CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, NOVEMBER 28, 2023

COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA

AND

ZOOM WEBINAR
HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE - 6:00 PM**

2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**

3. **PUBLIC COMMENT - 6:10 PM**
Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes, or such amount as the meeting chair determines, to speak. Public comment is not taken on individual agenda items during the meeting. For items scheduled for a public hearing, comment is accepted from an individual only one time, either during public comment or during the hearing.
Public comment is simply received by the Council, with no response, and Council cannot deliberate on items that are not on the agenda. The lack of comment is not an endorsement or a denial of the comment. Please refer to guidelines and instructions for public comment, including orderly behavior and civility in remarks, attached below. Public comment may be provided in-person in Council Chambers or remotely through Zoom.

   3.A **Instructions for Providing Public Comment** 15 Minutes
   Instructions for Providing Public Comment at Hybrid Meetings.docx

4. **CONSENT AGENDA - 6:25 PM**
All items listed under this section are considered to be routine and will be acted upon with one motion and one vote. There will be no separate discussion of these items unless a member of the City Council, or City Manager so requests, in which event, the item will be considered separately in its normal sequence.

   4.A **Agenda Bill for Consent Agenda,** 5 Minutes

4.B **Approve Accounts Payable and Payroll**
Council Report PR 110523.pdf
Council Report PR 1120-23.pdf
AP Report to Council of Cash Disbursements 11-29-23.pdf

4.C **Approve City Council Meeting Minutes**
City Council Regular Business Meeting Minutes, November 14, 2023.pdf

4.D **Consider Ordinance No. 2023-30 Providing De Minimis Amendments to BIMC Chapter 8.24, Waste Reduction Regulations**
Draft Ordinance 2023-30 Disposable Food Service Ware November 2023.docx

4.E **Authorize the City Manager to Execute an Updated Interlocal Agreement and Memorandum of Understanding with Kitsap Transit to Utilize Remaining Marketing Funds for BI Rides Marketing Efforts in 2024**
MOU Kitsap Transit BI Ride 2024 Extension.docx
ATTACHMENT A MOU Kitsap Transit BI Ride 2024 Extension.docx
ILA Kitsap Transit BI Ride 2024 Extension.docx

4.F **Adopt State Legislative Priorities - Executive,** 5 Minutes
2024 Bainbridge Island Legislative Policy Statements.pdf
City of Bainbridge Island 2024 Top Legislative Priorities.pdf
2024 Legislative Agenda Development.pptx

4.G **Consider Approval of Cultural Funding Advisory Task Force Recommendations for 2024-2025 Awards Totaling $300,000 - Executive,** 5 Minutes
Cultural Funding Advisory Task Force 2024-25 Recommendation Sheet.xlsx
Cultural Funding PSA Pro Forma 2024-25

5. COUNCIL ANNOUNCEMENTS - 6:30 PM

6. CITY MANAGER'S REPORT - 6:40 PM

7. REGULAR BUSINESS

7.A **(6:45 PM) Receive Washington State Department of Transportation Briefing on State Route 305 / West Port Madison, Agatewood Road, Adas Will Lane Safety Improvements Project - Public Works,** 20 Minutes
SR 305 West Port Madison Adas Will RABs.pptx

7.B **(7:05 PM) Adopt Resolution No. 2023-11 Approving the 2024 Home Compostable Disposable Food Service Ware Product List,** 15 Minutes
Resolution 2023-11 to Approve a Home Compostable Disposable Food Service Ware Product List for 2024.docx
2024 Home Compostable Disposable Food Service Ware Product List Presentation - 11.28.23.pptx

7.C **(7:20 PM) Consider Funding Request ($20,000 annually) from the Kitsap Economic Development Alliance (KEDA),** 10 Minutes

8. ADJOURNMENT - 7:30 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.

City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 28, 2023 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: Instructions for Providing Public Comment

SUMMARY: Instructions for providing public comment are attached.

AGENDA CATEGORY: Discussion **PROPOSED BY:** City Council

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Instructions for Providing Public Comment at Hybrid Meetings.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

CITY CLERK'S OFFICE

Members of the public are encouraged to submit written public comment to the City Council at any time by emailing Council at council@bainbridgewa.gov. Members of the public who wish to provide public comment may attend the business meeting in Council Chambers or may participate remotely by following the instructions outlined below. If you are attending in-person, please sign up to speak on the sign-in sheet by the Chamber doors. The Mayor will call the people signed up on the sign-in sheet in Council Chambers first, and speakers will have three minutes to speak from the podium. Following the in-person comment, the Mayor will call people who have raised their hands in the Zoom meeting. A timer on the screen will indicate when 3 minutes have elapsed. Guidelines for public comment are also attached.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT REMOTELY

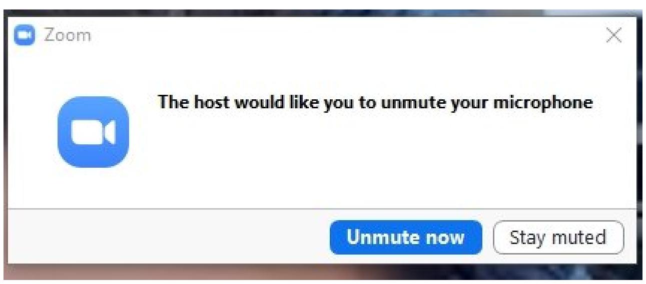
1. Join the Zoom webinar by following the link posted on the agenda and on the City calendar.

2. Sign in to Zoom with your full name.

3. The Mayor will indicate when it is time for public comment.

4. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen.

5. Attendee clicks button "Unmute now" after they are called to speak by the Mayor.



6. Attendee will appear on screen with other panelists, but without video, just name.

IMPORTANT NOTE: If you do not have the latest version of Zoom, the Clerk will promote you to panelist. You will then appear with video enabled. Look for the video icon in the bottom left-hand corner of the screen to turn off your video.

7. Attendee provides their comment.

8. A timer on the screen will track your time.

9. Stop speaking when the timer reaches the 3-minute mark.

10. Attendee is returned to attendee group, and microphone is muted.

11. Public comment is simply received by the Council, with no response.

Excerpt from the Governance Manual regarding public comment:

5.6 Respect and Decorum

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff, and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt, or interrupt the proceedings of the Council, nor engage in any of the prohibited behavior described below. Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

5.6.1 Orderly Behavior and Civility in Remarks

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a point of order by the Presiding Officer or a Councilmember pursuant to the Council's parliamentary rules, or a recess, forced removal, or adjournment as described elsewhere in this manual. Disruptive behavior includes, but is not limited to, the following:

(a) Speaking without being recognized by the Presiding Officer.

(b) Continuing to speak after the allotted time has expired.

(c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.

(d) Throwing objects.

(e) Speaking on an issue that is not within the jurisdiction of the City Council or is otherwise irrelevant to Council business.

(f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.

(g) Impersonating a City Councilmember or a member of the City staff.

(h) Shouting or otherwise engaging in loud or boisterous behavior.

(i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.

(j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.

(k) Booing, hissing, or otherwise disrupting the comments of another speaker.

(l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, or any other words considered "fighting words" under constitutional law.

(m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

5.6.2 Permission Required to Address the Council

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and introduction by the Presiding Officer of the meeting.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 28, 2023 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: Council will consider approval of the Consent Agenda.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

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

COMMUNITY ENGAGEMENT AND OUTREACH:

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: November 28, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Approve Accounts Payable and Payroll

SUMMARY: Council will consider approval of payroll and accounts payable.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION: Approve accounts payable and payroll.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Council Report PR 110523.pdf

Council Report PR 1120-23.pdf

AP Report to Council of Cash Disbursements 11-29-23.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

PAYROLL

PAYROLL CHECK RUN: 11 - 06 - 2023

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	11/6/2023	58992-59126	Regular check run (Direct Dep)	381,988.06
Normal	11/6/2023	110276	Misprint due to Munis Upgrade	-
Vendor	11/6/2023	110277-110288	Misprint due to Munis Upgrade	-
Vendor	11/6/2023	110289-110300	Vendor check run (Paper Checks)	349,617.65
Normal	11/6/2023	110301	Regular check run (Paper Checks)	2,694.87
EFTPS			Federal Tax Electronic Transfer	140,121.52
			TOTAL:	**874,422.10**

Prepared and Reviewed by: ______________________ Date 11/20/2023
Billie Kinley, Budget Manager

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

______________________ Date 11/20/2023
DeWayne Pitts, Finance Director

PAYROLL

PAYROLL CHECK RUN: 11 - 20 - 2023

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	11/20/2023	59127-59260	Regular check run (Direct Dep)	406,414.70
Normal	11/20/2023	110302	Regular check run (Paper Checks)	2,977.53
Vendor	11/20/2023	110303-110309	Vendor check run (Paper Checks)	124,068.41
EFTPS	11/20/2023		Federal Tax Electronic Transfer	148,605.50
EFTPS	11/20/2023		DSHS	147.08
			TOTAL:	**682,213.22**

Prepared and Reviewed by: Anthony Sains

Anthony Sains, Financial Analyst

Date 11/20/23

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

Karl Shaw

Date 11-20-2023

Karl Shaw, Accounting Manager

CITY OF
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: November 13, 2023 - November 27, 2023
CITY COUNCIL: November 14, 2023 - November 28, 2023

Last check from previous run: 360844 dated 11/15/2023 issued to Washington Finance Officers Assoc. for $110.00
Last ACH from previous run: 2971 dated 11/15/2023 issued to Xylem Watering Solutions for $9,678.24

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH/EFT	11/21/2023	2972	PW/Holt Services Inc/Bainbridge Island landfill monitoring resolution	47,760.07
ACH/EFT	11/21/2023	2973	Benefit Administration/HSA & FSA Benefits	286.00
ACH/EFT	11/21/2023	2974	ENG/Infrastructure Management/2024-2029 pavement management	3,000.00
Manual	11/17/2023	360845	ENG/ANS Of Washington/Linda Hinman notary bond and supplies	130.26
Manual	11/17/2023	360846	City of Bainbridge Island/Demoliton permit BLD52344	80.00
Manual	11/20/2023	360847	POL,PCD/AT&T/Fax long distance	17.36
Manual	11/20/2023	360848	Kitsap County Treasurer/Oct. 2023 court fines & fees collected for the County	39.37
Manual	11/20/2023	360849	Verizon/Citywide wireless charges - Nov. 2023	5,945.64
Manual	11/20/2023	360850	WA ST Treasurer/Oct. 2023 court fines collected for the State	3,288.17
			Total Manual Checks and Electronic Disbursements	**60,546.87**
Regular Run Checks	11/26/2023	360851-360880	**Total Regular Check Run**	**94,538.66**
Regular Run ACH	11/29/2023	2975-3043	**Total Regular ACH Run**	**670,044.12**
			Total Disbursements	**825,129.65**
Retainage Release	N/A	N/A		N/A
Travel Advance	N/A	N/A		N/A

Prepared and Reviewed by ______________________ Jacob Kines, Senior Accounting Technician

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

Karl R. Shaw, Accounting Manager — Date: 11/22/2023

MANUAL 11/20/23 JK

CITY OF BAINBRIDGE ISLAND

JK

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
2972	11/21/2023	EFT	7259 HOLT SERVICES INC	267333	PAYREQUEST #1	11/08/2023		M111723	47,760.07
Invoice: PAYREQUEST #1					BI LANDFILL MONITORING - RESOU				
				47,760.07 73011370 54810000261	BI LANDFILL MONITORING-R&M				

CHECK 2972 TOTAL: 47,760.07

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 47,760.07

	COUNT	AMOUNT
TOTAL EFT'S	1	47,760.07

*** GRAND TOTAL *** 47,760.07

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL / SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T OB	DEBIT	CREDIT
2023 11 148									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		47,760.07	
	11/21/2023	M111723	112023			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			47,760.07
	11/21/2023	M111723	112023			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		47,760.07	47,760.07
APP 631-130000						DUE TO/FROM CLEARING		47,760.07	
	11/21/2023	M111723	112023						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			47,760.07
	11/21/2023	M111723	112023						
						SYSTEM GENERATED ENTRIES TOTAL		47,760.07	47,760.07
						JOURNAL 2023/11/148 TOTAL		95,520.14	95,520.14

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023 11	148	11/21/2023		
001-130000			GENERAL - DUE TO/FROM CLEARING		47,760.07
001-213000			GENERAL - ACCOUNTS PAYABLE	47,760.07	
			FUND TOTAL	47,760.07	47,760.07
631 CLEARING FUND	2023 11	148	11/21/2023		
631-130000			DUE TO/FROM CLEARING	47,760.07	
635-111100			CASH		47,760.07
			FUND TOTAL	47,760.07	47,760.07

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		47,760.07
631	CLEARING FUND	47,760.07	
	TOTAL	47,760.07	47,760.07

** END OF REPORT - Generated by Jacob Kines **

MANUAL 11/20/23

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC	INV DATE	PO	CHECK RUN	NET
2973	11/21/2023	EFT	5412 BENEFIT ADMINISTRATI	267349	231107		11/07/2023		M112023	286.00
Invoice: 231107						HSA/FSA BENEFITS				
				7.95	21011125 520000	COURT-BENEFITS				
				47.68	31011131 520000	EX-GF-BEN				
				39.73	41011141 520000	FIN-GF-BEN				
				7.95	51011211 520000	PD-C/E ADMIN-BENEFITS				
				23.82	61011581 520000	PCD - C/E ADMIN BENEFITS				
				79.45	71011321 520000	PW - C/E BENEFITS				
				79.42	81011881 520000	IT - C/E ADMIN BENEFITS				
						CHECK	2973 TOTAL:			286.00
2974	11/21/2023	EFT	7918 INFRASTRUCTURE MGMT	267352	50596-2		10/15/2023		M112023	3,000.00
Invoice: 50596-2						ENG/2024-2029 PAVEMENT MANAGEMENT				
				3,000.00	72111444 54110001278	FIVE YEAR PAVEMENT PLAN-PRO SV				
						CHECK	2974 TOTAL:			3,000.00

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 3,286.00

	COUNT	AMOUNT
TOTAL EFT'S	2	3,286.00

*** GRAND TOTAL *** 3,286.00

Report generated: 11/20/2023 11:37
User: bhuish
Program ID: apcshdsb

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER JNL / SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T OB	DEBIT	CREDIT
2023 11 152									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		286.00	
	11/21/2023	M112023	112023			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			3,286.00
	11/21/2023	M112023	112023			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		3,000.00	
	11/21/2023	M112023	112023			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		3,286.00	3,286.00
APP 631-130000						DUE TO/FROM CLEARING		3,286.00	
	11/21/2023	M112023	112023						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			286.00
	11/21/2023	M112023	112023						
APP 101-130000						STREETS - DUE TO/FROM CLEARING			3,000.00
	11/21/2023	M112023	112023						
						SYSTEM GENERATED ENTRIES TOTAL		3,286.00	3,286.00
						JOURNAL 2023/11/152 TOTAL		6,572.00	6,572.00

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023 11	152	11/21/2023		
001-130000			GENERAL - DUE TO/FROM CLEARING		286.00
001-213000			GENERAL - ACCOUNTS PAYABLE	286.00	
			FUND TOTAL	286.00	286.00
101 STREET FUND	2023 11	152	11/21/2023		
101-130000			STREETS - DUE TO/FROM CLEARING		3,000.00
101-213000			STREETS - ACCOUNTS PAYABLE	3,000.00	
			FUND TOTAL	3,000.00	3,000.00
631 CLEARING FUND	2023 11	152	11/21/2023		
631-130000			DUE TO/FROM CLEARING	3,286.00	
635-111100			CASH		3,286.00
			FUND TOTAL	3,286.00	3,286.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		286.00
101	STREET FUND		3,000.00
631	CLEARING FUND	3,286.00	
	TOTAL	3,286.00	3,286.00

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

JK

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
2975	11/29/2023	EFT	5 ACE HARDWARE	267307	54737	11/07/2023		11/26/23	-43.64
Invoice: 54737					PW/COUPLE 1.5", BALL VALVE RETURN				
				-43.64 73111256 53110001054	STORM PREP-STRT-SUPPLIES				
				267308	54734	11/07/2023		11/26/23	113.40
Invoice: 54734					PW/PLSTC BUCKET WHITE, BALL VALVE, PIPE				
				113.40 73111256 53110001054	STORM PREP-STRT-SUPPLIES				
				267309	54738	11/07/2023		11/26/23	4.36
Invoice: 54738					PW/ADAPTR SCH40PVC2"SL2"FPT				
				4.36 73111256 53110001054	STORM PREP-STRT-SUPPLIES				
				267423	54740	11/08/2023		11/26/23	57.18
Invoice: 54740					PW/ELBOW 90 ABS, BOLTS, FASTENERS				
				57.18 73111256 53110001054	STORM PREP-STRT-SUPPLIES				
				267424	54741	11/08/2023		11/26/23	38.80
Invoice: 54741					PW/DUCT TAPE, THREADLOCKER RED, FASTENERS				
				38.80 73108517 53110000552	LIVE-A-BOARDS/MOORAGE-SUPPLIES				
				267425	54742	11/08/2023		11/26/23	18.02
Invoice: 54742					PW/FASTENERS X30				
				18.02 73011183 531100	O&M-C/E-CH FAC-SUPPLIES				
				267426	54748	11/08/2023		11/26/23	60.03
Invoice: 54748					PW/ELBOW 45 ABS, CEMENT RAIN-R-SHINE 4OZ				
				60.03 73111256 53110001054	STORM PREP-STRT-SUPPLIES				
				267427	54757	11/09/2023		11/26/23	13.07
Invoice: 54757					PW/ADAPTR SCH40PVC, CAP SLIP SCH				
				13.07 73111256 53110001054	STORM PREP-STRT-SUPPLIES				
				267428	54758	11/09/2023		11/26/23	8.71
Invoice: 54758					PW/ADAPTR SCH40PVC2"SL2"MPT				
				8.71 73111256 53110001054	STORM PREP-STRT-SUPPLIES				
				267429	54761	11/09/2023		11/26/23	71.85
Invoice: 54761					PW/FASTENERS, THREAD TAPE, PREC SCREW				
				71.85 73411345 531100	OFFICE SUPPLIES				
				267430	54762	11/10/2023		11/26/23	32.72
Invoice: 54762					PW/PAINTERS TOOL, WIRE BRUSH, GLUE COVE CHART				
				32.72 73421355 531100	WIN COLL-SUPPLIES				
				267431	54766	11/10/2023		11/26/23	21.80
Invoice: 54766					PW/PIPE CAPS X4				
				21.80 73421355 531100	WIN COLL-SUPPLIES				
				267432	54771	11/13/2023		11/26/23	69.82
Invoice: 54771					PW/CLEANER PINE-SOL, MOP, BROOM				
				69.82 73421355 531100	WIN COLL-SUPPLIES				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				267433	54776	11/13/2023		11/26/23	79.69
			Invoice: 54776		PW/TARP POLY BLUE, SCOOP GRAIN DHNDL				
				79.69 73011189 531100	O&M - C/E FACIL OFC SUPPLIES				
				267434	54780	11/14/2023		11/26/23	30.53
			Invoice: 54780		PW/CLEANER CITRUS 32OZ X4				
				30.53 73421355 531100	WIN COLL-SUPPLIES				
				267435	54782	11/14/2023		11/26/23	39.27
			Invoice: 54782		PW/PRIMER PVC PURPLE, CLEAR PVC CEMENT				
				39.27 73421355 531100	WIN COLL-SUPPLIES				
				267436	54783	11/14/2023		11/26/23	13.06
			Invoice: 54783		PW/SOFTSOAP AQUARIUM 7.5OZ X4				
				13.06 73011189 531100	O&M - C/E FACIL OFC SUPPLIES				
				267437	54793	11/15/2023		11/26/23	136.27
			Invoice: 54793		PW/SPRING SNAP LINK, ELEC TAPE, CABLE TIES				
				136.27 73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES				
						CHECK		2975 TOTAL:	764.94
2976	11/29/2023	EFT	10239 ALLIANCE TECHNICAL G	267438	2311031	11/08/2023		11/26/23	128.10
			Invoice: 2311031		ENG/00485 & 00809 SURFACE AND GROU				
				64.05 72011319 54110000809	WTR QUAL & FLOW MONIT-PRO SVCS				
				12.81 72411342 54110000809	WTR QUAL & FLOW MONIT-PRO SVCS				
				51.24 72431832 54110000809	WTR QUAL & FLOW MONIT-PRO SVCS				
						CHECK		2976 TOTAL:	128.10
2977	11/29/2023	EFT	7821 ARAMARK	267310	5120349732	11/06/2023		11/26/23	63.68
			Invoice: 5120349732		PW/COVERALL LS COTTON				
				63.68 73638893 589310	LAUNDRY SERVICES				
				267440	5120356542	11/16/2023		11/26/23	63.68
			Invoice: 5120356542		PW/COVERALL LS COTTON, PANT DICKIES				
				63.68 73638893 589310	LAUNDRY SERVICES				
						CHECK		2977 TOTAL:	127.36
2978	11/29/2023	EFT	4204 ARBITRAGE COMPLIANCE	267441	1034515	11/16/2023		11/26/23	750.00
			Invoice: 1034515		FIN/IRS ARBITRAGE COMPLIANCE SVCS				
				750.00 41011141 541100	FIN-GF-PROF SVCS				
						CHECK		2978 TOTAL:	750.00

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC	INV DATE	PO	CHECK RUN	NET
2979	11/29/2023	EFT	4365 AUTOMATIC FUNDS TRAN	267473	128721		11/08/2023		11/26/23	897.51
Invoice: 128721						FIN/STATEMENT PREP AND MAIL				
				218.86	43411341 541100	FIN - WATER ADMIN PROF SERVICE				
				218.86	43421351 541100	FIN - SEWER ADMIN PROF SERVICE				
				229.89	91411891 542500	GG-WTR-FAC-POSTAGE				
				229.90	91421891 542500	GG-SWR-FAC-POSTAGE				
				267474	128750		11/09/2023		11/26/23	7.05
Invoice: 128750						FIN/FINAL BILL: PRINT & MAIL				
				1.00	43411341 541100	FIN - WATER ADMIN PROF SERVICE				
				1.01	43421351 541100	FIN - SEWER ADMIN PROF SERVICE				
				2.52	91411891 542500	GG-WTR-FAC-POSTAGE				
				2.52	91421891 542500	GG-SWR-FAC-POSTAGE				
						CHECK	2979 TOTAL:			904.56
2980	11/29/2023	EFT	55 SOUND PUBLISHING, IN	267449	BIR985934		10/20/2023		11/26/23	183.88
Invoice: BIR985934						POL/RFP BOAT CONCESSION				
				183.88	55011757 544000	PD-HARBORMASTER-ADV				
				267450	BIR986476		11/03/2023		11/26/23	59.22
Invoice: BIR986476						CC/ORDINANCE NO 2023-29				
				59.22	11011113 544000	COUNCIL - LEGAL NOTICES				
				267451	BIR986480		11/03/2023		11/26/23	62.33
Invoice: BIR986480						CC/ORDINANCE NO 2023-21				
				62.33	11011113 544000	COUNCIL - LEGAL NOTICES				
						CHECK	2980 TOTAL:			305.43
2981	11/29/2023	EFT	7179 BAINBRIDGE YOUTH SER	267452	2023-Q3		11/13/2023		11/26/23	13,250.00
Invoice: 2023-Q3						EX/2023-24 HUMAN SERVICES CONTRAC				
				13,250.00	31017526 54110000297	EX-BYS-YOUTH COUNS & JOB OPP				
						CHECK	2981 TOTAL:			13,250.00
2982	11/29/2023	EFT	9856 BARR-TECH LLC	267453	9218		10/31/2023		11/26/23	4,202.90
Invoice: 9218						PW/BIOSOLIDS PROCESSED 64.66 TONS OCT 2023				
				4,202.90	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL				
						CHECK	2982 TOTAL:			4,202.90
2983	11/29/2023	EFT	50 BAINBRIDGE ISLAND EL	267454	20230090		11/10/2023		11/26/23	2,906.77
Invoice: 20230090						PW/INSPECT EQUIPMENT CONNECTION 305 LIFT STATION				
				2,906.77	73421355 548100	WIN COLL-R&M				

