



**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, FEBRUARY 27, 2024**

COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA

AND

REMOTE MEETING ON ZOOM
PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](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**

In person public comment is accepted at this time on any topic of public 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. Remote public comment is allowed with advance notice to the City Clerk, provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

3.A [Instructions for Providing Public Comment](#)
[Instructions for Providing Public Comment_February 2024.pdf](#)

- 4. CONSENT AGENDA - 6:30 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**
AP Report to Council of Cash Disbursements 2-28-24.pdf
Council PR Report 2-20-24.pdf
- 4.C Approve City Council Meeting Minutes**
February 13, 2024 Special City Council Meeting - Executive Session Minutes.pdf
February 13, 2024 Regular City Council Business Meeting Minutes.pdf
- 4.D Authorize Amendment No. 3 to the Professional Services Agreement with Consor North America, Inc. for the Winslow Water Tank Replacement Project (\$439,629.00 Water Fund) - Public Works**
Amendment No. 3 to PSA with Consor.docx
Amend 3 Scope Fee.pdf
Capital Improvement Plan - Water Tank Project Page.pdf
- 4.E Adopt Ordinance No. 2024-05 Amending the 2024 Budget to Carry Forward Funding for Work Funded in 2023 but to be performed in 2024 - Finance**
Ordinance No. 2024-05 Amending the 2024 Budget to Carry Forward 2023 Funding.docx
2023 Budget Carry over into 2024 Transmittal Memo
Ordinance No. 2024-05 Exhibit B - Carryover Request
Ordinance_No._2024-05_Exhibit A
- 4.F Authorize the City Manager to Execute a Construction Contract with Northwest Cascade, Inc. for the Ferncliff Avenue Water Main Extension Project in the Amount of \$1,149,265.57 (Water Fund) - Public Works**
FBB Ferncliff Ave Water Main Extension Northwest Cascade Inc.docx
Bid Form_Ferncliff Water Main Extension_2024.02.16.docx
Agenda Bill Map.pdf
CIP 01170.pdf
- 4.G Authorize the City Manager to Sign the Wintergreen Multifamily Tax Exemption Contract - Planning, 5 Minutes**
Wintergreen MFTE Contract.DOCX
Wintergreen Phase 1 Plat Affordability.pdf
- 4.H Authorize the City Manager to Execute a Construction Contract with Sound Pacific Construction LLC for the Bundled Madison Avenue Non-Motorized & Sewer Improvements Project in the Amount of \$4,269,227.40 (\$3,876,680.70 Tax Supported; \$392,546.70 Sewer Fund) - Public Works 5 Minutes**
FBB Madison Ave NMI Sound Pacific Construction.docx
Bid Form_Madison Ave NonMotorized Improvements.docx
CIP_Bundled Madison Ave NonMotorized & Sewer Improvements_01100.pdf
CIP_Madison Avenue Non-Motorized & Sewer Improvements_01088.pdf
- 4.I Cancel the March 5, 2024 City Council Study Session**

- 4.J **Authorize an Increase in the City Manager’s Change Order Authority for Construction of the Ted Spearman Justice Center from 22% to 42% and Authorize a Related Budget Amendment to Move \$980K from the Approved 2024 Facilities Operating Budget to the Capital Project Budget, to be Included in the First Budget Amendment of 2024 Anticipated to be Brought to Council in June**
Ted Spearman Justice Center_Capital Improvement Plan Project Page.pdf

5. **COUNCIL ANNOUNCEMENTS - 6:35 PM**

6. **CITY MANAGER'S REPORT- 6:45 PM**

7. **REGULAR BUSINESS**

- 7.A **(6:50 PM) Receive Murray Brackett Report - Executive,** 20 Minutes
Murray Brackett Report.pdf
- 7.B **(7:10 PM) Authorize the City Manager to Proceed with the Proposed Traffic Calming Plan for Grow Avenue - Public Works,** 20 Minutes
Grow Traffic Calming Concept.pdf
CIP Grow Traffic Calming 01089.pdf
- 7.C **(7:30 PM) Receive Report Regarding Downtown Parking and Direct the City Manager to Review Parking Programs and Update the Municipal Code - Executive and Police,** 20 Minutes
Parking Memo fo CC 02272024.docx
Parking Memo fo CC 02272024 - Appendix w Program Details.docx
- 7.D **(7:50 PM) Consider Building and Fire Code Updates - Planning,** 10 Minutes
Ordinance No. 2024-07 Building Code Updates.docx
City Fire Code Ordinance No. 2024-07.docx
- 7.E **(8:00 PM) Receive Update on Winslow Subarea and Comprehensive Plan Projects - Planning,** 20 Minutes
- 7.F **(8:20 PM) Appoint Resident to the Bremerton Kitsap Access Channel Advisory Board,** 5 Minutes
Forsher (BKAT) - Redacted.pdf
James (BKAT) - Redacted.pdf

8. **ADJOURNMENT - 8:25 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: February 27, 2024

ESTIMATED TIME:

AGENDA ITEM: Instructions for Providing Public Comment

SUMMARY: Instructions and guidelines for providing public comment are attached.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

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 February 2024.pdf](#)

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 in-person at a City Council business meeting should 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, and speakers will have three minutes to speak from the podium. Please speak directly into the microphone, which is adjustable. A timer on the screen will indicate when 3 minutes (or such other time set by the Mayor) has elapsed. The Deputy Mayor will also hold a sign indicating when 30 seconds of the allotted time remains.

Guidelines for public comment are below. Remote public comment is allowed with advance notice to the City Clerk at cityclerk@bainbridgewa.gov, provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

Excerpts 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 a public topic, in violation of Section 9.12.2.
- (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, under circumstances where such words constitute “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.

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9.12.2 Subjects – Whether or Not on the Current Agenda

Public comments received during the public comment period may be on any public topic, whether or not on the agenda, but a comment on the subject that is covered by a public hearing at that meeting must be made during the period of the public hearing. All public comment shall be made consistent with Section 5.6.

9.12.3 Use of Microphones

Comments shall be made directly into the microphone, as it is necessary for the public record and for the audience to hear all proceedings. No comments shall be made from any other location.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 27, 2024

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: February 27, 2024

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:

[AP Report to Council of Cash Disbursements 2-28-24.pdf](#)

[Council PR Report 2-20-24.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: February 12, 2024 - February 26, 2024

CITY COUNCIL: February 13, 2024 - February 27, 2024

Last check from previous run: 361135 dated 02/14/2024 issued to Whitney Equipment Company for \$15,222.96

Last ACH from previous run: 3412 dated 02/14/2024 issued to Westech for \$7,046.14

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	01/24/2024	361051	Tilz/Check was accidentally voided by the vendor and needs to be reissued	N/A
ACH/EFT	02/12/2024	3413	FIN/Allstream/City wide phone services	3,768.98
ACH/EFT	02/12/2024	3414	ENG/American Public Works Assoc./Annual membership	1,944.00
ACH/EFT	02/12/2024	3415	PW/Backflows Northwest/2023 backflow testing	20,722.46
ACH/EFT	02/12/2024	3416	EX/Helpline House/Rental and mortgage assistance	20,000.00
ACH/EFT	02/12/2024	3417	PW/Zima Corp./WWTP influent fine screen rebuild	40,389.32
ACH/EFT	02/09/2024	3418	US Bank/Credit card purchases - Jan. 2024	46,438.08
ACH/EFT	02/16/2024	3419	PW/Island Hands/Janitorial Services	16,811.00
ACH/EFT	02/16/2024	3420	ENG/Redside Construction/Winslow water tank replacement project	490,308.00
ACH/EFT	02/20/2024	3421	City of Bainbridge Island/Utility billing - Feb. 2024	5,364.79
ACH/EFT	02/20/2024	3422	WA State DOR/Excise taxes - Jan. 2024	8,972.94
Manual	02/09/2024	361136	PW/American Water Works Assoc./2024 WA water utility council membership	250.00
Manual	02/09/2024	361137	POL,PCD/AT&T/Fax long distance	16.00
Manual	02/09/2024	361138	CenturyLink/Citywide telemetry - Feb. 2024	1,496.11
Manual	02/09/2024	361139	PW/JH Kelly LLC/2022-2025 plumbing unit price contract	9,953.68
Manual	02/09/2024	361140	Puget Sound Energy/Citywide energy services	42,451.75
Manual	02/09/2024	361141	PW/Tilz/Reissue check 361051 that was accidentally voided by vendor	108.00
Manual	02/15/2024	361142	ENG/City of Bainbridge Island/Building permit BLD28252 BIMPRD trail ILA	2,330.00
Manual	02/15/2024	361143	Puget Sound Energy/Citywide energy services	42.91
Manual	02/15/2024	361144	Verizon/Citywide wireless charges - Feb. 2024	5,976.68

Total Manual Checks and Electronic Disbursements	717,344.70
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Regular Run Checks	02/28/2024	361145-361182	Total Regular Check Run	153,005.02
Regular Run ACH	02/28/2024	3423-3485	Total Regular ACH Run	325,150.17
Total Disbursements				1,195,499.89

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

2/21/2024

Date

CITY OF BAINBRIDGE ISLAND

MANUAL 2/9/24 JK



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					
3413	02/12/2024 EFT Invoice: 20253615	8672	ALLSTREAM	269348	20253615	02/01/2024 FIN/CITY WIDE PHONE SERVICES PW - ALLOC COMMUNICATION	M020924 3,768.98
		3,768.98	71637891 542100			CHECK 3413 TOTAL:	3,768.98
3414	02/12/2024 EFT Invoice: 000635755	1513	AMERICAN PUBLIC WORK	269395	000635755	02/06/2024 ENG/ANNUAL MEMBERSHIP ENG - C/E ADMIN MISCELLEANEOUS	M020924 1,944.00
		1,944.00	72011321 549100			CHECK 3414 TOTAL:	1,944.00
3415	02/12/2024 EFT Invoice: PAYREQ1-FINAL-00510	9542	BACKFLOWS NORTHWEST,	269471	PAYREQ1-FINAL-00510	01/30/2024 PW/2023 BACKFLOW TESTING BACKFLOW TEST-PRO SVCS	M020924 20,722.46
		20,722.46	73411349 54110000510			CHECK 3415 TOTAL:	20,722.46
3416	02/12/2024 EFT Invoice: 02/07/2024	7180	HELPLINE HOUSE	269431	02/07/2024	02/07/2024 EX/RENTAL AND MORTGAGE ASSISTANCE EMERGENCY RENTAL ASSISTANCE	M020924 20,000.00
		20,000.00	31180592 54130300297			CHECK 3416 TOTAL:	20,000.00
3417	02/12/2024 EFT Invoice: PAYREQ2-FINAL-01139	10167	ZIMA CORPORATION	269470	PAYREQ2-FINAL-01139	02/05/2024 20220035 PW/WWTP INFLUENT FINE SCREEN REBUILD INFLUENT SCREEN-SUPL	M020924 40,389.32
		40,389.32	73425358 53110001139			CHECK 3417 TOTAL:	40,389.32
		NUMBER OF CHECKS	5	*** CASH ACCOUNT TOTAL ***			86,824.76
		TOTAL EFT'S		COUNT	5	AMOUNT	86,824.76
		*** GRAND TOTAL ***					86,824.76

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	T	OB	DEBIT	CREDIT
															LINE	DESC				
2024	2	73																		
APP	631-213000																			
	02/12/2024	M020924																	3,768.98	
APP	635-111100																			
	02/12/2024	M020924																		
																			86,824.76	
APP	001-213000																		1,944.00	
	02/12/2024	M020924																		
APP	401-213000																		20,722.46	
	02/12/2024	M020924																		
APP	108-213000																		20,000.00	
	02/12/2024	M020924																		
APP	402-213000																		40,389.32	
	02/12/2024	M020924																		
																			86,824.76	86,824.76
APP	631-130000																		83,055.78	
	02/12/2024	M020924																		
APP	001-130000																			
	02/12/2024	M020924																		
																			1,944.00	
APP	401-130000																		20,722.46	
	02/12/2024	M020924																		
APP	108-130000																		20,000.00	
	02/12/2024	M020924																		
APP	402-130000																		40,389.32	
	02/12/2024	M020924																		
																			83,055.78	83,055.78
																			169,880.54	169,880.54

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 2	73	02/12/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	1,944.00	1,944.00
				FUND TOTAL	1,944.00	1,944.00
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2024 2	73	02/12/2024	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE	20,000.00	20,000.00
				FUND TOTAL	20,000.00	20,000.00
401 WATER OPERATING FUND 401-130000 401-213000	2024 2	73	02/12/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	20,722.46	20,722.46
				FUND TOTAL	20,722.46	20,722.46
402 SEWER OPERATING FUND 402-130000 402-213000	2024 2	73	02/12/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	40,389.32	40,389.32
				FUND TOTAL	40,389.32	40,389.32
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 2	73	02/12/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	83,055.78 3,768.98	86,824.76
				FUND TOTAL	86,824.76	86,824.76

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		1,944.00
108	AFFORDABLE HOUSING FUND		20,000.00
401	WATER OPERATING FUND		20,722.46
402	SEWER OPERATING FUND		40,389.32
631	CLEARING FUND		
TOTAL		83,055.78	83,055.78

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

CITY OF BAINBRIDGE ISLAND

MANUAL 2/9/24 JK



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					
3418	02/09/2024 PRTD	7314	US BANK	269064	071724AN	01/17/2024 USBJAN24	78.39
	Invoice: 071724AN					EX/R.CUP/REUSABLE CUPES FOR 11/15/23 EVENT	
		78.39	31011572 54500000724	PD/COURT BLDG-OUTREACH RENTALS			
		269065	012424AN	01/24/2024	USBJAN24		1,053.78
	Invoice: 012424AN	1,053.78	33011161 54500000302	HR/BAINBRIDGE EVENT RENTAL/PHOTOBOOTH EMPLOYEE REC			
				EMPLOYEE RECOG-RENTAL			
		269066	010224MS	01/02/2024	USBJAN24		9.99
	Invoice: 010224MS	9.99	61470581 549100	PCD/KISTSAP SUN/MONTHLY DIGITAL NEWSPAPER			
				PCD - DEV ADMIN DUES/SUBSCR			
		269067	010324MS	01/03/2024	USBJAN24		980.00
	Invoice: 010324MS	980.00	61470581 545000	PCD/STORAGE 98110/ARCHIVE RECORDS STORAGE UNITS			
				PCD - DEV ADMIN RENTS & LEASES			
		269068	010424MS	01/04/2024	USBJAN24		200.93
	Invoice: 010424MS	200.93	62471591 531100	PCD/ICC/2018 INTERNATIONAL RESIDENTIAL CODE BOOK			
				BLDG-SUPPLIES			
		269069	010524MS	01/05/2024	USBJAN24		80.14
	Invoice: 010524MS	80.14	61011581 531100	PCD/AMAZON/PRINTER INK			
				PCD - C/E ADMIN SUPPLIES			
		269070	010824MS	01/08/2024	USBJAN24		63.09
	Invoice: 010824MS	63.09	63470588 531100	PCD/AMAZON/COAT RACK, MESH BAGS, BOOT TRAY			
				CUR - DEV DEV PLAN OFC SUPPLY			
		269071	011624MS	01/16/2024	USBJAN24		38.38
	Invoice: 011624MS	38.38	62471591 531100	PCD/AMAZON/HEAD LAMP, NOTEBOOK			
				BLDG-SUPPLIES			
		269072	012224MS	01/22/2024	USBJAN24		28.81
	Invoice: 012224MS	28.81	62471591 531100	PCD/VISTAPRINT/STAMP DAVE 30 YEAR RECOGNITION			
				BLDG-SUPPLIES			
		269073	012224MS-A	01/22/2024	USBJAN24		46.90
	Invoice: 012224MS-A	46.90	62471591 531100	PCD/AMAZON/SHEET PROTECTORS, 2024 CALENDAR			
				BLDG-SUPPLIES			
		269074	010924KB	01/09/2024	USBJAN24		45.00
	Invoice: 010924KB	45.00	33011161 544000	HR/CRAIGSLIST/JOB AD TREATMENT PLANT OPERATOR			
				HR-C/E-ADVERTISING			
		269075	011024KB	01/10/2024	USBJAN24		93.92
	Invoice: 011024KB	93.92	33011161 531100	HR/AMAZON/BADGE PRINTER RIBBONS			
				HR-C/E-SUPPLIES			
		269076	011524KB	01/15/2024	USBJAN24		225.00
	Invoice: 011524KB	225.00	33011161 549100	HR/PELRA/ANNUAL MEMBERSHIP KB			
				HR-C/E-DUES & SUBSCRIPTIONS			

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: 011624KB		269077	011624KB	01/16/2024		USBAN24	495.00
		495.00	21011125 443410	CRT/NCSC/MANAGING COURT FINANCIAL RESOURCES DR COURT-TRAINING			
Invoice: 010124JR		269078	010124JR	01/01/2024		USBAN24	300.00
		300.00	73637891 545000	PW/STORAGE98110/STORAGE UNIT RENTAL RENTS & LEASES - OPERATING			
Invoice: 122723JR		269079	122723JR	12/27/2023		USBAN24	111.25
		111.25	73637891 531100	PW/AMAZON/AED STICKERS & CABINET OFFICE SUPPLIES			
Invoice: 122723JR-A		269080	122723JR-A	12/27/2023		USBAN24	20.69
		20.69	73637891 531100	PW/AMAZON/AED WALL SIGN OFFICE SUPPLIES			
Invoice: 122723JR-B		269081	122723JR-B	12/27/2023		USBAN24	45.76
		45.76	73637891 531100	PW/AMAZON/AED FAST RESPONSE KITS OFFICE SUPPLIES			
Invoice: 010224JR		269082	010224JR	01/02/2024		USBAN24	555.78
		555.78	73637891 531100	PW/COSTCO/WATER FOR CREWS OFFICE SUPPLIES			
Invoice: 010424JR		269083	010424JR	01/04/2024		USBAN24	928.15
		928.15	73011183 531100	PW/SUPERBRIGHTLEDS.COM/LIGHTED BOLLARDS CITY HALL O&M-C/E-CH FAC-SUPPLIES			
Invoice: 010424JR-A		269084	010424JR-A	01/04/2024		USBAN24	133.59
		133.59	73637891 531100	PWCOSTCO/SILVERWARE, BATTERIES, PLATES OFFICE SUPPLIES			
Invoice: 122223JR-C		269085	122223JR-C	12/22/2023		USBAN24	95.35
		95.35	73011183 531100	PW/HOME DEPOT/KITCHEN FAUCET CITY HALL O&M-C/E-CH FAC-SUPPLIES			
Invoice: 122223JR-D		269087	122223JR-D	12/22/2023		USBAN24	34.92
		34.92	73638935 531100	PW/AMAZON/16" GAS PROPS VEH 283 O&M-STD ALLOCATION-SUPPLIES			
Invoice: 010524JR		269088	010524JR	01/05/2024		USBAN24	-95.35
		-95.35	73011183 531100	PW/HOME DEPOT/KITCHEN FAUCET RETURN O&M-C/E-CH FAC-SUPPLIES			
Invoice: 010824JR		269089	010824JR	01/08/2024		USBAN24	-50.21
		-50.21	73637891 531100	PW/COSTCO/SILVERWARE RETURN OFFICE SUPPLIES			
Invoice: 010524JR-A		269090	010524JR-A	01/05/2024		USBAN24	75.67
		75.67	73638935 531100	PW/AMAZON/TIRE REPAIR KIT, PATCHES O&M-STD ALLOCATION-SUPPLIES			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 010924JR		269091	010924JR	01/09/2024		USBAN24	52.40
		52.40	73111256 53110001054	PW/AMAZON/STAR BRITE FLUSH APPLICATOR			
				STORM PREP-STRT-SUPPLIES			
Invoice: 010924JR-A		269092	010924JR-A	01/09/2024		USBAN24	264.20
		264.20	73111256 53110001054	PW/AMAZON/SALT-AWAY CLEANSER CONCENTRATE			
				STORM PREP-STRT-SUPPLIES			
Invoice: 010924JR-B		269093	010924JR-B	01/09/2024		USBAN24	350.00
		350.00	73425358 443410	PW/GREEN RIVER COLLEGE/WA OPER WORKSHOP REG MH			
				O&M-WWTP-TRAINING			
Invoice: 011024JR		269094	011024JR	01/10/2024		USBAN24	25.98
		25.98	73637891 531100	PW/AMAZON/TABLECLOTHS			
				OFFICE SUPPLIES			
Invoice: 011024JR-A		269095	011024JR-A	01/10/2024		USBAN24	22.81
		22.81	73011183 531100	PW/AMAZON/BOOT SCRAPER CITY HALL			
				O&M-C/E-CH FAC-SUPPLIES			
Invoice: 011024JR-B		269096	011024JR-B	01/10/2024		USBAN24	18.28
		18.28	73637891 531100	PW/AMAZON/PENS			
				OFFICE SUPPLIES			
Invoice: 011024JR-C		269097	011024JR-C	01/10/2024		USBAN24	486.00
		486.00	73637892 443410	PW/HOLIDAY INN EXPRESS/TRAINING AE			
				O&M-ALLOC-WTR-TRAINING			
Invoice: 011024JR-D		269098	011024JR-D	01/10/2024		USBAN24	50.42
		50.42	73637892 531100	PW/HOLIDAY INN EXPRESS/TRAINING AE			
				O&M-ALLOC-WTR-CONSUMABLES			
Invoice: 011124JR		269099	011124JR	01/11/2024		USBAN24	32.24
		32.24	73638935 531100	PW/AMAZON/REMI TIP TOP 76F INNERLINER TIRE			
				O&M-STD ALLOCATION-SUPPLIES			
Invoice: 011124JR-A		269101	011124JR-A	01/11/2024		USBAN24	-18.66
		-18.66	73638935 531100	PW/AMAZON/TIRE REPAIR KIT RETURN			
				O&M-STD ALLOCATION-SUPPLIES			
Invoice: 011224JR		269102	011224JR	01/12/2024		USBAN24	39.17
		39.17	73637891 531100	PW/WALMART/HEATER T.EDWARDS			
				OFFICE SUPPLIES			
Invoice: 011924JR		269103	011924JR	01/19/2024		USBAN24	42.00
		42.00	73011189 549100	PW/GREEN RIVER COLLEGE/WATERWORKS CERT RENEWAL JC			
				O&M - C/E FACIL DUES/SUBSCR			
Invoice: 012324JR		269104	012324JR	01/23/2024		USBAN24	100.00
		100.00	73111290 549100	PW/IMSA/MEMBERSHIP RENEWAL MB			
				O&M-STREET-MAINT O/H-MISC			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 012324JR-A		269105	012324JR-A	01/23/2024		USBJAN24	1,113.77
		1,113.77	73011183 531100	PW/SUPERBRIGHTLEDS.COM/LIGHTED BOLLARDS CITY HALL O&M-C/E-CH FAC-SUPPLIES			
Invoice: 011024DM		269112	011024DM	01/10/2024		USBJAN24	39.00
		39.00	73011189 539100	PW/SLUYS BAKERY/SAFETY MEETING O&M-NON TRAVEL FOOD/BEV			
Invoice: 011124DM		269113	011124DM	01/11/2024		USBJAN24	2,111.46
		2,111.46	31011256 531100	EX/WA DOL/EOC TRAILER REGISTRATION, SALES TAX EX-GF-EMERG PREP-SUPPLIES			
Invoice: 122823MB		269116	122823MB	12/28/2023		USBJAN24	520.00
		520.00	73011897 531100	PW/ECOLUBE/RECYCLED FUEL OIL O&M-C/E-PWY FAC-SUPPLIES			
Invoice: 011124MB		269117	011124MB	01/11/2024		USBJAN24	242.85
		242.85	73011897 531100	PW/MASCOTT EQUIP/REPAIR KIT O&M-C/E-PWY FAC-SUPPLIES			
Invoice: 011924MB		269118	011924MB	01/19/2024		USBJAN24	622.39
		622.39	73011252 53110001055	PW/AMAZON/HYPRO TRANSFER PUMP STORM RESP-GF-SUPPLIES			
Invoice: 012424MB		269119	012424MB	01/24/2024		USBJAN24	1,485.10
		1,485.10	73111290 531100	PW/AMAZON/2 CORDLESS COMBO KIT O&M-STREET-MAINT O/H-SUPPLIES			
Invoice: 010524BK		269120	010524BK	01/05/2024		USBJAN24	5.47
		5.47	31011572 548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 010524BK-A		269121	010524BK-A	01/05/2024		USBJAN24	5.47
		5.47	31011572 548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 011324BK		269122	011324BK	01/13/2024		USBJAN24	88.46
		88.46	31011572 548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 122923RL		269123	122923RL	12/29/2023		USBJAN24	20.73
		20.73	21011125 531100	CRT/AMAZON/HANGING FILE FOLDERS COURT-SUPPLIES			
Invoice: 122923RL-A		269124	122923RL-A	12/29/2023		USBJAN24	45.84
		45.84	21011125 531100	CRT/AMAZON/HANGING FILE FOLDERS COURT-SUPPLIES			
Invoice: 010224RL		269125	010224RL	01/02/2024		USBJAN24	100.00
		100.00	31011131 549100	EX/BIDA/2024 MEMBERSHIP DUES EX-GF-DUES/SUBCR/MEMBERSH			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 010224RL-A		269126	010224RL-A	01/02/2024		USBJAN24	22.04
		22.04	21011125 531100	CRT/AMAZON/DAILY WALL CALENDAR COURT-SUPPLIES			
Invoice: 010824RL		269127	010824RL	01/08/2024		USBJAN24	56.95
		56.95	31011131 549100	EX/SOUND PUBLISHING/ANNUAL ONLINE SUBSCRIPTION EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 011024RL		269128	011024RL	01/10/2024		USBJAN24	18.75
		18.75	31011131 539100	EX/BLACKBIRD BAKERY/STR MEETING SNACKS EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 011324RL		269129	011324RL	01/13/2024		USBJAN24	14.99
		14.99	31011131 549100	EX/KITSAP SUN/MONTHLY SUBSCRIPTION EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 012024RL		269130	012024RL	01/20/2024		USBJAN24	26.34
		26.34	21011125 531100	CRT/AMAZON/CORK BULLETIN BOARD COURT-SUPPLIES			
Invoice: 011924RL		269131	011924RL	01/19/2024		USBJAN24	116.84
		116.84	32011152 548500	LEGAL/LEXUS NEXUS/ONLINE LEGAL SUBSCRIPTION LGL-GF-SOFTWARE MAINT/SUBSCR			
Invoice: 012024RL-A		269132	012024RL-A	01/20/2024		USBJAN24	100.00
		100.00	31011131 549100	EX/BI ROTARY/2024 MEMBERSHIP DUES EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 012424RL		269133	012424RL	01/24/2024		USBJAN24	6.01
		6.01	31011131 531100	EX/TOWN&COUNTRY/THINKING OF YOU CARD EX-GF-SUPPLIES			
Invoice: 010924ES		269134	010924ES	01/09/2024		USBJAN24	27.62
		27.62	31011131 539100	EX/BLACKBIRD BAKERY/COMMUNITY ART PLAN RFP EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 010924ES-A		269135	010924ES-A	01/09/2024		USBJAN24	124.95
		124.95	31011131 539100	EX/COQUETTE BAKERY/COMMUNITY ART PLAN RFP EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 011124ES		269136	011124ES	01/11/2024		USBJAN24	29.73
		29.73	31011131 539100	EX/TOWN & COUNTRY/COMMUNITY ART PLAN RFP EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 122623KM		269138	122623KM	12/26/2023		USBJAN24	250.25
		250.25	72011182 54110000724	ENG/AMAZON/MOVING BOXES POL/CRT PROF SVCS-OFFICE MOVE			
Invoice: 122823KM		269139	122823KM	12/28/2023		USBJAN24	443.08
		443.08	71011321 544000	PW/KITSAP SUN/ANNUAL AD MRSC SWR PW - C/E ADVERTISING			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 010224KM		269140	010224KM	01/02/2024		USBAN24	610.00
		610.00	72011324 443410	ENG/APWA/CM INSPECTOR TRAINING JC ENG - C/E - TRAINING			
Invoice: 010224KM-A		269141	010224KM-A	01/02/2024		USBAN24	610.00
		610.00	72011324 443410	ENG/APWA/CM INSPECTOR TRAINING MO ENG - C/E - TRAINING			
Invoice: 010524KM		269142	010524KM	01/05/2024		USBAN24	25.78
		25.78	72011321 531100	ENG/AMAZON/PENS ENG - C/E ADMIN SUPPLIES			
Invoice: 010624KM		269143	010624KM	01/06/2024		USBAN24	500.50
		500.50	72011182 54110000724	ENG/AMAZON/MOVING BOXES POL/CRT PROF SVCS-OFFICE MOVE			
Invoice: 011024KM		269144	011024KM	01/10/2024		USBAN24	9.82
		9.82	72011321 531100	ENG/AMAZON/CALENDAR ENG - C/E ADMIN SUPPLIES			
Invoice: 011024KM-A		269145	011024KM-A	01/10/2024		USBAN24	37.11
		37.11	72011182 54110000724	ENG/ACE HARDWARE/MOVING MATERIALS POL/CRT PROF SVCS-OFFICE MOVE			
Invoice: 011124KM		269146	011124KM	01/11/2024		USBAN24	28.94
		28.94	72011321 531100	ENG/ATTNY & NOTARY SUPPLY/NOTARY SUPPLIES LH ENG - C/E ADMIN SUPPLIES			
Invoice: 011624KM		269147	011624KM	01/16/2024		USBAN24	337.00
		337.00	72111431 549100	ENG/ITE/MEMBERSHIP RENEWAL PN ENG - ACCESS MGMT MISC			
Invoice: 012324KM		269148	012324KM	01/23/2024		USBAN24	35.00
		35.00	72011324 443410	ENG/MRSC/PROCUREMENT SERIES TRAINING LH ENG - C/E - TRAINING			
Invoice: 012324KM-A		269149	012324KM-A	01/23/2024		USBAN24	997.55
		997.55	72011182 53110000724	ENG/MAILBOXES.COM/MAILBOX SUPPLIES TSJC POL/CRT SUPPLIES			
Invoice: 012424KM		269150	012424KM	01/24/2024		USBAN24	50.00
		50.00	72011321 549100	ENG/INSTITUTE SUSTAIN INFRASTR/CREDENTIAL RENEWAL ENG - C/E ADMIN MISCELLEANEOUS			
Invoice: 011724PC		269151	011724PC	01/17/2024		USBAN24	100.19
		100.19	61011581 539100	PCD/CASA ROJAS/ECOLOGY NEW FLOODPLAIN MEETING PCD-NON TRAVEL FOOD/SNACK			
Invoice: 011624AC		269153	011624AC	01/16/2024		USBAN24	42.00
		42.00	73637892 549100	PW/GREEN RIVER COLLEGE/WATERWORKS CERTIFICATION O&M-ALLOC-WTR-DUES/SUBSCR			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 010824CF		269154	010824CF	01/08/2024		USBJAN24	315.00
		315.00	41011144 443410	FIN/GFOA/BUDGET PROCESS 101 CF FIN - C/E TRAINING			
Invoice: 010824CF-A		269155	010824CF-A	01/08/2024		USBJAN24	35.00
		35.00	41011144 443410	FIN/GFOA/CALCULATING NICA WEBINAR CF FIN - C/E TRAINING			
Invoice: 011024CF		269156	011024CF	01/10/2024		USBJAN24	37.28
		37.28	41011141 539100	FIN/TOWN & COUNTRY/FINANCE MEETING SNACKS FIN-NON TRAVEL FOOD/SNACK			
Invoice: 011024JG		269157	011024JG	01/10/2024		USBJAN24	4,222.92
		4,222.92	31011256 531100	EX/WA DOL/EOC TRAILERS REGISTRATION, SALES TAX X4 EX-GF-EMERG PREP-SUPPLIES			
Invoice: 011724RN		269159	011724RN	01/17/2024		USBJAN24	60.01
		60.01	73431835 531100	PW/SCELZI EQUIPMENT/BARREL KEY W110 OFFICE SUPPLIES			
Invoice: 012424RN		269160	012424RN	01/24/2024		USBJAN24	87.00
		87.00	73637892 443410	PW/WA CERT SERVICE/WATERWORKS EXAM TP O&M-ALLOC-WTR-TRAINING			
Invoice: 122823KS		269161	122823KS	12/28/2023		USBJAN24	3,162.38
		3,162.38	91011214 789000	STATE DOR/INTEREST ON LATE UCP SUBMITTAL GG-C/E-INT EXP-FIN/ADM			
Invoice: 122823KS-A		269162	122823KS-A	12/28/2023		USBJAN24	1,929.32
		1,929.32	91011141 549900	STATE DOR/PENALITIES ON LATE UCP SUBMITTAL GG-C/E-MISC			
Invoice: 122823KS-B		269163	122823KS-B	12/28/2023		USBJAN24	178.21
		178.21	91011141 541100	STATE DOR/CREDIT CARD SVC FEE UCP SUBMITTAL GG-C/E-FIN ADM-PROF SVCS			
Invoice: 010924KS		269164	010924KS	01/09/2024		USBJAN24	35.00
		35.00	41011144 443410	FIN/GFOA/CORRECTLY CALCULATING NICA KS FIN - C/E TRAINING			
Invoice: 122823RA		269183	122823RA	12/28/2023		USBJAN24	41.42
		41.42	63470586 542450	PCD/CLICK2MAIL/POSTCARDS PLN52657 PCD-PLANNING-COMM OUTREACH			
Invoice: 010324RA		269184	010324RA	01/03/2024		USBJAN24	36.51
		36.51	63470586 542450	PCD/CLICK2MAIL/POSTCARDS PLN52091 PCD-PLANNING-COMM OUTREACH			
Invoice: 011124RA		269185	011124RA	01/11/2024		USBJAN24	57.83
		57.83	63470586 542450	PCD/CLICK2MAIL/POSTCARDS PLN5506, BLD27924, 27681 PCD-PLANNING-COMM OUTREACH			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 011624SH		269204	011624SH	01/16/2024		USBJAN24	15.96
		15.96	31011572 549100	EX/SEATTLE TIMES/DIGITAL SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER			
Invoice: 011724SH		269205	011724SH	01/17/2024		USBJAN24	11.99
		11.99	31011572 549100	EX/KITSAP SUN/DIGITAL SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER			
Invoice: 012424SH		269206	012424SH	01/24/2024		USBJAN24	25.00
		25.00	31011572 542450	EX/FACEBOOK/2 BOOSTED POSTS INCLEMENT WEATHER PREP EX-GF-OUTREACH-ADV			
Invoice: 122823AL		269207	122823AL	12/28/2023		USBJAN24	390.37
		390.37	31011256 531100	EX/AMAZON/FIRST AID EVENT SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 122923AL		269208	122923AL	12/29/2023		USBJAN24	56.06
		56.06	31011256 531100	EX/AMAZON/FIRST AID EVENT SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 010224AL		269209	010224AL	01/02/2024		USBJAN24	139.99
		139.99	31011256 531100	EX/AMAZON/FIRST AID EVENT SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 010224AL-A		269210	010224AL-A	01/02/2024		USBJAN24	87.36
		87.36	31011256 542100	EX/ZOLEO/MONTHLY SUBSCRIPTION EX-GF-EMERG PREP-PHONE			
Invoice: 010324AL		269211	010324AL	01/03/2024		USBJAN24	100.00
		100.00	31011256 549100	EX/BI ROTARY/QUARTERLY MEMBERSHIP DUES EX-GF-EMERG PREP-DUES/SUBSCRIP			
Invoice: 010424AL		269212	010424AL	01/04/2024		USBJAN24	148.00
		148.00	31011256 541100	EX/NCSI/BACKGROUND CHECK VOLUNTEERS EX-GF-EMERG PREP-PROF SVCS			
Invoice: 010424AL-A		269213	010424AL-A	01/04/2024		USBJAN24	203.50
		203.50	31011256 541100	EX/NCSI/BACKGROUND CHECK VOLUNTEERS EX-GF-EMERG PREP-PROF SVCS			
Invoice: 010824AL		269214	010824AL	01/08/2024		USBJAN24	120.00
		120.00	81011881 542100	IT/STARLINK/MONTHLY SUBSCRIPTION TSJC IT - C/E COMMUNICATION			
Invoice: 010824AL-A		269215	010824AL-A	01/08/2024		USBJAN24	300.00
		300.00	31011256 542100	EX/STARLINK/MONTHLY SUBSCRIPTION MOBILE UNITS EX-GF-EMERG PREP-PHONE			
Invoice: 010824AL-B		269216	010824AL-B	01/08/2024		USBJAN24	18.50
		18.50	31011256 541100	EX/NCSI/BACKGROUND CHECKS VOLUNTEERS EX-GF-EMERG PREP-PROF SVCS			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 010824AL-C		269217	010824AL-C	01/08/2024		USBAN24	87.32
		87.32	31011256 531100	EX/AMAZON/FLOTILLA HAILING CARD SUPPLIES			
				EX-GF-EMERG PREP-SUPPLIES			
Invoice: 011124AL		269218	011124AL	01/11/2024		USBAN24	607.00
		607.00	31011256 531100	EX/STOP THE BLEED/INSTRUCTOR POLO SHIRTS			
				EX-GF-EMERG PREP-SUPPLIES			
Invoice: 011224AL		269219	011224AL	01/12/2024		USBAN24	30.54
		30.54	31011256 539100	EX/SAFEWAY/SEVERE WEATHER SHELTER SNACKS			
				EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 011224AL-A		269220	011224AL-A	01/12/2024		USBAN24	72.38
		72.38	31011256 531100	EX/AMAZON/FIRST AID EVENT SUPPLIES			
				EX-GF-EMERG PREP-SUPPLIES			
Invoice: 011524AL		269221	011524AL	01/15/2024		USBAN24	55.62
		55.62	31011256 531100	EX/ACE HARDWARE/SEVERE WEATHER SHELTER SUPPLIES			
				EX-GF-EMERG PREP-SUPPLIES			
Invoice: 011524AL-A		269222	011524AL-A	01/15/2024		USBAN24	132.11
		132.11	31011256 539100	EX/COSTCO/SEVERE WEAHTER SHELTER SNACKS			
				EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 011724AL		269223	011724AL	01/17/2024		USBAN24	18.81
		18.81	31011256 539100	EX/TOWN & COUNTRY/SEVERE WEATHER SHELTER SNACKS			
				EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 011724AL-A		269224	011724AL-A	01/17/2024		USBAN24	67.44
		67.44	31011256 531100	EX/AMAZON/MYN SUPPLIES NAMETAGS MEETINGS			
				EX-GF-EMERG PREP-SUPPLIES			
Invoice: 012324AL		269225	012324AL	01/23/2024		USBAN24	316.67
		316.67	31011256 531100	EX/AMAZON/SEVERE WEATHER SHELTER SUPPLIES			
				EX-GF-EMERG PREP-SUPPLIES			
Invoice: 012424AL		269226	012424AL	01/24/2024		USBAN24	50.00
		50.00	33011161 53110000302	HR/EAGLE HARBOR BOOKS/GIFT CARD STAFF DINNER			
				EMPLOYEE RECOG-HR-C/E-SUPPLIES			
Invoice: 012424AL-A		269227	012424AL-A	01/24/2024		USBAN24	27.30
		27.30	31011256 531100	EX/STARLINK/EOC SUPPLIES			
				EX-GF-EMERG PREP-SUPPLIES			
Invoice: 012424AL-B		269228	012424AL-B	01/24/2024		USBAN24	27.30
		27.30	31011256 531100	EX/STARLINK/EOC SUPPLIES			
				EX-GF-EMERG PREP-SUPPLIES			
Invoice: 012424AL-C		269229	012424AL-C	01/24/2024		USBAN24	50.00
		50.00	33011161 53110000302	HR/TOWN & COUNTRY/GIFT CARD STAFF DINNER			
				EMPLOYEE RECOG-HR-C/E-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					
Invoice: 012424AL-D		269230	012424AL-D	01/24/2024		USBAN24	395.00
		395.00	31011256 443410	EX/PIEPC/CONFERENCE REGISTRATION			
Invoice: 012424AL-E		269231	012424AL-E	01/24/2024		USBAN24	50.00
		50.00	33011161 53110000302	HR/WILDERNEST/GIFT CARD STAFF DINNER			
Invoice: 010424PN		269352	010424PN	01/04/2024		USBAN24	46.89
		46.89	11011116 531100	CC/AMAZON/GAVEL - MAYOR GIFT			
Invoice: 010424PN-A		269353	010424PN-A	01/04/2024		USBAN24	10.91
		10.91	11011116 539100	CC/AMAZON/CUPS - SOCIAL CITY COUNCIL MTG			
Invoice: 010424PN-B		269354	010424PN-B	01/04/2024		USBAN24	76.22
		76.22	11011116 539100	CC/COSTCO/FOOD - SOCIAL CITY COUNCIL MTG			
Invoice: 010524PN		269355	010524PN	01/05/2024		USBAN24	-10.55
		-10.55	11011116 531100	CC/DINTROPHY/REFUND SHIPPING NAME PLATE			
Invoice: 010324PN		269356	010324PN	01/03/2024		USBAN24	21.50
		21.50	11011116 531100	CC/DINTROPHY/COUNCIL PHOTO NAME PLATE MATTHEWS			
Invoice: 010824PN		269357	010824PN	01/08/2024		USBAN24	600.00
		600.00	36011143 443410	EXCC/WMCA/WMCA SPRING CONFERENCE PN			
Invoice: 011024PN		269358	011024PN	01/10/2024		USBAN24	96.59
		96.59	11011116 539100	CC/BRUCIATO/FOOD CITY COUNCIL MTG DINNER			
Invoice: 010924PN		269359	010924PN	01/09/2024		USBAN24	62.57
		62.57	11011116 539100	CC/SAFEWAY/FOOD CITY COUNCIL MTG DINNER			
Invoice: 011424PN		269360	011424PN	01/14/2024		USBAN24	601.50
		601.50	36011143 545000	EXCC/BAINBRIDGE SELF STORAGE/STRAGE LOCKER RENTAL			
Invoice: 011424PN-A		269361	011424PN-A	01/14/2024		USBAN24	601.50
		601.50	36011143 545000	EXCC/BAINBRIDGE SELF STORAGE/STRAGE LOCKER RENTAL			
Invoice: 011624PN		269362	011624PN	01/16/2024		USBAN24	683.67
		683.67	36011143 443410	EXCC/EVENT LASERFISCHE/TRAINING HOTEL CONFERENCE			

A/P CASH DISBURSEMENTS JOURNAL

 CASH ACCOUNT: 635 111100 CASH
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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 011624PN-A		269363	011624PN-A	01/16/2024		USBAN24	107.43
		107.43	11011116 539100	CC/TOWN & COUNTRY/FOOD CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 011624PN-B		269364	011624PN-B	01/16/2024		USBAN24	18.76
		18.76	11011116 539100	CC/SAFEGWAY/FOOD CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 012324PN		269365	012324PN	01/23/2024		USBAN24	154.23
		154.23	11011116 539100	CC/SAWAN THAI KITCHEN/FOOD CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 010124BL		269366	010124BL	01/01/2024		USBAN24	373.05
		373.05	33011161 544000	HR/INDEED/ADVERTISEMENT DEC 2023 HR-C/E-ADVERTISING			
Invoice: 010824BL		269368	010824BL	01/08/2024		USBAN24	46.03
		46.03	91029179 539100	COFFEE OASIS/WELLNESS MEETING GG-SELF INS-WELLNESS-FOOD/BEV			
Invoice: 010824BL-A		269369	010824BL-A	01/08/2024		USBAN24	73.70
		73.70	91029179 539100	CHOCMO CHOCOLATIER/WELLNESS LUNCH GG-SELF INS-WELLNESS-FOOD/BEV			
Invoice: 010824BL-B		269370	010824BL-B	01/08/2024		USBAN24	87.32
		87.32	91029179 531100	AMAZON/WELLNESS PROMOTIONAL HEART HEALTHY ITEM GG-SELF INS-WELLNESS-SUPPLIES			
Invoice: 011824BL		269371	011824BL	01/18/2024		USBAN24	10.26
		10.26	41011141 542500	FIN/USPS/POSTAGE 941 Q3 & Q4 FIN-GFE-POSTAGE/SHIPPING			
Invoice: 011824BL-A		269372	011824BL-A	01/18/2024		USBAN24	546.95
		546.95	33011161 544000	HR/INDEED/ADVERTISEMENT JAN 2024 HR-C/E-ADVERTISING			
Invoice: 010524DP		269373	010524DP	01/05/2024		USBAN24	230.00
		230.00	41011141 549100	FIN/WA ST BOARD ACCOUNTANCY/CPA LICENSE DP FIN-GF-DUES/SUBS/MEMBERSHIPS			
Invoice: 122723MD		269374	122723MD	12/27/2023		USBAN24	245.76
		245.76	81011881 535500	IT/NEWEGG/CAT 6A CABLES FOR TSJC IT - C/E COMPUTER PARTS & EQ			
Invoice: 122723MD-A		269375	122723MD-A	12/27/2023		USBAN24	60.05
		60.05	81011881 548500	IT/ADOBE/CREATIVE CLOUD SW SUBSCRIPTION IT - C/E COMPUTER SUPPORT			
Invoice: 122823MD		269376	122823MD	12/28/2023		USBAN24	70.96
		70.96	81011881 535500	IT/NEWEGG/RT-45 ETHERNET CONNECTORS X200 IT - C/E COMPUTER PARTS & EQ			

A/P CASH DISBURSEMENTS JOURNAL

 CASH ACCOUNT: 635 111100 CASH
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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 122823MD-A		269377	122823MD-A	12/28/2023		USBAN24	108.11
		108.11	81011881 535500	IT/AMAZON/FLUKE NETWORK TOOL - PUNCH DOWN IT - C/E COMPUTER PARTS & EQ			
Invoice: 122823MD-B		269378	122823MD-B	12/28/2023		USBAN24	794.40
		794.40	81011881 535500	IT/AMAZON/TRIPP LITE SURGE PROTECTORS IT - C/E COMPUTER PARTS & EQ			
Invoice: 122823MD-C		269379	122823MD-C	12/28/2023		USBAN24	646.48
		646.48	81011881 535500	IT/AMAZON/SHORETEL DESKPHONES X4 IT - C/E COMPUTER PARTS & EQ			
Invoice: 122923MD		269380	122923MD	12/29/2023		USBAN24	-10,483.12
		-10,483.12	81011881 535500	IT/BEST BUY/AUTOMATIC RETURN NON DELIVERABLE IT - C/E COMPUTER PARTS & EQ			
Invoice: 122923MD-A		269381	122923MD-A	12/29/2023		USBAN24	89.00
		89.00	81011881 549100	IT/NATIONAL ASSOC GOV RECORDS/MEMBERSHIP MD IT - C/E MISCELLANEOUS			
Invoice: 122923MD-B		269382	122923MD-B	12/29/2023		USBAN24	8,973.26
		8,973.26	81011881 535500	IT/AMAZON/MONITORS, KEYBOARDS, MICE, BAGS IT - C/E COMPUTER PARTS & EQ			
Invoice: 010324MD		269383	010324MD	01/03/2024		USBAN24	13.52
		13.52	81011881 531100	IT/AMAZON/WALL CALENDAR IT - C/E SUPPLIES			
Invoice: 010324MD-A		269384	010324MD-A	01/03/2024		USBAN24	654.11
		654.11	81011881 443410	IT/CBT NUGGETS/TRAINING SUBSCRIPTION IT - C/E TRAINING			
Invoice: 010524MD		269385	010524MD	01/05/2024		USBAN24	-42.03
		-42.03	81011881 548500	IT/ADOBE/CREATIVE CLOUD SW SUBSCRIPTION IT - C/E COMPUTER SUPPORT			
Invoice: 010524MD-A		269386	010524MD-A	01/05/2024		USBAN24	1,129.76
		1,129.76	81011881 548500	IT/ADOBE PRODUCTS/CONVERT ADOBE LICENSES TO ANNUAL IT - C/E COMPUTER SUPPORT			
Invoice: 010924MD		269387	010924MD	01/09/2024		USBAN24	12.00
		12.00	81011881 548500	IT/WE TRANSFER/ENCRYPTION EMAIL SW FOR POLICE IT - C/E COMPUTER SUPPORT			
Invoice: 011124MD		269388	011124MD	01/11/2024		USBAN24	56.73
		56.73	81011881 531100	IT/AMAZON/LABELPRINTER TAPE X3 IT - C/E SUPPLIES			
Invoice: 011524MD		269389	011524MD	01/15/2024		USBAN24	21.84
		21.84	81011881 548500	IT/CHATGPT/MONTHLY SUBSCRIPTION IT - C/E COMPUTER SUPPORT			

