091119	72.94			
Invoice: 0754SEP19						FLETCHER BAY WELL TELEM						
				72.94	91411891 542100	GG-WTR-FAC-PHONE						
				234214	1745SEP19	09/02/2019		M091119	54.37			
Invoice: 1745SEP19						C.H. ELEVATOR SVC LINE						
				54.37	91011189 542100	GG-C/E-CITY HALL-PHONE						
				234215	3736SEP19	09/02/2019		M091119	118.26			
Invoice: 3736SEP19						C.H. FIURE ALARM MONIT						
				118.26	91011189 542100	GG-C/E-CITY HALL-PHONE						
				234216	5211SEP19	09/02/2019		M091119	208.42			
Invoice: 5211SEP19						POL PHN SVCS						
				208.42	91011215 542100	GG-C/E-PD-PHONE						
				234217	8731SEP19	09/02/2019		M091119	57.53			
Invoice: 8731SEP19						COMMONS FIRE ALARM MONIT						
				57.53	91011755 542100	GG-C/E-COMMONS-PHONE						

09/12/2019 13:21 |CITY OF BAINBRIDGE ISLAND
cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 9136SEP19	234218	9136SEP19	09/02/2019	M091119	156.37
			C.H. SECURITY ALARM MONIT		
	156.37	91011189 542100	GG-C/E-CITY HALL-PHONE		
Invoice: 9791SEP19	234219	9791SEP19	09/02/2019	M091119	137.80
			POL TI MANDUS TELCOM		
	137.80	91011215 542100	GG-C/E-PD-PHONE		
Invoice: 9840SEP19	234220	9840SEP19	09/02/2019	M091119	50.35
			HEAD OF BAY WELL TELM		
	50.35	91411891 542100	GG-WTR-FAC-PHONE		
Invoice: 9858SEP19	234221	9858SEP19	09/02/2019	M091119	50.35
			SANDS AVE WELL TELEM		
	50.35	91411891 542100	GG-WTR-FAC-PHONE		
Invoice: 0399AUG19	234222	0399AUG19	08/23/2019	M091119	2,897.09
			AUG 19 CITYWIDE TELEMETRY & FAX SVC		
	1,554.56	91425358 542100	GG-WWTP-TELEPHONE/FAX		
	765.94	91411891 542100	GG-WTR-FAC-PHONE		
	74.64	91011755 542100	GG-C/E-COMMONS-PHONE		
	150.98	91011189 542100	GG-C/E-CITY HALL-PHONE		
	222.70	91011897 542100	GG-C/E-O&M YARD FAC-PHONE		
	72.31	91011255 542100	GG-C/E-COURT BLDG-PHONE		
	55.96	91011215 542100	GG-C/E-PD-PHONE		
			CHECK 351544 TOTAL:		3,991.73
351545 09/12/2019 PRD 4645 MPH INDUSTRIES INC	234223	6008582	07/26/2019 21900030	M091119	13,876.82
Invoice: 6008582			SPEED MONITOR 18 TRAILER W/TWO		
	13,876.82	53011212 53110001041	SPEED MONITOR TRAILER &DISPLAY		
			CHECK 351545 TOTAL:		13,876.82
351546 09/12/2019 PRD 1205 PUGET SOUND ENERGY	234224	CITY HALL JUL19	09/03/2019	M091119	1,844.05
Invoice: CITY HALL JUL19			CITY HALL JUL19		
	1,844.05	91011189 547100	GG-C/E-CITY HALL-ELECTRIC		
			CHECK 351546 TOTAL:		1,844.05
351547 09/12/2019 PRD 7402 SHELDON, MARJORIE	234300	09/10/19	09/10/2019	M091119	5,839.00
Invoice: 09/10/19			REFUND FOR OVERPMT OF FEES		
	4,339.00	62038 386001	LATECOMER (ROOST)		
	1,500.00	62038 386002	PARTICIPATION-SEWER DIST. #7		
			CHECK 351547 TOTAL:		5,839.00

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

INVOICE DTL DESC

351548 09/12/2019 PRD 8744 SOUND PACIFIC CONSTR 234225 PAYREQ4-596 09/06/2019 M091119 368,673.23
Invoice: PAYREQ4-596 OLYMPIC DRIVE NON MOTORIZED IM

366,361.24 72334953 66300000596 SR305-OLYMPIC NM-CONSTR
2,311.99 72413434 66300000596 SR305-OLYMPIC WTR CONSTRUC

CHECK 351548 TOTAL: 368,673.23

NUMBER OF CHECKS 6 *** CASH ACCOUNT TOTAL *** 397,641.24

COUNT AMOUNT

TOTAL PRINTED CHECKS 6 397,641.24

*** GRAND TOTAL *** 397,641.24

CLERK: cfreitas

YEAR PER	JNL									
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT	
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC					
2019 9 140										
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			19,441.48		
09/12/2019	M091119	091219			AP CASH DISBURSEMENTS JOURNAL					
APP 635-111100					CASH				397,641.24	
09/12/2019	M091119	091219			AP CASH DISBURSEMENTS JOURNAL					
APP 403-213000					ACCOUNTS PAYABLE			679.63		
09/12/2019	M091119	091219			AP CASH DISBURSEMENTS JOURNAL					
APP 402-213000					ACCOUNTS PAYABLE			2,048.86		
09/12/2019	M091119	091219			AP CASH DISBURSEMENTS JOURNAL					
APP 101-213000					STREETS - ACCOUNTS PAYABLE			19.46		
09/12/2019	M091119	091219			AP CASH DISBURSEMENTS JOURNAL					
APP 401-213000					ACCOUNTS PAYABLE			3,251.57		
09/12/2019	M091119	091219			AP CASH DISBURSEMENTS JOURNAL					
APP 622-213000					ACCOUNTS PAYABLE			5,839.00		
09/12/2019	M091119	091219			AP CASH DISBURSEMENTS JOURNAL					
APP 301-213000					ACCOUNTS PAYABLE			366,361.24		
09/12/2019	M091119	091219			AP CASH DISBURSEMENTS JOURNAL					
GENERAL LEDGER TOTAL								397,641.24	397,641.24	
APP 631-130000					DUE TO/FROM CLEARING			397,641.24		
09/12/2019	M091119	091219								
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				19,441.48	
09/12/2019	M091119	091219								
APP 403-130000					DUE TO/FROM CLEARING				679.63	
09/12/2019	M091119	091219								
APP 402-130000					DUE TO/FROM CLEARING				2,048.86	
09/12/2019	M091119	091219								
APP 101-130000					STREETS - DUE TO/FROM CLEARING				19.46	
09/12/2019	M091119	091219								
APP 401-130000					DUE TO/FROM CLEARING				3,251.57	
09/12/2019	M091119	091219								
APP 622-130000					DUE TO/FROM CLEARING				5,839.00	
09/12/2019	M091119	091219								
APP 301-130000					DUE TO/FROM CLEARING				366,361.24	
09/12/2019	M091119	091219								
SYSTEM GENERATED ENTRIES TOTAL								397,641.24	397,641.24	
JOURNAL 2019/09/140 TOTAL								795,282.48	795,282.48	

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019 9	140	09/12/2019		
001-130000			GENERAL - DUE TO/FROM CLEARING		19,441.48
001-213000			GENERAL - ACCOUNTS PAYABLE	19,441.48	
			FUND TOTAL	19,441.48	19,441.48
101 STREET FUND	2019 9	140	09/12/2019		
101-130000			STREETS - DUE TO/FROM CLEARING		19.46
101-213000			STREETS - ACCOUNTS PAYABLE	19.46	
			FUND TOTAL	19.46	19.46
301 CAPITAL CONSTRUCTION FUND	2019 9	140	09/12/2019		
301-130000			DUE TO/FROM CLEARING		366,361.24
301-213000			ACCOUNTS PAYABLE	366,361.24	
			FUND TOTAL	366,361.24	366,361.24
401 WATER OPERATING FUND	2019 9	140	09/12/2019		
401-130000			DUE TO/FROM CLEARING		3,251.57
401-213000			ACCOUNTS PAYABLE	3,251.57	
			FUND TOTAL	3,251.57	3,251.57
402 SEWER OPERATING FUND	2019 9	140	09/12/2019		
402-130000			DUE TO/FROM CLEARING		2,048.86
402-213000			ACCOUNTS PAYABLE	2,048.86	
			FUND TOTAL	2,048.86	2,048.86
403 STORM & SURFACE WATER FUND	2019 9	140	09/12/2019		
403-130000			DUE TO/FROM CLEARING		679.63
403-213000			ACCOUNTS PAYABLE	679.63	
			FUND TOTAL	679.63	679.63
622 EXPENDABLE TRUST FUND	2019 9	140	09/12/2019		
622-130000			DUE TO/FROM CLEARING		5,839.00
622-213000			ACCOUNTS PAYABLE	5,839.00	
			FUND TOTAL	5,839.00	5,839.00
631 CLEARING FUND	2019 9	140	09/12/2019		
631-130000			DUE TO/FROM CLEARING	397,641.24	
635-111100			CASH		397,641.24
			FUND TOTAL	397,641.24	397,641.24

FUND	DUE TO	DUE FROM
001 GENERAL FUND		19,441.48
101 STREET FUND		19.46
301 CAPITAL CONSTRUCTION FUND		366,361.24
401 WATER OPERATING FUND		3,251.57
402 SEWER OPERATING FUND		2,048.86
403 STORM & SURFACE WATER FUND		679.63
622 EXPENDABLE TRUST FUND		5,839.00
631 CLEARING FUND	397,641.24	
TOTAL	397,641.24	397,641.24

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

Manual
 (CF) 9/13/19

09/13/2019 13:16 |CITY OF BAINBRIDGE ISLAND
 cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE DTL DESC

351549 09/13/2019 PRTD 8954 ONE WAY BACKFLOW TES 234302 PAYREQ6-510-2019 08/09/2019 M091319 560.00
 Invoice: PAYREQ6-510-2019 2019 ANNUAL BACKFLOW TESTING

560.00 73411349 54110000510 BACKFLOW TEST-PRO SVCS

234303 PAYREQ7-510-2019 08/19/2019 M091319 1,752.00
 Invoice: PAYREQ7-510-2019 2019 ANNUAL BACKFLOW TESTING

1,752.00 73411349 54110000510 BACKFLOW TEST-PRO SVCS

234304 PAYREQ8-510-2019 08/23/2019 M091319 1,800.00
 Invoice: PAYREQ8-510-2019 2019 ANNUAL BACKFLOW TESTING

1,800.00 73411349 54110000510 BACKFLOW TEST-PRO SVCS

CHECK 351549 TOTAL: 4,112.00

351550 09/13/2019 PRTD 7402 MARJORIE SHELDON 234300 09/10/19 09/10/2019 M091319 5,839.00
 Invoice: 09/10/19 REFUND FOR OVERPMT OF FEES

4,339.00 62038 386001 LATECOMER (ROOST)

1,500.00 62038 386002 PARTICIPATION-SEWER DIST. #7

CHECK 351550 TOTAL: 5,839.00

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 9,951.00

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	9,951.00

*** GRAND TOTAL *** 9,951.00

09/13/2019 13:16 |CITY OF BAINBRIDGE ISLAND
 cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 9 149									
APP 401-213000						ACCOUNTS PAYABLE		4,112.00	
	09/13/2019	M091319	091319			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			9,951.00
	09/13/2019	M091319	091319			AP CASH DISBURSEMENTS JOURNAL			
APP 622-213000						ACCOUNTS PAYABLE		5,839.00	
	09/13/2019	M091319	091319			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								9,951.00	9,951.00
APP 631-130000						DUE TO/FROM CLEARING		9,951.00	
	09/13/2019	M091319	091319						
APP 401-130000						DUE TO/FROM CLEARING			4,112.00
	09/13/2019	M091319	091319						
APP 622-130000						DUE TO/FROM CLEARING			5,839.00
	09/13/2019	M091319	091319						
SYSTEM GENERATED ENTRIES TOTAL								9,951.00	9,951.00
JOURNAL 2019/09/149 TOTAL								19,902.00	19,902.00

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 cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
401 WATER OPERATING FUND	2019 9	149	09/13/2019			
401-130000				DUE TO/FROM CLEARING		4,112.00
401-213000				ACCOUNTS PAYABLE	4,112.00	
				FUND TOTAL	4,112.00	4,112.00
622 EXPENDABLE TRUST FUND	2019 9	149	09/13/2019			
622-130000				DUE TO/FROM CLEARING		5,839.00
622-213000				ACCOUNTS PAYABLE	5,839.00	
				FUND TOTAL	5,839.00	5,839.00
631 CLEARING FUND	2019 9	149	09/13/2019			
631-130000				DUE TO/FROM CLEARING	9,951.00	
635-111100				CASH		9,951.00
				FUND TOTAL	9,951.00	9,951.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
401	WATER OPERATING FUND		4,112.00
622	EXPENDABLE TRUST FUND		5,839.00
631	CLEARING FUND	9,951.00	
TOTAL		9,951.00	9,951.00

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

Regular
 CF 9/18/19

09/18/2019 08:12 |CITY OF BAINBRIDGE ISLAND
 cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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 |apcshdsb

CASH ACCOUNT: 635			111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET			
INVOICE DTL DESC												
351551	09/25/2019	PRTD	5 ACE HARDWARE	234309	44706/1	09/09/2019		09/22/19	12.96			
Invoice: 44706/1				12.96	73011215 531100	PW/LIGHT BULBS						
				234310	44711/1	09/09/2019		09/22/19	470.62			
Invoice: 44711/1				235.31	73423943 63110000921	PW/PADLOCKS (24)						
				235.31	73011189 531100	OLD WWTP LIFT STA IMPR-SUPPLY						
						O&M - C/E FACIL OFC SUPPLIES						
				234311	44671/1	09/04/2019		09/22/19	20.70			
Invoice: 44671/1				20.70	73111423 531100	PW/GARDEN SPRAYER						
						OFFICE SUPPLIES						
				234312	44674/1	09/04/2019		09/22/19	42.50			
Invoice: 44674/1				42.50	73111427 531100	PW/BALL VAVLE						
						OFFICE SUPPLIES						
				234313	44656/1	09/03/2019		09/22/19	6.43			
Invoice: 44656/1				6.43	73411345 531100	PW/PLUMBING SUPPLIES						
						OFFICE SUPPLIES						
				234314	44642/1	08/30/2019		09/22/19	28.32			
Invoice: 44642/1				28.32	73421355 531100	PW/KEY PULLER, PROBE SET						
						WIN COLL-SUPPLIES						
				234315	44637/1	08/30/2019		09/22/19	23.97			
Invoice: 44637/1				23.97	73421355 531100	PW/NITRILE GLOVES						
						WIN COLL-SUPPLIES						
				234316	44627/1	08/29/2019		09/22/19	40.31			
Invoice: 44627/1				40.31	73411345 531100	PW/PLIER-WRENCH SET, CLOTHS						
						OFFICE SUPPLIES						
				234317	44607/1	08/27/2019		09/22/19	147.97			
Invoice: 44607/1				30.48	73011755 531100	PW/FACILITY MAINT SUPPLIES						
				61.00	73011897 531100	O&M-COMMONS SUPPLIES						
				47.79	73111262 531100	O&M-C/E-PWY FAC-SUPPLIES						
				8.70	73011255 531100	O&M-RDS-TRAILS-SUPPLIES						
						O&M-C/E-COURT FAC-SUPPLIES						
				234406	44724/1	09/11/2019		09/22/19	53.38			
Invoice: 44724/1				53.38	73411345 531100	PW/ELECTRICAL SUPPLIES						
						OFFICE SUPPLIES						
				234407	44723/1	09/10/2019		09/22/19	34.30			
Invoice: 44723/1				34.30	73411345 531100	PW/PLUMBING SUPPLIES						
						OFFICE SUPPLIES						
				234408	44712/1	09/09/2019		09/22/19	70.84			
Invoice: 44712/1				70.84	73431835 531100	PW/TARP						
						OFFICE SUPPLIES						

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cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 44700/1				234409	44700/1	09/06/2019		09/22/19	2.15
				2.15	73637958 531100	PW/FASTENERS			
						ROADSIDE MOWER ALLOC-SUPPLIES			
						CHECK	351551	TOTAL:	954.45
351552	09/25/2019	PRTD	863 INTERSTATE BATTERIES	234410	22059119	09/05/2019		09/22/19	533.94
Invoice: 22059119						POL&PW/BATTERIES: 198,162,39			
				257.19	53011212 531100	PD-C/E-PATROL SUPPLIES			
				138.38	73111423 531100	OFFICE SUPPLIES			
				138.37	73011483 531100	O&M-GF-MECH SHOP-SUPPLIES			
						CHECK	351552	TOTAL:	533.94
351553	09/25/2019	PRTD	7994 PENINSULA SERVICES	234319	91162	08/31/2019		09/22/19	32.00
Invoice: 91162						CRT/SHREDDING SERVICES			
				32.00	21011125 541100	COURT - PROFESSIONAL SERVICES			
						CHECK	351553	TOTAL:	32.00
351554	09/25/2019	PRTD	8991 ALLIANCE 2020, INC	234318	571610	08/31/2019		09/22/19	66.20
Invoice: 571610						HR/PROF SVCS: AUG 2019			
				66.20	33011161 541100	HR-C/E-PROF SVCS			
						CHECK	351554	TOTAL:	66.20
351555	09/25/2019	PRTD	8014 ALSTON, COURTNAGE &	234320	120017	08/31/2019		09/22/19	120.00
Invoice: 120017						ENG/PROF SVCS: HARRISON BLDG			
				120.00	72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN			
						CHECK	351555	TOTAL:	120.00
351556	09/25/2019	PRTD	2331 AM TEST INC	234321	111486	07/31/2019		09/22/19	150.00
Invoice: 111486						PW/WWTP TESTING			
				150.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
				234411	111907	09/10/2019		09/22/19	60.00
Invoice: 111907						PW/WWTP FLOURIDE TESTING			
				60.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
				234412	111899	09/10/2019		09/22/19	40.00
Invoice: 111899						PW/VECTOR ATTRACTION REDUCTION			
				40.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
						CHECK	351556	TOTAL:	250.00

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cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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