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC	INV DATE	PO	CHECK RUN	NET
						CHECK 2983 TOTAL:				2,906.77
2984	11/29/2023	EFT	8595 BRUCE TITUS FORD, IN	267455	67141371		11/07/2023		11/26/23	1,444.81
Invoice: 67141371						POL/2020 FORD INTERCEPTOR CHECK ENGINE LIGHT				
				1,444.81	53011212 548100	POLICE - C/E PATROL MAINTENANC				
						CHECK 2984 TOTAL:				1,444.81
2985	11/29/2023	EFT	360 BUILDERS FIRSTSOURCE	267314	88240429		11/06/2023		11/26/23	42.25
Invoice: 88240429						PW/14"X10' BRWN/BLK ROLL VLY FLASH ROLL				
				42.25	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES				
						CHECK 2985 TOTAL:				42.25
2986	11/29/2023	EFT	1052 CANON FINANCIAL SERV	267315	31411217		10/12/2023		11/26/23	483.51
Invoice: 31411217						PCD,ENG,IT/LEASE OCE PRINTER-PLOTTER-SCANNER				
				161.17	61011581 545000	PCD - C/E ADMIN RENTS & LEASES				
				161.17	72011321 545000	ENG - C/E ADMIN RENTS & LEASES				
				161.17	81011881 545000	IT - C/E RENTS & LEASES				
						CHECK 2986 TOTAL:				483.51
2987	11/29/2023	EFT	9019 CITIES DIGITAL, INC.	267316	58515		10/27/2023		11/26/23	2,889.32
Invoice: 58515						IT/NEW USER LICENSE LASERFICHE SW				
				2,889.32	81011881 548500	IT - C/E COMPUTER SUPPORT				
						CHECK 2987 TOTAL:				2,889.32
2988	11/29/2023	EFT	104 CITY OF BREMERTON	267317	BKAT000794		11/01/2023		11/26/23	3,188.25
Invoice: BKAT000794						IT/BROADCAST CITY COUNCIL MEETINGS				
				3,188.25	81011881 542420	IT-C/E-TELEVISTED COUNCIL MEET				
						CHECK 2988 TOTAL:				3,188.25
2989	11/29/2023	EFT	6639 CITY OF FORKS	267462	2758		11/02/2023		11/26/23	3,149.12
Invoice: 2758						POL/PRISONER BOARD				
				3,149.12	51011236 551000	POLICE - C/E PRISONER DETENT'N				
						CHECK 2989 TOTAL:				3,149.12
2990	11/29/2023	EFT	10367 CLOUDBREAK COLLECTIV	267463	0000582		11/01/2023		11/26/23	2,212.50
Invoice: 0000582						EX/2024-25 CULTURAL FUNDING FACIL				
				2,212.50	31017572 54110000297	EX-COMMUNITY FUNDING RESOURCES				

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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	2990	TOTAL:	2,212.50
2991	11/29/2023	EFT	8435 COATES DESIGN INC	267464	125743	11/10/2023		11/26/23	10,915.89
Invoice: 125743					ENG/POLICE & COURT FACILITY - PROJ				
				10,915.89 72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN				
						CHECK	2991	TOTAL:	10,915.89
2992	11/29/2023	EFT	10374 ASGN INCORPORATED	267466	005208207	11/13/2023		11/26/23	1,875.00
Invoice: 005208207					EX/W-E 11/12/23 EDITH RATLIFF HOURS				
				1,875.00 31011572 541100	EX-GF-OUTREACH-PROF SVCS				
				267467	005208279	11/20/2023		11/26/23	1,875.00
Invoice: 005208279					EX/W-E 11/19/23 EDITH RATLIFF HOURS				
				1,875.00 31011572 541100	EX-GF-OUTREACH-PROF SVCS				
						CHECK	2992	TOTAL:	3,750.00
2993	11/29/2023	EFT	5132 CRYSTAL SPRINGS	267468	5228674 111523	11/15/2023		11/26/23	53.82
Invoice: 5228674 111523					CRT/BOTTOM LOAD HOT & COLD COOLER				
				53.82 21011125 531100	COURT-SUPPLIES				
						CHECK	2993	TOTAL:	53.82
2994	11/29/2023	EFT	6363 LN CURTIS & SONS	267469	INV764310	11/14/2023		11/26/23	251.87
Invoice: INV764310					POL/JACKET/CLARK				
				251.87 51011211 520000	PD-C/E ADMIN-BENEFITS				
						CHECK	2994	TOTAL:	251.87
2995	11/29/2023	EFT	7016 CUSTOM PRINTING	267512	10796	10/02/2023		11/26/23	42.26
Invoice: 10796					EX/MOVING WATER PROJECT RESOURCES				
				42.26 31011256 541100	EX-GF-EMERG PREP-PROF SVCS				
				267513	10797	10/02/2023		11/26/23	36.15
Invoice: 10797					EX/WATER COLLECT PROJECT RESOURCES				
				36.15 31011256 541100	EX-GF-EMERG PREP-PROF SVCS				
				267514	10798	10/02/2023		11/26/23	21.57
Invoice: 10798					EX/MOVING WATER PROJECT RESOURCES				
				21.57 31011256 541100	EX-GF-EMERG PREP-PROF SVCS				
						CHECK	2995	TOTAL:	99.98

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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				
2996	11/29/2023	EFT	10344 DEMARCHE CONSULTING	267470	23 BI 05	11/20/2023		11/26/23	3,600.00
Invoice: 23 BI 05					PCD/STEERING COMMITTEE OVERSIGHT F				
				3,600.00	64011586 54110001242 WINSLOW SUBAREA PLAN-PROF SVCS				
						CHECK		2996 TOTAL:	3,600.00
2997	11/29/2023	EFT	10410 DOBBS HEAVY DUTY HOL	267472	025P168034	11/15/2023		11/26/23	14.34
Invoice: 025P168034					PW/GLADHAND UNIV STD MNT X2				
				14.34	73638935 531100 O&M-STD ALLOCATION-SUPPLIES				
						CHECK		2997 TOTAL:	14.34
2998	11/29/2023	EFT	10190 DTG ENTERPRISES INC	267320	200144256	11/06/2023		11/26/23	360.00
Invoice: 200144256					PW/PORTABLE RESTROOMS NE VINCENT RD				
				360.00	73435838 545000 O&M-DECANT-RENTS				
				267321	200144331	11/06/2023		11/26/23	360.00
Invoice: 200144331					PW/PORTABLE RESTROOMS NE HIDDEN COVE RD				
				360.00	73011897 545000 O&M-C/E-PWYD FAC-RENTS				
						CHECK		2998 TOTAL:	720.00
2999	11/29/2023	EFT	7144 DTMICRO, INC	267319	7061	10/15/2023		11/26/23	136.50
Invoice: 7061					POLICE INTERNET CONNECTION TO KITSAP COUNTY				
				136.50	91011215 542100 GG-C/E-PD-PHONE				
						CHECK		2999 TOTAL:	136.50
3000	11/29/2023	EFT	2342 ENVIRONMENTAL SCIENC	267322	189178	10/06/2023		11/26/23	10,488.62
Invoice: 189178					EX/ARCHITECTURAL HISTORIAN				
				10,488.62	31011551 54110001251 625 WINSLOW-AFF HSG-PROF SVCS				
						CHECK		3000 TOTAL:	10,488.62
3001	11/29/2023	EFT	5781 EXTERMINATION SERVIC	267476	46652	10/31/2023		11/26/23	364.73
Invoice: 46652					PW/OCTOBER RODENT SERVICE WWTP				
				364.73	73425358 541100 O&M-WWTP-PROF SVCS				
						CHECK		3001 TOTAL:	364.73
3002	11/29/2023	EFT	1953 FERGUSON ENTERPRISES	267477	0021001-1	11/06/2023		11/26/23	761.30
Invoice: 0021001-1					PW/WATER SUPPLIES				
				761.30	73637892 531100 O&M-ALLOC-WTR-CONSUMABLES				

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
						CHECK		3002 TOTAL:	761.30
3003	11/29/2023	EFT	8520 FRANCISCAN MEDICAL G	267475	OMF6 OCT23	11/15/2023		11/26/23	50.00
Invoice: OMF6 OCT23					PW/OCCUPATIONAL HEALTH TESTING				
				50.00 73637891 541100	PROFESSIONAL SERVICES				
						CHECK		3003 TOTAL:	50.00
3004	11/29/2023	EFT	252 H.D. FOWLER COMPANY	267478	I6556888	10/30/2023		11/26/23	1,611.27
Invoice: I6556888					PW/SUPPORT O&M REPAIRS TO THE WWTP				
				1,611.27 73425358 531100	O&M-WWTP-SUPPLIES				
						CHECK		3004 TOTAL:	1,611.27
3005	11/29/2023	EFT	6155 HDR ENGINEERING INC	267479	1200572663	11/17/2023		11/26/23	4,406.11
Invoice: 1200572663					PW/WASTEWATER BENEFICIAL REUSE AN				
				4,406.11 71425352 54110001192	WW BEN REUSE-PROF SVCS				
						CHECK		3005 TOTAL:	4,406.11
3006	11/29/2023	EFT	4161 HERRERA ENVIRONMENTA	267480	54928	11/10/2023		11/26/23	3,597.61
Invoice: 54928					ENG/STORMWATER SYSTEM PLAN				
				3,597.61 72431832 54110001031	ISLANDWIDE SSWM STUDY-PROF SVC				
						CHECK		3006 TOTAL:	3,597.61
3007	11/29/2023	EFT	7918 INFRASTRUCTURE MGMT	267482	50596-3	10/31/2023		11/26/23	39,095.00
Invoice: 50596-3					ENG/2024-2029 PAVEMENT MANAGEMENT				
				39,095.00 72111444 54110001278	FIVE YEAR PAVEMENT PLAN-PRO SV				
						CHECK		3007 TOTAL:	39,095.00
3008	11/29/2023	EFT	10269 JENNINGS EQUIPMENT I	267483	47894P	10/11/2023	20230010	11/26/23	358.17
Invoice: 47894P					PW/Electric small tools, PW-O&M				
				358.17 73011897 53110001261	ELECTRIC HAND TOOLS-SUPPLIES				
				267484	48437P	11/01/2023	20230042	11/26/23	3,770.54
Invoice: 48437P					PW/ELECTRIC HAND TOOLS				
				3,770.54 73011897 53110001261	ELECTRIC HAND TOOLS-SUPPLIES				
						CHECK		3008 TOTAL:	4,128.71
3009	11/29/2023	EFT	1496 KITSAP COUNTY SEWER	267486	KCSD7-COBI-2023-OCT	11/13/2023		11/26/23	26,018.29
Invoice: KCSD7-COBI-2023-OCT					PW/SEWER UTILITY CHARGE OCT 2023				
				26,018.29 73426356 551000	SIS-SD#7 PROCESSING CHGS				

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
						CHECK	3009 TOTAL:		26,018.29
3010	11/29/2023	EFT	8546 KITSAP 911 PUBLIC AU	267494	BIPD2023-012	11/15/2023		11/26/23	9,034.08
Invoice: BIPD2023-012					POL/CALL CENTER SERVICES				
				6,323.86 53011286 551000	POLICE - C/E PATROL CENCOM				
				2,710.22 52011286 551000	POLICE - C/E - INVEST CENCOM				
						CHECK	3010 TOTAL:		9,034.08
3011	11/29/2023	EFT	315 KITSAP HUMANE SOCIET	267492	51888	11/01/2023		11/26/23	6,612.93
Invoice: 51888					ANIMAL CONTROL (2021-2023)				
				6,612.93 91011393 541100	FIN - C/E ANIMAL CONTROL FEES				
						CHECK	3011 TOTAL:		6,612.93
3012	11/29/2023	EFT	5384 KITSAP TRANSIT	267493	7140	09/30/2023		11/26/23	44,011.93
Invoice: 7140					EX/BI RIDE JOINT MARKETING				
				44,011.93 31171572 54110001176	BI RIDE ENGAGEMENT-PROF SVCS				
						CHECK	3012 TOTAL:		44,011.93
3013	11/29/2023	EFT	1851 KRAZAN & ASSOCIATES	267496	INV J604239-5873	10/31/2023		11/26/23	662.90
Invoice: INV J604239-5873					ENG/ON CALL TESTING SERVICES				
				662.90 72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN				
						CHECK	3013 TOTAL:		662.90
3014	11/29/2023	EFT	7849 LAW OFFICE OF THOMAS	267497	NOV23	11/07/2023		11/26/23	4,843.13
Invoice: NOV23					LEGAL/PUBLIC DEFENDER SERVICES NOV 2023				
				4,843.13 32011281 541113	LGL-PUBLIC DEFENDER				
						CHECK	3014 TOTAL:		4,843.13
3015	11/29/2023	EFT	5011 LEXISNEXIS RISK SOLU	267498	1272084-20231031	10/31/2023		11/26/23	218.40
Invoice: 1272084-20231031					POL/MONTHLY SUBSCRIPTION				
				218.40 52011212 548500	PD-C/E-INV-COMPUTER SUPT MAINT				
						CHECK	3015 TOTAL:		218.40
3016	11/29/2023	EFT	5607 LMN ARCHITECTS	267499	63816	09/25/2023		11/26/23	20,330.34
Invoice: 63816					PCD/WINSLOW SUBAREA PLAN UPDATE				
				20,330.34 64011586 54110001242	WINSLOW SUBAREA PLAN-PROF SVCS				

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
						CHECK		3016 TOTAL:	20,330.34
3017	11/29/2023	EFT	10209 PAE CONSULTING ENGIN	267518	20234450	09/30/2023		11/26/23	2,905.00
Invoice: 20234450					ENG/CITY HALL SECURITY SYSTEM UPDA				
				2,905.00	72311418 64110001092 CH SECURITY-PROF SVCS				
				267519	20234934	10/31/2023		11/26/23	915.00
Invoice: 20234934					ENG/CITY HALL SECURITY SYSTEM UPDA				
				915.00	72311418 64110001092 CH SECURITY-PROF SVCS				
						CHECK		3017 TOTAL:	3,820.00
3018	11/29/2023	EFT	5717 MAKERS ARCHITECTURE	267500	2257-8	10/19/2023		11/26/23	2,775.50
Invoice: 2257-8					EX/ELEC VEHICLE OPTIONS/FACILITY				
				2,775.50	31011492 54110001195 CAP-TRANSP & FUELS-PROF SVCA				
						CHECK		3018 TOTAL:	2,775.50
3019	11/29/2023	EFT	4702 MITHUN	267502	110495	10/10/2023		11/26/23	1,232.50
Invoice: 110495					ENG/CITY HALL MAP ROOM ENCL DESIGN				
				1,232.50	72311418 64110001228 CH MAP RM ENCLOSURE-PROF SVCS				
						CHECK		3019 TOTAL:	1,232.50
3020	11/29/2023	EFT	2430 OGDEN MURPHY WALLACE	267503	883843	11/17/2023		11/26/23	73,612.26
Invoice: 883843					LEGAL/PROFESSIONAL SERVICES OCT 2023				
				12,187.50	32011152 54111101156 LIT-NEAL PRA SUIT				
				1,650.00	32470152 54111101203 WINSLOW HOTEL MEDIATION&CLAIM				
				825.00	32471152 54111401217 HEX-GERLACH BLD PRMT (OMW-HEX)				
				712.50	32470152 54111101240 LIT-RICH (SUP. CT.)				
				112.50	32011152 541110 LGL-GF-LEGAL ADVICE				
				187.50	32011152 54111001046 LGL-PSE FRANCHISE				
				660.00	32011152 54111001131 ETHICS BOARD LEGAL ADVISOR				
				2,692.50	32011541 54111001270 GEN'L PRR WORK-OUTSIDEATTORNEY				
				36,547.26	32011541 54111001298 CITY ATTORNEY				
				18,037.50	32470152 54111100897 PRES RESP SHORE(CT OF APPEALS)				
						CHECK		3020 TOTAL:	73,612.26
3021	11/29/2023	EFT	5545 OTAK INC	267515	000112300201	11/13/2023		11/26/23	2,091.15
Invoice: 000112300201					ENG/CC RD RECONSTRUCTION DESIGN				
				2,091.15	72321953 64110000712 COUNTRY CLUB RD-DESIGN				
						CHECK		3021 TOTAL:	2,091.15

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
3022	11/29/2023	EFT	1754 OTIS ELEVATOR COMPAN	267516	ST15653001	11/01/2023		11/26/23	3,525.00
Invoice: ST15653001					PW/ELEVATOR QUARTERLY SERVICE CITY HALL				
				3,525.00	73011183 54810000888 CH ELEVATOR MAINT-REPAIRS				
						CHECK		3022 TOTAL:	3,525.00
3023	11/29/2023	EFT	10011 PACIFICA LAW GROUP L	267517	86612	11/06/2023		11/26/23	180.00
Invoice: 86612					LEGAL/PROFESSIONAL SERVICES OCT 2023				
				180.00	32011152 54111101256 LIT-POLICE & MUNI COURT BLDG				
						CHECK		3023 TOTAL:	180.00
3024	11/29/2023	EFT	9650 PAPE MACHINERY INC	267520	14851941	10/25/2023		11/26/23	826.32
Invoice: 14851941					PW/LOCK HOOK				
				413.16	73111423 531100 OFFICE SUPPLIES				
				413.16	73111427 531100 OFFICE SUPPLIES				
				267521	14902724	11/09/2023		11/26/23	415.23
Invoice: 14902724					PW/HEATER				
				415.23	73111256 53110001054 STORM PREP-STRT-SUPPLIES				
						CHECK		3024 TOTAL:	1,241.55
3025	11/29/2023	EFT	448 PARAMETRIX INC	267522	50131	11/10/2023		11/26/23	9,926.34
Invoice: 50131					ENG/STO CONCEPT PLAN - 30% DESIGN				
				9,926.34	72334562 64110001213 STO CONNECTOR 30%DES-ENGINEERI				
						CHECK		3025 TOTAL:	9,926.34
3026	11/29/2023	EFT	5646 PERTEET INC	267523	20220099.0000-13	10/12/2023		11/26/23	107,063.60
Invoice: 20220099.0000-13					ENG/EH DR / WW + COOPER CREEK - PR				
				101,149.85	72334562 64110000968 C40-EAGLE HARBOR PH1-PROF SVCS				
				5,913.75	72433438 64110001107 C40-EAGLE HRBR FISH PASS-PRFSV				
				267524	20220099.0000-14	11/08/2023		11/26/23	71,128.20
Invoice: 20220099.0000-14					ENG/EH DR / WW + COOPER CREEK - PR				
				59,878.20	72334562 64110000968 C40-EAGLE HARBOR PH1-PROF SVCS				
				11,250.00	72433438 64110001107 C40-EAGLE HRBR FISH PASS-PRFSV				
						CHECK		3026 TOTAL:	178,191.80
3027	11/29/2023	EFT	8922 REXEL USA INC.	267530	4I22633	10/24/2023		11/26/23	1,167.93
Invoice: 4I22633					ENG/LIGHTBULBS X125				
				1,167.93	72011325 531100 ENG - C/E FACIL SUPPLIES				
				267531	4005473	11/01/2023		11/26/23	236.11

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 4005473						PW/CURRENT LIMITING TIME DELAY			
				236.11 73425358 531100		O&M-WWTP-SUPPLIES			
						CHECK		3027 TOTAL:	1,404.04
3028	11/29/2023	EFT	2409 RIVER OAKS COMMUNICA	267534	11/08/2023	11/08/2023		11/26/23	1,775.50
Invoice: 11/08/2023						LEGAL/COMCAST FRANCHISE AGREEMENT			
				1,775.50 32011152 54110001082		COMCAST FRANCHISE RENEWAL			
						CHECK		3028 TOTAL:	1,775.50
3029	11/29/2023	EFT	617 S & B INC	267535	26551A	10/31/2023		11/26/23	5,570.35
Invoice: 26551A						ENG/WWTP VFD DESIGN			
				5,570.35 72425358 54110001209		WWTP VFD REPL-PROF SVCS			
						CHECK		3029 TOTAL:	5,570.35
3030	11/29/2023	EFT	9584 SILKE COMMUNICATIONS	267537	INV-32000505	09/26/2023		11/26/23	1,839.44
Invoice: INV-32000505						PW/COMMUNICATION SYSTEM FORD MACH-E			
				1,839.44 73501448 66400001108		2021 & 2022 PD VEHICLES			
						CHECK		3030 TOTAL:	1,839.44
3031	11/29/2023	EFT	7173 SKILLINGS	267538	13989	11/06/2023		11/26/23	68,704.15
Invoice: 13989						ENG/Engineering Design Services fo			
				61,397.55 72423434 64110000820		REHAB WING PT PUMP STATION-DES			
				7,306.60 72423434 64110001086		LOWER LOVELL SLS-PROF SVCS			
						CHECK		3031 TOTAL:	68,704.15
3032	11/29/2023	EFT	8132 SPECTRA LABORATORIES	267541	23-08714	11/15/2023		11/26/23	26.00
Invoice: 23-08714						PW/TOTAL COLIFORM, E COLI TESTING			
				26.00 73011897 54110000391		LAB SVCS-PWY FAC			
				267542	23-08146	10/24/2023		11/26/23	104.00
Invoice: 23-08146						PW/TOTAL COLIFORM, E COLI TESTING			
				104.00 73411345 54110000391		LAB SVCS-WATER			
				267543	23-08313	10/30/2023		11/26/23	78.00
Invoice: 23-08313						PW/FLUORIDE, MANGANESE, IRON TESTING			
				78.00 73415345 54110000391		LAB SVCS-WATER ROCKAWAY			
				267544	23-08485	11/03/2023		11/26/23	310.00
Invoice: 23-08485						PW/THMS, HAA TESTING			
				310.00 73415345 54110000391		LAB SVCS-WATER ROCKAWAY			
				267545	23-08488	11/03/2023		11/26/23	366.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
	Invoice: 23-08488				PW/TKN, NITRATE, AMMONIA, CBOD TESTING				
				366.00 73425358 54110000391	LAB & TESTING SVCS-WWTP				
				267546	23-08490	11/03/2023		11/26/23	392.00
	Invoice: 23-08490				PW/CONDUCTIVITY, CHLORIDE TESTING				
				392.00 73411345 54110000391	LAB SVCS-WATER				
						CHECK		3032 TOTAL:	1,276.00
3033	11/29/2023	EFT	10108 STRUCK ENVIRONMENTAL	267550	2023-63	11/03/2023		11/26/23	825.00
	Invoice: 2023-63				ENG/FARM TRAIL WETLAND MITIGATION				
				825.00 72111262 54110001168	FARM TRAIL-PROF SVCS				
						CHECK		3033 TOTAL:	825.00
3034	11/29/2023	EFT	5730 SUMMIT LAW GROUP	267552	149953	11/17/2023		11/26/23	2,184.00
	Invoice: 149953				LEGAL/PROFESSIONAL SERVICES OCT 2023				
				2,184.00 32011152 54111000870	LGL-HR (NON-BARGAINING)				
				267553	149954	11/17/2023		11/26/23	702.00
	Invoice: 149954				LEGAL/PROFESSIONAL SERVICES OCT 2023				
				702.00 32011152 54111000274	LGL-LABOR NEGOTIATIONS				
						CHECK		3034 TOTAL:	2,886.00
3035	11/29/2023	EFT	565 TACOMA SCREW PRODUCT	267554	140095092-00	10/30/2023		11/26/23	53.03
	Invoice: 140095092-00				PW/PERFORMANCE TOOL ADJUSTABLE WRENCH				
				53.03 73425358 531100	O&M-WWTP-SUPPLIES				
						CHECK		3035 TOTAL:	53.03
3036	11/29/2023	EFT	4576 TETRA TECH INC	267555	52147313	10/24/2023		11/26/23	33,860.25
	Invoice: 52147313				ENG/WINSLOW WWTP UPGRADE DESIGN				
				33,860.25 72423434 64110001187	WWTP CAPACITY UPGR-PROF SVCS				
						CHECK		3036 TOTAL:	33,860.25
3037	11/29/2023	EFT	10345 TRANSCAT INC	267557	2114679	11/01/2023	20230026	11/26/23	813.40
	Invoice: 2114679				ENG/3-PHASE ENERGY LOGGER				
				813.40 72423434 64500001187	WWTP CAP UPGR-CAP RENT/LEASE				
						CHECK		3037 TOTAL:	813.40
3038	11/29/2023	EFT	1152 HD SUPPLY INC	267559	INV00184966	11/02/2023		11/26/23	600.52
	Invoice: INV00184966				PW/STERILE PETRI DISH WITH PAD PACK				
				600.52 73425358 531100	O&M-WWTP-SUPPLIES				