A/P CASH DISBURSEMENTS JOURNAL

 CASH ACCOUNT: 635 111100 CASH
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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 011524MD-A		269390	011524MD-A	01/15/2024		USBAN24	78.87
		78.87	81011881 535500	IT/AMAZON/COMPUTER MOUNTS, RULERS IT - C/E COMPUTER PARTS & EQ			
Invoice: 011724MD		269391	011724MD	01/17/2024		USBAN24	877.55
		877.55	81011881 443410	IT/LASERFISCHE EVENTS/EMPOWER TRAINING CONFERENCE IT - C/E TRAINING			
Invoice: 011824MD		269392	011824MD	01/18/2024		USBAN24	198.73
		198.73	81011881 535500	IT/AMAZON/CAT6 CABLE 1 SPOOL IT - C/E COMPUTER PARTS & EQ			
Invoice: 011824MD-A		269393	011824MD-A	01/18/2024		USBAN24	11.79
		11.79	81011881 548500	IT/TECHNSMITH/SNAG IT SCREEN CAPTURING SOFTWARE IT - C/E COMPUTER SUPPORT			
Invoice: 012424MD		269394	012424MD	01/24/2024		USBAN24	14.19
		14.19	81011881 548500	IT/ARLO TECHNOLOGIES/COURT VIDEO STORAGE IT - C/E COMPUTER SUPPORT			
Invoice: 010524MH		269396	010524MH	01/05/2024		USBAN24	335.55
		335.55	73425358 548100	PW/WALKER INDUSTRIES/TURCK PRODUCT O&M-WWTP-REPAIRS			
Invoice: 010324JB		269397	010324JB	01/03/2024		USBAN24	125.57
		125.57	54025212 531100	POL/WEST MARINE/NYLON DOCK LINE MARINE - SUPPLIES			
Invoice: 011224JB		269398	011224JB	01/12/2024		USBAN24	114.64
		114.64	54025212 531100	POL/ACE HARDWARE/KEROSENE, PORTABLE HEATER MARINE - SUPPLIES			
Invoice: 011724JB		269399	011724JB	01/17/2024		USBAN24	6.84
		6.84	91011215 542500	US POSTAL SERVICE/SHIPPING GG-C/E-PD-POSTAGE			
Invoice: 011624JB		269400	011624JB	01/16/2024		USBAN24	26.00
		26.00	54025212 549100	POL/NASBLA/MEMBERSHIP CPL LEWIS MARINE - DUES/SUBSCRIPTIONS			
Invoice: 010224ZB		269401	010224ZB	01/02/2024		USBAN24	30.00
		30.00	53011212 54110000962	POL/SALTY DOG WASH/K9 NAIL & TRIM TRACKING CANINE-PROF SVCS			
Invoice: 012124ZB		269402	012124ZB	01/21/2024		USBAN24	54.53
		54.53	53011212 53110000962	POL/CHEWY/K9 FOOD TRACKING CANINE-SUPPLIES			
Invoice: 012324ZB		269403	012324ZB	01/23/2024		USBAN24	60.00
		60.00	53011212 54110000962	POL/SALTY DOG WASH/K9 NAIL TRIM, BATH TRACKING CANINE-PROF SVCS			

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: 010224BB		269404	010224BB	01/02/2024		USBAN24	11.98
		11.98	51011211 549100	POL/KITSAP SUN/DIGITAL SUBSCRIPTION PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
Invoice: 010224BB-A		269405	010224BB-A	01/02/2024		USBAN24	423.00
		423.00	53011212 545000	POL/RELIABLE STORAGE/STORAGE UNIT RENT POLICE - C/E PATROL RENTS			
Invoice: 010524BB		269406	010524BB	01/05/2024		USBAN24	261.84
		261.84	51011191 531100	POL/AMAZON/ZEBRA EVIDENCE LABELS PD-C/E-PROP RM-SUPPLIES			
Invoice: 010624BB		269407	010624BB	01/06/2024		USBAN24	60.46
		60.46	51011211 531100	POL/AMAZON/WALL CALENDARS PD-C/E-ADM-SUPPLIES			
Invoice: 012424JC		269408	012424JC	01/24/2024		USBAN24	240.00
		240.00	51011211 549100	POL/IACP/DUES MEMBERSHIP AND AGENCY PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
Invoice: 122723JC		269409	122723JC	12/27/2023		USBAN24	35.80
		35.80	51011191 543100	POL/WSDOT/RT FERRY PASSAGE SEATTLE CRIME LAB PD-C/E-PROP RM-TRAVEL			
Invoice: 122723JF		269410	122723JF	12/27/2023		USBAN24	255.53
		255.53	53011212 531100	POL/AED US/REPLACEMENT PEDI-PADS X2 PD-C/E-PATROL SUPPLIES			
Invoice: 122823JF		269411	122823JF	12/28/2023		USBAN24	41.49
		41.49	53011212 531100	POL/WALGREENS/SD CARD FOR TRAIL CAM 32G PD-C/E-PATROL SUPPLIES			
Invoice: 122923JF		269412	122923JF	12/29/2023		USBAN24	893.60
		893.60	51011211 541100	POL/QUALITY INN & SUITES, CIVILIAN LODGING 5 NIGHT PD-C/E-ADM-PROF SVCS			
Invoice: 011024LH		269413	011024LH	01/10/2024		USBAN24	200.30
		200.30	91011215 542500	USPS.COPM/POSTAGE STAMPS 3 ROLLS GG-C/E-PD-POSTAGE			
Invoice: 122123EH		269414	122123EH	12/21/2023		USBAN24	120.00
		120.00	51011211 541100	POL/KITSAP TRANSIT/BUS TOKENS PD-C/E-ADM-PROF SVCS			
Invoice: 122923WS		269415	122923WS	12/29/2023		USBAN24	21.64
		21.64	53011212 531100	POL/HOME DEPOT/BOXES PD-C/E-PATROL SUPPLIES			
Invoice: 010624WS		269416	010624WS	01/06/2024		USBAN24	406.70
		406.70	53011212 520000	POL/SAFELINE DEFENSE/BASKETWEAVE DUTY BELTS X3 POLICE - C/E PATROL BENEFITS			

A/P CASH DISBURSEMENTS JOURNAL

 CASH ACCOUNT: 635 111100 CASH
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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 010824WS		269417	010824WS	01/08/2024		USBAN24	28.38
		28.38	53011212 531100	POL/AMAZON/IPHONE CHARGER PD-C/E-PATROL SUPPLIES			
Invoice: 010824WS-A		269418	010824WS-A	01/08/2024		USBAN24	109.19
		109.19	53011212 531100	POL/AMAZON/EARPIECE FOR MCCARTY PD-C/E-PATROL SUPPLIES			
Invoice: 011524WS		269419	011524WS	01/15/2024		USBAN24	109.19
		109.19	53011212 531100	POL/AMAZON/EARPIECE FOR SWANN PD-C/E-PATROL SUPPLIES			
Invoice: 011524WS-A		269420	011524WS-A	01/15/2024		USBAN24	7.63
		7.63	53011212 531100	POL/AMAZON/HEADPHONE ADAPTOR FOR SWANN PD-C/E-PATROL SUPPLIES			
Invoice: 011924WS		269421	011924WS	01/19/2024		USBAN24	117.94
		117.94	53011212 54910000962	POL/TRACTIVE/GPS TRACKER SUBSCRIPTION K9 WHITNEY TRACKING CANINE-LICENSING			
Invoice: 011224BS		269422	011224BS	01/12/2024		USBAN24	809.29
		809.29	54025212 532000	POL/PORT OF BROWNSVILLE/MARINE FUEL MARINE - FUEL			
Invoice: 011624AW		269423	011624AW	01/16/2024		USBAN24	62.53
		62.53	31011721 539100	EX/MARKETPLACE/LUNCH LOCAL HISTORIAN TOUR GUIDES DEI-NON-TRAVEL FOOD/BEV			
Invoice: 011824AW		269424	011824AW	01/18/2024		USBAN24	15.99
		15.99	31011721 539100	EX/COQUETTE/COFFEE COMMUNITY MEMBER DEI-NON-TRAVEL FOOD/BEV			
Invoice: 010924LS		269426	010924LS	01/09/2024		USBAN24	19.96
		19.96	31011131 549100	EX/ST SUBSCRIPTIONS/SEATTLE TIMES SUBSCRIPTION EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 011924AS		269429	011924AS	01/19/2024		USBAN24	51.35
		51.35	31011492 53910001195	EX/TOWN & COUNTRY/SUSTAINABLE TRANSP COMMUNITY MTG CAP-TRANSP & FUELS-FOOD/BEV			
Invoice: 011624CB		269430	011624CB	01/16/2024		USBAN24	40.00
		40.00	36011143 443410	EXCC/MRSC/PURBLIC RECORDS WEBINAR MH CLERK-GF-TRAINING			
Invoice: 122923AS		269472	122923AS	12/29/2023		USBAN24	1,486.82
		1,486.82	91011497 53110001194	WEBSTAUANT/4 WASTE, RECYCLE, COMPOST BINS GREEN TEAM, RECYCLING-SUPPLIES			
						CHECK 3418 TOTAL:	46,438.08

A/P CASH DISBURSEMENTS JOURNAL

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 46,438.08

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	46,438.08

*** GRAND TOTAL *** 46,438.08

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	T	OB	DEBIT	CREDIT
												LINE	DESC				
2024	2	74															
APP	001-213000												GENERAL - ACCOUNTS PAYABLE			39,960.08	
	02/09/2024	USBJAN24						020924					AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100												CASH				46,438.08
	02/09/2024	USBJAN24						020924					AP CASH DISBURSEMENTS JOURNAL				
APP	407-213000												ACCOUNTS PAYABLE			1,503.86	
	02/09/2024	USBJAN24						020924					AP CASH DISBURSEMENTS JOURNAL				
APP	631-213000												ACCOUNTS PAYABLE			1,989.88	
	02/09/2024	USBJAN24						020924					AP CASH DISBURSEMENTS JOURNAL				
APP	101-213000												STREETS - ACCOUNTS PAYABLE			2,238.70	
	02/09/2024	USBJAN24						020924					AP CASH DISBURSEMENTS JOURNAL				
APP	402-213000												ACCOUNTS PAYABLE			685.55	
	02/09/2024	USBJAN24						020924					AP CASH DISBURSEMENTS JOURNAL				
APP	403-213000												ACCOUNTS PAYABLE			60.01	
	02/09/2024	USBJAN24						020924					AP CASH DISBURSEMENTS JOURNAL				
													GENERAL LEDGER TOTAL			46,438.08	46,438.08
APP	631-130000												DUE TO/FROM CLEARING			44,448.20	
	02/09/2024	USBJAN24						020924									
APP	001-130000												GENERAL - DUE TO/FROM CLEARING				39,960.08
	02/09/2024	USBJAN24						020924									
APP	407-130000												DUE TO/FROM CLEARING				1,503.86
	02/09/2024	USBJAN24						020924									
APP	101-130000												STREETS - DUE TO/FROM CLEARING				2,238.70
	02/09/2024	USBJAN24						020924									
APP	402-130000												DUE TO/FROM CLEARING				685.55
	02/09/2024	USBJAN24						020924									
APP	403-130000												DUE TO/FROM CLEARING				60.01
	02/09/2024	USBJAN24						020924									
													SYSTEM GENERATED ENTRIES TOTAL			44,448.20	44,448.20
													JOURNAL 2024/02/74	TOTAL		90,886.28	90,886.28

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 2	74	02/09/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE FUND TOTAL	 39,960.08 39,960.08	 39,960.08 39,960.08
101 STREET FUND 101-130000 101-213000	2024 2	74	02/09/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE FUND TOTAL	 2,238.70 2,238.70	 2,238.70 2,238.70
402 SEWER OPERATING FUND 402-130000 402-213000	2024 2	74	02/09/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 685.55 685.55	 685.55 685.55
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 2	74	02/09/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 60.01 60.01	 60.01 60.01
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2024 2	74	02/09/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 1,503.86 1,503.86	 1,503.86 1,503.86
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 2	74	02/09/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH FUND TOTAL	 44,448.20 1,989.88 46,438.08	 46,438.08 46,438.08

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		39,960.08
101	STREET FUND		2,238.70
402	SEWER OPERATING FUND		685.55
403	STORM & SURFACE WATER FUND		60.01
407	BUILDING & DEVELOPMENT FUND		1,503.86
631	CLEARING FUND		
TOTAL		44,448.20	44,448.20

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

CITY OF BAINBRIDGE ISLAND

MANUAL 2/15/24 JK



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									
3419	02/16/2024	EFT	8646	ISLAND HANDS	269495	4042	01/21/2024	M021524	16,811.00
Invoice: 4042									
					16,306.67	73011183	54110000269	JANITORIAL CONTRACT-PRO SVCS	
					504.33	73425358	54110000269	JANITORIAL CONTRACT-PRO SVCS	
CHECK 3419 TOTAL:									16,811.00
3420	02/16/2024	EFT	7801	REDSIDE CONSTRUCTION	269516	PAYREQ1-00988	01/30/2024	M021524	490,308.00
Invoice: PAYREQ1-00988									
					490,308.00	72413434	66300000988	ENG/WINSLOW WATER TANK REPLACEMENT	
					NEW WATER TANKS-CONSTR				
CHECK 3420 TOTAL:									490,308.00
NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL ***									507,119.00
TOTAL EFT'S						COUNT	AMOUNT		
						2	507,119.00		
*** GRAND TOTAL ***									507,119.00

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
2024	2	142											
APP	001-213000				02/16/2024	M021524	021524			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		16,306.67	
APP	635-111100				02/16/2024	M021524	021524			CASH AP CASH DISBURSEMENTS JOURNAL			507,119.00
APP	402-213000				02/16/2024	M021524	021524			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		504.33	
APP	401-213000				02/16/2024	M021524	021524			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		490,308.00	
					02/16/2024	M021524	021524			GENERAL LEDGER TOTAL		507,119.00	507,119.00
APP	631-130000				02/16/2024	M021524	021524			DUE TO/FROM CLEARING		507,119.00	
APP	001-130000				02/16/2024	M021524	021524			GENERAL - DUE TO/FROM CLEARING			16,306.67
APP	402-130000				02/16/2024	M021524	021524			DUE TO/FROM CLEARING			504.33
APP	401-130000				02/16/2024	M021524	021524			DUE TO/FROM CLEARING			490,308.00
										SYSTEM GENERATED ENTRIES TOTAL		507,119.00	507,119.00
										JOURNAL 2024/02/142 TOTAL		1,014,238.00	1,014,238.00

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2024	2	142	02/16/2024			
001-130000					GENERAL - DUE TO/FROM CLEARING		16,306.67
001-213000					GENERAL - ACCOUNTS PAYABLE	16,306.67	
					FUND TOTAL	16,306.67	16,306.67
401 WATER OPERATING FUND	2024	2	142	02/16/2024			
401-130000					DUE TO/FROM CLEARING		490,308.00
401-213000					ACCOUNTS PAYABLE	490,308.00	
					FUND TOTAL	490,308.00	490,308.00
402 SEWER OPERATING FUND	2024	2	142	02/16/2024			
402-130000					DUE TO/FROM CLEARING		504.33
402-213000					ACCOUNTS PAYABLE	504.33	
					FUND TOTAL	504.33	504.33
631 CLEARING FUND	2024	2	142	02/16/2024			
631-130000					DUE TO/FROM CLEARING	507,119.00	
635-111100					CASH		507,119.00
					FUND TOTAL	507,119.00	507,119.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		16,306.67
401	WATER OPERATING FUND		490,308.00
402	SEWER OPERATING FUND		504.33
631	CLEARING FUND		
TOTAL		507,119.00	507,119.00

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

A/P CASH DISBURSEMENTS JOURNAL



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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
3421	02/20/2024	MANL	103 CITY OF BAINBRIDGE I	269621	10717FEB24	02/01/2024		UBFEB24	11.08
Invoice: 10717FEB24				11.08	91011722 547500	1270 MADISON LIBRARY			
						GG-C/E-LIBRARY-COBI	WTR/SWR		
Invoice: 10727FEB24				269622	10727FEB24	02/01/2024		UBFEB24	701.98
				701.98	91011722 547500	1270 MADISON LIBRARY			
						GG-C/E-LIBRARY-COBI	WTR/SWR		
Invoice: 11015FEB24				269623	11015FEB24	02/01/2024		UBFEB24	1,916.33
				1,916.33	91425358 547500	1220 DONALD PLACE			
						GG-WWTP-WATER/SEWER			
Invoice: 11122FEB24				269624	11122FEB24	02/01/2024		UBFEB24	670.55
				670.55	91011215 547500	625 WINSLOW WAY			
						GG-C/E-PD-COBI	WTR/SWR		
Invoice: 11762FEB24				269625	11762FEB24	02/01/2024		UBFEB24	81.73
				81.73	91011768 547500	WINSLOW WAY - DRINKG FNTN			
						GG-C/E-PARKS-WTR/SWR			
Invoice: 11805FEB24				269626	11805FEB24	02/01/2024		UBFEB24	38.58
				38.58	91011768 547500	RAINBRINGER IRRIGATION METER			
						GG-C/E-PARKS-WTR/SWR			
Invoice: 11806FEB24				269627	11806FEB24	02/01/2024		UBFEB24	35.08
				35.08	91011768 547500	MADISON & HIGH SCHOOL IRRIGATION			
						GG-C/E-PARKS-WTR/SWR			
Invoice: 11982FEB24				269628	11982FEB24	02/01/2024		UBFEB24	1,024.11
				1,024.11	91011189 547500	280 MADISON AVE N			
						GG-C/E-CITY HALL-COBI	WTR/SWR		
Invoice: 11983FEB24				269629	11983FEB24	02/01/2024		UBFEB24	169.68
				169.68	91011189 547500	CITY HALL IRRIGATION METER			
						GG-C/E-CITY HALL-COBI	WTR/SWR		
Invoice: 12754FEB24				269631	12754FEB24	02/01/2024		UBFEB24	11.08
				11.08	91011768 547500	BLACKBIRD IRRIGATION METER			
						GG-C/E-PARKS-WTR/SWR			
Invoice: 12893FEB24				269632	12893FEB24	02/01/2024		UBFEB24	621.63
				379.89	91011215 547500	8804 MADISON AVE N			
				241.74	91011255 547500	GG-C/E-PD-COBI	WTR/SWR		
						GG-C/E-COURT BLDG-WTR/SWR			
Invoice: 12894FEB24				269633	12894FEB24	02/01/2024		UBFEB24	24.03
				14.69	91011215 547500	8804 MADISON AVE N			
				9.34	91011255 547500	GG-C/E-PD-COBI	WTR/SWR		
						GG-C/E-COURT BLDG-WTR/SWR			
Invoice: 13145FEB24				269634	13145FEB24	02/01/2024		UBFEB24	11.08
						HWY 305 - STO TRAIL			

CITY OF BAINBRIDGE ISLAND



A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				11.08	91111262 547500	GG-STREETS-TRAILS-CITY WTR/SWR			
Invoice: 13227FEB24				269635	13227FEB24	02/01/2024		UBFEB24	20.41
						OLYMPIC DR SE			
				20.41	91111262 547500	GG-STREETS-TRAILS-CITY WTR/SWR			
				269636	13291FEB24	02/01/2024		UBFEB24	27.44
Invoice: 13291FEB24						OLYMPIC IMPROVEMENT METER			
				27.44	91111262 547500	GG-STREETS-TRAILS-CITY WTR/SWR			
								CHECK 3421 TOTAL:	5,364.79
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***			5,364.79
						COUNT	AMOUNT		
TOTAL MANUAL CHECKS						1	5,364.79		
								*** GRAND TOTAL ***	5,364.79

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	T	OB	DEBIT	CREDIT
															LINE	DESC				
2024	2	165																		
APP	001-213000																			
		02/20/2024	UBFEB24						022024							GENERAL - ACCOUNTS PAYABLE			3,389.53	
																AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH				5,364.79
		02/20/2024	UBFEB24						022024							AP CASH DISBURSEMENTS JOURNAL				
APP	402-213000															ACCOUNTS PAYABLE			1,916.33	
		02/20/2024	UBFEB24						022024							AP CASH DISBURSEMENTS JOURNAL				
APP	101-213000															STREETS - ACCOUNTS PAYABLE			58.93	
		02/20/2024	UBFEB24						022024							AP CASH DISBURSEMENTS JOURNAL				
																GENERAL LEDGER TOTAL			5,364.79	5,364.79
APP	631-130000															DUE TO/FROM CLEARING			5,364.79	
		02/20/2024	UBFEB24						022024											
APP	001-130000															GENERAL - DUE TO/FROM CLEARING				3,389.53
		02/20/2024	UBFEB24						022024											
APP	402-130000															DUE TO/FROM CLEARING				1,916.33
		02/20/2024	UBFEB24						022024											
APP	101-130000															STREETS - DUE TO/FROM CLEARING				58.93
		02/20/2024	UBFEB24						022024											
																SYSTEM GENERATED ENTRIES TOTAL			5,364.79	5,364.79
																JOURNAL 2024/02/165	TOTAL		10,729.58	10,729.58

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2024	2	165	02/20/2024			
001-130000					GENERAL - DUE TO/FROM CLEARING		3,389.53
001-213000					GENERAL - ACCOUNTS PAYABLE	3,389.53	
					FUND TOTAL	3,389.53	3,389.53
101 STREET FUND	2024	2	165	02/20/2024			
101-130000					STREETS - DUE TO/FROM CLEARING		58.93
101-213000					STREETS - ACCOUNTS PAYABLE	58.93	
					FUND TOTAL	58.93	58.93
402 SEWER OPERATING FUND	2024	2	165	02/20/2024			
402-130000					DUE TO/FROM CLEARING		1,916.33
402-213000					ACCOUNTS PAYABLE	1,916.33	
					FUND TOTAL	1,916.33	1,916.33
631 CLEARING FUND	2024	2	165	02/20/2024			
631-130000					DUE TO/FROM CLEARING	5,364.79	
635-111100					CASH		5,364.79
					FUND TOTAL	5,364.79	5,364.79

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		3,389.53
101	STREET FUND		58.93
402	SEWER OPERATING FUND		1,916.33
631	CLEARING FUND		
		5,364.79	
TOTAL		5,364.79	5,364.79

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

CITY OF BAINBRIDGE ISLAND

MANUAL 2/20/24 JK



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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									
3422	02/20/2024	MANL	124 WA ST DEPT OF REVENU	269637	JAN24	02/16/2024		ETJAN24	8,972.94
	Invoice: JAN24								
				276.57	91411341 553000	FINANCE - WATER EXTRNL TAXES			
				393.14	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
				7,285.17	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
				30.00	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
				10.77	91411341 553000	FINANCE - WATER EXTRNL TAXES			
				116.92	91411341 553000	FINANCE - WATER EXTRNL TAXES			
				106.33	91431383 553000	FINANCE - SSWM - EXTRNL TAXES			
				746.82	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
				7.22	31011572 54500000724	PD/COURT BLDG-OUTREACH RENTALS			
CHECK 3422 TOTAL:									8,972.94
NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL ***									8,972.94
TOTAL MANUAL CHECKS						COUNT	AMOUNT		
						1	8,972.94		
*** GRAND TOTAL ***									8,972.94

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	T	OB	DEBIT	CREDIT
															LINE	DESC				
2024	2	166																		
APP	401-213000																			
	02/20/2024	ETJAN24							022024										404.26	
APP	635-111100																			
	02/20/2024	ETJAN24							022024											
APP	402-213000																		8,455.13	
	02/20/2024	ETJAN24							022024											
APP	403-213000																		106.33	
	02/20/2024	ETJAN24							022024											
APP	001-213000																		7.22	
	02/20/2024	ETJAN24							022024											
																		8,972.94	8,972.94	
APP	631-130000																			
	02/20/2024	ETJAN24							022024										8,972.94	
APP	401-130000																			
	02/20/2024	ETJAN24							022024											404.26
APP	402-130000																			
	02/20/2024	ETJAN24							022024											8,455.13
APP	403-130000																			
	02/20/2024	ETJAN24							022024											106.33
APP	001-130000																			
	02/20/2024	ETJAN24							022024											7.22
																		8,972.94	8,972.94	
																		17,945.88	17,945.88	

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2024 2	166	02/20/2024			
001-130000				GENERAL - DUE TO/FROM CLEARING		7.22
001-213000				GENERAL - ACCOUNTS PAYABLE	7.22	
				FUND TOTAL	7.22	7.22
401 WATER OPERATING FUND	2024 2	166	02/20/2024			
401-130000				DUE TO/FROM CLEARING		404.26
401-213000				ACCOUNTS PAYABLE	404.26	
				FUND TOTAL	404.26	404.26
402 SEWER OPERATING FUND	2024 2	166	02/20/2024			
402-130000				DUE TO/FROM CLEARING		8,455.13
402-213000				ACCOUNTS PAYABLE	8,455.13	
				FUND TOTAL	8,455.13	8,455.13
403 STORM & SURFACE WATER FUND	2024 2	166	02/20/2024			
403-130000				DUE TO/FROM CLEARING		106.33
403-213000				ACCOUNTS PAYABLE	106.33	
				FUND TOTAL	106.33	106.33
631 CLEARING FUND	2024 2	166	02/20/2024			
631-130000				DUE TO/FROM CLEARING	8,972.94	
635-111100				CASH		8,972.94
				FUND TOTAL	8,972.94	8,972.94

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		7.22
401	WATER OPERATING FUND		404.26
402	SEWER OPERATING FUND		8,455.13
403	STORM & SURFACE WATER FUND		106.33
631	CLEARING FUND		
TOTAL		8,972.94	8,972.94

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

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					
3423	02/28/2024 EFT Invoice: 2024-1966	7588 A WORKSAFE SERVICE I	269653 2024-1966	01/31/2024		02/25/24	40.00
			40.00 73637891 541100	PW/PRE-EMPLOYMENT DRUG TESTS PROFESSIONAL SERVICES			
				CHECK	3423 TOTAL:		40.00
3424	02/28/2024 EFT Invoice: 553121	5 ACE HARDWARE	269527 553121	02/01/2024		02/25/24	75.33
			75.33 73011755 531100	PW/AUGER GRAIN, DRAIN BLADDER BLK O&M-COMMONS SUPPLIES			
	Invoice: 55319		269528 55319	02/02/2024		02/25/24	288.26
			288.26 73421355 531100	PW/CLEANER CITRUS 32OZ, DEHUMIDIFIER SILVER 22PT WIN COLL-SUPPLIES			
	Invoice: 55333		269529 55333	02/05/2024		02/25/24	3.58
			3.58 73011755 531100	PW/FASTENERS O&M-COMMONS SUPPLIES			
	Invoice: 55334		269530 55334	02/05/2024		02/25/24	42.53
			42.53 73011897 531100	PW/MTL CUT T27, SPRIAL SCREW EXTRCTR O&M-C/E-PWY FAC-SUPPLIES			
	Invoice: 55345		269531 55345	02/06/2024		02/25/24	40.14
			40.14 73638935 531100	PW/WATERWELD EPOXY, SINGLE CUT KEY O&M-STD ALLOCATION-SUPPLIES			
	Invoice: 55351		269532 55351	02/07/2024		02/25/24	18.32
			18.32 73108517 53110000552	PW/CLOSR PLUGS, FIREBLCK FM SLNT SD LIVE-A-BOARDS/MOORAGE-SUPPLIES			
	Invoice: 55353		269533 55353	02/07/2024		02/25/24	29.47
			29.47 73011897 531100	PW/HOLE SAW W/ARBOR 3-1/2" O&M-C/E-PWY FAC-SUPPLIES			
	Invoice: 55354		269534 55354	02/07/2024		02/25/24	32.75
			32.75 73108517 53110000552	PW/HEAT CABLE F/PIPE 3FT LIVE-A-BOARDS/MOORAGE-SUPPLIES			
	Invoice: 55357		269535 55357	02/08/2024		02/25/24	37.51
			37.51 73638935 531100	PW/SINGLE CUT KEY, PLUG DRAIN TWST, TAPE MEASURE O&M-STD ALLOCATION-SUPPLIES			
	Invoice: 55375		269536 55375	02/12/2024		02/25/24	8.73
			8.73 73011755 531100	PW/BJ BLACKTOP FILLR 10.10Z O&M-COMMONS SUPPLIES			
	Invoice: 55386		269537 55386	02/13/2024		02/25/24	61.13
			61.13 73011183 531100	PW/BATTERY SLA UB1280 F1 X2 O&M-C/E-CH FAC-SUPPLIES			
			269538 55392	02/13/2024		02/25/24	8.69

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: 55392		8.69	73638935 531100	PW/DOUBLE CUT PLASTIC/COLOR X4 O&M-STD ALLOCATION-SUPPLIES			
Invoice: 55394		269539	55394	02/13/2024		02/25/24	5.45
		5.45	73011183 531100	PW/COMP CONNECTR 4X1/4" LF O&M-C/E-CH FAC-SUPPLIES			
Invoice: 55365		269610	55365	02/09/2024		02/25/24	49.13
		49.13	73421355 53110001293	PW/TAMPER STEEL HANDLE 305 TEMP GEN-SUPPLIES			
Invoice: 55409		269644	55409	02/15/2024		02/25/24	322.07
		322.07	81011881 531100	IT/TOOLS, VACUUM IT EQUIPMENT INSTALL IT - C/E SUPPLIES			
CHECK						3424 TOTAL:	1,023.09
3425 02/28/2024 EFT		269540	5120395046	01/18/2024		02/25/24	54.93
Invoice: 5120395046		54.93	73638893 589310	PW/COVERALL LS COTTON, PANT DICKIES LAUNDRY SERVICES			
Invoice: 5120407747		269541	5120407747	02/08/2024		02/25/24	59.43
		59.43	73638893 589310	PW/COVERALL LS COTTON, PANT DICKIES LAUNDRY SERVICES			
CHECK						3425 TOTAL:	114.36
3426 02/28/2024 EFT		269434	129380	01/31/2024		02/25/24	148.54
Invoice: 129380		17.95	43411341 541100	FIN/DELINQUENT INVOICES			
		17.95	43421351 541100	FIN - WATER ADMIN PROF SERVICE			
		56.32	91411891 542500	FIN - SEWER ADMIN PROF SERVICE			
		56.32	91421891 542500	GG-WTR-FAC-POSTAGE			
		56.32	91421891 542500	GG-SWR-FAC-POSTAGE			
Invoice: 129389		269435	129389	01/31/2024		02/25/24	4,467.01
		2,286.58	41011141 541100	FIN/2023 B&O RETURN MAILING			
		2,180.43	41011141 542500	FIN-GF-PROF SVCS			
				FIN-GFE-POSTAGE/SHIPPING			
Invoice: 129447		269474	129447	02/01/2024		02/25/24	896.31
		222.58	43411341 541100	FIN/STATEMENT PREP AND MAIL			
		222.59	43421351 541100	FIN - WATER ADMIN PROF SERVICE			
		225.57	91421891 542500	FIN - SEWER ADMIN PROF SERVICE			
		225.57	91421891 542500	GG-SWR-FAC-POSTAGE			
		225.57	91421891 542500	GG-SWR-FAC-POSTAGE			
CHECK						3426 TOTAL:	5,511.86

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																						
3427	02/28/2024	EFT	55 SOUND PUBLISHING, IN	269509	8127156	01/31/2024		02/25/24	369.50													
	Invoice: 8127156					EX,HEX/100TH ANNIVERSARY BI		REVIEW AD, RFP HEARING														
				222.25	31011572 542450																	
				147.25	34011593 544000																	
						GG-GF-COMM DEV-ADV																
						CHECK		3427 TOTAL:	369.50													
3428	02/28/2024	EFT	55 SOUND PUBLISHING, IN	269476	BIR990632	02/02/2024		02/25/24	51.42													
	Invoice: BIR990632			51.42	11011113 544000	CC/ORDINANCE NO 2024-01 AD																
						COUNCIL - LEGAL NOTICES																
	Invoice: BIR991014			269595	BIR991014	02/09/2024		02/25/24	67.01													
				67.01	63470586 544000	PCD/LEGAL NOTICING PLN52710																
						CUR-DEV-ZONING-ADV																
	Invoice: BIR991168			269596	BIR991168	02/09/2024		02/25/24	102.96													
				102.96	63470586 544000	PCD/LEGAL NOTICING PLN52652 OS																
						CUR-DEV-ZONING-ADV																
						CHECK		3428 TOTAL:	221.39													
3429	02/28/2024	EFT	55 SOUND PUBLISHING, IN	269475	8127180	01/31/2024		02/25/24	35.50													
	Invoice: 8127180			35.50	51011191 544000	POL/PROPERTYROOM AD																
						PD-C/E-PROP RM-ADVERTISING																
						CHECK		3429 TOTAL:	35.50													
3430	02/28/2024	EFT	9856 BARR-TECH LLC	269477	9390	01/31/2024		02/25/24	6,384.95													
	Invoice: 9390			6,384.95	73425358 54790100551	PW/BIOSOLIDS PROCESSING JAN 2024																
						BIOSOLIDS WASTE DISPOSAL																
						CHECK		3430 TOTAL:	6,384.95													
3431	02/28/2024	EFT	5412 BENEFIT ADMINISTRATI	269500	240207	02/09/2024		02/25/24	275.00													
	Invoice: 240207			7.65	21011125 520000	HSA/FSA BENEFITS																
				45.84	31011131 520000	COURT-BENEFITS																
				38.20	41011141 520000	EX-GF-BEN																
				7.65	51011211 520000	FIN-GF-BEN																
				22.91	61011581 520000	PD-C/E ADMIN-BENEFITS																
				76.40	71011321 520000	PCD - C/E ADMIN BENEFITS																
				76.35	81011881 520000	PW - C/E BENEFITS																
						IT - C/E ADMIN BENEFITS																
						CHECK		3431 TOTAL:	275.00													

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																				
3432	02/28/2024	EFT		7178	BAINBRIDGE ISL CHILD	269517	4Q 2022	02/13/2024		02/25/24	2,500.00									
	Invoice: 4Q 2022							EX/SCHOLARSHIP, TUITION ASSISTANCE												
						2,500.00	31017670 54110000297	EX-BI CHILD CARE/B&G CLUB												
								CHECK		3432 TOTAL:	2,500.00									
3433	02/28/2024	EFT		50	BAINBRIDGE ISLAND EL	269505	PAYREQ1-01273	02/02/2024		02/25/24	25,191.60									
	Invoice: PAYREQ1-01273							ENG/WWTP OPERATING ELECTRICAL PROJECT												
						462.65	72425358 54810001273	WWTP BIOSOLIDS PUMP R&M												
						7,908.98	72425358 54810001274	WWTP CHEMICAL ROOM-R&M												
						16,819.97	72425358 54810001275	WWTP EFFL METER REPL-R&M												
								CHECK		3433 TOTAL:	25,191.60									
3434	02/28/2024	EFT		7183	BI SPECIAL NEEDS FOU	269494	02/09/2024	02/09/2024		02/25/24	3,250.00									
	Invoice: 02/09/2024							EX/2023-24 HUMAN SERVICES FUNDING												
						3,250.00	31017686 54110000297	HOPE HS/BI SP NEEDS/ISLANDTIME												
								CHECK		3434 TOTAL:	3,250.00									
3435	02/28/2024	EFT		5202	BAINBRIDGE ARTS & CR	269557	Q2-Q4 2023	02/14/2024		02/25/24	3,130.00									
	Invoice: Q2-Q4 2023							LTAC FUNDING Q2-Q4 2023												
						3,130.00	91140573 541100	GG-TOUR-PROF SERVICES												
								CHECK		3435 TOTAL:	3,130.00									
3436	02/28/2024	EFT		360	BUILDERS FIRSTSOURCE	269436	69947515	01/26/2024		02/25/24	5,405.84									
	Invoice: 69947515							PW/4X4-12' SEL KNOTTY CEDAR POST X91												
						5,405.84	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY												
						269544	88557189	01/30/2024		02/25/24	61.79									
	Invoice: 88557189							PW/ENGINEERING HAMMER, WOOD STAKES												
						61.79	73431835 531100	OFFICE SUPPLIES												
								CHECK		3436 TOTAL:	5,467.63									
3437	02/28/2024	EFT		104	CITY OF BREMERTON	269597	BKAT000810	01/02/2024		02/25/24	3,334.92									
	Invoice: BKAT000810							IT/BROADCAST OF CITY COUNCIL MEETINGS												
						3,334.92	81011881 542420	IT-C/E-TELEVISTED COUNCIL MEET												
						269598	BKAT000815	02/01/2024		02/25/24	3,334.92									
	Invoice: BKAT000815							IT/BROADCAST OF CITY COUNCIL MEETINGS												
						3,334.92	81011881 542420	IT-C/E-TELEVISTED COUNCIL MEET												

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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INVOICE DTL DESC

CHECK 3437 TOTAL: 6,669.84

 3438 02/28/2024 EFT
 Invoice: INV2782789

142 COPIERS NORTHWEST IN

269649 INV2782789

 74.63 61011581 531100
 74.64 72011321 531100
 74.64 81011881 531100

 02/20/2024 02/25/24
 PCD,ENG,IT/CANON OCE PRINTER-PLOTTER SUPPLIES
 PCD - C/E ADMIN SUPPLIES
 ENG - C/E ADMIN SUPPLIES
 IT - C/E SUPPLIES

223.91

CHECK 3438 TOTAL: 223.91

 3439 02/28/2024 EFT
 Invoice: INV783823

6363 LN CURTIS & SONS

269460 INV783823

52.42 53011212 52000000499

 01/19/2024 02/25/24
 POL/CUSTOMIZE ARMOR/CM
 BVP-BULLETPROOF VESTS-PURCHASE

52.42

Invoice: INV790562

 269615 INV790562
 50.23 53011212 531100

 02/08/2024 02/25/24
 POL/TACO POUCH/MCCARTY
 PD-C/E-PATROL SUPPLIES

50.23

Invoice: INV791085

 269616 INV791085
 343.25 53011212 520000

 02/09/2024 02/25/24
 POL/UNIFORM SHIRTS/DAY
 POLICE - C/E PATROL BENEFITS

343.25

Invoice: INV791392

 269617 INV791392
 301.39 53011212 52000000499

 02/12/2024 02/25/24
 POL/ARMOR CARRIER/MCCARTY
 BVP-BULLETPROOF VESTS-PURCHASE

301.39

CHECK 3439 TOTAL: 747.29

 3440 02/28/2024 EFT
 Invoice: 10933

7016 CUSTOM PRINTING

269599 10933

21.57 31011256 541100

 02/06/2024 02/25/24
 EX/WATER TEAM EMERGENCY WATER SUPPLY COUPONS
 EX-GF-EMERG PREP-PROF SVCS

21.57

CHECK 3440 TOTAL: 21.57

 3441 02/28/2024 EFT
 Invoice: 24 BI 07

10344 DEMARCHE CONSULTING

269519 24 BI 07

7,200.00 64011586 54110001242

 02/13/2024 02/25/24
 PCD/STEERING COMMITTEE OVERSIGHT F
 WINSLOW SUBAREA PLAN-PROF SVCS

7,200.00

CHECK 3441 TOTAL: 7,200.00

 3442 02/28/2024 EFT
 Invoice: 025P172782

10410 DOBBS HEAVY DUTY HOL

269545 025P172782

1,595.40 73011321 531100

 02/12/2024 02/25/24
 PW/FUEL TANK, FUEL SENDING GASKET
 O&M-C/E-ENG VEH WORK-SUPPLIES

1,595.40

Invoice: 025P173073

 269546 025P173073
 39.10 73638935 531100

 02/09/2024 02/25/24
 PW/CAP FILLER X4
 O&M-STD ALLOCATION-SUPPLIES

39.10

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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INVOICE DTL DESC

						CHECK	3442 TOTAL:	1,634.50
3443 02/28/2024 EFT	5781 EXTERMINATION SERVIC	269548	46633	11/30/2023	02/25/24			147.42
Invoice: 46633		147.42	73011255 548100	PW/EXTERMINATION SERVICES COURT HOUSE				
		269549	47234	01/30/2024	02/25/24			147.42
Invoice: 47234		147.42	73011255 548100	PW/EXTERMINATION SERVICES COURT HOUSE				
				O&M-C/E-COURT FAC-REPAIRS				
						CHECK	3443 TOTAL:	294.84
3444 02/28/2024 EFT	10027 FEHR & PEERS	269520	172197	02/05/2024	02/25/24			6,507.00
Invoice: 172197		6,507.00	72111444 54110000930	ENG/TRANSPORTATION ELEMENT UPDATE				
				COMP PLAN UPDATE-TRANSP-PS				
						CHECK	3444 TOTAL:	6,507.00
3445 02/28/2024 EFT	1953 FERGUSON ENTERPRISES	269550	0029199	01/31/2024	02/25/24			1,861.86
Invoice: 0029199		1,861.86	73411345 531100	PW/WATER SUPPLIES				
		269551	0029482	02/02/2024	02/25/24			3,683.32
Invoice: 0029482		3,683.32	73431835 531100	PW/WATER SUPPLIES				
		269552	0029951	02/02/2024	02/25/24			86.09
Invoice: 0029951		86.09	73431835 531100	PW/WATER SUPPLIES				
				OFFICE SUPPLIES				
						CHECK	3445 TOTAL:	5,631.27
3446 02/28/2024 EFT	10165 FIRST YEARS CHILDREN	269518	2023	02/12/2024	02/25/24			12,500.00
Invoice: 2023		12,500.00	31017671 54110000297	EX/HUMAN SERVICES OPERATING EXPENSES				
				FIRST YEARS CHILDREN'S CENTER				
						CHECK	3446 TOTAL:	12,500.00
3447 02/28/2024 EFT	1517 GUARDIAN SECURITY SY	269618	1457802	02/01/2024	02/25/24			58.81
Invoice: 1457802		58.81	51011215 541100	POL/ALARM MONITORING				
				POLICE - C/E FACIL PROF SVCS				
						CHECK	3447 TOTAL:	58.81

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

3448 02/28/2024 EFT	6155 HDR ENGINEERING INC	269510	1200596101	02/09/2024	02/25/24	10,224.00
Invoice: 1200596101				PW/WASTEWATER BENEFICIAL REUSE AN		
		10,224.00	71425352 54110001192	WW BEN REUSE-PROF SVCS		
				CHECK	3448 TOTAL:	10,224.00
3449 02/28/2024 EFT	7918 INFRASTRUCTURE MGMT	269437	50596-5	01/31/2024	02/25/24	6,700.00
Invoice: 50596-5				ENG/2024-2029 PAVEMENT MANAGEMENT		
		6,700.00	72111444 54110001278	FIVE YEAR PAVEMENT PLAN-PRO SV		
				CHECK	3449 TOTAL:	6,700.00
3450 02/28/2024 EFT	9883 INVOICE CLOUD INC	269605	2698-2023_12	12/31/2023	02/25/24	1,757.33
Invoice: 2698-2023_12				FIN/INVOICE CLOUD SERVICES DEC 2023		
		878.66	43411341 541100	FIN - WATER ADMIN PROF SERVICE		
		878.67	43421351 541100	FIN - SEWER ADMIN PROF SERVICE		
				CHECK	3450 TOTAL:	1,757.33
3451 02/28/2024 EFT	1496 KITSAP COUNTY SEWER	269641	KCSD7-COBI-2024-JAN	02/15/2024	02/25/24	26,242.56
Invoice: KCSD7-COBI-2024-JAN				PW/SEWER UTILITY CHARGE JAN 2024		
		26,242.56	73426356 551000	SIS-SD#7 PROCESSING CHGS		
				CHECK	3451 TOTAL:	26,242.56
3452 02/28/2024 EFT	1971 KELLEY CONNECT	269502	35909384	02/09/2024	02/25/24	318.86
Invoice: 35909384				ENG/COPIER LEASE		
		318.86	72011321 545000	ENG - C/E ADMIN RENTS & LEASES		
Invoice: 35909383				02/09/2024	02/25/24	316.68
				PCD/COPIER LEASE		
		316.68	61470581 545000	PCD - DEV ADMIN RENTS & LEASES		
Invoice: 35909385				02/09/2024	02/25/24	361.46
				PCD/COPIER LEASE		
		361.46	61470581 545000	PCD - DEV ADMIN RENTS & LEASES		
				CHECK	3452 TOTAL:	997.00
3453 02/28/2024 EFT	9852 KISSLER ENTERPRISES	269648	11074	01/31/2024	02/25/24	10,805.30
Invoice: 11074				PW/WWTP BIOSOLIDS HAULING JAN 2024		
		10,805.30	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL		
				CHECK	3453 TOTAL:	10,805.30

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									
3454	02/28/2024	EFT	309 KITSAP TIRE CENTER I	269554	INV062976	02/05/2024		02/25/24	17.49
		Invoice: INV062976							
				17.49	73011151 531100	PW/SCRAP TIRE DISPOSAL CHARGES			
						O&M-C/E-PD FLEET-SUPPLIES			
						CHECK	3454	TOTAL:	17.49
3455	02/28/2024	EFT	5011 LEXISNEXIS RISK SOLU	269462	1272084-20240131	01/31/2024		02/25/24	218.40
		Invoice: 1272084-20240131							
				218.40	52011212 548500	POL/MONTHLY SUBSCRIPTION			
						PD-C/E-INV-COMPUTER SUPT MAINT			
						CHECK	3455	TOTAL:	218.40
3456	02/28/2024	EFT	5717 MAKERS ARCHITECTURE	269651	2257-12	02/21/2024		02/25/24	13,186.00
		Invoice: 2257-12							
				13,186.00	31011492 54110001195	EX/ELEC VEHICLE OPTIONS/FACILITY			
						CAP-TRANSP & FUELS-PROF SVCA			
						CHECK	3456	TOTAL:	13,186.00
3457	02/28/2024	EFT	8545 MUTT MITT	269556	590932	01/30/2024		02/25/24	2,299.79
		Invoice: 590932							
				2,299.79	73011189 531100	PW/MUTT MITT SINGLES 2000 PER CS X16			
						O&M - C/E FACIL OFC SUPPLIES			
						CHECK	3457	TOTAL:	2,299.79
3458	02/28/2024	EFT	9943 THE NEXT DAY DRY CLE	269479	01/31/2024	01/31/2024		02/25/24	127.10
		Invoice: 01/31/2024							
				108.55	51011211 520000	POL/LAUNDRY SERVICE			
				18.55	53011212 520000	PD-C/E ADMIN-BENEFITS			
						POLICE - C/E PATROL BENEFITS			
						CHECK	3458	TOTAL:	127.10
3459	02/28/2024	EFT	4111 OLYMPIC SPRINGS INC	269480	363993	01/31/2024		02/25/24	147.70
		Invoice: 363993							
				147.70	51011215 531100	POL/PURIFIED WATER			
						POLICE - C/E FACIL SUPPLIES			
						CHECK	3459	TOTAL:	147.70
3460	02/28/2024	EFT	4129 OWEN EQUIPMENT COMPA	269558	00113846	02/05/2024		02/25/24	139.39
		Invoice: 00113846							
				139.39	73637941 531100	PW/GAUGE PRESS 0-5 X3			
						VACTOR R&M-SUPPLIES			
						CHECK	3460	TOTAL:	139.39

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																		
3461	02/28/2024	EFT	9650 PAPE MACHINERY INC	269559	15051667	02/07/2024		02/25/24	153.09									
		Invoice: 15051667				PW/TAIL LAMP X2												
				153.09	73637958 531100	ROADSIDE MOWER ALLOC-SUPPLIES												
						CHECK		3461 TOTAL:	153.09									
3462	02/28/2024	EFT	448 PARAMETRIX INC	269523	52879	02/09/2024		02/25/24	28,772.47									
		Invoice: 52879				ENG/DESIGN OF SPRINGBROOK CREEK FI												
				28,772.47	72433438 64110001159	SPRINGBROOK CR FISH-PROF SVCS												
						CHECK		3462 TOTAL:	28,772.47									
3463	02/28/2024	EFT	6333 PETROCARD INC.	269560	0510603-IN	02/07/2024		02/25/24	7,158.86									
		Invoice: 0510603-IN				PW/DIESEL & REGULAR FUEL												
				4,564.99	73638893 532000	O&M-FUEL USE-ALLOCATION												
				2,593.87	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS												
						CHECK		3463 TOTAL:	7,158.86									
3464	02/28/2024	EFT	9349 PROPANE NORTHWEST	269561	1512623798	02/05/2024		02/25/24	973.84									
		Invoice: 1512623798				PROPANE 48150 GALLONS												
				973.84	91011897 547200	GG-C/E-O&M YARD FAC-PROPANE												
						CHECK		3464 TOTAL:	973.84									
3465	02/28/2024	EFT	2203 PST INVESTIGATIONS	269603	PSTAC24-3	02/13/2024		02/25/24	14,034.66									
		Invoice: PSTAC24-3				CORPORAL & SERGEANT PROMOTIONAL TESTING												
				14,034.66	91011211 541100	GG-C/E-CIVIL SVC-PROF SVCS												
						CHECK		3465 TOTAL:	14,034.66									
3466	02/28/2024	EFT	8058 RWC INTERNATIONAL GR	269562	XA103092056:01	02/09/2024		02/25/24	605.15									
		Invoice: XA103092056:01				PW/TANK RADIATOR SURGE OVERFLOW												
				605.15	73431835 531100	OFFICE SUPPLIES												
						CHECK		3466 TOTAL:	605.15									
3467	02/28/2024	EFT	617 S & B INC	269647	26551C	02/12/2024		02/25/24	1,326.58									
		Invoice: 26551C				ENG/WWTP VFD DESIGN												
				1,326.58	72425358 54110001209	WWTP VFD REPL-PROF SVCS												
						CHECK		3467 TOTAL:	1,326.58									

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																				
3468	02/28/2024	EFT		9910	SEIDL, MICHAEL TIMOT	269439	2201	02/05/2024		02/25/24	3,255.00									
	Invoice: 2201							EX/VIDEO PRODUCTION AND PHOTOGRAP												
						3,255.00	31011572 54110001184	CITY MNGR VIDEO UPDATE-PROF SV												
								CHECK	3468	TOTAL:	3,255.00									
3469	02/28/2024	EFT		7385	CHARLES P. SHANE	269440	603	02/06/2024		02/25/24	450.00									
	Invoice: 603							LEGAL/PUBLIC DEFENDER SERVICES 2/6/24												
						450.00	32011281 541113	LGL-PUBLIC DEFENDER												
								CHECK	3469	TOTAL:	450.00									
3470	02/28/2024	EFT		7173	SKILLINGS	269524	14105	02/08/2024		02/25/24	27,504.86									
	Invoice: 14105							ENG/Engineering Design Services fo												
						2,019.03	72423434 64110001086	LOWER LOVELL SLS-PROF SVCS												
						25,485.83	72423434 64110000820	REHAB WING PT PUMP STATION-DES												
								CHECK	3470	TOTAL:	27,504.86									
3471	02/28/2024	EFT		8132	SPECTRA LABORATORIES	269612	24-01043	02/14/2024		02/25/24	26.00									
	Invoice: 24-01043							PW/TOTAL COLIFORM, E COLI TESTING												
						26.00	73011897 54110000391	LAB SVCS-PWY FAC												
	Invoice: 24-01044							02/14/2024		02/25/24	78.00									
								PW/TOTAL COLIFORM, E COLI TESTING												
						78.00	73411345 54110000391	LAB SVCS-WATER												
								CHECK	3471	TOTAL:	104.00									
3472	02/28/2024	EFT		565	TACOMA SCREW PRODUCT	269568	140102350-00	02/07/2024		02/25/24	12.89									
	Invoice: 140102350-00							PW/AWG FLEXIBLE THIN WALL HEAT SHRINK TUBE												
						12.89	73638935 531100	O&M-STD ALLOCATION-SUPPLIES												
								CHECK	3472	TOTAL:	12.89									
3473	02/28/2024	EFT		4576	TETRA TECH INC	269525	52196224	02/06/2024		02/25/24	23,917.80									
	Invoice: 52196224							ENG/WINSLOW WWTP UPGRADE DESIGN												
						23,917.80	72423434 64110001106	WWTP OUTFALL EXT-PROF SVCS												
	Invoice: 52196228							02/06/2024		02/25/24	26,013.50									
								ENG/WINSLOW WWTP UPGRADE DESIGN												
						26,013.50	72423434 64110001187	WWTP CAPACITY UPGR-PROF SVCS												
								CHECK	3473	TOTAL:	49,931.30									

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																				
3474	02/28/2024	EFT	10124	THUILLIER, JENNIFER	269646	202402		01/31/2024		02/25/24	50.00									
	Invoice: 202402				50.00	31011572	541100	EX/GRAPHIC AND COMMUNICATION SUPP												
								EX-GF-OUTREACH-PROF SVCS												
								CHECK		3474 TOTAL:	50.00									
3475	02/28/2024	EFT	6714	TOSHIBA FINANCIAL SE	269484	35779473		01/23/2024		02/25/24	234.85									
	Invoice: 35779473				234.85	51011211	545000	POL/COPIER LEASE												
								PD-C/E-ADMIN RENTS/LEASE												
								CHECK		3475 TOTAL:	234.85									
3476	02/28/2024	EFT	10380	TRACY LOEFFELHOZ DUN	269645	2403		02/02/2024		02/25/24	629.00									
	Invoice: 2403				629.00	31011572	541100	EX/GRAPHIC DESIGN SERVICES												
								EX-GF-OUTREACH-PROF SVCS												
								CHECK		3476 TOTAL:	629.00									
3477	02/28/2024	EFT	4245	TRAFFIC SAFETY SUPPL	269569	INV067251		02/12/2024		02/25/24	1,003.36									
	Invoice: INV067251				1,003.36	73111264	531100	PW/SAFLECTOR SLEEVE, DRIVE RIVET ALUMINUM												
								O&M-STREET-TRAF CONTROL-SUPPLY												
								CHECK		3477 TOTAL:	1,003.36									
3478	02/28/2024	EFT	1152	HD SUPPLY INC	269573	INV00268948		02/06/2024		02/25/24	852.70									
	Invoice: INV00268948				852.70	73425358	531100	PW/DIAMOND GRIP POWDER FREE LATEX GLOVES												
								O&M-WWTP-SUPPLIES												
								CHECK		3478 TOTAL:	852.70									
3479	02/28/2024	EFT	553	UTILITIES UNDERGROUN	269574	4010124		01/31/2024		02/25/24	159.72									
	Invoice: 4010124				159.72	73637893	54110000393	PW/EXCAVATION NOTIFICATIONS		X121 JAN 2024										
								O&M ALLOC-LOCATING SVCS												
								CHECK		3479 TOTAL:	159.72									
3480	02/28/2024	EFT	10445	VALLEY DEFENDERS PLL	269487	02/06/2024		02/06/2024		02/25/24	10,200.00									
	Invoice: 02/06/2024				10,200.00	32011281	541113	LEGAL/PUBLIC DEFENDER SERVICES		JAN 2024										
								LGL-PUBLIC DEFENDER												
								CHECK		3480 TOTAL:	10,200.00									

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									
3481	02/28/2024	EFT	9134 VENTEK INTL	269620	142354	02/12/2024		02/25/24	42.01
	Invoice: 142354			42.01	55011757 541100	POL/ADDITIONAL USER FEE			
						PD-HARBORMASTER-PROF SVCS			
						CHECK		3481 TOTAL:	42.01
3482	02/28/2024	EFT	605 WA ST AUDITOR'S OFFI	269504	L159192	02/09/2024		02/25/24	1,251.90
	Invoice: L159192			738.15	91011423 541100	2023 IT AUDIT			
				97.06	91111433 541100	FIN-C/E STATE AUDITOR			
				67.25	91411341 541100	FIN-STREET-STATE AUDITOR			
				155.47	91421351 541100	GG-WTR-ADM-PROF SVCS			
				83.44	91431383 541100	GG-SWR-ADM-PROF SVCS			
				55.26	91470148 541100	GG-SSWM-ADM-PROF SVCS			
				55.27	91471148 541100	FIN-DEV-STATE AUDITOR			
						FIN-BLDG-STATE AUDITOR			
						CHECK		3482 TOTAL:	1,251.90
3483	02/28/2024	EFT	4104 WA ST FERRIES	269441	RK420120	01/31/2024		02/25/24	71.60
	Invoice: RK420120			35.80	53011212 543100	JAN24 WAVE2GO FERRY CHARGES			
				35.80	73011189 543100	PATROL-TRAVEL/MEALS/LODGING			
						O&M-FAC-TRAVEL/MEALS/LODGING			
						CHECK		3483 TOTAL:	71.60
3484	02/28/2024	EFT	499 WESTBAY AUTO PARTS I	269577	841994	02/07/2024		02/25/24	-15.08
	Invoice: 841994			-15.08	73638935 531100	PW/2WIRE DBL CONTCT, GM SINGLE CONTACT			
						O&M-STD ALLOCATION-SUPPLIES			
	Invoice: 842809			269578	842809	02/12/2024		02/25/24	15.06
				15.06	73638935 531100	PW/NAPA GOLD AIR, OIL FILTERS			
						O&M-STD ALLOCATION-SUPPLIES			
	Invoice: 841766			269579	841766	02/06/2024		02/25/24	-19.28
				-19.28	73638935 531100	PW/SPARK PLUG RETURNS			
						O&M-STD ALLOCATION-SUPPLIES			
	Invoice: 841636			269580	841636	02/05/2024		02/25/24	123.50
				123.50	73638935 531100	PW/LED MINTURES, ADAPTERS, GLOVES			
						O&M-STD ALLOCATION-SUPPLIES			
	Invoice: 841648			269581	841648	02/05/2024		02/25/24	22.81
				22.81	73638935 531100	PW/ADAPTERS, HYD HOSE FITTINGS			
						O&M-STD ALLOCATION-SUPPLIES			
	Invoice: 841721			269582	841721	02/06/2024		02/25/24	5.43
				5.43	73638935 531100	PW/OIL FILTERS			
						O&M-STD ALLOCATION-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							
Invoice: 841778		269583	841778	02/06/2024		02/25/24	10.43
		10.43	73638935 531100	PW/HALOGEN SEALED BEAMS		O&M-STD ALLOCATION-SUPPLIES	
Invoice: 841805		269584	841805	02/06/2024		02/25/24	15.08
		15.08	73638935 531100	PW/2WIRE DBL CONTACT, SINGLE CONTACT		O&M-STD ALLOCATION-SUPPLIES	
Invoice: 841907		269585	841907	02/06/2024		02/25/24	39.95
		39.95	73638935 531100	PW/LIGHT SOCKET		O&M-STD ALLOCATION-SUPPLIES	
Invoice: 841948		269586	841948	02/07/2024		02/25/24	11.67
		11.67	73638935 531100	PW/ATM-20 FUSE X3		O&M-STD ALLOCATION-SUPPLIES	
Invoice: 841968		269587	841968	02/07/2024		02/25/24	613.17
		613.17	73638935 531100	PW/6MXTX100REEL X100		O&M-STD ALLOCATION-SUPPLIES	
Invoice: 841988		269588	841988	02/07/2024		02/25/24	20.15
		20.15	73638935 531100	PW/LAMPS		O&M-STD ALLOCATION-SUPPLIES	
Invoice: 842196		269589	842196	02/08/2024		02/25/24	25.93
		25.93	73638935 531100	PW/TOUCH UP TUBE		O&M-STD ALLOCATION-SUPPLIES	
Invoice: 842834		269590	842834	02/12/2024		02/25/24	32.64
		32.64	73638935 531100	PW/75W140 SYNPOWER X2		O&M-STD ALLOCATION-SUPPLIES	
Invoice: 842886		269591	842886	02/12/2024		02/25/24	55.28
		55.28	73011897 531100	PW/AIR COMPRESSOR OIL NON X6		O&M-C/E-PWY FAC-SUPPLIES	
Invoice: 843010		269593	843010	02/13/2024		02/25/24	24.57
		24.57	73638935 531100	PW/TOUCH UP TUBE		O&M-STD ALLOCATION-SUPPLIES	
Invoice: 843114		269594	843114	02/13/2024		02/25/24	35.02
		35.02	73011321 531100	PW/RELEASE SWITCH		O&M-C/E-ENG VEH WORK-SUPPLIES	
						CHECK 3484 TOTAL:	1,016.33
3485 02/28/2024 EFT	6325 WESTECH	269657	94214	02/15/2024	20240011	02/25/24	7,490.03
Invoice: 94214		7,490.03	73425358 53110001319	PW/CLARIFIER #3 - VFD MOTOR		WWTP CLARIFIER #3 MOTOR-SUPL	

A/P CASH DISBURSEMENTS JOURNAL

	CHECK	3485	TOTAL:	7,490.03
NUMBER OF CHECKS	63	*** CASH ACCOUNT TOTAL ***		325,150.17
TOTAL EFT'S	COUNT	AMOUNT		
	63	325,150.17		
		*** GRAND TOTAL ***		325,150.17

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	T	OB	DEBIT	CREDIT
															LINE	DESC				
2024	2	182																		
APP	631-213000																			
	02/28/2024	02/25/24		022124												ACCOUNTS PAYABLE			8,829.78	
																AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH				325,150.17
	02/28/2024	02/25/24		022124												AP CASH DISBURSEMENTS JOURNAL				
APP	001-213000															GENERAL - ACCOUNTS PAYABLE			87,919.13	
	02/28/2024	02/25/24		022124												AP CASH DISBURSEMENTS JOURNAL				
APP	402-213000															ACCOUNTS PAYABLE			168,073.41	
	02/28/2024	02/25/24		022124												AP CASH DISBURSEMENTS JOURNAL				
APP	108-213000															AFFORD HSG - ACCOUNTS PAYABLE			51.07	
	02/28/2024	02/25/24		022124												AP CASH DISBURSEMENTS JOURNAL				
APP	401-213000															ACCOUNTS PAYABLE			3,182.62	
	02/28/2024	02/25/24		022124												AP CASH DISBURSEMENTS JOURNAL				
APP	407-213000															ACCOUNTS PAYABLE			958.64	
	02/28/2024	02/25/24		022124												AP CASH DISBURSEMENTS JOURNAL				
APP	104-213000															CIVIC IMPR - ACCOUNTS PAYABLE			3,130.00	
	02/28/2024	02/25/24		022124												AP CASH DISBURSEMENTS JOURNAL				
APP	101-213000															STREETS - ACCOUNTS PAYABLE			19,713.26	
	02/28/2024	02/25/24		022124												AP CASH DISBURSEMENTS JOURNAL				
APP	403-213000															ACCOUNTS PAYABLE			33,292.26	
	02/28/2024	02/25/24		022124												AP CASH DISBURSEMENTS JOURNAL				
																GENERAL LEDGER TOTAL			325,150.17	325,150.17
APP	631-130000															DUE TO/FROM CLEARING			316,320.39	
	02/28/2024	02/25/24		022124																
APP	001-130000															GENERAL - DUE TO/FROM CLEARING				87,919.13
	02/28/2024	02/25/24		022124																
APP	402-130000															DUE TO/FROM CLEARING				168,073.41
	02/28/2024	02/25/24		022124																
APP	108-130000															AFFORD HSG DUE TO/FROM CLEAR'G				51.07
	02/28/2024	02/25/24		022124																
APP	401-130000															DUE TO/FROM CLEARING				3,182.62
	02/28/2024	02/25/24		022124																
APP	407-130000															DUE TO/FROM CLEARING				958.64
	02/28/2024	02/25/24		022124																
APP	104-130000															CIVIC IMPR DUE TO/FROM CLEAR'G				3,130.00
	02/28/2024	02/25/24		022124																
APP	101-130000															STREETS - DUE TO/FROM CLEARING				19,713.26
	02/28/2024	02/25/24		022124																
APP	403-130000															DUE TO/FROM CLEARING				33,292.26
	02/28/2024	02/25/24		022124																
																SYSTEM GENERATED ENTRIES TOTAL			316,320.39	316,320.39
																JOURNAL 2024/02/182	TOTAL		641,470.56	641,470.56

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 2	182	02/28/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE FUND TOTAL	 87,919.13 87,919.13	 87,919.13 87,919.13
101 STREET FUND 101-130000 101-213000	2024 2	182	02/28/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE FUND TOTAL	 19,713.26 19,713.26	 19,713.26 19,713.26
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2024 2	182	02/28/2024	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE FUND TOTAL	 3,130.00 3,130.00	 3,130.00 3,130.00
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2024 2	182	02/28/2024	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE FUND TOTAL	 51.07 51.07	 51.07 51.07
401 WATER OPERATING FUND 401-130000 401-213000	2024 2	182	02/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 3,182.62 3,182.62	 3,182.62 3,182.62
402 SEWER OPERATING FUND 402-130000 402-213000	2024 2	182	02/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 168,073.41 168,073.41	 168,073.41 168,073.41
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 2	182	02/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 33,292.26 33,292.26	 33,292.26 33,292.26
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2024 2	182	02/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 958.64 958.64	 958.64 958.64
631 CLEARING FUND	2024 2	182	02/28/2024			

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF	DATE	DEBIT	CREDIT
ACCOUNT					ACCOUNT DESCRIPTION		
631-130000					DUE TO/FROM CLEARING	316,320.39	
631-213000					ACCOUNTS PAYABLE	8,829.78	
635-111100					CASH		325,150.17
					FUND TOTAL	325,150.17	325,150.17

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		87,919.13
101	STREET FUND		19,713.26
104	CIVIC IMPROVEMENT FUND		3,130.00
108	AFFORDABLE HOUSING FUND		51.07
401	WATER OPERATING FUND		3,182.62
402	SEWER OPERATING FUND		168,073.41
403	STORM & SURFACE WATER FUND		33,292.26
407	BUILDING & DEVELOPMENT FUND		958.64
631	CLEARING FUND		
TOTAL		316,320.39	316,320.39

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

CITY OF BAINBRIDGE ISLAND

Pat R. Shaw

2/7/2024



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					
361051	01/24/2024 VOID	8243	TILZ		
Invoice: 102-18041					
268441	102-18041	01/02/2024			-30.00
PW/YARD WASTE					
INVALID - USE 547100					
-30.00	73011768 547900				
268442	102-18081	01/02/2024			-6.00
PW/YARD WASTE					
INVALID - USE 547100					
-6.00	73011768 547900				
268581	102-17922	12/28/2023			-60.00
PW/WOOD WASTE					
O&M-STREETS-ROADSIDE-GARBAGE					
-60.00	73111427 547900				
268680	102-18103	01/03/2024			-12.00
YARD WASTE					
GG-C/E-PARKS-GARBAGE					
-12.00	91011768 547900				
CHECK 361051 TOTAL:					-108.00
NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL ***					-108.00
TOTAL VOIDED CHECKS					
		COUNT	AMOUNT		
		1	108.00		
*** GRAND TOTAL ***					-108.00

Check was accidentally voided by the vendor. New check to be reissued and mailed back to the vendor.

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
2024	2	50											
APP	001-213000				02/07/2024	361051	VOID			GENERAL - ACCOUNTS PAYABLE			48.00
										AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100				02/07/2024	361051	VOID			CASH		48.00	
										AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000				02/07/2024	361051	VOID			STREETS - ACCOUNTS PAYABLE			60.00
										AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100				02/07/2024	361051	VOID			CASH		60.00	
										AP CASH DISBURSEMENTS JOURNAL			
										GENERAL LEDGER TOTAL		108.00	108.00
APP	631-130000				02/07/2024	01/21/24	VOID			DUE TO/FROM CLEARING			108.00
APP	001-130000				02/07/2024	01/21/24	VOID			GENERAL - DUE TO/FROM CLEARING		48.00	
APP	101-130000				02/07/2024	01/21/24	VOID			STREETS - DUE TO/FROM CLEARING		60.00	
										SYSTEM GENERATED ENTRIES TOTAL		108.00	108.00
										JOURNAL 2024/02/50	TOTAL	216.00	216.00

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2024	2	50	02/07/2024			
001-130000					GENERAL - DUE TO/FROM CLEARING	48.00	
001-213000					GENERAL - ACCOUNTS PAYABLE		48.00
					FUND TOTAL	48.00	48.00
101 STREET FUND	2024	2	50	02/07/2024			
101-130000					STREETS - DUE TO/FROM CLEARING	60.00	
101-213000					STREETS - ACCOUNTS PAYABLE		60.00
					FUND TOTAL	60.00	60.00
631 CLEARING FUND	2024	2	50	02/07/2024			
631-130000					DUE TO/FROM CLEARING		108.00
635-111100					CASH	108.00	
					FUND TOTAL	108.00	108.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		48.00
101	STREET FUND		60.00
631	CLEARING FUND		
TOTAL		108.00	108.00

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

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
8243	TILZ	361051	01/24/2024	\$108.00

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
01/02/2024	102-18041	PW/YARD WASTE Voucher #: 268441	\$30.00
01/02/2024	102-18081	PW/YARD WASTE Voucher #: 268442	\$6.00
12/28/2023	102-17922	PW/WOOD WASTE Voucher #: 268581	\$60.00
01/03/2024	102-18103	YARD WASTE Voucher #: 268680	\$12.00

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE



City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110-1812
(206) 780-8617

ENDORSEMENT MUST
MATCH PAYEE NAME

UMPQUA BANK
Bainbridge Island, WA
26-7174/3251

Vendor Number	Check Number	Check Date
8243	361051	01/24/2024

VOID 180 DAYS AFTER CHECK DATE

*** One Hundred And Eight Dollars And Zero Cents ***

\$108.00

Pay To
The
Order Of

TILZ
***** EFFECTIVE 3/29/19 *****
PO BOX 10875
BAINBRIDGE ISLAND, WA 98110

361051

[Signature]
Authorized Signature

MP



[Signature]
Authorized Signature

MP

CITY OF BAINBRIDGE ISLAND

MANUAL 2/9/24 JK



A/P CASH DISBURSEMENTS JOURNAL

JK

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

						INVOICE DTL DESC			
361136	02/09/2024	PRTD	29	PNWS-AWWA	269464	02/08/2024	02/08/2024	M020924	250.00
Invoice: 02/08/2024					250.00	73637892	549100	PW/2024 WA WATER UTILITY COUNCIL O&M-ALLOC-WTR-DUES/SUBSCR	
							CHECK	361136 TOTAL:	250.00
361137	02/09/2024	PRTD	1235	AT&T ONENET SERVICE	269442	1278528681	02/01/2024	M020924	15.26
Invoice: 1278528681					15.26	91011215	542100	POL/FAX LONG DISTANCE GG-C/E-PD-PHONE	
Invoice: 1278536659					269443	1278536659	02/01/2024	M020924	.74
					.74	91011189	542100	PCD/FAX LONG DISTANCE GG-C/E-CITY HALL-PHONE	
							CHECK	361137 TOTAL:	16.00
361138	02/09/2024	PRTD	551	CENTURYLINK	269444	0225FEB24	02/02/2024	M020924	157.28
Invoice: 0225FEB24					157.28	91011897	542100	O&M FIRE ALARM MONIT GG-C/E-O&M YARD FAC-PHONE	
Invoice: 0456FEB24					269445	0456FEB24	02/02/2024	M020924	84.99
					84.99	91421891	542100	VILLAGE SEWER PUMP GG-SWR-FAC-PHONE	
Invoice: 0754FEB24					269446	0754FEB24	02/02/2024	M020924	65.94
					65.94	91411891	542100	FLETCHER BAY WELL TELEM GG-WTR-FAC-PHONE	
Invoice: 1745FEB24					269447	1745FEB24	02/02/2024	M020924	75.05
					75.05	91011189	542100	CH ELEVATOR SVC LINE GG-C/E-CITY HALL-PHONE	
Invoice: 3736FEB24					269448	3736FEB24	02/02/2024	M020924	157.28
					157.28	91011189	542100	CH FIRE ALARM MONIT GG-C/E-CITY HALL-PHONE	
Invoice: 5211FEB24					269449	5211FEB24	02/02/2024	M020924	255.98
					255.98	91011215	542100	POL PHONE SERVICES GG-C/E-PD-PHONE	
Invoice: 8731FEB24					269450	8731FEB24	02/02/2024	M020924	79.81
					79.81	91011755	542100	COMMONS FIRE ALARM MONIT GG-C/E-COMMONS-PHONE	
Invoice: 8834FEB24					269451	8834FEB24	02/04/2024	M020924	84.99
					84.99	91411891	542100	259 FERNCLIFF PRV TELEM GG-WTR-FAC-PHONE	
Invoice: 9136FEB24					269452	9136FEB24	02/02/2024	M020924	195.46
							CH SECURITY ALARM MONIT		

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					
		195.46	91011189 542100	GG-C/E-CITY HALL-PHONE			
Invoice: 9791FEB24		269453	9791FEB24	02/02/2024		M020924	138.05
		138.05	91011215 542100	POL TI MANDUS GG-C/E-PD-PHONE			
Invoice: 9840FEB24		269454	9840FEB24	02/02/2024		M020924	65.94
		65.94	91411891 542100	HEAD OF BAY WELL TELEM GG-WTR-FAC-PHONE			
Invoice: 9858FEB24		269455	9858FEB24	02/02/2024		M020924	50.35
		50.35	91411891 542100	SANDS AVE WELL TELEM GG-WTR-FAC-PHONE			
Invoice: 9869FEB24		269456	9869FEB24	02/02/2024		M020924	84.99
		84.99	91415345 542100	ROCKAWAY BEACH PRV TELEMETRY GG-WTR ROCKAWAY-PHONES			
				CHECK	361138	TOTAL:	1,496.11
361139 02/09/2024 PRTD 10398 JH KELLY, LLC		269467	PAYREQ2-01241	02/08/2024		M020924	9,953.68
Invoice: PAYREQ2-01241		9,953.68	73011832 54810001241	PW/2022-2025 PLUMBING UPC PLUMBING UNIT PRICE CONTRACT			
				CHECK	361139	TOTAL:	9,953.68
361140 02/09/2024 PRTD 1205 PUGET SOUND ENERGY		269349	8906JAN24	01/31/2024		M020924	18.65
Invoice: 8906JAN24		18.65	91111263 547100	EAGLE HARBOR DR STREET LIGHT GG-STRT-STREET LIGHTING-UTIL			
Invoice: 9047JAN24		269350	9047JAN24	02/03/2024		M020924	42,422.24
		1,068.27	91011251 547100	CITY WIDE ENERGY SERVICES GG-GF-COURT-ELECTRIC			
		16.19	73416345 547100	CASEY STREET WTR-ELECTRICITY			
		6,705.46	91011189 547100	GG-C/E-CITY HALL-ELECTRIC			
		872.04	91011215 547100	GG-C/E-PD-ELECTRIC			
		311.07	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC			
		96.61	91011557 547100	FARMS-ELECTRIC			
		830.27	91011755 547100	GG-C/E-COMMONS-ELECTRIC			
		743.15	91011768 547100	GG-C/E-PARKS-ELECTRIC			
		3,082.61	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
		24.49	91021182 547100	GG-OS-PROP MNGT-ELECTRIC			
		5,590.87	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
		514.97	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
		9,328.66	91411345 547100	GG-WTR-ELECTRIC			
		219.08	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
		3,218.42	91421355 547100	GG-SWR-ELECTRIC			
		8,052.33	91425358 547100	GG-WWTP-ELECTRIC			
		69.05	91435838 547100	GG-DECANT-ELECTRIC			
		1,678.70	91011215 547100	GG-C/E-PD-ELECTRIC			

CITY OF BAINBRIDGE ISLAND



A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 0727DEC23				269351	0727DEC23	01/30/2024		M020924	10.86
				10.86	91011739 547100	194 WINSLOW WAY W COMM EVENTS-ELECTRICITY			
				CHECK 361140 TOTAL:				42,451.75	
361141	02/09/2024	PRTD	8243 TILZ	268441	102-18041	01/02/2024		M020924	30.00
Invoice: 102-18041				30.00	73011768 547900	PW/YARD WASTE INVALID - USE 547100			
Invoice: 102-18081				268442	102-18081	01/02/2024		M020924	6.00
				6.00	73011768 547900	PW/YARD WASTE INVALID - USE 547100			
Invoice: 102-17922				268581	102-17922	12/28/2023		M020924	60.00
				60.00	73111427 547900	PW/WOOD WASTE O&M-STREETS-ROADSIDE-GARBAGE			
Invoice: 102-18103				268680	102-18103	01/03/2024		M020924	12.00
				12.00	91011768 547900	YARD WASTE GG-C/E-PARKS-GARBAGE			
				CHECK 361141 TOTAL:				108.00	
				NUMBER OF CHECKS 6		*** CASH ACCOUNT TOTAL ***			54,275.54
				TOTAL PRINTED CHECKS		COUNT 6	AMOUNT 54,275.54		
						*** GRAND TOTAL ***			54,275.54

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	T	OB	DEBIT	CREDIT
															LINE	DESC				
2024	2	72																		
APP	631-213000																			
	02/09/2024	M020924																	250.00	
APP	635-111100																			
	02/09/2024	M020924																		
																				54,275.54
APP	001-213000																			
	02/09/2024	M020924																	26,500.12	
APP	402-213000																			
	02/09/2024	M020924																	11,355.74	
APP	401-213000																			
	02/09/2024	M020924																	9,916.14	
APP	101-213000																			
	02/09/2024	M020924																	6,184.49	
APP	403-213000																			
	02/09/2024	M020924																	69.05	
																			54,275.54	54,275.54
APP	631-130000																			
	02/09/2024	M020924																	54,025.54	
APP	001-130000																			
	02/09/2024	M020924																		26,500.12
APP	402-130000																			
	02/09/2024	M020924																		11,355.74
APP	401-130000																			
	02/09/2024	M020924																		9,916.14
APP	101-130000																			
	02/09/2024	M020924																		6,184.49
APP	403-130000																			
	02/09/2024	M020924																		69.05
																			54,025.54	54,025.54
																			108,301.08	108,301.08

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 2	72	02/09/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	26,500.12	26,500.12
				FUND TOTAL	26,500.12	26,500.12
101 STREET FUND 101-130000 101-213000	2024 2	72	02/09/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	6,184.49	6,184.49
				FUND TOTAL	6,184.49	6,184.49
401 WATER OPERATING FUND 401-130000 401-213000	2024 2	72	02/09/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9,916.14	9,916.14
				FUND TOTAL	9,916.14	9,916.14
402 SEWER OPERATING FUND 402-130000 402-213000	2024 2	72	02/09/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	11,355.74	11,355.74
				FUND TOTAL	11,355.74	11,355.74
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 2	72	02/09/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	69.05	69.05
				FUND TOTAL	69.05	69.05
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 2	72	02/09/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	54,025.54 250.00	54,275.54
				FUND TOTAL	54,275.54	54,275.54

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		26,500.12
101	STREET FUND		6,184.49
401	WATER OPERATING FUND		9,916.14
402	SEWER OPERATING FUND		11,355.74
403	STORM & SURFACE WATER FUND		69.05
631	CLEARING FUND		
TOTAL		54,025.54	54,025.54

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

CITY OF BAINBRIDGE ISLAND

MANUAL 2/15/24 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

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						INVOICE DTL DESC		
361142	02/15/2024	PRTD	634	CITY OF BAINBRIDGE I	269515	BLD28252	02/12/2024	M021524
Invoice: BLD28252						ENG/BIMPRD TRAIL ILA PROJECT PERMIT	2,330.00	
						2,330.00 72111262 54980001168 FARM TRAIL-PERMIT		
						CHECK 361142 TOTAL:	2,330.00	
361143	02/15/2024	PRTD	1205	PUGET SOUND ENERGY	269496	1716JAN24	02/07/2024	M021524
Invoice: 1716JAN24						ROCKAWAY INTERTIE PRV	18.33	
						GG-ROCKAWAY BCH-UTILITIES		
						269497 2505JAN24		
Invoice: 2505JAN24						278 02/06/2024	10.86	
						WINSLOW WAY E KIOSK		
						COMM EVENTS-ELECTRICITY		
						269498 8206JAN24		
Invoice: 8206JAN24						515 02/06/2024	13.72	
						FERNCLIFF AVE PRV		
						GG-WTR-ELECTRIC		
						CHECK 361143 TOTAL:	42.91	
361144	02/15/2024	PRTD	1485	VERIZON WIRELESS	269499	9955666384	02/01/2024	M021524
Invoice: 9955666384						CITY WIDE WIRELESS SERVICES	5,897.93	
						GG-WWTP-TELEPHONE/FAX		
						GG-SWR-FAC-PHONE		
						GG-WTR-FAC-PHONE		
						GG-WTR ROCKAWAY-PHONES		
						O&M-WTR MAINT-PHONE/POSTAGE		
						GG-C/E-CITY HALL-PHONE		
						269511 9955666385		
Invoice: 9955666385						02/01/2024	78.75	
						ENG/MODEMS FOR AUTOMATED FLOW STATIONS		
						78.75 72637319 54210000809 WATER QUAL FLOW MONIT-MODEM		
						CHECK 361144 TOTAL:	5,976.68	
						NUMBER OF CHECKS 3		
						*** CASH ACCOUNT TOTAL ***	8,349.59	
						COUNT		
						AMOUNT		
						TOTAL PRINTED CHECKS 3	8,349.59	
						*** GRAND TOTAL ***	8,349.59	

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 2	141	02/15/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	5,480.18	5,480.18
				FUND TOTAL	5,480.18	5,480.18
101 STREET FUND 101-130000 101-213000	2024 2	141	02/15/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	2,330.00	2,330.00
				FUND TOTAL	2,330.00	2,330.00
401 WATER OPERATING FUND 401-130000 401-213000	2024 2	141	02/15/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	254.94	254.94
				FUND TOTAL	254.94	254.94
402 SEWER OPERATING FUND 402-130000 402-213000	2024 2	141	02/15/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	205.72	205.72
				FUND TOTAL	205.72	205.72
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 2	141	02/15/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	8,270.84 78.75	8,349.59
				FUND TOTAL	8,349.59	8,349.59

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		5,480.18
101	STREET FUND		2,330.00
401	WATER OPERATING FUND		254.94
402	SEWER OPERATING FUND		205.72
631	CLEARING FUND		
TOTAL		8,270.84	8,270.84

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

CITY OF BAINBRIDGE ISLAND

REGULAR 2/21/24 JK



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																						
361145	02/28/2024	PRTD	1030	SUNBELT RENTALS	269567	149850954-0001	01/30/2024		02/25/24	67.39												
Invoice: 149850954-0001					67.39	73111264 545000	PW/SMALL HAMMER DRILL RENTAL															
							O&M-STREET-TRAF CONTROL-LEASES															
									CHECK	361145 TOTAL:												
361146	02/28/2024	PRTD	7994	PENINSULA SERVICES	269433	107856	01/31/2024		02/25/24	120.00												
Invoice: 107856					120.00	21011125 541100	CRT/DOCUMENT SHREDDING JAN 2024															
							COURT-PROF SERVICES															
Invoice: 107857					269458	107857	01/31/2024		02/25/24	80.00												
					80.00	51011211 541100	POL/MOBILE SHREDDING															
							PD-C/E-ADM-PROF SVCS															
									CHECK	361146 TOTAL:												
361147	02/28/2024	PRTD	10004	BAINBRIDGE TRANSFER	269542	BTS INV1036	02/02/2024		02/25/24	387.99												
Invoice: BTS INV1036					387.99	91011189 547900	ONE OFF TRANSFER STATION CHARGES															
							GG-C/E-CITY HALL-GARBAGE															
									CHECK	361147 TOTAL:												
361148	02/28/2024	PRTD	57	BAY HAY & FEED	269543	1918170	02/13/2024		02/25/24	52.14												
Invoice: 1918170					52.14	91011897 547200	PROPANE BULK 12.7 GALLONS															
							GG-C/E-O&M YARD FAC-PROPANE															
									CHECK	361148 TOTAL:												
361149	02/28/2024	PRTD	7696	BAINBRIDGE ISLAND MU	269492	2023 Q1-Q2	01/30/2024		02/25/24	13,400.00												
Invoice: 2023 Q1-Q2					13,400.00	91140573 541100	2023 LTAC MARKETING 2023 Q1, Q2															
							GG-TOUR-PROF SERVICES															
Invoice: 02/20/2024					269650	02/20/2024	02/20/2024		02/25/24	5,000.00												
					5,000.00	31011732 54110000297	EX/2022-23 CULTURAL FUNDING CONTR															
							EX-GF-CULTURAL ARTS & SCIENCES															
									CHECK	361149 TOTAL:												
361150	02/28/2024	PRTD	102	CITY OF BAINBRIDGE I	269506	RETREQ1-01273	02/02/2024		02/25/24	1,208.81												
Invoice: RETREQ1-01273					22.20	72425358 54810001273	ENG/WWTP OPERATING ELECTRICAL PROJECT RETAINAGE															
					379.51	72425358 54810001274	WWTP BIOSOLIDS PUMP R&M															
					807.10	72425358 54810001275	WWTP CHEMICAL ROOM-R&M															
							WWTP EFFL METER REPL-R&M															
									CHECK	361150 TOTAL:												

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

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INVOICE DTL DESC

361151	02/28/2024	PRTD	102	CITY OF BAINBRIDGE I	269507	RETREQ2-00998	02/01/2024	02/25/24	650.00
		Invoice: RETREQ2-00998			650.00	72011593 54110000998	ENG/SHADW COVENANT TREE PROJECT RETAINAGE SHADE COVENANT-PROF SVCS		
							CHECK	361151 TOTAL:	650.00
361152	02/28/2024	PRTD	10218	COAST CONTROLS & AUT	269655	00055009	02/12/2024	02/25/24	1,283.10
		Invoice: 00055009			1,283.10	73425358 541100	PW/WWTP FLOW METER CALIBRATION O&M-WWTP-PROF SVCS		
							CHECK	361152 TOTAL:	1,283.10
361153	02/28/2024	PRTD	6920	COMCAST	269459	FEB24	01/20/2024	02/25/24	11.33
		Invoice: FEB24			11.33	51011211 545000	POL/HD CONVERTER BOX PD-C/E-ADMIN RENTS/LEASE		
							CHECK	361153 TOTAL:	11.33
361154	02/28/2024	PRTD	4174	ENVIRO-CLEAN EQUIPME	269547	24-62201	02/06/2024	02/25/24	2,130.38
		Invoice: 24-62201			2,130.38	73637945 531100	PW/BROOM, BROOM WEED CUTTER O&M ALLOC-SWEEPER-SUPPLIES		
							CHECK	361154 TOTAL:	2,130.38
361155	02/28/2024	PRTD	6828	FBI - LEEDA	269461	200100449	02/06/2024	02/25/24	795.00
		Invoice: 200100449			795.00	53011212 443410	POL/SLI SPOKANE/MCCARTY POLICE - C/E PATROL TRAINING		
							CHECK	361155 TOTAL:	795.00
361156	02/28/2024	PRTD	10425	GOODSTEIN LAW GROUP	269457	1202401	02/05/2024	02/25/24	13,680.00
		Invoice: 1202401			13,680.00	34470586 54111001309	HEX/PROFESSIONAL SERVICES JAN 2024 HEX-BAKER HILL 7-PLN52091 SUB		
							CHECK	361156 TOTAL:	13,680.00
361157	02/28/2024	PRTD	2096	GRAY & OSBORNE INC	269501	23633.00-1	02/02/2024	02/25/24	2,553.91
		Invoice: 23633.00-1			2,553.91	72411342 54110001133	ENG/DEVELOP WATER SYSTEM BUSINESS WATER SYSTEM BUS PLAN-PROF SVC		
							CHECK	361157 TOTAL:	2,553.91

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																
361158	02/28/2024	PRTD	10458 HAMBY, SHANE	269600	PLN52743	02/14/2024		02/25/24	2,100.00							
			Invoice: PLN52743			PERMIT PLN52743 REFUND FEES										
				2,100.00	47047 345810	ZONING & SUBDIVISION FE										
						CHECK	361158	TOTAL:	2,100.00							
361159	02/28/2024	PRTD	4850 HOME DEPOT CREDIT SE	269553	8502405	01/19/2024		02/25/24	304.67							
			Invoice: 8502405			PW/MKE M18 HIGH OUTPUT 2PK										
				304.67	73431835 531100	OFFICE SUPPLIES										
			Invoice: 2383864			02/04/2024		02/25/24	299.10							
				269611	2383864	PW/50 PINT DEHUMIDIFIER										
				299.10	73421355 531100	WIN COLL-SUPPLIES										
						CHECK	361159	TOTAL:	603.77							
361160	02/28/2024	PRTD	1505 KITSAP COUNTY TREASU	269478	JAN24	02/09/2024		02/25/24	41.47							
			Invoice: JAN24			OUT COURT REMIT JANUARY 2024										
				41.47	41612860 586000	CRIME VICTIMS-OUT										
						CHECK	361160	TOTAL:	41.47							
361161	02/28/2024	PRTD	338 KITSAP COUNTY SHERIF	269619	24000098	02/12/2024		02/25/24	7,627.63							
			Invoice: 24000098			POL/PRISONER BOARD/JAN										
				7,627.63	51011236 551000	POLICE - C/E PRISONER DETENT'N										
						CHECK	361161	TOTAL:	7,627.63							
361162	02/28/2024	PRTD	10461 KENT, DANIEL	269642	BLD28249	02/16/2024		02/25/24	3,156.78							
			Invoice: BLD28249			PERMIT BLD28249 REFUND FEES										
				6.50	65238 386000	SBCC - SBCC FEE										
				1,565.00	47047 345810	ZONING & SUBDIVISION FE										
				1,585.28	47148 322110	PLAN'G REVIEW OF BLDG PERMITS										
						CHECK	361162	TOTAL:	3,156.78							
361163	02/28/2024	PRTD	1010 PAUL L KING	269652	67224	02/15/2024		02/25/24	562.38							
			Invoice: 67224			PW/MOVE DOOR LOCKS TO NEW DOORS										
				562.38	73011755 54110001050	SCC RENOVATIONS-PROF SVCS										
						CHECK	361163	TOTAL:	562.38							
361164	02/28/2024	PRTD	694 KITSAP PUD #1	269654	042835-000 MAY23-JAN	01/16/2024		02/25/24	4,032.37							
			Invoice: 042835-000 MAY23-JAN			ENG/METER INSTALLATION, IRRIGATION MAY23-JAN24										
				4,032.37	72011391 54750000710	WATER/SEWER-COBI OR OTHER										

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	361164	TOTAL:	4,032.37				
361165	02/28/2024	PRTD	1884 KITSAP SUN	269522	KS2193901-2024	02/13/2024		02/25/24	701.05								
Invoice: KS2193901-2024				701.05	72011321 549100	ENG/SUBSCRIPTION RENEWAL 2024											
						ENG - C/E ADMIN MISCELLEANEOUS											
										CHECK	361165	TOTAL:	701.05				
361166	02/28/2024	PRTD	9390 MATHEWS ELECTRIC COR	269555	6432	02/08/2024		02/25/24	5,268.91								
Invoice: 6432				5,268.91	73011757 548100	PW/REPLACE DEFECTIVE GFI BREAKERS IN PEDESTALS											
						O&M-C/E-MARINA-R&M											
										CHECK	361166	TOTAL:	5,268.91				
361167	02/28/2024	PRTD	8866 MILLER, JON	269503	02/09/2024	02/09/2024		02/25/24	150.00								
Invoice: 02/09/2024				150.00	41625860 586000	FIN/SENIOR CENTER DEPOSIT REFUND											
						SC/COMMONS ROOM DEP-DISBURSEME											
										CHECK	361167	TOTAL:	150.00				
361168	02/28/2024	PRTD	10460 MILLER, ROBERT	269643	BLD28249	02/16/2024		02/25/24	1,677.49								
Invoice: BLD28249				330.00	47148 345831	PERMIT BLD28249 REFUND FEES											
				1,030.43	47148 345830	FIRE PLAN REVIEW & INSPECTIONS											
				317.06	47148 322110	PLAN CHECKING FEES											
						PLAN'G REVIEW OF BLDG PERMITS											
										CHECK	361168	TOTAL:	1,677.49				
361169	02/28/2024	PRTD	8286 SUPERINTENDENT OF P	269481	18475	01/29/2024		02/25/24	300.00								
Invoice: 18475				300.00	41654861 586110	POL/FINGERPRINTING											
						FINGERPRINT OUT-GOES TO SPI											
										CHECK	361169	TOTAL:	300.00				
361170	02/28/2024	PRTD	408 ROLLING BAY COMMERCIAL	269438	386269	02/01/2024		02/25/24	10,000.00								
Invoice: 386269				10,000.00	73011181 54810000808	PW/COURTHOUSE LEASE FINAL PAYMENT											
						ANN FAC MAINT PROGRAM											
										CHECK	361170	TOTAL:	10,000.00				
361171	02/28/2024	PRTD	10346 TREECYCLE LLC	269508	PAYREQ2-00998	02/01/2024		02/25/24	13,546.00								
Invoice: PAYREQ2-00998				13,546.00	72011593 54110000998	ENG/SHADE COVENANT TREE PROJECT											
						SHADE COVENANT-PROF SVCS											

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

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INVOICE DTL DESC									
						CHECK	361171 TOTAL:		13,546.00
361172 02/28/2024 PRD	8035 SHINE QUARRY, LLC	269564	5253		02/01/2024		02/25/24		2,193.85
Invoice: 5253		2,193.85	73111423 531100		PW/3/4" CLEAN 98.09 TONS				
					OFFICE SUPPLIES				
		269565	5295		02/05/2024		02/25/24		2,443.28
Invoice: 5295		2,443.28	73111423 531100		PW/3/4" CLEAN, 1 1/2" CLEAN				
					OFFICE SUPPLIES				
					CHECK	361172 TOTAL:			4,637.13
361173 02/28/2024 PRD	601 SOUND REPROGRAPHICS	269512	102108		01/26/2024		02/25/24		192.00
Invoice: 102108		192.00	31011256 541100		EX/PREPARE IN A YEAR CHALLENGE, POSTERS				
					EX-GF-EMERG PREP-PROF SVCS				
		269513	102264		02/06/2024		02/25/24		138.13
Invoice: 102264		138.13	31011256 541100		EX/PREPARE IN A YEAR CHALLENGE, POSTERS				
					EX-GF-EMERG PREP-PROF SVCS				
					CHECK	361173 TOTAL:			330.13
361174 02/28/2024 PRD	2467 STAPLES	269482	8073176191		02/03/2024		02/25/24		307.79
Invoice: 8073176191		153.90	51011211 531100		POL/TAPE, LABELS, PENS, CAVIWIPIES				
		62.45	52011212 531100		PD-C/E-ADM-SUPPLIES				
		91.44	53011212 531100		POLICE - C/E INVEST SUPPLIES				
					PD-C/E-PATROL SUPPLIES				
		269514	8073153637		02/03/2024		02/25/24		153.83
Invoice: 8073153637		153.83	61011581 531100		PCD/PAPER, TONER CARTRIDGE				
					PCD - C/E ADMIN SUPPLIES				
		269566	8073153629		02/03/2024		02/25/24		371.78
Invoice: 8073153629		371.78	73637891 531100		PW/HARDCOVER LETTER, DUSTPAN, PAPER				
					OFFICE SUPPLIES				
		269658	8073153616		02/03/2024		02/25/24		263.82
Invoice: 8073153616		263.82	72011321 531100		ENG/SPRAY BOTTLE, PAPER, TISSUE, BATTERIES				
					ENG - C/E ADMIN SUPPLIES				
					CHECK	361174 TOTAL:			1,097.22
361175 02/28/2024 PRD	9358 STRUCTURED COMMUNICA	269483	0238640-IN		02/08/2024		02/25/24		41,817.44
Invoice: 0238640-IN		41,817.44	81011881 548500		IT/ANNUAL CROWDSTRIKE SW RENEWAL				
					IT - C/E COMPUTER SUPPORT				

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

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						INVOICE DTL DESC			
						CHECK	361175 TOTAL:	41,817.44	
361176 02/28/2024 PRTD	6088 ULINE SHIPPING SUPPL	269570	173608178		01/25/2024	02/25/24	492.38		
Invoice: 173608178		492.38	73425358 531100		PW/PNEUMATIC WHEEL CART, IBC WRENCH O&M-WWTP-SUPPLIES				
Invoice: 173612161		269571	173612161		01/25/2024	02/25/24	2,739.71		
		2,739.71	73637946 531100		PW/1 TIER 3 WIDE LOCKER ALLOC-1/3 TO EACH UTIL-SUPPLY				
Invoice: 173868778		269572	173868778		01/31/2024	02/25/24	636.63		
		208.56	73637893 531100		PW/POP-UP LIGHTED CONE, WATERHOG MATS O&M-ALLOC-SWR CONSUMABLES				
		428.07	73011897 531100		O&M-C/E-PWY FAC-SUPPLIES				
Invoice: 173883680		269614	173883680		02/01/2024	02/25/24	146.71		
		146.71	73011189 531100		PW/CHARCOAL GRAY WATERHOG MAT O&M - C/E FACIL OFC SUPPLIES				
						CHECK	361176 TOTAL:	4,015.43	
361177 02/28/2024 PRTD	2190 UNITED PARCEL SERVIC	269485	000028Y3Y1034-2		01/20/2024	02/25/24	18.61		
Invoice: 000028Y3Y1034-2		18.61	91011215 542500		POL/SHIPPING GG-C/E-PD-POSTAGE				
Invoice: 000028Y3Y1054		269486	000028Y3Y1054		02/03/2024	02/25/24	23.08		
		23.08	91011215 542500		POL/SHIPPING GG-C/E-PD-POSTAGE				
						CHECK	361177 TOTAL:	41.69	
361178 02/28/2024 PRTD	10049 VARGAS, KAREN	269488	02/09/2024		02/09/2024	02/25/24	200.00		
Invoice: 02/09/2024		200.00	31011721 53910001064		EX/MLK DAY EVENT FOOD & SUPPLIES REAC-NON-TRAVEL FOOD/BEVERAGES				
						CHECK	361178 TOTAL:	200.00	
361179 02/28/2024 PRTD	938 WA ST DEPT OF HEALTH	269575	97650T-2024		02/14/2024	02/25/24	4,284.80		
Invoice: 97650T-2024		4,284.80	73411345 549100		PW/OPERATING PERMIT, CERTIFICATION FEES DUES/SUBSCRIPTIONS				
						CHECK	361179 TOTAL:	4,284.80	
361180 02/28/2024 PRTD	2251 WA ST TREASURER	269489	JAN24 SBCC		02/09/2024	02/25/24	252.50		
Invoice: JAN24 SBCC		252.50	41652860 586000		OUT COURT REMIT SBCC JAN 2024 SBCC BLDG.-OUT				

A/P CASH DISBURSEMENTS JOURNAL

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

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				INVOICE DTL DESC			
Invoice: JAN24				269490	JAN24	02/09/2024	02/25/24 2,979.78
				1,043.88	41611860 586000	OUT COURT REMIT JANUARY 2024	
				610.96	41610860 586000	PSEA 60% OUT	
				17.14	41619860 586000	PSEA 30% OUT	
				203.03	41619860 586886	PSEA 3 - STATE DISB OUT	
				101.48	41616860 586000	ST GENERAL FUND 93-OUT	
				534.52	41614860 586000	THEFT PRV&TR BRAIN INJ-OUT	
				131.01	41617860 586000	JUDICIAL INFO SYST.-OUT	
				101.56	41618860 586000	SCHOOL SAFETY ZONE-OUT	
				41.33	41618860 586000	TRAUMA CARE-OUT	
				8.95	41618860 586000	TRAUMA CARE-OUT	
				50.94	41618860 586000	TRAUMA CARE-OUT	
				114.48	41618860 586896	TRAUMA CARE-OUT	
				20.50	41615860 586961	DOL TECH SUPPORT-OUT	
						STATE CRIME LAB	
				CHECK		361180 TOTAL:	3,232.28
361181 02/28/2024 PRTD 9919 WATER MANAGEMENT LAB				269576	218126	01/31/2024	02/25/24 161.00
Invoice: 218126				161.00	73425358 541100	PW/HEX CHROMIUM	
						O&M-WWTP-PROF SVCS	
				CHECK		361181 TOTAL:	161.00
361182 02/28/2024 PRTD 10443 WHATSAMATHER CONSULT				269491	24010002-07	01/19/2024	02/25/24 2,000.00
Invoice: 24010002-07				2,000.00	53011212 443410	POL/WEST POINT CLASS/SHIELDS	
						POLICE - C/E PATROL TRAINING	
				CHECK		361182 TOTAL:	2,000.00
				NUMBER OF CHECKS	38	*** CASH ACCOUNT TOTAL ***	153,005.02
						COUNT	AMOUNT
				TOTAL PRINTED CHECKS		38	153,005.02
						*** GRAND TOTAL ***	153,005.02

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
2024	2	181											
APP	101-213000				02/28/2024	02/25/24	022124			STREETS - ACCOUNTS PAYABLE		4,704.52	
										AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100				02/28/2024	02/25/24	022124			CASH			153,005.02
										AP CASH DISBURSEMENTS JOURNAL			
APP	001-213000				02/28/2024	02/25/24	022124			GENERAL - ACCOUNTS PAYABLE		94,524.28	
										AP CASH DISBURSEMENTS JOURNAL			
APP	104-213000				02/28/2024	02/25/24	022124			CIVIC IMPR - ACCOUNTS PAYABLE		13,400.00	
										AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000				02/28/2024	02/25/24	022124			ACCOUNTS PAYABLE		3,444.39	
										AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000				02/28/2024	02/25/24	022124			ACCOUNTS PAYABLE		5,450.43	
										AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000				02/28/2024	02/25/24	022124			ACCOUNTS PAYABLE		20,607.77	
										AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000				02/28/2024	02/25/24	022124			ACCOUNTS PAYABLE		6,838.71	
										AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000				02/28/2024	02/25/24	022124			ACCOUNTS PAYABLE		304.67	
										AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000				02/28/2024	02/25/24	022124			ACCOUNTS PAYABLE		3,580.25	
										AP CASH DISBURSEMENTS JOURNAL			
APP	622-213000				02/28/2024	02/25/24	022124			ACCOUNTS PAYABLE		150.00	
										AP CASH DISBURSEMENTS JOURNAL			
										GENERAL LEDGER TOTAL		153,005.02	153,005.02
APP	631-130000				02/28/2024	02/25/24	022124			DUE TO/FROM CLEARING		147,554.59	
APP	101-130000				02/28/2024	02/25/24	022124			STREETS - DUE TO/FROM CLEARING			4,704.52
APP	001-130000				02/28/2024	02/25/24	022124			GENERAL - DUE TO/FROM CLEARING			94,524.28
APP	104-130000				02/28/2024	02/25/24	022124			CIVIC IMPR DUE TO/FROM CLEAR'G			13,400.00
APP	402-130000				02/28/2024	02/25/24	022124			DUE TO/FROM CLEARING			3,444.39
APP	407-130000				02/28/2024	02/25/24	022124			DUE TO/FROM CLEARING			20,607.77
APP	401-130000				02/28/2024	02/25/24	022124			DUE TO/FROM CLEARING			6,838.71
APP	403-130000				02/28/2024	02/25/24	022124			DUE TO/FROM CLEARING			304.67
APP	650-130000				02/28/2024	02/25/24	022124			DUE TO/FROM CLEARING			3,580.25
APP	622-130000				02/28/2024	02/25/24	022124			DUE TO/FROM CLEARING			150.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

YEAR	PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT		JNL	DESC	REF 1	REF 2	REF 3	LINE DESC			
EFF	DATE										
								SYSTEM GENERATED ENTRIES TOTAL		147,554.59	147,554.59
								JOURNAL 2024/02/181 TOTAL		300,559.61	300,559.61

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 2	181	02/28/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	94,524.28	94,524.28
				FUND TOTAL	94,524.28	94,524.28
101 STREET FUND 101-130000 101-213000	2024 2	181	02/28/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	4,704.52	4,704.52
				FUND TOTAL	4,704.52	4,704.52
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2024 2	181	02/28/2024	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	13,400.00	13,400.00
				FUND TOTAL	13,400.00	13,400.00
401 WATER OPERATING FUND 401-130000 401-213000	2024 2	181	02/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	6,838.71	6,838.71
				FUND TOTAL	6,838.71	6,838.71
402 SEWER OPERATING FUND 402-130000 402-213000	2024 2	181	02/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,444.39	3,444.39
				FUND TOTAL	3,444.39	3,444.39
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 2	181	02/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	304.67	304.67
				FUND TOTAL	304.67	304.67
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2024 2	181	02/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	20,607.77	20,607.77
				FUND TOTAL	20,607.77	20,607.77
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2024 2	181	02/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	150.00	150.00
				FUND TOTAL	150.00	150.00
631 CLEARING FUND	2024 2	181	02/28/2024			

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	147,554.59	
	631-213000					ACCOUNTS PAYABLE	5,450.43	
	635-111100					CASH		153,005.02
						FUND TOTAL	153,005.02	153,005.02
650	AGENCY FUND	2024	2	181	02/28/2024			
	650-130000					DUE TO/FROM CLEARING		3,580.25
	650-213000					ACCOUNTS PAYABLE	3,580.25	
						FUND TOTAL	3,580.25	3,580.25

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		94,524.28
101	STREET FUND		4,704.52
104	CIVIC IMPROVEMENT FUND		13,400.00
401	WATER OPERATING FUND		6,838.71
402	SEWER OPERATING FUND		3,444.39
403	STORM & SURFACE WATER FUND		304.67
407	BUILDING & DEVELOPMENT FUND		20,607.77
622	EXPENDABLE TRUST FUND		150.00
631	CLEARING FUND	147,554.59	
650	AGENCY FUND		3,580.25
TOTAL		147,554.59	147,554.59

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

PAYROLL

PAYROLL CHECK RUN: 2 -20 - 2024

Run Type	Run Date	Check # Sequence	Comments	Amount
Misc	2/15/2024	60081	Misc Check run (Direct Dep)	\$ 4,375.48
Misc. Vendor	2/15/2024	110368	Misc Vendor run (Paper Check)	\$ 2,567.85
Normal	2/20/2024	60082-60216	Regular check run (Direct Dep)	\$ 421,959.89
Vendor	2/20/2024	110369-110374	Vendor check run (Paper Checks)	\$ 134,273.78
EFTPS	2/20/2024		Federal Tax Electronic Transfer	\$ 156,969.00
EFT	2/20/2024		DSHS	\$ 147.08
			TOTAL:	720,293.08

Prepared and Reviewed by:


Anthony Sains, Financial Analyst

Date 2/23/24

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.



Carrie Freitas, Budget Manager

Date 2/23/2024



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 27, 2024

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:

[February 13, 2024 Special City Council Meeting - Executive Session Minutes.pdf](#)

[February 13, 2024 Regular City Council Business Meeting Minutes.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



**SPECIAL CITY COUNCIL MEETING – EXECUTIVE SESSION
TUESDAY, FEBRUARY 13, 2024**

Meeting Minutes

1) CALL TO ORDER / ROLL CALL

Mayor Deets called the meeting to order at 5:15 p.m. in Council Chambers and on the Zoom webinar.

Mayor Deets, Deputy Mayor Quitslund, and Councilmembers Fantroy-Johnson, Hytopoulos, Mathews, Moriwaki, and Schneider were present in Council Chambers.

2) EXECUTIVE SESSION

2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency
Cover Page

Mayor Deets adjourned the meeting to an executive session at 5:16 p.m. for 30 minutes pursuant to RCW 42.30.110(1)(i).

3) ADJOURNMENT

Council returned from executive session at 5:45 p.m., and Mayor Deets adjourned the meeting at 5:46 p.m.

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



**REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, JANUARY 13, 2024**

Meeting Minutes

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

Mayor Deets called the meeting to order at 6:00 p.m. in Council Chambers and on the Zoom webinar.

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

Mayor Deets read the land acknowledgment and led the Pledge of Allegiance.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Council added a new agenda item 8.F, regarding the Endo bankruptcy and a Johnson & Johnson settlement. Councilmember Moriwaki moved and Councilmember Fantroy-Johnson seconded to approve the agenda as amended. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

3) PRESENTATION(S)

3.A Provide Oath of Office to Municipal Court Judge
[Cover Page](#)

Kitsap Superior Court Judge Kevin Hull provided the Oath of Office to Thomas S. Alpaugh.

3.B Present Proclamation Declaring February 2024 as "Black History Month"
[Cover Page](#)
[Black History Month Proclamation 2024.docx](#)

Councilmember Fantroy-Johnson read the proclamation. Akuyea Karen Vargas accepted the proclamation.

3.C Approve Proclamation Declaring the Month of March 2024, as "American Red Cross Month"
[Cover Page](#)
[American Red Cross Proclamation 2024.docx](#)

Mayor Deets introduced the agenda item.

MOTION: I move to authorize the Mayor to sign the proclamation declaring March 2024, as "American Red Cross Month" and to add this proclamation to the list of annual proclamations that may be signed by the Mayor without further Council action.

Moriwaki/Quitslund: The motion carried unanimously, 7-0.

Councilmember Moriwaki read the proclamation. Jane Morrow accepted the proclamation.

4) PUBLIC COMMENT

4.A Instructions for Providing Public Comment

[Cover Page](#)

[Instructions for Providing Public Comment January 2024.pdf](#)

Eric Kortum, Historic Preservation Commission, spoke against the demolition of the old Police Station.

Susan Hughes, Historic Preservation Commission, spoke against the demolishment of the old Police Station.

John Burns spoke against the demolition of the old Police Station.

Angela Sandry spoke against the demolition of the old Police Station.

Shannon Fitzgerald spoke about the new short term rental ordinance.

Steve Dymoke spoke in favor of the short term rental ordinance and affordable housing.

Stefan Goldby, Bainbridge Chamber of Commerce, spoke in favor of the short term rental ordinance.

5) CONSENT AGENDA

5.A Agenda Bill for Consent Agenda

[Cover Page](#)

Councilmember Hytopoulos pulled item 5.F from the Consent Agenda.

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

Hytopoulos/Moriwaki: The motion carried unanimously, 7-0.

5.B Approve Accounts Payable and Payroll

[Cover Page](#)

[Council PR Report 2-5-24.pdf](#)

[AP Report to Council of Cash Disbursements 2-14-24.pdf](#)

5.C Approve City Council Meeting Minutes

[Cover Page](#)

[January 16, 2024 Special City Council Meeting Minutes - Executive Session.pdf](#)

[January 16, 2024 City Council Study Session Minutes.pdf](#)

[January 23, 2024 City Council Regular Business Meeting Minutes.pdf](#)

[February 3, 2024 Special City Council Meeting Retreat Minutes.pdf](#)

- 5.D Authorize the City Manager to Execute Amendment No. 1 to the Professional Services Agreement with Fehr & Peers for the Comprehensive Plan Traffic Analysis and Development of a Multi-Modal Level of Service Concurrency Program (\$112,195, Streets Fund) - Public Works**
[Cover Page](#)
[Fehr & Peers PSA Amendment No. 1 Comp Plan Traffic.docx](#)
- 5.E Authorize the City Manager to Enter Into Amendment No. 6 of the Professional Services Agreement with Perteet, Inc. for the Eagle Harbor Drive / Wyatt Way Non-Motorized Improvements and Eagle Harbor Fish Passage (Cooper Creek Culvert) Projects Design (\$291,574 - Streets Fund, \$52,801 - SWWM Fund) - Public Works**
[Cover Page](#)
[Exhibit A_EagleHarbor-Supp6-Scope-FINAL-2024-01-30.pdf](#)
[EHD_Wyatt_Location Map.pdf](#)
[CIP_Eagle Harbor Drive Cooper Creek Fish Passage_01107.pdf](#)
[CIP_C40 Eagle Harbor Drive Phase 1_00968.pdf](#)
- 5.G Adopt Resolution No. 2024-02 Declaring an Emergency that Requires Suspension of Procurement Policies for the Replacement of the Operations and Maintenance Facility Fire Alarm System - Public Works**
[Cover Page](#)
[Resolution No. 2024 02 Proclaiming an Emergency OM Fire Alarm System Replacement.docx](#)
[Declaration of Emergency_Email.pdf](#)
- 5.H Authorize an Increase to the City Manager's Signing Authority up to \$300,000 for the Execution of Purchase Orders for the Planned Purchase of 2024 Fleet Vehicles and Equipment, and Retroactively Approve a Purchase Order for an All-Electric Pursuit-Rated Chevy Blazer for the Police Department (\$72,804.59 - Tax Supported) - Public Works**
[Cover Page](#)
[2023-2028 Modified 2024 Fleet CIP.pdf](#)
[Bud Clary Chevrolet 2024 Blazer_Project 01310_Purchase Order_Executed 012624.pdf](#)
- 5.I Authorize the City Manager to Enter Into a Construction Contract with Empire Well Drilling LLC in Support of the Fletcher Bay Well Rehabilitation Project, and Authorize a Related Budget Amendment from the Water Fund (\$367,676.40, Water Fund) - Public Works**
[Cover Page](#)
[Fletcher Bay Well Rehab Bid Tabulation Project 01244 Closing 010924.pdf](#)
[Small Works Contract Empire Well Drilling.docx](#)
[2023-2028 Modified 2024 CIP_Water.pdf](#)
[01244_Fletcher Bay Well Rehabilitation Site Map.pdf](#)
- 5.J Adopt Short Term Rental Ordinance No. 2024-02 (Formerly Ordinance No. 2023-26) - Executive**
[Cover Page](#)
[Ordinance No. 2024-02 \(Formerly Ordinance No. 2023-26\) Short-Term Rentals for CC 01232024 BI Short Term Rentals 01-23-24.pptx](#)
- 5.K Authorize the City Manager to Execute a Contract for a Small Boat Concession at Waterfront Park City Dock**

Cover Page
2024 Small Boat Rental Concession Agreement with Exotic Aquatics Partially Executed.pdf
Map-Description of Small Boat Concession Area.pdf

ITEM PULLED FROM THE CONSENT AGENDA

- 5.F Authorize the City Manager to Enter into a Professional Services Agreement with BHC Consultants LLC for the Winslow Subarea Plan Sewer Collection System Analysis, (\$79,200.00 Sewer Fund) - Public Works**
Cover Page
PSA Winslow Sub Area Plan Sewer Analysis.docx

Councilmember Hytopoulos asked for additional information on the agreement. Public Works Director Wierzbicki provided additional information.

MOTION: I move to authorize the City Manager to enter into a Professional Services Agreement with BHC Consultants LLC for the Winslow Subarea Plan Sewer Collection System Analysis.

Hytopoulos/Moriwaki: The motion carried unanimously, 7-0.

6) COUNCIL ANNOUNCEMENTS

Council members provided an update on local and regional events and meetings.

7) CITY MANAGER'S REPORT

- 7.A Receive City Manager's Report**
Cover Page
2023 Annual CAP Progress Report.pdf
2023 CAP Progress Report - Highlights Summary.pdf
STP Q4 2023 Progress Update.pdf
2023 YE Workplan Memo for CC 02132024.docx
2023 Workplan Year-end Report Memo Attachment.pdf
City Manager's Report (City Insurance Rates).pdf

City Manager King provided an update on the Climate Action Plan, Sustainable Transportation Plan, insurance premiums, and Kitsap Regional Coordinating Council highway fund distribution. Deputy City Manager Schroer provided an update on the workplan.

8) REGULAR BUSINESS

- 8.A Consider Ordinance No. 2024-03 Amending Title 2 of the Bainbridge Island Municipal Code to Revise the Member Appointment and Confirmation Process for the Planning Commission**
Cover Page
Ordinance No. 2024 - 03 Relating to Updating City Planning Commission Member Appointment Confirmation.docx

City Manager King introduced the agenda item. Deputy City Manager Schroer provided additional information.

MOTION: I move to adopt Ordinance No. 2024-03, establishing a selection process that is specific to the Planning Commission.

Quitslund/Mathews: The motion carried 5 – 2.

AYES: Brenda Fantroy-Johnson, Jon Quitslund, Joe Deets, Leslie Schneider, Ashley Mathews

NOES: Kirsten Hytopoulos, Clarence Moriwaki

ABSENT: None

ABSTAIN: None

8.B Appoint Representatives to Design Review Legislation Compliance Task Force - Executive
Cover Page
Kellen Bond
Tobias Guggenheimer
Brandon Keller

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

MOTION: I move to create a short-term task force related to compliance with state design review legislation and to approve the scope of work, as drafted.

AND -

I move to appoint two members from the Planning Commission; Blossom and Deines;

I move to appoint two members from the Design Review Board: Thiel and Liffgens;

I move to appoint two members from the development community: Bond and Keller.

I move to appoint Phedra Elliot- Executive Director, Housing Resources Bainbridge, as a representative from the community at large.

Quitslund/Fantroy-Johnson: The motion failed 2 – 5.

AYES: Brenda Fantroy-Johnson, Jon Quitslund

NOES: Joe Deets, Kirsten Hytopoulos, Clarence Moriwaki, Leslie Schneider, Ashley Mathews

ABSENT: None

ABSTAIN: None

MOTION: I move to direct the City Manager to work with the Design Review Board to develop proposed amendments to the municipal code and administrative procedures to comply with the new state rules regarding design review processing standards with an emphasis on ensuring that building plans maintain architectural design features previously approved during the design review process.

Hytopoulos/Moriwaki: The motion carried unanimously, 7-0.

MOTION: I move to direct the City Manager to work with the Planning Commission to develop proposed amendments to the municipal code and administrative procedures to comply with new state rules regarding permit review timelines.

Hytopoulos/Moriwaki: The motion carried unanimously, 7-0.

8.C Receive Report with Regard to a Financially Feasible Affordable Housing Project, Approve Request for Qualifications for Private Partner Developer, Authorize Staff to Conduct a Public Question and Answer Session, and Authorize the Release of the Request for Qualifications - Executive
Cover Page
Affordable Housing Proposal - Alternatives
RFQ - Affordable Housing Development Operator.docx
COBI_PPT_Feb13_TLT slides.pptx

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

MOTION: I move to receive the report with regard to a financially feasible affordable housing project at 625 Winslow Way E, approve Request for Qualifications (RFQ) for private partner developer, authorize staff to conduct a public question and answer session, and authorize the release of the Request for Qualifications subsequent to this public engagement meeting.

Schneider/Moriwaki: The motion carried unanimously, 7-0.

Council adjourned for a break at 7:59 p.m. and returned at 8:03 p.m.

8.D Approve Scope of Work and Appoint Three Councilmembers to a Sustainable Transportation Ad Hoc Subcommittee

[Cover Page](#)

[Sustainable Transportation Ad Hoc Committee for CC 02132024.docx](#)

City Manager King introduced the agenda item. Councilmember Schneider provided additional information.

MOTION: I move to establish a Council Sustainable Transportation Ad Hoc Subcommittee with the Scope of Work as attached with a sunset date no later than September 30, 2024.

AND

I move to appoint Councilmembers Fantroy-Johnson, Hytopoulos, and Schneider.

Schneider/Fantroy-Johnson: The motion carried, 6-0, with Councilmember Moriwaki abstaining.

AYES: Brenda Fantroy-Johnson, Jon Quitslund, Joe Deets, Kirsten Hytopoulos, Leslie Schneider, Ashley Mathews

NOES: None

ABSENT: None

ABSTAIN: Clarence Moriwaki

8.E Adopt Resolution No. 2024-01 Amending the Governance Manual relating to Remote Public Comment and Clarifying Public Comment Topics

[Cover Page](#)

[Resolution No. 2024-01 Amending the Governance Manual with respect to Remote Public Comment.docx](#)

City Manager King introduced the agenda item. City Attorney Haney provided additional information, and Council discussed the topic.

MOTION: I move that remote public comment is allowed with advance notice to the City Clerk provided that all remote commenters shall be required to display their true name and keep their camera turned on to show their true uncovered face while delivering these comments.

Mathews/Quitslund: The motion carried 5 – 2.

AYES: Jon Quitslund, Joe Deets, Clarence Moriwaki, Leslie Schneider, Ashley Mathews

NOES: Brenda Fantroy-Johnson, Kirsten Hytopoulos

ABSENT: None

ABSTAIN: None

MOTION: I move to adopt Resolution No. 2024-01 amending the Governance Manual relating to public comment and to allow public comment on any item.

Mathews/Schneider: The motion carried 6 – 1.

AYES: Jon Quitslund, Joe Deets, Kirsten Hytopoulos, Clarence Moriwaki, Leslie Schneider, Ashley Mathews

NOES: Brenda Fantroy-Johnson

ABSENT: None

ABSTAIN: None

MOTION: I move to adopt Resolution No. 2024-01 amending the Governance Manual relating to public comment and allow public comment on any item.

Mathews/Moriwaki: The motion carried 6 – 1.

AYES: Jon Quitslund, Joe Deets, Kirsten Hytopoulos, Clarence Moriwaki, Leslie Schneider, Ashley Mathews

NOES: Brenda Fantroy-Johnson

ABSENT: None

ABSTAIN: None

8.F Endo Bankruptcy and Johnson & Johnson Settlement

City Attorney Haney introduced the agenda item.

MOTION: I move that we authorize the City Manager and the attorneys representing the City to cast the City's vote in favor of the Chapter 11 reorganization plan in the Endo bankruptcy as discussed in the executive session.

Mathews/Moriwaki: The motion carried unanimously, 7-0.

MOTION: I move that we authorize the City Manager to execute a participation agreement for the City to participate in the opioid settlement with Jansen doing business as Johnson & Johnson as discussed in executive session.

Mathews/Moriwaki: The motion carried unanimously, 7-0.

9) COMMUNICATIONS

9.A Consider Request from Councilmember Schneider to Add a Discussion on Winslow Transportation Gaps to a Future Council Agenda

Cover Page

[Request for Council Agenda Time to Discuss Winslow Transportation Gaps.docx](#)

Mayor Deets introduced the agenda item. Councilmember Schneider provided additional information.

There was consensus to place this topic on a future agenda.

10) ADJOURNMENT

Mayor Deets adjourned the meeting at 8:50 p.m.

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 27, 2024

ESTIMATED TIME:

AGENDA ITEM: Authorize Amendment No. 3 to the Professional Services Agreement with Consor North America, Inc. for the Winslow Water Tank Replacement Project (\$439,629.00 Water Fund) - Public Works

SUMMARY: City staff are requesting that the City Council authorize the City Manager to approve Amendment No. 3 to the Professional Services Agreement with Consor North America, Inc. (formerly Murraysmith, Inc.) for engineering, construction observation, and other services for the Winslow Water Tank Replacement project.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to execute Amendment No. 3 to the Professional Services Agreement with Consor North America, Inc. (formerly Murraysmith, Inc.) for Engineering and Construction Observation Services in the amount of \$439,629.00 from the Water Fund for the Winslow Water Tank Replacement project.

COMMUNITY ENGAGEMENT AND OUTREACH: None currently planned.

FISCAL IMPACT:

Amount:	\$439,629.00
Ongoing Cost:	N/A
One-Time Cost:	\$439,629.00
Included in Current Budget?	Yes

BACKGROUND: The Winslow Water Tank Replacement project includes the demolition and replacement of the older 1 MG reservoir with a 2 MG elevated reservoir. The 1.5 MG reservoir will be deactivated and left in place.

City Council approved the design contract with Consor at their March 8, 2022, City Council meeting in the amount of \$1,388,756. Since that time, Amendment No. 1 was executed on April 25, 2023, increasing the scope of services and contract value to \$1,424,671.00.

Amendment No. 2 was for additional consultant fees related to the increased design work. This includes additional water main and pressure reducing vaults associated with the higher elevations of the new reservoir,

and addressing structural and geotechnical design changes associated with building code changes. Upon approval of Amendment No. 2, the revised contract amount was \$1,889,717.00.

Amendment No. 3 includes construction engineering services such as attending the pre-construction conference and weekly construction meetings; reviewing technical submittals, coordinating sub-consultants, performing specialty inspections such as geotechnical and tank coatings, and assisting with facility startup, etc. Upon approval of Amendment No. 3, the revised contract amount will be \$2,329,346.00.

ATTACHMENTS:

[Amendment No. 3 to PSA with Consor.docx](#)

[Amend 3 Scope Fee.pdf](#)

[Capital Improvement Plan - Water Tank Project Page.pdf](#)

FISCAL DETAILS: The Winslow Water Tank is Capital Improvement Plan project #00988. The budget summary for the project is included in the agenda packet. The project has sufficient funding for Amendment No. 3.

Fund Name(s): Water Fund

Coding: Capital Improvement Project #00988

**AMENDMENT NO. 3 TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT NO. 3 TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment”) amends the Agreement for Professional Services (as amended, modified, and supplemented, the “Agreement”) entered into on March 31, 2022, by the City of Bainbridge Island, a Washington municipal corporation (“City”), and Consor North America, Inc., an Oregon corporation (formerly MurraySmith, Inc.) (“Consultant”).

WHEREAS, the City and the Consultant entered into the Agreement to provide the design of the Winslow Water Tank Replacement Project; and

WHEREAS, on April 25, 2023, the City and Consultant entered into Amendment No. 1 to modify the scope of services and maximum amount payable under the Agreement; and

WHEREAS, on August 10, 2023, the City and Consultant entered into Amendment No. 2 to further modify the scope of services and maximum amount payable under the Agreement; and

WHEREAS, the City desires to further increase the services provided under the Agreement and to amend the maximum amount payable under the Agreement.

NOW, THEREFORE, the City and the Consultant agree to amend the Agreement as follows:

1. Section 3.A.is hereby amended to read as follows:

A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with Attachment B, but not more than a total of ~~One Million Eight Hundred Eighty Nine Thousand Seven Hundred Seventeen Dollars (\$1,889,717.00)~~ Two Million Three Hundred Twenty-Nine Thousand Three Hundred Forty-Six Dollars (\$2,329,346.00).

2. Attachment B, Scope of Services, is hereby amended to include the tasks and fee schedule on the attached Exhibits A1 and A2.

3. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

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

CONSOR NORTH AMERICA, INC.

CITY OF BAINBRIDGE ISLAND

Date:_____

Date:_____

By:_____

By:_____

Name_____

Blair King, City Manager

Title_____

Tax I.D. #_____

City Bus. Lic. #_____

EXHIBIT A1

SCOPE OF WORK

PROPOSED ENGINEERING SERVICES FOR WINSLOW WATER TANK REPLACEMENT PROJECT CITY OF BAINBRIDGE ISLAND, WA AMENDMENT NO. 3 – CONSTRUCTION PHASE SERVICES FOR ELEVATED WATER TANK

Introduction/General/Background

Conсор (Consultant), along with their subconsultants, are providing engineering services to the City of Bainbridge Island (City) for the Winslow Water Tank Replacement project. The elevated tank portion of the project has progressed through the design and bidding phases, and will soon be entering the construction phase. The elevated tank permitting efforts are ongoing, and the off-site pipeline and PRV work (Amendment 2) is currently in the design phase.

The City has Awarded the construction contract to the low responsive, responsible bidder, Redside Construction. Redside Construction listed inclusion of CB&I on their Bid Form to build a Fluted Column Tank (aka Hydropillar) for the new elevated tank. This Amendment No. 3 adds construction phase services for the elevated tank element to the project.

Proposed Subconsultants

- PSE – Structural Engineering Services
- ISI – Electrical Engineering Services
- HWA – Geotechnical Engineering Services
- QCIC – Coatings Inspection Services

Scope of Services

Consultant will perform the following services.

Task 1 - Project Management

Objective

This task includes the administration and coordination of the Consultant's staff, subconsultants, and the interface with the City's Project Manager and other City staff. Consultant will actively manage all project work to meet the project budget and schedule. The scope of work for this Amendment is not changing from

the original Contract, but we are adding services to cover the work associated with the additional schedule for the expected duration of construction.

Activities

Task 1.2 Schedule and Budget Management

- A. Perform additional project management work through the construction phase. Includes regular invoicing, preparing progress reports, and budget tracking.

Task 1.4 Subconsultant Coordination

- A. Perform general administration and project management through the construction phase to provide successful completion of all tasks and elements. Proactively track progress compared to the established scope, schedule, and budget.

Deliverables and Assumptions

- A. The work will proceed upon City authorization, which is expected in February 2024. The bulk of the work will be completed in 2024 and 2025, with completion work and anniversary inspection occurring in 2026.
- B. No other changes to the services in the original Contract.

Task 2 through Task 9

No changes to the services in the original Contract.

Task 10 – Construction Phase Services

Objective

Assist the City with construction management of the elevated tank construction element. Consultant's primary roles will be generally as follows:

- Attend Preconstruction Conference and regular virtual construction meetings.
- Perform technical document review.
- Clarify plans and specifications as needs arise.
- Perform specialty observations and engineering inspections (excluding third-party Special Inspections, which will be by others directly contracted by the City)
- Assist with startup of the facility.
- Provide warranty anniversary inspection assistance.

Activities

Task 10.1 Preconstruction Conference

Prepare for and attend preconstruction conference. Consultant will assist with preparation of meeting agenda and will lead preconstruction conference alongside the City. Consultant's Project Manager will attend.

Task 10.2 Weekly Virtual Meetings

Attend up to 75 construction meetings through a virtual platform. Generally, the meetings will be weekly when significant construction work is underway. The purpose of these meetings is to identify potential issues and review project progress. Typically, Consultant's Project Manager or on-site construction representative will attend these meetings alongside the Contractor's Project Manager and primary City representatives.

Task 10.3 – Review Shop Drawings and Submittals

Consultant will review and respond to up to 40 contractor submittals (including re-submittals) related to site work items, reservoir related appurtenances, and other submittals as specified in the Contract Documents. The City will be the primary reviewer of Submittals for the project.

Task 10.4 – Respond to Requests for Information (RFI's)

Consultant will respond to up to 20 RFI's. The City will be the primary responder of RFIs for the project, with Consultant responding to RFIs as requested by the City.

Task 10.5 – Construction Observation

Consultant will support the City's daily on-site construction observations and coordination by conducting periodic on-site construction observation services (20 total site visits allotted) by Consultant design team staff. The on-site representative will provide periodic monitoring of the construction work as requested by City staff. The representative will prepare written reports on the construction activities at the site during such visits, documenting activities, decisions, discussions with the contractor and other observations; document the construction work by photograph and/or video; witness testing as may be necessary; and other related work as needed. It is anticipated that the Consultant observations will occur to review various site improvements and reservoir elements including piping and tank appurtenances.

Consultant's Project Manager will conduct site visits when significant construction is occurring as needed. The purpose of these visits is to address questions regarding the Contract Documents, assist with resolving project difficulties, review the progress of the work, and review the construction work to confirm that it is proceeding in accordance with the requirements of the Contract Documents. Up to five (5) Project Manager site visits are allotted for.

Task 10.6 – Coordinate Specialty Observations

Consultant will coordinate specialty on-site observations of the facilities. This will include the following: Structural, Electrical, Geotechnical, Arborist, and Coatings Inspection. Consultant will be the primary conduit through which the City will request specialty observations, and will manage and track their overall effort spent as described in Task 10.10 Activities.

Task 10.7 – Testing and Start-Up

Coordinate with the contractor and the City for final testing and start-up of the facilities. Assist the City with identifying substantial completion of the project. Create construction punchlists and recommend final payments to the contractor. Such testing and start-up services shall include assisting with milestone or substantial completion testing and start-up tasks.

Task 10.8 – Record Drawings

Consultant will prepare record drawings based upon Consultant observations made during site visits, and Contractor and City field inspector redlines. Record drawings will be prepared in AutoCAD format using the latest version of Civil 3D.

Task 10.9 – Warranty Inspection

Consultant will schedule, prepare for, and conduct an anniversary Warranty Inspection for the constructed facilities. Consultant will document findings, distribute to the Contractors for any required remediation, and provide follow-up coordination and observation as required.

Task 10.10 – Subconsultant Services

Task 10.10.01 – Structural Engineering (PSE)

PSE will perform the following services:

- Attend up to ten (10) virtual meetings.
- Structural Observations required by the building code and Structural Design Drawings. 11 total site visits are accounted for, which will include concrete formwork and reinforcement placement review, steel welding review, and other structural elements. Provide Observation Reports for each site visit, and a summary letter of all observations performed.
- Review and respond to up to 20 contractor submittals (including re-submittals) related to structural elements.
- Review and respond to up to 10 contractor RFIs related to structural elements.
- Create record drawings for structural design drawings.

Task 10.10.02 – Electrical Engineering (ISI)

ISI will perform the following services:

- Attend up to 10 virtual meetings.
- Perform electrical site visit observations to assist with construction and provide assistance during start-up activities for electrical items installed. Five (5) total site visits are accounted for, including three (3) visits during construction, one (1) visit for control system testing observation, and one (1) visit for startup observation and testing.
- Review and respond to up to 10 contractor submittals (including re-submittals) related to electrical elements.
- Review and respond to up to five (5) contractor RFIs related to structural elements.
- Create record drawings for electrical design drawings.

Task 10.10.03 – Geotechnical Engineering (HWA)

HWA will perform the following services:

- Attend up to 10 virtual meetings.
- Perform Geotechnical Observations required by the building code and Structural Design Drawings. 20 total site visits are accounted for, which will include approximately five (5) trips for subgrade observations and fifteen trips auger-cast concrete pile placement and testing. Provide Observation Reports for each site visit, and a summary letter of all observations performed.

- Review and respond to up to five (5) contractor submittals (including re-submittals) related to geotechnical elements.
- Review and respond to up to five (5) contractor RFIs related to geotechnical elements.

Task 10.10.04 – Coating Inspection (QCIC)

QCIC will perform the following services:

- Review coatings submittals and miscellaneous coatings-related questions.
- Attend up to three (3) virtual meetings.
- Attend Pre-Paint Meeting at project site.
- Perform periodic on-site coating inspection services (35 total site visits allotted). The approach will not be full-time, but rather “hold-point” type of inspection services.
- The on-site representative will prepare written reports on the coatings activities for the work performed.

Task 10 Deliverables (all electronic only)

- Submittal reviews
- Responses to RFI’s
- Construction observation reports
- Record drawings
- Anniversary Warranty Inspection findings

Task 10 Assumptions

- A. The Preconstruction Conference will occur virtually.
- B. The City will lead the regular construction meetings, with Consultant in attendance virtually for technical assistance and interpretation of Contract Documents as required.
- C. Coating inspections will occur over an approximate 12-week period.
- D. The City will provide Contract oversight of their awarded Contractor, Redside Construction.
- E. The City will provide day-to-day field oversight throughout the construction process.
- F. The City will provide all contractor pay application and change order management.
- G. The City will directly contract with a third-party Special Inspection firm for all IBC-required Special Inspections. Consultant will assist the City with defining special inspection requirements to develop scoping for inspection services firm. City will coordinate special inspection services. Special inspections include the following:
 - Concrete formwork and reinforcing review
 - Concrete material and placement testing
 - Radiograph testing of structural welds
 - Epoxy anchors

- H. The construction phase will be approximately two years, culminating around the end of 2025 (with warranty inspections to occur in 2026).

Task 11 through Task 13

No changes to the services in the original Contract.

Proposed Fee Estimate

Payment will be made at the Billing rates for personnel working directly on the project, which will be made at the Consultant's hourly rates, plus direct expenses incurred. Subconsultants will be charged at actual costs plus a 10 percent fee to cover administration and overhead.

Consultant proposes to perform this work on a time and expenses basis with a total not to exceed amount of \$439,629 for the services, which includes project management and construction phase services. The proposed fee estimate is provided as "Attachment A." Fee estimates are based upon Consultant's 2024 Schedule of Charges (with escalation for years 2025 and 2026) which is provided as "Attachment B".

Project Schedule

The work will proceed upon City authorization, which is expected in February 2024. The bulk of the work will be completed in 2024 and 2025, with completion work and anniversary inspection occurring in 2026.

Exhibit A2

WINSLOW WATER TANK REPLACEMENT PROJECT CITY OF BAINBRIDGE ISLAND PROPOSED FEE ESTIMATE - AMENDMENT NO. 3 - JANUARY 2024

Staff Name	LABOR CLASSIFICATION (HOURS)															
	Principal Engineer VI \$355	PM Professional Engineer VIII \$244	PE Professional Engineer VII \$233	CAD Technician III \$174	Accounting Administrative III \$139	Hours	Labor	Subconsultants				Subconsultant Multiplier % Markup	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total
	HickeyMat	FordJus	BurnsHea	McFaddinNic	PersansAst			PSE - Structural	ISI - Electrical	HWA - Geotech	QCIC - Coating Insp					
Task 1 - Project Management																
Task 1.2 - Schedule and Budget Management	4	80			24	108	\$ 25,132					1.1	\$ -	\$ -	\$ -	\$ 25,132
Task 1.4 - Subconsultant Coordination	4	24	40			68	\$ 17,181					1.1	\$ -	\$ -	\$ -	\$ 17,181
Task 1 Subtotal	8	104	40	0	24	176	\$ 42,313	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 42,313
Task 10 - Construction Phase Services																
Task 10.1 - Preconstruction Conference		4				4	\$ 1,010					1.1	\$ -	\$ -	\$ -	\$ 1,010
Task 10.2 - Weekly Virtual Meetings		75				75	\$ 18,945					1.1	\$ -	\$ -	\$ -	\$ 18,945
Task 10.3 - Review Shop Drawings and Submittals	8	40	80			128	\$ 32,341					1.1	\$ -	\$ -	\$ -	\$ 32,341
Task 10.4 - Respond to RFIs	8	20	40	16		84	\$ 20,523					1.1	\$ -	\$ -	\$ 288	\$ 20,811
Task 10.5 - Construction Observation		40	80			120	\$ 29,401					1.1	\$ -	\$ 3,930	\$ -	\$ 33,331
Task 10.6 - Coordinate Specialty Observations		8	24			32	\$ 7,810					1.1	\$ -	\$ -	\$ -	\$ 7,810
Task 10.7 - Testing and Start-Up	8	8	24			40	\$ 10,750					1.1	\$ -	\$ 197	\$ -	\$ 10,947
Task 10.8 - Record Drawings		8	40	80		128	\$ 26,080					1.1	\$ -	\$ -	\$ 1,440	\$ 27,520
Task 10.9 - Warranty Inspection		16	24			40	\$ 9,831					1.1	\$ -	\$ 197	\$ -	\$ 10,027
Task 10.10 - Subconsultant Services																
Task .01 - Structural Engineering (PSE)						0	\$ -	\$ 48,991				1.1	\$ 53,890	\$ -	\$ -	\$ 53,890
Task .02 - Electrical Engineering (ISI)						0	\$ -		\$ 24,010			1.1	\$ 26,411	\$ -	\$ -	\$ 26,411
Task .03 - Geotechnical Engineering (HWA)						0	\$ -			\$ 103,603		1.1	\$ 113,963	\$ -	\$ -	\$ 113,963
Task .04 - Coating Inspection (QCIC)						0	\$ -				\$ 36,645	1.1	\$ 40,310	\$ -	\$ -	\$ 40,310
Task 10 Subtotal	24	219	312	96	0	651	\$ 156,691	\$ 48,991	\$ 24,010	\$ 103,603	\$ 36,645		\$ 234,574	\$ 4,323	\$ 1,728	\$ 397,316
TOTAL - ALL TASKS	32	323	352	96	24	827	\$ 199,004	\$ 48,991	\$ 24,010	\$ 103,603	\$ 36,645		\$ 234,574	\$ 4,323	\$ 1,728	\$ 439,629

Project: Winslow Water Tank Replacement

Number:

00988

Location: New Brooklyn

Project Description



Description: Construct a new 2 million-gallon reservoir to replace both of the existing tanks that are located on an easement near the High School.

Benefit: A new tank built at a sufficient elevation, and to the most recent design standards, will correct several deficiencies associated with existing tanks including: significant dead storage, pressure zone deficiencies, water quality issues, and seismic deficiencies. Project updated to include fireflow and pipeline improvements in Winslow (formerly project 01095).

Schedule: 2021: Design; 2023: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	70	-	-	-	-	-	-	70
Water Fund	233	169	431	631	-	-	-	-	1,464
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Long-Term Debt	320	850	10,267	9,363	-	-	-	-	20,800
Sub-total	553	1,089	10,698	9,994	-	-	-	-	22,334
FUNDING USES (1000's)									
Project Management	79	37	37	-	-	-	-	-	153
Design/construction	474	1,052	10,661	9,994	-	-	-	-	22,181
Sub-total	553	1,089	10,698	9,994	-	-	-	-	22,334

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	34	606	1,200	1,470	1,500	1,479	18,258	24,547
Sub-total	-	34	606	1,200	1,470	1,500	1,479	18,258	24,547



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 27, 2024

ESTIMATED TIME:

AGENDA ITEM: Adopt Ordinance No. 2024-05 Amending the 2024 Budget to Carry Forward Funding for Work Funded in 2023 but to be performed in 2024 - Finance

SUMMARY: Funding for certain items, as described in the attachment to Ordinance No. 2024-05 and in the attached memo, was approved in the 2023 budget and work was started and is still in progress. These one-time funds will be carried over into the 2024 budget to provide support that will allow the planned work to be completed. If approved, these actions will increase authorized 2024 City spending by \$3.7 million. Had these funds been spent as appropriated in 2023, overall fund balances would have been \$3.7 million lower which includes \$2.6 million for the general fund.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Adopt Ordinance No. 2024-05 amending the 2024 Budget to carry forward funding for work funded in 2023 but to be performed in 2024.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: Please see attached transmittal memo for a detailed overview of all requested items.

ATTACHMENTS:

[Ordinance No. 2024-05 Amending the 2024 Budget to Carry Forward 2023 Funding.docx](#)

[2023 Budget Carry over into 2024 Transmittal Memo](#)

[Ordinance No. 2024-05 Exhibit B - Carryover Request](#)

[Ordinance No. 2024-05 Exhibit A](#)

FISCAL DETAILS: Total increase in appropriation by fund as follows:

- General Fund \$2,618,265
- Street Fund \$251,822
- Civic Improvement Fund - \$24,700
- Transportation Benefit Fund - \$11,981
- Water Fund - \$86,972
- Sewer Fund - \$412,199
- Storm and Surface Water Fund - \$337,134

Fund Name(s):

Coding:

ORDINANCE NO. 2024-05

AN ORDINANCE of the City of Bainbridge Island, Washington, amending the 2023-2024 biennial budget and providing for funding carryover items for work funded in 2023 but to be performed in 2024.

WHEREAS, on November 8, 2022, the City Council adopted the budget for 2023-2024 biennial budget via Ordinance No. 2022-19; and

WHEREAS, on March 14, 2023, the City Council adopted funding for carryover items for work funded in 2022 but to be performed in 2023 via Ordinance No. 2023-07; and

WHEREAS, on June 27, 2023, the City Council adopted a revised budget for 2023 via Ordinance No. 2023-15; and

WHEREAS on December 12, 2023 the City Council adopted a second revised budget for 2023 via Ordinance No. 2023-23; and

WHEREAS, on November 14, 2023, the City Council adopted mid-biennium modifications to the final budget of the City for the fiscal year ending December 31, 2024, which is the second year of the biennial budget via Ordinance No. 2023-22; and

WHEREAS, funding for certain items was approved in the 2023 budget and this work is continuing in 2024, and these funds now should be carried over into the 2024 budget for work to be completed in this year.

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

Section 1. Ordinance No. 2023-22 and the 2024 budget are each amended as shown on the attached Exhibit A (Crosswalk Summary by Fund), which is hereby incorporated by reference.

Section 2. Attached hereto as Exhibit B (2023 Carry Over Requests), and hereby incorporated fully into this ordinance, are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined in summary form for the revised budget.

Section 3. The City's Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2024 modified budget. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

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

PASSED BY THE CITY COUNCIL this ____ day of February, 2024.

APPROVED BY THE MAYOR this ____ day of February, 2024.

Joe Deets, Mayor

ATTEST / AUTHENTICATED:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	February 23, 2024
PASSED BY THE CITY COUNCIL:	February __, 2024
PUBLISHED:	March __, 2024
EFFECTIVE DATE:	March __, 2024
ORDINANCE NO:	2024-05

Attached: Exhibit A – Crosswalk Summary by Fund
 Exhibit B – Summary by Fund and Department



Finance and Administrative Services Department

Memorandum

Date: February 27, 2024

To: City Council
Blair King, City Manager

From: DeWayne Pitts, Finance Director

Subject: Carryover Budget Amendments

The Finance and Administrative Services Department brings budget adjustments to the Council for consideration on a regular basis, the first of which is consideration of updating the operating budget for items which were approved in the previous year. The action proposed in this agenda item officially amends the 2024 budget in accordance with the decisions made in 2023.

This memo provides a detailed overview of the requests for each operating fund. The City work shown below is on-going and will continue into the coming year.

General Fund Carryover Requests – 23 items, \$2,618,265

- Office Supplies & Equipment (Court): \$5,000 – This item carried forward funds for use by Court staff to outfit their new office space with the necessary supplies and equipment.
- Emergency Preparedness (Executive): \$458,430 – details below:
 - o HUB Solar Panels/Batteries - \$327,438 – continue work on updating hubs with solar/battery power. This is an ARPA committed project.
 - o HUB Buildout Supplies - \$109,000 – to continue the work of outfitting emergency hubs.
 - o Professional Services - \$12,618 – unspent PS funding to increase first responder training class offerings in 2024.
 - o Bainbridge Prepares - \$9,375 – contracted work with the Bainbridge Resilience Guild.
- Climate Action Plan (Executive): \$336,215 – details below:
 - o Climate Action Plan - \$272,920 - This item carries forward the remainder of original funding and provides 2024 budget authority for continued implementation of the City's CAP. *City Council identified addressing climate change as one of its' top priorities for the 2021-2022 as well as the 2023-2024. The original Adopted Budget included one-time*

funding of \$500,000 to support the City's implementation of some of the highest priority items in the CAP that was adopted in November 2020.

- o Sustainable Transportation - \$40,000 – for use by the new Sustainable Transportation position. Due to timing, plans for this funding did not materialize in 2023.
 - o Ted Spearman Carbon Offset Site Evaluation - \$23,295 – professional services for evaluation of potential sites for the TSJC carbon offset project.
- Communications/Community Outreach (Executive): \$24,806 – This item carries forward funding and provides 2024 budget authority related to continuing weekly video updates, COBI connects, and other outreach activities.
- Diversity, equity and inclusion (DEI) Initiatives (Executive): \$54,743 – This item carries forward funding and provides 2024 budget authority for continued DEI initiatives. This funding supports future work and initiatives to be identified by City leadership and the City's Race Equity Advisory Committee (REAC).
- Cultural Community Services Funding (Executive): \$32,990 – This item carries forward and provides 2024 budget authority to complete contracted payments for 2023 services.
- Health and Human Services Funding (Executive): \$40,125 – This item carries forward and provides 2024 budget authority to complete contracted payments for 2023 services.
- Comcast Franchise Agreement (Executive): \$4,090 – This item carries forward and provides 2024 budget authority to continue and complete contracted work by River Oaks Communications.
- Public Art (Executive): \$57,081 – details below:
 - o Community Art Plan - \$50,000 – appropriated with the final BUA of 2023, funding will support the development of a Community Art Plan.
 - o Something New Phase 6 - \$7,081 – contracted funding with Bainbridge Island Arts for facilitation of phase 6 of the Something New program.
- Office Supplies & Equipment (Police): \$10,000 – This item carries forward funds for use by Police staff to outfit their new office space with the necessary supplies and equipment.
- Major Programs/Priorities (Planning): \$287,612 – details below:
 - o Winslow Subarea Plan: \$64,231 – This item carries forward funding for existing encumbered contracts with LMN Architects and Demarche Consulting Group for work related to the Winslow Subarea Plan.
 - o Comprehensive Plan: \$59,656 – This item carries forward funding for existing encumbered contract with Nexus Planning Services for work on the City's 2024 Comprehensive Plan update.

- o Sea Level Rise: \$73,726 – This item carries forward the remaining contract amount for work performed by Environmental Science Associates on the Sea Level Rise, Flooding, Vulnerability, and Risk study began in 2023. This work is partially funded by a grant from the Department of Ecology.
 - o Shoreline Master Plan (SMP) Update: \$90,000 – This item carries forward unused budget intended for work on the SMP.
- Rockaway Beach Monitoring (Public Works): \$7,113 – This item requests carry forward of budget for maintenance, gravel, and irrigation system removal.
- Ted Spearman Justice Center Operating Expenditures (Public Works): \$536,384 – This item carries forward facility maintenance operating budget for the continued work on the initial setup of the Ted Spearman Justice Center, including payment for the final furniture package, computer hardware and software needs, and required elevator maintenance.
- 625 Winslow Way Building Evaluation & Demolition (Public Works): \$521,331 – This item carried forward budget appropriated in late 2023 for the building evaluation and demolition of the former Police station building, work that began in 2023 and will continue into 2024.
- Groundwater Management Plan (Public Works): \$55,669 – This item rolls budget to continue contracted work on the GWMP.
- Janitorial Services (Public Works): \$15,175 – This item requests rollover of unused 2023 budget in anticipation of funds being needed when the janitorial contract is renewed in April and costs increase due to the addition of the new justice center.
- Fire Sprinkler/Alarm Testing (Public Works): \$7,217 – This item rolls budget into 2024 to continue contract work for ongoing alarm and sprinkler testing.
- Electric Hand Tools (Public Works): \$17,293 – This item carries forward budget for pending purchases of electric hand tools to continue the City's efforts to electrify its tool inventories.
- Shade Covenant (Public Works): \$73,124 – This item carries forward funding and provides 2024 budget authority for ongoing contract work for mitigation and irrigation of the Lovegreen pit.
- BI Landfill Monitoring (Public Works): \$3,881 – This item carries over funding for the remainder of contracted work with Aspect Consulting for work related to the 40-acre landfill cleanup site purchased from Kitsap County in 2001.
- ADA Transition Plan (Public Works): \$2,180 – This item carries forward funding for continuing contracted work with Accessology on the ADA Transition Plan. Additional funding for this contract is also requested in the Street fund. This is an ARPA committed project.
- STO Welcome Pole (Public Works): \$13,805 – This item carries forward the remaining budget originally appropriated in 2023 for the installation of the STO Welcome Pole.

- Senior Center Door Replacement/Repair (Public Works): \$54,000 – This item carried forward budget for replacement/repair of the doors at the Senior Center in 2024. Including electrical work, door installation, and new locks.

Street Fund Requests – 6 items, \$251,822

- ADA Transition Plan (Public Works): \$22,776 – This item carries forward funding for continuing contracted work with Accessology on the ADA Transition Plan. Additional funding for this contract is also requested in the General fund. This is an ARPA committed project.
- Dana's Trail/Sustainable Transportation (Public Works): \$60,000 – This item carries forward funding and provides 2024 budget authority for work related to the implementation, construction, signage and community education of the trail extensions through Bainbridge Island School District property to New Brooklyn Road to include sidewalk and other trail improvements.
- Bainbridge Island Metropolitan Parks Interlocal Agreement for trail maintenance: \$44,262 – This item carries forward funding and provides 2024 budget authority for Interlocal contract work for Trail BI Parks work for island wide trail maintenance.
- Winslow Way Bollards (Public Works): \$50,000 – This item carries forward funding and provides budget authority for planned bollard installations at either end of Winslow Way for use during community event street closures.
- 5-Year Pavement Plan (Public Works): \$25,580 – This item carries forward funding and provides 2024 budget authority for continuing contracted work with Infrastructure Management Services to develop the 5-Year pavement plan.
- Comprehensive Plan Update-Transportation Element (Public Works): \$49,205 – This item carries forward funding and provides 2024 budget authority for continuing contracted work with Fehr & Peers on updating the transportation element of Comprehensive Plan.

Civic Improvement Fund Request – 1 item, \$24,700

- Lodging Tax Advisory Committee Contract Awards: \$24,700 - This item carries forward funding and provides 2024 budget authority to complete contracted payments for 2023 services.

Transportation Benefit Fund Request – 1 item, \$11,981

- Engagement activities related to BI Ride (Executive): \$11,981 - This item carries forward funding and provides 2024 budget authority for the ILA with Kitsap Transit for communications support and engagement services related to B.I. Ride.

Water Fund Requests – 2 items, \$86,972

- Water System Business Plan (Public Works): \$85,000 – This item carries forward funding and provides 2024 budget authority for contracted work with Gray & Osborne for development of a water system business plan.
- Water Rights Study (Public Works): \$1,972 – This item carries forward funding and provides 2024 budget authority for required Department of Health Water System Plan applications. The project is to file Department of Ecology water rights change applications for five City water rights to request change of withdrawal points and confirm municipal use water rights. The work includes working with a consultant to research records, perform hydrogeologic analysis, and negotiate changes with the Department of Ecology.

Sewer Fund Request – 4 items, \$412,199

- WWTP Maintenance Projects (Public Works): \$230,058 – details below
 - o Maintenance & Repair - \$25,704 – This item carries forward funds for contracted work with Bainbridge Island Electric.
 - o Biosolids Pump Supplies & repair - \$20,000 – This item carries forward funds for outstanding supplies purchases and repair for the biosolids pump.
 - o Variable Frequency Drives (VFD) Replacement/Repair - \$169,502 – This item carries forward funds for contract work with S&B for VFD repair.
 - o Turbidity Meter - \$10,000 – This item carries forward budget for beginning work on the WWTP turbidity meter. This is work identified in 2023 but not yet started.
 - o Influent Fine Screen - \$4,852 – This item carries forward the remaining budget for continued work on the rebuilding of the WWTP influent fine screen.
- Wastewater Beneficial Reuse (Public Works): \$126,683 – This item carries forward funding and provides 2024 budget authority for work contracted by HDR Engineering, Inc for their study exploring the feasibility of a wastewater beneficial reuse program. This is an ARPA committed project.
- Sewer Comprehensive Plan Analysis (Public Works): \$28,500 – This item carries forward budget into 2024 to begin work on the Sewer Comp Plan.
- Grinder Pump Replacement (Public Works): \$26,957 – This item carries forward funding and provides 2024 budget authority for continued work on grinder pump replacements.

Stormwater Fund Requests – 3 items, \$337,134

- Island wide stormwater study (Public Works): \$23,185 - This item carries forward funding and provides 2024 budget authority for professional services related to creating a storm and surface water (SSWM) master plan that would inform investments in SSWM assets and water quality. The work will result in an organized and prioritized plan for investments in SSWM infrastructure for the next 6 – 10 years. Work being performed by Herrera Environmental.

- Annual drainage (Public Works): \$273,949 – details below
 - o Annual Drainage - \$213,949 – Carries forward funding and provides budget authority to combine with 2024 funding to allow for a larger annual drainage program package in 2024.
 - o Manitou Beach Drive Outfall - \$60,000 – Carries forward funding and provides budget authority for use in annual drainage work at Manitou Beach Dr.
- State Department of Ecology (grant funded) Professional Services (Public Works): \$40,000 – This item carries forward funding and provides budget authority in 2024 for use in upcoming capacity grant projects.

Thank you for your consideration of these requests.

Exhibit B to Ordinance No. 2024-05

2024 BUDGET AMENDMENTS

Prepared for the City Council Regular Business Meeting on February 27, 2024

Approved on DATE _____, 2024

SUBJECT	DESCRIPTION	FUND / Department	Encumbered Amount	Unencumbered Amount	Total Requested	Change to Appropriation	RECURRING	ENCUMBERED
Court Supplies	To cover supply and equipment needs for outfitting new office space in the TSJC. Move unused professional services budget from 2023.	General / Court	-	5,000	5,000	Increase	No	No
Emergency Preparedness - HUB buildout	Moves \$109K of supplies budget into 2024 to continue work of building out emergency hubs.	General / Executive	-	109,000	109,000	Increase	No	No
Emergency Preparedness - Solar Panel/Batteries	Moves remaining \$327K for HUB solar panel/battery project #1215. This is a council committed project, originally using ARPA funding.	General / Executive	-	327,438	327,438	Increase	No	No
Emergency Preparedness - Professional Services	Move remaining unused professional services budget from 2023 to fund 2024 increase in first responder training classes.	General / Executive	-	12,618	12,618	Increase	No	No
Emergency Preparedness - Bainbridge Prepares	Move remaining encumbered 2023 budget into 2024 for Bainbridge Prepares /Resilience Guild contract work.	General / Executive	9,375	-	9,375	Increase	No	Yes
Climate Action - Sustainable Transportation (ST)	Move unused ST budget into 2024 to fund ST work	General / Executive	-	40,000	40,000	Increase	No	No
Climate Action - TSJC Carbon Offset Site Evaluation	Move budget to 2024 for contract 2023081	General / Executive	23,215	80	23,295	Increase	No	Yes
Climate Action	Move remaining Climate Action budget into 2024	General / Executive	-	272,920	272,920	Increase	No	No
Communications	Move unused professional services budget into 2024	General / Executive	24,806	-	24,806	Increase	No	Yes
Diversity, Equity, & Inclusion	Move remainder of DEI budget into 2024	General / Executive	-	54,743	54,743	Increase	No	No
Cultural Funding	2023 Cultural Funding contracts that have not received final billing for 2023.	General / Executive	32,990	-	32,990	Increase	No	Yes
Human Services	2023 Human Services Funding for contracts that have not received final billing for 2023.	General / Executive	40,125	-	40,125	Increase	No	Yes
Comcast Franchise Agreement	Comcast Franchise Agreement Professional Services contract	General / Executive	4,090	-	4,090	Increase	No	Yes
Something New Ph 6	Something New Phase 6 contract 2023082	General / Executive	7,081	-	7,081	Increase	No	Yes
Public Art Plan	Public Art Plan	General / Executive	-	50,000	50,000	Increase	No	No
Police Supplies	To cover supply and equipment needs for outfitting new office space in the TSJC.	General / Police	-	10,000	10,000	Increase	No	No
Winslow Subarea Plan	Bring forward remaining budget to continue contracted work for Winslow Subarea Plan	General / Planning	52,987	11,244	64,231	Increase	No	Yes
Comprehensive Plan	Bring forward remaining budget to continue contracted work for Comprehensive Plan	General / Planning	59,656	-	59,656	Increase	No	Yes
Sea Level Rise	Bring forward remaining budget to continue work on Sea Level Rise.	General / Planning	73,726	-	73,726	Increase	No	No
Shoreline Master Plan (SMP) Update	Bring forward remaining budget to continue work on Shoreline Master Plan.	General / Planning	-	90,000	90,000	Increase	No	No
Rockaway Monitoring	Rockaway Monitoring	General / Public Works	-	7,113	7,113	Increase	No	No
Ted Spearman Justice Center Operating Expenditures	Ted Spearman Justice Center costs for moving costs, supplies, & elevator maintenance	General / Public Works	5,888	530,496	536,384	Increase	No	Yes
625 Winslow Way Building Evaluation & Demolition	625 Winslow Way Professional Services for building evaluation & demolition	General / Public Works	26,989	494,342	521,331	Increase	No	Yes
Groundwater Management Plan	Remaining 2023 Budget for GWMP	General / Public Works	55,669	-	55,669	Increase	No	Yes
Janitorial Services	Bring remaining budget forward to cover anticipated increase in costs due to the new TSJC building	General / Public Works	-	15,175	15,175	Increase	No	Yes
Fire Sprinkler/Alarm Testing	Carry FWD remaining budget for ongoing sprinkler/alarm testing	General / Public Works	4,102	3,115	7,217	Increase	No	Yes
Electric Hand Tools	Carry FWD remaining budget for ongoing electrification of City's hand tools	General / Public Works	3,633	13,660	17,293	Increase	No	Yes
Shade Covenant	Professional Services contract w/ Treecycle	General / Public Works	73,124	-	73,124	Increase	No	Yes

SUBJECT	DESCRIPTION	FUND / Department	Encumbered Amount	Unencumbered Amount	Total Requested	Change to Appropriation	RECURRING	ENCUMBERED
Landfill Testing	Carry FWD remaining budget for ongoing BI Landfill monitoring	General / Public Works	3,881	-	3,881	Increase	No	Yes
ADA Transition Plan	Remaining Accessolgy contract balance	General / Public Works	2,180	-	2,180	Increase	No	Yes
STO Welcome Pole	Move Prof svc budget for STO welcome pole	General / Public Works	1,575	12,230	13,805	Increase	No	Yes
Senior Center Repair & Maintenance	Senior Center door installation.	General / Public Works	5,260	48,740	54,000	Increase	No	Yes
	TOTAL GENERAL FUND EXPENDITURE INCREASE		510,352	2,107,913	2,618,265			
ADA Transition Plan	Remaining Accessolgy contract balance	Street / Public Works	22,776	-	22,776	Increase	No	Yes
Dana's Trail	This item carries forward funding and provides 2024 budget authority for professional services related to Danas Trail, a part of the Sustainable Transportation Plan and includes a \$30,000 grant from the community	Street / Public Works	-	60,000	60,000	Increase	No	No
BI Metropolitan Parks Interlocal agreement	This item carries forward funding and provides 2024 budget authority for island wide maintenance in conjunction with Bainbridge Island Park District.	Street / Public Works	34,923	9,339	44,262	Increase	No	Yes
Winslow Way Bollards & Ramps	ADA ramps & bollards for Winslow Way.	Street / Public Works	-	50,000	50,000	Increase	No	No
5-Year Pavement Plan	Move remaining budget to cover encumbered contract with Infrastructure Management Services.	Street / Public Works	25,580	-	25,580	Increase	No	Yes
Comp Plan Update - PW portion	Move to cover encumbered contract with Fehr & Peers.	Street / Public Works	49,205	-	49,205	Increase	No	Yes
	TOTAL STREET FUND EXPENDITURE INCREASE		132,484	119,339	251,822			
LTAC Contracts	2023LTAC Funding for contracts that have not received final billing for 2023.	Civic Improvement / General Government	24,700	-	24,700	Increase	No	Yes
	TOTAL CIVIC IMPROVEMENT FUND EXPENDITURE INCREASE		24,700	-	24,700			
Bi Ride	Bi Ride Professional Services	TBF / Executive	11,981	-	11,981	Increase	No	Yes
	TOTAL TRANSPORTATION BENEFIT FUND EXPENDITURE INCREASE		11,981	-	11,981			
Water System Business Plan	Professional services contract with Gray Osbourne.	Water / Public Works	83,000	2,000	85,000	Increase	No	Yes
Water Rights	Professional services contract with Aspect Consulting	Water / Public Works	1,972	-	1,972	Increase	No	Yes
	TOTAL WATER FUND EXPENDITURE INCREASE		84,972	2,000	86,972			
WWTP Repair & Maintenance	Professional services contract with BI Electric.	Sewer / Public Works	25,704	-	25,704	Increase	No	Yes
WWTP Biosolids Pump Supplies & Repair	Outstanding purchase from Pumptech, Inc.	Sewer / Public Works	11,562	8,438	20,000	Increase	No	Yes
WWTP VFD Replacement/Repair	Professional services contract with S&B Inc and remaining project budget.	Sewer / Public Works	2,905	166,597	169,502	Increase	No	Yes
WWTP Turbidity Meter	Move budget forward to begin work for WWTP turbidity meter repair and maintenance.	Sewer / Public Works	-	10,000	10,000	Increase	No	No
WWTP Influent Fine Screen	Move budget forward to continue work on the rebuild of the influent fine screen for WWTP.	Sewer / Public Works	-	4,852	4,852	Increase	No	No
WW Beneficial Reuse	PS by HDR Engineering	Sewer / Public Works	126,656	27	126,683	Increase	No	Yes
Sewer Comp Plan Analysis	Move budget forward to begin work for Sewer Comp Plan analysis.	Sewer / Public Works	-	28,500	28,500	Increase	No	No
Grinder Pump Replacement	Move budget forward to complete grinder pump replacement work.	Sewer / Public Works	-	26,957	26,957	Increase	No	No
	TOTAL SEWER FUND EXPENDITURE INCREASE		166,828	245,371	412,199			
Islandwide SSWM Study	Professional services by Herrera Environmental	SSWM / Public Works	23,185	-	23,185	Increase	No	Yes
Annual Drainage	Bring forward 2023 budget to combine with existing 2024 appropriations to allow for a larger annual drainage program package.	SSWM / Public Works	-	213,949	213,949	Increase	No	No
Manitou Beach Dr Outfall	Use for upcoming capacity grant projects.	SSWM / Public Works	-	60,000	60,000	Increase	No	No
State Department of Ecology Grant funded professional services.	For use in annual drainage work.	SSWM / Public Works	-	40,000	40,000	Increase	No	No
	TOTAL STORMWATER FUND EXPENDITURE INCREASE		23,185	313,949	337,134			
TOTAL ALL FUNDS EXPENDITURE INCREASE			954,501	2,788,572	3,743,073			

**CITY OF BAINBRIDGE ISLAND - 2024 REVISED BUDGET
SUMMARY BY FUND**

Exhibit A - Crosswalk by Fund
ORDINANCE NO. 2024-05

CITY FUNDS		2024 EXPENDITURES		
		2024 MODIFIED BUDGET	Ord. No. 2024-05 2023 Operating Budget Carryover	2024 REVISED Budget (As Modified)
001	GENERAL FUND	\$ 28,916,616	\$ 2,618,265	\$ 31,534,881
101	STREET FUND	\$ 4,212,529	\$ 251,822	\$ 4,464,351
103	REAL ESTATE EXCISE TAX FUND	\$ 3,227,064	\$ -	\$ 3,227,064
104	CIVIC IMPROVEMENT FUND	\$ 350,000	\$ 24,700	\$ 374,700
108	AFFORDABLE HOUSING FUND	\$ 2,230,565	\$ -	\$ 2,230,565
171	TRANSPORTATION BENEFIT FUND	\$ 603,337	\$ 11,981	\$ 615,318
201	GO BOND FUND	\$ 927,665	\$ -	\$ 927,665
203	LID BOND FUND	\$ -	\$ -	\$ -
301	CAPITAL CONSTRUCTION FUND	\$ 7,965,596	\$ -	\$ 7,965,596
401	WATER FUND	\$ 4,179,693	\$ 86,972	\$ 4,266,665
402	SEWER FUND	\$ 9,771,474	\$ 412,199	\$ 10,183,673
403	STORM & SURFACE WATER FUND	\$ 5,011,502	\$ 337,134	\$ 5,348,636
407	BUILDING & DEVELOPMENT FUND	\$ 3,412,319	\$ -	\$ 3,412,319
501	EQUIPMENT RENTAL & REVOLVING FUND	\$ 770,000	\$ -	\$ 770,000
	TOTAL EXPENDITURES	\$ 71,578,360	\$ 3,743,073	\$ 75,321,433



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 27, 2024

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Execute a Construction Contract with Northwest Cascade, Inc. for the Ferncliff Avenue Water Main Extension Project in the Amount of \$1,149,265.57 (Water Fund) - Public Works

SUMMARY: City staff are requesting that the City Council authorize the City Manager to award the Ferncliff Avenue Water Main Extension Project construction contract to Northwest Cascade, Inc. in the amount of \$1,149,265.57.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to execute a construction contract with Northwest Cascade, Inc. in the amount of \$1,149,265.57 for the Ferncliff Avenue Water Main Extension Project.

COMMUNITY ENGAGEMENT AND OUTREACH: The Public Works Department has had extensive engagement with the affected property owners as part of the project design process.

FISCAL IMPACT:

Amount:	\$1,149,265.57
Ongoing Cost:	
One-Time Cost:	\$1,149,265.57
Included in Current Budget?	Yes

BACKGROUND: The Ferncliff Avenue Water Main Extension Project will extend the existing water main in Ferncliff Avenue to serve the Ferncliff Water Association properties (18), and the City's isolated Casey Street water system properties (9). The project is subject to a low-interest loan from the State of Washington which includes 50% loan forgiveness upon completion of the project.

Project plans can be viewed on the City's project page: <https://www.bainbridgewa.gov/1451>.

Bids were solicited through the Daily Journal of Commerce and the City's Bids & Awards webpage and listserv. The bid opening was held on February 16th and four bids were received. City staff reviewed the bids results and the contractor's qualifications and recommends that City Council award the Ferncliff Avenue Water Main

Extension Project to the apparent responsive low bidder, Northwest Cascade, Inc. in the amount of \$1,149,265.57. See attached bid form. The engineer's estimate is \$1.2M to \$1.3M.

ATTACHMENTS:

[FBB Ferncliff Ave Water Main Extension Northwest Cascade Inc.docx](#)

[Bid Form Ferncliff Water Main Extension 2024.02.16.docx](#)

[Agenda Bill Map.pdf](#)

[CIP 01170.pdf](#)

FISCAL DETAILS: Capital Improvement Plan Projects #01170. See attached project page. The project budget remaining is approximately \$1.4M.

Fund Name(s): Water Fund

Coding: 401

CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT (“Contract”) made the ____, day of _____, 2024, by and between the City of Bainbridge Island, a Washington State municipal corporation (“City” and/or “CONTRACTING AGENCY”) and Northwest Cascade, Inc., a Washington state corporation (“CONTRACTOR”).

WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings, and other contract documents to be prepared for certain Work as described therein, known as the FERNCLIFF AVENUE WATER MAIN EXTENSION PROJECT, and

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

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of One Million One Hundred Forty-Nine Thousand Two Hundred Sixty-Five Dollars and 57/100 (\$1,149,265.57) (“Contract Price”) for the fulfillment of the Work and the performance of the covenants set forth herein.

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

1. This Contract, including the form “Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices”
2. The Standard Specifications for Road, Bridge, and Municipal Construction, 2023 edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter “Standard Specifications”)
3. Amendments to the Standard Specifications
4. Special Provisions
5. Indemnity and Insurance Agreement
6. Special Indemnity and Insurance Agreement
7. Prevailing Wage Schedules and Regulations
8. Specifications, Drawings, Details, and all other Documents contained in and made applicable by this Contract and the Project Manual
9. Certification of Compliance with Wage Payment Statutes
10. All Plans, Drawings, Specifications, and Addenda issued prior to the Bid Opening Date.

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

CONTRACTOR’s Initials: _____

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

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

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

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

CONTRACTOR:
NORTHWEST CASCADE, INC.

By: _____

Its: _____

Date: _____

CITY OF BAINBRIDGE ISLAND

By: _____

Blair King, City Manager

Date: _____



City of Bainbridge Island
Public Works Department – Engineering

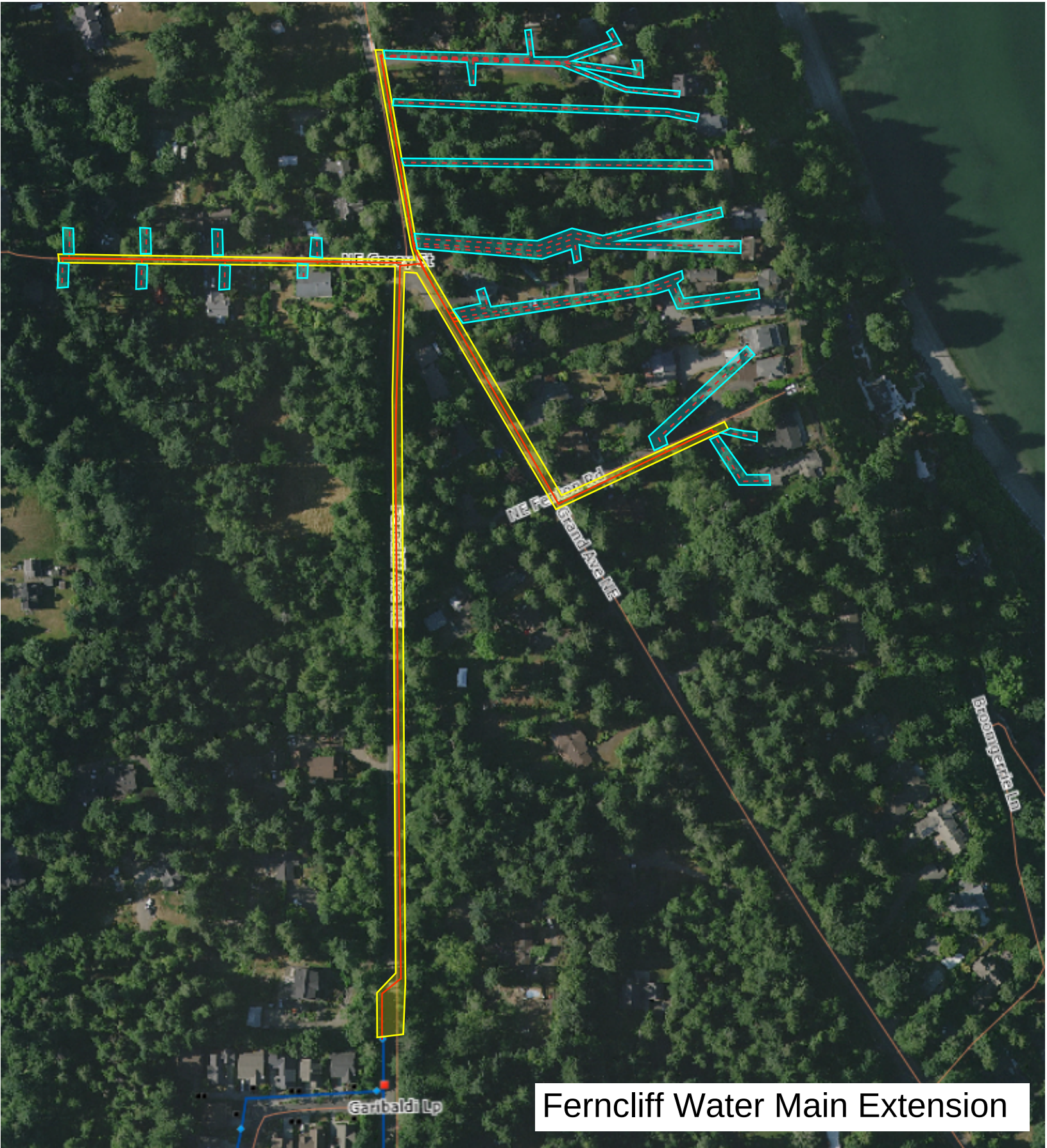
Ferncliff Avenue Water Main Extension

Bid Opening Date: February 16, 2024

Bids Open @ 10:00 AM

Note: Bids Are Opened in Order Received. Bids Solicited by: ☒ Advertisement ☐ Small Works Roster The Engineer's Estimate is: \$1,200,000 to \$1,300,000	Bidder 1 Highland Industries	Bidder 2 Liden Land Development and Excavation Inc.	Bidder 3 Northwest Cascade Inc.	Bidder 4 Pape & Sons Construction Inc.
Proposal	X	X	X	X
Signature Page – Addenda Acknowledged if applicable (1)	X	X	X	X
Non-Collusion Declaration	X	X	X	X
Proposal Bond (5%)	X	X	X	X
Statement of Bidders Qualifications	X	X	X	X
Statement of Proposed Subcontractors	X	X	X	X
Bidders List	X	X	X	X
Certification of Nonsegregated Facilities			X	X
Compliance with COBI Code of Conduct and Ethics	X	X	X	X
LINE C –				
TOTAL BASE BID + WSST SALES TAX (9.2%):	\$1,246,538.75	\$1,183,205.39	\$1,149,265.57	\$1,301,276.34

A total of 4 bids were received for the Ferncliff Avenue Water Main Extension Project. Project Manager, Joel Corlew has reviewed all bids and recommends that the City Council award the contract to the apparent low bidder, Northwest Cascade Inc., in the amount of \$1,149,265.57.



Ferncliff Water Main Extension

- NEW 8 INCH WATER MAIN
- EXISTING WATER MAIN
- WORK IN CITY RIGHT-OF-WAY
- WORK IN IMPROVED PRIVATE PROPERTY

Project: Ferncliff/Casey St Water Extension**Location: Ferncliff & Casey St Neighborhoods**

01170

Project Description

Description: This project will extend the existing water main in Ferncliff Ave to serve the Ferncliff Water Association properties (18), and the City's isolated Casey Street water system properties (9). The project is subject to a low interest loan from the State of WA which includes 50% loan forgiveness upon completion of the project.

Capital Funding

	Prior Yrs.	2023	2024	Subsequent	Total
FUNDING SOURCES					
Water Fund	\$ 12,000	1,099,000	-	-	1,111,000
WSDWRF Loan		400,000	-	-	400,000
	\$ 12,000	1,499,000	-	-	1,511,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 836,000	2022 BUA-1	Original project authorization
Budget amendments	\$ 675,000	2023 BUA-1	
	\$ -		
Total Project Budget	\$ 1,511,000		

Financial Update Spending through December 20, 2023

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Water Fund	1,510,893	85,386	18,324	103,710	1,407,183

Current Project Status



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 27, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Authorize the City Manager to Sign the Wintergreen Multifamily Tax Exemption Contract - Planning,

SUMMARY: The developer of Wintergreen Townhomes has submitted a Multifamily Property Tax Exemption (MFTE) application for Phase 1 of the Wintergreen Townhomes development. The application requests approval under the 20-year MFTE program pursuant to Bainbridge Island Municipal Code (BIMC) 3.63.050.C.2 and Revised Code of Washington (RCW) Chapter 84.14. The 20-year MFTE program requires at least 25 percent of the total housing units to be built by or sold to a qualified nonprofit or local government that will assure permanent affordable homeownership and shall be permanently designated as affordable housing for households with incomes at or below low-income (up to 80% Area Median Income).

Wintergreen Townhomes Phase 1 is a 30 lot townhome development, and the developer has partnered with Housing Resources Bainbridge to designate 17 of the 30 lots for affordable housing. Housing Resources Bainbridge will add the 17 lots to its community land trust portfolio to manage long-term affordability .

City planning staff have reviewed the MFTE application, and have determined that it meets the requirements of BIMC 3.63 and Chapter 84.14 RCW for the 20-year MFTE program. The next steps are for the City to enter into a contract with the developer, and once completed, for the City Manager to approve a MFTE Conditional Certificate.

The contract provisions and the criteria for approving the conditional exemption certificate are established by Chapter 84.14 RCW and Chapter 3.63 BIMC. Note that an application may be denied only if there is substantial evidence that the application fails to meet the established criteria.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Authorize the City Manager to sign the Wintergreen Multifamily Tax Exemption Contract.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The City's MFTE program, BIMC Chapter 3.38, was approved in 2021; this is the first MFTE application the City has received and reviewed.

ATTACHMENTS:

[Wintergreen MFTE Contract.DOCX](#)

[Wintergreen Phase 1 Plat Affordability.pdf](#)

FISCAL DETAILS: The MFTE program is designed to provide an incentive for construction of affordable housing by exempting qualifying new housing from property taxes on the residential value of the new construction for up to 20 years after construction is complete. The property tax that would have been paid by the property owner of the new construction participating in the MFTE program is shifted to other taxpayers, resulting in no loss of property tax to taxing jurisdictions and a slight increase in property tax paid by other taxpayers. Using \$12.7 million as the estimated value of the residential construction for the Wintergreen project, a taxpayer would pay an additional \$5.26 annually in property tax, based on a \$1.1 million median Bainbridge Island home value.

Fund Name(s):

Coding:

WHEN RECORDED, MAIL TO:

City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110

ATTN: Christine Brown, City Clerk

WASHINGTON STATE COUNTY AUDITOR/RECORDER/S INDEXING FORM

Document Title(s) <i>(or transactions contained therein):</i> WINTERGREEN TOWNHOMES PHASE 1 MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION CONTRACT
Reference Number(s) of Documents assigned or released: Final Plat No. PLN51836 FSUB recorded under AFN202301190075 Declaration of Affordable Housing Covenants recorded under AFN202208090139 Building Permits Nos.: BLD 26972 MFR, BLD 27135 MFR, BLD 27890 MFR, BLD 27891 MFR ☐ Additional reference numbers on page ____ of document.
Grantor(s) <i>(Last name first, then first name and initials):</i> Wintergreen Townhomes LLC
Grantee(s): City of Bainbridge Island
Legal Description <i>(abbreviated form; i.e., lot, block, plat name, section-township-range):</i> PLAT OF WINTERGREEN TOWNHOMES PHASE 1, A PORTION OF THE SE QUARTER OF THE SW QUARTER OF THE SECTION 23, TOWNSHIP 25 NORTH, RANGE 02 EAST, W.M., ☒ Additional legal on Exhibit "A" of document.
Assessor's Property Tax Parcel Account Number(s): 5175-000-044-0003, 5175-000-045-0002, 5175-000-046-0001, 5175-000-047-0000, 5175-000-048-0009, 5175-000-049-0008, 5175-000-050-0004, 5175-000-051-0003, 5175-000-052-0002, 5175-000-053-0001, 5175-000-054-0000, 5175-000-055-0009, 5175-000-056-0008, 5175-000-057-0007, 5175-000-058-0006, 5175-000-059-0005, 5175-000-060-0002, 5175-000-061-0001, 5175-000-062-0000, 5175-000-063-0009, 5175-000-064-0008, 5175-000-065-0007, 5175-000-066-0006, 5175-000-067-0005, 5175-000-068-0004, 5175-000-069-0003, 5175-000-070-0000, 5175-000-071-0009, 5175-000-072-0008, 5175-000-073-0007, 5175-000-074-0006

The Auditor/Recorder will rely on the information provided on the form. The staff will not read the document.

MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION CONTRACT
[WINTERGREEN TOWNHOMES PHASE 1]

THIS MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION CONTRACT (the "Contract") is made and entered into by and between the City of Bainbridge Island, a Municipal Corporation of the State of Washington (the "City"); and Wintergreen Townhomes LLC , a Washington limited liability company (the "Applicant").

WHEREAS, the City has an interest in stimulating new construction or rehabilitation of multi-family housing in Residential Targeted Areas in order to increase and improve housing opportunities, provide affordable housing opportunities, and encourage development densities supportive of transit use; and

WHEREAS, the City has, pursuant to the authority granted to it by Revised Codes of Washington (RCW) Chapter 84.14, designated various areas of the City as Residential Targeted Areas for the provision of a limited property tax exemption for new or rehabilitation multi-family housing; and

WHEREAS, the City has, as set forth in Bainbridge Island Municipal Code (BIMC) Chapter 3.63, enacted a program whereby property owners may qualify for a Final Certificate of Tax Exemption which certifies to the Kitsap County Assessor that the owner is eligible to receive a limited property tax exemption; and

WHEREAS, the Owner is interested in receiving a limited property tax exemption for constructing thirty units of NEW multifamily housing ("Project") within the Winslow Plan Study Area Residential Targeted Area pursuant to BIMC 3.63.030; and

WHEREAS, the Owner submitted to the City a complete application for Property Tax Exemption outlining the proposed Project to be constructed on property located at 1309-1367 Nolta Loop NE in the City of Bainbridge Island ("Property") and legally described in Exhibit A of this Contract; and

WHEREAS, in consideration of the City's approval of Permit No. BLD 26972 MFR, BLD 27135 MFR, BLD 27890 MFR, BLD 27891 MFR, the Owner accepts certain conditions affecting the use of the Property and the improvements authorized by Permit Nos. PLN51836 FSUB, BLD 26972 MFR, BLD 27135 MFR, BLD 27890 MFR, BLD 27891 MFR. It is the purpose of this Contract to set forth those conditions and to impose enforceable restrictions on the use and occupancy of the residential portion of the Property; and

WHEREAS, on February 2, 2024, the City Manager determined that the application met all the eligibility and procedural requirements to qualify for a Conditional Certificate of Acceptance of Property Tax Exemption as provided in BIMC 3.63.070.A and C, except for entering in to and recording this Contract; and

WHEREAS, on February 27, 2024 the City Council authorized the City Manager to execute this contract; and

WHEREAS, the City has determined that the improvements will, if completed as proposed, satisfy the requirements for a Final Certificate of Tax Exemption.

NOW, THEREFORE, for and in consideration of the mutual promises aforesaid and made and relied upon by the parties hereto, and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Owner and the City mutually agree as follows:

SECTION 1 — DEFINITIONS

Unless otherwise expressly provided herein, the following terms shall have the respective meanings set forth below. If a term is not defined herein, then it shall be defined as provided in BIMC 3.63.020, BIMC 18.36.030 or given its usual and customary meaning.

“Affordable Units” means the seventeen units in the Project designated by the Owner and approved by the City, as set forth in Exhibit B, and reserved for occupancy by Eligible Households with maximum rents pursuant to Section 3.

“City’s Designee” mean that individual(s) authorized by the City to administer this Contract.

“Completion Date” means the date of the first certificate of occupancy issued by the City for the Project.

“Compliance Period” means 20 years from the date of initial occupancy of the Affordable Units.

“Dwelling Unit” means a residential living facility, used, intended, or designed to provide physically segregated complete independent living facilities for one or more persons, including living, sleeping, cooking and sanitation facilities.

“Eligible Household” means one or more adults and their dependents who meet the qualifications for eligibility set forth in Section 3.F. or Section 3.I.

“Household Income” means gross annual income from all household members over the age of 18 residing in the household. Gross annual income consists of all wages, benefits (e.g., military, unemployment, welfare), interest, and other such income. Income of dependents over the age of 18 who reside within a household for less than three (3) months of the year will not be counted toward Household Income.

“Household Size” means all of the persons, related or unrelated, occupying an Affordable Unit. For the purpose of calculating maximum Housing Expenses, studio apartments are assumed to have 1 person, with 1.5 persons per bedroom in larger units.

“Housing Expense” means a tenant’s costs for rent, parking for one motor vehicle if a parking space is available, Utilities or an equivalent Utility Allowance, and any recurring expenses required by the Owner as a condition of tenancy (including but not limited to renter’s insurance, pest control, and sewer system capacity charges). Expenses that the Owner makes optional, such as pet rent, extra storage space, or extra parking, are not considered Housing Expenses for the purpose of this Contract.

“Median Income” means the median family income for the Bremerton-Silverdale metropolitan statistical area as most recently published by the Secretary of Housing and Urban Development (HUD), as amended. In the event that HUD no longer publishes median family income figures, the City may estimate the Median Income applicable to the City in such manner as the City shall determine in its sole discretion.

“Property” means the real property, together with improvements, legally described in Exhibit A.

“Project” means the Owner’s multi-family residential building containing thirty Dwelling Units, also known as “Wintergreen Townhomes.”

“Utility” or “Utilities” means water, electricity, natural gas, sewer, and garbage collection but not including phone, internet service, or cable or satellite television.

“Utility Allowance” means that portion of Housing Expenses that the City determines, from time to time, is adequate for the reasonable Utility costs of Affordable Units in the event the Owner makes tenants responsible for payment for their own Utilities.

SECTION 2 — THE PROJECT

A. General Description. The Owner will construct the Project for purposes of providing multi-family rental housing, and the Owner shall own, manage, and operate (or cause the management and operation of) the Project. The Owner agrees to construct the Project in compliance with all applicable land use regulations and as approved and permitted by the City. In no event shall such construction provide less than fifty percent (50%) of the space for permanent residential occupancy as required by BIMC 3.63.050.B.

B. The Owner agrees to complete construction of the agreed upon improvements within three (3) years from the date the City issues the Conditional Certificate of Acceptance of Tax Exemption, or within any extension thereof granted by the City.

C. Conversion from Renter-Occupied to Owner-Occupied. In the event the Property is proposed for conversion to a condominium, owner-occupied, or non-rental residential use during the Compliance Period, the Owner must submit to the City for its review a plan for preserving the Affordable Units. The City may consider options which would convert the Affordable Units to owner- occupancy by Eligible Households and are consistent with the provisions of BIMC 3.63.050.C. The Owner must receive authorization from the City prior to conversion to condominium, owner-occupied, or non-rental residential use. This section does not waive the Owner's obligations to comply with any other law or regulations pertaining to conversion to ownership use.

SECTION 3 — AFFORDABLE UNITS FOR ELIGIBLE HOUSEHOLDS

A. Number of Affordable Units. The Project shall include the number and types of Affordable Units as set forth in the table below.

Dwelling Units in the Project

Unit Type (Bedrooms)	Affordable Units	Total Units
Studio		
Open 1-bedroom		
1-bedroom		
2-bedroom	17	30
3-bedroom		
4+ bedroom		
Total	17	30

B. Location. The location of the affordable housing units shall be approved by the City, with the intent that the units are generally mixed with all other market rate housing in the development. Unless otherwise approved by the City, Affordable Units shall not exceed forty percent (40%) of the dwelling units on any floor of a single building of the Project.

C. Similar Quality Construction. All of the Dwelling Units in the Project shall be constructed of similar quality. The Affordable Unit(s) shall have substantially the same net square footage, equipment, and amenities as other Dwelling Units in the Project with a comparable number of rooms.

D. Designation of Affordable Units. The Owner agrees to designate the Dwelling Units identified in Exhibit B as Affordable Units. The Owner, from time to time, may propose to change the specific Dwelling Units designated as Affordable Units herein, in which case the Owner shall notify the City of the proposed change in writing for the City's approval. The City will review the proposed changes and shall approve or deny the proposed changes based upon the

criteria that at all times at least seventeen of all of the Dwelling Units in the Project are designated as Affordable Units, and provided that at all times the same unit mix and affordability mix is retained.

E. Maximum Rents for Affordable Units.

(1) The Housing Expense of an Affordable Unit shall not exceed thirty percent (30%) of eighty percent (80%) of Median Family Income, with adjustments for assumed Household Size.

(2) An Affordable Unit's contract rent shall not exceed the unit's maximum Housing Expense less a Utility Allowance, if applicable, and any other recurring expenses required by the Owner as a condition of rental.

(3) No Affordable Unit's tenant shall have more than one rent increase for the same Unit in any twelve (12)-month period; provided, however, that in the event an Affordable Unit's lease expires and said tenant elects to continue leasing the Affordable Unit on a month-to-month tenancy, and the tenant remains an Eligible Household, the Owner may increase the rent for that Affordable Unit up to once every thirty (30) days but no higher than the maximum contract rent as set forth in this section.

F. Renting Affordable Units to Eligible Households. During the Compliance Period, the Owner shall lease or rent, or make available for lease or rental, to Eligible Households all of the Affordable Units in the Project. If at any time the Owner is unable to rent or lease an Affordable Unit, then the Affordable Unit shall remain vacant pending rental or lease to Eligible Households.

G. Income Qualifications for Eligible Households.

(1) To qualify as an Eligible Household for initial occupancy of an Affordable Unit, a household's Household Income may not exceed eighty percent (80%) of Median Family Income, with adjustments for assumed Household Size.

(2) At time of recertification, as provided in Section I below, a tenant will remain an Eligible Household as long as said tenant's Household Income does not exceed the Maximum Income for Recertification.

H. Occupancy Limits for Affordable Units. The Owner shall utilize the following occupancy standards for Affordable Units:

Occupancy Limits	
Unit Type (Bedrooms)	Minimum Occupants
Studio	1 person
1-bedroom	1 person
2-bedroom	2 persons
3-bedroom	3 persons
4-bedroom	4 persons

I. Completion of Certificate of Household Eligibility. Prior to allowing any household to occupy any Affordable Unit, the Owner shall require the prospective tenant to complete a Certification of Household Eligibility ("COHE") that shall be substantially in the form set forth in Exhibit C. The Owner shall also undertake a good faith effort to verify the prospective tenant's Household Income, as reported on the completed COHE. The Owner's obligation to verify the reported Household Income shall be limited to requesting copies of and reviewing the prospective tenant's federal income tax returns, unless the Owner has actual knowledge, or reason to believe, that the information provided by the prospective tenant is materially inaccurate. In the event federal income tax returns are not available, the Owner

shall verify Household Income using wage or salary statements, or other income records that the City may consider appropriate.

J. Household Eligibility Recertification. At each renewal of a lease for an Affordable Unit, the Owner shall require all tenants occupying Affordable Units to complete and return to the Owner an updated COHE. The Owner shall undertake a good faith effort to verify the reported Household Income as set forth in Section 3(H). If a tenant's Household Income exceeds the Maximum Income for Recertification set forth below when the tenant's lease expires, then within ninety (90) calendar days either (a) the Owner may charge said tenant the current, applicable market rent for the Dwelling Unit and the Owner must designate and rent the next available comparable market rate Dwelling Unit as an Affordable Unit, or (b) the tenant must vacate the Dwelling Unit, unless otherwise prohibited by law, so as to make it available for an Eligible Household.

Maximum Household Income for Recertification

Unit Type (Bedrooms)	Percent of Median Income
Studio	90%
1-bedroom	90%
2-bedroom	100%
3-bedroom	100%
4-bedroom	100%

K. Equal Access to Common Facilities. Tenants of the Affordable Units shall have equal access to all amenities and facilities of the Project, such as parking, fitness centers, community rooms, and swimming pools. If a fee is charged for the use of an amenity or facility, then all tenants in the Project must be charged equally for such use. If the City prohibits a fee for certain amenities or facilities included in the Project, such as parking, the Owner shall include such amenities or facilities in the rent price of an Affordable Unit. Parking is not guaranteed for all units and will be provided on a first-come, first-served basis.

SECTION 4 – MULTI-FAMILY LIMITED PROPERTY TAX EXEMPTION

A. The City agrees to issue the Owner a Conditional Certificate of Acceptance of Tax Exemption ("Conditional Certificate") once this Contract is approved by the City Council, fully executed, and recorded with the Kitsap County Auditor's Office. The Conditional Certificate shall expire three (3) years from the date the City Manager approved the Owner's application for tax exemption, unless extended by the City Manager as provided in BIMC 3.63.080.

B. The Owner shall, upon completion of the improvements and upon issuance by the City of a temporary or permanent certificate of occupancy, file with the City Manager an application for Final Certificate of Tax Exemption ("Final Certificate") with the information required by BIMC 3.63.090. Required information includes:

- (1) A statement of expenditures made with respect to each multi-family housing unit and the total expenditures made with respect to the entire Property;
- (2) A description of the completed work and a statement of qualification for the exemption;
- (3) The total monthly rent or total sale amount of each multifamily housing unit rented or sold to date;

(4) A statement that the work was completed within the required three-year period or any authorized extension; and

(5) A statement that the Project meets affordable housing requirements of BIMC 3.63.050.C.

C. The City agrees, conditioned on the Owner's successful completion of the improvements in accordance with the terms of this Contract and on the Owner's filing of the materials described in Section B above, to file a Final Certificate with the Kitsap County Assessor within forty (40) days of application.

D. The Owner agrees, by December 15 of the year in which the City issued a Final Certificate for the Project, to provide the City information sufficient to complete the City's report to the Washington State Department of Commerce as set forth in BIMC 3.63.110.

E. If the Owner converts any of the new or rehabilitated multi-family housing units constructed under this Contract into another use, the Owner shall notify the Kitsap County Assessor and the City Manager within sixty (60) days of such change in use pursuant to BIMC 3.63.120.B.

F. Owner agrees that the Contract is subject to the City of Bainbridge Island Multi-Family Housing Tax Exemption set forth in BIMC Chapter 3.63.

SECTION 5 — ENFORCEMENT

A. Enforcement Provisions. The Owner shall exercise reasonable diligence to comply with the requirements of this Contract and shall correct any such noncompliance within sixty (60) calendar days after such noncompliance is first discovered by the Owner, or would have been discovered by the exercise of reasonable diligence, or within sixty (60) calendar days after the Owner receives notice of such noncompliance from the City, whichever is earliest; provided however, that such period for correction may be extended by the City if the Owner is exercising due diligence to correct the noncompliance. If such noncompliance remains uncured after such period, then the Owner shall be in default and the City on its own behalf may take any one or more of the following actions:

(1) By any suit, action or proceeding at law or in equity, require the Owner to perform its obligations under this Contract, or enjoin any acts or things which may be unlawful or in violation of the rights of the City hereunder; it being recognized that the beneficiaries of the Owner's obligations hereunder cannot be adequately compensated by monetary damages in the event of the Owner's default;

(2) Have access to, and inspect, examine and make copies of, all of the books and records of the Owner pertaining to the Project. Provided, however, the City shall not divulge such information to any third party unless required by law or unless the same is necessary to enforce the City's rights hereunder; and

(3) Take such other action at law or in equity as may appear necessary or desirable to enforce the obligations, covenants, conditions and agreements of the Owner under this Contract.

SECTION 6 – CANCELLATION OF TAX EXEMPTION

A. The City reserves the right to cancel the Final Certificate should the Owner, its successors and assigns, fail to comply with any of the terms and conditions of this Contract, BIMC 3.63.120, or for any reason that the Project or that portion of the Property on which the Project is constructed no longer qualifies for the tax exemption.

B. Upon determining that a tax exemption is to be canceled, the City Manager shall notify the Owner by certified mail, return receipt request. The Owner may appeal the determination in accordance with BIMC 3.63.120.F.

C. The Owner acknowledges that, in the event the City cancels the tax exemption, state law requires that an additional real property tax is to be imposed in the amount of (1) the difference between the tax paid and the tax that would have been paid if it had included the value of the non-qualifying improvements, dated back to the date that the improvements became non-qualifying; (2) a penalty of twenty percent (20%) of the difference calculated under (1) of this Paragraph C; and (3) interest at the statutory rate on delinquent property taxes and penalties, calculated from the date the tax would have been due without penalty if the improvements had been assessed without regard to the exemptions provided by Chapter 84.14 RCW and BIMC 3.63. The Owner acknowledges that, pursuant to RCW 84.14.110, any additional tax owed, together with interest and penalty, become a lien on that portion of the Property on which the Project is constructed and attached at the time the portion of the Property is removed from multi-family use or the amenities no longer meet applicable requirements, and that the lien has priority to and must be fully paid and satisfied before a recognizance, mortgage, judgment, debt, obligation, or responsibility to or with which the Property may become charged or liable. The Owner further acknowledges that RCW 84.14.110 provides that any such lien may be foreclosed in the manner provided by law for foreclosure of liens for delinquent real property taxes.

SECTION 7 — REPORTING REQUIREMENTS

A. Notice of Occupancy Permit. The Owner shall notify the City's Designee of receipt of the first occupancy permit for the Project within thirty (30) calendar days of the permit's issuance.

B. Initial Project Certification. After the Completion Date and until ninety percent (90%) of all rental units in the Project are occupied, the Owner shall file with the City a Project Certification report, substantially in the form of Exhibit D, attached with copies of the COHE required under Section 3 of this Contract.

C. Annual Project Certification. The Owner shall file with the City Manager, within thirty (30) days following the first anniversary of the City's filing of the Final Certificate and each year thereafter for the duration of the property tax exemption, a report substantially in the form of Exhibit D, attached with copies of the COHE and which includes information required by BIMC 3.63.110, which includes:

(1) A statement of occupancy and vacancy of the newly constructed or rehabilitated Project during the past twelve (12) months ending with the anniversary date;

(2) A certification by the Owner that the Project has not changed use since the date the City approved the Final Certificate and that Project conforms with the requirements of this contract and the applicable requirements of BIMC 3.63;

(3) A description of any subsequent changes or improvements constructed after issuance of the Final Certificate;

(4) The total monthly rent of each multifamily housing unit rented or the total sale amount of each unit sold during the 12 months ending with the anniversary date;

(5) A breakdown of the number, type, and specific multifamily housing units rented or sold during the 12 months ending with the anniversary date;

(6) If granted a 12-year or 20-year exemption, information demonstrating the owner's compliance with the affordability requirements of this chapter, including, but not limited to, the income of each renter household at the time of initial occupancy or the income of each purchaser of owner-occupied units at the time of purchase;

(7) The value of the tax exemption for the project; and

(8) Any additional information requested by the city pursuant to meeting any reporting requirements under Chapter 84.14 RCW.

D. Maintain Complete Records. The Owner shall maintain complete and accurate records pertaining to the Affordable Units and shall, during regular business hours, permit any duly authorized representative of the City, including, without limitation, the City's Designee, to inspect the books and records of the Owner pertaining to the Affordable Units, including the Initial and Annual Project Certifications, and if applicable, income documentation of households residing in Affordable Units in the Project. The Owner's failure to maintain such records or failure to allow inspection by the City or any duly authorized representative shall constitute a material default hereunder. The Owner shall retain all records pertaining to the Affordable Units for at least six (6) years.

E. Form of Certification. Notwithstanding anything in this Section to the contrary, the Owner shall submit all documentation required by this Section on the forms designated herein, which may be modified by the City from time to time. Changes to forms by the City shall not increase the Owner's obligations hereunder.

SECTION 8 — SUBSIDIZED TENANTS

The Owner shall accept as tenants for Affordable Units, on the same basis as all other prospective households, households who receive state or federal rent subsidies, such as Housing Choice Vouchers under Section 8 of the United States Housing Act of 1937, or other rent subsidies. The Owner shall not apply, or permit the application of, management policies or lease provisions with respect to the Project which have the effect of precluding occupancy of any Dwelling Units by rent subsidy recipients.

SECTION 9 — LEASE PROVISIONS

A. It is the Owner's responsibility to screen and select tenants for desirability and credit worthiness. Except as restricted in this Contract and under state and federal law, such selection is within the Owner's discretion. If written management policies exist, or exist in the future, with respect to the Project, the City may review such written policies and may require changes in such policies, if necessary, so that the policies comply with the requirements of this Contract.

B. All leases for Eligible Households shall contain clauses wherein each individual lessee: (i) certifies the accuracy of the statements made in the COHE, (ii) agrees that the Household Income and other eligibility requirements shall be deemed substantial and material obligations of the tenancy, and (iii) agrees that misrepresentation in the COHE is a material breach of the lease, entitling the Owner to immediately terminate tenant's lease for the Affordable Unit.

SECTION 10 — SALE OR TRANSFER OF THE PROJECT

The Owner hereby covenants and agrees not to sell, transfer or otherwise dispose of the Project or any portion thereof without first providing a written statement executed by the purchaser that the purchaser understands the Owner's duties and obligations under this Contract and will enter into a contract with the City for the continuation of those obligations. Such notice must be received by the City at least ten (10) working days prior to the close of escrow.

SECTION 11 — TERM

This Contract shall become effective upon its execution and shall continue in full force and effect throughout the Compliance Period, unless sooner modified or terminated by the City or property owner consistent with BIMC 3.63.120, as adopted on the date of execution of this Agreement.

SECTION 12 — NO DISCRIMINATION

The Owner shall not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, age, national origin, marital status, citizenship or immigration status, honorably discharged veteran or military status, or presence of any mental or physical handicap as set forth in RCW 49.60.030, as now existing and as may be amended, in the lease,

use, or occupancy of the Project or in connection with the employment or application for employment of persons for the operation and management of the Project.

SECTION 13 — COVENANTS RUN WITH LAND

A. The City and Owner hereby declare their understanding and intent that the covenants, conditions and restrictions set forth herein directly benefit the land (i) by enhancing and increasing the enjoyment and use of the Project by certain Eligible Households, and (ii) by furthering the public purposes of providing housing for Eligible Households.

B. The City and the Owner hereby declare that the covenants and conditions contained herein shall bind the Owner and all subsequent owners of the Project or any interest therein, and the benefits shall inure to the City, all for the Compliance Period. Except as provided in Section 12 of this Contract, each and every contract, deed or other instrument hereafter executed conveying the Project or any portion thereof or interest therein shall contain an express provision making such conveyance subject to the covenants and conditions of this Contract, provided however, that any such contract, deed or other instrument shall conclusively be held to have been executed, delivered and accepted subject to such covenants and conditions, regardless of whether or not such covenants and conditions are set forth or incorporated by reference in such contract, deed or other instrument.

C. Hold Harmless. The Owner shall defend, indemnify, and hold the City, its officers, officials, employees, volunteers and its Designee and any other party authorized hereunder to enforce the terms of this Contract, harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or resulting from this Contract. This provision shall survive termination or expiration of this Contract.

D. No Third-Party Beneficiaries. The provisions of this Contract and of the documents to be executed and delivered in connection herewith are and will be for the benefit of the Owner and the City only and, are not for the benefit of any third party (including, without limitation, any tenants or tenant organizations), and accordingly, no third party shall have the right to enforce the provisions of this Contract or of the documents to be executed and delivered in connection herewith.

E. The provisions, covenants, and conditions contained in this Contract are binding upon the parties hereto and their legal heirs, representatives, successors, assigns, and subsidiaries and are intended to run with the land.

SECTION 14 — FORECLOSURE

In the case of any foreclosure, the immediate successor in interest in the Property pursuant to the foreclosure shall assume such interest subject to the lease(s) between the prior Owner and the tenant(s) and to this Contract for Affordable Units. This provision does not affect any state or local law that provides longer time periods or other additional protections for tenants.

SECTION 15 — ESTOPPEL CERTIFICATE

The City agrees, upon the request of the Owner or its successor in interest, to promptly execute and deliver to the Owner or its successor in interest or to any potential or actual purchaser, mortgagor, or encumbrancer of the Project, a written certificate stating, if such is true, that the City has no knowledge of any violation or default by the Owner of any of the covenants or conditions of this Contract, or if there are such violations or defaults, the nature of the same.

SECTION 16 — AGREEMENT TO RECORD

The Owner shall cause this Contract to be recorded in the real property records of Kitsap County, Washington. The Owner shall pay all fees and charges incurred in connection with such recording and shall provide the City with a copy of the recorded document.

SECTION 17 — RELIANCE

The City and the Owner hereby recognize and agree that the representations and covenants set forth herein may be relied upon by City and the Owner. In performing its duties and obligations hereunder, the City may rely upon statements and certificates of the Owner and Eligible Households, and upon audits of the books and records of the Owner pertaining to occupancy of the Project. In performing its duties hereunder, the Owner may rely on the Certificates of Household Eligibility unless the Owner has actual knowledge or reason to believe that such Certificates are inaccurate.

SECTION 18 — GOVERNING LAW

This Contract shall be governed by the laws of the State of Washington, except to the extent such laws conflict with the laws of the United States or the regulations of federally insured depository institutions or would restrict activities otherwise permitted in relation to the operation of federally insured depository institutions. Venue for any legal actions shall be in Kitsap County Superior Court or, if pertaining to federal laws, the U.S. District Court for Western Washington.

SECTION 19 — NO CONFLICT WITH OTHER DOCUMENTS

The Owner warrants that it has not executed and will not execute, any other agreement with provisions contradictory to, or in opposition to, the provisions hereof, and that in any event the requirements of this Contract are paramount and controlling as to the rights and obligations herein set forth and supersede any other requirements in conflict herewith.

SECTION 20 — AMENDMENTS

This Contract shall be amended only by a written instrument executed by the parties hereto or their respective successors in interest, and duly recorded in the real property records of Kitsap County, Washington. Amendments to Exhibit B shall be considered approved in writing when the Revised Exhibit B is signed by the Owner and the City without the need for a further written document attaching the revised exhibit and striking prior versions of the exhibit. In the event of conflict between versions of Exhibits B, the version maintained by the City as the then-current version, signed by Owner and City, shall prevail.

SECTION 21 — NOTICE

A. Any notice or communication hereunder, except legal service of process, shall be in writing and may be given by registered or certified mail. The notice or communication shall be deemed to have been given and received when deposited in the United States Mail, properly addressed with postage prepaid. If given otherwise, it shall be deemed to be given when delivered to and received by the party to whom addressed. Such notices and communications shall be given to the Parties' representatives hereto at their following addresses:

If to the City:
City of Bainbridge Island
280 Madison Ave. N
Bainbridge Island, WA 98110
Attn: City Manager

If to the Owner:
Wintergreen Townhomes LLC
PO Box 2879
Poulsbo, WA 98370
Attn: David Smith

With a copy to:
Housing Resources Bainbridge
PO Box 11391
Bainbridge Island, WA 98110
Attn: Phedra Elliott

B. Any party may change its identified representative and address for notices upon ten (10) calendar days prior written notice to the other parties. Legal counsel for a party may deliver notices on behalf of the represented party and such notice shall be deemed delivered by such party.

SECTION 22 — SEVERABILITY

If any provision of this Contract shall be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.

SECTION 23 — CONSTRUCTION

Unless the context clearly requires otherwise, words of the singular number shall be construed to include the plural number, and vice versa, when appropriate. All the terms and provisions hereof shall be construed to effectuate the purposes set forth in this Contract and to sustain the validity hereof.

SECTION 24 — TITLES AND HEADINGS

The titles and headings of the sections of this Contract have been inserted for convenience of reference only, are not to be considered a part hereof and shall not in any way modify or restrict any of the terms or provisions hereof or be considered or given any effect in the construing this document or any provision hereof or in ascertaining intent, if any question of intent shall arise.

SECTION 25 – COUNTERPART ORIGINALS

This Agreement may be executed in any number of counterpart originals, each of which shall be deemed to constitute an original agreement, and all of which shall constitute one agreement. The execution of one counterpart by a Party shall have the same force and effect as if that Party had signed all other counterparts.

SECTION 26 – AUTHORITY TO EXECUTE

Each person executing this Agreement on behalf of a Party represents and warrants that he or she is fully authorized to execute and deliver this Agreement on behalf of the Party for which he or she is signing. The Parties hereby warrant to each other that each has full power and authority to enter into this Agreement and to undertake the actions contemplated herein and that this Agreement is enforceable in accordance with its terms.

IN WITNESS WHEREOF, the Owner and City have each executed the Multi-Family Housing Limited Property Tax Exemption Contract as of the later of the signature dates included below.

[Signature pages follow.]

APPLICANT, _____

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

STATE OF WASHINGTON

)

: ss

COUNTY OF _____

)

On this ____ day of _____, 202__, before me personally appeared _____, to me known to be the _____, of _____, a Washington limited liability company, the entity that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said entity, for the uses and purposes therein mentioned, and on oath stated that they were authorized to execute the said instrument, and that said instrument was the free and voluntary act and deed of said entity for the uses and purposes therein mentioned.

In Witness Whereof I have hereunto set my hand and affixed by official seal the day and year first above written.

Print name: _____

Notary Public in and for the State of
Washington

Residing at: _____

My commission expires: _____

STATE OF WASHINGTON)
 : ss
COUNTY OF KITSAP)

On this ____ day of _____, 202__, before me personally appeared BLAIR KING, to me known to be the CITY MANAGER of the CITY OF BAINBRIDGE ISLAND, a Washington municipal corporation, the city that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said city, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute the said instrument, and that said instrument was the free and voluntary act and deed of said city for the uses and purposes therein mentioned.

In Witness Whereof I have hereunto set my hand and affixed by official seal the day and year first above written.

Print name: _____
Notary Public in and for the State of
Washington
Residing at: _____
My commission expires: _____

Attachments

Exhibit A: Legal Description

Exhibit B: Designation of Affordable Units

Exhibit C: Certification of Household Eligibility Form

Exhibit D: Annual Income Certification form.

Exhibit E: Annual Project Certification Form

Exhibit A

Legal Description

RECORDED PLAT OF WINTERGREEN TOWNHOMES PHASE I - #5715 VOL 36 PGS 97-105 AFN202301190075 RESULTANT PARCEL D OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NO. 201607270165, AND AS DEPICTED ON SURVEY RECORDED UNDER AUDITOR'S FILE NO. 201607270166, IN VOLUME 82 OF SURVEYS, PAGE 209, RECORDS OF KITSAP COUNTY, WASHINGTON, BEING A PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF THE SECTION 23, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., CITY OF BAINBRIDGE ISLAND, IN KITSAP COUNTY, WASHINGTON; TOGETHER WITH AND SUBJECT TO EASEMENTS, RESTRICTIONS AND RESERVATIONS OF RECORD.

Exhibit B: Designation of Affordable Units

	Studio	1-Bed.	2-Bed.	3-Bed.	4+ Bed.	Total units
Affordable Dwellings by Unit Numbers (e.g. #104)	0	0	All Units have Nolta Loop NE Addresses: 1309, 1311, 1313, 1315. 1317, 1319, 1321, 1323, 1325, 1327, 1329, 1331, 1333, 1335, 1363, 1365, 1367	0	0	17

Exhibit C: Certification of Household Eligibility Form

Details for Income-Restricted Units: For each income-restricted unit listed below, the property owner must attach the tenant's completed and signed Annual Income Certification form.

Unit number	Tenant last name	Household (HH) size	Tenant move-in date	Current lease start date	Monthly HH income	Afford. level (% AMI)	Monthly Rent
1309							
1311							
1313							
1315							
1317							
1319							
1321							
1323							
1325							
1327							
1329							
1331							
1333							
1335							
1363							
1365							
1367							



Multifamily Property Tax Exemption (MFTE) Annual Income Certification Form

This form is to be filled out by the tenant and returned to the property manager by [Date].

Tenant name: _____

Unit number: _____

Monthly rent: _____

Monthly utilities paid by tenant: _____

Number of persons in household: _____

Current annual income: _____

Amount of income received from each source in the past 12 months:

Income source	Amount
Employment	
Payments in lieu of earnings (e.g., unemployment, disability compensation)	
Income from business operations and income from real or personal property	
Periodic payments (e.g., Social Security, pensions, child support)	
Public assistance payments	

I/we certify that the information presented in this form is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of the lease agreement.

Tenant signature: _____ Date: _____

Tenant signature: _____ Date: _____

Tenant signature: _____ Date: _____

Exhibit E: Annual Project Certification Form

Reporting Requirements

The property owner must file this annual report with the City of Bainbridge Island Department of Planning and Community Development within thirty (30) days after the first anniversary of the date the Final Certificate of Tax Exemption was filed and recorded with the county assessor, and each year thereafter for the term of the exemption period. Failure to submit this annual declaration may result in cancellation of the tax exemption.

Applicant

Name: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Owner

Name: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Project Information

Project Address: _____

Tax Assessor Parcel Number(s): _____

Project Name: _____

Date Final Certificate of Tax Exemption for this property was filed: _____

Has the property changed from multifamily use since the date of filing the Final Certificate of Tax Exemption?

Yes

No

Are any units in the property offered as short-term (less than 1 month) rental units?

Yes

No

If the property has changed use since the date of filing the Final Certificate of Tax Exemption, describe the changes.

Describe any improvements made to the property after the filing the Final Certificate of Tax Exemption or the last annual report.

Details for Income-Restricted Units: For each income-restricted unit listed below, the property owner must attach the tenant's completed and signed Annual Income Certification form.

	Studio	1-Bed.	2-Bed.	3-Bed.	4+ Bed.	Total units
Affordable Dwellings by Unit Numbers (e.g. #104)	0	0	All Units have Nolita Loop NE Addresses: 1309, 1311, 1313, 1315. 1317, 1319, 1321, 1323, 1325, 1327, 1329, 1331, 1333, 1335, 1363, 1365, 1367			17

Affirmation

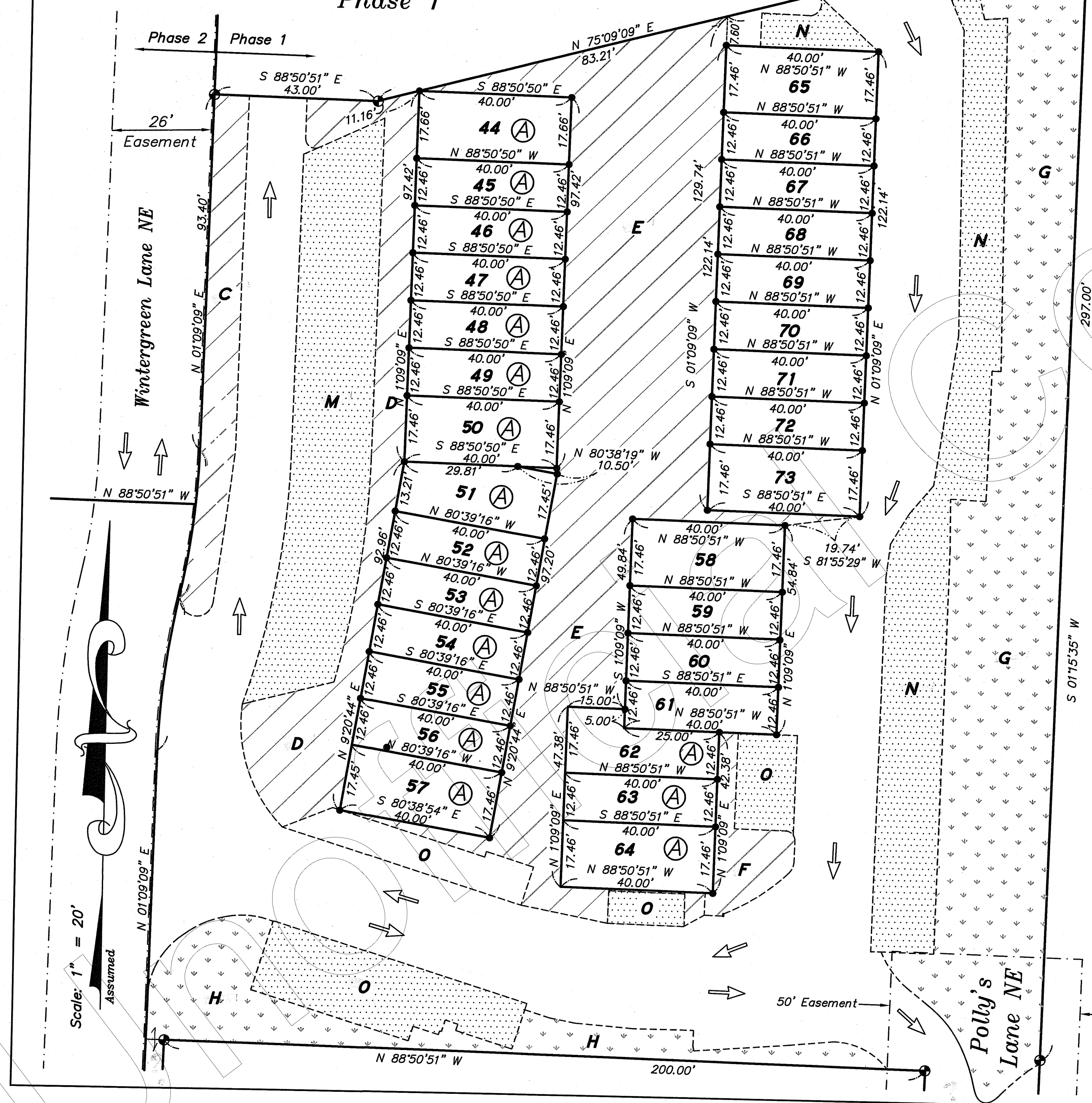
As taxpayer(s) of the land described in this application, I declare under penalty of perjury under the laws of the State of Washington that this application and any accompanying documents have been examined by me and that they are true, correct, and complete to the best of my knowledge.

Owner signature: _____ Date: _____

Attachments

[Annual income certification forms for income-restricted units]

Plat of Wintergreen Townhomes, Phase I
A Plat Community
SE 1/4 SW 1/4, Sec. 23, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington
Phase 1



Lot Areas			
44	706 sq. ft.	60	498 sq. ft.
45	498 sq. ft.	61	498 sq. ft.
46	498 sq. ft.	62	573 sq. ft.
47	498 sq. ft.	63	498 sq. ft.
48	498 sq. ft.	64	698 sq. ft.
49	498 sq. ft.	65	698 sq. ft.
50	698 sq. ft.	66	498 sq. ft.
51	636 sq. ft.	67	498 sq. ft.
52	498 sq. ft.	68	498 sq. ft.
53	498 sq. ft.	69	498 sq. ft.
54	498 sq. ft.	70	498 sq. ft.
55	498 sq. ft.	71	498 sq. ft.
56	498 sq. ft.	72	498 sq. ft.
57	698 sq. ft.	73	698 sq. ft.
58	698 sq. ft.		
59	498 sq. ft.		

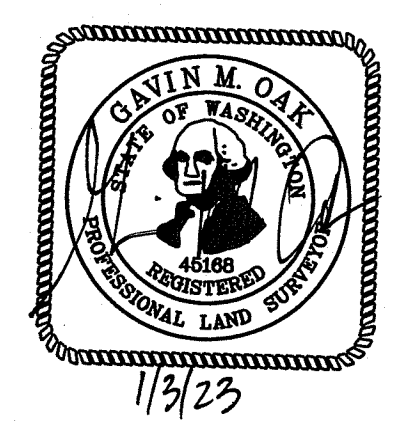
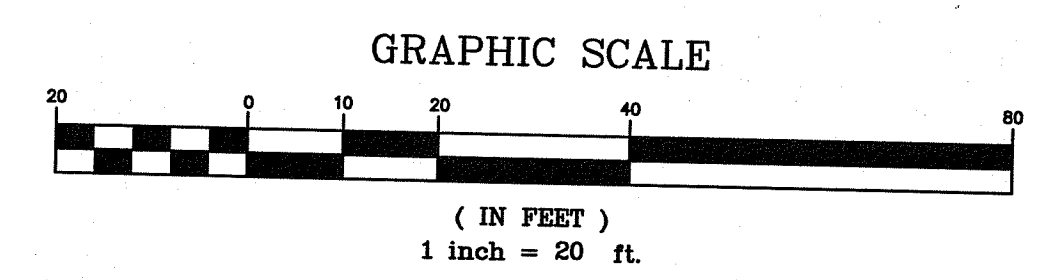
Note: Lot areas shown above equal maximum lot coverage for each lot. An additional 2,500 sq. ft. shall be allocated to the Community Space Tracts in Phase I.

Areas	
Resultant Lot D	70,814 sq. ft.
Natural Area	9,456 sq. ft.
Community Space	11,837 sq. ft.
Parking	9,072 sq. ft.

Affordable Housing as Defined in BIMC 18.36
All units designated as affordable units on this plan shall be Affordable Housing as defined in Bainbridge Island Municipal Code (BIMC) 18.36 as the same exists on the date this plat is recorded. For further details, see the BIMC and the Declaration of Affordable Housing Covenants recorded under Kitsap County Auditor's File No. 202208090139.

The townhomes on the lots designated as Affordable Housing, Lots 44-57 and 62-64, shall be built before or at the same time as the townhomes on Lots 58-61 and 65-73.

- Legend**
- [Hatched Box] = Community Space Tract
 - [Dashed Box] = Natural Area Tract
 - [Dotted Box] = Parking Tract
 - [Arrow Box] = Access easement
 - [Circle with A] = Affordable townhouse
 - [Dot] = Set 3/4" iron pipe or magnetic nail with washer
 - [Circle with cross] = Set 2" brass disk monument in concrete



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

DATE 1/3/23 FIELD BOOK
DRAWING 6877P9 SHEET 9/9



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 27, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Authorize the City Manager to Execute a Construction Contract with Sound Pacific Construction LLC for the Bundled Madison Avenue Non-Motorized & Sewer Improvements Project in the Amount of \$4,269,227.40 (\$3,876,680.70 Tax Supported; \$392,546.70 Sewer Fund) - Public Works

SUMMARY: City staff are requesting that the City Council authorize the City Manager to award the Bundled Madison Avenue Non-Motorized & Sewer Improvements Project construction contract to Sound Pacific Construction LLC in the amount of \$4,269,227.40.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to execute a construction contract with Sound Pacific Construction LLC in the amount of \$4,269,227.40 for the Bundled Madison Avenue Non-Motorized & Sewer Improvements Project.

COMMUNITY ENGAGEMENT AND OUTREACH: The Public Works Department will be preparing a community engagement plan to keep impacted businesses and residents informed during construction.

FISCAL IMPACT:

Amount:	\$4,269,227.40
Ongoing Cost:	N/A
One-Time Cost:	TBD
Included in Current Budget?	Yes

BACKGROUND: The Bundled Madison Avenue Non-Motorized & Sewer Improvements Project will replace the existing roadway surface and sewer force main (High School Road to New Brooklyn Avenue), install dedicated/revised existing bike lanes, pedestrian ramps, driveways, and landscaped buffers; relocate catch basin and storm-water laterals; infill sidewalk; implement traffic calming; and other related work between Winslow Way and SR 305.

Project plans can be viewed on the City's project page: <https://www.bainbridgewa.gov/1310>

Bids were solicited through the Daily Journal of Commerce and the City's Bids & Awards webpage and listserv. The bid opening was held on January 19th and five bids were received.

Per Section 1-02.6 of the Project Manual, “the successful Bidder will be the Bidder submitting the lowest responsible Bid for the highest order Preference that is within the amount of available funds for the project.” All five bidders submitted bids for Preference 1 (Base Bid + Alternative A1 + Alternative A2 + Alternative A3) were within the available project funds, and so a winning bidder was selected using the Preference 1 bids.

City staff reviewed the bids results and the contractor’s qualifications and recommends that City Council award the Madison Avenue Bundled Project to the apparent responsive low bidder, Sound Pacific Construction LLC, in the amount of \$4,269,227.40. See attached bid form. The engineer’s estimate is \$5,300,000.

ATTACHMENTS:

[FBB Madison Ave NMI Sound Pacific Construction.docx](#)

[Bid Form Madison Ave NonMotorized Improvements.docx](#)

[CIP Bundled Madison Ave NonMotorized & Sewer Improvements 01100.pdf](#)

[CIP Madison Avenue Non-Motorized & Sewer Improvements 01088.pdf](#)

FISCAL DETAILS: Capital Improvement Plan Projects #01088 and #01100. See attached project pages.

The Madison Avenue Bundled Project amount of \$4,269,227.40 will be funded as follows: \$3,876,680.70 Tax Supported and \$392,546.70 Sewer Fund.

The approved budget for construction is approximately \$5.6M (\$4.8M Tax Supported; \$800K Sewer Fund.) The Public Works staff recommend retaining all of the budgeted funds in the project for contingency purposes until the construction is more than 60% complete.

Fund Name(s): Sewer Fund

Coding: Capital Improvement Plan Projects #01088 and #01100.

CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT (“Contract”), made the __, day of _____, 2024, by and between the City of Bainbridge Island, a Washington State municipal corporation (“City” and/or “CONTRACTING AGENCY”) and Sound Pacific Construction LLC, a Washington state limited liability company (“CONTRACTOR”).

WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings, and other contract documents to be prepared for certain Work as described therein, known as the BUNDLED MADISON AVENUE NON-MOTORIZED & SEWER IMPROVEMENTS, and

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

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of Four Million Two Hundred Sixty-Nine Thousand Two Hundred Twenty-Seven and 40/100 Dollars (\$4,269,227.40) (“Contract Price”) for the fulfillment of the Work and the performance of the covenants set forth herein.

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

1. This Contract, including the form “Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices”
2. The Standard Specifications for Road, Bridge, and Municipal Construction, 2023 edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter “Standard Specifications”)
3. Amendments to the Standard Specifications
4. Special Provisions
5. Indemnity and Insurance Agreement
6. Special Indemnity and Insurance Agreement
7. Prevailing Wage Schedules and Regulations
8. Specifications, Drawings, Details, and all other Documents contained in and made applicable by this Contract and the Project Manual
9. Certification of Compliance with Wage Payment Statutes
10. All Plans, Drawings, Specifications, and Addenda issued prior to the Bid Opening Date.

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

CONTRACTOR’s Initials: _____

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

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

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

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

CONTRACTOR:
SOUND PACIFIC CONSTRUCTION LLC

By: _____

Its: _____

Date: _____

CITY OF BAINBRIDGE ISLAND

By: _____

Blair King, City Manager

Date: _____

Payment Bond

KNOW ALL PEOPLE BY THESE PRESENTS:

BOND NO.: _____

That we, _____, the CONTRACTOR, herein referred to as PRINCIPAL, and _____, as SURETY, are held and firmly bound unto THE CITY OF BAINBRIDGE ISLAND (hereinafter the "OWNER") in the full sum of _____ dollars (\$_____), lawful money of the United States, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, and administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS of this obligation are such that, whereas, the PRINCIPAL has entered into an agreement in writing with the OWNER, dated _____, 2024, for the construction of the **City of Bainbridge Island's BUNDLED MADISON AVENUE NON-MOTORIZED & SEWER IMPROVEMENTS**, according to the terms, conditions, and covenants specified in the Contract including all of the Contract Documents therein referred to, which are hereby referred to and made a part hereof as fully and completely as though set forth in detail herein, and

WHEREAS, it is understood and made a part of the consideration for this obligation that the OWNER shall have the right to sue on this bond in its own name to recover for any loss, injury, damage, or liability whatsoever sustained or incurred by it by reason of the PRINCIPAL's failure to pay all laborers, mechanics, and subcontractors and material men, and all persons who shall supply such person or persons and such PRINCIPAL or subcontractors with provisions and supplies for the carrying on of such Work as defined and required by chapter 39.08 RCW, any breach of the contract documents, or of any provision in this bond, in the same manner and to the same extent as though this obligation ran directly to the OWNER.

NOW, THEREFORE, if the PRINCIPAL shall well, truly, and faithfully perform all of the provisions and fulfill all of the undertakings, covenants, terms, conditions, and agreements for payment of all persons laborers, mechanics, and subcontractors and material men, and all persons who shall supply such person or persons and such PRINCIPAL or subcontractors with provisions and supplies for the carrying on of such Work as required by chapter 39.08 RCW and shall indemnify and save harmless OWNER from all cost and damage by reason of the PRINCIPAL's default or failure to do so and if the PRINCIPAL shall pay the taxes, increases, and penalties incurred on the project under Titles 50, 51, and 82 RCW, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect and SURETY will be obligated to pay such person or persons as required by chapter 39.08 RCW.

IT IS FURTHER DECLARED AND AGREED that the SURETY hereby further stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Agreement, the Work to be performed thereunder, or the Project Specifications shall in any way affect its obligation on this Bond, and the SURETY hereby waives notice of any change, extension of time, alteration, or addition to the terms of the Contract, the Work, or the Project Specifications. SURETY hereby attaches an original Power of Attorney verifying the authority of the person(s) executing this Bond on behalf of the SURETY.

Sealed and dated this _____ day of _____, 2024.

PRINCIPAL:

By: _____
(Print Name)

Signature: _____

Title: _____

SURETY:

By: _____
(Print Name)

Signature: _____

Title: _____

Address: _____

Attachments: Original Surety Power of Attorney

Performance Bond

KNOW ALL PEOPLE BY THESE PRESENTS:

BOND NO.: _____

That we, _____, the CONTRACTOR, herein referred to as PRINCIPAL, and _____, as SURETY, are held and firmly bound unto THE CITY OF BAINBRIDGE ISLAND (hereinafter the "OWNER") in the full sum of _____ dollars (\$_____), lawful money of the United States, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, and administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS of this obligation are such that, whereas, the PRINCIPAL has entered into an agreement in writing with the OWNER, dated _____, 2024, for the construction of the **City of Bainbridge Island, BUNDLED MADISON AVENUE NON-MOTORIZED & SEWER IMPROVEMENTS**, according to the terms, conditions and covenants specified in the Contract including all of the Contract Documents therein referred to, which are hereby referred to and made a part hereof as fully and completely as though set forth in detail herein, and

WHEREAS, it is understood and made a part of the consideration for this obligation that the OWNER shall have the right to sue on this bond in its own name to compel performance by the SURETY and to recover for any loss, injury, damage, or liability whatsoever sustained or incurred by it by reason of the PRINCIPAL's failure to perform all requirements and obligations under the Contract as defined by the Contract Documents in the same manner and to the same extent as though this obligation ran directly to the OWNER.

NOW, THEREFORE, if the PRINCIPAL shall well, truly, and faithfully perform all of the provisions and fulfill all of the undertakings, covenants, terms, conditions, and agreements under the Contract and the Contract Documents and save harmless OWNER from all cost and damage by reason of the PRINCIPAL's default or other failure to do so, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect and SURETY will be obligated to perform or pay to have performed any and all such obligations not performed by the PRINCIPAL in accord with the Contract Documents in the same manner and to the same extent as the PRINCIPAL.

IT IS FURTHER DECLARED AND AGREED that the SURETY hereby further stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract, the Work to be performed thereunder, or other Contract Documents shall in any way affect its obligation on this Bond, and the SURETY hereby waives notice of any change, extension of time, alteration, or addition to the terms of the Contract, the Work, or other Contract Documents. SURETY hereby attaches an original Power of Attorney verifying the authority of the person(s) executing this Bond on behalf of the SURETY.

Sealed and dated this _____ day of _____, 2024.

PRINCIPAL:

By: _____
(Print Name)

Signature: _____

Title: _____

SURETY:

By: _____
(Print Name)

Signature: _____

Title: _____

Address: _____

Attachments: Original Surety Power of Attorney

Maintenance Bond

Bond No. _____

WHEREAS, _____, hereinafter referred to as “PRINCIPAL,” has constructed and installed certain improvements in connection with a project known as the **City of Bainbridge Island’s BUNDLED MADISON AVENUE NON-MOTORIZED & SEWER IMPROVEMENTS** on sites located within the City of Bainbridge Island, hereinafter referred to as the “City” and,

WHEREAS, in order to provide security for the obligation of the PRINCIPAL to repair or replace any improvement(s) which prove(s) defective within **two (2)** years of acceptance of the improvement(s) by the City and to enable the City to release the performance bond provided in connection with said improvements, this bond has been secured and is hereby submitted to the City.

NOW THEREFORE, the undersigned PRINCIPAL and _____, a corporation authorized to transact surety business in the State of Washington, hereinafter referred to as the “Surety,” agree and bind themselves, their heirs, executors, administrators, and assigns, unto the City in the amount of _____ dollars (\$ _____), that being **Twenty Percent (20%)** of the total project construction costs, according to the following terms and conditions:

1. The PRINCIPAL and SURETY agree that in the event any of the improvements installed by the PRINCIPAL or SURETY pursuant to the above references plans, conditions, and file fail to remain free from defects in materials, workmanship, or installation, or in the case of landscaping, fail to survive, for a period of two (2) years from the date of acceptance of the installation by the City, then the SURETY shall, within twenty (20) days, demand of the City make a written commitment to the City that it will either:

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

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

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

2. If the PRINCIPAL fails to make repairs or provide maintenance within the time period requested by the City, its employees and agents are hereby authorized to enter onto said property and to perform such work. This provision shall not be construed as creating any obligation on the party of the City of its representatives.

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

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

DATED this _____ day of _____, 20__.

PRINCIPAL:

By: _____
(Print Name)

Signature: _____

Title: _____

SURETY: _____

By: _____
(Print Name)

Signature: _____

Title: _____

Address: _____

Attachments:

Original, notarized power of attorney for the surety's officer empowered to sign the bond must be attached to the bond.

Declaration of Option for Management of Statutory Retained Percentage Under Chapter 60.28 RCW

The Contractor shall declare an option for management of the statutory retained percentage for this Contract by affixing signature and date to one of the following three options in accordance with RCW 60.28.011(4) and subject to the conditions of the Measurement and Payment Section. The Contractor may also have some or all of the retained percentage released by tendering a retainage bond acceptable to the Owner in accord with RCW 60.28.011(6).

☐ I hereby elect to have the retained percentage of this Contract **HELD IN A FUND** by the City of Bainbridge Island in accord with RCW 60.28.011(4)(a).

Date: _____ Signed: _____

☐ I hereby elect to have the City of Bainbridge Island deposit the retained percentage of this contract in an **INTEREST BEARING ACCOUNT** in accord with RCW 60.28.011(4)(b).

Date: _____ Signed: _____

☐ I hereby elect to have the City of Bainbridge Island **PLACE IN ESCROW** the retained percentage of this contract in accord with RCW 60.28.011(4)(c). If this option is chosen, the Contractor must designate a repository acceptable to owner as follows:

I hereby designate _____ as the repository for the escrow of said funds. The terms of which are specified by a separate escrow agreement. The cost of the investment program and the risk thereof is to be borne entirely by the Contractor. All investments selected are subject to City approval. Prior to the City of Bainbridge placing any monies in an escrow account, the Contractor shall provide an original signed escrow agreement from the repository with a letter stating their acceptance of the account, the account number, the nature of the investments to be made, and a statement that they will not release any funds until authorized in writing by the City of Bainbridge Island. When the monies reserved are to be placed in escrow, the City of Bainbridge Island will issue a check representing the sum of the monies reserved payable to the bank or trust company and the Contractor jointly. Such check shall be converted into bonds and securities chosen by the Contractor and approved by the City of Bainbridge Island and the bonds and securities held in escrow.

Date: _____ Signed: _____

☐ I hereby elect to tender a retainage bond for some or all of the retained percentage in accord with RCW 60.28.011(6). Such bond shall be issued by a surety accepted for business in this state by the Washington Insurance Commissioner and with an A.M. Best rating of at least B plus and otherwise acceptable by the City of Bainbridge Island.

Date: _____ Signed: _____

Indemnity and Insurance Agreement

INDEMNITY AND INSURANCE PROVISIONS

The Contractor agrees to comply with the following Indemnity and Insurance Provisions. To the extent that any of the provisions of the Contract Documents conflict with any of the provisions set forth in this Indemnity Agreement and Insurance (“Agreement”) section, this section shall govern.

Indemnification / Hold Harmless

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

However, 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 Contractor and the Public Entity, its officers, officials, employees, and volunteers, the Contractor’s liability hereunder shall be only to the extent of the Contractor’s negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

A. Insurance Term

The Contractor 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 Contractor, its agents, representatives, or employees.

B. No Limitation

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

C. Minimum Scope of Insurance

The Contractor 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 at least as broad as Insurance Services Office (ISO) form CA 00 01. Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement CA 99 48 shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, products-completed operations, personal injury and advertising injury, and liability

assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit, using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse, or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

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

D. Minimum Amounts of Insurance

The Contractor shall maintain the following insurance limits:

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

E. City Full Availability of Contractor Limits

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

F. Other Insurance Provision

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

G. Contractor's Insurance for Other Losses

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

H. Waiver of Subrogation

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

shall provide such waivers by endorsement or otherwise.

I. Acceptability of Insurers

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

J. Verification of Coverage

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

K. Subcontractors' Insurance

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

L. Notice of Cancellation

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

M. Failure to Maintain Insurance

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Contractor to correct the breach, immediately terminate 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 Contractor from the City.

CONTRACTOR

Print – Name of Company

By _____

Its _____

Date: _____

ATTEST: If Corporation

Corporate Seal: _____

TITLE

WITNESS, If Individual or Partnership: _____

SPECIAL INDEMNITY AND INSURANCE AGREEMENT

The Contractor agrees to comply with the following Special Indemnity and Insurance Provisions. To the extent that any of the provisions of the Contract Documents conflict with any of the provisions set forth in these Special Indemnity and Insurance Provisions, these Special Indemnity and Insurance Provisions shall govern.

Extended Coverage for Completed Operations

Contractor shall maintain Commercial General Liability completed operations coverage for a period of three (3) years following substantial completion of the work for the benefit of the City by naming the City an additional insured using Additional Insured-Completed Operations endorsement CG 20 37 10 01 or an endorsement providing at least as broad coverage.

Environmental Risks

Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor. Contractors Pollution Liability insurance shall be written in an amount of at least \$2,000,000 per loss, with an annual aggregate of at least \$2,000,000. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs and defense, including costs and expenses incurred in the investigation, defense, or settlement of claims.

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

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

If the scope of services as defined in this Contract includes the disposal of any hazardous materials from the job site, the Contractor must furnish to the City evidence of Pollution Liability insurance maintained by the disposal site operator for losses arising from the insured facility accepting waste under this Contract. Coverage certified to the City under this paragraph must be maintained in minimum amounts of \$2,000,000 per loss, with an annual aggregate of at least \$2,000,000.

CONTRACTOR

Print - Name of Company

By _____

Its _____

Date: _____

ATTEST: If Corporation
Corporate Seal: _____

TITLE

WITNESS, If Individual or Partnership: _____



City of Bainbridge Island Public Works Department – Engineering

Madison Avenue NonMotorized Improvements

Bid Opening Date: January 19, 2024

Bids Open @ 10:00am

Note: Bids Are Opened in Order Received. Bids Solicited by: ☒ Advertisement ☐ Small Works Roster The Engineers Estimate is: \$5,300,000	Bidder 1 Seton Construction	Bidder 2 Sound Pacific Construction	Bidder 3 Tucci & Sons	Bidder 4 Northwest Cascade	Bidder 5 Active Construction Inc
Proposal, per Addendum 4	☒	☒	☒	☒	☒
Signature Page – Addenda 1, 2, 3 & 4 Acknowledged	☒	☒	☒	☒	☒
Non-Collusion Declaration	☒	☒	☒	☒	☒
Disadvantaged Business Enterprise Utilization Certification or Good Faith Effort Documentation, if applicable	☒	☒	☒	☒	☒
Local Agency Subcontractor List	☒	☒	☒	☒	☒
Contractor Certification – Wage Law Compliance	☒	☒	☒	☒	☒
Proposal Bond (5%)	☒	☒	☒	☒	☒
Statement of Bidders Qualifications	☒	☒	☒	☒	☒
Line E: Total Base Bid	\$3,490,914.34	\$3,307,862.70	\$3,775,510.00	\$3,995,243.50	\$3,951,382.50
Line F: Alternate Bid Item A1 Total	\$518,640.00	\$506,821.00	\$495,753.00	\$547,993.50	\$501,130.00
Line G: Alternate Bid Item A2 Total	\$298,422.00	\$298,361.00	\$326,235.00	\$304,412.50	\$270,017.50
Line H: Alternate Bid Item A3 Total	\$225,312.50	\$156,182.70	\$193,198.80	\$193,861.00	\$165,327.00

Preference 1: Base Bid + A1, A2, and A3	\$4,533,288.84	\$4,269,227.40	\$4,790,696.80	\$5,041,510.50	\$4,887,857.00
Preference 2: Base Bid + A1 and A2	n/a	n/a	n/a	n/a	n/a
Preference 3: Base Bid + A1 and A3	n/a	n/a	n/a	n/a	n/a
Preference 4: Base Bid + A2 and A3	n/a	n/a	n/a	n/a	n/a
Preference 5: Base Bid + A1	n/a	n/a	n/a	n/a	n/a
Preference 6: Base Bid + A2	n/a	n/a	n/a	n/a	n/a
Preference 7: Base Bid + A3	n/a	n/a	n/a	n/a	n/a
Preference 8: Base Bid	n/a	n/a	n/a	n/a	n/a

A total of 5 bids were received for the Madison Avenue NonMotorized Improvements, Project Manager, Chris Munter, has reviewed all bids and recommends that the City Council award the contract to the apparent low bidder, Sound Pacific Construction, LLC, in the amount of \$4,269,227.40.

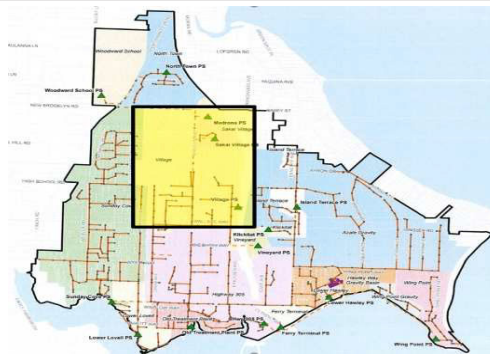
Project: Bundled Madison Avenue Nonmotorized & Sewer Improvements

Number:

01100

Location: Madison Ave

Project Description



Description: This project will construct a new sewer force main in Madison Avenue between the New Brooklyn sewer pump station and High School Road in conjunction with the Madison Avenue Sidewalk project. The purpose of the main is to more adequately serve the existing and future development in the Village Pump Station sewer area.

Benefit: Improves reliability of sewer collection system.

Schedule: YR1: Design and Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	209	-	-	-	-	-	-	-	209
REET Fund	731	505	-	-	-	-	-	-	1,236
Trans. Benefit Fund	25	860	-	-	-	-	-	-	885
Sewer Fund	792	15	-	-	-	-	-	-	807
Federal Grant	1,410	-	-	-	-	-	-	-	1,410
ARPA	-	2,000	-	-	-	-	-	-	2,000
Sub-total	3,167	3,380	-	-	-	-	-	-	6,547

FUNDING USES (1000's)

Project Management	117	64	-	-	-	-	-	-	181
Design/construction	3,050	3,316	-	-	-	-	-	-	6,366
Sub-total	3,167	3,380	-	-	-	-	-	-	6,547

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Bundled Madison Ave Non-Motorized & Sewer Improvements

Number:

01088

Location: Winslow to SR305

Project Description



Description: This project will widen the existing east-side sidewalk to 5-feet or greater, and include sections of landscape buffer plus re-striping. Driveways and ramps on the both sides will be upgraded to meet current standards. This project is bundled with sewer improvements along Madison Avenue.

Benefit: The goal of the project is to better accommodate pedestrians of all ages and abilities along this heavily used corridor that currently has barriers for many users.

Schedule: YR1: Design; YR2 Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	209	-	-	-	-	-	-	-	209
REET	731	505	-	-	-	-	-	-	1,236
TBF	25	860	-	-	-	-	-	-	885
Sewer Fund	792	15	-	-	-	-	-	-	807
SSWM Fund	-	-	-	-	-	-	-	-	-
ARPA	-	2,000	-	-	-	-	-	-	2,000
Federal Grant	1,410	-	-	-	-	-	-	-	1,410
Sub-total	3,167	3,380	-	-	-	-	-	-	6,547
FUNDING USES (1000's)									
Project Management	117	64	-	-	-	-	-	-	181
Design/construction	3,050	3,316	-	-	-	-	-	-	3,316
Sub-total	3,167	3,380	-	-	-	-	-	-	6,547

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 27, 2024

ESTIMATED TIME:

AGENDA ITEM: Cancel the March 5, 2024 City Council Study Session

SUMMARY: Council will consider canceling the March 5, 2024 study session.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: City Council

RECOMMENDED MOTION: Cancel the March 5, 2024 City Council Study Session.

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: February 27, 2024

ESTIMATED TIME:

AGENDA ITEM: Authorize an Increase in the City Manager's Change Order Authority for Construction of the Ted Spearman Justice Center from 22% to 42% and Authorize a Related Budget Amendment to Move \$980K from the Approved 2024 Facilities Operating Budget to the Capital Project Budget, to be Included in the First Budget Amendment of 2024 Anticipated to be Brought to Council in June

SUMMARY: City staff are requesting that the City Council authorize an increase in the City Manager's change order authority for construction of the Ted Spearman Justice Center from 22% to 42% and authorize a related budget amendment to move \$980K from the approved 2024 facilities operating budget to the capital project budget.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Authorize an increase in the City Manager's change order authority for construction of the Ted Spearman Justice Center from 22% to 42% and authorize a related budget amendment to move \$980K from the approved 2024 facilities operating budget to the capital project budget, to be included in the first budget amendment of 2024.

COMMUNITY ENGAGEMENT AND OUTREACH: None planned at this time.

FISCAL IMPACT:

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

BACKGROUND: The Ted Spearman Justice Center construction commenced in the spring of 2022 and is currently 99% complete. The Bainbridge Island Municipal Court moved into the building in January 2024, and the Bainbridge Island Police Department moved into the building in February 2024.

A modification to the City Manager's change order authority and a budget amendment to move funds within the adopted budget are required to complete the final payments to Clark Construction, the project construction contractor. The City Council will have an opportunity to authorize a final acceptance of the project in spring 2024.

ATTACHMENTS:

[Ted Spearman Justice Center Capital Improvement Plan Project Page.pdf](#)

FISCAL DETAILS: The 2023-2028 Capital Improvement Plan includes \$21,520,000 in capital budget for the Ted Spearman Justice Center, and the operating project budget includes \$536,384 that is carried over from 2023 into 2024. The requested budget amendment would move the \$536,384 into the capital project to cover the costs of furniture, computer hardware and software needs, and elevator maintenance - which were deemed 2023 capital expenses by the City's Finance Department. In addition, the requested budget amendment would move \$443,616 from the 2024 facilities maintenance operating budget to the capital project to cover the remaining project costs to completion.

Fund Name(s): Capital Construction Fund

Coding: Capital Improvement Plan Project #00724

Project: Police and Municipal Court Facility**Number:****00724****Location:** 8804 Madison**Project Description**

Description: This project provides for the replacement of the Police Station and relocation of the Municipal Court.

Benefit: Replacement Police facility will provide adequate space for current and future departmental needs, while correcting numerous space, structural, and security deficiencies in the current facility. New Court facility will replace existing leased space, which marginally meets current requirements and will create operational efficiencies by being co-located with the Police Station.

Schedule: Construction in 2023.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	10,601	1,200	-	-	-	-	-	-	11,801
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
REET	1,719	-	-	-	-	-	-	-	1,719
Long-Term Debt	8,000	-	-	-	-	-	-	-	8,000
Sub-total	20,320	1,200	-	-	-	-	-	-	21,520

FUNDING USES (1000's)

Project Management	200	-	-	-	-	-	-	-	200
Predesign	450	-	-	-	-	-	-	-	450
Acquisition	8,975	-	-	-	-	-	-	-	8,975
Design	672	-	-	-	-	-	-	-	672
Construction	10,023	1,200	-	-	-	-	-	-	11,223
Sub-total	20,320	1,200	-	-	-	-	-	-	21,520

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating		100	100	100	100	100	100	1,400	2,000
Debt Service	482	510	508	510	511	507	507	6,620	10,155
Sub-total	482	610	608	610	611	607	607	8,020	12,155



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 27, 2024

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (6:50 PM) Receive Murray Brackett Report - Executive,

SUMMARY: On February 9, 2021, the City Council agreed to evaluate the valuation method used to determine the purchase price of the property for the Ted Spearman Justice Center (Police/Court Building). The Council wished to determine the question of whether the process comported with industry standards. Mr. S. Murray Brackett was identified as an appraisal expert and was engaged for this assignment. Mr. Murray's assignment was interrupted during the litigation brought against the city concerning the purchase of the subject property. The litigation was subsequently dismissed. Mr. Murray's report is complete and ready for presentation to the City Council.

AGENDA CATEGORY: Report

PROPOSED BY: Executive

RECOMMENDED MOTION: Receive report from S. Murray Brackett, MAI with regard to the Standards of Professional Appraisal Practices used for appraisals relied upon for acquisition of 8804 Madison Avenue.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The City Council sought to engage an expert to determine if the process used to establish the purchase price for the property at 8804 Madison comported with industry standards. S. Murray Brackett is a well-regarded appraiser in the greater Seattle area. He has appraised real property for the past 38 years. He is a qualified expert witness in King, Kitsap, Pierce County Superior Courts, as well as US District Courts.

Mr. Brackett reviewed the four appraisals conducted for the property to look for discrepancies. One appraisal was commissioned by the seller and three appraisals were commissioned by the city. Some differences in how the appraisals treated the potential vacancy or lease-up of the property is demonstrated. Mr. Brackett also responded to specific questions including whether they appeared to be bias for a higher value.

ATTACHMENTS:

[Murray Brackett Report.pdf](#)

FISCAL DETAILS: The cost of Mr. Brackett's service is not to exceed \$15,000.

Fund Name(s):

Coding:

VALUATION CONSULTING ASSIGNMENT

8804 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON
CBRE GROUP, INC. FILE NO. CB22US027045-1

CLIENT: CITY OF BAINBRIDGE ISLAND

October 23, 2023

Mr. Blair King
City Manager
CITY OF BAINBRIDGE ISLAND
bking@bainbridgewa.gov

RE: Valuation Consulting Regarding 8804 Madison Avenue North Property
Bainbridge Island, Kitsap County, Washington
CBRE, Inc. File No. CB22US027045-1

Dear Mr. King:

At your request and authorization, I have read appraisals and documentation relating to the (then) prospective acquisition of the above-referenced property on behalf of the City of Bainbridge Island. The subject property in this assignment is a medical/commercial building located at 8804 Madison Avenue N., Bainbridge, Washington. The City acquired the building for \$8,975,000.

CBRE ASSIGNMENT SUMMARY

This letter is intended to convey initial comments regarding any discrepancies among four Appraisals, as well as initial responses to questions posed by City Council members regarding the process followed for property acquisition. The four appraisals provided are identified as follows:

- SHH Report
 - o Date of Report: August 30, 2018
 - o Date of Value: August 2, 2018
 - o Conclusion: \$9,700,000
 - o File No. 14417-18

- Colliers Report One
 - o Date of Report: July 16, 2018
 - o Date of Value: June 14, 2018
 - o Conclusion: \$7,520,000
 - o File No. SEA180459

- Colliers Report Two
 - o Date of Report: November 5, 2018
 - o Date of Value: June 14, 2018
 - o Conclusion: \$7,600,000
 - o File No. SEA180459

- KMS Report
 - o Date of Report: January 18, 2019
 - o Date of Value: January 10, 2019
 - o Conclusion: Occupied: \$8,500,000
 - o Conclusion: Vacant: \$7,040,000
 - o File No. A18-1283

Three Appraisals were commissioned by the City, while one (SH&H) was commissioned by the property owner.

This is a consulting assignment under the Uniform Standards of Professional Appraisal Practice (USPAP) however by agreement with the Client, it is NOT intended to be a Review Appraisal under USPAP Standards 3 and 4. It is noted that individual Reviews can be prepared at the direction of the Client. For reference, the definition of a *Review Appraisal* is as follows:

“(noun) the act or process of developing an opinion about the quality of another appraisers work (i.e. a report, part of a report, a work file, or some combination of these), that was performed as part of an appraisal or appraisal review assignment; (adjective) of or pertaining to an opinion about the quality of another appraiser’s work that was performed as part of an appraisal or appraisal review assignment”.

This assignment reflects the characterizations noted in USPAP’s FAQ 342, in which comparisons with respect to differences among appraisals are identified.

The intended users of this letter are limited to Mr. Blair King, City Manager and Ms. Jessica Skelton, Outside Counsel for the City. The Intended Use is to assist in the understanding of the process followed during the property acquisition of the real property identified above. No other use or user of the report is permitted by any other party for any other purpose. Dissemination of this report by any party to non-client, non-intended users does not extend reliance to any other party and CBRE will not be responsible for unauthorized use of the report, its conclusions or contents used partially or in its entirety.

The opinions and commentary herein have been prepared in conformance with, our interpretation of the guidelines and recommendations set forth in the Uniform Standards of Professional Appraisal Practice (USPAP), the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

PRELIMINARY COMMENTS REGARDING APPRAISALS

As shown above the Appraisals provided a range from \$7,040,000 to \$9,700,000 within roughly a 6-month span of time. As noted, Review appraisals were not conducted at this time, and therefore opinions as to the quality of the work cannot be provided. The reports, though, appear to have evaluated the property from somewhat different perspectives, as follows:

- SH&H Report – this Appraisal identifies a Net Rentable area of 17,042 square feet and concludes a value of \$9,700,000 with a Highest and Best Use of “Continued Use as a Medical Facility”.
- Colliers One – this report identifies an NRA of 17,042 square feet and concludes a value of \$7,520,000 with an additional conclusion of \$6,080,000 under an ‘as vacant’ scenario, considering lease-up costs. Highest and Best Use was concluded to be “continued use as medical office”.
- Colliers Two – This report appears to be an update of the prior work, having a similar date of value, but a publication date several months later. It also concludes a slightly different value opinion at \$7,600,000, however an additional analysis is included that reflects a Sale/Leaseback scenario. This analysis produces a value conclusion of \$9,070,000. The primary difference appears to be a revision to the market rent conclusion from \$28/sf to \$36/sf in this report. It is unclear why the revision was prepared.
- KMS Report – This report identifies a Net Rentable area of 18,285, roughly 7.3% above that of the other Appraisals. The value conclusions presented are \$8,500,000 (User) and \$7,040,000 (Investor). Highest and Best Use was reported as “continued operation as-is”.

All of the reports, with the exception of SH&H included discussion relating to the potential value differentials for a vacant building, or alternatively a fully leased building for investor use. All included robust market analysis sections and all concluded the Highest and Best Use to be generally the continued operation. A Review appraisal of each would be required to provide opinions of the quality or reliability of each.

It is not uncommon for appraisers to deal with issues such as potential vacancy or lease-up discount somewhat differently, and this is often based on the scope of work provided. The four appraisals were addressed to three different Clients, which may have contributed to differences in the perceived scope of work; it appears that the main differences appear to be based upon differences in the treatment of potentially vacant space. In a market with strong demand, an ‘as vacant’ scenario may not produce a significant discount to the Stabilized conclusion. In a soft market, however, the difference could be substantial. Another factor is the market demand for any specialty improvements. The Subject reportedly contains specialty improvements to accommodate outpatient surgery. If there is adequate market demand, a reasonable return on cost could be achieved for the extra costs associated with these improvements. In a soft market, again, the demand may not produce a premium above simple medical office space. This is largely a function of market demand and achievable market rent.

COMMENTS AND RESPONSES TO QUESTIONS

We have been asked to provide responses to several additional questions, as follows:

- 1) Conduct a Review Appraisal of the various Appraisals.

Formal Review Appraisals have not been prepared at this time however I have read all of the reports and general comments are provided above. In broad terms, all of the reports appear to have been prepared largely within USPAP guidelines, though differences in the treatment of specialty improvements account for much of the difference in conclusions. With regard to the two Colliers reports, these reflect different conclusions without explanation. Appraisal standards require that appraisers providing appraisal or consulting work on a property within three years identify this fact in the Certification page. The second Colliers report does not disclose the prior work, therefore I am unable to ascertain why this was performed. Discussion with the Appraiser and/or Client (no longer with the City) may provide clarity if appraiser instructions were revised. It is possible that a revision to the scope was authorized but again, I am not able to conclude that a violation occurred beyond the lack of explanation in the second Colliers report.

Generally, formal Reviews are conducted within reasonable timeframes after completion of reports, and before closing. This allows for any potential discrepancies to be identified and clarified with either the Appraiser or Client. Due to the passage of time, that is not possible here, and I have therefore limited my comments to factual discrepancies and explanation of typical market practice.

- 2) As a consumer of an appraisal – what can the client do if they are not in agreement with the assumptions the appraiser used?

Response: The Client has options in this situation, however it is noted that it is preferable to agree upon any assumptions at the outset of the report, to minimize such issues. All appraisals contain standardized assumptions, however those that rise to the level of “Extraordinary Assumptions” or “Hypothetical Conditions” should be identified as part of the assignment scope ahead of time.

Once delivered, however, the available options include discussing concerns with the Appraiser to better understand the reasoning for the assumptions. At that point the Appraiser will either explain, to the Client’s satisfaction, the need for such assumptions, or revise the report, if this option is available.

Another option is to have the Appraisal Reviewed by a third-party Appraiser, under the professional Standards applicable to both Appraisers at the time.

Finally, the Client can commission a second appraisal independently of the first, with any necessary assumptions clarified.

In general, standard assumptions are considered routine, however extraordinary assumptions should be clarified and agreed upon in the initial scope of work.

- 3) Should a public agency only look at the Highest and Best Use when they are using their power of eminent domain or at other times?

Response: I will defer to the City’s Legal Counsel on matters of Law, though WPI 150 notes the following regarding eminent domain:

“The sole issue for your determination is the Just Compensation to be paid”

Furthermore, the WPI note that Just Compensation “means the *fair market value* of the property”, and “the Market Value of the property is the usual basis for compensation in a condemnation proceeding”.

Fair Market Value, in turn, “means the amount in cash that a well-informed buyer, willing but not obligated to buy the property, and that a well-informed seller, willing but not obligated to sell it, would accept, taking into consideration all uses to which the property is adapted or may be reasonably adaptable”.

With regard to Highest and Best Use, guidance for federal acquisitions is provided by UASFLA, which states:

“Market Value must be determined by considering a property’s highest and best use, a term of art defined by the Supreme Court in 1934 as the “highest and most profitable use for which the property is adaptable and needed or likely to be needed in the reasonably near future”. The court went on to explain that a property’s highest and best use must be considered, “not necessarily as the measure of value, but to the full extent that the prospect of demand for such use affects the market value while the property is privately held”.

As the above notes, Highest and Best Use is typically the standard by which market value is derived. The treatise “Real Estate Value in Litigation”, by James Eaton notes:

“In condemnation appraisal there is a presumption that the existing use of a property is it’s highest and best use. Therefore, when the highest and best use of a property is determined to be other than it’s existing use, the burden of proof falls on the party who claims the different use”.

- 4) Can and/or should appraisals be based on intended use – not highest and best use?

Response: An appraisal based on the intended use of the property, if other than highest and best use, would reflect the value desires of the Client, presumably the buyer. This would most likely be characterized as “Value in Use” or “Investment Value” as opposed to Market Value. It is not likely to be held as the standard in an eminent domain environment, however is not unusual for buyers and sellers in non-eminent domain settings to evaluate property based on specific uses that suit their specific needs.

- 5) Should a distinction have been made between Medical facilities that have surgical suites and the Harrison building that does not?

Response: I have not conducted an inspection of the interior of the Harrison building, so am not able to draw conclusions about specific tenant improvements. In reading the Appraisals it does appear that surgical suites are present. These are specialty improvements. In general, my feeling is that such improvements, while expensive to install, would be evaluated in the context of market demand, particularly with regard to second generation space (users subsequent to those for which the improvements were initially installed to accommodate). Users of build-to-suit facilities may have special requirements that may or may not appeal to subsequent users; the value of such improvements would then be considered in the context of market demand at the time.

- 6) What is considered “normal” distance from the site for comparison properties?

Appraisal guidelines do not outline specific distances for comparable data selection. According to the authoritative text “The Appraisal of Real Estate”, published by the Appraisal Institute:

“an adjustment for location within a market area may be required when the locational characteristics of a comparable property are different from those of the subject property. Excessive locational differences may disqualify a property from use as a comparable sale”.

Thus, it is incumbent upon the appraiser to identify the relevant market area as part of the appraisal process. This is typically discussed in the market analysis section.

- 7) If a particular business is leaving a market for business reasons (lack of business), is it not fair to assume that a replacement tenant for the business that is leaving may not be immediately available?

The answer to the above question appears intuitive and obvious. The appraiser, however, is charged with considering Market Value, which may be similar to or different than the value to a specific user. If, after completing the relevant market analysis, the Appraiser determines that the demand is lacking for a property with the subject’s characteristics, then an alternative analysis of highest and best use would be undertaken. So, while it is possible that a single business failure may define a market, it cannot simply be assumed. It would be up to the Appraiser to evaluate whether this occurrence constitutes an emerging trend, and comparable selection would assist in this analysis.

- 8) The building was built for a specific tenant, who continuously occupied the building after construction, is it fair for the Appraiser to assume that a building would be rented immediately upon vacation by the original tenant.

Response: The Appraiser should not assume such demand, but rather be guided by market data. The determination of an appropriate lease-up period and/or Tenant Improvement allowance, would be examples of ways that the Appraiser might quantify any differences between current market demand and the existing character of the building.

- 9) Are not specialty buildings, e.g. Bowling Alleys and Movie Theaters, suspect on the resale market due to the costs for rehabilitation for another use?. Would a medical facility fall into the same category as a specialty building?

Response: The term “medical facility” carries a very broad range of possible configurations. The subject is ostensibly a medical clinic with surgical capability (per appraisal descriptions - having not toured the building). The level of buildout among such facilities varies dramatically, and generally speaking the higher the specialty improvements, the smaller the likely tenant pool. This will ultimately be determined by market demand. If market demand is strong for medical facilities, then such improvements would be recognized by subsequent buyers/tenants. On the other hand, the lack of demand would suggest that consideration be given to issues such as re-tenanting costs, new tenant improvements, extended vacancy and the like. All of these would factor into value to a subsequent user.

10) What should the Client do if they think the appraisal is too high?

Response: Initial responses include discussions with the Appraiser, or steps noted in Question 2, above. Namely a Review Appraisal may be appropriate, though caution must be taken to identify which, if any, extraordinary assumptions may be appropriate, for the Appraiser or Reviewer to be able to prepare a report that meets the intended scope of work. In all cases, the Appraisal instructions should be clear, that the Appraiser is evaluating the property with regard to the market, not Client expectations. Any extraordinary assumptions should be clearly disclosed, and the treatment of specialty improvements should be clear.

11) Does it appear that any appraisals had a bias for a higher value? How can the consumer tell?

Response: The answer to this question would require specific Reviews be conducted on the Appraisals, and possibly interviews with the Client and Appraiser. In short, however, the reports were generally prepared according to standard processes, however there was a revision to the concluded Rent in the second Colliers report, relative to the first. While this may have been the result of a change in assignment conditions, this was not discussed in the report. Absent interviews with the Appraiser or Client I am not able to render conclusions with respect to potential bias.

The fact that multiple appraisals were obtained demonstrates that both sides conducted due diligence. The various conclusions reflect the complexity of the market for special purpose properties. Timely Review Appraisals may have provided clarity to the questions raised.

It has been a pleasure to assist you in this assignment. If you have any questions concerning the analysis, or if CBRE can be of further service, please contact us.

Respectfully submitted,

CBRE - VALUATION & ADVISORY SERVICES



S. Murray Brackett, MAI

Murray.brackett@cbre.com

Certification

We certify to the best of our knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are our personal, impartial and unbiased professional analyses, opinions, and conclusions.
3. We have no present or prospective interest in or bias with respect to the property that is the subject of this report and have no personal interest in or bias with respect to the parties involved with this assignment.
4. Our engagement in this assignment was not contingent upon developing or reporting predetermined results.
5. Our compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
6. Our analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice, as well as the requirements of the State of Washington.
7. The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
8. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
9. As of the date of this report, Murray Brackett has completed the continuing education program for Designated Members of the Appraisal Institute.
10. As of the date of this report, Murray Brackett has completed the Standards and Ethics Education Requirements for Candidates/Practicing Affiliates of the Appraisal Institute.
11. Murray Brackett has not made a personal inspection of the property that is the subject of this report.
12. No one provided significant real property appraisal assistance to the persons signing this report.
13. Valuation & Advisory Services operates as an independent economic entity within CBRE, Inc. Although employees of other CBRE, Inc. divisions may be contacted as a part of our routine market research investigations, absolute client confidentiality and privacy were maintained at all times with regard to this assignment without conflict of interest.
14. Murray Brackett has not provided any services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding agreement to perform this assignment.



S. Murray Brackett, MAI
Appraiser Certification

Assumptions and Limiting Conditions

1. CBRE, Inc. through its appraiser (collectively, "CBRE") has inspected through reasonable observation the market area. However, it is not possible or reasonably practicable to personally inspect conditions beneath the soil and the entire neighborhood in the market area. Therefore, no representation is made as to such matters.
2. The report is as of the date set forth in the letter of transmittal and based upon the information, market, economic, and neighborhood conditions existing as of such date.
3. The Report contains summary data and is expressly not intended to serve as any warranty, assurance or guarantee of any particular value. Accordingly, CBRE shall not be liable for any losses that arise from any investment or lending decisions based upon the Report that the client, intended user, or any buyer, seller, investor, or lending institution may undertake related to the subject property, and CBRE has not been compensated to assume any of these risks. Nothing contained in the Report shall be construed as any direct or indirect recommendation of CBRE to buy, sell, hold, or finance the any property.
4. No opinion is expressed on matters which may require legal expertise or specialized investigation or knowledge beyond that customarily employed by real estate appraisers. Any user of the Report is advised to retain experts in areas that fall outside the scope of the real estate appraisal profession for such matters.
5. CBRE assumes no responsibility for any costs or consequences arising due to the need, or the lack of need, for flood hazard insurance. An agent for the Federal Flood Insurance Program should be contacted to determine the actual need for Flood Hazard Insurance.
6. Acceptance or use of the Report constitutes full acceptance of these Assumptions and Limiting Conditions and any special assumptions set forth in the Report. It is the responsibility of the user of the Report to read in full, comprehend and thus become aware of all such assumptions and limiting conditions. CBRE assumes no responsibility for any situation arising out of the user's failure to become familiar with and understand the same.
7. The maps, plats, sketches, graphs, photographs, and exhibits included in this Report are for illustration purposes only and shall be utilized only to assist in visualizing matters discussed in the Report. No such items shall be removed, reproduced, or used apart from the Report.
8. The Report shall not be duplicated or provided to any unintended users in whole or in part without the written consent of CBRE, which consent CBRE may withhold in its sole discretion. Exempt from this restriction is duplication for the internal use of the intended user and its attorneys, accountants, or advisors for the sole benefit of the intended user. Also exempt from this restriction is transmission of the Report pursuant to any requirement of any court, governmental authority, or regulatory agency having jurisdiction over the intended user, provided that the Report and its contents shall not be published, in whole or in part, in any public document without the written consent of CBRE, which consent CBRE may withhold in its sole discretion. Finally, the Report shall not be made available to the public or otherwise used in any offering of the property or any security, as defined by applicable law. Any unintended user who may possess the Report is advised that it shall not rely upon the Report or its conclusions and that it should rely on its own appraisers, advisors and other consultants for any decision in connection with the subject property. CBRE shall have no liability or responsibility to any such unintended user.

ADDENDA

Addendum A

QUALIFICATIONS



S. Murray Brackett, MAI

Director of Right of Way, Aviation and Public Projects, Northwest Region

T +1 206 292 1600

M +1 206 595 1068

E murray.brackett@cbre.com

WA. Lic. 1100853

Client Summary

- Various Cities
- Counties
- Airports
- Port Districts
- Financial Institutions
- Corporations/Non-Profits
- Conservation Entities
- Attorneys

Education

- Bachelor degree in Business Administration from Western Washington University
- All courses requisite for the MAI designation by the Appraisal Institute.

Professional Experience

Mr. Brackett has been Appraising Real Property since 1985 and is currently a Director with CBRE in the Valuation Advisory Services division. He was formerly a partner with ABS Valuation for over 20 years. Professional responsibilities include the full range of commercial, industrial, residential product, including complex land valuations up to 100,000 acres in size. A considerable portion of his work involves partial acquisitions relating to eminent domain and conservation easements. In addition, a wide variety of Aviation related appraisals have been completed, including Ground lease revaluation efforts, Appraisals of leasehold positions in Hangars and other buildings, aviation easements and property for airport expansion. Improved and unimproved valuations have been performed for acquisitions in fee, leased fee and leasehold interests, and various partial interest assignments such as conservation easements, utility easements, subsurface, air rights and minority interest acquisitions. UASFLA-compliant Appraisals have been prepared for a wide variety of agencies on a wide range of property types. Mr. Brackett has qualified as an expert witness in King, Kitsap, Pierce County Superior Courts, US District Court and Federal Bankruptcy Court. Geographic experience includes Washington, Oregon, Idaho, California, Nebraska, Iowa, Kansas, South Dakota, Alaska and British Columbia.

Clients Represented

Government

Cities: Anacortes, Arlington, Auburn, Bellevue, Bothell, Burien, Everett, Kenmore, Kent, Kirkland, Leavenworth, Lk Forest Park, Lynnwood, Maple Valley, Mount Vernon, North Bend, Port Angeles, Puyallup, Renton, Seattle, Snoqualmie, Tacoma, Woodinville.

Counties: Island, King, Kitsap, Pierce, Skagit, Thurston, Snohomish, Whatcom

Airports: Sea-Tac, Boeing Field, Paine Field, Renton Municipal, Auburn, Arlington, Bellingham, Olympia, William Fairchild, Sanderson Field, Felts Field, Centralia/Chehalis, Bremerton, Pullman, Orcas Island, Friday Harbor.

Other: Ports of Everett, Grays Harbor, Anacortes, Seattle, Shelton, Olympia, Bremerton, Port Angeles, Friday Harbor. Washington State DNR, Wa.St. Parks, WSDOT (approved appraiser), U.S. IRS, FAA, Sound Transit, USACE, US Navy. Numerous School Districts.

Financial Institutions

Bank of America, US Bancorp, KeyBank, Wells Fargo Trust, Commerce Bank, Homestreet, Umpqua, Charter Bank, Union Bank.

Corporations/NonProfits

Weyerhaeuser, WRECO, Tramco, Plum Creek, McDonalds Corp., PSE, Development Services of America, Lowe Enterprises, PACCAR, Hancock Natural Resources Group, The Trust for Public Land, Forterra, HDR, Sierra Pacific, Quadrant, Port Blakely, CH2M-Hill, Parsons Brinckerhoff, New Ventures Group, Williams Pipeline, Manke Lumber, Fletcher General, Costco, Nucor Steel.

Attorneys

Prosecuting Attorneys of numerous Cities and Counties, as well as Miller Nash, Williams & Williams, Karr Tuttle, Chmelik, Sitkin & Davis, PRK Livengood, Hillis Clark, Kenyon Disend, Perkins Coie, K&L Gates, Inslee Best, Tousley Brain Stephens, Davis Wright Tremaine, Pacifica Law Group, Betts Patterson Mines, Williams Kastner, Foster Garvey.

Other Experience

Instructor

- Runstad Real Estate Certification Program, University of Washington – Current
- IRWA – Previously Qualified as Level 3 Facilitator
- Former Income Property Appraisal Course Instructor, LWVT, Kirkland, Wa.

Presentations

- November 2019: Anatomy of an Appraisal Trial, The Seminar Group
- December 2014: Appraising Airports and Airplane Hangars, AI
- September 2009: Valuation of Airport Properties, WAMA
- October 2003: The Valuation of Non-Water Dependent Properties, WPMA

Professional Affiliations

- Appraisal Institute. Received MAI Designation May 2, 1997 (member # 11,258)
- Past President, Seattle Chapter of the Appraisal Institute, 2003
- IRWA. Current Chapter Treasurer
- Washington Airport Manager's Association (WAMA) – Associate Member

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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 27, 2024

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:10 PM) Authorize the City Manager to Proceed with the Proposed Traffic Calming Plan for Grow Avenue - Public Works,

SUMMARY: Staff are requesting that the City Council review and discuss the proposed traffic calming plan for Grow Avenue and authorize the City Manager to proceed with the Grow Traffic Calming project.

AGENDA CATEGORY: Review and Recommendation

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to authorize the City Manager to proceed with the proposed traffic calming plan in support of the Grow Avenue Traffic Calming project.

COMMUNITY ENGAGEMENT AND OUTREACH: A Slow-on-Grow Proposal was submitted to the City by a neighborhood group for consideration in support of the project. Additionally, an Engage Bainbridge site was created for this project.

FISCAL IMPACT:

Amount:	\$95,000
Ongoing Cost:	N/A
One-Time Cost:	\$95,000
Included in Current Budget?	Yes

BACKGROUND: Grow Avenue was identified through the City's 2021 Neighborhood Traffic Calming and Safety Project as a priority corridor for traffic calming with a focus on the area along Grow Avenue between High School Road and Wyatt Way. The proposed plan was developed in coordination with residents of Grow Avenue and has been made available for community input.

The traffic calming measures will address day-to-day traffic speeds on Grow Avenue, and will also serve to mitigate traffic speeds associated with any "spillover" traffic associated with the upcoming Madison Avenue reconstruction project.

A version of the proposed plan was reviewed and recommended to move forward by the City's Traffic Operations Committee at their October 4, 2023 meeting. Additionally, the Bainbridge Island Fire Department

and the Bainbridge Island School District transportation officials were consulted to ensure that emergency equipment and school buses can navigate the proposed improvements.

ATTACHMENTS:

[Grow Traffic Calming Concept.pdf](#)

[CIP Grow Traffic Calming 01089.pdf](#)

FISCAL DETAILS: City Council approved \$95,000 for Grow Avenue traffic calming measures for the 2024 fiscal year in the 2023-2024 Capital Improvement Plan.

Capital Improvement Plan Project # 01089

Fund Name(s): Streets Fund

Coding:

GROW AVENUE TRAFFIC CALMING MEASURES LOCATIONS

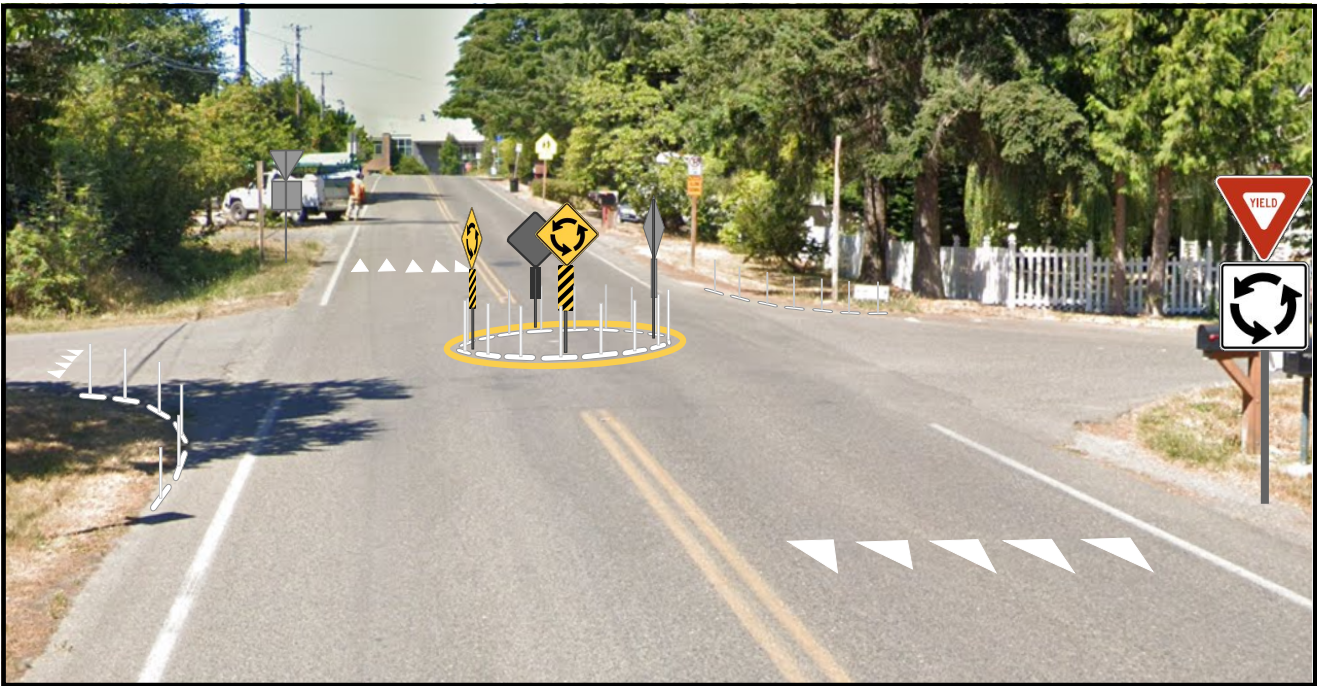


TC = TRAFFIC CIRCLE AT WALLACE AND IHLAND SP = SLOW POINT - NARROWED LANES CONSTRAINED TO 9'

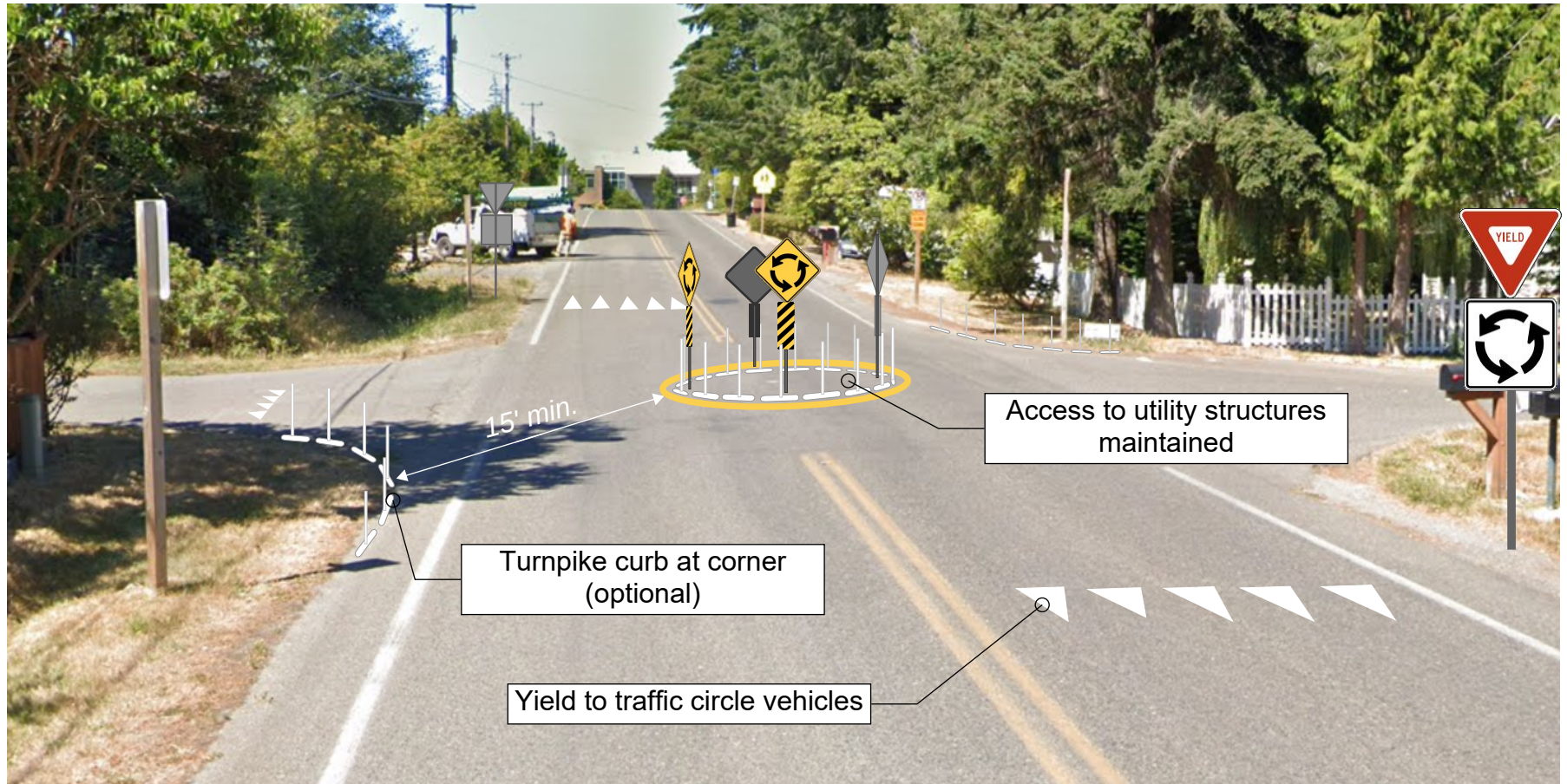
SLOW POINT TYPICAL LAYOUT ON GROW AVENUE (LOOKING NORTH)



TRAFFIC CIRCLE LAYOUT AT IHLAND



TRAFFIC CIRCLE LAYOUT AT GROW AVENUE AND IHLAND



Opportunity for community provided/
managed planters



Typical surface
mounted
turnpike curb
with delineators
in white

SLOW POINT (LANE NARROWING) ON GROW



Typical surface
mounted
turnpike curb
with delineators
in white



Advanced
warning signage

Project: Grow Ave Traffic Calming

Number:

01089

Location: Grow Ave

Project Description



Description: Project will include minor traffic calming improvements such as speed humps, chicanes, neighborhood traffic circles and/or other applications between Winslow Way and High School Road.

Benefit: Project will mitigate speeding and improve pedestrian and bicyclist safety on Grow Avenue.

Schedule: YRI: Design and construct

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
TBD	-	-	95	-	-	-	-	-	95
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donation	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	-	95	-	-	-	-	-	95

FUNDING USES (1000's)

Project Management	-	-	-	-	-	-	-	-	-
Design/construction	-	-	95	-	-	-	-	-	95
Sub-total	-	-	95	-	-	-	-	-	95

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 27, 2024

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:30 PM) Receive Report Regarding Downtown Parking and Direct the City Manager to Review Parking Programs and Update the Municipal Code - Executive and Police,

SUMMARY: Two Council-sanctioned parking programs, the Downtown Employee Parking Permit and weekend boat trailer parking along Brien Drive and Bjune Drive are being evaluated and updated in conjunction with a review of the municipal code. Via this agenda item, staff requests:

- Council endorsement of ending unsanctioned parking enforcement exceptions, and
- Council endorsement of a request to the Washington State Recreation and Conservation Office grant administrators to relax the parking requirements related to the grant to align with current usage patterns, and
- Authorization to develop and present revised municipal code language for Council consideration.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to direct the City Manager to conduct public outreach and commence enforcement of unsanctioned parking programs, to consult with the Recreation and Conservation Office about updating parking requirements related to a previously-received grants, and to authorize staff to propose updates to the parking code.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: Parking on public property, particularly in downtown, has been a topic of discussion at Council meetings in the past.

On-going evaluation of the parking enforcement program has identified exceptions to enforcement dating back to 2011. These included exceptions to parking restrictions for residents in specific neighborhoods and exceptions to time-limited parking downtown. There is no indication of Council involvement in permitting these exceptions. Two Council sanctioned parking programs, the Downtown Employee Parking Permit and weekend

boat trailer parking along Brien Drive and Bjune Drive are being evaluated. Staff will complete its review of the programs and the municipal code and provide suggested updates to the City Council later this year.

The intention of the review is to provide equal access to downtown parking for all residents and visitors. The parking section of the Bainbridge Island Municipal Code is outdated and should be updated for clarity and to reduce duplication with topics covered in state law.

ATTACHMENTS:

[Parking Memo fo CC 02272024.docx](#)

[Parking Memo fo CC 02272024 - Appendix w Program Details.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Executive Department Memorandum

Date: February 27, 2024
To: City Manager Blair King
From: Chief Clark, Police Chief, & Laura Shear, Management Analyst
Subject: Parking on Public Streets and Rights of Way

At the business meeting on December 13, 2022, staff briefed the City Council about the then-current practice of issuing warning notices for most parking violations. A review of this practice indicated that violations were increasing, and warnings were ineffective in achieving the purposes of time-limited and restricted parking. At that meeting, the Council voted to endorse the use of monetary citations as the primary tool for parking enforcement.

On-going evaluation of the parking enforcement program has identified additional exceptions to enforcement dating back to 2011. These included exceptions to parking restrictions for residents in specific neighborhoods and exceptions to time-limited parking downtown. There is no indication of Council involvement in permitting these exceptions.

Two Council sanctioned parking programs, the Downtown Employee Parking Permit and weekend boat trailer parking along Brien Drive and Bjune Drive are being evaluated and updated in conjunction with a review of the municipal code. Via this memo, staff requests:

- Council endorsement of ending the unsanctioned parking enforcement exceptions outlined below, and
- Council endorsement of a request to the Washington State Recreation and Conservation Office grant administrators to relax the parking requirements related to the grant to align with current usage patterns, and
- Authorization to develop and present revised municipal code language for Council consideration.

The table on the next page summarizes known programs and other restrictions to parking on public streets and rights of way on Bainbridge Island. An appendix follows with details on each program.

Table One: Summary of Parking Programs

Parking Permit Programs	Intent	Area	Number	Authorization	Comment
Downtown Winslow Employee Parking	Parking for downtown business employees during work times	Downtown Winslow	~250 Permits	Bainbridge Island Municipal Code	Administered by the Police Department. No current way to determine if used outside of work hours.
Winslow Boat Trailer Weekends and Holidays	Parking for boaters on weekends and holidays	Bjune	15 car + trailer spaces over 48 car spaces	Recreation and Conservation Office grant	Initial conversations with RCO indicate the number of spaces may be reduced by City request.
Grow Avenue Residential	Street parking for residents	Grow Avenue	32 Permits	Letter from Bainbridge Island Police Department	Began in 2011 Last issued in 2017
Shepard Way Residential	Street parking for residents	Shepard Way	~ 3	Approved by the BIPD consistent with the Grow Avenue program	Authorized in 2014
Twitchitaw Court Residential	Street parking for residents	Twitchitaw Court	Unknown	Public Works	Originally posted with a 4-hour restriction in 2016 with exceptions for contractors and residents. "Permit Only" signs were posted in 2018.
Madison Cottages – Knechtel Rd Residential	Street parking for residents	Knechtel Rd	21 Permits for 2 spaces	Public Works	"Permit Only" signs were posted in two parking cut-outs constructed by the developers.
Bainbridge Island Rowing	Extended parking for rowers or workers	Brien and Bjune	Unknown	None known	Bainbridge Island Rowing lease states that use of parking spaces shall be the same as for the general public.
Other Winslow businesses	Extended parking for clients	Downtown Winslow	Unknown	None known	



Appendix: Parking Program Details

Downtown Winslow Employee Parking Permit Program

History

BIMC 10.08.085 & .087 sanctions the Downtown Employee Parking Permit Program, established in 1999. In 2010 the code was updated such that the program would be administered by BICC “*or another entity to serve as the city’s designated agency*”. The Bainbridge Island Police Department (BIPD) now administers the Employee Parking Program. In 2023, residents of the Dave Ulin Open Water Marina were granted access to this program.

Current Operation

Business owners in the downtown Winslow area may obtain parking passes for their employees with this parking permit program. A vehicle with a displayed Downtown Employee Parking Permit may park in designated areas exceeding the posted 2-3hr time limit. The *employer* must submit an application to participate before any employee applications will be accepted. Application details and designated parking maps are posted on the City’s website: <https://www.bainbridgewa.gov/340/Programs-Services>

There are two parking permit periods. One runs from May 1 to October 31, and the other runs from November 1 to April 30. Based on the 2024 Fee Schedule, permits are \$24 for a full permit period and are pro-rated for those joining the program part-way through. The BIPD issues, on average, about 250 parking permits in summer months and 170 in winter months. On weekends and holidays there are 109 parking spaces available, and on weekdays (excluding holidays) there are 103 spaces available (more on weekends and holidays vs. weekdays in the following RCO Grant section).

Recreation and Conservation Office Grant

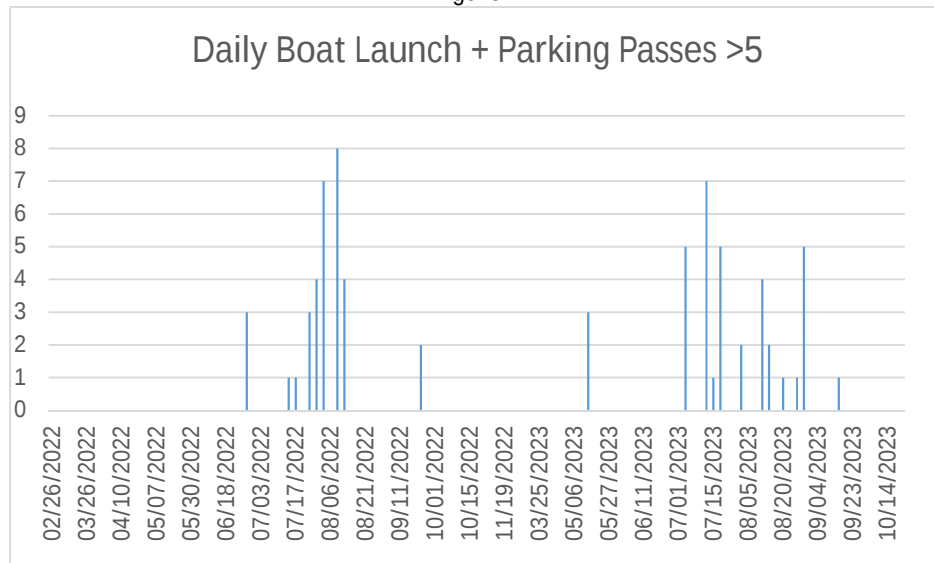
History

In 1986 the City entered into a contract with the RCO to secure ~\$250,000 in funding for the City Dock in Eagle Harbor. A provision of this contract, written in perpetuity, is that car & boat trailer parking must be reserved on all weekends and holidays, including 5 paved spaces at the boat launch ramp plus 15 additional on-street spaces along Brien and Bjune Drive. When the on-street spaces are reserved on weekends and holidays, this consumes 48 spaces that are otherwise available to the public.

Current Operation

It has been observed that the reserved boat trailer parking spaces along Bjune are under-utilized on weekends and holidays, especially in colder months, as shown by boat launch & parking day pass data gathered from the City Dock kiosk over the last two years. Weekend and holiday boat launch & parking day passes purchased never exceeded eight, roughly half of the RCO requirement for 15 on-street spaces.

Figure 1



Grow Avenue Residential Parking Permits

History

Created in 2011, a pilot parking program along the entire length of Grow Ave (map on next page, Figure 2) was introduced to allow residents to park in front of their homes during restricted hours. According to the letter sent by the police department, dated April 5, 2011, the City decided to implement the pilot program to provide relief for residents from the restrictions put in place due to the “heavy concentration of parked vehicles owned or operated by persons living elsewhere.” The current parking restrictions are from 6:00 AM to 10:00 AM Monday through Friday, excluding holidays.

Permits were issued by the parking enforcement officer at no cost and limited to two per household (although there are two addresses with three permits issued). Permits could be used by residents or their visitors. There were 32 permits issued between 2011-2017 and there are roughly 18 households with permits (Figure).

Figure 2

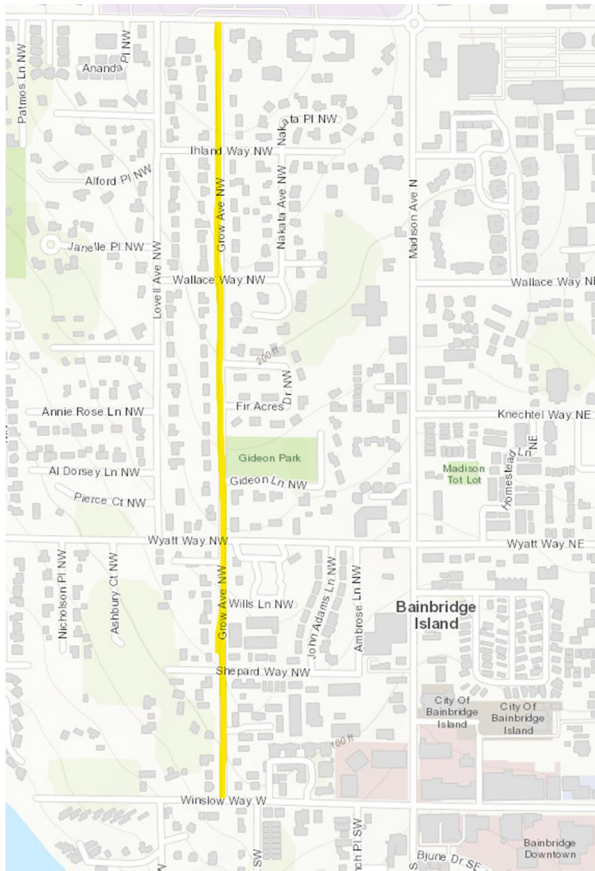


Figure 3



Current Operation

The last time a permit for Grow Avenue Resident Parking was issued was in 2017. Parking exemptions have been honored for those continuing to display a permit.

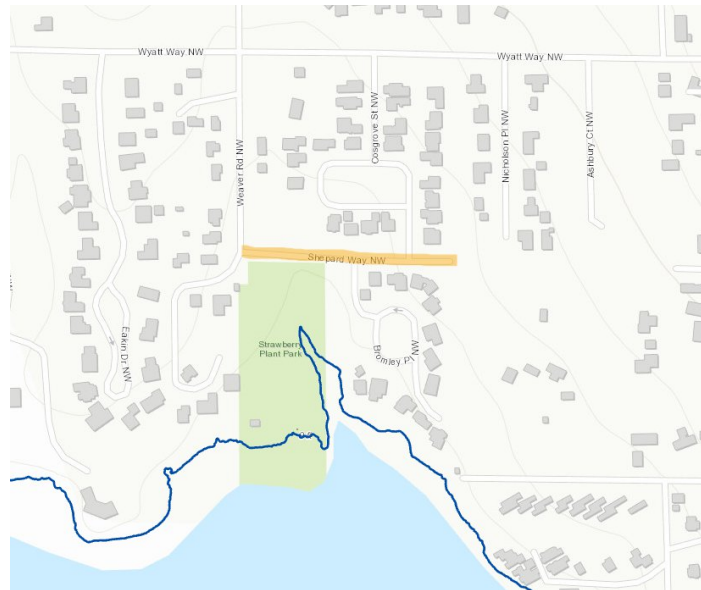
Shepard Way Parking Permits

History

In July of 2014, parking on Shepard Way from Weaver Road east to the dead end was restricted to four-hour parking between 6:00 AM to 6:00 PM on all days along the east bound curb. Parking is prohibited on the west bound curb. These restrictions were put in place to prevent commuter parking.

Police department staff communicated with residents of Winslow's Cove (Cosgrove Street) who inquired about exemptions from the parking restrictions. Similar restrictions to parking are also posted in the neighborhood. BIPD determined that the homeowner's association would issue the permits to their residents. The decision was based on the program on Grow Avenue. In 2014, permits were issued by the Leslie Landing neighborhood (Bromley Place NW) for parking along Shepard Way (see map on next page, Figure 4).

Figure 4



Current Operation

Parking exemptions have been honored for those continuing to display a permit.

Twitchitaw Court Parking Permits

History

In September of 2016, a request was made for resident parking permits for Twitchitaw Court, which at that time limited parking to four hours between 6:00 AM to 6:00 PM. The homeowner's association was allowed to issue permits consistent with the other neighborhoods. In July 2018, the residents asked the City to post new signs to prevent evening/overnight commuter parking, and in response the current "Parking Permit Required" signs were posted by the City (Figure 5).

Figure 5



Current Operation

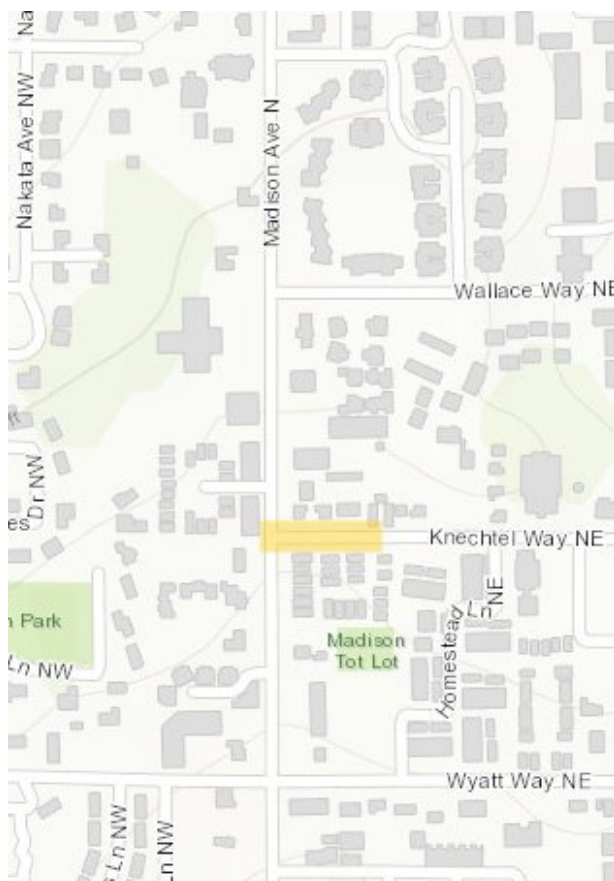
Parking exemptions have been honored for those continuing to display a permit.

Madison Cottages – Knechtel Rd Parking Permits

History

In August 2021, Public Works received a request from the Madison Cottages to designate two parking spaces in front of their development as permit parking only. The homeowner's association requested 21 permits that would allow parking in the two spots, as available (Figure 6). Public Works supported the request as the developer constructed the spots as part of their improvements along the frontage. The spaces were previously posted for two-hour parking between 6:00AM and 6:00 PM.

Figure 6



Current Operation

Parking exemptions have been honored for those continuing to display a permit.

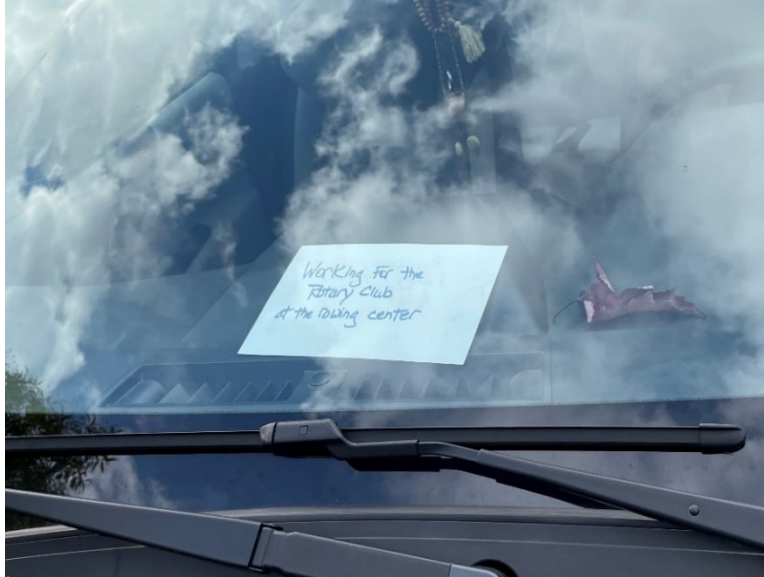
Rowing Club Parking Permits

History

In 2014 the City entered into a Ground Lease with the Bainbridge Island Rowing Club (BIR). In this agreement, Section 5 states that "The City shall not be required to provide any minimum number of parking spaces for use by BIR or to designate any specific spaces for BIR's exclusive use: BIR shall not at any time interfere with the rights of the City or of other users of the Park, to use any of the parking

areas, BIR's use of Parking Spaces at the Park shall be subject to all regulation imposed by the City for use of such spaces by the general public." Without known City authorization, BIR has issued permits to authorize longer parking, such as those shown below.

Figure 72



Current Operation

Parking exemptions have been honored for those displaying a permit.

Various Downtown Business Parking Permits

Current Operation

Some downtown Winslow businesses have created parking passes for their clients to allow them to park longer than the posted parking restriction of 3 hours between 6:00 AM to 6:00 PM (Figure 8).

Figure 8





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 27, 2024

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:50 PM) Consider Building and Fire Code Updates - Planning,

SUMMARY: The Washington State Building Code (SBC) is the minimum construction requirement for the state of Washington. Every three years, local governments are required to adopt updates issued by the SBC. The State Building Code Council (SBCC) is the principal state oversight group that provides triennial updates for local governments to adopt. The most recent package of updates, issued in 2021 with an effective date of July 2023 included new restrictions on the use of natural gas and propane for space and water heating and broad new requirements addressing the wildland urban interface (WUI) code that address wildfire risk and mitigations. City staff worked with the Bainbridge Island Fire Department (BIFD) and the Chamber of Commerce to prepare outreach maps and materials to conduct broad public engagement on the new WUI codes. The SBCC voted to pause the effective date to October 29, 2023, to address the legal uncertainty stemming from a Ninth Circuit Court of Appeals decision prohibiting restrictions on commercial and residential natural gas and propane. City staff and BIFD revised its planned briefing to City Council from June 13 to September 12. The SBCC did not complete updates to the building codes in time for local government to bring those through local adoption and voted to postpone again the effective date to March 15, 2024. Meanwhile, a bill was introduced in the state senate that vastly changed the WUI code updates so that local fire risk and vegetation management be accomplished at the local levels. That bill, SB 6120 has received broad support but has not become law at the time of this writing. For this reason and because the SBCC has not postponed for a third time the effective date, City staff and BIFD present adopting ordinances that are compliant with revised building and energy codes and that adopt modest WUI and other fire code updates. Council will hear an overview from PCD and from the Bainbridge Island Fire Chief on the background and current plan to adopt updates to the city's building and fire codes.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to forward Ordinance No. 2024-06 and Ordinance No. 2024-07 updating building and fire codes to the March 12, 2024 consent agenda.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: On March 15, 2024, the 2021 editions of the International Code Council (ICC) code will come into effect include:

2021 International Building Code (includes the 2021 International Existing Building Code, 2021 International Swimming Pool and Spa code, and 2017 ICC/ANSI A117.1)

2021 International Residential Code

2021 International Mechanical Code (includes the 2021 International Fuel Gas Code, 2020 Liquefied Petroleum Gas Code (NFPA 58), and 2021 National Fuel Gas Code (NFPA 54) as it applies to LP Gas installations

2021 International Property Maintenance Code

2021 International Green Construction Code

2021 International Fire Code

2021 Wildland-Urban Interface (WUI) Code

2021 Uniform Plumbing Code

Since pausing the original effective date of July 1, 2023 to March 15, 2024, the state legislature and the SBCC have worked to revise WUI standards. State Senate Bill 6120 relating to the WUI code has passed the State Senate and is currently being considered at the time of this writing in the House Committee on Local Government.

The Fire Code, Title 20 of the BIMC, requires several small but important changes in this revision cycle. In BIMC 20.04, there are several proposed updates to fire sprinkler requirement language that are needed to address some unclear language as well as to provide some relief to homeowners and businesses undertaking remodels. In addition, some revisions to the Open Burning requirements in Title 20.12 are being proposed to clarify acceptable exceptions to burning bans as well as to allow prescribed fire to be conducted by the fire department with a proper permit. Previous proposed language by the State Building Code Council on wildland-urban interface (WUI) requirements has been withdrawn and no changes to existing language in the BIMC regarding WUI are being proposed at this time. All of the proposed changes to the Fire Code have been reviewed and endorsed by the Fire Department.

Finally, local adoption of state building codes become effective and local governments are required to enforce the updated standards whether or not local adoption occurs on or before the effective date.

ATTACHMENTS:

[Ordinance No. 2024-07 Building Code Updates.docx](#)

[City Fire Code Ordinance No. 2024-07.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2024-06

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the City's building codes and regulations, amending Section 15.04.020 of the Bainbridge Island Municipal Code.

WHEREAS, the State Building Code Council amended and adopted the 2021 International Building Code, the 2021 International Residential Code, the 2021 International Mechanical Code published by the International Code Council, as well as the 2021 Uniform Plumbing Code published by the International Association of Plumbing and Mechanical Officials, and the 2021 International Energy & Conservation Code; and

WHEREAS, the City of Bainbridge Island is required by RCW 19.27.031 to adopt provisions of certain uniform codes of technical building and related regulations as adopted by the Washington State Building Code Council; and

WHEREAS, pursuant to Chapter 51-50 of the Washington Administrative Code, these new codes were to become effective on July 1, 2023 and after formally postponing that effective date are to become effective March 15, 2024; and

WHEREAS, this ordinance is being adopted in accordance with Washington state law requirements related to jurisdictions in the state adopting by reference and enforcing building codes throughout Washington.

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

Section 1. Section 15.04.020 of the Bainbridge Island Municipal Code is amended to read as follows:

15.04.020 Codes adopted by reference.

The following codes are adopted by reference subject to the amendments set forth in BIMC 15.04.021 through 15.04.050 and Resolution 99-31:

- A. The International Building Code, 2021 Edition, published by the International Code Council, and amended by the State Building Code Council in Chapter 51-50 WAC, together with ICC A117.1, Appendix C (Agricultural Buildings), Appendix E (Supplementary Accessibility Requirements), Appendix J (Grading), and the 2021 International Existing Building Code;

- B. The International Residential Code, 2021 Edition, published by the International Code Council, and amended by the State Building Code Council in Chapter 51-51 WAC together with Appendix F (Radon Control Measures), Appendix J (Existing Buildings and Structures), and Appendix Q (Tiny Homes);
- C. The Uniform Plumbing Code, 2021 Edition, published by the International Association of Plumbing and Mechanical Officials, and amended by the State Building Code Council in Chapter 51-56 WAC including Appendices A, B, I, and M;
- D. The International Mechanical Code, 2021 Edition, published by the International Code Council, and amended by the State Building Code Council in Chapter 51-52 WAC; except that the standards for handling liquefied petroleum gas installations shall be NFPA 58 (Liquefied Petroleum Gas Code) and NFPA 54 (National Fuel Gas Code);
- E. The International Energy Conservation Code, 2021 Edition, published by the State Building Code Council, and amended in Chapters 51-11C and 51-11R WAC;
- F. The International Fuel Gas Code, 2021 Edition, published by the International Code Council;
- G. The International Green Construction Code (IGCC), 2021 Edition, is adopted by reference as an optional alternative to the 2021 IBC and/or 2021 IRC;
- H. The International Swimming Pool and Spa Code, 2021 Edition, published by the International Code Council;
- I. The International Property Maintenance Code, 2021 Edition, published by the International Code Council.

In case of conflict among the BIMC and codes adopted in subsections A, B, C, D, E, F, G, H, I, of this section, the BIMC shall govern.

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

PASSED by the City Council this 12th day of March, 2024

APPROVED by the Mayor this 12th day of March, 2024.

Joe Deets, Mayor

ATTEST/AUTHENTICATE

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER:

ORDINANCE NO. 2024-07

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the fire code; amending Chapter 20.04 (Fire Code) Sections 20.04.010, 20.04.030, 20.04.040, 20.04.050, 20.04.100 and amending Chapter 20.12 (Burning Restrictions) Sections 20.12.020, 20.12.030, and 20.12.040 of the Bainbridge Island Municipal Code (BIMC).

WHEREAS, the City Council desires to amend the City’s fire code provisions in BIMC Chapter 20.04 to reflect changes made in the International Fire Code, 2021 Edition; and

WHEREAS, the Bainbridge Island Fire Department has recommended changes to BIMC Chapter 20.12, relating to burning restrictions; and

WHEREAS, pursuant to WAC 51-54, this updated edition becomes effective March 15, 2024;

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

Section 1. Section 20.04.010 of the BIMC Chapter 20.04 is hereby amended to read as follows:

20.04.010 Code adopted by reference.

The following codes are adopted by reference subject to the amendments set forth in BIMC [20.04.010](#) through [20.04.130+140](#):

- A. The International Fire Code, ~~2018~~ 2021 Edition, published by the International Code Council, and as amended as set forth in Chapter [51-54A](#) WAC, and adopted by the State Building Code Council, with the addition of the following appendices: Appendix B (Fire Flow Requirements) as amended in BIMC [20.04.110](#), Appendix D (Fire Apparatus Access Roads) as amended in BIMC [20.04.130](#), Appendix E (Hazard Categories), Appendix F (Hazard Ranking), Appendix G (Cryogenic Fluids – Weight and Volume Equivalents), Appendix H (Hazardous Materials Management Plan (HMMP); and Hazardous Materials Inventory Statement (HMIS) Instructions), and Appendix I (Fire Protection Systems-Noncompliant Conditions) (the “International Fire Code”).
- B. The International Wildland Urban Interface Code, ~~2018~~ 2021 Edition, as published by the International Code Council, ~~and as amended as set forth in Chapter 51-54A WAC~~ RCW 19.27, and ~~adopted by the State Building Code Council,~~ as amended in BIMC 20.04.140.

Section 2. Section 20.04.030 of the BIMC Chapter 20.04 is hereby amended to read as follows:

20.04.030 Amendments to Section ~~109~~ 111.

Section ~~109~~ 111 of the International Fire Code is amended to read as follows:

SECTION ~~109~~-111

~~109.1~~ 111.1 Appeals.

A. General. Except for civil infractions, misdemeanors and civil penalties imposed pursuant to BIMC [20.04.040](#), the fire chief of the Bainbridge Island Fire Department and city hearing examiner shall have the authority to hear and decide appeals of orders, decisions and/or determinations made by the fire code official relative to the application and interpretation of the city fire code.

B. Review by Fire Chief. A person or entity that is directly affected by an order, decision and/or determination made by the fire code official may request that the fire chief review said order, decision and/or determination. Any request for review must be submitted to the fire chief within 14 calendar days of issuance of the order, decision and/or determination. The request shall state the grounds for the review and shall be filed with the fire chief. If no such request for review is filed within the required timeline, the order, decision and/or determination of the fire code official shall be final.

C. Appeal. The decision of the fire chief regarding any request for review may be appealed to the city hearing examiner within 14 calendar days of issuance of said decision. The appeal must be filed with the city clerk and in accordance with BIMC [2.16.130](#). The appeal shall be considered in accordance with the process set forth in BIMC [2.16.130](#). If no such appeal is filed within the required timeline, the decision of the fire chief shall be final.

D. Limitations on Authority. An application for appeal shall be based on a claim that the true intent of the city fire code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of the city fire code do not fully apply or an equally good or better form of construction is proposed. The fire chief and/or hearing examiner shall have no authority to waive requirements of this code.

E. Conflict. In the event and to the extent the language of this section conflicts with language of the codes and/or appendices adopted by reference in BIMC [20.04.010](#), the language of this section shall prevail over the language it conflicts with in any said code and/or appendix.

Section 3. Section 20.04.040 of the BIMC Chapter 20.04 is hereby amended to read as follows:

20.04.040 Amendments to Section ~~110~~ 112.

Section ~~110~~ 112 of the International Fire Code is amended to read as follows:

SECTION ~~110~~ 112

VIOLATIONS

~~110.1~~ 112.1 Unlawful Acts. It shall be unlawful for a person, firm or corporation to erect, construct, alter, repair, remove, demolish or utilize a building, occupancy, premises or system regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of this code.

~~110.2~~ 112.2 Owner/Occupant Responsibility. Correction and abatement of violations of this code shall be the responsibility of the owner or the owner's authorized agent. If an occupant creates, or allows to be created, hazardous conditions in violation of this code, the occupant shall be held responsible for the abatement of such hazardous conditions.

~~110.3~~ 112.3 Notice of Violation. When the fire code official (or designee) finds a building, premises, vehicle, storage facility or outdoor area that is in violation of this code, the fire code official (or designee) is authorized to prepare a written notice of violation describing the conditions deemed unsafe and where compliance is not immediate, specifying a time for reinspection.

~~110.3.1~~ 112.3.1 Service. A notice of violation issued pursuant to this code shall be served upon the owner, operator, occupant, or other person responsible for the condition or violation, either by personal service, mail, or by delivering the same to, and leaving it with, some person of responsibility upon the premises. For unattended or abandoned locations, a copy of such notice of violation shall be posted on the premises in a conspicuous place and the notice of violation shall be mailed by certified mail with return receipt requested or a certificate of mailing, to the last known address of the owner, occupant or both.

~~110.3.2~~ 112.3.2 Compliance with Orders and Notices. A notice of violation issued or served as provided by this code shall be complied with by the owner, the owner's authorized agent, operator, occupant or other person responsible for the condition or violation to which the notice of violation pertains.

~~110.3.3~~ 112.3.3 Prosecution of Violations. If the notice of violation is not complied with promptly, the fire code official is authorized to request the city code enforcement official or prosecutor to institute the appropriate legal proceedings at law or in equity to restrain, correct or abate such violation or to require removal or termination of the unlawful occupancy of the structure in violation of the provisions of the city fire code or of the order or direction made pursuant hereto.

~~110.3.4~~ 112.3.4 Unauthorized Tampering. Signs, tags or seals posted or affixed by the fire code official shall not be mutilated, destroyed or tampered with or removed without authorization from the fire code official. Any mutilation, destruction, tampering or removal of said signs, tags, and/or seals is unlawful and a violation of the city fire code.

~~110.4~~ 112.4 Violation Penalties.

A. Civil Infraction. Except as provided in subsection B of this section, conduct made unlawful by the city fire code shall constitute a civil infraction and is subject to enforcement and fines as provided in BIMC [1.26.035](#), including payment of a fine of not more than five hundred dollars (\$500.00) per violation for each day of noncompliance and payment of court costs. A civil infraction under this section shall be processed in the manner set forth in BIMC Chapter [1.26](#). Enforcement of this code and the imposition of penalties for violations of this code shall be by the Fire Code Official as provided for in BIMC Chapter [1.26](#).

B. Misdemeanor. Any person who again violates this section within twelve (12) months after receiving a notice of infraction pursuant to subsection A of this section, commits a misdemeanor and any person who is convicted thereof shall be punished as provided in BIMC [1.24.010.A](#).

C. Civil Penalty. In addition to any civil infraction fine, criminal penalty, and or other available sanction or remedial procedure, any person engaging in conduct made unlawful by the city fire code shall be subject to a cumulative civil penalty in the amount of \$1,000 per day for each violation from the date set for compliance until the date of compliance. Any such civil penalty shall be collected in accordance with BIMC [1.26.090](#).

D. Additional Remedies. In addition to any other remedy provided by this chapter or under the Bainbridge Island Municipal Code, the city may initiate injunction or abatement proceedings or any other appropriate action in courts against any person who violates or fails to comply with any provision of this chapter to prevent, enjoin, abate, and/or terminate violations of this chapter and/or to restore a condition which existed prior to the violation. In any such proceeding, the person violating and/or

failing to comply with any provisions of the city building code shall be liable for the costs and reasonable attorney's fees incurred by the city in bringing, maintaining and/or prosecuting such action.

E. In the event and to the extent the language of this section conflicts with language of the codes and/or appendices adopted by reference in BIMC [20.04.010](#), the language of this section shall prevail over the language it conflicts with in any said code and/or appendix.

~~110.4.1~~ [112.4.1](#) Abatement of Violation. In addition to the imposition of the penalties herein described, the fire code official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation; or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises.

Section 4. Section 20.04.050 of the BIMC Chapter 20.04 is hereby amended to read as follows:

20.04.050 Amendments to Section ~~112.4~~ [113.4](#).

Section ~~112.4~~ [113.4](#) of the International Fire Code is amended to read as follows:

~~112.4~~ [113.4](#) Failure to Comply. It is a violation of this code for any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition.

Section 5. Section 20.04.100 of the BIMC Chapter 20.04 is hereby amended to read as follows:

20.04.100 Amendments to Section 903.

Section 903 of the International Fire Code is hereby amended to read as follows:

903.1 General. Automatic sprinkler systems shall comply with this section. For the purpose of this section, for determining automatic fire sprinkler system requirements, fire areas shall be defined as the total floor areas of all floor levels within the exterior walls, including mezzanines, as well as all areas under the horizontal projections of the roof of a building (such as a connecting breezeway or carports open on two sides). Fire walls shall not define separate buildings.

903.2.13 Other automatic fire sprinkler system requirements.

A. Sprinkler Systems Required.

1. A fully automatic fire sprinkler system designed, installed and tested pursuant to the current edition of NFPA 13, NFPA 13R, or NFPA 13D, as determined by the fire marshal, shall be installed in all new buildings in excess of 3,600 square feet total floor area.

2. A fully automatic fire sprinkler system meeting the standards set forth in subsection A.1 of this section may be required by the chief of the fire district for any new building in the city, when, in the judgment of the fire code official, any of the following conditions exist: hazardous operations, hazardous contents, critical exposure problems, limited accessibility to the buildings, or other items which may contribute to definite fire hazards.

3. All fire sprinkler systems installed after the effective date of the ordinance codified in this subsection shall be equipped with a leak detector meter which includes a double check valve assembly.

B. Conflicts. In the event that any provision of this section conflicts with any provision of the Building Code or the Fire Code as adopted by the city, the more stringent (greatest protection) provision shall apply.

C. Exceptions. The chief of the fire district and the city building official shall have the authority to grant exceptions to the provisions of this section. All such exceptions must be in writing and shall be granted only where the required installation of a fire sprinkler system would create a safety hazard.

D. Existing Buildings.

1. Existing buildings equipped with an automatic fire sprinkler system, when remodeled or added onto, shall retain the feature of being equipped with an automatic fire sprinkler system in the remodeled or added on portion.

2. If, by expanding an existing building of 3,600 or more square feet of total floor area, the resulting total structure falls within the coverage of subsection A of this section, the entire structure shall be equipped with an automatic fire sprinkler system as required in subsection A.1 or A.2 of this section, whichever may apply.

EXCEPTION: One- and two-family dwellings less than 5,000 square feet within 1,000 feet of a fire hydrant as measured along an approved access roadway from the structure that supplies not less than 500 gpm for a minimum of 30 minutes.

3. If a building permit is required in the remodeling, without expanding, of an existing structure ~~of~~ 3,600 square feet or more of total floor area ~~as described in~~

903.2.14, the entire structure shall be equipped with an automatic fire sprinkler system as required in subsection A.1 or A.2 of this section, whichever may apply.

EXCEPTION:

- 1.) When the work area is less than 25 percent of the total floor area.
- 2.) One- and two-family dwellings.

Section 6. Section 20.12.020 of the BIMC Chapter 20.12 is hereby amended to read as follows:

20.12.020 Definitions.

- A. “Air pollution episode” means a period when a forecast, alert, warning, or emergency air pollution stage is declared by a state agency.
- B. “Agricultural burning” means outdoor burning related to commercial agricultural activities under Chapter [173-430](#) WAC, including, but not limited to, any incidental agricultural burning or agricultural burning for pest or disease control.
- C. “Firefighting instructional fires” means fires for instruction in the methods of firefighting.
- D. “Fire protection agency” means the Bainbridge Island fire department.
- E. “Impaired air quality” means a condition declared by an appropriate state agency in which air contaminants exceed the amount established by regulation.
- F. “Land clearing burning” means outdoor burning of trees, stumps, shrubbery, or other natural vegetation from land clearing projects, including projects that clear the land surface so it can be developed or for a different purpose.
- G. “Natural vegetation” means unprocessed plant material from herbs, shrubbery, and trees including grass, weeds, leaves, clippings, prunings, brush, branches, roots, stumps, and trunk wood.
- H. “Outdoor burning” means any type of burning as specified in Chapter [173-425](#) WAC, including the combustion of material of any type in an open fire or in an outdoor container without providing for the control of combustion or the control of the emissions from the combustion.
- I. “Prescribed fire” means the controlled application of fire by members of the fire department under specified weather conditions to restore health to ecosystems.
- J. “Recreational fire” means cooking fires, campfires, and bonfires using charcoal or bare, untreated firewood that occur in designated areas or on private property for cooking, pleasure, or ceremonial purposes. A fire used for yard waste disposal purposes is considered as residential burning, not a recreational fire.
- K. “Residential burning” means the outdoor burning of natural vegetation associated with yard and gardening refuse originating on land immediately adjacent and in close proximity to a human dwelling and burned on such lands by the property owner or his/her designee.

~~K.L.~~ “Silvicultural burning” means outdoor burning associated with forest management activities under Chapter [70.94](#) RCW.

~~L.M.~~ “Storm or flood debris burning” means fires consisting of natural vegetation deposited on lands by storms or floods that have resulted in an emergency being declared by the city, county, or state government; and are burned on such lands by the property owner or his/her designee.

Section 7. Section 20.12.030 of the BIMC Chapter 20.12 is hereby amended to read as follows:

20.12.030 Outdoor burning – Prohibited types.

The following types of outdoor burning are prohibited:

- A. Any outdoor fire during any stage of an air pollution episode or period of impaired air quality;
- B. Any outdoor fire during any period of time that a burning ban has been established by the fire protection agency due to high fire hazard conditions.

Exceptions:

- 1. Fire extinguisher training conducted by the fire department where a firefighting instructional fire permit has been issued, and
- 2. Prescribed fire conducted by the fire department where a prescribed fire permit has been issued, and
- 3. Recreational fires in an approved fire pit or fire table located on a non-combustible surface and fueled by LPG (Liquified Petroleum Gas).
- C. Any outdoor fire containing garbage, dead animals, asphalt, petroleum products, paints, tires, rubber products, plastics, paper (other than what is necessary to start a fire), cardboard, treated wood, construction/demolition debris, metal, or any substance (other than natural vegetation) that normally releases toxic emissions, dense smoke, or obnoxious odors when burned;
- D. Any outdoor fire in a metal container such as a burning barrel;
- E. Any outdoor fire for the purpose of demolition, salvage or reclamation of materials;
- F. Any outdoor fire for which a permit or approval has not been issued by a state agency and/or the local permitting agency, as appropriate, when such permits or approvals are required by law;
- G. Any land clearing burning;
- H. Any residential burning. (Ord. 2008-10 § 9, 2008)

Section 8. Section 20.12.040 of the BIMC Chapter 20.12 is hereby amended to read as follows:

20.12.040 Outdoor burning – Permitted types.

A permit is required for the following types of outdoor burning:

- A. Firefighting instructional fires that comply with all applicable state laws and regulations;
- B. Agricultural burning that complies with all applicable state laws and regulations;
- C. Silvicultural burning that complies with all applicable state laws and regulations;
- D. Storm or flood debris burning, with time limitations for burning established by the city;
- E. Recreational fires with a total fuel area that is greater than three feet in diameter and/or two feet in height. Exception: Recreational fires under this size are allowed and do not require a permit; (Ord. 2008-10 § 9, 2008)
- F. Prescribed fire conducted by the fire department.

Section 9. This ordinance shall take effect and be in force on March 15, 2024 as provided by law.

PASSED by the City Council this XX day of XX, 2024.

APPROVED by the Mayor this XX day of XX, 2024.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:

PASSED BY CITY COUNCIL:

PUBLICATION DATE:

EFFECTIVE DATE:

ORDINANCE NO.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 27, 2024

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (8:00 PM) Receive Update on Winslow Subarea and Comprehensive Plan Projects - Planning,

SUMMARY: Staff committed to providing monthly updates to the City Council on the two long-range planning projects- Winslow Subarea Plan Update and the Comprehensive Plan periodic update.
For the Winslow Subarea Plan: Two documents have recently been uploaded to the project website. Detailed information on the Draft Alternatives for the Winslow Subarea Plan is contained in a new Draft Summary of Alternatives Chapter, and the fall community engagement is described in an amended Outreach and Engagement Summary Chapter. The project website where these documents may be accessed is <https://cityofbainbridgeisland.civilspace.io/en/projects/winslow-subarea-plan-update>. Both documents can be found under "Supporting Documents."

Comprehensive Plan Periodic Update: Summary reports from the scoping process have been uploaded to the project website. These reports provide a basis for the full scope of review that the Comprehensive Plan update will consider. The project website is <https://cityofbainbridgeisland.civilspace.io/en/projects/2024-comprehensive-plan-periodic-update>.

Next steps include work on a Draft Environmental Impact Statement (EIS) that combines review of Winslow Subarea Plan alternatives with the complementary island-wide alternatives for the Comprehensive Plan. The City expects the Draft EIS to be complete in late spring. Staff is currently working with consultant teams and the Steering Committee to map out ideas, concepts and plans for broad public engagement and community review and feedback on the Draft EIS.

AGENDA CATEGORY: Report

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The Comprehensive Plan and Winslow Subarea Plan serve as policy documents that guide city services and decisions regarding land use, housing, transportation, and more. They serve to unify and

further the work of other recent adopted policy including the Climate Action Plan and the Sustainable Transportation Plan. Alternatives for both plans are being analyzed in the Draft Environmental Impact Statement to ensure the public and decisionmakers have technical information related to impacts and trade-offs of potential actions. More background information, including City Council approved work plans and engagement plans, can be found on the project webpages noted above.

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 27, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:20 PM) Appoint Resident to the Bremerton Kitsap Access Channel Advisory Board,

SUMMARY: Bremerton Kitsap Access Television (BKAT) has requested that the City appoint a representative to their advisory board. The City's current representative did not wish to serve another term. Mayor Deets interviewed two candidates and recommends the appointment of James Forsher to a two-year term.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to appoint James Forsher to the Bremerton Kitsap Access Channel Advisory Board for a two-year term, from January 1, 2024 to December 31, 2025.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Forsher \(BKAT\) - Redacted.pdf](#)

[James \(BKAT\) - Redacted.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Application for City Boards / Commissions / Committee

Date	1/13/2024
First Name	James
Middle Name	Maurice
Last Name	Forsher
Home Phone	
Address1	
Address2	
City	bainbridge Island
State	Washington
Zip	98110
Occupation	Program Develop and Public Engagement Director
Employer	Kitsap Habitat for Humanity
Work Address1	3581 Wheaton Way
Work Address2	<i>Field not completed.</i>
City	Bremerton
State	Washington
Zip	98310
Work Phone	2062652382
Fax	<i>Field not completed.</i>
Email	
Education	PhD. Urban Planning. University of Southern California. Minor in Communications
Local References	Jeff Brein. 206 938-3456
I am interested in serving:	Public Access Citizens Advisory Committee (Bremerton Kitsap Access Television/BKAT)
Is this an application for reappointment?	No

How long have you lived in Bremerton	I've lived on Bainbridge Island 11 years.
Why are you applying for this appointment?	Become more actively involved in the community.
Which of your personal and / or professional interests prompted you to apply for this appointment?	My job as community engagement coordinator for Kitsap Habitat for Humanity. Also, I spent four decades producing television productions. [REDACTED]
Have you ever served on any other Bremerton board, commission, committee or task force? If yes, please list.	no
Please list your qualifications for this appointment (include skills, activities, training, education):	Writer, editor, producer and director of over 100 shows. Thirty years teaching communication skills as a college professor.
What are your community interests (committee, organizations, special activities)?	Developing affordable housing in Kitsap County.
Please list any accommodations you need to perform volunteer duties:	Field not completed.

We welcome your willingness to serve Bremerton.

Pursuant to the Washington Public Disclosure Act, (RCW 42.56), this form constitutes a public record and is subject to public release upon request. Prior to release, the following information may be redacted pursuant to RCW 42.56.250(3): Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency.

Applicants are considered for appointment without regard to race, color, religion, gender, national origin, sexual orientation, age, genetic information, marital or veteran status, or the presence of any disability.

Updated 3/24/2020

Application for City Boards / Commissions / Committee

Date	1/21/2024
First Name	Brenda
Middle Name	Margaret
Last Name	James
Home Phone	
Address1	
Address2	<i>Field not completed.</i>
City	Bainbridge Island
State	WA
Zip	98110
Occupation	Substitute Teacher
Employer	Seattle Public Schools
Work Address1	2445 3rd Ave S
Work Address2	<i>Field not completed.</i>
City	Seattle
State	WA
Zip	98134-1165
Work Phone	(206)252-0010
Fax	<i>Field not completed.</i>
Email	
Education	University of Washington, BA
Local References	<i>Field not completed.</i>
I am interested in serving:	Public Access Citizens Advisory Committee (Bremerton Kitsap Access Television/BKAT)
Is this an application for reappointment?	No

How long have you lived in Bremerton	N/A
Why are you applying for this appointment?	To provide input as representative of Bainbridge Island
Which of your personal and / or professional interests prompted you to apply for this appointment?	I am personally interested in Public Access Television.
Have you ever served on any other Bremerton board, commission, committee or task force? If yes, please list.	I served on Kitsap Rescue Mission Board
Please list your qualifications for this appointment (include skills, activities, training, education):	I have been on several nonprofit Boards.
What are your community interests (committee, organizations, special activities)?	I am currently on the Board of Commodore West HOA.
Please list any accommodations you need to perform volunteer duties:	none

We welcome your willingness to serve Bremerton.

Pursuant to the Washington Public Disclosure Act, (RCW 42.56), this form constitutes a public record and is subject to public release upon request. Prior to release, the following information may be redacted pursuant to RCW 42.56.250(3): Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency.

Applicants are considered for appointment without regard to race, color, religion, gender, national origin, sexual orientation, age, genetic information, marital or veteran status, or the presence of any disability.

Updated 3/24/2020