351557	09/25/2019	PRTD	7166 AMERICAN MESSAGING	234413	W4104492TI	09/01/2019		09/22/19	119.12		
Invoice: W4104492TI						PW/MESSAGING SERVICES					
				119.12	73637891 542100	O&M - ALLOC FACIL TELEPHONE					
								CHECK	351557 TOTAL:	119.12	
351558	09/25/2019	PRTD	8604 ANDERSON CONSTRUCTIO	234441	PAYREQ1-1035	09/12/2019	21900040	09/22/19	34,001.10		
Invoice: PAYREQ1-1035						O&M ADMIN TRLR SIDING REPLCMNT					
				34,001.10	73011897 54810001035	PWY-O&M TRAILER SIDING-REPLACE					
								CHECK	351558 TOTAL:	34,001.10	
351559	09/25/2019	PRTD	4710 ASSOCIATED PETROLEU	234414	0106256-IN	09/03/2019		09/22/19	642.56		
Invoice: 0106256-IN						PW/250 GAL UNLEADED					
				642.56	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS					
				234415	010625-IN	09/03/2019		09/22/19	576.17		
Invoice: 010625-IN						PW/200 GAL DIESEL					
				576.17	73638893 532000	O&M-FUEL USE-ALLOCATION					
				234416	0104600-IN	08/29/2019		09/22/19	763.15		
Invoice: 0104600-IN						PW/300 GAL UNLEADED					
				763.15	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS					
				234417	0104578-IN	08/29/2019		09/22/19	891.97		
Invoice: 0104578-IN						PW/325 GAL DIESEL					
				891.97	73638893 532000	O&M-FUEL USE-ALLOCATION					
				234418	0103448-IN	08/27/2019		09/22/19	325.73		
Invoice: 0103448-IN						PW/100 GAL DIESEL					
				325.73	73638893 532000	O&M-FUEL USE-ALLOCATION					
				234419	0103443-IN	08/27/2019		09/22/19	1,158.72		
Invoice: 0103443-IN						PW/470 GAL UNLEADED					
				1,158.72	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS					
								CHECK	351559 TOTAL:	4,358.30	
351560	09/25/2019	PRTD	7821 AUS WEST LOCKBOX	234322	1991403720	09/05/2019		09/22/19	53.99		
Invoice: 1991403720						PW/LAUNDRY SERVICES					
				53.99	73638893 589310	LAUNDRY SERVICES					
				234323	1991393903	08/29/2019		09/22/19	53.99		
Invoice: 1991393903						PW/LAUNDRY SERVICES					
				53.99	73638893 589310	LAUNDRY SERVICES					

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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CHECK	351560	TOTAL:	107.98
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CHECK	351561	TOTAL:	2,000.00
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CHECK 351562 TOTAL: 2,033.42

CHECK	351563	TOTAL:	505.00
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CHECK	351564	TOTAL:	20.65
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234329	110329	08/12/2019	09/22/19	16.24
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CHECK 351565 TOTAL: 191.74

CHECK	351566	TOTAL:	203.90
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CASH ACCOUNT: 635		111100	CASH			INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE					
INVOICE DTL DESC										

351567	09/25/2019	PRTD	54 BAINBRIDGE RENTAL IN	234331	CON#53580	09/03/2019		09/22/19	188.74	
Invoice: CON#53580						PW/COMPACTOR SEPT 3-5				
				94.37	73431835 545000	RENTS & LEASES - OPERATING				
				94.37	73431835 545000	RENTS & LEASES - OPERATING				
				234332	CON#52291	08/01/2019		09/22/19	57.23	
Invoice: CON#52291						PW/POLYCUT BLADES				
				57.23	73431835 531100	OFFICE SUPPLIES				
								CHECK	351567 TOTAL:	245.97
351568	09/25/2019	PRTD	55 BI REVIEW SUBSCRIPTI	234333	BI-0000210423 2019	08/23/2019		09/22/19	32.00	
Invoice: BI-0000210423 2019						EX/26 ISSUE SUBX				
				32.00	31011131 549100	EX-GF-DUES/SUBCR/MEMBERSH				
								CHECK	351568 TOTAL:	32.00
351569	09/25/2019	PRTD	55 SOUND PUBLISHING, IN	234334	80604950-2404022	08/31/2019		09/22/19	140.00	
Invoice: 80604950-2404022						PCD/PPM: RUSSELL SUBDIV				
				140.00	63470586 544000	CUR-DEV-ZONING-ADV				
				234336	7940792-2404024	08/31/2019		09/22/19	140.00	
Invoice: 7940792-2404024						PCD/PHN: ORD 2019-24				
				140.00	61011581 544000	PCD - C/E ADMIN ADVERTISING				
				234337	7940792-2404026	08/31/2019		09/22/19	140.00	
Invoice: 7940792-2404026						PCD/PPM: SZELENYI SHORT SUBDIV				
				140.00	63470586 544000	CUR-DEV-ZONING-ADV				
				234338	7940792-2405512	08/31/2019		09/22/19	140.00	
Invoice: 7940792-2405512						PCD/PPM: HARRISON BLDG				
				140.00	63470586 544000	CUR-DEV-ZONING-ADV				
				234339	7940792-2408603	08/31/2019		09/22/19	140.00	
Invoice: 7940792-2408603						PCD/PPM: THOMPSON SHORT PLATT				
				140.00	63470586 544000	CUR-DEV-ZONING-ADV				
								CHECK	351569 TOTAL:	700.00
351570	09/25/2019	PRTD	55 SOUND PUBLISHING, IN	234340	BIR872427	08/31/2019		09/22/19	77.92	
Invoice: BIR872427						PCD/PLN51535 SSDE W/ SEPA				
				77.92	63470586 544000	CUR-DEV-ZONING-ADV				
				234341	BIR872429	09/06/2019		09/22/19	75.56	
Invoice: BIR872429						PCD/PLN51474 SSDP				
				75.56	63470586 544000	CUR-DEV-ZONING-ADV				
				234342	BIR71258	08/30/2019		09/22/19	50.76	

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CASH ACCOUNT: 635			111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN		NET	
INVOICE DTL DESC											
Invoice: BIR71258				50.76	11011113 544000	CC/ORD 2019-20					
						COUNCIL - LEGAL NOTICES					
Invoice: BIR871654				234343	BIR871654	08/30/2019		09/22/19		128.68	
				128.68	63470586 544000	PCD/ORD 2019-25					
						CUR-DEV-ZONING-ADV					
Invoice: BIR870189				234344	BIR870189	08/23/2019		09/22/19		48.40	
				48.40	72423434 644000	ENG/VILLAGE PUMP NOTICE					
						ENG - SEWER CONSTR CAPITAL ADS					
Invoice: BIR850907				234345	BIR850907	04/05/2019		09/22/19		47.22	
				47.22	72431835 54400000932	ENG/NOT OF CC: 2018 CULVERT					
						2018 CULVERT REPLACEMENT-ADV					
Invoice: 7940792-2408616				234422	7940792-2408616	08/31/2019		09/22/19		140.00	
				140.00	11011113 544000	CC/RFP: CULTURAL FUNDING					
						COUNCIL - LEGAL NOTICES					
Invoice: 7940792-2398480 8/2				234423	7940792-2398480 8/2	08/31/2019		09/22/19		140.00	
				140.00	11011113 544000	CC/RFP: TOURISM PROJECTS					
						COUNCIL - LEGAL NOTICES					
Invoice: 7940792-2398480 8/16				234424	7940792-2398480 8/16	08/31/2019		09/22/19		140.00	
				140.00	11011113 544000	CC/RFP: TOURISM PROJECTS					
						COUNCIL - LEGAL NOTICES					
								CHECK	351570 TOTAL:	848.54	
351571	09/25/2019	PRTD	55 SOUND PUBLISHING, IN	234425	7941067	08/31/2019		09/22/19		45.06	
Invoice: 7941067				45.06	33011161 544000	HR/AD: IT MANAGER					
						HR-C/E-ADVERTISING					
								CHECK	351571 TOTAL:	45.06	
351572	09/25/2019	PRTD	9279 BARTS, DAVID	234100	80367	09/09/2019		09/22/19		144.90	
Invoice: 80367				144.90	411 122100	UB 10352 226 GROW AVENUE NW					
						WATER ACCOUNTS RECEIVABLE					
								CHECK	351572 TOTAL:	144.90	
351573	09/25/2019	PRTD	9243 BECK, ROBERT	234096	80363	09/09/2019		09/22/19		10.45	
Invoice: 80363				10.45	411 122100	UB 11380 8480 HANSEN ROAD NE					
						WATER ACCOUNTS RECEIVABLE					
								CHECK	351573 TOTAL:	10.45	

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CASH ACCOUNT: 635 111100 CASH
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INVOICE DTL DESC

351574	09/25/2019	PRTD	8595 BRUCE TITUS FORD, IN	234346	67088702	08/12/2019	09/22/19	191.61
Invoice: 67088702						POL/VEH 244 MAINT		
				191.61	53011212 548100	POLICE - C/E PATROL MAINTENANC		
				234347	67088605	08/08/2019	09/22/19	136.10
Invoice: 67088605						POL/VEH 222 MAINT		
				136.10	53011212 548100	POLICE - C/E PATROL MAINTENANC		
				234348	67089174	08/26/2019	09/22/19	186.20
Invoice: 67089174						POL/VEH 237 MAINT		
				186.20	53011212 548100	POLICE - C/E PATROL MAINTENANC		
				234349	67088978	08/20/2019	09/22/19	158.94
Invoice: 67088978						POL/VEH 238 MAINT		
				158.94	53011212 548100	POLICE - C/E PATROL MAINTENANC		
				234426	67089309	08/30/2019	09/22/19	186.20
Invoice: 67089309						POL/VEH 202 MP INSPECTION		
				186.20	53011212 548100	POLICE - C/E PATROL MAINTENANC		
						CHECK	351574 TOTAL:	859.05
351575	09/25/2019	PRTD	551 CENTURLINK	234427	5596SEP19	09/07/2019	09/22/19	86.90
Invoice: 5596SEP19						E-PHONE @ WFP DOCK		
				86.90	91011757 542100	GG-GF-WFP DOCK-PHONE		
						CHECK	351575 TOTAL:	86.90
351576	09/25/2019	PRTD	8253 CHS NORTHWEST	234428	35811/H	09/10/2019	09/22/19	912.24
Invoice: 35811/H						PW/COURSE SALT(98)		
				912.24	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES		
						CHECK	351576 TOTAL:	912.24
351577	09/25/2019	PRTD	8491 CHUCKALS, INC.	234350	997366-0	09/09/2019	09/22/19	157.07
Invoice: 997366-0						CRT/OFFICE SUPPLIES		
				157.07	21011125 531100	COURT - SUPPLIES		
						CHECK	351577 TOTAL:	157.07
351578	09/25/2019	PRTD	460 CITY OF BAINBRIDGE I	234351	POL-2019-08	08/31/2019	09/22/19	10.85
Invoice: POL-2019-08						POL/PETTY CASH REIMB AUG 19		
				10.85	91011215 542500	GG-C/E-PD-POSTAGE		
						CHECK	351578 TOTAL:	10.85

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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											

351579	09/25/2019	PRTD	102 CITY OF BAINBRIDGE I	234390	RETREQ3-921	08/30/2019	21900008	09/22/19	1,854.07		
Invoice: RETREQ3-921			RET - OLD TMT PLANT PUMP STAT.								
			1,854.07 72423434 66300000921 OLD WWTP LIFT STA IMPR-CONSTR								
								CHECK	351579 TOTAL:	1,854.07	
351580	09/25/2019	PRTD	102 CITY OF BAINBRIDGE I	234446	RETREQ1-1035	09/12/2019	21900041	09/22/19	3,777.90		
Invoice: RETREQ1-1035			O&M ADMN TRLR SIDING-RET								
			3,777.90 73011897 54810001035 PWY-O&M TRAILER SIDING-REPLACE								
								CHECK	351580 TOTAL:	3,777.90	
351581	09/25/2019	PRTD	103 CITY OF BAINBRIDGE I	234560	21900190	09/10/2019		09/22/19	74.05		
Invoice: 21900190			UB/AUG 2019 WELL WATER								
			40.67	73111290	547500	O&M-STREET-ADM OH-CITY WTR/SWR					
			33.38	73421355	547500	O&M-SWR-CITY WATER/SEWER BILL					
								CHECK	351581 TOTAL:	74.05	
351582	09/25/2019	PRTD	112 CODE PUBLISHING COMP	234352	64611	08/31/2019		09/22/19	1,955.25		
Invoice: 64611			EXCC/WEB UPDATE ORDS 2019-11 & 18								
			1,955.25 36011143 541100 CLERK-C/E-PROF SVCS								
								CHECK	351582 TOTAL:	1,955.25	
351583	09/25/2019	PRTD	8111 COMMUNITY SOLAR SOLU	234353	JUL-19	08/01/2019		09/22/19	241.28		
Invoice: JUL-19			JUL 2019 SOLAR NET METERING								
			241.28 91011189 54500000627 CH SOLAR-NET METERING PYMTS								
			234354 AUG-19								
Invoice: AUG-19			AUG 2019 SOLAR NET METERING								
			416.92 91011189 54500000627 CH SOLAR-NET METERING PYMTS								
								CHECK	351583 TOTAL:	658.20	
351584	09/25/2019	PRTD	6363 LN CURTIS & SONS	234355	INV314944	09/04/2019		09/22/19	51.61		
Invoice: INV314944			POL/NAME PATCHES: NOEL								
			51.61 53011212 520000 POLICE - C/E PATROL BENEFITS								
			234356 INV314099								
Invoice: INV314099			08/30/2019 09/22/19								
			POL/TOUNIQUET POUCH: NOEL								
			40.22 53011212 520000 POLICE - C/E PATROL BENEFITS								
			234357 INV313536								
Invoice: INV313536			08/29/2019 09/22/19								
			POL/UNIFORMS: HUSKA								
			172.79 53011212 520000 POLICE - C/E PATROL BENEFITS								

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: INV313059

234358 INV313059 08/28/2019 09/22/19 82.33
POL/UNIFORMS: NOEL
82.33 53011212 520000 POLICE - C/E PATROL BENEFITS

Invoice: INV312524

234359 INV312524 08/27/2019 09/22/19 435.10
POL/UNIFORMS: PEPPER
435.10 53011212 520000 POLICE - C/E PATROL BENEFITS

Invoice: INV311837

234360 INV311837 08/26/2019 09/22/19 502.44
POL/UNIFORMS: ENGET, FASTAIA
502.44 53011212 520000 POLICE - C/E PATROL BENEFITS

Invoice: INV311978

234361 INV311978 08/26/2019 09/22/19 178.35
POL/UNIFORMS: HUSKA
178.35 53011212 520000 POLICE - C/E PATROL BENEFITS

Invoice: INV312033

234362 INV312033 08/26/2019 09/22/19 119.85
POL/UNIFORMS: NOEL
119.85 53011212 520000 POLICE - C/E PATROL BENEFITS

Invoice: INV311295

234363 INV311295 08/23/2019 09/22/19 73.47
POL/HAND CUFFS: NOEL
73.47 53011212 531100 PD-C/E-PATROL SUPPLIES

Invoice: INV311406

234364 INV311406 08/23/2019 09/22/19 6.21
POL/TIE: HUSKA
6.21 53011212 520000 POLICE - C/E PATROL BENEFITS

Invoice: INV311018

234365 INV311018 08/22/2019 09/22/19 76.19
POL/RADIO HOLDERS: SHIELDS
76.19 53011212 531100 PD-C/E-PATROL SUPPLIES

Invoice: CM17661

234366 CM17661 08/22/2019 09/22/19 -37.55
POL/CREDIT ON RETURN
-37.55 53011212 520000 POLICE - C/E PATROL BENEFITS

Invoice: INV310714

234367 INV310714 08/21/2019 09/22/19 59.10
POL/POUCH: HUSKA
59.10 53011212 520000 POLICE - C/E PATROL BENEFITS

Invoice: INV309999

234368 INV309999 08/20/2019 09/22/19 1,080.19
POL/BODY ARMOR: BINGHAM
1,080.19 53011212 53110000499 BVP-BULLETPROOF VESTS-PURCHASE

Invoice: INV309843

234369 INV309843 08/19/2019 09/22/19 223.52
POL/POUCHES: NOEL
223.52 53011212 531100 PD-C/E-PATROL SUPPLIES

Invoice: INV309886

234370 INV309886 08/19/2019 09/22/19 78.36
POL/UNIFORMS: NOEL
78.36 53011212 520000 POLICE - C/E PATROL BENEFITS

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

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INVOICE DTL DESC

Invoice: INV309887	234371	INV309887	08/19/2019	09/22/19	236.99
			POL/POUCHES: HUSKA		
	236.99	53011212 520000	POLICE - C/E PATROL BENEFITS		
			CHECK	351584 TOTAL:	3,379.17
351585 09/25/2019 PRTD 7016 CUSTOM PRINTING	234429	8785	09/10/2019	09/22/19	67.85
Invoice: 8785			EX/BUS CARDS: LESAGE		
	67.85	31011131 531100	EX-GF-SUPPLIES		
Invoice: 8773	234430	8773	09/06/2019	09/22/19	100.03
			FIN,PCD/BUS CARDS: CF, DG		
	54.23	41011141 531100	FIN - C/E ADMIN SUPPLIES		
	45.80	63470588 531100	CUR - DEV DEV PLAN OFC SUPPLY		
			CHECK	351585 TOTAL:	167.88
351586 09/25/2019 PRTD 5060 DARREL EMEL'S TREE S	234372	2439	08/13/2019 21900033	09/22/19	1,498.75
Invoice: 2439			REMOVE DANGER TREE ACROSS FROM		
	1,498.75	73111427 54810000354	TREE PRES & REMOVAL-ROADS		
Invoice: 2459	234373	2459	08/26/2019 21900042	09/22/19	6,703.50
			REMOVE MULTI-TOP FIR TREE AT 1		
	6,703.50	73111427 54810000354	TREE PRES & REMOVAL-ROADS		
Invoice: 2440	234374	2440	08/13/2019 21900038	09/22/19	2,289.00
			15830-15850 EUCLID AVE-BEACH P		
	2,289.00	73111427 54810000354	TREE PRES & REMOVAL-ROADS		
			CHECK	351586 TOTAL:	10,491.25
351587 09/25/2019 PRTD 8702 KODY SNODGRASS MEMOR	234375	20190904	09/11/2019	09/22/19	500.00
Invoice: 20190904			POL/K9 CERTIFICATION		
	500.00	53011212 44341000962	TRACKING CANINE-TRAINING		
			CHECK	351587 TOTAL:	500.00
351588 09/25/2019 PRTD 4192 DMCMA	234376	09/06/19	09/06/2019	09/22/19	100.00
Invoice: 09/06/19			CRT/DMCMA TRAINING: JS, DR		
	100.00	21011125 443410	COURT - TRAINING		
			CHECK	351588 TOTAL:	100.00
351589 09/25/2019 PRTD 672 DSC INC	234377	99394	08/08/2019	09/22/19	13.82
Invoice: 99394			PW/PIPE TAP		
	13.82	73011183 531100	O&M-C/E-CH FAC-SUPPLIES		