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
					CHECK	3038 TOTAL:			600.52
3039	11/29/2023	EFT	553 UTILITIES UNDERGROUN	267560	3100125	10/31/2023		11/26/23	183.18
Invoice: 3100125					PW/EXCAVATION NOTIFICATIONS X142 OCT 2023				
				183.18 73637893 54110000393	O&M ALLOC-LOCATING SVCS				
					CHECK	3039 TOTAL:			183.18
3040	11/29/2023	EFT	9373 VISIT BAINBRIDGE ISL	267562	154	09/30/2023		11/26/23	37,236.45
Invoice: 154					2023 LTAC CONTRACT (DESTINATIO				
				37,236.45 91140573 541100	GG-TOUR-PROF SERVICES				
					CHECK	3040 TOTAL:			37,236.45
3041	11/29/2023	EFT	167 WA ST DEPT OF ECOLOG	267563	CW-88862116	11/13/2023		11/26/23	400.00
Invoice: CW-88862116					ENG/MITIGATION, RESTORATION PROJECT TRAINING				
				200.00 72011324 443410	ENG - C/E - TRAINING				
				180.00 72431831 443410	ENG - SSWM ADM TRAINING				
				20.00 72411341 443410	ENG - WATER TRAINING				
					CHECK	3041 TOTAL:			400.00
3042	11/29/2023	EFT	9953 WEAVE	267565	056	11/06/2023		11/26/23	2,529.00
Invoice: 056					EX/2022-23 CULTURAL FUNDING CONTR				
				2,529.00 31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES				
					CHECK	3042 TOTAL:			2,529.00
3043	11/29/2023	EFT	499 WESTBAY AUTO PARTS I	267566	826398	11/06/2023		11/26/23	9.31
Invoice: 826398					PW/ONOFF ROCKER RED LIGHT X2				
				9.31 73638935 531100	O&M-STD ALLOCATION-SUPPLIES				
				267567	826457	11/07/2023		11/26/23	85.69
Invoice: 826457					PW/SYN EP GREASE CART X10				
				85.69 73638935 531100	O&M-STD ALLOCATION-SUPPLIES				
				267568	826916	11/09/2023		11/26/23	104.49
Invoice: 826916					PW/STEEL MIRROR X4				
				104.49 73638935 531100	O&M-STD ALLOCATION-SUPPLIES				
				267569	827526	11/13/2023		11/26/23	145.73
Invoice: 827526					PW/HYD HOSE FITTINGS X3				
				145.73 73638935 531100	O&M-STD ALLOCATION-SUPPLIES				
				267570	827770	11/14/2023		11/26/23	212.86
Invoice: 827770					PW/EXACTFITBLADES, HYD HOSE FITTINGS				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC			
			212.86 73638935 531100		O&M-STD ALLOCATION-SUPPLIES			
		Invoice: 827771	267571	827771	11/14/2023		11/26/23	60.48
					PW/HYD HOSE FITTINGS			
			60.48 73638935 531100		O&M-STD ALLOCATION-SUPPLIES			
		Invoice: 828119	267573	828119	11/15/2023		11/26/23	18.02
					PW/NAPA TRANS/FILTER			
			18.02 73638935 531100		O&M-STD ALLOCATION-SUPPLIES			
		Invoice: 828231	267574	828231	11/16/2023		11/26/23	128.20
					PW/NAPAGOLD OIL FILTER, AIR FILTER			
			128.20 73638935 531100		O&M-STD ALLOCATION-SUPPLIES			
		Invoice: 828291	267575	828291	11/16/2023		11/26/23	11.89
					PW/NAPAGOLD FUEL FILTER			
			11.89 73638935 531100		O&M-STD ALLOCATION-SUPPLIES			
		Invoice: 828412	267576	828412	11/17/2023		11/26/23	116.56
					PW/HYD HOSE FITTINGS, ANTIFREEZE			
			116.56 73638935 531100		O&M-STD ALLOCATION-SUPPLIES			
		Invoice: 828413	267577	828413	11/17/2023		11/26/23	61.10
					PW/RV MARINE ANTIFREEZE X10			
			61.10 73638935 531100		O&M-STD ALLOCATION-SUPPLIES			
		Invoice: 828474	267578	828474	11/17/2023		11/26/23	5.43
					PW/NAPAGOLD OIL FILTER			
			5.43 73638935 531100		O&M-STD ALLOCATION-SUPPLIES			
		Invoice: 827876	267579	827876	11/14/2023		11/26/23	4.38
					PW/UNIVRS 2-STUD BRACKET			
			4.38 73011151 531100		O&M-C/E-PD FLEET-SUPPLIES			
					CHECK	3043 TOTAL:		964.14

NUMBER OF CHECKS 69 *** CASH ACCOUNT TOTAL *** 670,044.12

	COUNT	AMOUNT
TOTAL EFT'S	69	670,044.12

*** GRAND TOTAL *** 670,044.12

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL / SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T OB	DEBIT	CREDIT
2023 11 223									
APP 101-213000						STREETS - ACCOUNTS PAYABLE		41,510.93	
	11/29/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			670,044.12
	11/29/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 108-213000						AFFORD HSG - ACCOUNTS PAYABLE		38.80	
	11/29/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		159,254.96	
	11/29/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		1,440.93	
	11/29/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		150,360.31	
	11/29/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		21,352.60	
	11/29/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		2,095.94	
	11/29/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000						ACCOUNTS PAYABLE		189,676.83	
	11/29/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 171-213000						TBF-A/P		44,011.93	
	11/29/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		21,225.00	
	11/29/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 501-213000						ER&R-ACCOUNTS PAYABLE		1,839.44	
	11/29/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 104-213000						CIVIC IMPR - ACCOUNTS PAYABLE		37,236.45	
	11/29/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		670,044.12	670,044.12
APP 631-130000						DUE TO/FROM CLEARING		667,948.18	
	11/29/2023	11/26/23	112223						
APP 101-130000						STREETS - DUE TO/FROM CLEARING			41,510.93
	11/29/2023	11/26/23	112223						
APP 108-130000						AFFORD HSG DUE TO/FROM CLEAR'G			38.80
	11/29/2023	11/26/23	112223						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			159,254.96
	11/29/2023	11/26/23	112223						
APP 401-130000						DUE TO/FROM CLEARING			1,440.93
	11/29/2023	11/26/23	112223						
APP 402-130000						DUE TO/FROM CLEARING			150,360.31
	11/29/2023	11/26/23	112223						
APP 403-130000						DUE TO/FROM CLEARING			21,352.60
	11/29/2023	11/26/23	112223						
APP 301-130000						DUE TO/FROM CLEARING			189,676.83
	11/29/2023	11/26/23	112223						
APP 171-130000						TBF-DUE TO/FROM CLEARING			44,011.93

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T OB	DEBIT	CREDIT
11/29/2023	11/26/23	112223						
APP 407-130000					DUE TO/FROM CLEARING			21,225.00
11/29/2023	11/26/23	112223						
APP 501-130000					ER&R-DUE TO/FROM CLEARING			1,839.44
11/29/2023	11/26/23	112223						
APP 104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G			37,236.45
11/29/2023	11/26/23	112223						
					SYSTEM GENERATED ENTRIES TOTAL		667,948.18	667,948.18
					JOURNAL 2023/11/223 TOTAL		1,337,992.30	1,337,992.30

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023 11	223	11/29/2023		
001-130000			GENERAL - DUE TO/FROM CLEARING		159,254.96
001-213000			GENERAL - ACCOUNTS PAYABLE	159,254.96	
			FUND TOTAL	159,254.96	159,254.96
101 STREET FUND	2023 11	223	11/29/2023		
101-130000			STREETS - DUE TO/FROM CLEARING		41,510.93
101-213000			STREETS - ACCOUNTS PAYABLE	41,510.93	
			FUND TOTAL	41,510.93	41,510.93
104 CIVIC IMPROVEMENT FUND	2023 11	223	11/29/2023		
104-130000			CIVIC IMPR DUE TO/FROM CLEAR'G		37,236.45
104-213000			CIVIC IMPR - ACCOUNTS PAYABLE	37,236.45	
			FUND TOTAL	37,236.45	37,236.45
108 AFFORDABLE HOUSING FUND	2023 11	223	11/29/2023		
108-130000			AFFORD HSG DUE TO/FROM CLEAR'G		38.80
108-213000			AFFORD HSG - ACCOUNTS PAYABLE	38.80	
			FUND TOTAL	38.80	38.80
171 TRANSP BEN FUND	2023 11	223	11/29/2023		
171-130000			TBF-DUE TO/FROM CLEARING		44,011.93
171-213000			TBF-A/P	44,011.93	
			FUND TOTAL	44,011.93	44,011.93
301 CAPITAL CONSTRUCTION FUND	2023 11	223	11/29/2023		
301-130000			DUE TO/FROM CLEARING		189,676.83
301-213000			ACCOUNTS PAYABLE	189,676.83	
			FUND TOTAL	189,676.83	189,676.83
401 WATER OPERATING FUND	2023 11	223	11/29/2023		
401-130000			DUE TO/FROM CLEARING		1,440.93
401-213000			ACCOUNTS PAYABLE	1,440.93	
			FUND TOTAL	1,440.93	1,440.93
402 SEWER OPERATING FUND	2023 11	223	11/29/2023		
402-130000			DUE TO/FROM CLEARING		150,360.31
402-213000			ACCOUNTS PAYABLE	150,360.31	
			FUND TOTAL	150,360.31	150,360.31
403 STORM & SURFACE WATER FUND	2023 11	223	11/29/2023		

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
403-130000			DUE TO/FROM CLEARING		21,352.60
403-213000			ACCOUNTS PAYABLE	21,352.60	
			FUND TOTAL	21,352.60	21,352.60
407 BUILDING & DEVELOPMENT FUND	2023 11	223	11/29/2023		
407-130000			DUE TO/FROM CLEARING		21,225.00
407-213000			ACCOUNTS PAYABLE	21,225.00	
			FUND TOTAL	21,225.00	21,225.00
501 EQUIPMENT RENTAL & REVOLVING	2023 11	223	11/29/2023		
501-130000			ER&R-DUE TO/FROM CLEARING		1,839.44
501-213000			ER&R-ACCOUNTS PAYABLE	1,839.44	
			FUND TOTAL	1,839.44	1,839.44
631 CLEARING FUND	2023 11	223	11/29/2023		
631-130000			DUE TO/FROM CLEARING	667,948.18	
631-213000			ACCOUNTS PAYABLE	2,095.94	
635-111100			CASH		670,044.12
			FUND TOTAL	670,044.12	670,044.12

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		159,254.96
101	STREET FUND		41,510.93
104	CIVIC IMPROVEMENT FUND		37,236.45
108	AFFORDABLE HOUSING FUND		38.80
171	TRANSP BEN FUND		44,011.93
301	CAPITAL CONSTRUCTION FUND		189,676.83
401	WATER OPERATING FUND		1,440.93
402	SEWER OPERATING FUND		150,360.31
403	STORM & SURFACE WATER FUND		21,352.60
407	BUILDING & DEVELOPMENT FUND		21,225.00
501	EQUIPMENT RENTAL & REVOLVING		1,839.44
631	CLEARING FUND	667,948.18	
	TOTAL	667,948.18	667,948.18

** END OF REPORT - Generated by Jacob Kines **

MANUAL 11/20/23 JK

CITY OF BAINBRIDGE ISLAND

JK

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
360845	11/17/2023	PRTD	43 ANS OF WASHINGTON	267329	HINMAN NOTARY	11/13/2023		M111723	130.26
Invoice: HINMAN NOTARY					L.HINMAN - ANS BOND & COMMISSION SUPPLIES				
				130.26	72011321 549100 ENG - C/E ADMIN MISCELLEANEOUS				
						CHECK		360845 TOTAL:	130.26
360846	11/17/2023	PRTD	634 CITY OF BAINBRIDGE I	267330	BLD52344	11/09/2023		M111723	80.00
Invoice: BLD52344					DEMOLITION PERMIT				
				80.00	72011182 54980001251 625 WINSLOW-ENG-PERMITS				
						CHECK		360846 TOTAL:	80.00

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 210.26

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	210.26

*** GRAND TOTAL *** 210.26

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T OB	DEBIT	CREDIT
2023 11 147								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		210.26	
11/20/2023	M111723	112023			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			210.26
11/20/2023	M111723	112023			AP CASH DISBURSEMENTS JOURNAL			
					GENERAL LEDGER TOTAL		210.26	210.26
APP 631-130000					DUE TO/FROM CLEARING		210.26	
11/20/2023	M111723	112023						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			210.26
11/20/2023	M111723	112023						
					SYSTEM GENERATED ENTRIES TOTAL		210.26	210.26
					JOURNAL 2023/11/147 TOTAL		420.52	420.52

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	11	147	11/20/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		210.26
001-213000				GENERAL - ACCOUNTS PAYABLE	210.26	
				FUND TOTAL	210.26	210.26
631 CLEARING FUND	2023	11	147	11/20/2023		
631-130000				DUE TO/FROM CLEARING	210.26	
635-111100				CASH		210.26
				FUND TOTAL	210.26	210.26

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001 GENERAL FUND			210.26
631 CLEARING FUND		210.26	
	TOTAL	210.26	210.26

** END OF REPORT - Generated by Jacob Kines **

BL 11/20/23 MANUAL

CITY OF BAINBRIDGE ISLAND

munis a tyler erp solution

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC / INV DATE	PO	CHECK RUN	NET
360847	11/20/2023	PRTD	1235 AT&T ONENET SERVICE	267347	1278093059	11/01/2023		M112023	16.62
	Invoice: 1278093059					POL/FAX LONG DISTANCE			
				16.62	91011215 542100	GG-C/E-PD-PHONE			
				267348	1278101048	11/01/2023		M112023	.74
	Invoice: 1278101048					PCD/FAX LONG DISTANCE			
				.74	91011189 542100	GG-C/E-CITY HALL-PHONE			
						CHECK 360847 TOTAL:			17.36
360848	11/20/2023	PRTD	1505 KITSAP COUNTY TREASU	267353	OCT23	11/08/2023		M112023	39.37
	Invoice: OCT23					OUT COURT REMIT OCTOBER 2023			
				39.37	41612860 586000	CRIME VICTIMS-OUT			
						CHECK 360848 TOTAL:			39.37
360849	11/20/2023	PRTD	1485 VERIZON WIRELESS	267354	9948280698	11/01/2023		M112023	5,945.64
	Invoice: 9948280698					CITY WIDE WIRELESS SERVICES			
				51.36	91425358 542100	GG-WWTP-TELEPHONE/FAX			
				51.36	91421891 542100	GG-SWR-FAC-PHONE			
				51.36	91421891 542100	GG-SWR-FAC-PHONE			
				51.36	91421891 542100	GG-SWR-FAC-PHONE			
				51.36	91411891 542100	GG-WTR-FAC-PHONE			
				51.36	91415345 542100	GG-WTR ROCKAWAY-PHONES			
				120.03	73411345 542100	O&M-WTR MAINT-PHONE/POSTAGE			
				5,517.45	91011189 542100	GG-C/E-CITY HALL-PHONE			
						CHECK 360849 TOTAL:			5,945.64
360850	11/20/2023	PRTD	2251 WA ST TREASURER	267355	OCT23 SBCC	11/08/2023		M112023	200.50
	Invoice: OCT23 SBCC					OUT COURT REMIT SBCC OCTOBER 2023			
				200.50	41652860 586000	SBCC BLDG.-OUT			
				267356	OCT23	11/08/2023		M112023	3,087.67
	Invoice: OCT23					OUT COURT REMIT OCTOBER 2023			
				1,211.80	41611860 586000	PSEA 60% OUT			
				697.97	41610860 586000	PSEA 30% OUT			
				15.16	41619860 586000	PSEA 3 - STATE DISB OUT			
				199.54	41619860 586886	ST GENERAL FUND 93-OUT			
				99.17	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
				507.23	41614860 586000	JUDICIAL INFO SYST.-OUT			
				97.27	41617860 586000	SCHOOL SAFETY ZONE-OUT			
				99.78	41618860 586000	TRAUMA CARE-OUT			
				18.08	41618860 586000	TRAUMA CARE-OUT			
				3.16	41618860 586000	TRAUMA CARE-OUT			
				13.73	41618860 586000	TRAUMA CARE-OUT			
				117.95	41618860 586896	DOL TECH SUPPORT-OUT			
				6.83	41615860 586961	STATE CRIME LAB			

CHECK 360850 TOTAL: 3,288.17

NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 9,290.54

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	4	9,290.54

*** GRAND TOTAL *** 9,290.54

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T OB	DEBIT	CREDIT
2023 11 151								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		5,534.81	
11/20/2023	M112023	112023			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			9,290.54
11/20/2023	M112023	112023			AP CASH DISBURSEMENTS JOURNAL			
APP 650-213000					ACCOUNTS PAYABLE		3,327.54	
11/20/2023	M112023	112023			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000					ACCOUNTS PAYABLE		205.44	
11/20/2023	M112023	112023			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000					ACCOUNTS PAYABLE		222.75	
11/20/2023	M112023	112023			AP CASH DISBURSEMENTS JOURNAL			
					GENERAL LEDGER TOTAL		9,290.54	9,290.54
APP 631-130000					DUE TO/FROM CLEARING		9,290.54	
11/20/2023	M112023	112023						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			5,534.81
11/20/2023	M112023	112023						
APP 650-130000					DUE TO/FROM CLEARING			3,327.54
11/20/2023	M112023	112023						
APP 402-130000					DUE TO/FROM CLEARING			205.44
11/20/2023	M112023	112023						
APP 401-130000					DUE TO/FROM CLEARING			222.75
11/20/2023	M112023	112023						
					SYSTEM GENERATED ENTRIES TOTAL		9,290.54	9,290.54
					JOURNAL 2023/11/151 TOTAL		18,581.08	18,581.08

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023 11	151	11/20/2023		
001-130000			GENERAL - DUE TO/FROM CLEARING		5,534.81
001-213000			GENERAL - ACCOUNTS PAYABLE	5,534.81	
			FUND TOTAL	5,534.81	5,534.81
401 WATER OPERATING FUND	2023 11	151	11/20/2023		
401-130000			DUE TO/FROM CLEARING		222.75
401-213000			ACCOUNTS PAYABLE	222.75	
			FUND TOTAL	222.75	222.75
402 SEWER OPERATING FUND	2023 11	151	11/20/2023		
402-130000			DUE TO/FROM CLEARING		205.44
402-213000			ACCOUNTS PAYABLE	205.44	
			FUND TOTAL	205.44	205.44
631 CLEARING FUND	2023 11	151	11/20/2023		
631-130000			DUE TO/FROM CLEARING	9,290.54	
635-111100			CASH		9,290.54
			FUND TOTAL	9,290.54	9,290.54
650 AGENCY FUND	2023 11	151	11/20/2023		
650-130000			DUE TO/FROM CLEARING		3,327.54
650-213000			ACCOUNTS PAYABLE	3,327.54	
			FUND TOTAL	3,327.54	3,327.54

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		5,534.81
401	WATER OPERATING FUND		222.75
402	SEWER OPERATING FUND		205.44
631	CLEARING FUND	9,290.54	
650	AGENCY FUND		3,327.54
	TOTAL	9,290.54	9,290.54

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

REGULAR 11/22/23 JK

CITY OF BAINBRIDGE ISLAND

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A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
360851	11/26/2023	PRTD	7994 PENINSULA SERVICES	267439	106732	10/31/2023		11/26/23	40.00
Invoice: 106732					CRT/DOCUMENT SHREDDING OCTOBER				
				40.00 21011125 541100	COURT-PROF SERVICES				
						CHECK	360851 TOTAL:		40.00
360852	11/26/2023	PRTD	9089 BAINBRIDGE CONDO ASS	267443	11/20/2023	11/20/2023		11/26/23	150.00
Invoice: 11/20/2023					SENIOR CENTER DEPOSIT REFUND				
				150.00 41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME				
						CHECK	360852 TOTAL:		150.00
360853	11/26/2023	PRTD	47 BAINBRIDGE DISPOSAL	267444	BBD INV5180	11/09/2023		11/26/23	2,319.42
Invoice: BBD INV5180					CITYWIDE DISPOSAL SERVICES				
				162.20 91011215 547900	GG-C/E-PD-GARBAGE				
				488.19 91011768 547900	GG-C/E-PARKS-GARBAGE				
				644.91 91425358 547900	GG-WWTP-GARBAGE(NOT BIOSOLIDS)				
				1,003.84 91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE				
				20.28 91111427 547900	GG-STREET-ROADSIDE-GARBAGE				
				267445	BBD INV5192	11/09/2023		11/26/23	384.85
Invoice: BBD INV5192					CITY HALL DISPOSAL SERVICES SEP23				
				384.85 91011189 547900	GG-C/E-CITY HALL-GARBAGE				
				267446	BBD INV5264	11/09/2023		11/26/23	172.43
Invoice: BBD INV5264					SENIOR CENTER/COMMONS DISPOSAL SVCS				
				172.43 91011755 547900	GG-C/E-COMMONS-GARBAGE				
				267447	BBD INV5273	11/09/2023		11/26/23	345.60
Invoice: BBD INV5273					BIG BELLY DISP SERVICES SEP23				
				345.60 91011189 547903	BIG BELLY SOLAR GARBAGE CANS				
				267448	BBD INV5557	11/09/2023		11/26/23	440.81
Invoice: BBD INV5557					PUBLIC WORKS YARD, DECANT FACILITY				
				220.41 91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE				
				220.40 91435838 547900	GG-DECANT-GARBAGE				
						CHECK	360853 TOTAL:		3,663.11
360854	11/26/2023	PRTD	7242 BELFAIR HOSE & HYDRA	267311	54633	11/07/2023		11/26/23	1,305.65
Invoice: 54633					PW/HYDRAULIC MOTOR				
				1,305.65 73111256 53110001054	STORM PREP-STRT-SUPPLIES				
				267312	54653	11/07/2023		11/26/23	20.53
Invoice: 54653					PW/O-RINGS FOR HOSE FITTING				
				20.53 73431835 531100	OFFICE SUPPLIES				

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
						CHECK		360854 TOTAL:	1,326.18
360855	11/26/2023	PRTD	551 CENTURYLINK	267505	4953NOV23	11/07/2023		11/26/23	84.99
Invoice: 4953NOV23						210 MADISON AVE SLS TELEM			
				84.99 91421891 542100		GG-SWR-FAC-PHONE			
				267506	4981NOV23	11/07/2023		11/26/23	82.16
Invoice: 4981NOV23						POLICE-COURT DEDICATED PHONE LINE			
				50.21 91011215 542100		GG-C/E-PD-PHONE			
				31.95 91011189 542100		GG-C/E-CITY HALL-PHONE			
				267507	5127NOV23	11/07/2023		11/26/23	290.41
Invoice: 5127NOV23						8804 MADISON AVE			
				290.41 71311942 64210000724		PD/COURT BLDG-PHONES/POSTAGE			
				267508	5996NOV23	11/07/2023		11/26/23	115.14
Invoice: 5996NOV23						E-PHONE @ WFP DOCK			
				115.14 91011757 542100		GG-GF-WFP DOCK-PHONE			
				267509	8834NOV23	11/04/2023		11/26/23	84.99
Invoice: 8834NOV23						259 FERNCLIFF PRV TELEM			
				84.99 91411891 542100		GG-WTR-FAC-PHONE			
						CHECK		360855 TOTAL:	657.69
360856	11/26/2023	PRTD	8253 CHS POULSBO	267456	50341H	11/09/2023		11/26/23	914.75
Invoice: 50341H						PW/SALT FOR WATER SYSTEMS			
				914.75 73637892 531100		O&M-ALLOC-WTR-CONSUMABLES			
						CHECK		360856 TOTAL:	914.75
360857	11/26/2023	PRTD	102 CITY OF BAINBRIDGE I	267459	RETREQ1-00261	09/19/2023	20230044	11/26/23	2,291.75
Invoice: RETREQ1-00261						PW/RETAINAGE FOR CONTRACT 2023065			
				2,291.75 73011370 54810000261		BI LANDFILL MONITORING-R&M			
						CHECK		360857 TOTAL:	2,291.75
360858	11/26/2023	PRTD	102 CITY OF BAINBRIDGE I	267460	RETREQ2-FINAL-00235	09/06/2023	20230045	11/26/23	8,608.24
Invoice: RETREQ2-FINAL-00235						PW/ROAD STRIPING CONTRACT 2023057 RETAINAGE			
				8,608.24 73111264 54810000235		ROAD STRIPING-CONTRACT WORK			
						CHECK		360858 TOTAL:	8,608.24
360859	11/26/2023	PRTD	9968 COMMUNITY CLIMATE SO	267465	1104	11/15/2023		11/26/23	2,400.00
Invoice: 1104						EX/SUPPORT CLIMATE SMART BAINBRIDGE CHALLENGE			
				2,400.00 31011492 54245001150		CAP-OTHER IMPL-OUTREACH			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
						CHECK 360859 TOTAL:			2,400.00
360860	11/26/2023	PRTD	10419 COPP, KAREN	267511	11/21/2023	11/21/2023		11/26/23	199.50
Invoice: 11/21/2023						SENIOR CENTER DEPOSIT-CANCEL REFUND			
				150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
				49.50	01136 362430	SC/COMMONS ROOM RENTALS			
						CHECK 360860 TOTAL:			199.50
360861	11/26/2023	PRTD	10412 CRAWFORD, KRISTINA &	267324	112650	11/16/2023		11/26/23	33.85
Invoice: 112650						UB 13001 307 ASHBURY COURT NW			
				33.85	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK 360861 TOTAL:			33.85
360862	11/26/2023	PRTD	152 DAILY JOURNAL OF COM	267318	3393866	11/03/2023		11/26/23	1,234.75
Invoice: 3393866						EX/COMMUNITY HEAT PUMP PILOT PROGRAM			
				1,234.75	31011492 54245001196	CAP-ENERGY & GR BLDG-OUTREACH			
						CHECK 360862 TOTAL:			1,234.75
360863	11/26/2023	PRTD	4850 HOME DEPOT CREDIT SE	267481	3094722	10/26/2023		11/26/23	105.29
Invoice: 3094722						PW/IMPACT BIT SET, KNEE PAD, ADAPTER			
				45.77	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
				59.52	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
						CHECK 360863 TOTAL:			105.29
360864	11/26/2023	PRTD	2306 KITSAP COUNTY PROSEC	267485	NOV23	11/07/2023		11/26/23	10,958.76
Invoice: NOV23						LEGAL/PROSECUTION SERVICES NOV 2023			
				10,958.76	32011521 541112	LGL-OUTSIDE PROSECUTOR			
						CHECK 360864 TOTAL:			10,958.76
360865	11/26/2023	PRTD	338 KITSAP COUNTY SHERIF	267487	23000070	11/03/2023		11/26/23	3,382.36
Invoice: 23000070						POL/PRISONER BOARD/JUN			
				3,382.36	51011236 551000	POLICE - C/E PRISONER DETENT'N			
				267489	23000079	11/09/2023		11/26/23	9,674.18
Invoice: 23000079						POL/PRISONER BOARD/SEP			
				9,674.18	51011236 551000	POLICE - C/E PRISONER DETENT'N			
				267490	23000081	11/16/2023		11/26/23	17,814.89
Invoice: 23000081						POL/PRISONER BOARD/AUG			
				17,814.89	51011236 551000	POLICE - C/E PRISONER DETENT'N			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC / INV DATE	PO	CHECK RUN	NET
						CHECK 360865 TOTAL:			30,871.43
360866	11/26/2023	PRTD	10414 MACFARLANE, SUSAN	267326	112652	11/16/2023		11/26/23	48.80
	Invoice: 112652					UB 11668 911 CHERRY AVENUE NE			
				48.80 411	122100	WATER ACCOUNTS RECEIVABLE			
						CHECK 360866 TOTAL:			48.80
360867	11/26/2023	PRTD	10416 MASON, MARIA & JEFFR	267501	PLN51975 SCUP	11/16/2023		11/26/23	3,371.00
	Invoice: PLN51975 SCUP					PERMIT PLN51975 SCUP REFUND FEE			
				3,371.00 47047	345810	ZONING & SUBDIVISION FE			
						CHECK 360867 TOTAL:			3,371.00
360868	11/26/2023	PRTD	8109 ORTYN, WILLIAM & SHE	267327	112653	11/16/2023		11/26/23	126.80
	Invoice: 112653					UB 12354 702 DAYLILY LANE NE			
				126.80 411	122100	WATER ACCOUNTS RECEIVABLE			
						CHECK 360868 TOTAL:			126.80
360869	11/26/2023	PRTD	8286 SUPERINTENDENT OF P	267504	18365	11/16/2023		11/26/23	850.00
	Invoice: 18365					POL/FINGERPRINTING			
				850.00 41654861	586110	FINGERPRINT OUT-GOES TO SPI			
						CHECK 360869 TOTAL:			850.00
360870	11/26/2023	PRTD	6333 PETROCARD INC.	267525	0500258-IN	09/27/2023		11/26/23	7,319.99
	Invoice: 0500258-IN					PW/REGULAR AND DIESEL FUEL			
				4,832.66 73638893	532000	O&M-FUEL USE-ALLOCATION			
				2,487.33 73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS			
				267526	0502095-IN	10/18/2023		11/26/23	2,294.57
	Invoice: 0502095-IN					PW/REGULAR FUEL			
				2,294.57 73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS			
				267527	0502732-IN	10/25/2023		11/26/23	3,962.06
	Invoice: 0502732-IN					PW/REGULAR AND DIESEL FUEL			
				2,120.97 73638893	532000	O&M-FUEL USE-ALLOCATION			
				1,841.09 73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS			
				267528	0503581-IN	11/01/2023		11/26/23	2,137.71
	Invoice: 0503581-IN					PW/REGULAR FUEL			
				2,137.71 73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS			
				267529	0503835-IN	11/08/2023		11/26/23	4,921.45
	Invoice: 0503835-IN					PW/REGULAR AND DIESEL FUEL			
				2,976.42 73638893	532000	O&M-FUEL USE-ALLOCATION			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				1,945.03 73638932 532000		O&M-FUEL ALLOC TO OTH DEPTS			
						CHECK	360870 TOTAL:		20,635.78
360871	11/26/2023	PRTD	1205 PUGET SOUND ENERGY	267532	1716OCT23	11/08/2023		11/26/23	17.77
Invoice: 1716OCT23						ROCKAWAY INTERITE PRV			
				17.77 91415345 547100		GG-ROCKAWAY BCH-UTILITIES			
				267533	8206OCT23	11/07/2023		11/26/23	14.00
Invoice: 8206OCT23						515 FERNCLIFF AVE PRV			
				14.00 91411345 547100		GG-WTR-ELECTRIC			
						CHECK	360871 TOTAL:		31.77
360872	11/26/2023	PRTD	8664 KRISTA SEELY	267536	11/21/2023	11/21/2023		11/26/23	150.00
Invoice: 11/21/2023						SENIOR CENTER DEPOSIT REFUND			
				150.00 41625860 586000		SC/COMMONS ROOM DEP-DISBURSEME			
						CHECK	360872 TOTAL:		150.00
360873	11/26/2023	PRTD	601 SOUND REPROGRAPHICS	267539	100716	11/02/2023		11/26/23	15.60
Invoice: 100716						ENG/LAMINATION 3 NO PARKING CONSTRUCTION ZONE SIGN			
				15.60 72111261 53110001285		MISC CROSSWALK/RAMPS-SUPPLIES			
				267540	98264	11/16/2023		11/26/23	174.81
Invoice: 98264						ENG/BUSINESS CARDS AQ, EF			
				174.81 72011321 531100		ENG - C/E ADMIN SUPPLIES			
						CHECK	360873 TOTAL:		190.41
360874	11/26/2023	PRTD	2467 STAPLES	267547	8072106202	10/28/2023		11/26/23	487.38
Invoice: 8072106202						EX,FIN/SHARPIES, PAPER, PENS, DISINFECTING WIPES			
				255.32 31011131 531100		EX-GF-SUPPLIES			
				232.06 41011141 531100		FIN-GF-SUPPLIES			
				267548	8072106231	10/28/2023		11/26/23	121.68
Invoice: 8072106231						PCD/DOUNTY PAPER TOWELS, BATTERIES, PAPER			
				121.68 61011581 531100		PCD - C/E ADMIN SUPPLIES			
				267549	8072106221	10/28/2023		11/26/23	532.15
Invoice: 8072106221						PW/TONER, STAPLER, BATTERIES, PAPER			
				532.15 73637891 531100		OFFICE SUPPLIES			
						CHECK	360874 TOTAL:		1,141.21

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
360875	11/26/2023	PRTD	10413 STEVER, MARTIN & DIA	267325	112651	11/16/2023		11/26/23	149.58
	Invoice: 112651					UB 10649 1086 IHLAND PLACE NE			
				149.58	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK	360875 TOTAL:		149.58
360876	11/26/2023	PRTD	5168 TOPCON SOLUTIONS INC	267556	INV257538	10/27/2023		11/26/23	889.99
	Invoice: INV257538					IT/PUBLIC WORKS SURVEY SOFTWARE			
				889.99	81011881 548500	IT - C/E COMPUTER SUPPORT			
						CHECK	360876 TOTAL:		889.99
360877	11/26/2023	PRTD	7876 TYLER BUSINESS FORMS	267558	87990	11/13/2023		11/26/23	24.66
	Invoice: 87990					FIN/1095 SUPPLIES			
				24.66	41011141 531100	FIN-GF-SUPPLIES			
						CHECK	360877 TOTAL:		24.66
360878	11/26/2023	PRTD	1485 VERIZON WIRELESS	267561	9948280699	11/01/2023		11/26/23	78.75
	Invoice: 9948280699					ENG/MODEMS FOR AUTOMATED FLOW STATIONS			
				39.38	72011319 54210000809	WATER QUAL FLOW MONIT-MODEM			
				7.88	72411342 54210000809	WATER QUAL FLOW MONIT-MODEM			
				31.49	72431832 54210000809	WATER QUAL FLOW MONIT-MODEM			
						CHECK	360878 TOTAL:		78.75
360879	11/26/2023	PRTD	10417 WARREN, LINDA & EDUS	267564	PLN51975 SCUP	11/16/2023		11/26/23	3,371.00
	Invoice: PLN51975 SCUP					PERMIT PLN51975 SCUP REFUND FEE			
				3,371.00	47047 345810	ZONING & SUBDIVISION FE			
						CHECK	360879 TOTAL:		3,371.00
360880	11/26/2023	PRTD	10411 WASH, ALISON & ROBER	267323	112649	11/16/2023		11/26/23	23.61
	Invoice: 112649					UB 13015 243 WILLS LANE NW			
				23.61	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK	360880 TOTAL:		23.61

A/P CASH DISBURSEMENTS JOURNAL

NUMBER OF CHECKS 30 *** CASH ACCOUNT TOTAL *** 94,538.66

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	30	94,538.66

*** GRAND TOTAL *** 94,538.66

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER / SRC ACCOUNT	JNL / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T OB	DEBIT	CREDIT
2023 11	222								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		52,664.20	
	11/26/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			94,538.66
	11/26/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 622-213000						ACCOUNTS PAYABLE		450.00	
	11/26/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		729.90	
	11/26/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		9,949.77	
	11/26/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		272.42	
	11/26/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000						ACCOUNTS PAYABLE		290.41	
	11/26/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		507.28	
	11/26/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		22,082.68	
	11/26/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		6,742.00	
	11/26/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
APP 650-213000						ACCOUNTS PAYABLE		850.00	
	11/26/2023	11/26/23	112223			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		94,538.66	94,538.66
APP 631-130000						DUE TO/FROM CLEARING		72,455.98	
	11/26/2023	11/26/23	112223						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			52,664.20
	11/26/2023	11/26/23	112223						
APP 622-130000						DUE TO/FROM CLEARING			450.00
	11/26/2023	11/26/23	112223						
APP 402-130000						DUE TO/FROM CLEARING			729.90
	11/26/2023	11/26/23	112223						
APP 101-130000						STREETS - DUE TO/FROM CLEARING			9,949.77
	11/26/2023	11/26/23	112223						
APP 403-130000						DUE TO/FROM CLEARING			272.42
	11/26/2023	11/26/23	112223						
APP 301-130000						DUE TO/FROM CLEARING			290.41
	11/26/2023	11/26/23	112223						
APP 401-130000						DUE TO/FROM CLEARING			507.28
	11/26/2023	11/26/23	112223						
APP 407-130000						DUE TO/FROM CLEARING			6,742.00
	11/26/2023	11/26/23	112223						
APP 650-130000						DUE TO/FROM CLEARING			850.00
	11/26/2023	11/26/23	112223						

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT EFF DATE JNL DESC REF 1 REF 2 REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
	SYSTEM GENERATED ENTRIES TOTAL		72,455.98	72,455.98
	JOURNAL 2023/11/222 TOTAL		166,994.64	166,994.64

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	11	222	11/26/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		52,664.20
001-213000				GENERAL - ACCOUNTS PAYABLE	52,664.20	
				FUND TOTAL	52,664.20	52,664.20
101 STREET FUND	2023	11	222	11/26/2023		
101-130000				STREETS - DUE TO/FROM CLEARING		9,949.77
101-213000				STREETS - ACCOUNTS PAYABLE	9,949.77	
				FUND TOTAL	9,949.77	9,949.77
301 CAPITAL CONSTRUCTION FUND	2023	11	222	11/26/2023		
301-130000				DUE TO/FROM CLEARING		290.41
301-213000				ACCOUNTS PAYABLE	290.41	
				FUND TOTAL	290.41	290.41
401 WATER OPERATING FUND	2023	11	222	11/26/2023		
401-130000				DUE TO/FROM CLEARING		507.28
401-213000				ACCOUNTS PAYABLE	507.28	
				FUND TOTAL	507.28	507.28
402 SEWER OPERATING FUND	2023	11	222	11/26/2023		
402-130000				DUE TO/FROM CLEARING		729.90
402-213000				ACCOUNTS PAYABLE	729.90	
				FUND TOTAL	729.90	729.90
403 STORM & SURFACE WATER FUND	2023	11	222	11/26/2023		
403-130000				DUE TO/FROM CLEARING		272.42
403-213000				ACCOUNTS PAYABLE	272.42	
				FUND TOTAL	272.42	272.42
407 BUILDING & DEVELOPMENT FUND	2023	11	222	11/26/2023		
407-130000				DUE TO/FROM CLEARING		6,742.00
407-213000				ACCOUNTS PAYABLE	6,742.00	
				FUND TOTAL	6,742.00	6,742.00
622 EXPENDABLE TRUST FUND	2023	11	222	11/26/2023		
622-130000				DUE TO/FROM CLEARING		450.00
622-213000				ACCOUNTS PAYABLE	450.00	
				FUND TOTAL	450.00	450.00
631 CLEARING FUND	2023	11	222	11/26/2023		

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
631-130000			DUE TO/FROM CLEARING	72,455.98	
631-213000			ACCOUNTS PAYABLE	22,082.68	
635-111100			CASH		94,538.66
			FUND TOTAL	94,538.66	94,538.66
650 AGENCY FUND	2023 11	222	11/26/2023		
650-130000			DUE TO/FROM CLEARING		850.00
650-213000			ACCOUNTS PAYABLE	850.00	
			FUND TOTAL	850.00	850.00

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		52,664.20
101	STREET FUND		9,949.77
301	CAPITAL CONSTRUCTION FUND		290.41
401	WATER OPERATING FUND		507.28
402	SEWER OPERATING FUND		729.90
403	STORM & SURFACE WATER FUND		272.42
407	BUILDING & DEVELOPMENT FUND		6,742.00
622	EXPENDABLE TRUST FUND		450.00
631	CLEARING FUND	72,455.98	
650	AGENCY FUND		850.00
	TOTAL	72,455.98	72,455.98

** END OF REPORT - Generated by Jacob Kines **

City Council Regular Business Meeting Agenda Bill

CITY OF
BAINBRIDGE ISLAND

MEETING DATE: November 28, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Approve City Council Meeting Minutes

SUMMARY: Council will consider approval of meeting minutes.

AGENDA CATEGORY: Minutes **PROPOSED BY:** Executive

RECOMMENDED MOTION: Approve City Council Meeting Minutes.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

City Council Regular Business Meeting Minutes, November 14, 2023.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, NOVEMBER 14, 2023

Meeting Minutes

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

Presiding Councilmember Schneider called the meeting to order at 6:00 p.m. in Council Chambers and on the Zoom webinar.

Councilmembers Deets, Moriwaki, Quitslund, Pollock and Schneider were present. Mayor Fantroy-Johnson and Deputy Mayor Hytopoulos were absent.

Presiding Councilmember Schneider read the land acknowledgement and led the Pledge of Allegiance.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Deets moved and Councilmember Pollock seconded to approve the agenda as presented. The motion carried unanimously, 5 - 0. There were no conflicts of interest disclosed.

3) PRESENTATION(S)

3.A Present Proclamation Declaring November 25, 2023 as "Small Business Saturday"

Cover Page
Proclamation - Small Business Saturday 2023.docx

Presiding Councilmember Schneider read the proclamation.

Stefan Goldby from the Chamber of Commerce and Kelle Kitchel-Cooper from the Bainbridge Island Downtown Association accepted the proclamation.

3.B Present Proclamation Declaring the Week of November 13 - 19 as "Transgender Awareness Week" and November 20, 2023 as "Transgender Day of Remembrance"

Cover Page
Transgender Week Proclamation 2023.docx

Councilmember Deets read the proclamation.

Eve Palay accepted the proclamation.

3.C Approve Proclamation Recognizing November 2023, as "National Native American Heritage Month"

Cover Page
Proclamation - National Native American Heritage Month.pdf

MOTION: I move to authorize the Presiding Councilmember to sign the proclamation recognizing November 2023, as "National Native American Heritage Month" and to add this proclamation to the list of annual proclamations that may be issued without further Council action.
Schneider/Deets: The motion carried unanimously, 5 - 0.

AYES:	Jon Quitslund, Joe Deets, Clarence Moriwaki, Michael Pollock, Leslie Schneider
NOES:	None
ABSENT:	Brenda Fantroy-Johnson, Kirsten Hytopoulos
ABSTAIN:	None

Councilmember Moriwaki read the proclamation.

Barbara Lawrence and her granddaughters from the Suquamish Tribe accepted the proclamation.

4) PUBLIC COMMENT

4.A Instructions for Providing Public Comment
Cover Page
Instructions for Providing Public Comment at Hybrid Meetings.docx

Holden Withington inquired about a permit in Winslow.

Alison Allen, Greenlight Garage, expressed concerns about the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Deb Sweet, a representative from the Bainbridge Artisan Resource Network (BARN), asked Council to reconsider new Electric Vehicle (EV) charging requirements.

Peter Harris spoke in favor of a Sustainable Transportation subcommittee.

Stefan Goldby, Bainbridge Island Chamber of Commerce, thanked Council for the proclamation and spoke about the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project, the end of the inn moratorium, participation of businesses in the Winslow Subarea Plan, and the home compostable product list.

Jonathan Davis spoke in favor of reviewing the EV charging code.

Brian Anderson spoke about the use of email addresses from the City’s listserv.

5) CONSENT AGENDA

5.A Agenda Bill for Consent Agenda
Cover Page

Councilmember Quitslund asked to remove agenda item 5.F from the Consent Agenda.

MOTION: I move to approve the Consent Agenda as modified by Councilmember Quitslund.

Deets/Quitslund: The motion carried unanimously, 5 - 0.

AYES: Jon Quitslund, Joe Deets, Clarence Moriwaki, Michael Pollock, Leslie Schneider
NOES: None
ABSENT: Brenda Fantroy-Johnson, Kirsten Hytopoulos
ABSTAIN: None

5.B Approve Accounts Payable
Cover Page
AP Report to Council of Cash Disbursements 11-15-23.pdf

5.C Approve City Council Meeting Minutes
Cover Page
City Council Study Session Minutes, October 17, 2023.pdf
Regular City Council Business Meeting Minutes, October 24, 2023.pdf

5.D Adopt Ordinance No. 2023-25 Repealing Moratorium on Inns in Neighborhood Centers and Adopting New Regulations - Planning
Cover Page
Ordinance No. 2023-25 Repealing Moratorium on Inns in Neighborhood Centers and Adopting New Regulations.docx
Ordinance No. 2023-25 Exhibit A.pdf

5.E Authorize the City to Apply for the Washington State Department of Commerce's Washington Electric Vehicle Charging Program (WAEVCP) Grant in the amount of $233,000
Cover Page

ITEM PULLED FROM THE CONSENT AGENDA

5.F Consider Authorizing the City Manager to Issue a Request for Proposals for a Community Plan for Visual, Performing and Literary Arts on Bainbridge Island ($50,000) - Executive
Cover Page
RFP - Community Art Plan for CC 11142023

Councilmember Quitslund spoke about the agenda item.

MOTION: I move to authorize the City Manager to issue a request for proposals for a community plan for visual, performing and literary arts on Bainbridge Island, with funding of up to $50,000 to come from the Public Art Subfund, substantially in the form attached.
Quitslund/Deets: The motion carried unanimously, 5 - 0.

AYES: Jon Quitslund, Joe Deets, Clarence Moriwaki, Michael Pollock, Leslie Schneider
NOES: None
ABSENT: Brenda Fantroy-Johnson, Kirsten Hytopoulos
ABSTAIN: None

6) COUNCIL ANNOUNCEMENTS

Council members provided an update on community events and meetings.

7) CITY MANAGER'S REPORT

City Manager King mentioned the Community Read program and the Ted Spearman Justice Center opening ceremony.

8) REGULAR BUSINESS

8.A Adopt Ordinance No. 2023-22 Relating to the 2024 Mid-Biennium Budget Modifications - Finance

Cover Page
Ordinance No. 2023-22 Adopting Mid-Biennium Modifications to 2024 Adopted Budget Final.docx
Ordinance No. 2023-22 Exhibit A 20231013.pdf
Ordinance No. 2023-22 Exhibit B 20231013.pdf
Ordinance 2023-22 Exhibit C - 2023-2028 Modified Capital Improvement Plan.pdf
Ordinance No 2023-22 Memo of 2024 Modifications_updated 20231019.docx
2024 Budget Presentation for CC_10242023.pptx

City Manager King introduced the agenda item.

MOTION: I move to adopt Ordinance No. 2023-22 relating to the 2024 Mid-biennium budget modifications.
Deets/Quitslund: The motion carried unanimously, 5 - 0.

AYES: Jon Quitslund, Joe Deets, Clarence Moriwaki, Michael Pollock, Leslie Schneider
NOES: None
ABSENT: Brenda Fantroy-Johnson, Kirsten Hytopoulos
ABSTAIN: None

8.B Consider Resolution No. 2023-11 Approving the 2024 Home Compostable Disposable Food Service Ware Product List

Cover Page
Draft Resolution 2023-11 to Approve a Home Compostable Disposable Food Service Ware Product List for 2024.docx
2024 Home Compostable Food Service Ware Product List - Recommended.pdf
Community Feedback on Draft 2024 Home Compostable Food Service Ware Product List.pdf
2024 Home Compostable Disposable Food Service Ware Product List Presentation - 11.14.23.pptx

City Manager King introduced the agenda item. Climate Mitigation & Adaptation Manager Salamack provided a presentation, and Council discussed the agenda item.

MOTION: I move to forward Resolution No. 2023-11 to approve a Home Compostable Disposable Food Service Ware Product List for 2024 to the November 28, 2023, City Council meeting agenda.
Deets/Moriwaki: The motion carried unanimously, 5 - 0.

AYES: Jon Quitslund, Joe Deets, Clarence Moriwaki, Michael Pollock, Leslie Schneider
NOES: None
ABSENT: Brenda Fantroy-Johnson, Kirsten Hytopoulos

ABSTAIN: None

8.C Review State Legislative Priorities - Executive
Cover Page
2024 Bainbridge Island Legislative Policy Statements.pdf
City of Bainbridge Island 2024 Top Legislative Priorities.pdf
2024 Legislative Agenda Development.pptx

City Manager King introduced the agenda item. Briahna Murray, Gordon Thomas Honeywell Government Relations, provided a presentation.

Council discussed the topic. Councilmember Deets moved and Councilmember Quitslund seconded to forward the 2024 legislative priorities to the November 28 City Council regular business meeting for adoption. Presiding Councilmember Schneider moved and Councilmember Deets seconded to amend the motion to add a policy statement regarding support for a Public Records Act exemption for release of listserv emails.

AMENDED MOTION: I move to forward the 2024 legislative priorities to the November 28 City Council regular business meeting for adoption with the addition of a policy statement regarding support for a Public Records Act exemption for release of listserv emails.
Deets/Quitslund: The motion carried unanimously, 5 - 0.

AYES: Jon Quitslund, Joe Deets, Clarence Moriwaki, Michael Pollock, Leslie Schneider
NOES: None
ABSENT: Brenda Fantroy-Johnson, Kirsten Hytopoulos
ABSTAIN: None

8.D Receive Status Report on the Winslow Subarea Plan Update and on the Comprehensive Plan Periodic Review - Planning
Cover Page

City Manager King introduced the agenda item. Planning Director Charnas provided a presentation with additional information, and Council discussed the topic.

8.E Consider Funding Request ($20,000 annually) from the Kitsap Economic Development Alliance (KEDA)
Cover Page

City Manager King introduced the agenda item, and Council discussed the topic.

MOTION: I move to move this discussion of this item to the November 28th business meeting.
Deets/Pollock: The motion carried unanimously, 5 - 0.

AYES: Jon Quitslund, Joe Deets, Clarence Moriwaki, Michael Pollock, Leslie Schneider
NOES: None
ABSENT: Brenda Fantroy-Johnson, Kirsten Hytopoulos
ABSTAIN: None

9) COMMUNICATIONS

9.A Consider Request from Councilmember Schneider to Place an Item on a Future Study Session to Discuss Impacts and Consider Revisiting Requirements for Electric Car Charging Infrastructure in New Commercial and Multi-Family Developments
Cover Page
Agenda Request from Councilmember Schneider.docx

Presiding Councilmember Schneider introduced the agenda item.

MOTION: I move to place this item on a future Study Session agenda.
Deets/Pollock: The motion carried unanimously, 5 - 0.

AYES:	Jon Quitslund, Joe Deets, Clarence Moriwaki, Michael Pollock, Leslie Schneider
NOES:	None
ABSENT:	Brenda Fantroy-Johnson, Kirsten Hytopoulos
ABSTAIN:	None

9.B Consider Request from Councilmember Schneider to Place an Item on a Future Council Agenda to Evaluate Creating a Council Subcommittee on Sustainable Transportation
Cover Page
Agenda Request from Councilmember Schneider - Subcommittee.pdf

Councilmember Schneider introduced the agenda item.

MOTION: I move to place this item on a future Council agenda.
Pollock/Deets: The motion carried unanimously, 5 - 0.

AYES:	Jon Quitslund, Joe Deets, Clarence Moriwaki, Michael Pollock, Leslie Schneider
NOES:	None
ABSENT:	Brenda Fantroy-Johnson, Kirsten Hytopoulos
ABSTAIN:	None

10) ADJOURNMENT

Presiding Councilmember Schneider adjourned the meeting at 8:36 p.m.

____
Brenda Fantroy-Johnson, Mayor

____
Christine Brown, MMC, City Clerk

City Council Regular Business Meeting Agenda Bill

CITY OF BAINBRIDGE ISLAND

MEETING DATE: November 28, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Consider Ordinance No. 2023-30 Providing De Minimis Amendments to BIMC Chapter 8.24, Waste Reduction Regulations

SUMMARY: De minimis updates to Bainbridge Island Municipal Code Chapter 8.24 are recommended to correct two errors and enhance clarity for ease of implementation. These edits do not change the intent or current requirements outlined in Chapter 8.24. This draft ordinance was shared with the Council Waste Reduction Ad Hoc Committee prior to this meeting.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION: Forward Ordinance No. 2023-30 providing de minimis amendments to BIMC Chapter 8.24, Waste Reduction Regulations, to the consent agenda for the December 12, 2023 City Council meeting.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: In September 2023, the City Council adopted changes to Chapter 8.24 of the Bainbridge Island Municipal Code (BIMC) to reduce single-use plastic waste associated with retail food and lodging establishments. Ordinance No. 2023-24 included a reference to engineered composite papers in BIMC 8.24.015.B. This language was included per materials developed by the City of Seattle in their food service packaging requirements which listed the following on their website: “Metal foil, metal foil-faced papers and engineered composite papers used to wrap hot food such as hamburgers and burritos.” However, in trying to define what engineered composite papers included – and how that differed from wax paper, for which there are many home compostable options available – staff learned that neither Seattle’s municipal code nor their Director’s Rule included a reference to that material. Given that numerous examples of home compostable wax paper have been identified for inclusion in the 2024 home compostable food service product list, the term “engineered composite papers” is recommended for removal from Section 8.24.015.B of the BIMC.

Text clarifying that OK Compost HOME certification is an allowable certification for disposable food service ware products was added to BIMC 8.24.010 to align with BIMC 8.24.005.G, which states that: "Home compostable means comprised of natural fiber as defined below, and/or able to break down or otherwise become part of usable compost in a safe and a timely manner in a nonindustrial composting environment. Any food service ware item that is "OK Compost HOME" certified by TÜV Austria will be presumed to satisfy this definition. In the event that an ASTM standard for home compostable products that meets or exceeds the OK Compost HOME certification is established, any food service ware item certified as satisfying that standard will satisfy this definition." This change clarifies that disposable food service ware products must be 1) OK Compost HOME certified by TÜV Austria; and/or 2) Biodegradable Product Institute ("BPI") certified to be compostable in an industrial composting facility in a timely manner; and/or 3) Eligible to be accepted for recycling by the primary recycling collection hauler offering service to Bainbridge Island residents or businesses, if such service is available.

ATTACHMENTS:

Draft Ordinance 2023-30 Disposable Food Service Ware November 2023.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

DRAFT

ORDINANCE NO. 2023-30

AN ORDINANCE of the City of Bainbridge Island, Washington, amending Chapter 8.24 of the Bainbridge Island Municipal Code, establishing regulations for disposable food service ware and waste reduction.

WHEREAS, the City Council adopted Ordinance No. 2023-24 on September 12, 2023 amending Chapter 8.24 of the Bainbridge Island Municipal Code (BIMC); and

WHEREAS, Ordinance No. 2023-24 included a reference to engineered composite papers in BIMC 8.24.015.B; and

WHEREAS, engineered composite papers refers to food contact paper/wax paper, for which there are numerous options commercially available in a home compostable form; and

WHEREAS, BIMC 8.24.005.G notes that any food service ware item that is OK Compost HOME certified by TÜV Austria will be presumed to satisfy the definition of home compostable; and

WHEREAS, Ordinance No. 2023-24 omitted reference to OK Compost HOME certified products in BIMC 8.24.010.

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

Section 1. **Amendment.** Chapter 8.24 of the Bainbridge Island Municipal Code is hereby amended to read as shown in Exhibit A, which is fully incorporated herein to this ordinance by this reference.

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

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

PASSED BY THE CITY COUNCIL this ___ day of _____________, 2023.

APPROVED BY THE MAYOR this ____ day of ______________, 2023.

Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATED:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.
ATTACHED: Exhibit A

Chapter 8.24
DISPOSABLE FOOD SERVICE WARE AND WASTE REDUCTION

Sections:

8.24.005 Definitions.

A. "ASTM standard specification" means an explicit set of requirements to be satisfied by a material, product, system, or service established by meeting the standards of the American Society for Testing and Materials ("ASTM").

B. "Biodegradable Products Institute," or "BPI," refers to a certification program that ensures that compostable products and packaging displaying the BPI logo have been independently tested and verified to meet certain standards.

C. "Condiment" means relishes, spices, sauces, confections, or seasonings that require no additional preparation and are usually used on a food item after preparation, and includes, but is not limited to, different types such as ketchup, mustard, mayonnaise, soy sauce, hot sauce, salsa, salt, pepper, and sugar/sugar substitutes.

D. "Disposable" means designed to be discarded after a single or limited number of uses, not manufactured for long-term multiple reuse, and/or is not reusable as defined herein.

E. "Fluorinated chemicals" means perfluoroalkyl and polyfluoroalkyl substances (PFAS chemicals) or chemicals which are a class of fluorinated organic chemicals containing at least one fluorinated carbon atom.

F. “Food service ware” means a product intended to be used for serving, distributing, holding, packaging, and/or transporting prepared food including, but not limited to, plates, bowls, cups, trays, deli rounds, clamshells and other hinged or lidded containers, food contact paper (e.g., wraps, bags, tray liners), and portion cups. The term “food service ware” also includes food service accessories including, but not limited to, lids, straws, stirrers, cup spill plugs, cup sleeves, condiment packets, utensils, cocktail sticks/picks, toothpicks, napkins, and the packaging that any of these individual items are wrapped in.

G. “Home compostable” means comprised of natural fiber as defined below, and/or able to break down or otherwise become part of usable compost in a safe and a timely manner in a nonindustrial composting environment. Any food service ware item that is “OK Compost HOME” certified by TÜV Austria will be presumed to satisfy this definition. In the event that an ASTM standard for home compostable products that meets or exceeds the OK Compost HOME certification is established, any food service ware item certified as satisfying that standard will satisfy this definition.

H. “Industrial composting facility” means a large-scale professional composting facility which processes significant amounts of organic waste, including food service ware certified as industrial compostable, through a controlled biotechnological process, regulating factors such as particle size, moisture content, aeration, temperature, pH, and carbon/nitrogen ratio.

I. “Lodging establishment” means an establishment that contains one or more sleeping room accommodation(s) that are rented or otherwise provided to the public, including, but not limited to, a hotel, motel, resort, bed and breakfast inn, or vacation rental (including lodging provided through hosting services such as Airbnb and VRBO).

J. “Natural fiber” means a plant-based, nonsynthetic fiber, including, but not limited to, products made from paper, wood and wood pulp, sugar cane, bamboo, wheat stems/stalk, and hay.

K. “Personal care product” includes, but is not limited to, hand soap, body wash, shampoo, conditioner, and lotion.

L. “Expanded polystyrene” means blown polystyrene and expanded and extruded foams which are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, foam molding, and extrusion-blown molding (extruded foam polystyrene).

M. “Prepackaged food” means food service ware that has been filled with food and sealed by a separate food service business or food manufacturer prior to receipt by the point-of-sale retail establishment. “Prepackaged food” includes a utensil, straw, or other item physically attached for purposes of retail sale to food service ware prior to receipt by the point-of-sale retail establishment.

N. “Prepared food” means food or beverages that undergo a cooking or food preparation technique on or off the retail food establishment’s premises for consumption by the public. Cooking and food preparation techniques include, but are not limited to, the following:

1. Cooking methods utilizing the application of heat, such as steaming, microwaving, simmering, boiling, broiling, grilling, frying, or roasting;

2. Beverage preparation, such as blending, brewing, steeping, juicing, diluting, or pouring;

3. Food preparation techniques, such as defrosting, rinsing, washing, diluting, cutting, portioning, mixing, blending, assembling, coating, dipping, garnishing, decorating, or icing.

“Prepared food” does not include raw eggs or raw, butchered meats, fish, and/or poultry sold from a butcher case, a refrigerator case, or similar retail appliance.

O. “Retail establishment” means any person, corporation, partnership, business, facility, vendor, organization, or individual that sells or provides merchandise, goods, or materials directly to a customer, including to a “retail food establishment.” “Retail establishment” includes, but is not limited to, retail food establishments, grocery stores, department stores, hardware stores, home or business delivery services, pharmacies, liquor stores, restaurants, catering trucks, convenience stores, or other retail stores or vendors, including temporary stores or vendors at farmers markets, street fairs, and festivals.

P. “Retail food establishment” means all sales outlets, stores, shops, or other places of business located within the city which sell or convey foods directly to the ultimate consumer. “Retail food establishment” shall include, but not be limited to, any place where food is prepared, mixed, cooked, baked, smoked, preserved, bottled, packaged, handled, stored, manufactured, and sold or offered for sale, including, but not limited to, any fixed or mobile restaurant; drive-in; coffee shop; cafeteria; short-order cafe; delicatessen; luncheonette; grill; sandwich shop; soda fountain; tavern; bar; cocktail lounge; nightclub; roadside stand; takeout prepared food establishment; industrial feeding establishment; catering kitchen; commissary; grocery store; public food market; food stand; or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and any other establishment or operation, including homes, where food is processed, prepared, stored, served, or provided for the public for charge.

Q. "Reusable" means an item subject to this chapter designed and manufactured to maintain its shape and structure, and to be materially durable for repeated (at least 1,000 times each) sanitizing in water at 171 degrees Fahrenheit for at least 30 continuous seconds, washing via commercial dishwashing machine, and reuse.

R. "Single-use" means a product that is designed to be used once and discarded, and/or is not reusable as defined herein.

S. "TÜV Austria" means the corporation that certifies categories of compostable products including the certification of "OK Compost HOME" which classifies products as being able to be composted at ambient temperatures and with a natural microbial community (e.g., in a home compost environment).

T. "Utensil" means a product designed to be used by a consumer to facilitate the consumption of food or beverages, including knives, forks, spoons, cocktail picks, chopsticks, splash sticks, and stirrers. "Utensil" does not include plates, bowls, cups, bottles, and other products used to contain food or beverages.

8.24.010 Standards for disposable food service ware.

A. No retail food establishment licensed to do business or required to be licensed within the city shall use expanded polystyrene-based food service ware at any time when providing prepared food.

B. Except as otherwise provided in BIMC 8.24.015, retail food establishments licensed to do business or required to be licensed within the city shall only use home compostable disposable food service ware when providing prepared food, when such food service ware has been identified as reasonably available, cost effective and functional by the city. The city manager or their designee shall establish a list of home compostable disposable food service ware items that are required to be provided. In establishing the list, the city manager or their designee shall consider availability, cost, and performance in addition to the standards otherwise provided in this section. This list shall be presented to city council for review and adoption at least once a year. The city council may direct the city manager to amend the list from time-to-time as new items become available or are discontinued. The executive department shall post the list on the city's website and the city manager or their designee shall engage in outreach efforts to advise retail food establishments of any amendments to the list. Retail food establishments shall, at a minimum, provide the home compostable disposable food service ware items on the list, but may provide additional home compostable disposable food service ware items as long as those items otherwise meet the standards of this section. Until the first home compostable food service ware list is established as provided in this subsection, retail food establishments shall use home compostable disposable food service ware that otherwise meets the requirements of this chapter when providing prepared food except as otherwise provided in BIMC 8.24.015.

C. All home compostable disposable food service ware items shall be free of all intentionally added fluorinated chemicals.

D. Except as otherwise provided in BIMC 8.24.015, all disposable food service ware items shall be:

1. OK Compost HOME certified by TÜV Austria; and/or

2. Biodegradable Product Institute ("BPI") certified to be compostable in an industrial composting facility in a timely manner; and/or

3. Eligible to be accepted for recycling by the primary recycling collection hauler offering service to Bainbridge Island residents or businesses, if such service is available.

E~~F~~. Retail food establishments are encouraged to incentivize customers to bring their own reusable cups. Customers may provide their own reusable cups for beverage service in accordance with the Retail Food Code, WAC 246-215-03348. These reusable cups must be clean, sturdy, and appropriately insulated if ordering hot beverages such that they can be held in the customer's bare hand if intended to be used for hot liquids. Retail food establishments may refuse to use, at their sole discretion, any customer-provided cup that is cracked, chipped, or corroded, appears inappropriate in size, material, or condition for the intended beverage, or that appears to be soiled or unsanitary, and instead require use of a reusable cup provided by the establishment for any beverage consumed on the premises, or an establishment-provided disposable cup that conforms to the standards of this chapter.

8.24.015 Exemptions.

A. Prepackaged food is exempt from the provisions of this chapter.

B. The use of metal foil~~,~~ and metal foil-faced papers ~~and engineered composite papers~~ used to wrap hot food such as hamburgers and burritos is exempt from the provisions of this chapter.

B. Nothing in this chapter shall prevent a retail food establishment from making reasonable accommodations for individuals with disabilities or be construed to conflict with the Americans with Disabilities Act or any other applicable law concerning the rights of individuals with disabilities. In particular, nothing in this chapter shall restrict, or be construed to restrict, the provision by retail food establishments or health care facilities of disposable noncompostable straws to individuals who may request the use of disposable noncompostable straws to accommodate medical needs or disabilities. In the case of health care facilities, straws may be distributed without patient request on a case-by-case basis at the discretion of the healthcare facility staff based on the physical or medical needs of the patient.

8.24.020 Reserved.
(Ord. 2021-18 § 5, 2021; Ord. 89-03 § 2, 1989)

8.24.025 Disposable food service ware requiring customer's affirmation.
A. Except as provided in subsection B, a retail food establishment may provide the following single-use food service ware only after affirming that the customer wants the item or items:

1. Utensils;

2. Straws;

3. Condiment in packaging; and/or

4. Beverage cup lids.

B. A retail food establishment may provide beverage cup lids without the customer's affirmation for:

1. Hot beverages; or

2. Beverages provided through delivery service, drive-through, or curbside pickup.

8.24.030 Requiring reusable food service ware for on-premises dining.
A. Reusable food service ware, including utensils, are required at all retail food establishments with on-premises dining for any meal to be eaten on the premises. Home compostable straws shall be allowed upon request for dining on the premises. Condiments, such as sauces, ketchup, or mustard, provided for on-site consumption, shall not be served in disposable, individual-serving packaging.

B. Consumption is considered on-premises if it takes place at tables and/or seating provided by the food service business, either on its own or in relation to another food service business. This requirement does not prohibit a retail food service business from providing, upon a customer's request, disposable food service ware compliant with BIMC 8.24.010 for the customer to take away leftover food after dining on the premises.

C. Customers must be asked whether they will consume the food or beverage they have ordered at the premises, or whether the order will be taken away as a takeout order. In the case of self-service facilities (e.g., food or salad bar), this requirement shall be satisfied by the provision of reusable and disposable options for customer self-selection, with reusable options clearly marked to encourage use for on-premises dining.

D. Waivers. Retail food establishments with on-premises dining that do not have on-site or off-site dish washing capacity may petition the city manager or their designee for a full or partial one-year waiver. To obtain a waiver, the food service business shall demonstrate inability to comply due to insurmountable space constraints, undue financial hardship, and/or other extraordinary circumstances. Food service ware used for on-premises dining pursuant to a waiver obtained under this section shall comply with all requirements set forth elsewhere in this chapter. Granting of a waiver is at the sole discretion of the city manager or their designee and is not subject to appeal. Waivers may be renewed by submitting a new petition to the city manager or their designee.

8.24.035 Restricting certain types of single-use personal products in lodging establishments.
No single-use personal care products shall be distributed in lodging establishments unless they are packaged in home compostable packaging. Lodging establishments are encouraged to use refillable personal care product dispensers.

8.24.040 Rules and regulations.
A. The city manager is charged with the enforcement of this chapter shall be authorized from time to time to adopt reasonable rules and regulations for its implementation, which shall be consistent with these provisions.

B. The city manager may suspend all or any portion of the requirements of this chapter temporarily if extraordinary circumstances make compliance impossible or impractical. Such circumstances may include, but are not limited to, interruptions in the supply chain that make any of the compostable products identified in this chapter impossible, impractical, or cost-prohibitive to obtain, as the result of fire, flood, earthquake, elements of nature or acts of God, war, terrorism, riots, civil disorder, work stoppages, strikes, or any other similar cause beyond the reasonable control of the businesses subject to this chapter.

8.24.050 Penalties.

A. Prior to imposing penalties or taking other enforcement action as set forth in subsection B of this section, the city shall attempt to provide written notice to any establishment in violation of this chapter. The notice shall include a description of the item sold or provided by the retail establishment in violation of the requirements of this chapter, the text of the specific code provision(s) that apply, and information on how to comply with the provision(s). The notice shall be provided to the retail establishment by personal service or certified mail, return receipt requested. Such notice is not a formal enforcement action, is not subject to appeal, and is a public record.

B. Any person violating any of the provisions of this chapter shall be deemed to have committed a civil infraction and, upon such a finding, shall be punishable by a fine not to exceed $250.00 per day for the first 20 days that the violation exists and $500.00 per day for each day thereafter. Each such violation committed or permitted to continue by the violator shall constitute a separate offense and shall be punishable as such under this section. Each day that an establishment violates any of the provisions of this chapter shall constitute a single, separate violation.

8.24.060 Education and outreach.

As necessary, the city manager, or their designee, and pursuant to BIMC 8.24.040, shall provide, or contract for the provision of, education and outreach activities to inform retail establishments, consumers, and other interested individuals about the requirements of this chapter. Education and outreach will be designed to effectively convey the policies underlying this chapter, describe the actions necessary to gain compliance with its provisions, and minimize the need for formal enforcement action. The city will emphasize education and outreach rather than enforcement to achieve compliance with the requirements of this chapter.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 28, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to Execute an Updated Interlocal Agreement and Memorandum of Understanding with Kitsap Transit to Utilize Remaining Marketing Funds for BI Rides Marketing Efforts in 2024

SUMMARY: On June 8, 2021, the City Council passed a motion to appropriate $100,000 from the Transportation Benefit Fund to support communications and marketing promoting BI Ride, a shared-ride service that Kitsap Transit operates on Bainbridge Island. In June 2022, the City and Kitsap Transit signed an Interlocal Agreement (ILA) to provide joint marketing of BI Ride. In March 2023, the Council committed a budget of $100,000 for the joint marketing campaign and in April 2023, the City and Kitsap Transit signed a Memorandum of Understanding (MOU) which established a scope of work for the campaign. The terms of the original agreements are set to expire on December 31, 2023. An estimated $79,000 of the $100,000 allocated to Kitsap Transit has been spent to date, with approximately $21,000 remaining at the end of 2023. At the October 17 Council Study Session, Kitsap Transit requested to extend the terms of both agreements through the end of 2024 to use the remaining funds to continue promoting and marketing the BI Ride service in 2024. At this meeting, Council directed the City Manager to prepare an updated ILA and MOU with Kitsap Transit to extend the BI Ride marketing campaign into 2024.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION: Authorize the City Manager to execute updated ILA and MOU agreements in substantially the form attached with Kitsap Transit to utilize remaining marketing funds for BI Rides marketing efforts in 2024.

COMMUNITY ENGAGEMENT AND OUTREACH: At the October 17, 2023 City Council Study Session, Kitsap Transit presented a summary of the results from the marketing campaign and answered questions from City Council.

FISCAL IMPACT:

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

BACKGROUND: On January 22, 2019 the Bainbridge Island City Council adopted a resolution to increase the City's vehicle license fee from $20.00 to $30.00. On January 22, 2019 the City Council also adopted a resolution to allocate no more than $100,000 of the increased revenue from the updated vehicle license fees to be used toward working with Kitsap Transit to promote the BI Ride service to the community. On June 8, 2021, the City Council unanimously passed a motion to appropriate $100,000 from the Transportation Benefit Fund and to direct the City Manager to use the funding to support communications and engagement related to Kitsap Transit's BI Ride service. In June 2022 the City and Kitsap Transit signed an ILA providing for joint marketing of BI Ride. The City and Kitsap Transit signed an MOU agreement in April 2023 following Council approval of the $100,000 budget allocation.

Kitsap Transit launched their BI Ride marketing campaign on July 5, 2023. Marketing efforts included the purchase of digital and print advertisements, the creation of print collateral (window clings, bookmarks, banners, etc.), the distribution of direct mailers, as well as staffing outreach events. The marketing campaign focused on multiple audiences including youth, seniors, Island residents, and off-island visitors. In the first three months after launching the marketing campaign, Kitsap Transit reported approximately 37,000 BI Ride webpage visits and an average 31% year-over-year growth in service ridership. This exceeded Kitsap Transit's initial goal of increasing ridership by 20%.

At the October 17, 2023 City Council Study Session, Kitsap Transit presented a summary of the results from the marketing campaign and requested that the approximately $21,000 in unspent funds from the original $100,000 allocation be extended for marketing efforts in 2024. At the October 17th meeting, Council directed the City Manager to prepare an updated ILA and MOU with Kitsap Transit to extend the BI Ride marketing campaign into 2024.

The attached ILA and MOU reflect updated end dates for the agreements and establish an updated scope of work for 2024 marketing efforts. No other changes were made to the original agreements.

ATTACHMENTS:

MOU Kitsap Transit BI Ride 2024 Extension.docx

ATTACHMENT A MOU Kitsap Transit BI Ride 2024 Extension.docx

ILA Kitsap Transit BI Ride 2024 Extension.docx

FISCAL DETAILS: The City Council previously committed $100,000 in Transportation Benefit Funds for an ILA with Kitsap Transit for communication support and engagement services related to BI Ride. No new funding is being requested to support this effort.

Fund Name(s):

Coding:

Memorandum Of Understanding

Between Kitsap Transit and the City of Bainbridge Island

A. PURPOSE:

The purpose of this Memorandum of Understanding (MOU) between Kitsap Transit (KT) and the City of Bainbridge Island (City) is to provide a means to effectively coordinate the actions that each party has authority to undertake to promote BI Ride, an on-demand, shared-ride service operated by Kitsap Transit.

No party is delegating to any other party any decision-making authority. Each party will still be responsible for making decisions concerning resources within its jurisdiction. The benefit of the cooperative effort, however, is to enhance and expand the use of BI Ride on Bainbridge Island. On a case-specific basis, parties may choose to share resources. Agency decisions will be subject to applicable laws, regulations, and public processes.

B. MUTUAL BENEFIT:

All parties to the MOU agree that it is to their mutual interest and benefit to work cooperatively to provide shared transit modes for transportation. All parties also agree it is to their mutual benefit to work cooperatively to educate, promote, and share information with agency and the general public about sustainable choices for moving around the island.

This MOU serves to establish a working relationship among the parties to achieve increased awareness of the BI Ride service on Bainbridge Island.

C. IT IS MUTUALLY AGREED AND UNDERSTOOD BY ALL PARTIES THAT:

1. The parties to this MOU will agree to a Marketing Plan (Plan) to describe the goals, objectives and strategies for promotion of BI Ride. Kitsap Transit will prepare the Plan and submit it to the City for approval (Attachment A). Absent any separate agreement among one or more parties, each party is solely responsible for its own costs and participation in this joint planning effort.

2. Modifications within the scope of this MOU shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.

3. Any party, in writing, may terminate their participation in this MOU in whole, or in part, at any time before the date of expiration.

4. This instrument in no way restricts the parties from participating in similar activities with other public or private agencies, organizations, and individuals.

5. This MOU is neither a fiscal nor a funds obligation document. Any endeavor involving

reimbursement, contribution of resources, or transfer of anything of value between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for Government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract of agreement for training or other services must fully comply with all applicable requirements for competition.

6. Any information furnished to Federal Agencies under this Agreement is subject to the Freedom of Information Act (5 U.S.C. 552).

7. This agreement is subject to all applicable laws, and each party agrees to be individually responsible for full legal compliance with laws and regulations applicable to each party. Each party is an individual entity, and no party is an agent for any other party.

8. This instrument is executed as of the last date shown below and expires no later than December 31, 2024, at which time it is subject to review and renewal or expiration.

D. MOU PARTY REPRESENTATIVE(S) IS/ARE:
(Primary Contact Information – More Than One Contact May Be Listed)

Name: John Clauson
Title: Executive Director
Organization: Kitsap Transit
Address 1: 60 Washington Avenue, Suite 200
Address 2: Bremerton WA 98337
Email: JohnC@KitsapTransit.com

Name: Blair King
Title: City Manager
Organization: City of Bainbridge Island
Address 1: 280 Madison Ave N
Address 2: Bainbridge Is WA 98110
Email: bking@bainbridgewa.gov

E. SIGNATURES
IN WITNESS of the above-named MOU
____ (*Name of Organization*) **hereby agrees to join with other signatories to this MOU to execute this agreement.**

Signature ____________________________________
Name____
Title____
Date ____

Signature ___________________________________

Name_______________________________________
Title_______________________________________
Date _______________________________________

ATTACHMENT A – SCOPE OF WORK FOR BI RIDE MARKETING EFFORTS IN 2024

Summary

Kitsap Transit launched the BI Ride marketing campaign in July 2023 and projects approximately $21,000 of the $100,000 in marketing funds allocated by the City of Bainbridge Island to remain at the end of 2023. Kitsap Transit will program marketing activities in 2024 and use the balance of funds in the $100,000 allocation to support these activities.

The scope of work in 2024 will be more scaled back compared to 2023 because no additional funds were allocated by the City.

Campaign Goals

Kitsap Transit will work with its marketing consultant to stretch the remaining marketing funds and identify the most strategic uses of the remaining marketing funds. The goals of the marketing campaign are to increase awareness of BI Ride, educate the public about how the service works and increase use of BI Ride and related fixed-route bus services.

Scope of Work

The scope of work may include, but is not limited to:

Advertising

- CTV/OTT channels like Hulu, YouTube, Disney+ and Peacock.
- Online Display channels like Google Ads.
- Social media advertising like Facebook.
- Outreach activities at community events and with community partners.
- Print advertising in local magazines or on racks on Washington State Ferries.

Organic social media content created by Kitsap Transit's Marketing Department

Development of marketing collateral with targeted messaging

BI Ride promotional giveaways ("swag") for Kitsap Transit and partners to distribute

Sponsorships with community partners for the purpose of promoting BI Ride

Timeline

Q1 – Outreach, organic social media, WSF advertising

Q2 – Spring marketing push (i.e. online/print advertising, community outreach)

Q3 – Summer marketing push (i.e. online/print advertising, event sponsorship, promotional swag)

INTERLOCAL AGREEMENT BETWEEN THE CITY OF BAINBRIDGE ISLAND AND KITSAP COUNTY TRANSPORTATION BENEFIT AREA AUTHORITY FOR JOINT MARKETING OF BI RIDE

1. **Parties.** This interlocal agreement ("Agreement") is made and entered into by and between the City of Bainbridge Island ("City") and Kitsap County Transportation Benefit Area Authority, d/b/a Kitsap Transit, ("Kitsap Transit"). Both the City and Kitsap Transit are municipal corporations organized under the laws of the State of Washington and make this Agreement pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

2. **Purpose of Agreement.** This Agreement provides for joint marketing of BI Ride, a shared-ride service that operates on Bainbridge Island.

3. **Description of Marketing Funds Available.** On January 22, 2019, the Bainbridge Island City Council ("City Council") adopted Resolution No. 2019-08, increasing the City's vehicle license fee from $20.00 to $30.00. On January 22, 2019, the City Council also adopted Resolution No. 2019-06, allocating no more than $100,000 of the increased revenue ("Marketing Funds") to be used toward working with Kitsap Transit to engage the community and communicate the benefits of the current BI Ride service. On June 8, 2021, the City Council unanimously passed a motion to appropriate $100,000 from the Transportation Benefit Fund and to direct the City Manager to use the funding to support communications and engagement related to the B.I. Ride service of Kitsap Transit. As of November 7, 2023, approximately $21,000 of the $100,000 allocated to Kitsap Transit is projected to be remaining at the end of 2023.

4. **Use of Marketing Funds.** All joint marketing of BI Ride performed under this Agreement shall go toward high-value and high-impact marketing outreach that shall include a metrics-based campaign designed to show an increase in awareness and use of the BI Ride service. Approved uses of the Marketing Funds for this purpose include, but are not limited to, the following:

   A. Social media and traditional advertising and marketing efforts;
   B. Event awareness and subsidizing rides for targeted groups to include seniors and youth during specified times of the year;
   C. Collateral development for information campaigns with community groups; and
   D. Stakeholder engagement and promotion with other taxing districts on Bainbridge Island.
   E. Distribution of complimentary ORCA cards to Bainbridge Island residents under age eighteen.

5. **Joint Decision Making.** The City Manager, and the Executive Director of Kitsap Transit ("Executive Director") will jointly approve all uses of the Marketing Funds. No amount of the Marketing Funds will be allocated under this Agreement without the joint approval of both the City Manager and the Executive Director. Once a use of the Marketing Funds

has been jointly approved via an administrative Memorandum of Understanding (MOU), the City Manager and the Executive Director may mutually agree to a change in the use of the Marketing Funds as needed to accomplish the goals of this Agreement.

6. **Invoices**. When the parties have jointly approved a use of the Marketing Funds, Kitsap Transit shall proceed with, perform, and take all actions reasonably necessary to realize the jointly approved use. Kitsap Transit shall submit, in a format acceptable to the City, a quarterly invoice for the jointly approved costs of such use. Each jointly approved use of Marketing Funds shall be the subject of a separate invoice. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from Kitsap Transit. For each jointly approved use, the City is only responsible for paying the amount of Marketing Funds that was jointly approved by the City Manager and Executive Director.

7. **Reporting Requirements.** On or before the six-month and one-year milestone from the commencement of this agreement, Kitsap Transit shall provide the City with a report containing the following information:

   A. A summary of uses of the Marketing Funds jointly approved by the parties since the execution of this Agreement;

   B. Data showing ridership (i.e. number of riders, origins and destinations) of the BI Ride service for each month that this Agreement has remained in effect;

   C. Data showing, for every month that this Agreement has remained in effect, the number and percentage of BI Ride users who call to schedule a ride using the mobile application;

   D. Data visualizations showing, for the prior year, the areas of Bainbridge Island with the most calls for the BI Ride service; and

   E. Data visualizations showing, for the prior year, the areas of Bainbridge Island with the least calls for the BI Ride service.

8. **Term and Termination.**

   A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until December 31, 2024, 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, Kitsap Transit shall be entitled to the amount of Marketing Funds that, at the time of termination, had been jointly approved by the parties <u>under Section 5 of this Agreement.</u>

9. Indemnification.

A. Kitsap Transit shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or resulting from the acts, errors, or omissions of Kitsap Transit in performance of this Agreement, except for injuries and damages caused by the negligence, criminal acts, or willful misconduct of the City. If such claims, injuries, damages, losses, or suits, including attorney fees, are caused by or result from the concurrent negligence of the City, its officers, agents, employees, or volunteers, then this indemnity provision shall be valid and enforceable only to the extent of the negligence of Kitsap Transit.

B. The City shall defend, indemnify, and hold Kitsap Transit, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or resulting from the acts, errors, or omissions of the City in performance of this Agreement, except for injuries and damages caused by the negligence, criminal acts, or willful misconduct of Kitsap Transit. If such claims, injuries, damages, losses, or suits, including attorney fees, are caused by or result from the concurrent negligence of Kitsap Transit, its officers, agents, employees, or volunteers, then this indemnity provision shall be valid and enforceable only to the extent of the negligence of the City.

C. It is further specifically and expressly understood that the indemnification provided herein constitutes each party's waiver of immunity under industrial insurance, Title 51 RCW, solely to carry out the purposes of this indemnification clause. The parties further acknowledge that they have mutually negotiated this waiver.

D. The provisions of this section shall survive the expiration of this Agreement and shall also survive and remain in effect in the event that a court or other entity with jurisdiction determines that this Agreement or any portion thereof is not enforceable.

10. Insurance.

A. Kitsap Transit is a member of the Washington State Transit Insurance Pool ("WSTIP"). If Kitsap Transit seeks to withdraw from WSTIP, Kitsap Transit shall provide the City with written notice of its decision to withdraw from WSTIP. Such notice shall be provided at least 45 days before the effective date of such withdrawal.

B. The City is a member of the Washington Cities Insurance Authority ("WCIA"). If the City seeks to withdraw from WCIA, the City shall provide Kitsap Transit with written notice of its decision to withdraw from WCIA. Such notice shall be provided at least 45 days before the effective date of such withdrawal.

11. **__Disputes__.** The Parties will work collaboratively in accordance with the following steps to resolve disagreements arising from activities performed under this Agreement. Disagreements will be resolved promptly and at the lowest level of authority appropriate. A Designated Representative will be identified by the City Manager for the City and the Executive Director for Kitsap Transit and the Designated Representatives will use their best efforts to resolve disputes and issues arising out of or related to this Agreement. Each Designated Representative will notify the other Parties and the other Designated Representative in writing of any problem or dispute the Designated Representative believes needs formal resolution. This written notice will include: (1) a description of the issue to be resolved; (2) a description of the difference between the involved Parties on the issue; and (3) a summary of steps taken by the Designated Representative(s) to resolve the issue. The Designated Representatives for the Parties involved in the dispute will endeavor in good faith to meet within three (3) business days of receiving the written notice and attempt to resolve the dispute. In the event the Designated Representatives cannot resolve the dispute (and that dispute is not subject to some other formal appeal process), the Kitsap Transit Executive Director and or his/her designee of the City Manager or his/her designee will endeavor in good faith to meet within seven (7) business days of receiving notice from a Designated Representative and engage in good faith negotiations to resolve the dispute. The Parties agree that they will have no right to seek relief under this Agreement in a court of law until and unless each of these procedural steps is exhausted; provided that if any applicable statute of limitations will or may run during the time that may be required to exhaust the procedural steps set forth above, an action may be filed.

12. **__Notice__**. All notices or requests required or permitted under this Agreement shall be in writing. All notices or requests will be delivered by email, will be personally served, or will be sent by certified mail, return receipt requested, postage prepaid. An emailed notice or request shall be deemed received on the day the email is received by the recipient if it is a regular business day. If the email notice is received on a weekend or a holiday, as recognized by either party, the email shall be deemed received on the first regular business day following the weekend or holiday. A notice or request that is personally served shall be deemed received on the date it is delivered. A notice or request sent by certified mail shall be deemed received three business days following the date when mailed. All notices or requests to Kitsap Transit will be sent to the Kitsap Transit Executive Director. All notices or requests to the City of Bainbridge Island will be sent to the City Manager.

13. **Jurisdiction and Venue.** This Agreement is governed by the laws of the State of Washington. Venue for any legal action arising from a dispute under this contract is in the Superior Court for Kitsap County, Washington.

14. **Non-Discrimination.** The parties shall not discriminate in any manner related to this

Agreement on the basis of race, color, national origin, sex, sexual orientation, religion, age, marital status, or disability.

15. **Severability.** If any provision of the Agreement shall be held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives of all parties.

16. **Entire Agreement.** This Agreement constitutes the entire agreement between Parties. Any modifications or amendments to this Agreement shall be in writing and shall be signed by each party.

17. **Compliance with RCW 39.34.040.** Within five (5) days from the effective date of this Agreement, Kitsap Transit shall file the original of this Agreement with the Kitsap County Auditor or, alternatively, listed by subject on a public agency's website or other electronically retrievable public source, in accordance with RCW 39.34.040, and shall then provide the City with a conformed copy of the filed Agreement.

18. **No Separate Entity.** It is not contemplated that, as a result of this Agreement, any property, real or personal, will be jointly acquired by the parties to this Agreement. This Agreement does not establish or create a separate fund or legal entity. Neither party is authorized to bind the other to any contract or obligation. Each party to this Agreement shall be responsible for its own budgeting. To the extent that RCW 39.34.030 requires an administrator to be named, the City Manager and the Executive Director shall jointly administer this undertaking, as specified under the terms of this Agreement.

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

CITY OF BAINBRIDGE ISLAND	**KITSAP TRANSIT**
Date:_________________________	Date:__________________________
By:___________________________	By:___________________________
Blair King City Manager	John Clauson Executive Director

CITY OF BAINBRIDGE ISLAND	**City Council Regular Business Meeting Agenda Bill** **MEETING DATE:** November 28, 2023 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Adopt State Legislative Priorities - Executive,

SUMMARY: The Council has engaged the services of Ms. Briahna Murray of Gordon Thomas Honeywell Government Relations to represent the City's interest before the state legislature and agencies. A draft 2024 legislative priorities and legislative policy statement was prepared for Council review at the November 14, 2023, City Council business meeting. At that meeting, Council directed staff to add a policy supporting a Public Records Act exemption for listserv addresses. The legislative policies are now before Council for adoption.

AGENDA CATEGORY: Discussion **PROPOSED BY:** Executive

RECOMMENDED MOTION: Adopt the 2024 legislative priorities.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: At the November 14, 2023 City Council business meeting, Ms. Briahna Murray reviewed with the Council a proposed legislative agenda for the 2024 state legislative session. Keys to the discussion included the following:

- This is a "Short Session"
- Funding requests should be "right-sized"
- This is a team effort
- Additional policy direction is captured in the policy document.

Key legislative priorities:

- Affordable and workforce housing
- Communicating the unique circumstances of Bainbridge Island with regard to growth policies

- Advocating for reliable Ferry Service
- Funding request related to the water line for the Japanese American Exclusion Memorial.

ATTACHMENTS:

2024 Bainbridge Island Legislative Policy Statements.pdf

City of Bainbridge Island 2024 Top Legislative Priorities.pdf

2024 Legislative Agenda Development.pptx

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

2024 Legislative Policy Document

The Bainbridge Island City Council endorses the following policy statements, providing direction to city staff and the city's lobbyist on those issues of import to the Council. Along with the City's 2024 Legislative Priorities, these statements will guide the City's engagement in the legislative process.

Climate Action Implementation

The Bainbridge Island City Council has approved a Climate Action Plan (CAP) that identifies specific actions the city may take to address climate change. The CAP has three overarching goals: (A) Reduce greenhouse gas (GHG) emissions by 90% by 2045 compared to 2014 levels with interim milestones of 25% reduction by 2025 and 60% by 2035. (B) Ensure that Bainbridge Island is climate savvy and can withstand the impacts of climate change. (C) Inspire community action and partner with local and regional organizations to take meaningful and equitable climate change mitigation and adaptation actions. The City Council supports legislative proposals that align with and assist in the implementation of the City's adopted Climate Action Plan (CAP). Specifically, the city encourages the Legislature to:

- Support allocating funding to cities through either grants or direct distribution, to assist in successful implementation of the city's adopted Climate Action Plan (CAP).
- Support funding and proposals promoting renewable energy sources, energy efficiency, and energy conservation, including facilitating Puget Sound Energy (PSE) investing in decarbonization.
- Support establishing a clean energy navigator program to facilitate consumers and businesses accessing clean energy programs and energy audit services.
- Support implementation of the state building and energy code that is otherwise delayed until March 2024.
- Support funding and proposals advancing alternative fuel vehicles and associated infrastructure, including electric vehicle charging stations and incentives and investments for electrification of public and private fleets, including heavy-medium duty fleet components such as school buses.
- Support legislation establishing a circular economy for recycled goods, including extended producer responsibility models and proposals facilitating organic waste management.
- Support statewide and local planning for climate change resiliency, including mitigating the impact of wildfires and potential of sea-level rise. The City supports a specific allocation of $3-6 million for shoreline roadway climate adaptation mitigation for shoreline repairs.

Transportation

As an island that relies heavily on the Washington State Ferry (WSF) service and the Agate Pass Bridge, the City of Bainbridge Island encourages the state's strong partnership in facilitating a multimodal and reliable transportation network connecting to the island and throughout the city. On the island, the city maintains 270 lane miles of paved roads and 5 miles of gravel roads. The city encourages the Legislature to:

- Support full funding and reliable operations of the Washington State Ferry System.
- Support legislation and funding for cities to maintain and preserve local streets and roadways.
- Support legislation and funding for active transportation methods including investments in public transit, ADA-oriented infrastructure, implementation of complete streets, and bicycle and pedestrian infrastructure.
- Support funding to advance improvements to State Route 305 developed in coordination with regional partners, including:
  - The SR305/Day Road intersection improvements.
  - High School Road and Lovgreen Road intersections.
  - Replacement of the Agate Pass bridge with enhancements for non-motorized transportation and transit.
  - $3-6 million to improve the portion of the Sound to Olympics Trail from Sakai to Copper Top

Land Use & Planning

The City's Comprehensive Plan establishes a long-range vision for the island. The plan includes goals, policies, maps, actions, and capital improvements that guide the community toward that vision. The Growth Management Act requires the City to update its comprehensive plan in 2024. Additionally, the City is completing a Winslow Subarea Plan update to set the land use and transportation policies within that specific region. As the Legislature considers changes to local planning, the City encourages those efforts to align with and complement the work that is underway. As such, the City encourages the Legislature to:

- Support legislation and proposals that facilitate cities meeting population, job, and housing targets through additional revenue and incentives, and oppose proposals that otherwise take a punitive approach.
- Oppose legislation that hinders the City's current efforts to update its comprehensive plan as required by the Growth Management Act, including new or changing requirements that would require work to be re-done or duplicated.
- Oppose legislation that removes or preempts the city's authority over land use decision-making. Specifically, the city is concerned with any land use mandates surrounding ferry terminals that go into effect prior to having reliable and frequent ferry service. Additionally, the city aims to focus density in the Winslow Subarea and neighborhood centers.
- Support increased funding for planning efforts and oppose any new planning obligations that are not accompanied with associated funding.

Affordable Housing

In compliance with legislative direction provided in HB 1220, the city is required to plan to accommodate nearly 2,000 new homes by 2044. The City of Bainbridge Island adopted a Housing Action Plan in June 2023 identifying actions that the city can take to address housing affordability. In 2021, about half of Bainbridge Island's jobs were in the service industry. Increasingly, this workforce cannot afford to live on the island. Over the last decade, workers commuting from areas outside of Bainbridge increased by 51%. The city encourages the state to invest heavily in affordable and workforce housing, including the following:

- Support enhanced flexibility with local housing funds generated through sales tax credits (HB 1406) and sales tax revenues (HB 1590) to allow funds to be spent on a broader range of AMI levels that align with the housing needs developed by the Department of Commerce and the Kitsap Regional Coordinating Council.
- Support legislation that provides financial incentivizes to private developers to create affordable housing.
- Encourage any new state-mandated affordability requirements to be flexible, allowing each city to tailor affordability requirements to best meet local market conditions.

Utilities & Infrastructure

The City of Bainbridge Island operates water, sewer, and stormwater utilities. Utility rates recently increased because of historically low rates, inflation, and the need to replace aging utility infrastructure. The City asks that the state:

- Support funding and proposals that increase funding for improvements to municipal water and wastewater systems, including $1 million for the planning, design, and construction of wastewater beneficial reuse and $5 million for wastewater plant repairs.
- Support legislation clarifying that the City is able to assume responsibility for providing solid waste management service without providing payment to a solid waste hauler.
- Support funding for National Pollutant Discharge Elimination System (NPDES) permit compliance and other mitigation measures and projects to reuse, divert, or treat urban runoff.
- Support funding for fish-passage culvert replacements and low-impact stormwater retrofit projects.

Public Safety

The City of Bainbridge Island Police Department is committed to maintaining public safety for the community. Additionally, the city operates a Municipal Court. The city encourages the Legislature to:

- Oppose legislation which would weaken the authority of local law enforcement to control the issuance of concealed weapon permits.
- Support legislation that would protect the public from crimes, including identity theft, committed by use of computers, the Internet or other electronic means.
- Support legislation that would provide funds for local law enforcement technology.
- Support legislation to allow flexible work policies and part-time commissioned officers to increase officer recruitment and retention.

Local Government Finance & General Government

The city's 2023-24 budget reflects a commitment to maintain and provided resources for obligations for previous commitments, rather than taking on new commitments. The City's primary source of revenue for the general fund is property tax, followed by sales tax. The City has approximately 140 positions – nearly 14 positions less than in 2008. The City requests that the state support fiscal structure that is equitable and sustainable, and that it refrain from approving unfunded mandates.

- Support funding and legislation to provide full cost reimbursement to cities for all state-mandated programs and responsibilities.

- Support legislation that increases local revenues or improves cities' ability to generate revenue, including new taxing authority that can be imposed through a vote of the city council and updating the cap on property tax growth to reflect inflationary growth.
- Oppose legislation that would result in reduced revenue for the City of Bainbridge Island.
- Oppose legislation that increases employee benefits without system reforms which would offset increased employer costs.
- Support legislation exempting personal contact information collected by the city for listservs used to distribute public information from disclosure under the Public Records Act.

CITY OF
BAINBRIDGE ISLAND

2024 Top Legislative Priorities

Bainbridge Island Japanese American Exclusion Memorial

The City of Bainbridge Island requests $200,000 as the remaining funding needed to extend a water line to the new Visitor Center at the Japanese Exclusion Memorial. During World War II, Bainbridge Island Japanese Americans became the first in the nation to be forcibly removed from their community and incarcerated. The new Visitor Center project is funded through philanthropic funds raised through the Bainbridge Island Japanese American Exclusion Memorial Association (BIJAEMA). Late in project development, it was discovered that a water line needs to be extended to the Visitor Center to meet fire flow and potable water needs. A $200,000 state allocation would provide the remaining funding needed to ensure the water line can be constructed.

Affordable and Workforce Housing

At the direction of the Legislature, the Department of Commerce and Kitsap Regional Coordinating Council recently indicated that Bainbridge Island must plan to accommodate 2,000 new homes by 2044. As of 2021, Bainbridge Island workers commuting from areas outside of Bainbridge increased by 51%. The city asks for the state's partnership to provide 100 housing units on city-owned land to serve households making less than 60% of the area median income. To provide more housing on the Island, the city needs the support and engagement of the state, non-profit housing providers, and other funding partners.

Planning for Growth to Meet Unique Local Circumstances

The City of Bainbridge Island is updating its comprehensive plan to outline a vision for how the community will grow over the next twenty years. The city's comprehensive plan will accommodate Bainbridge Island's unique local circumstances, such as limited water availability from a designated sole-source aquifer, limited on-island emergency medical facilities, and access to and from the Island being limited to the Agate Pass Bridge, which lacks adequate bicycle and pedestrian facilities, and unreliable ferry service. As the Legislature enacts new statutes impacting community growth plans, the city requests that the proposals consider communities' unique local circumstances, be technically sound/implementable within reasonable time frames, and be adequately funded with new resources.

Reliable Ferry Service

The City of Bainbridge Island urges the Legislature and the Washington State Department of Transportation to address funding, staffing, and vessel availability to provide reliable ferry service to and from the Island. Inadequate ferry service significantly hinders residents' quality of life and the island's workforce and economic vitality.

City of Bainbridge Island

Preparing for the 2024 Legislative Session

Briahna Murray
State Lobbyist, Partner
Gordon Thomas Honeywell
Government Relations

Developing 2024 Legislative Agenda

- Recognize that it is a short session
- Top priorities should focus on 3-5 items that are politically viable
- Funding requests should be "right-sized"
- Consensus and consistency between lobbyist, city staff, and council – team effort
- Capture additional direction in Policy Document

Proposed Three Documents

Top Priorities

Policy Document

Lobbyist/Staff Developed Top Priorities

- Top Priorities for Discussion Purposes
  - Japanese American Exclusion Memorial
  - Affordable and Workforce Housing
  - Planning for Growth to Meet Unique Community Needs
- Lobbyist and legislators focus time and energy
- Determines whether session was a success

Lobbyist/Staff Developed Policy Document

- Policy Document
  - Direction to city staff, lobbyist on issues of interest
  - Lobbyist/legislators engage, but lesser level
  - Topics included in weekly report
  - Identifies long-term objectives
  - Taken from 2023 Agenda, refined, reformatted, re-visioned

Next Steps/Timeline

- November: Develop and adopt legislative agenda
- December: Mayor and staff meet with legislative delegation
- January 8th – March 7th: Legislative Session
  - Regular Reports
  - Trips to Olympia
  - Testimony/Public Comment Options
- April: Develop 2025-26 Goals and Objectives

Contact Information

Briahna Murray
State Lobbyist, Partner
bmurray@gth-gov.com
(253) 310-5477

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 28, 2023 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Consider Approval of Cultural Funding Advisory Task Force Recommendations for 2024-2025 Awards Totaling $300,000 - Executive,

SUMMARY: In response to a request for proposals issued by the City in the Fall of 2023, the Cultural Funding Advisory Task Force (CFATF) received and reviewed proposals for funding for activities in 2024-2025. The CFATF reviewed 16 proposals totaling $524,861 in funding requests. The CFATF funding recommendation totals $300,000.

AGENDA CATEGORY: Discussion **PROPOSED BY:** Executive

RECOMMENDED MOTION: Approve the Cultural Funding Advisory Task Force's 2024-2025 cultural funding recommendation in the total amount of $300,000 and authorize the City Manager to execute the associated funding agreements with recipient organizations in substantially the form as provided with this agenda item.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	$300,000
Ongoing Cost:	
One-Time Cost:	$300,000
Included in Current Budget?	Yes

BACKGROUND: The Cultural Funding Advisory Task Force met four times between October and November 2023. The Committee initially reviewed 16 proposals totaling $524,861 and asked clarifying questions to each applicant based on their application. The Committee then heard a 10-minute presentation from each applicant on their use of funds. Finally, in their final meeting, the Committee reduced the funding request from $524,861 down to the allocated $300,000, choosing to have all organizations receive funding at a reduced amount of what all 16 organizations requested.

The Cultural Funding Advisory Task Force recommends the following organizations and amounts for funding:

- Amabile Choir: $5,000

- Bainbridge Island Youth Orchestra: $6,000

- Bainbridge Chorale: $7,000

- Bainbridge Island Poet Laureate Program: $7,000

- Bainbridge Island Film Festival: $10,000

- IslandWood: $10,000

- Ovation!: $15,000

- Bainbridge Artisan Resource Network (BARN): $20,000

- Bloedel Reserve: $20,000

- Bainbridge Island Historical Museum: $20,000

- Bainbridge Island Japanese American Community: $20,000

- Arts & Humanities Bainbridge: $22,500

- Kids Discovery Museum: $32,500

- WEAVE Presents: $35,000

- Bainbridge Performing Arts: $35,000

- Vitalize Kitsap: $35,000

ATTACHMENTS:

Cultural Funding Advisory Task Force 2024-25 Recommendation Sheet.xlsx

Cultural Funding PSA Pro Forma 2024-25

FISCAL DETAILS: The 2023-2024 Adopted Budget includes $300,000 for a two-year cultural funding award cycle. Applications are considered and a set of awards are recommended to the City Council. Once approved, organizations submit quarterly and annual reports and receive reimbursement for qualifying expenses.

Fund Name(s):

Coding:

Organization/Proposal	Amount Requested	Amount Recommended	% of Request
Amabile Choir	18,000	5,000	28%
Bainbridge Island Youth Orchestra	20,000	6,000	30%
Bainbridge Chorale	12,000	7,000	58%
Bainbridge Island Poet Laureate Program	10,000	7,000	70%
Bainbridge Island Film Festival	20,000	10,000	50%
IslandWood	20,000	10,000	50%
Ovation!	40,000	15,000	38%
Bainbridge Artisan Resource Network (BARN)	41,615	20,000	48%
Bloedel Reserve	40,000	20,000	50%
Bainbridge Island Historical Museum	30,000	20,000	67%
Bainbridge Island Japanese American Community	25,000	20,000	80%
Arts & Humanities Bainbridge	50,000	22,500	45%
Kids Discovery Museum	50,000	32,500	65%
WEAVE Presents	50,000	35,000	70%
Bainbridge Performing Arts	50,000	35,000	70%
Vitalize Kitsap	47,246	35,000	74%

AGREEMENT FOR CULTURAL FUNDING

THIS AGREEMENT FOR CULTURAL FUNDING ("Agreement") is entered into as of the date written below between the City of Bainbridge Island, a Washington state municipal corporation ("City"), and ____________________, a Washington State nonprofit corporation, ("Service Provider").

WHEREAS, the City desires to assist the Service Provider by providing funds for [summarize services to be done]; and

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

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

1. SERVICES BY SERVICE PROVIDER

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

The Service Provider, in its activities and promotional materials, shall acknowledge financial support from the City related to the work and services funded by 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 until January 16, 2026, unless sooner terminated by either party pursuant to the terms of this Agreement. The terms of this agreement shall cover activities performed by the Service Provider between January 1, 2024 through December 31, 2025.

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 Service Provider pursuant to this Agreement shall be submitted to the City, and the Service Provider 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 Service Provider ____________ Dollars ($________) for all services performed under this Agreement, to be billed quarterly. The Service Provider shall execute this Agreement by January 9, 2024, in order to receive funding for 2024-2025.

B. The Service Provider shall submit, in a format acceptable to the City, quarterly invoices for services performed in a previous quarter. Quarterly invoices shall be accompanied by information as described in Section 4 of this Agreement. The Service Provider 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 Service Provider.

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

4. REPORT ON EXECUTION OF SERVICES

A. The Service Provider shall submit a quarterly report to accompany each quarterly invoice for the first, second, and third quarters of both 2024 and 2025. The quarterly report shall provide information on the metrics specified in **Attachment A**.

B. For the fourth quarter of 2024, the Service Provider shall submit to the City an annual report for 2024 prior to or accompanying its fourth quarter invoice for 2024. The annual report for 2024 will be due on January 16, 2025 and shall include the information requested in the report format provided as **Attachment B** to this Agreement.

C. For the fourth quarter of 2025, the Service Provider shall submit to the City a final report for 2024-25 prior to or accompanying its fourth quarter invoice for 2025. The final report for 2024-25 will be due on January 15, 2026 and shall include the information requested in the report format provided as **Attachment C** to this Agreement.

5. INSPECTION AND AUDIT

A. The Service Provider shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement ("books and records") in accordance with generally accepted accounting practices.

B. All books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Service Provider shall afford the proper facilities for such inspection and audit.

C. Representatives of the City and/or the Washington State Auditor may copy any books and records if necessary to conduct or document an audit.

D. The Service Provider shall preserve and make available all books and records for a period of three (3) years after final payment under this Agreement.

E. In the event any audit or inspection identifies any discrepancy in the books and records, the Service Provider shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

6. INDEPENDENT CONTRACTOR

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

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

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

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

7. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

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

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

C. Violation of this Section 7 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.

8. 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.

9. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or their 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.

10. HOLD HARMLESS AND INDEMNIFICATION

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

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

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

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

11. INSURANCE

The Service Provider shall maintain insurance as follows and as further described in Attachment D:

[X] Commercial General Liability as described in Attachment D.
[X] Directors and Officers Liability as described in Attachment D.
[X] Automobile Liability as described in Attachment D.
[X] Workers' Compensation as described in Attachment D.
[ ] None.

12. SUBLETTING OR ASSIGNING CONTRACT

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

13. 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.

14. 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.

15. 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.

16. 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.

17. 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 Service Provider:

[_______________]
[_______________]
Bainbridge Island, WA 98110
Attention: [______________]

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.

18. 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.

19. GOVERNING LAW

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

20. VENUE

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

21. 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.

[NAME OF SERVICE PROVIDER]	CITY OF BAINBRIDGE ISLAND
Date:________________________________	Date:________________________________
By:_________________________________	By: _________________________________
Name:______________________________	Blair King, City Manager
Title:_______________________________	
Tax I.D. #:__________________________	

ATTACHMENT A

SCOPE OF SERVICES

ATTACHMENT B

REPORT FORMAT FOR 2024 ANNUAL REPORT

CITY OF BAINBRIDGE ISLAND

2024-2025 Cultural Funding
2024 Annual Report

Directions

Please complete this form, answer the questions below in two pages or less, not including financials, and submit as one PDF with your invoice to rlassoff@bainbridgewa.gov by January 16, 2025. Be candid and specific in your answers. This information helps us understand and account for the impact of our funding on both your organization and the City of Bainbridge Island.

For assistance contact: Ellen Schroer, Deputy City Manager, eschroer@bainbridgewa.gov, 206-780-8619

Organization Information

Organization Name: ______________________________

Contact Person: ____________________ Position/Title: ______________

Email Address: ______________________________

Mailing Address: ______________________________

Address Line 2: ______________________________

City: ______________ State: ______ Zip Code: __________

Phone (work or daytime): ______________________________

Award Information

Award Title: ______________________________

Brief Description of Award Purpose: *"To support…"* ______________________________

Total Amount Awarded: $ ______________________________

Have there been any changes to the scope of service since you received this award?

☐ No ☐ Yes (If yes, please explain in narrative section.)

Authorized Signature: ____________________ Date: ______________

Print Name: ______________________________

2024 Annual Report Questions

Dates Covered by Report

From: ______________________ To: ______________________

____

1) Progress

a) Describe the project or work your organization has completed with Cultural Funding to-date. How is it going?

b) Briefly describe progress made during the first year of funding against each of the key indicators of success or quantitative metrics that you identified in your proposal and contract and then complete the table below to report your outputs (results of indicators) for 2024.

Example 1: Indicator 1: Increase in ticket sales per quarter/Output 1: 25% increase in Q1 over prior year
Example 2: Indicator 1: Number of performances per quarter/Output 1: 100 performances in small theater/Output 2: 50 performances on mainstage

	Output 1	**Output 2**
Indicator 1: Self-identified key indicator or metric		
Indicator 2: Self-identified key indicator or metric		

c) Complete the table below with answers *relevant to your funded work in 2020*:

	Output 1 Number of Bainbridge Island Residents Served	**Output 2** Total Number of People Served
Participation: How many people were served?		
Participation: How many new participants or audience members were served?		
Public Benefit: How many people were admitted to a performance, exhibit, class or activity supported by City funding for free?		
Public Benefit: How many reduced-price tickets or scholarships were provided?		

d) What were the broader goals and objectives for your project or organization for 2024 and have they been achieved? If so, how? If not, why not? Are you on track to meet your goals for 2025? If not, are there any changes needed in evaluation or scope of work?

2) Financials and Financial Narrative

Complete the financial information appropriate to the type of award received:

a) For general operating support, provide an actual income and expense statement relative to the organizational budget (budget vs. actual) for the first year of funding. Please explain any significant changes to your organization's financial position.
b) For a project award, provide an actual income and expense statement relative to the project budget (budget vs. actual) for the first year of funding. Please explain any changes and variances.

ATTACHMENT C

REPORT FORMAT FOR 2024-25 FINAL REPORT

CITY OF
BAINBRIDGE ISLAND

2024-2025 Cultural Funding Final Report

Directions

Please complete this form, answer the questions below in two pages or less, not including financials, and submit as one PDF with your invoice to rlassoff@bainbridgewa.gov by January 15, 2024. Be candid and specific in your answers. This information helps us understand and account for the impact of our funding on both your organization and the City of Bainbridge Island.

For assistance contact: Ellen Schroer, Deputy City Manager, eschroer@bainbridgewa.gov, 206-780-8619

Organization Information

Organization Name: ______________________________

Contact Person: ______________________ Position/Title: ______________

Email Address: ______________________________

Mailing Address: ______________________________

Address Line 2: ______________________________

City: ____________________ State: ______ Zip Code: ______________

Phone (work or daytime): ______________________________

Award Information

Award Title: ______________________________

____

Brief Description of Award Purpose: *"To support…"* ______________________

____

Total Amount Awarded: $

____

____

Have there been any changes to the scope of service since you received this award?

☐ No ☐ Yes (If yes, please explain in narrative section.)

Authorized Signature: ______________________ Date: ______________

Print Name: ______________________________

2024-25 Final Report Questions

Dates Covered by Report

From: ____________________ To: ____________________

1) Results and Impact
   a) Describe the project or work your organization completed with Cultural Funding in 2024-2025. How did it go?
   b) Briefly describe progress made during the second year of funding against each of the key indicators of success or quantitative metrics that you identified in your proposal and contract and then complete the table below to report your outputs (results of indicators) for 2025.

      Example 1: Indicator 1: Increase in ticket sales per quarter/Output 1: 25% increase in Q1 over prior year
      Example 2: Indicator 1: Number of performances per quarter/Output 1: 100 performances in small theater/Output 2: 50 performances on mainstage

	Output 1	**Output 2**
Indicator 1: Self-identified key indicator or metric		
Indicator 2: Self-identified key indicator or metric		

   c) Have you advanced or achieved the longer terms outcomes mentioned in your proposal, and have the broader goals and objectives for your project or organization been achieved? If so, how? If not, why not? Are there any needed changes in evaluation or scope of work?
   d) What was the overall impact of your project or activities and how did you evaluate its success?
   e) Describe how City funding quantifiably impacted your organization's capacity, if at all. (New sources of funding, new leadership, etc.)
   f) Provide answers *relevant to your funded work for 2024 and 2025 combined*:

	Total
Output: How many community-produced events were held?	
Output: How many classes or workshops?	
Output: How many visual art exhibits?	
Output: How many paid opportunities for artists or creatives were generated?	
Output: Other outputs/impacts of note	

2) **Participation and Public Benefit**

Provide answers *relevant to your funded work for 2024 and 2025 combined*:

a) Provide relevant demographic information about people (residents and visitors) served, including any changes to the range, number, etc. of the population your organization typically reaches.

b) Describe any new supporters, services, programs or partnerships that have developed as a result of City funding.

c) Complete the table below with answers *relevant to your funded work in 2024 and 2025 combined:*

	Output 1 **Number of Bainbridge Island Residents Served**	**Output 2** **Total Number of People Served**
Participation: How many people were served?		
Participation: How many new participants or audience members were served?		
Participation: How many volunteers were engaged?		
Public Benefit: How many people were admitted to a performance, exhibit, class or activity supported by City funding for free?		
Public Benefit: How many reduced-price tickets or scholarships were provided?		

3) Lessons Learned

a) Briefly describe what you've learned from the results or impact outlined in the first section and how you will incorporate what you've learned from this project or your work during this two-year funding period into your ongoing work?

4) Stories

a) Share any stories, quotes or other information you feel illustrate the impact of your project or funded activities for your organization, your artists, your supporters and/or the community of Bainbridge Island.

5) Financials and Financial Narrative

Complete the financial information appropriate to the type of award received:

a) For general operating support, provide an actual income and expense statement relative to the organizational budget (budget vs. actual) for both years of funding. Please explain any significant changes to your organization's financial position.

b) For a project award, provide an actual income and expense statement relative to the project budget (budget vs. actual) for the both years of funding. Please explain any changes and variances.

ATTACHMENT D

INSURANCE REQUIREMENTS

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

1. 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 Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Directors and Officers Liability insurance coverage.

D. Minimum Amounts of Insurance

The Service Provider 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. Directors and Officers Liability insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit.

E. Other Insurance Provision

The Service Provider'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 Service Provider's insurance and shall not contribute with it.

F. Acceptability of Insurers

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

G. Verification of Coverage

Before commencing work and services, the Service Provider shall provide to the person identified in Section 9 of the Agreement a Certificate of Insurance evidencing the required insurance. The Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Service Provider Limits

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

City Council Regular Business Meeting Agenda Bill

CITY OF BAINBRIDGE ISLAND

MEETING DATE: November 28, 2023 **ESTIMATED TIME:** 20 Minutes

AGENDA ITEM: (6:45 PM) Receive Washington State Department of Transportation Briefing on State Route 305 / West Port Madison, Agatewood Road, Adas Will Lane Safety Improvements Project - Public Works,

SUMMARY: A representative from the Washington State Department of Transportation will provide the City Council with a briefing on the State Route 305 Port Madison and Adas Will Roundabout construction project.

AGENDA CATEGORY: Presentation **PROPOSED BY:** Public Works

RECOMMENDED MOTION: Discussion only.

COMMUNITY ENGAGEMENT AND OUTREACH: N/A

FISCAL IMPACT:

Amount:	N/A
Ongoing Cost:	N/A
One-Time Cost:	N/A
Included in Current Budget?	No

BACKGROUND: In early November 2023, the Washington State Department of Transportation (WSDOT) began construction on the State Route 305 (SR305) Port Madison and Adas Will Roundabout project. The project will install a roundabout at the SR305 and Port Madison intersection, at the SR305 and Adas Will intersection, and will install a right-in/right-out condition at the SR305 and Agatewood intersection.

As part of this agenda item, the WSDOT project manager will provide a briefing on the project, and the planned construction impacts. More information on the project can be found in the attached slide presentation, and on the WSDOT website: https://wsdot.wa.gov/construction-planning/search-projects/sr-305-west-port-madison-agatewood-rd-adas-will-ln-safety-improvements.

ATTACHMENTS:

SR 305 West Port Madison Adas Will RABs.pptx

FISCAL DETAILS: N/A

Fund Name(s):

Coding: N/A

SR 305 West Port Madison, Agatewood Rd, Adas Will Ln – Safety Improvements

City of Bainbridge Council Update
November 28, 2023

Amy Amos, P.E., Project Engineer

Adas-Will, Agatewood, West Port Madison Design Rendering

- Construction started on October 20th.
- Expected completion December 2024

Project Staging

Stage 1

- Shift traffic to the west side of SR305 at WPM and Adas Will and close Seabold Rd.
- Construct West Port Madison detour and grading for future roundabout on the West and East side of SR305.
- Construct intersection improvements at Agatewood Rd.
- Construct Pond at Adas Will
- Duration estimate 90 days (approx. end April 2024)

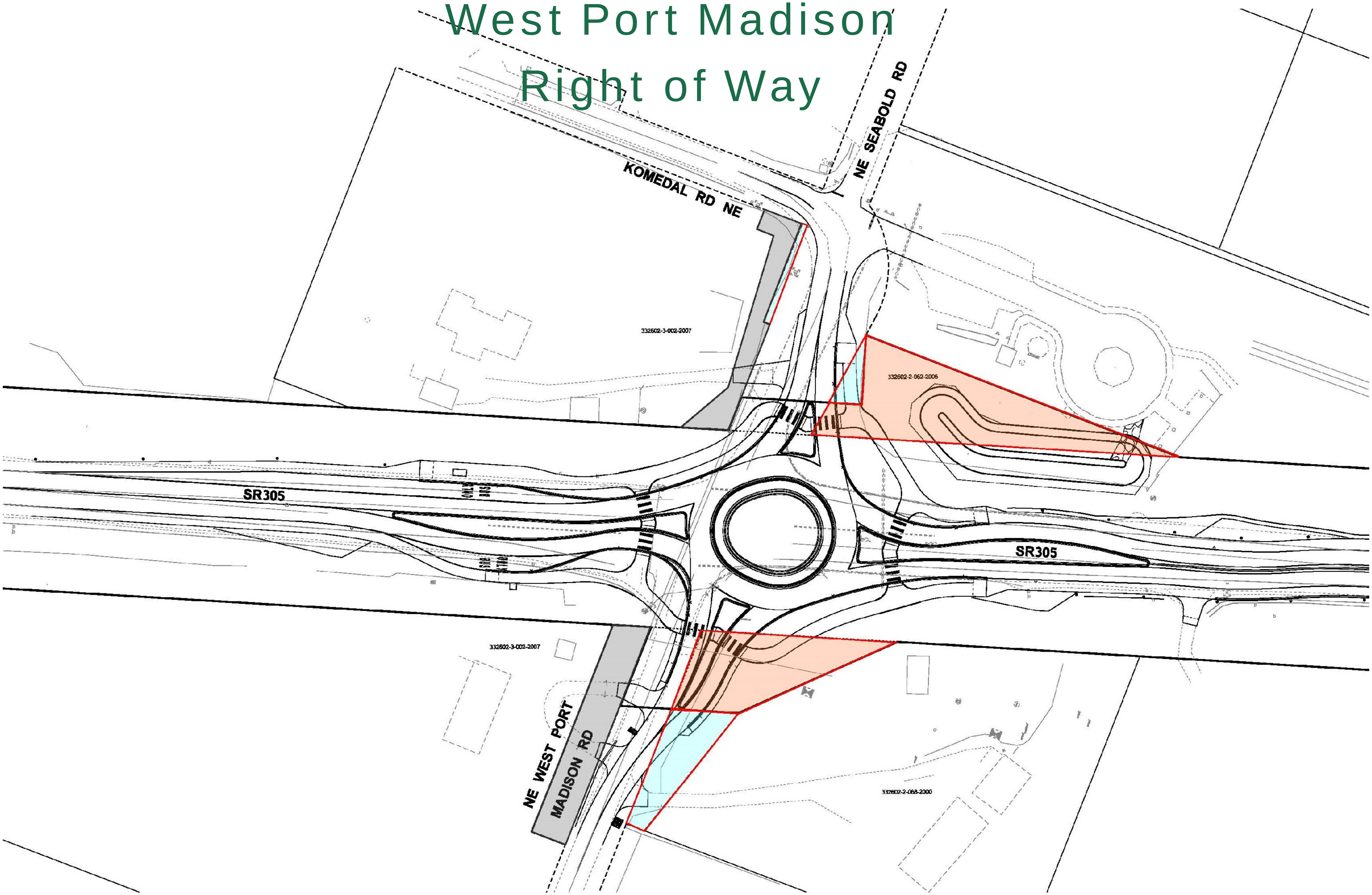
Stage 2

- Shift traffic onto temporary SR305 detour alignment east side of existing SR305.
- Shift traffic to new West Port Madison detour road.
- Shift traffic to the east at Adas Will and complete rough construction of roundabout.
- Duration estimated 90 days (approximate end July/August 2024)

Stage 3-5

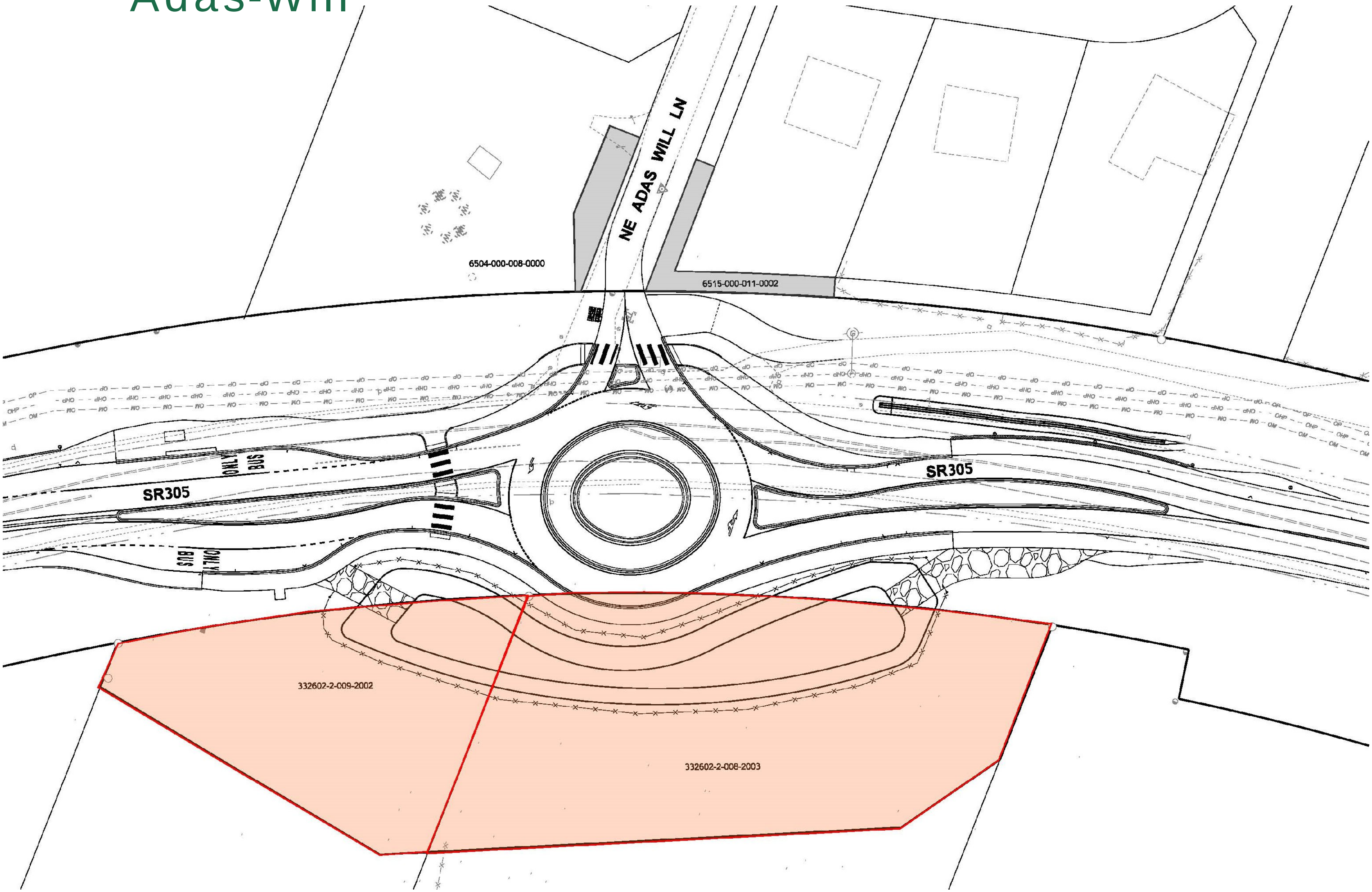
- Construct remaining splitter islands and roundabout features.
- Construct sidewalks.
- Open Seabold Rd.
- Final Paving.
- Complete striping and pavement markings.
- Duration 90 days (approx. end November 2024)

West Port Madison Right of Way



SR 305 at West Port Madison Design Rendering

Adas-Will



NE ADAS WILL LN
6504-000-008-0000
6515-000-011-0002
SR305
SR305
BUS ONLY
BUS ONLY
332602-2-009-2002
332602-2-008-2003

SR 305 at Adas-Will Lane
Design Rendering

Fish Barrier Murden Creek

Project is scheduled for completion December 2023

SR 305

West Port Madison/Agatewood Rd./Adas Will

Discussion

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 28, 2023 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (7:05 PM) Adopt Resolution No. 2023-11 Approving the 2024 Home Compostable Disposable Food Service Ware Product List,

SUMMARY: A 2024 Home Compostable Disposable Food Service Ware Product List was developed by City staff based on the availability, cost, and performance criteria outlined in Ordinance No. 2023-23. This list was shared with the community for review and feedback in October 2023, and discussed with the City Council on November 14, 2023.

The 2024 Home Compostable Disposable Food Service Ware Product List is presented tonight for City Council approval via Resolution 2023-11.

AGENDA CATEGORY: Resolution **PROPOSED BY:** Executive

RECOMMENDED MOTION: I move to adopt Resolution No. 2023-11 to approve a Home Compostable Disposable Food Service Ware Product List for 2024.

COMMUNITY ENGAGEMENT AND OUTREACH: An online survey was available in English, Spanish and Vietnamese to gather feedback, letters were mailed to local food establishments, and Business Ambassadors conducted in-person site visits to encourage feedback on the 2024 product list.

FISCAL IMPACT:

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

BACKGROUND: In November 2021, the City Council adopted changes to Chapter 8.24 of the Bainbridge Island Municipal Code (BIMC) to reduce single-use plastic waste associated with retail food and lodging establishments, which took effect on January 1, 2023. Suggested updates to BIMC 8.24 were presented at the August 8, 2023 Council meeting recommended based on both feedback from local businesses as well as City staff experience implementing the requirements outlined in BIMC 8.24. On September 12, 2023 the City Council adopted Ordinance No. 2023-23 amending Chapter 8.24 of the Bainbridge Island Municipal Code to reflect challenges with implementation of BIMC 8.24 per feedback from the local business community and City staff.

Ordinance No. 2023-23 amending BIMC Chapter 8.24 calls for the City Manager or their designee to establish a list of home compostable disposable food service ware items that are required for City Council review and adoption each year. A 2024 Home Compostable Disposable Food Service Ware Product List was developed by City staff based on the availability, cost, and performance criteria outlined in Ordinance No. 2023-23. The draft product list was shared with the public for feedback from September 29 – October 29, 2023 via the following means: an Engage Bainbridge website with surveys available in English, Spanish, and Vietnamese; letters sent to all retail food establishments with business licenses on the Island; promotion in the City Manager's Report; and in-person site visits via the Business Ambassador program, provided in partnership with the Chamber of Commerce, Bainbridge Island Zero Waste and the Bainbridge Island Downtown Association.

A total of 29 surveys were received, including 16 from impacted retail food establishments, 12 from interested residents, and one from a previous resident on Bainbridge Island who stated that they frequent the island and are a family member of a food retail business. Based on community feedback, City staff updated the 2024 home compostable product list to remove cups used for cold beverages. A total of five businesses requested this product be removed due to concerns that:

a) fiber-based products will not function correctly for maintaining cold beverages, especially with respect to finding plastic lids compatible with fiber cups, per feedback from testing at Town and Country Market in 2023;

b) while companies like Coke and Pepsi offered branded cold beverage cups for use at soda fountains, businesses noted that it's difficult to add their own branding to such cups, order minimums may be much higher than is feasible for a small business, and it is not clear that such cups are readily available with a non-petroleum liner; and

c) businesses noted that sales may be significantly, negatively affected by obscuring contents and that testing of non-see through fiber cups for cold beverages resulted in negative customer feedback, as noted by Town and Country Market.

A minor edit was also made to change the title of "Clamshells" to "Clamshell containers."

At the November 14, 2023 meeting, City Council forwarded Resolution No. 2023-11 to approve a Home Compostable Disposable Food Service Ware Product List for 2024 to the November 28, 2023, City Council meeting agenda. Resolution 2023-11 presents the proposed 2024 home compostable disposable food service ware product list for Council adoption with 16 products. Once adopted, all retail food establishments on the Island providing disposable food service ware for off-premises dining will be required to provide these 16 items in a home compostable form, as defined in BIMC 8.24. This list will go into effect on January 1, 2024. Per Ordinance No. 2023-23, City Council may direct the City Manager to amend this list from time-to-time as new items become available or are discontinued. This list shall be presented to City Council for review and approval at least once a year. Staff anticipates that a revised 2025 product list will be shared with the community and City Council in the third or fourth quarter of 2024.

The list for 2024 is as follows:

1. Clamshell containers
2. Cone cups
3. Cup sleeves
4. Cutlery (forks, knives, spoons, chopsticks, including paper-bundled sets)
5. Drinking straws

6. Food boxes/folded paper takeout boxes with polylactic acid (PLA) lining
7. Food contact paper/wax paper
8. Hot beverage cups
9. Napkins
10. Pizza boxes (takeout)
11. Platters (large oval plates)
12. Salad bowls
13. Serving tongs
14. Stirrers
15. Takeout/catering trays/breakfast platters (multiple compartments or one large compartment)
16. Tasting spoons

ATTACHMENTS:

Resolution 2023-11 to Approve a Home Compostable Disposable Food Service Ware Product List for 2024.docx

2024 Home Compostable Disposable Food Service Ware Product List Presentation - 11.28.23.pptx

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2023-11

A RESOLUTION of the City Council of Bainbridge Island, Washington, approving a home compostable disposable food service ware product list for 2024.

WHEREAS, the City Council adopted Ordinance No. 2021-34 on November 9, 2021 amending Chapter 8.24 Disposable Food Service Ware and Waste Reduction of the Bainbridge Island Municipal Code (BIMC) with changes that took effect on January 1, 2023; and

WHEREAS, City staff has worked with the Bainbridge Island Chamber of Commerce, Bainbridge Island Downtown Association and Bainbridge Island Zero Waste to provide education and outreach regarding products and practices that meet the requirements outlined in BIMC Chapter 8.24; and

WHEREAS, updates to BIMC 8.24 were presented at the August 8, 2023 City Council meeting recommended based on feedback from local businesses and City staff experience implementing the requirements outlined in BIMC 8.24; and

WHEREAS, on September 12, 2023 the City Council adopted Ordinance No. 2023-23 amending Chapter 8.24 of the Bainbridge Island Municipal Code to make updates to BIMC 8.24 per feedback from the local business community and City staff; and

WHEREAS, Ordinance No. 2023-23 amending BIMC Chapter 8.24 calls for the City Manager or their designee to establish for City Council review and adoption each year a list of home compostable disposable food service ware items that are required; and

WHEREAS, a 2024 Home Compostable Disposable Food Service Ware Product List was developed by City staff based on the availability, cost, and performance criteria outlined in Ordinance No. 2023-23 and that list was shared with the public for feedback from September 29 – October 29, 2023; and

WHEREAS, the 2024 Home Compostable Disposable Food Service Ware Product List was updated based on community feedback, which included one response received in Vietnamese that was translated, and presented to City Council for review on November 14, 2023; and

WHEREAS, on November 14, 2023, City Council recommended approval of the 2024 Home Compostable Disposable Food Service Ware Product List.

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

Section 1. There is established a 2024 home compostable product list that includes the following 16 items:

- Clamshell containers
- Cone cups
- Cup sleeves
- Cutlery (forks, knives, spoons, chopsticks, including paper-bundled sets)
- Drinking straws
- Food boxes/folded paper takeout boxes with polylactic acid (PLA) lining
- Food contact paper/wax paper
- Hot beverage cups
- Napkins
- Pizza boxes (takeout)
- Platters (large oval plates)
- Salad bowls
- Serving tongs
- Stirrers
- Takeout/catering trays/breakfast platters (multiple compartments or one large compartment)
- Tasting spoons

Section 2. This list shall be posted on the City's website and the City Manager or their designee shall engage in outreach efforts to advise retail food establishments of any amendments to the list.

Section 3. The City Council may direct the City Manager to amend this list from time-to-time as new items become available or are discontinued.

Section 4. If any one or more sections, subsections, or sentences of this resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this resolution and the same shall remain in full force and effect.

Section 5. This resolution shall take effect on January 1, 2024.

PASSED by the City Council this XX day of XX, 2023.

APPROVED by the Mayor this XX day of XX, 2023.

____

Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

By: ____________________

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	XX
PASSED BY THE CITY COUNCIL:	XX
RESOLUTION NO.	2023-XX

2024 Proposed Disposable Food Service Ware Product List

CITY OF
BAINBRIDGE ISLAND

CLIMATE SMART BAINBRIDGE

Autumn Salamack
Climate Mitigation & Adaptation Manager
November 28, 2023

September 2023 Updates to BIMC 8.24

- Create annual list of home compostable disposable food service ware items required for use based on:
  - Availability
  - Cost
  - Performance

Availability:

At least 2 manufacturers with readily available products

Cost:

15% or less more than comparison product

Performance:

Meets Ecology leak/grease resistant standards, consideration of local complaints

Outreach


ENGAGE BAINBRIDGE

Home Compostable Food Service Ware Products

On September 12, 2023, the City Council passed Ordinance No. 2023-24, which amended regulations for disposable food service ware items and waste reduction. The ordinance requires the City to establish a list of home compostable disposable food service ware items that are required to be provided by retail food establishments on the island based on availability, cost and performance.

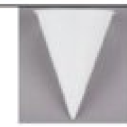
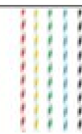
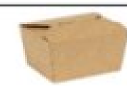
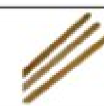
- Availability – Products with at least two manufacturers that currently make suitable and readily commercially available home compostable alternatives.
- Cost – Products with a home compostable version that costs less than 15% more

PROJECT

- Engag
  - English, Vietnamese, Spanish
  - 29 responses (16 from businesses)
- Letters food e
- Busine visits

2024 Proposed Product List

- 16 products as proposed here
- Removed cold beverage cups from original draft list
  - Performance results per local testing
  - Branding and minimum order concerns
  - Concerns regarding negative impacts to sales and customer complaints

Image	Product	Image	Product
	Hot beverage cups		Food contact paper/wax paper
	Clamshell containers		Napkins
	Cup sleeves		Pizza boxes (takeout)
	Cone cups		Platters (large oval plates)
	Cutlery *(forks, knives, spoons, chopsticks, including paper-bundled sets)*		Salad bowls
	Drinking straws		Serving tongs
	Food boxes/folded paper take out boxes with PLA lining		Stirrers
	Takeout/catering trays/breakfast platters (multiple compartments or one large compartment)		Tasting spoons

Next Steps & Timing

- December 2023 – January 2024:
  - Update educational materials
  - Share resources on vendors/distributors providing home compostable products
  - Outreach to businesses regarding 2024 product list
- Q3 2024: Propose and review 2025 product list

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 28, 2023 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (7:20 PM) Consider Funding Request ($20,000 annually) from the Kitsap Economic Development Alliance (KEDA),

SUMMARY: The City is a participant in KEDA and currently provides $10,000 in annual funding. On August 15, 2023, the City Council received a presentation from KEDA highlighting its five-year strategic plan named "One Kitsap." In support of its One Kitsap initiative, KEDA is requesting the City increase its level of support to $20,000 annually for the duration of the five-year program. Council discussed this request on November 14 and forwarded the topic for additional discussion to November 28.

AGENDA CATEGORY: Discussion **PROPOSED BY:** Executive

RECOMMENDED MOTION: Council direction requested with regard to Kitsap Economic Development Alliance's request to increase the annual contribution by ten thousand dollars ($10,000) to twenty thousand dollars ($20,000) for the One Kitsap economic development initiative.

COMMUNITY ENGAGEMENT AND OUTREACH: No community outreach has been conducted.

FISCAL IMPACT:	
Amount:	$20,000
Ongoing Cost:	$20,000 per year for five years
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: KEDA is a nonprofit corporation providing economic development services as a public private partnership in Kitsap County. The City has two representatives on its Board of Directors. On August 15, 2023, the City Council received a presentation from KEDA highlighting its five-year strategic plan named "One Kitsap." The City is asked to increase its annual contribution to KEDA by an additional ten thousand dollars ($10,000) from ten thousand ($10,000) to twenty thousand dollars ($20,000) for a five-year period.

According to KEDA a funding matrix has been established based upon population:

- cities above 40,000 $50,000

- cities above 15,000 $20,000

-cities above 10,000 $15,000.

It is understood the City of Bremerton and the City of Port Orchard have agreed to their assessments.

According to KEDA, the increased investment under One Kitsap and the five-year plan will provide KEDA resources for enhanced economic development initiatives launching over the next two years:

1. Land and Buildings Capacity Survey (Plan A1) Comprehensive analysis of Kitsap's land, building and shorefront capacity for handling commercial and industrial growth, increasing jobs and wealth in the community.

2. Southside Working Group (Plan A3B) Convene a Southside Working group of public and private entities to drive commercialization / development in the south end of the Highway 3 corridor.

3. Workforce, Navy Effort (Plan B1) -- Create a program for Kitsap employers to better access Navy transitioning personnel and family members. Further, (Plan B3) begin researching and publishing the top 10 necessary jobs in our community.

4. Healthcare Working group -- KEDA will launch business or talent recruitment efforts (as appropriate) in Healthcare, informed by needs and data (Plan B2b). Further, A smaller group from KEDA connected to Kitsap County Healthcare Stakeholders will look to tell success stories and identify efforts being undertaken to correct health care deficiencies in the community (Plan B2a). And critically, the key component of their work in Healthcare is to be as supportive as possible and to prioritize the creation of the Allied Health Center at Olympic College Campus Poulsbo.

5. Business Retention and Expansion (Plan C4) -- Scaling up of the formal Business Visitation Program (Plan C4) in which KEDA visits employers countywide to identify opportunities, assess departure risk, and offer business assistance. Support of OneKitsap will allow them to increase this by 2.5 fold to an excess of 50 formal visits each year.

6. Entrepreneurship & Innovation (Plan D) -- Define and measure Kitsap's current entrepreneurial ecosystem. Make recommendations and prioritize missing pieces. An additional step will be to identify economic development programming for coworking spaces, where entrepreneurs often reside.

7. Research: Begin warehousing median apartment and housing costs by jurisdiction/region; housing starts under permit; commercial/industrial under permit (Plan F2 b-d)

8. Events: Both the BIPOC Business Forum and the Kitsap Industrial Readiness Summit (Plan G1b,d) are new efforts in KEDA community engagement, beginning this year in anticipation of One Kitsap.

Council direction is requested.

ATTACHMENTS:

FISCAL DETAILS: The increased amount of $20,000 annually has not been budgeted; the current budget includes $10,000 each for 2023 and 2024.

Fund Name(s):

Coding: