



**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, OCTOBER 22, 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. **PRESENTATION(S)**
 - 3.A **(6:10 PM) Present Proclamation Honoring Veterans Day on November 11, 2024, 5 Minutes**
[Veterans Day Proclamation 2024.docx](#)

4. **PUBLIC COMMENT - 6:15 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 by noon on the date of the meeting 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.

- 4.A **Instructions for Providing Public Comment 15 Minutes**

5. 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.

5.A [Agenda Bill for Consent Agenda](#), 5 Minutes

5.B [Approve Accounts Payable and Payroll](#)

[AP Report to Council of Cash Disbursements 10-09-24.pdf](#)

[AP Report to Council of Cash Disbursements 10-16-24.pdf](#)

[Council Report 10-20-2024.pdf](#)

5.C [Approve City Council Meeting Minutes](#)

[Special City Council Meeting - Executive Session Minutes, October 8, 2024.pdf](#)

[Regular City Council Business Meeting Minutes, October 8, 2024.pdf](#)

[City Council Study Session Minutes, October 15, 2024.pdf](#)

5.D [Extend the Sunset Date of the Sustainable Transportation Ad Hoc Subcommittee to March 31, 2025](#)

[Sustainable Transportation Ad Hoc Committee Extension for CC 10222024](#)

5.E [Authorize Advertisement for the 2024 Annual Drainage Projects - Public Works](#)

[2024 Annual Drainage Project Vicinity Map.pdf](#)

5.F [Adopt Ordinance No. 2024-16 Updating the Franchise Agreement with Puget Sound Energy for Electrical Facilities in the Public Right-of-Way - Public Works](#), 5 Minutes

[Ordinance 2024-16 COBI PSE Updated Franchise.docx](#)

[PSE Franchise_Overview Slides.pptx](#)

5.G [Adopt Resolution No. 2024-17 Opposing the Lava Ridge Wind Project](#),

[Resolution Supporting BIJAEMA and Minidoka National Historic Site.docx](#)

5.H [Adopt Comprehensive Emergency Management Plan \(CEMP\) - Executive](#), 5 Minutes

[Emergency Mgmt Presentation to Council Oct 15 2024.pdf](#)

[2024 CEMP Final Packet.pdf](#)

[Wildfire Response and Evacuation Plan - Hazard Specific Annex October 2024.pdf](#)

[Damage Assessment - Hazard Specific Annex October 2024 2.pdf](#)

[Functional Annex - Volunteer and Donations Management Oct 2024.pdf](#)

6. COUNCIL ANNOUNCEMENTS - 6:35 PM

7. CITY MANAGER'S REPORT 6:45 PM

7.A [Receive City Manager's Report](#), 5 Minutes

[102224 Memorandum on Bucklin Hill Non-Motorized Improvement Project.pdf](#)

8. REGULAR BUSINESS

- 8.A (6:50 PM) Authorize the City Manager to Enter Into an Updated Wholesale Wastewater Treatment Agreement with Kitsap County Sewer District #7 Including 25 Additional Sewer Connections in the South Island Sewer Service Area, and Initiate the Process to Purchase and Connect up to Five (5) Pending Sewer Connection Requests - Public Works, 15 Minutes**
Wholesale Wastewater Agreement Between KCSD7 and COBI 100824.docx
South Island Sewer Slides 102224.pptx
Original 2007 Agreement Between KCSD7 and COBI.pdf
Section 2.14 South Island Sewer Connection Procedures.pdf
South Island Sewer Slides 101723.pdf
Excerpt from 101723 City Council Study Session Minutes.pdf
South Island Sewer Connection Capacity Memo_04122022.pdf
Excerpt from 041222 City Council Business Meeting Minutes.pdf
- 8.B (7:05 PM) Review Ordinance No. 2024-27 Relating to the Regulation of Signs Erected within the City and Repealing and Replacing Chapter 15.08 of the Bainbridge Island Municipal Code, 20 Minutes**
Signs Presentation.pptx
Ordinance 2024-27 Updating Bainbridge Island Sign Code for CC 10222024.docx
Letters from Stakeholders.pdf
- 8.C (7:25 PM) Discuss and Provide Direction for the 2025-2026 Proposed Budget, 20 Minutes**
20241022 Proposed Budget Discussion_Final.pptx
- 8.D (7:45 PM) Consider Reappointment of Michele Bombardier as the Bainbridge Island Poet Laureate for 2025 and Consider Change to the Program Charter and the Bainbridge Island Residency Requirement to a Kitsap County Residency Requirement - Executive, 10 Minutes**
Program charter - Poet Laureate update for 2025-26 DRAFT for CC 10222024.docx
- 8.E (7:55 PM) Consider Location and Design for Road Surface of the Bike Corral on Winslow Way - Executive, 10 Minutes**
Bike Corral Presentation 10_22_24.pdf
- 8.F (8:05 PM) Establish Council Review Ad Hoc Committee to Review Applications Received from Students Applying for Association of Washington Cities Center for Quality Communities Scholarship Program - Executive, 10 Minutes**
Center for Quality Communities - 2024 Scholarships
- 8.G (8:15 PM) Confirm Appointments to Lodging Tax Advisory Committee - Executive, 5 Minutes**
Bischoff - Redacted (LTAC).pdf
Boscow - Redacted (LTAC).pdf
Dobson - Redacted (LTAC).pdf
Fitzgerald - Redacted (LTAC).pdf

9. ADJOURNMENT - 8:20 PM

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



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: October 22, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:10 PM) Present Proclamation Honoring Veterans Day on November 11, 2024,

SUMMARY: The City Council will present a proclamation honoring Veterans Day on November 11, 2024. This proclamation is one of the annual proclamations that may be signed by the Mayor without further Council action.

AGENDA CATEGORY: Proclamation

PROPOSED BY: Executive

RECOMMENDED MOTION: Presentation only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Veterans Day Proclamation 2024.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, honoring Veterans Day.

WHEREAS, our nation was founded on the belief that all citizens are guaranteed the inalienable rights of life, liberty, and the pursuit of happiness; and

WHEREAS, this freedom we enjoy as Americans does not come without a price; and

WHEREAS, our nation's military veterans have sacrificed to preserve and protect those rights from all enemies foreign and domestic; and

WHEREAS, in 1919, November 11th was initially proclaimed as "Armistice Day" to honor our country's World War I veterans on the one-year anniversary of the signing of the armistice which brought an end to that war; and

WHEREAS, in 1954, President Dwight D. Eisenhower signed legislation which proclaimed every November 11th as a day to honor all veterans of the United States Armed Forces; and

WHEREAS, residents of Bainbridge Island serve and have served in the United States Armed Forces; and

WHEREAS, American Legion, Colin Hyde Post #172, will present a program to commemorate Veterans Day on Monday, November 11, 2024, at the Legion Hall, 7880 NE Bucklin Hill Road, at 12:00 pm.

NOW THEREFORE, I, Joe Deets, Mayor of the City of Bainbridge Island, on behalf of the City Council, hereby recognize November 11, 2024, as

VETERANS DAY

in the City of Bainbridge Island and encourage all residents to join us in this special observance thanking all veterans for their sacrifice and service to our country.

SIGNED this 22nd day of October 2024.

Joe Deets, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 2024

ESTIMATED TIME: 15 Minutes

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 March 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 by noon on the date of the meeting 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: October 22, 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: October 22, 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 10-09-24.pdf](#)

[AP Report to Council of Cash Disbursements 10-16-24.pdf](#)

[Council Report 10-20-2024.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN DATE: 10/09/2024

Last check from previous run: 361841 dated 10/02/2024 issued to Wells Fargo Bank for \$10,238.68

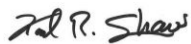
Last ACH from previous run: 4638 dated 10/03/2024 issued to Westbay Auto Parts for \$404.01

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
Manual ACH	10/08/2024	4639	WA State DOR/2024 Unclaimed property report	\$ 7,134.80
Regular Run Checks	10/09/2024	361842-361861	Total Regular Check Run	\$ 103,563.80
Regular Run ACH	10/10/2024	4640-4681	Total Regular ACH Run	\$ 828,043.84
VOID	03/15/2023	359914	Unclaimed Property/Payment sent to WA ST Dept. of Rev.	N/A
VOID	05/25/2023	360230	Unclaimed Property/Payment sent to WA ST Dept. of Rev.	N/A
VOID	08/09/2023	360452	Unclaimed Property/Payment sent to WA ST Dept. of Rev.	N/A
VOID	08/09/2023	360453	Unclaimed Property/Payment sent to WA ST Dept. of Rev.	N/A
VOID	08/09/2023	360462	Unclaimed Property/Payment sent to WA ST Dept. of Rev.	N/A
VOID	08/09/2023	360470	Unclaimed Property/Payment sent to WA ST Dept. of Rev.	N/A
VOID	08/09/2023	360475	Unclaimed Property/Payment sent to WA ST Dept. of Rev.	N/A
VOID	08/09/2023	360478	Unclaimed Property/Payment sent to WA ST Dept. of Rev.	N/A
VOID	08/09/2023	360485	Unclaimed Property/Payment sent to WA ST Dept. of Rev.	N/A
VOID	08/09/2023	360495	Unclaimed Property/Payment sent to WA ST Dept. of Rev.	N/A
VOID	09/13/2023	360635	Unclaimed Property/Payment sent to WA ST Dept. of Rev.	N/A
VOID	09/27/2023	360667	Unclaimed Property/Payment sent to WA ST Dept. of Rev.	N/A
VOID	10/25/2023	360766	Unclaimed Property/Payment sent to WA ST Dept. of Rev.	N/A
Total Disbursements				\$ 938,742.44

Retainage Release	10/03/2024	234	Hanson Tree Service/Grinder pump replacements	6,458.58
Retainage Release	10/03/2024	235	Liden Land Development/2023 landscape bundle	6,851.51
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

10/9/2024

Date

CITY OF BAINBRIDGE ISLAND

MANUAL 10/3/24 JK



JK

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 628		111100		CASH-RETAINAGE											
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET						
INVOICE DTL DESC															
234	10/03/2024	PRTD	10290 HANSON TREE SERVICE	275152	RETREL-01042	09/25/2024		RT100124	6,458.58						
Invoice: RETREL-01042				6,458.58	41628860 586000	RET REL GRINDER PUMP REPLACEMENTS									
						RETAINAGE RELEASE									
								CHECK	234 TOTAL:	6,458.58					
235	10/03/2024	PRTD	5262 LIDEN LAND DEV & EXC	275153	RETREL-1189-1224-710	09/26/2024		RT100124	6,851.51						
Invoice: RETREL-1189-1224-710				6,851.51	41628860 586000	RET REL 2023 LANDSCAPE BUNDLE									
						RETAINAGE RELEASE									
								CHECK	235 TOTAL:	6,851.51					
NUMBER OF CHECKS						2	*** CASH ACCOUNT TOTAL ***			13,310.09					
						COUNT	AMOUNT								
TOTAL PRINTED CHECKS						2	13,310.09								
										*** GRAND TOTAL ***		13,310.09			

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	10	15											
APP	622-213000				10/03/2024	RT100124	100324			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		13,310.09	
APP	628-111100				10/03/2024	RT100124	100324			CASH-RETAINAGE AP CASH DISBURSEMENTS JOURNAL			13,310.09
										JOURNAL 2024/10/15 TOTAL		13,310.09	13,310.09

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622	EXPENDABLE TRUST FUND	2024	10	15	10/03/2024			
	622-213000					ACCOUNTS PAYABLE	13,310.09	
	628-111100					CASH-RETAINAGE		13,310.09
FUND TOTAL							13,310.09	13,310.09

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

CITY OF BAINBRIDGE ISLAND

MANUAL 10/8/24 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													
4639	10/08/2024	MANL	124	WA	ST	DEPT OF REVENU	275350	UCP-2024	10/05/2024	UCP2024	7,134.80		
Invoice: UCP-2024													
				78.22	73111427	531100			2024	UNCLAIMED PROPERTY REMITTANCE			
				425.00	72334561	64500001088				OFFICE SUPPLIES			
				200.00	41622860	586000				MAD AVE NM-TEMP CONSTR EASEMEN			
				87.11	73431835	545000				PARK/DOCK DEPOSITS CUST-OUT			
				6.21	421	122100				RENTS & LEASES - OPERATING			
				210.21	411	122100				SEWER ACCOUNTS RECEIVABLE			
				11.19	411	122100				WATER ACCOUNTS RECEIVABLE			
				7.43	421	122100				WATER ACCOUNTS RECEIVABLE			
				12.53	411	122100				SEWER ACCOUNTS RECEIVABLE			
				252.90	411	122100				WATER ACCOUNTS RECEIVABLE			
				65.00	01132	321901				WATER ACCOUNTS RECEIVABLE			
				55.00	01134	342100				BUS LIC REV FROM STATE BLS			
				5,724.00	47047	345810				LAW ENFORCEMENT SERVICES			
										ZONING & SUBDIVISION FE			
										CHECK	4639 TOTAL:	7,134.80	
										NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	7,134.80

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	10	65																		
APP	101-213000																			
	10/08/2024	UCP2024							100824							STREETS - ACCOUNTS PAYABLE			78.22	
																AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH				7,134.80
	10/08/2024	UCP2024							100824							AP CASH DISBURSEMENTS JOURNAL				
APP	301-213000															ACCOUNTS PAYABLE			425.00	
	10/08/2024	UCP2024							100824							AP CASH DISBURSEMENTS JOURNAL				
APP	622-213000															ACCOUNTS PAYABLE			200.00	
	10/08/2024	UCP2024							100824							AP CASH DISBURSEMENTS JOURNAL				
APP	403-213000															ACCOUNTS PAYABLE			87.11	
	10/08/2024	UCP2024							100824							AP CASH DISBURSEMENTS JOURNAL				
APP	402-213000															ACCOUNTS PAYABLE			13.64	
	10/08/2024	UCP2024							100824							AP CASH DISBURSEMENTS JOURNAL				
APP	401-213000															ACCOUNTS PAYABLE			486.83	
	10/08/2024	UCP2024							100824							AP CASH DISBURSEMENTS JOURNAL				
APP	001-213000															GENERAL - ACCOUNTS PAYABLE			120.00	
	10/08/2024	UCP2024							100824							AP CASH DISBURSEMENTS JOURNAL				
APP	407-213000															ACCOUNTS PAYABLE			5,724.00	
	10/08/2024	UCP2024							100824							AP CASH DISBURSEMENTS JOURNAL				
																GENERAL LEDGER TOTAL			7,134.80	7,134.80
APP	631-130000															DUE TO/FROM CLEARING			7,134.80	
	10/08/2024	UCP2024							100824											
APP	101-130000															STREETS - DUE TO/FROM CLEARING				78.22
	10/08/2024	UCP2024							100824											
APP	301-130000															DUE TO/FROM CLEARING				425.00
	10/08/2024	UCP2024							100824											
APP	622-130000															DUE TO/FROM CLEARING				200.00
	10/08/2024	UCP2024							100824											
APP	403-130000															DUE TO/FROM CLEARING				87.11
	10/08/2024	UCP2024							100824											
APP	402-130000															DUE TO/FROM CLEARING				13.64
	10/08/2024	UCP2024							100824											
APP	401-130000															DUE TO/FROM CLEARING				486.83
	10/08/2024	UCP2024							100824											
APP	001-130000															GENERAL - DUE TO/FROM CLEARING				120.00
	10/08/2024	UCP2024							100824											
APP	407-130000															DUE TO/FROM CLEARING				5,724.00
	10/08/2024	UCP2024							100824											
																SYSTEM GENERATED ENTRIES TOTAL			7,134.80	7,134.80
																JOURNAL 2024/10/65	TOTAL		14,269.60	14,269.60

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 10	65	10/08/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	120.00	120.00
				FUND TOTAL	120.00	120.00
101 STREET FUND 101-130000 101-213000	2024 10	65	10/08/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	78.22	78.22
				FUND TOTAL	78.22	78.22
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2024 10	65	10/08/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	425.00	425.00
				FUND TOTAL	425.00	425.00
401 WATER OPERATING FUND 401-130000 401-213000	2024 10	65	10/08/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	486.83	486.83
				FUND TOTAL	486.83	486.83
402 SEWER OPERATING FUND 402-130000 402-213000	2024 10	65	10/08/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	13.64	13.64
				FUND TOTAL	13.64	13.64
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 10	65	10/08/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	87.11	87.11
				FUND TOTAL	87.11	87.11
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2024 10	65	10/08/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,724.00	5,724.00
				FUND TOTAL	5,724.00	5,724.00
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2024 10	65	10/08/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	200.00	200.00
				FUND TOTAL	200.00	200.00
631 CLEARING FUND	2024 10	65	10/08/2024			

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF	DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT								
631-130000						DUE TO/FROM CLEARING	7,134.80	
635-111100						CASH		7,134.80
						FUND TOTAL	7,134.80	7,134.80

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		120.00
101	STREET FUND		78.22
301	CAPITAL CONSTRUCTION FUND		425.00
401	WATER OPERATING FUND		486.83
402	SEWER OPERATING FUND		13.64
403	STORM & SURFACE WATER FUND		87.11
407	BUILDING & DEVELOPMENT FUND		5,724.00
622	EXPENDABLE TRUST FUND		200.00
631	CLEARING FUND		
TOTAL		7,134.80	
		7,134.80	7,134.80

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

CITY OF BAINBRIDGE ISLAND

REGULAR 10/9/24 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					
4640	10/10/2024 EFT	5	ACE HARDWARE	275187	56565	08/06/2024 10/09/24	56.76
	Invoice: 56565			56.76	73111423 531100	PW/SUN-SHADE GRASS SEED, PEAT MOSS 3.8CU FT OFFICE SUPPLIES	
	Invoice: 56723			275188	56723	08/30/2024 10/09/24	27.28
				27.28	73425358 531100	PW/55GAL 20CT BAG, HAND SANITIZER REFILL 16OZ O&M-WWTP-SUPPLIES	
	Invoice: 56780			275189	56780	09/11/2024 10/09/24	91.12
				91.12	73011183 531100	PW/AIR COUPLER, AIR PLUG, LUBRICANT, GORILLA TAPE O&M-C/E-CH FAC-SUPPLIES	
	Invoice: 56847			275190	56847	09/23/2024 10/09/24	48.03
				48.03	73011189 531100	PW/FLEX TAPE BLACK, FLEX PASTE RUBBR WHITE O&M - C/E FACIL OFC SUPPLIES	
	Invoice: 56857			275191	56857	09/24/2024 10/09/24	29.46
				29.46	73011183 531100	PW/FLEX PASTE RUBBR WHT, WIPING RAGS WHITE O&M-C/E-CH FAC-SUPPLIES	
	Invoice: 56858			275192	56858	09/24/2024 10/09/24	31.50
				31.50	73421355 531100	PW/ALL PURP CLNR LEMON, SHOPTOWELS, HARDWARE WIN COLL-SUPPLIES	
	Invoice: 56862			275193	56862	09/24/2024 10/09/24	147.32
				147.32	73425358 531100	PW/PANEL ACCESS, PLUG CLEAN OUT, SAW FLUSH CUT O&M-WWTP-SUPPLIES	
	Invoice: 56863			275194	56863	09/24/2024 10/09/24	10.91
				10.91	73011183 531100	PW/CEMENT ABS 8OZ O&M-C/E-CH FAC-SUPPLIES	
	Invoice: 56864			275195	56864	09/25/2024 10/09/24	40.38
				40.38	73111264 531100	PW/SPARK TORCH LIGHTER, DW DRILL BLKGLD SET 20PC O&M-STREET-TRAF CONTROL-SUPPLY	
	Invoice: 56865			275196	56865	09/25/2024 10/09/24	28.36
				28.36	73421355 531100	PW/CLEANER CITRUS 32OZ, ANTI-SEIZE LUBRICANT 8OZ WIN COLL-SUPPLIES	
	Invoice: 56867			275197	56867	09/25/2024 10/09/24	138.65
				138.65	73011183 531100	PW/EXTENSION CORD 50', CORD POWER BLOCK 2' O&M-C/E-CH FAC-SUPPLIES	
	Invoice: 56868			275198	56868	09/25/2024 10/09/24	15.18
				15.18	73421355 531100	PW/DOUBLE CUT KEY WIN COLL-SUPPLIES	
	Invoice: 56874			275199	56874	09/26/2024 10/09/24	94.94
				94.94	73425358 531100	PW/SPONGE SCRUB, ISOPRPL ALCOHOL, BLEACH, LYSOL O&M-WWTP-SUPPLIES	

A/P CASH DISBURSEMENTS JOURNAL

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 56880		275200	56880	09/26/2024		10/09/24	165.94
		165.94	73411345 531100	PW/FT SCRTRY LT LED BRZ 120V, DUAL HEAD PAR LIGHT H OFFICE SUPPLIES			
Invoice: 56882		275201	56882	09/27/2024		10/09/24	125.50
		125.50	73411345 531100	PW/SHOE BOX CLEAR, STORAGE BOX CLEAR 30QT OFFICE SUPPLIES			
Invoice: 56883		275202	56883	09/27/2024		10/09/24	29.47
		29.47	73011183 531100	PW/CANOPY WEIGHT PLATE 4PK O&M-C/E-CH FAC-SUPPLIES			
Invoice: 56884		275203	56884	09/27/2024		10/09/24	86.80
		86.80	73411345 531100	PW/CMTBRD SCRW, ROUND PAN BOX, RED GRNT HMR BIT OFFICE SUPPLIES			
Invoice: 56896		275204	56896	10/01/2024		10/09/24	37.11
		37.11	73011897 531100	PW/FLEX SEAL 14OZ CLEAR X2 O&M-C/E-PWY FAC-SUPPLIES			
Invoice: 56897		275205	56897	10/01/2024		10/09/24	60.03
		60.03	73411345 531100	PW/NIPPLE 3/4" X3" MPT, PIPE UNION 3/4" FPT OFFICE SUPPLIES			
Invoice: 56898		275206	56898	10/01/2024		10/09/24	6.54
		6.54	73011189 531100	PW/VALVE BOX COVER GRN 6" O&M - C/E FACIL OFC SUPPLIES			
Invoice: 56901		275305	56901	10/02/2024		10/09/24	15.28
		15.28	73011831 53110000724	PW/PP SD PAN 8-18 X 1/2 PD/COURT BLDG NON-CAP-SUPPLIES			
Invoice: 56903		275306	56903	10/02/2024		10/09/24	30.57
		30.57	73431835 531100	PW/GRASS SEED DENS SHD 2.4# OFFICE SUPPLIES			
						CHECK 4640 TOTAL:	1,317.13
4641 10/10/2024 EFT 1030 SUNBELT RENTALS Invoice: 158667115-0001		275320	158667115-0001	09/12/2024		10/09/24	781.04
		781.04	73011319 54500000825	PW/7,500LB MINI EXCAVATOR RENTAL SUY/M&E IRRIGATION SYS R&M-RNT			
Invoice: 159527409-0001		275321	159527409-0001	09/20/2024		10/09/24	263.31
		263.31	73431835 545000	PW/POST DRIVER GAS RENTAL RENTS & LEASES - OPERATING			
Invoice: 159715519-0002		275322	159715519-0002	09/25/2024		10/09/24	1,845.43
		1,845.43	73431835 545000	PW/125PSI DIESEL AIR COMPRESSOR, AIR HAMMER RENTAL RENTS & LEASES - OPERATING			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635		111100	CASH			INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE				
INVOICE DTL DESC									
						CHECK	4641	TOTAL:	2,889.78
4642	10/10/2024	EFT	8991 ALLIANCE 2020, INC	275207	5855301	09/30/2024		10/09/24	100.41
			Invoice: 5855301			HR/BACKGROUND CHECKS			
				100.41	33011161 541100	HR-C/E-PROF SVCS			
						CHECK	4642	TOTAL:	100.41
4643	10/10/2024	EFT	8672 ALLSTREAM	275208	20924390	10/01/2024		10/09/24	11,249.67
			Invoice: 20924390			FIN/CITY WIDE PHONE SERVICES			
				11,249.67	71637891 542100	PW - ALLOC COMMUNICATION			
						CHECK	4643	TOTAL:	11,249.67
4644	10/10/2024	EFT	4365 AUTOMATIC FUNDS TRAN	275329	BAIN2409028	09/30/2024		10/09/24	151.14
			Invoice: BAIN2409028			FIN/B&O SEP 2024			
				150.00	41011141 541100	FIN-GF-PROF SVCS			
				1.14	41011141 542500	FIN-GFE-POSTAGE/SHIPPING			
						CHECK	4644	TOTAL:	151.14
4645	10/10/2024	EFT	55 SOUND PUBLISHING, IN	275210	8146570	08/31/2024		10/09/24	1,060.00
			Invoice: 8146570			EX,CC/STR ORDINANCE & COUNCIL ADVERTISING			
				725.00	31011246 54400001342	STR-SHORT TERM RENTALS-ADV			
				335.00	11011113 544000	COUNCIL - LEGAL NOTICES			
						CHECK	4645	TOTAL:	1,060.00
4646	10/10/2024	EFT	1052 CANON FINANCIAL SERV	275212	35176152	09/12/2024		10/09/24	483.51
			Invoice: 35176152			PCD,ENG,IT/OCE PRINTER PLOTTER SCANNER LEASE			
				161.17	61011581 545000	PCD - C/E ADMIN RENTS & LEASES			
				161.17	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
				161.17	81011881 545000	IT - C/E RENTS & LEASES			
						CHECK	4646	TOTAL:	483.51
4647	10/10/2024	EFT	10367 CLOUDBREAK COLLECTIV	275213	0001019	10/01/2024		10/09/24	80.00
			Invoice: 0001019			EX/2025-2026 HUMAN SERVICES FUNDI			
				80.00	31017572 54110000297	EX-COMMUNITY FUNDING RESOURCES			
						CHECK	4647	TOTAL:	80.00
4648	10/10/2024	EFT	142 COPIERS NORTHWEST IN	275214	INV2887089	09/18/2024		10/09/24	220.25
			Invoice: INV2887089			PCD,ENG,IT/OCE PRINTER PLOTTER SCANNER SUPPLIES			
				73.42	61011581 531100	PCD - C/E ADMIN 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			
				73.42	72011321 531100	ENG - C/E ADMIN SUPPLIES			
				73.41	81011881 531100	IT - C/E SUPPLIES			
								CHECK 4648 TOTAL:	220.25
4649	10/10/2024	EFT	6101 E & S BRYAN INC	275215	3701	09/30/2024		10/09/24	2,100.00
Invoice: 3701				1,050.00	43411341 541100	FIN/ROCKAWAY & COBI CUSTOMER ADDRESSES REPORT			
				1,050.00	43421351 541100	FIN - WATER ADMIN PROF SERVICE			
						FIN - SEWER ADMIN PROF SERVICE			
Invoice: 3718				275216	3718	09/30/2024		10/09/24	1,750.00
				1,750.00	41011141 541100	FIN/BUDGET REPORT CHANGES			
						FIN-GF-PROF SVCS			
								CHECK 4649 TOTAL:	3,850.00
4650	10/10/2024	EFT	7016 CUSTOM PRINTING	275217	11186	09/20/2024		10/09/24	43.13
Invoice: 11186				43.13	31011256 542450	EX/HANDWASHING-DISHES FLYERS FOR DOP			
						EX-GF-EMERG PREP-COMM OUTREACH			
								CHECK 4650 TOTAL:	43.13
4651	10/10/2024	EFT	4174 ENVIRO-CLEAN EQUIPME	275308	24-63932	09/25/2024		10/09/24	1,005.74
Invoice: 24-63932				1,005.74	73637945 548100	PW/MAINTENANCE KIT TIER 4 100 & 1000HR			
						O&M ALLOC-SWEEPER-REPAIRS			
								CHECK 4651 TOTAL:	1,005.74
4652	10/10/2024	EFT	10151 FASTENAL COMPANY	275309	WABR168887	10/01/2024		10/09/24	2,101.02
Invoice: WABR168887				2,101.02	73637891 531100	PW/SAFETY SUPPLIES			
						OFFICE SUPPLIES			
								CHECK 4652 TOTAL:	2,101.02
4653	10/10/2024	EFT	1953 FERGUSON ENTERPRISES	275310	0054649	09/19/2024		10/09/24	2,004.55
Invoice: 0054649				2,004.55	73411345 531100	PW/WATER SUPPLIES			
						OFFICE SUPPLIES			
Invoice: 0055083				275311	0055083	09/18/2024		10/09/24	643.58
				643.58	73637893 531100	PW/WATER SUPPLIES			
						O&M-ALLOC-SWR CONSUMABLES			
Invoice: 0055370				275312	0055370	09/27/2024		10/09/24	164.00
				164.00	73637893 531100	PW/WATER SUPPLIES			
						O&M-ALLOC-SWR CONSUMABLES			

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	4653 TOTAL:		2,812.13
4654 10/10/2024 EFT	10459 GORDON THOMAS HONEYW	275221	SEP24 1337			09/30/2024	10/09/24		4,300.00
Invoice: SEP24 1337						CC/GTH LOBBYING SERVICES			
		4,300.00	11011112 541100			COUNCIL-LOBBYING/PROMOTION PS			
						CHECK	4654 TOTAL:		4,300.00
4655 10/10/2024 EFT	513 GRAINGER	275222	9251030012			09/16/2024	10/09/24		149.78
Invoice: 9251030012		149.78	73435838 531100			PW/FIRE HOSE NOZZLE, TWIST, ALUMINUM			
						O&M-DECANT-SUPPLIES			
		275223	9264225088			09/27/2024	10/09/24		133.70
Invoice: 9264225088		133.70	73425358 531100			PW/BUFFER PACKAGE PH 4.0, 7.0, 10.0 1 PT			
						O&M-WWTP-SUPPLIES			
		275224	9266838292			10/01/2024	10/09/24		503.69
Invoice: 9266838292		503.69	73425358 531100			PW/EXTENSION LADDER, FIBERGLASS 20 FT			
						O&M-WWTP-SUPPLIES			
						CHECK	4655 TOTAL:		787.17
4656 10/10/2024 EFT	10570 HANS VAN DUSEN	275225	24-107			10/03/2024	10/09/24		2,724.00
Invoice: 24-107		2,724.00	31011492 54110001194			EX/SOLID WASTE CONTRACT CONSULTIN			
						CAP-WASTE RED-PROF SVCS			
						CHECK	4656 TOTAL:		2,724.00
4657 10/10/2024 EFT	268 HOUSING RESOURCES BO	275226	15317			09/30/2024	10/09/24		1,125.00
Invoice: 15317		1,125.00	31180592 54130200297			EX/QUARTERLY MANAGEMENT FEES ISLANDER MOBILE HOME			
						IMHP MNGT FEES			
		275227	15337			10/01/2024	10/09/24		700.00
Invoice: 15337		700.00	31017592 54130100297			EX/SITE ASSESSMENT 301 MADRONA WAY NE			
						INDEPENDENT LIVING PRGM			
						CHECK	4657 TOTAL:		1,825.00
4658 10/10/2024 EFT	5532 ISLANDER RESIDENTS A	275228	10/01/2024			10/01/2024	10/09/24		6,556.40
Invoice: 10/01/2024		6,556.40	31011182 54110001279			EX/ATTORNEY FEES TO AMEND ASSOC BYLAWS			
						IMHP-MOBILE HM INSTALL-PROF SV			
						CHECK	4658 TOTAL:		6,556.40

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

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

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INVOICE DTL DESC									
4659	10/10/2024	EFT	2306	KITSAP COUNTY PROSEC	275229	SEP24	09/06/2024	10/09/24	11,317.63
	Invoice: SEP24				11,317.63	32011521 541112	LEGAL/FOURTH AMENDMENT TO PROSECUTIO LGL-OUTSIDE PROSECUTOR		
							CHECK	4659 TOTAL:	11,317.63
4660	10/10/2024	EFT	10439	KELLEY CREATE CO	275230	37552755	09/30/2024	10/09/24	191.11
	Invoice: 37552755				191.11	31011256 545000	EX/COPIER LEASE EX-GF-EMERG PREP-RENTALS		
							CHECK	4660 TOTAL:	191.11
4661	10/10/2024	EFT	9852	KISSLER ENTERPRISES	275231	11359	09/30/2024	10/09/24	9,618.40
	Invoice: 11359				9,618.40	73425358 54790100551	PW/WWTP BIOSOLIDS HAULING TO BARR TECH BIOSOLIDS WASTE DISPOSAL		
							CHECK	4661 TOTAL:	9,618.40
4662	10/10/2024	EFT	10029	BRAZEAU, MARK	275345	PAYREQ2-00510-2	10/04/2024	10/09/24	4,082.17
	Invoice: PAYREQ2-00510-2				4,082.17	73411349 54110000510	PW/2024 BACKFLOW TESTING PROGRAM BACKFLOW TEST-PRO SVCS		
							CHECK	4662 TOTAL:	4,082.17
4663	10/10/2024	EFT	315	KITSAP HUMANE SOCIET	275232	52043	10/01/2024	10/09/24	7,274.16
	Invoice: 52043				7,274.16	91011393 541100	ANIMAL CONTROL AND IMPOUNDING FIN - C/E ANIMAL CONTROL FEES		
							CHECK	4663 TOTAL:	7,274.16
4664	10/10/2024	EFT	6577	LAKESIDE INDUSTRIES	275313	291379	09/30/2024	10/09/24	805.97
	Invoice: 291379				805.97	73111423 531100	PW/SHINE ASPHALT PLANT 8.59 TONS OFFICE SUPPLIES		
							CHECK	4664 TOTAL:	805.97
4665	10/10/2024	EFT	10483	MIRIAM TECHNOLOGIES	275269	INV-8203	10/01/2024	10/09/24	131.04
	Invoice: INV-8203				65.52	43411341 541100	FIN/WEBCHECK SERVICES SEP 2024 FIN - WATER ADMIN PROF SERVICE		
					65.52	43421351 541100	FIN - SEWER ADMIN PROF SERVICE		
							CHECK	4665 TOTAL:	131.04

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

 CASH ACCOUNT: 635 111100 CASH
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CHECK RUN

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INVOICE DTL DESC

4666	10/10/2024	EFT	4135	NORTHWEST LININGS &	275314	0103506-IN	08/30/2024	10/09/24	1,389.57
		Invoice: 0103506-IN			1,389.57	73431835 531100	PW/PERMEATEX STRAW LOG, WOOD STAKE OFFICE SUPPLIES		
							CHECK	4666 TOTAL:	1,389.57
4667	10/10/2024	EFT	4111	OLYMPIC SPRINGS INC	275315	369936	09/30/2024	10/09/24	29.32
		Invoice: 369936			29.32	73425358 531100	PW/5 GAL PURIFIED WATER X3 O&M-WWTP-SUPPLIES		
							CHECK	4667 TOTAL:	29.32
4668	10/10/2024	EFT	6333	PETROCARD INC.	275316	0534646-IN	09/26/2024	10/09/24	2,861.65
		Invoice: 0534646-IN			1,576.26	73638893 532000	PW/DIESEL & REGULAR FUEL O&M-FUEL USE-ALLOCATION		
					1,285.39	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS		
							CHECK	4668 TOTAL:	2,861.65
4669	10/10/2024	EFT	7801	REDSIDE CONSTRUCTION	275270	PAYREQ8-00988	10/02/2024	10/09/24	716,999.56
		Invoice: PAYREQ8-00988			716,999.56	72413434 66300000988	ENG/WINSLOW WATER TANK REPLACEMENT NEW WATER TANKS-CONSTR		
							CHECK	4669 TOTAL:	716,999.56
4670	10/10/2024	EFT	8129	SMARSH INC	275272	INV-215659	09/30/2024	10/09/24	89.87
		Invoice: INV-215659			89.87	81011881 548500	IT/ADDITIONAL MOBILE PHONE TEXT CAPTURING IT - C/E COMPUTER SUPPORT		
							CHECK	4670 TOTAL:	89.87
4671	10/10/2024	EFT	8132	SPECTRA LABORATORIES	275247	24-07798	09/26/2024	10/09/24	93.00
		Invoice: 24-07798			93.00	73411345 54110000391	PW/FLUORIDE TESTING LAB SVCS-WATER		
		Invoice: 24-08010							
					275317	24-08010	10/03/2024	10/09/24	434.00
					434.00	73425358 54110000391	PW/TKN, NITRATE, CBOD, AMMONIA TESTING LAB & TESTING SVCS-WWTP		
		Invoice: 24-08011							
					275318	24-08011	10/03/2024	10/09/24	155.00
					155.00	73425358 54110000391	PW/TOC, SRP, PHOSPHORUS TESTING LAB & TESTING SVCS-WWTP		
		Invoice: 24-08027							
					275319	24-08027	10/03/2024	10/09/24	154.00
					154.00	73425358 54110000391	PW/BIOCHEMICAL OXYGEN DEMAND TESTING LAB & TESTING SVCS-WWTP		

A/P CASH DISBURSEMENTS JOURNAL

 CASH ACCOUNT: 635 111100 CASH
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VOUCHER INVOICE

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CHECK RUN

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INVOICE DTL DESC

						CHECK	4671 TOTAL:	836.00
4672 10/10/2024 EFT	10270	SYSTEMS SOURCE INC	275248	310388	09/17/2024	10/09/24		3,654.00
Invoice: 310388				2,336.89	51011211	531100	POL,EX/STORAGE CABINET, EOC STORAGE SHELF	
				1,317.11	31011256	531100	PD-C/E-ADM-SUPPLIES	
							EX-GF-EMERG PREP-SUPPLIES	
						CHECK	4672 TOTAL:	3,654.00
4673 10/10/2024 EFT	565	TACOMA SCREW PRODUCT	275274	140123245-00	09/25/2024	10/09/24		62.06
Invoice: 140123245-00				62.06	73638935	531100	PW/3 OZ WHEEL WEIGHTS BOX OF 48	
							O&M-STD ALLOCATION-SUPPLIES	
Invoice: 140123779-00				275275	140123779-00		09/25/2024	10/09/24
				131.48	73638935	531100	PW/NYLON CABLE TIE BLACK, BRAKE & PARTS CLEANER	131.48
							O&M-STD ALLOCATION-SUPPLIES	
Invoice: 140123242-00				275323	140123242-00		10/02/2024	10/09/24
				24.82	73411345	531100	PW/SS WING NUT M5-0.8 X50	24.82
							OFFICE SUPPLIES	
Invoice: 140124308-00				275325	140124308-00		10/02/2024	10/09/24
				4.34	73638935	531100	PW/4" 18 LB NYLON CABLE TIE UV BLACK X100	4.34
							O&M-STD ALLOCATION-SUPPLIES	
						CHECK	4673 TOTAL:	222.70
4674 10/10/2024 EFT	6714	TOSHIBA FINANCIAL SE	275276	37516338	09/24/2024	10/09/24		224.64
Invoice: 37516338				224.64	73637891	545000	PW/COPIER LEASE	
							RENTS & LEASES - OPERATING	
						CHECK	4674 TOTAL:	224.64
4675 10/10/2024 EFT	4139	UNITED RENTALS (NORT	275277	238056342-001	09/06/2024	10/09/24		2,175.86
Invoice: 238056342-001				2,175.86	73111427	545000	PW/DOZER LOW GROUND PRESSURE 70-80HP RENTAL	
							O&M-ACCESS RDSIDE RENTS/LEASES	
						CHECK	4675 TOTAL:	2,175.86
4676 10/10/2024 EFT	1152	HD SUPPLY INC	275278	INV00490640	09/20/2024	10/09/24		705.71
Invoice: INV00490640				705.71	73425358	531100	PW/SUSPENDED SOLIDS 200 MG, ELECTRODE STORAGE SOLU	
							O&M-WWTP-SUPPLIES	
Invoice: INV00495445				275279	INV00495445		09/25/2024	10/09/24
				1,220.38	73425358	531100	PW/YSI IDS OBOD OPTICAL BOD PROBE 2M CABLE	1,220.38
							O&M-WWTP-SUPPLIES	

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

Invoice: INV00497918		275280	INV00497918	09/27/2024	10/09/24	146.86
		146.86	73425358 531100	PW/BOD NUTRIENT BUFFER PILLOWS 3L 50/PK O&M-WWTP-SUPPLIES		
Invoice: SCN176744		275326	SCN176744	10/02/2024	10/09/24	-1,284.83
		-1,284.83	73425358 531100	PW/YSI PRO OBOD PROBE SITRRING RETURN CREDIT O&M-WWTP-SUPPLIES		
		CHECK		4676	TOTAL:	788.12
4677 10/10/2024 EFT 7821 VESTIS		275281	5120546011	09/26/2024	10/09/24	54.25
Invoice: 5120546011		54.25	73638893 589310	PW/COVERALL LS COTTON, PANT DICKIES LAUNDRY SERVICES		
		CHECK		4677	TOTAL:	54.25
4678 10/10/2024 EFT 167 WA ST DEPT OF ECOLOG		275284	24-RS-WAR045503-1	09/04/2024	10/09/24	11,201.00
Invoice: 24-RS-WAR045503-1		11,201.00	72431831 54980000278	ENG/2024 ANNUAL STORMWATER ACTION MONITORING ENG-SSWM-NPDES PERMIT		
Invoice: 25-WAR311369-1		275285	25-WAR311369-1	09/24/2024	10/09/24	2,100.00
		2,100.00	73431835 549800	PW/INDUSTRIAL STORMWATER WATER QUALITY PROGRAM PERMITS-COBI OR OUTSIDE AGENCY		
		CHECK		4678	TOTAL:	13,301.00
4679 10/10/2024 EFT 4104 WA ST FERRIES		275289	RK430764	08/30/2024	10/09/24	289.25
Invoice: RK430764		66.75	53011212 543100	SEP24 WAVE2GO FERRY CHARGES		
		44.50	61011581 543100	PATROL-TRAVEL/MEALS/LODGING		
		89.00	72011321 543100	PCD - C/E ADMIN TRAVEL EXPENSE		
		89.00	73011189 543100	ENG - C/E ADMIN TRAVEL EXPENSE O&M-FAC-TRAVEL/MEALS/LODGING		
		CHECK		4679	TOTAL:	289.25
4680 10/10/2024 EFT 499 WESTBAY AUTO PARTS I		275294	888358	09/27/2024	10/09/24	60.15
Invoice: 888358		60.15	73638935 531100	PW/NAPAGOLD OIL & AIR FILTERS O&M-STD ALLOCATION-SUPPLIES		
Invoice: 888359		275295	888359	09/27/2024	10/09/24	30.36
		30.36	73011831 53110000724	PW/RV MARINE ANTIFREEZE X6 PD/COURT BLDG NON-CAP-SUPPLIES		
Invoice: 888747		275296	888747	09/30/2024	10/09/24	234.03
		234.03	73638935 531100	PW/AIR FILTER, SYN EP GREASE CART, BLUE DEF 2.5 GA O&M-STD ALLOCATION-SUPPLIES		

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: 888763				275297	888763	09/30/2024		10/09/24	38.68
				38.68	73638935 531100	PW/OXYGEN SENSOR 2017 FORD INTERCEPTOR O&M-STD ALLOCATION-SUPPLIES			
Invoice: 888841				275298	888841	09/30/2024		10/09/24	9.63
				9.63	73638935 531100	PW/NAPA GOLD AIR FILTER O&M-STD ALLOCATION-SUPPLIES			
Invoice: 888844				275299	888844	09/30/2024		10/09/24	114.74
				114.74	73638935 531100	PW/OXYGEN SENSOR 2020 FORD EXPLORER O&M-STD ALLOCATION-SUPPLIES			
Invoice: 888959				275300	888959	10/01/2024		10/09/24	66.74
				66.74	53011212 531100	POL/OXYGEN SENSOR 2015 FORD INTERCEPTOR PD-C/E-PATROL SUPPLIES			
Invoice: 886493				275301	886493	09/18/2024		10/09/24	111.04
				111.04	73411345 531100	PW/PRM AW HRD ISO32 5G OFFICE SUPPLIES			
Invoice: 887015				275302	887015	09/20/2024		10/09/24	17.27
				17.27	73426355 531100	PW/TRAILER WIRE CONNECTOR O&M-SIS-SUPPLIES			
Invoice: 887679				275303	887679	09/24/2024		10/09/24	42.85
				42.85	73638935 531100	PW/4 LED S T T LAMP X2 O&M-STD ALLOCATION-SUPPLIES			
								CHECK 4680 TOTAL:	725.49
4681	10/10/2024	EFT	10370 ZENCITY TECHNOLOGIES	275304	SI246000250	09/11/2024		10/09/24	7,425.60
Invoice: SI246000250				7,425.60	81011881 548500	IT/VIRTUAL ENGAGEMENT APPLICATION IT - C/E COMPUTER SUPPORT			
								CHECK 4681 TOTAL:	7,425.60
NUMBER OF CHECKS 42						*** CASH ACCOUNT TOTAL ***			828,043.84
TOTAL EFT'S						COUNT 42	AMOUNT 828,043.84		
								*** GRAND TOTAL ***	828,043.84

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	10	102															
APP	101-213000				10/10/2024	10/09/24	100924						STREETS - ACCOUNTS PAYABLE			3,078.97	
													AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100				10/10/2024	10/09/24	100924						CASH				828,043.84
													AP CASH DISBURSEMENTS JOURNAL				
APP	402-213000				10/10/2024	10/09/24	100924						ACCOUNTS PAYABLE			13,293.60	
													AP CASH DISBURSEMENTS JOURNAL				
APP	001-213000				10/10/2024	10/09/24	100924						GENERAL - ACCOUNTS PAYABLE			49,695.17	
													AP CASH DISBURSEMENTS JOURNAL				
APP	401-213000				10/10/2024	10/09/24	100924						ACCOUNTS PAYABLE			724,868.93	
													AP CASH DISBURSEMENTS JOURNAL				
APP	403-213000				10/10/2024	10/09/24	100924						ACCOUNTS PAYABLE			16,979.66	
													AP CASH DISBURSEMENTS JOURNAL				
APP	631-213000				10/10/2024	10/09/24	100924						ACCOUNTS PAYABLE			19,002.51	
													AP CASH DISBURSEMENTS JOURNAL				
APP	108-213000				10/10/2024	10/09/24	100924						AFFORD HSG - ACCOUNTS PAYABLE			1,125.00	
													AP CASH DISBURSEMENTS JOURNAL				
													GENERAL LEDGER TOTAL			828,043.84	828,043.84
APP	631-130000				10/10/2024	10/09/24	100924						DUE TO/FROM CLEARING			809,041.33	
APP	101-130000				10/10/2024	10/09/24	100924						STREETS - DUE TO/FROM CLEARING				3,078.97
APP	402-130000				10/10/2024	10/09/24	100924						DUE TO/FROM CLEARING				13,293.60
APP	001-130000				10/10/2024	10/09/24	100924						GENERAL - DUE TO/FROM CLEARING				49,695.17
APP	401-130000				10/10/2024	10/09/24	100924						DUE TO/FROM CLEARING				724,868.93
APP	403-130000				10/10/2024	10/09/24	100924						DUE TO/FROM CLEARING				16,979.66
APP	108-130000				10/10/2024	10/09/24	100924						AFFORD HSG DUE TO/FROM CLEAR'G				1,125.00
													SYSTEM GENERATED ENTRIES TOTAL			809,041.33	809,041.33
													JOURNAL 2024/10/102	TOTAL		1,637,085.17	1,637,085.17

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

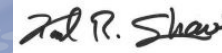
FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 10	102	10/10/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE FUND TOTAL	 49,695.17 49,695.17	49,695.17 49,695.17
101 STREET FUND 101-130000 101-213000	2024 10	102	10/10/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE FUND TOTAL	 3,078.97 3,078.97	3,078.97 3,078.97
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2024 10	102	10/10/2024	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE FUND TOTAL	 1,125.00 1,125.00	1,125.00 1,125.00
401 WATER OPERATING FUND 401-130000 401-213000	2024 10	102	10/10/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 724,868.93 724,868.93	724,868.93 724,868.93
402 SEWER OPERATING FUND 402-130000 402-213000	2024 10	102	10/10/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 13,293.60 13,293.60	13,293.60 13,293.60
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 10	102	10/10/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 16,979.66 16,979.66	16,979.66 16,979.66
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 10	102	10/10/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH FUND TOTAL	 809,041.33 19,002.51 828,043.84	 828,043.84 828,043.84

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		49,695.17
101	STREET FUND		3,078.97
108	AFFORDABLE HOUSING FUND		1,125.00
401	WATER OPERATING FUND		724,868.93
402	SEWER OPERATING FUND		13,293.60
403	STORM & SURFACE WATER FUND		16,979.66
631	CLEARING FUND		
TOTAL		809,041.33	809,041.33

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

CITY OF BAINBRIDGE ISLAND




10/7/2024

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																	
359914	03/15/2023	VOID	54	BAINBRIDGE RENTAL IN	261569	CON90538	02/28/2023			-78.22							
Invoice: CON90538																	
					-78.22	73111427 531100	PW/2.6 OZ MULTRA MIX OIL OFFICE SUPPLIES										
CHECK 359914 TOTAL:										-78.22							
360230	05/25/2023	VOID	10283	REISSIG, WALTER	263505	05/22/2023	05/22/2023			-425.00							
Invoice: 05/22/2023																	
					-425.00	72334561 64500001088	ENG/MADISON AVE NM IMPROVEMENTS TEMP EASEMENT MAD AVE NM-TEMP CONSTR EASEMEN										
CHECK 360230 TOTAL:										-425.00							
360452	08/09/2023	VOID	10072	BAINBRIDGE PRIDE	265069	07/26/2023	07/26/2023			-200.00							
Invoice: 07/26/2023																	
					-200.00	41622860 586000	POL/REFUND PARK DEPOSIT PARK/DOCK DEPOSITS CUST-OUT										
CHECK 360452 TOTAL:										-200.00							
360453	08/09/2023	VOID	54	BAINBRIDGE RENTAL IN	265003	CON92312	07/25/2023			-87.11							
Invoice: CON92312																	
					-87.11	73431835 545000	PW/JACKHAMMER, ELECTRIC, EXTENSION CORD RENTS & LEASES - OPERATING										
CHECK 360453 TOTAL:										-87.11							
360462	08/09/2023	VOID	10337	CAVEDONI, OLINA	264882	110288	07/24/2023			-6.21							
Invoice: 110288																	
					-6.21	421 122100	UB 13150 768 MINAMOTO LANE NE SEWER ACCOUNTS RECEIVABLE										
CHECK 360462 TOTAL:										-6.21							
360470	08/09/2023	VOID	10317	COFFRIN, KELSEY	264834	110241	07/20/2023			-210.21							
Invoice: 110241																	
					-210.21	411 122100	UB 12014 368 EAKIN DRIVE NW WATER ACCOUNTS RECEIVABLE										
CHECK 360470 TOTAL:										-210.21							
360475	08/09/2023	VOID	10325	DEJESUS, SHANTELL &	264869	110275	07/24/2023			-11.19							
Invoice: 110275																	
					-11.19	411 122100	UB 13123 522 MADRONA WAY NE UNIT 4 WATER ACCOUNTS RECEIVABLE										
CHECK 360475 TOTAL:										-11.19							
360478	08/09/2023	VOID	10330	DEWITT, JUSTIN & HAZ	264874	110280	07/24/2023			-7.43							
Invoice: 110280																	
					-7.43	421 122100	UB 10830 782 CHERRY AVENUE NE SEWER ACCOUNTS RECEIVABLE										

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

				CHECK		360478	TOTAL:	-7.43
360485	08/09/2023	VOID	8146 FRAIK, ROBERT & BONN	264841	110248	07/20/2023		-12.53
Invoice: 110248				-12.53	411	122100	UB 12753 637 WILLA LANE NE WATER ACCOUNTS RECEIVABLE	
				CHECK		360485	TOTAL:	-12.53
360495	08/09/2023	VOID	10319 MCGARVIE WEST PROPER	264836	110243	07/20/2023		-252.90
Invoice: 110243				-252.90	411	122100	UB 10933 881 PARK AVENUE NE WATER ACCOUNTS RECEIVABLE	
				CHECK		360495	TOTAL:	-252.90
360635	09/13/2023	VOID	10381 SKYLAR, ROBERT	265841	09/06/2023	09/06/2023		-65.00
Invoice: 09/06/2023				-65.00	01132	321901	INERTIA PARKS BUSINESS LICENSE REFUND BUS LIC REV FROM STATE BLS	
				CHECK		360635	TOTAL:	-65.00
360667	09/27/2023	VOID	10387 BROWNING, DAVID	266071	09/12/2023	09/12/2023		-55.00
Invoice: 09/12/2023				-55.00	01134	342100	POL/REFUND ALARM FEE LAW ENFORCEMENT SERVICES	
				CHECK		360667	TOTAL:	-55.00
360766	10/25/2023	VOID	4969 COUNTRY CLUB OF SEAT	266555	PLN51867 SVAR	10/09/2023		-5,724.00
Invoice: PLN51867 SVAR				-5,724.00	47047	345810	PERMIT PLN51867 SVAR REFUND FEE ZONING & SUBDIVISION FE	
				CHECK		360766	TOTAL:	-5,724.00
				NUMBER OF CHECKS	13	*** CASH ACCOUNT TOTAL ***		-7,134.80
				TOTAL VOIDED CHECKS	COUNT	AMOUNT		
					13	7,134.80		
				*** GRAND TOTAL ***				-7,134.80

Checks are being submitted to the WA ST DOR for Unclaimed Property 2024. Letters were mailed out on 7/9/2024 informing the vendors of the uncashed checks.

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	10	32																		
APP	101-213000															STREETS - ACCOUNTS PAYABLE				78.22
		10/05/2024		359914		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH			78.22	
		10/05/2024		359914		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	301-213000															ACCOUNTS PAYABLE				425.00
		10/05/2024		360230		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH			425.00	
		10/05/2024		360230		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	622-213000															ACCOUNTS PAYABLE				200.00
		10/05/2024		360452		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH			200.00	
		10/05/2024		360452		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	403-213000															ACCOUNTS PAYABLE				87.11
		10/05/2024		360453		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH			87.11	
		10/05/2024		360453		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	402-213000															ACCOUNTS PAYABLE				13.64
		10/05/2024		360462		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH			6.21	
		10/05/2024		360462		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	401-213000															ACCOUNTS PAYABLE				486.83
		10/05/2024		360470		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH			210.21	
		10/05/2024		360470		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH			11.19	
		10/05/2024		360475		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH			7.43	
		10/05/2024		360478		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH			12.53	
		10/05/2024		360485		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH			252.90	
		10/05/2024		360495		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	001-213000															GENERAL - ACCOUNTS PAYABLE				120.00
		10/05/2024		360635		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH			65.00	
		10/05/2024		360635		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH			55.00	
		10/05/2024		360667		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	407-213000															ACCOUNTS PAYABLE				5,724.00
		10/05/2024		360766		VOID										AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH			5,724.00	
		10/05/2024		360766		VOID										AP CASH DISBURSEMENTS JOURNAL				
																GENERAL LEDGER TOTAL			7,134.80	7,134.80
APP	631-130000															DUE TO/FROM CLEARING				7,134.80

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL									
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT	
	10/05/2024	03/12/23	VOID							
APP 101-130000						STREETS - DUE TO/FROM CLEARING		78.22		
	10/05/2024	03/12/23	VOID							
APP 301-130000						DUE TO/FROM CLEARING		425.00		
	10/05/2024	03/12/23	VOID							
APP 622-130000						DUE TO/FROM CLEARING		200.00		
	10/05/2024	03/12/23	VOID							
APP 403-130000						DUE TO/FROM CLEARING		87.11		
	10/05/2024	03/12/23	VOID							
APP 402-130000						DUE TO/FROM CLEARING		13.64		
	10/05/2024	03/12/23	VOID							
APP 401-130000						DUE TO/FROM CLEARING		486.83		
	10/05/2024	03/12/23	VOID							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		120.00		
	10/05/2024	03/12/23	VOID							
APP 407-130000						DUE TO/FROM CLEARING		5,724.00		
	10/05/2024	03/12/23	VOID							
SYSTEM GENERATED ENTRIES TOTAL								7,134.80	7,134.80	
JOURNAL 2024/10/32 TOTAL								14,269.60	14,269.60	

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 10	32	10/05/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	120.00	120.00
				FUND TOTAL	120.00	120.00
101 STREET FUND 101-130000 101-213000	2024 10	32	10/05/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	78.22	78.22
				FUND TOTAL	78.22	78.22
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2024 10	32	10/05/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	425.00	425.00
				FUND TOTAL	425.00	425.00
401 WATER OPERATING FUND 401-130000 401-213000	2024 10	32	10/05/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	486.83	486.83
				FUND TOTAL	486.83	486.83
402 SEWER OPERATING FUND 402-130000 402-213000	2024 10	32	10/05/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	13.64	13.64
				FUND TOTAL	13.64	13.64
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 10	32	10/05/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	87.11	87.11
				FUND TOTAL	87.11	87.11
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2024 10	32	10/05/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,724.00	5,724.00
				FUND TOTAL	5,724.00	5,724.00
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2024 10	32	10/05/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	200.00	200.00
				FUND TOTAL	200.00	200.00
631 CLEARING FUND	2024 10	32	10/05/2024			

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF	DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT								
631-130000						DUE TO/FROM CLEARING		7,134.80
635-111100						CASH	7,134.80	
						FUND TOTAL	7,134.80	7,134.80

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		120.00
101	STREET FUND		78.22
301	CAPITAL CONSTRUCTION FUND		425.00
401	WATER OPERATING FUND		486.83
402	SEWER OPERATING FUND		13.64
403	STORM & SURFACE WATER FUND		87.11
407	BUILDING & DEVELOPMENT FUND		5,724.00
622	EXPENDABLE TRUST FUND		200.00
631	CLEARING FUND		
TOTAL		7,134.80	
		7,134.80	7,134.80

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

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	ADDRESS	UNCLEARED	NOTES
359914	03/15/2023	54	BAINBRIDGE RENTAL INC	8820 MILLER ROAD BI WA 98110	\$ 78.22	Invoice CON90538 State revoked certificate of registration
360004	03/29/2023	10223	TRAXLER, JIM	26787 RED MAPLE LANE NE KINGSTON WA 98346	\$ 42.72	Letter mailed 7/9/24 Invoice 107577
360230	05/25/2023	10283	REISSIG, WALTER	639 Madison Ave N BI WA 98110	\$ 425.00	Letter mailed 7/9/24 Invoice 05/22/2023
360452	08/09/2023	10072	BAINBRIDGE PRIDE	7914 GRAND AVE NE BI WA 98110	\$ 200.00	Letter mailed 7/9/24 Invoice 07/26/2023
360453	08/09/2023	54	BAINBRIDGE RENTAL INC	8820 MILLER ROAD BI WA 98110	\$ 87.11	Invoice CON92312 State revoked certificate of registration
360462	08/09/2023	10337	CAVEDONI, OLINA	5357 DIAMOND PLACE NE BI WA 98110	\$ 6.21	Letter mailed 7/9/24 Invoice 110288
360470	08/09/2023	10317	COFFRIN, KELSEY	9280 NE BEACH CREST DR BI WA 98110	\$ 210.21	Letter mailed 7/9/24 Invoice 110241
360475	08/09/2023	10325	DEJESUS, SHANTELL & DENNIS	10275 SW SHEARWATER LOOP BEAVERTON OR 97007	\$ 11.19	Letter mailed 7/9/24 Invoice 110275
360478	08/09/2023	10330	DEWITT, JUSTIN & HAZEL	5705 SOLANA LN NE BI WA 98110	\$ 7.43	Letter mailed 7/9/24 Invoice 110280
360485	08/09/2023	8146	FRAIK, ROBERT & BONNIE	3973 PLEASANT BEACH DR NE BI WA 98110	\$ 12.53	Letter mailed 7/9/24 Invoice 110248
360495	08/09/2023	10319	MCGARVIE WEST PROPERTIES	445 WOOD AVE SW BI WA 98110	\$ 252.90	Letter mailed 7/9/24 Invoice 110243
360635	09/13/2023	10381	SKYLAR, ROBERT	9734 MANITOU PLACE BI WA 98110	\$ 65.00	Letter mailed 7/9/24 Invoice 09/06/2023
360667	09/27/2023	10387	BROWNING, DAVID	PO BOX 10490 BI WA 98110	\$ 55.00	Letter mailed 7/9/24 Invoice 09/12/2023
360766	10/25/2023	4969	COUNTRY CLUB OF SEATTLE	PO BOX 11426 BI WA 98110	\$ 5,724.00	Letter mailed 7/9/24 Invoice PLN51867 SVAR
TOTAL:					\$ 7,177.52	
TOTAL AFTER VOID/REISSUE					\$ 7,134.80	

**City of
Bainbridge Island**

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

Vendor
Number
54

File
Date
03/15/2023

File
Number
00359914

78.22

Seventy Eight Dollars and 22 cents *****

BAINBRIDGE RENTAL INC
8820 MILLER ROAD
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: 00359914

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
02/28/2023	CON90538	PW/2.6 OZ MULTRA MIX OIL	261569	78.22

Vendor No.	Vendor Name	File No.	File Date	File Amount
54	BAINBRIDGE RENTAL INC	00359914	03/15/2023	78.22

42

**City of
Bainbridge Island**

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

Vendor
Number
10283

File
Date
05/25/2023

File
Number
00360230

425.00

Four Hundred Twenty Five Dollars and 00 cents *****

REISSIG, WALTER
639 MADISON AVE N
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: 00360230

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
05/22/2023	05/22/2023	ENG/MADISON AVE NM IMPROVEMENT	263505	425.00

Vendor No.	Vendor Name	File No.	File Date	File Amount
10283	REISSIG, WALTER	00360230	05/25/2023	425.00

**City of
Bainbridge Island**

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

Vendor
Number
10072

File
Date
08/09/2023

File
Number
00360452

200.00

Two Hundred Dollars and 00 cents *****

BAINBRIDGE PRIDE
7914 GRAND AVENUE NE
BAINBRIDGE ISLAND WA 98110

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City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: 00360452

[illegible]

**City of
Bainbridge Island**

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

Vendor
Number
54

File
Date
08/09/2023

File
Number
00360453

87.11

Eighty Seven Dollars and 11 cents *****

BAINBRIDGE RENTAL INC
8820 MILLER ROAD
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: 00360453

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
07/25/2023	CON92312	PW/JACKHAMMER, ELECTRIC, EXTEN	265003	87.11

Vendor No.	Vendor Name	File No.	File Date	File Amount
54	BAINBRIDGE RENTAL INC	00360453	08/09/2023	87.11

**City of
Bainbridge Island**

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

Vendor
Number
10337

File
Date
08/09/2023

File
Number
00360462

6.21

Six Dollars and 21 cents *****

CAVEDONI, OLINA
5357 DIAMOND PLACE NE
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: 00360462

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
07/24/2023	110288	UB 13150 768 MINAMOTO LANE NE	264882	6.21

Vendor No.	Vendor Name	File No.	File Date	File Amount
10337	CAVEDONI, OLINA	00360462	08/09/2023	6.21

**City of
Bainbridge Island**

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

Vendor
Number
10317

File
Date
08/09/2023

File
Number
00360470

210.21

Two Hundred Ten Dollars and 21 cents *****

COFFRIN, KELSEY
9280 NE BEACH CREST DRIVE
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: 00360470

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
07/20/2023	110241	UB 12014 368 EAKIN DRIVE NW	264834	210.21

Vendor No.	Vendor Name	File No.	File Date	File Amount
10317	COFFRIN, KELSEY	00360470	08/09/2023	210.21

**City of
Bainbridge Island**

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

Vendor
Number
10325

File
Date
08/09/2023

File
Number
00360475

11.19

Eleven Dollars and 19 cents *****

DEJESUS, SHANTEL & DENNIS
10275 SW SHEARWATER LOOP
BEAVERTON OR 97007

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: 00360475

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
07/24/2023	110275	UB 13123 522 MADRONA WAY NE UN	264869	11.19

Vendor No.	Vendor Name	File No.	File Date	File Amount
10325	DEJESUS, SHANTELL & DENNIS	00360475	08/09/2023	11.19

**City of
Bainbridge Island**

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

Vendor
Number
10330

File
Date
08/09/2023

File
Number
00360478

7.43

Seven Dollars and 43 cents *****

DEWITT, JUSTIN & HAZEL
5705 SOLANA LANE NE
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: 00360478

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
07/24/2023	110280	UB 10830 782 CHERRY AVENUE NE	264874	7.43

Vendor No.	Vendor Name	File No.	File Date	File Amount
10330	DEWITT, JUSTIN & HAZEL	00360478	08/09/2023	7.43

**City of
Bainbridge Island**

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

Vendor
Number
8146

File
Date
08/09/2023

File
Number
00360485

12.53

Twelve Dollars and 53 cents *****

FRAIK, ROBERT & BONNIE
3973 PLEASANT BEACH DRIVE NE
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: 00360485

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
07/20/2023	110248	UB 12753 637 WILLA LANE NE	264841	12.53

Vendor No.	Vendor Name	File No.	File Date	File Amount
8146	FRAIK, ROBERT & BONNIE	00360485	08/09/2023	12.53

City of Bainbridge Island

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

Vendor
Number
10319

File
Date
08/09/2023

File
Number
00360495

252.90

Two Hundred Fifty Two Dollars and 90 cents *****

MCGARVIE WEST PROPERTIES
445 WOOD AVE SW
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: 00360495

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
07/20/2023	110243	UB 10933 881 PARK AVENUE NE	264836	252.90

Vendor No.	Vendor Name	File No.	File Date	File Amount
10319	MCGARVIE WEST PROPERTIES	00360495	08/09/2023	252.90

**City of
Bainbridge Island**

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

Vendor
Number
10381

File
Date
09/13/2023

File
Number
00360635

65.00

Sixty Five Dollars and 00 cents *****

SKYLAR, ROBERT
ATTN: ETHAN SKYLAR
9734 MANITOU PLACE
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: 00360635

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
09/06/2023	09/06/2023	INERTIA PARKS BUSINESS LICENSE	265841	65.00

Vendor No.	Vendor Name	File No.	File Date	File Amount
10381	SKYLAR, ROBERT	00360635	09/13/2023	65.00

52

**City of
Bainbridge Island**

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

Vendor
Number
10387

File
Date
09/27/2023

File
Number
00360667

55.00

Fifty Five Dollars and 00 cents *****

BROWNING, DAVID
PO BOX 10490
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: 00360667

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
09/12/2023	09/12/2023	POL/REFUND ALARM FEE	266071	55.00

Vendor No.	Vendor Name	File No.	File Date	File Amount
10387	BROWNING, DAVID	00360667	09/27/2023	55.00

**City of
Bainbridge Island**

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

Vendor
Number
4969

File
Date
10/25/2023

File
Number
00360766

5,724.00

Five Thousand Seven Hundred Twenty Four Dollars and 00 cents *****

COUNTRY CLUB OF SEATTLE
PO BOX 11426
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: 00360766

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CITY OF BAINBRIDGE ISLAND

REGULAR 10/9/24 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					
361842	10/09/2024 PRD	10004	BAINBRIDGE TRANSFER	275209	BTS INV1096	09/27/2024 10/09/24	89.99
Invoice: BTS INV1096		89.99	91011897 547900	ONE OFF CHARGE TRANSFER STATION 8/23, 9/13 GG-C/E-O&M YARD FAC-GARBAGE			
		CHECK 361842 TOTAL:					89.99
361843	10/09/2024 PRD	551	CENTURYLINK	275330	04700CT24	10/03/2024 10/09/24	153.86
Invoice: 04700CT24		153.86	91011189 542100	CH FIRE ALARM MONIT GG-C/E-CITY HALL-PHONE			
Invoice: 34030CT24		275331	34030CT24	10/03/2024 10/09/24			
		80.72	91011755 542100	COMMONS FIRE ALARM MONIT GG-C/E-COMMONS-PHONE			
Invoice: 40590CT24		275332	40590CT24	10/03/2024 10/09/24			
		65.94	91411891 542100	FLETCHER BAY WELL TELEM GG-WTR-FAC-PHONE			
Invoice: 53110CT24		275333	53110CT24	10/03/2024 10/09/24			
		84.99	91415345 542100	ROCKAWAY BEACH PRV TELEMETRY GG-WTR ROCKAWAY-PHONES			
Invoice: 53780CT24		275334	53780CT24	10/03/2024 10/09/24			
		65.94	91411891 542100	HEAD OF BAY WELL TELEM GG-WTR-FAC-PHONE			
Invoice: 55160CT24		275335	55160CT24	10/03/2024 10/09/24			
		137.99	91011215 542100	POL TI MANDUS GG-C/E-PD-PHONE			
Invoice: 56400CT24		275336	56400CT24	10/03/2024 10/09/24			
		153.86	91011897 542100	O&M FIRE ALARM MONIT GG-C/E-O&M YARD FAC-PHONE			
Invoice: 58260CT24		275337	58260CT24	10/03/2024 10/09/24			
		50.35	91411891 542100	SAND AVE WELL TELEM GG-WTR-FAC-PHONE			
Invoice: 84900CT24		275338	84900CT24	10/03/2024 10/09/24			
		197.20	91011189 542100	CH SECURITY ALARM MONIT GG-C/E-CITY HALL-PHONE			
Invoice: 90080CT24		275339	90080CT24	10/03/2024 10/09/24			
		84.99	91421891 542100	VILLAGE SEWER PUMP GG-SWR-FAC-PHONE			
Invoice: 99520CT24		275340	99520CT24	10/03/2024 10/09/24			
		73.59	91011189 542100	CH ELEVATOR SVC LINE GG-C/E-CITY HALL-PHONE			

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									
						CHECK	361843	TOTAL:	1,149.43
361844	10/09/2024	PRTD	102	CITY OF BAINBRIDGE I	275341	RETREQ2-00510-2	10/04/2024	20240053	10/09/24
	Invoice: RETREQ2-00510-2						RETAINAGE (5%) FOR CONTRACT 2024076 2024 BACKFLOW		211.90
					211.90	73411349 54110000510	BACKFLOW TEST-PRO SVCS		
						CHECK	361844	TOTAL:	211.90
361845	10/09/2024	PRTD	4578	CONSOLIDATED ELECTRI	275307	0936-1090551	09/25/2024		10/09/24
	Invoice: 0936-1090551						PW/13T8/LED/48-850/DUAL/BP-DR		491.40
					491.40	73011183 531100	O&M-C/E-CH FAC-SUPPLIES		
						CHECK	361845	TOTAL:	491.40
361846	10/09/2024	PRTD	10639	DECKER, TARRELL	275218	09/27/2024	09/27/2024		10/09/24
	Invoice: 09/27/2024						CRT/JUDGE PRO TEMPORE 9/27/24		100.00
					100.00	21011125 541210	COURT-JUDGE PRO TEMPORE SVCS		
	Invoice: 10/01/2024								
					275219	10/01/2024	10/01/2024		10/09/24
					50.00	21011125 541210	CRT/JUDGE PRO TEMPORE 10/1/24		50.00
							COURT-JUDGE PRO TEMPORE SVCS		
	Invoice: 10/04/2024								
					275342	10/04/2024	10/04/2024		10/09/24
					50.00	21011125 541210	CRT/JUDGE PRO TEMPORE 10/3/24		50.00
							COURT-JUDGE PRO TEMPORE SVCS		
						CHECK	361846	TOTAL:	200.00
361847	10/09/2024	PRTD	6061	CHRISTIAN R FRANZ	275343	10/04/2024	10/04/2024		10/09/24
	Invoice: 10/04/2024						CRT/JUDGE PRO TEMPORE 9/3, 9/19, 9/24/24		300.00
					300.00	21011125 541210	COURT-JUDGE PRO TEMPORE SVCS		
						CHECK	361847	TOTAL:	300.00
361848	10/09/2024	PRTD	10638	GAYRAUD, ONELLA	275220	BLD28685	10/01/2024		10/09/24
	Invoice: BLD28685						PERMIT BLD28685 REFUND FEE		172.00
					172.00	47148 322100	BUILDINGS, STRUCT. & EQ		
						CHECK	361848	TOTAL:	172.00
361849	10/09/2024	PRTD	694	KITSAP PUD #1	275233	034035-000 JUL-SEP24	09/15/2024		10/09/24
	Invoice: 034035-000 JUL-SEP24						WATER/LOT 1 BELFAIR AVE		96.07
					96.07	91011768 547500	GG-C/E-PARKS-WTR/SWR		

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

						CHECK	361849	TOTAL:	96.07
361850	10/09/2024	PRTD	694 KITSAP PUD #1	275268	042862-000 JUL-SEP24	09/15/2024	10/09/24		157.54
		Invoice: 042862-000 JUL-SEP24				ENG/IRRIGATION SHADE COVENANT			
				157.54 72011593 54500000998		SHADE COVENANT-RENTALS			
						CHECK	361850	TOTAL:	157.54
361851	10/09/2024	PRTD	1205 PUGET SOUND ENERGY	275234	0727AUG24	09/30/2024	10/09/24		10.86
		Invoice: 0727AUG24				194 WINSLOW WAY W			
				10.86 91011739 547100		COMM EVENTS-ELECTRICITY			
		Invoice: 5114AUG24							
				275235 5114AUG24		09/23/2024		10/09/24	
				6.01 91111263 547100		KIMIKO & MADISON ST LIGHTS		6.01	
						GG-STRT-STREET LIGHTING-UTIL			
		Invoice: 5114SEP24							
				275346 5114SEP24		10/01/2024		10/09/24	
				21.96 91111263 547100		KIMIKO & MADISON ST LIGHTS		21.96	
						GG-STRT-STREET LIGHTING-UTIL			
		Invoice: 8906SEP24							
				275347 8906SEP24		10/01/2024		10/09/24	
				18.82 91111263 547100		EAGLE HARBOR DR STREET LIGHT		18.82	
						GG-STRT-STREET LIGHTING-UTIL			
		Invoice: 9047SEP24							
				275348 9047SEP24		10/03/2024		10/09/24	
				1,252.06 91011251 547100		CITY WIDE ENERGY SERVICES		36,393.60	
				1,967.53 91011215 547100		GG-GF-COURT-ELECTRIC			
				10.86 73416345 547100		GG-C/E-PD-ELECTRIC			
				22.44 91011557 547100		CASEY STREET WTR-ELECTRICITY			
				435.31 91011755 547100		FARMS-ELECTRIC			
				655.73 91011768 547100		GG-C/E-COMMONS-ELECTRIC			
				1,885.36 91011897 547100		GG-C/E-PARKS-ELECTRIC			
				13.33 91021182 547100		GG-C/E-O&M YARD FAC-ELECTRIC			
				2,194.15 91111263 547100		GG-OS-PROP MNGT-ELECTRIC			
				106.32 91111264 547100		GG-STRT-STREET LIGHTING-UTIL			
				14,456.10 91411345 547100		GG-STREET-TRAF CONTROL-UTILITY			
				649.97 91415345 547100		GG-WTR-ELECTRIC			
				2,845.11 91421355 547100		GG-ROCKAWAY BCH-UTILITIES			
				9,884.10 91425358 547100		GG-SWR-ELECTRIC			
				15.23 91435838 547100		GG-WWTP-ELECTRIC			
						GG-DECANT-ELECTRIC			
		Invoice: 9047SEP24-2							
				275349 9047SEP24-2		10/04/2024		10/09/24	
				412.98 91111264 547100		SR 305 & WINSLOW WAY		412.98	
						GG-STREET-TRAF CONTROL-UTILITY			
						CHECK	361851	TOTAL:	36,864.23

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

361852	10/09/2024	PRTD	10243	SHI INTERNATIONAL CO	275236	B18868875	09/27/2024	10/09/24	753.24
				Invoice: B18868875			IT/ANNUAL LICENSE MAINTAIN CISCO NETWORK		
					753.24	81011881 548500	IT - C/E COMPUTER SUPPORT		
				Invoice: B18879436	275237	B18879436	09/30/2024	10/09/24	13,930.86
					13,930.86	81011881 535500	IT/NETWORK EQUIPMENT CITY HALL NETWORK (GRANT)		
							IT - C/E COMPUTER PARTS & EQ		
				Invoice: B18884779	275271	B18884779	10/01/2024	10/09/24	9,819.55
					9,819.55	81011881 535500	IT/CISCO NETWORK EQUIPMENT SOFTWARE UPDATES, MAINT		
							IT - C/E COMPUTER PARTS & EQ		
							CHECK	361852 TOTAL:	24,503.65
361853	10/09/2024	PRTD	8035	SHINE QUARRY, LLC	275239	8384	09/25/2024	10/09/24	989.87
				Invoice: 8384			PW/3/4" CLEAN 42.20 TONS		
					989.87	73111423 531100	OFFICE SUPPLIES		
				Invoice: 8399	275240	8399	09/26/2024	10/09/24	1,321.56
					1,321.56	73111423 531100	PW/3/4" CLEAN 56.34 TONS		
							OFFICE SUPPLIES		
				Invoice: 8435	275241	8435	09/30/2024	10/09/24	2,991.61
					2,991.61	73111423 531100	PW/1 1/2" CLEAN, 3/4" CLEAN 136.63 TONS		
							OFFICE SUPPLIES		
				Invoice: 8455	275242	8455	10/01/2024	10/09/24	2,135.51
					2,135.51	73111423 531100	PW/ 1 1/2" CLEAN, 3/4" CLEAN 92.96 TONS		
							OFFICE SUPPLIES		
							CHECK	361853 TOTAL:	7,438.55
361854	10/09/2024	PRTD	4689	SITESTAR DONOBI INTE	275243	8039978	07/24/2024	10/09/24	2.00
				Invoice: 8039978			IT/WIDE AREA NETWORK INTERNET CONNECTIONS		
					2.00	81011881 542100	IT - C/E COMMUNICATION		
				Invoice: 8043421	275244	8043421	10/01/2024	10/09/24	6,165.00
					6,165.00	81011881 542100	IT/WIDE AREA NETWORK INTERNET CONNECTIONS		
							IT - C/E COMMUNICATION		
							CHECK	361854 TOTAL:	6,167.00
361855	10/09/2024	PRTD	601	SOUND REPROGRAPHICS	275246	106411	09/30/2024	10/09/24	42.61
				Invoice: 106411			EX/DAY OF PREPAREDNESS POSTERS		
					42.61	31011256 542450	EX-GF-EMERG PREP-COMM OUTREACH		
				Invoice: 104593	275273	104593	09/30/2024	10/09/24	162.26
							EX/FIRST BATCH EXTERNAL STR SIGNS X34		

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																		
				162.26	31011246 53110001342	STR-SHORT TERM RENTALS-SUPPLY												
						CHECK	361855	TOTAL:	204.87									
361856	10/09/2024	PRTD	1945 WA ST DEPT LABOR & I	275286	353039	09/13/2024		10/09/24	285.40									
		Invoice: 353039				PW/PENALTY FOR FAILURE TO CORRECT VIOLATIONS												
				285.40	73011183 549800	O&M-C/E-CH FAC-PERMITS												
						CHECK	361856	TOTAL:	285.40									
361857	10/09/2024	PRTD	952 WASHINGTON STATE PAT	275290	I2501606	10/01/2024		10/09/24	13.25									
		Invoice: I2501606				FIN/BACKGROUND CHECKS												
				13.25	41654861 586100	CPL GUN PERMIT-FBI SHARE OUT												
						CHECK	361857	TOTAL:	13.25									
361858	10/09/2024	PRTD	5271 WASHINGTON WATER SER	275291	4815979187-SEP24	09/20/2024		10/09/24	201.27									
		Invoice: 4815979187-SEP24				DECANT FACILITY WATER												
				201.27	91435838 547500	GG-DECANT-WATER/SEWER												
						CHECK	361858	TOTAL:	201.27									
361859	10/09/2024	PRTD	4513 WM CORPORATE SERVICE	275293	0065347-2588-9	09/16/2024		10/09/24	16,205.74									
		Invoice: 0065347-2588-9				PW/SPECIAL WASTE SOLID OTHER 7305 HIDDEN COVE RD												
				16,205.74	73435838 54790000618	DECANT SPOILS DISPOSAL												
						CHECK	361859	TOTAL:	16,205.74									
361860	10/09/2024	PRTD	10353 VESTIS FIRST AID AND	275283	B018631	09/23/2024		10/09/24	59.94									
		Invoice: B018631				PW/CLEAR PLASTIC 12 GALLON TANK COVER EYEWASH												
				59.94	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES												
		Invoice: SEA1-002008				09/13/2024		10/09/24	413.02									
				275327	SEA1-002008	PW/FIRST AID RESTOCK PWOM												
				413.02	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES												
		Invoice: SEA1-002009				09/13/2024		10/09/24	63.12									
				275328	SEA1-002009	PW/FIRST AID RESTOCK 8804 MADISON AVE												
				63.12	73011255 531100	O&M-C/E-COURT FAC-SUPPLIES												
						CHECK	361860	TOTAL:	536.08									
361861	10/09/2024	PRTD	522 WA ST DEPT OF TRANSP	275287	RE-313-ATB40916046	09/16/2024		10/09/24	7,655.12									
		Invoice: RE-313-ATB40916046				PW/CONSTRUCTION CAPS PMTS TO PRIM												
				7,655.12	73111427 54810000354	TREE PRES & REMOVAL-ROADS												

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: RE-313-ATB40916108		275288	RE-313-ATB40916108	09/16/2024	10/09/24	620.31	
				ENG/ELECTRICAL WSDOT PERMITTING WATER TANKS JC8533			
		620.31	72413434 64980000988	NEW WATER TANKS-PERMITS			
				CHECK	361861	TOTAL:	8,275.43
				NUMBER OF CHECKS	20	*** CASH ACCOUNT TOTAL ***	103,563.80
						COUNT	AMOUNT
						20	103,563.80
						*** GRAND TOTAL ***	103,563.80

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	10	101															
APP	001-213000																
	10/09/2024	10/09/24		100924										GENERAL - ACCOUNTS PAYABLE		40,071.84	
	10/09/2024	10/09/24		100924										AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100													CASH			103,563.80
	10/09/2024	10/09/24		100924										AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000													ACCOUNTS PAYABLE		16,216.36	
	10/09/2024	10/09/24		100924										AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000													ACCOUNTS PAYABLE		12,814.20	
	10/09/2024	10/09/24		100924										AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000													ACCOUNTS PAYABLE		172.00	
	10/09/2024	10/09/24		100924										AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000													STREETS - ACCOUNTS PAYABLE		17,853.91	
	10/09/2024	10/09/24		100924										AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000													ACCOUNTS PAYABLE		16,422.24	
	10/09/2024	10/09/24		100924										AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000													ACCOUNTS PAYABLE		13.25	
	10/09/2024	10/09/24		100924										AP CASH DISBURSEMENTS JOURNAL			
														GENERAL LEDGER TOTAL		103,563.80	103,563.80
APP	631-130000													DUE TO/FROM CLEARING		103,563.80	
	10/09/2024	10/09/24		100924													
APP	001-130000													GENERAL - DUE TO/FROM CLEARING			40,071.84
	10/09/2024	10/09/24		100924													
APP	401-130000													DUE TO/FROM CLEARING			16,216.36
	10/09/2024	10/09/24		100924													
APP	402-130000													DUE TO/FROM CLEARING			12,814.20
	10/09/2024	10/09/24		100924													
APP	407-130000													DUE TO/FROM CLEARING			172.00
	10/09/2024	10/09/24		100924													
APP	101-130000													STREETS - DUE TO/FROM CLEARING			17,853.91
	10/09/2024	10/09/24		100924													
APP	403-130000													DUE TO/FROM CLEARING			16,422.24
	10/09/2024	10/09/24		100924													
APP	650-130000													DUE TO/FROM CLEARING			13.25
	10/09/2024	10/09/24		100924													
														SYSTEM GENERATED ENTRIES TOTAL		103,563.80	103,563.80
														JOURNAL 2024/10/101 TOTAL		207,127.60	207,127.60

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 10	101	10/09/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	40,071.84	40,071.84
				FUND TOTAL	40,071.84	40,071.84
101 STREET FUND 101-130000 101-213000	2024 10	101	10/09/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	17,853.91	17,853.91
				FUND TOTAL	17,853.91	17,853.91
401 WATER OPERATING FUND 401-130000 401-213000	2024 10	101	10/09/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	16,216.36	16,216.36
				FUND TOTAL	16,216.36	16,216.36
402 SEWER OPERATING FUND 402-130000 402-213000	2024 10	101	10/09/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	12,814.20	12,814.20
				FUND TOTAL	12,814.20	12,814.20
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 10	101	10/09/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	16,422.24	16,422.24
				FUND TOTAL	16,422.24	16,422.24
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2024 10	101	10/09/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	172.00	172.00
				FUND TOTAL	172.00	172.00
631 CLEARING FUND 631-130000 635-111100	2024 10	101	10/09/2024	DUE TO/FROM CLEARING CASH	103,563.80	103,563.80
				FUND TOTAL	103,563.80	103,563.80
650 AGENCY FUND 650-130000 650-213000	2024 10	101	10/09/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	13.25	13.25
				FUND TOTAL	13.25	13.25

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		40,071.84
101	STREET FUND		17,853.91
401	WATER OPERATING FUND		16,216.36
402	SEWER OPERATING FUND		12,814.20
403	STORM & SURFACE WATER FUND		16,422.24
407	BUILDING & DEVELOPMENT FUND		172.00
631	CLEARING FUND	103,563.80	
650	AGENCY FUND		13.25
TOTAL		103,563.80	103,563.80

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



CITY OF
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS
CHECK RUN DATE: 10/16/2024

Last check from previous run: 361861 dated 10/09/2024 issued to WA ST Dept. of Transportation for \$8,275.43

Last ACH from previous run: 4681 dated 10/10/2024 issued to Zencity Technologies US Inc for \$7,425.60

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
Manual ACH	10/11/2024	4682	City of Bainbridge Island/Utility billing - Oct. 2024	\$ 13,287.76
Manual ACH	10/14/2024	4683	US Bank/Credit card purchases - Sep. 2024	\$ 65,529.44
Regular Run Checks	10/16/2024	361862-361879	Total Regular Check Run	\$ 49,213.50
Regular Run ACH	10/17/2024	4684-4741	Total Regular ACH Run	\$ 624,555.16
			Total Disbursements	\$ 752,585.86

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

10/16/2024

Date

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			
4682	10/11/2024	MANL	103 CITY OF BAINBRIDGE I	275435	10717OCT24	10/01/2024		UBOCT24	147.52
Invoice: 10717OCT24				147.52	91011722 547500	1270 MADISON LIBRARY	GG-C/E-LIBRARY-COBI	WTR/SWR	
Invoice: 10727OCT24				275436	10727OCT24	10/01/2024		UBOCT24	3,648.78
				3,648.78	91011722 547500	1270 MADISON LIBRARY	GG-C/E-LIBRARY-COBI	WTR/SWR	
Invoice: 11015OCT24				275437	11015OCT24	10/01/2024		UBOCT24	2,273.76
				2,273.76	91425358 547500	1220 DONALD PLACE	GG-WWTP-WATER/SEWER		
Invoice: 11762OCT24				275438	11762OCT24	10/01/2024		UBOCT24	39.68
				39.68	91011768 547500	WINSLOW WAY-DRINKG FNTN	GG-C/E-PARKS-WTR/SWR		
Invoice: 11805OCT24				275439	11805OCT24	10/01/2024		UBOCT24	382.98
				382.98	91011768 547500	RAINBRINGER IRRIGATION METER	GG-C/E-PARKS-WTR/SWR		
Invoice: 11806OCT24				275440	11806OCT24	10/01/2024		UBOCT24	13.02
				13.02	91011768 547500	MADISON & HIGH SCHOOL IRRIGATION	GG-C/E-PARKS-WTR/SWR		
Invoice: 11982OCT24				275441	11982OCT24	10/01/2024		UBOCT24	1,968.66
				1,968.66	91011189 547500	280 MADISON AVENUE N	GG-C/E-CITY HALL-COBI	WTR/SWR	
Invoice: 11983OCT24				275442	11983OCT24	10/01/2024		UBOCT24	1,950.06
				1,950.06	91011189 547500	CITY HALL IRRIGATION METER	GG-C/E-CITY HALL-COBI	WTR/SWR	
Invoice: 12754OCT24				275443	12754OCT24	10/01/2024		UBOCT24	604.82
				604.82	91011768 547500	BLACKBIRD IRRIGATION METER	GG-C/E-PARKS-WTR/SWR		
Invoice: 12893OCT24				275444	12893OCT24	10/01/2024		UBOCT24	805.50
				492.25	91011215 547500	8804 MADISON AVE N	GG-C/E-PD-COBI	WTR/SWR	
				313.25	91011255 547500	GG-C/E-COURT BLDG-WTR/SWR			
Invoice: 12894OCT24				275445	12894OCT24	10/01/2024		UBOCT24	571.28
				349.11	91011215 547500	8804 MADISON AVE N	GG-C/E-PD-COBI	WTR/SWR	
				222.17	91011255 547500	GG-C/E-COURT BLDG-WTR/SWR			
Invoice: 13145OCT24				275446	13145OCT24	10/01/2024		UBOCT24	577.92
				577.92	91111262 547500	HWY 305 - STO TRAIL	GG-STREETS-TRAILS-CITY	WTR/SWR	
Invoice: 13227OCT24				275447	13227OCT24	10/01/2024		UBOCT24	99.34
						OLYMPIC DR SE			

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					
		99.34	91111262	547500	GG-STREETS-TRAILS-CITY WTR/SWR				
		275448	132910CT24		10/01/2024	UBOCT24			204.44
Invoice: 132910CT24		204.44	91111262	547500	OLYMPIC IMPROVEMENT METER				
					GG-STREETS-TRAILS-CITY WTR/SWR				
				CHECK		4682	TOTAL:		13,287.76
		NUMBER OF CHECKS		1	*** CASH ACCOUNT TOTAL ***				13,287.76
				COUNT		AMOUNT			
		TOTAL MANUAL CHECKS		1		13,287.76			
				*** GRAND TOTAL ***					

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	10	117											
APP	001-213000				10/11/2024	UBOCT24	101124			GENERAL - ACCOUNTS PAYABLE		10,132.30	
										AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100				10/11/2024	UBOCT24	101124			CASH			13,287.76
										AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000				10/11/2024	UBOCT24	101124			ACCOUNTS PAYABLE		2,273.76	
										AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000				10/11/2024	UBOCT24	101124			STREETS - ACCOUNTS PAYABLE		881.70	
										AP CASH DISBURSEMENTS JOURNAL			
										GENERAL LEDGER TOTAL		13,287.76	13,287.76
APP	631-130000				10/11/2024	UBOCT24	101124			DUE TO/FROM CLEARING		13,287.76	
APP	001-130000				10/11/2024	UBOCT24	101124			GENERAL - DUE TO/FROM CLEARING			10,132.30
APP	402-130000				10/11/2024	UBOCT24	101124			DUE TO/FROM CLEARING			2,273.76
APP	101-130000				10/11/2024	UBOCT24	101124			STREETS - DUE TO/FROM CLEARING			881.70
										SYSTEM GENERATED ENTRIES TOTAL		13,287.76	13,287.76
										JOURNAL 2024/10/117 TOTAL		26,575.52	26,575.52

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 10	117	10/11/2024			
001-130000				GENERAL - DUE TO/FROM CLEARING		10,132.30
001-213000				GENERAL - ACCOUNTS PAYABLE	10,132.30	
				FUND TOTAL	10,132.30	10,132.30
101 STREET FUND	2024 10	117	10/11/2024			
101-130000				STREETS - DUE TO/FROM CLEARING		881.70
101-213000				STREETS - ACCOUNTS PAYABLE	881.70	
				FUND TOTAL	881.70	881.70
402 SEWER OPERATING FUND	2024 10	117	10/11/2024			
402-130000				DUE TO/FROM CLEARING		2,273.76
402-213000				ACCOUNTS PAYABLE	2,273.76	
				FUND TOTAL	2,273.76	2,273.76
631 CLEARING FUND	2024 10	117	10/11/2024			
631-130000				DUE TO/FROM CLEARING	13,287.76	
635-111100				CASH		13,287.76
				FUND TOTAL	13,287.76	13,287.76

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		10,132.30
101	STREET FUND		881.70
402	SEWER OPERATING FUND		2,273.76
631	CLEARING FUND		
		13,287.76	
TOTAL		13,287.76	13,287.76

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

CITY OF BAINBRIDGE ISLAND

MANUAL 10/14/24 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					
4683	10/14/2024 PRTD	7314	US BANK	275092	091124CF	09/11/2024 USBSEP24	49.34
Invoice: 091124CF		49.34	41011141 539100	FIN/SAFEWAY/SNACKS FOR FINANCE MEETING			
				FIN-NON TRAVEL FOOD/SNACK			
Invoice: 092424DP		275105	092424DP	09/24/2024	USBSEP24		79.20
		79.20	41011144 443410	FIN/ACFE/ACFE ETHICS - AVOIDING ETHICAL LAPSES DP			
				FIN - C/E TRAINING			
Invoice: 090124JR		275106	090124JR	09/01/2024	USBSEP24		300.00
		300.00	73637891 545000	PW/STORAGE98110/STORAGE UNIT RENTAL			
				RENTS & LEASES - OPERATING			
Invoice: 090124JR-A		275107	090124JR-A	09/01/2024	USBSEP24		450.00
		450.00	73637891 545000	PW/STORAGE98110/STORAGE UNIT RENTAL			
				RENTS & LEASES - OPERATING			
Invoice: 082824JR		275108	082824JR	08/28/2024	USBSEP24		65.85
		65.85	73011183 531100	PW/AMAZON/WET SWITCH FLOOD DETECTOR			
				O&M-C/E-CH FAC-SUPPLIES			
Invoice: 090224BL		275097	090224BL	09/02/2024	USBSEP24		125.00
		125.00	33011161 544000	HR/AMERICAN PLANNING ASSOC/PLANNER JOB ADVERTISEME			
				HR-C/E-ADVERTISING			
Invoice: 090224BL-A		275098	090224BL-A	09/02/2024	USBSEP24		45.00
		45.00	33011161 544000	HR/CRAIGSLIST/PLANNER JOB ADVERTISEMENT			
				HR-C/E-ADVERTISING			
Invoice: 083024JR		275111	083024JR	08/30/2024	USBSEP24		185.63
		185.63	73638935 531100	PW/ACE HARDWARE/WET-DRY SHOP VAC			
				O&M-STD ALLOCATION-SUPPLIES			
Invoice: 083024JR-A		275112	083024JR-A	08/30/2024	USBSEP24		185.63
		185.63	73011183 531100	PW/ACE HARDWARE/WET-DRY SHOP VAC			
				O&M-C/E-CH FAC-SUPPLIES			
Invoice: 082324JR		275113	082324JR	08/23/2024	USBSEP24		982.78
		982.78	73425358 531100	PW/COSTCO/WASHER-DRYER FOR WWTP			
				O&M-WWTP-SUPPLIES			
Invoice: 090324JR		275114	090324JR	09/03/2024	USBSEP24		230.33
		230.33	73011757 531100	PW/SUPERBREAKERS.COM/WFP BREAKERS			
				O&M-C/E-MARINA-SUPPLIES			
Invoice: 091724KM		275103	091724KM	09/17/2024	USBSEP24		480.00
		480.00	72421351 443410	ENG/GREEN RIVER CC/CEU COURSES WATER CERTIFICATION			
				ENG - SEWER TRAINING			
Invoice: 091824KM		275104	091824KM	09/18/2024	USBSEP24		175.00
		175.00	72011321 549100	ENG/PSI SERVICES/FAA UAG LICENSE RG			
				ENG - C/E ADMIN MISCELLEANEOUS			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 091124JR		275117	091124JR	09/11/2024		USBSEP24	77.90
		77.90	73011183 531100	PW/SUPPLYHOUSE.COM/16G SWOOSH DRAIN GUN O&M-C/E-CH FAC-SUPPLIES			
Invoice: 091124JR-A		275118	091124JR-A	09/11/2024		USBSEP24	120.10
		120.10	73011768 531100	PW/AMAZON/MOTION SENSOR OUTDOOR LIGHTS O&M-C/E-PARKS-SUPPLIES			
Invoice: 091224JR		275119	091224JR	09/12/2024		USBSEP24	274.84
		274.84	73011183 531100	PW/SUPERBREAKERS.COM/SIEMENS 2 POLE CIRCUIT BREAKER O&M-C/E-CH FAC-SUPPLIES			
Invoice: 091324JR		275120	091324JR	09/13/2024		USBSEP24	1,554.67
		1,554.67	73411345 531100	PW/ULINE/STAINLESS STEEL TABLES OFFICE SUPPLIES			
Invoice: 082924JR		275109	082924JR	08/29/2024		USBSEP24	45.50
		45.50	73011189 531100	PW/AMAZON/OUT OF SERVICE SIGNS O&M - C/E FACIL OFC SUPPLIES			
Invoice: 082924JR-A		275110	082924JR-A	08/29/2024		USBSEP24	22.12
		22.12	73637891 539100	PW/SAFEWAY/ICE CREAM & LEMONADE O&M-NON TRAVEL FOOD/BEV			
Invoice: 091924JR		275123	091924JR	09/19/2024		USBSEP24	209.64
		209.64	73011189 531100	PW/AMAZON/LOCKOUT TAGOUT KIT O&M - C/E FACIL OFC SUPPLIES			
Invoice: 082624KS		275124	082624KS	08/26/2024		USBSEP24	35.00
		35.00	41011144 443410	FIN/GFOA/THE LANGUAGE OF NUMBERS PT 2 KS FIN - C/E TRAINING			
Invoice: 082724KS		275125	082724KS	08/27/2024		USBSEP24	150.00
		150.00	41011141 549100	FIN/GFOA/MEMBERSHIP RENEWAL JK FIN-GF-DUES/SUBS/MEMBERSHIPS			
Invoice: 082824KS		275126	082824KS	08/28/2024		USBSEP24	35.00
		35.00	41011144 443410	FIN/GFOA/CULTIVATING INNER SPIRIT KS FIN - C/E TRAINING			
Invoice: 090524JR		275115	090524JR	09/05/2024		USBSEP24	39.29
		39.29	73011183 531100	PW/AMAZON/SOLAR OUTDOOR LIGHTS O&M-C/E-CH FAC-SUPPLIES			
Invoice: 090924JR		275116	090924JR	09/09/2024		USBSEP24	806.62
		806.62	73011755 531100	PW/SUPPLYHOUSE.COM/COMM AH CONTROL BOARD O&M-COMMONS SUPPLIES			
Invoice: 092424KS		275129	092424KS	09/24/2024		USBSEP24	50.00
		50.00	41011144 443410	FIN/GFOA/GAAP FOR GRANTS AS FIN - C/E TRAINING			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 091824LS		275130	091824LS	09/18/2024		USBSEP24	19.96
		19.96	31011131 549100	EX/ST SUBSCRIPTIONS/SEATTLE TIMES SUBSCRIPTION EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 091924LS		275131	091924LS	09/19/2024		USBSEP24	9.85
		9.85	31011134 443410	EX/WA ST FERRIES/LASERFICHE TRAINING IN SEATTLE EX-GF-TRAINING			
Invoice: 082624KY		275132	082624KY	08/26/2024		USBSEP24	164.08
		164.08	73111423 531100	PW/MAXWELL EQUIP/PRIMARY CONTROL OFFICE SUPPLIES			
Invoice: 091724JR		275121	091724JR	09/17/2024		USBSEP24	2,206.39
		2,206.39	73011189 531100	PW/ALEN.COM/HEPA FILTERS O&M - C/E FACIL OFC SUPPLIES			
Invoice: 091824JR		275122	091824JR	09/18/2024		USBSEP24	18.09
		18.09	73011189 549900	PW/305 GREENS LATTE/ACCIDENTAL CHARGE O&M-C/E-FAC-MISC			
Invoice: 082924KY		275135	082924KY	08/29/2024		USBSEP24	149.93
		149.93	73111423 531100	PW/MAXWELL EQUIP/PARTS OFFICE SUPPLIES			
Invoice: 091624KY		275136	091624KY	09/16/2024		USBSEP24	84.06
		84.06	73111290 531100	PW/CROWDER SUPPLY/HOSE WHIP ASSEMBLY O&M-STREET-MAINT O/H-SUPPLIES			
Invoice: 090324CF		275091	090324CF	09/03/2024		USBSEP24	36.65
		36.65	41011141 531100	FIN/AMAZON/BINDINGS FOR BUDGET BOOK FIN-GF-SUPPLIES			
Invoice: 091124KM		275102	091124KM	09/11/2024		USBSEP24	116.00
		116.00	72011321 549100	ENG/DOL/PE LICENSE FOR PC ENG - C/E ADMIN MISCELLENEOUS			
Invoice: 091024KM-A		275101	091024KM-A	09/10/2024		USBSEP24	42.51
		42.51	72011321 531100	ENG/AMAZON/WALL CALENDAR, JOURNAL NOTEBOOK ENG - C/E ADMIN SUPPLIES			
Invoice: 091024KM		275100	091024KM	09/10/2024		USBSEP24	162.71
		162.71	72011324 443410	ENG/DRONE ACADEMY/FAA DRONE TRAINING RG ENG - C/E - TRAINING			
Invoice: 092024BL		275099	092024BL	09/20/2024		USBSEP24	217.25
		217.25	91029179 531100	AMAZON/WELLNESS BENEFIT FAIR SUPPLIES GG-SELF INS-WELLNESS-SUPPLIES			
Invoice: 083124BL		275096	083124BL	08/31/2024		USBSEP24	567.59
		567.59	33011161 544000	HR/INDEED/AUGUST JOB ADVERTISEMENTS ENG,PEO HR-C/E-ADVERTISING			

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		INVOICE DTL DESC					
Invoice: 082824BL		275095	082824BL	08/28/2024		USBSEP24	24.01
		24.01	33011161 531100	HR/ACE HARDWARE/SOIL-CITY HALL PLANTS		HR-GF-SUPPLIES	
Invoice: 091224MH		275094	091224MH	09/12/2024		USBSEP24	101.61
		101.61	73425358 531100	PW/COAST HARDWARE/TOOLS		O&M-WWTP-SUPPLIES	
Invoice: 091324CF		275093	091324CF	09/13/2024		USBSEP24	23.24
		23.24	41011141 531100	FIN/AMAZON/BINDINGS FOR BUDGET BOOK (SMALLER SIZE)		FIN-GF-SUPPLIES	
Invoice: 090224TE		275090	090224TE	09/02/2024		USBSEP24	2,008.19
		2,008.19	73426355 54810001351	PW/LIFE TECH CORP/PRECISION OVEN WWTP		WWTP LAB EQ REPLACEMENT	
Invoice: 082824TE		275089	082824TE	08/28/2024		USBSEP24	170.04
		170.04	73637891 443410	PW/CATHY ANGELL/PRESENTATION TRAINING TE		O&M-ALLOC ADM-TRAINING EXP	
Invoice: 091024MB		275088	091024MB	09/10/2024		USBSEP24	240.00
		240.00	73637892 443410	PW/CYBERSOURCE/WATER CERT CLASS JC		O&M-ALLOC-WTR-TRAINING	
Invoice: 090324MB-A		275087	090324MB-A	09/03/2024		USBSEP24	562.76
		562.76	73425358 531100	PW/HOME DEPOT/WO 24572 SUPPLIES		O&M-WWTP-SUPPLIES	
Invoice: 090324MB		275086	090324MB	09/03/2024		USBSEP24	582.55
		582.55	73011897 531100	PW/HOME DEPOT/WO 24478 SUPPLIES		O&M-C/E-PWY FAC-SUPPLIES	
Invoice: 082724MB		275085	082724MB	08/27/2024		USBSEP24	403.67
		403.67	73111264 531100	PW/HOME DEPOT/CONCRETE		O&M-STREET-TRAF CONTROL-SUPPLY	
Invoice: 091624KY-A		275137	091624KY-A	09/16/2024		USBSEP24	84.07
		84.07	73637946 531100	PW/CROWDER SUPPLY/HOSE WHIP ASSEMBLY		ALLOC-1/3 TO EACH UTIL-SUPPLY	
Invoice: 091724KY		275138	091724KY	09/17/2024		USBSEP24	28.22
		28.22	73011256 531100	PW/WELLS CARGO STORE/HASP ASSEMBLY		O&M-C/E-DIS PREP-SUPPLIES	
Invoice: 082824KS-A		275127	082824KS-A	08/28/2024		USBSEP24	67.87
		67.87	41011141 531100	FIN/AMAZON/FRONT DESK CANDY		FIN-GF-SUPPLIES	
Invoice: 082824KS-B		275128	082824KS-B	08/28/2024		USBSEP24	69.98
		69.98	41011141 531100	FIN/OTC/FRONT DESK CANDY		FIN-GF-SUPPLIES	

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 090624BK-A		275141	090624BK-A	09/06/2024		USBSEP24	5.47
	5.47	31011572	548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 090624BK-B		275142	090624BK-B	09/06/2024		USBSEP24	5.47
	5.47	31011572	548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 091324BK		275143	091324BK	09/13/2024		USBSEP24	96.10
	96.10	31011572	548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 091324BK-A		275144	091324BK-A	09/13/2024		USBSEP24	5.47
	5.47	31011572	548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 091324KY		275133	091324KY	09/13/2024		USBSEP24	667.88
	667.88	73111290	531100	PW/CROWDER SUPPLY/JACK HAMMER O&M-STREET-MAINT O/H-SUPPLIES			
Invoice: 091324KY-A		275134	091324KY-A	09/13/2024		USBSEP24	667.89
	667.89	73637946	531100	PW/CROWDER SUPPLY/JACK HAMMER ALLOC-1/3 TO EACH UTIL-SUPPLY			
Invoice: 092024BK		275147	092024BK	09/20/2024		USBSEP24	5.47
	5.47	31011572	548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 092024BK-A		275148	092024BK-A	09/20/2024		USBSEP24	5.47
	5.47	31011572	548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 092324BK		275149	092324BK	09/23/2024		USBSEP24	55.15
	55.15	31011134	443410	EX/ALIHAN'S MEDITERRANEAN/ICMA 2024 ANNUAL CONFERE EX-GF-TRAINING			
Invoice: 091424RL		275150	091424RL	09/14/2024		USBSEP24	14.99
	14.99	31011131	549100	EX/GANNETT MEDIA/KITSAP SUN MONTHLY SUBSCRIPTION EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 091724KY-A		275139	091724KY-A	09/17/2024		USBSEP24	310.89
	310.89	73501448	66400001260	PW/AMAZON/RUBBER MATS NEW VACTOR TRUCK VACTOR TRUCK-TRUCK & UPFIT			
Invoice: 090624BK		275140	090624BK	09/06/2024		USBSEP24	5.47
	5.47	31011572	548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 090224MS-A		275155	090224MS-A	09/02/2024		USBSEP24	75.86
	75.86	61011581	531100	PCD/AMAZON/PAPER TOWELS, KLEENEX, SPONGES PCD - C/E ADMIN SUPPLIES			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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Invoice: 090224MS-B		275156	090224MS-B	09/02/2024		USBSEP24	450.00
		450.00	61470581 545000	PCD/STORAGE 98110/ARCHIVE RECORDS STORAGE UNIT PCD - DEV ADMIN RENTS & LEASES			
Invoice: 090224MS-C		275157	090224MS-C	09/02/2024		USBSEP24	530.00
		530.00	61470581 545000	PCD/STORAGE 98110/ARCHIVE RECORDS STORAGE UNIT PCD - DEV ADMIN RENTS & LEASES			
Invoice: 090424MS		275158	090424MS	09/04/2024		USBSEP24	14.98
		14.98	61470581 549100	PCD/KITSAP SUN/MONTHLY DIGITAL NEWSPAPER PCD - DEV ADMIN DUES/SUBSCR			
Invoice: 091324BK-B		275145	091324BK-B	09/13/2024		USBSEP24	5.47
		5.47	31011572 548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 092224BK		275146	092224BK	09/22/2024		USBSEP24	1,588.02
		1,588.02	31011134 443410	EX/PITTSBURGH MARRIOTT/ICMA 2024 ANNUAL CONFERENCE EX-GF-TRAINING			
Invoice: 091624MS		275161	091624MS	09/16/2024		USBSEP24	-10.50
		-10.50	63470588 539100	PCD/PANERA BREAD/PARTIAL REFUND CUR-NON TRAVEL FOOD/BEV			
Invoice: 091624MS-A		275162	091624MS-A	09/16/2024		USBSEP24	37.50
		37.50	63470588 539100	PCD/PANERA BREAD/STAFF APPRECIATION CUR-NON TRAVEL FOOD/BEV			
Invoice: 091924MS		275163	091924MS	09/19/2024		USBSEP24	40.00
		40.00	63011586 443410	PCD/MRSC/WEBINAR TRAINING HBH CUR - C/E TRAINING TRAVEL			
Invoice: 091924MS-A		275164	091924MS-A	09/19/2024		USBSEP24	23.19
		23.19	63470588 531100	PCD/WALGREENS/PENS FOR COMMUNITY MEETING CUR - DEV DEV PLAN OFC SUPPLY			
Invoice: 082924ES		275151	082924ES	08/29/2024		USBSEP24	40.00
		40.00	31011134 443410	EX/MRSC/ARTIFICIAL INTELLIGENCE TRAINING ES EX-GF-TRAINING			
Invoice: 090224MS		275154	090224MS	09/02/2024		USBSEP24	60.42
		60.42	61011581 531100	PCD/AMAZON/ID HOLDER, LOCKING BAG PCD - C/E ADMIN SUPPLIES			
Invoice: 092524MS		275167	092524MS	09/25/2024		USBSEP24	45.48
		45.48	63470588 531100	PCD/AMAZON/PENS FOR COMMUNITY MEETING CUR - DEV DEV PLAN OFC SUPPLY			
Invoice: 091024JS		275168	091024JS	09/10/2024		USBSEP24	44.62
		44.62	64011586 53910001242	PCD/TOWN & COUNTRY/REFRESHMENTS COMMUNITY MEETING WINSLOW SUBAREA PLAN-FOOD/BEV			

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Invoice: 092524JS		275169	092524JS	09/25/2024		USBSEP24	593.00
		593.00	61470581 549100	PCD/AMERICAN PLANN ASSOC/MEMBERSHIP RENEWAL JS PCD - DEV ADMIN DUES/SUBSCR			
Invoice: 082724KB		275170	082724KB	08/27/2024		USBSEP24	40.00
		40.00	33011164 443410	HR/MRSC/WEBINAR KB HR-C/E-TRAINING EXP			
Invoice: 090524MS		275159	090524MS	09/05/2024		USBSEP24	27.02
		27.02	61011581 535500	PCD/AMAZON/LAPTOP STAND PCD-GF-ADMIN-COMPUTER EQ			
Invoice: 090624MS		275160	090624MS	09/06/2024		USBSEP24	46.48
		46.48	61011581 531100	PCD/AMAZON/PENS, PUSH PINS PCD - C/E ADMIN SUPPLIES			
Invoice: 090624KB		275173	090624KB	09/06/2024		USBSEP24	125.00
		125.00	33011161 544000	HR/NEOGOV/JOB AD HR-C/E-ADVERTISING			
Invoice: 090624KB-A		275174	090624KB-A	09/06/2024		USBSEP24	125.00
		125.00	33011161 544000	HR/NEOGOV/JOB AD HR-C/E-ADVERTISING			
Invoice: 090424DM		275175	090424DM	09/04/2024		USBSEP24	36.53
		36.53	73011189 539100	PW/SAFEWAY/BREAKFAST - SAFETY MTG O&M-NON TRAVEL FOOD/BEV			
Invoice: 091224DM		275176	091224DM	09/12/2024		USBSEP24	64.00
		64.00	73501448 66400001312	PW/WA DOL/2025 VACTOR REGISTRATION 2024 INT'L DUMP TRUCK			
Invoice: 092024MS		275165	092024MS	09/20/2024		USBSEP24	40.55
		40.55	63470588 531100	PCD/AMAZON/PENS FOR COMMUNITY MEETING CUR - DEV DEV PLAN OFC SUPPLY			
Invoice: 092424MS		275166	092424MS	09/24/2024		USBSEP24	-5.72
		-5.72	63470588 531100	PCD/AMAZON/PENS FOR COMMUNITY MEETING CUR - DEV DEV PLAN OFC SUPPLY			
Invoice: 091924AN		275179	091924AN	09/19/2024		USBSEP24	712.96
		712.96	31011572 531100	EX/HEALER'S HARVEST/FLOWERS PEER CELEBRATION EX-GF-OUTREACH-SUPPLIES			
Invoice: 092024AN		275180	092024AN	09/20/2024		USBSEP24	546.00
		546.00	31011572 539100	EX/L'ATELIER/FOOD FOR PEERS CELEBRATION OUTREACH-NON TRAVEL FOOD/SNACK			
Invoice: 083024JS		275181	083024JS	08/30/2024		USBSEP24	67.67
		67.67	21011125 531100	CRT/ACE HARDWARE/POTS AND SOIL REPLANTING COBI COURT-SUPPLIES			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 083024JS-A		275182	083024JS-A	08/30/2024		USBSEP24	-43.66
		-43.66	21011125 531100	CRT/ACE HARDWARE/RETURN TWO POTS			
Invoice: 082724KB-A		275171	082724KB-A	08/27/2024		USBSEP24	135.00
		135.00	31011131 549100	EX/SHRM/RECERTIFICATION KB			
Invoice: 090424KB		275172	090424KB	09/04/2024		USBSEP24	40.00
		40.00	31011134 443410	EX/MRSC/WEBINAR BK			
Invoice: 090424JS-A		275185	090424JS-A	09/04/2024		USBSEP24	50.21
		50.21	21011125 531100	CRT/AMAZON/DESK PROTECTOR, HEATER DLR			
Invoice: 091724JS		275186	091724JS	09/17/2024		USBSEP24	28.96
		28.96	21011125 543100	CRT/CHEESECAKE FACTORY/DMCMA MEETING LUNCH			
Invoice: 090524PC		275249	090524PC	09/05/2024		USBSEP24	19.75
		19.75	61011584 443410	PCD/WSF/FERRY TRIP RELATED TO TRAINING			
Invoice: 090524PC-A		275250	090524PC-A	09/05/2024		USBSEP24	485.70
		485.70	61011584 443410	PCD/CAMPBELL'S RESORT/HOTEL ROOM FOR TRAINING			
Invoice: 090424AN		275177	090424AN	09/04/2024		USBSEP24	1,270.69
		1,270.69	31111267 53110001365	EX/ULINE/ADOPT-A-SPOT PROGRAM TRASH PICKER			
Invoice: 091624AN		275178	091624AN	09/16/2024		USBSEP24	1,200.00
		1,200.00	31011572 541100	EX/SEATTLE JAZZED/BAND FOR PEERS CELEBRATION			
Invoice: 082724AL		275253	082724AL	08/27/2024		USBSEP24	261.24
		261.24	31011256 531100	EX/AMAZON/DISASTER HUBS SUPPLIES			
Invoice: 082824AL		275254	082824AL	08/28/2024		USBSEP24	112.27
		112.27	31011256 542450	EX/AMAZON/DOP GIVEAWAYS			
Invoice: 082924AL		275255	082924AL	08/29/2024		USBSEP24	120.00
		120.00	81011881 542100	IT/STARLINK/MONTHLY SUBSCRIPTION TSJC DEVICE			
Invoice: 083024AL		275256	083024AL	08/30/2024		USBSEP24	300.00
		300.00	31011256 542100	EX/STARLINK/MONTHLY SUBSCRIPTION MOBILE UNITS HUBS			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 083024JS-B		275183	083024JS-B	08/30/2024		USBSEP24	41.47
		41.47	21011125 531100	CRT/ACE HARDWARE/TWO ADDITIONAL POTS COURT-SUPPLIES			
Invoice: 090424JS		275184	090424JS	09/04/2024		USBSEP24	32.74
		32.74	21011125 531100	CRT/AMAZON/NOISE CANCELLING HEADPHONES COURT-SUPPLIES			
Invoice: 090324AL-A		275259	090324AL-A	09/03/2024		USBSEP24	43.08
		43.08	31011256 542450	EX/AMAZON/DOP GIVEAWAYS EX-GF-EMERG PREP-COMM OUTREACH			
Invoice: 090324AL-B		275260	090324AL-B	09/03/2024		USBSEP24	70.00
		70.00	31011256 531100	EX/AMAZON/MYN FOLDERS EX-GF-EMERG PREP-SUPPLIES			
Invoice: 090524AL		275261	090524AL	09/05/2024		USBSEP24	22.53
		22.53	21011125 545000	CRT/KELLEY CONNECT/COLOR COPY FEES COURT-RENTS & LEASES			
Invoice: 090524AL-A		275262	090524AL-A	09/05/2024		USBSEP24	4,340.70
		4,340.70	31011256 54850001123	EX/B&H PHOTO/CLICKSHARE FOR EOC FEMA EMPG-EM PREP-SOFTWARE			
Invoice: 090924PC		275251	090924PC	09/09/2024		USBSEP24	19.75
		19.75	61011584 443410	PCD/WSF/FERRY TRIP RELATED TO TRAINING PCD-GF-ADM-TRAINING			
Invoice: 090924PC-A		275252	090924PC-A	09/09/2024		USBSEP24	54.55
		54.55	61011584 443410	PCD/SAFEWAY/GASOLINE FOR TRAINING TRIP PCD-GF-ADM-TRAINING			
Invoice: 092024AL		275265	092024AL	09/20/2024		USBSEP24	160.97
		160.97	31011256 539100	EX/COSTCO/SNACKS FOR DOP & MRC TRAININGS EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 092324AL		275266	092324AL	09/23/2024		USBSEP24	204.62
		204.62	31011256 539100	EX/JERSEY MIKES/LUNCH FOR DOP EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 092524AL		275267	092524AL	09/25/2024		USBSEP24	382.20
		382.20	31011256 548500	EX/ZEBRA TECHNOLOGY/BADGING SOFTWARE UPGRADE EX-GF-EMERG PREP-SOFTWARE			
Invoice: 082724LB		275351	082724LB	08/27/2024		USBSEP24	150.00
		150.00	51011120 443410	POL/LEIRA/REGISTRATION LF PD-CLERKS-TRAINING			
Invoice: 090224AL		275257	090224AL	09/02/2024		USBSEP24	87.36
		87.36	31011256 542100	EX/ZOLEO/MONTHLY SUBSCRIPTION EX-GF-EMERG PREP-PHONE			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 090324AL		275258	090324AL	09/03/2024		USBSEP24	116.65
		116.65	31011256 531100	EX/STOP THE BLEED/TRAINING HANDOUTS EX-GF-EMERG PREP-SUPPLIES			
Invoice: 090424LB		275354	090424LB	09/04/2024		USBSEP24	443.00
		443.00	53011212 545000	POL/RELIABLE STORAGE/STORAGE RENT POLICE - C/E PATROL RENTS			
Invoice: 090524LB		275355	090524LB	09/05/2024		USBSEP24	515.00
		515.00	51011211 53110000649	POL/KIDS DISCOVERY MUSEUM/NNO NAT'L NIGHT OUT-SUPPLIES			
Invoice: 091724LB		275356	091724LB	09/17/2024		USBSEP24	10.90
		10.90	51011215 531100	POL/SAFEWAY/DISH SOAP POLICE - C/E FACIL SUPPLIES			
Invoice: 092424JB		275357	092424JB	09/24/2024		USBSEP24	26.04
		26.04	54025212 443410	POL/EL SUENITO BREWING/MEAL MARINE - TRAINING			
Invoice: 090924AL		275263	090924AL	09/09/2024		USBSEP24	37.00
		37.00	31011256 541100	EX/NCSI/VOLUNTEER BACKGROUND CHECKS EX-GF-EMERG PREP-PROF SVCS			
Invoice: 090924AL-A		275264	090924AL-A	09/09/2024		USBSEP24	453.10
		453.10	31011256 531100	EX/CODE 3 CREATIONS/VOLUNTEER & INSTRUCTOR MUGS EX-GF-EMERG PREP-SUPPLIES			
Invoice: 091924ZB		275360	091924ZB	09/19/2024		USBSEP24	700.82
		700.82	53011212 54110000962	POL/ALDER CREEK PET LODGE/K9 BOARDING TRACKING CANINE-PROF SVCS			
Invoice: 092024ZB		275361	092024ZB	09/20/2024		USBSEP24	29.11
		29.11	53011212 54110000962	POL/DAY ROAD ANIMAL HOSPITAL/K9 FOLLOW UP TREATMEN TRACKING CANINE-PROF SVCS			
Invoice: 082824MD		275362	082824MD	08/28/2024		USBSEP24	152.84
		152.84	81011881 535500	IT/AMAZON/LOGITECH Mouses X4 IT - C/E COMPUTER PARTS & EQ			
Invoice: 082924MD		275363	082924MD	08/29/2024		USBSEP24	40.00
		40.00	81011881 443410	IT/MRSC.ORG/WEBINAR AI OPPORTUNITIES & CHALLENGES IT - C/E TRAINING			
Invoice: 082724LB-A		275352	082724LB-A	08/27/2024		USBSEP24	150.00
		150.00	51011120 443410	POL/LEIRA/REGISTRATION LF PD-CLERKS-TRAINING			
Invoice: 082724LB-B		275353	082724LB-B	08/27/2024		USBSEP24	11.98
		11.98	51011211 549100	POL/KITSAP SUN/DIGITAL SUBSCRIPTION PD-C/E-ADM-DUES/SUBCR/MEMBRSH			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 090424MD-A		275366	090424MD-A	09/04/2024		USBSEP24	1,223.04
		1,223.04	81011881 548500	IT/ZOHO/MONITORING SW FOR POLICE DRIVES IT - C/E COMPUTER SUPPORT			
Invoice: 090424MD-B		275367	090424MD-B	09/04/2024		USBSEP24	47.88
		47.88	81011881 443410	POL/IPHONE LIFE/ANNUAL SUBSCRIPTION TO IPHONE HOW IT - C/E TRAINING			
Invoice: 090924MD		275368	090924MD	09/09/2024		USBSEP24	286.26
		286.26	81011881 535500	IT/AMAZON/SERVER RACK SHELVE CITY HALL SERVER RM IT - C/E COMPUTER PARTS & EQ			
Invoice: 090924MD-A		275369	090924MD-A	09/09/2024		USBSEP24	12.00
		12.00	81011881 548500	IT/WETRANSFER/EMAIL ENCRYPTION SOFTWARE FOR POLICE IT - C/E COMPUTER SUPPORT			
Invoice: 091024ZB		275358	091024ZB	09/10/2024		USBSEP24	54.53
		54.53	53011212 53110000962	POL/CHEWY/K9 FOOD TRACKING CANINE-SUPPLIES			
Invoice: 091124ZB		275359	091124ZB	09/11/2024		USBSEP24	96.17
		96.17	53011212 54110000962	POL/DAY ROAD ANIMAL HOSPITAL/K9 EAR EVAL & TREATME TRACKING CANINE-PROF SVCS			
Invoice: 091624MD		275372	091624MD	09/16/2024		USBSEP24	21.84
		21.84	81011881 548500	IT/OPENAI/CHATGPT SUBSCRIPTION IT - C/E COMPUTER SUPPORT			
Invoice: 091624MD-A		275373	091624MD-A	09/16/2024		USBSEP24	545.95
		545.95	81011881 535500	IT/AMAZON/POWER BANKS FOR LAPTOPS X5 IT - C/E COMPUTER PARTS & EQ			
Invoice: 091824MD		275374	091824MD	09/18/2024		USBSEP24	1,855.31
		1,855.31	81011881 531100	IT/AMAZON/DRIVE DEMOLISHER PER DESTRUCTION REGS IT - C/E SUPPLIES			
Invoice: 091824MD-A		275375	091824MD-A	09/18/2024		USBSEP24	118.92
		118.92	81011881 535500	IT/AMAZON/FLOOD LIGHTS FOR SERVERS X3 ORGANIZERS IT - C/E COMPUTER PARTS & EQ			
Invoice: 090324MD		275364	090324MD	09/03/2024		USBSEP24	200.00
		200.00	81011881 549100	IT/ICMA/ANNUAL MEMBERSHIP MD IT - C/E MISCELLANEOUS			
Invoice: 090424MD		275365	090424MD	09/04/2024		USBSEP24	26.20
		26.20	81011881 548500	IT/FC SLIDESGO/FREEPIK SLIDESGO UNIVERSAL ANNUAL IT - C/E COMPUTER SUPPORT			
Invoice: 091924MD-A		275378	091924MD-A	09/19/2024		USBSEP24	120.00
		120.00	81011881 548500	IT/WETRANSFER/YEARLY SUBSCRIPTION ENCRYPTION SW IT - C/E COMPUTER SUPPORT			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 092424MD		275379	092424MD	09/24/2024		USBSEP24	11,789.93
		11,789.93	81011881 548500	IT/ADOBE SOFTWARE/ANNUAL ADOBE SOFTWARE SUBSCRIPTI IT - C/E COMPUTER SUPPORT			
Invoice: 092424MD-A		275380	092424MD-A	09/24/2024		USBSEP24	14.19
		14.19	81011881 548500	IT/ARLO TECHNOLOGIES/CAMERA CLOUD STORAGE IT - C/E COMPUTER SUPPORT			
Invoice: 092424MD-B		275381	092424MD-B	09/24/2024		USBSEP24	49.89
		49.89	81011881 531100	IT/AMAZON/HYDRAULIC FLUID FOR DISK DESTRUCTION DEV IT - C/E SUPPLIES			
Invoice: 091224MD		275370	091224MD	09/12/2024		USBSEP24	243.66
		243.66	81011881 535500	IT/AMAZON/SERVER ROOM POWER CORDS, VELCRO STRAPS IT - C/E COMPUTER PARTS & EQ			
Invoice: 091324MD		275371	091324MD	09/13/2024		USBSEP24	25.00
		25.00	81011881 548500	IT/PLUSDOCS INC/AI PRESENTATION SOFTWARE IT - C/E COMPUTER SUPPORT			
Invoice: 092524MD-A		275384	092524MD-A	09/25/2024		USBSEP24	1,244.88
		1,244.88	81011881 535500	IT/AMAZON/HIGH END SURFACE 9 LAPTOP NEW ENGINEER IT - C/E COMPUTER PARTS & EQ			
Invoice: 090324JF		275385	090324JF	09/03/2024		USBSEP24	686.99
		686.99	53011212 531100	POL/PRIMARY ARMS/GLOCKS PD-C/E-PATROL SUPPLIES			
Invoice: 082624KL		275386	082624KL	08/26/2024		USBSEP24	20.25
		20.25	51011214 443410	POL/WHOLE FOODS/MEAL PD-C/E-ADMIN-TRAINING			
Invoice: 082624KL-A		275387	082624KL-A	08/26/2024		USBSEP24	23.81
		23.81	51011214 443410	POL/MENDOCINO FARMS/MEAL PD-C/E-ADMIN-TRAINING			
Invoice: 091824MD-B		275376	091824MD-B	09/18/2024		USBSEP24	54.77
		54.77	81011881 535500	IT/AMAZON/MULTI-FAST CHARGING CORD 3-IN-1 X3 IT - C/E COMPUTER PARTS & EQ			
Invoice: 091924MD		275377	091924MD	09/19/2024		USBSEP24	22.99
		22.99	81011881 535500	IT/MAKESTICKERS.COM/EQUIPMENT STICKERS IT - C/E COMPUTER PARTS & EQ			
Invoice: 082824KL-A		275390	082824KL-A	08/28/2024		USBSEP24	55.20
		55.20	51011214 443410	POL/E CAB/TRANSPORTATION PD-C/E-ADMIN-TRAINING			
Invoice: 082824KL-B		275391	082824KL-B	08/28/2024		USBSEP24	996.25
		996.25	51011214 443410	POL/HYATT REGENCY/HOTEL PD-C/E-ADMIN-TRAINING			

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		INVOICE DTL DESC					
Invoice: 090424KL		275392	090424KL	09/04/2024		USBSEP24	44.12
		44.12	51011211 539100	POL/SAFEWAY/SNACKS FOR TRAINING PD ADM-NON TRAVEL FOOD/SNACK			
Invoice: 091624KL		275393	091624KL	09/16/2024		USBSEP24	45.90
		45.90	51011214 443410	POL/OLYMPIC ESD 114/REGISTRATION KL, ZB PD-C/E-ADMIN-TRAINING			
Invoice: 092424MD-C		275382	092424MD-C	09/24/2024		USBSEP24	180.00
		180.00	81011881 548500	IT/SCREENPAL/SOFTWARE POSTING MEETINGS W/CAPTIONS IT - C/E COMPUTER SUPPORT			
Invoice: 092524MD		275383	092524MD	09/25/2024		USBSEP24	738.15
		738.15	81011881 535500	IT/AMAZON/PORTABLE POWER BANKS FOR LAPTOPS X5 IT - C/E COMPUTER PARTS & EQ			
Invoice: 083024JH-A		275396	083024JH-A	08/30/2024		USBSEP24	350.00
		350.00	65011597 443410	PCD/WA ASSOC CODE ENFORCEMENT/FALL CONFERENCE 2024 CODE - C/E TRAINING EXPENSE			
Invoice: 091024JH		275397	091024JH	09/10/2024		USBSEP24	33.83
		33.83	65011597 443410	PCD/HEIDLEBURGER DRIVE IN/DINNER CODE - C/E TRAINING EXPENSE			
Invoice: 091124JH		275398	091124JH	09/11/2024		USBSEP24	15.65
		15.65	65011597 443410	PCD/ORIGINALS J'S TERIYAKI/DINNER CODE - C/E TRAINING EXPENSE			
Invoice: 091324JH		275399	091324JH	09/13/2024		USBSEP24	431.88
		431.88	65011597 443410	PCD/ICICLE VILLAGE RESORT/HOTEL 3 NIGHTS CODE - C/E TRAINING EXPENSE			
Invoice: 082724KL		275388	082724KL	08/27/2024		USBSEP24	44.62
		44.62	51011214 443410	POL/UBER/TRANSPORTATION PD-C/E-ADMIN-TRAINING			
Invoice: 082824KL		275389	082824KL	08/28/2024		USBSEP24	46.76
		46.76	51011214 443410	POL/UBER/TRANSPORTATION PD-C/E-ADMIN-TRAINING			
Invoice: 083024RN		275402	083024RN	08/30/2024		USBSEP24	-9.82
		-9.82	73011319 53110000827	PW/HOME DEPOT/RETURN FARM MAINT PROJECTS TBD-SUPPLY			
Invoice: 083024RN-A		275403	083024RN-A	08/30/2024		USBSEP24	62.41
		62.41	73011319 53110000827	PW/HOME DEPOT/SUPPLIES FARM MAINT PROJECTS TBD-SUPPLY			
Invoice: 090624RN		275404	090624RN	09/06/2024		USBSEP24	276.37
		276.37	73431835 531100	PW/AMAZON/FROGG TOGGS OFFICE SUPPLIES			

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		INVOICE DTL DESC					
Invoice: 091024RN		275405	091024RN	09/10/2024		USBSEP24	60.00
		60.00	73425358 443410	PW/WWCPA/TESTING FEES BRETT-ADRIAN-CONNOR O&M-WWTP-TRAINING			
Invoice: 092024CB		275394	092024CB	09/20/2024		USBSEP24	200.00
		200.00	36011143 443410	EXCC/WAPRO/FALL CONFERENCE M HERNDON CLERK-GF-TRAINING			
Invoice: 083024JH		275395	083024JH	08/30/2024		USBSEP24	55.00
		55.00	65470597 549100	PCD/WA ASSOC CODE ENFORCEMENT/MEMBERSHIP DUES JH CODE - DEV DUES/SUBSCRIPTIONS			
Invoice: 091124RN		275408	091124RN	09/11/2024		USBSEP24	551.35
		551.35	73431835 531100	PW/TRACTOR SUPPLY CO/SUPPLIES OFFICE SUPPLIES			
Invoice: 091224RN		275409	091224RN	09/12/2024		USBSEP24	26.18
		26.18	73431835 531100	PW/TRACTOR SUPPLY CO/SUPPLIES OFFICE SUPPLIES			
Invoice: 091124RN-A		275410	091124RN-A	09/11/2024		USBSEP24	14.15
		14.15	73431835 531100	PW/HOME DEPOT/SUPPLIES OFFICE SUPPLIES			
Invoice: 091124RN-B		275411	091124RN-B	09/11/2024		USBSEP24	4,745.89
		4,745.89	73431835 531100	PW/HOME DEPOT/SUPPLIES OFFICE SUPPLIES			
Invoice: 082324RN		275400	082324RN	08/23/2024		USBSEP24	512.45
		512.45	73425358 443410	PW/COMFORT INN/WWDM1 HOTEL TE O&M-WWTP-TRAINING			
Invoice: 082824RN		275401	082824RN	08/28/2024		USBSEP24	221.55
		221.55	73411345 542500	PW/UPS STORE/SAMPLE SHIPPING O&M-WTR MAINT-POSTAGE/SHIPPING			
Invoice: 091724RN		275414	091724RN	09/17/2024		USBSEP24	88.47
		88.47	73431835 531100	PW/HOME DEPOT/CULTIVATOR OFFICE SUPPLIES			
Invoice: 090724PN		275415	090724PN	09/07/2024		USBSEP24	23.20
		23.20	11011116 539100	CC/SAFEWAY/FOOD CENTRAL WARD MEETING COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 091124PN		275416	091124PN	09/11/2024		USBSEP24	322.87
		322.87	36011143 541100	EXCC/SIMPLIFILE/GROW COMMUNITY SEWER EASEMENT CLERK-C/E-PROF SVCS			
Invoice: 091124PN-A		275417	091124PN-A	09/11/2024		USBSEP24	184.27
		184.27	11011116 539100	CC/PLATE & PINT/CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 090524RN		275406	090524RN	09/05/2024		USBSEP24	106.00
		106.00	73425358 443410	PW/PSI SOLUTIONS/WWTP 1 TESTING BD O&M-WWTP-TRAINING			
Invoice: 090624RN-A		275407	090624RN-A	09/06/2024		USBSEP24	91.14
		91.14	73431835 531100	PW/AMAZON/LIFE VEST OFFICE SUPPLIES			
Invoice: 091424PN-A		275420	091424PN-A	09/14/2024		USBSEP24	601.50
		601.50	36011143 545000	EXCC/BAINBRIDGE SELF STORAGE/STORAGE LOCKER 9009 CLERK-RENTS			
Invoice: 091324PN-A		275421	091324PN-A	09/13/2024		USBSEP24	713.15
		713.15	11011116 531100	CC/AD PLANET/COUNCIL SHIRTS OLYMPIA CONFERENCE COUNCIL - SUPPLIES			
Invoice: 091824PN		275422	091824PN	09/18/2024		USBSEP24	149.03
		149.03	11011116 539100	CC/BENE PIZZA/CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 091724PN		275423	091724PN	09/17/2024		USBSEP24	16.95
		16.95	11011116 539100	CC/T&C/CITY COUNCIL MEETING DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 091124RN-C		275412	091124RN-C	09/11/2024		USBSEP24	-2,747.79
		-2,747.79	73431835 531100	PW/HOME DEPOT/SUPPLIES RETURN OFFICE SUPPLIES			
Invoice: 091324RN		275413	091324RN	09/13/2024		USBSEP24	457.89
		457.89	73501448 66400001260	PW/HOME DEPOT/VACTOR POLE SET VACTOR TRUCK-TRUCK & UPFIT			
Invoice: 092024PN		275426	092024PN	09/20/2024		USBSEP24	325.93
		325.93	72111421 551000	PW/SIMPLIFILE/DEEM RIGHT OF WAY AGREEMENT ENG-STREET-RECORDING AT CO AUD			
Invoice: 092224PN		275427	092224PN	09/22/2024		USBSEP24	43.10
		43.10	11011116 539100	CC/COSTCO/CITY COUNCIL MEETING DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 090124PN		275429	090124PN	09/01/2024		USBSEP24	23.99
		23.99	11011116 539100	CC/COSTCO/COFFEE CENTRAL WARD MEETING COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 090624WS		275430	090624WS	09/06/2024		USBSEP24	8.71
		8.71	53011212 531100	POL/ACE/RATCHET STRAPS SPEED READER PD-C/E-PATROL SUPPLIES			
Invoice: 091324PN		275418	091324PN	09/13/2024		USBSEP24	66.48
		66.48	31011131 531100	EX/AMAZON/FAX TONER (EXECUTIVE) EX-GF-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: 091424PN		275419	091424PN	09/14/2024		USBSEP24	601.50
		601.50	36011143 545000	EXCC/BAINBRIDGE SELF STORAGE/STORAGE LOCKER 9008 CLERK-RENTS			
Invoice: 092324WS		275433	092324WS	09/23/2024		USBSEP24	72.06
		72.06	51011191 531100	POL/AMAZON/PAPER TOWEL HOLDERS FOR EVIDENCE PD-C/E-PROP RM-SUPPLIES			
Invoice: 092324WS-A		275434	092324WS-A	09/23/2024		USBSEP24	69.83
		69.83	53011212 443410	POL/AMAZON/BLEA GEAR (DAOG) POLICE - C/E PATROL TRAINING			
Invoice: 082824SH		275494	082824SH	08/28/2024		USBSEP24	15.96
		15.96	31011572 549100	EX/SEATTLE TIMES/DIGITAL SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER			
Invoice: 090724SH		275495	090724SH	09/07/2024		USBSEP24	32.75
		32.75	31011572 548500	EX/MOTION ARRAY/VIDEO TEMPLATES EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 091824PN-A		275424	091824PN-A	09/18/2024		USBSEP24	228.17
		114.08	41011141 531100	FIN,EX/STAPLES/COPY PAPER			
		114.09	31011131 531100	FIN-GF-SUPPLIES EX-GF-SUPPLIES			
Invoice: 091724PN-A		275425	091724PN-A	09/17/2024		USBSEP24	9.85
		9.85	36011143 443410	EXCC/WA ST FERRY/LASERFICHE STUDY GROUP TRAINING CLERK-GF-TRAINING			
Invoice: 092424SH		275498	092424SH	09/24/2024		USBSEP24	56.95
		56.95	31011572 549100	EX/SOUND PUBLISHING/DIGITAL SUBSCRIPTION BI REVIEW OUTREACH DUES, SUBS& MEMBER			
Invoice: 092424SH-A		275499	092424SH-A	09/24/2024		USBSEP24	28.52
		28.52	31011572 443410	EX/DIGITAL DAY/ONE DAY CONFERENCE IN SEATTLE EX-GF-OUTREACH-TRAINING			
Invoice: 092424SH-B		275500	092424SH-B	09/24/2024		USBSEP24	15.96
		15.96	31011572 549100	EX/SEATTLE TIMES/DIGITAL SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER			
Invoice: 092424SH-C		275501	092424SH-C	09/24/2024		USBSEP24	58.51
		58.51	31011572 542450	EX/META-FACEBOOK/BOOSTED POST EX-GF-OUTREACH-ADV			
Invoice: 090624WS-A		275431	090624WS-A	09/06/2024		USBSEP24	147.80
		147.80	53011212 520000	POL/SAFE LIFE/DUTY BELT (DAOG) POLICE - C/E PATROL BENEFITS			
Invoice: 091724WS		275432	091724WS	09/17/2024		USBSEP24	104.80
		104.80	53011212 531100	POL/AMAZON/TOURNIQUET KITS PD-C/E-PATROL SUPPLIES			

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					
Invoice: 092424SH-D	275502 092424SH-D	09/24/2024		USBSEP24	1.95
	1.95 31011572 542450	EX/META-FACEBOOK/BOOSTED POST			
		EX-GF-OUTREACH-ADV			
Invoice: 091124AW	275503 091124AW	09/11/2024		USBSEP24	178.77
	178.77 31011721 539100	EX/WESTSIDE PIZZA/STAFF WIDE LUNCH & LEARN			
		DEI-NON-TRAVEL FOOD/BEV			
Invoice: 091124AW-A	275504 091124AW-A	09/11/2024		USBSEP24	13.51
	13.51 31011721 539100	EX/SAFEWAY/STAFF WIDE LUNCH & LEARN			
		DEI-NON-TRAVEL FOOD/BEV			
Invoice: 092324AW	275505 092324AW	09/23/2024		USBSEP24	18.79
	18.79 31011721 539100	EX/THUY'S/LUNCH REAC CHAIRS			
		DEI-NON-TRAVEL FOOD/BEV			
Invoice: 091724SH	275496 091724SH	09/17/2024		USBSEP24	479.99
	479.99 31011572 548500	EX/CANVA/GRAPHIC TEMPLATES			
		EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 091824SH	275497 091824SH	09/18/2024		USBSEP24	14.99
	14.99 31011572 549100	EX/GANNETT MEDIA/DIGITAL SUBSCRIPTION KITSAP SUN			
		OUTREACH DUES, SUBS& MEMBER			
CHECK				4683 TOTAL:	65,529.44
NUMBER OF CHECKS				1 *** CASH ACCOUNT TOTAL ***	65,529.44
TOTAL PRINTED CHECKS		COUNT	AMOUNT		
		1	65,529.44		
*** GRAND TOTAL ***					65,529.44

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 LINE DESC	T OB	DEBIT	CREDIT
2024	10	147											
APP	001-213000				10/14/2024	USBSEP24	101424			GENERAL - ACCOUNTS PAYABLE		48,101.42	
										AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100				10/14/2024	USBSEP24	101424			CASH			65,529.44
										AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000				10/14/2024	USBSEP24	101424			ACCOUNTS PAYABLE		2,119.75	
										AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000				10/14/2024	USBSEP24	101424			ACCOUNTS PAYABLE		4,813.79	
										AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000				10/14/2024	USBSEP24	101424			ACCOUNTS PAYABLE		1,776.22	
										AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000				10/14/2024	USBSEP24	101424			STREETS - ACCOUNTS PAYABLE		3,066.24	
										AP CASH DISBURSEMENTS JOURNAL			
APP	501-213000				10/14/2024	USBSEP24	101424			ER&R-ACCOUNTS PAYABLE		832.78	
										AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000				10/14/2024	USBSEP24	101424			ACCOUNTS PAYABLE		1,773.48	
										AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000				10/14/2024	USBSEP24	101424			ACCOUNTS PAYABLE		3,045.76	
										AP CASH DISBURSEMENTS JOURNAL			
										GENERAL LEDGER TOTAL		65,529.44	65,529.44
APP	631-130000				10/14/2024	USBSEP24	101424			DUE TO/FROM CLEARING		63,409.69	
APP	001-130000				10/14/2024	USBSEP24	101424			GENERAL - DUE TO/FROM CLEARING			48,101.42
APP	402-130000				10/14/2024	USBSEP24	101424			DUE TO/FROM CLEARING			4,813.79
APP	401-130000				10/14/2024	USBSEP24	101424			DUE TO/FROM CLEARING			1,776.22
APP	101-130000				10/14/2024	USBSEP24	101424			STREETS - DUE TO/FROM CLEARING			3,066.24
APP	501-130000				10/14/2024	USBSEP24	101424			ER&R-DUE TO/FROM CLEARING			832.78
APP	407-130000				10/14/2024	USBSEP24	101424			DUE TO/FROM CLEARING			1,773.48
APP	403-130000				10/14/2024	USBSEP24	101424			DUE TO/FROM CLEARING			3,045.76
										SYSTEM GENERATED ENTRIES TOTAL		63,409.69	63,409.69
										JOURNAL 2024/10/147 TOTAL		128,939.13	128,939.13

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 10	147	10/14/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE FUND TOTAL	 48,101.42 48,101.42	 48,101.42 48,101.42
101 STREET FUND 101-130000 101-213000	2024 10	147	10/14/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE FUND TOTAL	 3,066.24 3,066.24	 3,066.24 3,066.24
401 WATER OPERATING FUND 401-130000 401-213000	2024 10	147	10/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 1,776.22 1,776.22	 1,776.22 1,776.22
402 SEWER OPERATING FUND 402-130000 402-213000	2024 10	147	10/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 4,813.79 4,813.79	 4,813.79 4,813.79
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 10	147	10/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 3,045.76 3,045.76	 3,045.76 3,045.76
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2024 10	147	10/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 1,773.48 1,773.48	 1,773.48 1,773.48
501 EQUIPMENT RENTAL & REVOLVING 501-130000 501-213000	2024 10	147	10/14/2024	ER&R-DUE TO/FROM CLEARING ER&R-ACCOUNTS PAYABLE FUND TOTAL	 832.78 832.78	 832.78 832.78
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 10	147	10/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH FUND TOTAL	 63,409.69 2,119.75 65,529.44	 65,529.44 65,529.44

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		48,101.42
101	STREET FUND		3,066.24
401	WATER OPERATING FUND		1,776.22
402	SEWER OPERATING FUND		4,813.79
403	STORM & SURFACE WATER FUND		3,045.76
407	BUILDING & DEVELOPMENT FUND		1,773.48
501	EQUIPMENT RENTAL & REVOLVING		832.78
631	CLEARING FUND		
		63,409.69	
TOTAL		63,409.69	63,409.69

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

CITY OF BAINBRIDGE ISLAND

REGULAR 10/16/24 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					
4684	10/17/2024 EFT	10456	ACE COMMERCIAL TIRE,	275449	6634	09/27/2024 10/16/24	586.69
Invoice: 6634		586.69	53011212 531100	POL/103V FR GENERAL G-MAX JUSTICE X4 PD-C/E-PATROL SUPPLIES			
Invoice: 6680		275450	6680	10/03/2024 10/16/24			
		586.69	53011212 531100	POL/103V FR GENERAL G-MAX JUSTICE X4 PD-C/E-PATROL SUPPLIES			
Invoice: 6681		275451	6681	10/03/2024 10/16/24			
		586.69	53011212 531100	POL/112V XL FR GENERAL G-MAX JUSTICE X4 PD-C/E-PATROL SUPPLIES			
CHECK 4684 TOTAL:							1,760.07
4685	10/17/2024 EFT	5	ACE HARDWARE	275452	56906	10/02/2024 10/16/24	69.71
Invoice: 56906		69.71	73011768 531100	PW/FASTENERS X16 O&M-C/E-PARKS-SUPPLIES			
Invoice: 56915		275453	56915	10/03/2024 10/16/24			
		4.36	73011768 531100	PW/FUNNEL TRANS FILL 6"x18" O&M-C/E-PARKS-SUPPLIES			
Invoice: 56922		275454	56922	10/03/2024 10/16/24			
		15.27	73011831 53110000724	PW/TITANIUM DRILL BIT 1/8" PD/COURT BLDG NON-CAP-SUPPLIES			
Invoice: 56923		275455	56923	10/03/2024 10/16/24			
		17.23	73431835 531100	PW/PIPE JOINT COMPOUND, THREAD SEAL TAPE OFFICE SUPPLIES			
Invoice: 56924		275456	56924	10/03/2024 10/16/24			
		49.09	73411345 531100	PW/WOOD SHIMS, COMPOSITE SHIMS, LEAF FEELER GAUGE OFFICE SUPPLIES			
Invoice: 56929		275457	56929	10/04/2024 10/16/24			
		16.35	73011768 531100	PW/BOLT EYE W-NUT 1/2"x6" X3 O&M-C/E-PARKS-SUPPLIES			
Invoice: 56938		275458	56938	10/07/2024 10/16/24			
		78.56	73011897 531100	PW/MOSS-B-WARE 3 LB, KREG POCKET HOLE JIG JR O&M-C/E-PWY FAC-SUPPLIES			
		43.69	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
Invoice: 56941		275459	56941	10/07/2024 10/16/24			
		43.65	73411345 531100	PW/POLYURETHANE STN, GARDEN KNEELER ACE BLK OFFICE SUPPLIES			
Invoice: 56947		275460	56947	10/08/2024 10/16/24			
		88.11	73411345 531100	PW/FASTENERS, IMP STEP DRLBIT #4 OFFICE SUPPLIES			

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: 56950				275461	56950	10/09/2024		10/16/24	29.47
				29.47	73111264 53110000908	PW/CM FILTER RED PUSH ON PAVEMENT MARKINGS-SUPPLY			
						CHECK	4685 TOTAL:		455.49
4686	10/17/2024 EFT	1030	SUNBELT RENTALS	275560	160099973-0001	10/02/2024		10/16/24	125.20
Invoice: 160099973-0001				125.20	73431835 545000	PW/POST DRIVER GAS RENTAL RENTS & LEASES - OPERATING			
Invoice: 160148572-0001				275561	160148572-0001	10/02/2024		10/16/24	388.26
				388.26	73011189 545000	PW/125PSI DIESEL AIR COMPRESSOR RENTAL O&M - C/E FACIL RENTS & LEASES			
						CHECK	4686 TOTAL:		513.46
4687	10/17/2024 EFT	10239	ALLIANCE TECHNICAL G	275462	SEA063932	06/19/2024		10/16/24	2,136.32
Invoice: SEA063932				2,136.32	73011370 54110000261	PW/00485 & 00809 SURFACE AND GROU BI LANDFILL MONITORING-PRO SVC			
Invoice: SEA065739				275463	SEA065739	10/03/2024		10/16/24	718.25
				718.25	72637319 54110000809	ENG/00485 & 00809 SURFACE AND GROU WATER QUAL FLOW MONIT-PRO SVCS			
Invoice: SEA065880				275506	SEA065880	10/10/2024		10/16/24	1,180.65
				1,180.65	72431832 54110001277	ENG/00485 & 00809 SURFACE AND GROU MONSANTO PCB SETTLEMENT-PS			
						CHECK	4687 TOTAL:		4,035.22
4688	10/17/2024 EFT	2138	ASPECT CONSULTING LL	275507	588991	10/09/2024		10/16/24	3,945.00
Invoice: 588991				3,945.00	73414434 64110001244	PW/FLETCHER BAY WELL REHAB DESIGN FL BAY REHAB & PUMP REPL-PROSV			
						CHECK	4688 TOTAL:		3,945.00
4689	10/17/2024 EFT	4365	AUTOMATIC FUNDS TRAN	275466	131880	10/01/2024		10/16/24	134.12
Invoice: 131880				67.06	72411341 54110001343	ENG/INSERT SURVEY FLYER FROM PW WTR-UTIL RATE STUDY-PROF SVCS			
				67.06	72421351 54110001343	SWR-UTIL RATE STUDY-PROF SVCS			
Invoice: 131890				275467	131890	10/01/2024		10/16/24	944.94
				231.23	43411341 541100	FIN/STATEMENT PREP AND MAIL FIN - WATER ADMIN PROF SERVICE			
				231.23	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
				241.24	91411891 542500	GG-WTR-FAC-POSTAGE			
				241.24	91421891 542500	GG-SWR-FAC-POSTAGE			

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							
				CHECK	4689	TOTAL:	1,079.06
4690	10/17/2024 EFT Invoice: 9950	9856	BARR-TECH LLC	275470	9950	09/30/2024 10/16/24 PW/BIOSOLIDS PROCESSED 66.25 TONS SEP 2024	4,547.40
		4,547.40	73425358	54790100551	BIOSOLIDS WASTE DISPOSAL		
				CHECK	4690	TOTAL:	4,547.40
4691	10/17/2024 EFT Invoice: 32635	10533	BCRA INC	275471	32635	08/09/2024 10/16/24 PW/PW YARD STORAGE AND INVENTORY	6,240.98
		6,240.98	73311448	66300001229	PW INVENTORY STORAGE-CONSTR		
	Invoice: 32866			275472	32866	10/04/2024 10/16/24 PW/PW YARD STORAGE AND INVENTORY	3,176.25
		3,176.25	73311448	66300001229	PW INVENTORY STORAGE-CONSTR		
				CHECK	4691	TOTAL:	9,417.23
4692	10/17/2024 EFT Invoice: 241007	5412	BENEFIT ADMINISTRATI	275474	241007	10/08/2024 10/16/24 HSA/FSA BENEFITS	280.50
		17.53	21011125	520000	COURT-BENEFITS		
		52.59	31011131	520000	EX-GF-BEN		
		35.06	41011141	520000	FIN-GF-BEN		
		11.70	51011211	520000	PD-C/E ADMIN-BENEFITS		
		23.37	61011581	520000	PCD - C/E ADMIN BENEFITS		
		52.59	71011321	520000	PW - C/E BENEFITS		
		87.66	81011881	520000	IT - C/E ADMIN BENEFITS		
				CHECK	4692	TOTAL:	280.50
4693	10/17/2024 EFT Invoice: 0021391	5623	BHC CONSULTANTS	275475	0021391	10/08/2024 10/16/24 ENG/COMP PLAN SEWER UPDATE	5,747.80
		5,747.80	72421352	54110001305	SWR-COMP PLAN ANLYS - PRF SVC		
				CHECK	4693	TOTAL:	5,747.80
4694	10/17/2024 EFT Invoice: 2024-Q3	45	BAINBRIDGE ISLAND CH	275508	2024-Q3	09/30/2024 10/16/24 2024 LTAC BI CHAMBER FUNDING	4,223.61
		4,223.61	91140573	541100	GG-TOUR-PROF SERVICES		
				CHECK	4694	TOTAL:	4,223.61
4695	10/17/2024 EFT Invoice: 2024-Q3	2476	BISCC	275476	2024-Q3	10/04/2024 10/16/24 EX/2023-24 HUMAN SERVICES FUNDING	11,375.00
		11,375.00	31017690	54110000297	SEN CENTER-OPER SUPPORT		

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	4695 TOTAL:	11,375.00
4696 10/17/2024 EFT	10600 BOWMAN CONSULTING GR	275477	4010-22409140	09/30/2024	10/16/24			6,435.00
Invoice: 4010-22409140				ENG/WATER SEWER SSWM UTILITY RATE				
		1,287.00	72411341 54110001343	WTR-UTIL RATE STUDY-PROF SVCS				
		2,574.00	72421351 54110001343	SWR-UTIL RATE STUDY-PROF SVCS				
		2,574.00	72431831 54110001343	SSWM-UTIL RATE STUDY-PROF SVCS				
Invoice: 4029-22409115				09/30/2024	10/16/24			7,270.00
		275478	4029-22409115	PCD/PERMIT FEE RATES & OPERATIONS FINANCIAL IMPACT				
		7,270.00	61470581 54110001368	PCD RATE STUDY-FCS PROF SVCS				
				CHECK	4696 TOTAL:			13,705.00
4697 10/17/2024 EFT	8595 BRUCE TITUS FORD, IN	275479	67153781	09/30/2024	10/16/24			375.50
Invoice: 67153781				PW/2014 FORD F-150 RECALL, TRANSMISSION FLUID EXCH				
		375.50	73431835 548100	REPAIRS & MAINTENANCE				
				CHECK	4697 TOTAL:			375.50
4698 10/17/2024 EFT	360 BUILDERS FIRSTSOURCE	274756	90772745	08/29/2024	10/16/24			-18.54
Invoice: 90772745				PW/CREDIT MEMO INV 89599055				
		-18.54	73431835 531100	OFFICE SUPPLIES				
Invoice: 89624911				09/03/2024	10/16/24			1.93
		274757	89624911	PW/5/16 X 2 GALV LAG BOLT X3				
		1.93	73111427 531100	OFFICE SUPPLIES				
Invoice: 89707139				09/18/2024	10/16/24			10.04
		275013	89707139	PW/1LB 20D HDG BOX NAILS HUTTIG, FLAT WASHER				
		10.04	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY				
Invoice: 89737054				09/24/2024	10/16/24			3.92
		275211	89737054	PW/5/8" GALV FLAT WASHER, FP-FEND WASH 5/16X1-1/4				
		3.92	73011768 531100	O&M-C/E-PARKS-SUPPLIES				
Invoice: 89748470				09/25/2024	10/16/24			46.16
		275480	89748470	PW/CDX 5PLY RTD 23-32"4x8				
		46.16	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES				
Invoice: 89769303				09/30/2024	10/16/24			25.86
		275481	89769303	PW/HP-HX CONCT SC, 5LB HDG FENCE-STAPLE				
		25.86	73431835 531100	OFFICE SUPPLIES				
Invoice: 89783638				10/02/2024	10/16/24			50.21
		275482	89783638	PW/WALLBOARD ANC KIT ZINC#8				
		50.21	73011831 53110000724	PD/COURT BLDG NON-CAP-SUPPLIES				

CITY OF BAINBRIDGE ISLAND

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

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INVOICE DTL DESC									
						CHECK	4698 TOTAL:		119.58
4699 10/17/2024 EFT	104 CITY OF BREMERTON	275486	BKAT000871	10/02/2024	10/16/24				3,334.92
Invoice: BKAT000871		3,334.92	81011881 542420	IT/BROADCAST OF CITY MEETINGS					
				IT-C/E-TELEVISTED COUNCIL MEET					
				CHECK	4699 TOTAL:				3,334.92
4700 10/17/2024 EFT	6363 LN CURTIS & SONS	275489	INV869299	09/25/2024	10/16/24				228.74
Invoice: INV869299		228.74	53011212 520000	POL/UNIFORM/DAOG					
				POLICE - C/E PATROL BENEFITS					
				CHECK	4700 TOTAL:				228.74
4701 10/17/2024 EFT	7016 CUSTOM PRINTING	275490	11197	09/10/2024	10/16/24				20.48
Invoice: 11197		20.48	63470588 549500	PCD/BUSINESS CARDS DAVE ERBES					
				CUR-DEV PLAN-COPIES/PRINTING					
				CHECK	4701 TOTAL:				20.48
4702 10/17/2024 EFT	10410 DOBBS HEAVY DUTY HOL	275492	025P188944	10/04/2024	10/16/24				190.04
Invoice: 025P188944		190.04	73501448 66400001260	PW/SPRAY SUPPRESSANT BRUSH 9.00W X3					
				VACTOR TRUCK-TRUCK & UPFIT					
				275493	10/04/2024	10/16/24			267.44
Invoice: 025P189773		267.44	73638935 531100	PW/CARTRIDGE AIR DRYER SP/IS, FILTER-FUEL					
				O&M-STD ALLOCATION-SUPPLIES					
				CHECK	4702 TOTAL:				457.48
4703 10/17/2024 EFT	10190 DTG ENTERPRISES INC	275513	29077673	10/07/2024	10/16/24				236.02
Invoice: 29077673		118.01	73435838 545000	PW/PORTABLE RESTROOMS RENTALS					
		118.01	73011897 545000	O&M-DECANT-RENTS					
				O&M-C/E-PWYD FAC-RENTS					
				CHECK	4703 TOTAL:				236.02
4704 10/17/2024 EFT	10027 FEHR & PEERS	275514	179331	10/04/2024	10/16/24				9,532.50
Invoice: 179331		9,532.50	72111444 54110000930	ENG/TRANSPORTATION ELEMENT UPDATE					
				COMP PLAN UPDATE-TRANSP-PS					
				CHECK	4704 TOTAL:				9,532.50

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CASH ACCOUNT: 635			111100		CASH										
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INVOICE DTL DESC															
4705	10/17/2024	EFT	1953 FERGUSON ENTERPRISES	275515	0056980	10/07/2024		10/16/24	719.89						
Invoice: 0056980				719.89	73411345 531100	PW/WATER SUPPLIES									
						OFFICE SUPPLIES									
						CHECK		4705 TOTAL:	719.89						
4706	10/17/2024	EFT	6765 GILCHRIST CHEVROLET	275516	57679	10/08/2024		10/16/24	48.09						
Invoice: 57679				48.09	53011212 531100	POL/GUARD PKG									
						PD-C/E-PATROL SUPPLIES									
						CHECK		4706 TOTAL:	48.09						
4707	10/17/2024	EFT	513 GRAINGER	275517	9267296581	10/01/2024		10/16/24	90.58						
Invoice: 9267296581				90.58	73425358 531100	PW/ZERO OXYGEN SOLUTION		OAKTON 500							
						O&M-WWTP-SUPPLIES									
						CHECK		4707 TOTAL:	90.58						
4708	10/17/2024	EFT	1517 GUARDIAN SECURITY SY	275518	1536975	10/01/2024		10/16/24	70.99						
Invoice: 1536975				70.99	51011215 541100	POL/EVIDENCE LOCKER SECURITY									
						POLICE - C/E FACIL PROF SVCS									
						CHECK		4708 TOTAL:	70.99						
4709	10/17/2024	EFT	6155 HDR ENGINEERING INC	275519	1200660237	10/08/2024		10/16/24	7,428.36						
Invoice: 1200660237				7,428.36	71425352 54110001192	PW/WASTEWATER BENEFICIAL REUSE AN									
						WW BEN REUSE-PROF SVCS									
						CHECK		4709 TOTAL:	7,428.36						
4710	10/17/2024	EFT	9883 INVOICE CLOUD INC	275520	2698-2024_9	09/30/2024		10/16/24	1,859.29						
Invoice: 2698-2024_9				929.64	43411341 541100	FIN/INVOICE CLOUD SERVICES SEP 2024									
				929.65	43421351 541100	FIN - WATER ADMIN PROF SERVICE									
						FIN - SEWER ADMIN PROF SERVICE									
						CHECK		4710 TOTAL:	1,859.29						
4711	10/17/2024	EFT	10398 JH KELLY, LLC	275521	535428	10/07/2024	20240062	10/16/24	6,106.09						
Invoice: 535428				6,106.09	73011831 54810000707	PW/REPAIRS TO HVAC UNIT AT TSJC									
						TSJC HVAC REPAIRS/MAINT									
						CHECK		4711 TOTAL:	6,106.09						

CASH ACCOUNT: 635	111100	CASH
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Report generated: 10/16/2024 10:33
User: jkines
Program ID: apcshdsb

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4719	10/17/2024	EFT	5011	LEXISNEXIS RISK SOLU	275530	1100030647	09/30/2024	10/16/24	218.40
		Invoice: 1100030647			218.40	52011212 549100	POL/MONTHLY SUBSCRIPTION		
							PD-C/E-INV-DUES/SUBSCR/MEMBRSH		
							CHECK	4719 TOTAL:	218.40
4720	10/17/2024	EFT	2574	NATIONAL BARRICADE C	275532	315301	09/30/2024	10/16/24	1,040.95
		Invoice: 315301			1,040.95	73111264 531100	PW/ALUMINUM ROAD SIGNS		
							O&M-STREET-TRAF CONTROL-SUPPLY		
		Invoice: 315302			275533	315302	09/30/2024	10/16/24	2,249.52
					2,249.52	73111264 531100	PW/ALUMINUM ROAD SIGNS		
							O&M-STREET-TRAF CONTROL-SUPPLY		
		Invoice: 315408			275534	315408	10/03/2024	10/16/24	438.41
					438.41	73111264 531100	PW/ALUMINUM ROAD SIGNS		
							O&M-STREET-TRAF CONTROL-SUPPLY		
							CHECK	4720 TOTAL:	3,728.88
4721	10/17/2024	EFT	9455	KATHERINE D. JENNING	275535	1238	09/30/2024	10/16/24	5,700.00
		Invoice: 1238			5,700.00	31011572 541100	EX/VIDEO & PHOTOGRAPHY SVCS		
							EX-GF-OUTREACH-PROF SVCS		
							CHECK	4721 TOTAL:	5,700.00
4722	10/17/2024	EFT	9943	THE NEXT DAY DRY CLE	275537	08/31/2024	08/31/2024	10/16/24	260.75
		Invoice: 08/31/2024			177.29	51011211 520000	POL/LAUNDRY SERVICE		
					83.46	53011212 520000	PD-C/E ADMIN-BENEFITS		
							POLICE - C/E PATROL BENEFITS		
		Invoice: 09/30/2024			275538	09/30/2024	09/30/2024	10/16/24	143.82
					64.32	51011211 520000	POL/LAUNDRY SERVICE		
					39.75	52011212 520000	PD-C/E ADMIN-BENEFITS		
					39.75	53011212 520000	POLICE - C/E INVEST BENEFITS		
							POLICE - C/E PATROL BENEFITS		
							CHECK	4722 TOTAL:	404.57
4723	10/17/2024	EFT	1754	OTIS ELEVATOR COMPAN	275540	100401694036	09/17/2024	10/16/24	5,013.27
		Invoice: 100401694036			5,013.27	73011183 54810000888	PW/ELEVATOR QUARTERLY SERVICE OR REPAIR		
							CH ELEVATOR MAINT-REPAIRS		
							CHECK	4723 TOTAL:	5,013.27

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4724	10/17/2024	EFT	10011	PACIFICA LAW GROUP L	275541	93015	10/08/2024	10/16/24	7,894.44
		Invoice: 93015					EX/PROFESSIONAL SERVICES SEP 2024		
					7,894.44	31011551 54111001251	625 WINSLOW-AFF HSG-LEGAL ADV		
							CHECK	4724 TOTAL:	7,894.44
4725	10/17/2024	EFT	6333	PETROCARD INC.	275542	0535076-IN	10/03/2024	10/16/24	5,440.04
		Invoice: 0535076-IN					PW/DIESEL & REGULAR FUEL		
					3,384.20	73638893 532000	O&M-FUEL USE-ALLOCATION		
					2,055.84	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS		
							CHECK	4725 TOTAL:	5,440.04
4726	10/17/2024	EFT	2203	PST INVESTIGATIONS	275543	2024-870	10/07/2024	10/16/24	306.00
		Invoice: 2024-870					SUBSCRIPTION FEES Q3 2024		
					306.00	91011211 549100	GG-C/E-CIVIL SVC-DUES/SUBS		
							CHECK	4726 TOTAL:	306.00
4727	10/17/2024	EFT	2409	RIVER OAKS COMMUNICA	275544	05/29/2024	05/29/2024	10/16/24	225.25
		Invoice: 05/29/2024					LEGAL/COMCAST FRANCHISE AGREEMENT		
					225.25	32011152 54110001082	COMCAST FRANCHISE RENEWAL		
		Invoice: 09/12/2024					09/12/2024	10/16/24	384.25
							LEGAL/COMCAST FRANCHISE AGREEMENT		
					384.25	32011152 54110001082	COMCAST FRANCHISE RENEWAL		
							CHECK	4727 TOTAL:	609.50
4728	10/17/2024	EFT	5251	ROTARY CLUB OF BAINB	275546	11965	10/01/2024	10/16/24	150.00
		Invoice: 11965					POL/QTR DUES/CLARK		
					150.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSH		
							CHECK	4728 TOTAL:	150.00
4729	10/17/2024	EFT	617	S & B INC	275547	26883A	09/26/2024	10/16/24	6,711.71
		Invoice: 26883A					PW/WINSLOW WATER OPERATIONS		
					6,711.71	73411345 548100	REPAIRS & MAINTENANCE		
							CHECK	4729 TOTAL:	6,711.71
4730	10/17/2024	EFT	5890	SEALEVEL BULKHEAD BU	275548	PAYREQ3-00781	10/02/2024	10/16/24	387,473.19
		Invoice: PAYREQ3-00781					ENG/COUNTRY CLUB BULKHEAD RECONSTR		
					387,473.19	72321955 66300000781	CO CLUB BULKHEAD RECONSTR-CONS		

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INVOICE DTL DESC									
						CHECK	4730 TOTAL:		387,473.19
4731 10/17/2024 EFT	9910 SEIDL, MICHAEL TIMOT	275549	2237		10/01/2024	10/16/24			4,347.50
Invoice: 2237					EX/VIDEO PRODUCTION AND PHOTOGRAP				
		4,347.50	31011572	54110001184	CITY MNGR VIDEO UPDATE-PROF SV				
					CHECK	4731 TOTAL:			4,347.50
4732 10/17/2024 EFT	10640 SIEMENS INDUSTRY INC	275551	5331583261		09/16/2024	10/16/24			1,582.07
Invoice: 5331583261					PW/RESET FIRE PANEL AFTER FIRE DRILL				
		1,582.07	73011831	54110001081	FIRE SPRINK/ALARM TEST-NEW PD				
					CHECK	4732 TOTAL:			1,582.07
4733 10/17/2024 EFT	8132 SPECTRA LABORATORIES	275554	24-08068		10/07/2024	10/16/24			588.00
Invoice: 24-08068					PW/TKN, NITRATE, CBOD, AMMONIA TESTING				
		588.00	73425358	54110000391	LAB & TESTING SVCS-WWTP				
Invoice: 24-08073					275555 24-08073	10/07/2024	10/16/24		154.00
					PW/BIOCHEMICAL OXYGEN DEMAND TESTING				
		154.00	73425358	54110000391	LAB & TESTING SVCS-WWTP				
Invoice: 24-08114					275556 24-08114	10/07/2024	10/16/24		30.00
					PW/TOTAL COLIFORM, E COLI TESTING				
		30.00	73011897	54110000391	LAB SVCS-PWY FAC				
Invoice: 24-08115					275557 24-08115	10/07/2024	10/16/24		90.00
					PW/TOTAL COLIFORM, E COLI TESTING				
		90.00	73411345	54110000391	LAB SVCS-WATER				
Invoice: 24-08152					275558 24-08152	10/08/2024	10/16/24		114.00
					PW/FLUORIDE, MANGANESE, IRON TESTING				
		114.00	73415345	54110000391	LAB SVCS-WATER ROCKAWAY				
Invoice: 24-08175					275559 24-08175	10/09/2024	10/16/24		720.00
					PW/TRIHALOMETHANES, HALOACETIC ACIDS TESTING				
		720.00	73411345	54110000391	LAB SVCS-WATER				
					CHECK	4733 TOTAL:			1,696.00
4734 10/17/2024 EFT	562 T M G SERVICES INC	275563	0052348-CM		09/19/2024	10/16/24			-267.32
Invoice: 0052348-CM					PW/SINGLE CORE CELL PLUS, MINUS CREDITS				
		-267.32	73411345	531100	OFFICE SUPPLIES				
Invoice: 0052420-CM					275564 0052420-CM	10/07/2024	10/16/24		-89.11
					PW/SINGLE CORE CELL PLUS, MINUS CREDITS				
		-89.11	73411345	531100	OFFICE SUPPLIES				

A/P CASH DISBURSEMENTS JOURNAL

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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

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INVOICE DTL DESC

7,958.25 73011319 54810000827 FARM MAINT PROJECTS TBD

CHECK 4740 TOTAL: 31,290.25

4741 10/17/2024 EFT	499 WESTBAY AUTO PARTS I	275581	889063	10/01/2024	10/16/24	-38.68
Invoice: 889063		-38.68	73638935 531100	PW/OXYGEN SENSOR RETURN CREDIT		
				O&M-STD ALLOCATION-SUPPLIES		
Invoice: 889371		275582	889371	10/02/2024	10/16/24	-114.74
		-114.74	73638935 531100	PW/OXYGEN SENSOR RETURN CREDIT		
				O&M-STD ALLOCATION-SUPPLIES		
Invoice: 889670		275583	889670	10/02/2024	10/16/24	-4.94
		-4.94	73638935 531100	PW/FUEL FILTER RETURN CREDIT		
				O&M-STD ALLOCATION-SUPPLIES		
Invoice: 889681		275584	889681	10/04/2024	10/16/24	-8.59
		-8.59	73638935 531100	PW/HEATR HO RETURN CREDIT		
				O&M-STD ALLOCATION-SUPPLIES		
Invoice: 871001		275585	871001	07/01/2024	10/16/24	8.59
		8.59	73638935 531100	PW/HEATR HO		
				O&M-STD ALLOCATION-SUPPLIES		
Invoice: 889284		275586	889284	10/02/2024	10/16/24	103.38
		103.38	73638935 531100	PW/NAPAGOLD OIL, AIR FILTERS, FUEL FILTER		
				O&M-STD ALLOCATION-SUPPLIES		
Invoice: 889431		275587	889431	10/03/2024	10/16/24	90.57
		90.57	73638935 531100	PW/FUEL FILTER, NAPA AIR FILTER		
				O&M-STD ALLOCATION-SUPPLIES		
Invoice: 889438		275588	889438	10/03/2024	10/16/24	36.30
		36.30	73638935 531100	PW/NAPAGOLD FUEL FILTER		
				O&M-STD ALLOCATION-SUPPLIES		
Invoice: 889507		275589	889507	10/03/2024	10/16/24	145.62
		145.62	73638935 531100	PW/OIL FILTER, AIR FILTER, NAPAGOLD FUEL FILTER		
				O&M-STD ALLOCATION-SUPPLIES		
Invoice: 889539		275590	889539	10/03/2024	10/16/24	115.30
		115.30	73638935 531100	PW/NAPA HYDRAULIC FILTER		
				O&M-STD ALLOCATION-SUPPLIES		
Invoice: 890118		275591	890118	10/07/2024	10/16/24	-14.85
		-14.85	73638935 531100	PW/NAPAGOLD FUEL FILTER RETURN CREDIT		
				O&M-STD ALLOCATION-SUPPLIES		
Invoice: 889679		275592	889679	10/04/2024	10/16/24	6.55
		6.55	73411345 531100	PW/BUYER		
				OFFICE SUPPLIES		

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							
Invoice: 889722		275593	889722	10/04/2024		10/16/24	68.15
		68.15	73011189 531100	PW/2001 DODGE RAM 3500 POWER STEERING PRESSURE			
				O&M - C/E FACIL OFC SUPPLIES			
Invoice: 889725		275594	889725	10/04/2024		10/16/24	27.38
		27.38	73011189 531100	PW/RETURN HOSE			
				O&M - C/E FACIL OFC SUPPLIES			
Invoice: 890004		275595	890004	10/07/2024		10/16/24	118.44
		118.44	73638935 531100	PW/NAPAGOLD OIL & AIR FILTERS, FUEL FILTER			
				O&M-STD ALLOCATION-SUPPLIES			
Invoice: 890223		275596	890223	10/08/2024		10/16/24	24.37
		24.37	73638935 531100	PW/2018 CHEVROLET COLORADO LAMP			
				O&M-STD ALLOCATION-SUPPLIES			
Invoice: 890407		275597	890407	10/08/2024		10/16/24	294.42
		294.42	73638935 531100	PW/AIR, FUEL, OIL, COOLANT FILTERS			
				O&M-STD ALLOCATION-SUPPLIES			
CHECK						4741 TOTAL:	857.27
NUMBER OF CHECKS				58	*** CASH ACCOUNT TOTAL ***		624,555.16
TOTAL EFT'S				COUNT	AMOUNT		
				58	624,555.16		
*** GRAND TOTAL ***							624,555.16

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 10 176									
APP 001-213000	10/17/2024	10/16/24	101624			GENERAL - ACCOUNTS PAYABLE		77,092.84	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	10/17/2024	10/16/24	101624			CASH			624,555.16
						AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000	10/17/2024	10/16/24	101624			ACCOUNTS PAYABLE		27,729.91	
						AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000	10/17/2024	10/16/24	101624			ACCOUNTS PAYABLE		19,264.56	
						AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000	10/17/2024	10/16/24	101624			STREETS - ACCOUNTS PAYABLE		16,232.10	
						AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000	10/17/2024	10/16/24	101624			ACCOUNTS PAYABLE		7,437.13	
						AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000	10/17/2024	10/16/24	101624			ACCOUNTS PAYABLE		49,873.62	
						AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000	10/17/2024	10/16/24	101624			ACCOUNTS PAYABLE		396,890.42	
						AP CASH DISBURSEMENTS JOURNAL			
APP 104-213000	10/17/2024	10/16/24	101624			CIVIC IMPR - ACCOUNTS PAYABLE		22,554.06	
						AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000	10/17/2024	10/16/24	101624			ACCOUNTS PAYABLE		7,290.48	
						AP CASH DISBURSEMENTS JOURNAL			
APP 501-213000	10/17/2024	10/16/24	101624			ER&R-ACCOUNTS PAYABLE		190.04	
						AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		624,555.16	624,555.16
APP 631-130000	10/17/2024	10/16/24	101624			DUE TO/FROM CLEARING		617,118.03	
APP 001-130000	10/17/2024	10/16/24	101624			GENERAL - DUE TO/FROM CLEARING			77,092.84
APP 403-130000	10/17/2024	10/16/24	101624			DUE TO/FROM CLEARING			27,729.91
APP 401-130000	10/17/2024	10/16/24	101624			DUE TO/FROM CLEARING			19,264.56
APP 101-130000	10/17/2024	10/16/24	101624			STREETS - DUE TO/FROM CLEARING			16,232.10
APP 402-130000	10/17/2024	10/16/24	101624			DUE TO/FROM CLEARING			49,873.62
APP 301-130000	10/17/2024	10/16/24	101624			DUE TO/FROM CLEARING			396,890.42
APP 104-130000	10/17/2024	10/16/24	101624			CIVIC IMPR DUE TO/FROM CLEAR'G			22,554.06
APP 407-130000	10/17/2024	10/16/24	101624			DUE TO/FROM CLEARING			7,290.48
APP 501-130000	10/17/2024	10/16/24	101624			ER&R-DUE TO/FROM CLEARING			190.04

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		617,118.03	617,118.03
								JOURNAL 2024/10/176 TOTAL		1,241,673.19	1,241,673.19

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 10	176	10/17/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	77,092.84	77,092.84
				FUND TOTAL	77,092.84	77,092.84
101 STREET FUND 101-130000 101-213000	2024 10	176	10/17/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	16,232.10	16,232.10
				FUND TOTAL	16,232.10	16,232.10
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2024 10	176	10/17/2024	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	22,554.06	22,554.06
				FUND TOTAL	22,554.06	22,554.06
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2024 10	176	10/17/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	396,890.42	396,890.42
				FUND TOTAL	396,890.42	396,890.42
401 WATER OPERATING FUND 401-130000 401-213000	2024 10	176	10/17/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	19,264.56	19,264.56
				FUND TOTAL	19,264.56	19,264.56
402 SEWER OPERATING FUND 402-130000 402-213000	2024 10	176	10/17/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	49,873.62	49,873.62
				FUND TOTAL	49,873.62	49,873.62
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 10	176	10/17/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	27,729.91	27,729.91
				FUND TOTAL	27,729.91	27,729.91
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2024 10	176	10/17/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	7,290.48	7,290.48
				FUND TOTAL	7,290.48	7,290.48
501 EQUIPMENT RENTAL & REVOLVING	2024 10	176	10/17/2024			

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
501-130000				ER&R-DUE TO/FROM CLEARING		190.04
501-213000				ER&R-ACCOUNTS PAYABLE	190.04	
				FUND TOTAL	190.04	190.04
631 CLEARING FUND	2024 10	176	10/17/2024			
631-130000				DUE TO/FROM CLEARING	617,118.03	
631-213000				ACCOUNTS PAYABLE	7,437.13	
635-111100				CASH		624,555.16
				FUND TOTAL	624,555.16	624,555.16

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		77,092.84
101	STREET FUND		16,232.10
104	CIVIC IMPROVEMENT FUND		22,554.06
301	CAPITAL CONSTRUCTION FUND		396,890.42
401	WATER OPERATING FUND		19,264.56
402	SEWER OPERATING FUND		49,873.62
403	STORM & SURFACE WATER FUND		27,729.91
407	BUILDING & DEVELOPMENT FUND		7,290.48
501	EQUIPMENT RENTAL & REVOLVING		190.04
631	CLEARING FUND		
TOTAL		617,118.03	617,118.03

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

CITY OF BAINBRIDGE ISLAND

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A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635				111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME		VOUCHER	INVOICE		INV DATE	PO	CHECK RUN		NET
INVOICE DTL DESC												
361862	10/16/2024	PRTD	1235 AT&T ONENET SERVICE		275464	1279659023		10/01/2024		10/16/24		9.24
Invoice: 1279659023					9.24	91011215 542100		POL/FAX LONG DISTANCE				
					275465	1279667475		10/01/2024		10/16/24		.77
Invoice: 1279667475					.77	91011189 542100		PCD/FAX LONG DISTANCE				
								GG-C/E-PD-PHONE				
									CHECK	361862	TOTAL:	10.01
361863	10/16/2024	PRTD	10641 BAINBRIDGE BOOK FEST		275468	10/07/2024		10/07/2024		10/16/24		150.00
Invoice: 10/07/2024					150.00	41625860 586000		FIN/SENIOR CENTER DEPOSIT REFUND				
								SC/COMMONS ROOM DEP-DISBURSEME				
									CHECK	361863	TOTAL:	150.00
361864	10/16/2024	PRTD	10642 BARNES, TIMOTHY		275469	10/08/2024		10/08/2024		10/16/24		150.00
Invoice: 10/08/2024					150.00	41625860 586000		FIN/SENIOR CENTER DEPOSIT REFUND				
								SC/COMMONS ROOM DEP-DISBURSEME				
									CHECK	361864	TOTAL:	150.00
361865	10/16/2024	PRTD	7242 BELFAIR HOSE & HYDRA		275473	59411		09/10/2024		10/16/24		200.86
Invoice: 59411					200.86	73011189 548100		PW/REPACK CYLINDER, SEAL KIT O-RINGS, JIC CAP NUT				
								O&M - C/E FACIL REPAIRS				
									CHECK	361865	TOTAL:	200.86
361866	10/16/2024	PRTD	551 CENTURYLINK		275483	6299OCT24		10/06/2024		10/16/24		84.99
Invoice: 6299OCT24					84.99	91411891 542100		259 FERNCLIFF PRV TELEM				
								GG-WTR-FAC-PHONE				
					275509	0590OCT24		10/08/2024		10/16/24		570.62
Invoice: 0590OCT24					348.71	91011215 542100		TSJC-ELEVATOR LINE & STAFF LINES				
					221.91	91011251 542100		GG-C/E-PD-PHONE				
								GG-GF-COURT PHONE/POSTAGE				
					275510	1035OCT24		10/08/2024		10/16/24		84.99
Invoice: 1035OCT24					84.99	91421891 542100		210 MADISON AVE SLS TELEM				
								GG-SWR-FAC-PHONE				
					275511	2962OCT24		10/08/2024		10/16/24		78.36
Invoice: 2962OCT24					47.89	91011215 542100		TSJC-FIRE PANEL & CITIZEN LOBBY PHONE				
					30.47	91011251 542100		GG-C/E-PD-PHONE				
								GG-GF-COURT PHONE/POSTAGE				
					275512	6203OCT24		10/08/2024		10/16/24		120.74
Invoice: 6203OCT24								E-PHONE @ WFP DOCK				

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

Report generated: 10/16/2024 10:14
User: jkines
Program ID: apcshdsb

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							
				CHECK	361873	TOTAL:	476.11
361874	10/16/2024 PRD	10643	LYNWOOD TPVII LLC	275531	10/08/2024	10/08/2024 10/16/24	400.00
Invoice: 10/08/2024				400.00	61011586 54110000930	PCD/COMMUNITY ROOM RENTAL 9/15/24 COMP PLAN-PROF SVCS	
				CHECK	361874	TOTAL:	400.00
361875	10/16/2024 PRD	8286	SUPERINTENDENT OF P	275539	18964	09/30/2024 10/16/24	900.00
Invoice: 18964				900.00	41654861 586110	POL/FINGERPRINTING FINGERPRINT OUT-GOES TO SPI	
				CHECK	361875	TOTAL:	900.00
361876	10/16/2024 PRD	601	SOUND REPROGRAPHICS	275552	106853	10/07/2024 10/16/24	90.68
Invoice: 106853				90.68	31011246 53110001342	EX/SECOND BATCH EXTERIOR STR SIGNS STR-SHORT TERM RENTALS-SUPPLY	
Invoice: 106964				275553	106964	10/10/2024 10/16/24	28.64
				28.64	31011246 53110001342	EX/SHORT TERM RENTAL SIGNS STR-SHORT TERM RENTALS-SUPPLY	
				CHECK	361876	TOTAL:	119.32
361877	10/16/2024 PRD	2190	UNITED PARCEL SERVIC	275567	000028Y3Y1384-2	09/21/2024 10/16/24	11.22
Invoice: 000028Y3Y1384-2				11.22	91011215 542500	POL/SHIPPING GG-C/E-PD-POSTAGE	
Invoice: 000028Y3Y1394				275568	000028Y3Y1394	09/28/2024 10/16/24	27.78
				27.78	91011215 542500	POL/SHIPPING GG-C/E-PD-POSTAGE	
				CHECK	361877	TOTAL:	39.00
361878	10/16/2024 PRD	1485	VERIZON WIRELESS	275572	9975296081	10/01/2024 10/16/24	6,057.24
Invoice: 9975296081				51.64	91425358 542100	CITY WIDE WIRELESS SERVICES GG-WWTP-TELEPHONE/FAX	
				154.92	91421891 542100	GG-SWR-FAC-PHONE	
				51.64	91411891 542100	GG-WTR-FAC-PHONE	
				51.64	91415345 542100	GG-WTR ROCKAWAY-PHONES	
				120.03	73411345 542100	O&M-WTR MAINT-PHONE/POSTAGE	
				5,627.37	91011189 542100	GG-C/E-CITY HALL-PHONE	
Invoice: 9975296082				275573	9975296082	10/01/2024 10/16/24	78.76
				78.76	72637319 54210000809	ENG/MODEMS FOR AUTOMATED FLOW STATIONS WATER QUAL FLOW MONIT-MODEM	

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									
						CHECK	361878	TOTAL:	6,136.00
361879	10/16/2024	PRTD	8390 WEST HILLS FORD MAZD	275578	75029357	10/08/2024	10/16/24		495.05
Invoice: 75029357						POL/2015 FORD EXPLORER INTERCEPTOR ENGINE LIGHT			
						PD-C/E-PATROL SUPPLIES			
						495.05	53011212	531100	
						275580	75029235	10/02/2024	10/16/24
Invoice: 75029235						POL/2020 FORD INTERCEPTOR SENSOR EXHAUST			
						PD-C/E-PATROL SUPPLIES			
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						CHECK 361879 TOTAL:			
									572.24
NUMBER OF CHECKS						18	*** CASH ACCOUNT TOTAL ***		
									49,213.50
						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						18	49,213.50		
						*** GRAND TOTAL ***			49,213.50

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	10	175																		
APP	001-213000																			
		10/16/2024	10/16/24	101624												GENERAL - ACCOUNTS PAYABLE			8,714.63	
																AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH				49,213.50
		10/16/2024	10/16/24	101624												AP CASH DISBURSEMENTS JOURNAL				
APP	622-213000															ACCOUNTS PAYABLE			300.00	
		10/16/2024	10/16/24	101624												AP CASH DISBURSEMENTS JOURNAL				
APP	401-213000															ACCOUNTS PAYABLE			5,975.51	
		10/16/2024	10/16/24	101624												AP CASH DISBURSEMENTS JOURNAL				
APP	402-213000															ACCOUNTS PAYABLE			2,024.57	
		10/16/2024	10/16/24	101624												AP CASH DISBURSEMENTS JOURNAL				
APP	631-213000															ACCOUNTS PAYABLE			1,298.79	
		10/16/2024	10/16/24	101624												AP CASH DISBURSEMENTS JOURNAL				
APP	108-213000															AFFORD HSG - ACCOUNTS PAYABLE			30,000.00	
		10/16/2024	10/16/24	101624												AP CASH DISBURSEMENTS JOURNAL				
APP	650-213000															ACCOUNTS PAYABLE			900.00	
		10/16/2024	10/16/24	101624												AP CASH DISBURSEMENTS JOURNAL				
																GENERAL LEDGER TOTAL			49,213.50	49,213.50
APP	631-130000															DUE TO/FROM CLEARING			47,914.71	
		10/16/2024	10/16/24	101624																
APP	001-130000															GENERAL - DUE TO/FROM CLEARING				8,714.63
		10/16/2024	10/16/24	101624																
APP	622-130000															DUE TO/FROM CLEARING				300.00
		10/16/2024	10/16/24	101624																
APP	401-130000															DUE TO/FROM CLEARING				5,975.51
		10/16/2024	10/16/24	101624																
APP	402-130000															DUE TO/FROM CLEARING				2,024.57
		10/16/2024	10/16/24	101624																
APP	108-130000															AFFORD HSG DUE TO/FROM CLEAR'G				30,000.00
		10/16/2024	10/16/24	101624																
APP	650-130000															DUE TO/FROM CLEARING				900.00
		10/16/2024	10/16/24	101624																
																SYSTEM GENERATED ENTRIES TOTAL			47,914.71	47,914.71
																JOURNAL 2024/10/175 TOTAL			97,128.21	97,128.21

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 10	175	10/16/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	8,714.63	8,714.63
				FUND TOTAL	8,714.63	8,714.63
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2024 10	175	10/16/2024	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE	30,000.00	30,000.00
				FUND TOTAL	30,000.00	30,000.00
401 WATER OPERATING FUND 401-130000 401-213000	2024 10	175	10/16/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,975.51	5,975.51
				FUND TOTAL	5,975.51	5,975.51
402 SEWER OPERATING FUND 402-130000 402-213000	2024 10	175	10/16/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,024.57	2,024.57
				FUND TOTAL	2,024.57	2,024.57
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2024 10	175	10/16/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	300.00	300.00
				FUND TOTAL	300.00	300.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 10	175	10/16/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	47,914.71 1,298.79	49,213.50
				FUND TOTAL	49,213.50	49,213.50
650 AGENCY FUND 650-130000 650-213000	2024 10	175	10/16/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	900.00	900.00
				FUND TOTAL	900.00	900.00

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		8,714.63
108	AFFORDABLE HOUSING FUND		30,000.00
401	WATER OPERATING FUND		5,975.51
402	SEWER OPERATING FUND		2,024.57
622	EXPENDABLE TRUST FUND		300.00
631	CLEARING FUND	47,914.71	
650	AGENCY FUND		900.00
TOTAL		47,914.71	47,914.71

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



PAYROLL REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

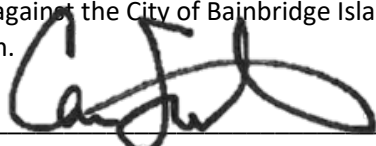
PAYROLL CHECK RUN: 10 - 20 - 2024

Run Type	Date	Check # Sequence	Comments	Amount
VOID	10/11/2024	110461	VOIDED vendor check	(2,100.00)
VOID	10/11/2024	110481	VOIDED vendor check	(2,100.00)
Reprint	10/11/2024	110532	Reprinted vendor check	4,200.00
Normal	10/21/2024	62468 - 62607	Regular check run (Direct Dep)	430,508.22
EFTPS	10/21/2024	EFTPS	Federal Tax Electronic Transfer	158,761.93
EFT	10/21/2024	ACH	DSHS	147.08
Normal	10/21/2024	110533 - 110540	Vendor check run (Paper Checks)	135,989.93
			TOTAL:	\$ 725,407.16

Prepared and Reviewed by: 
 DeAnna Houser, Payroll Specialist

Date 10/18/2024

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 10/18/2024



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 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:

[Special City Council Meeting - Executive Session Minutes, October 8, 2024.pdf](#)

[Regular City Council Business Meeting Minutes, October 8, 2024.pdf](#)

[City Council Study Session Minutes, October 15, 2024.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



**SPECIAL CITY COUNCIL MEETING – EXECUTIVE SESSION
TUESDAY, OCTOBER 8, 2024**

Meeting Minutes

1) CALL TO ORDER/ROLL CALL

Mayor Deets called the meeting to order at 5:00 p.m. in Council Chambers and on the Zoom webinar.

Mayor Deets, Deputy Mayor Mathews, and Councilmembers Fantroy-Johnson, and Schneider were present. Councilmember Quitslund arrived at 5:04 p.m. Councilmembers Hytopoulos and Moriwaki arrived during the executive session.

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 and pursuant to RCW 42.30.110(1)(b), to consider the selection of a site or acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price**
Cover Page

Mayor Deets adjourned the meeting to an executive session for 60 minutes pursuant to RCW 42.30.110(1)(i) and RCW 42.30.110(1)(b).

3) ADJOURNMENT

Council returned from executive session at 5:59 p.m., and Mayor Deets adjourned the meeting.

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



**REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, OCTOBER 8, 2024**

Meeting Minutes

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

Mayor Deets called the meeting to order at 6:03 p.m. in Council Chambers and on the Zoom webinar.

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

Mayor Deets led the Pledge of Allegiance and read the Land Acknowledgement.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Moriwaki moved and Councilmember Fantroy-Johnson seconded to approve the agenda as presented. The motion carried unanimously, 7-0.

There were no conflicts of interest disclosed.

3) PRESENTATION(S)

3.A Present Proclamation Declaring October 2024, as "National Community Planning Month"
[Cover Page](#)
[2024 October National Community Planning Month Proclamation.docx](#)

Councilmember Quitslund read the proclamation. Planning Commission Chair Birtley accepted the proclamation.

4) PUBLIC COMMENT

4.A Instructions for Providing Public Comment
[Cover Page](#)
[Instructions for Providing Public Comment March 2024.pdf](#)

John Carson spoke in favor of the sign ordinance.

Ian Harkins spoke in favor of affordable housing.

David Williams spoke about the police clock transfer and expressed concerns about the red oak tree beside the museum.

Carol Reitz spoke about the Suyematsu Farm.

Marcia Montgomery spoke about the Suyematsu Farm.

Vern Nakata spoke about the Suyematsu Farm.

Joe Benoliel spoke about protest signs and the proposed sign regulations.

Kellen Bond spoke about creating opportunities for affordable housing.

Hayden Starkey spoke in favor of the sign ordinance.

Christine Nhan, Puget Sound Energy, spoke in favor of agenda items 9.D and 9.E.

5) CONSENT AGENDA

5.A Agenda Bill for Consent Agenda [Cover Page](#)

Councilmember Hytopoulos asked to pull agenda item 5.H.

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

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

5.B Approve Accounts Payable and Payroll

[Cover Page](#)

[AP Report to Council of Cash Disbursements 10-02-24.pdf](#)

[Council Report 10-05-2024.pdf](#)

5.C Approve City Council Meeting Minutes

[Cover Page](#)

[Regular City Council Business Meeting Minutes, September 24, 2024.pdf](#)

[City Council Study Session Minutes, October 1, 2024.pdf](#)

5.D Authorize the City Manager to Execute a Construction Contract with Sound Pacific Construction LLC for \$519,071.28 and Approve a Related Budget Amendment for the Hawley-Irene Sewer Grinder Pump Project in the Amount of \$257,000.00 (Sewer Fund) - Public Works

[Cover Page](#)

[Hawley-Irene Sewer Imp_Sound Pacific Construction LLC.docx](#)

[Bid Form_Hawley & Irene Grinder Pumps_2024.09.26.docx](#)

[CIP_Hawley Irene Grinder Pumps_01103.pdf](#)

[Hawley & Irene Grinder Pumps Map.pdf](#)

5.E Authorize the City Manager to Execute the Annual Inter-agency Agreement with the Washington State Traffic Safety Commission in Support of Target Zero Campaigns

[Cover Page](#)

[Region 9_L3 HVE IAA_FFY2025.pdf](#)

5.F Authorize the City Manager to Execute the Interlocal Agreement with Kitsap County for the Incarceration of City Prisoners

Cover Page
KC-279-24 City of Bainbridge Island - 9.27.2024 slr.docx

5.G Authorize the City Manager to Apply for Three Washington State Department of Ecology Low Interest Loans to Support the Wastewater Treatment Plant Capacity Upgrade, Wastewater Treatment Plant Outfall Extension and Secondary Clarifier #1 Rehabilitation Projects for Design and Construction (Sewer Fund) - Public Works

Cover Page
Proposed 2025-30 Sewer CIP.pdf
CIP_WWTP Upgrades_01187.pdf
CIP_Extend WWTP Outfall_01106.pdf

ITEM REMOVED FROM THE CONSENT AGENDA

5.H Approve Request from Bainbridge Historical Museum for the Old Police Station Clock

Cover Page
Bainbridge History Museum (Former Police Station Clock)

Councilmember Hytopoulos raised the idea loaning the clock to the museum so the possibility of incorporating the clock into a public building could occur in the future, and Council discussed the topic.

MOTION: I move to approve the indefinite loan of the old police station clock to the Bainbridge Historical Museum with the understanding that the City has the ability to recall the clock for installation in a future project.

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

6) COUNCIL ANNOUNCEMENTS

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

7) CITY MANAGER'S REPORT

City Manager King provided an update on the potential for photo enforcement for the ferry line.

8) PUBLIC HEARING(S)

8.A Hold the Public Hearing and Discuss Ordinance No. 2024-24 Relating to the Preliminary 2025-2026 Biennial Budget and 2025-2030 Capital Improvement Plan, Set a Public Hearing on November 12, 2024, and Receive Council Direction - Finance

Cover Page
20241008 Public Hearing on Proposed Budget.pptx
Ordinance No. 2024-24 Adopting Biennial Budget for FY 2025-2026 - Draft.docx
2025 Exhibit A Ordinance No. 2024-24 - DRAFT.pdf
2026 Exhibit B Ordinance No. 2024-24 DRAFT.pdf
Squeaky Wheels - 2025 Funding Request
Suyemastu Farm Legacy Alliance - 2025 Funding Request
Western Washington University - 2025 Funding Request

City Manager King introduced the agenda item.

Mayor Deets opened the public hearing at 7:05 p.m.

Public Comment

Lisa Neal expressed concerns with the budget.

Mayor Deets closed the public hearing at 7:10 p.m., and Council discussed the budget.

MOTION: I move direct the City Manager to address the concerns brought up by Council and to set a public hearing on November 12, 2024, regarding Ordinance No. 2024-24 relating to the Preliminary 2025-2026 Biennial Budget and 2025-2030 Capital Improvement Plan.

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

8.B Hold the Public Hearing and Adopt Ordinance No. 2024-23 Relating to the Property Tax Levy for Collection in 2025 - Finance

[Western Washington University - 2025 Funding Request](#)

[Cover Page](#)

[Presentation - 2025 Property Tax for CC 10082024.pptx](#)

[Ordinance No. 2024-23 Relating to the Levy of Property Taxes for Collection in 2025.docx](#)

[City of Bainbridge Island Levy Limit Calculation 9 26 2024 TY2025.pdf](#)

City Manager King introduced the agenda item. Finance Director Pitts provided a presentation.

Mayor Deets opened the public hearing at 7:51 p.m. There was no public comment. Mayor Deets closed the public hearing at 7:51 p.m.

MOTION: I move to adopt Ordinance No. 2024-23, relating to the property tax levy for collection in 2025.

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

9) REGULAR BUSINESS

9.A Receive Presentation from Fire Chief Moravec on the Risk of Wildfire and the Need to Create Defensible Space

[Cover Page](#)

[022724 Staff Report.pdf](#)

City Manager King introduced Fire Chief Moravec who provided a presentation. Council discussed the topic.

9.B Receive Presentation of the Energy Transitions Initiative Partnership Project Pathways and Resilience Reports from National Renewable Energy Laboratory Pacific Northwest National Laboratory

[Cover Page](#)

[Final Report_ Bainbridge Pathways_9.30.2024_for_City_Council.pdf](#)

[Final Report_ Bainbridge Improving Resilience_9.30.2024_for_City_Council.pdf](#)

City Manager King introduced the agenda item. Deputy City Manager Schroer provided additional information. Katie Arkema and Debbie Rose from Pacific Northwest National Laboratory provided a presentation on the reports, and Council discussed the topic.

9.C Discuss Annual Roads Preservation Program (Part 2) - Public Works

Cover Page
BI Pavement Management Strategy - Part 2.pptx

City Manager King introduced the agenda item. Public Works Director Wierzbicki introduced Jon Pascal from Transpo Group who provided a presentation. Council discussed the topic.

Due to the late hour, Council deferred agenda items 9.F and 9.G to a future meeting and moved up agenda item 9.H.

9.H [Moved Up] Confirm Recommended Appointment to the Kitsap Public Facilities District Board

Cover Page
Blair, Anne KPFD BI_Redacted
Honig, Helaine KPFD BI_Redacted
Jones, Ted KPFD BI_Redacted
Wolfe, Adrienne KPFD BI_Redacted
PFD Board Position - 2024

MOTION: I move to confirm the City's recommended appointment of Anne Blair to the Public Facilities District Board of Directors to complete the term ending June 30, 2028.

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

9.D Consider Ordinance No. 2024-16 Updating the Franchise Agreement with Puget Sound Energy for Electrical Facilities in the Public Right-of-Way and Forward for adoption to the October 22, 2024, City Council meeting - Public Works

Cover Page
Ordinance 2024-16 COBI PSE Updated Franchise.docx
PSE Franchise_Overview Slides.pptx

City Manager King introduced the agenda item. Public Works Director Wierzbicki introduced outside counsel Daniel Kenny who provided a presentation.

MOTION: I move to forward Ordinance No. 2024-16 updating the Franchise Agreement with Puget Sound Energy for electrical facilities in the public right-of-way to the October 22, 2024, City Council agenda.

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

9.E Approve Resolution No. 2024-07 Entering into a Memorandum of Understanding with Puget Sound Energy - Public Works

Cover Page
Resolution No. 2024-09 Adopting A Memorandum of Understanding with Puget Sound Energy.docx
COBI PSE MOU October 2024.pdf

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

MOTION: I move to amend Resolution No. 2024-07 by including other goals that will increase energy resiliency on the Island.

Deets/Moriwaki: The motion failed 6-1.

AYES: Joe Deets

NOES: Brenda Fantroy-Johnson, Jon Quitslund, Kirsten Hytopoulos, Clarence Moriwaki, Leslie Schneider, Ashley Mathews
ABSENT: None
ABSTAIN: None

MOTION: I move to adopt Resolution No. 2024-07 entering Into a Memorandum of Understanding with Puget Sound Energy.

Moriwaki/Fantroy-Johnson: The motion carried 6 – 1.

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

9.F Review Ordinance No. 2024-27 Relating to the Regulation of Signs Erected within the City and Repealing and Replacing Chapter 15.08 of the Bainbridge Island Municipal Code
[Cover Page](#)
[Ordinance 2024-27 Updating Bainbridge Island Sign Code.docx](#)

This agenda item was moved to a future meeting due to the late hour.

9.G Authorize the City Manager to Enter Into an Updated Wholesale Wastewater Treatment Agreement with Kitsap County Sewer District #7 for 25 additional sewer connections in the South Island Sewer Service Area, and Initiate the Process to Purchase and Connect up to Five (5) Pending Sewer Connection Requests - Public Works
[Cover Page](#)
[Wholesale Wastewater Agreement Between KCSD7 and COBI 100824.docx](#)

This agenda item was moved to a future meeting due to the late hour.

10) COMMUNICATIONS

10.A Consider Agenda Request for Resolution Opposing Lava Ridge Wind Project
[Cover Page](#)
[Agenda Request from Councilmember Moriwaki.pdf](#)

Councilmember Moriwaki introduced the agenda item. There was consensus to place it on a future Council agenda.

11) ADJOURNMENT

Mayor Deets adjourned the meeting at 9:31 p.m.

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



**CITY COUNCIL STUDY SESSION
TUESDAY, OCTOBER 15, 2024**

Meeting Minutes

1) CALL TO ORDER / ROLL CALL

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

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

Deputy Mayor Mathews read the Land Acknowledgment.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Moriwaki moved and Councilmember Fantroy-Johnson seconded to approve the agenda as presented. The motion carried unanimously, 7-0.

There were no conflicts of interest disclosed.

3) REGULAR BUSINESS

3.A Receive Presentation on Transportation Planning Initiatives, Including Updating the Transportation Element of the Comprehensive Plan to Incorporate a Multi-Modal Level of Service and a Revised Transportation Concurrency Program - Public Works

Cover Page

Transportation Planning Update Slides 101524.pptx

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided a presentation, and Council discussed the topic.

3.B Receive Comprehensive Emergency Management Plan (CEMP) Overview - Executive

Cover Page

Emergency Mgmt Presentation to Council Oct 15 2024.pdf

2024 CEMP Final Packet.pdf

Wildfire Response and Evacuation Plan - Hazard Specific Annex October 2024.pdf

Damage Assessment - Hazard Specific Annex October 2024 2.pdf

Functional Annex - Volunteer and Donations Management Oct 2024.pdf

City Manager King introduced the agenda item. Emergency Management Coordinator LeSage provided a presentation, and Council discussed the topic.

4) COMMITTEE REPORTS

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

5) ADJOURNMENT

Deputy Mayor Mathews adjourned the meeting at 7:48 p.m.

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 2024

ESTIMATED TIME:

AGENDA ITEM: Extend the Sunset Date of the Sustainable Transportation Ad Hoc Subcommittee to March 31, 2025

SUMMARY: The previously established Sustainable Transportation Ad Hoc Subcommittee terminated on September 30, 2024. An extension through the end of Q1 2025 is requested to fully accomplish the adopted scope of work.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Extend the sunset date of the Sustainable Transportation Ad Hoc Committee to March 31, 2025.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: At the January 23, 2024 City Council Meeting, Councilmember Schneider requested the formation of a Sustainable Transportation Ad Hoc Committee. At the February 13, 2024 City Council meeting, the Council voted to establish a Council Sustainable Transportation Ad Hoc Subcommittee and appointed Council Members Fantroy-Johnson, Hytopoulos, and Schneider to the subcommittee. The approved scope of work includes performing a thorough review of the Sustainable Transportation Plan and the development of a roadmap for supporting financing for the implementation of the Sustainable Transportation Plan. No changes to the scope of work are proposed. The adopted scope of work and subcommittee request details are attached.

ATTACHMENTS:

[Sustainable Transportation Ad Hoc Committee Extension for CC 10222024](#)

FISCAL DETAILS: none

Fund Name(s):

Coding:

Ad Hoc Committee Formation Request Form

REQUEST DATE:		REQUESTED BY:	Ad Hoc Committee members
PROCEDURAL AUTHORITY/GOVERNANCE MANUAL REFERENCE(S):	Council motion		
NAME OF PROPOSED COMMITTEE:	Sustainable Transportation Ad Hoc Committee		
PURPOSE/SCOPE OF WORK:	See attached.		
SPECIAL TASK DELIVERABLES (RECOMMENDATIONS, REPORTS, ETC.):	Focus on funding strategy and financial options for the Sustainable Transportation Plan.		
LINK TO CITY COUNCIL/DEPT. WORK PLAN:	Sustainable Transportation Plan, Comprehensive Plan		
REPORTS TO: CITY COUNCIL ☐	CITY MANAGER ☒	ANTICIPATED SUNSET DATE:	06/30/2024
PUBLIC PARTICIPATION/EDUCATION REQUIRED: YES ☐		NO ☒	STAFF SUPPORT REQUIRED: YES ☒
		NO ☐	
FORM OF STAFF SUPPORT NEEDED:	Scheduling meetings and developing agendas/materials for review by committee.
Providing financial information and subject matter expertise.		
CITY MANAGER'S COMMENTS:			
MEMBERS:	Councilmembers Fantroy Johnson, Hytopoulos, Schneider		
PROPOSED MOTION:	I move to extend the term of the short-term Council ad hoc subcommittee to accomplish the Scope of Work as attached to March 31, 2025.		
DATE ACTION TAKEN:			



SUSTAINABLE TRANSPORTATION COUNCIL AD HOC SUBCOMMITTEE

SCOPE OF WORK

- Perform a thorough review of the Sustainable Transportation Plan and its projects and programs to create an understanding among Councilmembers of how to support that plan.
- Develop a roadmap for supporting financing for implementation of the Sustainable Transportation Plan.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 2024

ESTIMATED TIME:

AGENDA ITEM: Authorize Advertisement for the 2024 Annual Drainage Projects - Public Works

SUMMARY: City staff is requesting that the City Council authorize the City Manager to advertise for construction bids for the 2024 Annual Drainage projects.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to advertise for the 2024 Annual Drainage Projects.

COMMUNITY ENGAGEMENT AND OUTREACH: Residents in the project areas will notified prior to the start of work.

FISCAL IMPACT:

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

BACKGROUND: The 2024 Annual Drainage project consists of a group of projects that work to mitigate drainage issues on Bainbridge Island and repair culverts. Work includes removal, replacement, and/or construction of drainage structures, storm drain lines, catch basins, landscaping, grading, paving, etc.

Below is a list of the 2024 sites, along with a brief description:

- Weaver Rd NW: Installation of approximately 380 LF of storm drain system along Weaver Rd NE, which will add needed capacity to the existing drainage system.
- Irene PI NE: Installation of drain inlet at the upstream end of slotted drain, which will correct drainage issues along the roadway.

- Manitou Beach Dr NE: Installation of approximately 230 LF of storm drain system along NE Murden Cove Dr. and one cross culvert under Manitou Beach Dr NE, both of which are intended to prevent roadway flooding during heavy rain events.
- Meadowmeer Cir NE: Replacement of two aging cross culverts.
- Silven Ave NE: Replacement of one aging cross culvert.
- Misty Vale Pl NE: Replacement of one aging cross culvert.
- NE Torvanger Rd: Replacement of three aging cross culverts.

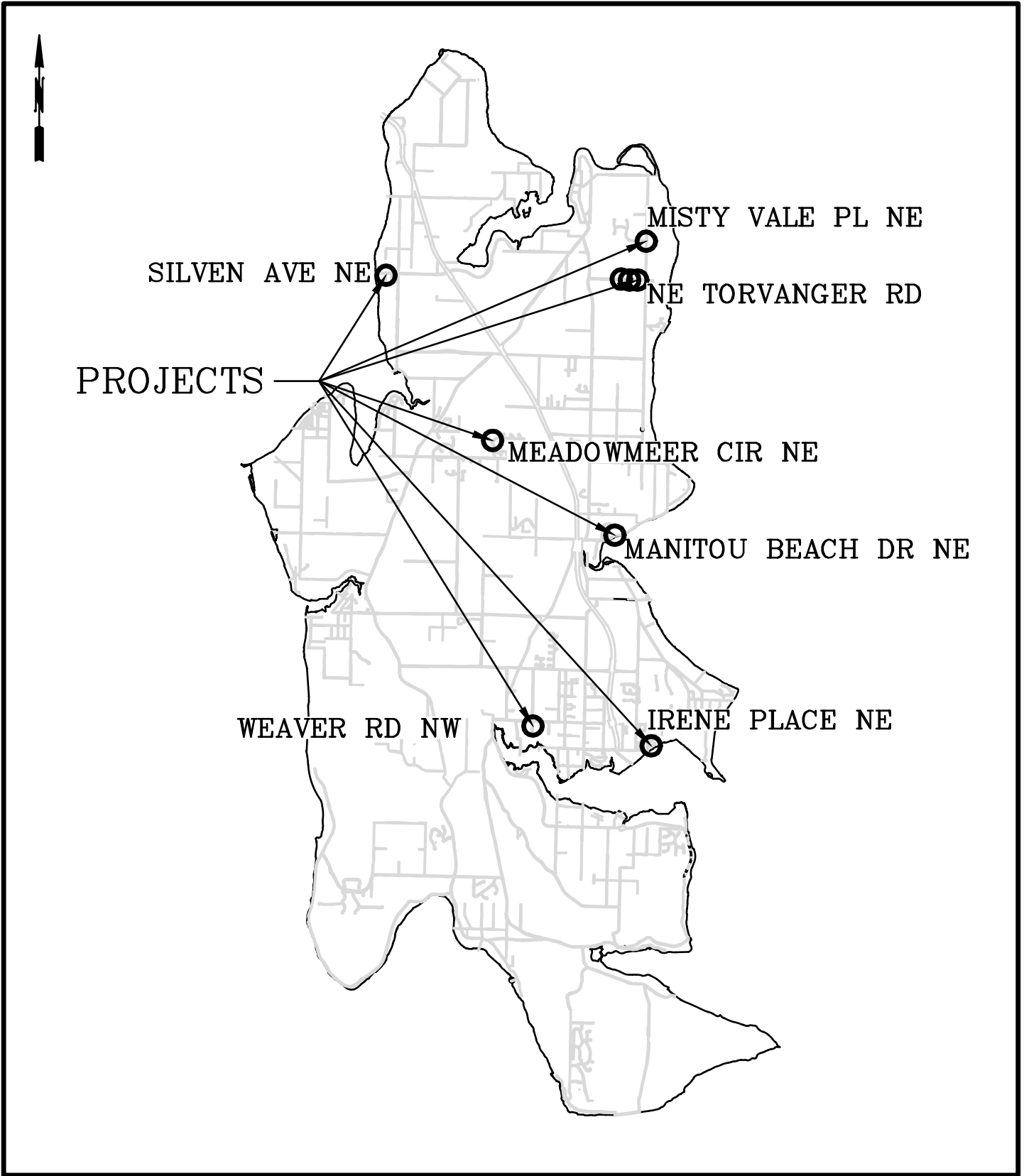
ATTACHMENTS:

[2024 Annual Drainage Project Vicinity Map.pdf](#)

FISCAL DETAILS: the annual drainage program operating budget has approximately \$513K remaining. The estimated cost of the proposed work is \$435K.

Fund Name(s): SSWM Fund

Coding: Operating Project #00231



2024 Annual Drainage Project
Vicinity Map



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Adopt Ordinance No. 2024-16 Updating the Franchise Agreement with Puget Sound Energy for Electrical Facilities in the Public Right-of-Way - Public Works,

SUMMARY: The proposed franchise agreements grants PSE the right to operate/install/maintain facilities in the City's rights-of-way for electricity within a 15-year period with a 5-year renewal term. The current franchise expired in 2022 and via mutual agreement has continued until a new agreement is executed. At the October 8, 2024, City Council meeting, City Council forwarded the Franchise Agreement to the October 22, 2024, City Council meeting for adoption.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Public Works

RECOMMENDED MOTION: Adopt Ordinance No. 2024-16 updating the Franchise Agreement with Puget Sound Energy for electrical facilities in the public right-of-way.

COMMUNITY ENGAGEMENT AND OUTREACH: A public engagement meeting on the franchise was held in May 2021.

FISCAL IMPACT:

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

BACKGROUND: City staff have been working with Puget Sound Energy (PSE) since 2021 to update the existing PSE franchise agreement, which expired in 2022 (both parties have agreed to extend the existing franchise until an update is approved.) The updated franchise uses the old franchise as a starting point with revisions using updated best practices, updates based on the working relationship over the term of the last agreement, and terms and conditions from other similar agreements. The Public Works Director took the lead in the preparation of this document along with the City Attorney's office. The City's risk manager at Washington Cities Insurance Authority also provided detailed input on the insurance provisions.

The updated franchise grants PSE the right to operate/install/maintain facilities in the City's rights-of-way for electricity within a 15-year period with a 5-year renewal term. The key provisions include updates that are favorable to the City with regards to indemnification, pollution liability, project coordination, relocation of electrical

facilities for City projects and associated delay claims. More information on the key provisions can be found in the attached slide presentation.

The Utility Advisory Committee was briefed on the updated franchise at their meeting on December 6, 2023, and was supportive of the final document moving forward for approval by the City Council.

ATTACHMENTS:

[Ordinance 2024-16 COBI PSE Updated Franchise.docx](#)

[PSE Franchise Overview Slides.pptx](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding: N/A

ORDINANCE NO. 2024-16

CITY OF BAINBRIDGE ISLAND

AN ORDINANCE granting to Puget Sound Energy, Inc., a Washington corporation, and its successors and assigns, the right, privilege, authority, consent, franchise and approval to set, erect, lay, construct, extend, support, attach, connect, stretch Facilities between, maintain, repair, replace, enlarge, operate, and use Facilities in, upon, over, under, along, across, and through the Franchise Area for purposes of transmission, distribution, and sale of electric energy for power, heat, light, and any other purpose for which electric energy can be used.

WHEREAS, Puget Sound Energy, Inc. (“PSE”) wishes to set, erect, lay, construct, extend, support, attach, connect, stretch Facilities between, maintain, repair, replace, enlarge, operate, and use Facilities (as hereinafter defined) in the Franchise Area of the City of Bainbridge Island, Washington (“City”), to be utilized by PSE in the operation of a system for the transmission and distribution of electric energy for sale within the City, and, pursuant to RCW 35A.47.040, PSE wishes to obtain the consent, franchise and approval of the City Council of the City of Bainbridge Island for such purpose; and

WHEREAS, the City Council of the City is willing to grant PSE such consent, franchise and approval on a non-exclusive basis, in accordance with the provisions of this Franchise and RCW 35A.47.040, RCW 35.18.180, RCW 35A.12.120, RCW 35.21.860 and any other Law.

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

1. Definitions

1.1 When used in this Franchise, the following terms shall mean:

1.1.1 “BIMC” means the Bainbridge Island Municipal Code.

1.1.2 “City” means the City of Bainbridge Island, Washington, a non-charter code city subject to Title 35A of the Revised Code of Washington, and its respective successors and assigns.

1.1.3 “City Manager” means the City of Bainbridge Island City Manager or their designee.

- 1.1.4 “Decommissioned Pole” means a PSE owned utility pole Facility located in the Franchise Area which is no longer needed to provide a Regulated Service.
- 1.1.5 “Director” means the Bainbridge Island Public Works Director or their designee.
- 1.1.6 “Dispute” means any and all claims, controversies or disputes arising between the Parties relating to or in connection with this Franchise.
- 1.1.7 “Environmental Laws” means and includes any Law relating to the protection of human health and the environment, including those relating to the generation, use, handling, transportation, storage, release, discharge, or disposal of Hazardous Substances, such as the Model Toxics Control Act, Chapter 70.105D RCW.
- 1.1.8 “Facility” or “Facilities” means all PSE owned electric transmission and distribution systems and facilities, including poles (with or without cross arms), wires, lines, conduits, cables, ducts, transformers, switches, communication and signal lines, meter-reading devices, braces, guys, anchors, vaults, and all necessary or convenient facilities and appurtenances thereto, whether the same be located over or under ground.
- 1.1.9 “Force Majeure Event” means any event or circumstance (or combination thereof) and the continuing effects of any such event or circumstance (whether or not such event or circumstance was foreseeable or foreseen by the Parties) that delays or prevents performance by a Party of any of its obligations under this Franchise, but only to the extent that and for so long as the event or circumstance is beyond the reasonable control of the affected Party; and only to the extent that the affected Party has taken commercially reasonable measures to avoid the effect of the event or circumstance on the affected Party’s ability to perform its obligations hereunder and to mitigate the consequences of the event. A Force Majeure Event may include, without limitation, the following, to the extent also satisfying the criteria above: (a) acts of nature, including storms, floods, pandemics, and epidemics; (b) acts of public enemies, terrorism, war, insurrection, or sabotage; (c) any form of compulsory government action or change in Law; (d) accidents or other casualties causing damage, loss, or delay; (e) labor disturbances, strikes, lockouts, or similar workforce disturbances affecting the Parties or any of their contractors, subcontractors, agents, or employees; (f) delays in obtaining necessary materials due to supply chain disruptions; and (g) delay in obtaining or denial of any regulatory consents or approvals.
- 1.1.10 “Franchise” means the grant of rights, privileges, and authority granted by this Ordinance.
- 1.1.11 “Franchise Area” means any, every, and all rights-of-way for public roads,

streets, avenues, alleys and highways of the City within the present limits of the City and as such limits may be hereafter extended; and any, every, and all rights-of-way for public roads, streets, avenues, alleys and highways of the City that may hereafter be laid out, platted, dedicated, or improved within the present limits of the City and as such limits may be hereafter extended.

- 1.1.12 “Law” means any applicable federal, state or municipal code, statute, ordinance, regulation, rule, tariff (including Tariffs), or other requirement that is accorded the full force and effect of law and is binding upon the Parties to this Franchise, as such Law exists, is amended, or may be created during the term of this Franchise. The term “Law” includes the Bainbridge Island Municipal Code and any other rules or codes of general applicability to the use and management of the Franchisee Area as are now or may hereinafter be adopted by the City.
- 1.1.13 “Ordinance” means this Ordinance No. 2024-16, which sets forth the terms and conditions of this Franchise.
- 1.1.14 “Party” means either City or PSE, as applicable, and “Parties” means the City and PSE.
- 1.1.15 “PSE” means Puget Sound Energy, Inc., a Washington corporation operating as a public service company pursuant to RCW 80.12.010, and its successors and assigns.
- 1.1.16 “Public Improvement Project” means any construction, installation, relocation, expansion, maintenance, repair or removal of roads, streets, sidewalks, parks, curbs, gutters, storm drainage facilities, sewer lines, water utility lines or similar capital improvement project that is undertaken by the City within the Franchise Area that requires relocation of Facilities within the Franchise Area, and such capital improvement is funded by the City either with its own funds or with other public monies obtained by the City for such capital improvement (including public monies derived from local improvement districts, utility local improvement districts, transportation benefit districts, or similar financing mechanisms established by and wholly controlled by the City that levy special assessments on properties specially benefitted by such Public Benefit Improvement).
- 1.1.17 “Regulated Service” means any utility, telecommunications, or similar service that is subject to the jurisdiction of one or more federal or state agencies that regulate the terms and conditions of such service (including the Federal Energy Regulatory Commission, the Federal Communications Commission, and the WUTC).
- 1.1.18 “Tariff” means a tariff as that term is defined in WAC 480-80-030(3), or such similar definition describing rate schedules, rules, and regulations

relating to charges and services as may hereinafter be adopted by the regulatory authority with jurisdiction, under the laws of the State of Washington, over public service companies.

1.1.19 “Third Party” means any person, party, or entity other than the City (and its departments) and PSE.

1.1.20 “WUTC” means the Washington Utilities and Transportation Commission or such successor regulatory agency having jurisdiction over public service companies.

2. Facilities within Franchise Area.

2.1 Pursuant to the laws of the State of Washington, including RCW 35A.47.040 and RCW 80.32.010, the City hereby grants to PSE, subject to the terms and conditions set forth herein, a non-exclusive Franchise for a period of fifteen (15) years, commencing upon the effective date of this Ordinance; provided, however, PSE shall have no rights under this Franchise, nor shall PSE be bound by the terms and conditions of this Franchise, unless PSE shall, within sixty (60) days after the effective date of the Ordinance, file with the City its written acceptance of the Ordinance consistent with Section 26.

2.2 Either Party may request an extension of the Franchise for one (1) additional five (5) year renewal term. Either Party must provide written notice to the other Party of its desire for the renewal term at least 180 days prior to the end of the initial term. Such renewal term requires prior mutual written agreement of the Parties in order to become effective. Either Party may propose changes to the provisions set forth in this Franchise once a written notice of a desire for the renewal term is received. Such proposal shall be made prior to the expiration of the initial term and shall be considered by the non-proposing Party. Proposed changes must be approved by the non-proposing Party for the changes and renewal term to go into effect. If proposed changes are not agreed upon by the Parties, the renewal period will not go into effect and the term of this Franchise and its terms will remain unchanged.

2.3 The City does hereby grant to PSE the right, privilege, authority, franchise, and approval to set, erect, lay, construct, extend, support, attach, connect, stretch Facilities between, maintain, repair, replace, enlarge, operate, and use Facilities in, upon, over, under, along, across, and through the Franchise Area for purposes of the transmission, distribution, and sale of electric energy for power, heat, light, and any other purpose for which electric energy may be used.

2.4 Effective as of the Effective Date (as defined below), all prior franchises relating to the distribution and sale of electrical energy between the City and PSE, and/or their respective predecessors in interest, shall be repealed.

2.5 PSE shall exercise its rights within the Franchise Area in accordance with Law; provided, however, in the event of any conflict or inconsistency between any municipal law, code, statute, ordinance, rule, regulation, policy or other

requirement of the City and the terms and conditions of this Franchise, the terms and conditions of this Franchise shall govern and control to the extent of the conflict or inconsistency. Without limiting the generality of the foregoing, this Franchise shall not limit or constrain the exercise of the City's police powers in accordance with Law, and PSE acknowledges the City's right to adopt and enforce general ordinances consistent with Law and this Franchise that are necessary to protect the health, safety and welfare of the public.

- 2.6 In the event the City vacates any portion of the Franchise Area containing PSE's Facilities during the term of this Franchise, the City shall, if not prohibited by Law, reserve an easement for PSE's Facilities in the manner provided by the City's vacation procedures. The City shall give PSE advance notice of its intent to vacate any portion of the Franchise Area and shall consult with PSE regarding the terms and conditions of the easement to be reserved for PSE's Facilities.

3. Non-Franchise Area City Property.

- 3.1 Existing Facilities installed or maintained by PSE on public grounds and places within the City in accordance with prior franchises (but which Facilities are not within the Franchise Area as defined by Section 1.1.10 above) may be maintained, repaired, and operated by PSE at the location such Facilities exist as of the effective date of this Ordinance for the term of this Franchise; provided, however, that no such Facilities may be enlarged, improved, or expanded without the prior review and approval of the City.
- 3.2 This Franchise shall not convey any right to PSE to install new Facilities on or to otherwise use City-owned or leased properties or easements located outside of the Franchise Area. Further, this Franchise shall not govern or apply to Facilities located on PSE-owned or leased properties or easements (whether inside or outside of the Franchise Area, whether granted by a private or public entity, and whether now existing or hereafter acquired) and such Facilities are not, and will not be deemed to be, located pursuant to rights derived from this Franchise or pursuant to rights otherwise granted by the City.

4. Noninterference of Facilities.

- 4.1 PSE's Facilities shall be maintained within the Franchise Area so as not to interfere with the free passage of vehicular and other motorized and non-motorized traffic or with the reasonable ingress and egress to the properties abutting the Franchise Area as they exist at the time of installation of the Facilities.
- 4.2 If the City Manager reasonably determines, after providing written notice to PSE and a reasonable opportunity for PSE to respond to the City Manager's concerns, that any one or more of PSE's Facilities within the Franchise Area interfere with the free and safe passage of vehicular and other motorized and non-motorized traffic or with the reasonable ingress and egress to the properties abutting the Franchise Area as they exist at the time of installation of the Facilities, PSE shall

promptly take such action as is reasonably necessary to eliminate such interference. The City shall cooperate with PSE in good faith, giving due regard to all relevant facts and circumstances, to consider changes to or modifications of the Franchise Area (and other City property), if such changes or modifications provide the most effective or economical means of eliminating such interference. In the event that PSE must relocate its Facilities to eliminate such interference, such relocation shall be governed by Section 6.1 below, or for any such interference resulting from new development ingress or egress to properties abutting the Franchise Area in proximity to PSE's Facilities existing within the Franchise Area prior to the development shall be subject to Section 6.2.

- 4.3 Whenever it shall be necessary for PSE to engage in work within the Franchise Area, PSE shall inform the City Manager or designee of where and when such work will be done prior to such work being performed, and shall apply for all required permits and perform work in accordance with the permit and applicable requirements of Laws, except to the extent any such requirements are contrary to or inconsistent with the terms and conditions of this Franchise. In the event of an emergency situation in which PSE's Facilities within the Franchise Area are in such a condition so as to endanger the property, life, health, or safety of any individual, PSE may take immediate action to correct the condition without first obtaining any required permit, provided that PSE shall notify the City Manager or designee telephonically or in person as soon as practicable following the onset of such emergency situation, and provided that PSE applies for any necessary permit(s) from the City for such work as soon as reasonably practicable thereafter.
- 4.4 PSE shall, after installation, construction, relocation, maintenance, removal, or repair of any of PSE's Facilities within the Franchise Area, restore the affected Franchise Area and any other City property situated within the Franchise Area that may be disturbed or damaged by such work to at least the same condition as it was in immediately prior to such work, provided PSE shall not be responsible for any changes or damage to the Franchise Area not caused by PSE's work or of its contractors or subcontractors. If PSE fails to restore the Franchise Area as required by this Section 4.4, the City shall provide PSE with written notice of the same and if, within a reasonable period following its receipt of the City's written notice to PSE, PSE fails to correct such failure, the City reserves the right to: (i) restore the Franchise Area in accordance with the requirements of this Section 4.4 and (ii) either bill PSE for the reasonable cost of such restoration, including the cost of labor and equipment, or draw upon a performance bond, if such bond is available, for the reasonable cost of such restoration. In no event shall the City work on or cause work to be done on any of PSE's Facilities in connection with any such restoration under this Section 4.4. The City Manager or their designee shall have final approval of the condition of the Franchise Area after restoration. All survey monuments which are to be disturbed or displaced by such work shall be referenced and restored consistent with Law.

In the event that a Party causes damage to the property of the other Party, then the Party causing such damage will repair the damage it caused at no cost to the other

Party. Upon discovery by either Party of any such damage, the discovering Party will promptly notify the other Party. The Parties will inspect the damage and, giving due regard to all relevant facts and circumstances, work together to agree upon the repair to be performed and the schedule for completion. In the event the damaging Party does not make the repair as agreed upon by the Parties, the other Party may repair the damage as agreed upon by the Parties, to its reasonable satisfaction, at the damaging Party's sole expense.

5. Planning and Records of Installation.

5.1 Future Construction Plans. The Parties shall each exercise reasonable efforts to coordinate construction work either may undertake within the Franchise Area, so as to promote the orderly and expeditious performance and completion of such work as a whole. In so doing, the Parties shall undertake cooperative planning so as to promote the coordinated timing, location, and completion of such work within the Franchise Area. Upon the request of either Party, but not more than annually unless otherwise agreed to by the Parties, the Parties will meet to discuss and coordinate regarding future construction activities then being planned by either Party within the Franchise Area, including potential Public Improvement Projects and potential improvements, relocations, and conversions of Facilities within the Franchise Area. Such discussions and coordination shall be for informational purposes only and shall not obligate either Party to undertake any specific improvements within the Franchise Area, nor shall such discussions or coordination be construed as a proposal to undertake any specific improvements within the Franchise Area.

5.1.1 Coordination With Other Franchise Holders. PSE shall meet with the City and other franchise holders and users of the Franchise Area upon reasonable written request of the City, to coordinate construction within the Franchise Area. If the City convenes such a meeting, PSE, the City, and other franchise holders and users of the Franchise Area shall seek to agree on a plan to reasonably coordinate all construction locations, activities, and schedules in a manner that minimizes delay or disruption of each Party's respective work.

5.1.2 Joint Use Policies. If PSE is excavating within the Franchise Area, then PSE shall allow the City the opportunity to share the excavation and trenches of PSE, provided that:

5.1.2.1 Such joint use shall not delay or interfere with the installation, operation, or maintenance of PSE's Facilities located therein and can otherwise be accommodated in accordance with Law and applicable PSE installation standards;

5.1.2.2 Such joint use shall not increase the cost for PSE in excess of that which PSE would otherwise bear; and

5.1.2.3 Such joint use shall be arranged and accomplished on terms and conditions satisfactory to all Parties and in accordance with Law.

- 5.2 Planning for PSE Projects; Records. Upon reasonable written request from the City, PSE shall provide the City with: (i) copies of any available PSE plan of potential improvements to PSE's Facilities within the Franchise Area if and as such information is needed by the City for its own planning purposes; and (ii) copies of any available drawings in use by PSE showing the approximate location of its Facilities within the Franchise Area if and as such information is needed by the City for right-of-way management purposes. Any such request by the City must be reasonable in scope and at intervals that minimize the administrative burdens on both Parties. Any release of information by PSE to the City pursuant to this Section 5.2 shall be subject to PSE's prior approval, which shall not be unreasonably withheld. Further, any information provided by PSE to the City pursuant to this Section 5.2: (a) shall be for informational purposes only and shall not obligate PSE to undertake any specific improvements within the Franchise Area, nor shall any such information be construed as a proposal to undertake any specific improvements within the Franchise Area; (b) shall be provided "as-is" and without any warranties with respect to the accuracy of such information; and (c) to the extent the locations of any of PSE's Facilities are shown, such Facilities will be shown in their approximate locations.
- 5.3 Emergency Management Coordination. Upon the written request of the City, and not more than once per year, PSE will (i) meet with the City Manager or designee to coordinate emergency operations plans within the Franchise Area and update contact information, and (ii) actively participate with appropriate City representatives in training, exercise, and planning activities related to emergency preparedness, response, recovery, and mitigation.
- 5.4 Coordination on Public Improvement Projects. For any Public Improvement Project that the City has identified as requiring coordination, the City will notify PSE when it commences design work for the Public Improvement Project and identify a City representative to coordinate the Public Improvement Project with PSE. After receiving such notification, PSE shall designate a representative to coordinate the Public Improvement Project with the City. The project coordinators shall cooperate and share information with respect to the Public Improvement Project. This information shall be reasonable in scope and content and be provided with a level of detail that is appropriate for coordinated planning, and may include, but is not limited to, project contacts, project details, applicable project schedules, identification of contractors, location of affected existing and planned Facilities, project status, and detailed and dimensioned plan specifications.
- 5.5 Pavement Disturbances. PSE shall comply with Law when disturbing pavement within the Franchise Area. If PSE has non-emergency plans to perform work in the Franchise Area that will require disturbing pavement or sidewalks in the same areas that the City has plans to resurface, overlay, or reconstruct roads or sidewalks as part of a Public Improvement Project, PSE will coordinate with the City to

schedule its work to occur prior to, or in conjunction with, the City's planned project to the extent reasonably practical.

- 5.6 Utility Locations; Scope of Disclosure. Nothing in this Franchise is intended (nor shall be construed) to relieve either Party of their respective obligations arising under Law with respect to determining the location of underground utility facilities. Notwithstanding anything in this Franchise to the contrary, PSE shall have no obligation to disclose any records, documents, or other information, in PSE's reasonable discretion, that are: (i) financial, commercial, or proprietary in nature, or (ii) critical energy infrastructure information as regulated under the Federal Power Act, 16 U.S.C. § 791, et seq., unless PSE is required by Law to disclose such records, documents, or other information.
- 5.7 Public Records Act. Nothing herein is intended (nor shall be construed) to prohibit the City from complying with the Public Records Act, Chapter 42.56 RCW (the "Act"), or any other Law or applicable court order requiring the release of public records. If the City receives a request under the Act to inspect or copy information provided by PSE under this Franchise, and the City reasonably determines that the release of such information is required by the Act or is otherwise appropriate, the City will notify PSE promptly (and no later than five (5) business days) after the City identifies the applicable information to allow PSE an opportunity to take action to prevent or limit the disclosure of such information. If PSE does not communicate in writing to the City, within ten (10) business days of receipt of the City's notice, its intent to take action to prevent or limit the disclosure of such information, then the City may release the applicable information. If PSE provides notice pursuant to this Section 5.7 of its intent to take action, PSE will take all necessary actions to prevent or limit the proposed disclosure in a manner so as to ensure the City's response is not delayed or improper under the Act. The City will comply with Law, including the Public Records Act and the Federal Power Act, and any applicable court order when responding to a public records request.

6. Relocation of Facilities.

6.1 Relocation Due to Public Improvement Project.

- 6.1.1 Whenever a Public Improvement Project is to be undertaken within the Franchise Area, and such Public Improvement Project requires the relocation of PSE's then existing Facilities (for purposes other than those described in Section 6.2), the City shall:
- 6.1.1.1 Provide PSE, within a reasonable time prior to the commencement of such Public Improvement Project, written notice of intent regarding such relocation ("Relocation Notice").
- 6.1.1.2 Provide PSE with reasonable plans and specifications sufficient, in PSE's discretion, to: (i) evaluate whether the proposed project constitutes a Public Improvement Project and whether relocation

of any Facilities within the Franchise Area is necessary, and (ii) if the project constitutes a Public Improvement Project that requires any such relocations, to develop an initial system design for such Public Improvement Project.

6.1.1.3 The City may request that existing overhead PSE Facilities be relocated underground in conformance with Section 17 hereof or as addressed elsewhere in this Franchise.

6.1.1.4 After receipt of a Relocation Notice and such plans and specifications, the City and PSE will work together to review the plans and specifications provided pursuant to this Section 6.1.1 as well as any proposed relocation of Facilities for such Public Improvement Project. For any Facilities that must be relocated within the Franchise Area for such Public Improvement Project, PSE will perform such relocations at no charge to the City and in accordance with a schedule mutually agreed upon by the City and PSE pursuant to Section 6.1.2. If the City requires the subsequent relocation of any such Facilities within five (5) years from the date of relocation of such Facilities pursuant to this Section 6.1, the City shall bear the entire cost of such subsequent relocation.

6.1.2 Relocation Date. The Relocation Notice shall specify the date by which relocation in accordance with Section 6.1.1 shall be completed by PSE ("Relocation Date"). In calculating the Relocation Date, which shall not be less than one hundred twenty (120) days after the date on which PSE receives the applicable Relocation Notice unless otherwise mutually agreed upon by the Parties, the City shall consult with PSE and consider the extent of Facilities to be relocated, PSE's customer service requirements, the construction sequence for the relocation within the City's overall project construction sequence, and any constraints to safely complete the relocation within the desired timeframe. If PSE agrees to complete the relocation of its existing Facilities within the Franchise Area in accordance with Section 6.1.1 on or before such Relocation Date, then PSE shall so inform the City within thirty (30) days of PSE's receipt of the Relocation Notice. If, however, PSE reasonably determines that it is impossible or impracticable to perform the relocation by the proposed Relocation Date or if PSE wishes to propose any alternatives to relocation of PSE's Facilities, then PSE shall so inform the City within thirty (30) days of PSE's receipt of the Relocation Notice and provide the City a reasonable alternative relocation timeline or one or more alternatives to relocation of PSE's Facilities. The Parties shall promptly meet and confer, in good faith and with due regard to all relevant facts and circumstance, to discuss the alternative relocation deadline or alternatives to relocation, as applicable, proposed by PSE and to determine a mutually agreeable Relocation Date or alternatives to relocation, as applicable. The City shall review in good faith PSE's revised timeline or alternatives to relocation, as applicable, giving it full and fair consideration

with due regard to all the facts and circumstances which bear upon the practicality of relocation and alternatives to relocation. PSE shall relocate such Facilities within the Franchise Area at no charge to the City and prior to the Relocation Date mutually agreed upon by the Parties.

6.1.3 Emergency Relocation. If, during the construction of any Public Improvement Project or other improvement undertaken by the City, an emergency posing a threat to public safety or welfare, or a substantial risk of severe economic consequences to the City, arises requiring the relocation of PSE's Facilities, the City shall give PSE notice of the emergency as soon as reasonably practicable. Upon receipt of such notice from the City, PSE shall endeavor to respond as soon as reasonably practicable to address the emergency situation, and if necessary, relocate the affected Facilities.

6.1.4 Delay Claim. With respect to any Relocation Date that is established in accordance with Section 6.1.2 above, PSE shall reimburse the City for additional costs, expenses, and/or damages (if any) incurred by the City that are directly attributable to PSE's failure to complete the relocation of its existing Facilities within the Franchise Area in accordance with Section 6.1 on or before such Relocation Date, but only to the extent that the City is liable or contractually obligated for the payment of such additional costs or expenses ("Delay Claim"). Notwithstanding the foregoing, PSE shall not be obligated to reimburse the City for any Delay Claim (or portion thereof) attributable to any cause whatsoever that is outside of PSE's control, including the acts or omissions of the City or of any third party, or for any delay attributable to a Force Majeure Event. The City shall notify PSE as soon as the City becomes aware of any circumstances that might reasonably result in a Delay Claim and cooperate with PSE to reasonably investigate, manage, and mitigate any Delay Claim. Upon receipt of a Delay Claim, the City shall promptly tender such Delay Claim to PSE together with such information as the City then has or may subsequently acquire pertaining to the nature and extent of such Delay Claim.

6.2 Relocation Due to Third Party Work.

6.2.1 Whenever any development, other than a Public Improvement Project, requires the relocation of PSE's Facilities to accommodate such development within the Franchise Area or other locations described in Section 3.1, or whenever the City requires the relocation of PSE's Facilities within the Franchise Area or other locations described in Section 3.1 for the benefit of any Third Party, PSE shall relocate its Facilities and shall have the right, as a condition of such relocation, to require such person or entity requiring such relocation to:

6.2.1.1 Make payment to PSE, at a time and upon terms reasonably acceptable to PSE, for any and all costs and expenses incurred by PSE in the relocation of PSE's Facilities; and

- 6.2.1.2 Indemnify and save harmless PSE from any and all claims and demands made against it on account of injury or damage to the person or property of another arising out of or in conjunction with the relocation of PSE's Facilities, to the extent such injury or damage is caused by the negligence of the person or entity requesting the relocation of PSE's Facilities or the negligence of the agents, servants, or employees of the person or entity requesting the relocation of PSE's Facilities.
- 6.2.2 Any condition or requirement imposed by the City upon any Third Party (including any condition or requirement imposed pursuant to any contract or in conjunction with approvals or permits for zoning, land use, construction, or development) which requires the relocation of PSE's Facilities shall be a required relocation for purposes of this Section 6.2; provided, that if the primary purpose of imposing such condition or requirement upon such person or entity is to cause the grading or widening of the Franchise Area on the City's behalf consistent with the City's six-year Transportation Improvement Program, Capital Investment Plan, or Transportation Facilities Program, then PSE shall relocate its Facilities within the Franchise Area in accordance with Section 6.1.
- 6.3 City Performance of Relocation Work. If the Parties mutually agree in writing that elements of relocation work involving PSE's Facilities within the Franchise Area to accommodate a Public Improvement Project would be most efficiently performed by the City or its contractors as part of the City's work for the underlying Public Improvement Project, the Parties may enter into a separate written agreement that details the elements of relocation work to be performed by the City involving PSE's Facilities. Except as otherwise required by Law, such agreement shall require PSE to be responsible for all direct design and construction costs incurred as a result of the City's performance of such elements of relocation work and may require PSE to be responsible for PSE's pro-rata share of all reasonable indirect costs incurred by the City to perform such elements of relocation work, including construction management and inspection, traffic control, mobilization, erosion and sedimentation control, trenching, backfill, and restoration as may be applicable to such elements of the relocation work. Neither Party will be obligated to enter into any such agreement for the City's performance of any elements of relocation work involving PSE's Facilities. In the absence of any such agreement, such elements of relocation work will be performed pursuant to this Franchise, including this Section 6.
- 6.4 Nothing in this Section 6 shall require PSE to bear any cost or expense in connection with the location or relocation of any Facilities then existing under benefit of easement or such other rights not derived from this Ordinance.
7. Indemnification and Hold Harmless.
- 7.1 PSE shall defend, indemnify and hold harmless the City, its officers, officials,

employees, and representatives from and against any and all claims, suits, actions, or liabilities made against the City, its officers, officials, employees, or representatives for injury or death of any person, or for loss or damage to property, to the extent such claims, suits, actions, or liabilities are caused by PSE's negligent acts, errors, or omissions, or from PSE's intentional misconduct, in exercising the rights granted to PSE under this Franchise. If any such claims, suits, actions, or liabilities are presented to or filed with the City, the City shall promptly notify PSE thereof in writing, and PSE shall have the right, at its election and at its sole cost and expense, to control the defense of, settle, and compromise such claims, suits, actions, or liabilities. Further, if any claim, suit, or action is begun against the City based upon any such claims, suits, actions, or liabilities, the City shall likewise promptly notify PSE thereof, and PSE shall have the right, at its election and its sole cost and expense, to settle and compromise such claim, suit, or action. As reasonably requested by PSE, and at PSE's expense, the City shall assist in defending any such claim, suit, or action. In addition, at its election and at its sole cost and expense, the City may employ separate counsel and participate in the defense of any such claim, suit, or action.

- 7.2 However, should a court of competent jurisdiction determine that this Franchise 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 PSE and the City, its officers, officials, employees, and volunteers, PSE's liability hereunder shall be only to the extent of PSE's negligence.
- 7.3 Inspection or acceptance by the City of any work performed by PSE under this Franchise at the time of completion of such work shall not be grounds for avoidance by PSE of any of its obligations under this Section 7.
- 7.4 Solely to the extent required to enforce the indemnification provisions of this Section 7, PSE waives its immunity under Title 51 RCW, Industrial Insurance; provided, however, the foregoing waiver shall not in any way preclude PSE from raising such immunity as a defense against any claim brought against PSE by any of its employees. This waiver has been mutually negotiated by the Parties. The provisions of this Section 7 shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

8. Insurance.

- 8.1 Insurance Term. PSE shall procure and maintain for the duration of this Franchise and as long as PSE has Facilities in the Franchise Area, insurance and/or self-insurance against claims for injuries to persons or damage to property which may arise from or in connection with this Franchise and use of the Franchise Area.
- 8.2 No Limitation. PSE's maintenance of insurance as required by this Franchise shall not be construed to limit the liability of PSE to the coverage provided by such

insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

8.3 Minimum Scope of Insurance. PSE shall obtain insurance of the types and coverage described below:

8.3.1 Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, pollution, and liability assumed under an insured contract. There shall be no exclusion for liability arising from explosion, collapse, or underground property damage. The City shall be included as an additional insured under PSE's Commercial General Liability insurance policy with respect this Franchise.

8.3.2 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.

8.3.3 Pollution Liability insurance shall be in effect throughout the term of this Franchise covering losses caused by pollution conditions that arise from the operations of PSE. Pollution Liability shall cover bodily injury, property damage, cleanup costs, and legal defense, including costs and expenses incurred in the investigation, defense, or settlement of claims. Pollution Liability coverage may be included within Commercial General Liability and/or self-insurance at the discretion of the Franchisee.

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

8.3.5 Excess or Umbrella Liability insurance shall be excess over and at least as broad in coverage as PSE's Commercial General Liability and Automobile Liability insurance. The City shall be included as an additional insured on PSE's Excess or Umbrella Liability insurance policy with respect to liability arising out of activities performed by or on behalf of PSE in connection with this Franchise to the extent of the limits required herein.

8.4 Minimum Amounts of Insurance. PSE shall maintain the following insurance limits:

8.4.1 Commercial General Liability insurance shall be written with limits no less than \$5,000,000 each occurrence, \$5,000,000 general aggregate.

8.4.2 Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$5,000,000 per accident.

8.4.3 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.

- 8.4.4 Excess or Umbrella Liability insurance shall be written with limits of not less than \$5,000,000 per occurrence and annual aggregate. The Excess or Umbrella Liability requirement and limits may be satisfied instead through PSE's Commercial General Liability and Automobile Liability insurance, self-insurance, or any combination thereof that achieves the overall required limits.
- 8.5 Other Insurance Provisions. PSE's Commercial General Liability, Automobile Liability, and Excess or Umbrella Liability policy or policies are to contain, or be endorsed to contain, that they shall be primary insurance to the extent of PSE's negligence and as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of PSE's insurance and shall not contribute with it.
- 8.6 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- 8.7 Verification of Coverage. PSE shall furnish the City with original certificates and a copy of the amendatory endorsements at the time of Franchise acceptance and then annually, including the additional insured endorsement, evidencing the insurance requirements of this Franchise.
- 8.8 Subcontractors. PSE shall cause each and every subcontractor of PSE to provide insurance coverage that complies with all applicable requirements of PSE-provided insurance as set forth herein, except PSE shall have sole responsibility for determining the limits of coverage required to be obtained by such subcontractors.
- 8.9 Notice of Cancellation. PSE shall provide the City with written notice of any policy cancellation within ten (10) business days of their receipt of such notice. In the event of any policy cancellation, PSE shall obtain and furnish to the City evidence of replacement insurance meeting the requirements of this Section 8.
- 8.10 PSE – Self-Insurance. If PSE is self-insured or becomes self-insured during the term of this Franchise, (i) the City may review PSE's financial position via its SEC filings available at <http://www.pugetenergy.com/pages/filings.html>; and (ii) PSE or its parent company is responsible for all required payments within the self-insured retention. Upon the City's request, PSE shall provide the City with reasonable written evidence that PSE is maintaining such self-insurance program.
9. Hazardous Substances. PSE shall comply with Environmental Laws in connection with its use and occupancy of the Franchise Area. PSE shall only use Hazardous Substances within the Franchise Area incident to PSE's normal business operations, and in all cases, (a) limited to such quantities as may be required in its normal business operations, (b) used, transported, or stored per manufacturer's instructions, and (c) used, transported, or stored only for its intended use. In the event PSE or its contractors cause a release of Hazardous Substances within the Franchise Area, PSE shall notify the City Manager or designee within twenty-four (24) hours of its discovery. PSE shall act promptly to remediate such

release of Hazardous Substances in accordance with Environmental Laws.

10. Moving Buildings within the Franchise Area.

10.1 If any Third Party obtains permission from the City to use the Franchise Area for the moving or removal of any building or other object, the City shall, prior to granting such permission, require such Third Party to make any necessary arrangements with PSE for the temporary adjustment of PSE's wires to accommodate the moving or removal of such building or other object. Such necessary arrangements with PSE shall be made, to PSE's satisfaction, not less than fourteen (14) days prior to the moving or removal of said building or other object. In such event, PSE shall, at the expense of the person or entity desiring to move or remove such building or other object, adjust any of its wires which may obstruct the moving or removal of such building or other object, provided that:

10.1.1 The moving or removal of such building or other object which necessitates the adjustment of wires shall be done at a reasonable time and in a reasonable manner so as not to unreasonably interfere with PSE's business; and

10.1.2 Where more than one route is available for the moving or removal of such building or other object, such building or other object shall be moved or removed along the route which causes the least interference with PSE's business, taking into account interference that alternatives would cause with other overhead Facilities.

11. Pole Attachments.

11.1 City Use of Facilities.

11.1.1 During the term of this Franchise, and with respect to poles that are Facilities and that are (i) wholly owned by PSE and (ii) are located within the Franchise Area, the City, subject to PSE's prior written consent which shall not be unreasonably withheld, may install and maintain City-owned overhead wires and cables for police, fire, traffic control, communications, and other non-commercial municipal purposes. The foregoing rights of the City to install and maintain such wires and cables are further subject to the following:

11.1.1.1 Such installation and maintenance shall be performed by the City at its sole risk and expense, in accordance with Law and subject to such reasonable requirements as PSE may specify from time to time (including requirements accommodating PSE's Facilities or the facilities of other parties having the right to use PSE's Facilities); and

11.1.1.2 PSE shall have no obligation under Section 7, Section 8, or Section 9 in connection with any City-owned wires installed or maintained

on PSE's Facilities.

11.1.1.3 The City shall indemnify, defend, and hold harmless PSE in connection with the City's use of PSE's Facilities.

11.1.2 The Parties entering into an appropriate pole attachment agreement, consistent with Laws and PSE's then-current standards, processes, and procedures, addressing the terms and conditions applicable to the City's use of PSE's poles. PSE shall not charge the City a fee for its non-commercial use of such poles in accordance with this Section 11; provided, however, that nothing herein shall require PSE to bear any cost or expense in connection with any such use by the City.

12. Third Party Attachments. The City acknowledges that PSE is subject to and must comply with Law governing attachments of wires, devices, and other equipment owned by third parties to PSE's electric distribution pole Facilities within the Franchise Area.

12.1 As of the effective date of this Ordinance, PSE and third parties having attachments of wires, devices, and other equipment to PSE's electric distribution pole Facilities within the Franchise Area use the National Joint Utilities Notification System ("NJUNS") as the means of providing official notice between them of actions required to be taken and reporting of actions taken by such third parties with respect to such attachments. To the extent consistent with Law and at the request of the City, PSE will use commercially reasonable efforts (subject to the functional capabilities and limitations of NJUNS in place from time to time) to include the City as an interested party to any notification tickets submitted by PSE in NJUNS with respect to any of PSE's electric distribution pole Facilities within the Franchise Area that are permanently no longer in use by PSE and which contain Third Party attachments. The City may monitor activity associated with such Third Party attachments through NJUNS.

12.2 The Parties shall work together to utilize commercially reasonable efforts that may be available, including by not limited to (a) exercising contractual rights stemming from applicable pole attachment agreements or franchise agreements and (b) municipal code enforcement authority, to require third parties that have third-party attachments to PSE pole Facilities within the Franchise Area that should be removed to remove such attachments in a timely manner so as to avoid or minimize impacts to any PSE relocation, removal, or undergrounding of any of PSE's Facilities within the Franchise Area pursuant to this Franchise, or to any other timeline established by this Franchise whether for a Public Benefit Improvement or other project type.

13. Dispute Resolution and Noncompliance

13.1 Dispute Resolution.

13.1.1 A Dispute must be resolved in accordance with the dispute resolution procedures set forth in this Section 13. A Party will notify the other Party

promptly following the occurrence or discovery of a Dispute. The initial mechanism to resolve a Dispute will be by negotiation between the Parties' representatives, so designated by the Parties by notice given pursuant to this Section 13.1.1.

13.1.2 If the Parties cannot resolve a Dispute satisfactorily within fifteen (15) business days after receipt of the initial notice in accordance with Section 13.1.1, either Party may thereafter deliver to the other Party notice initiating the dispute resolution procedures set forth in this Section 13.1.2 (the "Dispute Notice"). The Dispute Notice shall (a) contain a detailed description of the issues in Dispute, (b) identify the senior officers or administrators authorized to settle the Dispute on behalf of the Party providing such notice, and (c) propose a date or dates not less than thirty (30) days after the date of the Dispute Notice, on which such officers or administrators are available for a meeting to resolve such Dispute. The recipient Party shall, within ten (10) business days following its receipt of the Dispute Notice, provide to the notifying Party a parallel schedule of availability of the recipient Party's senior officers or administrators duly authorized to settle the Dispute. Following delivery of the respective senior officers' or administrators' schedules of availability, the senior officers or administrators so designated shall engage in good-faith negotiations for a period of at least thirty (30) days after the first meeting between such officers or administrators (or such other time period as may be agreed upon by the Parties), to resolve the Dispute to the satisfaction of both Parties.

13.1.3 If at any time after the expiration of such thirty (30) day period (or such other time period as may be agreed upon by the Parties pursuant to Section 13.1.2), a Party determines that continued negotiations with the other Party will not result in a resolution of the Dispute, and if the Party reasonably believes that the other Party is in default of its obligations under this Franchise, such Party may serve upon the other Party a written order to comply with the provisions of this Franchise pursuant to Section 13.2 "Noncompliance; Cure".

13.1.4 Except as otherwise provided in Section 13.1.3, the Parties intend that the procedures for dispute resolution set forth in this Section 13.1 be exhausted before a Party exercises any other right or remedy available under this Franchise.

13.2 Noncompliance; Cure. If PSE fails to comply with the provisions of this Franchise, the City may serve upon PSE a written order to so comply within sixty (60) days from the date such order is received by PSE; except, however, if any failure to comply with this Franchise by PSE cannot reasonably be corrected with due diligence within said sixty (60) day period (PSE's obligation to comply and to proceed with due diligence being subject to unavoidable delays and events beyond its control), then the time within which PSE may so comply shall be extended for such time as may be reasonably necessary and so long as PSE commences promptly

and diligently to effect such compliance. If PSE is not in compliance with this Franchise after expiration of the applicable cure period under this Section 13.2, the City may, by ordinance, declare an immediate forfeiture of this Franchise.

- 13.3 No Release. Termination of this Franchise shall not release either Party from any liability or obligation with respect to any matter arising out of this Franchise prior to the date of such termination, nor shall such termination release PSE from any obligation to remove or secure its Facilities and restore the Franchise Area pursuant to the terms of this Franchise.

14. Nonexclusive Franchise.

- 14.1 This Franchise is not and shall not be deemed to be an exclusive franchise. This Franchise shall not in any manner prohibit the City from granting other and further consents, approvals, permits, or franchises over, upon, and along the Franchise Area which do not interfere with PSE's rights under this Franchise.
- 14.2 This Franchise shall not prohibit or prevent the City from using the Franchise Area or affect the jurisdiction of the City over the same or any part thereof.
- 14.3 The City reserves the right to acquire, construct, own, operate, and maintain a municipal electric utility to serve all or any portion of the City, at any time during the term of this Franchise and to fully exercise such right in accordance with Law.

15. Assignment.

- 15.1 PSE shall not assign this Franchise to any unaffiliated third party without the prior consent of the City, which consent shall not be unreasonably withheld, conditioned or delayed. If PSE shall assign or transfer rights, benefits, and privileges in and under this Franchise, such assignee or transferee shall, within thirty (30) days of the date of any assignment or transfer, file written notice of the assignment or transfer with the City together with its written acceptance of and agreement to be bound by all terms and conditions of this Franchise. Nothing herein is intended to preclude PSE from exercising the right, without notice or written acceptance by the City, to mortgage its rights, benefits, and privileges in and under this Franchise.

16. Modification and Amendment.

- 16.1 This Franchise may be amended only by written instrument, signed by both Parties, which specifically states that it is an amendment to this Franchise and is approved and executed in accordance with applicable laws of the State of Washington. Without limiting the generality of the foregoing, this Franchise shall govern and supersede and shall not be changed, modified, deleted, added to, supplemented, or otherwise amended by any consent, approval, permit, license, agreement, or other document required by or obtained from the City in conjunction with the exercise (or failure to exercise) by PSE of any and all

rights, benefits, privileges, obligations, or duties in and under this Franchise, unless such consent, approval, permit, license, agreement, or other document specifically:

16.1.1 References this Franchise; and

16.1.2 States that it supersedes this Franchise to the extent it contains terms and conditions which change, modify, delete, add to, supplement, or otherwise amend the terms and conditions of this Franchise.

In the event of any conflict or inconsistency between the provisions of this Franchise and the provisions of any such consent, approval, permit, license, agreement, or other document, the provisions of this Franchise shall control.

16.2 The Parties agree to renegotiate the terms of this Franchise, if, during the term of this Franchise:

16.2.1 There becomes effective any change in federal or state law which:

16.2.1.1 Affords either Party the opportunity to negotiate in good faith a term or condition of this Franchise which term or condition would not, prior to such change, have been consistent with federal or state law; or

16.2.1.2 Preempts or otherwise renders null and void any term or condition of this Franchise which has theretofore been negotiated in good faith.

Then, in such event, either Party may, within one hundred eighty (180) days of the effective date of the change in federal law, notify the other Party in writing that such Party desires to commence negotiations to amend this Franchise. Such negotiations shall encompass only the specific terms and conditions affected by such change in federal or state law, and neither Party shall be obligated to re-open negotiations on any other terms or conditions of this Franchise that are unrelated to such specific terms and conditions. Within thirty (30) days from and after the other Party's receipt of such written notice, the Parties shall, at a mutually agreeable time and place, commence such negotiations. Pending completion of such negotiations resulting in mutually agreeable amendment of this Franchise, adoption of such amendment by ordinance by the City and acceptance of such ordinance by PSE, and except as to any portion thereof which has been preempted or otherwise rendered null and void by such change in federal or state law, this Franchise shall remain in full force and effect.

17. Undergrounding of Facilities.

17.1 PSE acknowledges that the City desires to promote a policy of undergrounding of Facilities within the Franchise Area. The City acknowledges that PSE

provides electrical service on a non-preferential basis subject to and in accordance with Tariffs on file with the WUTC (or such other regulatory agency having jurisdiction). Subject to and in accordance with such Tariffs, PSE will cooperate and may participate with the City in the formulation of policy and development regulations concerning undergrounding of PSE's Facilities within the Franchise Area.

- 17.2 The City may by written notice to PSE request PSE to underground its existing distribution Facilities (of 15,000 volts or less) within the Franchise Area. Any such conversion of PSE's existing Facilities shall be accomplished subject to and in accordance with PSE's Tariffs.
- 17.3 If PSE elects to install new overhead distribution Facilities (of 15,000 volts or less) within the Franchise Area or a new extension of existing overhead distribution Facilities within the Franchise Area, PSE will provide written notice to the City Manager. The City may by written notice to PSE request PSE to install such Facilities underground within the Franchise Area. Any such installation underground of PSE's Facilities shall be accomplished subject to and in accordance with PSE's Tariffs.

18. Decommissioned Facilities.

- 18.1 Notice. If PSE determines a PSE-owned utility pole Facility located within the Franchise Area is no longer necessary to provide PSE service and is a Decommissioned Pole, then PSE shall so notify the City. PSE shall use commercially reasonable efforts to remove such Decommissioned Pole from the Franchise Area within ninety (90) days of the date of such notice, subject to any delay attributable to the acts or omissions of the City or a Force Majeure Event.
- 18.2 City Request. If the City reasonably determines that a PSE-owned utility pole Facility located within the Franchise Area is no longer in use by PSE, then the City may request that PSE determine if such utility pole is a Decommissioned Pole. Within sixty (60) days after PSE's receipt of such a request, PSE shall review the status of the utility pole Facility in question. If PSE should determine such utility pole Facility to be a Decommissioned Pole, then PSE shall give the City notice thereof, in accordance with Section 18.1. If PSE shall determine such utility pole Facility not to be a Decommissioned Pole, then PSE shall so notify the City and such notice shall explain the basis for making such determination. The Parties agree to cooperate and establish mutually agreeable procedures for the implementation of this Section 18.2 to achieve the right-of-way management objectives of the City in a manner that minimizes the administrative burdens on both Parties.

19. Vegetation Management.

- 19.1 PSE shall, on an annual basis, provide the City a list of locations within the Franchise Area at which PSE anticipates performing vegetation management activities; provided that such list shall not limit PSE's right under this Franchise

to cut, trim, or otherwise remove vegetation at any time within this Franchise Area which, due to proximity to PSE's Facilities, pose an imminent threat to public safety or as otherwise permitted under Washington law.

- 19.2 PSE shall, in coordination with the City, identify vegetation species appropriate for location in proximity to PSE's Facilities and shall cooperatively act with the City to promote use of such identified species within and adjacent to the Franchise Area.
- 19.3 PSE shall not commence non-emergency vegetation management work without notice to abutting private property owners or occupants at least ten (10) working days in advance of the work to be performed, including the location, and description of the work to be performed, the date work is planned to commence, and a contact name and telephone number at PSE. In performing vegetation management work, PSE shall comply with ANSI 300 pruning standards. At the request of an abutting private property owner, PSE shall employ or consult with a certified arborist to assess the type of pruning proposed to be done and/or shall provide the abutting owner with alternatives to the type of pruning proposed to be done. PSE will reasonably consider alternatives proposed by the abutting property owner and any arborist hired by the property owner.
- 19.4 Nothing in this Ordinance is intended to absolve PSE from any liability resulting from damage caused by trees that are severely pruned or topped by PSE and subsequently fall as a result of such pruning or topping.

20. Condemnation.

- 20.1 The existence of this Franchise shall not preclude the City from acquiring by condemnation, in accordance with Law, all or a portion of PSE's Facilities within the Franchise Area.

21. Reimbursement of Administrative Costs.

- 21.1 Pursuant to RCW 35.21.860, PSE shall reimburse the City for all actual administrative expenses and costs incurred by the City that are directly related to receiving and approving a permit, license, or this Franchise, to inspecting plans and construction pursuant to this Franchise, and to preparing a detailed statement, as may be required by Chapter 43.21C RCW.
- 21.2 The City shall invoice PSE for all administrative expenses and costs to be reimbursed by PSE hereunder within thirty (30) days after such expenses and costs have been calculated, along with an itemized statement showing such expenses and costs. PSE shall remit payment therefore within thirty (30) days of receipt of the City's invoice.
- 21.3 If PSE disputes any expense or cost included on the City's invoice, PSE shall nevertheless pay such disputed expense or cost within the time period set forth

above; provided, however, that if the City receives PSE's written objection to an invoiced expense or cost within thirty (30) days of the City's receipt of PSE's payment of such disputed expense or cost, the Parties shall thereafter meet in good faith to discuss and to attempt to resolve PSE's objection; provided, further, however, that nothing herein shall be construed as obligating the City to reduce or eliminate the disputed expense or cost. At such meeting, the City shall provide PSE such further documentation as may reasonably and practicably be required by PSE to verify the expense or objection.

22. Performance Bond. PSE may obtain and furnish to the City a performance bond in an amount of fifty thousand U.S. dollars (\$50,000.00) (or such other amount as may be reasonably requested by the Director and mutually agreed upon by the Parties, up to a maximum of one hundred thousand U.S. dollars (\$100,000.00)) to ensure the performance of PSE's restoration obligations under this Franchise. PSE will pay all premiums or costs associated with maintaining such performance bond and will keep such bond in full force and effect at all times during the term of this Franchise. The Parties agree that PSE's maintenance of the bond required under this Section 22 will not be construed to excuse PSE's failure to perform such obligations or to limit the liability of PSE to the amount of such bond, and will be in lieu of obtaining permit-specific bonds as required under the BIMC.
23. Work of Contractors and Subcontractors. Work performed by PSE's contractors and subcontractors is subject to the same restrictions, limitations, and conditions as if the work were performed by PSE and shall be performed in compliance with this Franchise and Law. As between the Parties and for purposes only of this Franchise, PSE shall be responsible for all such work performed on PSE's behalf by its contractors and subcontractors within the Franchise Area; provided, however, that nothing herein is intended nor shall be construed to be a change, modification, amendment, diminution, reduction, waiver, release, or relinquishment (in whole or in part) of any duty, obligation, responsibility, or liability of any such contractor or subcontractor for the full, timely, and satisfactory performance of such work.
24. Notice. All communications required or permitted by this Franchise (collectively, for purposes of this Section 24, a "Notice") shall be in writing and directed to the recipient at the address set forth below, unless Notice of change of address or recipient is provided to the other Party. Any Notice given shall be delivered in person, via email, sent by documented overnight delivery service or mailed by certified or registered mail, postage prepaid, to the appropriate Party at the addresses referenced below or the email address, or to such other address as the Parties may hereinafter designate. Unless otherwise specified in this Franchise, a Notice shall be effective (and considered received for purposes of this Franchise): (a) if delivered by hand, upon delivery; (b) if sent by documented overnight delivery service, on the date delivered; (c) if by email, when acknowledged by the recipient as having been received; or (d) if mailed via certified or registered mail, three (3) days after depositing in the U.S. Mail. Effective notice to the City by any of the methods outlined above must include delivery of copies to both the City Public Works Department and to the City Attorney's office at the addresses set forth below.

To City:
City of Bainbridge Island
Public Works Department
280 Madison Avenue
Bainbridge Island, WA 98110

To PSE:
Puget Sound Energy
Municipal Relations
P.O. Box 97034
Bellevue, WA 98009-9734
Copy to: Municipal.Relations@pse.com

Copy to: pwadmin@bainbridgewa.gov

Copy to:
City of Bainbridge Island
City Manager
280 Madison Avenue
Bainbridge Island, WA 98110

25. Miscellaneous.

- 25.1 Severability; Construction. If any term or provision of this Franchise prohibited or rendered unenforceable by any Law shall be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining portions of this Franchise, which shall continue in full force and effect. Upon such determination that any term or provision of this Franchise is prohibited or rendered unenforceable, the Parties shall negotiate in good faith to modify this Franchise so as to maintain the original intent of the Parties as closely as possible in an acceptable manner so that the rights and obligations of the Parties under this Franchise are fulfilled to the greatest extent possible. The headings of sections and paragraphs of this Franchise are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of such sections or paragraphs. Terms such as “includes,” “including,” “such as,” and “or” will be interpreted as non-exclusive and without limitation.
- 25.2 Remedies. Nothing in this Franchise shall be construed as limiting any judicial remedies that the City may have, at law or equity, for enforcement of this Franchise.
- 25.3 WUTC Tariffs. This Franchise is subject to the provisions of any applicable Tariff of PSE on file with the WUTC (or such other regulatory agency having jurisdiction). In the event of any conflict or inconsistency between the provisions of this Franchise and any PSE Tariff, the provisions of such Tariff shall control. If PSE makes an application for any changes in its Tariffs affecting the provisions of this Franchise, PSE shall notify the City in writing of said application and provide the City with access to a copy of the filing within ten (10) business days of filing with the WUTC. PSE shall thereafter provide the City with a copy of any approved Tariff(s) affecting the provisions of this Franchise.

- 25.4 Governing Law; Venue. This Franchise shall be governed by and construed in accordance with the laws of the State of Washington. The Kitsap County Superior Court have proper venue for any dispute related to this Franchise.
- 25.5 No Waiver. The failure of either Party to insist upon or enforce strict performance of any provision of this Franchise, or to exercise any right or remedy under this Franchise or Law, will not be construed as a waiver or relinquishment to any extent of the right to assert or rely upon any such provision, right, or remedy in that or any other instance; rather, the same will be and remain in full force and effect.
- 25.6 Attorneys' Fees. If a suit or other action is instituted in connection with any controversy arising out of this Franchise, each Party shall bear its own legal costs and attorney fees incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by Law; provided, however, nothing in this Section 25.6 shall be construed to limit the City's right to indemnification under Section 7 of this Franchise.
- 25.7 Publication. The cost of publication of this Franchise shall be borne by PSE.
- 25.8 No Third-Party Beneficiary. Nothing in this Franchise shall be construed to create any rights in or duties to any Third Party, nor any liability to or standard of care with reference to any Third Party. This Franchise shall not confer any right or remedy upon any person other than the City and PSE. No action may be commenced or prosecuted against either the City or PSE by any Third Party claiming as a third-party beneficiary of this Franchise. This Franchise shall not release or discharge any obligation or liability of any Third Party to either the City or PSE.
- 25.9 Survival. All of the provisions, conditions, and requirements of this Franchise that must be reasonably construed as surviving the expiration or termination of this Franchise in order to give full force and effect to the intent of the Parties as set forth herein, shall survive the expiration or termination of this Franchise, regardless of whether such survival is expressly specified herein.
- 25.10 Force Majeure. If performance of this Franchise or of any obligation hereunder is prevented or substantially restricted or interfered with by reason of a Force Majeure Event, the affected Party, upon giving notice to the other Party, shall be excused from such performance to the extent of and for the duration of such prevention, restriction, or interference. The affected Party shall use its reasonable efforts to avoid or remove such causes of nonperformance and shall continue performance hereunder whenever such causes are removed. Notwithstanding the foregoing, the insufficiency of funds, financial inability to perform, or changes in such Party's cost of performing its obligations hereunder shall not constitute a Force Majeure Event.
26. Acceptance. This Franchise may be accepted by PSE by its filing with the City Clerk an unconditional written acceptance within sixty (60) days from the City's final approval and

execution of this Franchise, in the form attached as Exhibit A. Failure of PSE to so accept this Franchise shall be deemed a rejection by PSE and the rights and privileges granted herein shall cease.

27. Effective Date. This Ordinance shall be effective on _____, 2024, having been: (i) introduced to the City Council of the City not less than five days before its passage; (ii) first submitted to the City Attorney on _____, 2024; (iii) published at least five days prior to the date on which this Ordinance is effective and as otherwise required by Law; and (iv) passed at a regular meeting of the legislative body of the City by a vote of at least five members of the City Council of the City on _____, 2024. This Franchise shall take effect as of the date of PSE's written acceptance thereof pursuant to Section 26 (the "Effective Date").

PASSED by the City Council this ____ day of _____, 2024.

APPROVED by the Mayor this ____ day of _____, 2024.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	May 31, 2024
PASSED BY THE CITY COUNCIL:	_____, 2024
PUBLISHED:	_____, 2024
EFFECTIVE DATE:	_____, 2024
ORDINANCE NUMBER:	2024-16

CITY COUNCIL OF THE CITY OF
BAINBRIDGE ISLAND, WASHINGTON

In the matter of the application
of Puget Sound Energy, Inc., a
Washington corporation, for a
Franchise to construct,
operate, and maintain facilities
in, upon, over, under, along,
across, and through the
franchise area of the City of
Bainbridge Island,
Washington

Ordinance No. 2024-16

ACCEPTANCE

WHEREAS, the City Council of the City of Bainbridge Island, Washington, has granted a franchise to Puget Sound Energy, Inc., a Washington corporation, its successors and assigns, by enacting Ordinance No. 2024-16, bearing the date of _____, 2024; and

WHEREAS, a copy of said Ordinance granting said franchise was received by the Puget Sound Energy, Inc. on _____, 2024, from said City of Bainbridge Island, Kitsap County, Washington.

NOW, THEREFORE, Puget Sound Energy, Inc., a Washington corporation, for itself, its successors and assigns, hereby accepts said Ordinance and all the terms and conditions thereof, and files this, its written acceptance, with the City of Bainbridge Island, Kitsap County, Washington.

IN TESTIMONY WHEREOF said Puget Sound Energy, Inc. has caused this written Acceptance to be executed in its name by its undersigned _____ thereunto duly authorized on this ____ day of _____, 2024.

ATTEST: PUGET SOUND ENERGY, INC.

_____ By: _____

Copy received for City of Bainbridge Island
On _____, 20__

By: _____
Christine Brown, MMC, City Clerk

Overview of Puget Sound Energy Franchise

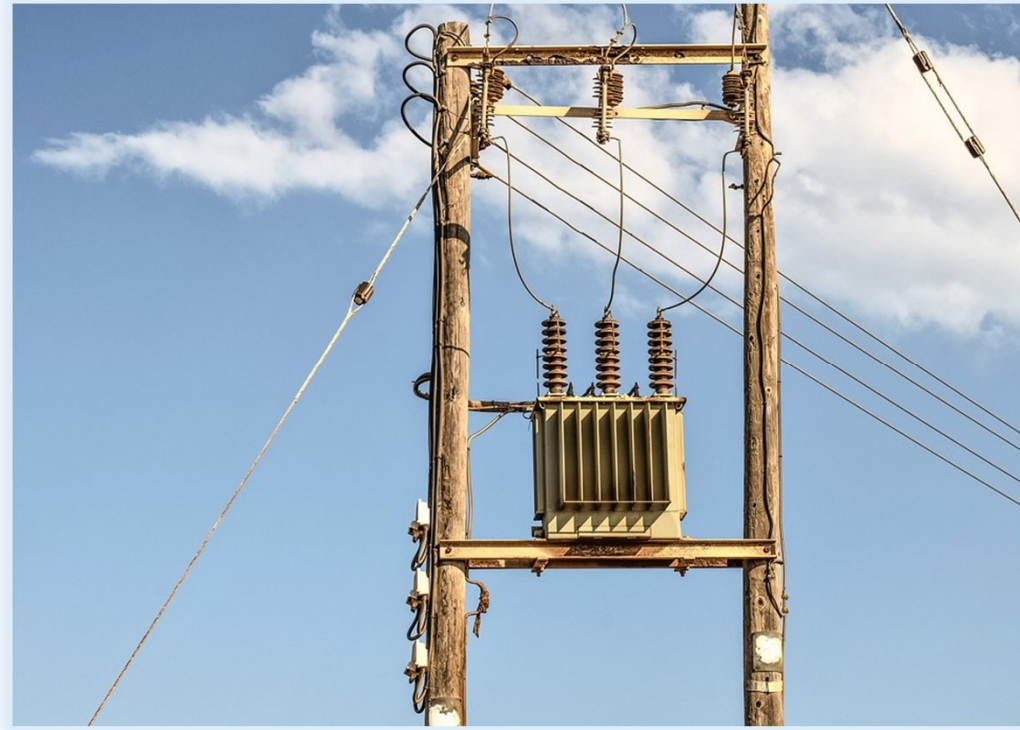


Draft Franchise Agreement Creation

- The City and Puget Sound Energy have been in discussions regarding a new franchise agreement for multiple years. Note -- There is an MOU being negotiated at the same time – this franchise is not related to that.
- The prior franchise was approved through Ord. 2007-11 (15 years).
- This draft franchise uses the old franchise as a starting point with revisions from there using updated best practices, updates based on the working relationship over the term of the last agreement, terms and conditions from other similar agreements, and input from the Risk Manager.
- The Public Works Director took the lead in preparation of this document along with the City Attorney's office. Your risk manager at WCIA also provided detailed input on the insurance provisions.

Key Provisions of the New PSE Franchise Agreement

- Franchise Grant – Grants PSE the right to operate/install/maintain facilities in the City's rights-of-way for electricity.
- Term – 15-year term with one additional 5-year renewal term which either party can request.
 - Initial term is similar to prior agreement.
- Nonexclusive Franchise – City can grant franchises for the franchise area which do not interfere with PSE's rights.



Key Provisions Continued

- Indemnification – Protective of the City to the extent of PSE's negligence or intentional misconduct in exercising the rights granted to PSE under this Franchise.
- Insurance – Includes pollution liability, discussed later in more detail. Also includes an excess or umbrella insurance as well.
 - This was extensively updated and reviewed by the City's risk manager at WCIA.



Key Provisions Continued

- Project Coordination – City will provide notice to PSE of future Public Improvement Projects “*The project coordinators shall cooperate and share information with respect to the Public Improvement Project.*”
- Relocation – City shall provide PSE with written notice of project which will require PSE relocation within a reasonable time prior to start of project. Reasonable time will be no less than 120 days unless agreed to by both parties. PSE relocation will be completed at PSE’s expense.
 - Consistent with existing franchise and practice.
- Delay Claims – With respect to a relocation required by the terms of the franchise, PSE shall reimburse the City for additional costs, expenses, and/or damages (if any) incurred by the City that are directly attributable to PSE’s failure to complete the relocation.
 - New – beneficial addition for the City.

Key Provisions Continued

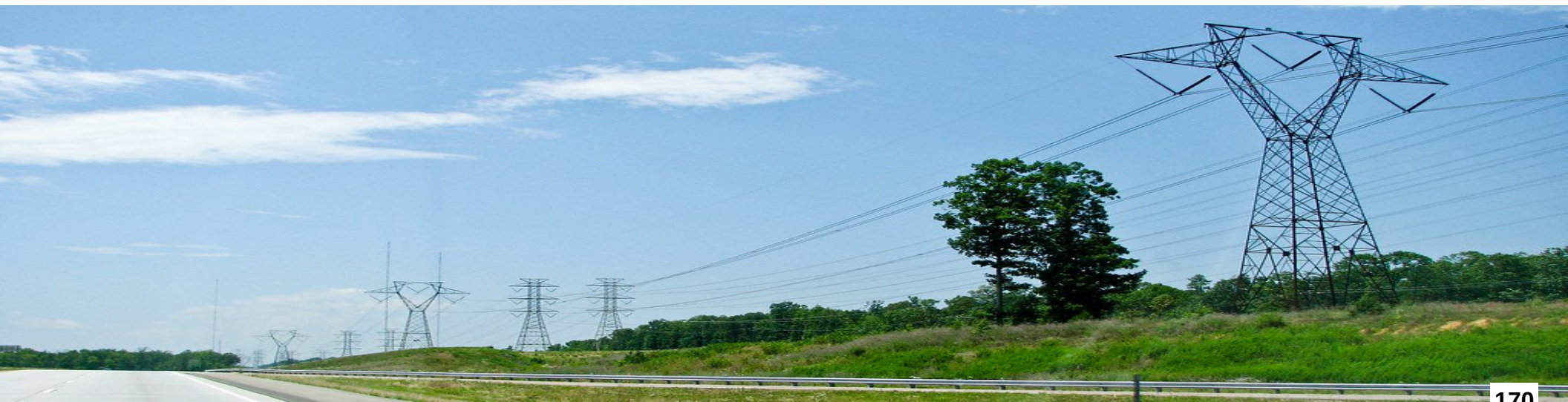
- Hazardous Substances - PSE shall comply with Environmental Laws. Limitations on use of Hazardous Substances only when (a) limited to such quantities as may be required in its normal business operations, (b) used, transported, or stored per manufacturer's instructions, and (c) used, transported, or stored only for its intended use. If there is a release of Hazardous Substances within the Franchise Area, PSE shall notify the City within twenty-four (24) hours of its discovery. PSE shall act promptly to remediate such release of Hazardous Substances in accordance with Environmental Laws.
 - New Section, though compliance with Law was always required.
- Pollution Liability Coverage – must be in effect for the term of the agreement covering losses caused by pollution conditions that arise from the operations of PSE. Includes cleanup costs and investigation and settlement of claims.
 - New Section.

Key Provisions Continued

- Third Party Attachments - The Parties shall work together to utilize commercially reasonable efforts (exercising contractual rights stemming from applicable pole attachment agreements or franchise agreements and (b) municipal code enforcement authority) to require third parties to remove such attachments in a timely manner.
- Undergrounding – PSE will cooperate and may participate with the City in the formulation of policy and development regulations concerning undergrounding, subject to PSE's tariff's. PSE will also underground distribution facilities when requested by the City subject to the existing Tariffs.
- Decommissioned Facilities - PSE shall use commercially reasonable efforts to remove a Decommissioned Pole within ninety (90) days of notice to the City.

Key Provisions Continued

- Vegetation Management – PSE will provide annual notice to the City of anticipated locations for vegetation management. PSE will provide 10 days notice to abutting private property owners where vegetation management will occur in non-emergency situations. PSE shall comply with ANSI 300 pruning standards. PSE has legal right to protect lines through vegetation management.
 - Similar to existing Franchise.



Key Provisions Continued

- Dispute Resolution – Starts with negotiations between the Parties' representatives. Then moves to good-faith negotiation between PSE and City senior officers or administrators. If unresolved at that point, the other party can serve a written order regarding noncompliance and obligation to cure. If uncured within 60 days of receipt, the City may, by ordinance, declare immediate forfeiture of the Franchise.
 - Adds more process to resolve issues beyond what was in existing Franchise.
- Amendments – Only through written agreement of both parties.

Contact Us

Daniel Kenny
dpkenny@omwlaw.com
206-447-2258

OMW



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 2024

ESTIMATED TIME:

AGENDA ITEM: Adopt Resolution No. 2024-17 Opposing the Lava Ridge Wind Project,

SUMMARY: On October 8, 2024, the Council agreed to consider a resolution of opposition of the Lava Ridge Wind Project and to support the Minidoka National Historic Site.

The attached resolution opposes the proposed Lava Ridge Wind Project near the Minidoka National Historic Site. Council previously passed Resolution No. 2022-11 opposing the Lava Ridge Wind Project. The Bainbridge Island Japanese American Community and the Bainbridge Island Japanese American Exclusion Memorial Association have requested that Council reaffirm their opposition to the proposed project.

Recently, King County Executive Dow Constantine and King County Council Chair Dave Upthegrove sent a joint letter in opposition to the proposed Lava Ridge Wind Farm Project.

AGENDA CATEGORY: Resolution

PROPOSED BY: City Council

RECOMMENDED MOTION: Adopt Resolution No. 2024-17 opposing the Lava Ridge Wind Project.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Resolution Supporting BIJAEMA and Minidoka National Historic Site.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2024-17

A RESOLUTION of the City Council of Bainbridge Island, Washington supporting the protection of the Minidoka National Historic Site and urging the Washington State Congressional Delegation to support and protect it from the U.S. Department of the Interior's proposed Lava Ridge wind project located on federal land managed by the Bureau of Land Management.

WHEREAS, in 1942 a monumental wrong was perpetrated under the cover of government authority. The rights of citizens of Japanese ancestry were ignored, and they were imprisoned. Wartime hysteria and racism combined to support this injustice; and

WHEREAS, eighty years ago, on February 19, 1942, President Franklin D. Roosevelt signed Executive Order No. 9066, which authorized the removal of anyone of Japanese American ancestry from the entire west coast of the United States; and

WHEREAS, on March 24, 1942, the Bainbridge Island Japanese American community was notified that they would be forced from their homes in 6 days and sent to an unknown destination; and

WHEREAS, on March 30, 1942, 227 Bainbridge Islanders of Japanese American descent were herded aboard the Ferry KEHLOKEN, on their way to a concentration camp in California. Most of this group were ultimately transferred to Minidoka, Idaho, where they joined other Japanese Americans from Washington and Alaska Natives; and

WHEREAS, after World War II ended, over half of the exiled Islanders returned to Bainbridge Island where they were welcomed and resumed their roles as valued members of the Bainbridge Island Community; and

WHEREAS, members of the Japanese American community around the country pushed for public acknowledgement of the wrong that had been perpetrated; and

WHEREAS, in 2001, President Clinton designated the Minidoka Internment National Monument, where most of the Bainbridge Islanders spent their incarceration, as a unit of the National Park System; and

WHEREAS, the Bainbridge Island Japanese American Community was involved in developing the Minidoka general management plan; and

WHEREAS, at the same time, leaders of the Bainbridge Island Japanese American Community and other concerned citizens decided to create a Memorial to the exclusion experience on Bainbridge Island; and

WHEREAS, as authorized by legislation sponsored by U.S. Senator Patty Murray, the NPS completed the "Bainbridge Island Japanese American Memorial Study of Alternatives and Environmental Assessment," in December 2005; and

WHEREAS, in 2006, NPS completed the general management plan that identified Minidoka's fundamental resources and values including protecting Minidoka's viewshed, immersive setting and sense of remoteness and isolation; and

WHEREAS, in 2008, then-Rep. Jay Inslee worked with Senator Cantwell, Senator Murray and the Idaho Congressional delegation to pass bipartisan legislation to expand the Minidoka National Historic Site to include the Eagledale Ferry Dock site as a satellite unit; and

WHEREAS, together Minidoka and the Bainbridge Island Memorial help tell the story of the forced incarceration of Japanese Americans during World War II, the military service and sacrifice of Nisei soldiers and the courage to resist the U.S. Government's violation of civil liberties. These sites are sacred ground. They serve as places for healing, education, remembrance and inspiration; and

WHEREAS, on his first day in office President Biden issued an Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government; and

WHEREAS, in August 2021, the Bureau of Land Management ("BLM") announced the beginning of the permitting process for the proposed Lava Ridge wind project which would be located on federal public land in Minidoka's viewshed; and

WHEREAS, the NPS mission is to preserve unimpaired the natural and cultural resources and values we hold dear. NPS has a statutory mission to protect Minidoka's fundamental resources and values unimpaired for the benefit of future generations and to tell the stories of the living conditions of incarcerated; and

WHEREAS, the preservation and protection of Minidoka and Japanese American confinement sites is important for the Bainbridge Island Japanese American Community, for Japanese Americans everywhere, and for the country as a whole in the ongoing struggle against racial injustice and to live up to our nation's highest ideals; and

WHEREAS, with support from Congress, the National Park Service has made significant financial investments in Minidoka and the Bainbridge Island Memorial through the Japanese American Confinement Sites (JACS) grant program and other funding sources, which has leveraged significant investments from the Japanese American community and local partners; and

WHEREAS, in February 2022, President Biden wrote that "Preserving incarceration sites as national parks and historic landmarks is proof of our Nation's commitment to facing the wrongs of our past, to healing the pain still felt by survivors and their descendants, and to ensuring that we always remember why it matters that we never stop fighting for equality and justice for all. My Administration is committed to maintaining these national parks and landmarks for future generations and to combating xenophobia, hate, and intolerance;" and

WHEREAS, as part of the February 2022 "National Day of Remembrance: 80 Years of

Reckoning” event, Vice President Kamala Harris stated that the incarceration of Japanese Americans is “an act we cannot forget ... It is only by understanding our past we can build a better future;” and

WHEREAS, on March 8, 2022, the City of Bainbridge passed Resolution 2022-11 opposing the Lava Ridge project and calling on its Congressional representatives to protect Minidoka from the Lava Ridge wind project; and

WHEREAS, in March 2022, the Board of Commissioners, Kitsap County, Washington passed Resolution 033-2022 in support of the Minidoka National Historic Site; and

WHEREAS, the Japanese American community supports the designation of Minidoka’s viewshed as Traditional Cultural Property (TCP), Area of Critical Environmental Concern (ACEC) and other protective measures, subject to local support, traditional land uses and valid existing rights; and

WHEREAS, in early 2023, during the draft environmental impact statement public comment period, the Japanese American community sent comment letters to BLM in support of the No Action alternative. The community also expressed support for renewable energy, but not if projects have disproportionate impacts on environmental justice communities; and

WHEREAS, the U.S. Congress passed appropriations legislation in March 2024 to bar the use of appropriated funds during federal fiscal year 2024 to permit the Lava Ridge wind project unless and until certain conditions are met; and

WHEREAS, the BLM used non-appropriated fund to issue the final environmental impact statement in June 2024, which stated that BLM’s preferred alternative would have “disproportionately high and adverse impacts on the Japanese American community and Indian Tribes;” and

WHEREAS, in July 2024, the U.S. House of Representatives passed the Fiscal Year 2025 annual Interior appropriations bill (H.R. 8998) which included a provision to stop the Lava Ridge wind project (Sec. 124); and

WHEREAS, in August 2024, the Washington State Commission on Asian Pacific American Affairs and over 1,000 Minidoka survivors, descendants and allies sent letters to President Biden in support of the No Action alternative in the BLM Record of Decision; and

WHEREAS, in August 2024, U.S. Senator James Risch of Idaho introduced Senate bill (S. 4936) to delay the Lava Ridge wind project, which may be considered by the Senate Energy and Natural Resources Committee in September 2024; and

WHEREAS, the protection of Minidoka’s viewshed demonstrates our nation’s commitment to telling the whole story and acknowledging the wrongs of the past. Dr. Frank Kitamoto, who was incarcerated in Minidoka as a child, stated: “This is not just a Japanese American story but an American story with implications for the world.”

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

Section 1. To advance racial, environmental and reparative justice, the City of Bainbridge Island supports the No Action alternative in the BLM’s Record of Decision and, alternatively, an indefinite delay in the signing of the ROD if BLM supports an action alternative.

Section 2. Subject to local support in Idaho, the City of Bainbridge Island supports the proposed Minidoka Traditional Cultural Property (TCP), Area of Critical Environmental Concern (ACEC) and other administrative efforts to protect Minidoka’s viewshed, cultural landscape, immersive setting, views of distant mountains, sense of remoteness, feeling, association and Congressionally-authorized park purposes.

Section 3. The City of Bainbridge Island supports Section 124, a legislative rider included in the FY 2025 Interior Appropriations bill (H.R. 8998), that would block the project.

Section 4. The City of Bainbridge Island supports S. 4936, a bill to direct the Government Accountability Office to study the impacts of the Lava Ridge wind project on the Minidoka National Historic Site.

Section 5. The City of Bainbridge Island is committed to Nidoto Nai Yoni, which translates to “Let It Not Happen Again.”

Section 6. The City of Bainbridge Island invites Secretary of the Interior Deb Haaland to visit the Bainbridge Island Japanese American Exclusion Memorial and meet with Bainbridge Island residents prior to the signing of the Record of Decision.

Section 7. The City of Bainbridge Island respectfully requests the support of its elected representatives in Congress to protect Minidoka through pending legislation and administrative decisions by the Department of the Interior and other federal agencies.

Section 8. If any one or more sections, subsections, or sentences of this resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this resolution and the same shall remain in full force and effect.

Section 9. This Resolution shall take effect and be in force immediately upon its passage.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, MMC, City Clerk

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

October 18, 2024
October ____, 2024
2024-17



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Adopt Comprehensive Emergency Management Plan (CEMP) - Executive,

SUMMARY: The City of Bainbridge Island Emergency Management Coordinator, in partnership with the Police Department, Fire Department, Bainbridge Prepares, and numerous other community stakeholders recently reviewed and updated the Comprehensive Emergency Management Plan (CEMP). The CEMP is the overall guiding document for how the City coordinates emergency response and recovery efforts after an emergency or disaster has impacted the island. The first CEMP was developed in 2019 when Bainbridge Island became a state recognized emergency management organization, separate from Kitsap County Department of Emergency Management. The CEMP is required to be updated every five years and submitted to Washington State Emergency Management Division.

The CEMP is divided into four components: the base plan which lays the foundation for post-disaster coordination and communication and three functional annexes (population protection, resource management, and critical infrastructure). Three additional annexes were developed since the CEMP was first submitted to the state: Wildfire Response and Evacuation, Volunteer and Donations Management, Post-Earthquake Damage Assessment.

Council received a presentation on the updated 2024 Comprehensive Emergency Management Plan at the October 15, 2024, Study Session.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Adopt Comprehensive Emergency Management Plan (CEMP).

COMMUNITY ENGAGEMENT AND OUTREACH: The CEMP was developed on cooperation with the BI Fire Department, Bainbridge Prepares, BI School District, BI Metro Park and Recreation District, Kitsap Public Health District and Kitsap County.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Emergency Mgmt Presentation to Council Oct 15 2024.pdf](#)

[2024 CEMP Final Packet.pdf](#)

[Wildfire Response and Evacuation Plan - Hazard Specific Annex October 2024.pdf](#)

[Damage Assessment - Hazard Specific Annex October 2024 2.pdf](#)

[Functional Annex - Volunteer and Donations Management Oct 2024.pdf](#)

FISCAL DETAILS: Not applicable to the development of the CEMP.

Fund Name(s):

Coding:

Comprehensive Emergency Management Plan (CEMP) Briefing

Shaping The Future of
Community
Preparedness:

A Whole Community
Approach on
Bainbridge Island



Bainbridge Island Comprehensive Emergency Management Plan (CEMP)

- First developed in 2019
 - Bainbridge Island became a state recognized emergency management organization, separate from Kitsap County Department of Emergency Management
- Required to update and submit to Washington State Emergency Management Division every five years (at minimum)

Agencies Providing Input Into CEMP

- COBI Departments (Exec, Finance, Planning/Community Development, Police, Public Works)
- Bainbridge Island Fire Department
- Bainbridge Island Metro Parks and Recreation District
- Bainbridge Island School District
- Bainbridge Prepares
- Island Volunteer Caregivers
- Kitsap County Department of Emergency Management
- Kitsap Public Health District
- Kitsap Transit
- Northwest Healthcare Response Network
- Puget Sound Energy
- Washington State Department of Transportation/Washington State Ferries

CEMP Plan Components

- Base Plan
- Functional Annexes
 - Population Protection
 - Resource Management
 - Critical Infrastructure
 - Volunteer and Donations Management (*new since 2019*)
- Hazard-specific Annexes
 - Wildfire Response and Evacuation
 - Post-Earthquake Damage Assessment (*new since 2019*)

Why the CEMP Matters

- Serves as the guiding document for emergency preparedness and response on Bainbridge
- Lays out specific roles and responsibilities of primary and supporting agencies
- Required for eligibility for Emergency Management Program Grant funding and other funding opportunities

General EM Updates

- Winter Weather 2024-25
 - La Nina predicted
 - Wetter/Cooler than average
- Severe Weather Shelter (SWS)
Plans in place
- EOC Build Out at Ted Spearman
Justice Center

General EM Updates, Con't.

- Tsunami Maritime Strategy
 - Response Workshop – August
 - Mitigation Workshop – October
 - Strategy publication – November
- The Great ShakeOut – October 17 at 10:17 AM
- Disaster Hubs Development
- Community Outreach

Thank You

- Anne LeSage
- alesage@bainbridgewa.gov
- 206.780.8629

2024 Comprehensive Emergency Management Plan



CITY OF
BAINBRIDGE ISLAND



Emergency Contact Numbers

If immediate emergency or disaster assistance is required, contact Kitsap 911.

24-hour Emergency Telephone: 911

For non-emergency assistance:

Kitsap 911: (360) 307-5800

Kitsap County Emergency Management: (360) 307-5871

KCDEM 24HR Duty Phone: (360) 535-9988

Bainbridge Island Fire Department: (206) 842-7686

Bainbridge Island Police Department: (206) 842-5211

Bainbridge Island Emergency Management: (206) 735-9712

This City of Bainbridge Island Comprehensive Emergency Management Plan will be distributed to the necessary agencies involved and made available to the public.

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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Introductory Material



**CITY OF
BAINBRIDGE ISLAND**

Comprehensive Emergency Management Plan

October 2024

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City of Bainbridge Island
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Promulgation Statement

CITY OF BAINBRIDGE ISLAND
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN PROMULGATION

The primary role of government is to provide for the safety and welfare of its community members. The safety and welfare of community members is never more threatened than during emergencies and disaster situations. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

Under RCW 38.52.070, the City of Bainbridge Island (COBI) is authorized to establish an emergency management organization for the purposes of addressing mitigation, preparedness, response, and recovery activities both before and in the event of an emergency or disaster situation. In accordance with WAC 118.30, the City requires a Comprehensive Emergency Management Plan (CEMP) to prepare for and respond to the effects of an emergency or disaster situation. Such a plan must comply with the National Planning Frameworks, National Incident Management System (NIMS) including the Incident Command System (ICS) and be consistent with the Washington State CEMP. This document shall serve as the City of Bainbridge Island Comprehensive Emergency Management Plan (CEMP).

The CEMP provides a comprehensive framework for Bainbridge Island-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, county, state, federal, and private organizations and resources that may be activated to address disasters and emergencies on Bainbridge Island. The authority to activate this plan rests with the City Manager but may be delegated to the Emergency Management Coordinator during times of crisis.

Therefore, in recognition of the emergency management responsibilities of the City of Bainbridge Island and with the authority vested in me as the City Manager, I hereby promulgate the City of Bainbridge Island Comprehensive Emergency Management Plan.

Blair King
City Manager, City of Bainbridge Island

Date

City of Bainbridge Island
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Approval and Implementation

The City of Bainbridge Island (COBI) sincerely appreciates the cooperation and support from those agencies, departments, and local jurisdictions that have contributed to the development and publication of the 2024 Comprehensive Emergency Management Plan (CEMP).

Coordination of the CEMP represents a committed and concerted effort by the City of Bainbridge Island, the Bainbridge Island Fire Department, Bainbridge Prepares, the Kitsap County Department of Emergency Management, and numerous other community partners in emergency management. The CEMP demonstrates the ability of many agencies and their representatives to work together to achieve a common goal.

The CEMP is one of many efforts to prepare island residents for emergencies and disasters and is meant as a tool for use by the City during an emergency that requires the mobilization of its emergency management organization and stakeholders. It is meant to cover situations occurring within and around its borders that are reasonably suspected to physically affect its community. It is also meant to serve as a guiding tool for when a regional emergency or disaster occurs that requires the City to provide aid to other agencies.

This plan, as presented herein, supersedes any and all existing Comprehensive Emergency Management Plans developed for and approved by the City of Bainbridge Island.

Changes to this plan will be made by the Emergency Management Coordinator and must be approved by the City Manager prior to implementation and dispersal.

Anne LeSage
Emergency Management Coordinator
City of Bainbridge Island

Date

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Record of Changes and Corrections

Change #	Date of Change	Affected Changed	Initials
1	October 2024	Full Plan Review (five-year periodic review and update)	AL

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Record of Distribution

Agency / Organization / Department	Position Name	Date of Delivery: MM/YYYY	Number of Copies/Format
COBI	City Manager		(1) ☐ Hardcopy (1) ☐ Digital
	Deputy City Manager		(1) ☐ Hardcopy (1) ☐ Digital
	Public Works Director		(1) ☐ Hardcopy (1) ☐ Digital
	Planning & Community Development Director		(1) ☐ Hardcopy (1) ☐ Digital
	Finance Director		(1) ☐ Hardcopy (1) ☐ Digital
BI Police Department	Police Chief		(1) ☐ Hardcopy (1) ☐ Digital
	Deputy Chief		(1) ☐ Hardcopy (1) ☐ Digital
BI Fire Department	Fire Chief		(1) ☐ Hardcopy (1) ☐ Digital
	Deputy Chief		(1) ☐ Hardcopy (1) ☐ Digital
Bainbridge Prepares	Executive Director		(1) ☐ Hardcopy (1) ☐ Digital
	Program Director		(1) ☐ Hardcopy (1) ☐ Digital
Other Key Stakeholders	BI School District Superintendent		(1) ☐ Hardcopy (1) ☐ Digital
	BI Metro Park and Recreation District Executive Director		(1) ☐ Hardcopy (1) ☐ Digital
	Kitsap Public Health District PHEPR Program Manager		(1) ☐ Hardcopy (1) ☐ Digital
	Kitsap County Department of Emergency Management Director		(1) ☐ Hardcopy (1) ☐ Digital

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Basic Plan



**CITY OF
BAINBRIDGE ISLAND**

Comprehensive Emergency Management Plan

October 2024

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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1.0 INTRODUCTION

1.1 Mission

It is the responsibility of the City of Bainbridge Island ("the City"), with the assistance and support of its community members, to protect the lives, property, and economy of the community, and to take action to mitigate the effects of emergencies and disasters. This Comprehensive Emergency Management Plan (CEMP) defines the cooperation of the different elements of the community to carry out preparedness and mitigation activities, respond to natural and man-made emergencies and disasters, and coordinate the recovery efforts for such events.

1.2 Purpose

The purpose of this plan is to guide the City of Bainbridge Island's organizational behavior before, during, and after a disaster. It develops and describes a comprehensive program that defines who does what, when, where, and how to mitigate, prepare for, respond to, and recover from the effects of natural, technological, and human-caused emergencies and disasters.

The CEMP:

1. Establishes command and control responsibilities in case of a disaster.
2. Clearly designates disaster-related functions assigned to government agencies based upon capabilities and mandated responsibilities.
3. Identifies resources, personnel, and equipment available from government agencies to utilize during disaster events.
4. Identifies resources, personnel, and equipment available from the private sector and the general public to aid during disasters.
5. Identifies and clarifies funding sources of personnel and other resources during disasters.
6. Provides coordination between agencies to achieve assigned functions.
7. Organizes volunteers when it is determined that there is a need to do so.

This plan has been written to comply with requirements of Revised Code of Washington (RCW) 38.52, the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 for the National Response Framework (NRF), the Americans with Disabilities Act (ADA), the National Incident Management System (NIMS), and for consistency with the Kitsap County CEMP and Washington State CEMP.

1.3 Scope

This CEMP is a local level emergency management plan designed to describe the emergency and disaster response of the City of Bainbridge Island, Washington. This CEMP incorporates all major incidents, emergencies, and disasters, which occur on Bainbridge Island, and those situations, which may involve other adjacent, off-island jurisdictions and require activation of special procedures for the coordination of shared resources. All policies and procedures prescribed herein, and the concept of operation established for disaster response and recovery, will apply to all hazards described in the Kitsap County Hazard Mitigation Plan, City of Bainbridge Island Annex (2019), and the Bainbridge Island Community Wildfire Protection Plan (2022) regardless of nature and scope.

1.4 Planning Assumptions

Bainbridge Island is vulnerable to numerous natural, technological, and human-caused hazards. These hazards include wind, rain, snowstorms, earthquakes, floods, volcanic ash, landslides, common and private carrier accidents, urban search and rescue emergencies, civil disturbances, terrorist activities, explosions, structural collapses, hazardous material incidents, public health emergencies, major fires, and major energy and/or utility system failures. It is assumed that any of the noted situations could create significant property damage, injury, loss of life, and disruption of essential services on Bainbridge Island. These situations may also create significant financial, psychological, and sociological impacts on island residents.

- In certain incidents such as storms and floods, time may allow for advance warnings to enable some preparation prior to the event. Other disasters, such as earthquakes, can occur with no advance warning.
- In the event of a major disaster, it is assumed that the City may not receive any significant assistance from nearby communities, or from county, state, or federal agencies for a week or longer. In this situation, the initial response activities will rely on available City resources and those of private organizations, businesses, and residents.
- All emergency response operations will be in coordination with the Kitsap County Department of Emergency Management (KCDEM) and conducted by City personnel and Bainbridge Island Fire Department (BIFD). Those efforts will be supplemented as necessary by trained Bainbridge Prepares (BP) staff and volunteers and by the workforce available within the local area.
- When local resources have been exhausted or overwhelmed, the City Emergency Operations Center (EOC) may request state and federal resources through KCDEM.
- All City departments are delegated the responsibility for providing personnel and equipment in support of disaster preparedness, mitigation, response, and recovery operations and activities as directed by the City Manager.
- It is the policy of the City of Bainbridge Island that no services will be denied based on sex/gender, race, national origin, religion, creed, color, marital status, veteran status,

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age, pregnancy, sexual orientation, gender identity, disability, genetic information or any other protected class, and that no special treatment will be extended to any person or group in an emergency or disaster beyond that which is normally expected from City of Bainbridge Island services. Local activities pursuant to the federal and state Agreement for major disaster recovery will be carried out in accordance with RCW 49.60.400. Discrimination Preferential Treatment Prohibited and Title 44, CFR 205.16, Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.

- In order to carry out the responsibilities identified above, all City department heads are directed to establish emergency response procedures within their respective departments, ready and capable of fulfilling disaster missions, as specified in this plan. Additionally, all City department heads are directed to assign staff to the Emergency Operations Center (EOC).
- Every individual or head of household living within the City of Bainbridge Island boundaries is encouraged to develop a personal or family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of two weeks, in accordance with the state's current recommendation.
- Using the "Map Your Neighborhood" guidance, neighborhood, apartment, or homeowners' associations will form disaster groups to derive maximum benefit from resources and skills available close to home. Businesses are expected to develop internal emergency and continuity plans that will integrate and be compatible with City resources and the CEMP.
- Faith-based and community-based organizations are expected to supplement the efforts of groups and individuals to increase community preparedness.

1.5 Situation Overview

- Bainbridge Island is a city in the Puget Sound region of western Washington. The Bainbridge Island community is located adjacent to the Kitsap Peninsula, approximately 7 miles west of Seattle. Nearby cities include Poulsbo, located to the northwest, and Bremerton and Port Orchard, located to the southwest. The Port Madison Indian Reservation and the Suquamish Tribe is located to the northwest of Bainbridge Island and is the closest accessible jurisdiction.
- Bainbridge Island is connected to the Kitsap Peninsula by a single bridge, the Agate Pass Bridge, at the north end of the Island, and to the Greater Seattle Area by a single ferry route that docks at the Winslow Ferry Terminal located in downtown Bainbridge Island, central to the Island.
- The Island has limited means for evacuation due to the limited number and vulnerability of access points. The Island is also at risk of complete isolation from county, state, and federal resources should an emergency or disaster event disrupt ferry service, and/or disable the bridge.
- Bainbridge Island has an area of 28 square miles and an estimated population of 25,000.

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- Kitsap Transit provides local bus service to Bainbridge Island and surrounding areas, and the Washington State Department of Transportation/Washington State Ferry system provides ferry service from downtown Seattle.
- Kitsap 911 Communications, located in Bremerton, WA, provides dispatching services for police, fire, and other emergency responders.
- The Public Works Operations and Maintenance office is located at 7305 Hidden Cove Road, and is responsible for water, sewer, storm, street, fleet, and facilities infrastructure within the City of Bainbridge Island.
- There are four elementary schools (Halilts, Blakely, Ordway, and Odyssey), two middle schools (Woodward and Sakai), one high school (Bainbridge Island High School), and one alternative school (Commodore Options and Eagle Harbor High School) located in Bainbridge Island School District (BISD).
- There are six independently operated private schools on Bainbridge island (Island School, Hyla Middle School, Hyla High School, Madrona School, Montessori Country School, and St. Cecilia Catholic School).
- The primary industries providing employment in the City of Bainbridge Island are education, retail, health, business, engineering, and accounting.
- The closest hospital is St Michael's Medical Center Silverdale, located at 1800 NW Myhre Rd, Silverdale, and is approximately 21 miles from Bainbridge Island.
- The closest level 1 trauma center is Harborview Medical Center in downtown Seattle, accessible via the Washington State Ferry system or Airlift Northwest helicopter transport.
- Bainbridge Island has one primary care medical clinics on the island: Virginia Mason Franciscan Health. Virginia Mason Franciscan Health also operates an urgent care facility that is open 7 days per week (hours vary by day).
- There is one rehabilitation and nursing facility and five senior living communities offering independent living, assisted living, short term care, and memory care on Bainbridge Island.
- The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan that a perfect response to all incidents will be practical or possible. As Bainbridge Island's response resources may be overwhelmed and essential systems may be dysfunctional in major emergencies and disasters, the City and BIFD can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.
- If the City and BIFD are not able to meet all emergency needs of its residents and guests stranded on the island under these extreme circumstances, the City and BIFD will prioritize the delivery of assistance based on the greatest need as apparent at the time.

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1.6 Hazard Assessment

The City of Bainbridge Island is a signatory jurisdiction to the Kitsap County Hazard Mitigation Plan.

Based on the Regional Risk Assessment and the local risk assessment, the following natural hazards pose the greatest threat to Bainbridge Island: earthquakes, wildfires, flooding, landslides, severe storms, and tsunamis/seiches. Additional technological and human-caused hazards include radiological and other hazardous materials, terrorism, transportation related mass casualty incidents, and public health epidemics.

See the full Kitsap County Hazard Mitigation Plan on the [Kitsap County Department of Emergency Management website](#) for more information on potential hazards which have threatened or could possibly threaten Bainbridge Island.

2.0 Concept of Operations

While emergencies and disasters themselves may vary in scale and significance, the population size and diversity, island geography, and concentration of critical infrastructure within the City of Bainbridge Island can also magnify the impacts of the disaster to the community. Response to these emergencies and disasters take a “Whole Community” approach. Effective decision-making and resource management structures, along with coordination among health and medical service providers and supporting agencies is critical to successfully addressing the consequences of emergencies and disasters.

The “Whole Community” includes individuals, families, and households, communities, the private and nonprofit sectors, faith-based organizations, and local, tribal, state and federal governments. This plan is committed to communicating with the “Whole Community” as needed during emergency response and disaster recovery operations. The “Whole Community” includes, but is not limited to, populations with Limited English Proficiency (LEP), and individuals with disabilities and Access and Functional Needs (AFN). Any agency or organization that receives federal funding is required to have a plan or policy for addressing the needs of individuals with LEP, pursuant to Title VI of the Civil Rights Act. The Washington State Emergency Management Division (EMD) expects all agencies and organizations to comply with federal law. For more information on how each agency or organization complies with federal law, please contact the individual agency or organization.

This Concept of Operations acknowledges that members of the community may have challenges from emergency and disaster impacts covered by provisions in the Americans with Disabilities Act. Every effort will be made to accommodate their needs with resources as they are available.

Some members of our community – including, but not limited to seniors, children, persons living with disabilities or experiencing homelessness, non-native English speakers, families of low-income, or those otherwise in need of additional support – will be more vulnerable during and after an emergency or disaster. The City of Bainbridge Island will work collaboratively with community and county partners to:

- Monitor disproportionate impacts to individuals with unique access and functional needs.
- Develop strategies and operations that ensure equal access to care.
- Mitigate barriers that may prevent access to care.
- Address communication of medical, mental health, and other healthcare needs of these most vulnerable residents.
- All efforts will be made with the assistance of community members, KCDEM, and other state and local resources in communicating with those with LEP and access and functional needs, and will comply with the Americans with Disabilities Act.

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- Coordinate with community-based organizations and local media outlets to communicate and gain situational awareness about health impacts related to the disaster.
- Develop and distribute language and graphic translations of health messaging.
- Many of those who live in the community have household pets or are assisted by service animals. The City advises residents to not only prepare themselves, but also prepare their pets and/or animals for emergencies which could last two weeks or longer.
- There are current efforts in place with Homeland Security Region 2 and KCDEM to put into place a plan for those with LEP. This is also a requirement by state law outlined in RCW 38.52. While the City does not meet the threshold for an LEP plan, the City will continue to monitor the changing demographics of the community and will keep in mind any county resources that are developed to address this need.

2.1 Direction and Control

The direction and control sections provide for the effective supervision, authority, coordination, and cooperation of emergency management activities and to ensure the continued operation of essential government services during and after emergencies or disasters. Direction and control of emergency management functions is the responsibility of the Mayor, the City Council, and the City Manager. Depending on the size, scope, and/or complexity of the emergency or disaster, elected and appointed officials will be available to the EOC to provide proper direction and control and aid in overall management or coordination of response and recovery activities.

Incident Command System

The City of Bainbridge Island shall use the Incident Command System (ICS) to establish an appropriate response to emergency and disaster situations. This system includes a command structure and organization to provide oversight, gather and disseminate incident information, and request and allocate resources to aid response and recovery activities. If needed, a Unified Command Structure may also be utilized. This structure would support multiple incident command posts (ICPs) and can facilitate the management of response and recovery activities associated with events that are large, complex, or that affect multiple jurisdictions. Very large or complex incidents may require the utilization of an Incident Management Team (IMT) to properly manage response and recovery activities.

On-Scene Command

On-Scene Incident Commanders shall establish command posts and should use established accountability systems to track all personnel assigned to the incident. Operational departments and agencies (such as law enforcement, fire service, emergency medical services, and public works) that are accustomed to dealing with a variety of recurring minor emergencies, have established and practiced procedures or suggested operational guidelines in place to manage these types of incidents. However, larger incidents are characterized by the

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need to mobilize, direct, and control a much more substantial response effort, likely requiring the participation of personnel from the county or state.

On-Scene Incident Commanders will direct response and recovery operations in the field and request additional resources (including mutual aid) through normal methods. Multi-departmental responses will require the establishment of a Unified Command Organization or an Area Command Organization.

Depending on the requirements of the situation, the On-Scene Incident Commander may:

1. Request that the Emergency Management Coordinator facilitate the acquisition of resources needed to adequately respond to the incident.
2. Request activation of the EOC.

Large events involving multiple locations may require multiple Command Posts. Overall coordination, allocation of resources, and dissemination of public information will be the responsibility of the EOC.

Emergency Operations Center

The Bainbridge Island Emergency Operations Center, located at 8804 Madison Avenue North (Ted Spearman Justice Center), is the central coordination point of emergency and disaster response operations for Bainbridge Island. The backup EOC is located at 280 Madison Ave North (City Hall).

Based on situational demands, the strategic goals listed below should be the primary focus during EOC activations:

- Personal safety of emergency responders.
- Saving and protecting the greatest number of people at risk.
- Saving and protecting as many residential, business, and industrial properties as possible.
- Saving and protecting as much vital government infrastructure as possible.
- Restraining the spread of environmental damage.
- Minimizing human hardship and economic interruptions.

Depending on the situation, implementation of the above-listed strategic goals may include any or all the following:

- Proclamation of Local Emergency.
- Providing and coordinating emergency alerts and/or warnings and public information.
- Collecting and managing information.
- Overseeing the effective use and allocation of available local resources.
- Determining specific requirements that are vital but beyond local means to acquire and referring such needs to the county or state for supplemental assistance.
- Coordinating inter-departmental activities.

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- Coordinating continuity of government operations.
- Coordinating damage assessment and recovery activities.

The Bainbridge Island EOC is equipped with laptop computers, office supplies, internal communications, and support equipment to help ensure efficient operation of the facility. Backup power generation is maintained to ensure continued operations.

The EOC may be activated to any level deemed appropriate for the level of disaster operations. It will be staffed by members of the City staff and volunteers as required. Initial establishment of the EOC following activation will be the responsibility of the Emergency Management Coordinator.

EOC Activation Level	Description and Incident Examples
3 – Standby/Monitor (Minor Emergency)	Severe Weather/Tsunami Watch Large incident involving 2+ departments or 2+ incidents Moderate fire/earthquake Civil disturbance Small to moderate Search and Rescue (SAR) mission Amber Alert
2 –Partial Activation (Major Emergency)	Severe Weather/Tsunami Warning 2+ departments impacted with large # of resource requests Major fire/earthquake Major City, County, Regional incident Mass Casualty/Mass Fatality Incident Civil disturbance Large SAR Mission State declaration
1 – Full Activation (Catastrophic Event/ Disaster)	Catastrophic incident Multiple departments/jurisdictions with heavy resource involvement Incident requires significant outside assistance (mutual aid) Presidential declaration

2.2 Mitigation and Preparedness

Mitigation activities reduce or eliminate the effects of future disasters upon people, property, the environment, and the economy. The hazards listed in the Kitsap County Hazard Mitigation Plan and City of Bainbridge Island Annex, published separately in the current 2019 plan, provide the basis for mitigation strategies, as well as data gathered following disaster declarations and input from various county agencies, the private sector, and the public. The Kitsap County Hazard Mitigation Plan discusses these strategies in detail.

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Preparedness activities encourage and support a state of readiness in individuals, businesses, community organizations, and within the City and other government agencies on-island for all potential hazards. City preparedness also includes assuring operational capabilities before an event occurs.

These activities include:

- Develop and maintain the City of Bainbridge Island CEMP, and Continuity of Operations Plan.
- Review hazard and risk analysis and develop capabilities and resources to enhance disaster response abilities.
- Develop appropriate contingency plans in support of the CEMP.
- Establish and maintain an inventory of department personnel, facilities, equipment, and resources within the City.
- Administer the emergency management volunteer credentialing process.
- Establish and maintain Memorandums of Understanding (MOUs) with community partners for the activation and operation of disaster hubs and severe weather shelters at various locations on island.
- Provide general preparedness and hazard-specific communication and outreach to the community.
- Coordinate with other local, state, and federal agencies to assure cohesive working relationships and compatible emergency plans.
- Coordinate with volunteer organizations to assure cohesive working relationships and coordinated responses.
- Conduct activities to protect City supplies, services, and properties as appropriate.
- Conduct training activities to enhance response capabilities.
- Conduct public education to enhance community member self-sufficiency.

Public Health and Safety

Initial safety efforts should focus on actions to prevent or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by the Kitsap Public Health District, in partnership with city, county, and state officials.

Responder Health and Safety

The safety and health of responders is also a priority. Actions essential to limit their risks include full integration of deployed health and safety assets and expertise, risk assessments based upon timely and accurate data, and situational awareness that considers responder and recovery worker safety. A comprehensive location and/or operational response safety and health plan is critical to mitigating the hazards faced by responders. These efforts include incident hazard

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identification and characterization; implementation and monitoring of personal protective equipment selection, use, and decontamination; exposure sampling and analysis; worker health and safety risk analysis; health and safety monitoring; and development/ongoing evolution of the site-specific safety and health plan.

Property and the Environment: Responders may also take mitigation actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood or marine booming of environmentally sensitive areas in response to a potential oil spill.

2.3 Increased Readiness and Response Phase

Increased Readiness

The City of Bainbridge Island operates under the council-manager form of government. The Continuity of Government Act (RCW 42.14) establishes provisions for the continuation of government in the event its leadership is incapacitated. A Continuity of Operations Plan will be developed in the future to outline continuity of City operations, and how essential services will be restored and maintained after a disaster.

During an emergency or disaster, the City's Emergency Management Coordinator will activate the EOC as well as determine the staffing needs required for the situation and initiate actions to place emergency plans into effect.

Response

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community. In the context of a terrorist threat, simultaneous activities are initiated to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

During an emergency or disaster situation, the Director of each department, with concurrence of the Emergency Management Coordinator and the EOC, shall:

- Assess the impact of the event on department personnel, facilities, equipment, and capabilities.
- Report any observed damage through the respective department's chain of command to the EOC on a continuing basis.
- Keep complete records of costs, expenditures, overtime, repairs, and other disaster-related expenditures.
- In coordination with the EOC, direct the execution of emergency operations plans and perform appropriate incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

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- In the context of a single incident, once immediate response missions and lifesaving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation.
- Some response activities include:
 - Initiate actions necessary to preserve life, environment, and property utilizing available resources.
 - Carry out initial damage assessment and evaluate overall situation.
 - Coordinate response and support functions with outside agencies and volunteer organizations.
 - Coordinate operations, logistics, and planning functions.
 - Compile event status information and report to appropriate agencies.
 - Prepare and maintain detailed documentation of events and activities.
 - Provide public information and warning as appropriate.
 - Prepare Proclamation of Local Emergency as appropriate.

Overall direction, control, and coordination will normally be conducted through the EOC in order to support the overall community response and recovery to the emergency or disaster situation, and to best coordinate efforts with county, state, and federal agencies.

In the event of a widespread emergency or disaster that necessitates the activation of the EOC, the following procedures shall be followed:

- During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work.
- During work hours: Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in this CEMP.
- Managers from each department will determine the instances when an allowance for time off for unusual circumstances will be made for any employee.
- The City Manager, Emergency Management Coordinator, Police Chief, Fire Chief, or designees may activate the EOC. Additionally, the EOC may be activated at the request of an outside agency such as Washington State Department of Emergency Management, or other governmental entity to support their operations subject to approval by the City Manager, Emergency Management Coordinator, Police Chief, Fire Chief, or designees when the level of operations requires it. Designated staff will report to the EOC to coordinate response efforts and support field operations. All or part of the EOC may be activated during an emergency or disaster.
- If EOC staff are unable to report to the City of Bainbridge Island EOC, they may report to the Kitsap County EOC.

In the event of communications failure during an emergency or disaster, any City facility or temporarily established site may act as a remote EOC for its local area until coordination can be

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established from the EOC. Each site may serve as a command post, staging area, triage station, communications center, or in any other functional capacity appropriate for the situation.

2.4 Recovery Phase

Recovery involves actions needed to help individuals and communities return to normal as quickly as possible and when feasible. In a federal level event, the Joint Field Office is the central coordination point for recovery assistance programs among local, state, federal, and tribal agencies, as well as volunteer organizations. In a smaller event, this might be a Volunteer Coordination Center, Family Assistance Center, and/or a Disaster Assistance Center.

All response and recovery activities are detailed in appropriate state and federal recovery guidelines. The ICS guides the process for collecting and analyzing data, developing objectives and action plans, and documenting critical incident information.

Following an event, each City Department Director, at the direction of the Disaster Manager, shall:

- Continue to report any observed damage and assess community needs.
- Prioritize recovery projects and assign functions accordingly.
- Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
- Prepare documentation of response and recovery operations, including the event log, cost analysis, and estimated recovery costs.
- Assist in establishing disaster assistance offices to aid private businesses and community members with individual recovery.
- Assess special community needs and provide information and assistance, as deemed appropriate.
- Incorporate Bainbridge Island community plans into recovery and reconstruction activities.

2.5 Organization

General Emergency Management

The City of Bainbridge Island Emergency Management program is compatible with the existing City organization and provides clear lines of authority and communication channels. It will provide for the incorporation of existing staff having emergency response capabilities, those having support roles, volunteers enrolled during an emergency or disaster, and all groups, organizations, and persons who may be enlisted by agreement or by operation of law.

2.6 Emergency and Disaster Coordination

The Emergency Management Coordinator provides direction and coordination for CEMP development, ongoing maintenance, and related activities within the City in conjunction with the City Manager. The Emergency Management Coordinator provides for coordination with outside agencies and organizations involved in emergency planning.

The Emergency Management Coordinator manages the EOC during activation and interacts with outside agencies to coordinate emergency support activities. The following list of management priorities, in order of importance, is provided to guide policy decisions during a disaster:

1. Protect life and health.
2. Protect public and private property.
3. Protect the environment.
4. Develop and disseminate public information.
5. Restore essential services and facilities.
6. Minimize economic disruption to the community.

The City Manager, in conjunction with the Emergency Management Coordinator, is responsible for the overall direction and control of the emergency management activities for City. RCW 38.52 provides the authority for direction and control of the organization and administration of the emergency management program.

The City Manager, in conjunction with the Emergency Management Coordinator, is responsible for ensuring that the emergency preparedness activities, response to emergencies and disasters, and the coordination of the recovery from emergencies and disasters are effectively carried out within the City of Bainbridge Island.

The City Council is responsible for policy decisions. The Emergency Management Coordinator and/or EOC staff provides policy recommendations to the City Manager and the City Council during times of emergency and disaster response and recovery operations.

The Emergency Management Coordinator is responsible for the coordination of emergency management activities among local, county, state, federal, and private-sector agencies on Bainbridge Island.

Each City department shall provide personnel to staff the EOC upon request and shall establish a call out list for rapid mobilization of EOC personnel.

The City Manager, in cooperation with the City Attorney, shall be responsible for the preparation of local emergency proclamations. The Emergency Management Coordinator is responsible for notifying the appropriate county, state, and federal agencies following the Proclamation of Local Emergency.

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- The Proclamation of Local Emergency is made by the City Manager and is the legal method that authorizes the use of extraordinary measures to accomplish tasks associated with emergency and disaster response operations pursuant to RCW 35A.34.140 and RCW 38.52.070. The Proclamation is normally a prerequisite to state and federal disaster assistance. The Proclamation of Local Emergency must be ratified by the City Council as soon as practical following the emergency or disaster event. In the absence of the City Manager, such proclamation may be made by the Deputy City Manager or the Acting City Manager.
- The Proclamation authorizes the City to take necessary measures to combat an emergency or disaster situation, protect persons and property, provide emergency assistance to victims, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (except mandatory constitutional requirements).

3.0 Responsibilities

As of January 2019, the City of Bainbridge Island is responsible for coordinating local emergency and disaster mitigation, preparedness, response, and recovery efforts, with support from the Kitsap County Department of Emergency Management pursuant to WAC 118, RCW 38.52 and RCW 35A.34 and any agreement or contract for services and support.

The Bainbridge Island Fire Department provides the city fire protection, Basic Life Support (BLS) and Advance Life Support (ALS) emergency medical services, and technical rescue.

Disaster operations will be in coordination with KCDEM and conducted by personnel from City, BIFD, and trained volunteer personnel. Resources obtained from the county, state, and federal agencies may also be utilized.

The City of Bainbridge Island Emergency Management Coordinator has been delegated the responsibility for the development and maintenance of the CEMP, along with the coordination of emergency and disaster preparedness and management activities within the City.

Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this CEMP.

Outline of Responsibilities

1. City of Bainbridge Island
 - a. City Council
 - i. Provide visible leadership to the community.
 - ii. Appropriate funds to meet emergency needs.
 - iii. Maintain continuity of government.
 - iv. Appropriate funds to provide emergency preparedness programs and mitigation activities within the city.
 - v. Approve Proclamation of Local Emergency.
 - b. City Manager
 - i. Provide overall direction and control of City operations. Directs emergency efforts through the Emergency Management Coordinator and the EOC.
 - ii. Provide Proclamation of Local Emergency to City Council for approval.
 - iii. Request assistance, when necessary, from the Washington State Emergency Management Division and the Federal Emergency Management Agency via the KCDEM.
 - iv. Provide representative to the EOC.

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c. Emergency Management Coordinator

- i. Provide for the development and maintenance of the city's CEMP in conjunction with the City Manager.
- ii. Manage the EOC during activation.
- iii. Prepare Proclamation of Local Emergency for signature of City Manager.
- iv. Provide for staff training, public information, and education on emergency preparedness.
- v. Coordinate for the dissemination of emergency warning information through the Nixle emergency notification system, social media, and other available means. Available city resources may also be used.
- vi. Coordinate mitigation and preparedness activities as appropriate.
- vii. Submit completed disaster assistance paperwork to the City Manager for submittal to appropriate state and federal agencies.
- viii. Provide representative to the EOC.

d. City Attorney

- i. Provide legal advice to City departments and the Executive Department as it pertains to disaster response and recovery.
- ii. Review contracts for emergency work and procurement.
- iii. Provide legal review of emergency plans and supporting documents to ensure compliance with local, state and federal laws.
- iv. Provide representative to the EOC.

e. City Clerk/Records Management Coordinator

- i. Provide for the identification and preservation of essential department and other City records.
- ii. Provide information and direction to departments on requirements for the identification and preservation of essential City records.
- iii. Provide representative to the EOC.

f. Communications Coordinator

- i. Act as press liaison or appoints a press liaison in preparation and dissemination of information to the public and the media.
- ii. Coordinate additional messaging to the community related to disaster response and recovery operations.
- iii. Provide representative to the EOC.

g. Finance Director

- i. Assist other departments with the compilation of disaster-related financial information.
- ii. Assist in identifying sources of disaster funds if departmental budgets are exceeded.

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- iii. Coordinate disaster-related purchases and expenditures.
- iv. Document activities and costs.
- v. Coordinate documentation of department activities and costs.
- vi. Provide representative to the EOC.

h. Building Official

- i. Provide initial damage assessment for both residential and business structures within the community.
- ii. Determine building safety and recommends evacuation as appropriate.
- iii. Provide expertise and recommendation for reconstruction, demolition, and structural mitigation during recovery period.
- iv. Provide support to Public Works in the damage assessment of city infrastructure.
- v. Provide for the identification and preservation of essential department records.
- vi. Document activities and costs.
- vii. Provide representative to the EOC.

i. Planning Department

- i. Lead the coordination of hazard mitigation activities as they relate to land use planning, enforcement of codes, inspection process and the issuing of permits related to zoning, etc.
- ii. Provide support and staffing assistance to the Building Official in collecting, collating, posting, and evaluating disaster information gathered in the field from damage assessment teams.
- iii. Coordinate issues pertaining to planning and zoning code issues during the disaster recovery process.
- iv. Document activities and costs.
- v. Provide representative to the EOC.

j. Police Department

- i. Provide law enforcement activities within the City.
- ii. Provide command and control for field operations through established command posts as appropriate.
- iii. Provide direction and control for search and rescue activities.
- iv. Provide emergency traffic control.
- v. Provide direction and control for evacuation efforts as appropriate.
- vi. Provide for reconnaissance of disaster impacted areas and other emergency response missions.
- vii. Provide support to the Kitsap County Coroner in the identification of the deceased.

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- viii. Provide support for the dissemination of emergency warning information to the public.
- ix. Provide active security at the EOC during activation.
- x. Document costs and activities.
- xi. Provide representative to the EOC.

k. Public Works

- i. Provide damage assessment, debris removal, emergency measures, emergency and temporary repairs, and/or construction for City owned buildings, vehicles, equipment, and public works infrastructure.
- ii. Provide light equipment and supplies, heavy equipment as available or through contracts or rentals.
- iii. Perform or contract for major recovery work as appropriate.
- iv. Provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures and devices, and operational control of traffic signals.
- v. Provide support to citywide evacuation planning and assist in evacuation efforts as appropriate.
- vi. Provide engineering services for public works infrastructure.
- vii. Provide field communications support through existing communications equipment.
- viii. Provide expertise and recommendation for reconstructions, demolition, and mitigation during recovery period.
- ix. Provide support to the fire department in hazardous material incident response to city sewers and streets.
- x. Provide for the identification and preservation of essential department records.
- xi. Provide damage assessment for city facilities and sensitive or unstable ground areas within the city.
- xii. Document costs and activities.
- xiii. Provide representatives to the EOC.

l. Emergency Operations Center

- i. Implement employee notification and support during disaster activities.
- ii. Coordinate emergency feeding and sheltering for city staff during disaster activities.
- iii. Coordinate the registration of temporary emergency workers and volunteers.
- iv. Provide for the identification and preservation of essential department records.
- v. Coordinate with community groups in the utilization of and staffing of facilities for temporary emergency shelters.

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- vi. Coordinate with city, county, state, and federal partners, community organizations, and private sector partners during activations.
- vii. Document costs and activities.

2. Local/County

a. Bainbridge Island Fire Department

- i. Provide command and control for field operations through established command posts as appropriate.
- ii. Provide fire suppression services.
- iii. Provide hazardous materials incident response. Coordinate response of outside agencies as appropriate.
- iv. Provide light and limited heavy rescue. Coordinate response of outside agencies as appropriate.
- v. Provide emergency medical services and medical evacuation transportation.
- vi. Provide support for citywide structural damage assessments, traffic control, emergency warnings, road closure, and protection of property.
- vii. Provide direction, assistance, and control for evacuation efforts as appropriate.
- viii. Provide support to the EOC in the dissemination of emergency warning information to the public.
- ix. Document costs and activities.
- x. Provide a representative to the EOC.

b. Bainbridge Island Metro Parks and Recreation District

- i. Coordinate the use of parks as staging areas for disaster response operations including: Hubs support, spontaneous camping, tent cities, staging areas, command posts, helipads, helicopter drop areas, boat launches, debris staging, and temporary morgues.
- ii. Provide personnel to coordinate overall logistics support and resource management.
- iii. Provide personnel and Parks District equipment for priority use in emergency response operations.
- iv. Document costs and activities.
- v. Provide a representative to the EOC; if requested and available.

c. Bainbridge Island School District

- i. Provide support for Child Reunification Center.
- ii. Provide public shelters; if requested and as resources allow.
- iii. Assist with transportation; if requested and as resources allow.
- iv. Document costs and activities.

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- v. Provide a representative in the EOC; if requested and available.
- d. Bainbridge Prepares (BP)
 - i. Provide volunteer support for the City EOC.
 - ii. Serve as primary liaison with activated Bainbridge Prepares response teams including, but not limited to, Bainbridge Emergency Auxiliary Radio Service (BEARS), Community Emergency Response Team (CERT), Medical Reserve Corps (MRC), Flotilla, and Disaster Hubs staff support for information and shelter locations.
 - iii. Hubs infrastructure includes additional support from the following BP teams: Access and Functional Needs, Child Safety and Family Reunification, Domestic Animal Care, Interpretation, Psychological First Aid, and Wellness.
- e. Communications – Kitsap 911 (contracted)
 - i. Provide emergency 911 services to the City of Bainbridge Island.
 - ii. Provide radio dispatch services for the City of Bainbridge Island Police Department and the Bainbridge Island Fire Department.
 - iii. Coordinate reestablishment of E-911 system if disrupted.
- f. Kitsap County Medical Examiner
 - i. Responsible for all activities relating to the identification, removal, transportation, and disposition of human remains.
 - ii. Coordinates with the Police Department for the handling of human remains in the city.
- g. Kitsap County Department of Emergency Management
 - i. Serve as primary point of contact for all County preparedness, response, and recovery.
 - ii. Coordinate the acquisition of county and state mutual aid resources in support of emergency response and recovery on Bainbridge Island.
 - iii. Activate the County EOC as a central direction and control point for all County activities related to emergency response operations.
 - iv. Forward the Proclamation of Local Emergency to the State EOC when executed.
 - v. Keep the City of Bainbridge Island Emergency Management Coordinator apprised of the status of state or federal declaration of emergency or disaster.

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h. Kitsap County Sheriff's Office

- i. Provide crime prevention and detection programs, crowd and traffic control, search and rescue operations, and other law enforcement activities; if requested and as resources allow.

i. Kitsap Public Health District

- i. Assist first responders to ensure the health and safety of the general public.
- ii. Coordinate the investigation and control activities (e.g. isolation or quarantine) for communicable disease outbreaks or instances of high consequence infectious disease.
- iii. Coordinate or support response activities related to an environmental health (sewage spill, contaminated drinking water, etc.) concern.
- iv. Coordinate the dispensing of medical countermeasures (medications, vaccines, etc.).
- v. Provide a liaison to the City EOC, if requested and as resources allow.

j. Kitsap Transit

- i. Provide transportation resources in support of emergency response operations. This coordination will be conducted through KCDEM.
- ii. Conduct damage assessment of transit facilities on Bainbridge Island and report status to the EOC.

k. Puget Sound Energy

- i. Provide power distribution, outage impact predictions, and service restoration.
- ii. Conduct damage assessment for PSE facilities and electrical infrastructure and provide status reports to the EOC; as appropriate.
- iii. Maintain communication with the Bainbridge Island EOC and restore service to critical facilities and priorities as resources permit.

l. Private Agencies

- i. Assume emergency response roles and coordinate activities within the City as needed, in support of emergency response operations.

3. State

a. Emergency Management Division

- i. Coordinate all emergency management activities of the state through the Washington State CEMP and the state EOC.
- ii. Take appropriate actions and allocate resources to mitigate the effects of, prepare for, respond to, and in support of state and local government emergency response operations.

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- iii. Coordinate requests for various services such as specialized skills, equipment, and resources in support of state and local government emergency response operations.

b. Northwest Healthcare Response Network (NWHRN) (The Network)

- i. Maintain a 24/7 duty officer to support healthcare response.
- ii. Coordinate healthcare response and recovery strategies with coalition partners and pertinent response organizations.
- iii. Coordinate with Public Health and Emergency Management for healthcare situational awareness and response support.
- iv. Coordinate healthcare resource requests, including facilitation of healthcare mutual aid/healthcare resource sharing
- v. Coordinate patient movement and patient tracking with impacted healthcare and local partners.
- vi. Convene healthcare leadership and clinical subject matter experts to support and advise healthcare guidance as needed
- vii. Provide WATrac support as appropriate.

c. Washington State Department of Transportation (WSDOT)/Washington State Ferries

- i. Provide transportation assessments, maintenance, repair, or traffic control resources in support of emergency response through KCDEM and Washington EMD.
- ii. Coordinate priority of transportation route assessments, maintenance, and repair with WSDOT Olympic Region (roadway) and WSDOT Ferries Division (maritime terminal) for state-responsible routes.
- iii. iii. Assist local utilities and public works with restoration of utilities along state route right-of-way.
- iv. iv. Support Bainbridge Island EOC with messaging to travelling public.

4. Federal

a. Federal Emergency Management Agency

- i. Aid the saving of lives and protection of property, the economy, and the environment.
- ii. Facilitate the delivery of all types of federal response assistance to state and local governments.
- iii. Assist states in recovering from an emergency or disaster.

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5. Community members
 - a. Be prepared to self-care for at least two weeks and up to one month or longer, depending on the scope and scale of the emergency or disaster and as government resources may be limited.

4.0 Communications

Leadership, at the incident level and in the EOC, facilitates communication through the development and use of a common communications plan, interoperable communications processes, and systems that include voice and data links. Integrated communications provide and maintain contact among and between response resources, enable connectivity between various levels of government, achieve situational awareness, and facilitate information sharing. Planning, both in advance of and during an emergency or disaster situation, addresses equipment, systems, and protocols necessary to achieve integrated voice and data communications.

4.1 Interoperable Communications

Kitsap 911, the county's Public Safety Answering Point (PSAP), can establish a common tactical channel for interoperability between the Bainbridge Island Police Department and Fire Department, or between local and off-island jurisdictions, based on operational needs for a given use case. The City maintains some land mobile frequencies outside of those licensed through Kitsap 911 which may also be used for interoperability between City agencies. Additional communications support may be requested using amateur radio operators.

Other available forms of communication include wireless/cellular phones, email, Nixle text alerts, and social media. All Police and Fire cell phones are on FirstNet. Additionally, all City provided cell phones are enrolled in Wireless Priority Service (WPS).

4.2 Emergency Communication to the Community At-Large

In the event of an emergency or disaster situation that poses an immediate threat to the health or safety of the community, the City has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an immediate threat to the community. These methods of communication include Nixle emergency text messaging, e-mail, social media (Facebook, Twitter, Nextdoor, and YouTube), and the City website.

5.0 Administration

The Governor, Washington Military Department, Emergency Management Division (EMD), and other governmental officials require information concerning the nature, magnitude, and impact of a disaster or emergency. This information allows for evaluating and providing the most efficient and appropriate distribution of resources and services during emergency response and recovery operations from a disaster or emergency. State agencies, local jurisdictions, and other organizations provide these reports including:

- Situation Reports.
- Requests for local emergency proclamations.
- Requests for Assistance.
- Costs/Expenditures Reports.
- Damage Assessment Reports; and/or
- After Action Reports.

It will be the responsibility of the Emergency Management Coordinator to coordinate with EOC and community partners in the preparation of all required reports and ensure they are delivered to the appropriate agencies.

5.1 Documentation and Retention

Records will be kept in such a manner to separately identify response-related expenditures and obligations from general programs and activities of local jurisdictions or organizations. Complete and accurate records are necessary to document requests for assistance, for reimbursement under approved applications pertaining to declared emergencies or major disasters, and for audit reports.

The City of Bainbridge Island follows the Local Government Common Records Retention Schedule per the Washington State Secretary of State.

5.2 Preservation

The City of Bainbridge Island Information Technology Division is responsible for backing up all electronic records on the City network to the cloud daily. Paper documentation specific to disaster response will be scanned into PDF format and stored on the City shared drive.

6.0 Finance

It is City policy that each City department will assign personnel to be responsible for documentation of disaster costs and to utilize effective administrative methods to keep accurate detailed records distinguishing emergency or disaster operational expenditures from day-to-day expenditures.

The City of Bainbridge Island will incur disaster expenses from currently appropriated local funds in accordance with RCW 38.52.070, RCW 35.33.081 and RCW 35.33.101. The City Manager or his/her designee, in coordination with the City Clerk and the City Finance Director, will be responsible for identifying the other sources of funds to meet emergency or disaster-related expenses if departmental budgets are exceeded.

6.1 Resource Request Process

The resource request process is used to acquire resources from outside the City or to assign City resources for purposes other than their standard usage. Overall, the General Staff sections perform the following functions in the resource request process:

- EOC Manager – approves or denies resource requests over \$20,000.
- Operations Section – determines the resources needed to meet the demands of emergency response operations.
- Planning Section – maintains the status of resources supplied through the EOC on status boards and in reports.
- Logistics Section – determines the source and cost of resources and acquires approved resources.
- Finance Section – tracks total expenditures.

Most resource requests will come from a field Incident Commander, a City department or district, or from within the EOC. Any resource request coming to the EOC from the field should be directed to the Operations Section. The resource request process is described below.

When a City department or district requires additional resources above and beyond normal purchasing authority, requisition type, or quantity to conduct emergency response operations, a request will be submitted to the EOC. The Operations Section will work with the requestor to determine resource availability.

If a requested resource is readily available or the City can acquire it through purchase order, existing contracts, or a request to an external agency or organization, the Operations Section will initiate the resource request approval process by filling out a resource request form. Next, the Logistics Section will determine the cost and estimated delivery date and time.

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Finally, the EOC Manager will determine whether to approve the request (if total exceeds \$20,000). Purchases over \$50,000 require City Council approval unless otherwise directed at the onset of the response.

If a resource request is approved, the Logistics Section will procure the resource, the Planning Section Resource Status and Tracking Unit will note the resource status in the appropriate incident documentation, and the Operations Section will update the requestor or requesting unit. If a resource request is denied, the Operations Section will work with the requestor or requesting unit to identify alternate task or resource needs. Finally, the Finance Section Cost Unit tracks all expenditures related to the incident, including resource requests.

If a Proclamation of Local Emergency has been issued by the City Manager, or designee, the following rules regarding procurement are in effect per Bainbridge Island City Municipal Code 2.44.110 Emergency procurements.

- A. Upon proclamation of an emergency, and during the existence of such emergency, the executive head, alternates as defined in BIMC [2.44.070](#), or the Finance Director, is authorized to make emergency procurements where the city may suffer a substantial loss or damage to property, bodily injury, or loss of life by reason of the time required for following the regular purchasing procedures.*
- B. Such authorization for emergency procurement shall be presented to the City Council for ratification and confirmation, modification or rejection. Emergency procurements shall be considered in full force and effect until the City Council acts. (Ord. 2013-09 § 2, 2013).*

6.2 Cost Recovery

Emergency and disaster-related expenditures and obligations of state agencies, local jurisdictions, and other organizations may be reimbursed under several federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

Federal Assistance Programs

FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a Presidential disaster declaration. PA provides grants to state, tribal, territorial, and local governments, and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies. Through the program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly owned facilities, and the facilities of certain PNP organizations. The PA program also encourages protection of these damaged

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facilities from future events by providing aid for hazard mitigation measures during the recovery process. The federal share of assistance is not less than 75% of the eligible cost. The Recipient (usually the state) determines how the non-federal share (up to 25 percent) is split with the subrecipients (eligible applicants).

FEMA provides aid to individuals and households through the Individual Assistance Program, which includes the following:

- Mass Care and Emergency Assistance (MC/EA).
- Crisis Counseling Assistance and Training Program (CCP).
- Disaster Unemployment Assistance (DUA).
- Disaster Legal Services (DLS).
- Disaster Case Management (DCM); and
- Individuals and Households Program (IHP).

State Assistance Programs

The Public Assistance (PA) State Administrative Plan (SAP) provides procedures used by the Military Department, Emergency Management Division staff (as Grantee) to administer the Public Assistance Program. Audits of state and local jurisdiction emergency expenditures will be conducted in the normal course of state and local government audits. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

Individual Assistance (IA) and Other Needs Assistance (ONA) Programs

The Individual Assistance (IA) State Administrative Plan (SAP) for the Other Needs Assistance (ONA) Program is used by the State Emergency Management Division staff (as Grantee) to administer the Individual Assistance Program. The IA SAP sets forth the organization, staffing, and procedures for administration of the Individuals and Households Program, Other Needs Assistance, in Washington State subsequent to a major disaster declaration by the President.

7.0 Logistics

When a major emergency or disaster occurs, it is anticipated that departments and other responding organizations will organize their areas of responsibilities under the ICS. If agency resources cannot be met, additional assistance may be requested through existing mutual aid agreements or through the Kitsap County Emergency Operations Center. In the event of a Proclamation of Local Emergency, the deployment of resources will normally be coordinated through the EOC. Resources to support City operations may be placed at staging areas until specific assignments can be made.

Available resources, during an emergency or disaster, may be limited. If there were specialized or specific resource needs, or there were resource needs that exceeded those available to the city, the EOC would contact the Kitsap County EOC, or neighboring counties or cities for resource availability and assistance.

Various city departments have personnel and other resources, including specialized vehicles and heavy construction equipment, available to deploy during disasters and emergencies.

It is City policy that all departments prepare and maintain an updated list of their personnel, facilities, and equipment resources as part of this plan. Any or all these resources may be called upon during emergency response operations.

The City Manager and the Emergency Management Coordinator are authorized to contract with any person, firm, corporation, or entity to provide construction work on an agreed upon cost basis during emergency response operations.

The Emergency Management Coordinator implements the Bainbridge Island Emergency Management Volunteer credentialing process. Volunteers are to pre-register through an application process, and at which time City completes a background check, verifies training certifications, and issues an “emergency management volunteer” ID number and photo ID card. A process for registering spontaneous volunteers will be implemented as needed to accommodate the response needs of the emergency or disaster situation.

Additional governmental resources may be called upon for assistance using existing mutual aid agreements. The Emergency Management Coordinator may request additional resources from the emergency management office of other cities or counties and/or the Washington Division of Emergency Management.

8.0 Development and Maintenance

This plan shall be reviewed on a five-year cycle commencing one year from its effective date, which shall be the date as approved by the Bainbridge Island City Council. The cycle may be adjusted to comply with future guidance from the Washington State Emergency Management Division.

The Basic Plan will be reviewed, as specified above for cyclic review, and within six months of the most recent EOC activation. Lessons learned or best practices will be recommended for incorporation via the City of Bainbridge Island Emergency Management Advisory Committee (EMAC). The plan review following an EOC activation will satisfy the cyclic review if the review is scheduled to occur within a twenty-four-month period following activation.

Generally, cyclic reviews will be submitted to the Bainbridge Island City Council for approval. However, revisions which clarify existing portions of the plan that reflect changes in state or federal requirements, or that adjust responsibilities to better reflect organizational capabilities or structure, may be made if both of the following conditions are met:

1. The revisions are agreed to by the City of Bainbridge Island EMAC
2. The revisions cannot be construed as establishing or changing City policy.

Occasionally there are changes to the law. It is during these changes that this plan will be updated on a yearly basis to meet these new regulations.

8.1 Training and Exercise Program

The Emergency Management Coordinator develops and implements a robust training and exercise program for City staff that creates and maintains both heightened awareness of the contents of this plan and enhances their preparedness to conduct emergency and disaster management activities.

This plan will be exercised annually to provide controlled practical experience to those individuals who have emergency and disaster response and recovery responsibilities, and to assess any weaknesses in the plan. At a minimum, exercise schedule and type will comply with state and federal requirements.

8.2 After Action

After Action Reports (AARs) are a way to identify areas of strength and needed corrections following an emergency or disaster situation. AARs give a structure to make a corrective action plan so future responses follow best practices. Future training and exercise plans can be based off gaps found in emergency response operations during an emergency or disaster.

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All incidents that require a level one activation of the City's EOC require completion of an AAR and written report. Incidents that require a level two or three activation of the City's EOC will undergo a more informal after-action review process.

Following exercises and emergency response operations, the Emergency Management Coordinator will facilitate an AAR for the continuing improvement of response and recovery measures. The review process will include all City departments and districts, contract and service organizations involved in the response, and may include liaisons from adjacent jurisdictions, mutual aid partners, volunteers and volunteer organizations, residents, and businesses within the City of Bainbridge Island.

All activations of the City's EOC benefit from the conduct of a standardized review of the emergency actions taken by the City. Whether short or long, complex or simple, the review process will consist of four steps:

1. Collection of information
2. Analysis of the information
3. Reporting of the findings
4. Distribution of the report

Collection of information includes gathering feedback from the people in the EOC when the EOC activation is first demobilized. This is called the "hot wash". The hot wash gathers thoughts and impressions while the event is still fresh in the minds of the participants. It is informally structured and conducted by the Disaster Manager or the EOC Manager. The Planning Section Chief or designee captures notes from the hot wash.

A formal debriefing is often conducted for emergencies of longer duration or where the emergency was more complex. Invitations are sent to all people who served in the EOC during the emergency and to agencies that may have interacted with the EOC during the emergency. This may include elected officials and volunteers. This debriefing allows the participants to think about the emergency and options that may be recommended for improvements. A formal agenda is usually distributed before the debriefing with specific topics or areas that may need to be addressed.

Community forums are related to the formal debriefing but to a different target audience. The community forums are conducted to solicit feedback from the private sector. Where these forums are conducted, they usually are led by the Disaster Manager, Incident Commander, and/or the Public Information Officer (PIO). Public notice must be provided in a manner like any other public meeting conducted by City. Usually, community forums are conducted where municipal services have been interrupted or damage to public or private property still exist at the time of the forum. The community forum may be structured or informal. Not all emergencies or disasters require a community forum.

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Once information has been collected, a panel appropriate to the topics identified in the collection process may be formed to analyze the information and generate a report. If formed, the panel will be appointed by the City Manager. At minimum, the report will include what the emergency or disaster was, what human and critical infrastructure impacts occurred, what the city response was, what worked well, and what needs improvement. The minimum report is the executive summary. The more formal report is the Homeland Security Exercise and Evaluation Program (HSEEP) format which contains considerable detail related to the emergency or disaster.

When the AAR has been generated and approved by the City Manager, the report should be made available to a group identified by the City Manager. An abbreviated finding of the AAR will be made available to the public upon request.

The formal AAR includes an improvement plan and corrective action tracking. At a minimum, the improvement plan should identify: the problem/need/issue, the identified solution, a person assigned to complete the improvement, the status of the improvement, and the completion deadline. The City Manager will be apprised of progress on improvements.

Often, improvements will include the need for the update or improvement of plans or procedures. Where this is necessary, the improvement should include: revision of the necessary document, approval of the revisions, training for those with assignment changes, and testing of the revised document assumptions or directives. The City Manager will ensure improvements are completed in a timely fashion.

This plan will be made available to the public in both hard and electronic copy when requested.

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Functional Annexes



**CITY OF
BAINBRIDGE ISLAND**

Comprehensive Emergency Management Plan

October 2024

Population Protection

Introduction

This annex provides guidance for incidents requiring protective measures with little or no notice. The purpose of this annex is to identify the capabilities, processes, and responsibilities for emergency services, mass care and shelter, public health and medical services coordination, evacuation, and emergency public information.

Policies

See Appendix 3: Legal Authority for listed policies related to this annex.

Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan. Due to limited on-island resources available for emergency response, mutual aid, contract services, access to state or regional resources, etc. will be needed to respond to the needs of the community.

Concept of Operations

Emergency Medical Services and Firefighting

The Bainbridge Island Fire Department is the lead agency responsible for the organization and mobilization of pre-hospital emergency medical services and firefighting response operations.

BIFD shall establish a system to expand emergency medical services capability and provide support to local clinics and hospitals. BIFD will work with the EOC in the coordination and establishment of expanded medical care needs during an emergency. When activated, the Fire Department will work with the EOC to coordinate expansion of hospital care to field operations when needed. This may include the activation of the Medical Reserve Corps (MRC) and operation of a Disaster Medical Clinic (DMC).

In the event of structural failure or inaccessibility of medical clinics and hospitals in a disaster, any city facility or temporarily established site may act as a remote emergency clinic, temporary hospital, or morgue for its local area until coordination of more permanent facilities can be established by the City of Bainbridge Island EOC, and partnering with local resources, if available.

Any site designated by the Incident Commander may serve as a command post, staging area, triage, treatment, transportation station, communications center, medical clinic, temporary hospital, temporary morgue, or in any other functional capacity appropriate for the situation.

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BIFD is the primary response agency on Bainbridge Island for firefighting operations. In an expanded incident, mutual aid may be requested from nearby fire districts including: South Kitsap Fire and Rescue, Central Kitsap Fire and Rescue, North Kitsap Fire and Rescue, Poulsbo Fire Department, Bremerton Fire Department, and Navy Region Northwest. Mutual aid is also available regionally and through Statewide mobilization.

BIFD may establish a Department Operations Center (DOC) to triage and prioritize calls, if necessary. Containing the fire as small as possible is a priority along with using only as much water is necessary to completely extinguish the fire. The fire department is equipped with a complement of engines and tenders to deliver water. In the event of a failure of the water supply infrastructure, the fire department has a boat capable of delivering a limited water supply from Puget Sound.

Mass Care and Shelter

In the event of a need for mass care, the Emergency Management Coordinator will activate the Disaster Hubs Team. The Disaster Hubs Team is comprised of local volunteers who have been trained in care and shelter fundamentals and can open and activate disaster hubs at pre-determined locations throughout the City. Services offered at shelter locations may include emergency food and water, shelter, medical care, psychological first aid, domestic animal care, and related support services.

If City volunteer resources are insufficient to support mass care efforts, additional assistance may be requested through the County Department of Emergency Management. KCDEM is responsible for requesting additional assistance from organizations capable of providing mass care and individual assistance services during and immediately following a disaster.

The Emergency Management Coordinator is the lead for staffing City facilities needed for staging areas and temporary shelters, and for coordinating mass care assistance from other human service organizations, churches, schools, and private businesses.

The City of Bainbridge Island has established a network of shelters, known as “disaster hubs”, around the island. Hub locations are pre-staged with emergency food, water, medical supplies, cots, blankets, and other supplies necessary to operate 24/7 shelter services.

Individual assistance to disaster victims will be provided primarily by local organizations and various county, state, and federal government agencies. The range of services needed by disaster victims will depend on the emergency, and could include temporary housing, furniture, building/repair supplies, and occupational and mental health services.

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In the event of a Presidential Disaster Declaration, additional emergency welfare services may become available to eligible disaster victims. These services are normally coordinated through a state, or federal disaster assistance center established following a disaster declaration.

The Emergency Management Coordinator, in coordination with the KCDEM, shall coordinate county, state and federal services needed for shelter and recovery services when appropriate.

Public information regarding shelter availability and locations shall be coordinated through the designated Public Information Officer (PIO).

Public Health and Medical Services Coordination

Kitsap Public Health District provides public health services to Bainbridge Island and would continue to provide these services during an emergency. The Health District's emergency response plan describes how it mobilizes and coordinates resources to address a public health emergency. Topics include communicable disease response, urgent public health information, and medical countermeasures administration and dispensing.

The Health District is also the Emergency Support Function, or ESF, #8 (Health and Medical Services) Coordinator for all of Kitsap County, as described in the Kitsap CEMP. ESF #8 includes public health, healthcare, mortuary services, and mental health.

The Health District partners with the Northwest Healthcare Response Network, the regional healthcare coalition, for healthcare emergency coordination. The Network's response capabilities focus on healthcare situational awareness, patient movement, patient tracking, and supporting healthcare-based resource-requests. More details can be found on the Network's webpage, which includes the coalition's emergency plans, annexes, and appendices.

In the event of a public health emergency, the Health District may activate its public health Emergency Coordination Center (ECC). If staffing allows, they may send representatives to the County and/or City EOCs as needed. If resources are limited, or if access to the island is limited, the Health District would provide consultation and support from its offices or ECC. This also applies to ESF 8 coordination.

NWHRN may activate its virtual Healthcare Emergency Coordination Center (HECC) to support healthcare emergency response. If unable to send a representative to the County or City EOC, NWHRN will provide virtual healthcare emergency response coordination through the HECC. NWHRN works under the County's ESF 8 structure.

Evacuation

In the event of an incident requiring the evacuation of all or part of the City of Bainbridge Island, the individual ordering an evacuation shall request notification of the Emergency Management Coordinator and the activation of the EOC any time there is a need to evacuate

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individuals to public shelters or across jurisdictional boundaries. KCDEM shall be notified in the event of an evacuation.

The evacuation of people from areas of risk in the City of Bainbridge Island may involve the emergency response of more than one government jurisdiction. The movement of people may be across jurisdictional boundaries and on public streets, roads, and highways under the supervision and control of one or more jurisdictions including cities, different counties, and state government.

City of Bainbridge Island Police Department will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the EOC.

Evacuation information should be as clear and direct as possible in order to provide immediate response by the affected population. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel when possible.

Provisions for the evacuation of individuals with access and functional needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the specific needs of the situation.

Planning efforts are underway within the county that address the evacuation of those with Limited English Proficiency, as well as Access and Functional Needs. These planning efforts also recognize the need to address the accommodation of pets and services animals as outlined in the Pets Evacuation and Transportation Standards Act (PETS).

Emergency Public Information

Emergency communication related to evacuation, sheltering, emergency lockdowns, food and water, public health protection, road closures, and other hazards are coordinated directly by the City of Bainbridge Island Emergency Management Coordinator and the Communications Coordinator.

The City of Bainbridge Island Communications Coordinator acts as the official PIO for coordinating the dissemination of emergency public information through the EOC. Additional City staff have been designated as backup PIOs to assist in the EOC in the event the Communications Coordinator is not available.

Emergency public information shall be coordinated through the EOC. The PIO will coordinate with the EOC Manager to prepare and coordinate the release of emergency public information. When the situation warrants, the PIO shall appoint an Assistant PIO when media briefings are required from multiple locations, or the situation requires it.

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Media briefings will normally take place at the Bainbridge Island City Hall. If this location is not functional, or communications are inadequate, an alternate location will be identified and announced by the PIO.

Any or all of the following methods may be utilized to relay emergency information to the public during all phases of response and recovery:

1. City Nixle mass notifications (text and email to subscribers)
2. Kitsap County Rave mass notifications
3. Wireless Emergency Alerts (coordinated through Kitsap County)
4. City website and social media sites (Facebook, Twitter, Nextdoor, and YouTube)
5. Police and Fire vehicle public address systems
6. Print, radio, and television media
7. Printed educational/informational material
8. City email newsletter and Notify Me email and text alerts
9. Message boards at City facilities
10. Amateur Radio System (Ham Radio Operators)
11. Emergency Alert System (EAS)

The Nixle mass notification system is a method used to warn the public of hazardous situations within the city. This message can be sent out by the Emergency Management Coordinator, Communications Coordinator, and other selected City personnel. Rave and Wireless Emergency Alert (WEA) mass notifications are issued by the Kitsap County Department of Emergency Management. The Emergency Management Coordinator may request additional alerting capability through an official request to KCDEM.

The City may use its official website and social media pages on Facebook and Twitter to disseminate official emergency response information. Printed education and information materials are available through the City, KCDEM, and the Washington State Emergency Management Division.

It is anticipated that in some circumstances emergency public information may need to be released from field command posts. In this event, the individual in charge at the location shall notify the Emergency Operations Center in a timely manner and provide detailed information regarding information released.

The Emergency Alert System (EAS), which provides emergency information to the public via local radio and television stations, may be activated by contacting KCDEM. Alternative activation would be through the Kitsap 911 Communications.

If local emergency warning systems are inoperable, notification of community members regarding emergency information and instructions may be through the Emergency Alert System,

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door-to-door by uniformed City personnel, mobile loudspeakers, message boards at City entrances, or any other means available at the time.

The City of Bainbridge Island is aware of the need to provide continuous and accessible public information throughout all phases of emergency management and to the whole community. The emergency notifications sent out by the city prior to, during, or after an emergency or disaster will take all measures to ensure that all community members, including those with LEP and AFN be notified using all available resource in communication. The resources used may include any of the methods mentioned previously and other notification resources available in the community.

Responsibilities

Emergency Medical Services and Firefighting

1. Bainbridge Island Fire Department
 - a. Provide command and control for field operations through established command posts as appropriate.
 - b. Provide fire suppression services. Coordinate response of outside agencies as appropriate.
 - c. Provide hazardous materials incident response. Coordinate response of outside agencies as appropriate.
 - d. Provide light and limited heavy rescue. Coordinate response of outside agencies as appropriate.
 - e. Provide emergency medical services with transportation to the hospital.
 - f. Develop an inventory of local medical facilities, clinics, personnel, medical transportation, communication, and supply resources.
 - g. Coordinate mass casualty incident response including triage, treatment, transportation, and set-up of an initial morgue area if needed.
 - h. Provide support for citywide structural damage assessment, traffic control, emergency warnings, road closure, and protection of property.
 - i. Provide direction, assistance, and control for evacuation efforts as appropriate.
 - j. Provide support to the EOC in the dissemination of emergency warning information to the public.
2. Bainbridge Prepares
 - a. Medical Reserve Corps (MRC) - Provide support to BIFD in performing triage, treatment, patient transport, and other medical-related tasks as requested.
 - b. Tech Ops Team – Provide support to BIFD in performing drone-based reconnaissance for firefighting, water rescue, and other tasks as requested.
 - c. Community Emergency Response Team (CERT) – Provide support to BIFD in performing traffic control and road closure measures, essential personnel and patient transport, and other tasks as requested.

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3. Kitsap County Medical Examiner
 - a. Coordinate with the Emergency Management Coordinator to provide mortuary services as appropriate for the situation.
 - b. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses, and notification of relatives.
 - c. Coordinate activities with the Emergency Operations Center, morticians, police, and Incident Commander.
4. Police Department
 - a. Provide assistance to the medical examiner in the identification of the deceased.
 - b. Provide security to field morgue operations and facilities.
 - c. Provide perimeter control at incident scenes when requested.

Mass Care and Shelter

1. Emergency Management Coordinator
 - a. Activates Disaster Hubs Team to support care and shelter operations.
 - b. Provides coordination with provider agencies and city departments to ensure adequate care and shelter needs are met.
 - c. Work with the Kitsap County EOC to ensure city needs are met.
 - d. Coordinate resources of other providers such as other human service agencies, churches, schools, and private business who can or want to assist relief efforts.
 - e. Coordinate activation of county, state, and federal shelter and recovery services
2. Emergency Operations Center
 - a. Provide support to the CAST in care and shelter operations as requested.
 - b. Provide support to ARC in mass care and individual assistance operations as requested.
 - c. Provide assistance to state and federal agencies in the event that disaster assistance centers are activated in Bainbridge Island.
3. Care and Shelter/Hubs Team (CAST)
 - a. Provides support for care and shelter operations at pre-designated Hubs facilities across the City.
 - b. Provides care, shelter, feeding, basic medical care, psychological first aid, access and functional needs, interpretation, domestic animal care, and other support services as requested.
 - c. May also provide support at just-in-time shelter locations as necessary.
4. Public Information Officer
 - a. Coordinate the dissemination of public information concerning care and shelter and individual assistance with local, state and federal government agencies.

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5. Building Inspector
 - a. When requested or prior to opening, provide building safety inspection of the shelters.
6. Police Department
 - a. Establish security, maintain law, and prevent crime at the shelters.
 - b. Provide crowd control at public shelters.
 - c. Assist in identifying safe routes to shelters.
7. Public Works Department
 - a. Coordinate disposal of solid waste from shelters as appropriate.
 - b. Assist in emergency repairs at shelters as appropriate.
 - c. Assist in identifying safe routes of travel for shelter staff and transport of supplies.
 - d. Assist in crowd control operations with signage and barricading.
 - e. Assist in providing emergency radio communications between temporary shelters and the EOC.
 - f. Coordinate the utilization of City facilities for use as reception centers/staging areas or shelters and provide staffing as available.
8. Bainbridge Island Metro Parks and Recreation District
 - a. Coordinate the utilization of Parks facilities for use as reception centers/staging areas or shelters and provide staffing as available.
9. Bainbridge Island School District
 - a. Provide school facilities for shelter and feeding, if available.
10. Kitsap County Emergency Management
 - a. Notify the American Red Cross (ARC) with details of the emergency and identified services needed when requested by the City of Bainbridge Island EOC.
 - b. Locate suitable sites for Federal Disaster Assistance Centers when requested.
11. American Red Cross (ARC)
 - a. Serve as the coordinator and operator of mass care operations when City volunteer resources are not sufficient to meet local needs.
 - b. Provide food, clothing, temporary housing, mobile canteen service, medical services, and other necessities to disaster victims.
 - c. Provide health and welfare inquiry service.

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12. All City Departments

- a. Make vehicles available to transport donated mass care supplies to shelters, feeding, or service center sites when requested.
- b. Provide staff, supplies, equipment and facilities, as required by the extent of the emergency, to assist in providing emergency reception, sheltering, and feeding operations.

Public Health and Medical Services Coordination

1. Kitsap Public Health District (KPHD)

- a. Organization and mobilization of public health services during an emergency.
- b. Coordinates ESF 8 support at the County and/or City Emergency Operations Center, as needed.
- c. Monitor potential causes of communicable diseases in the wake of a disaster.
- d. Identify and coordinate activation of additional mental health professionals when needed.
- e. Establish monitoring facilities for problems regarding public health, water supplies, sanitation, and food needs when appropriate.
- f. Provide information and instructions to facility managers and the public to safeguard public health, water supplies, sanitation, and food.
- g. Coordinate emergency mass vaccination or medication dispensing activities

2. Kitsap County Coroner

- a. Coordinate with the Emergency Management Coordinator to provide mortuary services as appropriate for the situation.
- b. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses, and notification of relatives.
- c. Coordinate activities with the Emergency Operations Center, morticians, police, and Incident Commander.

3. Northwest Healthcare Response Network (NWHRN) (The Network)

- a. Maintain a 24/7 duty officer to support healthcare response.
- b. Coordinate healthcare response and recovery strategies with coalition partners and pertinent response organizations.
- c. Coordinate with Public Health and Emergency Management for healthcare situational awareness and response support.
- d. Coordinate healthcare resource requests, including facilitation of healthcare mutual aid/healthcare resource sharing
- e. Coordinate patient movement and patient tracking with impacted healthcare and local partners.

4. Police Department

- a. Provide assistance to the medical examiner in the identification of the deceased.

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- b. Provide security to field morgue operations and facilities.
- c. Provide perimeter control at incident scenes when requested.

Evacuation

1. City Manager
 - a. Issues Proclamation of Local Emergency orders.
2. Emergency Management Coordinator
 - a. Activates the EOC as appropriate and provides for coordination of resources for involved agencies.
 - b. Coordinates the dissemination of emergency public information. Coordinates with the emergency messaging with KCDEM; when appropriate.
 - c. Issues evacuation orders in the absence of a higher authority.
 - d. Communicates and coordinates with nearby jurisdictions including KCDEM, Kitsap Transit, and Washington State Department of Emergency Management regarding emergency activities including evacuation routes, destination areas, and reception centers.
 - e. Coordinates mass transit with Bainbridge Island School District and Kitsap Transit through the EOC.
 - f. Direct staff and volunteers to operate emergency shelters.
3. Public Works
 - a. Provides assessment of transportation routes, identifies alternate routes, and provides temporary traffic control measures/devices and operational control of traffic signals.
 - b. Coordinates internal city public transportation resources planned for use in evacuation.
 - c. Provides for the removal of debris, abandoned vehicles, and vehicles having mechanical problems from the evacuation routes when requested.
 - d. Provides for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested.
4. Bainbridge Island Fire Department
 - a. Supports evacuation efforts when requested by BIPD.
 - b. Provides support to the EOC in dissemination of evacuation information to the public.
 - c. May identify and request evacuation support during firefighting and other responses, when required.
5. Bainbridge Island Police Department (BIPD)
 - a. Serves as the lead agency for mass evacuation coordination.
 - b. Provides direction and control for evacuation efforts.

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- c. Provides internal and perimeter security of evacuation zone.
 - d. Provides emergency traffic control in and around the evacuation zone.
 - e. Coordinates evacuation activities with law enforcement from adjacent jurisdictions and Washington State Patrol as appropriate.
 - f. Provides dissemination of evacuation information to the public as appropriate.
6. Public Information Officer
- a. Provides information on emergency services, including evacuation information and routes, staging areas, and public shelters.
7. Emergency Operations Center
- a. Coordinates the opening of emergency shelters, when needed.

Emergency Public Information

1. Emergency Management Coordinator
- a. Coordinate with the Public Information Officer on emergency notifications.
 - b. Coordinate with Kitsap County Emergency Management when additional assistance is needed for message dissemination.
2. Public Information Officer
- a. Gather and coordinate emergency public information for timely release to the public.
 - b. Notify appropriate agencies to assist in the dissemination of emergency public information.
 - c. Give information briefings to city officials, news media, and the public.
3. City Departments
- a. Provide timely information to the EOC regarding field activities and emergency public information.
 - b. Coordinate requests for assistance through the EOC.
4. Police Department
- a. Assist in notification of community members, if needed, through door-to-door contacts and mobile loudspeakers.
5. Kitsap County Emergency Management
- a. Develop and release emergency information via WEA, Rave, or other appropriate methods as requested by the City of Bainbridge Island.

Resource Requirements

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The Emergency Management Coordinator provides annual education and training on the procedures outlined in this section. If further education and training is needed, City of Bainbridge Island will collaborate with partnering or outside agencies to ensure all responsibilities are understood and well executed should a disaster or emergency happen.

References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

Resource Management

Introduction

During an emergency or disaster, normal operational capability and resources may quickly be depleted. Processes, agreements, policies, and funding mechanisms are necessary to ensure that extraordinary protective measures for lives and property can be implemented. This annex describes the management of resource needs for emergencies within the City of Bainbridge Island.

Policies

See Appendix 3: Legal Authority for listed policies related to this annex.

Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan. Due to limited on-island resources available for emergency response, mutual aid, contract services, access to state or regional resources, etc. will be needed to respond to the needs of the community.

Concept of Operations

Intrastate Mutual Aid

Mutual aid agreements exist with surrounding fire and law enforcement agencies. Requests for assistance may be through existing mutual aid agreements, the Kitsap County Fire Mutual Aid Plan and/or the Washington Intrastate Mutual Aid System. In situations when mutual aid is not available, requests will be coordinated through the EOC.

Multi-Jurisdictional Coordination

When more than one type of agency is involved in field operations, the preferred method of operation is to have combined or co-located command posts. The on-scene Incident or Unified Commander shall provide regular status reports and coordinate all requests for additional resources through the EOC. A unified command structure will normally be established when fire or law enforcement agencies from outside the City of Bainbridge Island are assisting with incidents inside the City limits.

Emergency Worker Program

The City of Bainbridge Island Emergency Management Coordinator is responsible for the registration and credentialing of Emergency Management Volunteers. Pre-registered/credentialed volunteers fit into one or more of the following categories: Community Emergency Response Team (CERT), BI Emergency Medical Responders (BIEMRs), Care and

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Shelter/Hub Response Team, Amateur Radio Team, EOC Volunteers, Shelter Managers/Hub Leads, General Support Staff, and Medical Reserve Corps (MRC).

Non-profit and faith-based volunteer organizations may be able to provide additional volunteers who can assist in the activities during and following a disaster. The Emergency Management Coordinator is responsible for maintaining a list of community groups and their skill sets; whose members can be mobilized during a disaster. During and immediately after a disaster, individuals and families will need social services such as counseling or childcare. Non-profit and faith-based volunteer organizations can assist in providing these support activities.

The Emergency Management Coordinator is responsible for coordinating and directing volunteers to various tasks and locations during and immediately after a major disaster. Additionally, the EOC has a designated Volunteer and Donations Management unit position in the Logistics Section of the EOC. The EOC will communicate with identified leaders of religious and community organizations to achieve this purpose.

Volunteers will become an important human resource in the event of a disaster. Staging areas should be designated, and persons wishing to volunteer may be directed there for registration and assignments. The EOC will be responsible for the recruitment, registration, and coordination of spontaneous volunteer emergency workers. Volunteers will be registered as temporary emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details.

Resource Typing

Currently, the City of Bainbridge Island does not have the resources available to conduct this task. When resource typing is needed, the city will work with KCDEM to conduct this task.

Inventorying

The City of Bainbridge Island has an inventorying system in place for day-to-day operations. City does not have an inventory system available to conduct the inventorying of resources during a disaster or emergency. The city will work closely with outside partners and KCDEM to assist with this task.

Credentialing System

The City of Bainbridge Island Emergency Management Coordinator is responsible for the registration and credentialing of all Emergency Management Volunteers. All volunteers complete an application and background check before verification and approval of their status as an Emergency Management Volunteer. Credentialed and spontaneous volunteers must wear picture ID badges provided by the Emergency Management Coordinator when volunteering in a disaster.

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Health and Medical Logistics

Kitsap Public Health District is responsible for Kitsap County's mass dispensing plan, which includes the requesting, receipt, and distribution of emergency medicines and vaccinations. The Health District will coordinate with the City of Bainbridge Island to conduct emergency mass dispensing operations on the island.

The Kitsap Emergency Operations Center, managed by KCDEM, will process requests for non-medical resources during an emergency. The handling of these requests will be supported, as needed, by the Emergency Support Function 8 or Health and Medical Unit Leader. This role is typically filled by the Health District.

If a healthcare facility on Bainbridge Island needs a medical resource, they can contact the Northwest Healthcare Response Network after normal channels of (re)supply have been exhausted. NWHRN can provide resource requesting and scarce resource management assistance between coalition entities and within the healthcare sector, elevating request(s) alongside local emergency management and public health as needed.

Responsibilities

Intrastate Mutual Aid

1. Police Department
 - a. Provide law enforcement activities within the city, which includes the enforcement of any special emergency orders issued by the Mayor or City Manager.
 - b. Provide emergency traffic control, support for evacuations, windshield surveys, and assist with citywide damage assessment as needed.
 - c. Provide security at incident scenes and the Emergency Operations Center as needed.
 - d. Develop and maintain resource lists for equipment, personnel, and supply sources.
 - e. Coordinate requests for outside assistance through the EOC.
2. Fire Department
 - a. Provide fire suppression and control, emergency medical services, and immediate life safety services within Bainbridge Island.
 - b. Develop a list of resources that includes apparatus, equipment, personnel, and supply sources.
 - c. Implement the Kitsap County Fire Resources Plan when appropriate. (Separately published document).
 - d. Develop departmental procedures for use during major emergencies and disasters.

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- e. Provide regular status reports and information regarding operational and resource needs to the EOC.
 - f. Provide a representative to the EOC to assist in the prioritization and coordination of department-wide response efforts as well as regional coordination with Kitsap County EOC when appropriate.
3. Public Works Department
- a. May provide operational support with light and heavy equipment, manpower, traffic control, and control of utilities during emergencies.

Multi-Jurisdictional Coordination

1. Police Department
- a. Provide law enforcement activities within the City, which includes the enforcement of any special emergency orders issued by the Mayor or City Manager.
 - b. Provide emergency traffic control, support for evacuations, windshield surveys, and assist with citywide damage assessment as needed.
 - c. Provide security at incident scenes and the Emergency Operations Center as needed.
 - d. Develop and maintain resource lists for equipment, personnel, and supply sources.
 - e. Coordinate requests for outside assistance through the EOC.
2. Fire Department
- a. Provide fire suppression and control, emergency medical services, and immediate life safety services within Bainbridge Island.
 - b. Develop a list of resources that includes apparatus, equipment, personnel, and supply sources.
 - c. Implement the Kitsap County Fire Resources Plan when appropriate. (Separately published document).
 - d. Develop departmental procedures for use during major emergencies and disasters.
 - e. Provide regular status reports and information regarding operational and resource needs to the EOC.
 - f. Provide a representative to the EOC to assist in the prioritization and coordination of department-wide response efforts as well as regional coordination with Kitsap County EOC when appropriate.
3. Public Works Department
- a. May provide operational support with light and heavy equipment, manpower, traffic control, and control of utilities during emergencies.

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Emergency Worker Program

1. Emergency Management Coordinator
 - a. Implement Emergency Management Volunteer registration and credentialing process.
 - b. Coordinate with the EOC for volunteer activations.
 - c. Communicate with volunteer and religious organizations regarding need for additional volunteer services.
2. Bainbridge Prepares
 - a. Ensure Bainbridge Prepares volunteers register with the City as Emergency Management Volunteers.
 - b. Provide a representative to the EOC to serve in the Bainbridge Prepares Branch in the Operations Section.
 - c. Provide a representative to the EOC to serve in the Volunteer and Donations Management Unit in the Logistics Section.
3. Non-profit and Faith-based Volunteer Organizations
 - a. Contact members and mobilize as requested by the Emergency Management Coordinator.
4. City Manager
 - a. Provide Proclamation of Local Emergency.
 - b. Serve as the primary Disaster Manager when the EOC is activated.
 - c. Coordinate assignment of City employees, as necessary, to make best use of employee resources in disaster response and recovery.
5. City Council
 - a. Approve Proclamation of Local Emergency.
 - b. All Departments
 - c. Develop procedures to utilize all City staff for emergency assignments and identify staff who could be released to assist other departments.
6. Emergency Operations Center
 - a. Work directly with Emergency Management Coordinator to register temporary emergency workers and volunteers as required by emergency circumstances (other than City employees).
 - b. Prioritize needs for human resources help and assign volunteers appropriately.
 - c. Provide necessary emergency temporary worker registration materials, such as registration forms, identification cards, explanation of administrative procedures, etc.
 - d. Process any claims of volunteers registered as emergency workers.

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Resource Typing

1. Kitsap County Emergency Management
 - a. Assist with resource typing when requested.

Inventorying

1. All Departments
 - a. Coordinate with the EOC to assist with the inventorying of supplies and resources when requested.
2. Kitsap County Emergency Management
 - a. Provide support, when needed, in the inventorying of resources and supplies.

Credentialing System

1. Emergency Management Coordinator
 - a. Implement Emergency Management Volunteer registration and credentialing process.
 - b. Coordinate with the EOC to implement registration and credentialing process for spontaneous volunteers.

Health and Medical Logistics

1. Kitsap Public Health District
 - a. Maintain Kitsap County's mass dispensing plan, including the conduct of mass dispensing trainings and exercises.
 - b. Provide support, when needed, in the requesting of medical resources and supplies.
2. Northwest Healthcare Response Network
 - a. Support, when needed, brokering of medical resources among healthcare facilities within its jurisdiction. Coordinate with local Public Health District and KCDEM for all unfulfilled medical resource requests
 - b. Connect all non-medical resource requests to KCDEM.
3. Kitsap County Emergency Management
 - a. Provide support, when needed, in the requesting of medical and non-medical resources and supplies from healthcare organizations.

Resource Requirements

The Emergency Management Coordinator provides annual education and training on the procedures outlined in this section. If further education and training is needed, City of Bainbridge Island will collaborate with partnering or outside agencies to ensure all responsibilities are understood and well executed should a disaster or emergency happen.

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

Critical Infrastructure

Introduction

One of the most important obligations of government is to maintain public infrastructure. When emergencies destroy, damage, or weaken roadways, power distribution, water, sewer, and garbage or debris removal, the economy and the public health and welfare can be severely impacted. This purpose of this annex is to identify the critical tasks, capability, and process for identifying damage to the City of Bainbridge Island's critical infrastructure and key resources, and the City's ability to prioritize and restore those systems to normal operations or use.

Policies

See Appendix 3: Legal Authority for listed policies related to this annex.

Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan. The city has limited resources for emergency response that may impact the ability to respond to damage to critical infrastructure including transportation, communications systems, water/wastewater, and power.

Concept of Operations

Transportation

During regional incidents and activations, the Kitsap County EOC is the lead agency for the coordination of outside transportation resources (Kitsap Transit and Washington State Ferries). During local incidents and activation, the City of Bainbridge Island EOC will coordinate requests for transportation assistance directly with Kitsap Transit and Washington State Ferries. Additional resources or assistance may be obtained through existing mutual agreements and/or private contractors.

Public Works will coordinate with city and county agencies to establish transportation routes out of or through the city. The Public Works Department will coordinate with local providers of transportation (school district, etc.) to supply required vehicles for evacuation or relocation. This will be coordinated through the EOC. The Public Works Director shall designate a representative to the EOC. Public Works staff will be mobilized as needed.

The City of Bainbridge Island has also established a City and Citizen Flotilla of volunteer boat owners who may assist with transportation needs on and off the island when the bridge and ferry service are compromised.

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Communications Systems

The primary source of dispatch communications for the Bainbridge Island Fire Department and the Bainbridge Island Police Department is coordinated by Kitsap 911, located at 911 Carver Street W, Bremerton, WA.

The City of Bainbridge Island maintains its own internal VHF radio frequencies, which are normally used for communications by the Public Works and Bainbridge Island Police Departments. In the event of an emergency, these frequencies may be used by the EOC to coordinate and share information with field responders and other City departments.

The Police Department and Information Technology Department work together to provide overall direction and control of the emergency communications support activities of the City during a disaster or emergency situations.

Coordination with the EOC will be critical to the City's ability to coordinate and respond to an emergency.

Partial or total disruption of normal communications may occur during an emergency. Primary and auxiliary modes of communications are vital to any emergency operations activity.

The existing telephone system provided through the general telephone switch network system, along with the City's existing radio systems, will provide the primary modes of communication.

Additional volunteers may be activated as necessary to supplement the City's radio system such as local amateur radio operators. The Bainbridge Island Emergency Auxiliary Radio Service (BEARS) is an established team and may be called upon to support local communications.

The City of Bainbridge Island uses the Nixle mass notification system send out emergency messaging to the community, as well as to city employees, those serving in the EOC, and others involved with response activities. All employees with the City of Bainbridge Island are registered with Nixle and are aware that this system will be used during an emergency.

If the telephone system fails, city cellular phones and employee cellular phones are available for use for the EOC and field operations. All City cell phones are subscribed to Wireless Priority Service (WPS) and the Bainbridge Island Fire Department and Police Department cell phones are a part of the AT&T FirstNet network.

Fax machines are available in the EOC, Bainbridge Island Public Works Operations and Maintenance facility and the Bainbridge Island City Hall. These machines may also be used as a means of communications.

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Water/Wastewater

The Bainbridge Island Public Works Department is the lead agency for the coordination of Public Works activities within the City.

The Public Works Department shall provide damage assessment of Public Works facilities, transportation routes, and essential City owned buildings. The department shall provide for emergency repair of city owned facilities. Priority shall be given to facilities that provide critical and essential services.

The Public Works Department shall coordinate with private and other public utility companies responsible for electricity, telephone, cable, and solid waste collection to ensure all recovery operations are conducted in as orderly a manner as possible.

The Public Works Director shall designate a representative to the Emergency Operations Center.

Additional resources or Public Works assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors.

Public Works staff will be mobilized on a case-by-case basis. This will normally be done through the department's notification procedures.

Utilities

The following utility systems operate in the City of Bainbridge Island:

- Surface Water
- Water (Public Works, City of Bainbridge Island, Kitsap Public Utility District, Washington Water Service, and numerous small water systems)
- Sewer (Public Works, City of Bainbridge Island, Kitsap Sewer District #7)
- Electric Power (Puget Sound Energy)
- Telephone (CenturyLink)
- Internet (CenturyLink, KPUD)
- Solid Waste (Bainbridge Disposal)
- Cable Television (Comcast)
- Propane (various private supply companies)

The Public Works Department is the lead agency for the coordination of all utility activities within the City of Bainbridge Island.

The Public Works Director shall designate a representative for utilities to the EOC.

Additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts with private contractors.

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Public Works staff will be mobilized on a case-by-case basis. This will normally be done by telephone or text through the department's notification procedures.

Public Works shall provide damage assessment of public utilities. Priority shall be given to facilities that provide critical and essential services.

Electric power is maintained by Puget Sound Energy.

Responsibilities

Transportation

1. Public Works
 - a. Act as necessary to provide transportation as required by conditions of critical routes.
 - b. Provide for the safe and effective operations of transportation equipment through coordination with Police and Fire Departments.
 - c. Provide and/or coordinate property restoration of critical transportation systems.
 - d. Provide or contract for transportation services as appropriate through support agencies/businesses.
 - e. Maintain an inventory of public/private transportation suppliers (Kitsap Transit, WSF, school district, fire district, etc.).
 - f. Document costs and activities.
2. Flotilla
 - a. Provide transportation support for EOC and citizen needs through the City and Citizen Flotilla cadre of volunteer boat owners.
3. Emergency Operations Center
 - a. Coordinate with Kitsap Transit, Washington State Department of Transportation, Washington State Ferries, and the Flotilla on transportation needs related to localized disaster response operations
 - b. Activate the Flotilla to support disaster response operations if access on and off the island is compromised due to bridge closure and ferry service termination
4. Kitsap County DEM
 - a. Coordinate with Kitsap Transit, Washington State Department of Transportation, Washington State Ferries, and the Flotilla on transportation needs related to regional disaster response operations

Communications System

1. Police Department
 - a. Direct emergency communications support activities of the City.

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- b. Advise EOC on status and capabilities of emergency communications system.
 - c. Recommend reallocation or redistribution of radio and cellular telephone resources used by City departments as needed to effectively maintain communications in emergency situations.
 - d. Coordinate with Communications Branch in the EOC on use of alternate communications systems if normal channels are inoperable.
2. Emergency Operations Center
- a. Coordinate activation of volunteer radio networks as needed.
3. Information Technology
- a. Arrange additional communications capabilities when needed.
 - b. Establish restoration priorities for emergency telephone and radio systems.

Water/Wastewater

1. Public Works
- a. Take immediate action as necessary, in conjunction with the Police Department, to protect the public from unsafe conditions and implement detours and/or road closures as directed by the EOC.
 - b. Conduct immediate field assessment of the status of the streets network, and City facilities and report findings to the EOC.
 - c. Provide for the safe and effective operation of streets and walkways through the removal of debris.
 - d. Provide emergency public information through the EOC regarding matters of public health hazards related to damaged facilities.
 - e. Provide for priority restoration of critical facilities.
 - f. Provide or contract for major recovery work and/or service when appropriate.
 - g. Maintain an inventory of equipment (signs, barricades, paint, etc.) that is ready to be used to respond to road closures, detours, route markings, etc.
 - h. Conduct minor street and structure repair whenever it has been decided to perform such service in-house or whenever immediate restoration is critical and possible.
 - i. Assist other City departments when requested and possible.
 - j. Coordinate repair operations with outside agencies and franchise utilities as appropriate.
 - k. Assist with arrangements for alternate locations from which to operate City business as appropriate.
 - l. Document costs and activities.
2. Planning and Community Development Department
- a. Support the Public Works Department when requested by the Public Works Director.

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Energy

1. Public Works

- a. Coordinate water supply and sewer collection with appropriate purveyors.
- b. Communicate health and environment issues to the EOC.
- c. Assist in damage assessment of public and private utilities. Provide for priority restoration of critical facilities through the EOC.
- d. Coordinate repair operations with franchised utilities and outside agencies as appropriate through the EOC.
- e. Coordinate citywide solid waste collection services.
- f. Operate the public detention systems to control flooding and/or property damage.
- g. Public Works shall coordinate all recovery work with private utilities/businesses responsible for electricity, telephone, water, sewer, and cable through the EOC. The EOC will notify the appropriate agencies.
- h. Document costs and activities.

Attachments

Attachment 1: Bainbridge Island Critical Infrastructure List

Resource Requirements

The Emergency Management Coordinator provides annual education and training on the procedures outlined in this section. If further education and training is needed, City of Bainbridge Island will collaborate with partnering or outside agencies to ensure all responsibilities are understood and well executed should a disaster or emergency happen.

References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

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Attachment 1: Bainbridge Island Critical Infrastructure

City Owned Critical Facilities

1	City Hall	280 Madison Ave	Executive, Finance, Planning, PW – Engineering functions
2	Ted Spearman Justice Center	8804 Madison Ave N	Police, Court, and EOC functions
3	Senior Community Center	Waterfront Park	Community Center and Disaster Hub
4	Public Works Facility	7305 Hidden Cove Road	PW – Operations & Maintenance Functions
5	Wastewater Treatment Plant	1220 Donald Place	Wastewater treatment facilities
6	Head of Bay Well Site	7290 Wyatt Way	Wells, treatment, booster pumps
7	Sands Avenue Well Site	8499 Sands Avenue NE	Wells, treatment, booster pumps
8	Fletcher Bay Well Site	5579 N.E. Foster Road	Well, treatment, booster pump
9	Commodore Well Site		Well, treatment, booster pumps
10	1.0 Million Gallon Reservoir	1755 Lewis Place NW	1,000,000 gal above ground tank
11	1.5 Million Gallon Reservoir	1755 Lewis Place NW	1,500,000 gal above ground tank
12	Grand Avenue Reservoir	Cherry Avenue	300,000 gal above ground tank
13	Rockaway Reservoir	1100 Old Creosote Road	132,000 gal above ground tank
14	Rockaway Treatment Facility	1100 Old Creosote Road	Treatment
15	Rockaway Taylor Avenue Well	Taylor Avenue	Well
16	Erickson Avenue PRV	Eriksen and Wyatt	Underground PRV station
17	Cherry Avenue PRV	851 Cherry Avenue	Underground PRV station
18	Grow Avenue PRV	Grow and Wyatt	Underground PRV station
19	Madison/Knechtel PRV	Madison and Knechtel	Underground PRV station
20	Weaver PRV	Weaver between HS & Wyatt	Underground PRV station
21	Madison Avenue PRV	Madison and Madrona	Underground PRV station
22	Ferncliff Avenue PRV	Ferncliff and Wing Point	Underground PRV station
23	Cave Avenue PRV	Cave Avenue	Underground PRV station
24	Highway 305 South	400 Harborview Drive SE	Dry pit pump station
25	Island Terrace	1174 Ferncliff Avenue NE	Dry pit pump station
26	Klickitat	692 Klickitat Place NE	Dry pit pump station
27	Lower Hawley	1195 Irene Place NE	Dry pit pump station
28	Lower Lovell	426 Lovell Avenue SW	Dry pit pump station

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29	Lynwood Center	4573 Point White Drive NE	Wet pit pump station
30	North Town Woods	9665 NE North Town Loop	Dry pit pump station
31	Old Treatment Plant	310 Madison Avenue S	Dry pit pump station
32	Sunday Cove	691 Winslow Way West	Dry pit pump station
33	Village	920 Hildebrand Lance NE	Dry pit pump station
34	Wing Point	6481 Wing Point Drive NE	Dry pit pump station
35	Sakai Village	1879 Sakai Loop	Wet pit pump station
36	Ferry Terminal	Olympic Drive	Wet pit pump station
37	Rockaway	3900 Rockaway Beach Rd	Wet pit pump station
38	Vineyard Lane	682 State Highway 305	Wet pit pump station
39	Woodward School	9125 N.E. Sportsman Club	Wet pit pump station
40	Madrona	Madison and New Brooklyn	Wet pit pump station
41	Vincent Road Landfill	6400 Don Palmer Avenue	Closed landfill
42	Stormwater Decant Facility	6401 Don Palmer Avenue	Stormwater spoils handling facility

Non-City Owned Critical Facilities

1. Agate Pass Bridge
2. Winslow Ferry Terminal
3. Washington State Ferry Maintenance Yard
4. Elementary Schools: Blakey, Ordway, Halilts, & Odyssey
5. Sakai Intermediate School (Disaster Hub)
6. Woodward Middle School
7. Bainbridge High School (Child Reunification Center)
8. Commodore Options School
9. Island School (Disaster Hub)
10. Hyla Middle School (Disaster Hub)
11. Hyla High School
12. Madrona School
13. Montessori Country School
14. St. Cecilia Catholic School
15. Fire Stations 21, 22, and 23
16. Virginia Mason Franciscan Health Clinic
17. VMFH Urgent Care
18. Island Health and Rehabilitation
19. Fieldstone
20. BI Historical Museum
21. Kitsap Regional Library – Bainbridge Branch
22. Madrona House (BI Senior Living)
23. Madison Avenue House (BI Senior Living)
24. Winslow Manor (BI Senior Living)
25. Wyatt House (BI Senior Living)

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- 26. Fort Ward Wastewater Treatment Plant
- 27. Two high power transmission lines across Agate Pass
- 28. Three PSE Sub-stations (Port Madison, Winslow, and Murden Cove)
- 29. Kitsap 911 Mandus Olsen Radio Tower
- 30. Disaster Hubs (shelter) Locations
 - a. Bloedel Reserve
 - b. Seabold United Methodist Church
 - c. Battle Point Park
 - d. Bainbridge Island Recreation Center (BIRC)
 - e. Island Center Hall
 - f. Bethany Lutheran Church
 - g. Rolling Bay Presbyterian Church
 - h. IslandWood
 - i. Fort Ward Community Hall



Appendices



**CITY OF
BAINBRIDGE ISLAND**

Comprehensive Emergency Management Plan

October 2024

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Terms and Definitions

NAME	DESCRIPTION
AAR	After Action Report
Access and Functional Needs	Those members of the community that may have additional needs before, during and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.
ADA	Americans with Disabilities Act
Administration and Finance Chief	In an incident, responsible for communications flow, record keeping, and financial support.
Advanced Life Support	Refers to services by a paramedic considered “advanced”, such as cardiac monitoring, endotracheal intubation, intravenous therapy, and selected trauma surgical procedures.
AFN	Access and Functional Needs
After Action Report	A narrative report that presents issues found during an incident or exercise along with recommendations on how those issues can be resolved.
All-Hazard	Describing an incident, natural, or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economical activities.
Allocated Resources	Resources dispatched to an incident that have not yet checked in with the Incident Command Center.
ALS	Advanced Life Support
Alternate Facility	An alternate work site that provides the capability to perform minimum essential departmental or jurisdictional functions until normal operations can be resumed.
American Red Cross	The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies.
Animal Shelter	A place where animals are kept when stray, lost, abandoned, or during a time of disaster when owners need a place to keep them.
Annex	The purpose of an annex is to describe operations for a particular function. It defines the function and shows how activities of various participants in the functional organization are coordinated. The annex is action oriented. It is written for, and preferably by, the person responsible for controlling resources available to accomplish the objectives of the function in any large-scale emergency. It is a substantial, freestanding plan that is specific to carry out a task. Examples: Fire Mobilization Plan, Hazmat Plan, Pet Care Plan.

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Appendices	An appendix contains details, methods and technical information that are unique to specific hazards identified as being likely to pose a threat of disaster in the community. Appendices should be attached to functional annexes. Appendices are supplementary, helper documents, frequently changing but without specific direction. Examples, non-critical lists such as phone lists or annual lists of events.
ARC	American Red Cross
Assigned Resources	Resources checked in and available for assignment.
Awareness	The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.
Base	In Incident Command, location at which the primary logistics functions are coordinated and administered. The incident Command Post may be located with the Base. There is only one Base per incident.
Basic Life Support	A specific level of pre-hospital medical care provided by trained responders, including emergency medical technicians, in the absence of advanced medical care.
BLS	Basic Life Support
Branch	That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is the organizational level between Section and Division/Group.
Catastrophic Event	An emergency event that renders a departments or jurisdictions primary facility unusable for a sustained period of up to or exceeding 30 days.
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulations
CISD	Critical Incident Stress Debriefing
Clear Text	The use of plain English in radio communications transmissions. No ten codes or agency-specific codes are used when using clear text.
Code of Federal Regulations	The primary volume regarding the Public Assistance Program under FEMA's direction.
COG	Continuity of Government
Command	The function in the Incident Command System responsible for overall direction and control of the incident.
Command Staff	The command Staff consists of the Safety Officer, Liaison Officer, and Information Officer, who report directly to the Incident Commander.

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Comprehensive Emergency Management Plan	The plan developed by the Division of Emergency Management and participating entities, which addresses the mitigation, preparation, response, and recovery activities associated with emergency/disaster situations.
Comprehensive Preparedness Guide 101	Comprehensive Preparedness Guide 101 provides Federal Emergency Management Agency (FEMA) guidance on the fundamentals of planning and developing emergency operations plans (EOP).
Contingency staff/team	The personnel of the department of jurisdiction who are designated to report to the alternate facility during COOP implementation to ensure that the department or jurisdiction is able to perform its essential functions.
Continuity of Government	Measures taken by a government to continue to perform required functions during and after a severe emergency. COG is a coordinated effort within each branch of government to continue its minimum essential responsibilities in a catastrophic emergency.
Continuity of Operations	An internal effort within individual components of a government to ensure the capabilities exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accident and technological or attack-related emergencies.
COOP	Continuity of Operations Plan
Cooperating Agency	An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (American Red Cross law enforcement, public works, etc.).
Cost Share	A sharing of costs between the Federal and State governments when the President declares a disaster or emergency.
County Organizations	Private entities that are signatories to the CEMP and have a designated responsibility for carrying provisions out within the CEMP.
CPG 101	Comprehensive Preparedness Guide 101
Critical Incident Stress Debriefing	An organized approach to supporting emergency services personnel and survivors who are involved in emergency operations under conditions of extreme stress. The purpose of the debriefing group is to assist in mitigating long-term emotional trauma.
Critical Infrastructure	Assets, systems, and networks, whether physical or virtual, so vital that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters.
Cyber	Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.
Damage Assessment	The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event.

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	Estimation of damages made after a disaster has occurred which serves as the basis of the Mayor's Proclamation of Local Emergency.
Declaration of Disaster, Presidential	Activates certain federal assistance under the provisions of Public Law 93-288 the Robert T. Stafford Disaster Relief Act; made by the President; requested by the Governor.
Declarations of Disaster, local	An indication to the Governor of the State of Washington that local resources have or may soon be exhausted, and that special assistance is required to meet the needs of the emergency; a resolution made by the City Council; necessary prior to direct assistance from the state.
Delegated Authority	An official mandate calling on the individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.
Demobilization	The orderly, safe, and efficient return of an incident resource to its original location and status.
Designated Area	Any county in the state identified with an emergency or major disaster-affected area that has been determined eligible for federal assistance.
Direction and Control	The emergency support function that defines the management of emergency response and recovery.
Direction and Control Exercise	An activity in which emergency management officials respond to a simulated incident from their command-and-control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.
Disaster	An event, expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.
Disaster Assessment	Estimation of damages made after a disaster has occurred which serves as the basis of a Proclamation of a Local Emergency.
Disaster Field office	(DFO) A temporary location to coordinate disaster response over a prolonged period.
Documentation Unit	Functional unit within the Planning Section. Responsible for recording, collecting, and protecting all documents relevant to the incident.
Donated Resources	Volunteer labor, donated equipment, and donated materials.
EMC; EMAC	Emergency Management Council; Emergency Management Advisory Committee

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Emergency	A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment. "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 92-288)
Emergency Alert System	(EAS) A federally mandated program established to enable the President, federal, state and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Formerly known as the Emergency Broadcast System (EBS), it requires broadcasters to relay emergency information. This system is for immediate action emergencies where the public needs to be informed. Example, dam failure, hazmat chemical cloud.
Emergency Management	Organized analysis, planning, decision-making, and assignment of available resources to mitigate, prepare for, respond to, and recover from the effects of any hazards.
Emergency Medical Services	A national network of services coordinated to provide aid and medical assistance from primary response to definitive care; involves personnel trained in rescue, stabilization, transportation, and advanced treatment of traumatic or medical emergencies.
Emergency Operations Center	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribe), or some combination thereof.
Emergency Support Function	A grouping of government and certain private sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESF's serve as the primary operation-level mechanism

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	to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions or primary Federal responsibility.
Emergency Worker Compensation	Liability coverage for certain volunteer emergency workers under the provisions of the Revised Code of Washington, Chapter 38.52.
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ESF	Emergency Support Function
Evacuations	Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
Event	A significant event or designated special event requiring security, such as inaugurals, State of the Union addresses, the Olympics, and international summit conferences.
FEMA	Federal Emergency Management Agency
Finance / Administration Section	Section in the Incident Command System responsible for coordination of fiscal control measures, cost tracking, and procurement management.
HAM Radio	Amateur Radio, a licensed citizen radio system which can be used during times of emergency.
Hazard	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Hazard Mitigation	Any action taken to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities.
HHS	Health and Human Services
Homeland Security Exercise and Evaluation Program	Provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.
Hot Wash	The immediate after-action discussion and evaluation of performances of an exercise, training, or real-world event.
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
Incident	An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

	health and medical emergencies, and other occurrences requiring and emergency response.
Incident Command System	Nationally recognized emergency management method for the coordination of multiple resources in a complex incident. Adaptable to single jurisdiction/single agency; single jurisdiction/multiple agency; multiple jurisdiction/multiple agencies. Consists of 5 primary components: Command, Operations, Planning, Logistics, and Finance/Administration.
Incident Commander	The person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved.
JFO	Joint Field Office
JIC	Joint Information Center
Joint Field Office	The central coordination point for recovery assistance programs among local, state, Federal, and tribal agencies; as well as, voluntary organizations
Joint Information Center	A center established to coordinate the public information activities for a large incident for responding agencies.
Joint Information Center	A facility established to coordinate all incident related public information activities on-scene. It is the central point of contact for all news media at the scene of the incident. Public information officials from participating federal, State, local, and tribal agencies and nongovernmental entities also may co-locate at the JIC.
Jurisdiction	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).
KCDem	Kitsap County Emergency Management
KCSO	Kitsap County Sheriff Office
Kitsap Community Alerts; Rave	A mass notification system that allows for the alerting of emergency or non-emergency incidents that may have significant impact to the community.
KPHD	Kitsap Public Health District
LEP	Limited English Proficiency
LEPC	Local Emergency Planning Committee
Limited English Proficiency	A person who is not fluent in the English language and/or may have limited ability to speak, read, write, and understand the English language. Often, English is not their native language.

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Local Emergency Planning Committee	A committee that represents local governments, emergency response officials, environmental and citizen groups, industry and other interested parties in each of the 40 emergency planning districts in Washington state that was established by the State Emergency Response Commission to coordinate hazardous material issues and carry out the mandate of the Emergency Planning and Community Right-to-Know Act of 1986.
Logistics Section	Section in Incident Command System responsible for the acquisition and tracking of personnel, supplies, equipment, transportation resources, facilities, etc.
Mitigation	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often identified by lessons learning from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measure that can take to reduce loss and injury.
Multi-jurisdictional	Planning that entails the planning of multiple jurisdictions and agencies, which may also be outside of the jurisdiction.
Mutual Aid Agreement	Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.
National Incident Management System	A system that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility between Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. They are identified as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.
NGO	Non-Governmental Organization
NIMS	National Incident Management System
Non-Governmental Organization	An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a

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	government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations, American Red Cross, Salvation Army.
NRF	National Response Framework
Operations Section	Section of the Incident Command System responsible for coordination of emergency resources involved in the direct response to the incident including fire, emergency medical services, police, public works, mass care, etc.
PETS	Pets Evacuation and Transportation Standards Act
Pets Evacuation and Transportation Standards Act	Requirement that states seeking Federal Emergency management Agency (FEMA) assistance to accommodate pets and service animals in their plans for evacuating residents facing disasters.
PIO	Public Information Officer
Planning Section	Section of the Incident Command System responsible for operational planning, information management, documentation, etc.
Preparedness	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.
Prevention	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Prevention measures may be implemented prior to, during, or after an incident. Prevention measures are often identified by lessons learned from prior incidents. Prevention involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Prevention can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.
Proclamation of Local Emergency	An indication that extreme measures may be necessary to preserve life and property; a proclamation made by the City Council; activates certain emergency powers.
Public Information Officer	The communications coordinator or spokesperson of certain governmental organizations.
RCW	Revised Code of Washington

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COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Recovery	The development, coordination, and execution of service and site restoration plans; the reconstruction of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.
Response	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support to supervisory capacities at an incident or at an EOC.
Sit-Rep	Situation Report
Volunteers	Individuals aiding during a disaster. These volunteers can be individuals or organizations.
Whole Community	Principles, themes, and pathways for action that presents a foundation for increasing individual preparedness and engaging with member of the community as collaborative resources to enhance the resiliency and security of the community.
WSDOT	Washington State Department of Transportation
WSF	Washington State Ferries
WSP	Washington State Patrol

References and Supporting Plans

Local

- Bainbridge Island Fire Department Community Wildfire Protection Plan
- Bainbridge Island Fire Department Hazard Identification and Vulnerability Assessment
- City of Bainbridge Island Municipal Code 2.28
- City of Bainbridge Island Hazards Mitigation Plan
- Kitsap County Fire Resource Plan
- Kitsap County Hazard Mitigation Plan
- Kitsap County Comprehensive Emergency Management Plan
- Kitsap County Emergency Operations Center Manual
- Kitsap County Sheriff's Office Standard Operating Policies and Procedures Manuals
- Kitsap County Mass Casualty Incident Plan
- Kitsap County Mass Fatality Plan
- South Puget Sound Fire Resources Mobilization Plan

State

- Washington State Department of Transportation Disaster
- Washington State Comprehensive Emergency Management Plan
- Washington State Hazard Identification and Vulnerability Assessment
- Washington State Mutual Aid Peace Officers Power Act
- Washington State Fire Services Resources Mobilization Plan
- Washington State Intrastate Mutual Aid System (WAMAS) Operations & Deployment Guide
- Interstate Mutual Aid Compact

Federal

- Homeland Security Presidential Directive
 - Directive 5
 - Directive 8
- FEMA National Prevention Framework
- FEMA National Protection Framework
- FEMA National Mitigation Framework
- FEMA National Response Framework
- FEMA National Disaster Recovery Framework
- FEMA National Preparedness Goal
- FEMA National Incident Management System

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- FEMA Comprehensive Preparedness Guide 101, Developing and Maintaining Emergency Operations Plans, Version 2
- Presidential Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency
- Presidential Executive Order 13347, Individuals with Disabilities in Emergency Preparedness

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Legal Authority

Local

- Bainbridge Island Municipal Code 2.28
- Kitsap County Inter-Local Cooperative Agreement for Emergency Management

State

- Revised Code of Washington
 - 10.93 Washington Mutual Aid Peace Officer Powers Act
 - RCW 35.33.081, 35A.33.080, 35A.34.140, 36.40.180, Emergency expenditures-Nondebtable emergencies
 - 38.52, Emergency Management
 - 39.34, Interlocal Cooperation Act
 - 42.14 Continuity of Government Act
 - 43.43.962, Washington State Patrol – State Fire Service Mobilization Plan
 - 43.43.972, Washington State Law Enforcement Mobilization
 - 49.60.400, Discrimination, Preferential Treatment Prohibited
- Washington Administrative Code
 - 118-04, Emergency Worker Program
 - 118-30, Local Emergency Management/Services Organizations, Plans, and Programs
 - 296.62, General Occupational Health Standards

Federal

- Title 44, Code of Federal Regulations (CFR), Part 206, *Federal Disaster Assistance*
 - Title 44, CRF, Section 205.16 – Nondiscrimination
- Public Law
 - 81-920, Federal Civil Defense Act of 1950, as amended
 - 88-352, Civil Rights Act of 1964, as amended
 - 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - 96-342, Improved Civil Defense Act of 1980, as amended
 - 99-499, Superfund Amendments and Reauthorization Act of 1986, Title III, Emergency Planning and Community Right to Know
 - 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - 104-321, Emergency Management Assistance Compact
 - 105-19, Volunteer Protection Act of 1997, as amended
 - 105-381, Pacific Northwest Emergency Management Arrangement
 - 107-296, Homeland Security Act of 2002, as amended

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- 109-295, Title VI - Post Katrina Emergency Management Reform Act, 2006
- 109-308, Pets Evacuation and Transportation Standards Act, 2006
- 110-325, The ADA Amendments Act of 2008, amending the Americans with Disabilities Act of 1990
- 112-141, Moving Ahead for Progress in the 21st Century Act
- 920, Federal Civil Defense Act of 1950, as amended

2024

HAZARD SPECIFIC ANNEX *Wildfire Response and Evacuation Plan*



CITY OF
BAINBRIDGE ISLAND



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Plan Maintenance and Revision

The Emergency Management Coordinator is responsible for maintaining this plan. The plan was developed to serve as a dynamic, living document. It will be updated on an on-going basis and will receive formal review every 3 years.

Record of Changes

Revision #	Issue Date	Summary of Revisions
Initial Issue	September 2022	New
1	October 2024	Update to Ready, Set, Go evacuation levels to comply with current County verbiage. Updated zone-specific lot/dwelling information.

Wildfire Response

1.0 Introduction

The purpose of this annex is to serve as a supplemental document to the CEMP that provides wildfire specific information, and response procedures related to firefighting, evacuation, and emergency public information. This plan should be used as a guiding framework only. Several of the actions or considerations within the plan will need to be adjusted based on the fire ignition location, fire size, weather and fire behavior at the time of the incident.

2.0 Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan, including wildfires. The City has limited resources thereby requiring a high degree of interagency cooperation and communication.

Wildfires may be caused by natural or human actions. The primary natural ignition source is lightning. Human sources include fireworks, power lines, campfires, motor vehicles, and machinery (chain saws, lawnmowers, etc.). The other human source is arson.

2.1 Planning Assumptions

- A single large fire or multiple small fires will exceed fire-fighting resources.
- Hot, dry weather; lightning storms; and high winds can significantly increase the danger of wildfires.
- Evacuation is the primary protective action that may be taken to protect citizens at risk from wildfire.
- Certain unforeseen events may occur which may require modifying this plan. The amount of time available to determine the scope and magnitude of the incident may impact the protection actions recommended.

3.0 Concept of Operations

The Incident Command System (ICS) will be used in wildfire incident response. The ICS is a flexible management tool that allows local, county, state, federal, and private entities to be integrated under a single command structure. Designating the use of ICS for incident response is consistent across Kitsap County.

The Bainbridge Island Fire Department is in command of wildfire response for the City. They will be supported by other agencies, districts and departments through pre-established mutual aid agreements. If needed, a Unified Command Structure may also be utilized. This would support multiple incident command posts (ICPs) and can manage response and recovery activities associated with events that are large, complex, or that affect multiple jurisdictions. Very large

or complex incidents may require the utilization of an Incident Management Team (IMT) to properly manage response and recovery activities. Significant wildfire incidents may require activation of the City of Bainbridge Island Emergency Operations Center (EOC) to provide additional support for response operations, communications, and resource coordination.

3.1 Firefighting

A wildfire is a fire burning out of control in vegetation. Factors that affect wildfire are fuel, weather, and topography. Vegetation that fuels a fire can be sub-surface (duff and roots), surface (grass and bushes), and aerial (snags, branches, and canopy). Low humidity, high winds, high temperatures, and other unstable weather patterns can present conditions that contribute to the potential for ignition and increased fire growth. Fuel arrangement and density on Bainbridge Island, combined with a large wildland-urban interface, can make fighting wildfires very challenging and time consuming.

Weather strongly affects wildfire behavior. Any combination of the two of the following “watch-out” weather parameters can create more intense and potentially destructive fire behavior:

- 20 foot wind speeds >7mph
- Sustained winds from the east (more common in late August to early October)
- Relative humidity <40%
- Temperatures >72 degrees F
- 1,000-hour fuel moisture <20% (1,000 hour fuels are dead branches, etc. between 3 and 8 inches in diameter)
- 14 days without rain

Components of extreme fire behavior include more intense heat and preheating of surrounding fuels, stronger flame runs, potential tree crowning, increase likelihood of significant spot fires, and fire induced weather (e.g. strong winds, lightning cells). Extreme fire behavior is significantly more difficult to combat and suppress and would drastically increase the threat to the existence of homes and communities on Bainbridge.

The Bainbridge Island Fire Department trains all of its Firefighters to National Wildfire Coordinating Group standards. Firefighting efforts are prioritized to protect life, property, and the environment – in descending order. The Fire Department has a cache of tools and equipment used specifically for wildland firefighting. A robust mutual aid system, ranging from local to regional to statewide assets, is used the event of escalating incidents that are beyond the control of Bainbridge Island firefighters alone.

3.2 Evacuation

In the event of an incident requiring the evacuation of all or part of the City of Bainbridge Island, the individual ordering an evacuation shall request notification of the Emergency Management Coordinator and the activation of the EOC any time there is a need to evacuate individuals to public shelters or across jurisdictional boundaries. KCDEM shall be notified in the event of an evacuation on the Duty Officer line at 360-535-9988.

The evacuation of people from areas of risk in the City of Bainbridge Island may involve the emergency response of more than one government jurisdiction. The movement of people may be across jurisdictional boundaries and on public streets, roads and highways under the supervision and control of one or more jurisdictions including cities, different counties and state government.

City of Bainbridge Island Police Department will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the EOC.

Evacuation information should be as clear and direct as possible in order to provide immediate response by the affected population. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel when possible.

Provisions for the evacuation of individuals with access and functional needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the specific needs of the situation.

Planning efforts are underway within the county that address the evacuation of those with Limited English Proficiency (LEP), as well as Access and Functional Needs (AFN). These planning efforts also recognize the need to address the accommodation of pets and services animals.

3.3 Evacuation Zones

Bainbridge Island has been divided up into 12 evacuation zones. Real time information will be used to determine which evacuation zones need to be evacuated. Information regarding specific evacuation routes will be conveyed to the community based on the location of the hazard. Throughout the emergency, it will be necessary to continuously reevaluate the size and location of the danger area and, if necessary, advise the evacuation of additional areas. In general, evacuation routes will direct people to get away from the hazard area and to report to a temporary reception center or if off island

evacuation is needed to head north on State Route 305 to the Agate Pass Bridge or to head to the ferry terminal in downtown.

1. Zone 1 - Seabold/Agate Pass/West Port Madison
2. Zone 2- Port Madison
3. Zone 3 -Manzanita/Madrona Heights/Meadowmeer
4. Zone 4 – Battle Point/Tolo
5. Zone 5 - Grand Forest
6. Zone 6 - Rolling Bay/Manitou Beach
7. Zone 7 - Fletcher Bay/Gazzam Lake
8. Zone 8 - Downtown Winslow
9. Zone 9 - Wing Point/Hawley/Yeomalt/Ferncliff
10. Zone 10 - Crystal Springs/Point White/Lynnwood Center/West Blakely
11. Zone 11 - Rockaway Beach/Eagledale/Creosote/Port Blakely
12. Zone 12 - Fort Ward/South Beach/Country Club

Zone	Total # Lots	# Commercial	# Dwellings	# Other
1	714	3	513	198
2	1140	6	918	216
3	795	21	619	155
4	643	3	495	145
5	581	27	436	117
6	1107	16	935	156
7	651	2	468	181
8	1698	148	1219	331
9	1308	26	1069	213
10	1316	13	1026	277
11	869	9	669	191
12	615	2	440	173

(Updated August 2024)

See Attachment 1: Evacuation Routes

See Attachment 2: Evacuation Zones

See Attachment 3: Zone by Zone Maps

3.4 Traffic Control

Traffic control points will be established as needed and assigned to a commissioned law enforcement officer to maintain an orderly flow of vehicular traffic out of the affected area(s). Traffic control personnel may be supplemented with Public Works staff and

Community Emergency Response Team (CERT) volunteers specifically trained in traffic management procedures.

See Attachment 4: Traffic Control Points

3.5 Evacuation Area Re-Entry

The Incident Commander will provide recommendations to the law enforcement agency having jurisdiction on lowering or canceling evacuation levels (and issuing an All CLEAR). Considerations for safe re-entry of evacuated areas are:

- Public and firefighter safety
- Incident stabilization
- Emergency related traffic/activities
- Hazard mitigation
- Utilities secured
- Minimizing economic impact/consequences
- Community Integrity

The public should be advised that evacuation levels may change at any time during the incident. Re-entry should not impact incident operations and those requesting re-entry must coordinate with law enforcement to ensure proper identification and proof of ownership.

3.6 Emergency Public Information

Emergency communication related to evacuation, sheltering, emergency lockdowns, food and water, public health protection, road closures, and other hazards are coordinated directly by the City of Bainbridge Island Emergency Management Coordinator and the Communications Coordinator.

The City of Bainbridge Island Communications Coordinator acts as the official Public Information Officer (PIO) for coordinating the dissemination of emergency public information through the EOC. Additional City staff have been designated as backup PIOs to assist in the EOC in the event the Communications Coordinator is not available.

Emergency public information shall be coordinated through the EOC. The PIO will coordinate with the EOC Manager to prepare and coordinate the release of emergency public information. When the situation warrants, the PIO shall appoint an Assistant PIO when media briefings are required from multiple locations or the situation requires it.

Media briefings will normally take place at the Bainbridge Island City Hall. In the event that this location is not functional, or communications are inadequate, an alternate location will be identified and announced by the PIO.

In general, messages will be written to convey the following points of information:

- What protective actions to take (evacuate, shelter-in-place, etc.)
- Routes to take, including conditions of roads
- Locations of assembly points for those without access to a vehicle
- Where to go for care and shelter until the emergency situation has passed.

Any or all of the following methods may be utilized to relay emergency information to the public during all phases of response and recovery:

1. COBI Nixle mass notifications (text and email to subscribers)
2. Kitsap County Code Red mass notifications
3. Wireless Emergency Alerts (coordinated through Kitsap County or State EMD)
4. City website and social media sites (Facebook and Twitter)
5. Police and Fire vehicle public address systems
6. Emergency Alert System (EAS)
7. Print, radio and television media
8. Printed educational/informational material
9. Message boards at City facilities (including Fire, Parks, Schools, etc)
10. Amateur Radio System (Ham radio)

Method	Authorized Senders
COBI Nixle Alerts	Communications Coordinator Emergency Management Coordinator BIPD Sergeants, Chiefs BIFD Battalion Chiefs
Wireless Emergency Alerts & Emergency Alert System	Kitsap County DEM Washington State EMD
Kitsap County Rave	Kitsap County DEM
COBI Website and Social Media	Communications Coordinator Emergency Management Coordinator
Amateur Radio Network	Bainbridge Prepares Executive Director Bainbridge Prepares Program Director

Nixle

The Nixle mass notification system is a method used to warn the public of hazardous situations within the city. This message can be sent out by the Emergency Management Coordinator, Communications Coordinator, and other selected City personnel. Nixle messages must be 140 characters or less to fit into a single message. Additional information may be added to the email and web message.

Evacuation directives:

Evacuation levels are identified by three categories depending on severity of the threat to life safety. They are “Level 1 - Ready”, “Level 2 - Set”, and “Level 3 - Go!” , with “Level 3 - Go!” being the highest threat. These levels and actions may be communicated to the public audibly and/or visually through personal or technical means such as public address systems, television, social media and other media outlets.



**KITSAP COUNTY
EVACUATION LEVELS**

LEVEL	1	READY	Possible evacuation in your area. Be aware of the danger in your area, and start preparing to evacuate.
LEVEL	2	SET	Short notice evacuation likely in your area. Be prepared for sudden evacuation; leave now if you need extra time.
LEVEL	3	GO!	Evacuate immediately from your area. LEAVE NOW! Danger in your area.

Learn more about wildfire preparedness: bifd.org To receive emergency alerts: text 98110 to 888777
View our community's wildfire response plan: bainbridgewa.gov

A. “LEVEL 1 - READY” ADVISEMENT OF POTENTIAL NEED TO EVACUATE

Persons are warned that current or projected threats from hazards associated with the current incident are severe. This is the time for preparation and precautionary movement of person with special needs, mobile property and (under certain circumstances) pets and livestock. These levels and actions to take, may be communicated to the public audibly and/or visually through personal or technical means such as public address systems, television, social media and other media outlets.

B. “LEVEL 2 - SET” YOU MUST PREPARE TO LEAVE AT A MOMENTS NOTICE

Conditions indicate a good probability that the hazards associated with the current incident will severely limit our ability to provide emergency service protection. Dangerous conditions exist that may threaten your residence or business. Fire and Law Enforcement personnel are working in this area to provide specific information about when to leave and the route(s) to be taken. These levels and actions to take, may be communicated to citizens audibly and/or visually through personal or technical means such as public address systems, television, social media and other media. Social Media, and area Radio and TV stations have been asked to broadcast periodic updates.

C. “LEVEL 3 - GO!” YOU ARE ADVISED TO EVACUATE IMMEDIATELY.

Current conditions present specific and immediate threat(s) to the life and safety of persons within this area. Fire and Law Enforcement personnel are working in this area to provide specific information on the route(s) to use for evacuation. GO - THIS IS AN IMMEDIATE LIFE-THREATENING EMERGENCY, YOU MUST ACT NOW TO EVACUATE!

If you choose to ignore this directive, you must understand that emergency services may not be available to help you as all personnel will be evacuating for their own life safety. No one will be allowed to enter the area to provide assistance. Road blocks and 24 hour patrols may be established in the area. Members of the public will not be allowed to return until conditions are safe or by special permission through law enforcement.

Social Media, and area Radio and TV stations have been asked to broadcast periodic updates. Continue to monitor television, radio, social media and other media outlets.

Example messages:

For wildfire burning in Ft. Ward or on the South end of the island:

1st message:

COBI: Wildfire in Ft. Ward. Level 3 – Go - evacuation order for residents in portions of Zones 7, 10, & 11: Lynwood Ctr, S Beach, Pt Blakely, W Blakely. Evacuate to the north IMMEDIATELY.

2nd message:

COBI: Wildfire spreading west. South Zone 10: Crystal Springs & Pt White neighborhoods GO - evacuate NOW. Residents on south end of BI need to evacuate. Other island residents, Get Set to evacuate if needed.

3rd message: COBI: WSF assisting with evacuations. Head to ferry terminal.
AND/OR

3rd message: COBI: Both lanes of SR305 northbound to assist with evacuations. Use Miller Road for emergency southbound access. Officers on scene to assist with traffic.

4th message: COBI: Emergency shelters for evacuees have been established at (identify locations on island/off island).

For wildfire burning in Manzanita Park or on the North end of the island:

1st message:

COBI: Wildfire burning at Manzanita Park. Level 3 – Go - evacuation order for residents living north of Day Road in Zones 1, 2, and 3. Evacuate IMMEDIATELY.

2nd message:

COBI: Wildfire spreading north. SR305 north of Day Road and Agate Pass Bridge are closed. Residents on the north end of the island evacuate towards Winslow and ferry terminal. All of Zones 1, 2, and 3. GO - evacuate IMMEDIATELY.

3rd message:

COBI: WSF assisting with evacuations. Head to ferry terminal immediately.

4th message:

COBI: Emergency shelters for evacuees have been established at (identify locations on island/off island).

Additional recommendations (provided via email/web messages:

- Take the following with you: disaster supply kit, pets, special medications or dietary needs, personal items, infant needs.
- If you or someone in your household needs transportation help, call 911.
- Drive slowly and carefully obeying traffic laws and officials directing you along evacuation routes.
- Before leaving your home or business turn off all electrical appliances.
- If you cannot evacuate in time, shelter-in-place in your home. Bring pets inside. Close and lock all outside doors and windows.

Rave and Wireless Emergency Alert (WEA) mass notifications are issued by the Kitsap County Department of Emergency Management (KCDEM) and the Washington State Emergency Management Division. The Emergency Management Coordinator may request additional alerting capability through an official request to KCDEM.

The City may use its official website and social media pages on Facebook and Twitter to disseminate official emergency response information. Other City Districts (Fire, Parks, and Schools) may also share information provided by COBI. Printed education and information materials are available through the City, BIFD, KCDEM, and the Washington State Emergency Management Department.

It is anticipated that in some circumstances emergency public information may need to be released from field command posts. In this event, the individual in charge at the location shall notify the Emergency Operations Center in a timely manner and provide detailed information regarding information released.

The Emergency Alert System (EAS), which provides emergency information to the public via local radio and television stations, may be activated by contacting KCDEM and/or Washington State Emergency Management Department.

If local emergency warning systems are inoperable, notification of citizens regarding emergency information and instructions may be through the Emergency Alert System, door-to-door by uniformed City personnel, mobile loud speakers, message boards at City entrances, or any other means available at the time.

The City of Bainbridge Island is aware of the need to provide continuous and accessible public information throughout all phases of emergency management and to the whole community. The emergency notifications sent out by the city prior to, during, or after an emergency or disaster will take all measures to ensure that all community members, including those with limited English proficiency (LEP) and access and functional needs, be notified using all available resource in communication. The resources used may include any of the methods mentioned previously and other notification resources available in the community.

4.0 Responsibilities

On-scene Incident Commander

- Establish a Command Post in a safe area.
- Consider forming Unified Command based on incident need and the number of jurisdictions/agencies involved in the response.
- Conduct a risk assessment.
 - Priority 1: Life Safety

- Priority 2: Incident Stabilization
 - Priority 3: Property Preservation
 - Priority 4: Environmental Protection
- Prioritize wildfire operations and deploy resources accordingly.
- Advise Kitsap 911 of the situation and any need for additional resources.
- Monitor weather and other environmental factors to anticipate changes in fire behavior.
- Request spot forecasts from NWS as needed.
- Ensure adequate safety measures and personnel accountability measures are in place.
- Determine and assign appropriate channel for fire response operations, coordinate with Kitsap 911.
- Coordinate information with the EOC.
- Determine if evacuation is needed and take appropriate actions.
- Determine the need and method(s) of providing public warning in coordination with the EOC.
- Provide recommendations to local law enforcement on re-entry for evacuated areas.

Bainbridge Island Fire Department

- Provide command and control for field operations through established command posts as appropriate.
- Provide fire suppression services. Coordinate response of outside agencies as appropriate.
- Triage and protect structures, as able and appropriate.
- Provide direction, assistance and control for evacuation efforts as appropriate.
- Coordinate with law enforcement for perimeter and access control and direction related to road closures.
- Provide notification to Emergency Management Coordinator if EOC activation is necessary.
- Provide support to the EOC in the dissemination of emergency warning information to the public.

Bainbridge Island Police Department

- Serve as the lead agency for mass evacuation coordination.
- Provide direction and control for evacuation efforts.
- Provide notification to the US Coast Guard regarding evacuation efforts and maritime-related resource requests.
- Provide internal and perimeter security of evacuation zone.
- Provide emergency traffic control in and around the evacuation zone.
- Coordinate evacuation activities with police from adjacent jurisdictions and Washington State Patrol as appropriate.
- Provide dissemination of evacuation information to the public as appropriate.
- Provide for re-entry to the area when safe to do so.

Bainbridge Island School District

- Coordinate evacuation of schools.
- Provide additional communication with parents regarding status of schools, evacuation information, and location of Family Reunification Center.

Bainbridge Prepares

- Support evacuation efforts through activation of the Flotilla, upon request.

Public Works

- Provide assessment of transportation routes, identifies alternate routes, and provides temporary traffic control measures/devices and operational control of traffic signals.
- Coordinate internal transportation resources planned for use in evacuation.
- Provide for the removal of debris, abandoned vehicles and vehicles having mechanical problems from the evacuation routes when requested.
- Provide for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested.

City Manager

- Issue Local Emergency Proclamation orders.

Emergency Management Coordinator

- Activate the EOC as appropriate and provides for coordination of resources for involved agencies.
- Coordinate the dissemination of emergency public information. Coordinate emergency messaging with KCDEM and WAEMD, when appropriate.
- Issue evacuation orders in the absence of a higher authority.
- Communicate and coordinate with nearby jurisdictions including KCDEM, King County, and Washington State Department of Emergency Management regarding emergency activities including evacuation routes, destination areas and reception centers.

Emergency Operations Center

- Coordinate with Bainbridge Island School District, Kitsap Transit, Washington State Department of Transportation, Washington State Ferries, the US Coast Guard, and the Flotilla on transportation needs related to disaster response operations.
- Coordinate staff and volunteers to operate reception centers and emergency shelters.
- Establish evacuation assembly points.
- Develop schedule and plan for re-entry.

Public Information Officer

- Provides information on emergency services including evacuation information and routes, staging areas and public shelters.

Kitsap County Department of Emergency Management

- Develop and release emergency information via WEA, Rave, or other appropriate methods as requested by the City of Bainbridge Island.

Kitsap Transit

- Provide transportation resources in support of emergency response operations. This coordination will be conducted through KCDEM.

Washington State Emergency Management Division

- Develop and release information via WEA or other appropriate methods as requested by the City of Bainbridge Island.

Washington State Ferries

- Support evacuation efforts through additional ferry service, priority loads, and access to ferries on maintenance dock for use as a staging area or temporary shelter. This coordination will be conducted through KCDEM.

References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

Attachments

Map 1: Evacuation Routes

Map 2: Evacuation Zones

Map 3: Zone by Zone Maps

Map 4: Traffic Control Points



Attachments



**CITY OF
BAINBRIDGE ISLAND**

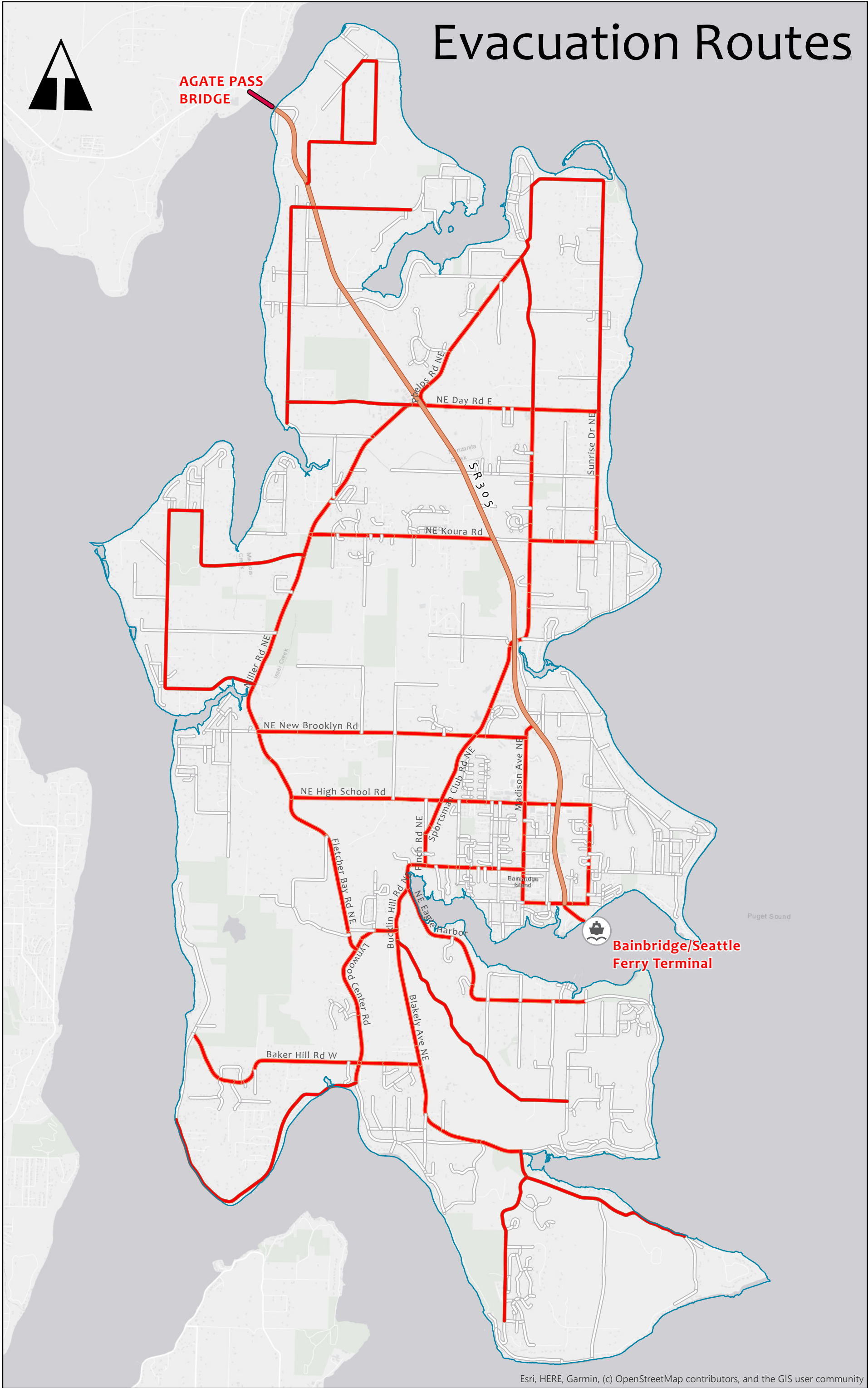
Comprehensive Emergency Management Plan

October 2024

Evacuation Routes



AGATE PASS
BRIDGE



Bainbridge/Seattle
Ferry Terminal

Evacuation Zones

Puget Sound



Agate Pass Bridge

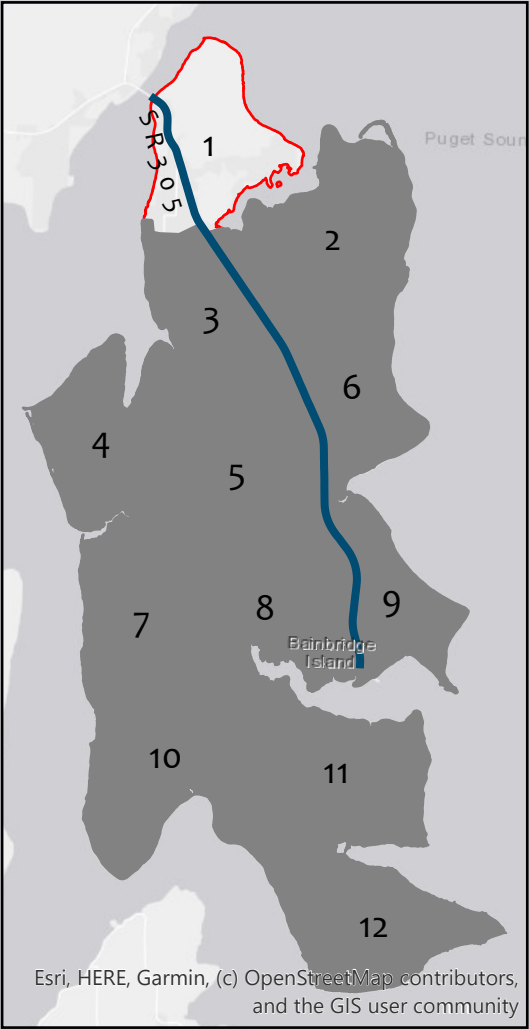
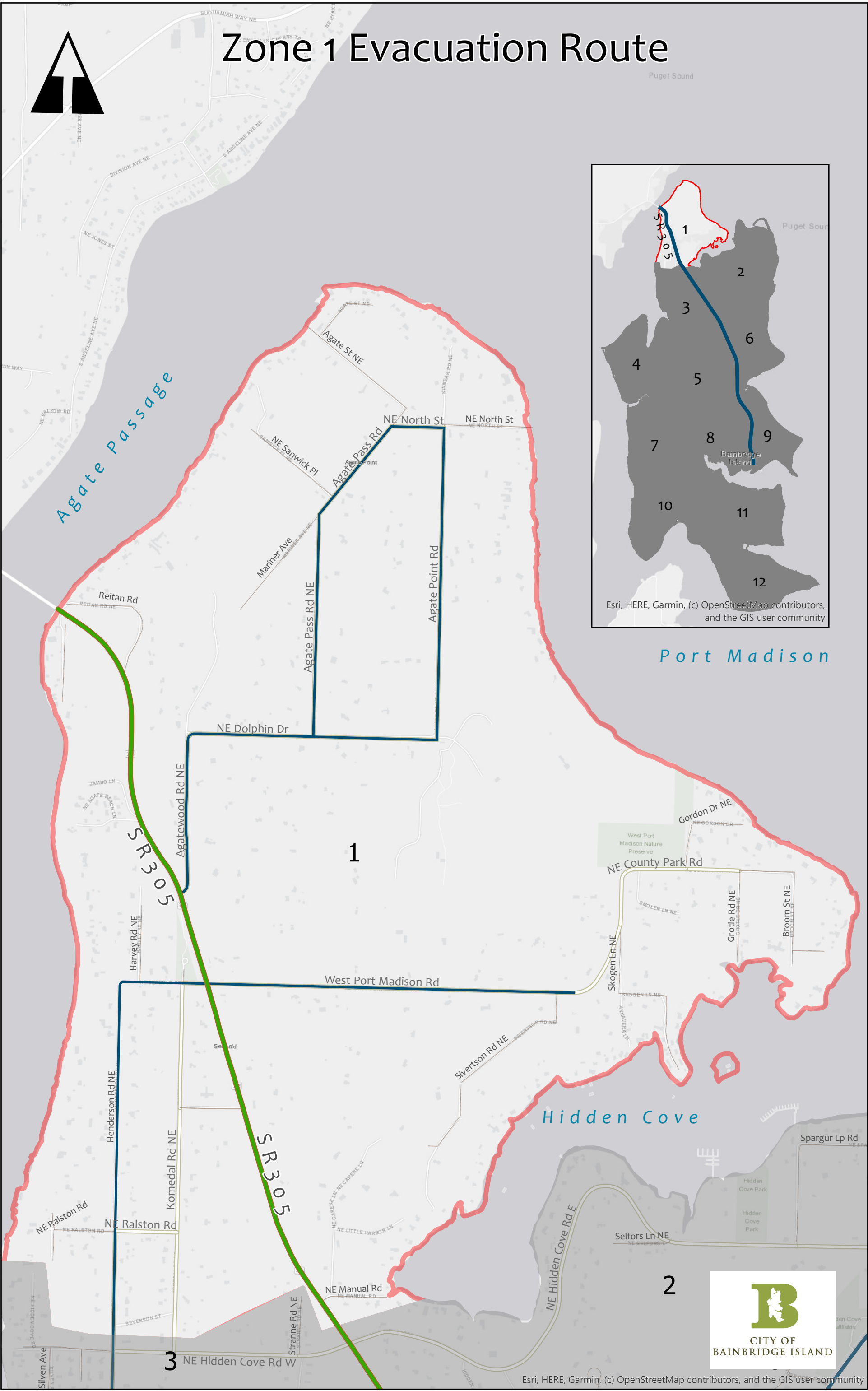
WASHDOT
Ferry Terminal

Puget Sound

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Zone 1 Evacuation Route



Port Madison

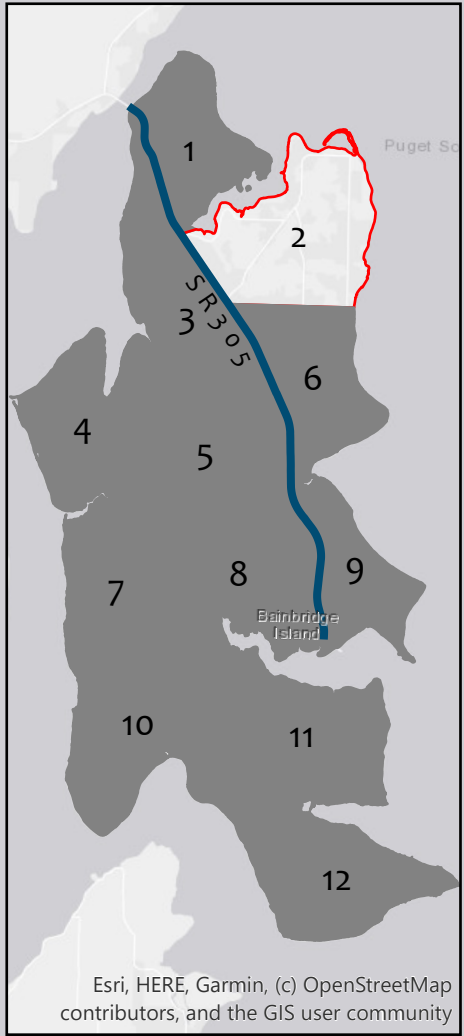
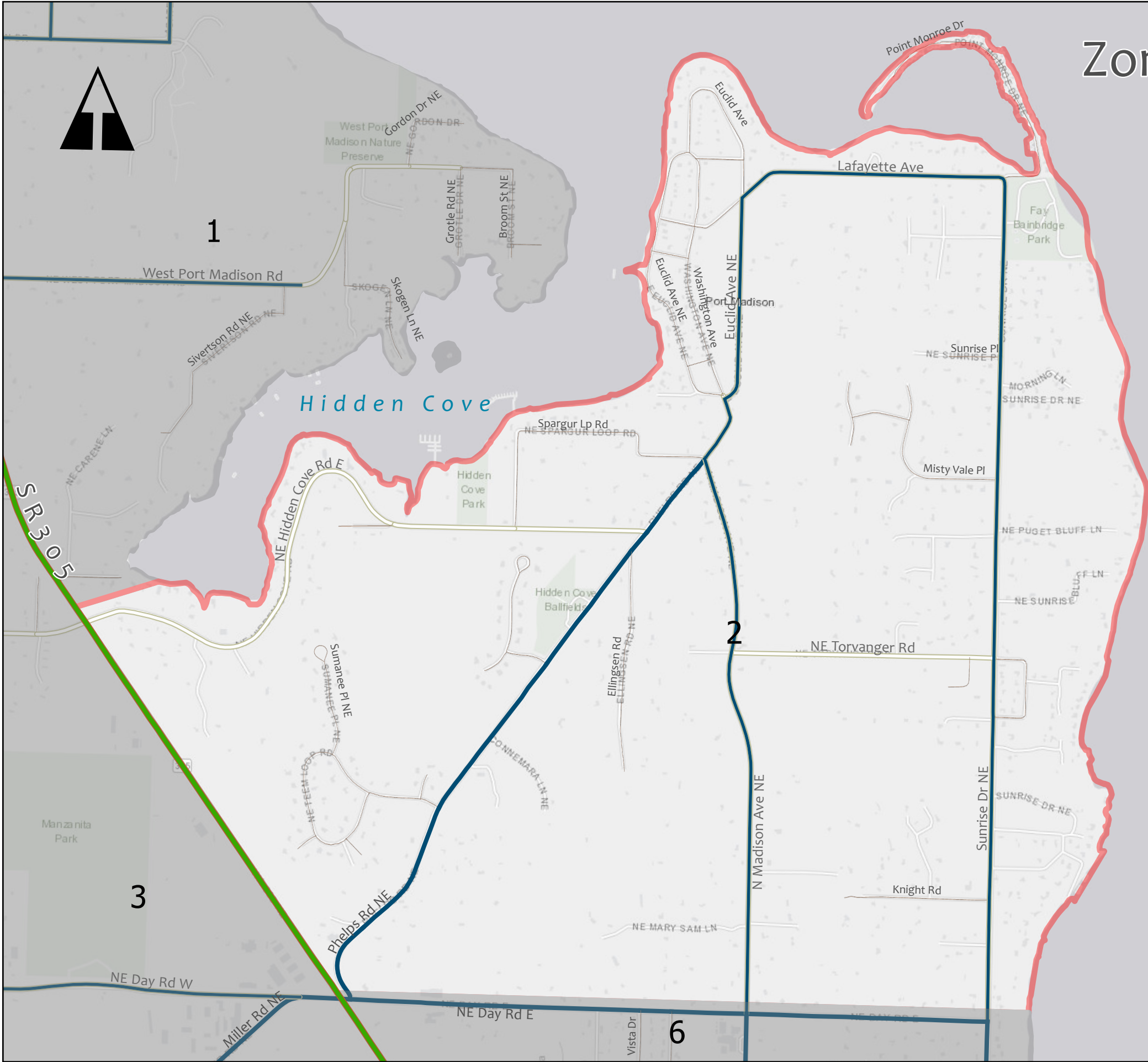
Hidden Cove

2



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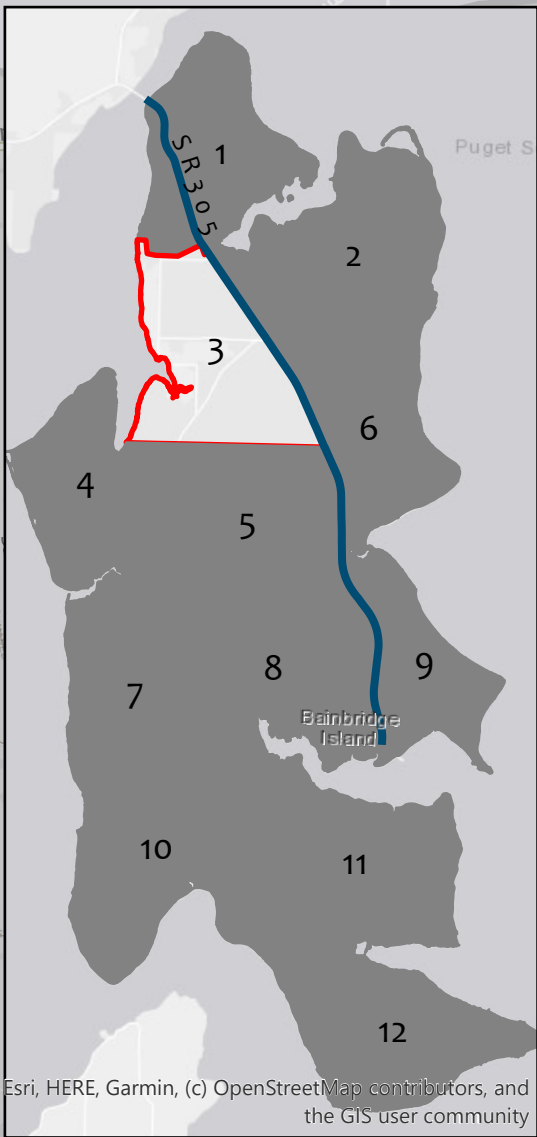
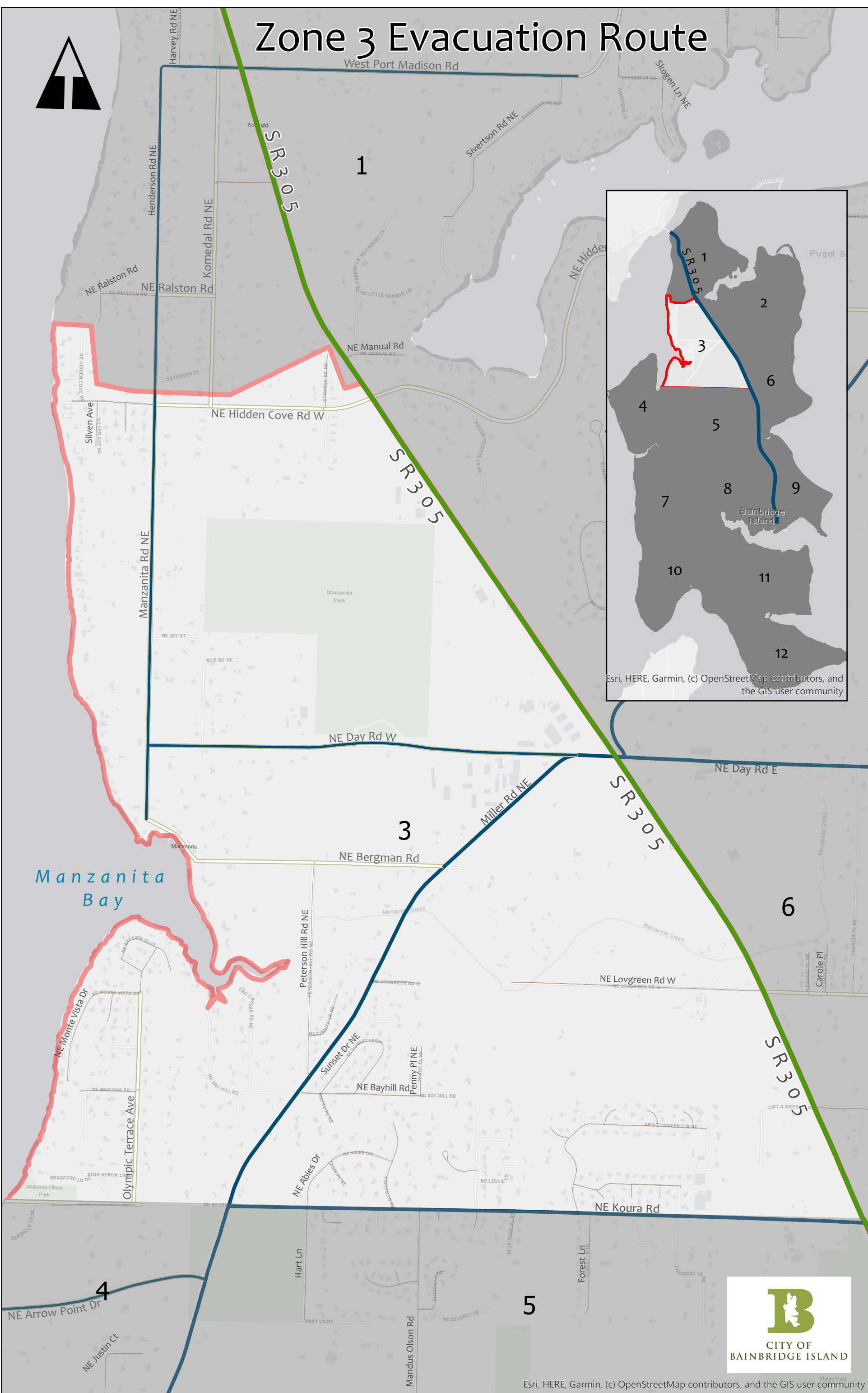
Zone 2 Evacuation Route



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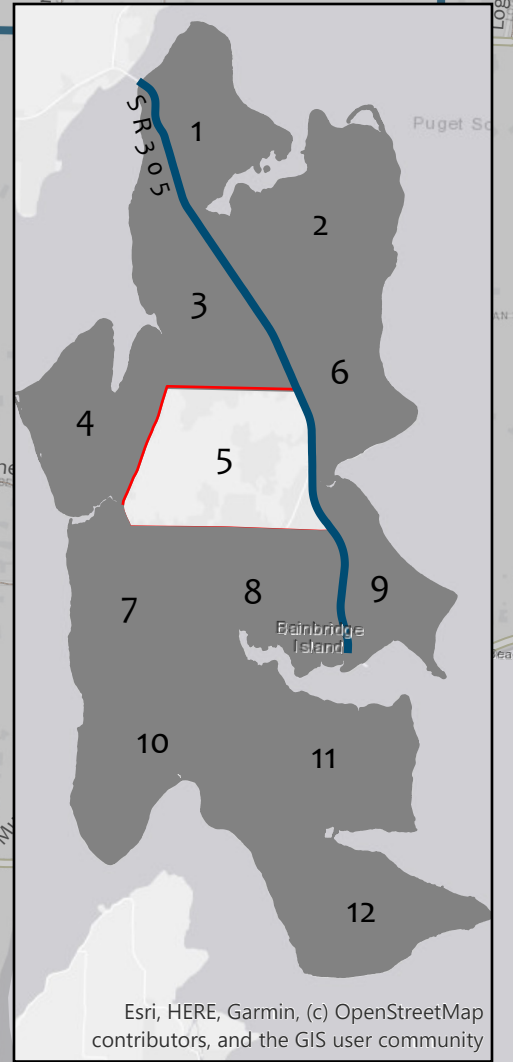
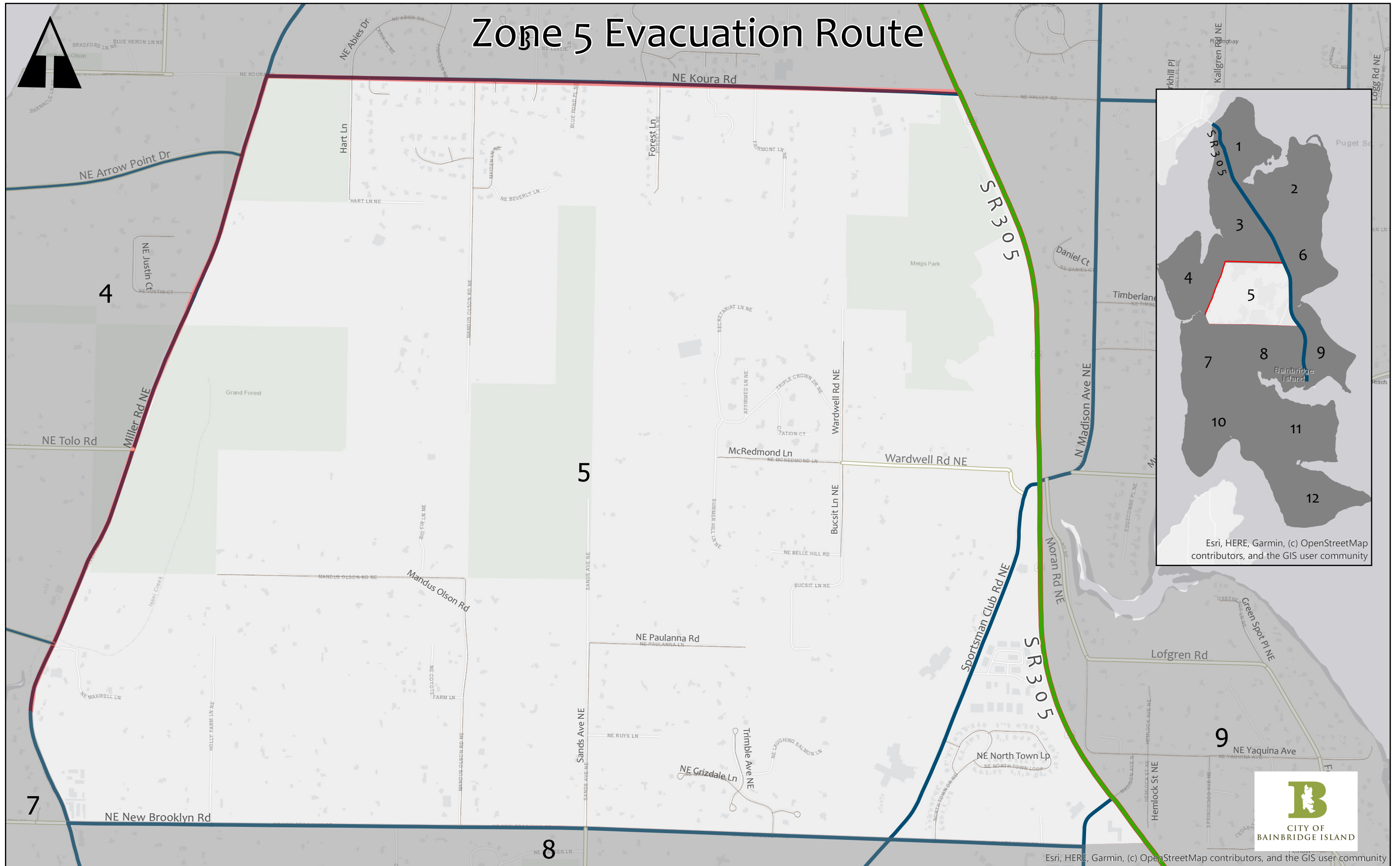
Zone 3 Evacuation Route



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Zone 5 Evacuation Route



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Zone 6 Evacuation Route



2

SR 305

3

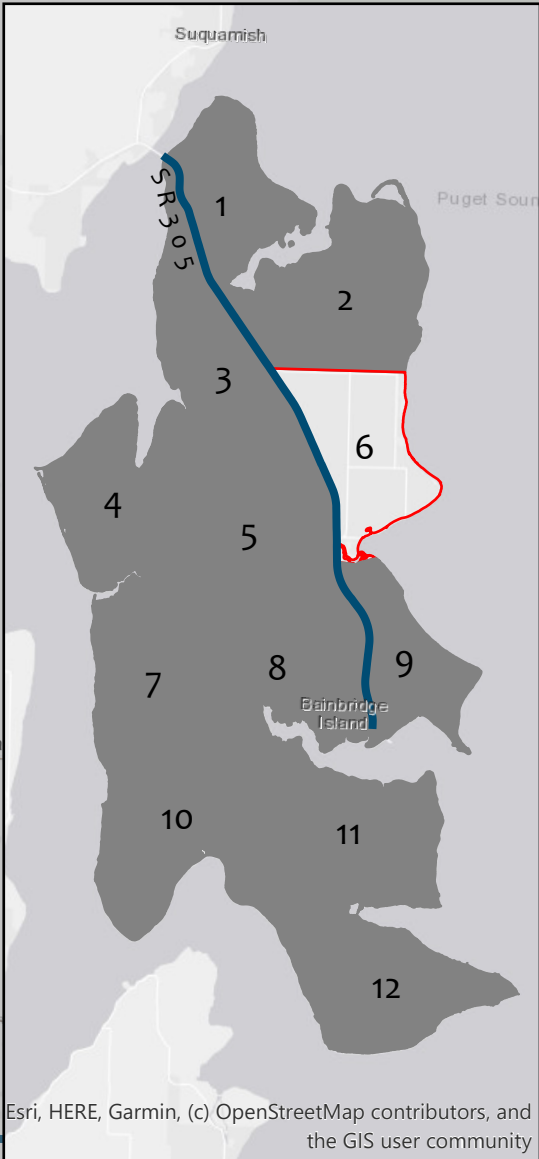
6

SR 305

SR 305

9

Murden Cove

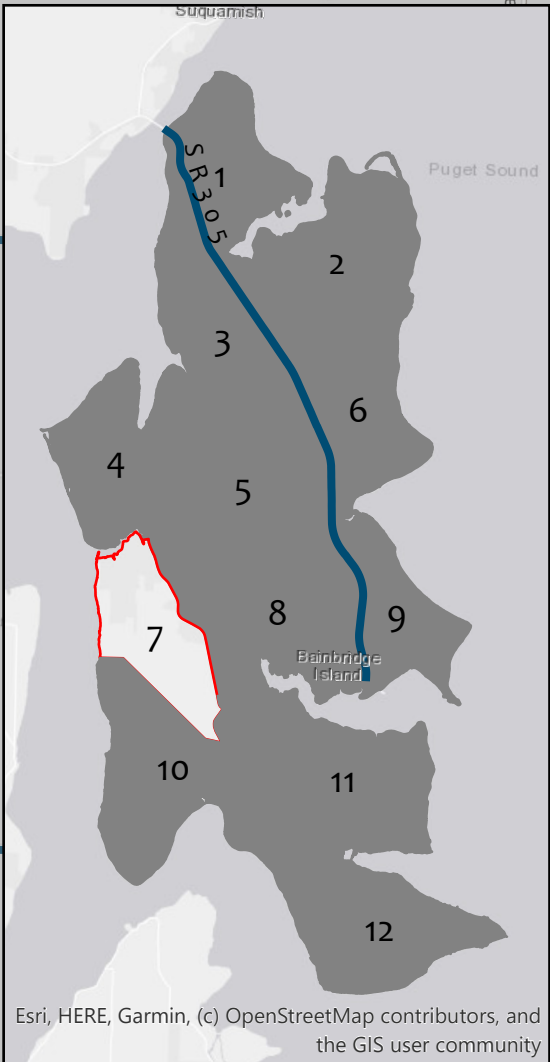


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Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

Zone 7 Evacuation Route

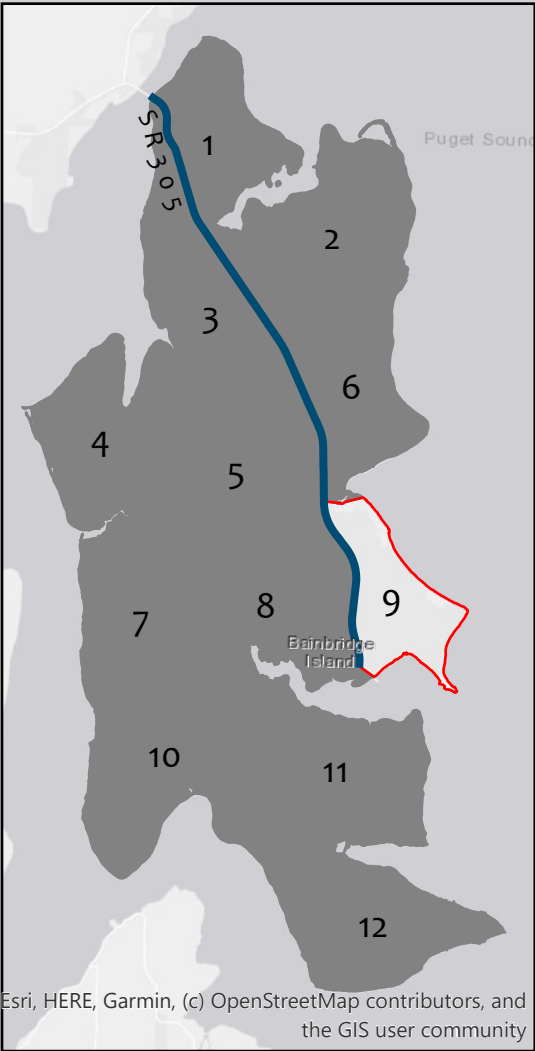
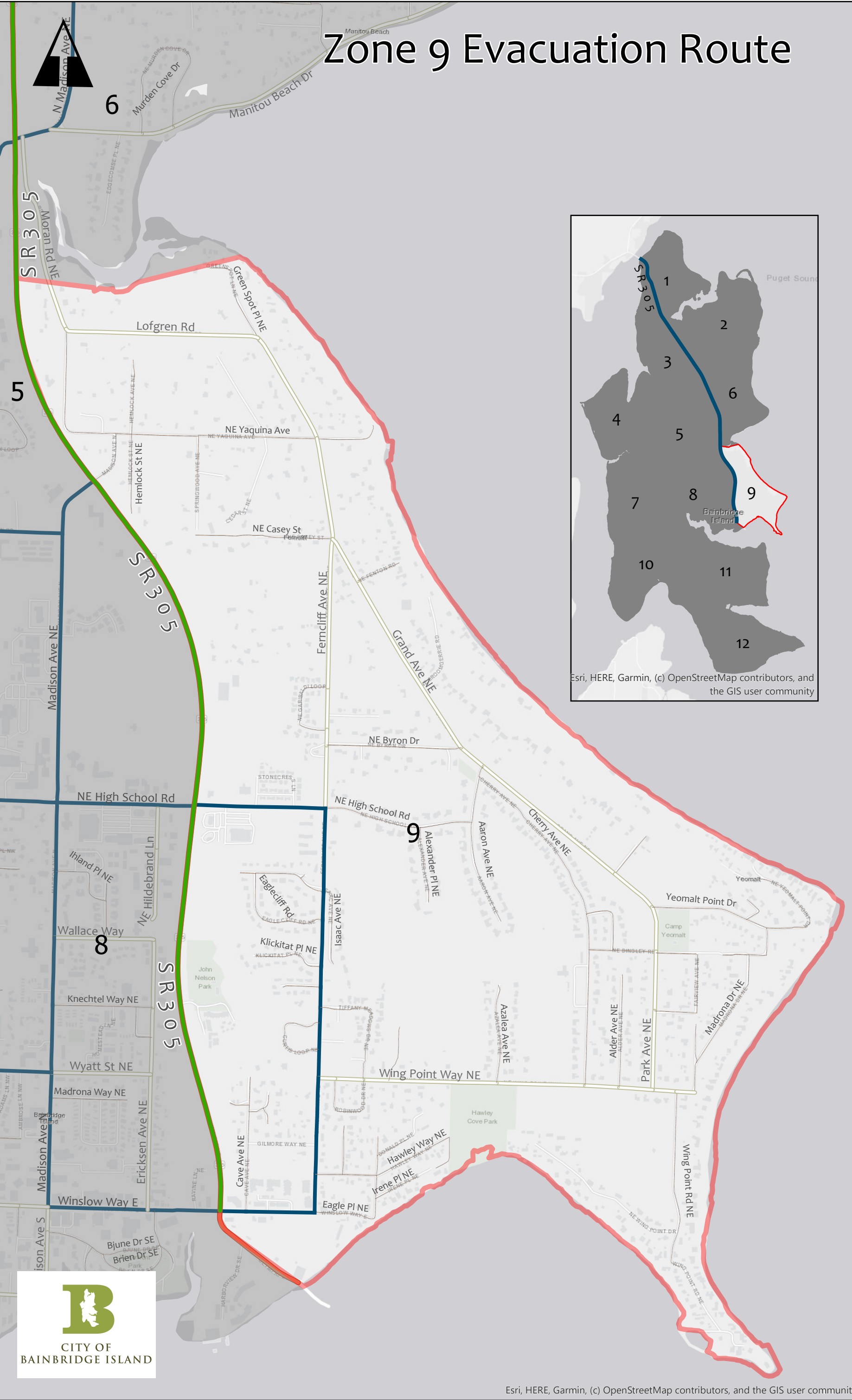


Zone 8 Evacuation Route

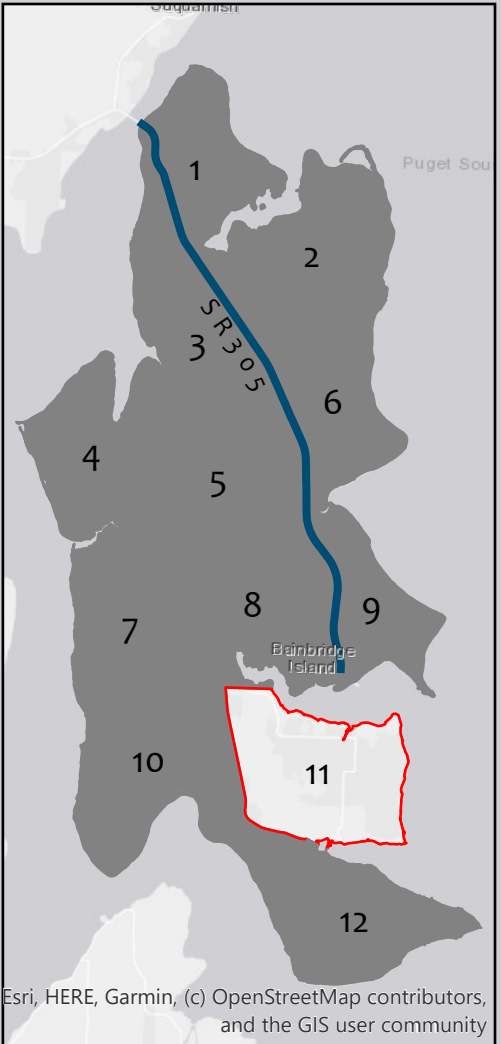
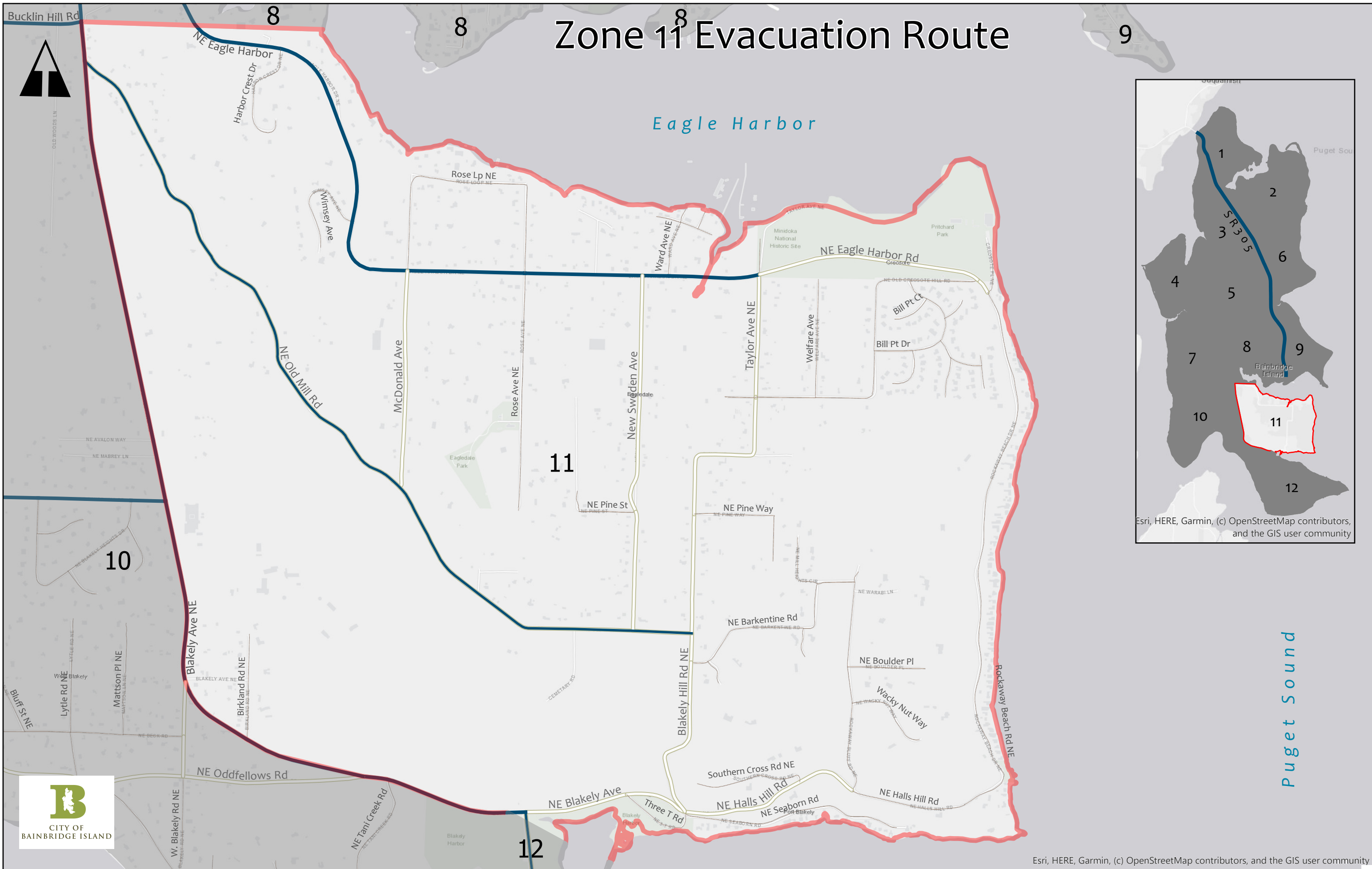
The map displays the evacuation route for Zone 8, which is highlighted in red. The route starts near the intersection of NE High School Rd and SR 305, proceeds south along SR 305, and then turns east along the waterfront. Key roads shown include NE New Brooklyn Rd, NE High School Rd, Island Center Rd NE, Fletcher Bay Rd NE, NE Marshall Rd, Vincent Rd, Bucklin Hill Rd, and SR 305. Parks such as Strawberry Hill Park, Rotary Park, and John Nelson Park are marked. The Eagle Harbor area is labeled in blue. An inset map in the top right corner shows the entire island divided into 12 numbered zones, with Zone 8 highlighted in red. The City of Bainbridge Island logo is located in the bottom left corner.



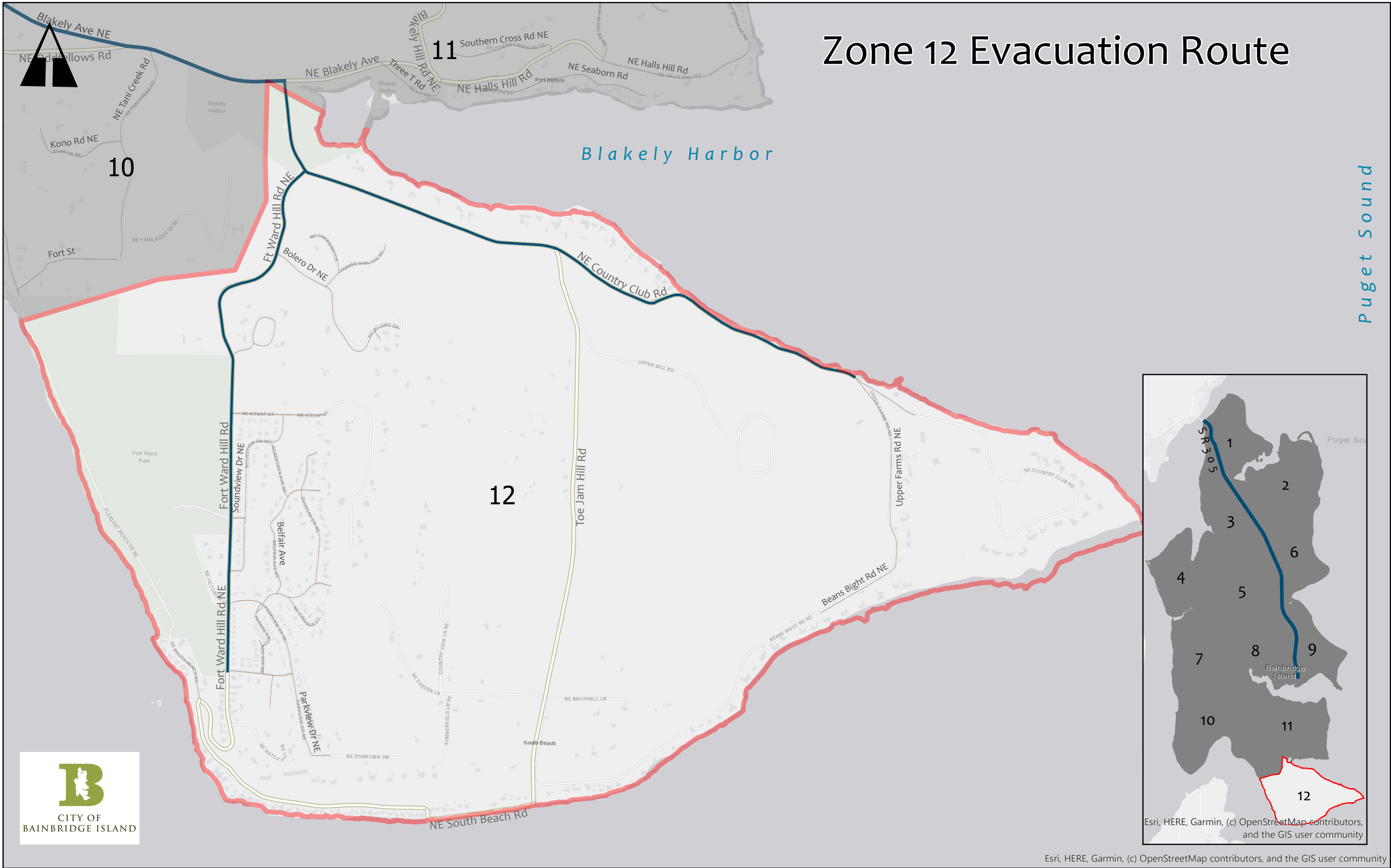
Zone 9 Evacuation Route



Zone 11 Evacuation Route



Zone 12 Evacuation Route



Puget Sound

Evacuation Traffic Control Points



Puget Sound

Traffic Control Points
 Priority Streets

LocationNumber	Location
1	Casino Intersection
2	Hwy 305 & West Pt Madison Rd
3	Hwy 305 & Hidden Cove Rd
4	Phelps Rd and North Madison Ave
5	Hwy 305 & Day Rd
6	Day Rd and Sunrise Dr
7	Hwy 305 & Koura Rd
8	Miller Rd and Koura Rd
9	Hwy 305 & Sportsman Club Rd & N. Madison Ave
10	Miller Rd & New Brooklyn Rd Island Center
11	Sportsman Club Rd & New Brooklyn Rd
12	Fletcher Bay Rd & High School Rd
13	Sportsman Club Rd & High School Rd
14	Hwy 305 & High School Rd
15	Ferncliff Ave & High School Rd
16	Hwy 305 & Winslow Way
17	Ferncliff Ave & Wing Pt Way
18	Blakely Ave & Bucklin Hill Rd
19	Lynwood Center Rd & Baker Hill Rd
20	Blakely Ave & Baker Hill Rd
21	Blakely Ave & Country Club Rd



Date Saved: 6/19/2019 10:05 AM

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2024

HAZARD SPECIFIC ANNEX *Damage Assessment*



CITY OF
BAINBRIDGE ISLAND

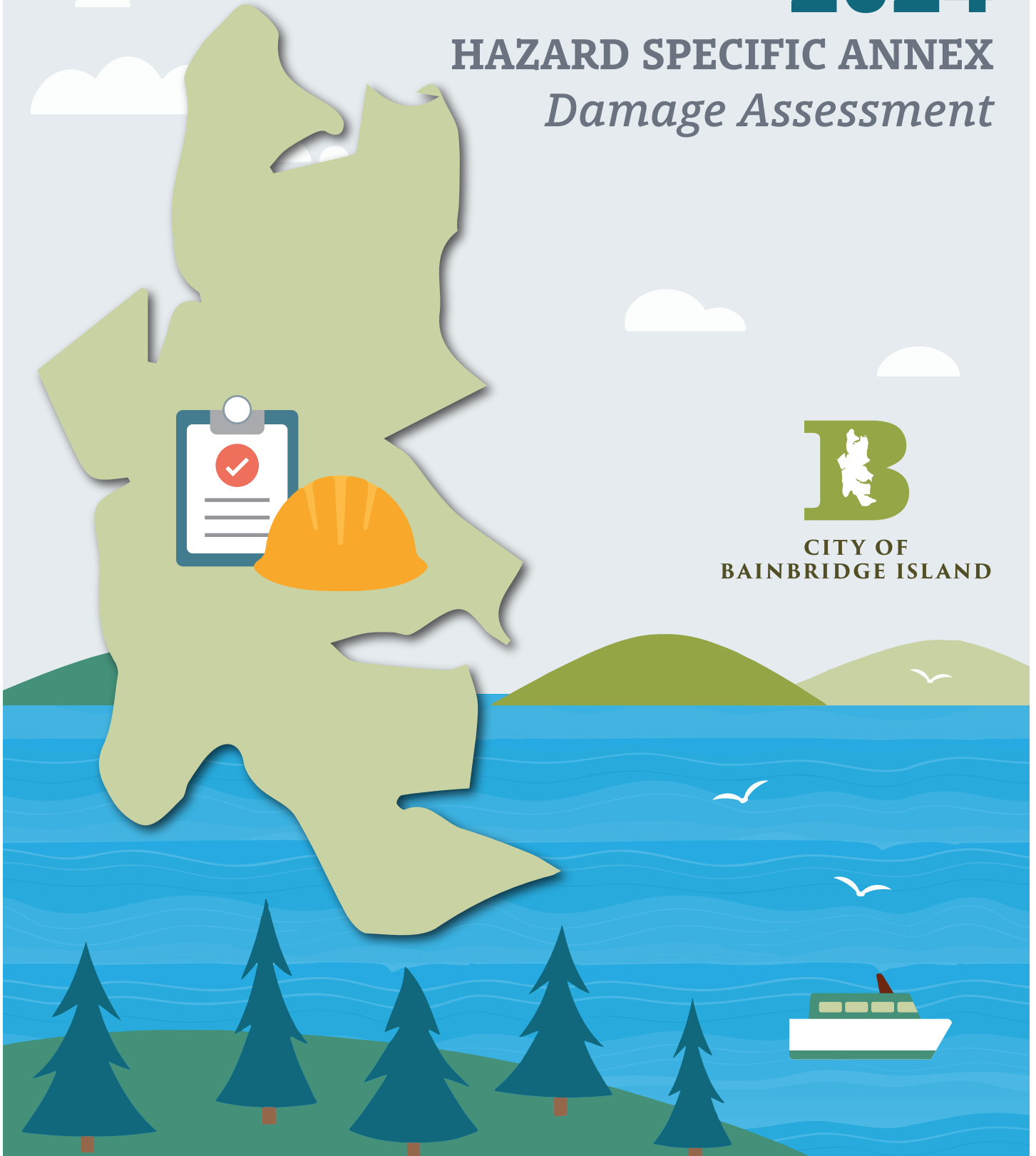


Table of Contents

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- II. Scope**
- III. Situation**
- IV. Assumptions**
- V. Concept of Operations**
- VI. Organization and Assignment of Responsibilities**
- VII. Training and Exercises**

Attachments

- A. ATC-20 Damage Assessment Forms**
 - Rapid Assessment Form
 - Detailed Assessment Form
 - Fixed Equipment Checklist
- B. Building Inspection Prioritization List**
- C. BIFD Windshield Survey**
- D. BIPD Windshield Survey**
- E. MYN Post-Earthquake Damage Assessment Form**

PLAN MAINTENANCE AND REVISION

The Emergency Management Coordinator is responsible for maintaining this plan. The plan was developed to serve as a dynamic, living document. It will be updated on an on-going basis and will receive formal review every 3 years.

Record of Changes

Revision #	Issue Date	Summary of Revisions
Initial Issue	March 2023	New
Review during 5 year CEMP Review Process	October 2024	Updated critical infrastructure list

I. Purpose

The Damage Assessment Annex describes the coordinating process used by the City of Bainbridge Island (COBI) to assess the overall damage to property in a timely and accurate manner, thereby providing a basis for an emergency declaration and/or disaster assistance and to begin the recovery process.

II. Scope

This annex covers a broad scope of responsibilities, assignments, and standard forms to be used in the overall damage assessment process; it is applicable to agencies and organizations that assist with the post-event physical/infrastructure damage assessment as coordinated by the Damage Assessment Team (DAT) Branch in the Emergency Operations Center (EOC). This document will address general situations using the all-hazards planning standard with no consideration given for incident specific scenarios.

III. Situation

During the response phase of a disaster, the City of Bainbridge Island will conduct a systematic analysis of the nature of the damage to property, which estimates the extent of damage based on actual observation and inspection. Damage assessment will be performed in a timely manner to provide an initial estimate of damage. A damage estimate of property is required for the City to determine necessary actions, the allocation of resources, and what, if any, outside assistance will be required.

IV. Assumptions

1. Fast and accurate damage assessments are vital to effective disaster response and recovery.
2. Damage will be assessed by pre-arranged teams.
3. There are three different phases to the damage assessment process:
 - a. Initial Windshield Survey
 - b. Rapid Assessment
 - c. Detailed Assessment
4. Damage to utilities and communications systems will hamper the recovery process.
5. There may be a shortage of individuals qualified to assess the damage.
6. Initial reports may be fragmented and provide an incomplete picture of the extent and magnitude of damage to the city.

-
7. If promptly implemented, this plan can expedite relief and assistance for those adversely affected.

V. Concept of Operations

- A. The decision to implement the damage assessment process will come from the on-scene Incident Commander, the EOC Manager, the Damage Assessment Team (DAT) Branch in the EOC, or the Emergency Services Manager. Once the decision to begin the damage assessment process has been made, a systematic method of evaluation will be implemented across the impacted areas. Additionally, any time there is an earthquake measuring a V on the Mercalli Scale within 10 kilometers of the island, the damage assessment process will be implemented. (Note – official earthquake ratings are provided by the United States Geological Survey (USGS) ShakeMaps available online: <https://earthquake.usgs.gov/data/shakemap/>)

Magnitude	Typical Maximum Modified Mercalli Intensity
Under 2.0	I
2.0 – 2.9	I – II
3.0 – 3.9	II – IV
4.0 – 4.9	IV – VI
5.0 – 5.9	VI – VIII
6.0 – 6.9	VII – X
7.0 – 7.9	VIII or higher
8.0 or higher	IX or higher

- B. Initial Damage Assessment Reports will be compiled by BIPD Windshield Surveys and BIFD Windshield Surveys. Additional information may come from Emergency Management Volunteers and Map Your Neighborhood Captains who reside all across the island. Information will be submitted to the Emergency Operations Center (EOC) following any disaster or emergency which causes damage to property, of a magnitude which requires expenditure of City funds. Such disasters or emergencies include, but are not limited to: earthquake, severe wind storm/weather event, flooding, civil disturbance/building takeover, and hazardous materials incident.

-
- C. Designated Damage Assessment Teams (DAT) will further assess damage within the limits of their capability. Buildings and other critical infrastructure will be inspected in order of priority according to the Critical Infrastructure Inspection Priority List. Deviation from this list will be at the recommendation of the Disaster Manager in conjunction with the EOC Manager, Operations Section Chief, and the Damage Assessment Branch.
 - D. Buildings will be tagged with official City of Bainbridge Island red, yellow, and green placards during the rapid damage assessment process.
 - a. Red – Unsafe, Do Not Enter or Occupy
 - i. Not habitable, significant threat to life safety
 - b. Yellow – Restricted Use, restricted noted on placard
 - i. Damage that represents some degree of threat to occupants, may be a falling hazard in part of the building
 - c. Green – Inspected, Lawful Occupancy Permitted
 - i. Habitable, minor or no damage, repairs may still be required
 - E. Official placards should be placed at all main entrances to each building.
 - F. Status of buildings should be noted and recorded using the ATC-20 Rapid and Detailed Assessment forms and completed forms will be turned into the Damage Assessment Branch in the Emergency Operations Center at the end of each shift.
 - G. Buildings that are tagged as yellow or red will be revisited for the detailed damage assessment process once all critical structures and utilities have been assessed.
 - H. Building reassessment is necessary following any major aftershock measuring a level V on the Mercalli Scale, within 10 kilometers of the island. All buildings that were previously green or yellow tagged will be re-evaluated.
 - I. Damage to city-owned roads and bridges will also be assessed. If the nature of the emergency is such that the City of Bainbridge Island resources are incapable of assessing the damage, then assistance will be requested by the EOC Manager to Kitsap County Emergency Operations Center (EOC).

VI. Organization and Assignment of Responsibilities

A. Organization

The City of Bainbridge Island Comprehensive Emergency Management Plan (CEMP) and accompanying annexes is under the executive control of the Emergency Management Coordinator and under operational control of the EOC Manager. When an emergency arises, the EOC Manager will open the Emergency Operations Center, if appropriate.

B. Responsibilities

Emergency Operations Center (EOC)

The Emergency Operations Center is the main collection point for all damage assessment reporting. Damage Assessment reports will come from the following sources:

- Bainbridge Island Police Department (BIPD)
- Bainbridge Island Fire Department (BIFD)
- City of Bainbridge Island Employees
- Damage Assessment Team (DAT) Members
- Flotilla Volunteers
- Disaster Hubs
- Map Your Neighborhood Captains (via Disaster Hubs or direct to EOC)
- Rotary Club of Bainbridge Island
- Other Volunteers/Community Members

The Damage Assessment Branch in the Operations Section of the EOC is the lead for collecting, reviewing, and sharing all damage assessment reports. Additionally, the Damage Assessment Branch is responsible for activating and deploying the Damage Assessment Team (DAT) and coordinating completion of detailed building assessments and evaluation.

Public Works

- Provide staff for the Damage Assessment Team (DAT)
- Prioritize requests for debris removal and other initial response and recovery efforts

Planning & Community Development

- Staff the Damage Assessment Branch of the Operations Section in the Emergency Operations Center (EOC)
- Coordinate activation and deployment of Damage Assessment Team (DAT)
- Provide staff for the Damage Assessment Team (DAT)
- Coordinate activation and deployment of contractors/structural engineering firms to assist with building rapid assessment and detailed evaluation, as needed

Bainbridge Island Police Department

- Complete Post-event Windshield Survey as outlined in the BIPD Windshield Survey guidance
- Document assessments using the Windshield Survey Summary form
- Coordinate with the Flotilla Branch on marine asset damage assessment

-
- Report damages to Police Branch in the Operations Section of the EOC who will relay information to the Damage Assessment Branch
 - Request mutual aid from outside law enforcement agencies, as needed, to support the response

Bainbridge Island Fire Department

- Complete Post-event Windshield Survey as outlined in the BIFD Windshield Survey guidance
- Report damages to the Incident Commander (IC to share with Damage Assessment Branch in the Operations Section of EOC)
- Request mutual aid from outside fire departments, as needed, to support the response

Damage Assessment Team (DAT)

- Responsible for rapid assessment of buildings
- Coordination of Red/Yellow/Green tagging of buildings
- Share building status with Damage Assessment Branch in the Operations Section of the EOC

Flotilla Branch

- Coordinate maritime damage assessment with Flotilla volunteers, Harbor Stewards, and the US Coast Guard
- Document assessments using pre-established forms or 213 General Message Forms
- Report damages to the Damage Assessment Branch in the Operations Section of the EOC

Emergency Management Volunteers, Map Your Neighborhood Captains, and Rotary Club of Bainbridge Island Members

- Post-event building survey of neighborhood
- Document assessments using the MYN Post-Earthquake Damage Assessment Form or 213 General Message Form
- Report damages to nearest Hub Site Manager

C. Safety Considerations

- Always work in teams of two or more.
- Always wear a hard hat.
- Do not enter obviously unsafe buildings.
- Do not enter buildings with falling hazards that can block exits.
- Visually assess from the exterior and evaluate potential for collapse.
- If the building is leaning excessively or is significantly out of plum, do not enter.

D. Assessment Procedure

1. Survey building exterior.
2. Examine the site for geotechnical hazards.
3. If safety enter, examine structural system from inside the building.
4. Examine for nonstructural hazards and observe condition of exits, corridors, and stairways.
5. Look for any other hazards.
6. Complete checklists.

E. Equipment Checklist

- Hard Hat
- Orange Vest
- Gloves
- Goggles
- Dust Masks
- Flagging Tape
- Duct Tape
- Red/Yellow/Green Placards
- Flashlight
- Staple Gun
- Whistles
- Measuring Tape
- Clipboard
- Notepad
- Sharpie
- Forms
- Pens/Pencils

VII. Training and Exercises

Periodic training and exercises will be coordinated by the Emergency Management Coordinator in order to better familiarize City departments and community partners with the damage assessment process. Damage Assessment Team (DAT) members must take the ATC-20 Structural Assessment Program (SAP) Training to be an active member of the DAT. A tabletop exercise or functional exercise will be coordinated, at minimum, once every two years for all departments and community partners involved in the damage assessment process. Additional training and exercises will be offered, as needed.



Attachments



**CITY OF
BAINBRIDGE ISLAND**

Comprehensive Emergency Management Plan

October 2024

ATC-20 Rapid Evaluation Safety Assessment Form

Inspection

Inspector ID: _____

Inspection date and time: _____ ☐ AM ☐ PM

Affiliation: _____

Areas inspected: ☐ Exterior only ☐ Exterior and interior

Building Description

Building name: _____

Address: _____

Building contact/phone: _____

Number of stories above ground: _____ below ground: _____

Approx. "Footprint area" (square feet): _____

Number of residential units: _____

Number of residential units not habitable: _____

Type of Construction

☐ Wood frame

☐ Steel frame

☐ Tilt-up concrete

☐ Concrete frame

☐ Concrete shear wall

☐ Unreinforced masonry

☐ Reinforced masonry

☐ Other: _____

Primary Occupancy

☐ Dwelling

☐ Other residential

☐ Public assembly

☐ Emergency services

☐ Commercial

☐ Offices

☐ Industrial

☐ Other: _____

☐ Government

☐ Historic

☐ School

Evaluation

Investigate the building for the conditions below and check the appropriate column.

Observed Conditions:

Minor/None

Moderate

Severe

Estimated Building Damage
(excluding contents)

☐ None

☐ 0-1%

☐ 1-10%

☐ 10-30%

☐ 30-60%

☐ 60-100%

☐ 100%

Collapse, partial collapse, or building off foundation

Building or story leaning

Racking damage to walls, other structural damage

Chimney, parapet, or other falling hazard

Ground slope movement or cracking

Other (specify) _____

Comments: _____

Posting

Choose a posting based on the evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Localized *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Post INSPECTED placard at main entrance. Post RESTRICTED USE and UNSAFE placards at all entrances.

☐ **INSPECTED** (Green placard)

☐ **RESTRICTED USE** (Yellow placard)

☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

Further Actions

Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: _____

☐ Detailed Evaluation recommended:

☐ Structural

☐ Geotechnical

☐ Other: _____

☐ Other recommendations: _____

Comments: _____

ATC-20 Detailed Evaluation Safety Assessment Form

Inspection

Inspector ID: _____

Affiliation: _____

Inspection date and time: _____ ☐ AM ☐ PM

Final Posting from page 2

- ☐ Inspected
☐ Restricted Use
☐ Unsafe

Building Description

Building name: _____

Address: _____

Building contact/phone: _____

Number of stories above ground: _____ below ground: _____

Approx. "Footprint area" (square feet): _____

Number of residential units: _____

Number of residential units not habitable: _____

Type of Construction

- ☐ Wood frame ☐ Concrete shear wall
☐ Steel frame ☐ Unreinforced masonry
☐ Tilt-up concrete ☐ Reinforced masonry
☐ Concrete frame ☐ Other: _____

Primary Occupancy

- ☐ Dwelling ☐ Commercial ☐ Government
☐ Other residential ☐ Offices ☐ Historic
☐ Public assembly ☐ Industrial ☐ School
☐ Emergency services ☐ Other: _____

Evaluation

Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch.

	Minor/None	Moderate	Severe	Comments
Overall hazards:				
Collapse or partial collapse	☐	☐	☐	_____
Building or story leaning	☐	☐	☐	_____
Other _____	☐	☐	☐	_____
Structural hazards:				
Foundations	☐	☐	☐	_____
Roofs, floors (vertical loads)	☐	☐	☐	_____
Columns, pilasters, corbels	☐	☐	☐	_____
Diaphragms, horizontal bracing	☐	☐	☐	_____
Walls, vertical bracing	☐	☐	☐	_____
Precast connections	☐	☐	☐	_____
Other _____	☐	☐	☐	_____
Nonstructural hazards:				
Parapets, ornamentation	☐	☐	☐	_____
Cladding, glazing	☐	☐	☐	_____
Ceilings, light fixtures	☐	☐	☐	_____
Interior walls, partitions	☐	☐	☐	_____
Elevators	☐	☐	☐	_____
Stairs, exits	☐	☐	☐	_____
Electric, gas	☐	☐	☐	_____
Other _____	☐	☐	☐	_____
Geotechnical hazards:				
Slope failure, debris	☐	☐	☐	_____
Ground movement, fissures	☐	☐	☐	_____
Other _____	☐	☐	☐	_____

General Comments: _____

ATC-20 Fixed Equipment Checklist

Building Description

Building name: _____

Address: _____

Inspection

Inspector ID: _____

Affiliation: _____

Inspection date: _____

Inspection time: _____ ☐ AM ☐ PM

Checklist

Overall hazards:

Equipment Damaged

	Minor/None	Moderate	Severe	Comments
--	------------	----------	--------	----------

Main boilers	☐	☐	☐	_____
--------------	--------------------------	--------------------------	--------------------------	-------

Chillers	☐	☐	☐	_____
----------	--------------------------	--------------------------	--------------------------	-------

Emergency generators	☐	☐	☐	_____
----------------------	--------------------------	--------------------------	--------------------------	-------

Fuel tanks	☐	☐	☐	_____
------------	--------------------------	--------------------------	--------------------------	-------

Battery racks	☐	☐	☐	_____
---------------	--------------------------	--------------------------	--------------------------	-------

Fire pumps	☐	☐	☐	_____
------------	--------------------------	--------------------------	--------------------------	-------

On-site water storage	☐	☐	☐	_____
-----------------------	--------------------------	--------------------------	--------------------------	-------

Communications equipment	☐	☐	☐	_____
--------------------------	--------------------------	--------------------------	--------------------------	-------

Main transformers	☐	☐	☐	_____
-------------------	--------------------------	--------------------------	--------------------------	-------

Main electrical panels	☐	☐	☐	_____
------------------------	--------------------------	--------------------------	--------------------------	-------

Elevators (traction)	☐	☐	☐	_____
----------------------	--------------------------	--------------------------	--------------------------	-------

Other fixed equipment	☐	☐	☐	_____
-----------------------	--------------------------	--------------------------	--------------------------	-------

_____	☐	☐	☐	_____
-------	--------------------------	--------------------------	--------------------------	-------

_____	☐	☐	☐	_____
-------	--------------------------	--------------------------	--------------------------	-------

_____	☐	☐	☐	_____
-------	--------------------------	--------------------------	--------------------------	-------

_____	☐	☐	☐	_____
-------	--------------------------	--------------------------	--------------------------	-------

_____	☐	☐	☐	_____
-------	--------------------------	--------------------------	--------------------------	-------

_____	☐	☐	☐	_____
-------	--------------------------	--------------------------	--------------------------	-------

Special concerns for hospitals and other health care facilities

Radiation equipment	☐		☐	_____
---------------------	--------------------------	--	--------------------------	-------

Toxic chemical storage	☐			_____
------------------------	--------------------------	--	--	-------

_____	☐	☐	☐	_____
-------	--------------------------	--------------------------	--------------------------	-------

_____	☐	☐	☐	_____
-------	--------------------------	--------------------------	--------------------------	-------

_____	☐	☐	☐	_____
-------	--------------------------	--------------------------	--------------------------	-------

_____	☐	☐	☐	_____
-------	--------------------------	--------------------------	--------------------------	-------

Liquid oxygen tanks	☐	☐	☐	_____
---------------------	--------------------------	--------------------------	--------------------------	-------

Other: _____	☐	☐	☐	_____
--------------	--------------------------	--------------------------	--------------------------	-------

_____	☐	☐	☐	_____
-------	--------------------------	--------------------------	--------------------------	-------

Recommendations/Comments:



BAINBRIDGE ISLAND FIRE DEPARTMENT

Policy and Procedure

Subject:	Rapid Damage Assessment	Number:	386
Authorization:	Fire Chief	Effective Date:	7/17/2019

1.0 **POLICY/PURPOSE:**

- 1.1 The Bainbridge Island Fire Department responds to large-scale incidents and disasters that may impact the entire island. The Department conducts an initial rapid damage assessment following events of this scale.
- 1.2 The purpose of this document is to provide guidance to command staff and responders on how to conduct an initial rapid damage assessment to determine the extent of community-wide impact and to relay this information to the appropriate individuals.

2.0 **DEFINITIONS:**

- 2.1 Fire station assessment: A methodical approach to assessing the operational readiness and capability of assigned crews, apparatus, and facilities.
- 2.2 Rapid damage assessment: A methodical approach of assessing the condition of the Island by driving around to gain situational awareness and coordinate response actions including determining the need for additional resources. This is done via windshield surveys.

3.0 **RESPONSIBILITIES:**

- 3.1 Department Operations Center Manager (overall incident commander) is responsible for collecting rapid damage assessment information; reviewing and prioritizing the information; and assigning and requesting resources as necessary. Department Operations Center Manager also communicates results to City and County Emergency Operations Centers.
- 3.2 On-Duty Battalion Chief is responsible for ensuring on-duty crews from each station conduct and report station damage assessment information. On-duty Battalion Chief also provides initial direction to begin island-wide damage assessment and prioritizes responses until the Department Operations Center is running.
- 3.3 All emergency response personnel shall conduct rapid damage assessments and report the results, as directed.

4.0 **PROCEDURES:**

- 4.1 Each fire station shall be assessed in accordance with EOG 386A if the event may have impacted the building and/or premises.
- 4.2 Upon ensuring readiness following fire station assessments, units shall conduct rapid damage assessments in accordance with EOG 386B and EOG 386C.

- 4.3 Units shall not respond to any dispatched calls until the rapid damage assessments are completed except for the following:
- a. Incidents involving ten or more casualties with known severe life threatening injuries (not breathing, uncontrolled major bleeding, uncontrolled major extremity amputations, etc)
 - b. Fires involving the likelihood of creating large conflagrations capable of consuming an entire residential subdivision, multifamily complex, or commercial area.
 - c. As otherwise directed by the on-duty Battalion Chief or Department Operations Center Manager.

5.0 **REFERENCES:**

P & P 310 *Incident Management System*
P & P 385 *Department Operations Center*

6.0 **APPENDIX:**

EOG 386A – Fire Station Damage Assessment
EOG 386B – Windshield Surveys
EOG 386C – Windshield Survey Priorities

Revision History:

Date	7/2019	Author Init.	ADMIN	Revision	New
Date		Author Init.		Revision	
Date		Author Init.		Revision	



Fire Station Damage Assessments

1. Incident Safety:

- 1.01 Treat any injuries to personnel immediately.
- 1.02 Watch for trip and slip hazards, unsecured debris, collapse hazards, and hazmat.
- 1.03 Consider any unsecured utilities that could pose a hazard.

2. Personal Protective Equipment:

- 2.01 All personnel conducting damage assessments shall wear PPE appropriate for the hazards encountered.

3. Apparatus Placement and Equipment

- 3.01 Ensure apparatus are able to safely egress the station for any calls.
- 3.02 If station has structural damage or in a post-earthquake scenario, park all apparatus outside.

4. Incident Mitigation:

Stationed Units

- 4.01 **Officer**-Ensure all personnel are accounted for and treat any injuries. Conduct structural and utility assessments of station.
- 4.02 **Driver/FF**-Relocate apparatus out of station, as directed. Assist the officer with damage assessment and securing utilities, as directed.

Tactical Considerations

- 4.03 Upon exiting station and ensuring accountability, conduct 360 starting with apparatus bays. Note any damage and direct crew to mitigate any damage to remove apparatus from bays, if necessary.
- 4.04 After apparatus bays, conduct exterior 360 of rest of station living space, noting any damage. Note any exterior utility damage and secure, as necessary.
- 4.05 Complete interior assessment for damage. Securing the watch office/radio room is the highest priority.
- 4.06 Secure any interior hazards prior to declaring station is able to be occupied.
- 4.07 Clearly mark any areas or rooms that are unsafe to occupy using 'Fire Line' or 'Danger' ribbon.
- 4.08 Reassess station condition and report changes as necessary.
- 4.09 If not in quarters during event, return to quarters to complete assessment.

Incident Command

- 4.10 Maintain tactical accountability & establish communication with Battalion Chief and/or Department Operations Center.

5. Resources and Communication

- 5.01 Report status to Battalion Chief and/or Department Operations Center upon completion of assessment.
- 5.02 Communicate via phone/text first, then radio, then face to face, as necessary.



Windshield Surveys

1. Incident Safety:

- 1.01 Be aware of roadway hazards that could impede travel such as downed trees, power lines, or other structural damage.
- 1.02 In inclement weather, refer to P & P 348 for Severe Weather/Windstorm 'No-gos'.
- 1.03 Consider any unsecured utilities that could pose a hazard.

2. Personal Protective Equipment:

- 2.01 All personnel conducting damage assessments shall wear PPE appropriate for the hazards encountered.

3. Apparatus Placement and Equipment

- 3.01 Avoid long, dead-end roads during surveys, when possible.
- 3.02 Consider apparatus access and egress before committing to a roadway.

4. Incident Mitigation:

First Due Units

- 4.01 **Officer**-Records information and reports accordingly.

Tactical Considerations

- 4.02 Driving routes are at discretion of officer (and any direction from BC and/or DOC).
- 4.03 HIGHEST PRIORITY TO CHECK FIRST: 21-Ferry Terminal & 305; 23 – Agate Pass Bridge & 305.
- 4.04 Once highest priorities are checked, proceed to check rest of first-due areas.
- 4.05 Note status of road network, structures (notably essential facilities), and other critical infrastructure. Take photos with issued phone, if possible.
- 4.06 Evaluate and note: search and rescue requirements; deaths and injuries; evacuation considerations; power outages; imminent hazards; access routes; major problems; and requests for assistance.
- 4.07 **DO NOT STOP!!!** Only engage at an incident if: there are 10 or more life-threatening injuries at a location; a large fire threatens to be a conflagration (involvement of an entire subdivision, complex, etc); or as otherwise directed by the BC or DOC.
- 4.08 Return to station and/or request assignment through BC and/or DOC.

Incident Command

- 4.09 Maintain tactical accountability & establish communication with Battalion Chief and/or Department Operations Center.

5. Resources and Communication

- 5.01 Report status to Battalion Chief and/or Department Operations Center upon completion of assessment.
- 5.02 Communicate via phone/text first, then radio, then face to face, as necessary.



MYN Post-Earthquake Damage Assessment

MYN Name/Street(s): _____

MYN Captain/Designee: _____

Neighborhood Gathering Point Location: _____

Households Total: _____

Reported In: _____ **# Not Reported:** _____

Households Damaged: _____

Households Habitable: _____

Injuries: _____

Fatalities: _____

Anyone Trapped: YES NO Comments: _____

Anyone Missing: YES NO Comments: _____

Road Access Restrictions: _____

Immediate Needs: _____

Other Notes: _____

Other Observations between neighborhood and hub: _____

Neighborhood Name/Street(s): _____

Resources Available to Share (check as appropriate)

Care & Shelter Resources

- ☐ Housing (total # of individuals your 'hood can support: _____)
- ☐ Food _____
- ☐ Cooking assistance
- ☐ Water (potable) _____
- ☐ Space to camp _____
- ☐ Animal care _____
- ☐ Sleeping Bags/Blankets (total # _____)
- ☐ Cots (total # _____)
- ☐ Tents (total # _____)
- ☐ Other: _____

Other Logistical Support

- ☐ Carpentry tools
- ☐ Crowbar
- ☐ Extension cords
- ☐ 1st aid supplies
- ☐ Generator/Other Power Source (_____)
- ☐ Ladders
- ☐ Chainsaw
- ☐ Cookstove/Propane
- ☐ Water Filtration System/Water Collection Source (rain barrel, pool, pond/stream)
- ☐ Transportation assistance (4x4/AWD vehicle, e-bike, cargo bike, etc.) Capacity _____
- ☐ Other: _____
- ☐ _____
- ☐ _____

2024

FUNCTIONAL ANNEX *Volunteer and Donations Management*



CITY OF
BAINBRIDGE ISLAND



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Plan Maintenance and Revision

The Emergency Management Coordinator is responsible for maintaining this plan. The plan was developed to serve as a dynamic, living document. It will be updated on an on-going basis and will receive formal review every 3 years.

Record of Changes

Revision #	Issue Date	Summary of Revisions
Initial Issue	November 2022	New
Reviewed during 5 Year CEMP Review Process	October 2024	No changes

Volunteer and Donations Management

1.0 Introduction

The purpose of this annex is to serve as a supplemental document to the CEMP that provides information and response procedures related to volunteer and donations management. This plan should be used as a guiding framework only.

2.0 Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan. The City has limited resources thereby requiring a high degree of interagency cooperation and communication.

2.1 Planning Assumptions

During a disaster/emergency that requires activation of this plan, the following considerations may affect the City:

- Not all volunteers will be pre-registered and credentialed through the City of Bainbridge Island.
- Credentialed volunteers who have pre-disaster training and are affiliated with the City will be deployed by the Emergency Management Coordinator or the Emergency Operations Center (EOC), if activated.
- Spontaneous volunteers will want to assist with disaster response and recovery efforts and will be credentialed and utilized, if possible.
- Financial and material donations will be offered and needed to assist with response and recovery efforts.

3.0 Concept of Operations

The Volunteer and Donations Management Annex will be activated by the Emergency Operations Center Disaster Manager, with guidance from the Emergency Management Coordinator and the Logistics Section Chief. Reasons for activating this plan include:

- The nature of the emergency or disaster drives a need to organize credentialed and spontaneous volunteers or collect donations;
- Media coverage of the emergency or disaster encourages spontaneous volunteers to mobilize or donations to be made;
- A reduction in staff hinders the City's ability to respond, requiring immediate, short- or long-term support from outside resources;
- When volunteers with specific skill sets, training, or knowledge would enhance the response and recovery efforts.

4.0 Volunteer Roles and Responsibilities

Types of Volunteers

Affiliated and Spontaneous Volunteers

An affiliated volunteer is pre-registered and credentialed with the City of Bainbridge Island Emergency Management Program. Upon completion of a volunteer application and clear background check, volunteers are issued a volunteer ID number and provided a volunteer badge. These volunteers are trained, registered, and do not typically self-deploy to a disaster area; instead, they are activated by the Emergency Management Coordinator or the EOC. These volunteers are usually used first in a disaster. Examples of affiliated volunteers include Community Emergency Response Team (CERT), Disaster Hubs Team, Medical Reserve Corps (MRC), Bainbridge Island Emergency Auxiliary Radio Service (BEARS), Psychological First Aid (PFA), and other volunteers affiliated with Bainbridge Prepares. Current credentialed volunteers are asked to bring their ID badge with them upon deployment.

A spontaneous volunteer will report to the affected area immediately after the disaster or emergency. They may be skilled, unskilled, from the affected area, or have traveled to help. These volunteers can be challenging to manage if not appropriately registered and accounted for and given appropriate tasks.

Spontaneous volunteers may also include individuals who are licensed or have subject matter expertise. These volunteers can include medical practitioners, mental health professionals, lawyers, building contractors and inspectors, engineers, computer technicians, accountants, etc. Verification of licensure/qualifications will occur as soon as practicable.

Volunteer Requirements

- Volunteers must be over 18
- Spontaneous volunteers must be over 12 with parent/guardian permission
- Volunteers must complete the COBI Emergency Management Volunteer Application and agree to a background check (In the event that a background check cannot be completed during the initial aftermath of the emergency, the Emergency Management Coordinator will process the background checks as soon as practicable)

Volunteer Expectations

Expectations of volunteers will be clearly communicated during the registration process. Volunteers will sign a form acknowledging the following:

- Volunteers are expected to adhere to all safety guidelines and messages from the EOC.
- Volunteers are encouraged to inform their direct supervisor, or the Site Lead where assigned (Hub Site Manager or Logistics lead, if deployed to a Disaster Hub), if they are not mentally or physically well enough to perform their given assignments.
- Volunteers will wear their volunteer ID badge at all times, while working in an official volunteer capacity.
- Volunteers should have clothes appropriate for the assignment. For field work, this includes closed-toed shoes, work gloves, and appropriate protection for the weather. Additional personal protective equipment may be suggested or required and may be provided by the EOC, if available.
- During an emergency response that involves activation of Disaster Hubs, volunteers will register at their nearest Disaster Hub or at the Emergency Operations Center. Once given an assignment, volunteers will be under the guidance of the Team Leader assigned to oversee that activity.
- Volunteers will not work outside of their assignment or level of training.
- Volunteers will report any injuries or hazards to a Team Leader as soon as it happens.

Volunteer Roles

Tasks available to volunteers will be determined by the type of emergency or disaster. Volunteers will not be permitted to take an assignment outside of their area of training or expertise.

The following list includes, but is not limited to, potential assignments for volunteers:

- Assist with shelter operations
- Assist with registration and intake process for other volunteers at the EOC and Disaster Hubs
- Assist with care and feeding of animals that are housed at a Disaster Hub
- Debris removal from public spaces, streets (including vehicle, pedestrian, and bicycle pathways), and activated Disaster Hubs
- Assist in the distribution of food and water
- Answer phones in the Message Center at the EOC or a Disaster Hub
- Help document damage to public and private property on Bainbridge Island
- Provide transportation support using a private vehicle or vessel (other than for minors or persons with access & functional needs)
- Provide office and administrative support
- Help sort and distribute donations
- Monitor social media and media; assist with rumor control
- Any other task that is normally associated with their primary/secondary team assignment

Spontaneous volunteers will not be allowed to work in the Child Reunification Center once minors have arrived on site. They may be allowed to help with initial clean up and set up operations. They will not be allowed to work with minors or vulnerable populations at the Disaster Hubs.

Spontaneous volunteers with medical credentials may be used at the Disaster Medical Clinic (DMC) or at a Disaster Hub, if they meet the following criteria:

- have an active and valid ID from a local medical facility and a credentialed Medical Reserve Corps (MRC) volunteer has working knowledge of this practitioner OR
- have an active and valid Medical Reserve Corps (MRC) volunteer badge from another Washington State jurisdiction

As with other spontaneous volunteers, background checks and license verification will occur as soon as practicable.

5.0 Donations Management

Following an emergency or disaster, the City may see an influx in requests to provide monetary and in-kind donations. Donations made to the City will assist the EOC in responding to the needs of the community. Monetary donations will allow the City to purchase specific items needed for impacted community members. Monetary donations reduce the risk and burden of transporting, sorting, and distributing donated goods while minimizing waste.

Solicited Donations

Donations of physical goods may be limited to bottled water, packaged food, and blankets. Other specific goods may be identified depending on the nature of the emergency or disaster and the needs of the community. Donated goods may be dropped off at Hub locations across the island (if activated), at City Hall, or at a pre-established Donations Reception Center. Unsolicited donations will not be accepted, unless otherwise specified by the Emergency Operations Center (EOC) Coordinator.

Donations Distribution

Donations may be distributed at Hubs or at other appropriate locations to be determined based on the nature of the disaster and the needs of the community.

6.0 Deactivation

The scope and extent of volunteer and donations management may fluctuate throughout response and recovery operations. Volunteer and donations management operations will be

monitored and deactivated accordingly. The Disaster Manager, with input from the Emergency Management Coordinator, will determine when volunteer registration and donations acceptance operations should cease. Donations received or distributed after the EOC is deactivated will be coordinated by the Emergency Management Coordinator or designee.

The Emergency Management Coordinator will lead the After-Action Review process, capturing what was successful and lessons learned. Staff from the hubs, participating stakeholders, volunteers, and EOC team members will be included in the process.

Properly documenting volunteer data, hours, work area, volunteer projects, and all donations received, processed, and distributed is critical. Disaster Hubs Managers will submit volunteer and donations management documentation to the EOC at the end of each day. Upon deactivation of the Disaster Hubs, all documentation will be transferred to the EOC Documentation Unit Leader. All volunteer and donations management related records will be kept with the general EOC records for the incident.

References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

Attachments

COBI Emergency Management Volunteer Application



CITY OF BAINBRIDGE ISLAND EMERGENCY MANAGEMENT VOLUNTEER PROGRAM

Overview:

The City of Bainbridge Island (“City”) recognizes the important contributions community volunteers make in the aftermath of a disaster. The City’s Emergency Management (EM) Program offers a number of volunteer positions for residents who are interested in becoming part of the City’s disaster response plan.

This form is the first step in the City’s EM volunteer review and assessment process. All potential volunteers will complete a background investigation, be screened, and be matched to positions according to their skills and abilities in order to best serve and protect residents and current volunteers. The City reserves the right to deny volunteer service. The data furnished on this form is provided on a voluntary basis and will be used to contact, interview, and place volunteers.

Notices:

Personal Injury and Reporting: Volunteers are not considered to be City employees. Injury compensation is provided through the Washington State Department of Labor & Industries. All Volunteers are required to sign in and sign out at all sponsored events, trainings, and exercises. Official sign in sheets will be submitted on your behalf by the MRC leadership in order to comply with state requirements.

Volunteer Limitations: Volunteers must stay within the attached Scope of Work. Activities performed outside or in excess of the volunteer’s Scope of Work will be considered unauthorized and may lead to termination.

Provision of Personal Protective Equipment (PPE): The City will provide PPE as required for the Scope of Work and identified by the Washington Industrial Safety and Health Act. All volunteers requiring PPE will be provided adequate training in its proper care and use. Volunteers are responsible for supplying basic PPE per City of Bainbridge Island Volunteer/Emergency Worker Code of Conduct.

Use of Personal Vehicles/Mileage Reimbursement: The City will reimburse for mileage for volunteers who routinely drive a personal vehicle as part of their volunteer duties, not to

include mileage from the home of residence to City Hall or other meeting locations. A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. This policy also includes fuel reimbursement for marine vessels, provided that a Captain's license, if applicable, and the insurance provisions above are met. Reimbursement is based on the IRS Mileage Rate at the time of travel. Volunteers must submit a completed City Travel Reimbursement form to be reimbursed. Emergency Management Volunteers are not authorized to drive City vehicles.

Termination: The City and/or the volunteer may terminate this service at any time without cause. The termination will be effective immediately upon the provision of written notice.



CITY OF BAINBRIDGE ISLAND EMERGENCY MANAGEMENT VOLUNTEER APPLICATION

GENERAL APPLICANT INFORMATION

Full Name: _____ Birth Date: _____

Address: _____

Cell Phone: _____ Alternate Phone: _____

Email: _____

Driver's License Number: _____ State: _____ Exp: _____

Sex: _____ Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

TRAINING/CERTIFICATIONS/LICENSURE & PAST DISASTER EXPERIENCE INFORMATION

Check all that apply:

- ☐ CPR (List expiration date): _____
- ☐ First Aid (List expiration date): _____
- ☐ NIMS/ICS Courses (List all): _____
- ☐ Medical License (List type and expiration date): _____
- ☐ Veterinary Medical License (List type and expiration date): _____
- ☐ HAM Radio Call Sign: _____
- ☐ Boat Captain License (List type and expiration date): _____
- ☐ Previous disaster volunteer experience:

- ☐ Other: _____

EMERGENCY CONTACT INFORMATION:

Primary Emergency Contact Name: _____

Relationship: _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

Alternate Emergency Contact Name: _____

Relationship: _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

PLEASE INDICATE WHICH POSITION YOU WOULD LIKE TO APPLY FOR:

- ☐ Bainbridge Island Emergency Medical Responders (BIEMRS) – WFR Certification
- ☐ BI Emergency Auxiliary Radio Services (BEARS) – Ham Radio License
- ☐ Care and Shelter Team (CAST) / Severe Weather Shelter Volunteer
- ☐ Child Safety and Family Reunification Team Volunteer
- ☐ Community Emergency Response Team (CERT) Member
- ☐ Emergency Operations Center (EOC) Volunteer
- ☐ Flotilla Volunteer
- ☐ General Support Volunteer (Circle Team: AFN, Business Continuity, Community Outreach, Digital Infrastructure, Food/Water, Ready Congregations)
- ☐ Medical Reserve Corps (MRC) Volunteer
- ☐ Other Hub Volunteer (Circle Team: Animal Care, Interpretation, PFA, Wellness)

VOLUNTEER AFFIRMATION

I, _____, hereby volunteer my services for the City of Bainbridge Island's Emergency Management Program in accordance with the attached Scope of Work. I understand I will not be compensated for my work. Further, I hereby certify that I am capable of performing the duties outlined in the attached Scope of Work ___with or ___without the accommodation(s) listed.

List of accommodations: _____

In consideration of giving me permission to perform these volunteer services, I agree to the following terms:

1. I will not appear for volunteer service under the influence of any drugs or alcohol.
2. If after being accepted as a volunteer with the City's Emergency Management Plan, I am arrested for or charged with any criminal offense, I will report my arrest or charge within seven (7) days of my arrest or the filing of any criminal charge.
3. I will abide by the City's Emergency Worker/Volunteer Code of Conduct (attached).
4. I agree not to exceed the Scope of Work for my volunteer position without prior authorization from the City's Emergency Management Coordinator or on-scene City or Fire District official in charge.
5. Should I be injured while performing authorized volunteer work, I understand that the City has included my hours of volunteer service in the Washington State Department of Labor and Industries coverage for volunteer workers.
6. I will report any on-the-job injury or illness, no matter how minor, to the City's Human Resources Staff.
7. I consent to the City performing a criminal history background check in accordance with RCW 43.43.830-839 and waive any right of privacy I may have in such information for the limited purpose of considering it for determining my suitability as a volunteer. Further, I release the City of Bainbridge Island and those individuals/institutions that provide information from any liability that may arise from the provision of this information.
8. The City may terminate this agreement at any time without cause. I am volunteering my services at will and may be asked to discontinue such without prior notice or reason.
9. I am fully aware that the work associated with being a volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the Emergency Management Volunteer Program, I hereby assume all risk of injury, damage, and harm to myself arising from such activities. I also hereby individually and on behalf of my heirs, executors, and assignees, release and hold harmless the City, its officials, employees, and agents and waive any right of recovery that I might have to bring a claim or lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities, except for those caused by the sole negligence of the City of Bainbridge Island.
10. I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in this program.
11. I have read, understand, and agree to abide by the Personal Responsibilities of an Emergency Worker (WAC 118.04.200) (attached).
12. I have read and understand the Immunity from Liability for Covered Volunteer Workers (RCW 38.52.180) (attached).
13. I give permission for photos/videos taken of myself during volunteer activities to be used for publicity purposes without recompense.

14. This agreement will be in effect for the duration of my volunteer services.

Signature: _____

Printed Name: _____

Dated this _____ day of _____, 20____.

CRIMINAL HISTORY AUTHORIZATION FORM – EMERGENCY VOLUNTEER

Please complete the online background check process here:

[City of Bainbridge Island \(quickapp.pro\)](https://cityofbainbridgeisland.quickapp.pro)

(*If completing this application in paper form, full hyperlink is listed here:

[https://cityofbainbridgeisland.quickapp.pro/apply/applicant/start? ref=gap_session_27a9148ae43682cab18e11f865053ff8a0b4cb16b08cfd88424bd54f8d561fd8\)](https://cityofbainbridgeisland.quickapp.pro/apply/applicant/start? ref=gap_session_27a9148ae43682cab18e11f865053ff8a0b4cb16b08cfd88424bd54f8d561fd8)

I hereby give permission for the City of Bainbridge Island Department of Emergency Management to conduct a Criminal History background investigation, and also obtain an abstract of my driving record if needed.

SIGNATURE: _____ DATE: _____

Parent or guardian of applicant must sign if under 18 years of age:

PRINT NAME: _____

SIGNATURE: _____ DATE: _____



PERSONAL RESPONSIBILITIES OF EMERGENCY WORKERS (WAC 118.04.200)

(1) Emergency workers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in these rules.

(a) Emergency workers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment.

(b) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of or while using narcotics or any illegal controlled substance is prohibited.

(c) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of alcohol is prohibited.

(d) Emergency workers participating in any mission, training event, or other authorized activity shall possess a valid operator's license if they are assigned to operate vehicles, vessels, or aircraft during the mission unless specifically directed otherwise by an authorized official in accordance with RCW 38.52.180. All emergency workers driving vehicles to or from a mission must possess a valid driver's license and required insurance.

(e) Use of private vehicles, vessels, boats, or aircraft by emergency workers in any mission, training event, or other authorized activity without liability insurance required by chapter 46.29 RCW is prohibited unless specifically directed otherwise by an authorized official in accordance with RCW 38.52.180.

(f) Emergency workers shall adhere to all applicable traffic regulations during any mission, training event, or other authorized activity. This provision does not apply to individuals who have completed the emergency vehicle operator course or the emergency vehicle accident prevention course and who are duly authorized under state law to use special driving skills and equipment and who do so at the direction of an authorized official.

(2) Emergency workers have the responsibility to comply with all other requirements as determined by the authorized official using their services.

(3) When reporting to the scene, emergency workers have the responsibility to inform the on-scene authorized official whether they are mentally and physically fit for their assigned duties.

Emergency workers reporting as not fit for currently assigned duties may request a less demanding assignment that is appropriate to their current capabilities.

(4) Emergency workers have the responsibility to check in with the appropriate on-scene official and to complete all required recordkeeping and reporting.



IMMUNITY FROM LIABILITY FOR COVERED VOLUNTEER WORKERS (RCW 38.52.180)

(1) There shall be no liability on the part of anyone including any person, partnership, corporation, the state of Washington or any political subdivision thereof who owns or maintains any building or premises which have been designated by a local organization for emergency management as a shelter from destructive operations or attacks by enemies of the United States for any injuries sustained by any person while in or upon said building or premises, as a result of the condition of said building or premises or as a result of any act or omission, or in any way arising from the designation of such premises as a shelter, when such person has entered or gone upon or into said building or premises for the purpose of seeking refuge therein during destructive operations or attacks by enemies of the United States or during tests ordered by lawful authority, except for an act of willful negligence by such owner or occupant or his or her servants, agents, or employees.

(2) All legal liability for damage to property or injury or death to persons (except an emergency worker, regularly enrolled and acting as such), caused by acts done or attempted during or while traveling to or from an emergency or disaster, search and rescue, or training or exercise authorized by the department in preparation for an emergency or disaster or search and rescue, under the color of this chapter in a bona fide attempt to comply therewith, except as provided in subsections (3), (4), and (5) of this section regarding covered volunteer emergency workers, shall be the obligation of the state of Washington. Suits may be instituted and maintained against the state for the enforcement of such liability, or for the indemnification of persons appointed and regularly enrolled as emergency workers while actually engaged in emergency management duties, or as members of any agency of the state or political subdivision thereof engaged in emergency management activity, or their dependents, for damage done to their private property, or for any judgment against them for acts done in good faith in compliance with this chapter: PROVIDED, That the foregoing shall not be construed to result in indemnification in any case of willful misconduct, gross negligence, or bad faith on the part of any agent of emergency management: PROVIDED, That should the United States or any agency thereof, in accordance with any federal statute, rule, or regulation, provide for the payment of damages to property and/or for death or injury as provided for in this section, then and in that event there shall be no liability or obligation whatsoever upon the part of the state of Washington for any such damage, death, or injury for which the United States government assumes liability.

(3) No act or omission by a covered volunteer emergency worker while engaged in a covered activity shall impose any liability for civil damages resulting from such an act or omission upon:

- (a) The covered volunteer emergency worker;
- (b) The supervisor or supervisors of the covered volunteer emergency worker;
- (c) Any facility or their officers or employees;
- (d) The employer of the covered volunteer emergency worker;
- (e) The owner of the property or vehicle where the act or omission may have occurred during the covered activity;
- (f) Any local organization that registered the covered volunteer emergency worker;
- (g) The state or any state or local governmental entity; and
- (h) Any professional or trade association of covered volunteer emergency workers.

(4) The immunity in subsection (3) of this section applies only when the covered volunteer emergency worker was engaged in a covered activity:

- (a) Within the scope of his or her assigned duties;
- (b) Under the direction of a local emergency management organization or the department, or a local law enforcement agency for search and rescue; and
- (c) The act or omission does not constitute gross negligence or willful or wanton misconduct.

(5) For purposes of this section:

(a) "Covered volunteer emergency worker" means an emergency worker as defined in RCW 38.52.010 who (i) is not receiving or expecting compensation as an emergency worker from the state or local government, or (ii) is not a state or local government employee unless on leave without pay status.

(b) "Covered activity" means:

- (i) Providing assistance or transportation authorized by the department during an emergency or disaster or search and rescue as defined in RCW 38.52.010, whether such assistance or transportation is provided at the scene of the emergency or disaster or search and rescue, at an alternative care site, at a hospital, or while in route to or from such sites or between sites; or

(ii) Participating in training or exercise authorized by the department in preparation for an emergency or disaster or search and rescue.

(6) Any requirement for a license to practice any professional, mechanical, or other skill shall not apply to any authorized emergency worker who shall, in the course of performing his or her duties as such, practice such professional, mechanical, or other skill during an emergency described in this chapter.

(7) The provisions of this section shall not affect the right of any person to receive benefits to which he or she would otherwise be entitled under this chapter, or under the workers' compensation law, or under any pension or retirement law, nor the right of any such person to receive any benefits or compensation under any act of congress.

(8) Any act or omission by a covered volunteer emergency worker while engaged in a covered activity using an off-road vehicle, nonhighway vehicle, or wheeled all-terrain vehicle does not impose any liability for civil damages resulting from such an act or omission upon the covered volunteer emergency worker or the worker's sponsoring organization.



CITY OF BAINBRIDGE ISLAND VOLUNTEER/EMERGENCY WORKER CODE OF CONDUCT

1. Volunteers will not use their position for their own personal benefit.
2. Volunteers will not seek or accept any financial advantage or gain that may be offered as a result of the volunteer's affiliation with the City. Any known or potential conflicts of interest must be disclosed to the City's Emergency Management Coordinator within seven days.
3. Volunteers will not publicly utilize any City affiliation in connection with the promotion of partisan politics or religious matters.
4. Volunteers will not disclose any confidential information that is available solely as a result of their service, to any person not authorized to receive such information, or use to the disadvantage of the City any such confidential information, without the express authorization of the City.
5. Volunteers will not knowingly take any action or make any statement intended to influence the conduct of the Volunteer Group in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has significant interest or affiliation.
6. Volunteers will operate and/or act only in a manner that is in the best interests of the City.
7. Volunteers will not engage in any inappropriate behavior that would jeopardize the program's effectiveness and sustainability, to include: profane language, public criticism of a team member, or purposefully jeopardizing the safety of the public or a team member.
8. Volunteers do not have a legal duty to act and are not required to respond to incidents in the immediate area, nor to recall requests. Once responded, however, volunteers must follow safe and effective practices at all times. Volunteers who abandon their duty assignment, act outside of their training or Scope of Work, or otherwise violate policies or this Code of Conduct are subject to termination.
9. Volunteers will report all unsafe situations, activities or practices immediately and take appropriate protective action for themselves and bystanders.
10. Volunteers will bring or wear appropriate Personal Protective Equipment (PPE): hard hat, vest, dust mask, goggles, gloves (latex and/or leather), sturdy shoes, long pants, flashlight, bottled water, food, etc. Shorts, sandals, and open-toed shoes are strictly prohibited when responding to an incident and/or training event. If scope of work requires certain PPE, the City will provide it.

11. Volunteers will limit their actions to their physical and resource abilities as determined by, but are not limited to, equipment availability, physical abilities, knowledge, authority, and hazards.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Receive City Manager's Report,

SUMMARY: City Manager King will provide an update on the Bucklin Hill Non-motorized Improvement Project.

AGENDA CATEGORY: Discussion

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:

[102224 Memorandum on Bucklin Hill Non-Motorized Improvement Project.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

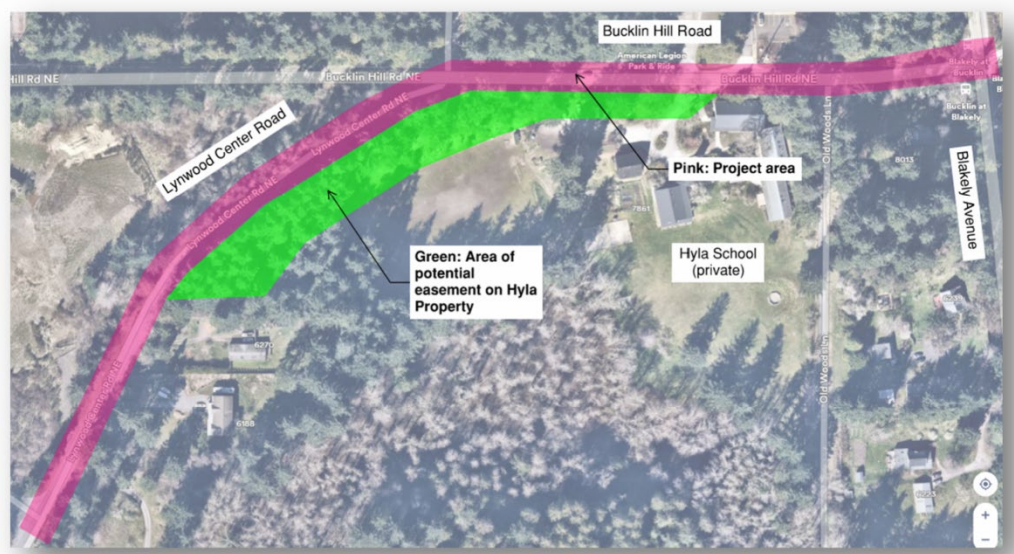
EXECUTIVE DEPARTMENT MEMORANDUM

To: Honorable Mayor and Council
From: Blair King, City Manager
Subject: Bucklin Hill Non-Motorized Project Status Report
Date: October 22, 2024

City staff has commenced selected tasks associated with the Bucklin Hill Non-Motorized Improvement Project. The Bucklin Hill project is one of the links connecting Winslow to Lynwood. The Lynwood Center Road segment is funded for design in 2026. The Eagle Harbor Drive segment will commence construction in early 2025. The Bucklin Hill segment has been in the Capital Improvement Plan since 2018 and is proposed for design in 2025 and construction in 2026. The project was submitted for a WSDOT Ped/Bike grant in 2024. Funding will be announced in 2025.

A topographic survey of the route was recently completed. Most importantly, for Council's information, conversations are ongoing with representatives of the Hyla School concerning a potential easement on their property. Hyla has indicated they are open to considering an easement for an off-road path. This corridor would allow a physically separated single or bi-directional path on the south side of the corridor between 8 and 12-feet in width.

Further information on the proposed plans will be available in the first quarter of 2025. It is envisioned the final design and permit process will start in second quarter of 2025 with construction planned for summer 2026.





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 2024

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:50 PM) Authorize the City Manager to Enter Into an Updated Wholesale Wastewater Treatment Agreement with Kitsap County Sewer District #7 Including 25 Additional Sewer Connections in the South Island Sewer Service Area, and Initiate the Process to Purchase and Connect up to Five (5) Pending Sewer Connection Requests - Public Works,

SUMMARY: City staff is requesting that the City Council authorize the City Manager to enter into an updated Wholesale Wastewater Treatment Agreement with Kitsap County Sewer District #7, including 25 additional sewer connections in the South Island Sewer Service Area, and to initiate the process to purchase and connect up to five (5) pending sewer connection requests.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to authorize the City Manager to enter into an updated Wholesale Wastewater Treatment Agreement with Kitsap County Sewer District #7 including 25 additional sewer connections in the South Island Sewer Service Area and initiate the process to purchase and connect up to five (5) pending sewer connection requests.

COMMUNITY ENGAGEMENT AND OUTREACH: None planned at this time.

FISCAL IMPACT:

Amount:	The agreement has no cost, but sewer connections would be purchased at rates established by the District, and reimbursed by the subject property owners.
Ongoing Cost:	N/A
One-Time Cost:	N/A
Included in Current Budget?	No

BACKGROUND: The City contracts with Kitsap County Sewer District No. 7 for wastewater treatment associated with the City's South Island and Rockaway Beach sewer service area through an Interlocal Agreement. The District treats wastewater from both the District's Fort Ward service area, and the City's South Island/Rockaway service area, the latter of which represents approximately 70% of the District's total customer base.

On April 12, 2022, the City Council directed the City Manager to formally request additional sewer connections from the District, and that request was made via a letter dated April 27, 2022. City staff provided an update on

the agreement process on October 17, 2023, at which time the City Council discussed reserving 25 connections to be purchased and distributed annually at up to 7 connections per year for 4 years.

As part of the October 2023 update, the City Council also discussed purchasing and distributing connections for up to five (5) requests that were pending in the reservation queue since the last connection was reserved in 2022. Those connections would serve the following:

- 4541 Point White Drive; Remodel of existing residential with substandard septic in "LID 20, Lynwood Center" service area;
- 4768 Larsons Place NE; Remodel of existing residential with septic in "LID 20, Lynwood Center" service area;
- 4552 Pt. White Drive; New residential in "LID 20, Lynwood Center" service area;
- 4106 Rockaway Beach Road; Existing residential on septic in "Rockaway" service area;
- 4135 Bluff Street; Existing residential with aging septic in "Open Space Adjacent" service area. This connection would only be made following documentation regarding the status of the existing older septic system without sufficient location for a reserve drainfield.

Assuming these five (5) connections are approved, next steps would include finalizing a prioritization framework and timetable for purchasing and distributing next year's allocation (2025) of up to 7 connections. Staff anticipate bringing the prioritization forward to the City Council in Q1 2025, and confirming the 2025 connection allocation with the Council in Q4 2025.

The new agreement includes other mostly minor amendments to the original, including provisions covering responsibility of the parties for illicit discharges and connections, and clarifying the terms for billing and payment of fees to the District. Also among the amendments is a provision that caps the City's utility tax on sewer district customers at the current rate of 6% for a term of 10-years.

ATTACHMENTS:

[Wholesale Wastewater Agreement Between KCSD7 and COBI 100824.docx](#)

[South Island Sewer Slides 102224.pptx](#)

[Original 2007 Agreement Between KCSD7 and COBI.pdf](#)

[Section 2.14 South Island Sewer Connection Procedures.pdf](#)

[South Island Sewer Slides 101723.pdf](#)

[Excerpt from 101723 City Council Study Session Minutes.pdf](#)

[South Island Sewer Connection Capacity Memo 04122022.pdf](#)

[Excerpt from 041222 City Council Business Meeting Minutes.pdf](#)

FISCAL DETAILS: N/A

Fund Name(s): Sewer Fund

Coding: N/A

WHOLESALE WASTEWATER TREATMENT AGREEMENT BETWEEN KITSAP COUNTY SEWER DISTRICT NO. 7 AND CITY OF BAINBRIDGE ISLAND

THIS AGREEMENT ("Agreement") entered into on the Date of Mutual Execution, is made and entered into by and between Kitsap County Sewer District No. 7, a Washington municipal corporation (the "District"), on the one hand, and the City of Bainbridge Island, a Washington municipal corporation (the "City"), on the other hand. The District and the City are sometimes collectively referred to in this Agreement as the "Parties" and individually referred to as a "Party."

RECITALS

A. The District operates a wastewater collection system that serves a portion of the south end of the City.

B. By interlocal agreement dated October 3, 1997, the District reserved for the City and accepted for treatment 80 equivalent residential units ("ERUs") of capacity in the District's wastewater treatment plant for the purpose of reducing existing water pollution problems in the Lynwood Center area of the City ("First Interlocal Agreement"). All connection fees for the 80 ERUs were prepaid at closing at an agreed upon amount.

C. By amendment dated August 8, 2002, the District and the City amended the 1997 interlocal agreement to clarify the monthly service charge to be paid per ERU ("First Amendment").

D. By interlocal agreement dated September 24, 2003, the District and the City entered into a new interlocal agreement, which acknowledged the existing reservation of 80 ERUs for the Lynwood Center area and reserved for the City 231 additional ERUs upon creation of the proposed south end sewer local improvement district, plus 19 additional ERUs for use as determined by the City ("Second Interlocal Agreement"). All connection fees for the 250 ERUs were prepaid at closing at an agreed upon amount.

E. The City created the south end sewer local improvement district ("LID 20") and constructed the sewer improvements therein, thereby utilizing the sewer connections authorized by the 2003 interlocal agreement.

F. Policy SSP 2.3 of the Water Resources Element of the City's Comprehensive Plan establishes the sewer service area for the south end of the City, and provides that "emergency service or other minor modifications [to that service area], which are within the existing sewer facility capacity, may be allowed with the approval of the City Council."

G. On March 22, 2006, the City Council adopted policies for sewer service in the south end. To implement those policies consistent with the Comprehensive Plan, particularly policy SSP 2.3, the Public Works Department on April 3, 2006 adopted Administrative Procedure 2.14,

entitled "South Island Sewer Connections." Among other things, Procedure 2.14 provides that the provision of sewer service to certain land located adjacent to Lynwood Center and LID 20 and characterized as "open space residential" meets the "minor modification" criterion of Policy SSP 2.3. The District constructed a Phase II addition to its wastewater treatment plant, which provides sewer service to the areas in the south end, as identified in the City's South Island Facilities General Plan and Engineering Report (December 2001).

H. By interlocal agreement dated March 29, 2007, the District and the City entered into a new interlocal agreement, which acknowledged the existing reservation of 80 ERUs for the Lynwood Center area and the 250 additional reserved connections for the City, and provided 150 additional ERUs to serve Lynwood Center, LID 20, and the Adjacent "Open Space" Residential areas that were identified in the 2007 interlocal agreement, for a total of 480 ERUs, plus additional provisions regarding the treatment of wastewater and the payment of connection and service charges for the south end of the City ("Third Interlocal Agreement" and collectively with the First Interlocal Agreement, the First Amendment, and the Second Interlocal Agreement, "Interlocal Agreement").

I. Pursuant to a Settlement and Release Agreement dated December 15, 2021 ("Settlement and Release Agreement"), the District and the City entered into an agreement whereby the City prepaid all connection charges for the remaining 150 ERUs.

J. The District and the City desire to restate the terms and conditions for District treatment of City wastewater, and to establish the terms and conditions for acceptance of additional wastewater.

AGREEMENT

WHEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the District and the City hereby agree as follows:

1) Recitals. The foregoing recitals are true and correct and are made part of this Agreement by this reference.

2) Acceptance and treatment of Wastewater. The City has paid connection fees for, and the District agrees to accept for treatment the wastewater equivalent of 480 ERUs. The acceptance and treatment of additional wastewater shall be governed by this Agreement, which shall be amended to adjust for additional ERUs.

- a) ERU Definition. In its discretion, the District shall set, or amend from time to time, the capacity of one ERU to reflect the typical consumption of a single-family residence based on appropriate information consistent with accepted industry standards.
- b) Accessory Dwelling Units Definition. "Accessory dwelling unit" means a free standing detached structure or an attached part of a structure that is subordinate and incidental to the main or primary dwelling unit, and having complete living facilities exclusively for one single housekeeping unit, including permanent provisions for living, sleeping,

cooking and sanitation. An attached accessory dwelling unit is an accessory dwelling unit that has one or more walls in common with, or attached to, the primary dwelling unit. A detached accessory dwelling unit is a free-standing accessory dwelling unit that is not attached or physically connected to the primary dwelling unit.

3) Treatment rate for 2024. As of the Effective Date of this Agreement, the City has connected a total equivalent of 390.05 ERUs to the District's system. The District currently charges a monthly service charge of \$69.64 per ERU per month to the City. The City agrees to pay the District, on a monthly basis, all service charges (except the City utility tax) for the ERUs connected to the District's system, including applicable late charges and fees as set by the District.

a) "Connection." ERUs shall be deemed "connected" when a certificate of occupancy or a temporary certificate of occupancy, whichever is sooner, is issued for a property, or in the case of a connection to an existing structure, when a right-of-way permit is issued for connection to the sewer main, or a building permit is issued for a tenant improvement project. The City agrees to notify the District of any new connections within thirty days of when a connection is made. If the City fails to timely notify the District of a new connection that the City has authorized, the City agrees to pay a one-time penalty of one hundred dollars and 00/100 cents (\$100.00) per ERU (prorated). The penalty, along with such other amounts that may be due, such as outstanding late monthly services payments, will accrue interest at 12% per annum.

i) Unauthorized Connections. For any unauthorized connections to the City's collection system discovered by the Parties, the City agrees to take all reasonable steps necessary to disconnect the property from the City's system, and collect and remit to the District all amounts that would be due and owing to the District pursuant to the District's unauthorized connection policy.

b) Future Service Charges. From time to time, the District may adjust the service charge for the City's ERUs in accordance with the District's current policy at the time of adjustment. The District agrees to provide the City with 90 days written and e-mail advance notice to the Finance Director, Accounting Manager, and Public Works Director of any adjustment with a copy of the signed approved board resolution or ordinance approving the increase, and the City agrees to pay the new monthly service charge. Delay in providing adequate notice may result in a delay in the payment of the new charge. The effective date of the rate changes will be the beginning of the first billing cycle following the 90-day written notice. The City will pay the same service charge per ERU as all other District customers.

4) Reservation of Additional Capacity. Upon Mutual Execution of this Agreement, The District shall reserve for the City an additional 25 ERUs of capacity of the District's wastewater treatment plant, and shall accept for treatment the wastewater of the 25 ERUs in accordance with the terms of this Agreement. The allocation of the 25 ERUs shall be determined by the City.

a) Payment of Reserved ERUs. The payment for the connection charge for the above-mentioned 25 ERUs will be divided into four (4) annual installments of 7 ERUs for the first three years, and 4 ERUs for the last year. On or before September 1 of each year, the City

shall pay the District for the ERUs at the rate per ERU then in effect for District customers. Reserved ERUs may not be used by the City until the appropriate connection charge is paid. Time is of the essence, and untimely payments may, at the District's discretion, result in loss of reserved ERUs for that portion of the ERU's that should have been paid for.

b) Unreserved Additional Connections. If, in the District's opinion, the District has sufficient capacity in the District's wastewater treatment plant to treat the wastewater from more than the number of ERUs provided for within this Agreement, the City and the District may, by amendment to this Agreement, reserve capacity and make payment arrangements for additional ERUs.

5) Charges for Future Plant Improvements.

a) The District anticipates future operational or capital improvement projects for its current wastewater facilities. For each capital improvement project, the City agrees that it's existing and potential future customers will be subject to additional costs, like any other District customer.

b) If a future operational or capital project is estimated to cost more than \$5,000,000, the District shall notify the City at commencement of planning for the project. To the greatest extent reasonably feasible, the District shall include the City in the planning and design of a project. The District shall provide the City with all plans, specifications and information regarding the planning, design, and financing of a project at least thirty days before the District's advertisement of the project for bid, or if no bid, before the District's execution of a contract for the project.

6) Metering and Sampling.

a) The City shall install, maintain, and pay for flow monitoring equipment and facilities to measure and record daily wastewater flow to the District. The City shall measure and record wastewater flow, and shall report such flow monthly, or more frequently as requested by the District. The District shall calibrate the meter once each calendar year after at least four business days notice to the City.

b) The District may sample and test City wastewater for Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS), utilizing a 24-hour composite flow proportional sample. At the request of the City, the District shall notify the City at least twenty- four hours before each sample test.

7) Compliance with regulations. In constructing, installing, maintaining, collecting and delivering wastewater to the District, the City shall comply with all applicable federal, state and local statutes, regulations and permits, including District regulations. In treating the City's wastewater and in constructing, installing, operating, maintaining and improving its wastewater plant and all related facilities, the District shall comply with all applicable federal, state and local statutes, regulations and permits. If the District believes that City

wastewater contains substances that will or have damaged the facilities or will or have caused the District's treatment plant to violate federal, state or local laws and regulations, it shall immediately notify the City. The City shall respond within 15 days of receipt of the notice provided by the District. The City may respond that (a) the City agrees that the damage was caused by the City's wastewater, or (b) that the City disagrees that the damage was caused by the City's wastewater, or (c) the City will investigate whether the damage was caused by the City's wastewater and that the City will advise the District of the result of the City's investigation within 15 business days of the date of the City's initial response. If the City responds that it will investigate whether the damage was caused by City wastewater, the District shall cooperate with the City's investigation. Failure to timely respond shall constitute the City's agreement to the alleged damage. If the City agrees that City wastewater has so damaged the facilities or treatment plant, or if an arbitrator (if agreed) or court (issuing a final decision) determines that the City's wastewater has caused such damage, in whole or in part, the City shall work with the District to identify the source of the substances that will or have damaged the District's facilities and to identify means of preventing future discharge of such substances to the City's collection system. If the source of the damaging substances is wastewater discharged from the City owned portion of the system, the City agrees to pay for any damage caused and the District agrees to cooperate with the City in seeking recompense from the person responsible. If the source of the damaging substances is wastewater discharged from the District owned portion of the system, the City will cooperate with the District in any District action seeking recompense from the person responsible. All other disputes shall be resolved through the process outlined in Paragraph 25.

8) Term of agreement. The term of this Agreement shall be ten (10) years, which shall be renewed automatically for successive one-year terms unless one Party gives notice of termination at least 180 days prior to the end of the term or the end of any one-year extension. Termination shall not affect the obligation of the District to continue to treat sewage from customers who have connected to the sewer system prior to the effective date of the termination or who have pending developments for which ERUs have been paid.

9) Termination. Either Party may terminate this Agreement for material breach that has not been corrected or remedied by the other Party within 180 days of written notice of breach, provided, that such termination shall be prospective only and shall not affect the obligation of the District to continue to treat sewage from City customers who have connected to the sewer system prior to the effective date of the termination or who have pending developments for which ERUs have been paid.

10) Records Review and Information Sharing. Upon five business days notice, or upon notice agreed upon by the Parties, a Party shall have right to inspect and copy, without charge, all records of the other Party relating to this Agreement or its subjects. Additionally, in order to assist the District in compliance with its reporting obligations, the City agrees to provide the

District with an explanation of its current wastewater sources (e.g. residential load vs. commercial load) and its planned additions to the system for future connections.

11) Assumption. If, throughout the duration of this Agreement, the City determines to proceed with an assumption of all or part of the District and its property and utility facilities located within the City under Chapter 35.13A RCW, or to allow or to consent to another city proceeding with the assumption of all or part of the District and its property and utility facilities located within the City, pursuant to RCW 35.13A.070, the City agrees not to pass a resolution approving assumption or further proceed until after consulting with the District.

12) Excise Tax. The District currently pays the City a utility tax in the amount of six percent (6%). For 10-years commencing on the effective date of this Agreement, the City agrees not to further increase the current utility tax on the District's revenues, and agrees not to exercise and to forbear any legal authority it may have to impose a business and occupation tax, privilege tax, excise tax or any other tax (collectively "Excise Tax") on the District's revenues.

13) Indemnification. To the maximum extent permitted by law, each Party shall defend, indemnify and hold harmless the other Party, and all of its officials, employees, principals and agents, from any and all claims, demands, suits, actions, fines, penalties, and liability of any kind, including injuries to persons or damages to property, which arise out of or are related to any negligent acts, errors, omissions of the indemnifying Party and its contractors, agents, employees and representatives in performing obligations under this Agreement. However, if any such damages and injuries to persons or property are caused by or result from the concurrent negligence of the District or its contractors, employees, agents, or representatives, and the City or its contractors, employees, agents, or representatives, each Party's obligation hereunder applies only to the extent of the negligence of such Party or its contractors, employees, agents, or representatives.

The foregoing indemnity is specifically and expressly intended to constitute a waiver of each Party's immunity under industrial insurance, Title 51 RCW, as respects the other Party only, and only to the extent necessary to provide the indemnified Party with a full and complete indemnity of claims made by the indemnitor's employees. This waiver has been mutually negotiated.

14) Insurance. Each Party shall obtain and maintain insurance coverage from a solvent insurance provider, solvent insurance pool or self-insurance program that is sufficient to address and cover the duties, responsibilities and obligations of this Agreement. Upon request, a Party shall provide evidence of insurance coverage, in the form of a certificate of insurance from an insurance provider or a letter confirming coverage from an insurance pool or self-insurance program.

15) Entire Agreement; Amendment. This Agreement contains the entire written agreement of the Parties and supersedes any prior discussions. This Agreement may be amended only in writing, signed by both Parties.

16) Attorneys' Fees and Expenses. In any legal action, arbitration, or other proceeding related to or arising out of this Agreement, the prevailing Party or Parties shall be entitled to recover from the other Party or Parties reasonable attorneys' fees and expenses incurred. Attorneys' fees and expenses covered by this paragraph include, but are not limited to, attorneys' fees and expenses incurred in bankruptcy proceedings, in appeals, in post-judgment collection proceedings, and post-judgment enforcement proceedings.

17) Authority to Execute. The Parties to this Agreement represent and warrant that they have the right and exclusive authority to execute and enter into this Agreement and receive the consideration therefor, and that no Party has (1) sold, assigned, transferred, conveyed, or otherwise disposed of any of the Claims or (2) purported to sell, assign, transfer, convey, or otherwise dispose of any of the Claims.

18) Waiver or Breach. No waiver or consent to any breach or default in the performance of any term of this Agreement shall be deemed a waiver of or consent to any subsequent breach or default of the same or other term of this Agreement. No failure or delay to exercise any right or power or to insist upon strict compliance with any term of this Agreement shall constitute a modification of this Agreement or a waiver of the right to demand strict compliance with the terms of this Agreement.

19) Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and with the same effect as if all Parties to this Agreement had signed the same document. All such counterparts shall be construed together and shall constitute one instrument, but, in making proof of this Agreement, it shall only be necessary to produce one such counterpart. The signature pages from such counterparts may be assembled together to form a single instrument comprised of all pages of this Agreement and a complete set of all signature pages. The date upon which the last of all of the Parties have executed a counterpart of this Agreement shall be the "Date of Mutual Execution."

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

To the City:

City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
Attention: City Manager
Email: _____

To the District:

Kitsap County Sewer District No. 7

9705 NE Evergreen Ave
Bainbridge Island, WA 98110

Attention: District Manager

Email: manager@kitsapsewer.org

or to such addresses as the Parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

21) Severability.

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

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

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

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

24) Assignment. Neither the City nor the District shall assign this Agreement except with the express written consent of the other, which consent may be withheld for any reason.

25) Dispute Resolution. The Parties shall attempt to resolve a dispute regarding this Agreement by informal negotiation, pursuant to an informal process agreed to by the Parties. If the Parties fail to agree upon an informal process within five business days of notice of a dispute by a Party, or fail to resolve the dispute through an agreed upon informal process, the Parties shall submit the dispute to a dispute board for a nonbinding determination. Each party shall appoint one member to the dispute board within ten days. Those members shall jointly appoint an additional member within ten days. Unless otherwise agreed by the Parties, within ninety days of appointment of the third member, the dispute board shall timely consider the dispute and make a non-binding determination. As long as the dispute board acts in a timely manner, the Parties agree not to seek legal or equitable relief in the courts until the dispute board renders a determination. Thereafter, either Party may seek legal or equitable relief in the courts.

IN WITNESS WHEREOF the Parties have executed this Agreement as of the Date of Mutual Execution.

CITY OF BAINBRIDGE ISLAND

KITSAP COUNTY SEWER DISTRICT NO. 7

Date: _____

Date: _____

By: _____

By: _____

Blair King, City Manager

Sarah Lee, Board President

South Island/Rockaway Revised Wastewater Treatment Agreement

October 22, 2024



For City Council Consideration

1. Decision: Consider entering into an agreement for continued wastewater treatment and 25 new connection.
2. Decision: Consider authorizing 5 pending connection requests.
3. Discussion: Provide feedback to staff on clarifying the existing connection policy – or drafting a new one – for adoption prior to allowing the remaining 20 connections.

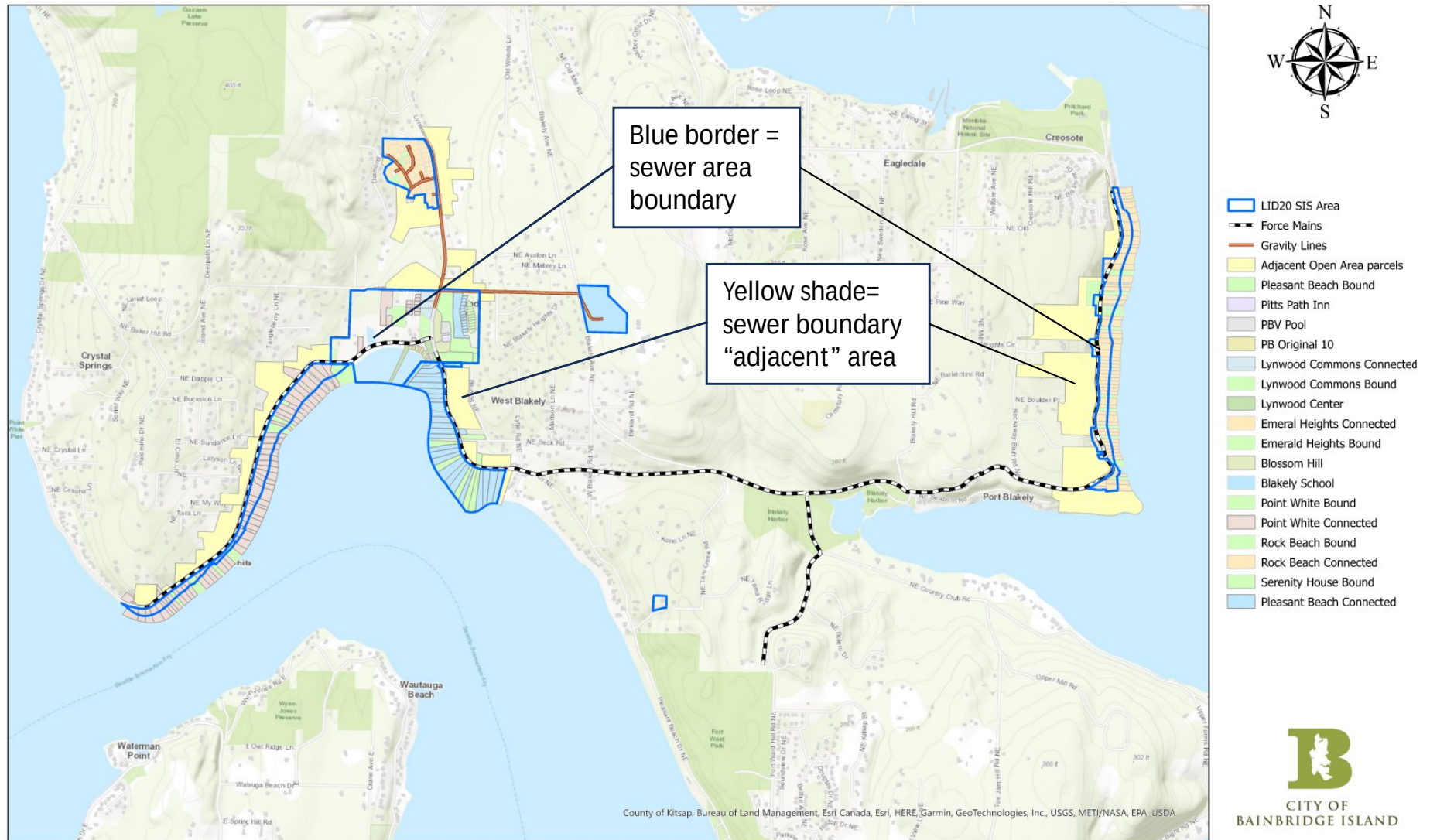
Agenda

1. Background and previous City Council discussions
2. Overview of wastewater treatment agreement and new connections
3. Current connection policy
4. Pending 2024 connection requests
5. Future connection policy
6. Council Discussion

Background

- South Island/Rockaway Sewer system constructed in early 2000's through a Local Improvement District
- City owns the collection and pumping system; wastewater is treated via an Interlocal Agreement (ILA) with Kitsap Sewer District 7

Background – Sewer Boundary



South Island/Rockaway Wastewater Treatment Agreement

October 22, 2024

Background - Connections

- Current ILA with the District limits sewer connections to 480 equivalent residential units (ERUs)
- All 480 ERUs are either physically connected (350) or were reserved through LID 20 (130)
- Following a spring 2022 City Council update, City staff negotiated with the District for additional sewer capacity

Background – City Council Discussion Fall 2023

- Discussed need for new agreement and 25 connections
- More information requested on pending connections
- More information requested on existing connection policy and future development capacity

Wastewater Agreement Terms

- 90% of the agreement has not changed from previous version
- New terms include:
 - Adding 25 connections, up to 7 per year
 - Addressing unauthorized connections and illicit discharges
 - Clarifying project planning responsibilities
 - Clarifying billing procedures
 - Limiting utility tax to 6% (current) for 10 years

Existing Sewer Connection Policy (not part of agreement)

1st priority

- i. Parcels in Lynwood Center with building(s) that have **failing septic** systems
- ii. Parcels in Lynwood Center with building(s) served by a septic system that are **in proximity to sensitive bodies of water** and that have a high probability of negatively affecting the quality of those bodies of water.
- iii. Projects in Lynwood Center used, or planned for, that serve a **public need**
- iv. Projects in Lynwood Center planned for residential use at densities **of four units per acre or greater**

2nd priority

- v. Projects in Lynwood Center planned for **commercial and mixed use**
- vi. Projects in Lynwood Center planned for residential use at densities of **less than four units per acre**
- vii. Parcels in adjacent “Open Space” residential areas with building(s) that have **failing septic systems**
- viii. Parcels in adjacent “Open Space” residential areas with building(s) served by a septic system that are **in proximity to sensitive bodies of water** and that have a high probability of negatively affecting the quality of those bodies of water

Challenges with Existing Sewer Connection Policy

- False expectations for property owners within the sewer service area
- No timeframe or process provided for prioritization leads to potentially inconsistent approach
- Existing homes in sensitive areas or without septic options not considered
- Affordable housing not addressed
- Overlapping/conflicting policies for service areas
- Minor commercial expansions (added sink) not addressed

Pending Connection Requests



1. 4768 Larson Pl. – Lynwood sewer area; remodel existing home; old septic; shoreline zone
2. 4541 Pt. White Dr. – Lynwood sewer area; remodel existing home; old septic; shoreline zone
3. 4552 Pt White Dr. – Lynwood sewer area; new lot, new single family; shoreline zone
4. 4135 Bluff Street – *Adjacent open space area; existing home; older septic, no reserve potential*
5. 4106 Rockaway – Rockaway service area; existing home; older septic; shoreline zone

Considerations for New Connection Policy - Process

- Develop an annual connection request process with final decision by City Council
- Retain 1 ERU per year for existing commercial uses with unforeseen regulatory mandates
- Retain 1 ERU per year for existing residence with septic emergency

Considerations for New Connection Policy - Areas

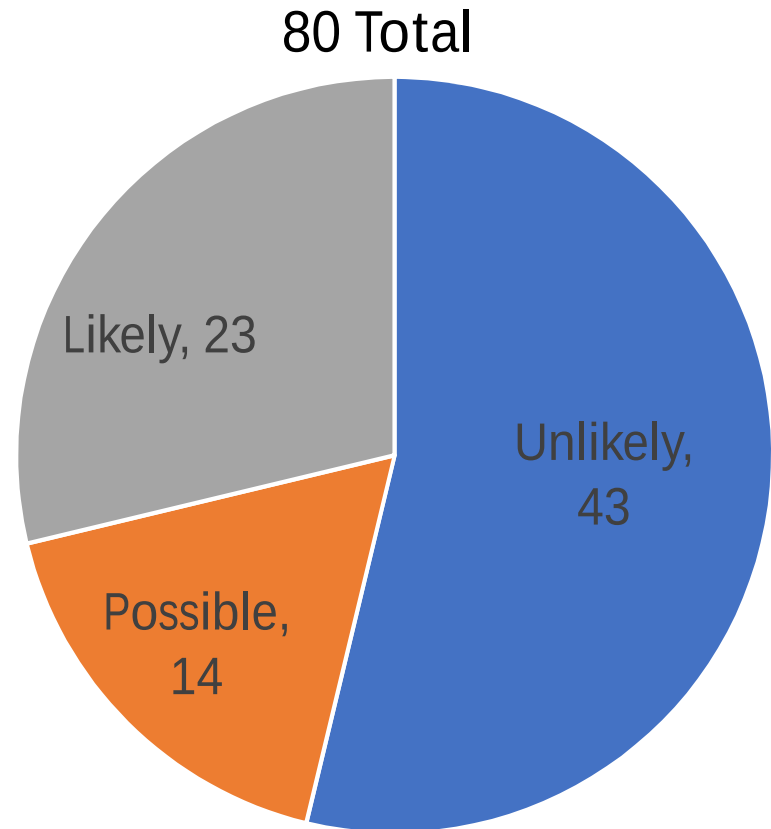
- Consolidate all sewer service areas (LID 20, Lynwood, Rockaway, etc.) into one area, or develop specific policies for each
- Retain “Open Space Adjacent” area; consider adding policy for existing home with older septic and limited options

Considerations for New Connection Policy - Priorities

1. Existing commercial with regulatory requirement
2. Existing residence with septic emergency
3. Existing residence with old septic
4. Redevelopment with old septic
5. Two or more affordable (80% AMI) multi-family
6. Two or more multi-family units
7. New single-family unit
8. Expanded commercial use
9. New commercial use

Connection Potential with Existing Zoning

- Analysis is based on cursory review of all parcels in the service area
- Unlikely designation primarily residential lots with subdivision potential but odd lot size/shape



Decision Recap

1. Decision: Consider entering into an agreement for continued wastewater treatment and 25 new connection.
2. Decision: Consider authorizing 5 pending connection requests.
3. Discussion: Provide feedback to staff on clarifying the existing connection policy – or drafting a new one – for adoption prior to allowing the remaining 20 connections.

South Island Sewer Wastewater Treatment Update

City Council Discussion



**CITY OF BAINBRIDGE ISLAND AND KITSAP COUNTY SEWER DISTRICT NO. 7
INTERLOCAL AGREEMENT FOR WASTEWATER TREATMENT**

THIS AGREEMENT is made and entered into this 29th day of march, 2007, by and between the CITY OF BAINBRIDGE ISLAND, Washington ("City") and KITSAP COUNTY SEWER DISTRICT NO. 7, Kitsap County, Washington ("District"), both municipal corporations of the State of Washington.

RECITALS

A. The District operates a wastewater treatment plant that serves a portion of the south end of the City.

B. By interlocal agreement dated October 3, 1997, the District reserved for the City and accepted for treatment 80 equivalent residential units ("ERUs") of capacity in the District's wastewater treatment plant for the purpose of reducing existing water pollution problems in the Lynwood Center area of the City.

C. By amendment dated August 8, 2002, the District and the City amended the 1997 interlocal agreement to clarify the monthly service charge to be paid per equivalent residential unit.

D. By interlocal agreement dated September 24, 2003, the District and the City entered into a new interlocal agreement, which acknowledged the existing reservation of 80 ERUs for the Lynwood Center area and reserved for the City 231 additional residential connections upon creation of the proposed south end sewer local improvement district, plus 19 additional residential connections for use as determined by the City.

E. The City created the south end sewer local improvement district ("LID 20") and constructed the sewer improvements therein, thereby utilizing the sewer connections authorized by the 2003 interlocal agreement.

F. Policy SSP 2.3 of the Water Resources Element of the City's Comprehensive Plan establishes the sewer service area for the south end of the City, and provides that "emergency service or other minor modifications [to that service area], which are within the existing sewer facility capacity, may be allowed with the approval of the City Council."

G. On March 22, 2006, the City Council adopted policies for sewer service in the south end. To implement those policies consistent with the Comprehensive Plan, particularly policy SSP 2.3, the Public Works Department on April 3, 2006 adopted Administrative Procedure 2.14, entitled "South Island Sewer Connections." Among other things, Procedure 2.14 provides that the provision of sewer service to certain land located adjacent to Lynwood Center and LID 20 and characterized as "open space residential" meets the "minor modification" criterion of Policy SSP 2.3. The District is constructing a Phase II addition to its wastewater treatment plant, which will provide sewer service to the areas in the south end not currently served, as identified in the City's South Island Facilities General Plan and Engineering Report (December 2001).

H. The City has requested the District to provide 150 additional ERUs to serve Lynwood Center, LID 20 and Adjacent “Open Space” Residential areas as shown on the attachment to Procedure 2.14 entitled “Figure 1- South Island Sewer Connections.”.

I. The District desires to provide 150 additional ERUs as requested by the City, which reservation of capacity in the District’s wastewater treatment plan is consistent with the District’s comprehensive plan and resolutions.

J. In order to provide the additional 150 ERUs, and because many provisions of the 2003 interlocal agreement have been fulfilled or are no longer applicable, the parties desire to enter into a new interlocal agreement regarding the treatment of wastewater and the payment of connection and service charges for the south end of the City.

AGREEMENT

The parties agree as follows:

1. Reservation of Service and Acceptance for Treatment—Lynwood Center. The City has paid connection fees for, and the District shall accept for treatment the wastewater of 80 ERUs in the Lynwood Center area of the City, as described in Section 4 of City Ordinance No. 2001-43 (SSP 2.3 of the Water Resource Element of the City’s Comprehensive Plan, Figure 2B) (“Lynwood Center Area”). The 80 ERUs are allocated in accordance with **Exhibit A**. An ERU shall be the equivalent of one “residential connection.” The City may authorize the transfer of any or all of the 80 ERUs among the parcels within the Lynwood Center Area. Within 30 days of an ERU transfer, the City shall give notice of the transfer to the District.

2. Reservation of Service and Acceptance for Treatment—LID 20 and South Island Sewer Area. In addition to the wastewater treatment service reserved and wastewater accepted for treatment under Paragraph 1 of this Agreement, the City has paid connection fees for, and the District shall accept for treatment the wastewater from 231 residential connections in the LID 20 area (Blakely School shall be allocated 14 of the 231 residential connections), and 19 additional residential connections in the City sewer service area for the South End, as described in Section 4 of City Ordinance No. 2001-43 (SSP 2.3 of the Water Resource Element of the City’s Comprehensive Plan, Figure 2B), which includes the Lynwood Center area , and as shown on **Exhibit B**. A “residential connection” shall mean a single-family residential unit including its related accessory dwelling unit.

3. Reservation of Service and Acceptance for Treatment—Additional Parcels in Lynwood Center and Adjacent “Open Space” Residential. In addition to the wastewater treatment service reserved and wastewater accepted for treatment under Paragraphs 1 and 2 of this Agreement, the District shall reserve service for the City and will accept for treatment the wastewater of an additional 150 ERUs after October 1, 2007. An ERU shall be the equivalent of a “residential connection.” The allocation and use of the additional 150 ERUs shall be determined by the City pursuant to the City’s comprehensive plan, and the policies and procedure in City Public Works

Department Administrative Procedure – 2.14 South Island Sewer Connections attached as **Exhibit C**. The City shall pay \$5,991.00 per ERU, which shall be due within 30 days of the date of the connection. Effective January 1 of a year and following 90 days advance notice to the City, the District may increase the connection fee by the same amount of any increase in District connection fees pursuant to RCW 57.08.005(10).

4. Notification of Binding Commitment and Connection. Within 30 days of a binding commitment to an owner for sewer service, the City shall give notice of the binding commitment to the District. Within 30 days of a connection, the City shall give notice of the connection to the District.

5. Service Charges. At execution of this Agreement, the District has a service charge per ERU of \$35.00 per month. The District may amend the monthly service charge to cover changes in operation and maintenance costs, so long as the charge is uniform for class of customer, whether located within or without the District. The District shall not impose a surcharge or similar additional charge due solely to the fact that the customer is located outside of the District. Effective January 1 of a year and following 90 days advance notice to the City, the District may increase the monthly service charge. The City shall pay the monthly service charges for properties served by the District. The District shall send to the City a monthly bill for all service charges, which shall be due 30 days from the date of mailing of the bill. All charges remaining unpaid after 30 days shall bear interest at the rate of one percent per month until paid in full. The City and the District shall maintain appropriate books and accounts regarding the number of connections made and the number of connections available.

6. Sewer Availability. For the 19 connections authorized by paragraph 2 of this Agreement, and the 150 connections authorized by paragraph 3 of this Agreement, a City official may execute a binding commitment letter to such owner with such conditions and terms as the City official shall deem appropriate.

7. Additional Connections. If the District has sufficient capacity in the District's wastewater treatment plant after October 1, 2007 to treat the wastewater from more than the number of ERUs provided for in Paragraphs 1, 2, and 3 of this Agreement, the City and the District may by an amendment to this Agreement reserve capacity for additional ERUs .

8. Meetings. Each year in September, at least one representative of the City and of the District shall meet to discuss issues and matters relating to this Agreement and the District's provision of sewer service under this Agreement including but not limited to the status of authorized connections, increases in and the payment of connection and service charges, and infiltration and inflow in the District's sewer system.

9. Construction and Operation Standards. All City sewer facilities shall be constructed, installed, operated and maintained in accordance with federal, state and local laws and regulations, and City and District policies and procedures. Each party shall cooperate in the development, implementation and administration of pre-treatment procedures and limitations on quality and quantity of wastewater, to the extent necessary to allow the facilities of the City and District to satisfy federal, state and local laws and regulations and City and District policies and procedures.

The City shall operate its facilities in a manner that will prevent the entry of excessive water, turbidity, and grit into the facilities. If the District believes that City wastewater contains substances that will or have damaged the facilities or will or have caused the District's treatment plant to violate federal, state or local laws and regulations, it shall immediately notify the City. If the City agrees that City wastewater has so damaged the facilities or treatment plant, or if an arbitrator or court (issuing a final decision) determines that the City's wastewater has caused such damage, in whole or in part, the City shall pay for the damages it has caused.

10. Operation and Maintenance of Sewer Facilities. The City shall own, operate and maintain the sewer facilities located north of, and including, the manhole in the south 160 feet of the parcel described in AF #9502060195 ("Terminus Manhole"), except the existing meter manhole. The Terminus Manhole is also known as "Manhole No. F-1" in the 1995 plans by A.D.A. Engineering for Lynwood Center Wastewater Pump and Force main attached as **Exhibit D**. The District shall own, operate and maintain the treatment plant, the gravity lines from the Terminus Manhole to the wastewater treatment plant and the meter manhole approximately nine feet north of the Terminus Manhole.

11. Insurance. The District and the City shall maintain in full force and effect comprehensive general liability, public official liability and property insurance policies, with coverage and limits at least equal to the coverage and limits in effect under their respective insurance policies at the execution of this Agreement. Current certificates of insurance for the District and the City are attached as **Exhibits E and F**, respectively.

12. Indemnification. The District shall protect, defend, indemnify and save the City, its officers, employees and agents, harmless from any and all costs, claims, judgments or awards of damages, arising out of or in connection with the negligent acts or omissions of the District, its officers, employees or agents. The City shall protect, defend, indemnify and save the District, its officers, employees and agents, harmless from any and all costs, claims, judgments or awards of damages, arising out of or in connection with the negligent acts or omissions of the City, its officers, employees or agents.

13. Mediation. If a party disagrees with an interpretation or application of this Agreement by the other party, the party may file a notice requesting a meeting to discuss the dispute. The meeting shall be held within seven days between two representatives of each party designated by the Mayor and the Secretary of the Board of Commissioners. If the parties are unable to resolve the dispute at the meeting or any continued meetings, they may, by mutual consent, initiate mediation. If the dispute involves the calculation or timing of payment of connection fees or service charges, the City shall pay the amount claimed by the District to the District pending resolution of the dispute. The mediator(s) shall be selected based on expertise in the nature of the matter in dispute and ability to facilitate settlement. The parties agree to provide all documentation and information requested by the mediator(s) and in all other regards to cooperate fully with the mediator(s). If mediation is unsuccessful in providing a mutually acceptable solution to the dispute within 30 days after commencement of the mediation, unless extended by mutual agreement of the parties, the parties may pursue any other form of relief. The costs for mediation shall be equally shared between the parties. Unless arbitration is requested pursuant to Paragraph 14, the City or the District shall pay or

refund, as applicable, the difference between the amount paid by the City and the amount agreed at mediation.

14. Arbitration. Within 14 days after completion of the meeting under Paragraph 13, or after the mediation under Paragraph 13, either party may file a notice requesting arbitration under this Paragraph. If the dispute involves the calculation or timing of payment of charges, the City shall continue to pay the amount claimed by the District to the District pending resolution of the dispute. The parties shall attempt to agree upon a person with appropriate expertise in the subject matter to be arbitrated. If the parties are unable to select an arbitrator, they shall obtain from Municipal Research Services Center the names of five persons who have some expertise in the subject matter to be arbitrated. From the list of five names, the parties will attempt to agree on one person to serve as arbitrator. If the parties are unable to agree on which of the five shall be the arbitrator, the parties shall alternately eliminate the name of one person on the list until only one name remains. The person remaining shall be the arbitrator. The arbitrator shall commence the arbitration hearing as soon as possible. The decision of the arbitrator shall be binding upon the parties and is subject to confirmation and review only as provided in Chapter 7.04 RCW. The arbitrator shall not be empowered to impose any remedy that has the effect of altering the terms of this Agreement. All costs of the arbitration proceeding shall be shared equally by the parties. The City or the District shall pay or refund, as applicable, the difference between the amount paid by the City and the amount awarded by the arbitrator.

15. Litigation Costs. If either party commences litigation against the other party relating to this Agreement, the prevailing party shall be entitled to all costs, including attorneys' fees incurred, relating to such litigation.

16. Notices and Payments. All notices shall be in writing and may be delivered or mailed to the following respective addresses or to such other respective addresses as either party may designate in writing:

To the City: City of Bainbridge Island
 280 Madison Avenue North
 Bainbridge Island, Washington 98110

To the District: Kitsap County Sewer District No. 7
 P.O. Box 400088
 Bellevue, Washington 98015

Notices sent by certified or registered mail shall be deemed to have been given when and if properly mailed, and the postmark affixed by the United States Post Office shall be conclusive evidence of the date of mailing. All notices shall be sent to the attention of City Public Works Director and Sewer District 7 District Manager. All payments and bills shall be sent to the attention of City Accounts Payable Division and Sewer District 7 District Manager.

17. Severability. Invalidation of any of the provisions of this Agreement or of any section, sentence, clause, phrase, or word in this Agreement, or the unenforceability of the

Agreement in any circumstance, shall not affect the validity of the remainder of this Agreement or the application of this Agreement in any other circumstance.

18. Amendment. This Agreement shall remain in force until mutually amended or terminated.

CITY OF BAINBRIDGE ISLAND

By 
Mayor

KITSAP COUNTY SEWER DISTRICT NO. 7

By 
President of Board of Commissioners

EXHIBIT A

1. Lynwood Center Building – tax parcel no. 042402-1-014-2004: 14 ERUs.
2. Serenity House – tax parcel nos. 042402-1-002-2008; 042402-1-003-2007; and 042402-1-006-2004: 23 ERUs.
3. Pleasant Beach Village – Auditor’s File No. 3035993: 10 ERUs.
4. Rich Pass LLC – tax parcel no. 042402-1-004-2006 (formerly Pleasant Beach Grill): 10 ERUs.
5. Lynwood Commons – tax parcel nos. 042402-1-078-2007; 042402-1-079-2006; 042402-1-080-2003; 042402-1-081-2002; 042402-1-082-2001 (formerly Blossom tax parcels 042402-1-12-2006; 042402-1-047-2005; 042402-1-048-2004; 042402-1-049-2003 and 042402-1-050-2002): 23 ERUs.

Exhibit B

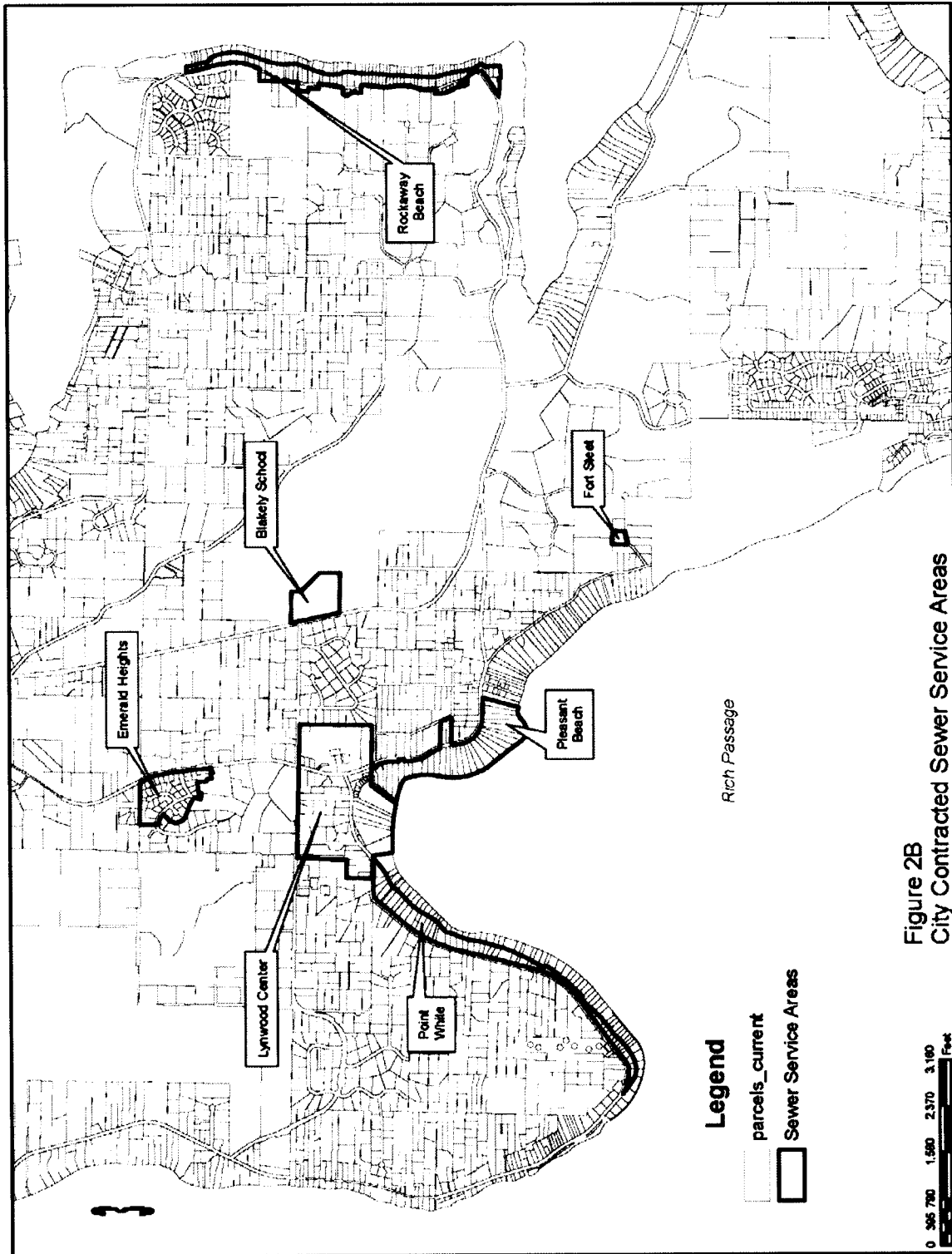


Figure 2B
City Contracted Sewer Service Areas

Exhibit C

	PUBLIC WORKS DEPARTMENT ADMINISTRATIVE PROCEDURE	2.14 SOUTH ISLAND SEWER CONNECTIONS
INDEX: 2.0 Direct Services	EFFECTIVE DATE: April 3, 2006	APPROVED: Signature on File

REFERENCES: City of Bainbridge Island Comprehensive Plan, as amended, on file in the Department of Planning and Community Development
Interlocal Agreement between the City and Sewer District No. 7 (SD7) dated October 3, 1997
Interlocal Agreement between the City and Sewer District No. 7 (SD7) dated September 24, 2003
All Interlocal Agreements between the City and Sewer District No. 7 (SD7) that provide for sewer connections in an amount greater than the number of connections defined in the Interlocal Agreement dated September 24, 2003.
Sewer Connection Analysis form, as amended, on file in the Department of Public Works.

POLICY: The policy and priority of the City is to manage the use of available ERUs in a manner that follows the guidance provided in the City's Comprehensive Plan, SD7 policies and resolutions, and this connection procedure. Subject to the availability of ERUs the City shall:

1. Reserve capacity for all requested connections in LID20,
2. Provide sewer service to projects in Lynwood Center that:
 - a. have failing septic systems,
 - b. are used (or planned for) to serve a public need,
 - c. are planned for residential use at densities greater than four units per acre or greater,
 - d. are planned for commercial and mixed use, or
 - e. are planned for residential use at densities of less than four units per acre.
3. Provide sewer service to properties with failing septic systems that are approved by City Council as a "minor modification" to the sewer service area following the guidance in the Comprehensive Plan, and
4. Avoid the creation of a secondary market for unused ERUs.

The above policy statements were approved by City Council on March 22, 2006.

It is required that

1. ERUs are reserved for a single parcel,
2. ERUs may not be transferred, sold, or otherwise committed through a binding legal agreement to an owner of another parcel,
3. Unused or excess ERUs reserved for a parcel may be held for use subject to the City's binding commitment for a reservation of sewer capacity,
4. If requested by the owner, unused or excess ERUs reserved for a parcel may, at the City's option (City would not take possession until a new recipient is identified), be purchased by the City in an amount equal to the sum of all system participation (SD7 connection) and latecomer's fees paid by an owner at the time the ERUs were reserved or allocated by the City, and
5. Owners may utilize ERUs reserved for a parcel in any manner they choose to develop that parcel subject to City, County, and State code, the City's current Comprehensive Plan, the City's current zoning requirements, and plans approved by Planning and Community Development.

DEFINITIONS:

City of Bainbridge Island (City) South Island sewer capacity is defined as the number of Equivalent Residential Units (ERUs) reserved for wastewater treatment as established by interlocal agreement between the City and Kitsap County Sewer District No. 7 (SD7). One (1) ERU is defined as one (1) sewer connection and is based upon the fixture unit values listed on the City's Sewer Connection Analysis form (attached.) Fulfillment of a sewer connection request is defined as the process where the City reviews a sewer availability request and makes available a 30 calendar-day non-binding commitment for sewer service availability.

GUIDANCE:

The City's 2004 Comprehensive Plan Update provides guidance in how sewer service contracted with SD7 should be made available to properties located in the south end of Bainbridge Island. The connection of properties is largely governed by the following Comprehensive Plan policies:

FRW 1.3 (Framework of the Plan) provides guidance on managing population growth on the Island. Winslow is targeted to accommodate 50% of the population growth through the year 2012, Neighborhood Service Centers are targeted to accommodate up to 5%, and the balance of the growth (45%) would be absorbed throughout the remainder of the Island. The Comprehensive Plan intends that, if approved by Kitsap County Health District (KCHD), on-site wastewater treatment can adequately support the 45% population growth target area.

LU 1.3 (Land Use) provides guidance on development density on the Island. The Neighborhood Service Centers of Island Center, Rolling Bay, and Lynwood Center offer small-scale, commercial and service activity outside of Winslow. These Neighborhood Service Centers may be allowed to develop at slightly higher densities to reinforce their roles as small-scale, community centers.

NSC 1.2 (Neighborhood Service Center) establishes the requirements for sewer connections in Lynwood Center. Any new development or expansion of existing development in Lynwood Center will be required to connect to public sewer, when available, or meet other KCHD requirements, when appropriate.

OS 1.7 (Residential Open Space) governs the development of sewer system infrastructure and capacity in residential open spaces. Water or wastewater infrastructure, which may contribute to system capacity exceeding local need, shall not be used to justify development counter to the City-wide land use policies.

SSP 1.1 (Sanitary Sewer On-site Systems) states that “on-site wastewater disposal systems...are a long-range solution to sewage disposal in most areas of the Island”.

SSP 2.1 states that “Public sewer service should be provided for areas designated in the Comprehensive Plan...including the City-contracted service areas of Sewer District 7. Such public sewer service shall not be used to justify development counter to the Comprehensive Plan”.

SSP 2.3 defines the City’s contract sewer service area for the south end of Bainbridge Island and provides guidance for minor modifications to the sewer service area. Emergency service and other minor modifications to the sewer service area, which are within the existing sewer facility capacity, may be allowed with City Council approval.

SSP 2.7 provides guidance for a major expansion of a sewer service area and establishes the criteria to be used to evaluate a service area expansion. A comprehensive plan amendment and City Council approval will be necessary if new sewer service areas are proposed for a new public sewer facility or major expansion of an existing public sewer facility.

BACKGROUND: Available sewer system capacity in South Island is limited by the number of sewer connections that can be made available by SD7. Allocation of available capacity must be managed and planned for in a manner that conforms with the guidance provided in the City’s Comprehensive Plan. That guidance suggests that sewer connection areas in South Island may reasonably be classified into three distinctly different areas based upon different growth

development objectives and different sewer connection decision making criteria. These areas are Lynwood Center, LID20, and Adjacent “Open Space” Residential.

Lynwood Center is a defined sewer service area in the 2004 Comprehensive Plan that falls within one of the three Neighborhood Service Center (NSC) areas that together are targeted for a 5% population growth. This area is defined by the boundaries shown in 2004 Comprehensive Plan Update, Water Element Figure 2B (attached.) This area may be developed at a higher density and requires a connection to public sewer when available for commercial development. Eighty sewer connections were allocated to parcels within this area in an Interlocal Agreement between the City and Sewer District No. 7 (SD7) dated October 3, 1997. Current zoning in Lynwood Center will allow 117 additional residential connections. The commercial portion of the mixed use development in the area zoned NSC/R-2 and NSC/R-12 could add more.

LID20 is a defined sewer service area in the 2004 Comprehensive Plan with a defined number of approved sewer connections. This area is defined by the boundaries shown in 2004 Comprehensive Plan Update, Water Element Figure 2B (attached.) An Interlocal Agreement between the City and SD7 dated September 24, 2003 provides for the treatment of 250 connections for LID20. The number of parcels eligible for connection in the LID area is set at 231. One party opposed the LID formation and filed suit. In an agreement with the City the parcel remains in the LID with a \$0.00 assessment but with no guarantee of a future connection. The remaining twenty connections are available for use in Lynwood Center and in any area added pursuant to SSP 2.3 of the Comprehensive Plan and this procedure.

Adjacent “Open Space” Residential is an area in South Island containing parcels that meet the “minor modification” criteria defined in 2004 Comprehensive Plan Policy SSP 2.3 and that individually may be permitted to connect with City Council approval. This area is defined by the boundaries shown in Figure 1 (attached), and falls within the 45% population growth target area. It is defined as any property in South Island not included in Lynwood Center or LID20 that:

1. is adjacent to an existing sewer main serving Lynwood Center or any LID20 area excluding Blakely School and Fort Street,
2. is adjacent to and contiguous with Lynwood Center or any LID20 area excluding Blakely School and Fort Street, and
3. has an existing residential building with a failing septic system and has no opportunity to develop an alternative on-site sewer treatment area or drain field, or

4. has an existing residential building with septic system located with a proximity to sensitive bodies of water, has a high probability of negatively affecting the quality of those bodies of water, and has no opportunity to develop an alternative on-site sewer treatment area or drain field.

The requirements for adjacent and contiguous properties as outlined above are established to avoid a patchwork of properties served by sewer service throughout South Island. Vacant properties meeting adjacent and contiguous requirements will be expected to utilize on-site wastewater disposal systems as a long-range solution to sewage disposal following the guidance in Comprehensive Plan Policy SSP 1.1. Properties with existing buildings and failing septic systems outside of this area will be expected to develop alternative solutions for wastewater treatment.

PROCEDURE:

Assign a parcel to an area according to the definition of parcel areas I through III below. Fulfill requests for sewer connections according to the procedure within each parcel area.

I. Parcels located within the LID 20 contract sewer service area

A total of 230 connections have been reserved for this area and consist of connected and unconnected parcels.

A. Connect all parcels at a time of the owner's choosing with the exception of a parcel located at 7936 NE Beck Road Rd. (see below)

B. The parcel (Parcel Tax Account # 4164-003-013-0003) located at 7936 NE Beck Road Rd. shall be permitted to connect in the future provided that the following conditions as stipulated in an agreement with the City are met:

1. The parcel is within the City's sewer service area
2. Sufficient City sewer capacity is available as determined by the City
3. Payment of a charge in lieu of assessment (latecomer's) fee equal to the per lot assessment in the Pleasant Beach neighborhood plus annual interest at a rate of 1 ½ times the interest charged to the City on the Public Works Trust Fund Loan for construction of LID20

II. Parcels located within the Lynwood Center contract sewer service area or within the Adjacent "Open Space"

Residential area

Fulfill available sewer connections according to the following procedure subject to a requirement that the sewer system infrastructure must be able to handle the additional sewer flow; and must conform with City, County, and State code,

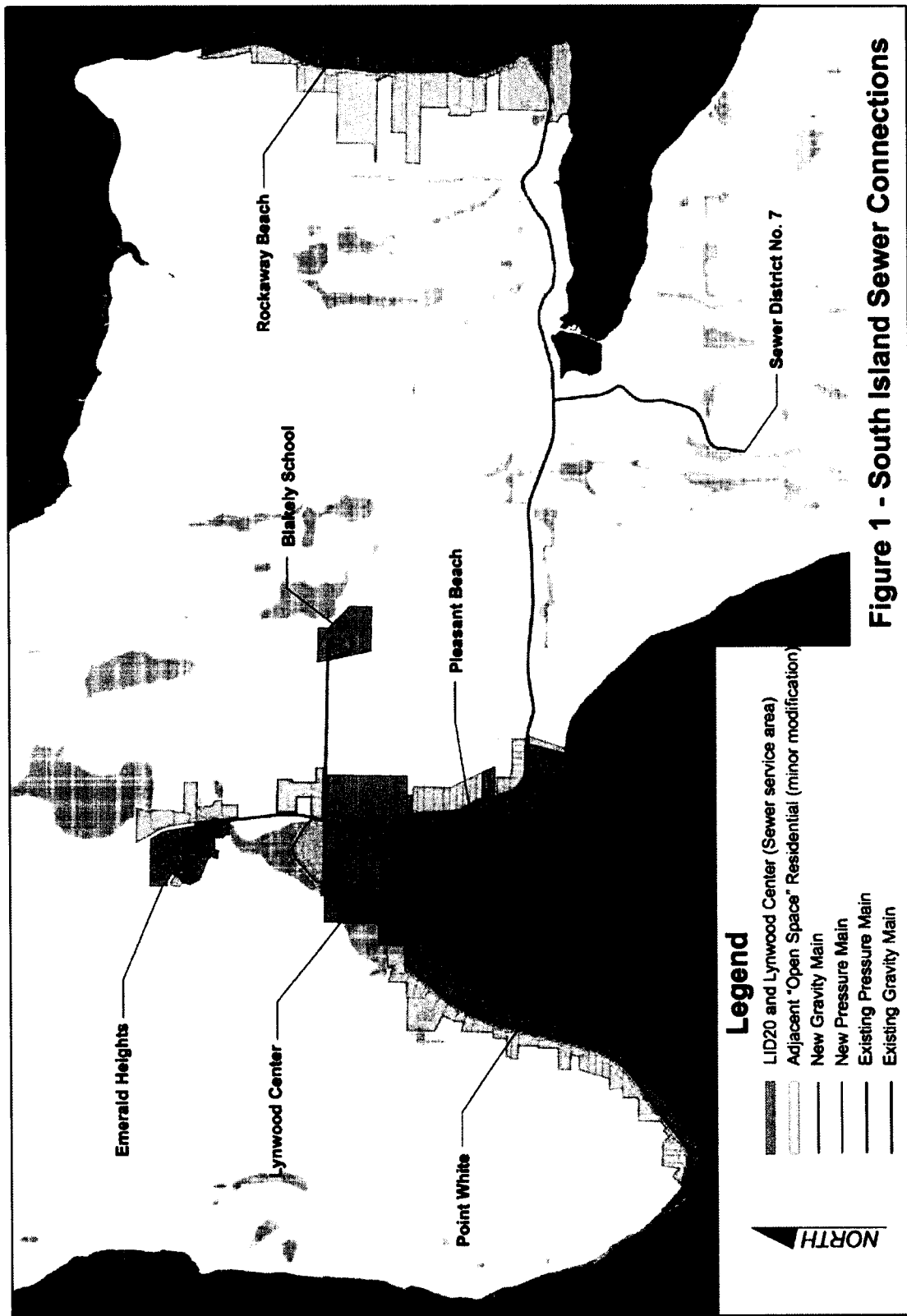
the City's current Comprehensive Plan, the City's current zoning requirements, and plans approved by Planning and Community Development:

- A. Assign requests for sewer connections to one of the following eight priority categories:
 - 1. Parcels in Lynwood Center with building(s) that have failing septic systems
 - 2. Parcels in Lynwood Center with building(s) served by a septic system that are located with a proximity to sensitive bodies of water and that have a high probability of negatively affecting the quality of those bodies of water
 - 3. Projects in Lynwood Center used (or planned for) that serve a public need
 - 4. Projects in Lynwood Center planned for residential use at densities of four units to the acre or greater
 - 5. Projects in Lynwood Center planned for commercial and mixed use
 - 6. Projects in Lynwood Center planned for residential use at densities of less than four units to the acre.
 - 7. Parcels in Adjacent "Open Space" Residential areas with building(s) that have failing septic systems
 - 8. Parcels in Adjacent "Open Space" Residential with building(s) served by a septic system that are located with a proximity to sensitive bodies of water and that have a high probability of negatively affecting the quality of those bodies of water
- B. Within each priority category date rank each request according to the date the City received the request with the oldest request ranked first.
- C. Use available connections to fulfill requests in priority categories A.1 through A.4 in numerical order with the lowest number fulfilled first following the date ranking established above.
- D. After requests in categories A.1 through A.4 are fulfilled use available connections to fulfill requests in priority categories A.5 through A.8 in numerical order with the lowest number fulfilled first following the date ranking established above.

III. Parcels that are not located in any of the above parcel areas

- A. Alternative wastewater treatment solutions should be pursued.
- B. A Local Improvement District may be pursued.

ATTACHMENTS: Figure 2B – City Contracted Sewer Service Area
Figure 1 – Adjacent “Open Space” Residential Area
Sewer Connection Analysis form, Page 1
Sewer Connection Analysis form, Page 2



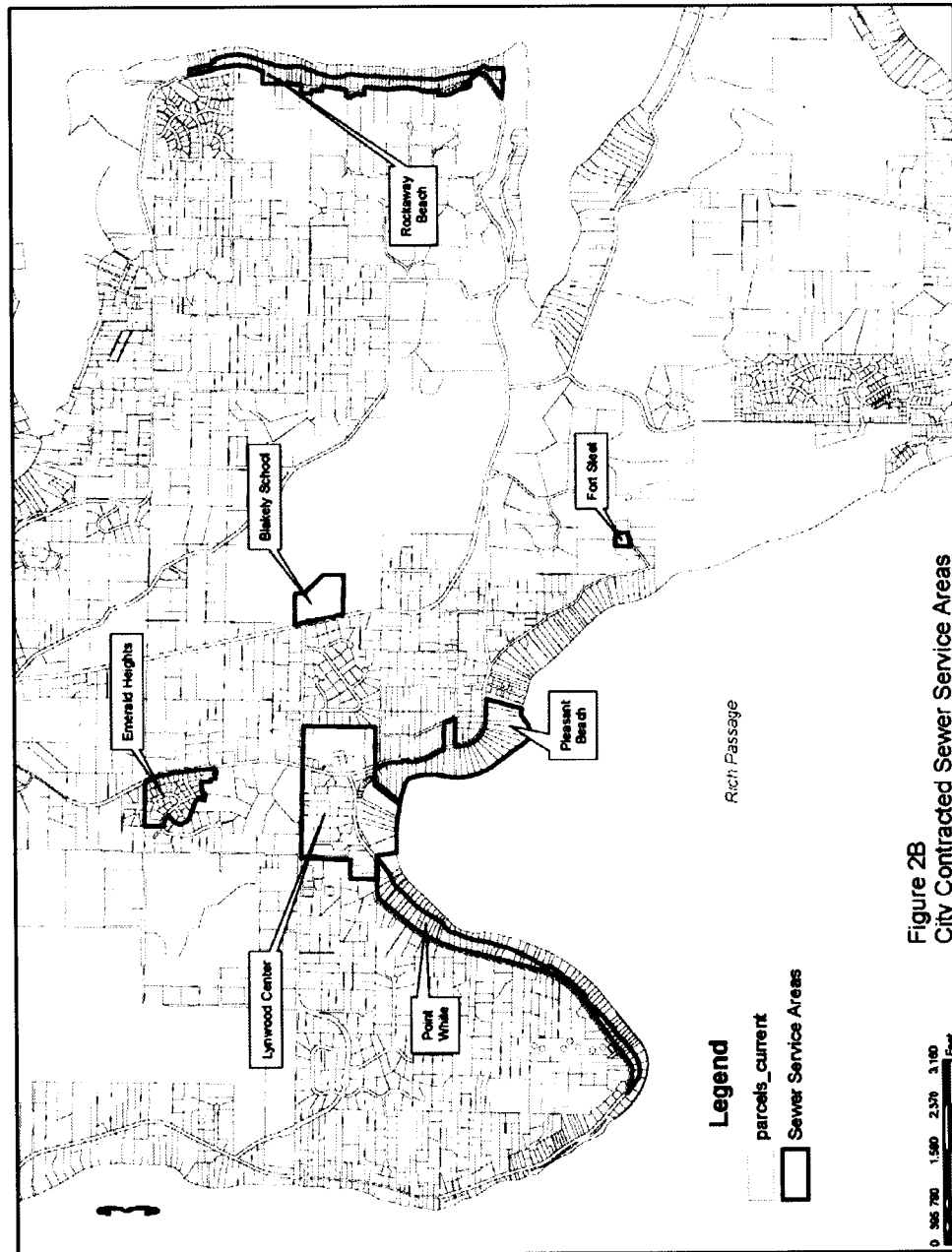


Figure 2B
City Contracted Sewer Service Areas



CITY OF BAINBRIDGE ISLAND
PUBLIC WORKS DEPARTMENT
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WA 98110
206-780-3708

Sewer Connection Analysis

This information is for ☐ Current Sewer Connections
☐ Proposed Sewer Connections

Change to previously submitted information? ☐ Yes ☐ No

Parcel Information Please print

Parcel Tax Account #'s _____
Legal Street Address _____ Bainbridge Island, WA

Applicant Information Please print

Owner	Name _____	COBI Utility Account Number _____	
	Mailing Address1 _____	Current or previous sewer connections only. Use one form for each account.	
	Mailing Address2 _____		
	City _____ State _____ Zip _____		Phone _____
	Project Name _____		Email _____

Agent	Name _____	Applications submitted by an Agent are required to have a notarized Owner/Agent Agreement with Construction Permit authorization on file or submitted with this form.	
	Company _____		
	Mailing Address1 _____	Business License # _____ Year _____	
	Mailing Address2 _____	Phone _____	
	City _____ State _____ Zip _____	Email _____	

Industrial/Commercial ERUs

Fixture Type	Fixture Unit Value	Bldg #		Bldg #		Bldg #		Bldg #		Bldg #		Total Qty	Total Fixture Units
		Qty	Units	Qty	Units	Qty	Units	Qty	Units	Qty	Units		
Bath tub and/or shower	4												
Dental units or lavatory	1												
Dishwasher, commercial	4												
Drinking fountain (each head)	1												
Hose bib or Sill cock	5												
Laundry tub or Clothers washer	4												
Sink, bar or lavatory	2												
Sink, clinic, flushing	10												
Sink, kitchen	4												
Sink, other	4												
Sink, wash, circle spray	4												
Urinal, flush tank	3												
Urinal, pedestal	10												
Urinal, wall or stall	5												
Water closet, tank	5												
Water closet, flush valve	10												
Total Fixture Units													
Total ERUs													

Fixture Unit Value X Qty = Fixture Units
20 Fixture Units equal 1.0 Equivalent Residential Units (ERU) rounded to the nearest 1/100 ERU

Over

Industrial/Commercial Pre-treatment

The discharge of industrial wastewater (other than domestic wastewater) into municipal sewerage systems which would interfere with, pass through, or otherwise be incompatible with such systems or which would contaminate the sludge will not be permitted.

WAC 173-216

Will industrial or commercial wastewater (other than domestic wastewater) including wastewater from restaurants, food processing facilities, and chemical processing facilities be discharged into the City of Bainbridge Islands (City) wastewater treatment plant?

☐ Yes ☐ No

Will industrial or commercial wastewater (other than domestic wastewater) including wastewater from restaurants, food processing facilities, and chemical processing facilities be discharged into the Kitsap County Sewer District 7 (SD7) wastewater treatment plant?

☐ Yes ☐ No

Applicants submitting a request for sewer connections where industrial or commercial wastewater (other than domestic wastewater) will be discharged into the City or SD7 wastewater treatment plant shall provide engineering data in a form determined by the City Engineer or designated representative to establish pre-treatment requirements.

Residential Multi-Family Living Units

Bldg #	Bldg #	Bldg #	Bldg #	Bldg #	Bldg #	Bldg #	Bldg #	Bldg #	Total Residential Living Units
Units/Building									

Assisted Living Multi-Family Living Units - ERUs

Fixture Units X Total Fixtures = Total Fixture Units 20 Fixture Units equal 1.0 Equivalent Residential Units (ERU)

Fixture Type	Fixture Unit Value	Bldg #	Bldg #	Bldg #	Bldg #	Bldg #	Bldg #	Total Fixture Units	Total ERUs
		Qty	Units	Qty	Units	Qty	Units		
Bath tub and/or shower	4								
Dishwasher	4								
Hose bib or Sill cock	5								
Laundry tub or Cloths washer	4								
Sink, bar or lavatory	2								
Sink, kitchen	4								
Sink, other	4								
Urinal, flush tank	3								
Urinal, pedestal	10								
Urinal, wall or stall	5								
Water closet, tank	5								
Water closet, flush valve	10								
Total Fixture Units									
Total ERUs									

Fixture Unit Value X Qty = Fixture Units

20 Fixture Units equal 1.0 Equivalent Residential Units (ERU) rounded to the nearest 1/100 ERU

Applicant agrees that all information submitted on this form is truthful and based upon best available information known at the time of submittal. Applicant further agrees to immediately inform the City of any and all changes in the information submitted, and to any change in use including any unoccupied, unsold, or otherwise undefined industrial or commercial space with a resubmittal of this form.

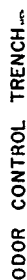
Owner/Agent Signature*

Date

*Applications submitted by an Agent are required to have a notarized Owner/Agent Agreement on file or submitted with this form.

01/31/06

1. The Contractor is restricted to 10 cones and 11.4' of flow width between guardrails.
2. The Contractor is to separate the work area from flowing traffic in the following manner:
 - a. Install an "X" shaped advance warning sign in the channel between the existing 12" concrete guard rail and the work area.
 - b. Install a "No Entry" sign on the outside of the work area.
 - c. Install a "No Left Turn" sign on the outside of the work area.
 - d. Install a "No Right Turn" sign on the outside of the work area.
 - e. Install a "No U-Turn" sign on the outside of the work area.
 - f. Install a "No Stopping" sign on the outside of the work area.
 - g. Install a "No Parking" sign on the outside of the work area.
 - h. Install a "No Loading" sign on the outside of the work area.
 - i. Install a "No Unloading" sign on the outside of the work area.
 - j. Install a "No Backing" sign on the outside of the work area.
 - k. Install a "No Forwarding" sign on the outside of the work area.
 - l. Install a "No Reversing" sign on the outside of the work area.
 - m. Install a "No Forwarding" sign on the outside of the work area.
 - n. Install a "No Reversing" sign on the outside of the work area.
 - o. Install a "No Forwarding" sign on the outside of the work area.
 - p. Install a "No Reversing" sign on the outside of the work area.
 - q. Install a "No Forwarding" sign on the outside of the work area.
 - r. Install a "No Reversing" sign on the outside of the work area.
 - s. Install a "No Forwarding" sign on the outside of the work area.
 - t. Install a "No Reversing" sign on the outside of the work area.
 - u. Install a "No Forwarding" sign on the outside of the work area.
 - v. Install a "No Reversing" sign on the outside of the work area.
 - w. Install a "No Forwarding" sign on the outside of the work area.
 - x. Install a "No Reversing" sign on the outside of the work area.
 - y. Install a "No Forwarding" sign on the outside of the work area.
 - z. Install a "No Reversing" sign on the outside of the work area.
3. The Contractor shall restrict equipment access to the treatment plant site. The Contractor shall not work within or across equipment or materials within the treatment plant site. The Contractor shall not be impeded by the day-to-day operation of the facility and shall not be impeded.





PUBLIC WORKS ADMINISTRATIVE PROCEDURES MANUAL

2.14 SOUTH ISLAND SEWER CONNECTION PROCEDURE

DATE OF APPROVAL:	EFFECTIVE DATE:
APPROVED BY & TITLE:	
RESPONSIBLE DIVISION:	Public Works; Department of Planning & Community Development
SUPPORTING DOCUMENT LOCATION:	G: PW Administration/Clerks/Admin Procedures G: PW Development Services
KEY CODE AND REFERENCES:	COBI Comprehensive Plan, as amended, on file in the Department of Planning and Community Development Interlocal Agreement between COBI and Sewer District No. 7 (SD7) dated 10/3/1997 Interlocal Agreement between COBI and SD7 dated 09/24/2003 All interlocal agreements between COBI and SD7 that provide for sewer connections in the amount greater than the number of connections defined in the Interlocal Agreement dated 09/24/2003 Sewer Connection Analysis Form , as amended, on file in the Department of Public Works South Island Sewer Connections Guidance and Background Map of South Island Sewer Connections Map of City Contracted Sewer Service Areas
LAST REVIEW/UPDATE:	
APWA	

PURPOSE: The policy and priority of the City of Bainbridge Island (City) is to manage the use of available Equivalent Residential Unit's (ERUs) in a manner that follows the guidance provided in the City's Comprehensive Plan, Sewer District No. 7 (SD7) policies and resolutions, and this connection procedure.

The City of Bainbridge Island South Island sewer capacity is defined as the number of ERUs reserved for wastewater treatment as established by an interlocal agreement between the City, and Kitsap County SD7. One (1) ERU is defined as one (1) sewer connection and is based upon the fixture unit values listed on the City's "Sewer Connection Analysis Form" (See link above).

Fulfillment of a sewer connection request is defined as the process where the City reviews a sewer availability request and makes available a 30-calendar day non-binding commitment for sewer service availability.

POLICY:

Subject to the availability of ERUs the City shall:

1. Reserve capacity for all requested connections in LID20.
2. Provide sewer service to projects in Lynwood Center that:
 - a. have failing septic systems,
 - b. that serve (or are planned for) a public need,
 - c. are planned for residential use at densities of four units per acre or greater,
 - d. are planned for commercial and mixed use, and
 - e. are planned for residential use at densities of less than four units per acre.
3. Provide sewer service to properties with failing septic systems that are approved by City Council as a "minor modification" to the sewer service area following the guidance of the City's Comprehensive Plan.
4. Avoid the creation of a secondary market for unused ERUs.

The above policy statements were approved by City Council on March 22, 2006.

Requirements:

1. ERUs are reserved for a single parcel,
2. ERUs may not be transferred, sold, or otherwise committed through a binding legal agreement, to an owner of another parcel,
3. Unused or excess ERUs reserved for a parcel may be held for use, subject to the City's binding commitment for a reservation of sewer capacity,
4. If requested by the owner, unused or excess ERUs reserved for a parcel may, at the City's option, be purchased by the City in an amount equal to the sum of all system participation (SD7 connection) and latecomer's fees paid by an owner at the time the ERUs were reserved or allocated by the City, (City will not take possession until a new recipient is identified) and,
5. Owners may utilize ERUs reserved for a parcel in any manner they choose to develop that parcel, subject to City, County, and State code, the City's current Comprehensive Plan, the City's zoning requirements, and plans that have been approved by Planning and Community Development.

PROCEDURE:

For more details see the ["South Island Sewer Connections Guidance and Background"](#) document. *(Attached)*

Assign a parcel to an area according to the definition of parcel areas I through III below. Fulfill requests for sewer connections according to the procedure within each parcel area.

- I. **Parcels located within the LID 20 contract sewer service area**

A total of 230 connections have been reserved for this area and consists of connected and un-connected parcels.

- A. Connect all parcels at a time of the owners choosing with the exception of the parcel located at 7936 NE Beck Road. (See below)
- B. The parcel (Parcel tax account #4164-003-013-0003) located at 7936 NE Beck Road shall be permitted to connect in the future provided that the following conditions, as stipulated in an agreement with the City, are met.
 - i. The parcel is within the City's sewer service area.
 - ii. Sufficient City sewer capacity is available as determined by the City.
 - iii. Payment of a charge in lieu of assessment (latecomer's) fee equal to the per lot assessment in the Pleasant Beach neighborhood plus annual interest at a rate of 1 ½ times the interest charged to the City on the Public Works Trust Fund Loan for construction of LID20.

II. Parcels located within the Lynwood Center contract sewer service area or within the adjacent "Open Space" residential area

Fulfill available sewer connections according to the following procedure subject to a requirement that the sewer system infrastructure must be able to handle the additional sewer flow; and must conform with City, County, and State code, the City's current Comprehensive Plan, current City zoning requirements, and plans approved by Planning and Community Development.

- A. Assign request for sewer connections to one of the following eight priority categories:
 - i. Parcels in Lynwood Center with building(s) that have failing septic systems
 - ii. Parcels in Lynwood Center with building(s) served by a septic system that are in proximity to sensitive bodies of water and that have a high probability of negatively affecting the quality of those bodies of water.
 - iii. Projects in Lynwood Center used, or planned for, that serve a public need
 - iv. Projects in Lynwood Center planned for residential use at densities of four units per acre or greater
 - v. Projects in Lynwood Center planned for commercial and mixed use
 - vi. Projects in Lynwood Center planned for residential use at densities of less than four units per acre
 - vii. Parcels in adjacent "Open Space" residential areas with building(s) that have failing septic systems
 - viii. Parcels in adjacent "Open Space" residential areas with building(s) served by a septic system that are in proximity to sensitive bodies of water and that have a high probability of negatively affecting the quality of those bodies of water
- B. Within each priority category, rank each request according to the date the City received the request with the oldest request ranking first.

- C. Use available connections to fulfill requests in priority categories A.1 through A.4 in numerical order with the lowest number fulfilled first following the date ranking procedure above.
- D. After requests in categories A.1 through A.4 are fulfilled, use available connections to fulfill requests in category A.5 through A.8 in numerical order with the lowest number fulfilled first following the date ranking procedure above.

III. Parcels that are not located in any of the above parcel areas

- A. Alternative wastewater treatment solutions should be pursued
- B. A Local Improvement District (LID) may be pursued

**APPLICATION/
FORMS:**

Sewer Connection Analysis Form
South Island Sewer Connections Guidance and Background

BIMC 15.12.050 Allows the Director to assign responsibility for the interpretation, application, and enforcement of specified procedures to department staff. It also allows the Director to administer provisions of the chapter and issuing necessary rules and procedures.

NOTE: Legal correspondence should be regarded as attorney-client privileged information and should be kept in a separate file for the City Attorney's Office to determine whether the records are subject to public disclosure.

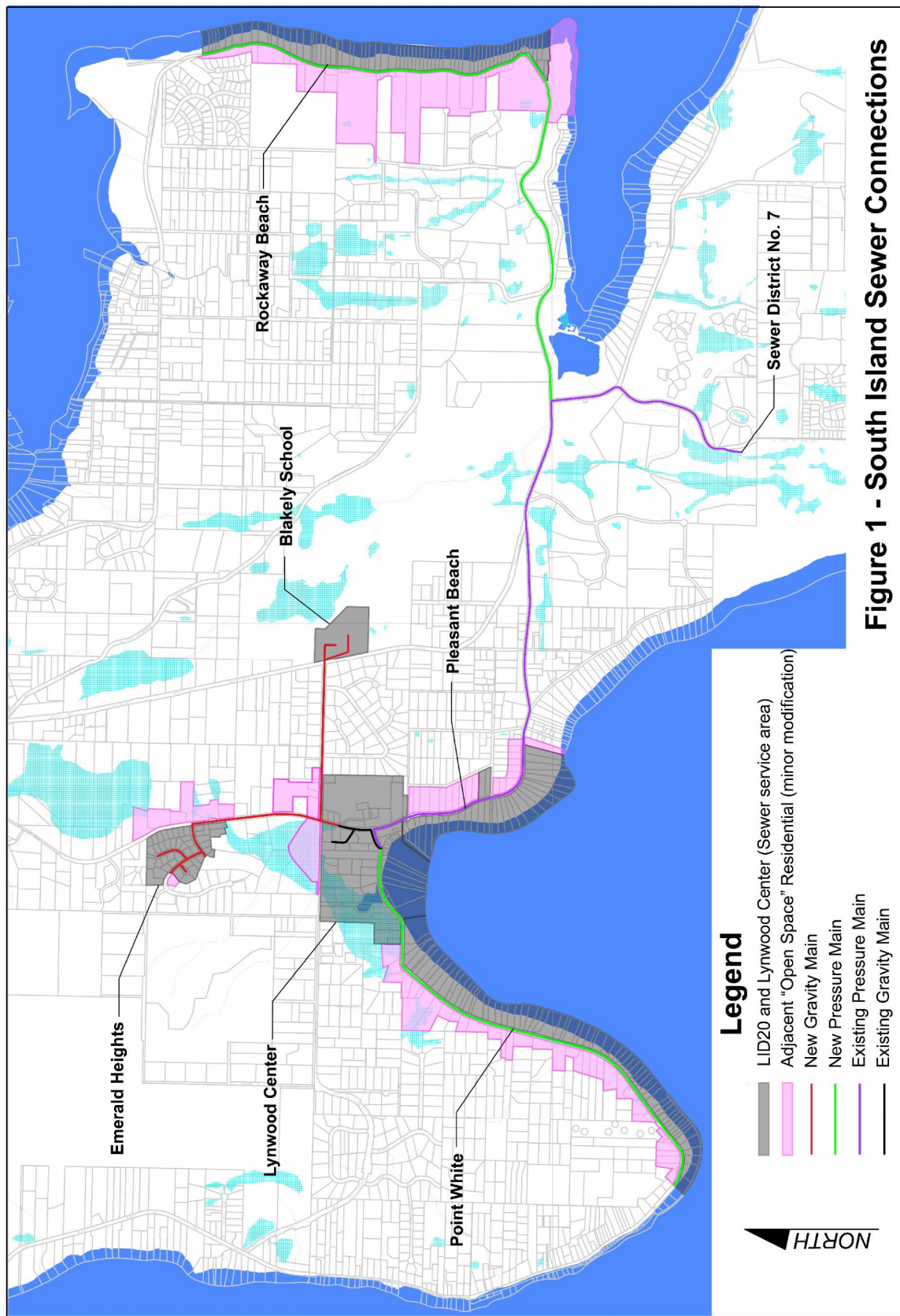


Figure 1 - South Island Sewer Connections

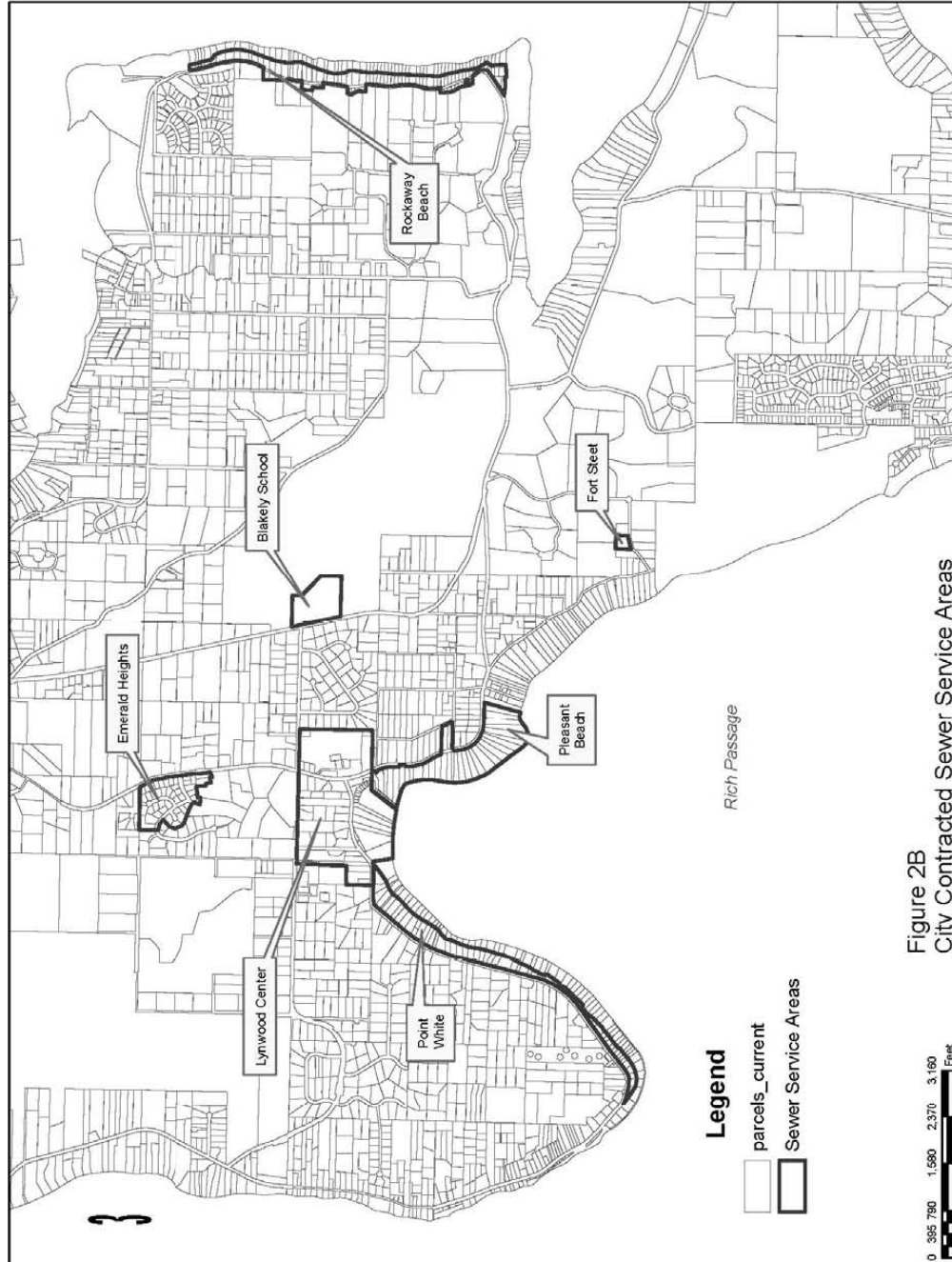


Figure 2B
City Contracted Sewer Service Areas



CITY OF BAINBRIDGE ISLAND

SOUTH ISLAND SEWER CONNECTIONS GUIDANCE AND BACKGROUND

The City's 2004 Comprehensive Plan Update provides guidance in how sewer service contracted with SD7 should be made available to properties located in the south end of Bainbridge Island. The following Comprehensive Plan policies largely govern the connection of properties:

FRW 1.3 (Framework of the Plan) provides guidance on managing population growth on the Island. Winslow is targeted to accommodate 50% of the population growth through the year 2012, Neighborhood Service Centers are targeted to accommodate up to 5%, and the balance of the growth (45%) would be absorbed throughout the remainder of the Island. The Comprehensive Plan intends that, if approved by Kitsap County Health District (KCHD), on-site wastewater treatment can adequately support the 45% population growth target area.

LU 1.3 (Land Use) provides guidance on development density on the Island. The Neighborhood Service Centers of Island Center, Rolling Bay, and Lynwood Center offer small-scale, commercial, and service activity outside of Winslow. These Neighborhood Service Centers may be allowed to develop at slightly higher densities to reinforce their roles as small-scale, community centers.

NSC 1.2 (Neighborhood Service Center) establishes the requirements for sewer connections in Lynwood Center. Any new development or expansion of existing development in Lynwood Center will be required to connect to public sewer, when available, or meet other KCHD requirements, when appropriate.

OS 1.7 (Residential Open Space) governs the development of sewer system infrastructure and capacity in residential open spaces. Water or wastewater infrastructure, which may contribute to system capacity exceeding local need, shall not be used to justify development counter to the City-wide land use policies.

SSP 1.1 (Sanitary Sewer On-site Systems) states that "on-site wastewater disposal systems...are a long-range solution to sewage disposal in most areas of the Island".

SSP 2.1 states that "Public sewer service should be provided for areas designated in the Comprehensive Plan...including the City-contracted service areas of Sewer District 7. Such public sewer service shall not be used to justify development counter to the Comprehensive Plan".

SSP 2.3 defines the City's contract sewer service area for the south end of Bainbridge Island and provides guidance for minor modifications to the sewer service area. Emergency service and other minor modifications to the sewer service area, which are within the existing sewer facility capacity, may be allowed with City Council approval.

SSP 2.7 provides guidance for a major expansion of a sewer service area and establishes the criteria to be used to evaluate a service area expansion. A comprehensive plan amendment and City Council approval will be necessary if new sewer service areas are proposed for a new public sewer facility or major expansion of an existing public sewer facility.

Available sewer system capacity in South Island is limited by the number of sewer connections that can be made available by SD7. Allocation of available capacity must be managed and planned for in a manner that conforms with the guidance provided in the City's Comprehensive Plan. That guidance suggests that sewer connection areas in South Island may reasonably be classified into three distinctly different areas

based upon different growth development objectives and different sewer connection decision making criteria. These areas are Lynwood Center, LID20, and Adjacent "Open Space" Residential.

Lynwood Center is a defined sewer service area in the 2004 Comprehensive Plan that falls within one of the three Neighborhood Service Center (NSC) areas that together are targeted for a 5% population growth. This area is defined by the boundaries shown in 2004 Comprehensive Plan Update, Water Element Figure 2B (attached.) This area may be developed at a higher density and requires a connection to public sewer when available for commercial development. Eighty sewer connections were allocated to parcels within this area in an Interlocal Agreement between the City and Sewer District No. 7 (SD7) dated October 3, 1997. Current zoning in Lynwood Center will allow 117 additional residential connections. The commercial portion of the mixed-use development in the area zoned NSC/R-2 and NSC/R-12 could add more.

LID20 is a defined sewer service area in the 2004 Comprehensive Plan with a defined number of approved sewer connections. This area is defined by the boundaries shown in 2004 Comprehensive Plan Update, Water Element Figure 2B (attached.) An Interlocal Agreement between the City and SD7 dated September 24, 2003 provides for the treatment of 250 connections for LID20. The number of parcels eligible for connection in the LID area is set at 231. One party opposed the LID formation and filed suit. In an agreement with the City the parcel remains in the LID with a \$0.00 assessment but with no guarantee of a future connection. The remaining twenty connections are available for use in Lynwood Center and in any area added pursuant to SSP 2.3 of the Comprehensive Plan and this procedure.

Adjacent "Open Space" Residential is an area in South Island containing parcels that meet the "minor modification" criteria defined in 2004 Comprehensive Plan Policy SSP 2.3 and that individually may be permitted to connect with City Council approval. This area is defined by the boundaries shown in Figure 1 (attached) and falls within the 45% population growth target area. It is defined as any property in South Island not included in Lynwood Center or LID20 that:

1. is adjacent to an existing sewer main serving Lynwood Center or any LID20 area excluding Blakely School and Fort Street,
2. is adjacent to and contiguous with Lynwood Center or any LID20 area excluding Blakely School and Fort Street, and
3. has an existing residential building with a failing septic system and has no opportunity to develop an alternative on-site sewer treatment area or drain field, or
4. has an existing residential building with septic system located with a proximity to sensitive bodies of water, has a high probability of negatively affecting the quality of those bodies of water, and has no opportunity to develop an alternative on-site sewer treatment area or drain field.

The requirements for adjacent and contiguous properties as outlined above are established to avoid a patchwork of properties served by sewer service throughout South Island. Vacant properties meeting adjacent and contiguous requirements will be expected to utilize on-site wastewater disposal systems as a long-range solution to sewage disposal following the guidance in Comprehensive Plan Policy SSP 1.1. Properties with existing buildings and failing septic systems outside of this area will be expected to develop alternative solutions for wastewater treatment.

South Island Sewer Wastewater Treatment Update

October 17, 2023



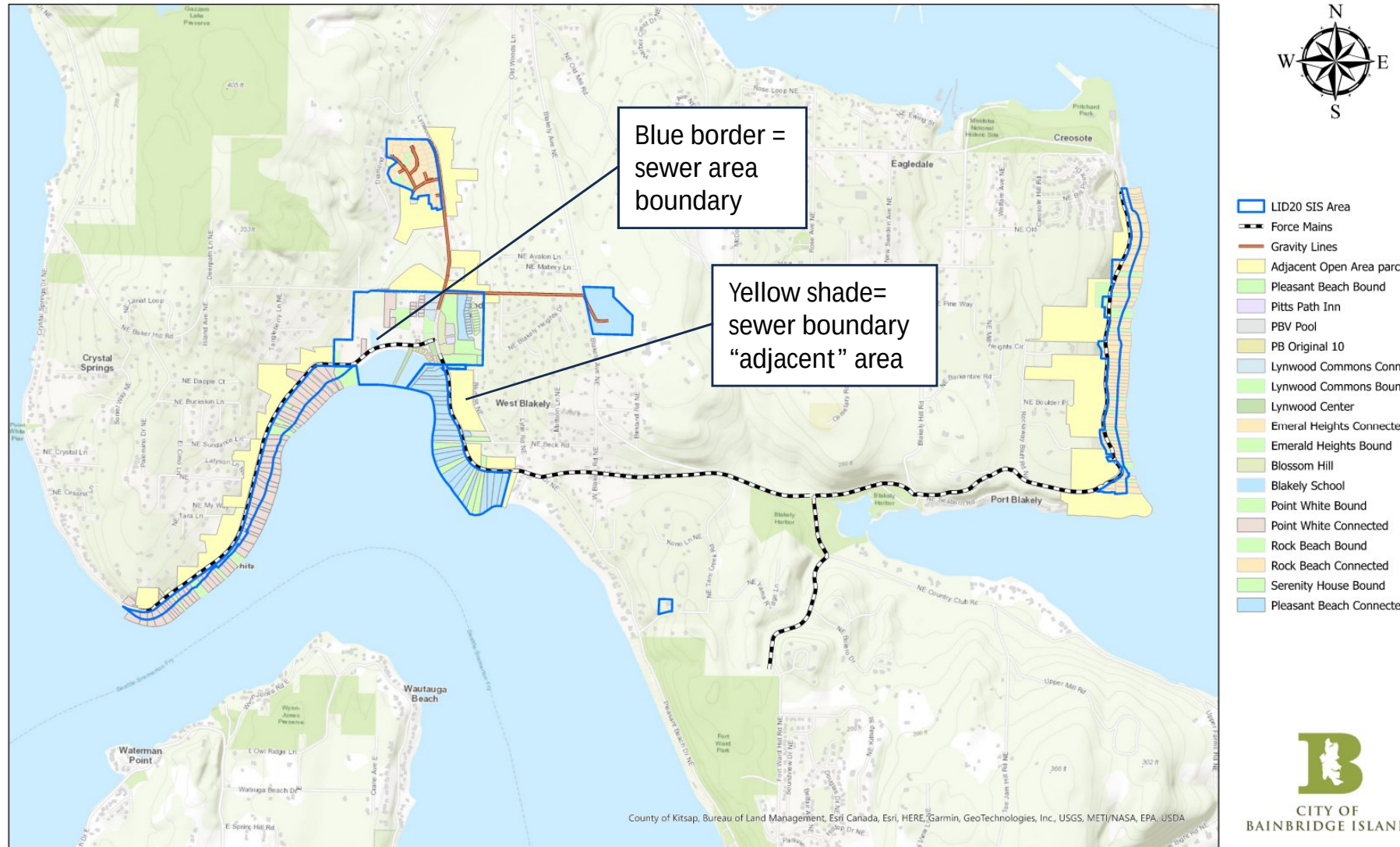
Agenda

- Background and history
- Terms of negotiation for continued wastewater treatment
- Approach to prioritizing new sewer connections
- Request to address failing septic
- Discussion / Q&A

Background

- South Island Sewer system constructed in early 2000's through a Local Improvement District
- City owns the collection and pumping system; wastewater is treated via an Interlocal Agreement (ILA) with Kitsap Sewer District 7

Background – Sewer Boundary



South Island Sewer Wastewater Treatment Update

October 17, 2023

Background - Connections

- ILA with the District limits sewer connections to 480 equivalent residential units (ERUs)
- All 480 ERUs are either physically connected (350) or were reserved through LID 20 (130)
- Following a spring 2022 City Council update, City staff are negotiating with the District for additional sewer capacity

ILA Negotiation Terms

- Reservation of 25 additional ERUs
- 25 ERUs represents staff analysis of “likely” connection requests in a 5-year timeframe

ILA Negotiation Terms

- Payment for ERUs to be made in 4 annual installments (2024-2027) of up to 7 ERUs each
- City and the District will work over the next 4 years to determine need/desire for sewer service expansion area

Approach to Prioritizing New Sewer Connections

- Collect applications over the course of 12 months
- Once a year (for a minimum of 4 years), assign 7 ERUs according to agreed-upon prioritization
- Clarify overall prioritization as “in sewer boundary” and then “ in adjacent area”

Approach to Prioritizing New Sewer Connections

1. Serve 5 parcels that have requested connections under the existing policy when no capacity was available
 - 1 existing in LID20
 - 3 redevelopment in LID 20
 - 1 new single family in LID 20
 - 1 old septic in adjacent area

Approach to Prioritizing New Sewer Connections

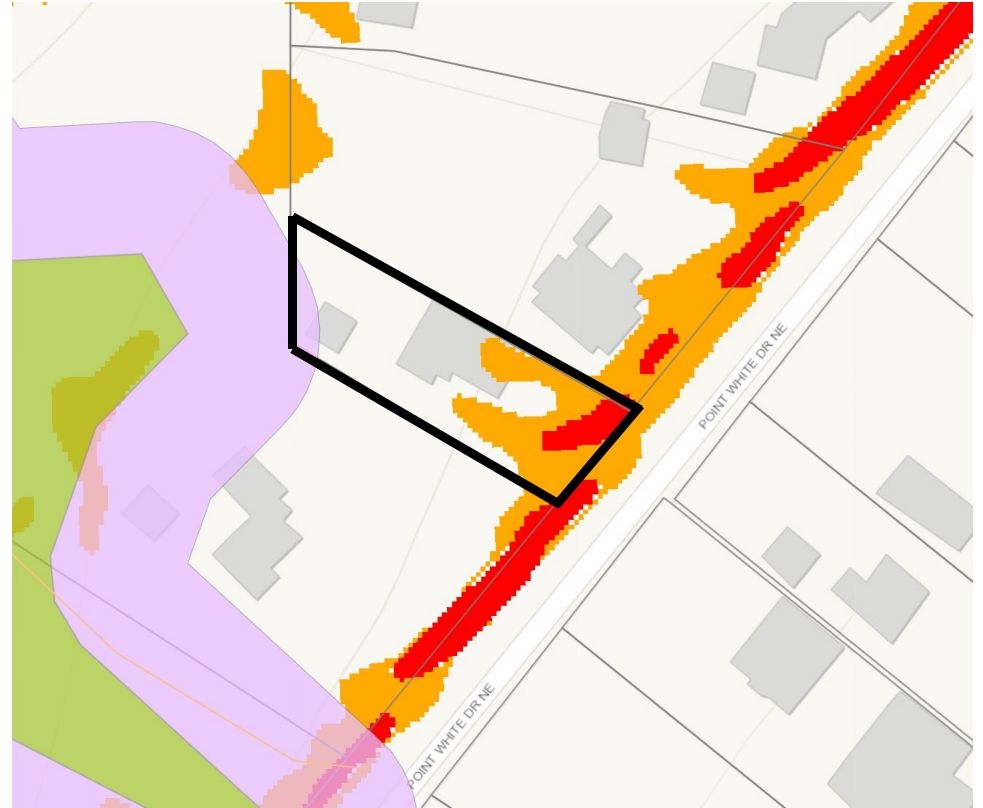
2. Retain 1 ERU per year for existing commercial uses with unforeseen regulatory mandates
3. Retain 1 ERU per year for existing residence with septic emergency

Approach to Prioritizing New Sewer Connections

(18 of 25 remaining, 4.5 per year)

1. Existing residence with septic emergency
2. Existing residence with old septic
3. Two or more affordable (80% AMI) multi-family units
4. Two or more multi-family units
5. New single-family unit
6. New commercial use

Request to Address Failing Septic — 4301 Pt. White Drive



Request to Address Failing Septic — 4301 Pt. White Drive

- Located in “adjacent area”
- Confirmation of system end-of-life from septic professional
- Constrained site near wetlands
- Supported by Sewer District Board

Next Steps

- Next Step: ILA amendment for single ERU on October 24 agenda
- Continue ILA negotiation with District
- Review final draft ILA with Utility Advisory Committee
- City Council consideration of ILA and ERU prioritization policy Q2 2024

South Island Sewer Wastewater Treatment Update

Q&A / Discussion





**CITY COUNCIL STUDY SESSION
TUESDAY, OCTOBER 17, 2023**

Meeting Minutes

1) CALL TO ORDER / ROLL CALL

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

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

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Moriwaki moved and Councilmember Pollock seconded to approve the agenda as presented. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

3) REGULAR BUSINESS

3.A Receive Presentation on Kitsap Transit BI Rides Marketing Campaign and Request to Extend Marketing Campaign into 2024

[Cover Page](#)

[Kitsap Transit and City of BI Current MOU, ILA and Marketing PPlan](#)

City Manager King introduced the agenda item. Kitsap Transit's Director of Marketing and Public Information Sanjay Bhatt provided a presentation, and Council discussed the topic.

MOTION: I move to direct the City Manager to prepare an updated Interlocal Agreement (ILA) and Memorandum of Understanding (MOU) with Kitsap Transit to extend the BI Rides marketing campaign into 2024.

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

3.B Receive Update on the South Island Sewer Wastewater Treatment Negotiations with Kitsap County Sewer District #7

[Cover Page](#)

[South Island Sewer Slides 101723.pptx](#)

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided a presentation, and Council discussed the topic.

Sewer District #7 Commissioner Sarah Lee provided additional information.



Department of Public Works Memorandum

Date: April 8, 2022

To: Blair King, City Manager

From: Christopher Wierzbicki, Public Works Director

Subject: South Island Sewer Capacity Status

Executive Summary

The City's South Island Sewer Service area, which relies on an interlocal agreement with Kitsap County Sewer District 7 (SD7) for wastewater treatment, has utilized all of the allotted equivalent residential units (ERUs) identified in the agreement. Until an agreement regarding the City's ability to reserve and purchase additional ERUs is reached, the City is unable to offer new sewer connections in the South Island Sewer service area. This means that at this time, the City cannot approve most kinds of new commercial development or new residential development in the South Island Sewer Service area - which includes the Lynwood Center Neighborhood Service Center as well as other areas – unless those developments can be approved with a septic system design.

Background

The City first provided sewer service to the Lynwood Center area of the Island via interlocal agreement with Kitsap County Sewer District 7 in 1997, 25 years ago. The City also established additional contracted sewer service areas at the south end of the Island in 2001 via Ordinance 2001-43. In 2003, South Island Sewer Local Improvement District was created for multiple south-island neighborhoods, including Lynwood Center, Point White, Emerald Heights, Rockaway, and the Blakely School (see map at the end of this memo) via Resolution 2003-38, approved in August 2003, and Ordinance 2003-38, approved in October 2003.

The City owns and maintains the sewer collection system funded by the local improvement district in the South Island Sewer area, but relies on an interlocal agreement (ILA) with SD7 for wastewater treatment from the Fort Ward wastewater treatment plant.

Based on staff calculations, the City has connected or reserved all of the 480 ERUs that were available to the City under the current ILA - 350 ERUs are physically connected, and 130 are reserved. At this time, the City is unable to offer new sewer connections for new or existing development in the service area. The City's municipal code allows new development without a sewer connection within its sewer service areas only in very limited circumstances (see BIMC 13.12.010), and in coordination with the Kitsap County Health District Standards.

For example, BIMC 13.12.010 would allow a new single-family home if a septic system design can be approved for the site. An existing home with a failing septic would only have the option of repairing or replacing a septic system if the property conditions allow. A new commercial or higher-density development would likely not have an option for a septic system, and could consider the use of a blackwater recycling system.

Sewer District 7 has benchmarked on paper that the connection of the City's 480 ERUs plus the connection of the remaining Fort Ward ERUs is the point at which SD7 should consider a capacity upgrade to the Fort Ward Wastewater Treatment Plant (WWTP). However, in conversation with SD7's District manager, it appears that there is still likely additional physical capacity at the plant to be able to allow SD7 to cautiously allow the City to reserve more ERUs in the short-term while a long-term plan for future connections and plant capacity is determined.



A map of the South Island Sewer Service Area. The dashed black and white lines represent the boundaries of the City's service area. The pink line represents the boundary of the SD7 Fort Ward service area.

Recommended Next Steps

The decision to continue sewer service in the South Island Sewer Service area is consistent with decisions made in the past. The near-term request is that the City Council direct the City Manager to formally request 100 additional equivalent residential units from Kitsap County Sewer District No. 7 to serve the South Island Sewer Service Area.

A longer-term approach to sewer service in the South Island Sewer Service area will likely involve complex community and environmental considerations and take several months of informed research and discussion. As part of the deliberations, a new ILA may address any interest the City has in partnering with SD7 to explore planning for an upgrade to the Fort Ward WWTP in the next few years.

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

8.C Authorize the City Manager to Execute a Professional Services Agreement with Parametrix Inc. for Owner's Representative Services to Support the Construction of the Police/Municipal Court Building at 8804 Madison Avenue, Public Works (\$500,296) – Public Works

[Cover Page](#)

[Professional Services Agreement Parametrix Police Court Facility.docx](#)

[Attachment B - City of Bainbridge Island Police and Court Building Scope of Work](#)

[Parametrix.docx](#)

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to authorize the City Manager to execute a professional services agreement with Parametrix Inc. in the amount of \$500,296 for owner's representative services to support the construction of the Police/Municipal Court Building at 8804 Madison Avenue.

Schneider/Moriwaki: The motion carried, 5-0, with Councilmember Pollock recused.

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

Councilmember Pollock rejoined the meeting.

8.D Direct the City Manager to Formally Request 100 Additional Equivalent Residential Units from Kitsap County Sewer District No. 7 to Serve the South Island Sewer Service Area - Public Works

[Cover Page](#)

[South Island Sewer Connection Capacity Memo 04122022](#)

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided additional information, and Council discussed the item.

MOTION: I move to direct the City Manager and the staff to investigate a policy for this issue and to formally request the 100 additional equivalent residential units from Kitsap County Sewer District No. 7 to serve the South Island Sewer Service Area.

Fantroy-Johnson/Schneider: The motion carried, 5-2.

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

8.E Adopt Resolution No. 2022-17 Relating to Approving the Grow Community Phase 2B (formerly Phase 3) Final Subdivision Alteration and Adjustment to the Approved Site Plan Review - Planning

[Cover Page](#)



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 2024

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:05 PM) Review Ordinance No. 2024-27 Relating to the Regulation of Signs Erected within the City and Repealing and Replacing Chapter 15.08 of the Bainbridge Island Municipal Code,

SUMMARY: Bainbridge Island has seen a rise in advertising signs, prompting a revision of its sign code that began in 2018 but was delayed due to the pandemic. Work resumed in 2023, and the City staff reviewed sign regulations from successful waterfront cities popular with tourists and gathered feedback from stakeholders.

Key changes in the new ordinance include:

- Sandwich Board Signs: Businesses can have up to three signs with a yearly permit that must display the permit number. Signs are banned on public property and require property owner permission if placed on private property.
- Temporary Signs: Limited to 9" x 24" and must be within a two-mile radius of the business. Noncommercial signs can be displayed for up to 36 days a year, with restrictions on placement to avoid City-landscaped areas, obstructions, or hazards.
- Compliance: The City can remove non-compliant signs, storing them for up to 90 days before disposal.

The ordinance will take effect 120 days after its passage. New language is highlighted in the attached ordinance.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to forward Ordinance No. 2024-27 to the November 12, 2024, City Council meeting.

COMMUNITY ENGAGEMENT AND OUTREACH: City staff met with representatives from the Bainbridge Island Chamber of Commerce, Bainbridge Island Downtown Association, Visit Bainbridge Island, affected business owners, and concerned members of the public for four meetings between 2023 and 2024.

FISCAL IMPACT:

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

BACKGROUND: In recent years, there has been a significant increase in the number of advertising signs on Bainbridge Island. In response to this, the City began working on revising the sign code in 2018-2019. However, due to the pandemic, this work was put on hold. Starting in 2023, the City Manager and City staff resumed their efforts.

Before creating the ordinance, City staff conducted a review of sign regulations in commercially successful cities popular with tourists such as Cannon Beach, Friday Harbor, Gig Harbor, Langley, Leavenworth, Oak Harbor, Port Angeles, Port Gamble, and Port Townsend. These cities either had stricter regulations for sandwich board and temporary signs, or had completely banned certain types of signs.

City staff also sought input from various stakeholders including the Bainbridge Island Downtown Association, Bainbridge Island Chamber of Commerce, Visit Bainbridge Island, directly affected businesses, and residents in order to gather feedback on the proposed changes to the sign code and the ordinance.

The following are some of the key changes highlighted in the ordinance:

- A yearly permit will now be required for sandwich board signs, and the permit number must be prominently displayed on the sign.
- Each business will be allowed up to three sandwich board signs. Initially, the City proposed only one sign per business, but representatives from the Chamber of Commerce requested an increase to three signs for businesses outside of Winslow to make way-finding easier. To accommodate this change, a graduated fee schedule will be presented to the City Council as a resolution for approval.
- Sandwich board signs will be prohibited on public right-of-ways or on public properties owned by the City. If a sandwich board sign is placed on private property not owned by the sign owner, permission must be obtained from the property owner.
- Temporary signs will be limited to a size of 9" x 24" and must be located within a two-mile radius of the advertised business.
- Temporary noncommercial signs may be displayed for a maximum of 36 days within a 12-month period, except for signs related to specific elections or ballot propositions.
- Temporary signs will only be able to be posted in the public right-of-way if they do not obstruct sight lines or pose a hazard to vehicles, cyclists, pedestrians, or wheelchair users.
- Temporary signs will not allowed in planters, medians, or other landscaped areas along public right-of-ways maintained by the City. Specific locations are outlined in the code.

- To ensure compliance, the City will have the authority to remove and dispose of signs that are deemed non-compliant with the ordinance or pose a threat to public safety. The City will hold onto the signs for up to 90 days before disposal.

Implementation of the proposed ordinance will begin 120 days after its passage.

ATTACHMENTS:

[Signs Presentation.pptx](#)

[Ordinance 2024-27 Updating Bainbridge Island Sign Code for CC 10222024.docx](#)

[Letters from Stakeholders.pdf](#)

FISCAL DETAILS: City staff will bring a resolution regarding the cost of sign permits to the City Council.

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Prepared for:

*City Council Regular Business
Meeting*

October 22, 2024

Regulation of Signs Erected within Bainbridge Island



Today's Discussion

1

Overview

2

Outreach

3

Key Changes

4

Next Steps

Problem

- Significant increase in the number of advertising signs on Bainbridge Island
- Previous work on sign code in 2018-2019 but was paused because of the pandemic.

Research

- Review of sign regulations from the following cities:
 - Cannon Beach
 - Friday Harbor
 - Gig Harbor
 - Langle
 - Leavenworth
 - Oak Harbor
 - Port Angeles
 - Port Gamble
 - Port Townsend
- **Conclusion:** Commercially successful cities popular with tourists had either stricter regulations for sandwich board and temporary signs, or had completely banned certain types of signs.

Stakeholder Outreach

- City Manager and staff met with representatives from:
 - Bainbridge Island Downtown Association
 - Chamber of Commerce
 - Visit Bainbridge Island
 - Directly affected businesses
 - Concerned residents

Key Changes in the Proposed Ordinance

- Yearly permit required for sandwich board signs
 - Permit number must be prominently displayed on the sign
- Each business allow up to three sandwich board signs.
- Sandwich board signs prohibited on public right-of-ways or on public properties owned by the City.

Key Changes in the Proposed Ordinance (Cont'd)

- Temporary signs will be limited to a size of 9" x 24" and must be located within a two-mile radius of the advertised business.
- Temporary noncommercial signs may be displayed for a maximum of 36 days within a 12-month period, except for signs related to specific elections or ballot propositions.
- Temporary signs will only be able to be posted in the right-of-way in the do not obstruct sight lines or pose a hazard
- Temporary signs not allowed in planters, medians, or other landscaped areas maintained by the City.
- City will have the authority to remove and dispose of signs that are not compliant or pose a threat to public safety
- City will hold onto signs for 90 days before disposal
- Implementation of the proposed ordinance will begin 120 days after passage

Action



- Forward Ordinance 2024-27 to the October 22, 2024 City Council meeting.



Thank you



CITY OF
BAINBRIDGE ISLAND

Submitted by:
Executive Department



ORDINANCE NO. 2024-27

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the regulation of signs erected within the City and repealing and replacing Chapter 15.08 of the Bainbridge Island Municipal Code (BIMC).

WHEREAS, in early 2023, the Bainbridge Island City Council requested that the City Manager develop recommendations to address sandwich boards and temporary signs; and

WHEREAS, in April 2023, the City Manager requested staff to review the current sign ordinance, take photos of examples, and develop background information; and

WHEREAS, since April 2023, the City Manager, staff, and City Attorney have worked with members of the business and residential community to develop recommended amendments to the Bainbridge Island Sign Code, BIMC 15.08, to address sandwich board signs and temporary signs in compliance with the latest decisions of state and federal courts; and

WHEREAS, the City Manager has presented a recommendation to the City Council for review and action; and

WHEREAS, after such review, the City Council has decided to repeal the current BIMC 15.08 and to replace it with BIMC 15.08 as attached to this ordinance.

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

Section 1. Chapter 15.08 of the Bainbridge Island Municipal Code is hereby repealed in its entirety and replaced as shown on **Exhibit A**, which is attached hereto and incorporated herein by this reference.

Section 2. This ordinance shall take effect and be in force one hundred twenty (120) days from its passage and publication as required by law.

PASSED by the City Council this ____ day of _____ 2024.

APPROVED by the Mayor this ____ day of _____ 2024.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK: September 6, 2024

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NUMBER: 2024-27

Exhibit A – Chapter 15.08

EXHIBIT A

Chapter 15.08 SIGN CODE

Sections:

- 15.08.010 Purpose.
- 15.08.020 Definitions.
- 15.08.030 Permits Required.
- 15.08.040 Permit Fees.
- 15.08.050 Signs not requiring a permit.
- 15.08.060 Prohibited signs.
- 15.08.070 Nonconforming signs.
- 15.08.080 Measurement of sign area.
- 15.08.090 Height of sign.
- 15.08.100 General regulations.
- 15.08.110 Commercial use signs.
- 15.08.115 Sandwich board signs.
- 15.08.120 Institutional or public use signs.
- 15.08.130 Residential use signs.
- 15.08.140 Temporary Signs
- 15.08.150 Sign variance.
- 15.08.160 Enforcement and penalties.

15.08.010 Purpose.

The purpose of this chapter is as follows:

- A. To promote and protect the public welfare, health, and safety.
- B. To encourage the installation of signs which harmonize with building design, natural settings and other geographical characteristics of the locations in which they are erected.
- C. To create a more attractive economic and business climate.
- D. To reduce distractions and obstructions from signs which would adversely affect traffic safety and reduce hazards that may be caused by signs overhanging or projecting over or within public rights-of-way.

15.08.020 Definitions.

- A. “Awning or marquee sign” means a sign attached to a face or shelter, which face or shelter extends (12 inches or more) in a direction perpendicular to the wall of the building and may be supported by posts or the exterior wall of the building or any combination thereof.
- B. “Banneret” means a small banner that is hung vertically from a freestanding support, i.e., curbside bannerets on light standards and bannerets in public squares.

- C. “Banner” means a sign of flexible material designed to be displayed between two supports or against another surface.
- D. “Changeable copy” means changes to the face or copy of changeable copy signs, digital signs, electronic messaging signs, provided such changes do not change the material or appearance of the sign as originally permitted by the City.
- E. “Culturally, historically, or architecturally significant sign” means a sign with unique local characteristics that may not fit other defined categories.
- F. “Director” means the City’s Director of Planning and Community Development.
- G. “Erect” means to build, construct, raise, assemble, create, alter, display, relocate, attach, hang, place, suspend, affix, paint, draw, engrave, carve, cast, or in any other way bring into being or establish, other than to replace changeable copy and other than in the course of normal sign maintenance as described in this chapter.
- H. “Facade sign” means any sign which is erected (including painted) on the wall of a building or other structure, whose face is generally parallel to that wall or other structure and whose face does not extend outward more than 12 inches in a direction perpendicular to that wall or other structure.
- I. “Facade” means the wall of a building or other structure whose face is generally parallel to that wall or other structure.
- J. “Freestanding sign” means a sign supported by one or more permanently affixed uprights, poles, or braces in or on the ground, and not supported by a building.
- K. “Grade” (adjacent ground elevation) means the computed average of the lowest and the highest points of elevation of the original surface of the ground, or existing paving or sidewalk within the area between the building and the property line, or when the property line is more than five feet from the building, between the building and a line five feet from the building. In the case of structures to be built over water or on the shoreline, “grade” shall have the same meaning as “average grade level” as that term is defined in WAC 173-27-030(3).
- L. “Neon sign” means a sign illuminated in whole or part by gaseous tubes electrified by a current.
- M. “NC” means neighborhood centers.
- N. “Portable sign” means a sign that is readily moveable, freestanding, and not permanently affixed to the ground. “Portable signs” include sandwich board signs, signs mounted on weighted bases, and other similar signs. “Portable signs” do not include sandwich board signs regulated by BIMC 15.08.115 and temporary signs regulated by BIMC 15.08.140.
- O. “Primary entrance” means the principal or main entrance of a building or structure which is used by the majority of patrons to access the building or structure.

- P. "Projecting/hanging sign" means a sign, which is attached to or supported by a wall or suspended from the overhang of a building or other structure.
- Q. "Repair" means the reconstruction or renewal of any part of an existing sign for the purpose of its maintenance.
- R. "Sandwich board sign" means a sign which consists of two panels hinged or attached at the top or side, designed to be movable and stand on the ground.
- S. "Sign" means any letter, figure, design, symbol, trademark or other device which is intended to attract attention to any activity, service, place, political office, subject, firm, corporation or merchandise, except traffic signs or signals, public or court notices, signs not visible from the public right-of-way or adjacent properties, signs on moving vehicles, newspapers, leaflets or other printed materials intended for individual use or individual distribution to members of the public, government flags, flags and buntings exhibited to commemorate national patriotic holidays.
- T. "Street frontage" means that portion of any lot or building facing a street or sidewalk and with direct access to that street or sidewalk.
- U. "Temporary sign" means any sign that is used temporarily and is not permanently mounted, painted, or otherwise affixed, including any poster, banner, placard, stake sign, or sign not placed in the ground with concrete or other means to provide permanent support, stability, and rot prevention. Temporary signs may only be made of non-durable materials including, but not limited to, paper, corrugated board, flexible or foldable plastics, foamcore board, vinyl canvas or vinyl mesh products of less than 20 oz. fabric, vinyl canvas and vinyl mesh products without plasticizers, and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials shall be considered permanent and are subject to permanent sign regulations.
- V. "Two-sided" means a sign where only one face is visible from any viewing position.
- W. "Window sign" means a sign placed inside a building within 15 feet of the window or on a window and visible from the outside. This term does not include merchandise.

15.08.030 Permits required.

- A. No signs, except those signs described in BIMC 15.08.050 and BIMC 15.08.140, shall be erected without a valid sign permit.
- B. Permit application requirements shall be determined by the director. For all permanent signs, the application shall include a site plan showing the location of the signs, the position of buildings and landscaped areas, the elevations of the signs, and the configuration and size of the signs.
- C. A valid sign permit is required before altering an existing sign or repairing a sign where the repair exceeds 50 percent of the replacement cost.

D. Legally established signs that include changeable copy are exempt from permit requirements for altering the changeable copy.

15.08.040 Permit fees.

Permit fees shall be as established by the city council by resolution.

15.08.050 Signs not requiring a permit.

The following signs shall not require a permit:

A. Signs installed by the City, County, State, or federal governmental agency for the protection of the public health, safety, and general welfare.

B. Culturally, historically, or architecturally significant signs, existing at the time of passage of the ordinance codified in this chapter and officially recognized by the city. Designation of culturally, historically, or architecturally significant signs will be adopted by separate resolution.

D. Any window sign four square feet or less in size; provided, that no single sign or combination of signs shall exceed 25 percent of an individual window area.

E. Temporary signs described in BIMC 15.08.140.

15.08.060 Prohibited signs.

The following signs are prohibited:

A. Billboards, streamers, pennants, ribbons, spinners, or other similar devices.

B. Flashing signs, roof signs, signs containing moving parts or appearing to move, and signs which sparkle or twinkle in the sunlight.

C. Signs advertising or identifying a business which is defunct.

D. Signs, except for traffic, regulatory, or informational signs, using the words “stop,” “caution,” or “danger,” or incorporating red, amber, or green lights resembling traffic signals, or resembling “stop” or “yield” signs in shape or color.

E. Signs mounted on stationary, unlicensed vehicles.

G. Illuminated features, on the exterior of a building, that call attention to the building or product sold within the building.

H. Any window sign(s) exceeding four square feet in area or exceeding 25 percent of an individual window area.

I. Neon signs, except as permitted in BIMC 15.08.100.B.

- J. On-premises signs in the natural, conservancy, aquatic conservancy, and aquatic shoreline environments, except for navigation aids and public information.
- K. Signs attached or placed on trees, vegetation, or other natural features, except for memorial or species identification labels.
- L. Signs on or attached to any utility pole, traffic control device, lamp post, or any other public infrastructure, building, or structure, except bannerets.
- M. Any sign placed without the necessary permit or not in accordance with the size, place and manner limitations provided in this chapter.
- N. Any sign that:
 - 1. Is structurally, electrically, or otherwise unsafe; or
 - 2. Constitutes a hazard, by design or placement, to public safety and health; or
 - 3. Obstructs free entrance or exit from a door or window that is required to be in place by this code or the City; or
- P. Signs placed on sidewalks, driveways, or other improved areas designed for vehicular, bicycle, wheelchair, or pedestrian use, except as conditioned in a right-of-way use permit issued by the City.

15.08.070 Nonconforming signs.

- A. A nonconforming sign lawfully existing prior to July 26, 1993, may remain and be used subject to the provisions of subsections B and C of this section.
- B. A nonconforming sign cannot be enlarged, reworded, redesigned, or altered in any way except to conform to this chapter. If the cost to repair a nonconforming sign exceeds 50 percent of its replacement cost, the sign shall not be repaired except to conform to this chapter.
- C. A sign replacing a nonconforming sign shall conform to this chapter.

15.08.080 Measurement of sign area.

Sign measurement shall be based upon the entire area of the sign, with a single continuous perimeter enclosing the extreme limits of the sign surface. For freestanding signs, support structures (providing that they are not signs) extending up to one foot above the signs shall not be included in the calculation of the sign area. For signs which are a molded, cast, carved, or otherwise integral part of a solid concrete, masonry, wood, or composite wall, foundation, fence, or entry structure, the sign area shall be measured within a continuous perimeter enclosing the extreme limits of the lettering and/or image.

15.08.90 Height of Sign

- A. The height of any sign shall be measured from the grade adjacent to the sign.
- B. The height of signs located within a marina shall not exceed 15 feet above the ordinary high water mark.

- C. Awning structures on which sign images are attached shall be subject to regulation under the Uniform Building Code as adopted in Chapter 15.04 BIMC.

15.08.100 General regulations.

A. Signs within the Shoreline Master Program Jurisdiction.

1. Sign permits shall be submitted for review and approval at the time of shoreline permit submittal.
2. All signs shall be located and designed to minimize interference with vistas, viewpoints, and visual access to the shoreline.
3. Overwater signs or signs on floats or pilings shall be prohibited, except when related to navigation or as approved as part of a water-dependent use.
4. Signs which impair visual access in view corridors are prohibited.
5. Governmental signs indicating the public's right of access to shoreline areas shall be installed and maintained in conspicuous locations at all points of access. Signs shall also indicate all limitations on use of such areas including use of fire, alcohol, jet skis, and other recreational equipment, as well as requirements regarding pets.

B. Illumination Standards.

1. Signs, except for facade or awning signs, shall only be illuminated externally by light sources shielded so that the lamp is not visible from adjacent properties, the public right-of-way or watercourses. Sign lighting shall conform to BIMC 18.15.040.
2. Lights illuminating a sign shall project illumination toward the face of the sign.
3. Signs shall not flash, rotate, or have motorized parts or exposed electrical wires.
4. Signs shall not be illuminated between the hours of 10:00 p.m. and 6:00 a.m. unless the premises on which they are located is open for business.
5. Up to three neon signs are allowed in commercial zones for each business; provided, that they do not exceed four square feet for any individual sign. Total signage of all types shall not exceed 25 percent of an individual window area. For each retail business that has window area in excess of 100 square feet, an additional four square feet of neon sign area is allowed. Neon signs are allowed only on properties zoned for commercial uses, shall not be visible from the shoreline, and shall not flash.
6. One commercial use sign for theaters, including film or performing arts buildings that were constructed prior to November 10, 1999, may be internally illuminated and may include external unshielded neon lights.
7. Facade signs may be internally illuminated if:
 - a. The background does not emit light;
 - b. The background constitutes a minimum of 80 percent of the sign area; and
 - c. The illumination source is shielded.

C. Placement Standards.

1. Signs, including banners and temporary sign, shall not be mounted on roofs, extend above the roof line, or be located more than 20 feet above the grade except for retail businesses with a second-floor exterior entrance.
2. Signs projecting from a building shall not be less than eight feet above grade, unless permitted by the city through an administrative variance procedure.
3. Freestanding signs shall not exceed five feet in height except in the Business/Industrial and NC zones and except as regulated by BIMC 15.08.120.B. Supporting structures (providing that they are not signs) for freestanding signs may extend one foot higher than the height limit for freestanding signs. In the Business/Industrial and NC zones, freestanding signs shall not exceed eight feet in height.

D. Freestanding signs shall be located within a landscaped area that is twice the area of the sign area, and the plantings or the landscaped area shall be located so as to shield illumination sources.

E. All signs visible from Highway 305 must be in conformance with the standards of the Scenic Vistas Act (Chapter 47.42 RCW and Chapter 468-66 WAC) that is incorporated herein by this reference as well as the related Washington State Department of Transportation (“WSDOT”) rules, regulations, and noncompliance penalties; provided, that all signs within the city shall also be subject to any additional restrictions as provided in this chapter. In the case of conflict between the requirements of the Scenic Vistas Act and this chapter, the more restrictive requirement shall apply.

15.08.110 Commercial use signs.

In addition to the general regulations of this chapter, the following regulations shall apply to all commercial use signs except commercial sandwich board signs regulated by BIMC 15.08.115 and commercial temporary signs regulated by BIMC 15.08.140.

A. Facade Signs.

1. The total aggregate area of all facade signs on each wall shall not exceed 128 square feet.
2. Buildings may have one facade sign with a maximum area of 36 square feet for each tenant. If the building has street frontage on two or more streets, has access from an alley or parking area to the side or behind the building, or has retail uses on a second floor, a facade sign for each tenant is allowed; provided, that no additional sign shall exceed 20 square feet in area, face the same street, alley, or parking area or be on the same floor as another facade sign.
3. Facade signs shall be located less than 20 feet above grade except for retail businesses with a second-floor exterior entrance.

4. A single directory, combining the name of the commercial complex and the individual names of businesses located within, is allowed provided no other facade sign on the building shall exceed 20 square feet in area except for retail businesses with a second-floor exterior entrance may have a facade sign up to 36 square feet. The maximum sign area for this directory is 48 square feet.
5. A single facade sign for a commercial complex is allowed at the primary entrance instead of a directory, provided no other facade sign for building tenants shall exceed 20 square feet in area except for retail businesses with a second floor exterior entrance may have a facade sign up to 36 square feet. The maximum area for this commercial complex sign is 36 square feet.
6. There may be up to three facade sign(s) per tenant in the High School Road commercial zone located more than 200 feet from the edge of any public right-of-way. No additional sign shall exceed 20 square feet in area, face the same street, alley or parking area or be on the same floor as another facade sign.

B. Freestanding Signs.

1. No more than one freestanding sign shall be allowed per tenant. The sign shall not exceed 20 square feet on any single face or 40 square feet on two faces. No more than two freestanding signs, regardless of the number of tenants, shall be allowed on any property.
2. A freestanding identification sign, for a commercial complex, with or without the individual names of businesses located therein, with a maximum sign area of 40 square feet on any single face and a total surface area of 60 square feet if two sided may be erected facing each street frontage. No individual tenant freestanding signs may be erected on such a property that contains this freestanding identification sign.
3. In the Business/Industrial zone, freestanding identification signs may be located on adjacent Business/Industrial zoned properties if the signs contain directional information to assist in locating the businesses listed and permission is obtained from the owner of the property where the sign is located. The maximum sign area shall be 36 square feet. The sign shall not be counted toward the maximum number of freestanding signs allowed.

- C. An awning or marquee sign, not exceeding 20 square feet in area per commercial tenant, is allowed instead of a facade sign. The lowest point of the awning or marquee is at least eight feet above the sidewalk, and the awning shall have a dark background if illuminated from behind.

D. Projecting or Hanging Signs.

1. A business may have one projecting sign, located at least eight feet above grade, with a maximum area of five square feet for each side. The fixture used to suspend the hanging sign must be included in the permit design and approved by the director, but shall not be included in the total size of the sign.

2. Signs for theaters, including film or performing arts buildings, shall not exceed 80 square feet on a single face and 140 square feet on multiple faces and shall be located at least 100 feet from any property zoned single- family.

15.08.115 Sandwich Board Signs.

- A. All commercial and noncommercial sandwich board signs require a permit from the City as provided in BIMC 15.08.030. All sandwich board signs shall prominently display, in font no less than one inch in height, the permit identification or permit number issued by the City.
- B. Sandwich board signs shall not be located within public rights-of-way or on public properties owned by the City of Bainbridge Island.
- C. Sandwich board signs may be located on property outside of the public right-of-way and not owned by the City of Bainbridge Island if all requirements of this section are met.
- D. Sandwich board signs shall be a minimum of 36” in height and a maximum of 48” in height. Each sign face shall not exceed six square feet in area.
- E. Sandwich board signs shall not be illuminated.
- F. Each person, tenant, business, or entity shall be allowed no more than three sandwich board signs. The signs do not need to be located on the same property as the person, tenant, or business to which it relates is located.
- G. Permission of the property owner is required before any sandwich board sign may be located on any property. Evidence that such permission has been obtained must be provided at the time a permit for the sandwich board sign is applied for from the City.
- H. Sandwich board signs shall not be located within the site clearance area defined in BIMC 18.12.040.B.

15.08.120 Institutional or public use signs.

In addition to the general regulations of this chapter, public institutions or public entities:

- A. May have a single sign, either facade-mounted or a freestanding identification sign, visible from each street frontage;
- B. May have one additional freestanding identification sign at the principal entrance not to exceed a maximum height of six feet. The maximum sign area of any face shall be no greater than 40 square feet;

15.08.130 Residential use signs.

In addition to the general regulations of this chapter, the following regulations shall apply to all residential use signs.

- A. Residential developments may have a single freestanding sign with a maximum sign area of 10 square feet.
- B. Home occupations, legally established, may have an identification sign as allowed in BIMC 18.09.030.I.13.
- C. Multifamily residential developments may have a directory sign, with a maximum sign area of 20 square feet, at one vehicular entrance on each street frontage.

15.08.140 Temporary signs.

A. Temporary off-site commercial signs.

1. Commercial temporary signs may be no higher than 24" above grade. each sign face shall not exceed 24" in width and 9" in height."
2. Commercial temporary signs may be displayed for a maximum of 36 days within a 12-month period and shall prominently display the date on which the temporary sign was posted.
3. Commercial temporary signs advertising a specific event, meeting, or occurrence shall be removed within 7 days after the event, meeting or occurrence, but in no event shall the sign be displayed for more than 36 days.
4. Commercial temporary signs are prohibited within any park owned or maintained by the City of Bainbridge Island.
5. Commercial temporary signs shall be located no further than two miles from the location of the business they advertise.

B. Temporary noncommercial signs.

1. Temporary noncommercial signs may be displayed for a maximum of 36 days within a 12-month period, provided, that this limitation shall not apply to signs advertising a candidate or candidates for public office for a specific election or relating to a specific ballot proposition for a specific election. All noncommercial temporary signs that are not related to a specific meeting, event, or occurrence shall prominently display the date on which the temporary sign was first posted.
2. Temporary noncommercial signs advertising a specific event, meeting, or occurrence shall be removed within 7 days after the event, meeting or occurrence, but in no event shall the sign be displayed for more than 36 days except as provided in B.2 above.
3. Temporary noncommercial signs permitted by this section shall be freestanding and shall not be higher than 24" above grade. Each sign face shall not exceed not exceed 24" in width and 9" in height.

C. All temporary signs permitted by this section and located on private property may be located on such property only with the permission of the property owner.

- D. All temporary signs permitted by this section may be posted within public right-of-way only if the sign does not interfere with sight distances and does not create a vehicular, cyclist, wheelchair or pedestrian traffic obstruction or hazard, and permission to place the sign in the right-of-way has been obtained from the abutting property owner. Contact information for the owner of the sign (name, telephone number) must be included on all signs.
- F. All temporary signs shall be regularly inspected by the owner to ensure that they have not been damaged or destroyed by natural forces or vandalism. Damaged or destroyed signs shall be immediately removed or repaired so as to avoid threats to public health and safety or the accumulation of unclaimed refuse upon the public rights-of-way.
- H. Temporary signs are exempt from BIMC 15.08.030.C, 15.08.040.E, and 15.08.090.B.1.
- I. All signs visible from Highway 305 must be in conformance with the standards of the Scenic Vistas Act (Chapter 47.42 RCW and Chapter 468-66 WAC) that is incorporated herein by this reference as well as the related Washington State Department of Transportation (“WSDOT”) rules, regulations, and noncompliance penalties; provided, that all signs within the city shall also be subject to any additional restrictions as provided in this chapter. In the case of conflict between the requirements of the Scenic Vistas Act and this chapter, the more restrictive requirement shall apply.
- J. Temporary signs permitted by this section are prohibited in planters, medians, and other landscaped areas in and along public rights-of-way maintained by the City so as not to unreasonably interfere with landscape maintenance activities. Such areas include, but are not limited to, planters, medians, and other landscaped areas in the following locations:
1. Winslow Way planters;
 2. Madison Avenue between Winslow Way and Wyatt Way;
 3. Wyatt Way between Grow Avenue and Madison Avenue (sidewalk plantings);
 4. High School Road Roundabout;
 5. High School Road between SR 305 and Ferncliff;
 6. High School Road between Hildebrand and Madison Avenue;
 7. Ericksen “park;”
 8. Ericksen median islands;
 9. Sportsman/New Brooklyn triangle;
 10. Eagle Harbor bike lane median;
 11. Blakely School Islands;
 12. North Madison/Manitou triangle;
 13. Ferncliff between High School Road and Wing Point;

14. Bjune planters near Community Center;
15. City maintained planters at Lynnwood Center;
16. Brien Drive planters;
17. Any other planters, medians, and other landscaped areas now or hereafter maintained by the City of Bainbridge Island.

15.08.150 Sign variance.

A. A variance is the mechanism by which the city may grant relief from the provisions of this chapter where practical difficulty renders compliance with the provisions of this chapter an unnecessary hardship and where the hardship is a result of the physical characteristics of the subject property.

B. The variance procedure shall be administrative and determined by the director.

15.08.155 Certain Public Signs, Exempt.

The following signs are exempt from the requirements of this chapter: street signs and street numbers, street address identification, temporary and permanent traffic control and pedestrian signs and signals meeting the requirements of the Manual on Uniform Traffic Control Devices (MUTCD), governmental directional or wayfinding signs, public and legal notices and warnings required by this code, signs required by law, governmental flags, government project information boards, illuminated construction project and event notice signs, portable changeable message signs (PCMS), and notice of governmental and utility maintenance activities.

15.08.160 Enforcement and penalties.

- A. Anyone violating or failing to comply with the provisions of this chapter shall, upon conviction thereof, be punishable by fine of not more than \$500.00, or by imprisonment for not more than six months, or by both fine and imprisonment, and each day's violation or failure to comply shall constitute a separate offense.
- B. In addition to any other sanction or remedial procedure which may be available, any person failing to comply with a notice of violation or order issued by the building official, or failing to comply with any other provision of this chapter, shall be subject to cumulative civil penalty in the amount of \$500.00 per day from the date set for compliance until compliance with such notice of violation or order.
- C. In addition to instituting criminal prosecution for violation of any of the provisions of this chapter, the city, through the city attorney, may institute civil proceeding in the Bainbridge Island municipal court or the superior court of the county to obtain a temporary restraining order or injunction prohibiting violation of this chapter and to collect any fines, fees or penalties due under the provisions of this chapter.
- D. The city may remove and dispose of signs that it determines are a threat to public safety and recover costs from the owner of the property on which the sign is located or the sign owner. Within 10 days of removal of a sign, and upon payment of the costs of removal, the owner

may recover a sign. Any sandwich board sign or temporary sign posted in the public right-of-way in violation of the regulations set forth in BIMC 15.08.115 or 15.08.140 constitutes a trespass upon public property and is declared to be a public nuisance. Such signs shall be subject to immediate abatement by removal. The city shall store such signs for a period of 90 days during which the sign owner may recover the sign from the city by presenting proof of ownership. Signs not redeemed within 90 days may be destroyed by the city.

- E. The city may also remove and dispose of sandwich board signs and temporary signs that are located on private property without the permission of the property owner. Upon request of the property owner and receipt of permission to enter the private property, the City may remove the sign. The city shall store such signs for a period of 90 days during which the sign owner may recover the sign from the city by presenting proof of ownership. Signs not redeemed within 90 days may be destroyed by the city.



October 4, 2024

Mr. Blair King, City Manager, and City Council
City of Bainbridge Island
280 Madison Avenue
Bainbridge Island, WA 98110

Dear Blair and City Council,

On behalf of Visit Bainbridge Island (VBI), please accept this letter of support and endorsement for the proposed signage Ordinance No. 2023-04.

I have been participating on the committee to consider sandwich boards and temporary signs every month since spring. During that time, we've thoroughly considered the various viewpoints expressed from the community and businesses. City staff have taken our comments and implemented them into the current proposed ordinance with clear, understandable language. I applaud their work on this.

From a tourism perspective, consistent, easy to understand signage is important for visitors arriving on our island for the first time. A cluttered grouping of signs are confusing and often pose an obstacle for easy navigation. The updated language for sandwich board signs addresses these concerns effectively and providing solutions.

In addition, a great deal of thought, time and work have gone into the updated wording for temporary signs, clarifying the process for everyone, including off-site commercial signs and temporary non-commercial signs. The proposed ordinance minimizes adverse effects signage can have on nearby properties as well as pedestrian and traffic safety, making Bainbridge Island a more welcoming place for our visitors.

VBI supports Ordinance No. 2023-04 so that our signage serves as visual landmarks, contributing to a sense of place. Clear signage helps visitors easily navigate around the island showcasing the aesthetic appeal of our community while fostering an atmosphere of welcome.

Sincerely,

A handwritten signature in blue ink, appearing to read "Christina Pivarnik", with a long horizontal line extending to the right.

Christina Pivarnik

Executive Director, Visit Bainbridge Island

360.531.0127 • christina@visitbainbridgeisland.org

Visit Bainbridge Island • PO Box 10764, Bainbridge Island, WA 98110 • VisitBainbridgeIsland.org

Adam Nebenzahl

From: Jane Rein <jane.rein4@gmail.com>
Sent: Sunday, October 6, 2024 10:10 AM
To: Ashley Mathews; Joe Deets; Leslie Schneider; Brenda Fantroy-Johnson; Clarence Moriwaki; Kirsten Hytopoulos; Jon Quitslund
Cc: Adam Nebenzahl; Blair King
Subject: Support for Proposed Sign Ordinance Revisions: CC Discussion on on October 8

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Councilmembers,

As a long time vocal advocate for making necessary revisions to the City's sign code to reduce, if not eliminate, sign clutter and specifically the proliferation of sandwich board and temporary signs, I wish to support the proposed revisions to the sign code.

For many years, I was a City planner in two coastal California tourist-destination towns where commercial areas were free from the hazards, clutter and distractions posed by sandwich board and temporary signs. Staff review of other cities in Washington where sandwich board signs are either prohibited or significantly limited, and whose commercial areas prosper, helped inform the development of the proposed sign code revisions.

The business leaders who met to help frame these revisions were lead through a very effective and efficient process of which I was a part. I was impressed with both the participants and the City Manager's leadership. I urge you to support the proposed revisions to our sign code.

Thank you for your service to the community,

Jane Rein

Adam Nebenzahl

From: Matt Grady <matt@pegasuscoffee.com>
Sent: Tuesday, October 8, 2024 5:19 PM
To: Council
Cc: Lindsay Browning; Blair King; Adam Nebenzahl
Subject: Sandwich Board Signage Ordinance - comments for Council

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Dear All,

My sincere apologies that, with a 5-month-old at home, I will not be able to attend this evening's Council meeting to make these comments in person. That said, I do appreciate your willingness to consider a few points below, which I'm making on behalf of the Members of the Bainbridge Island Chamber of Commerce, and which pertain to the proposed revisions to Ordinance No. 2024-27 (regarding sandwich board and temporary signs).

In July 2024, the Chamber surveyed our members to understand their thoughts on the proposed changes to this Ordinance. We received more than 100 responses, and the responses were split. While many of our members support the Ordinance changes from the standpoint of improving public safety and reducing clutter, more than 50% of members also indicated they felt strongly that sandwich board signage is critical to the success of their business. They believe these changes would significantly impair their ability for their business to succeed on Bainbridge.

As we've listened to our concerned members, we understand that the enhanced signage regulation would negatively impact their business by **significantly reducing their visibility**. It comes as no surprise that highly visible businesses located along Winslow Way would see little need for A-frame signage. Yet our membership comprises businesses of all types - highly visible Main Street businesses and off-the-beaten-path "hidden gems" and start-ups that currently depend on sandwich board signs for their survival.

Therefore, while we recognize the need for better regulation and enforcement of sandwich board and temporary signage across the Island, we also **advocate for the proposed changes to be simultaneously supported with a plan to improve the Island's wayfinding and permanent signage**. As the City plans its budget for the next 24 months, we encourage Council to set aside funding to specifically address business-based wayfinding, both in the Winslow corridor and especially outside of it (e.g., in Rolling Bay, Coppertop, Day Rd, etc.) in a way that fairly supports the visibility of the Island's numerous small and medium-sized business. Council will note that every comparable city researched by COBI to develop the proposed changes to our signage regulation have also implemented systematic and effective wayfinding programs.

The Chamber has a vested interest in this activity, both to optimize the tourism visitor experience and to maintain/enhance the visibility of our member businesses. We would be very pleased to partner in the

development and execution of an **improved wayfinding plan** focused on the Island's key areas of commercial activity in 2025.

Should you have any questions or wish to discuss this issue further, please do not hesitate to reach out to me or to Lindsay Browning, the Chamber's Executive Director.

Best regards,
Matt

--

Matt Grady

President

Pegasus Coffee Company, Inc.

Board Chair

Bainbridge Island Chamber of Commerce



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 2024

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:25 PM) Discuss and Provide Direction for the 2025-2026 Proposed Budget,

SUMMARY: At the October 8, 2024, Council meeting, after the noticed Public Hearing was closed, Councilmembers were provided the opportunity to suggest amendments for the 2025-2026 budget. Staff were asked to return to the Council at the October 22 Regular Business meeting with the list of suggested amendments for deliberation and decision making. The Council will be presented with a series of budget-related suggestions and will be asked to vote on each question. Changes approved by the full Council will be incorporated into the 2025-2026 Biennial Budget when presented for adoption. The final Public Hearing is scheduled for November 12, 2024.

AGENDA CATEGORY: Discussion

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Provide Direction and set November 12, 2024 as the second Public Hearing related to the 2025-2026 Biennial Budget and 6-year Capital Improvement Plan.

COMMUNITY ENGAGEMENT AND OUTREACH: Public Hearing October 8, 2024. Second Public Hearing November 12, 2024.

FISCAL IMPACT:

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

BACKGROUND: On September 17, 2024, City staff presented a balanced Proposed 2025-2026 Biennial Budget. On October 8, 2024, the City Council held a Public Hearing related to the Preliminary 2025-2026 Biennial budget. Upon the close of the Public Hearing Councilmembers provided suggestions and recommendations for amendments for the budget. Staff was asked to list the proposed changes and return to the Council for action.

During an earlier presentation in 2024, the Council was informed that without action, recurring expenditures would exceed recurring revenues by 2025. The draft proposed budget establishes a trajectory to allow recurring revenues to continue to exceed recurring expenditures to approximately 2030. Biennium general fund

revenue is projected at \$47,477,000 (2025 - \$23,600,000 & 2026 - \$23,877,000). Biennium general fund expense \$47,329,000 (2025 - \$23,257,000 & 2026 - \$24,072,000). The delta is a positive \$146,000. Reserves at the end of 2026: restricted reserve pursuant to Council policy \$7,459,000 (25% operating revenue plus \$1 Million emergency reserve); unrestricted fund balance \$9,760,000. All funds budget equals \$84,978,000 for expenditures in 2025 and \$59,355,000 for expenditures in 2026 for a total of \$144,333,000 in the biennium.

October 15, 2024, Budget Deliberation Topics:

- 1) Should the Council budget \$100,000 from Transportation Benefit Funds earmarked for Sustainable Transportation Projects for innovative temporary or permanent sustainable transportation projects? Sufficient funds are available. (Potential projects to be identified via a community call for projects and would be implemented as time and opportunities allow. This will allow the setting of expectations of use and avoid the problem of expenditures without clear definition or proposed use, which are prone to be used ineffectually and not produce the desired effect.) – no impact to General Fund.
- 2) Should the Council provide funds for Economic Development? (Focus of Economic Development to support tax base) - Alternatives
 - a. Wayfinding Sign Program. Strong interest from the Chamber of Commerce – Lodging Tax Revenue - \$350,000 annually with a beginning 2025 fund balance of \$784,000 (Expense \$600,000 based on a 2015 Wayfinding project).
 - b. Community Art Plan Implementation - Community Art Plan will be delivered in 2025, it will include recommendations for art as an economic development cornerstone – General Fund impact unknown.
 - c. Retail Recruitment – engage firm to provide market intelligence and analytics, consumer preferences and demand, gaps and holes in retail service, next step recommendations– General Fund Impact \$60,000 expenditure.
 - d. Hotel – General assessment of market demand, supply and competitive environment, return on investment calculations based upon estimated investment costs and financing conditions, next step recommendations, operator search – General Fund impact \$60,000 expenditure.
- 3) Should Council Contingency be reduced more than the 5% reduction in the proposed budget? (currently, \$190,000 per year for 2025-26).
- 4) Should the contribution to Kitsap Economic Development Agency (KEDA) be reduced by \$10,000 for 2026? – General Fund impact – reduce expenditures \$10,000.
- 5) Should another edition of City Connects be added? – General Fund impact – increase expenditures \$18,000.
- 6) Should equipment replacement be reduced? – General Fund impact - reduce expenditures by \$20,000.

7) Should a \$60,000 grant be provided to the Suyematsu Farm Legacy Alliance? – Recommendation: provide grant from 2024 Council Contingency, contingent upon approved grant agreement in 2024. – 2024 Council contingency available \$200,000.

The General Fund budget is balanced due, in part, to cost savings from maintaining 3.5 approved positions vacant. The cost of these positions:

Police Officer - \$165k/yr (100% GF)

Judicial Specialist - \$55k/yr (100% GF)

Financial Analyst (2025 only) - \$139k total, \$93k tax supported

Building Inspector/Plans Examiner - \$134k/yr, \$117k tax-supported

ATTACHMENTS:

[20241022 Proposed Budget Discussion Final.pptx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

2025-2026 Proposed Budget Discussion & Deliberation

October 22, 2024

Budget Deliberation Topic #1

Should the Council budget \$100,000 from the Transportation Benefit Funds earmarked for Sustainable Transportation Projects for innovative temporary or permanent transportation projects?

- General Fund Impact - \$0
- Transportation Benefit Fund expenditure increase - \$100,000

Budget Deliberation Topic #2

Should the Council provide funds for Economic Development?

Alternatives:

- a. Wayfinding Sign Program - Lodging Tax expenditure increase - \$600,000
 - Requires City application and LTAC committee recommendation
- b. Community Art Plan – General Fund Impact – Unknown
- c. Retail recruitment – General Fund expenditure increase - \$60,000
- d. Hotel assessment – General Fund expenditure increase - \$60,000

Budget Deliberation Topic #3

Should the Council Contingency be reduced more than the 5% reduction in the Proposed Budget?

- Currently \$190,000 per year for both 2025 and 2026

Budget Deliberation Topic #4

Should the contribution to Kitsap Economic Development Agency (KEDA) be reduced by \$10,000 for 2026?

- General Fund expenditure decrease - \$10,000 for 2026

Budget Deliberation Topic #5

Should another edition of City Connects be added?

- General Fund expenditure increase - \$18,000 per year

Budget Deliberation Topic #6

Should equipment replacement be reduced?

- General Fund expenditure decrease - \$20,000 in 2026

2025-26 Fleet and Equipment Purchases							
	ERR Fund	Gen Fund	Streets	Water	Sewer	SSWM	Total
Police Car (2)	450,000						450,000
Heavy Duty Pickup	175,000						175,000
Medium Duty Pickup	100,000						100,000
Asphalt Patch Machine	325,000						325,000
Forklift	100,000						100,000
Compressor			50,000				50,000
Asphalt Roller			80,000				80,000
Pup Trailer			75,000			75,000	150,000
Electric Medium Pick-up		20,000	20,000	20,000	20,000	20,000	100,000
Totals	1,150,000	20,000	225,000	20,000	20,000	95,000	1,530,000

Budget Deliberation Topic #7

Should a \$60,000 grant be provided to the Suyematsu Farm Legacy Alliance?

- Recommend providing from 2024 Council Contingency
 - Available balance = \$200,000
 - General Fund expenditure increase - \$60,000

Next Steps

- ✓ November 12- **Hold Public Hearing**
 - ✓ Consider Adoption of Ord. No. 2024-24 relating to the 2025-2026 Adopted Budget
- ✓ *December 10 – **Deadline for Budget Adoption***



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 2024

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:45 PM) Consider Reappointment of Michele Bombardier as the Bainbridge Island Poet Laureate for 2025 and Consider Change to the Program Charter and the Bainbridge Island Residency Requirement to a Kitsap County Residency Requirement - Executive,

SUMMARY: In 2022, the Council implemented a Poet Laureate program for the City of Bainbridge Island. After two years of successful programming, the initial appointment will expire at the end of this year. Council is requested to review and approve an updated program charter and extend the term of the current poet laureate by one year through 2025.

Proposed charter changes include that the Poet Laureate program is now run under the auspices of a non-profit organization specifically set up to support this programming. Based on regional research, their experience, and to support equity and inclusive outreach to a wide audience, they recommend that the current Bainbridge Island residency requirement be changed to a Kitsap County residency requirement, with a demonstrated connection to Bainbridge Island.

The current poet laureate has indicated an interest in being re-appointed for one additional year.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: One) I move to confirm the re-appointment of Michele Bombardier as the Bainbridge Island poet laureate for 2025 with an annual stipend of \$2,500;
Two) I move to update the program charter to reflect management of the program by the Poet Laureate Program and to change the Bainbridge Island residency requirement to a Kitsap County residency requirement.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	\$6,000 total in the 2025-26 biennium
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: The Poet Laureate program was established in 2022 by the City Council as part of the City's on-going organizational development and continuing commitment to including arts and culture in our business practices. The purpose of the poet laureate is to advocate for the arts and to carry out a program to support and encourage City and community awareness of arts and culture. The program is overseen by the Executive

Department. The City Council appointed the first Bainbridge Poet Laureate, who has served since that time. Under her guidance, many poetry events have occurred and she has provided poetry readings at several Council meetings and City events.

After the first term, program charter highlights include:

- * update the name of the partner organization to the Bainbridge Island Poet Laureate Program, which is housed at the Bainbridge Artisan Resource Network
- * change the residency requirement from Bainbridge Island to Kitsap County with a demonstrated connection to Bainbridge Island. This change is intended to broaden the potential reach of the program and possible poets, and to apply principles of equity and inclusion to the eligibility criteria.
- * retain the criterion of a connection to and support for the Bainbridge Island community
- * retain the criterion of an interest in and ongoing connection to poetry
- * retain the criterion of a willingness to attend civic events and provide poetry readings.

ATTACHMENTS:

[Program charter - Poet Laureate update for 2025-26 DRAFT for CC 10222024.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Program charter: Poet Laureate

The Poet Laureate program was established in 2022 by the City Council as part of the City's ongoing organizational development and continuing commitment to including arts and culture in our business practices. The purpose of the poet laureate is to advocate for the arts and to carry out a program to support and encourage City and community awareness of arts and culture. The program is overseen by the Executive Department.

The program's primary goals are to:

- Enhance City events;
- Promote connections with those in the community who value the arts, and
- Recognize diverse voices.

Poet Laureate selection:

- The City Council will appoint the poet laureate.
- The selection process will be described in advance and publicized to the community through general City channels such as the City Manager's newsletter, the City website and social media. Support will be sought from city advisory groups and community organizations.
- It is presumed that nominations will be made through the community's existing cultural arts structure.

General requirements:

- The poet laureate will serve for a two-year term, unless otherwise approved by the City Council.
- The poet laureate must live in Kitsap County.
- The poet laureate position is an honorary position, with monetary compensation of \$2,500 per year. The City will provide up to an additional \$500 per year for supplies or other event-related expenses.
- The poet laureate will represent the City at various City events held on Bainbridge Island.
- At times, the poet laureate may compose poetry specifically to commemorate an occasion.

Specific duties and opportunities for the poet laureate will change from time to time. The mayor will serve as the point of contact for the poet laureate and will determine the specific events at which the poet laureate will participate.





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 2024

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:55 PM) Consider Location and Design for Road Surface of the Bike Corral on Winslow Way - Executive,

SUMMARY: Staff are recommending a change in project location for the Winslow Way Bike Corral project based on feedback received from community partners and an assessment of alternative locations. The new proposed location is on Winslow Way west of the Madison Avenue intersection adjacent to the Winslow Green. This space is currently configured for motorcycle parking and can be reconfigured for dedicated bicycle and e-bicycle parking.

In addition, staff are sharing the results from a community survey that asked respondents to rank their preferences for artwork to be installed on the road surface as part of the Winslow Way Bike Corral project and requesting Council affirmation of the highest scoring design.

AGENDA CATEGORY: Review and Recommendation

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to approve the relocation of the Winslow Way Bike Corral to the parking space west of the intersection of Winslow Way and Madison Ave and install a mural on the road surface as selected by the community.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	\$8,000
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: City Council authorized the Winslow Way Bike Corral Project at the July 9, 2024 City Council meeting. Following authorization of the Winslow Way Bike Corral Project, City staff engaged with community partners on the design of a mural to be painted on the road surface of the bike corral. City staff engaged with the Chamber of Commerce and directly with the business owner who's business was located near the bike corral to notify them of the upcoming project. This engagement highlighted some challenges with the previously identified parking space to be converted into a bike corral. At the request of community partners, staff reevaluated alternatives for the project location. Staff evaluated the locations for their proximity to downtown destinations, their ability to accommodate e-bikes and cargo bikes, and safety. Following an analysis of 6 potential project locations (including the originally identified space near the Winslow Mall) staff are making the

recommendation to change the location of the bike corral to a parking space in front of the Winslow Green on Winslow Way immediately west of the intersection of Madison Ave. This parking space will accommodate up to 10 bicycles and provides enough space for e-bikes and cargo bikes. Currently, this space includes three motorcycle parking spaces, which will be removed for this project.

Staff have also solicited artwork for a mural to be installed on the road surface of the bike corral. The mural will increase the visibility of the bike corral and will add a placemaking element that improves the visual appeal of the project. Staff solicited two designs from a Seattle-based artist. The designs produced were informed by engagement efforts with community partners. A third, simpler design was developed in-house. All three designs were included in a community survey that asked respondents to rank their design preferences. This survey was open from September 20 - October 6. The community survey indicated an overall preference for Design Concept 1: Bainbridge Mural. Detailed results from this survey are included in the attached presentation.

ATTACHMENTS:

[Bike Corral Presentation 10 22 24.pdf](#)

FISCAL DETAILS:

Fund Name(s): General Fund

Coding:

Winslow Bike Corral

Hannah Boettcher
Sustainable Transportation Coordinator
City of Bainbridge Island

What is a Bike Corral?

- Street-level bike parking
- Commonly inverted u-racks mounted directly to pavement or on rails
- Traffic delineators and other high-vis features
- Accommodates e-bikes and reduces sidewalk clutter



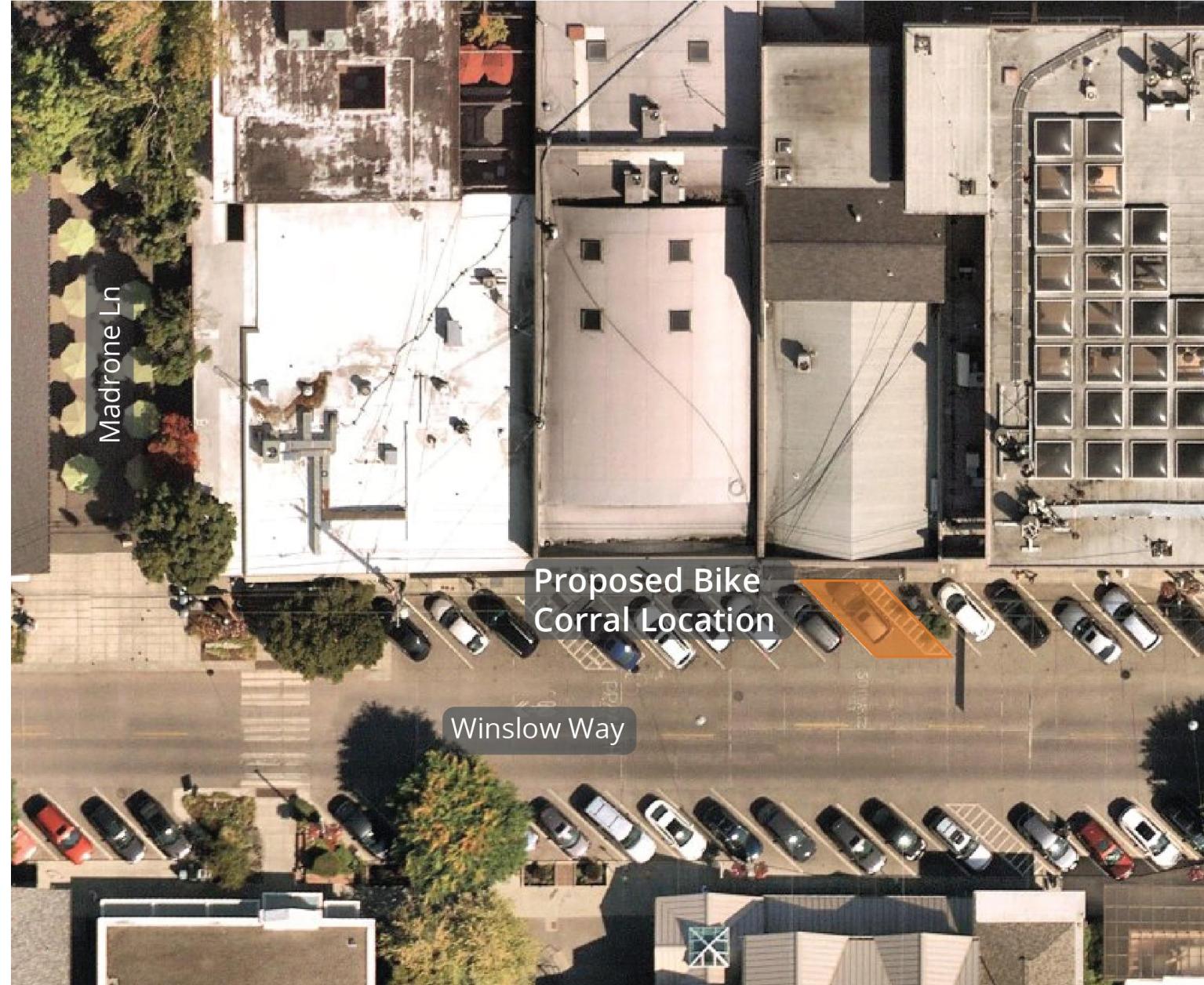
Project History

- Authorized on July 9, 2024
- Staff performed targeted outreach to key project partners
- Solicited artwork for bike corral mural
- Opened survey for art selection on September 20

Project Location

Project Location: Previously Proposed

- Previously proposed location: 256 Winslow Way
- Received feedback from business owners and Chamber of Commerce



Project Location: Selection Criteria

- Proximity to destinations
- Provides space for e-bikes
- Avoids turning conflicts
- Occupies one parking space

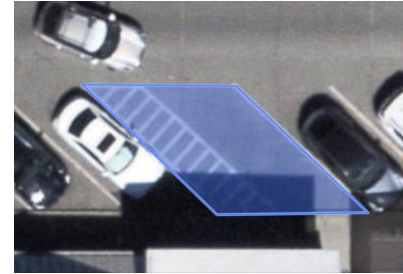
Winslow Green
2/6



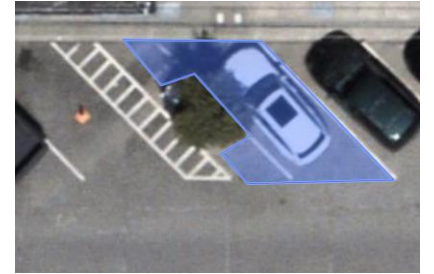
Shirvan Rug
1/6



265 Winslow Way
3/6



Tree Space
4/6



356 Winslow Way
5/6

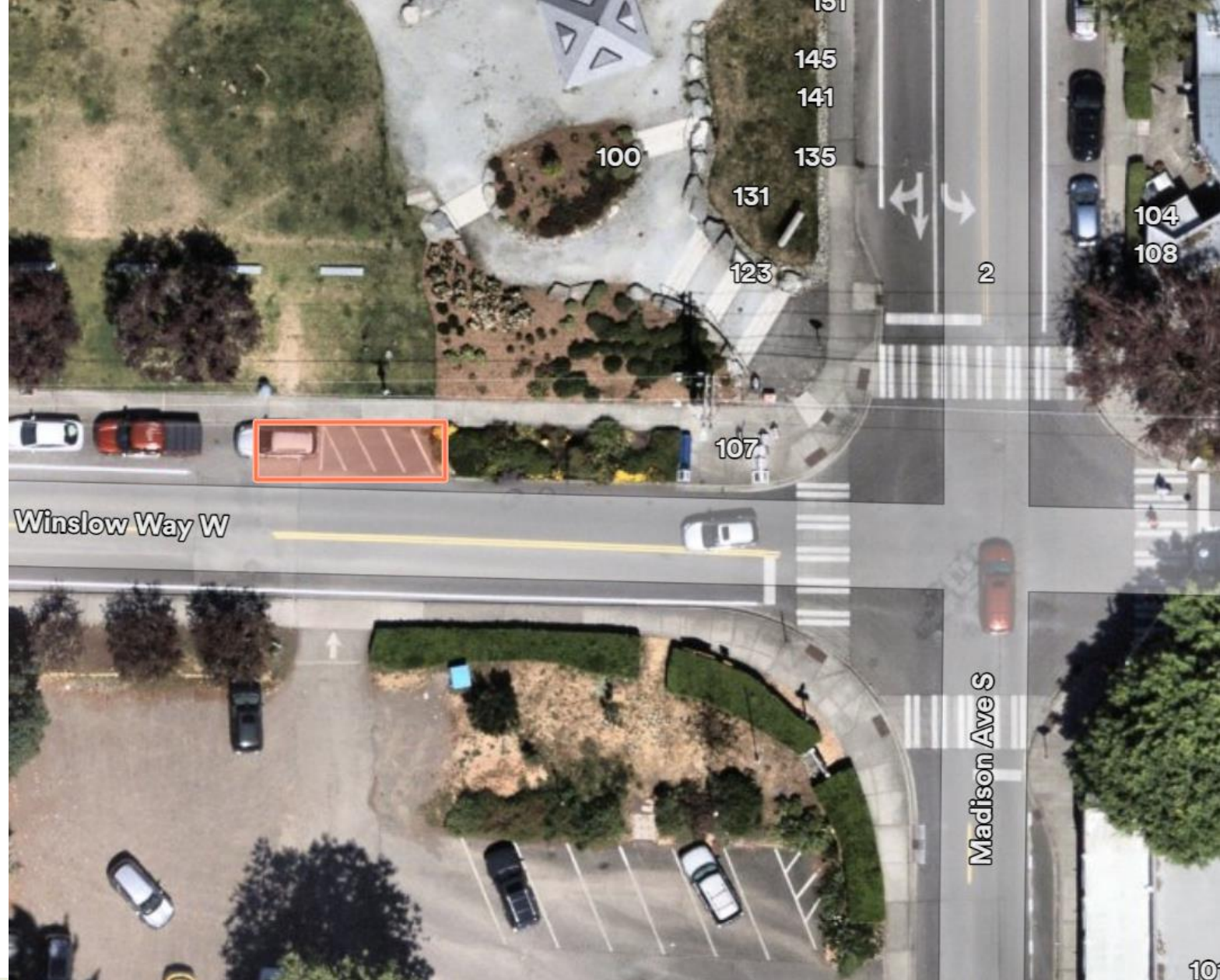


Winslow/Bjune
6/6



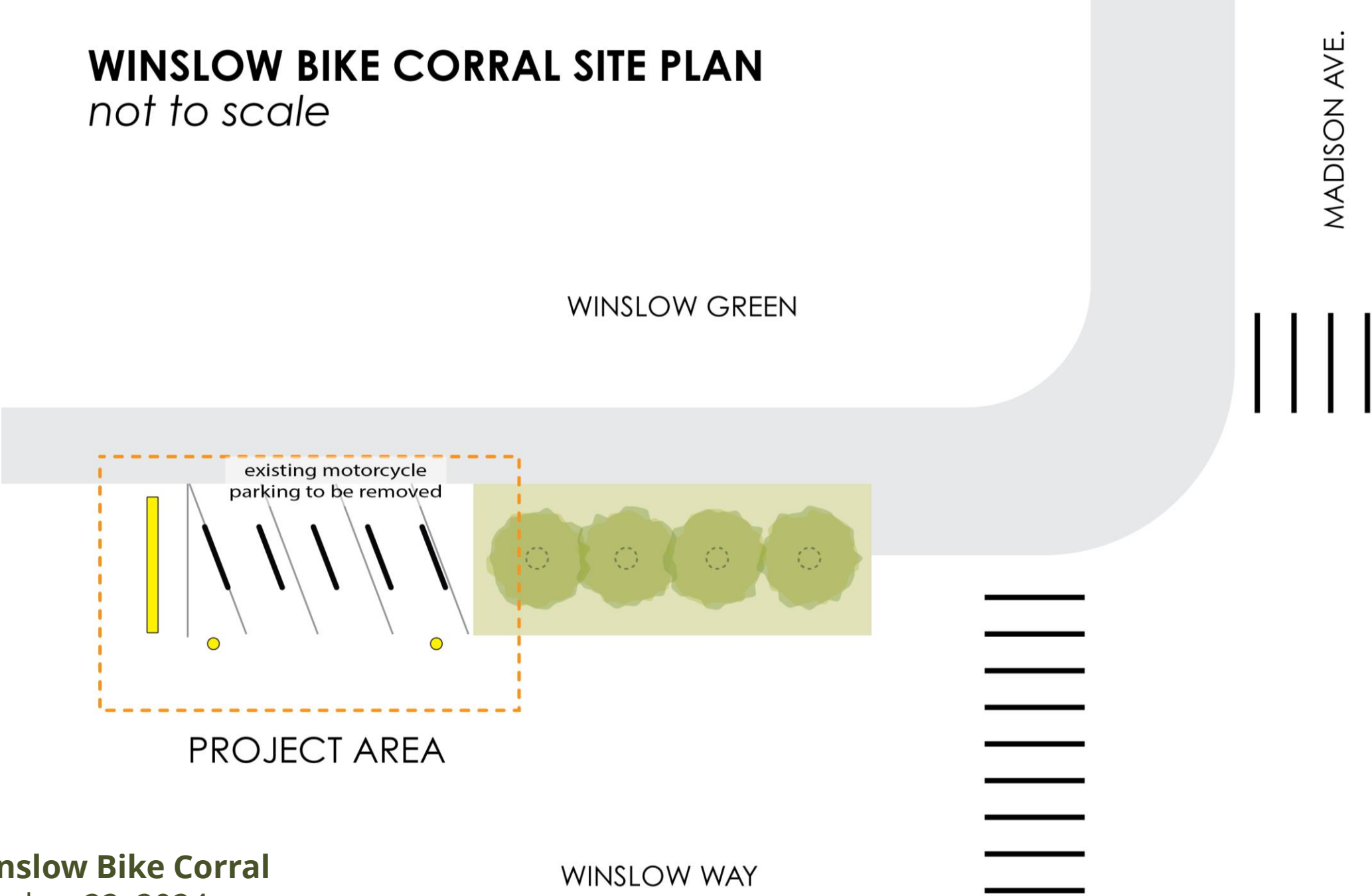
Project Location: New Location

- Approximate Address:
100 Winslow Way
- Near Winslow Green
- Parallel parking space
simplifies
ingress/egress for
bikes



WINSLOW BIKE CORRAL SITE PLAN

not to scale



Mural Selection

Winslow Bike Corral
October 22, 2024

Mural Designs

- Solicited 2 designs from a Seattle-based artist, Gwendolyn Wood
- 3rd design developed in-house
- Designs based on feedback received from project partners

“Bainbridge Mosaic”



“Woods and Fields”

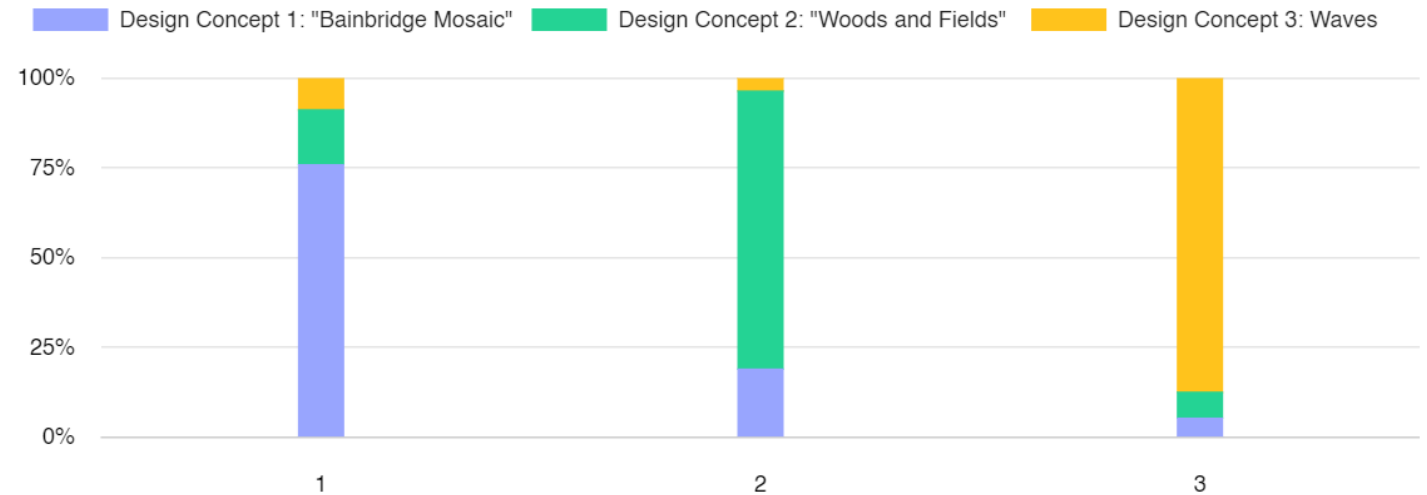


“Waves”



Survey Results

- Public survey to select mural design
- Survey open from September 20 – October 6
- Received 500 responses
- Survey advertised on Facebook, and City Manager's Report



Survey Results

- Bainbridge Mosaic by Gwendolyn Wood
- Received 75% of first choice votes



Recommended Motion

I move to approve the relocation of the Winslow Way Bike Corral to the parking space west of the intersection of Winslow Way and Madison Ave and install a mural on the road surface as selected by the community.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 2024

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:05 PM) Establish Council Review Ad Hoc Committee to Review Applications Received from Students Applying for Association of Washington Cities Center for Quality Communities Scholarship Program - Executive,

SUMMARY: The Association of Washington Cities Center for Quality Communities awards scholarships to high school seniors on an annual basis. Scholarships support individuals who are active in leadership in their city government, community or school and plan to pursue education beyond high school.

Each year, cities and towns in Washington may each nominate one first-time student application and one continuing applicant. Each city and town may decide on its own selection process. At this meeting, Council will consider authorizing staff to work with high schools on the island to share this opportunity and approve or amend the suggested nomination process, which includes setting up a short-term committee of councilmembers to review the applications and make a nomination for consideration by the full Council.

Last year's information is provided as reference and to support the discussion. Additional information will be provided when it is available.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to appoint Councilmembers _____, _____ and _____ to serve on a short-term ad hoc committee to review applications for the Quality Communities Scholarship Program and make a recommendation to the full Council.

COMMUNITY ENGAGEMENT AND OUTREACH: Outreach to local high schools.

FISCAL IMPACT:

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

BACKGROUND: The Center for Quality Communities (CQC) scholarship supports high school seniors who are active in leadership in their city government, community, or school and plan to pursue post-secondary education. Scholarships may also be available for previous recipients who are continuing their studies.

Each year, all of Washington's 281 cities and towns can recruit scholarship applicants. Each jurisdiction can nominate one first-time student applicant and one continuing CQC scholarship recipient. Each jurisdiction can decide how it wants to select its local nominee.

CQC awarded three (3) \$3,000 scholarships statewide for the 2024-25 academic year. Scholarship recipients also receive a travel stipend to attend AWC's Annual Conference in June. The 2025-26 award cycle has not yet been posted. However, staff would like to begin outreach and have a Council review panel ready in advance.

This scholarship is open to students who are:

- Active in community leadership and civic service through city government, community groups, or school, either now or in the past;
- Eligible to earn a high school diploma, homeschool diploma, or GED in spring/summer of the award year;
- Planning to continue education in the upcoming academic year at an accredited college or trade school at least half-time; and
- A Washington state resident.
- **Previous scholarship recipients may apply for a continuing student scholarship if they are in good academic standing and plan to continue their education in the upcoming academic year at an accredited college or trade school at least half-time.**

The application will open later in the fall. The application process for the students is to complete the application, obtain one letter of recommendation from a non-relative, and write a personal essay related to leadership. We expect that nominations by participating cities will be due in February 2025.

The suggested process for the City of Bainbridge Island is:

October 22, 2024 – Council discussion and determine Council ad hoc selection panel of up to three (3) councilmembers.

October/November – Share information with local schools. Post information on City website.

January 13, 2025 – Applications and related materials from students due to the City.

mid January - Ad hoc committee reviews materials

January 28, 2025 – Ad hoc committee provides recommendation for nomination(s) to the City Council.

ATTACHMENTS:

[Center for Quality Communities - 2024 Scholarships](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



[Scholarships \(/cqc-home/scholarships\)](/cqc-home/scholarships) [Scholarship recipients \(/cqc-home/scholarship-recipients\)](/cqc-home/scholarship-recipients)

[About CQC \(/cqc-home/about-cqc\)](/cqc-home/about-cqc) [Donate \(/cqc-home/donate\)](/cqc-home/donate)

[CQC home \(/cqc-home\)](/cqc-home) / [Scholarships](#)

2024 CQC scholarship information

2024 CQC scholarship application period is now *open*.

Students: Check with your city for your local application deadline.

2024 CQC scholarship timeline

November 8, 2023	Scholarship period opens
November 2023 – January 2024	City outreach to students & application review <i>(Students: Check with your city for your local application deadline.)</i>
February 8, 2024	Deadline for cities to nominate a student to CQC*
March 2024	Review of city nominees by CQC Scholarship Selection Committee
April 2024	Scholarship recipients announced
June 20, 2024	CQC luncheon at AWC Annual Conference in Vancouver, WA

*If your student nominee is applying to the University of Washington and you'd like them to be considered for the UW Presidential Scholarship (<https://www.washington.edu/news/2023/08/29/the-university-of-washingtons-presidential-scholars-investing-in-tomorrows-leaders/>) as well, please submit your CQC nomination by **January 10, 2024** and we will forward it to UW Presidential Scholars Program.

About the AWC Center for Quality Communities scholarship

The Center for Quality Communities (CQC) scholarship supports high school seniors who are active in leadership in their city government, community, or school and plan to pursue post-secondary education. Scholarships may also be available for previous recipients who are continuing their studies.

Each year, all of Washington's 281 cities and towns can recruit scholarship applicants. Each jurisdiction can nominate **one** first-time student applicant and **one** continuing CQC scholarship recipient.

CQC is awarding three \$3,000 scholarships in 2024. Scholarship recipients also receive a travel stipend to attend AWC's Annual Conference in Vancouver, Washington, in June 2024.

We are pleased to have awarded 86 scholarships to date, resulting in over \$110,000 of funding as of 2023. Learn about our previous scholarship recipients (/cqc-home/scholarship-recipients).



Donate now! (/cqc-home/donate)

Students: How to apply

Each city or town can nominate **one** first-time student applicant and **one** continuing CQC scholarship recipient. The nominee recruitment and selection process happens through your city. City nominations are due to the Center for Quality Communities by February 8, 2024. **Check with your city to find out the local deadline for students to apply.**

Eligibility

Students interested in consideration for the Center for Quality Communities scholarship must be:

- Active in community leadership and civic service through city government, community groups, or school, either now or in the past;
- Eligible to earn a high school diploma, homeschool diploma, or GED in spring/summer 2024;
- Planning to continue education in the 2024-25 academic year at an accredited college or trade school at least half-time; and
- A Washington state resident.
- **Note:** Previous CQC scholarship recipients are eligible to apply for a continuing student scholarship if they are in good academic standing and planning to continue their education in the 2024-25 academic year at an accredited college or trade school at least half-time.

Interested in applying?

- Contact your city to see how it is recruiting. Information may be posted on your city's website, or you can reach out to your mayor's office for more details. Be sure to find out your local deadline to apply.
- Complete the Center for Quality Communities scholarship application. Here are fillable PDFs that you can complete and submit to your city:
 - 2024 CQC scholarship application (/docs/default-source/cqc-docs/cfqcappplication.pdf?sfvrsn=eac2254f_7) (for first-time applicants)
 - 2024 CQC continuing student scholarship application (/docs/default-source/cqc-docs/cfqcccontinuestudentapplication.pdf?sfvrsn=d94b254f_4) (for returning applicants)
 - Include a letter of recommendation from a nonrelative.

- You will be asked to provide a photo as part of your application. Note that your photo will **not** be shared with the scholarship selection committee. Its intended use is for promotional purposes only.
- Submit your application to your city/town by your local deadline.
- Your city will review all the local applications and select a nominee to forward to the Center for Quality Communities for consideration.
- Scholarship recipients will be notified in April 2024.

Cities: How to nominate students

The 2024 application period is now open.

All of Washington's 281 cities and towns can recruit scholarship applicants. Each jurisdiction can nominate **one** first-time student applicant and **one** continuing CQC scholarship recipient to the Center for Quality Communities.

How do you recruit, select, and nominate?

Cities and towns are important partners in the selection process. Here's how you do your part:

- Each city decides how it wants to select a local nominee. You can make it competitive and open to the community at large. You can recruit from active city volunteers or solicit applications from your local schools. You can limit your recruitment to city residents only. It's your choice.
- Set a local application deadline, keeping in mind that your nomination is due to CQC by **February 8, 2024**.
 - **Note:** If your student nominee is applying to the University of Washington and you'd like them to be considered for the UW Presidential Scholarship (<https://www.washington.edu/news/2023/08/29/the-university-of-washingtons-presidential-scholars-investing-in-tomorrows-leaders/>) as well, please submit your CQC nomination by **January 10, 2024** and we will forward it to UW Presidential Scholars Program.
- Publicize the scholarship and local deadline. Check out the "Tips for cities" section below for ideas and resources to help you get the word out (sample press release (/docs/default-source/cqc-docs/recruitmentpressrelease.docx?sfvrsn=4ac5254f_12), postcards (/docs/default-source/cqc-docs/cqcscholarshipcard.pdf?sfvrsn=7f82284f_1), etc.).
- Review the student applications and select one student to nominate for the CQC scholarship. (If your city has a continuing CQC scholarship recipient who reapplies, you may nominate them as well.)
- Write a letter of support for the nominee(s).
- Submit your city's nominee(s) using the online CQC scholarship nomination form (https://awc.co1.qualtrics.com/jfe/form/SV_bK2FkxLvt30igIM)
 - Upload the student's application, letter of recommendation, student photo, and your letter of support.
 - **Note:** The student photo will **not** be shared with the scholarship selection committee. Its intended use is for promotional purposes only.
 - **Your nomination must be submitted by February 8, 2024.**

2024 application checklists

First-time student checklist:

- 2024 CQC scholarship application (/docs/default-source/cqc-docs/cfqcapapplication.pdf?sfvrsn=eac2254f_7)
- Letter of recommendation
- Photo/headshot

Continuing student checklist:

- 2024 CQC continuing student scholarship application (/docs/default-source/cqc-docs/cfqccontinuestudentapplication.pdf?sfvrsn=d94b254f_4)
- Letter of recommendation
- Photo/headshot (if you would like to update)

City/town checklist:

- 2024 online student nomination form to CQC (https://awc.co1.qualtrics.com/jfe/form/SV_bK2FkxLvt30iglM)
- 2024 CQC scholarship application (/docs/default-source/cqc-docs/cfqcapapplication.pdf?sfvrsn=eac2254f_7)
- 2024 CQC continuing student scholarship application (/docs/default-source/cqc-docs/cfqccontinuestudentapplication.pdf?sfvrsn=d94b254f_4) (if applicable)
- Student's photo
- Student's letter of recommendation
- City/town letter of recommendation

Tips for cities

Ideas to help with your community's scholarship process

Organize

Review the Center for Quality Communities scholarship information. Identify a city contact who will receive the scholarship applications. Set an application deadline. Your city's student nomination must be submitted to the AWC Center for Quality Communities by **February 8, 2024**.

Each city can decide its eligibility requirements. Some criteria to consider:

- Is the scholarship limited to students living within city limits?
- Is the scholarship limited to active volunteers in city programs? Or does it extend to school and other community activities?
- Do you want to partner with your local schools or service organizations to publicize the scholarship and recruit applicants?

Outreach – How do you want to spread the word?

If you're doing a community-wide recruitment:

- Post info on your website.

- Include info in city publications.
- Send to your local media. Sample press release (/docs/default-source/cqc-docs/recruitmentpressrelease.docx?sfvrsn=4ac5254f_12)
- Share on social media. Sample language and image (/docs/default-source/cqc-docs/samplesocialmediaposts.docx?sfvrsn=4792284f_1)
- Print and share these postcards (/docs/default-source/cqc-docs/cqcscholarshipcard.pdf?sfvrsn=7f82284f_1). You can share these at city hall, with college counselors at local high schools, with local nonprofits and community groups – anyone you think might know civic-minded student leaders who'd like to apply.
- Post a notice in city hall, local libraries, and community centers.
- Announce the scholarship opportunity at community meetings and service clubs.

If you're recruiting only from city volunteers:

- Post info in city hall.
- Advertise it with city staff who work with student volunteers.
- Send information to student volunteers.
- Personally recruit student volunteers.

If you're working directly with local high schools:

- Send scholarship information to the high school college counselors.
- Encourage the school newspaper to help publicize the scholarship.

Nominations

Get your team organized.

- Name a selection committee to review the applications and select a scholarship nominee.
- Before reviewing applications, be sure to confirm that each applicant meets the scholarship eligibility criteria.

Select a nominee

Now comes the fun part!

- Review the student applications and select a one student to nominate.
- Write a letter of support for your nominee.
- Submit your student nomination to the CQC through this online nomination form (https://awc.co1.qualtrics.com/jfe/form/SV_bK2FkxLv30igIM) no later than **February 8, 2024**. (Note: If your student nominee is applying to the University of Washington and you'd like them to be considered for the UW Presidential Scholarship (<https://www.washington.edu/news/2023/08/29/the-university-of-washingtons-presidential-scholars-investing-in-tomorrows-leaders/>) as well, please submit your CQC nomination by **January 10, 2024** and we will forward it to UW Presidential Scholars Program.)

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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 22, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:15 PM) Confirm Appointments to Lodging Tax Advisory Committee - Executive,

SUMMARY: A call for participation was issued for volunteers to serve on the Lodging Tax Advisory Committee. The member selection panel consisted of Mayor Deets and Council Liaisons Moriwaki and Quitslund. The member selection panel recommends the appointments as shown in the suggested motion. Pursuant to BIMC 2.01.015, City Council confirmation of the recommended appointments requires a majority plus one vote of the entire membership of the Council (i.e., five "yes" votes). The applications for all of the applicants who submitted a timely application for the positions under consideration are included with this agenda item.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to confirm the recommended appointment of Ryan Boscow to the Lodging Tax Advisory Committee for the 2025 Funding Cycle.

I move to confirm the recommended appointment of Korum Bischoff to the Lodging Tax Advisory Committee for the 2025 Funding Cycle.

I move to confirm the recommended appointment of Lydia Dobson to the Lodging Tax Advisory Committee for the 2025 Funding Cycle.

I move to confirm the recommended appointment of Shannon Fitzgerald to the Lodging Tax Advisory Committee for the 2025 Funding Cycle.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Bischoff - Redacted \(LTAC\).pdf](#)

[Boscow - Redacted \(LTAC\).pdf](#)

[Dobson - Redacted \(LTAC\).pdf](#)

[Fitzgerald - Redacted \(LTAC\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Adam Nebenzahl

From: CityAdmin
Sent: Thursday, October 3, 2024 3:26 PM
To: Adam Nebenzahl
Subject: FW: Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Thursday, October 3, 2024 3:19 PM
To: CityAdmin <CityAdmin@bainbridgewa.gov>
Subject: Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Lodging Tax Advisory Committee Volunteer Application

Step 1

Lodging Tax Advisory Committee

Members should include 2 people from Bainbridge Island businesses that collect lodging taxes and 2 people from businesses or agencies eligible to receive lodging tax funding.

The committee reviews and comments on proposals for expenditures from the City's Lodging Tax Fund (Civic Improvement Fund). LTAC members meet in the fall to review project proposals. The award process typically involves member participation in 1-2 orientation meetings and then 2-3 meetings to receive and review proposals.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Applications will be considered active for one year.

Applicant Information

Name	Korum Bischoff
------	----------------

Email	
-------	--

Daytime Phone	
Address	
City	Suquamish
State	Washington
Zip	98392
Current Employer	Bainbridge Island Museum of Art
Current Position	Deputy Director
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Not sure if it was an official committee or task force, but was involved in city branding discussions and city wayfinding discussions as well as a juror for artist grants from the city back in the 1990s
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I've been actively working in arts and leisure non-profits for 22 years, at Bumbershoot, Teatro ZinZanni, Bloedel Reserve, and Bainbridge Island Museum of Art. All of the organizations were specifically applicable to tourism and hotel dollars. I've served on the board of Arts & Humanities (2000-2003) and Bainbridge Island Downtown Association (2016-2019). I've been putting on events on Bainbridge Island in different capacities since I was in high school and have been an active participant in many of the non-profit arts and tourism organizations since 1988. I've also presented for LTAC successfully in the past and worked for orgs that have received funds. I also serve on the board of the Washington Museum Association and advocate for the arts in Olympia.
Please share your community interests (groups, committees, organizations) if any:	Tourism, arts & music
Do you have potential conflicts of interest? If so, please explain:	Not that I'm aware of at this time.

Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.

Field not completed.

How did you hear about the volunteer opportunity?

Other (specify below)

Other

I heard from other orgs that the committee is short on members and as BIMA didn't apply this year, felt that I should be of service

Type the Year

2024

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

Adam Nebenzahl

From: CityAdmin
Sent: Wednesday, September 25, 2024 1:39 PM
To: Adam Nebenzahl
Subject: Fwd: Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application

Follow Up Flag: Follow up
Flag Status: Flagged

Get [Outlook for iOS](#)

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, September 23, 2024 10:55:48 AM
To: CityAdmin <CityAdmin@bainbridgewa.gov>
Subject: Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application

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Applicant Information

Name	Ryan Boscow
Email	[REDACTED]
Daytime Phone	[REDACTED]
Address	[REDACTED]
City	BAINBRIDGE ISLAND
State	Washington
Zip	98110
Current Employer	Velocity Global
Current Position	Senior Manager

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any?	1. Bachelor's and MBA from Gonzaga 2. Spent 8.5 years with a US Dept of Energy contractor, which included some grant writing, reporting, and review of results.
Please share your community interests (groups, committees, organizations) if any:	Bainbridge Volunteering Experience: 1. Kids Discovery Museum (KiDiMu) Board of Directors 2022-Present, Board Treasurer 2023-Present 2. Bainbridge Chamber of Commerce Volunteer Coordinator for Grand Ol Fourth Parade, 2023-2024 Ad Hoc Volunteering: 1. Visit Bainbridge, 2022-2023 2. BIDA 4th of July, 2023-2024 3. Port of Seattle, 2024

Do you have potential conflicts of interest? If so, please explain:	None - KiDiMu will not be submitting an application for this year's cycle.
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	
How did you hear about the volunteer opportunity?	City website
Other	Field not completed.
Type the Year	2024

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

Ryan Boscow

Bainbridge Island, Washington - United States



WORK EXPERIENCE

Velocity Global

Senior Recruiting Manager

October 2023 – Present

- Lead a remote team of staff and contract recruiters to hire Engineering, Product, and Operations roles worldwide; focused on US, Canada, Colombia, UK, Ireland, Netherlands, Egypt, India, Japan, Philippines.
- Led a headcount cost reduction program designed to reallocate backfill positions to lower cost-of-labor locations, reducing spend on backfill positions by 40% in one quarter.
- Provided program management support to accelerate candidate experience/process integrations (Pequity, Datapeople) and partnered closely with HRBPs to deliver interview process improvements.

Talent Operations Program Manager / Consultant

January 2023 – September 2023

- Designed, piloted, and implemented a new Behavioral Interviewing curriculum for global employees; delivered twenty-nine initial cohorts with a running NPS score of 54.6 for overall value.
- Develop and facilitate training modules for Greenhouse ATS adoption for recruiters and business partners.
- Support global Talent Acquisition teams as needed with recruiting support for non-tech roles in EMEA and APAC, specifically niche roles in Japan, Korea, Romania, Egypt, Sweden, UK, and Netherlands.

Amazon (University Talent Programs & Alexa Talent)

Manager, Alexa & Devices Talent Operations

July 2022 – December 2022

- Managed a team of program managers and TA staff to support and deliver all pre-offer recruiting operations and activities for Alexa hiring in North and Latin America.
- Implemented workforce strategies to reduce reliance on contingent workforce staff by 90% over four months, including staff retraining, process optimization, and international resource utilization.
- Directed international change management projects to optimize interview scheduling processes among AMER, EMEA, and APAC teams, reducing process time by 1.6 days and saving \$8.32M over three years.

Manager, AMER & LATAM Recruiting Operations

July 2021 – July 2022

- Managed a team of Recruiting Coordinators (RC) and two subordinate RC Managers to deliver all assessments and interviews for student candidates in AMER and LATAM, filling 11,000+ roles in 10 months.
- Increased team size from 16 to 39 total staff (+144%) over eight months, and facilitating operational upgrades for three profiles (SDE, MBA, and Tech Non-SDE) to reduce RC scheduling time by up to 18% per profile.
- Serve as the process owner and subject matter expert for interview model updates and changes, intern evaluation operational models, and improvements to interviewer solicitation methods.

Sr. Program Manager/Talent Advisor, Devices & Prime Video

May 2019 – July 2021

- Serve as the global single-threaded leader for all student hiring needs of G&A lines of business (2019-2020) and Devices/Alexa/Prime Video (2020-2021) partnered with senior leaders across HR, TA, and hiring teams to manage workforce development/planning for global student and early-career hiring.
- Deliver workforce planning forecasts focused on demand for student talent – by role profile and geography – to secure buy-in for 20% or more growth in student hiring year over year in each region.
- Provide global partners with a comprehensive approach to student hiring and candidate experience, to launch new initiatives or programs to scale student hiring at Amazon in each profile and region.

PhD Senior Recruiter/Client Lead**August 2016 – May 2019**

- Manage all Applied, Research, & Data Science full-time and intern hiring for Master's and PhD candidates for 17 Amazon Devices teams throughout North America, including Lab126 and Alexa AI.
- Designed and implemented scalable scientist hiring processes enabling an 80% year-over-year increase in full-time scientist hiring, and a 102% year-over-year increase in graduate intern scientist hiring.

Pacific Northwest National Laboratory**Recruiting Operations Manager, NNSA Graduate Fellowship****August 2013 – August 2016**

- Manage workforce operations of the National Nuclear Security Administration's (NNSA) Graduate Fellowship Program (NGFP), a yearlong nuclear security graduate cohort of 40-55 intern fellows (MS, MBA, PhD).
- Manage university relationships for NGFP and additional NNSA projects for collaboration, research proposals, and curriculum engagements/improvements with twenty-five member universities.

University Recruiting & Postdoc Program Manager**January 2008 – August 2013**

- Collaborate with university faculty, student advisors, and student life personnel to engage student candidates on-campus and by virtual media, for work-based learning positions and/or research.
- Manage a team of staffing administrators and direct the full cycle of the intern and post-graduate recruitment and hiring process, including recruiting, screening, interviewing, offers, and on-boarding.

Spherion Staffing & Recruiting of Spokane & Boise**Client Lead / Recruiter****September 2006 – January 2008****Human Resources Analyst****September 2005 – September 2006****EDUCATION**

Gonzaga University**Master of Business Administration****2005 - 2007**

- Thesis: "Analysis of Ethical Performance Evaluations: Ethics and Necessity for Qualitative Evaluations."

Bachelor of Business Administration**2001 - 2005**

- Concentrations in Human Resource Management and Marketing

TECHNICAL SKILLS / SYSTEMS

- | | |
|--|-------------------------------------|
| ▪ Greenhouse Recruiting ATS (2023-current) | ▪ Notion Productivity (2023-2024) |
| ▪ Greenhouse Onboarding (2024-current) | ▪ Icims ATS (2016-2022) |
| ▪ Pequity Compensation (2024-current) | ▪ Salesforce (2017-2022) |
| ▪ Datapeople Inclusive Jobs (2024-current) | ▪ LI Recruiter (2018-current) |
| ▪ SAP Litmos Training (2023-current) | ▪ LI Talent Insights (2021-current) |

PUBLICATIONS

1. **Boscow, Ryan.** 2011. "Enter the Post-Doc: The Untapped Sourcing Pipeline." Journal of Corporate Recruiting Leadership, 6 (5): ERE.net; New York, NY.
2. **Boscow, Ryan;** Prichard, Andrew; Linares-Mendoza, Marisela. 2011. "Utilizing an Intensive Rotational Program for Early-Career Nuclear Engineers." Transactions of American Nuclear Society, Winter 2011, 105 (1): Washington, DC.

VOLUNTEER EXPERIENCE

- Kid's Discovery Museum, Bainbridge Island – Board of Directors 2022-Present, Board Treasurer 2023-Present
- Bainbridge Chamber of Commerce – Grand Ol' Fourth Volunteer Coordinator, 2023-2024
- Visit Bainbridge Island (as needed) – 2022-2023
- Bainbridge Island Downtown Association (as needed) – 2023-2024

Ryan Boscow

Bainbridge Island, Washington

To the Lodging Tax Advisory Committee Review Team,

Every sixth-grade class has at least one student that can't wait to grow up to be President; some have several. That wasn't me... I was the kid sitting two chairs away who wanted to grow up to be Chief of Staff—identifying where leaders will maximize their potential, selling leaders on a mission, and delivering the best possible outcomes for a team to learn, grow, and scale. Fast forward to now, and that's exactly where I've dedicated my career: identifying how internal processes can be improved, developing the value proposition, and training the stakeholders on the improvement to help them grow and in turn help my organizations scale and grow.

I've resided on Bainbridge Island now for a little over five years and have really seen the impact that strategic economic development programs have on our community. I've had an opportunity to volunteer closely with KiDiMu for the last two years as a Board Member, and for the last 11 months as the Board Treasurer, having seen first-hand how the organization prepares for a Lodging Tax (LTAC) grant, and the reporting necessary to review the results of the grant. In addition to my work with KiDiMu, I've been a volunteer coordinator for the BI Chamber's Grand Ol' Fourth Parade for the last two years, and worked ad hoc in volunteer roles for the BI Downtown Association, and Visit Bainbridge Island.

In my career, I've worked as a Program Manager, Recruiter, Manager, and Human Resources professional for the last 19 years, leading teams as small as two and as large as 41, while managing budgets upwards of \$18M. I've had the opportunity to work for small businesses in Spokane and Boise, for a US Department of Energy contractor in Richland and Seattle, for Amazon for 6.5 years in Seattle, and now working remote from Bainbridge for a tech startup for the last two years. I believe my breadth of experience would definitely be an asset to LTAC in reviewing and evaluating the community proposals.

If you have any questions regarding my background and how I can serve the City of Bainbridge via the Lodging Tax Advisory Committee, please let me know!

Regards,

Ryan Boscow

Adam Nebenzahl

From: CityAdmin
Sent: Thursday, July 18, 2024 9:20 AM
To: Adam Nebenzahl
Cc: Peggy Nimb
Subject: FW: Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application

Follow Up Flag: Follow up
Flag Status: Flagged

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, July 17, 2024 3:06 PM
To: CityAdmin <CityAdmin@bainbridgewa.gov>
Subject: Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application

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Applicant Information

Name	Lydia Dobson
Email	[REDACTED]
Daytime Phone	[REDACTED]
Address	[REDACTED]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Pleasant Beach Village
Current Position	Director of Operations & Marketing

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any?	Hotel Manager at The Inn at Pleasant Beach Village 10+ years in the hospitality industry, including private dining/events, hotels, and restaurants.
Please share your community interests (groups, committees, organizations) if any:	Proud partner and sponsor of Visit Bainbridge Island and looking for more partnership opportunities.
Do you have potential conflicts of interest? If so, please explain:	No
Please attach a cover letter and resume' to describe your background and interest	[REDACTED]

in this role. Feel free to provide other materials, if you wish.

How did you hear about the volunteer opportunity?	Other (specify below)
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Other	Christina Pivarnik
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Type the Year	2024
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LYDIA DOBSON



About Me

I possess an understanding of the dynamics involved in supporting a team and delivering outstanding service to guests. I have successfully directed various customer service functions in the hospitality space, from hotel management and reservations to restaurant operations and service. My track record also includes a demonstrated ability to lead teams in achieving company goals, while cultivating a joyful working environment that allows my team to thrive. My commitment to delighting guests is front in center in all that I, and my teams, do.

Experience

Pleasant Beach Village Resort 2020 - Present

Director of Operations and Marketing

At Pleasant Beach Village, I was originally hired as the Front Desk Manager and within 2 years worked my way up to the Director of Operations with other key responsibilities. As Director of Operations, I oversee business sales and marketing, group reservations, staff scheduling, and operations for all resort businesses including a hotel, pool, bars and restaurants, and wedding venue.

As director of Marketing, I run the social media program, which includes seven different Instagram accounts, Facebook and e-blasts. I am also the author and editor of the Pleasant Beach Newsletter which is published monthly at local businesses and online, as well as the Washington State Ferries from pier 52 and the Seattle/Bainbridge Ferries.

Restaurants Unlimited / Landrys Inc 2019 - 2020

Events Manager / Restaurant Manager

As the Event Manager and Restaurant Manager at Landrys Inc, I worked at 3 different restaurants in the greater Seattle area. I oversaw and managed the events and catering team at Palisade Restaurant, and was a floor manager and Maitre'd at Cutters Crabhouse and Palomino in downtown Seattle. Duties included but were not limited to: scheduling, closing payments, opening restaurants, closing down restaurants, managing the floor to ensure customer and staff success throughout the day.

Craveable Hospitality Inc - David Burke Prime Steakhouse 2017 - 2019

Maitre'd / Server Trainer / Expo

At David Burke Prime Steakhouse, I was initially hired as the Maitre'd who handled the schedules, planning, and execution of seating up to 1500 covers on our busiest nights. I then quickly began working on the floor as an expo and server, and became one of the server trainers. Duties included but were not limited to: serving tables from guest arrival to departure with an unforgettable experience, assisting the bar with beverage orders, running food orders to tables and making coffee beverages.

Education

2014
Bainbridge Island
Highschool
**Highschool
Diploma**

2019
Three Rivers Community
College - Norwich CT
**Associates
Degree**

Certifications

PHR certification
CPR & Lifeguard
certification

References provided upon request

Adam Nebenzahl

From: Peggy Nimb
Sent: Wednesday, August 14, 2024 1:18 PM
To: Adam Nebenzahl; Ellen Schroer; Peggy Nimb
Subject: FW: Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Tuesday, August 13, 2024 4:51 PM
To: CityAdmin <CityAdmin@bainbridgewa.gov>
Subject: Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Lodging Tax Advisory Committee Volunteer Application

Step 1

Lodging Tax Advisory Committee

Members should include 2 people from Bainbridge Island businesses that collect lodging taxes and 2 people from businesses or agencies eligible to receive lodging tax funding.

The committee reviews and comments on proposals for expenditures from the City's Lodging Tax Fund (Civic Improvement Fund). LTAC members meet in the fall to review project proposals. The award process typically involves member participation in 1-2 orientation meetings and then 2-3 meetings to receive and review proposals.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Applications will be considered active for one year.

Applicant Information

Name	Shannon Fitzgerald
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Email	[REDACTED]
Daytime Phone	[REDACTED]
Address	[REDACTED]
City	Bainbridge Island
State	WA
Zip	98110-3315
Current Employer	Self Employed
Current Position	Health care consulting for regulatory issues
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Lodging Tax Advisory Committee
Please share your qualifications for this appointment (skills, activities, training, education) if any?	My professional background includes health care leadership roles in both service delivery and regulatory environments. I've also been the chair of three school levy ballot initiatives and have helped with numerous legislative and community activities.
Please share your community interests (groups, committees, organizations) if any:	I have served on the LTAC committee over the last three years and have learned a great deal, and very much respect and appreciate the process. In addition, I worked with the Chamber of Commerce, COBI staff and leaders, and our informal local innkeepers group to help craft and finalize the new STR regulations for the city, and am so proud of our joint efforts to get a great solution to this important issue. Most importantly, I have been the owner and operator of Dahlia Bluff Cottage for these last 4 years and I simply love hosting visitors to Bainbridge Island.
Do you have potential conflicts of interest? If so, please explain:	no
Please attach a cover letter and resume' to	[REDACTED]

describe your background and interest in this role. Feel free to provide other materials, if you wish.

How did you hear about the volunteer opportunity?	COBI Connects
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Other	<i>Field not completed.</i>
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Type the Year	2024
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Shannon Fitzgerald



City of Bainbridge Island
Bainbridge Island, WA 98110

August 13, 2024

Dear City of Bainbridge Island Staff and Leaders,

Thank you for the opportunity to apply for a position on the Lodging Tax Advisory Committee for this year.

I have really enjoyed my past participation on the committee and I have learned a great deal about the process, and appreciate all that was done in 2023 to make it more efficient and transparent. Thank you for all the work behind the scenes and with the City Council to make that possible.

Most importantly, I value the knowledge about our local non profits and arts organizations and all that they do to enhance our community and to provide value and interest for visitors to the island.

In the last year, guests at our short term rental, Dahlia Bluff, in Rollingbay, have come from places such as Portland, Spokane, Seattle, Vancouver, San Francisco, Kentucky, Illinois, Florida, Nevada, and also, China, Vietnam, Switzerland, Spain and New Zealand. I love connecting them with local activities and museums and restaurants. They love our island. And now that I know so much about where those guest fees that they pay are directed, I include examples of LTAC funding in my welcome guide. Most have no idea, and I can say for sure that they appreciate all that we have to offer on our beautiful island.

I am ready to help again, if you need me! I understand the time commitment and the work involved.

Thank you so much for considering my application.

Shannon

Shannon Fitzgerald
Dahlia Bluff Cottage