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CASH ACCOUNT: 635			111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET			
INVOICE DTL DESC												
Invoice: 99430				234378	99430	08/27/2019		09/22/19	134.51			
				134.51	73411345 531100	PW/METER READ SUPPLIES						
						OFFICE SUPPLIES						
Invoice: 99437				234379	99437	08/27/2019		09/22/19	26.16			
				26.16	73431835 531100	PW/SHORT ARM HEX						
						OFFICE SUPPLIES						
Invoice: 99487				234431	99487	08/30/2019		09/22/19	34.88			
				34.88	73111427 531100	PW/ROLL PIN PUNCHES						
						OFFICE SUPPLIES						
								CHECK	351589 TOTAL:	209.37		
351590	09/25/2019	PRTD	8238 EXELTECH CONSULTING,	234380	1907-05	09/09/2019		09/22/19	11,470.35			
Invoice: 1907-05						OLYMPIC DRIVE NM IMPROVEMENTS						
				11,470.35	72334951 66300200596	SR305-OLYMPIC NM-CONSTR ADMIN						
								CHECK	351590 TOTAL:	11,470.35		
351591	09/25/2019	PRTD	7510 EXPERIAN	234381	CD2005001900	08/30/2019		09/22/19	93.10			
Invoice: CD2005001900						POL/INFO SVCS						
				93.10	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH						
								CHECK	351591 TOTAL:	93.10		
351592	09/25/2019	PRTD	9275 FAILLA, KIM	234095	80362	09/09/2019		09/22/19	481.10			
Invoice: 80362						UB 12202 8123 ELEANOR PLACE NE						
				481.10	411 122100	WATER ACCOUNTS RECEIVABLE						
								CHECK	351592 TOTAL:	481.10		
351593	09/25/2019	PRTD	1953 FERGUSON ENTERPRISES	234383	0800894	08/21/2019		09/22/19	357.72			
Invoice: 0800894						PW/DI BEEHIVE FRM & GRATE						
				357.72	73431835 531100	OFFICE SUPPLIES						
Invoice: SC42813				234432	SC42813	08/31/2019		09/22/19	105.43			
				105.43	73411345 531100	PW/SERVICE CHARGE						
						OFFICE SUPPLIES						
Invoice: 0802242				234433	0802242	08/30/2019		09/22/19	393.22			
						PW/INV & MAINT SUPPLIES						
				340.12	411 141100	WATER - INVENTORY						
				53.10	73423943 63110000721	LOVELL SLS BEACH MAINS-SUPPLY						

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CASH ACCOUNT: 635 111100 CASH

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INVOICE DTL DESC

								CHECK	351593 TOTAL: 856.37
351594	09/25/2019	PRTD	231 GALLS, LLC	234384	013547958	08/26/2019	09/22/19		32.92
Invoice: 013547958				32.92	53011212 531100	POL/NAME PINS: HUSKA			
						PD-C/E-PATROL SUPPLIES			
				234385	012793727	05/22/2019	09/22/19		-29.65
Invoice: 012793727				-29.65	53011212 531100	POL/RETURN KEY HOLDER			
						PD-C/E-PATROL SUPPLIES			
				234386	012726416	05/15/2019	09/22/19		29.65
Invoice: 012726416				29.65	53011212 531100	POL/KEY HOLDER			
						PD-C/E-PATROL SUPPLIES			
								CHECK	351594 TOTAL: 32.92
351595	09/25/2019	PRTD	9285 CAITLIN GERDTS & JOS	234480	PLN51522 PRE	09/04/2019	09/22/19		250.00
Invoice: PLN51522 PRE				250.00	47148 345890	PCD/PARTIAL REFUND PLN51522			
						OTHER PLANNING/DEVELOPM			
								CHECK	351595 TOTAL: 250.00
351596	09/25/2019	PRTD	9252 GOPHER SIGN COMPANY	234391	105976	06/25/2019	09/22/19		817.13
Invoice: 105976				817.13	72431832 53110000664	ENG/CUSTOM SIGNS			
						ST DOE SSWM-SUPPLIES			
								CHECK	351596 TOTAL: 817.13
351597	09/25/2019	PRTD	1517 GUARDIAN SECURITY SY	234393	944303	09/01/2019	09/22/19		260.52
Invoice: 944303				260.52	51011215 541100	POL/ALARM MONIT			
						POLICE - C/E FACIL PROF SVCS			
								CHECK	351597 TOTAL: 260.52
351598	09/25/2019	PRTD	6190 GARY HARPER CONSTRUC	234387	PAYREQ3-921	08/30/2019	21900007 09/22/19		38,564.58
Invoice: PAYREQ3-921				38,564.58	72423434 66300000921	OLD TMT PLANT-PUMP STATION RE			
						OLD WWTP LIFT STA IMPR-CONSTR			
								CHECK	351598 TOTAL: 38,564.58
351599	09/25/2019	PRTD	9038 HEDEEN & CADITZ, PLL	234394	8936	09/05/2019	09/22/19		90.00
Invoice: 8936				90.00	32011262 54111000668	LEGAL/PROF SVCS: NORDLAND			
						LGL-STO PRE-DEFENSE NORDLAND			

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

CHECK 351599 TOTAL: 90.00

351600 09/25/2019 PRD 4850 HOME DEPOT CREDIT SE 234395 9973661 08/12/2019 09/22/19 511.30
Invoice: 9973661 PW/DISHWASHER & INSTALL KIT
511.30 73425358 531100 O&M-WWTP-SUPPLIES

CHECK 351600 TOTAL: 511.30

351601 09/25/2019 PRD 9276 IHLLAND WAY ROTH IRA 234097 80364 09/09/2019 09/22/19 115.29
Invoice: 80364 UB 10647 1090 IHLLAND WAY PLACE NE
115.29 411 122100 WATER ACCOUNTS RECEIVABLE

CHECK 351601 TOTAL: 115.29

351602 09/25/2019 PRD 3114 JOHNSON CONTROLS FIR 234397 21142322 08/21/2019 09/22/19 139.57
Invoice: 21142322 PW/O&M ALARM MONIT
139.57 73011897 54110000390 PWY-ALARM SVCS

234398 21142321 08/21/2019 09/22/19 139.57
Invoice: 21142321 PW/COMMONS ALARM MONIT
139.57 73011755 54110000390 FAC BLDG/FIRE ALARM-COMMONS

234399 21142306 08/21/2019 09/22/19 278.47
Invoice: 21142306 PW/CH ALARM MONIT
278.47 73011183 54110000390 FAC BLDG/FIRE ALARM-CITY HALL

CHECK 351602 TOTAL: 557.61

351603 09/25/2019 PRD 333 KITSAP COUNTY AUDITO 234400 454387 08/06/2019 09/22/19 114.50
Invoice: 454387 ENG/ESMNT AGRMNT: TOPHAM
114.50 72431831 541100 ENG - SSWM ADM PROF SVCS

CHECK 351603 TOTAL: 114.50

351604 09/25/2019 PRD 1496 KITSAP COUNTY SEWER 234401 KCSD7-COBI-2019-SEP 09/06/2019 09/22/19 23,756.02
Invoice: KCSD7-COBI-2019-SEP UB/338.4 ERU & ROOST: D,A,B,C
23,756.02 73426356 551000 SIS-SD#7 PROCESSING CHGS

CHECK 351604 TOTAL: 23,756.02

351605 09/25/2019 PRD 1505 KITSAP COUNTY TREASU 234402 AUG19 08/31/2019 09/22/19 45.10
Invoice: AUG19 COURT OUT REMIT: AUG 2019
45.10 41612860 586000 CRIME VICTIMS-OUT

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CASH ACCOUNT: 635 111100 CASH

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

						CHECK	351605 TOTAL:	45.10
351606	09/25/2019	PRTD	1971 KELLEY IMAGING SYSTE	234403	IN572748	09/09/2019	09/22/19	1,364.70
Invoice: IN572748						ENG/TOS4505AC OVERAGES		
1,364.70 72011321 545000						ENG - C/E ADMIN RENTS & LEASES		
234404 IN571836						09/05/2019	09/22/19	106.14
Invoice: IN571836						CRT/TOS3005AC OVERAGES		
106.14 21011125 545000						COURT - RENTS & LEASES - OPER		
						CHECK	351606 TOTAL:	1,470.84
351607	09/25/2019	PRTD	1971 KELLEY IMAGING SYSTE	234405	25527875	09/11/2019	09/22/19	239.26
Invoice: 25527875						PCD/E-STUDIO4555C LEASE		
239.26 61470581 545000						PCD - DEV ADMIN RENTS & LEASES		
234447 25461683						09/02/2019	09/22/19	279.04
Invoice: 25461683						POL/E-STUDIO4555C LEASE		
279.04 51011211 545000						PD-C/E-ADMIN RENTS/LEASE		
						CHECK	351607 TOTAL:	518.30
351608	09/25/2019	PRTD	8076 KIRBY, TERENCE & SUS	234106	80373	09/09/2019	09/22/19	117.33
Invoice: 80373						UB 12348 743 DAYLILY LANE NE		
117.33 411 122100						WATER ACCOUNTS RECEIVABLE		
						CHECK	351608 TOTAL:	117.33
351609	09/25/2019	PRTD	1884 KITSAP SUN	234451	KS2181883-2019	09/10/2019	09/22/19	599.57
Invoice: KS2181883-2019						POL/ANNUAL SUBX & TIP		
599.57 51011211 549100						PD-C/E-ADM-DUES/SUBCR/MEMBERSHP		
						CHECK	351609 TOTAL:	599.57
351610	09/25/2019	PRTD	309 KITSAP TIRE CENTER I	234434	223393	09/03/2019	09/22/19	8.72
Invoice: 223393						PW/SCRAP TIRE DISPOSAL		
8.72 91011897 547900						GG-C/E-O&M YARD FAC-GARBAGE		
234435 223372						08/30/2019	09/22/19	640.56
Invoice: 223372						POL/TIRES VEH 202		
640.56 53011212 531100						PD-C/E-PATROL SUPPLIES		
						CHECK	351610 TOTAL:	649.28

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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									
351611	09/25/2019	PRTD	1652 KITSAP TOWING & ROAD	234436	19-1382712	09/03/2019		09/22/19	343.35
	Invoice: 19-1382712					PW/TOW 03 CHEV FLATBED			
				343.35	73011189 548100	O&M - C/E FACIL REPAIRS			
						CHECK	351611	TOTAL:	343.35
351612	09/25/2019	PRTD	6577 LAKESIDE INDUSTRIES	234452	99593	08/31/2019		09/22/19	2,174.22
	Invoice: 99593					PW/16.35 TON ASPHALT			
				2,174.22	990 141100	MERCHANDISE			
						CHECK	351612	TOTAL:	2,174.22
351613	09/25/2019	PRTD	5011 LEXISNEXIS RISK SOLU	234453	1272084-2190831	08/31/2019		09/22/19	163.50
	Invoice: 1272084-2190831					POL/INFO SERVICES			
				163.50	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
						CHECK	351613	TOTAL:	163.50
351614	09/25/2019	PRTD	9283 MC ALLISTER, ANNE	234105	80372	09/09/2019		09/22/19	117.80
	Invoice: 80372					UB 12195 9566 NORTH TOWN LOOP NE			
				117.80	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK	351614	TOTAL:	117.80
351615	09/25/2019	PRTD	8375 MOORE IACOFANO GOLTS	234454	0060064	08/14/2019		09/22/19	7,333.95
	Invoice: 0060064					CONSTRUCTION ADMINISTRATION SU			
				7,333.95	72334951 66300300596	SR305-OLYMPIC NM-CONSTR PH ENG			
						CHECK	351615	TOTAL:	7,333.95
351616	09/25/2019	PRTD	9282 THOMAS STANSELL JR	234109	80376	09/09/2019		09/22/19	42.26
	Invoice: 80376					UB REFUND- 9656 NORTH TOWN LOOP NE			
				42.26	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK	351616	TOTAL:	42.26
351617	09/25/2019	PRTD	9278 MORSS, JAMES C	234099	80366	09/09/2019		09/22/19	44.15
	Invoice: 80366					UB 12878 175 WOOD AVENUE SW			
				44.15	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK	351617	TOTAL:	44.15

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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

351618 09/25/2019 PRD 8642 MULTICARE HEALTH SYS 234455 08/14/19 08/14/2019 09/22/19 100.00
Invoice: 08/14/19 PW/OCC HEALTH SVCS: PATTON
100.00 73411345 541100 PROFESSIONAL SERVICES
CHECK 351618 TOTAL: 100.00

351619 09/25/2019 PRD 8545 MUTT MITT 234456 296530 08/29/2019 09/22/19 1,562.50
Invoice: 296530 PW/DOG WASTE BAGS
1,250.00 73011768 531100 O&M-C/E-PARKS-SUPPLIES
312.50 73011189 531100 O&M - C/E FACIL OFC SUPPLIES
CHECK 351619 TOTAL: 1,562.50

351620 09/25/2019 PRD 2574 NATIONAL BARRICADE C 234457 283463 08/31/2019 09/22/19 391.26
Invoice: 283463 PW/MOUNTING HARDWARE
391.26 990 141100 MERCHANDISE
234458 282997 07/31/2019 09/22/19 2,049.42
Invoice: 282997 PW/SIGNS, MOUNTING HARDWARE
1,727.87 990 141100 MERCHANDISE
321.55 73111264 531100 O&M-STREET-TRAF CONTROL-SUPPLY
CHECK 351620 TOTAL: 2,440.68

351621 09/25/2019 PRD 8887 NCSI 234459 145759 09/01/2019 09/22/19 55.50
Invoice: 145759 EX/VOLUNTEER BACHGROUND CHECKS
55.50 31011256 541100 EX-GF-EMERG PREP-PROF SVCS
CHECK 351621 TOTAL: 55.50

351622 09/25/2019 PRD 677 NORTH COAST ELECTRIC 234460 S009558895.001 09/05/2019 09/22/19 739.91
Invoice: S009558895.001 PW/POWERFLEX
739.91 73411345 531100 OFFICE SUPPLIES
CHECK 351622 TOTAL: 739.91

351623 09/25/2019 PRD 4111 OLYMPIC SPRINGS INC 234461 321828 08/31/2019 09/22/19 149.49
Invoice: 321828 POL/PURIFIED WATER
149.49 51011215 531100 POLICE - C/E FACIL SUPPLIES
CHECK 351623 TOTAL: 149.49

351624 09/25/2019 PRD 7925 OMNIPARK, INC 234462 120520 09/01/2019 09/22/19 379.32
Invoice: 120520 POL/PARKING SYSTEM SUPPORT
379.32 51011217 548500 PD-C/E-PARKING ENF-COMP SUPPOR

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

										CHECK	351624	TOTAL:							379.32
351625	09/25/2019	PRTD	8954 ONE WAY BACKFLOW TES	234463	PAYREQ9-510-2019	08/29/2019		09/22/19	1,656.00										
Invoice: PAYREQ9-510-2019										2019 ANNUAL BACKFLOW TESTING									
										1,656.00	73411349	54110000510	BACKFLOW TEST-PRO SVCS						
Invoice: PAYREQ10-510-2019																			
										234465	PAYREQ10-510-2019	09/06/2019	09/22/19	984.00					
										2019 ANNUAL BACKFLOW TESTING									
										984.00	73411349	54110000510	BACKFLOW TEST-PRO SVCS						
										CHECK	351625	TOTAL:							2,640.00
351626	09/25/2019	PRTD	8954 ONE WAY BACKFLOW TES	234466	1056	09/03/2019		09/22/19	50.00										
Invoice: 1056										PW/LOVELL HYDRANT BACKFLOW TEST									
										50.00	73421355	54810000721	LOVELL BEACH MAINS-REPAIRS						
										CHECK	351626	TOTAL:							50.00
351627	09/25/2019	PRTD	9021 OLYMPIC PROPERTY GRO	234467	129549	08/29/2019		09/22/19	1,834.00										
Invoice: 129549										SUZUKI PROPERTY									
										1,834.00	31011593	54110000961	SUZUKI PROP DEV-PROF SVCS						
										CHECK	351627	TOTAL:							1,834.00
351628	09/25/2019	PRTD	8286 SUPERINTENDENT OF P	234468	15427	09/06/2019		09/22/19	90.50										
Invoice: 15427										POL/FINGERPRINTING									
										90.50	65438	386110	AGENCY-FINGERPRINT REV TO SPI						
Invoice: 15432																			
										234469	15432	09/06/2019	09/22/19	45.25					
										POL/FINGERPRINTING									
										45.25	65438	386110	AGENCY-FINGERPRINT REV TO SPI						
Invoice: 15438																			
										234470	15438	09/06/2019	09/22/19	45.25					
										POL/FINGERPRINTING									
										45.25	65438	386110	AGENCY-FINGERPRINT REV TO SPI						
Invoice: 15456																			
										234471	15456	09/06/2019	09/22/19	45.25					
										POL/FINGERPRINTING									
										45.25	65438	386110	AGENCY-FINGERPRINT REV TO SPI						
Invoice: 15465																			
										234472	15465	09/06/2019	09/22/19	45.25					
										POL/FINGERPRINTING									
										45.25	65438	386110	AGENCY-FINGERPRINT REV TO SPI						
										CHECK	351628	TOTAL:							271.50

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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									

351629	09/25/2019	PRTD	2106 PARTNER CONSTRUCTION	234473	9953	08/21/2019		09/22/19	313.42
Invoice: 9953				313.42	73111423 531100	PW/PAVEMENT MAINT SUPPLIES			
				234474	9936	08/16/2019		09/22/19	2,322.07
Invoice: 9936				1,839.38	990 141100	PW/PAVEMENT MAINT SUPPLIES			
				482.69	73111423 531100	MERCHANDISE			
						OFFICE SUPPLIES			
						CHECK	351629 TOTAL:		2,635.49
351630	09/25/2019	PRTD	8655 PENINSULA TREE SERVI	234475	1944	08/12/2019	21900039	09/22/19	3,488.00
Invoice: 1944				3,488.00	73111427 54810000354	REMOVE LOCUST TREE THAT IS LEA			
						TREE PRES & REMOVAL-ROADS			
				234476	1943	08/12/2019	21900032	09/22/19	3,052.00
Invoice: 1943				3,052.00	73111427 54810000354	REMOVE DANGER MADRONE TREE AT			
						TREE PRES & REMOVAL-ROADS			
						CHECK	351630 TOTAL:		6,540.00
351631	09/25/2019	PRTD	6927 PETREK, CATHERINE	234103	80370	09/09/2019		09/22/19	219.40
Invoice: 80370				219.40	411 122100	UB 11171 1076 ALEXANDER PLACE NE			
						WATER ACCOUNTS RECEIVABLE			
						CHECK	351631 TOTAL:		219.40
351632	09/25/2019	PRTD	420 PITNEY BOWES INC	234477	3309552172	08/30/2019		09/22/19	1,036.08
Invoice: 3309552172				1,036.08	44011141 545000	FIN/POSTAGE MACHINE LEASE			
						RENTS & LEASES - OPERATING			
						CHECK	351632 TOTAL:		1,036.08
351633	09/25/2019	PRTD	7153 PORT MADISON ENTERPR	234479	72656	09/04/2019		09/22/19	300.74
Invoice: 72656				300.74	73431835 531100	PW/GRAVEL FOR CULVERT			
						OFFICE SUPPLIES			
						CHECK	351633 TOTAL:		300.74
351634	09/25/2019	PRTD	360 BUILDERS FIRSTSOURCE	234481	5288505	09/11/2019		09/22/19	7.62
Invoice: 5288505				7.62	73431835 531100	PW/CONCRETE MIX			
						OFFICE SUPPLIES			
						CHECK	351634 TOTAL:		7.62

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CASH ACCOUNT: 635 111100 CASH

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

351635	09/25/2019	PRTD	1205 PUGET SOUND ENERGY	234305	3319AUG19	09/09/2019		09/22/19	23.25
Invoice: 3319AUG19						PW/CASEY ST WATER METER			

23.25	73416345	547100	CASEY STREET WTR-ELECTRICITY
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234306	09/25/2019	PRTD	9173 PURPLE COMMUNICATION	234483	9932AUG19	09/09/2019		09/22/19	10.43
Invoice: 9932AUG19						184 WINSLOW WAY E			

10.43	91011739	547100	COMM EVENTS-ELECTRICITY
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CHECK	351635	TOTAL:	33.68
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351636	09/25/2019	PRTD	9173 PURPLE COMMUNICATION	234483	77191-80164	09/05/2019		09/22/19	619.76
Invoice: 77191-80164						CC/RETF MEETING 8-15			

619.76	11011116	541100	COUNCIL - PROF SERVICES
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CHECK	351636	TOTAL:	619.76
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351637	09/25/2019	PRTD	8790 PYRAMID MATERIALS, I	234484	1015823	08/19/2019		09/22/19	320.00
Invoice: 1015823						PW/5.12 TN COMMERCIAL HMA			

320.00	73111423	531100	OFFICE SUPPLIES
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234485	09/25/2019	PRTD	1015807	08/16/2019		09/22/19	632.50
Invoice: 1015807						PW/10.12 TN COMMERCIAL HMA	

632.50	73311448	63110000811	O&M FUEL SYS CAP IMPR-SUPPLIES
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CHECK	351637	TOTAL:	952.50
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351638	09/25/2019	PRTD	7602 REBECCA DEAN PLLC	234486	1063	09/01/2019		09/22/19	2,500.25
Invoice: 1063						HR/INVESTIGATIVE SVCS			

2,500.25	33011161	541100	HR-C/E-PROF SVCS
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CHECK	351638	TOTAL:	2,500.25
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351639	09/25/2019	PRTD	8745 RELIABLE STORAGE BAI	234487	33447	09/03/2019		09/22/19	320.00
Invoice: 33447						POL/STORAGE UNIT J28			

320.00	53011212	545000	POLICE - C/E PATROL RENTS
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CHECK	351639	TOTAL:	320.00
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351640	09/25/2019	PRTD	9280 ROBINSON, PAM	234101	80368	09/09/2019		09/22/19	27.64
Invoice: 80368						UB 10854 724 AZALEA AVENUE NE			

27.64	411	122100	WATER ACCOUNTS RECEIVABLE
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CHECK	351640	TOTAL:	27.64
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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									
351641	09/25/2019	PRTD	9281 ROGERS, GAIL	234102	80369	09/09/2019		09/22/19	180.92
	Invoice: 80369			180.92	411	122100	UB 10927 2077 YEOMALT POINT DRIVE NE		
							WATER ACCOUNTS RECEIVABLE		
							CHECK	351641 TOTAL:	180.92
351642	09/25/2019	PRTD	9284 ROWE, STEVEN & LYNN	234107	80374	09/09/2019		09/22/19	528.15
	Invoice: 80374			528.15	421	122100	UB 12613 7300 MADRONA DRIVE NE		
							SEWER ACCOUNTS RECEIVABLE		
							CHECK	351642 TOTAL:	528.15
351643	09/25/2019	PRTD	617 S & B INC	234488	25296A	08/30/2019		09/22/19	2,549.04
	Invoice: 25296A			2,549.04	73411345	548100	PW/HEAD OF BAY RTU REPAIR		
							REPAIRS & MAINTENANCE		
							CHECK	351643 TOTAL:	2,549.04
351644	09/25/2019	PRTD	1670 SEATTLE PUMP & EQUIP	234489	207175-1	09/11/2019		09/22/19	661.52
	Invoice: 207175-1			661.52	73011897	531100	PW/55 GAL DRUM ENVIRO-GREEN		
							O&M-C/E-PWY FAC-SUPPLIES		
							CHECK	351644 TOTAL:	661.52
351645	09/25/2019	PRTD	9277 SHAW, JOHN & CHARLOT	234098	80365	09/09/2019		09/22/19	63.94
	Invoice: 80365			63.94	411	122100	UB 10114 1411 ELIZABETH PLACE NW		
							WATER ACCOUNTS RECEIVABLE		
							CHECK	351645 TOTAL:	63.94
351646	09/25/2019	PRTD	2035 SIX ROBBLEES INC	234490	2-716437	08/21/2019		09/22/19	201.96
	Invoice: 2-716437			201.96	73411345	531100	PW/VEH 32 PARTS		
							OFFICE SUPPLIES		
							CHECK	351646 TOTAL:	201.96
351647	09/25/2019	PRTD	7173 SKILLINGS CONNOLLY I	234492	11993	09/04/2019		09/22/19	5,096.43
	Invoice: 11993			5,096.43	72321953	64110000715	SPORTSMAN CLUB & NEW BROOKLYN		
							SP CLUB/NB INTERSECTN-DESIGN		
							CHECK	351647 TOTAL:	5,096.43

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CASH ACCOUNT: 635 111100 CASH

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INVOICE DTL DESC

351648	09/25/2019	PRTD	601 SOUND REPROGRAPHICS	234493	73013	09/11/2019		09/22/19	373.70
Invoice: 73013									
ENG/OLY DR BROCHURE									

373.70 72334951 64950000596 SR305-OLYMPIC NM-COPIES/PRNTNG

234494	72809	08/29/2019		09/22/19	9.27
Invoice: 72809					
PW/NAME PLATE: CHRIS W					

9.27 71011321 531100 PW - C/E SUPPLIES

CHECK 351648 TOTAL: 382.97

351649	09/25/2019	PRTD	9065 SOUNDWEST ENGINEERIN	234495	05-01-09	09/04/2019		09/22/19	315.00
Invoice: 05-01-09									
COUNTRY CLUB BULKHEAD & CULVER									

315.00 72111425 54110000781 CO CLUB RD BULKHEAD R&M-PRO SV

234496	05-01-07	06/10/2019		09/22/19	182.50
Invoice: 05-01-07					
COUNTRY CLUB BULKHEAD & CULVER					

182.50 72111425 54110000781 CO CLUB RD BULKHEAD R&M-PRO SV

CHECK 351649 TOTAL: 497.50

351650	09/25/2019	PRTD	8132 SPECTRA LABORATORIES	234497	19-06847	09/10/2019		09/22/19	105.00
Invoice: 19-06847									
PW/WWTP TESTING									

105.00 73425358 54110000391 LAB & TESTING SVCS-WWTP

234498	19-06856	09/10/2019		09/22/19	293.00
Invoice: 19-06856					
PW/WWTP TESTING					

293.00 73425358 54110000391 LAB & TESTING SVCS-WWTP

234499	19-06727	09/04/2019		09/22/19	45.00
Invoice: 19-06727					
PW/WWTP TESTING					

45.00 73425358 54110000391 LAB & TESTING SVCS-WWTP

234500	19-06728	09/04/2019		09/22/19	175.00
Invoice: 19-06728					
PW/WWTP TESTING					

175.00 73425358 54110000391 LAB & TESTING SVCS-WWTP

234501	19-06712	09/03/2019		09/22/19	85.00
Invoice: 19-06712					
PW/PW FAUCET TESTING					

85.00 73011897 54110000391 LAB SVCS-PWY FAC

234502	19-06681	08/30/2019		09/22/19	41.40
Invoice: 19-06681					
PW/ROCKAWAY TESTING					

41.40 73415345 54110000391 LAB SVCS-WATER ROCKAWAY

234503	19-06679	08/30/2019		09/22/19	41.40
Invoice: 19-06679					
PW/WWTP TESTING					

41.40 73425358 54110000391 LAB & TESTING SVCS-WWTP

234504 19-06680 08/30/2019 09/22/19 124.20

517

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 19-06680

PW/FLOURIDE TESTING
124.20 73411345 54110000391 LAB SVCS-WATER

234505 19-06624 08/29/2019 09/22/19 45.00

Invoice: 19-06624

PW/WWTP TESTING
45.00 73425358 54110000391 LAB & TESTING SVCS-WWTP

CHECK 351650 TOTAL: 955.00

351651 09/25/2019 PRTD 2467 STAPLES

234506 3423864351 08/31/2019 09/22/19 164.55

Invoice: 3423864351

FIN/TONER
164.55 41011141 531100 FIN - C/E ADMIN SUPPLIES

234507 3423864350 08/31/2019 09/22/19 79.56

Invoice: 3423864350

LEGAL/WRITING PADS
79.56 32011152 531100 LGL-GF-SUPPLIES

234508 3423864352 08/31/2019 09/22/19 213.66

Invoice: 3423864352

EX,FIN/MTR STND, KEYBOARD, PAPER
75.17 31011131 531100 EX-GF-SUPPLIES
138.49 41011141 531100 FIN - C/E ADMIN SUPPLIES

234510 3423864456 08/31/2019 09/22/19 8.52

Invoice: 3423864456

PCD/SHARPIES
8.52 61011581 531100 PCD - C/E ADMIN SUPPLIES

234511 3423864454 08/31/2019 09/22/19 38.22

Invoice: 3423864454

PCD/PAPER, TABS
38.22 61011581 531100 PCD - C/E ADMIN SUPPLIES

234512 3423864457 08/31/2019 09/22/19 56.39

Invoice: 3423864457

PCD/OFFICE SUPPLIES
56.39 61011581 531100 PCD - C/E ADMIN SUPPLIES

234513 3423864458 08/31/2019 09/22/19 17.43

Invoice: 3423864458

PCD/RED CARD STOCK
17.43 65470597 531100 CODE - DEV OFFICE SUPPLIES

234514 3423864419 08/31/2019 09/22/19 20.67

Invoice: 3423864419

PW/NOTEBOOKS
20.67 73637891 531100 OFFICE SUPPLIES

234516 3423864418 08/31/2019 09/22/19 320.24

Invoice: 3423864418

PW/OFFICE SUPPLIES
248.40 73637891 531100 OFFICE SUPPLIES
71.84 73111256 53110000999 2019 STORM PREP-STRT-SUPPLIES

234517 3423864518 08/31/2019 09/22/19 229.33

Invoice: 3423864518

POL/OFFICE SUPPLIES
114.67 51011211 531100 PD-C/E-ADM-SUPPLIES
45.87 52011212 531100 POLICE - C/E INVEST SUPPLIES

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CASH ACCOUNT: 635			111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
				68.79	53011212 531100	PD-C/E-PATROL SUPPLIES				
Invoice: 3423864519				234518	3423864519	08/31/2019	09/22/19	71.68		
						POL/OFFICE SUPPLIES				
				35.84	51011211 531100	PD-C/E-ADM-SUPPLIES				
				14.34	52011212 531100	POLICE - C/E INVEST SUPPLIES				
				21.50	53011212 531100	PD-C/E-PATROL SUPPLIES				
Invoice: 3423864391				234519	3423864391	08/31/2019	09/22/19	41.02		
						ENG/KLEENEX				
				41.02	72011321 531100	ENG - C/E ADMIN SUPPLIES				
Invoice: 3423864388				234520	3423864388	08/31/2019	09/22/19	28.51		
						ENG/LEGAL WRITING PADS				
				28.51	72011321 531100	ENG - C/E ADMIN SUPPLIES				
Invoice: 3423864390				234521	3423864390	08/31/2019	09/22/19	42.98		
						PW/FOLDERS				
				42.98	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES				
Invoice: 3423864386				234522	3423864386	08/31/2019	09/22/19	30.62		
						ENG/PENS				
				30.62	72011321 531100	ENG - C/E ADMIN SUPPLIES				
Invoice: 3423864384				234523	3423864384	08/31/2019	09/22/19	9.55		
						ENG/BINDER CLIPS				
				9.55	72011321 531100	ENG - C/E ADMIN SUPPLIES				
Invoice: 3423864382				234524	3423864382	08/31/2019	09/22/19	33.15		
						ENG/CALENDAR, PENS				
				33.15	72011321 531100	ENG - C/E ADMIN SUPPLIES				
Invoice: 3423864381				234525	3423864381	08/31/2019	09/22/19	4.84		
						ENG/WHITEBOARD ERASER				
				4.84	72011321 531100	ENG - C/E ADMIN SUPPLIES				
Invoice: 3423864380				234526	3423864380	08/31/2019	09/22/19	47.49		
						ENG/OFFICE SUPPLIES				
				47.49	72011321 531100	ENG - C/E ADMIN SUPPLIES				
								CHECK	351651 TOTAL:	1,458.41
351652 09/25/2019 PRTD 2122 STERICYCLE INC				234527	3004811038	08/31/2019	09/22/19	10.36		
Invoice: 3004811038						POL/BIOHAZARD DISPOSAL				
				10.36	51011211 541100	PD-C/E-ADM-PROF SVCS				
								CHECK	351652 TOTAL:	10.36

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

351653	09/25/2019	PRTD	8244 THE HOME DEPOT PRO	234528	506803725	08/12/2019		09/22/19	52.75
Invoice: 506803725						PW/COMPOSTABLE LINERS			
				52.75	73637948 531100	O&M ALLOC-CITY WIDE SUPPLIES			
								CHECK 351653 TOTAL:	52.75
351654	09/25/2019	PRTD	9155 SURPLUS AMMO & ARMS,	234529	19-0159	05/08/2019		09/22/19	220.45
Invoice: 19-0159						POL/TRAINING AMMO			
				220.45	53011212 531100	PD-C/E-PATROL SUPPLIES			
								CHECK 351654 TOTAL:	220.45
351655	09/25/2019	PRTD	6746 SYMBOL ARTS	234530	0338289-IN	09/06/2019		09/22/19	923.52
Invoice: 0338289-IN						POL/CHALLENGE COINS (100)			
				923.52	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
								CHECK 351655 TOTAL:	923.52
351656	09/25/2019	PRTD	565 TACOMA SCREW PRODUCT	234531	14338634	08/12/2019		09/22/19	247.28
Invoice: 14338634						PW/NUTS, SCREWS, GLOVES			
				92.28	73637958 531100	ROADSIDE MOWER ALLOC-SUPPLIES			
				132.11	73311448 63110000811	O&M FUEL SYS CAP IMPR-SUPPLIES			
				22.89	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
								CHECK 351656 TOTAL:	247.28
351657	09/25/2019	PRTD	8243 TILZ	234532	31192	08/30/2019		09/22/19	285.00
Invoice: 31192						PW/YARD WASTE PICKUP			
				145.00	91111427 547900	GG-STREET-ROADSIDE-GARBAGE			
				80.00	91011768 547900	GG-C/E-PARKS-GARBAGE			
				60.00	91011189 547900	GG-C/E-CITY HALL-GARBAGE			
								CHECK 351657 TOTAL:	285.00
351658	09/25/2019	PRTD	6714 TOSHIBA FINANCIAL SE	234533	25461682	09/02/2019		09/22/19	273.60
Invoice: 25461682						PW/E-STUDIO4555C LEASE			
				273.60	73637891 545000	RENTS & LEASES - OPERATING			
				234534	25527874	09/11/2019		09/22/19	353.16
Invoice: 25527874						PCD/ESTUDIO6560C LEASE			
				353.16	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
								CHECK 351658 TOTAL:	626.76

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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									
351659	09/25/2019	PRTD	558 TOWN & COUNTRY MARKE	234535	08/14/19	08/14/2019		09/22/19	6.06
	Invoice: 08/14/19					PW/DISTILLED WATER			
				6.06	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES			
						CHECK	351659	TOTAL:	6.06
351660	09/25/2019	PRTD	8183 JOHN A. GREEN	234536	15501	08/28/2019		09/22/19	122.52
	Invoice: 15501					PW/HARD HAT LOGOS			
				122.52	73637891 531100	OFFICE SUPPLIES			
						CHECK	351660	TOTAL:	122.52
351661	09/25/2019	PRTD	6478 TUNA GRAPHICS INC	234537	28896	08/29/2019		09/22/19	378.23
	Invoice: 28896					POL/SUBDUES PATCHES (50)			
				378.23	53011212 53110000962	TRACKING CANINE-SUPPLIES			
						CHECK	351661	TOTAL:	378.23
351662	09/25/2019	PRTD	1152 USA BLUE BOOK	234538	982918	08/16/2019		09/22/19	385.75
	Invoice: 982918					PW/BACK PRESSURE VALVES			
				385.75	73411345 531100	OFFICE SUPPLIES			
						CHECK	351662	TOTAL:	385.75
351663	09/25/2019	PRTD	553 UTILITIES UNDERGROUN	234539	9080128	08/31/2019		09/22/19	234.78
	Invoice: 9080128					PW/EXCAVATION NOTICES AUG 2019			
				234.78	73637893 54110000393	O&M ALLOC-LOCATING SVCS			
						CHECK	351663	TOTAL:	234.78
351664	09/25/2019	PRTD	1485 VERIZON WIRELESS	234307	9837242708	09/01/2019		09/22/19	3,819.35
	Invoice: 9837242708					CITYWIDE PHN SVCS			
				3,819.35	91011189 542100	GG-C/E-CITY HALL-PHONE			
						CHECK	351664	TOTAL:	3,819.35
351665	09/25/2019	PRTD	4104 WA ST FERRIES	234540	RK334058	08/31/2019		09/22/19	605.70
	Invoice: RK334058					AUG19 WAVE2GO FERRY CHARGES			
				27.65	31011131 543100	EX-GF-TRAVEL/MEALS/LODGING			
				531.25	53011212 543100	PATROL-TRAVEL/MEALS/LODGING			
				38.30	61011581 543100	PCD - C/E ADMIN TRAVEL EXPENSE			
				8.50	73011189 543100	O&M-FAC-TRAVEL/MEALS/LODGING			

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CASH ACCOUNT: 635 111100 CASH

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

					CHECK	351665	TOTAL:	605.70
351666	09/25/2019	PRTD	2251 WA ST TREASURER	234541	AUG19	08/31/2019	09/22/19	3,076.22
Invoice: AUG19					STATE OUT COURT REMIT AUG 2019			
				1,246.30	41611860 586000	PSEA 60% OUT		
				636.70	41610860 586000	PSEA 30% OUT		
				25.24	41619860 586000	PSEA 3 - STATE DISB OUT		
				165.60	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT		
				56.31	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT		
				584.17	41614860 586000	JUDICIAL INFO SYST.-OUT		
				.12	41615860 586000	BREATH TEST-CUSTODIAL		
				.69	41615860 586000	BREATH TEST-CUSTODIAL		
				82.52	41618860 586000	TRAUMA CARE-OUT		
				100.97	41618860 586000	TRAUMA CARE-OUT		
				24.05	41618860 586000	TRAUMA CARE-OUT		
				136.85	41618860 586000	TRAUMA CARE-OUT		
				16.70	41615860 586961	STATE CRIME LAB		
Invoice: AUG19 SBCC					234542	AUG19 SBCC	08/31/2019 09/22/19	330.00
					COURT OUT REMIT SBCC AUG 2019			
					330.00	41652860 586000	SBCC BLDG.-OUT	
					CHECK	351666	TOTAL:	3,406.22
351667	09/25/2019	PRTD	7551 WASHINGTON TRACTOR I	234543	1917442	08/16/2019	09/22/19	30.33
Invoice: 1917442					PW/SPRING FOR VEH 196			
				30.33	73431835 531100	OFFICE SUPPLIES		
					CHECK	351667	TOTAL:	30.33
351668	09/25/2019	PRTD	5709 WEBCHECK INC	234544	6393	08/31/2019	09/22/19	327.00
Invoice: 6393					FIN/WEBCHECK SVCS AUG 2019			
				163.50	43411341 541100	FIN - WATER ADMIN PROF SERVICE		
				163.50	43421351 541100	FIN - SEWER ADMIN PROF SERVICE		
					CHECK	351668	TOTAL:	327.00
351669	09/25/2019	PRTD	8390 WEST HILLS FORD MAZD	234545	113807	08/20/2019	09/22/19	93.33
Invoice: 113807					POL/VEH 199 MOULDING			
				93.33	53011212 531100	PD-C/E-PATROL SUPPLIES		
Invoice: 113513					234546	113513	08/08/2019 09/22/19	231.48
					POL/VEH 199 MOULDING			
					231.48	53011212 531100	PD-C/E-PATROL SUPPLIES	
					CHECK	351669	TOTAL:	324.81

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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

351670	09/25/2019	PRTD	2175 WEST SOUND WILDLIFE	234547	Q2-2019	08/12/2019		09/22/19	2,137.50
Invoice: Q2-2019						Q2 WILDLIFE CONTROL SVCS			
				2,137.50	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
								CHECK 351670 TOTAL:	2,137.50

351671	09/25/2019	PRTD	499 WESTBAY AUTO PARTS I	234548	483283	09/06/2019		09/22/19	36.26
Invoice: 483283						PW/ADAPTERS			
				36.26	73431835 531100	OFFICE SUPPLIES			

				234549	481267	08/29/2019		09/22/19	39.33
Invoice: 481267						PW/BRAKE FLUID, FILTERS			
				27.95	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
				11.38	990 141100	MERCHANDISE			

				234550	480838	08/27/2019		09/22/19	58.08
Invoice: 480838						PW/FUEL FILTERS			
				58.08	990 141100	MERCHANDISE			

				234551	480696	08/27/2019		09/22/19	44.54
Invoice: 480696						PW/FILTERS (OIL, FUEL)			
				44.54	990 141100	MERCHANDISE			

				234552	480471	08/26/2019		09/22/19	21.24
Invoice: 480471						PW/FUEL FILTER			
				21.24	990 141100	MERCHANDISE			

				234553	480337	08/26/2019		09/22/19	44.95
Invoice: 480337						PW/FUEL FILTERS			
				44.95	990 141100	MERCHANDISE			

				234554	479821	08/23/2019		09/22/19	56.99
Invoice: 479821						PW/ROLL PIN			
				56.99	73111427 531100	OFFICE SUPPLIES			

				234555	479770	08/23/2019		09/22/19	121.47
Invoice: 479770						PW/PLIERS, PINS, FLUIDS			
				31.30	73421355 531100	WIN COLL-SUPPLIES			
				90.17	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			

				234556	479507	08/22/2019		09/22/19	23.94
Invoice: 479507						PW/GREY RTV SILICONE			
				23.94	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			

				234557	478940	08/20/2019		09/22/19	62.09
Invoice: 478940						PW/FILTERS			
				62.09	990 141100	MERCHANDISE			

				234558	477354	08/14/2019		09/22/19	31.18
Invoice: 477354						PW/FILTERS			

CASH ACCOUNT: 635111100CASH

CHECK NOCHK DATETYPE VENDOR NAMEVOUCHERINVOICEINV DATEPOCHECK RUNNET

INVOICE DTL DESC									
				31.18	990	141100	MERCHANDISE		

CHECK351671TOTAL:

540.07

NUMBER OF CHECKS121

*** CASH ACCOUNT TOTAL ***

216,984.75

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	121	216,984.75

*** GRAND TOTAL ***

216,984.75

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 9 191									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		73,002.26	
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			216,984.75
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		66,843.92	
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		19,565.16	
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		9,256.79	
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		2,054.49	
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		8,721.27	
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000						ACCOUNTS PAYABLE		25,159.04	
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
APP 650-213000						ACCOUNTS PAYABLE		4,227.82	
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		1,747.81	
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
APP 901-213000						ACCOUNTS PAYABLE		6,406.19	
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								216,984.75	216,984.75
APP 631-130000						DUE TO/FROM CLEARING		208,263.48	
	09/25/2019	09/22/19	092519						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			73,002.26
	09/25/2019	09/22/19	092519						
APP 402-130000						DUE TO/FROM CLEARING			66,843.92
	09/25/2019	09/22/19	092519						
APP 101-130000						STREETS - DUE TO/FROM CLEARING			19,565.16
	09/25/2019	09/22/19	092519						
APP 401-130000						DUE TO/FROM CLEARING			9,256.79
	09/25/2019	09/22/19	092519						
APP 403-130000						DUE TO/FROM CLEARING			2,054.49
	09/25/2019	09/22/19	092519						
APP 301-130000						DUE TO/FROM CLEARING			25,159.04
	09/25/2019	09/22/19	092519						
APP 650-130000						DUE TO/FROM CLEARING			4,227.82
	09/25/2019	09/22/19	092519						
APP 407-130000						DUE TO/FROM CLEARING			1,747.81
	09/25/2019	09/22/19	092519						
APP 901-130000						DUE TO/FROM CLEARING			6,406.19
	09/25/2019	09/22/19	092519						

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			

						SYSTEM GENERATED ENTRIES TOTAL		208,263.48	208,263.48
						JOURNAL 2019/09/191 TOTAL		425,248.23	425,248.23

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019	9	191	09/25/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		73,002.26
001-213000				GENERAL - ACCOUNTS PAYABLE	73,002.26	
				FUND TOTAL	73,002.26	73,002.26
101 STREET FUND	2019	9	191	09/25/2019		
101-130000				STREETS - DUE TO/FROM CLEARING		19,565.16
101-213000				STREETS - ACCOUNTS PAYABLE	19,565.16	
				FUND TOTAL	19,565.16	19,565.16
301 CAPITAL CONSTRUCTION FUND	2019	9	191	09/25/2019		
301-130000				DUE TO/FROM CLEARING		25,159.04
301-213000				ACCOUNTS PAYABLE	25,159.04	
				FUND TOTAL	25,159.04	25,159.04
401 WATER OPERATING FUND	2019	9	191	09/25/2019		
401-130000				DUE TO/FROM CLEARING		9,256.79
401-213000				ACCOUNTS PAYABLE	9,256.79	
				FUND TOTAL	9,256.79	9,256.79
402 SEWER OPERATING FUND	2019	9	191	09/25/2019		
402-130000				DUE TO/FROM CLEARING		66,843.92
402-213000				ACCOUNTS PAYABLE	66,843.92	
				FUND TOTAL	66,843.92	66,843.92
403 STORM & SURFACE WATER FUND	2019	9	191	09/25/2019		
403-130000				DUE TO/FROM CLEARING		2,054.49
403-213000				ACCOUNTS PAYABLE	2,054.49	
				FUND TOTAL	2,054.49	2,054.49
407 BUILDING & DEVELOPMENT FUND	2019	9	191	09/25/2019		
407-130000				DUE TO/FROM CLEARING		1,747.81
407-213000				ACCOUNTS PAYABLE	1,747.81	
				FUND TOTAL	1,747.81	1,747.81
631 CLEARING FUND	2019	9	191	09/25/2019		
631-130000				DUE TO/FROM CLEARING	208,263.48	
631-213000				ACCOUNTS PAYABLE	8,721.27	
635-111100				CASH		216,984.75
				FUND TOTAL	216,984.75	216,984.75

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF	DATE	DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION						
650 AGENCY FUND	2019	9	191	09/25/2019			
650-130000					DUE TO/FROM CLEARING		4,227.82
650-213000					ACCOUNTS PAYABLE	4,227.82	
FUND TOTAL						4,227.82	4,227.82
901 CITY-WIDE REPORTING FUND	2019	9	191	09/25/2019			
901-130000					DUE TO/FROM CLEARING		6,406.19
901-213000					ACCOUNTS PAYABLE	6,406.19	
FUND TOTAL						6,406.19	6,406.19

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FUND		DUE TO	DUE FROM
001	GENERAL FUND		73,002.26
101	STREET FUND		19,565.16
301	CAPITAL CONSTRUCTION FUND		25,159.04
401	WATER OPERATING FUND		9,256.79
402	SEWER OPERATING FUND		66,843.92
403	STORM & SURFACE WATER FUND		2,054.49
407	BUILDING & DEVELOPMENT FUND		1,747.81
631	CLEARING FUND	208,263.48	
650	AGENCY FUND		4,227.82
901	CITY-WIDE REPORTING FUND		6,406.19
TOTAL		208,263.48	208,263.48

529

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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Invoice #	Invoice Date	Invoice Description	Invoice Amount	Due Date	Payment Method	Payment Status	Payment Amount
351672	09/25/2019	PRTD 55 SOUND PUBLISHING, IN 234334 7940792-2404022	140.00	08/31/2019	09/22/19	140.00	
		Invoice: 7940792-2404022					
		140.00 63470586 544000					
		PCD/PPM: RUSSELL SUBDIV					
		CUR-DEV-ZONING-ADV					
		234336 7940792-2404024	140.00	08/31/2019	09/22/19	140.00	
		Invoice: 7940792-2404024					
		140.00 61011581 544000					
		PCD/PHN: ORD 2019-24					
		PCD - C/E ADMIN ADVERTISING					
		234337 7940792-2404026	140.00	08/31/2019	09/22/19	140.00	
		Invoice: 7940792-2404026					
		140.00 63470586 544000					
		PCD/PPM: SZELENYI SHORT SUBDIV					
		CUR-DEV-ZONING-ADV					
		234338 7940792-2405512	140.00	08/31/2019	09/22/19	140.00	
		Invoice: 7940792-2405512					
		140.00 63470586 544000					
		PCD/PPM: HARRISON BLDG					
		CUR-DEV-ZONING-ADV					
		234339 7940792-2408603	140.00	08/31/2019	09/22/19	140.00	
		Invoice: 7940792-2408603					
		140.00 63470586 544000					
		PCD/PPM: THOMPSON SHORT PLATT					
		CUR-DEV-ZONING-ADV					
		234422 7940792-2408616	140.00	08/31/2019	09/22/19	140.00	
		Invoice: 7940792-2408616					
		140.00 11011113 544000					
		CC/RFP: CULTURAL FUNDING					
		COUNCIL - LEGAL NOTICES					
		234423 7940792-2398480 8/2	140.00	08/31/2019	09/22/19	140.00	
		Invoice: 7940792-2398480 8/2					
		140.00 11011113 544000					
		CC/RFP: TOURISM PROJECTS					
		COUNCIL - LEGAL NOTICES					
		234424 7940792-2398480 8/16	140.00	08/31/2019	09/22/19	140.00	
		Invoice: 7940792-2398480 8/16					
		140.00 11011113 544000					
		CC/RFP: TOURISM PROJECTS					
		COUNCIL - LEGAL NOTICES					

351673	09/25/2019	PRTD	55	SOUND PUBLISHING, IN	234340	BIR872427	08/31/2019	09/22/19	77.92
	Invoice:	BIR872427					PCD/PLN51535	SSDE W/ SEPA	
			77.92	63470586	544000		CUR-DEV-ZONING-ADV		
					234341	BIR872429	09/06/2019	09/22/19	75.56
	Invoice:	BIR872429					PCD/PLN51474	SSDP	
			75.56	63470586	544000		CUR-DEV-ZONING-ADV		
					234342	BIR871258	08/30/2019	09/22/19	50.76
	Invoice:	BIR871258					CC/ORD 2019-20		
			50.76	11011113	544000		COUNCIL - LEGAL NOTICES		
					234343	BIR871654	08/30/2019	09/22/19	128.68
	Invoice:	BIR871654					PCD/ORD 2019-25		
			128.68	63470586	544000		CUR-DEV-ZONING-ADV		
					234344	BIR870189	08/23/2019	09/22/19	48.40

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

Invoice: BIR870189

ENG/VILLAGE PUMP NOTICE

48.40 72423434 644000

ENG - SEWER CONSTR CAPITAL ADS

234345 BIR850907

04/05/2019

09/22/19

47.22

Invoice: BIR850907

ENG/NOT OF CC: 2018 CULVERT

47.22 72431835 54400000932 2018 CULVERT REPLACEMENT-ADV

CHECK 351673 TOTAL:

428.54

NUMBER OF CHECKS 2

*** CASH ACCOUNT TOTAL ***

1,548.54

COUNT

AMOUNT

TOTAL PRINTED CHECKS

2

1,548.54

*** GRAND TOTAL ***

1,548.54

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 9 199									
APP 407-213000						ACCOUNTS PAYABLE		842.16	
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			1,548.54
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		610.76	
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		48.40	
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		47.22	
	09/25/2019	09/22/19	092519			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								1,548.54	1,548.54
APP 631-130000						DUE TO/FROM CLEARING		1,548.54	
	09/25/2019	09/22/19	092519						
APP 407-130000						DUE TO/FROM CLEARING			842.16
	09/25/2019	09/22/19	092519						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			610.76
	09/25/2019	09/22/19	092519						
APP 402-130000						DUE TO/FROM CLEARING			48.40
	09/25/2019	09/22/19	092519						
APP 403-130000						DUE TO/FROM CLEARING			47.22
	09/25/2019	09/22/19	092519						
SYSTEM GENERATED ENTRIES TOTAL								1,548.54	1,548.54
JOURNAL 2019/09/199 TOTAL								3,097.08	3,097.08

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION					
001 GENERAL FUND	2019	9	199	09/25/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		610.76
001-213000				GENERAL - ACCOUNTS PAYABLE	610.76	
				FUND TOTAL	610.76	610.76
402 SEWER OPERATING FUND	2019	9	199	09/25/2019		
402-130000				DUE TO/FROM CLEARING		48.40
402-213000				ACCOUNTS PAYABLE	48.40	
				FUND TOTAL	48.40	48.40
403 STORM & SURFACE WATER FUND	2019	9	199	09/25/2019		
403-130000				DUE TO/FROM CLEARING		47.22
403-213000				ACCOUNTS PAYABLE	47.22	
				FUND TOTAL	47.22	47.22
407 BUILDING & DEVELOPMENT FUND	2019	9	199	09/25/2019		
407-130000				DUE TO/FROM CLEARING		842.16
407-213000				ACCOUNTS PAYABLE	842.16	
				FUND TOTAL	842.16	842.16
631 CLEARING FUND	2019	9	199	09/25/2019		
631-130000				DUE TO/FROM CLEARING	1,548.54	
635-111100				CASH		1,548.54
				FUND TOTAL	1,548.54	1,548.54

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		610.76
402	SEWER OPERATING FUND		48.40
403	STORM & SURFACE WATER FUND		47.22
407	BUILDING & DEVELOPMENT FUND		842.16
631	CLEARING FUND	1,548.54	
	TOTAL	1,548.54	1,548.54

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

Travel
CF 9/18/19

09/18/2019 07:52 |CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 013 111100 ADV TRAVEL - CASH
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

86 09/18/2019 PRD 1767 TAMI ALLEN 234308 TRVLOCT19-TA 09/10/2019 TA091619 225.00
Invoice: TRVLOCT19-TA POL/PCC CONF: TAMI ALLEN
225.00 013 122100 ADV TRAVEL ACCOUNTS RECEIVABLE

CHECK 86 TOTAL: 225.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 225.00

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	225.00

*** GRAND TOTAL *** 225.00

09/18/2019 07:52 |CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC	ACCOUNT					LINE DESC			
	EFF DATE	JNL DESC	REF 1	REF 2	REF 3				
2019	9	190							
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		225.00	
	09/18/2019	TA091619	TA			AP CASH DISBURSEMENTS JOURNAL			
APP 013-111100						ADV TRAVEL - CASH			225.00
	09/18/2019	TA091619	TA			AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2019/09/190	TOTAL	225.00	225.00

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 9	190	09/18/2019			
001-213000				GENERAL - ACCOUNTS PAYABLE	225.00	
013-111100				ADV TRAVEL - CASH		225.00
				FUND TOTAL	225.00	225.00

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

PAYROLL

PAYROLL CHECK RUN: 9 - 20 - 2019

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	9/20/2019	45819 - 45949	P/R check run - direct deposit	343,252.88
Normal	9/20/2019	109114 - 109120	P/R check run - regular	10,437.70
Vendor	9/20/2019	109121 - 109130	P/R vendor check run	136,048.93
EFTPS	9/20/2019	N/A	Federal Tax Electronic Transfer	130,762.01
Vendor	9/20/2019	N/A	P/R vendor ACH	237.50
			TOTAL:	620,739.02

Prepared and Reviewed by:


Brenda Landolt, Payroll Specialist

Date

9-20-19

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

9/20/19



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME:

AGENDA ITEM: City Council Study Session Minutes, August 20, 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:

[City Council Study Session Minutes, August 20, 2019.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION
TUESDAY, AUGUST 20, 2019

MEETING MINUTES

1) CALL TO ORDER / ROLL CALL

Mayor Medina called the meeting to order at 6:02 p.m.

Mayor Medina, Deputy City Mayor Tirman and Councilmembers Blossom, Deets, Nassar, Tirman and Schneider were present.

2) APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE

Councilmember Peltier moved and Councilmember Deets seconded to approve the agenda as presented. The motion was approved by unanimous consent. There were no conflicts of interest.

3) MAYOR'S REPORT

There was no report.

4) UNFINISHED BUSINESS

4.A Update on Moratorium - Planning

[Cover Page](#)

[Moratorium work program status report](#)

[Ordinance No. 2019-10 Extending the Development Moratorium](#)

[Development Moratorium Summary Effective 20190403](#)

Interim Planning Director Wright provided an update to Council and answered questions.

MOTION: I move that we add creation of a groundwater management plan for the City of Bainbridge Island to the moratorium work plan.

Peltier/Nassar: The motion was withdrawn.

Council will receive an update on the moratorium at the September 3, 2019 Study Session.

5) NEW BUSINESS

5.A Transportation Concurrency Review - Public Works

[Cover Page](#)

[Review of Traffic Concurrency/Traffic Study Methodology PowerPoint](#)

[COC - Winslow Hotel.pdf](#)

Former Public Works Director Loveless introduced the agenda item and answered questions from Council on traffic concurrency in general and how it pertains to the hotel project, and level of service standards.

5.B Update on Population Forecast - Puget Sound Regional Council (PSRC) Vision 2050 Plan - Planning,

Cover Page

Draft PSRC Vision 2050 Plan

Staff Memo - Draft PSRC Vision 2050 Plan

Interim Planning Director Wright and Senior Planner Sutton provided an overview of the Puget Sound Regional Council's draft vision plan and how it relates to updates of the City's Comprehensive Plan.

6) CITY COUNCIL DISCUSSION

6.A Revisions to the City's Ethics Program

Cover Page

Draft Revisions to the City's Ethics Program with Discussion Points - Track Changes

Draft Revisions to the City's Ethics Program with Discussion Points - Clean

Disclaimer - Council Comments

Mayor Medina's Ethics Suggestions

Councilmember Deet's Proposed Changes to Ethics Program 08152019

Mayor Medina introduced the agenda item noting all motions will be considered motions on the floor.

Jennifer Hodges, a new Ethics Board member, introduced herself.

1. Article I, Section A.

This paragraph currently ends with this sentence: "This Code of Conduct articulated in Article I applies to Councilmembers and members of City Committees and Commissions."

MOTION ON THE FLOOR: I recommend changing that sentence to read as follows: "Although this Code of Conduct articulated in Article I only formally applies to Councilmembers and members of City Committees and Commissions, it is hoped that City residents will also follow this Code of Conduct when interacting with Councilmembers, members of City Committees and Commissions, and City staff."

The motion failed, 1 – 3.

AYES: Kol Medina

NOES: Sarah Blossom, Joe Deets, Matt Tirman

ABSENT:

ABSTAIN: Rasham Nassar, Ron Peltier

2. Article III, Section A.2.

MOTION ON THE FLOOR: I recommend changing as follows: "Each complaint must include the name and address of the complainant, along with a detailed statement of facts, supported by a declaration in compliance with RCW 9A.72.085, on a form supplied by the City Clerk. ~~Ethics Board.~~"

The motion carried unanimously, 7 – 0.

AMENDED MOTION ON THE FLOOR: I recommend changing as follows: "Each complaint must include the name and address of the complainant, along with a detailed statement of facts, supported by a declaration in compliance with RCW 9A.72.085, on a form supplied by the City Clerk."

The amended motion failed, 2 – 3.

AYES: Sarah Blossom, Leslie Schneider

NOES: Joe Deets, Ron Peltier, Matt Tirman

ABSENT:

ABSTAIN: Rasham Nassar, Ron Peltier

3. Article III, Section B.4.b.

I recommend adding two new subsections directly under Section B.4.b and the renumbering of the current subsections. Recommended new subsections:

“i. If at any time during the process detailed in the subsections below the Ethics Board determines that the complaint lacks reasonable credibility, the Ethics Board may dismiss the complaint and take no action on it.

ii. If at any time during the process detailed in the subsections below the Ethics Board determines that the facts stated in the complaint, even if true, would not constitute a violation of Article I, the Ethics Board may dismiss the complaint and take no action on it.”

MOTION ON THE FLOOR: I move to direct Deputy City Attorney Sepler to redraft this subsection.

The motion carried, 6 – 0.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Ron Peltier, Leslie Schneider, Matt Tirman

NOES:

ABSENT:

ABSTAIN: Rasham Nassar

4. Article III, Section B.4.b.

MOTION ON THE FLOOR: I recommend adding the following new subsection. This subsection will be subsection v or subsection vii, depending on whether my recommendation number ii above is adopted by Council.

“v. If during the process of reviewing an Article I complaint, the Ethics Board determines that an additional Article I violation may have occurred or an Article II violation may have occurred, the Ethics Board may choose to note that possibility in its Advisory Opinion. However, the Ethics Board may not on its own initiative pursue an investigation of the potential additional violation. “Additional Article I violation” means an Article I violation that was not included in the complaint.”

The motion carried, 6 – 0.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Ron Peltier, Leslie Schneider, Matt Tirman

NOES:

ABSENT:

ABSTAIN: Rasham Nassar

AMENDED MOTION ON THE FLOOR: I recommend adding the following new subsection. This subsection will be subsection v or subsection vii, depending on whether my recommendation number 3 above is adopted by Council.

"v. If during the process of reviewing an Article I complaint, the Ethics Board determines that an additional Article I violation may have occurred or an Article II violation may have occurred, the Ethics Board may choose to note that possibility in its Advisory Opinion. However, the Ethics Board may not on its own initiative pursue an investigation of the potential additional violation without approval of the city council. "Additional Article I violation" means an Article I violation that was not included in the complaint."

The amended motion carried, 4 – 2.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Leslie Schneider

NOES: Ron Peltier, Matt Tirman

ABSENT:

ABSTAIN: Rasham Nassar

5. Article III, Section B.4.b.ii.

MOTION ON THE FLOOR: I recommend adding the following language to the Subsection that is currently numbered B.4.b.ii:

"ii. The Ethics Board shall then review the complaint and response, if submitted. The Ethics Board's review shall be limited to the complaint and the response, if submitted. In the course of reviewing a complaint, the Ethics Board may request clarification of the complaint by the complainant or of the response by the respondent; provided that if the Ethics Board obtains clarification of the complaint, the Ethics Board shall give the respondent the opportunity to review the clarification and to provide an additional written response. However, the Ethics Board shall not engage in other fact-finding.

The motion carried, 6 – 0.

AYES: Sarah Blossom, Leslie Schneider, Matt Tirman, Joe Deets, Ron Peltier, Kol Medina

NOES:

ABSENT:

ABSTAIN: Rasham Nassar

6. Article III, Section B.4.b.

MOTION ON THE FLOOR: I recommend adding the following new subsection at the end of the many subsections under Section B.4.b:

"Advisory opinions shall be viewed as educational only. The purpose of such an opinion is to provide an educational opinion to Councilmembers, Committee members, and the public on what type of Conduct is generally expected from Councilmembers and Committee members. Advisory opinions are not a judgment about a person's character."

The motion carried, 6 – 0.

AYES: Sarah Blossom, Leslie Schneider, Matt Tirman, Joe Deets, Ron Peltier, Kol Medina

NOES:

ABSENT:

ABSTAIN: Rasham Nassar

AMENDED MOTION ON THE FLOOR: "Advisory opinions shall be viewed as educational only. The purpose of such an opinion is to provide an educational opinion to Councilmembers, Committee members, and the public on what type of Conduct is generally expected from Councilmembers and Committee and Commission members. ~~Advisory opinions are not a judgment about a person's~~

character."

The motion carried 5 – 0. (Councilmember Peltier not present for vote.)

AYES: Sarah Blossom, Leslie Schneider, Matt Tirman, Joe Deets, Kol Medina

NOES:

ABSENT: Ron Peltier

ABSTAIN: Rasham Nassar

7. Article III, Section E.1.a.

MOTION ON THE FLOOR: I recommend adding the following language to this subsection:

"a. A Councilmember or member of a City Committee or Commission may request an advisory opinion from the Ethics Board as to whether their own behavior has violated or might in the future violate the Code of Conduct (Article I) or the Code of Ethics (Article II)." In this situation, if the Ethics Board finds that a likely violation of Article II has occurred, the Ethics Board will issue an advisory opinion so stating but the matter may not be forwarded to the Hearing Examiner by the Ethics Board."

The motion was withdrawn.

8. Article IV, Section A.2.

There is a typo in the first sentence. Should read "held in", not "in held."

9. Article IV, Section B.1.

MOTION ON THE FLOOR: I recommend amending this subsection as follows:

"1. Within 45 business days of receipt of the Hearing Examiner's findings and conclusions that sustain a Code of Ethics violation, the City Council shall schedule an executive session to consider the findings and conclusions, hear from the respondent, and deliberate upon the appropriate level of civil sanction(s) to be imposed, if any, except to the extent that the respondent requests that . . ."

The motion carried, 7 – 0.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman

NOES:

ABSENT:

ABSTAIN:

10. Article IV, Section B.2.

I recommend amending this subsection as follows:

"2. The Council may take no formal action or may impose any of the following sanctions in response to a sustained violation of the Code of Ethics:"

The motion carried, 7 – 0.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman

NOES:

ABSENT:

ABSTAIN:

11. Article V, Section A.2.

MOTION ON THE FLOOR: I recommend adding two new subsections in Section A.2., reading as follows:
"d. A person who is actively involved with or affiliated with a political action committee or similar organization that has taken a position or expressed an opinion for or against a sitting City Councilmember or a candidate for City Council in either of the last two Council election cycles shall not be eligible for appointment to the Ethics Board."

The motion failed, 3 – 4.

AYES: Sarah Blossom, Kol Medina, Peltier

NOES: Joe Deets, Rasham Nassar, Leslie Schneider, Matt Tirman

ABSENT:

ABSTAIN:

MOTION ON THE FLOOR: I recommend that "e" reads as follows: "A person who is or was actively involved with the election campaign of a sitting City Councilmember or of a candidate for City Council in either of the last two Council election cycles shall not be eligible for appointment to the Ethics Board. Donating to an election campaign or endorsing a candidate does not, on its own, constitute being "actively involved.""

The motion failed, 2 – 5.

AYES: Sarah Blossom, Kol Medina

NOES: Joe Deets, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman

ABSENT:

ABSTAIN:

MOTION ON THE FLOOR: I move to direct the Deputy City Attorney to draft more detailed language to include in the Conflict of Interest disclosure form attached to the application of interested ethics board members to include language and questions expressed in Article V, Section A.2. "d" and "e."

The motion carried, 7 – 0.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman

NOES:

ABSENT:

ABSTAIN:

12. Article V, Section A.3.a.

MOTION ON THE FLOOR: I recommend amending this current subsection to read as follows:
"a. Members of the Ethics Board shall be nominated by the Mayor and confirmed by the City Council by a supermajority vote of at least 5 Councilmembers."

The motion carried unanimously, 7 – 0.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman

NOES:

ABSENT:

ABSTAIN:

13. Article V, Section A.9.

MOTION ON THE FLOOR: I recommend adding a new subsection A.9 to read as follows: "9. City Liaison to the Ethics Board. A representative of the City Attorney's office shall attend all Ethics Board meetings and serve as the Ethics Board liaison with the City. A City Councilmember shall not serve as a liaison to the Ethics Board."

The motion carried unanimously, 7 – 0.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman

NOES:

ABSENT:

ABSTAIN:

14. Article V I.

MOTION ON THE FLOOR: I move to amend membership from five members to seven.

The motion carried, 6 – 1.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Leslie Schneider, Matt Tirman

NOES: Ron Peltier

ABSENT:

ABSTAIN:

15. 2. Qualifications of Board Members

MOTION ON THE FLOOR: I move to amend to include the following: that at least two members be formerly elected public officials, coming from either a City, County or State Government, or the US Federal Government. That no such person would either have served on Council with a sitting member of Council or ran against a sitting Councilmember in an election.

The motion failed, 1 – 5.

AYES: Joe Deets

NOES: Sarah Blossom, Kol Medina, Rasham Nassar, Leslie Schneider, Matt Tirman

ABSENT:

ABSTAIN: Ron Peltier

16. Rules: Include the following:

MOTION ON THE FLOOR: I move to amend to include the following: Members of the Ethics Board accept and acknowledge that their role is sensitive in nature and that they will comply with the rules and spirit of the Ethics Program.

The motion failed 2 – 4. (Councilmember Nassar not present for vote.)

AYES: Joe Deets, Ron Peltier

NOES: Sarah Blossom, Kol Medina, Leslie Schneider, Matt Tirman

ABSENT: Rasham Nassar

ABSTAIN:

17. New Article – Probationary Period for revised Ethics Program

MOTION ON THE FLOOR: That the revised Ethics Program will automatically end 12 months from

inception, unless it is expressly renewed or amended by the City Council (note that if a majority of Council do not agree to this I will then propose that an automatic review be done no later than twelve months from inception).

The motion carried, 6 – 1.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider

NOES: Matt Tirman

ABSENT:

ABSTAIN:

6.B Bainbridge Island Community Bill of Rights Ordinance - Councilmembers Nassar and Peltier

[Cover Page](#)

[Memo to the City Council](#)

Councilmember Nassar introduced the agenda item and explained her motivation in drafting the bill of rights. Councilmember Peltier also gave comment.

Mayor Medina stated that this item will be placed on a future study session agenda.

7) FUTURE COUNCIL AGENDAS

7.A Future Council Agendas

[Cover Page](#)

[City Council Regular Business Meeting, August 27, 2019](#)

[City Council Study Session, September 3, 2019](#)

[City Council Regular Business Meeting, September 10, 2019](#)

8) FOR THE GOOD OF THE ORDER

9) ADJOURNMENT

Mayor Medina adjourned the meeting at 10:19 p.m.

Kol Medina, Mayor

Kelly Jahraus, Deputy City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME:

AGENDA ITEM: City Council Study Session Minutes, September 3, 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:

[City Council Study Session Minutes, September 3, 2019](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY COUNCIL STUDY SESSION
TUESDAY, SEPTEMBER 3, 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, Nassar, Peltier and Schneider were present. Councilmember Deets was absent and excused.

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](#)

Mayor Medina adjourned the meeting to an executive session at 6:02 p.m. pursuant to RCW 42.30.110(1)(i).

Council returned from executive session at 6:36 p.m., and Mayor Medina re-convened the meeting at 6:39 p.m.

3) **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**

Councilmember Schneider moved and Councilmember Peltier seconded to approve the agenda as presented. The motion was approved by unanimous consent. There were no conflicts of interest disclosed.

4) **MAYOR'S REPORT**

Mayor Medina reported on Planning staff vacancies, an opportunity for Council members to provide ethics comments to the City Clerk, and Kitsap Transit's SCOOT car program.

5) **PRESENTATIONS**

5.A Proclamation - Declaring September 2019 as "Community Preparedness Month" - Executive
[Cover Page](#)

Mayor Medina read the proclamation.

MOTION: I move to authorize the Mayor to sign the Proclamation declaring September as Community Preparedness Month.

Peltier/Schneider: The motion carried unanimously 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Rasham Nassar, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Joe Deets

ABSTAIN: None

Emergency Management Coordinator LeSage thanked Council for their support and provided information on the month's activities.

5.B Schedule of Events and Process for 2019 Limited Tax General Obligation Bonds and 2019 Limited Tax Obligation Refunding Bonds - Finance

[Cover Page](#)

[Bond Process and discussion.pptx](#)

[Bond Ordinance City of Bainbridge Island LTGO 2019 & LTGO Ref 2019](#)

Finance Director Pitts introduced David Trageser, financial advisor from D.A. Davidson & Co., and Nancy Neraas, bond counsel from Foster Pepper. Mr. Trageser provided a presentation on the bond process. Finance Director Pitts, Mr. Trageser, and Ms. Neraas provided information on the topic and responded to Council's questions.

5.C Presentation on 2020 Census from U.S. Census Bureau Partnership Specialist Lorraine Ralston

[Cover Page](#)

U.S. Census Bureau Partnership Specialist Lorraine Ralston provided a presentation to Council on the 2020 Census and responded to Council's questions.

6) UNFINISHED BUSINESS

6.A Update on Moratorium - Planning

[Cover Page](#)

[20190830_Abbreviated_moratorium_work_program_status_report.docx](#)

[Development Moratorium Summary Effective 20190403](#)

[20190830_Moratorium_work_program_status_report_.docx](#)

[Ordinance No. 2019-10 Extending the Development Moratorium](#)

Interim Planning Director Wright provided an update on the moratorium work program. Council discussed a two-month extension of the moratorium.

7) NEW BUSINESS

7.A 2019 Midyear Report - Finance

[Cover Page](#)

[Midyear Report.pptx](#)
[2019 Midyear Financial Report.docx](#)
[Schedule B - Revenues by Fund through June.pdf](#)
[Schedule A - 2019 Budget to Actuals.pdf](#)
[Schedule C - Expenditures by Fund through June.pdf](#)
[Schedule D - Expenditures by Department through June.pdf](#)
[Schedule E - Spending Forecast.pdf](#)
[Schedule F - Surplus Property Report.pdf](#)
[Schedule G - Capital Project Monitoring Reports.pdf](#)

Finance Director Pitts provided a presentation on the 2019 Midyear Report and responded to Council's questions.

7.B Briefing - HB 1406 Overview and Next Steps - Finance

[Cover Page](#)
[AWC Implementing HB 1406.pdf](#)
[MRSC - SHB 1406 Understanding the Affordable Housing Sales Tax Credit](#)

Finance Director Pitts provided information on the Affordable Housing Sales Tax Credit.

MOTION: I move to direct the City Manager or designee to draft a resolution of intent that would impose the sales tax credit at the maximum capacity for City Council review.

Peltier/Tirman: The motion carried unanimously 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Rasham Nassar, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Joe Deets

ABSTAIN: None

8) FUTURE COUNCIL AGENDAS

8.A Future Council Agendas

[Cover Page](#)
[City Council Regular Business Meeting, September 10, 2019.pdf](#)
[City Council Study Session, September 17, 2019.pdf](#)
[City Council Regular Business Meeting, September 24, 2019.pdf](#)
[City Council Study Session, October 1, 2019.pdf](#)
[City Council Regular Business Meeting, October 8, 2019.pdf](#)
[City Council Study Session, October 15, 2019.pdf](#)

Council discussed future agendas. Following discussion, Councilmember Peltier was authorized to draft comments on Puget Sound Regional Council's Vision 2050 Plan for Council review.

9) FOR THE GOOD OF THE ORDER

10) ADJOURNMENT

Mayor Medina adjourned the meeting at 8:50 p.m.

Kol Medina, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME:

AGENDA ITEM: City Council Regular Business Meeting Minutes, September 10, 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:

[City Council Regular Business Meeting Minutes, September 10, 2019](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, SEPTEMBER 10, 2019

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Medina called the meeting to order at 6:03 p.m. in Council Chambers.

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

2) CLOSED SESSION

2.A Pursuant to RCW 42.30.140(4), the Council will conduct a closed session related to collective bargaining negotiations

[Cover Page](#)

2.B. Executive Session [Added]

Pursuant to RCW 42.30.110(1)(i), held an executive session 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.

Mayor Medina adjourned the meeting at 6:03 p.m. for a closed session pursuant to RCW 42.30.140(4) and an executive session pursuant to RCW 42.30.110(1)(i).

Council returned from the closed session and executive session at 6:43 p.m. Mayor Medina re-convened the meeting with the aforementioned Council members present.

3) PLEDGE OF ALLEGIANCE / APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Peltier 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.

4) PUBLIC COMMENT

Jeff Pfeil spoke against RVs as housing.

Kirsten Hytopoulos spoke against the Suzuki project.

Lisa Macchio spoke in favor of moving forward with non-motorized projects.

Erin Phillips spoke about community values and affordable housing.

Patti Dusbabek spoke about the ownership of the Farmer's Market.

Gary Sakuma spoke about Patriot Day.

5) **MAYOR'S REPORT**

Mayor Medina provided information on the Ethics Program discussion, a Washington State Department of Transportation presentation on the State Route 305 project, and the American Legion program on September 11, 2019.

6) **CITY MANAGER'S REPORT**

City Manager Smith provided information on outreach efforts in connection with the Olympic Drive Project, National Preparedness Month activities, passport services, and Farmer's Market signage.

7) **PRESENTATION(S)**

7.A Proclamation Declaring September 11, 2019 as "A Day of Service and Remembrance" - Mayor Medina

[Cover Page](#)

[Proclamation - A Day of Service and Remembrance 2019](#)

Mayor Medina read the proclamation and presented it to Mr. Gary Sakuma from the American Legion.

8) **UNFINISHED BUSINESS**

8.A Set Public Hearing on Ordinance No. 2019-25 Relating to Design Guidelines - Planning Cover Page

Senior Planner Sutton introduced the agenda item.

MOTION: I move to schedule a public hearing on Ordinance No. 2019-25 on September 24, 2019.

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

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman

NOES: None

ABSENT: None

ABSTAIN: None

8.B Possible Moratorium Extension: Items Included and Duration - Planning

[Cover Page](#)

[WMP Study Area Zoning Map.docx](#)

[Ordinance No 2019-10 Extending the Development Moratorium Approved 032619.pdf](#)

[Development Moratorium Summary Effective 20190403.pdf](#)

City Manager Smith introduced the agenda item. Council discussed a moratorium extension.

Public Comment

Jonathan Davis spoke about the moratorium extension.

MOTION: I move to include the core district in the draft ordinance.

Peltier/Blossom: The motion failed, 3 – 4.

AYES: Ron Peltier, Rasham Nassar, Leslie Schneider

NOES: Sarah Blossom, Joe Deets, Matt Tirman, Kol Medina

ABSENT: None

ABSTAIN: None

Council directed staff to develop an ordinance to extend the moratorium for two months; then extend the moratorium until June 30, 2020 within the Winslow Master Plan Study Area (excluding the Central Core and excluding subdivisions), unless ten percent of the project is dedicated to affordable housing (up to 80% AMI).

8.C Schedule a Public Hearing on Ordinance No. 2019-26, Related to the Extending the Moratorium on Certain Development Activities - Planning
[Cover Page](#)

MOTION: I move to schedule a public hearing on September 24, 2019, related to Ordinance No. 2019-26, which would extend the moratorium on certain development activities.

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

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman

NOES: None

ABSENT: None

ABSTAIN: None

Mayor Medina adjourned the meeting for a break at 8:07 p.m. and re-convened the meeting at 8:15 p.m.

8.D Ordinance No. 2019-09 Relating to Accessory Dwelling Units (ADUs) and Tiny Homes - Planning

[Cover Page](#)

[Staff Memo on Tiny Homes and RVs](#)

[Ordinance 2019-09 DRAFT 073119](#)

[October 2018 Legal Memo on ADUs](#)

[Building Official Memo RV as Permanent Living](#)

[BIFD Memo - RVs - CC 23 Jul 2019](#)

[Kitsap RV Dump Stations](#)

[Building Official Memo re Tiny Home Appendix Q Adoption](#)

[Appendix Q](#)

[City Zoning Map](#)

[ADU Use Specific Standards 18.09.030 Attachment A](#)

Senior Planner Sutton introduced the agenda item. Senior Planner Greetham, Eric Evans, Kitsap Public Health District, and Building Official Cunningham also participated in the discussion.

Public Comment

Mark Lacy spoke in favor of RVs as housing.

Sonya Quitslund spoke in favor of RVs as housing.

Jonathan Davis spoke about affordability and ownership.

Council discussed RVs. Councilmember Schneider moved to direct staff to come back with a separate ordinance specifically for legalizing RVs and finding some way to make them fully legal working with current restrictions from the Health Department. The motion failed for lack of a second.

MOTION: I move to direct staff to put together an ordinance allowing RVs as permanent residences to be regulated on a renewable basis to be determined later.

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

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman

NOES: None

ABSENT: None

ABSTAIN: None

AMENDMENT: Councilmember Blossom moved to amend the motion to remove the word “permanent.”

Blossom/Deets: The amendment carried 6-0.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Leslie Schneider, Matt Tirman

NOES: None

ABSENT: None

ABSTAIN: Ron Peltier

MOTION: I move that we amend Ordinance No. 2019-09 to go back to not allowing RVs as ADUs until such time as, potentially, we develop an RV ordinance.

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

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman

NOES: None

ABSENT: None

ABSTAIN: None

MOTION: I move to amend Ordinance No. 2019-09 to only allow tiny homes after the effective date of the State Building Code Council tiny home code adoption.

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

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman

NOES: None
ABSENT: None
ABSTAIN: None

Following discussion, Council agreed to discuss tiny home communities further at a future meeting.

Councilmember Blossom moved to remove the underlying language on page one of the Ordinance that is Section 1(c) and wherever else it is mentioned. Following discussion, Council agreed to discuss Ordinance No. 2019-09 further at a future meeting.

9) NEW BUSINESS

9.A Professional Services Agreement with Framework for Island Center Subarea Plan - Planning

[Cover Page](#)

[PSA with Framework for Island Center Subarea Planning](#)

[Attachment A - Framework Island Center Subarea Planning Scope of Work](#)

Senior Planner Sutton introduced the agenda item. Council discussed the scope of work, including the sewer analysis.

Public Comment

Michael Loverich commented on consultants.

MOTION: I move to approve the professional services agreement with Framework for Island Center Subarea Planning.

Blossom/Deets: The motion carried, 5 – 2, following failure of the amendment below.

AYES: Sarah Blossom, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: Ron Peltier, Rasham Nassar

ABSENT: None

ABSTAIN: None

AMENDMENT: I move to amend the motion so that it becomes a motion to approve this contract with the sewer analysis portion removed.

Peltier/Nassar: The motion failed 3-4.

AYES: Kol Medina Ron Peltier, Rasham Nassar

NOES: Sarah Blossom, Joe Deets, Matt Tirman, Leslie Schneider

ABSENT: None

ABSTAIN: None

9.B Option to Refund Outstanding 2007 and 2008 Open Space LTGO Bonds at Lower Interest Rates - Finance

[Cover Page](#)

Finance Director Pitts introduced the agenda item.

MOTION: I move to authorize the City Manager to refund approximately \$3 million in outstanding 2007 and 2008 LTGO bonds at a lower interest rate and to execute the documents necessary to effectuate such a refund.

Peltier/Deets: The motion was approved by unanimous consent.

9.C Engagement Letter, Bond Underwriter Piper Jaffray - Finance

[Cover Page](#)

[Piper Jaffray Bond Underwriter Engagement Letter](#)

Finance Director Pitts introduced the agenda item.

MOTION: I move to forward the engagement letter with Piper Jaffray for approval with the September 24, 2019 Consent Agenda.

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

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman

NOES: None

ABSENT: None

ABSTAIN: None

10) COUNCIL DISCUSSION

10.A Review Council Comments on Puget Sound Regional Council's Vision 2050 Plan - Councilmember Peltier

[Cover Page](#)

[Draft Comments per Vision 2050](#)

Councilmember Peltier introduced the agenda item. Council discussed the comments and authorized Mayor Medina and Councilmember Peltier to sign the letter.

11) CONSENT AGENDA

11.A Agenda Bill for Consent Agenda

[Cover Page](#)

11.B Accounts Payable and Payroll

[Cover Page](#)

[Report to Council of Cash Disbursements 09-11-19.pdf](#)

[Payroll.pdf](#)

Accounts Payable: check number 351415 from previous run = \$1,279.52; manual check number sequence 351416 – 351242 = \$29,153.99; regular check number sequence 351425 – 351538 = \$272,538.21. Retainage release check number 181 = \$4,044.42 Total disbursement = \$301,692.20.

Payroll: normal direct deposit check sequence 45684 – 45818 = \$337,090.28; regular payroll check sequence 109093 – 109100 = \$13,078.46; vendor check run sequence 109101 – 109113 = \$358,706.73; Federal Tax Electronic Funds Transfer = \$137,415.25; ACH \$237.50. Total disbursement = \$846,528.22.

- 11.C City Council Study Session Minutes, August 20, 2019**
[Cover Page](#)
[City Council Study Session Minutes, August 20, 2019.pdf](#)

- 11.D City Council Regular Business Meeting Minutes, August 27, 2019**
[Cover Page](#)
[City Council Regular Business Meeting Minutes, August 27, 2019.pdf](#)

- 11.E Memorandum of Understanding between Kitsap County Sheriff's Office and Bainbridge Island Police Department Regarding Registered Sex Offender Address/Residency Verification Program Grant - Police**
[Cover Page](#)
[MOU - Registered Sex Offender Address/Residency Verification Program Grant](#)

- 11.F Wyatt/Madison Roundabout Project Right-of-Way and Temporary Construction Easement Acquisition - Public Works**
[Cover Page](#)
[ROW Easement Agreement - MARE - Parcel No. 272502-4-184-2004](#)
[ROW Easement Agreement - MARE - Parcel No. 272502-4-185-2003](#)
[TCE - MARE - Parcel No. 272502-4-009-2007](#)
[TCE - MARE - Parcel No. 272502-4-184-2004](#)
[TCE - MARE - Parcel No. 272502-4-185-2003](#)
[Memorandum - CLS Evaluation](#)

- 11.G Amendment No. 5 to Professional Services Agreement with Contract Land Staff, LLC, in support of the Wyatt/Madison Roundabout Project - Public Works**
[Cover Page](#)
[Amendment No. 5 to PSA with Contract Land Staff LLC](#)

- 11.H Amendment No. 1 to the Interlocal Agreement with the Kitsap County Noxious Weed Control Board for Noxious Weed Control - Public Works**
[Cover Page](#)
[Amendment No. 1 to ILA for Noxious Weed Control](#)
[2017 ILA for Noxious Weed Control](#)

- 11.I Ordinance No. 2019-23, Re-establishment of the Salary Commission - Executive**
[Cover Page](#)
[Ordinance No. 2019-23, Re-establishment of the Salary Commission](#)
[Exhibit A to Ordinance No. 2019-23 - Track Changes](#)

Mayor Medina pulled Item 11.C, City Council Study Session Meeting Minutes, at the request of the City Attorney.

MOTION: I move to approve the Consent Agenda, as amended.

Nassar/Deets: The motion was approved by unanimous consent.

12) COMMITTEE REPORTS

12.A Committee Reports

[Cover Page](#)

Climate Change Advisory Committee Minutes, July 15, 2019
Race Equity Task Force Minutes, August 15, 2019
Utility Advisory Committee Minutes, June 26, 2019

Councilmember Blossom reported on the last Planning Commission meeting.

13) FOR THE GOOD OF THE ORDER

Councilmember Schneider noted Kirkland's actions to set aside housing for City employees.

Councilmembers Peltier and Deets asked to move up the Green Building discussion.

14) ADJOURNMENT

Mayor Medina adjourned the meeting at 10:31 p.m.

Kol Medina, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Engagement Letter, Bond Underwriter Piper Jaffray - Finance,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

The estimated \$20 million Police and Municipal Court Building project is one of the most significant capital facility projects that the City will complete in the near future. On July 9, 2019 Council approved the staff recommended approach in funding \$12.0 million from existing funds, and \$8.0 million in Councilmanic debt. Current estimates show that the debt service for \$8.0 million in LTGO bonds will be roughly \$550,000 per year for 20 years. The City intends to issue bonds before the end of 2019 to support the timely delivery of the project.

The underwriter's primary role is to purchase securities for resale to investors in an arm's-length commercial transaction between the City and Piper Jaffray. The underwriter will also review the official statement for the issuer's securities under the federal securities laws, as applied to the facts and circumstances of the transaction. Underwriter compensation is contingent on the closing of the transactions and the size of the sale.

The City's procurement policy requires that the Council approve this contract if the cost exceeds the City Manager's signing authority.

FISCAL IMPACT:

Amount:	\$50,342.00
Ongoing Cost:	
One-Time Cost:	\$50,342.00
Included in Current Budget?	Yes

BACKGROUND:

The estimated \$20 million Police and Municipal Court Building project is one of the most significant capital facility projects that the City will complete in the near future. On July 9, 2019, Council approved the staff recommended approach in funding \$12.0 million from existing funds, and \$8.0 million in Councilmanic debt. Current estimates show that the debt service for \$8.0 million in LTGO bonds will be roughly \$550,000 per year for 20 years. The City intends to issue bonds before the end of 2019 to support the timely delivery of the project.

The underwriter's primary role is to purchase securities for resale to investors in an arm's-length commercial transaction between the City and Piper Jaffray. The underwriter will also review the official statement for the issuer's securities under the federal securities laws, as applied to the facts and circumstances of the transaction. Underwriter compensation is contingent on the closing of the transactions and the size of the sale. Unlike a municipal or financial advisor, the underwriter does not have a fiduciary duty to the issuer without regard to its own financial or other interests. The underwriter has a duty to purchase securities from the issuer at a fair and reasonable price, but must balance that duty with its duty to sell municipal securities to investors at prices that are fair and reasonable. The City has a separate contract with D.A. Davidson as the Financial Advisor to the City.

ATTACHMENTS:

[Piper Jaffray Bond Underwriter Engagement Letter](#)

FISCAL DETAILS:

Approximately \$50,342.00 will be paid to the underwriter from the proceeds of the bond sale which will take place in December of 2019.

Fund Name(s): Capital Construction Fund

Coding:

August 5, 2019

Morgan Smith, City Manager
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, Washington 98110

Re: Underwriter Engagement Letter
Limited Tax General Obligation and/or Refunding Bonds, 2019 and/or 2020
(the "Securities")

Dear Morgan:

On behalf of Piper Jaffray & Co. ("us" or "Piper Jaffray"), we are writing concerning a potential municipal securities transaction as identified above. This letter confirms that you engage Piper Jaffray as an underwriter respecting the Securities, subject to the conditions and limitations described below.

This engagement is preliminary in nature, non-binding and may be terminated at any time by you or us. Although you intend or reasonably expect to use Piper Jaffray as an underwriter respecting the Securities, this engagement is subject to any applicable procurement laws and the formal approval of Piper Jaffray as underwriter by your board or governing body, and is also subject to mutual agreement as to the final structure for the Securities and the terms and conditions of a bond purchase or similar agreement. This engagement does not restrict you from using other underwriters respecting the Securities or any other municipal securities transaction or prevent you from delaying or cancelling the Bond issue or selecting an underwriting syndicate that does not include Piper Jaffray.

As an underwriter, Piper Jaffray may provide advice concerning the structure, timing, terms, and other similar matters concerning the Securities. However, Piper Jaffray intends to serve as an underwriter and not as a financial advisor to you, and the primary role of Piper Jaffray is to purchase securities for resale to investors in an arm's-length commercial transaction between you and Piper Jaffray. Piper Jaffray has financial and other interests that differ from your interests.

Attached to this letter are regulatory disclosures required by the Securities and Exchange Commission and the Municipal Securities Rulemaking Board to be made by us at this time because of this engagement. We may be required to send you additional disclosures regarding the material financial characteristics and risks of such transaction or describing any conflicts. At that time, we also will seek your acknowledgement of receipt of any such additional disclosures. It is our understanding that you have the authority to bind the issuer by contract with us, and that you are not a party to any conflict of interest relating to the Securities. If our understanding is incorrect, please notify the undersigned immediately.

We wish to receive your written acknowledgement that you have received the Appendix A disclosures and that this engagement is approved. Accordingly, please send me an email to that effect or sign and return the enclosed copy of this letter to me.

Sincerely,



Justin Monwai, Vice President
Piper Jaffray & Co.
1420 5th Avenue, Suite 1425
Seattle, WA 98101
Justin.W.Monwai@pjc.com

Acknowledgement and Approval of Engagement
and Receipt of Appendix A Disclosures

Morgan Smith, City Manager
City of Bainbridge Island

Date: _____

cc: Ellen Schroer, City of Bainbridge Island
DeWayne Pitts, City of Bainbridge Island

Appendix A – G-17 Disclosure

We are writing to provide you with certain disclosures relating to the Bonds, as required by the Municipal Securities Rulemaking Board (MSRB) Rule G-17 in accordance with MSRB Notice 2012-25 (May 7, 2012). Under new federal regulations, all underwriters are now required to send the following disclosures to you (as the Issuer of the Bonds) in order to clarify with you the role of an underwriter and other matters relating to an underwriting of the Bonds.

Piper Jaffray intends to serve as an underwriter respecting the Bonds and not as a financial advisor or municipal advisor. As part of our services as an underwriter, Piper Jaffray may provide advice concerning the structure, timing, terms, and other similar matters concerning an issue of municipal securities that Piper Jaffray is underwriting.

Our Role as Underwriter:

In serving as underwriter for the Bonds, these are some important disclosures that clarify our role and responsibilities:

- (i) MSRB Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors;
- (ii) The underwriter's primary role is to purchase securities with a view to distribution in an arm's-length commercial transaction with the Issuer and it has financial and other interests that differ from those of the Issuer;
- (iii) Unlike a municipal advisor, the underwriter does not have a fiduciary duty to the Issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests;
- (iv) The underwriter has a duty to purchase securities from the Issuer at a fair and reasonable price, but must balance that duty with its duty to sell municipal securities to investors at prices that are fair and reasonable; and
- (v) The underwriter will review the official statement for the Issuer's securities in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.¹

Our Compensation:

The underwriter will be compensated by a fee and/or an underwriting discount that will be set forth in the bond purchase agreement to be negotiated and entered into in connection with the issuance of the Bonds. Payment or receipt of the underwriting fee or discount will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Bonds. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the underwriter may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

¹ Under federal securities law, an issuer of securities has the primary responsibility for disclosure for investors. The review of the official statement by the underwriter is solely for purposes of satisfying the underwriter's obligations under the federal securities laws and such review should not be construed by an issuer as a guarantee of the accuracy or completeness of the information in the official statement.

Conflicts of Interest:

We have entered into a separate agreement with Charles Schwab & Co., Inc. that enables Charles Schwab & Co., Inc. to distribute certain new issue municipal securities underwritten by or allocated to us which could include the Bonds. Under that agreement, we will share with Charles Schwab & Co., a portion of the fee or commission paid to us.

Risk Disclosures:

In accordance with the requirements of MSRB Rule G-17, attached as Appendix B is a description of the material aspects of a typical fixed rate offering, including the Bonds. This letter may be later supplemented if the material terms of the Bonds change from what is described here.

If you have any questions or concerns about these disclosures, please make those questions or concerns known immediately to me. In addition, you should consult with your own financial, legal, accounting, tax and other advisors, as applicable, to the extent you deem appropriate.

Appendix B – Risk Disclosures

The following is a general description of the financial characteristics and security structures of fixed rate municipal bonds (“Fixed Rate Bonds”), as well as a general description of certain financial risks that you should consider before deciding whether to issue Fixed Rate Bonds.

Financial Characteristics

Maturity and Interest. Fixed Rate Bonds are interest-bearing debt securities issued by state and local governments, political subdivisions and agencies and authorities. Maturity dates for Fixed Rate Bonds are fixed at the time of issuance and may include serial maturities (specified principal amounts are payable on the same date in each year until final maturity), one or more term maturities (specified principal amounts are payable on each term maturity date), a combination of serial and term maturities, or bullet maturities, in which all the Bonds mature on a single maturity date. The final maturity date typically will range between 10 and 30 years from the date of issuance. Interest on the Fixed Rate Bonds typically is paid semiannually at a stated fixed rate or rates for each maturity date.

Redemption. Fixed Rate Bonds may be subject to optional redemption, which allows you, at your option, to redeem some or all of the bonds on a date prior to scheduled maturity, such as in connection with the issuance of refunding bonds to take advantage of lower interest rates. Fixed Rate Bonds will be subject to optional redemption only after the passage of a specified period of time, often approximately ten years from the date of issuance, and upon payment of the redemption price set forth in the bonds, which may include a redemption premium. You will be required to send out a notice of optional redemption to the holders of the bonds, usually not less than 30 days prior to the redemption date. Fixed Rate Bonds with term maturity dates also may be subject to mandatory sinking fund redemption, which requires you to redeem specified principal amounts of the bonds annually in advance of the term maturity date. The mandatory sinking fund redemption price is 100% of the principal amount of the bonds to be redeemed.

Security

Payment of principal of and interest on a municipal security, including Fixed Rate Bonds, may be backed by various types of pledges and forms of security, some of which are described below.

General Obligation Bonds

“General obligation bonds” are debt securities to which your full faith and credit is pledged to pay principal and interest. If you have taxing power, generally you will pledge to use your ad valorem (property) taxing power to pay principal and interest. Ad valorem taxes necessary to pay debt service on general obligation bonds may not be subject to state constitutional property tax millage limits (an unlimited tax general obligation bond). The term “limited” tax is used when such limits exist.

General obligation bonds constitute a debt and, depending on applicable state law, may require that you obtain approval by voters prior to issuance. In the event of default in required payments of interest or principal, the holders of general obligation bonds have certain rights under state law to compel you to impose a tax levy.

Revenue Bonds

“Revenue bonds” are debt securities that are payable only from a specific source or sources of revenues. Revenue bonds are not a pledge of your full faith and credit and you are obligated to pay principal and interest on your revenue bonds only from the revenue source(s) specifically pledged to the bonds. Revenue bonds do not permit the bondholders to compel you to impose

a tax levy for payment of debt service. Pledged revenues may be derived from operation of the financed project or system, grants or excise or other specified taxes. Generally, subject to state law or local charter requirements, you are not required to obtain voter approval prior to issuance of revenue bonds. If the specified source(s) of revenue become inadequate, a default in payment of principal or interest may occur. Various types of pledges of revenue may be used to secure interest and principal payments on revenue bonds. The nature of these pledges may differ widely based on state law, the type of issuer, the type of revenue stream and other factors.

General Fund Obligations

“General Fund Obligations” are debt securities that are payable from an issuer’s general fund and are not secured by a specific tax levy like a general obligation bond or a specific revenue pledge like a revenue bond. General fund obligations come in many varieties and may be a continuing obligation of the general fund or may be subject to annual appropriation. Often general fund obligations are issued in the form of certificates of participation in a lease obligation of the issuer.

Financial Risk Considerations

Certain risks may arise in connection with your issuance of Fixed Rate Bonds, including some or all of the following:

Risk of Default and Fiscal Stress

You may be in default if the funds pledged to secure your bonds are not sufficient to pay debt service on the bonds when due. The consequences of a default may be serious for you and may include the exercise of available remedies against you on behalf of the holders of the bonds. Depending on state law, if the bonds are secured by a general obligation pledge, you may be ordered by a court to raise taxes or other budgetary adjustments may be necessary to enable you to provide sufficient funds to pay debt service on the bonds. If the bonds are revenue bonds, subject to applicable state law and the terms of the authorizing documents, you may be required to take steps to increase the available revenues that are pledged as security for the bonds.

Bonds payable from the general fund, particularly bonds without a defined revenue stream identified to pay debt service, reduce your flexibility to balance the general fund. Because a fixed debt service payment is required to be paid regardless of how your general fund is impacted by revenue losses or by increased expenses, you have less flexibility in the options available to you in assuring a balanced budget for your general fund.

General Fund Obligations that are Project Based. Some general fund obligations are issued for projects which are expected to generate revenues that will pay for some or all of the debt service on the bonds. In the event the project does not generate the anticipated levels of revenues available for debt service, or, in the extreme case, does not create any revenue available for debt service, you may need to make payments from other available general fund revenues. This may force you to reduce other expenditures or to make difficult decisions about how to pay your debt service obligation while meeting other expenditure needs.

General Fund Obligations that are Subject to Annual Appropriation. Some general fund obligations require that debt service is subject to annual appropriation by your governing body. If your governing body decides not to appropriate payments for debt service, your credit ratings may be negatively impacted and you may be forced to pay a higher interest rate on future debt issuance or may be unable to access the market for future debt issuance.

For all bonds, a default may negatively impact your credit ratings and may effectively limit your ability to publicly offer bonds or other securities at market interest rate levels. Further, if you are

unable to provide sufficient funds to remedy the default, subject to applicable state law and the terms of the authorizing documents, it may be necessary for you to consider available alternatives under state law, including (for some issuers) state-mandated receivership or bankruptcy. A default also may occur if you are unable to comply with covenants or other provisions agreed to in connection with the issuance of the bonds.

Redemption Risk

Your ability to redeem the bonds prior to maturity may be limited, depending on the terms of any optional redemption provisions. In the event that interest rates decline, you may be unable to take advantage of the lower interest rates to reduce debt service.

Refinancing Risk

If the financing plan contemplates refinancing some or all of the bonds at maturity (for example, if there are term maturities, bullet maturities or if a shorter final maturity is chosen than might otherwise be permitted under the applicable federal tax rules), market conditions or changes in law may limit or prevent the refinancing of those bonds when required. Further, limitations in the federal tax rules on advance refunding of bonds (an advance refunding of bonds occurs when tax-exempt bonds are refunded more than 90 days prior to the date on which those bonds may be retired) may restrict the ability to refund the bonds to take advantage of lower interest rates.

Reinvestment Risk

You may have proceeds of the bonds to invest prior to the time that you are able to spend those proceeds for the authorized purpose. Depending on market conditions, you may not be able to invest those proceeds at or near the rate of interest that you are paying on the bonds, which is referred to as “negative arbitrage”.

Tax Compliance Risk

The issuance of tax-exempt bonds is subject to a number of requirements under the United States Internal Revenue Code, as enforced by the Internal Revenue Service (IRS). You must take certain steps and make certain representations prior to the issuance of tax-exempt bonds. You also must covenant to take certain additional actions after issuance of the tax-exempt bonds. A breach of your representations or your failure to comply with certain tax-related covenants may cause the interest on the bonds to become taxable retroactively to the date of issuance of the bonds, which may result in an increase in the interest rate that you pay on the bonds or the mandatory redemption of the bonds. The IRS also may audit you or your bonds, in some cases on a random basis and in other cases targeted to specific types of bond issues or tax concerns. If the bonds are declared taxable, or if you are subject to audit, the market price of your bonds may be adversely affected. Further, your ability to issue other tax-exempt bonds also may be limited.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:25 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:

[Ethics Board Minutes, August 19, 2019](#)

[Lodging Tax Advisory Committee Minutes, August 12, 2019](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ETHICS BOARD

Monday August 19, 2019

Minutes

1. Call to order – Meeting was called to order at 6:01 PM. Present were Maradel Gale, Suzanne Keel-Eckmann, Brian Strully, Jennifer Hodges, Ingrid Billies, and Deputy City Attorney Robbie Sepler. Joe Deets arrived at 6:25 PM.
2. Changes or additions to agenda – Suzanne would like to include a new number 9, move to executive session, take current items 9 and 10 and defer those to the next meeting date. The rest of the Board approved.
3. Disclosure of conflicts of interest – None.
4. Acceptance of meeting notes – July 15, 2019 and July 29, 2019. Meeting notes were accepted as written for both meetings.
5. Communications – Suzanne had communications with Robbie Sepler, Ethics Board Liaison Deets, Mayor Medina and Maradel Gale. Maradel had communications with Councilmembers Blossom and Tirman and Suzanne Keel-Eckmann. Jennifer had communications with Council Liaison Deets.
6. Public Comment – None.
7. Open Public Meetings Act Training– Robbie Sepler provided training on this Act. Board discussion of the Act ensued, and Robbie Sepler answered questions from the Board.
8. City Council/Ethics Board Program Discussion – Suzanne gave an introduction/overview/update for this item on the agenda. Board discussion focused on proposed additions to the Code; recommendation to add Transparency as a Core Value.
9. Executive Session – Ethics Board discussion with Deputy City Attorney Robbie Sepler.
10. 2019-02 Advisory Opinion Response – This will be addressed at the next meeting of the Ethics Board.
11. Revision of forms requesting advisory opinion/filing complaint – Next meeting item.
12. Items for next meeting agenda – Open Public Records Act training, items 9 and 10 from this agenda.
13. Next meeting date – September 16, 2019.
14. Adjournment – 8:11 PM.


Suzanne Keel-Eckmann, Chair
Ethics Board, City of Bainbridge Island



MINUTES

The meeting was called to order at 4:00 PM. LTAC members Dominique Cantwell, Nancy Fortner, and Tom Dinsmore were present as was Councilmember/Vice-Chair Rasham Nassar and Councilmember/Chair Matthew Tirman. LTAC member Susie Burdick was absent and excused.

No members of the public in attendance.

Rasham and Matt gave a discussion of what council worked on during council meetings.

Nancy: heavier emphasis on capital improvement projects, like wayfinding. Great idea for technology and apps.

How to get word out to community to be applied for. Dominique recommends One Call for All

Scoring matrix beforehand needed per Nancy? Dominique likes a simple three-point approach for the decision-making scoring and process. Everyone seemed to like this approach.

Important to judge proposals on their merits, not biases of organization if at all possible. We all agree the funds can be used better and many of the RFP changes have helped perhaps focus.

Do we need a deliberation in advance of presentations? Dominique says no, she doesn't feel the need.

Does a proposal meet the criteria of putting more "heads in beds"?

State has clear guidelines, should we push to have things changed and be more proactive.

Cultural funding vs LTAC funding – not too much overlap.

Questions ahead of time to applicants? Is this allowed? Can we assemble questions to send to applicants based upon the first read of the proposals and have these sent to the website and the applicants? This would be used to inform the LTAC panel during the presentations and ensure questions are less of a surprise.

What do we want to do with LTAC monies in the long term and short term?

Dominique: wayfinding builds long term word of mouth ----John: does wayfinding really meet the goals of LTAC ---- Nancy – it really ties into events and supports those. Wayfinding for special events would be a great idea across the island. Allow for the signs to be generic and changes as needed perhaps.

Dominique: grants that support overhead is terrifying. Creates a reliance on that money YoY. If we are to take on wayfinding with most LTAC funds that will create issues with other orgs applying for LTAC funds.

This committee is not meant to put anyone out of business or out of a job, however, it's important that applicants realize that there is a desire for stronger project-based applications.



CITY OF
BAINBRIDGE ISLAND

LODGING TAX ADVISORY COMMITTEE
AUGUST 12, 2019

John – do we feel like we hit on duplication enough to not submit proposals that duplicate efforts?
Encourage collaboration and eliminate duplication is key the members agreed.

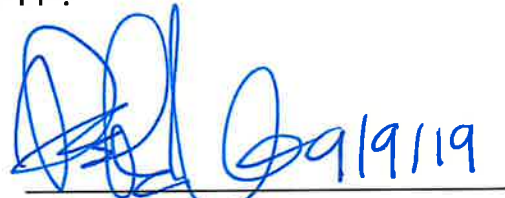
Discussion around specificity of goals or perhaps we have a more targeted and specific ask. Have a common goal each year: multiple applicants aiming toward wayfinding or another large topical goal. Innovation proposals.

Could we have a six-month checkup/report sent back to council as to how they are doing ?
Members pointed out it could be cumbersome.

Ask Ellen about posing questions to applicants once we have proposals. Questions sent to Roz and then sent to applicants and posted to website.

Can we have committee come to council and offer their thoughts on a vision for LTAC. Can we add that to the calendar and dates for LTAC post-October 14th?

The meeting adjourned at 5:10 PM.



Rasham Nassar, Chair Date



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 24, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (9:30 PM) Regional Committee Reports by Councilmember Liaisons - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

Information only.

SUMMARY:

Councilmembers will provide an update on regional committees.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding: