



REGULAR BUSINESS MEETING
Tuesday, March 22, 2016
AGENDA

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

7:00 PM

Mayor: Val Tollefson

Deputy Mayor: Sarah Blossom

Councilmembers: Kol Medina Michael Scott
Ron Peltier Roger Townsend
Wayne Roth

**2. ACCEPTANCE OR MODIFICATION OF AGENDA /
CONFLICT OF INTEREST DISCLOSURE**

7:05 PM

3. PUBLIC COMMENT

7:10 PM

4. CITY MANAGER'S REPORT

7:20 PM

5. PRESENTATION(S)

- A.** 7:25 PM Proclamation Declaring April 29, 2016 as Arbor Day, AB 16-040 - Mayor Tollefson
- B.** 7:30 PM "Tree City USA" Award from the Department of Natural Resources
- C.** 7:35 PM Proclamation Declaring April, 2016 as Heritage Tree Month - Mayor Tollefson

6. PUBLIC HEARING(S)

- A.** 7:40 PM Ordinance No. 2016-01, Tree and Landscaping Regulations Outside of the Mixed-Use Town Center, AB 16-001
- B.** 7:50 PM Resolution No. 2016-09, Authorizing the Transfer of any Interests and Liabilities in the Assets of CENCOM from the City of Bainbridge Island to Kitsap County, AB 16-039 - Executive

7. NEW BUSINESS (PUBLIC COMMENT INVITED ON EACH ITEM)

- A. 8:00 PM Resolution 2016-03, Financial Policies
- B. 8:15 PM Community Needs Assessment for Human Services
- C. 8:30 PM Special Event Permit Costs for July 4th Events
- 8. UNFINISHED BUSINESS**
 - A. 8:35 PM Suzuki Property
- 9. CONSENT AGENDA**
 - A. 9:05 PM Consent Agenda Cover Sheet
 - B. Accounts Payable Voucher and Payroll Approval
 - C. Regular City Council Business Meeting Minutes, March 8, 2016
 - D. Interlocal Agreement with Kitsap County for City Surplus Vehicle, AB 16-033 - Public Works
 - E. Interlocal Agreement with Clallam County for Emergency Vehicle Upfit Contract, AB 16-034 - Public Works
- 10. COMMITTEE REPORTS**
 - 9:10 PM Committee Reports**
- 11. REVIEW UPCOMING COUNCIL MEETING AGENDAS**
 - A. 9:15 PM Review Upcoming Council Meeting Agendas
- 12. FOR THE GOOD OF THE ORDER**
 - 9:25 PM For the Good of the Order**
- 13. ADJOURNMENT**
 - 9:30 PM Adjournment**

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:25 PM Proclamation Declaring April 29, 2016 as Arbor Day, AB 16-040 - Mayor Tollefson	Date: 3/22/2016
Agenda Item: PRESENTATIONS	Bill No.: 16-040
Proposed By: Mayor Tollefson	Referrals(s):

BUDGET INFORMATION

Department: Planning	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Action Item:

Consideration of a proclamation declaring Friday, April 29, 2016 as Arbor Day.

History:

The City of Bainbridge Island has been recognized as a Tree City by the Arbor Day Foundation since 2003. The celebration of Arbor Day is one of the requirements for a Tree City.

RECOMMENDED ACTION/MOTION

Mayor to sign the proclamation.

ATTACHMENTS:

Description	Type
☐ Proclamation	Backup Material



PROCLAMATION

A PROCLAMATION by the Mayor of the City of Bainbridge Island, Washington, declaring Friday, April 29, 2016, as Arbor Day.

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and beauty to our community, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas and provide character to our community, and

NOW, THEREFORE, I, Val Tollefson, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim Friday, April 29, 2016, as ARBOR DAY in the City of Bainbridge Island, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

I further urge all citizens to plant trees in order to promote the well-being of this and future generations.

DATED this ____ day of _____, 2016

Val Tollefson, Mayor

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:35 PM Proclamation Declaring April, 2016 as Heritage Tree Month - Mayor Tollefson	Date: 3/22/2016
Agenda Item: PRESENTATIONS	Bill No.: 16-042
Proposed By: Mayor Tollefson	Referrals(s):

BUDGET INFORMATION

Department: Planning	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Action Item:

Consider a proclamation declaring April as Heritage Tree Month, and recognize five heritage trees recently nominated to the Heritage Tree Program.

History:

On February 22, 2006, the City Council passed Resolution No. 2006-11, establishing the Heritage Tree Program. In September 2014, the City Council passed Resolution No. 2014-19, continuing the Program and transferring review and approval authority to the Historic Preservation Commission (HPC). The resolution states that the Mayor will acknowledge designated heritage trees and their nominators and owners at a City Council meeting. Since the transfer in 2014, the HPC has received and approved nominations to add five heritage trees to the local Program.

RECOMMENDED ACTION/MOTION

I move the City Council authorize the Mayor to sign the proclamation.

ATTACHMENTS:

Description

Type



PROCLAMATION

A PROCLAMATION by the Mayor of the City of Bainbridge Island, Washington, declaring April as the month to recognize any newly added Heritage Trees to the Program from the previous year.

WHEREAS, the Heritage Tree Program was established in 2006, and

WHEREAS, the Heritage Tree Program is a voluntary program established to enhance the community's awareness of the value of trees; and

WHEREAS, in September 2014, the City Council promoted the Program and transferred the review and approval authority to the Historic Preservation Commission; and

WHEREAS, the Heritage Tree Program is designed to recognize trees that are remarkable in one of many ways, such as uncommon species or cultivar, size or historical/cultural significance; and

WHEREAS, there are three criteria for Heritage tree status including that the trees nominated shall be a specimen tree that exhibits exceptional characteristics worthy of standards for such trees in the City, and

WHEREAS, the second criteria is that the tree nominated shall exhibit unique features that are notable (e.g., unique specimen of a genus species, form, size, location or significant historical, cultural or habitat features), and

WHEREAS, the last criteria is that the owner of the tree agrees in writing to the Heritage Tree designation; and

WHEREAS, notice of all trees identified as Heritage Trees by the Historic Preservation Commission shall be forwarded to the Mayor. All designated trees, including names of the nominator and the property owner, will then be acknowledged in a Mayoral Proclamation at a City Council meeting;

NOW, THEREFORE, I, Val Tollefson, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim April as

HERITAGE TREE MONTH

in the City of Bainbridge Island, and I urge all citizens to celebrate Heritage Tree month and to support efforts to protect our heritage trees. I further urge all citizens to nominate and protect any Heritage Trees in order to encourage the preservation of these trees for future generations.

DATED this 22nd day of March, 2016

Val Tollefson, Mayor

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:40 PM Ordinance No. 2016-01, Tree and Landscaping Regulations Outside of the Mixed-Use Town Center, AB 16-001	Date: 3/22/2016
Agenda Item: PUBLIC HEARING(S)	Bill No.: AB 16-001
Proposed By: Tree Ordinance Ad Hoc Committee & Jennifer Sutton, AICP, Senior Planner	Referrals(s):

BUDGET INFORMATION

Department: Planning	Fund:
Expenditure Req:	Budgeted? Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:
City Manager:	Legal: Yes Finance: N/A

DESCRIPTION/BACKGROUND

The City Council held a study session on Ordinance 2016-01 on March 8, 2016. At that study session, the City Council added a cross-reference to the end of Table 18.15.010-2 *Penalties*. That added cross reference is at the top of page 11 of the ordinance.

RECOMMENDED ACTION/MOTION

I move the City Council approve Ordinance 2016-01.

ATTACHMENTS:

Description	Type
Ordinance 2016-01	Ordinance

ORDINANCE NO. 2016-01

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to tree and landscaping maintenance and requirements; amending Bainbridge Island Municipal Code Sections 18.15.010 and 18.18.030.

WHEREAS, in January 2014, the City Council convened an Ad Hoc Committee consisting of two Planning Commissioners and three Councilmembers to review and make recommendations on the City's tree regulations; and

WHEREAS, the Ad Hoc Committee organized their review by first focusing on regulations that apply to the Mixed Use Town Center and High School zoning districts, which resulted in Ordinance No. 2015-04, approved by the City Council on September 8, 2015; and

WHEREAS, the Ad Hoc Committee continued to review tree and landscaping regulations that apply to the rest of the island, outside of the Winslow commercial zoning districts; and

WHEREAS, the City Council directed staff to bring forward ordinances to implement the suggested changes; and

WHEREAS, the Planning Commission reviewed the draft Ordinance No. 2016-01 at a study session on December 17, 2015; and

WHEREAS, the Planning Commission conducted a public hearing on Ordinance No. 2016-01 on January 21, 2016, which was continued to February 11, 2016, and

WHEREAS, the Planning Commission recommended approval of Ordinance No. 2016-01 following the public hearing; and

WHEREAS, the City Council conducted a public hearing on Ordinance No. 2016-01 on March XX, 2016; and

WHEREAS, notice was given on January 20, 2016 to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106;

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

Section 1. Section 18.15.010 of the Bainbridge Island Municipal Code is amended to read as follows:

18.15.010 Landscaping, screening, and tree retention, protection and replacement.
All development shall comply with the following regulations addressing landscaping and screening unless other applicable regulations require additional or different forms of landscaping or screening, in which case the more specific standard or criteria shall govern.

A. Purpose.

1. General. The purpose of this section is to preserve the landscape character of the community, link the Island's natural amenities with landscape greenbelts along scenic roads, improve the aesthetic quality of the built environment, promote retention and protection of existing vegetation, reduce the impacts of development on wetlands, streams and the natural environment, enhance the value of current and future development and increase privacy for residential zones, and encourage preservation of significant and heritage trees by:

- a. Retaining existing vegetation, tree stands and significant trees by incorporating them into the site design.
- b. Incorporating native vegetation and drought resistant plant material into new landscape developments.
- c. Providing vegetated screening between different intensities of residential uses, and between development and roads.
- d. Providing visual relief of parking areas in the neighborhood service centers, the Winslow Mixed Use Town Center, and the light manufacturing, (water dependent) industrial, High School Road and urban multifamily districts.
- e. Providing vegetated screening between residential and nonresidential areas.

2. Specific Zone Districts.

- a. For single-family residential short plats and subdivisions in residential districts ~~uses outside the Winslow Mixed Use Town Center, NSC, and B/I districts that require more than just a building permit (i.e., lots created through the flexlot design process),~~ the additional specific intent is to preserve, protect and enhance critical areas, protect the natural forested areas and preserve the greenbelts along designated scenic roadway corridors.
- b. In the R-8 and R-14 multifamily residential districts, the additional specific intent is to screen urban multifamily projects from adjacent lower density residential properties and to soften the appearance of surface parking areas.
- c. For nonresidential uses outside the Winslow Mixed Use Town Center, High School Road I and II, NSC, B/I, and WD-I districts, the additional specific intent is to retain the natural landscape qualities of the Island by retaining existing vegetated buffers to screen views of structures and parking areas and to buffer between areas of high and low intensity uses.
- d. In the Winslow Mixed Use Town Center central core and ferry terminal overlay districts, the additional specific intent is to provide an urban character by incorporating landscape standards; and to provide landscape development to screen uses from single-family residential properties and to soften the appearance of surface parking areas.

e. In the Winslow Mixed Use Town Center, Ericksen Avenue and Madison overlay districts, the additional specific intent is to retain the character of landscape front yards; and to provide landscape development to screen uses from single-family residential properties; and to soften the appearance of surface parking areas.

f. In the Winslow Mixed Use Town Center gateway overlay district, the additional specific intent is to retain the greenbelt located adjacent to SR 305 consistent with the greenways plan and to provide landscape development to screen uses from single-family residential properties.

g. In the High School Road I and II districts, the additional specific intent is to provide landscape development to screen uses from adjacent single-family residential properties and to soften the appearance of surface parking areas.

h. In the NSC district, the additional specific intent is to incorporate landscape standards that support pedestrian scale neighborhood uses compatible with the intensity of the surrounding residential neighborhood; to minimize the impact of lighting, noise and views of surface parking areas; and to provide a buffer between higher and lower intensity uses.

i. In the B/I district, the additional specific intent is to provide a year-round vegetated screen and a noise and site lighting buffer of industrial development from adjacent nonindustrial properties and roadways.

j. In the WD-I district, the additional specific intent is to provide landscape development that screens parking lots and large structures, but allows visual access to the shoreline and small scale active industrial facilities.

B. Applicability.

1. All new development, except single-family residential building permits, shall be subject to the requirements of this section, except as ~~required~~ modified by subsections B.2 and B.3 of this section.

2. Projects subject to the conditional use permit process may be required to exceed the requirements of this chapter.

3. Specific submittal requirements for landscaping plans (tree protection, retention and planting plans) are included in the city's administrative manual.

4. Specific landscape requirements applicable to development in each zone district are indicated with an "X" and summarized in the following Table 18.15.010-1.

Table 18.15.010-1: Landscape Requirements by Zone District								
Landscape Requirements for Land Uses & Districts	Significant Tree & Tree Stand Retention (BIMC 18.15.010.C)	Perimeter Landscape (BIMC 18.15.010.D)	Roadside Buffer (BIMC 18.15.010.E)	Parking Lot Landscaping (BIMC 18.15.010.F)	Total Site Tree Unit Requirements (BIMC 18.15.1010.G)	Planting Requirements (BIMC 18.15.010.H)	Irrigation (BIMC 18.15.010.I)	Maintenance (BIMC 18.15.110.J)
Single-Family Residential for which Only a Building Permit is Required (Existing Non-Flex Lots)								
Single-Family Residential <u>Short Plats and Subdivisions</u> Development Outside Winslow Mixed use, NSC, and B/I Districts (R-.04 through R-6 Districts) Other than Existing Lots for which Only a Building Permit is Required (Flexible Lot Design Process)	X	X (Cluster Subdivisions Only)	X			X	X	X
R-8 and R-14 Multifamily Districts	X	X	X	X	X	X	X	X

		Table 18.15.010-1: Landscape Requirements by Zone District							
Landscape Requirements for Land Uses & Districts		Significant Tree & Tree Stand Retention (BIMC 18.15.010.C)	Perimeter Landscape (BIMC 18.15.010.D)	Roadside Buffer (BIMC 18.15.010.E)	Parking Lot Landscaping (BIMC 18.15.010.F)	Total Site Tree Unit Requirements (BIMC 18.15.1010.G)	Planting Requirements (BIMC 18.15.010.H)	Irrigation (BIMC 18.15.010.I)	Maintenance (BIMC 18.15.110.J)
Nonresidential Uses in Areas Outside Winslow Mixed Use, HSR, NSC, B/I, WD-I Residential Districts		X	X	X	X	X	X	X	X
Winslow Mixed Use Town Center [1]	Central Core Overlay	X	X	X [2]	X	X	X	X	X
	Ericksen Ave. Overlay	X	X	X [2]	X	X	X	X	X
	Madison Ave. Overlay	X	X	X [2]	X	X	X	X	X
	Gateway Overlay	X	X	X [2]	X	X	X	X	X
	Ferry Terminal Overlay	X	X	X [2]	X	X	X	X	X
High School Road District		X	X	X [2]	X	X	X	X	X
NSC District		X	X	Delete Buffer Req. X	X	X	X	X	X

Table 18.15.010-1: Landscape Requirements by Zone District								
Landscape Requirements for Land Uses & Districts	Significant Tree & Tree Stand Retention (BIMC 18.15.010.C)	Perimeter Landscape (BIMC 18.15.010.D)	Roadside Buffer (BIMC 18.15.010.E)	Parking Lot Landscaping (BIMC 18.15.010.F)	Total Site Tree Unit Requirements (BIMC 18.15.1010.G)	Planting Requirements (BIMC 18.15.010.H)	Irrigation (BIMC 18.15.010.I)	Maintenance (BIMC 18.15.110.J)
B/I District	X	X	X	X		X	X	X
WD-I District	X	X	X	X		X	X	X
[1] Refer to Chapter 18.18 BIMC for additional landscape requirements specific to the Mixed Use Town Center districts. [2] Roadside buffer requirement is adjacent to Highway 305 only.								

C. Tree Retention, Protection and Replacement. Where Table 18.15.010-1 indicates that development must comply with the requirements of this subsection C, all development shall comply with the following requirements. These requirements are intended to supplement any regulations in Chapters 16.12 (Shoreline Master Program) and 16.20 (Critical Areas) BIMC, which remain the primary source of regulation for environmentally sensitive areas in Bainbridge Island. In the event of any inconsistency between the requirements of this subsection C and the requirements of Chapters 16.12 and 16.20 BIMC, the requirements of Chapters 16.12 and 16.20 BIMC shall apply.

1. Retention.

a. Intent. The intent of these regulations is to preserve the forested character of the Island by preserving existing vegetation, significant trees and tree stands, and incentivizing tree protection and replacement in certain districts through a tree unit system, thereby mitigating the development impacts of increased storm water runoff, impervious surface, and loss of carbon dioxide absorption capacity. This shall be accomplished in a manner consistent with the comprehensive plan and the requirements of Washington law and to discourage the removal of significant tree(s) and tree stands.

b. Perimeter Tree Retention Requirements. ~~Significant trees~~ Trees and tree stands located in the perimeter areas required to be landscaped pursuant to subsections D and E of this section shall be retained and protected as described in subsection C.4, unless an applicant can demonstrate during the land use permit review process that the existing trees and vegetation will be compromised after the development is complete, and would likely become hazardous as described in subsection C.1.c of this section. If the applicant can demonstrate that hazard, then new trees and vegetation may be planted pursuant to the planting standards of subsection D.4. Perimeter landscape widths may be averaged to save significant trees, but shall not be reduced to less than the allowed minimum perimeter dimension.

c. Exceptions. Significant trees and tree stands may be removed if it is determined by a consulting arborist who is certified by the American Society of Consulting Arborists, or a TRACE certified professional as established by the PNW Chapter of the International Society of Arboriculture, and whose services are paid for by the applicant, that the vegetation is:

i. A safety hazard due to potential root, trunk, or primary limb failure, or due to exposure of mature trees that have grown in a closed, forested situation; or

ii. Damaged, diseased, or standing dead trees.

d. Protection of Tree Stands. Notwithstanding a determination under subsection C.1.c of this section, if ~~significant~~ trees have been removed from a closed, forested location, a buffer of smaller trees shall be retained or planted on the fringe of the closed, forested area. The buffer of smaller trees shall be adequate to protect the health of the remaining mature trees in the closed, forested area, as determined by a consulting

arborist who is certified by the American Society of Consulting Arborists, and whose services are paid for by the applicant.

2. Replacement.

a. Intent. The intent of these regulations is to discourage the unauthorized removal of significant tree(s) and tree stands; and to establish a replacement or fine if such activity occurs. All replanting plans must be prepared or approved, by a landscape architect licensed by the state of Washington, a Washington certified nursery professional or a Washington certified landscaper, a consulting arborist who is certified by the American Society of Consulting Arborists, or a TRACE certified professional as established by the PNW Chapter of the International Society of Arboriculture.

b. Requirements for Unauthorized Removal. If trees required to be retained pursuant to subsection C.1 of this section are not retained or if protection measures described in subsection C.4 are not fully implemented, they shall be replaced by at least one-and-one-half times (150 percent) of the number of tree units removed. The trees removed shall be replaced with trees of the same type, evergreen or deciduous. Native shrubs and ground cover shall also be replaced when replacing tree stands due to unauthorized removal. Shrubs shall be one-gallon size planted four feet on center spacing; ground cover shall be one-gallon size planted three feet on center spacing. The shrubs and ground cover shall be planted within the limits of the previous tree stand canopy.

c. Requirements for Permitted Removal. A property owner may request removal of trees required to be retained pursuant to this chapter by applying for a clearing permit (BIMC 16.18). Trees will be approved for removal only if they meet the hazard tree requirements of subsection C.1.c. The clearing permit application shall include a replanting plan. In designing the replanting plan, the landscape or tree professional must consider what landscape function the tree(s) to be removed are serving on the property (e.g. parking lot, street tree, perimeter screening), and what species and location(s) for replanting strives to replace that function. New planting areas may need to be created to achieve this goal.

3. Enforcement and Penalties. Failure to retain, replace or transplant trees will be enforced as follows; provided, that any fine shall be no less than three times the value of the trees, as determined by the current standards of the International Society of Arboriculture. If unauthorized tree(s) or vegetation removal occurs within the public right-of-way, all permits in force on the subject property shall be suspended and no new permits issued until the tree(s) or vegetation has been replaced or all penalties have been satisfied. The director is authorized to make site inspections and take such actions as are necessary to enforce this title in accordance with Chapters 1.16, 1.24, and 1.26 BIMC. The director may require an evaluation by a tree professional, a qualified engineer, landscape architect, soils engineer, testing lab, or other specialist at any time during the tree plan review process or tree removal inspection as necessary to ensure compliance with the provisions of this chapter

~~subsection C.~~ and/or the terms of the clearing permit. Applicant shall be responsible for any associated costs.

a. Notice of Infraction. It is unlawful for any person to:

i. Initiate or maintain, or cause to be initiated or maintained, the use, construction, placement, removal, alteration, or demolition of any structure, land, vegetation or property within the city contrary to the provisions of this chapter ~~subsection C.~~

ii. Misrepresent any material fact in any application, plans or other information submitted to obtain permits or authorizations under this title or not following the conditions of an approval.

iii. Remove or deface any sign, notice, complaint, or order required by or posted in accordance with this chapter ~~subsection C.~~

iv. Fail to submit or implement a planting plan as required by this section.

b. Stop Work Orders. The city shall have the authority to issue a stop work order to cease all development work, and order restoration, rehabilitation, or replacement measures, including applicable sureties, at the owner's or other responsible party's expense to compensate for the use, construction, placement, removal, alteration, or demolition of any structure, land, vegetation or property within the city contrary to the provisions of this chapter ~~subsection C.~~

c. Additional Remedies. In addition to any other remedy provided by this chapter ~~subsection C.~~ or under the BIMC, the city may initiate injunction or abatement proceedings or any other appropriate action in courts against any person who violates or fails to comply with any provision of this chapter ~~subsection C.~~ to prevent, enjoin, abate, and/or terminate violations of this title and/or to restore a condition which existed prior to the violation. In any such proceeding, the person violating and/or failing to comply with any provisions of this shall be liable for the costs and reasonable attorneys' fees incurred by the city in bringing, maintaining and/or prosecuting such action.

d. Notice of Infraction. Except as provided in subsection C.3.f of this section, conduct made unlawful by the city under this chapter ~~subsection C.~~ shall constitute a civil infraction and is subject to enforcement and fines as provided in BIMC 1.26.035, and additionally, is subject to fines as provided in Table 18.15.010-2. A civil infraction under this section shall be processed in the manner set forth in Chapter 1.26 BIMC.

e. Civil Penalty.

i. In addition to any civil infraction fine, criminal penalty, and/or other available sanction or remedial procedure, any person engaging in conduct made unlawful by this chapter ~~subsection C.~~ shall be subject to a cumulative civil penalty in the amount of \$1,000 per day for each violation from the date set for compliance

until the date of compliance. Any such civil penalty shall be collected in accordance with BIMC 1.26.090.

ii. A person who fails to comply with the requirements of this ~~chapter subsection C~~ or the terms of a permit issued hereunder, who undertakes an activity regulated by this ~~chapter subsection C~~ without obtaining a permit, or fails to comply with a cease and desist or stop work order issued under this ~~chapter subsection C~~ shall be subject to a civil penalty as set forth in Table 18.15.010-2. Each unlawfully removed or damaged tree shall constitute a separate violation.

iii. Any person who aids or abets in the violation shall be considered to have committed a violation for purposes of the civil penalty.

iv. In addition to the penalties addressed under subsection C.3.e.ii of this section, failure to retain, replace or transplant trees will be enforced as provided in this code; provided, that any financial penalty assessed will be the greater of the amount indicated in Table 18.15.010-2 or three times the value of the trees, as determined by the current standards of the International Society of Arboriculture, whichever is greater. The director may elect not to seek penalties if he or she determines that the circumstances do not warrant imposition of civil penalties in addition to restoration.

Exception to director's discretion statement above: Any tree identified on a development project's required landscaping plan as retained and given a monetary value per subsection G.3.a.iii of this section that is removed, or dies during the surety period due to improper protection during construction, shall be subject to an automatic fine of three times the tree's stated value. All of the project's active permits shall also be suspended until the fine is paid and all restoration work completed.

Table 18.15.010-2: Penalties

Types of Violations	Allowable Fines per Violation
1. Removal of tree(s) approved to be removed, but prior to final tree retention and planting plan approval or issuance of a city tree removal permit	\$100.00 per tree
2. Removal or damage of tree(s) that are or would be shown to be retained on an approved tree retention and planting plan or any other violation of approved tree protection plan	\$1,000 per tree
3. Removal of tree(s) without applying for or obtaining a required city land use permit	\$1,000 per tree

Table 18.15.010-2: Penalties

Types of Violations	Allowable Fines per Violation
4. Removal of tree(s) without applying for or obtaining a required city clearing permit	\$1,000 per tree
<u>The financial penalty will be the amount indicated in this table or three times the value of the trees, as determined by the current standards of the International Society of Arboriculture, whichever is greater, pursuant to subsection C.3.e(iv).</u>	

f. Repeat Offenders. Any person who again violates this ~~chapter subsection C~~ within 12 months after having been found by the Bainbridge Island municipal court to be in violation of this ~~chapter subsection C~~ commits a misdemeanor and any person who is convicted of that misdemeanor shall be punished as provided in BIMC 1.24.010.A.

4. Protection During Construction and Development.

a. Intent. The intent of these regulations is to provide the best protection for existing vegetation, significant trees and tree stands, including protection for trees on adjacent properties, and to preserve the ecological function of the landscaping area by protecting existing soil.

b. Requirements.

i. No cutting of ~~significant~~ trees shall be allowed on a site until the tree retention and planting plans have been approved by the director and a clearing, grading or building permit issued.

ii. In order to preserve future ecological function, the applicant shall identify areas of prohibited disturbance, generally corresponding to the dripline or critical root zone (as identified by a consulting arborist) of the existing vegetation, significant trees and/or tree canopy of tree stands to be retained, buffers, areas of existing vegetation to be maintained, future rain gardens, and future planting areas larger than 400 square feet (i.e. landscape islands in parking lots). The prohibited disturbance areas shall be reviewed and approved by the director as part of the land use permit review process.

iii. A temporary five-foot-high chain link fence with tubular steel poles or “T” posts shall delineate the area of prohibited disturbance defined in subsection C.4.b.ii of this section, unless the director has approved the use of a four-foot-high plastic net fence as an alternative. The fence shall be erected and inspected by city staff before clearing, grading and/or construction permits are issued ~~starts~~ and shall remain in place until construction has been completed, and shall at all times have affixed to it a sign indicating the protected area.

iv. No impervious surfaces, fill, excavation, vehicle operations, compaction, removal of native soil or storage of construction materials shall be permitted within the area defined by the required construction fencing. If avoiding construction and compaction in future planting areas is unavoidable, the landscape plan for the project shall include methods for aerating and/or augmenting compacted soil to prepare for new planting, pursuant to subsection H.2 of this section.

v. A rock well shall be constructed if the grade level around the tree is to be raised more than one foot. The inside diameter of the well shall be equal to the diameter of the dripline or critical root zone (as identified by a consulting arborist) of the tree or tree canopy of tree stands.

vi. The grade level shall not be lowered within the larger of (A) the dripline or critical root zone (as identified by a consulting arborist) of the tree, or the tree canopy of tree stands, or (B) the area recommended by a consulting arborist.

vii. Alternative protection methods may be used if recommended by a consulting arborist and determined by the director to provide equal or greater tree protection.

viii. Wherever this subsection C.4 allows or requires the involvement of a consulting arborist, that individual shall be selected from the city's list of current arborists certified by the American Society of Consulting Arborists and his or her services shall be paid for by the applicant.

5. Modification of Requirements. If the significant tree and tree stand retention requirements of this section create an unnecessary hardship, the applicant may request a modification. The director may administratively approve a modification of the significant tree and tree stand requirements of this section if the director finds that the following standards have been met:

- a. The modification is necessary because of special circumstances relating to the location of existing significant trees and tree stands that prevent compliance with this section; and
- b. The special circumstances of the subject property make the strict enforcement of the provisions of this section an unnecessary hardship to the property owner; and
- c. The special circumstances of the subject property are not the result of the actions of the applicant; and
- d. The approving of the modification will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and land use district in which the subject property is located; and
- e. The modification is consistent with the purpose and intent of this chapter; and

f. The site design incorporates the retention of other natural vegetation in consolidated locations that promotes the natural vegetated character of the site.

D. Perimeter Buffering and Screening.

1. Intent. The intent of this subsection D is to provide an effective vegetated screen over time between uses or land use districts, to screen parking areas and structures located adjacent to public rights-of-way, and to allow visual and physical access to pedestrian and other nonmotorized oriented uses, such as a multipurpose trail or bikeway if those trails could be accommodated without compromising significant vegetation or hazardous slopes. Additional buffers may be required per BIMC 16.20.170, The Winslow Ravine – Special rules in Mixed Use Town Center.

2. Requirements by District. In addition to meeting the general requirements of subsection D.4 of this section, applicants shall meet the specific requirements of Table 18.15.010-3 applicable to the zone district or overlay district in which the property is located. In the case of a conflict between the requirements of this subsection D.2 and the requirements of subsection D.4 of this section, the requirements of this subsection D.2 shall apply. The tree retention, replacement, and protection standards of subsection C apply to perimeter buffers. These perimeter landscape requirements are in addition to required roadside landscaping in subsection E of this section and parking lot landscape requirements in subsection F of this section. These requirements do not apply to projects involving only interior renovations of existing buildings.

Table 18.15.010-3: Perimeter Landscaping Requirements by <u>Land Use & Zoning District</u>			
Abutting zoning or land use district	Perimeter Landscape Type	Perimeter Width (ft.)	Minimum Perimeter Width (ft.)
Multifamily in R-2, R-1 & R-0.4 Districts			
Single-family residential	Full Screen	25	<u>N/A 25</u>
R-8 and R-14 Multifamily Districts			
Single-family Residential R-4.3 (Urban Residential)	Partial Screen	20	15
Urban multifamily Note: this applies to R-8 & R-14	Filtered Screen	15	10
Short Plats and Subdivisions in Residential Zoning Districts[1] (from Table 4)			
Residential subdivision in the R-0.4, R-1, R-2, and R-2.9 districts (Cluster Option Only)	<u>Edge Planting Standard</u>	<u>25'</u>	<u>25'</u>
Residential subdivision in the R-3.5, R-4.3, R-5, R-6, R-8, and R-14 districts (Cluster Option Only)	<u>Edge Planting Standard</u>	<u>10'</u>	<u>10'</u>
Multifamily subdivision in the R-2, R-1, and R-0.4 zoning districts (Cluster Option Only)	<u>Full Screen</u>	<u>25'</u>	<u>25'</u>

Table 18.15.010-3: Perimeter Landscaping Requirements by <u>Land Use & Zoning District</u>			
Abutting zoning or land use district	Perimeter Landscape Type	Perimeter Width (ft.)	Minimum Perimeter Width (ft.)
Park and Conservation Land Buffer: Applies to all single-family subdivisions (OS)[2]	Edge Planting Standard	25'	25'
Nonresidential Uses in Areas Outside Winslow Mixed Use, HSR, NSC, B/I , WD-I Districts			
Residential including multifamily	Full Screen	25	15 25
Nonindustrial uses	Full Screen Partial Screen	20	10
Winslow Town Center Mixed Use District [1] [3]			
Single-family residential	Full Screen	20	15
HSR I and II Districts			
Single-family residential	Full Screen	20	15
NSC Districts			
Residential including multifamily	Full Screen	20 15	10 15
NSCs	Filtered Screen	10	10
B/I Districts			
B/I Non-B/I	Full Screen [2][4]	50	35
Non-B/I	Partial Screen	15	10
WD-I Districts			
Residential including multifamily	Full Screen	40	20 30
Industrial uses	Partial Screen	10	0
Nonindustrial uses	Full Screen	10 25	15
[1] Properties with less than one acre being subdivided are not subject to perimeter buffer requirements.			
[2] (OS) indicates that the buffer may be calculated in the required open space area for the subdivision.			
[1-3] For perimeter landscaping requirements in the ferry terminal district transition area, north of Winslow Way, reference BIMC 18.12.030.C.			
[2-4] Notwithstanding subsection D.2 above, all native shrubs and significant trees shall be retained within all landscape buffers, except that limited removal may be allowed for permitted activities located within the buffer area. If necessary, the existing vegetation shall be supplemented to attain the required screening density. This perimeter buffer applies even when a private access road separates a B/I property from non B/I property.			

3. Perimeter Buffers in Residential Cluster Short Subdivisions, Cluster Long Subdivisions, and Multifamily Subdivisions in the R-2, R-1, and R-0.4 Zoning Districts.

- a. When the cluster development option is selected pursuant to BIMC 17.12.030.B for property with a gross area of one acre or more and that is located in the R-0.4, R-1, R-2 and R-2.9 districts, a 25-foot-wide, ~~filtered screen~~ edge planting standard landscape perimeter shall be required along the subdivision boundary.
- b. When the cluster development option is selected pursuant to BIMC 17.12.030.B for property with a gross area of one acre or more and that is located in the R-3.5, R-4.3,

R-5, R-6, R-8, and R-14 zone districts, a 10-foot-wide, filtered-screen edge planting standard landscape perimeter shall be required along the subdivision boundary.

c. In order to buffer the visual impact of the proposed subdivision and protect off-site views, filtered-screen additional landscaping shall be planted, pursuant to subsection D.4 of this section, shall be required within landscape perimeter buffers where mature trees and shrubs cannot provide such screening, pursuant to subsection D.4 of this section.

d. Required landscape buffer width may be reduced through buffer averaging in accordance with the criteria in subsection D.5 of this section, perimeter landscape requirements. For example, buffers may be adjusted when such adjustments contribute to the neighborhood character by incorporating significant trees and native vegetation, incorporate a unique landscape feature, or accommodate a unique situation that allows continuation of an existing use, such as a utility or other easement providing continued use.

e. Landscape buffers may be included in the required open space calculations for a subdivision as noted in Table 18.15.010-34. Table 18.15.010-34 depicts the landscape buffer requirements for subdivisions by zoning district and denotes when the buffer may be included in the open space calculations. These standards apply unless alternative buffers are required pursuant to critical area review, the requirements of the Shoreline Management Act, conditioned by SEPA review, or required for public health or safety reasons.

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

Table 18.15.010-4: Perimeter Landscape Requirements for Flexlot Subdivisions[1]		
Type of Subdivision	Landscape Perimeter Buffer (Cluster Option Subdivision Only)	Park and Conservation Land Buffer (Required for Both Cluster and Open Space Subdivision Options)
Residential subdivision in the R-0.4, R-1, R-2, and R-2.9 districts	25'—Filtered Screen	25'—Filtered Screen (OS) [2]
Residential subdivision in the R-3.5, R-4.3, R-5, R-6, R-8, and R-14 districts	10'—Filtered Screen	25'—Filtered Screen (OS) [2]
Multifamily subdivision in the R-1 zone district	25'—Full Screen	N/A
1. Properties being subdivided with less than one acre are not subject to landscape buffer requirements. 2. (OS) indicates that the buffer may be calculated in the required open space area for the subdivision.		

4. General Requirements

a. Full Screen

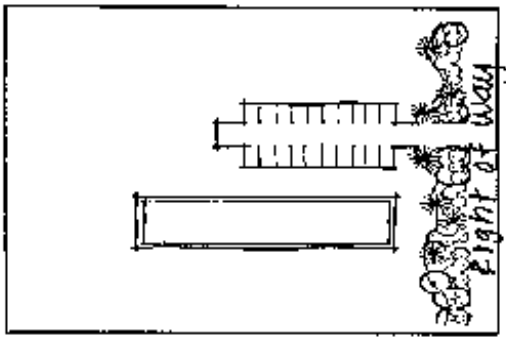
The intent of this buffer is to provide an effective vegetated screen over time between uses, land use districts, or to screen parking areas and structures from the public rights-of-way. Where full screen perimeter landscaping is required, the applicant must provide:

- i. Minimum 70 percent evergreen trees ranging in height from four feet to six feet at the time of planting with at least 50 percent being six feet high; and
- ii. Deciduous trees with a caliper of at least two inches at the time of planting; and
- iii. At least ~~20~~ 50 percent of the trees shall be native species ~~and or~~ drought resistant; and
- iv. The number of trees is determined by calculating the area of the perimeter buffer and dividing the length of the landscape perimeter by 10 feet 250 square feet, or one tree for every 10 feet of buffer length, whichever is greater; and
- v. Minimum 70 percent eEvergreen shrubs at least 21 inches in height at the time of planting, ~~spaced no more than three feet on center,~~ to achieve minimum ~~four~~ six feet height at maturity; and
- vi. The number of shrubs is determined by calculating the area of the perimeter buffer and dividing the length of the perimeter by four feet 50 square feet; and
- vii. Living ground cover shall be planted and spaced to achieve total coverage within ~~three~~ five years; and
- viii. Trees and shrubs shall be spaced to result in a full screen over time. ~~Plants may be clustered within the perimeter to screen structures and parking areas.~~

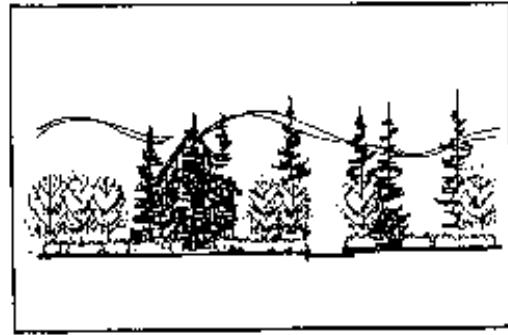
b. Partial Screen

Where partial screen perimeter landscaping is required, the applicant must provide:

- i. Minimum 50 percent evergreen trees ranging in height from four feet to six feet at the time of planting with at least 50 percent being six feet high; and
- ii. Deciduous trees with a caliper of at least two inches at the time of planting; and
- iii. At least ~~20~~ 50 percent of the trees shall be native species ~~and or~~ drought resistant; and
- iv. The number of trees is determined by calculating the area of the perimeter buffer and dividing the length of the landscape perimeter by 20 feet 400 square feet; and
- v. At least 50 percent eEvergreen shrubs at least 21 inches in height at the time of planting, ~~spaced no more than three feet on center,~~ to achieve minimum ~~four~~ six feet height at maturity; and
- vi. The number of shrubs is determined by calculating the area of the perimeter buffer and dividing the length of the landscape perimeter by five feet 100 square feet; and
- vii. Living ground cover shall be planted and spaced to achieve total coverage within ~~three~~ five years; and
- viii. Plants may should be clustered within the landscape perimeter to screen structures and parking areas.



Partial Screen Plan



Partial Screen Section

c. Filtered Screen Edge Planting Standard

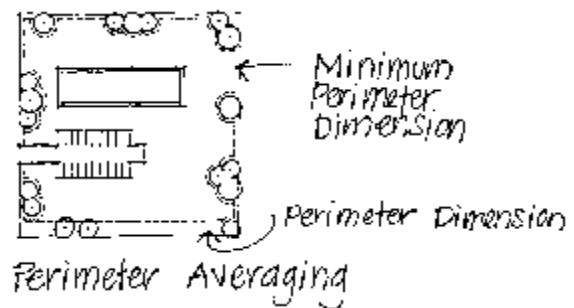
Where ~~filtered screen~~ edge planting standard perimeter landscaping is required, the applicant must provide:

- i. One hundred percent deciduous trees two-inch caliper spaced no more than 30 feet on center; and
- ii. Evergreen shrubs minimum 21 inches in height at the time of planting spaced no more than three feet on center to provide a continuous hedge achieving a maximum height of ~~three-six~~ six feet at maturity; and
- iii. Living ground cover shall be planted and spaced to achieve total coverage within ~~three~~ five years.

5. Standards

The following standards apply to the full screen, ~~partial screen~~ landscape buffer and ~~filtered screen~~ edge planting area perimeter landscape requirements contained in this section.

- a. Existing vegetation may be used in lieu of new plant material ~~if not already being used to meet another requirement.~~ Although existing vegetation may meet the minimum number of trees or shrubs for a required full screen, the director may require additional trees and/or shrubs to achieve an effective full screen.
- b. A full screen will be required to screen utilities located above ground from adjacent uses.
- c. Perimeter landscaping shall be clustered in areas to screen structures, utility structures, loading areas, parking lots, trash enclosures, storage areas and mechanical equipment.
- d. The director may approve the averaging of perimeter landscape widths to provide adequate screening if it meets the criteria contained in this section.
- e. Earth berms in combination with shrubs and trees may be used to achieve the initial planting height requirement.



- f. Minimum landscape perimeter dimensions are allowed when perimeter averaging is applied. The landscape perimeter can be averaged only if the total required perimeter dimension square footage is achieved. The director may allow landscape perimeter averaging if the following criteria is met: (i) plant material is being clustered to more effectively screen parking areas and structures; and (ii) the quality of the perimeter landscape is not diminished; (iii) significant trees are being retained.

6. Park Buffers and Buffers for Dedicated Conservation Lands.

- a. Notwithstanding the provisions of subsections D.2, D.3, and D.4 of this section, a 25-foot-wide buffer shall be provided along a property line where the land immediately adjacent to the subdivision boundary is a park or a future park in a municipal plan, or dedicated conservation land area that has been set aside for open space, wildlife habitat or public conservation purposes by deed or conservation easement.
- b. In order to buffer the visual impact of the proposed subdivision and protect off-site views, filtered screen landscaping, pursuant to subsection D.4 of this section, shall be required within park buffers and buffers for dedicated conservation lands buffers where mature trees and shrubs cannot provide such screening.

E. Street Frontage Landscaping.

1. Roadside Buffers for Commercial, Institutional and Multifamily Development. The following table indicates the type of landscaping required when the subject property directly abuts a right-of-way. Roadside buffers may be required for commercial, institutional, or multifamily development where a site plan review or conditional use permit is required. The buffers shall be pursuant to the screening standards set forth in subsection D.4 of this section. Required landscape buffer widths may be reduced to the minimum widths stated in Table 18.15.010-45 through buffer averaging in accordance with the criteria in subsection D.5 of this section. The tree retention, replacement, and protection standards of subsection C apply to roadside buffers. These requirements do not apply to projects involving only interior renovations of existing buildings.
 - a. A buffer is required along Highway 305, which is designated as a scenic highway. The 50' roadside buffer requirement can be reduced by the director, after consultation with an acceptable tree professional as identified in subsection C.1.c, if it is determined that (a) a 50' buffer would cause the property to be undevelopable, and (b) the reduced buffer will provide as much screening of site activities from Highway 305 as practicable in light of site topography and conditions.
2. Roadside Buffers for Residential and Commercial Subdivisions. Roadside buffers are required for both residential and commercial subdivisions- see Table 18.15.010-4. The type and width of the required buffer varies by the type of roadway the subdivision is adjacent to, as well as the condition of the existing roadside vegetation. The buffers shall be pursuant to the standards set forth in subsection D.4 and Table 18.15.010-4 of this section. The tree retention, replacement, and protection standards of subsection C apply to roadside buffers. These requirements do not apply to projects involving only interior renovations of existing buildings.

Table 18.15.010-45: Roadside Buffer Requirements by District and Land Use[1]		
Existing Zoning/Use	Adjacent Right-of-Way Type Abutting Use	
	Right of Way (not including Hwy 305)	Highway 305 [2]
Neighborhood Service Center	40' Filtered Screen/5' Minimum	50' Filtered Screen/35' Minimum
Mixed Use Town Center [23]	N/A	50' Full Screen [34] /35' Minimum
High School Road	N/A	50' Full Screen/35' Minimum
Urban Multifamily Development	20' Partial Screen	50' Partial Screen Full Screen /35' Minimum
Conditional Non-residential Uses within Residential Zone Districts	25' Partial Screen /15' Minimum	50' Partial Screen Full Screen /35' Minimum
Business/Industrial (B/I)	50' Full Screen/35' Minimum	50' Full Screen/35' Minimum
Water Dependent Industrial	40' Partial Screen 25' Full Screen /5' 15' Minimum	50' Partial Screen /35' Minimum N/A
Commercial and Multifamily Subdivisions[4]	N/A	50'- Full Screen
Residential Subdivision in the R-0.4, R-1, R-2, and R-2.9 Districts [4]	25'- Full Screen or maintain existing vegetation within 25' buffer (OS) [5][6]; Applies only to collectors and arterial roads	
Residential Subdivision in the R-3.5, R-4.3, R-5, R-6, R-8, and R-14 Districts[4]	No requirement unless necessary to reflect neighboring development patterns (OS) [5]; Applies only to collectors and arterial roads	

1. All roadside buffers must be planted if not already existing.

2. A buffer is required along Highway 305, which is designated as a scenic highway. The 50' roadside buffer requirement can be reduced up to 25% by the director, after consultation with an acceptable tree professional as identified in subsection C.1.c, if it is determined that (a) a 50' buffer would cause the property to be undevelopable, and (b) the reduced buffer will provide as much screening of site activities from Highway 305 as practicable in light of site topography and conditions.

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

3. Beginning 100' north of Winslow Way.

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

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

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

2. Roadside Buffers for Residential and Commercial Subdivisions. Roadside buffers are required for both residential and commercial subdivisions. The type and width of the required buffer varies by the type of roadway the subdivision is adjacent to, as well as the condition of the existing roadside vegetation. The buffers shall be pursuant to the

standards set forth in subsection D.4 of this section. These requirements do not apply to projects involving only interior renovations of existing buildings.

Table 18.15.010-6: Subdivision Roadside Buffer Requirements

Type of Subdivision	Right-of-Way (Buffers Required for Both Open Space and Cluster Flexlot Subdivision Options along Arterial and Collector Roads [1],[2])
Residential Subdivision in the R-0.4, R-1, R-2, and R-2.9 Districts	50'—Mature Trees and Shrubs or 25'—Full Screen
Residential Subdivision in the R-3.5, R-4.3, R-5, R-6, R-8, and R-14 Districts	No requirement, unless necessary to reflect neighboring development patterns (OS) [3]
Commercial and Multifamily Subdivisions	25'—Full Screen adjacent to all designated scenic roads
[1]—Properties being subdivided with less than one acre are not subject to roadside buffer requirements.	
[2]—Roadside buffers: A 25-foot full screen buffer must be planted along applicable roadways when no mature trees and shrubs exist along the property boundary in zones R-0.4, R-1, R-2 and R-2.9.	
[3]—(OS) indicates that the buffer may be calculated in the required open space area for open space subdivisions.	

a. Roadside Buffer General Requirements. All residential subdivisions and short subdivisions subject to landscape buffering requirements shall comply with the standards in this subsection, including those in Table 18.15.010-56.

b. Roadside Buffers in Residential Short Subdivisions.

i. Except for properties containing a gross area of less than one acre, ~~where mature trees and shrubs of a forested nature are on a property~~ located adjacent to public roads that are designated as collector or arterial roads on the adopted road classification map, a ~~25~~ 50-foot-wide vegetative buffer shall be maintained. However, in the R-3.5, R-4.3, R-5, R-6, R-8 and R-14 districts a roadside buffer is not required unless it is determined that a landscape buffer is necessary to maintain the character of the neighborhood or to reflect neighboring development patterns. ~~The provisions for buffer averaging provided in subsection D.5 of this section shall apply.~~

ii. Where there are no mature trees and shrubs that contribute to the existing forested character of these roads, the character of the neighborhood shall be maintained by establishing building setbacks equal to or greater than the existing building setbacks on the adjacent properties. At no point shall the building setback be less than requirements in this title.

iii. To accommodate an existing house that is located within ~~25~~ 50- feet of the property line adjacent to a collector or arterial road, the roadside buffer area width shall be reduced to the width adjoining the existing home between the existing house and the property line adjacent to the collector or arterial road.

c. Roadside Buffers in Residential Long Subdivisions.

i. For subdivisions located in the R-0.4, R-1, R-2 and R-2.9 districts ~~where mature trees and shrubs of a forested nature are located~~ adjacent to public roads that are designated as collector or arterial roads on the adopted road classification map, a ~~25~~ 50-foot-

- wide vegetative buffer shall be maintained. In the R-3.5, R-4.3, R-5, R-6, R-8, and R-14 districts a roadside buffer is not required unless it is determined that a landscape buffer is necessary to maintain the character of the neighborhood or to reflect neighboring development patterns. ~~The provisions for buffer averaging provided in subsection D.5 of this section shall apply.~~
- ii. For property with a gross area of one acre or more and that is located in districts R-0.4, R-1, R-2 and R-2.9, where there is no existing vegetation ~~are no mature trees and shrubs~~ that contributes to the existing vegetation ~~forested~~ character of the roads, a 25-foot full screen landscape buffer shall be planted consistent with the requirements of subsection D.4.a of this section, except as noted below in this subsection.
 - iii. To accommodate an existing house that is located within 25 ~~50~~ feet of the property line adjacent to a collector or arterial road (or within 25 feet of such a property line if subsection E.2.c.ii of this section applies), and to maintain the character of the neighborhood and reflect neighboring development patterns, the roadside buffer area width shall be reduced to the width adjoining the existing home between the existing house and the property line adjacent to the collector or arterial road. At no point shall the building setback be less than requirements in this title.
 - iv. For subdivisions designating open space that is intended for agricultural use and would be adversely impacted by the addition of screening landscaping, a 25-foot roadside buffer as prescribed in subsection E.2.c.ii of this section shall not be required.
- d. Roadside Buffers in Multifamily and Commercial Subdivisions. A minimum 50~~25~~-foot vegetative buffer shall be established adjacent to all designated scenic roads. The buffer shall be consistent with the requirements for a full screen buffer, pursuant to subsection D.4.a of this section.
- e. Multiple Street Frontages. For properties subject to the roadside buffers requirement along two property boundaries, the roadside buffer abutting the street with the lower classification may be reduced to 25 feet in width. For properties that abut more than two streets requiring roadside buffers or in situations where both abutting streets are of the same road classification, one roadside buffer of the full required width shall be required and all other roadside buffers may be reduced to 25 feet; provided, that the full required width buffer is located where a greater number of significant trees can be incorporated into the buffer.
- F. Parking Lot Landscaping. The requirements of this subsection F are in addition to required perimeter landscaping under subsection D of this section. When more than one building is placed on a lot or a building is placed in the center of the lot with parking all the way around it, the street perspective is used to determine which landscaping standards to follow for parking lot landscaping.
- 1. NSC, B/I, and WD-I Districts and Nonresidential Uses Outside Winslow Mixed Use Town Center Overlay Districts and High School Road Mixed Use Districts. All applicants in these areas shall provide the following types and amounts of landscaping.

Parking lots shall meet the requirements of BIMC 18.15.020. Applicants may refer to the standards contained in this section for optional planting locations within parking areas.

a. Intent. The intent of this section is to screen views of parking lots. To provide shade and visual relief within parking lots, to limit impacts of impervious surfaces and to reinforce safe pedestrian access to buildings.

b. Requirements for Parking Lots Located Adjacent to Public Rights-of-Way.

- i. One tree for every four parking stalls; and
- ii. Minimum 30 percent evergreen trees; and
- iii. Deciduous trees minimum two-inch caliper, evergreen trees minimum six feet high at the time of planting; and
- iv. Evergreen shrubs minimum 18-inch height at the time of planting spaced no more than three feet on center, to provide a continuous hedge achieving a maximum height of three feet at maturity located adjacent to the rights-of-way (this may be achieved with the perimeter landscape); and
- v. Evergreen ground cover planted and spaced to achieve total coverage within two years; and
- vi. A landscaped area at the end of parking aisles.



Parking Adjacent to Right-of-Way



Safe Pedestrian Access

c. Requirements for Parking Lots Not Abutting Public Rights-of-Way.

- i. One tree for every eight parking stalls; and
- ii. One hundred percent of the trees may be deciduous; and
- iii. Deciduous trees minimum two-inch caliper, evergreen trees minimum four feet height at the time of planting; and
- iv. Evergreen ground cover and/or shrubs planted and spaced to achieve total coverage within two years; and
- v. A landscaped area at the end of parking aisles.



Parking Area Screen

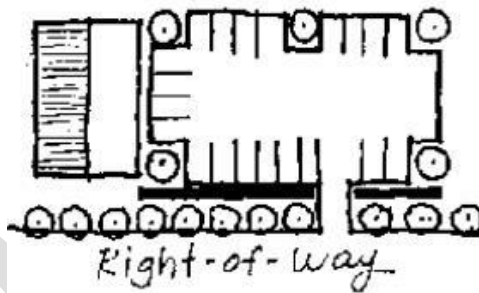
d. Standards.

- i. Maintain shrubs at a maximum three feet height within parking lots so views between vehicles and pedestrians will not be blocked.
- ii. Landscape in planting islands or strips shall have an area of at least 100 square feet and with a narrow dimension of not less than five feet if wheel stops are provided to

prevent vehicle overhang. A narrow dimension of not less than eight feet may be provided if the vehicle overhang area is included in the planting area.

- iii. Provide permanent curbs or wheel stops to protect the plantings.
 - iv. Significant trees and tree stands may be used in lieu of new landscape requirements if they are in addition to the significant tree and tree stand retention requirements.
 - v. Clustering of new plant material within parking lots may be approved or required by the director if the intent of this section is met.
 - vi. Refer to the landscape materials matrix in the administrative manual for tree species appropriate for parking lots.
2. Winslow Mixed Use Town Center Overlay Districts, High School Road Districts, R-8 and R-14 Districts. All applicants in these areas shall provide the following types and amounts of landscaping. Parking lots shall meet the requirements of BIMC 18.15.020. Applicants may refer to the standards contained in this section for optional planting locations within parking areas.
- a. Intent. The intent of this section is to soften the appearance of surface parking lots. To provide more intensive landscaping when surface parking lots are exposed to public view.
 - b. Parking Lots Located in the Front of Buildings and Adjacent to Public Rights-of-Way.
 - i. One tree for every two parking stalls; and
 - ii. One hundred percent of the trees may be deciduous; and
 - iii. Deciduous trees minimum two-inch caliper; and
 - iv. Evergreen shrubs planted to form a hedge, minimum 18-inch height at the time of planting, spaced no more than three feet on center, not to exceed a mature height of three feet located adjacent to the public rights-of-way (this may be achieved with the perimeter landscape); and
 - v. Deciduous trees minimum two-inch caliper spaced no more than 30 feet on center located along the public rights-of-way (this may be achieved with the perimeter landscape); and
 - vi. Evergreen ground cover and/or shrubs planted and spaced to achieve total coverage within two years; and
 - vii. A landscaped area at the end of parking aisles.
 - c. Requirements for Parking Lots Located to the Side of Buildings and Adjacent to Public Rights-of-Way.
 - i. One tree for every four parking stalls; and

- ii. One hundred percent of the trees may be deciduous; and
- iii. Deciduous trees minimum two-inch caliper; and
- iv. Evergreen shrubs planted to form a hedge, minimum 18-inch height at the time of planting, spaced no more three feet on center, not to exceed a mature height of three feet located adjacent to the public rights-of-way (this may be achieved with the perimeter landscape); and
- v. A landscaped area at the end of aisles; and
- vi. Deciduous trees minimum two-inch caliper spaced no more than 30 feet on center located along the public rights-of-way (this may be achieved with the perimeter landscape); and
- vii. Evergreen ground cover and/or shrubs planted and spaced to achieve total coverage within two years.



d. Requirements for Parking Lots Located Behind Buildings and Not Adjacent to Public Rights-of-Way.

- i. One tree for every eight parking stalls; and
 - ii. One hundred percent of the trees may be deciduous; and
 - iii. Deciduous trees minimum two-inch caliper, evergreen trees minimum four feet height at the time of planting; and
 - iv. Evergreen ground cover and/or shrubs planted and spaced to achieve total coverage within two years; and
 - v. A landscaped area at the end of aisles.
- e. Standards.
- i. Maintain shrubs at a maximum three feet height within parking lots so views between vehicles and pedestrians will not be blocked.
 - ii. Landscape in planting islands or strips shall have an area of at least 100 square feet and with a narrow dimension of not less than five feet if wheel stops are provided

to prevent vehicle overhang. A narrow dimension of not less than eight feet may be provided if the vehicle overhang area is included in the planting area.

- iii. Provide permanent curbs or wheel stops to protect the plantings from vehicle overhang.
- iv. Significant trees and tree stands may be used in lieu of new landscape requirements if they are in addition to the significant tree and tree stand retention requirements.
- v. Clustering of new plant material within parking lots may be approved or required by the director if the intent of this section is met.
- vi. Refer to the suggested landscape materials matrix in the administrative manual for tree species appropriate for parking lots.

G. Total Site Tree Unit Requirements.

- 1. Intent. The overall purpose of BIMC 18.15.010 is to preserve the landscape character of the community through development standards by encouraging the retention of existing vegetation and significant trees by incorporating them into site design. The intent of this subsection G is to ensure that, to the degree practicable, (a) each development approval in the MUTC, HSR I and II, R-8, R-14, and NSC zone districts and (b) each development approval for nonresidential development in the R-5, R-4.3, R-3.5, R-2.9, R-2, R-1, and R-0.4 zone districts leaves the development parcel with at least a specified minimum amount of tree coverage, measured in tree units per acre, that reflects the degree of tree coverage prior to development or redevelopment and that discourages avoidable site disturbances that would require tree removal.
- 2. Applicability. The regulations of this subsection G apply to each development application involving (a) any modification to a development parcel located in the MUTC, HSR I and II, R-8, R-14, or NSC districts or (b) a permitted nonresidential development in the R-5, R-4.3, R-3.5, R-2.9, R-2, R-1, and R-0.4 zone districts. If a significant portion of a significant tree trunk, dripline and/or critical root zone extends onto an adjacent property, both properties may use the tree units for retaining the trees to meet the requirements of subsection G.4 of this section, upon mutual agreement. These provisions shall not apply to projects involving only interior renovation of existing buildings.
- 3. Site Specific Evaluation of Total Impact on Tree Coverage.
 - a. In order to show how the tree unit requirements of subsection G.4 of this section are being met, the applicant shall submit the following information as part of the landscaping plan information for a land use permit application:
 - i. Identify and survey all existing trees to be retained as part of the proposed development;

- ii. If opting to meet tree unit requirements pursuant to subsection G.4.a.iii of this section, the applicant shall identify the species and DBH of each tree to be removed;
- iii. The applicant shall also submit valuation of all trees to be retained, using the valuation standards of the International Society of Arboriculture (see administrative manual for submittal requirements for landscaping plans).

4. Requirements.

a. A development application covered by subsection G.2 of this section shall only be approved if it complies with the requirements of subsections C (Tree Retention, Protection, and Replacement), D (Perimeter Buffering and Screening), E (Street Frontage Landscaping), and F (Parking Lot Landscaping) of this section, and also complies with subsection G.4.a.i, ii or iii of this section.

- i. In the MUTC central core and ferry terminal overlay districts, the development parcel shall have at least 30 tree units per acre following the proposed development or redevelopment.
- ii. In the MUTC Ericksen Avenue, Madison Avenue, and gateway overlay districts, and each site in the R-8, R-14, HSR I and II, and NSC districts, and for permitted nonresidential development in the R-5, R-4.3, R-3.5, R-2.9, R-2, R-1, and R-0.4 zone districts, the development parcel shall have at least 40 tree units per acre following the proposed development or redevelopment.
- iii. As an alternative to subsections G.4.a.i and ii of this section, and at the applicant's option, the development parcel will contain at least the same number of tree units after the proposed development or redevelopment as it had before that development or redevelopment.

b. Existing and new trees in roadside, perimeter, and shoreline buffers and/or critical areas and their buffers do not count towards the tree unit requirements of this section. If an applicant is choosing to meet their tree unit requirements using subsection G.4.a.iii of this section, the existing trees in those protected areas and buffers will not count towards the "pre-development" amount of tree units.

5. Calculation of Tree Units.

- a. Each tree preserved on a development parcel shall earn the number of tree units shown in Table 18.15.010-67, based on its diameter at breast height (DBH) as measured in inches. If the DBH measurement results in a fraction, the requirement shall be rounded to the nearest whole number (greater than or equal to 0.5 is rounded up; less than 0.5 is rounded down).

Table 18.15.010-67: Tree Unit Conversion Table for Preserved Trees [1]

DBH	Tree Units	DBH	Tree Units	DBH	Tree Units
3 – 5	1.0	24 – 26	6.2	<u>39-40</u>	<u>10.8</u>
6 – 10	1.2	27 – 28	7.0	<u>41-42</u>	<u>11.4</u>
11 – 12	1.4	29 – 30	7.8	<u>43-44</u>	<u>12.0</u>
13 – 15	2.0	30+ <u>31</u>	8.2 <u>8.4</u>	<u>45-46</u>	<u>12.6</u>
16 – 18	3.2	<u>32-33</u>	<u>9.0</u>	<u>47-48</u>	<u>13.2</u>
19 – 20	3.8	<u>34-36</u>	<u>9.6</u>	<u>49+</u>	<u>13.8</u>
21 – 23	4.6	<u>37-38</u>	<u>10.2</u>		

[1] For multi-stemmed trees, measure the DBH of each trunk separately, multiply each of these measurements by itself, add up these amounts, and calculate the square root of that total to find the DBH for the tree as a whole.

b. Tree Retention Bonus.

- i. If retained trees occur in a tree stand, they shall earn 1.2 times the tree unit value shown in Table 18.15.010-67.
- ii. If the retained trees occur in a tree stand that is adjacent to a tree stand on an adjacent lot that is already protected as part of a land use permit or conservation easement, they shall earn one and one-half times the tree unit value shown in Table 18.15.010-67 instead of the bonus described in subsection G.5.b.i of this section.
- iii. If the retained tree is one designated through the city's heritage tree program it shall earn two times the tree unit value shown in Table 18.15.010-67, and the tree shall not receive additional bonus in subsections G.5.b.i and ii of this section for location in a tree stand.
- iv. If the retained tree is located within a designated Wildlife Corridor Network, it shall earn one and one-half times the tree unit value shown in Table 18.15.010-67.

c. Each new or replacement tree planted shall earn one tree unit. New trees planted to meet the minimum parking lot landscaping requirements of subsection F of this section do not count towards meeting tree unit credits under this section. New trees planted in or around a parking lot that exceed the minimum requirements of subsection F of this section can be counted towards meeting required tree units.

d. If, after complying with subsections C, D, E, and F of this section, additional trees need to be planted to meet the minimum tree unit requirements in subsection G.4 of this section:

- i. In the MUTC central core and ferry terminal overlay districts, those trees may be planted either at ground level or above ground level (such as a patio, terrace, or rooftop); and
- ii. In the MUTC Ericksen Avenue, Madison Avenue, and gateway overlay districts, R-8, R-14, HSR I and II, NSC districts, as well as for nonresidential developments within residential districts, those trees shall be planted at ground level.

H. Planting Requirements.

1. Intent. The intent of this section is to encourage the use of native species and recommend planting conditions adaptive to Bainbridge Island.
2. Requirements. Landscape designs shall conform to the following provisions:
 - a. Areas not devoted to landscape required by this chapter, parking, structures and other site improvements are encouraged to be planted or remain in existing vegetation.
 - b. New plant materials shall include native species or nonnative species that have adapted to the climatic conditions of the coastal region of the Puget Sound region.
 - c. New plant materials shall consist of drought resistant species, except where site conditions within the required landscape areas assure adequate moisture for growth.
 - d. New tree plantings shall be a minimum of two inches in caliper if deciduous or six feet in height if evergreen. New shrubs planted in roadside or perimeter buffers shall be of a variety that achieves a minimum six feet height at maturity. Soil planting types and depth shall be sufficient for tree planting.
 - e. When the width of any landscape strip is 20 feet or greater, the required trees shall be staggered in two or more rows.
 - f. Existing vegetation may be used to augment new plantings to meet the standards of this chapter.
 - g. Grass may be used as a ground cover where existing or amended soil conditions assure adequate moisture for growth.
 - h. Ground cover areas shall contain at least two inches of composted organic mulch at finish grade to minimize evaporation. Mulch shall consist of materials such as composted yard waste, composted sawdust, and/or manure that are fully composted.
 - i. Existing and/or compacted soils may need to be augmented with fully composted organic material or aerated.
 - j. Specific submittal requirements for landscaping plans (tree protection, retention and planting plans) are included in the city's administrative manual.

3. Performance Assurance.

- a. Performance assurance is required to assure the city that the landscape required by this section is properly installed and will become established and be adequately maintained.
- b. The required landscape shall be installed prior to the issuance of a temporary certificate of occupancy for the project. The Washington landscape architect, Washington certified nursery professional or Washington certified landscaper shall submit a landscaping declaration to the director to verify installation in accordance with the approved plans.
- c. The time limit for compliance may be extended to allow installation of landscaping during the next appropriate planting season as approved if the director determines that a performance assurance device, for a period of not more than one year, will adequately protect the interests of the city. The performance assurance device shall be for 150 percent of the cost of the work or improvements covered by the assurance device. In no case may the property owner delay performance for more than one year.
- d. The form and type of the performance assurance device shall be determined by the director.

4. Maintenance Assurance.

- a. The property owner shall replace any unhealthy or dead plant materials in conformance with the approved planting plan.
- b. A maintenance assurance device shall be required for a period of five years after acceptance by the city of the new planting or transplanting of vegetation to ensure proper installation, establishment, and maintenance.
- c. The maintenance assurance device amount shall not be less than 20 percent of the cost of replacing materials covered by the assurance device.
- d. The form and type of the maintenance assurance device shall be determined by the director.

I. Irrigation.

1. Intent. The intent of this section is to provide temporary or permanent irrigation within new planting areas that do not have high soil moisture conditions. These regulations shall not apply where provisions of Chapter 16.12 or 16.20 BIMC or any state or federal law restricts irrigation, and in case of conflict with any provision of those laws, the provisions of those laws shall govern.
2. Requirements.
 - a. Except for areas of undisturbed existing vegetation, all landscape areas that do not have high soil moisture conditions shall have temporary or permanent irrigation

- systems. Temporary systems may be removed after 24 months or two growing seasons, whichever occurs first; provided, that the plantings are established.
- b. Areas where existing site conditions assure adequate soil moisture for growth within the required landscape area shall have temporary irrigation systems only as required to sustain new plantings.
 - c. Landscape areas consisting of drought resistant vegetation may require temporary irrigation systems. Permanent irrigation systems located within required landscape areas should include the following features:
 - i. Moisture or precipitation sensors; and
 - ii. Automatic timers set for operation to assure adequate moisture levels; and
 - iii. Head-to-head spacing, if sprinkler heads are proposed; and
 - iv. Pressure regulating devices; and
 - v. Backflow prevention devices; and
 - vi. Separate irrigation zones for grass and planting beds; and
 - vii. Other features required to comply with applicable state and city codes.
 - d. Irrigation water shall be applied with goals of avoiding runoff, low head drainage, overspray, or other similar conditions where water flows onto adjacent property, nonirrigated areas and impervious surfaces by:
 - i. Considering soil type and infiltration rates; and
 - ii. Using proper irrigation equipment and schedules, including features such as repeat cycles, to closely match application rates with infiltration rates; and
 - iii. Considering special problems posed by irrigation on slopes and in median strips.
 - e. Irrigation systems shall be subject to the following additional provisions:
 - i. Systems in landscape strips less than five feet in width shall be designed to ensure that overspray and/or runoff does not occur by use of system design options such as low volume emitters; and
 - ii. Sprinkler heads with consistent application rates shall be selected for proper area coverage, operating pressure, and adjustment capability; and
 - iii. Separate control valves shall be used to irrigate plants with differing water needs.

J. Maintenance.

1. Intent. All new landscape plantings and significant trees and tree stands to be retained shall be maintained to preserve the Island's forested character.
2. Requirements.
 - a. All landscaping, significant trees and tree stands shall be maintained for the life of the project.
 - b. All landscaped areas required by this chapter, significant trees and tree stands, except within critical areas or their protective buffers (defined in Chapter 16.20 BIMC), should be maintained in a healthy growing condition.
 - c. Landscape areas shall be kept free of trash.
 - d. All plant material shall be managed by pruning so that plant growth does not conflict with public utilities, restrict pedestrian or vehicular access, or create a traffic hazard.

K. Screening of Certain Facilities.

1. Outdoor Storage. In the NSC and B/I districts, outdoor storage areas shall be screened. The screen height is determined by the height of the material or equipment being screened. Chain link fencing with neutral colored slatting is permitted along with vegetative screening when vegetative screening alone is not sufficient to block the outdoor storage from public view and where the fencing is not visible from a street. Exterior storage should be confined to portions of the site least visible from public view.
2. Trash Dumpsters and Outdoor Equipment.
 - a. In the NSC and B/I districts, trash dumpsters or any outdoor equipment, whether on roof or side of a structure, or on the ground, shall be screened from view. Screening shall be architecturally consistent with the adjacent structure in terms of materials. Mechanical equipment should be located below the highest vertical element of the building.
 - b. In the B/I districts, trash and recycling containers shall be located to mitigate noise impacts to nearby residential properties.
 - c. Small wind energy generators do not need to be screened.
3. Business/Industrial. In the B/I districts, light manufacturing uses shall visually screen the development year-round from adjacent, nonindustrial properties and from adjacent roadways. Landscape screening shall be provided in accordance with subsection D of this section.

Section 2. Section 18.18.030 of the Bainbridge Island Municipal Code is amended to read as follows:

18.18.030 Specific design regulations and guidelines.¹

All development shall comply with the design regulations and guidelines applicable to that type of development as set forth in this section and the reference documents, which are adopted as part of this title by reference. In the event of a conflict between two or more design standards or regulations, the more specific shall apply.

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

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

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

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

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

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

1. Street trees shall be provided in an amount equivalent to at least one every 30 feet in planting pots or beds covered by a tree grate, pavers or planted area. Trees may be grouped and are encouraged to have a varied meandering effect. Tree size, location and species shall be approved by the City. See Street Tree diagram in Central Core Overlay District Design Guidelines (BIMC 18.18.030.E).

G. Island Center NSC Design Guidelines. Development, redevelopment, and exterior renovation in the Island Center NSC zone district shall comply with those regulations contained in the Island Center NSC-specific portion of “Guidelines for Commercial and

Mixed Use Projects – Including Guidelines for Lynwood Center, Island Center, and Rolling Bay.”

1. Street trees shall be provided in an amount equivalent to at least one every 30 feet in planting pots or beds covered by a tree grate, pavers or planted area. Trees may be grouped and are encouraged to have a varied meandering effect. Tree size, location and species shall be approved by the City. See Street Tree diagram in Central Core Overlay District Design Guidelines (BIMC 18.18.030.E).

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

1. Street trees shall be provided in an amount equivalent to at least one every 30 feet in planting pots or beds covered by a tree grate, pavers or planted area. Trees may be grouped and are encouraged to have a varied meandering effect. Tree size, location and species shall be approved by the City. See Street Tree diagram in Central Core Overlay District Design Guidelines (BIMC 18.18.030.E).

I. Business/Industrial District Design Guidelines.

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

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

J. Fort Ward Design Guidelines. Development, redevelopment, or exterior renovation in the Fort Ward historic overlay district shall comply with regulations contained in “Design Guidelines for Fort Ward.”

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

PASSED BY THE CITY COUNCIL this ____ day of _____, 2016.

APPROVED BY THE MAYOR this ____ day of _____, 2016.

Val Tollefson, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK: XXXX, 2016
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: 2016-01

DRAFT

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:50 PM Resolution No. 2016-09, Authorizing the Transfer of any Interests and Liabilities in the Assets of CENCOM from the City of Bainbridge Island to Kitsap County, AB 16-039 - Executive	Date: 3/22/2016
Agenda Item: PUBLIC HEARING(S)	Bill No.: 16-039
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund: N/A	
Expenditure Req:	Budgeted? No	Budget Amend. Req? No

REFERRALS/REVIEW

City Council Business Meeting: 3/8/2016	Recommendation: Schedule public hearing for March 22, 2016 Business Meeting.	
City Manager: Yes	Legal: Yes	Finance: N/A

DESCRIPTION/BACKGROUND

The Parties to the Interlocal Agreement that establishes CENCOM, which includes the City of Bainbridge Island, desire to continue to provide a county-wide operation of 911 dispatch services by reorganizing and re-establishing CENCOM as a separate legal entity established as a Public Development Authority and changing the name of the new organization from CENCOM to Kitsap 911. Currently, Kitsap County is the lead entity of CENCOM and all CENCOM staff are Kitsap County employees.

The CENCOM Policy Board has been discussing a reorganization of CENCOM for the past year and several different options were considered. Ultimately, the Policy Board agreed to move forward with the Public Development Authority option, which allows Kitsap 911 to be established as a separate legal entity. This option does not encumber any of the Cities or Districts with liabilities.

The attached resolution is a necessary first step for creation of Kitsap 911. Prior to adoption of the resolution, a public hearing is required. At the March 8, 2016 meeting, the City Council scheduled a public hearing on the Resolution No. 2016-09 for the March 22, 2016 meeting.

Following the public hearing, the City Council is asked to consider approval of Resolution No. 2016-09.

RECOMMENDED ACTION/MOTION

I move the City Council approve, Resolution No. 2016-09, transferring any and all interests and liabilities in CENCOM from the City of Bainbridge Island to Kitsap County.

ATTACHMENTS:

Description	Type
▣ Resolution 2016 - 09	Backup Material
▣ Exhibit A	Backup Material

RESOLUTION NO. 2016-09

A RESOLUTION of the City Council of the City of Bainbridge Island, Washington, authorizing the transfer of any interests and liabilities in the assets of CENCOM from the City of Bainbridge Island to Kitsap County.

WHEREAS, since 1991 certain governmental entities in Kitsap County have been a party (“Parties”) to an interlocal agreement establishing a joint board, known as “CENCOM” providing for the joint and cooperative provision of emergency communications services to citizens within the Parties’ respective jurisdictions; and

WHEREAS, since 1991, and subject to the oversight and consent of the Parties, the CENCOM 911 Policy Board was the overall governing authority of the joint and cooperative undertaking, establishing policy, systems, and programs for CENCOM’s operations, developing CENCOM’s annual budget, funding, and cost share distribution, and determining staffing levels and supervising the CENCOM director; and

WHEREAS, since 1991, Kitsap County has served as the administrator for the CENCOM joint board, equipping, operating, staffing, and maintaining facilities necessary to provide 911 communication services, issuing Limited Tax General Obligation Bonds to finance and refinance construct, equip, acquire, and improve 911 facilities and systems in furtherance of the joint and cooperative undertaking; and

WHEREAS, the Parties desire to continue to provide a county-wide operation of 911 dispatch services by reorganizing and re-establishing CENCOM as a separate legal entity established as a Public Development Authority and changing the name of the new organization from CENCOM to Kitsap 911, and transferring all of the administrative functions heretofore performed by Kitsap County to Kitsap 911; and

WHEREAS, since 1991, the Parties have invested public funds and have incurred liabilities for the benefit of CENCOM. Such funds and liabilities have been used to acquire necessary property, real and personal, and incur liabilities for the operation of CENCOM. As the Administrator for CENCOM, all properties and liabilities are currently held by Kitsap County for the benefit of the Parties for the operation of CENCOM; and

WHEREAS, in order to organize and re-establish CENCOM as a Public Development Authority, all the Parties desire to release and transfer any and all interests and liabilities they have in those assets held by Kitsap County on behalf of CENCOM to Kitsap County so that Kitsap County can transfer all interests and liabilities of the Parties, including those of Kitsap County, to the new organization upon its creation; and

WHEREAS, the Parties desire to make provision for all liabilities currently existing or the occurrence of which arise prior to the date Kitsap 911 is established; and

WHEREAS, the transfer of all such interests and liabilities of the Parties to Kitsap 911 upon its creation is in the best interest of the Parties; and

WHEREAS, pursuant to Chapter 39.33 RCW, the City Council conducted a public hearing with proper notice on _____, 2016 and considered all testimony prior to their decision; now therefore,

**THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND,
WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. The recitals set forth above are hereby incorporated by reference as if set forth fully herein.

SECTION 2. Pursuant to Chapter 39.33 RCW, the City Council hereby declares as surplus any interest it has or holds in any property including, but not limited to, real property, personal property, contracts, the property specifically identified in **Exhibit A**, or any other property currently held by Kitsap County for the operation of CENCOM.

SECTION 3. The City of Bainbridge Island hereby releases and transfers to Kitsap County any and all interest it has in those assets identified in Section 2 above held by Kitsap County on behalf of CENCOM and further, releases and transfers any and all liabilities it has in those assets currently existing or which arise prior to the date Kitsap 911 is established, so that Kitsap County can transfer all interests and liabilities of the Parties, including those of Kitsap County, to Kitsap 911 upon its creation. This release and transfer of interest is conditioned and shall be effective upon the following:

- 1) Kitsap County passing an ordinance creating a Public Development Authority pursuant to the provisions of RCW 35.21.730 through RCW 35.21.759 establishing Kitsap 911; and
- 2) Kitsap County transferring, and Kitsap 911 accepting, any and all interest and liabilities Kitsap County has, including the interest and liabilities of the Parties released and transferred by resolution, in the assets of CENCOM to Kitsap 911 upon its establishment pursuant to the provisions of RCW 35.21.747.

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

SECTION 5. Effective Date. This Resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council of the City of Bainbridge Island, Washington this _____ day of March 2016.

APPROVED by the Mayor this _____ day of March 2016.

APPROVED AS TO FORM:

Lisa Marshall, City Attorney

Val Tollefson, Mayor

ATTEST:

Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NUMBER:

March 3, 2016

2016-09

EXHIBIT A

Kitsap County CENCOM Property

Site Name Address	Coordinates (NAD83)	Cencom Property *	Owner Owner of property identified as follows: Tower - standard type <u>Building</u> - underlined <i>Real Property</i> - italicized
CENCOM Facility 911 Carver Street Bremerton, WA Kitsap County	47-33-18.92 122-40-51.52	CENCOM Facility. Building, Tower, and Equipment. Estimated value \$10,883,756	CENCOM <u>CENCOM</u> <i>State of Washington</i>
NDGC Location 345 6 th Street Bremerton, WA 98337 Kitsap County <i>Voting Receivers</i>		Equipment Only	City of Bremerton <u>City of Bremerton</u> <i>City of Bremerton</i>
Capital Hill 6 th Street/Times Ave Bremerton, WA 98312 Kitsap County <i>Voting Receivers</i>		Equipment Only (Cabinet)	City of Bremerton <u>N/A</u> <i>City of Bremerton</i>
Cultas Bay 6496 Cultas Bay Clinton, WA Island County	47-58-26.3 122-31-21.5	Equipment Only	ICOM <u>ICOM</u> <i>South Whidbey Fire</i>
East 30th 3027 Olympus Drive Bremerton, WA Kitsap County	47-35-26.31 122-37-11.77	We only have equipment at this location. Estimated Value \$557,149	US West New Vector <u>City of Bremerton</u> <i>City of Bremerton</i>
Gold Mountain – 90 Ft Microwave Tower	47-32-57.0 122-47-08.	Tower and Equipment. Estimated Value \$334,289	CENCOM <u>N/A</u> <i>DNR</i>
Gold Mountain – 260 Ft Main Tower 1686 Minard Road West Bremerton , WA Kitsap County	47-32-55.8 122- 47-08.1	Tower, Equipment, and Building Estimated Value \$2,228,597	CENCOM <u>CENCOM</u> <i>DNR</i>

* All real property used by CENCOM is leased or accessed by other agreement.
All towers not owned by CENCOM are leased or accessed by other agreement.
All equipment & furnishings are owned by CENCOM.

EXHIBIT A

Kitsap County CENCOM

Property

Site Name Address	Coordinates (NAD83)	Cencom Property *	Owner Owner of property identified as follows: Tower - standard type <u>Building</u> - underlined <i>Real Property</i> - italicized
Kingston 27055 Ohio Avenue Kingston, WA Kitsap County	47-48-30.4 121-29-36.4	We only have equipment at this location. Estimated Value \$228,860	American Tower <u>NW Laborers Training Trust</u> <i>NW Laborers Training Trust</i>
Kitsap County Courthouse 614 Division St Port Orchard, WA 98366 Kitsap County		We only have equipment at this location	CENCOM <u>Kitsap County</u> <i>Kitsap County</i>
Lincoln Hill 20230 Pugh Road NE Poulsbo, WA Kitsap County	47-44-45.55 122-37-11.64	Building and Equipment Estimated Value \$445,719	City of Poulsbo PW <u>CENCOM</u> <i>City of Poulsbo</i>
Mandus Olson East of Mandus Olson Road NE South of NE Koura Road Bainbridge Island, WA Kitsap County	47-39-21.81 122-32-50.11	Equipment Only. Estimated value \$334,289	Bainbridge Island Fire Dept <u>Bainbridge Island Fire Dept</u> <i>Bainbridge Island School District</i>
Newberry Hill 8115 Dickey Road Silverdale, WA Kitsap County	47-38-17.51 122-43-32.12	Building and Equipment \$557,149	Central Kitsap School District <u>CENCOM</u> <i>Silverdale Water District</i>
Orchard Heights 1826 Fircrest Drive SE Port Orchard, WA Kitsap County	47-31-55.32 122-35-59.83	Tower, Building, and Equipment \$1,114,298	CENCOM <u>CENCOM</u> <i>South Kitsap Fire & Rescue</i>
Purdy Purdy Transfer Station 14515 54th Avenue N.W. Purdy, WA Pierce County	47-23-27.0 122-36-29.0	Building and Equipment. Estimated Value \$557,149	Pierce County Transit <u>CENCOM</u> <i>Pierce County PW</i>

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EXHIBIT A

Kitsap County CENCOM

Property

Site Name Address	Coordinates (NAD83)	Cencom Property *	Owner Owner of property identified as follows: Tower - standard type <u>Building</u> - underlined <i>Real Property</i> - italicized
Simon Point 2400 Tahuyeh Lake Rd NW Bremerton, WA 98312 Kitsap County	47-35-15.0 122-49-6.0	Tower and Building	CENCOM <u>CENCOM</u> <i>DNR</i>
Suquamish 22063 Dewberry Rd NE Indianola, WA 98342 Kitsap County	47-45-35.09 122-31.03.62	Equipment Only Estimated Value \$557,149	Suquamish Tribe <u>CENCOM</u> <i>Suquamish Tribe</i>
Teal Lake 1057 Teal Lake Road Port Ludlow, WA Jefferson County	47-54.02.10 122-40-13.65	Tower, Building, and Equipment. Estimated Value \$1,114,298	CENCOM <u>CENCOM</u> <i>Olympic Resources</i>
View Park 8869 SE View Park Road Port Orchard, WA Kitsap County	47-28-49.0 122-32-02.0	Equipment only Estimated Value \$334,289	Global Tower Partners <u>Global Tower Partners</u> <i>Global Tower Partners</i>

Revenue Leases

US Coast Guard Rescue 21-	KC-264-05 (Gold Mountain Tower)
US Coast Guard	KC-485-03 (Gold Mountain Tower)
US Navy Spawar	KC-150-07 (Gold Mountain Tower)
US Navy ELMR	KC-201-07 (Gold Mountain Tower)
US State Department	KC-358-06 (Gold Mountain Tower)
CLEARWIRE/Sprint	KC-118-09 (Gold Mountain Tower)
Kitsap Transit	KC-117-09 (Gold Mountain Tower)
Jefferson County 911	KC-160-07 (Teal Lake Tower)
T-Mobile	KC-160-07 (Orchard Heights Tower)
South Kitsap School District	KC-229-13 (Orchard Heights Tower)
Qwest Corporation	KC-423-07 (Gold Mountain Tower)
Verizon Wireless	KC-141-12 (Simon Point Tower)
Harrison Hospital	KC-248-12 (CENCOM Facility)

* All real property used by CENCOM is leased or accessed by other agreement.
All towers not owned by CENCOM are leased or accessed by other agreement.
All equipment & furnishings are owned by CENCOM.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:00 PM Resolution 2016-03, Financial Policies	Date: 3/22/2016
Agenda Item: NEW BUSINESS	Bill No.: 16-023
Proposed By: Ellen Schroer, Finance Director	Referrals(s):

BUDGET INFORMATION

Department: Finance	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal:	Finance: Yes

DESCRIPTION/BACKGROUND

The City Council discussed financial policies on February 2 and March 1. The attached memo and resolution provide background information and a revised draft of financial policies for the City.

RECOMMENDED ACTION/MOTION

I move the City Council forward Resolution 2016-03, Financial Policies for the City of Bainbridge Island, to the April 26 Consent Agenda.

ATTACHMENTS:

Description	Type
❑ Transmittal Memo	Backup Material
❑ Resolution 2016-03, Financial Policies	Backup Material



DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES

MEMORANDUM

TO: City Council
Doug Schulze, City Manager

FROM: Ellen Schroer, Finance Director

DATE: March 18, 2016

RE: Financial policies resolution, first reading

At the February 2, 2016 Council meeting, we began a discussion of the City's financial policies. The discussion continued at the March 1 Study Session, at which time we reviewed some draft revised policies. At the Study Session, several good questions arose regarding the policies; this memo provides some additional information to assist with decisions regarding the policies.

One set of questions at the March 1 meeting concerned the level of specificity desired in the financial policy resolution. It is staff's intention that the policies provide a shared framework for expectations around financial decision-making. However, the policies are not intended to provide all financial information. In some cases, such as a list of current operating funds, the information is provided in the budget document, and on the City's web site. In other cases, such as the references to the Revised Code of Washington (RCW), relevant sections have been added to the preliminary whereas section of the resolution so that readers can easily find this legal guidance.

One substantive change recommended in the revised policies is a change in the General Fund minimum fund balance from a set dollar amount of \$3.0 million to three months, or 25%, of operating revenues. This change in 2016 represents an increase from \$3.0 million to \$4.0 million. Staff recommends this change for the following reasons:

- Using a percentage rather than a flat dollar amount is a customary way to express reserves as it eases comparison across years and jurisdictions;
- The Governmental Finance Officers Association (GFOA) recommended minimum level of unrestricted fund balance, or the minimum fund balance as the City has

defined it, for the General Fund is two months, or about 16% of revenue. Along with this guidance, GFOA notes that higher reserve levels may be needed if significant revenue sources are subject to fluctuations. The City has a large and stable property tax base, but sees changing revenue levels, sometimes rapidly changing, in the next largest general government revenue sources, sales tax and Real Estate Excise Tax (REET). In 2008, for example, REET and sales tax revenue decreased by a combined total of \$1.3 million or 22% as compared to 2007. Conversely, 2014 revenues for these sources showed an increase of \$1.4 million or 32% as compared to 2013.

- Adequate and stable reserve levels contribute to maintaining and increasing the City's credit rating. In the City's latest credit rating, in July 2014, Moody's listed one of the strengths of the City to be "healthy fund balances and reserves supported by strong fiscal policies."
- Establishing a minimum fund balance policy of 25% of operating revenues will require the City to budget to maintain this fund balance in the future. Recent financial performance and delay of City-funded capital projects, including the balance in the Washington State Ferry settlement account, has contributed to balances above the required minimums. However, when planned spending occurs, the General Fund ending balances will decrease quickly.

Another change recommended was related to the General Fund Emergency Reserve section. The revised language includes the approval requirements for use of the funds. The added language does not make a change to the existing requirements; it is the language from a 2008 resolution. I am adding this language to reiterate the process established by the City Council at that time for the manner of use of these funds.

Other questions at the meeting addressed Priority Based Budgeting and reporting mechanisms. The City began to use Priority Based Budgeting in 2014, and completed an extensive Council and staff process at that time. There were several public meetings in 2014 at which Council, staff and the community discussed Priority Based Budgeting, including Council meetings on April 30, May 5, June 9, August 18 and September 9, 2014. At the March 17, 2015 meeting, Council also reaffirmed the results chosen in 2014.

The financial policies call for monthly reporting to be provided to Council. City staff do routine financial activities monthly, and post updated information to the City's OpenGov financial transparency site. This portal, available through the City's website, provides both saved reports and financial data that interested members of the Council and community can review and analyze. We welcome feedback about how this portal and

reporting can be more useful.

As with the March 1 meeting, I am attaching a draft version of financial policies for the City, for your review. This version of the revised policies has two colors of highlighted text – the yellow text providing best practices revisions and the green text showing revisions made after the March 1 meeting in response to Council input.

Attachment

- Draft revised financial policies, Resolution 2016-03, with suggested new text highlighted

RESOLUTION NO. 2016-03

A RESOLUTION of the City of Bainbridge Island, Washington, establishing a consolidated set of updated financial and budget policies, supplementing, superseding, amending and/or re-affirming certain policies adopted by the City during or prior to 2016.

WHEREAS, the City Council (the "Council") is responsible for setting financial policy for the City of Bainbridge Island (the "City"); and

WHEREAS, the Revised Code of Washington 35.a.33 provides guidance for Budgets in Code Cities; and

WHEREAS, the Revised Code of Washington 35.a.34 authorizes cities to establish biennial budgets, under which authorization, and the authorization of the Bainbridge Island Municipal code 2.82, the City of Bainbridge Island prepares a biennial budget with a mid-biennial review; and

WHEREAS, the City Administration ("Administration") requests that, as part of the 2017-18 biennial budget process, Council update, rescind, amend and/or re-affirm several financial and budgetary policies that were initially adopted by the City during or prior to 2016; and

WHEREAS, the Council and Administration wish to establish an ongoing consolidated set of Financial and Budget Policies (the "Financial Policies") to be administered by the Administration and to guide Council action on an ongoing basis.

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:

Section 1. PURPOSE

The primary purpose of financial policies is to provide guidelines for the City Council and staff to use in making financial decisions that ensure core services are maintained and the Council's vision for the community is achieved.

The financial policies guide the City to be able to withstand local and regional economic variations, to adjust to changes in service requirements, and to respond to other changes as they affect the community.

It is the policy of the City to maintain an excellent credit rating and assure taxpayers that the City of Bainbridge Island is maintained in sound financial condition.

SECTION 2. OPERATING BUDGET POLICIES

The biennial budget is the City's comprehensive two-year financial plan, which supports the City's approved programs and services.

City programs and services support achievement of the following results, as identified and approved by the City Council:

- Green, Well-Planned Community
- Healthy and Attractive Community
- Reliable Infrastructure and Connected Mobility
- Safe City
- Vibrant Economy
- Good Governance

Biennial budgets should provide for design, construction, maintenance and replacement of the City's capital assets and equipment consistent with the Capital Facilities Plan including the related cost for operating new assets.

The City will maintain all its assets such that it protects the City's capital investment, preserves public safety, and minimizes future maintenance and replacement costs.

All general government current operating expenditures will be paid from current revenues and cash carried over from prior years.

The City shall adopt a balanced budget. The City defines a balanced budget as one in which current biennium revenues in addition to fund balances are equal to or greater than current biennium budgeted expenditures. In addition, the City's budget shall maintain recurring expenditures for each fund at a level less than recurring revenues for that fund.

Reports on revenues and expenditures shall be prepared monthly and provided to the City Council. Mid-year and annual reports will also be prepared and provided. These reports will also be posted to the City's website or reporting portal.

The City shall consider its financial capacity when making budget decisions. Staff shall deliver to Council a ten-year Financial Capacity Analysis as part of the biennial budget process. For each Financial Capacity Analysis, the financial assumptions shall be reasonable and shall take into account an appropriately chosen set of inflation factors and an appropriate set of economic projections. The Administration's chosen

assumptions for revenues, expenditure inflation factors and economic measures shall be disclosed to the Council.

SECTION 3. REVENUES

The City will strive to maintain a diverse and stable revenue stream to protect against short-run volatility of any single revenue source.

Because revenues, especially those of the General Fund and other tax-supported funds, are sensitive to economic changes, the City will use a conservative approach to revenue forecasting.

Departmental revenues of the tax-supported funds shall be considered unrestricted revenue of the City – subject to any applicable legal restriction, and subject to any applicable provision of the Financial Policies, that may apply to a particular revenue source.

Revenues from the Commercial Parking Tax shall be treated as revenues of the Street Fund.

Real Estate Excise Tax revenue shall be first applied to current capital debt service and then, to the extent available, to other eligible expenses.

The City shall maintain a structure for all fees and charges where the beneficiary of the service pays the cost of that service except to the extent that the Council has determined that provision of the specific service in question provides a general public benefit.

On a periodic basis, Building and Development Services (B&DS) rates shall be reviewed, with a goal of revenues contributing approximately seventy-five percent (75%) of expenditures on a planning basis for the B&DS Fund.

The City will maintain water, sewer and storm water utility rates adequate to ensure that each of these three utility funds is fully self-supporting. Additionally, for analysis and rate modeling purposes, the proposed rates shall take into account debt service coverage commitments, if applicable. The capacity to support identified utility reserves will also be taken in to account.

SECTION 4. EXPENDITURES

The City budget will provide for a sustainable level of service to meet the City's identified results.

The City will maintain expenditure categories according to state statute and administrative regulation. Capital expenditures shall meet the requirements of generally accepted accounting principles (GAAP).

The City shall use major one-time revenue to fund capital improvements, debt reductions, or reserves. The use of one-time revenues to fund operating expenditures is strongly discouraged.

The Council shall review the Administration's recommended plan for the allocation of City costs to various funds as part of the biennial budget process.

As a general rule, when an expenditure is incurred for which both restricted and unrestricted fund balance is available, the City will consider the more restricted amounts to have been spent first.

On a periodic basis, the City Administration shall compare the cash compensation and the value of benefits for City employee positions to the compensation and benefit levels to a set of comparable employers, to provide data for potential compensation and benefit policies which may be adopted by the Council.

SECTION 5. CAPITAL

The Capital Facilities Goals and Policies that are stated in the City's Comprehensive Plan, as amended from time to time, are hereby included in full in the Financial Policies.

The Capital Improvement Plan and the City operating budget will be reviewed at the same time to ensure that capital and operating needs are balanced with each other and support overall City goals.

The City shall develop a six-year plan for capital improvements and update it at least biennially.

The City will identify the estimated costs and proposed funding sources for each capital project proposal before it is submitted to Council for approval. The City will use intergovernmental assistance and outside resources whenever possible. In the event that a grant, or other type of intergovernmental assistance, is identified as a funding source for a project and the outside funding is not secured, the City will reconsider the financial viability of that project at that time.

SECTION 6. RESERVES

Reserve funds enable the City to deal with unforeseen emergencies and changes in economic conditions.

General Fund Reserves

Emergency Reserve: The City shall maintain an Emergency Reserve with a budgetary target amount of \$1.0 million. These funds shall be used only to pay for emergencies that cannot reasonably be accommodated by current budget appropriations. These funds may be appropriated only by a vote of not less than five (5) members of the City Council or the unanimous vote of a legal quorum. It is the Council's policy that if funds are spent from the Emergency Reserve, it should be replenished as resources become available.

General Fund Minimum Fund Balance. The City shall maintain a minimum fund balance of 25% of ongoing revenues in the General Fund. The General Fund minimum fund balance shall mean the dollar amount of unencumbered fund balance, excluding any amounts held in reserves or otherwise committed funds. This fund balance is intended to provide stability in the event of unexpected changes to revenues or expenses.

Utility Fund Reserves

Capital Contingency Reserve. Each utility fund shall maintain a separate capital contingency reserve. Each reserve shall have a targeted level of at least one percent (1%) of the utility system's capital assets at net book value. The primary purpose of the reserve is to provide a ready source of cash in case of an emergency, should a major piece of equipment or a portion of the utility's infrastructure fail unexpectedly.

Operating Reserve – Water and Sewer Funds. These reserves shall have a targeted level as of each year-end of at least sixty (60) days' operating expenses. The primary purpose of the reserve is to provide cash for operations in case of seasonal variations in revenue or expenses, or to support operations in a year in which revenues are abnormally low.

Operating Reserve – Storm and Surface Water Management Fund. This reserve shall have a targeted level as of each year-end of at 90 - 120 days' operating expenses. The primary purpose of the reserve is to provide cash for operations during the period between the payment of the fees, which occurs in two large payments in April and October.

Restricted Debt Reserve. To the extent that the City issues a form of debt (e.g. Revenue Bonds) that requires the City to maintain a restricted cash reserve during the term of the debt repayment period, the utility shall maintain a restricted reserve for such purpose. This reserve is to safeguard the purchasers of the utility's debt, and may be used to fund the final installment or last year's debt service.

SECTION 7. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

The City will establish and maintain a high standard of internal controls and accounting practices. The City accounts and budgets for revenue and expenditures on a modified accrual basis for general government and enterprise activities. Year-end reporting for enterprise activities shall use full accrual accounting.

The accounting system will maintain records on a basis consistent with accepted national standards for local government accounting and the Washington State Auditor's Budgeting, Accounting and Reporting System.

The annual financial report shall conform to Generally Accepted Accounting Principles (GAAP) and be in the form of a Comprehensive Annual Financial Report as recommended by the Government Finance Officers Association.

A capital asset system will be maintained to identify all City assets and their location.

The City will ensure that City records are audited annually, resulting in a financial opinion. The results of the audit will be available to the public through the City's website.

SECTION 8. DEBT

The City's Debt Policy, as it may be amended from time to time, is hereby included in the Budget Policies.

SECTION 9. INVESTMENT

The City's Investment Policy, as it may be amended from time to time, is hereby included in the Financial Policies.

SECTION 10. BANKING AND MONEY MANAGEMENT

10. Safety

The City shall engage in relationships, and conduct its business, with one or more banks, repositories of public pooled funds, and financial institutions in a manner that avoids concentrating City balances in a way that may expose the City to material losses in the event of an adverse development affecting any bank or financial institution in which City assets are held.

10.2 Money Management

The City Administration shall seek to form relationships with banking and financial institutions that offer the City efficient and effective tools and technologies to manage and track transactions and balances.

PASSED by the City Council this ____ day of _____.

APPROVED by the Mayor this ____ day of _____.

/s/

ATTEST/AUTHENTICATE:

/s/

Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:

PASSED BY THE CITY COUNCIL:

RESOLUTION NO.: 2016-03

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:15 PM Community Needs Assessment for Human Services	Date: 3/22/2016
Agenda Item: NEW BUSINESS	Bill No.: 16-041
Proposed By: Deputy City Manager Morgan Smith	Referrals(s): City Council 2016 Annual Advance

BUDGET INFORMATION

Department: Executive	Fund: General Fund	
Expenditure Req: TBD (\$30,000 - \$60,000)	Budgeted? No	Budget Amend. Req? Yes

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: N/A

DESCRIPTION/BACKGROUND

At the annual City Council Advance on January 21, 2016, the Council discussed whether it was feasible to undertake a community needs assessment to inform the next award cycle for the City funding for human services. An Ad Hoc committee was formed (including Councilmembers Medina, Scott, and Townsend) to identify potential scope for an assessment, cost, and timing requirements. The results of that review are provided in the attached briefing memo.

For additional background, please review the materials below:

- The two most recent reports on human service needs in Bainbridge Island (2003 and 2008).
- Community Profile data developed by PRR, Inc. as input to the 2003 needs assessment.
- Via link, an example of a recent community needs assessment performed by the City of Renton:
<http://rentonwa.gov/uploadedFiles/Living/CS/HUMSERV/Needsassessment.pdf>
- Via link, an example of a community needs assessment performed by the City of Bellevue:
http://www.ci.bellevue.wa.us/humanservices_needs_update.htm
- A draft proposal from PRR, Inc. for a current needs assessment for Bainbridge Island.

If Council confirms their support for the concept of a community needs assessment in 2016, staff will work in April to finalize a potential scope and schedule with an identified firm. Final approval and contracting for the project will occur after City Council's review of all new 2016 financial requests, scheduled for the April 19, 2016 City Council meeting.

If Council approves project funding and scope in late April, work on the needs assessment could begin around May 1, with a target completion of September 1. If necessary, staff will work with the consultant to adjust scope as needed to achieve the required schedule. This will ensure that the results are available to

inform the City Council, Human Services Advisory Committee, potential applicants and other stakeholders ahead of the release of the RFP for 2017-18 funding. Currently, the RFP for 2017-18 funding is scheduled for release around October 1, 2016 in order to provide funding recommendations to the Council by the end of the year.

Due to the compressed schedule, it is recommended that the City engage PRR, Inc. for the project, since their previous similar work in the community and familiarity with local organizations and stakeholders will be helpful in completing the new project as efficiently as possible.

RECOMMENDED ACTION/MOTION

To determine City Council support for the proposed project to engage an outside firm to complete a community needs assessment for human services, contingent on City Council approval for additional funding in 2016 for this work.

ATTACHMENTS:

Description	Type
❑ Human Needs Assessment Briefing Memo	Backup Material
❑ 2003 HHHS Community Needs Final Report	Backup Material
❑ 2008 HHHS Community Update	Backup Material
❑ 2003 Community Profile Data	Backup Material
❑ 2016 PRR Inc Draft Proposal	Backup Material



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT

MEMORANDUM

DATE: 3/22/2016

TO: COUNCILMEMBERS KOL MEDINA, MICHAEL SCOTT,
AND ROGER TOWNSEND

FROM: MORGAN SMITH, DEPUTY CITY MANAGER

SUBJECT: OPTIONS FOR A COMMUNITY NEEDS ASSESSMENT
FOR HUMAN SERVICES

I. Background

This memo provides information to respond to the City Council's request for options for the City to complete a community needs assessment related to human services. The proposed needs assessment would be intended to meet several objectives:

- Provide the City Council with a current and comprehensive evaluation of the state of human services needs within the community. This information would be used by the Council, and by extension the Human Services Funding Advisory Committee (HSFAC), to inform the next award cycle for the City's human services funding.
- Provide the community with data and stakeholder feedback that describes the current state of human service needs within Bainbridge Island.
- Provide service providers with quantitative and qualitative data that could be used to inform their service delivery, to benchmark the impact of their work, and to communicate with other funding sources.
- Create a reference document that could accompany, and potentially inform, the update to the Human Services Element of the City's Comprehensive Plan. Timing for the needs assessment project will determine how early and to what degree the results of the assessment can be introduced into the Comprehensive Plan Update process.

II. Approach

The City has limited staff capacity, no in-house expertise in either survey methods or social services, and a goal to complete the proposed assessment ahead of the next human services funding cycle (planned for Q4-2016). For these reasons, the assessment project is expected to rely on one or more outside consultants to deliver the project results. Staff support required to direct, facilitate, review and manage the consultant's work will need to be identified and accommodated within the existing City workplan. Budget authority for consulting expenses will need to be considered and approved by the City Council.

To understand potential scope for a needs assessment, I reviewed examples of similar projects from several Seattle-area cities (in particular Renton and Bellevue) and nonprofit organizations. I also reviewed the most recent previous assessment for Bainbridge Island (2003, updated in 2008). I contacted firms that do this type of work in order to learn more about typical project structure, cost and timing and I reviewed the websites and project examples for several other firms.

III. Scope

There are four fairly consistent components within the assessments I reviewed:

- **Community Profile.** Consultant uses publicly available data (US Census, County sources, etc.) to develop a detailed profile of Bainbridge Island. Data can be supplemented by other information provided by the City (for example, service provider reports). The profile focuses on areas such as demographics, income, crime, education, housing, and health. The result of this task is a quantitative portrait of the current characteristics of the community and its residents, with key findings and relevant recent trends identified.
- **Stakeholder Input.** Consultant engages with various human services stakeholders to solicit input on community needs, current experience, and existing service delivery. This qualitative research often includes consultant contact via individual meetings with identified stakeholders, focus groups, and/or larger workshops. Potential stakeholders could include representatives from service providers, human service clients, City advisory committee members, elected officials, City staff and others. Topics include service trends, service gaps, and barriers to service. The result of this task is a report that identifies key findings and summarizes the feedback provided by participants via the various forums.
- **Community Survey.** The results from the community profile and stakeholder input are used to develop meaningful topics and questions for a survey of the general community. Survey efforts are designed to produce statistically valid results and may use multiple channels in combination to reach participants and achieve response rate goals (for example mail, land-line phone, cellular phone, online tools, etc.). The result of this task

is response data from the broader community on human services issues and experiences. This task also serves to expand awareness of the City's support for human services to a broader segment of Bainbridge Island residents.

- **Analysis and Reporting.** The consultant evaluates the results from the previous stages of data collection and develops a final set of key findings and outcomes. Results are reported in a format that is accessible, attractive and user-friendly. This task can also include having the consultant conduct facilitated sessions with elected officials, other stakeholders, and/or the general public in order to share the results of the assessment and discuss trends and findings.

IV. Timing

Typical needs assessment projects require 4-6 months to complete. Project schedule will depend on the scope of work and depth of engagement/community input activities. Not all of the examples I reviewed included a community survey component, but instead limited data collection to the community profile effort and stakeholder input. If a general survey is included, it is recommended to do this after the other two tasks, so the information from stakeholders and other sources can be included in the survey content for the general community.

In order for the results of a needs assessment to be used to inform the City's next human services funding cycle, the needs assessment analysis and reporting would be finished and the City Council would have the opportunity to receive the results, consider the findings and discuss the implications ahead of the upcoming award cycle. If the Council's consideration of needs assessment results was scheduled for September, 2016 the City could issue its RFP for human services funding proposals on October 1 with proposals due by the end of October. The HSFAC could evaluate proposals in November and provide a funding recommendation to the Council in December. This schedule matches the schedule used in 2015, and would allow applicants to know the results of their proposals before December 31, 2016.

This schedule for the award cycle would require a completion date of September 1 (or earlier) for the needs assessment project. Another option would be to delay the City's award cycle from Oct/Nov (2016) to Jan/Feb (2017). This would allow an additional 60 days for the needs assessment project. A third option would be to complete the 2016 award cycle in Q3/Q4 (2016) as scheduled, conduct a needs assessment in 2017, and use those results to inform the next City award cycle (2018).

The timing to begin a 2016 needs assessment project will depend on a series of decisions from the City Council:

1. Whether to proceed with a needs assessment in 2016 and with what parameters for project scope and cost. Initial discussion is scheduled for the Council meeting on 3/22/16. If there is support for a needs assessment project, this discussion could also cover whether the City prefers to (a) issue a Request for Proposals (RFP) for this project, (b) request proposals from a limited number of identified firms, or (c) work with a single firm to develop a project scope and budget.
2. Whether to provide additional funds for needs assessment in 2016. Discussion of all additional 2016 spending requests is scheduled for the City Council Study Session on 4/19/16.
3. Whether to approve any contract for consulting services that exceeds \$30,000. Contract(s) for the needs assessment project that exceed \$30,000 would require City Council approval. If funding for this project is approved at the April 19 Study Session, Council could consider approval of a contract as early as the April 26 Business Meeting.

If the City proceeds with a needs assessment in 2016, it would be helpful to identify a plan for future assessments. Future assessments could occur on a regular basis, and be timed to best coordinate with the City's award cycles and biennial budget development. One option would be to plan for a current needs assessment every four years, which would correspond to every other funding cycle. Ideally the needs assessment would be completed during (or before) Q1/Q2 of a year in which the award cycle is planned for Q3/Q4.

V. Cost

Costs for similar projects range from \$30,000 - \$60,000 depending on scope. This equates to roughly 10 – 20% of the City's grant awards for 2016 (\$330,000).

VI. Other Tasks Related to Human Services Funding

Aside from the potential needs assessment project, the City has identified other decisions and tasks that will be required ahead of the next human services funding award cycle.

- Review the City's financial support for human services
 - ✓ City staff have developed a detailed report on the level of human services funding and the process for awards in comparable cities throughout the region. This information is intended to assist the City Council in the development of the 2017-18 Biennial Budget and in their review of the specific level of funding provided that will be provided in that budget for human services support.

- Identify a resource to facilitate the upcoming, two-year award cycle
 - ✓ One critical part of the 2015 award cycle was the professional support provided by the Bainbridge Community Foundation (BCF). BCF provided a range of services (committee facilitation, materials management, reporting and assessment) at a cost to the City of \$22,000. BCF has indicated that they do not wish to provide these services on an ongoing basis. Staff will work in the coming months to develop a proposal for how these components of the next award cycle will be managed.
- Review and consider feedback from HSFAC members, BCF, and other stakeholders on the 2015 pilot process. City staff and Council will then determine whether to revise/adapt the award process for 2016. This task should include a review of the RFP and the funding priorities/scoring criteria that are provided to applicants and the HSFAC members.
- Appoint HSFAC members for next award cycle.
- Conduct award cycle for next two-year funding cycle (2017-18).



for additional information



Health, Housing and Human Services Council

Health, Housing and Human Services Council
221 Winslow Way West, Suite 203
Bainbridge Island, WA 98110
206/842-9335
hhhs@bainbridge.net

Bainbridge Island Web Site
Human Services Element of the
Comprehensive Plan
www.ci.bainbridge-isl.wa.us/Comp_Plan/Comp_Plan_Index.htm



Health, Housing and Human Services Council



Human Services Needs Assessment

Challenges to meeting human service needs

In the big picture of human service needs, several challenges remain.

AWARENESS OF NEEDS AND SERVICE SYSTEM

Providers, consumers and public opinion leaders believe there is a general lack of awareness of both Bainbridge Island's human service needs and the existing human services system.

ACCESS TO EXISTING SERVICES

In addition to the lack of awareness, about two-thirds of those surveyed believe there are reasons people can't access the existing human services system. These reasons, also noted by focus group participants, include:

- Perceived stigma associated with using services. Prosperity and affluence have set a high standard, making it harder for those in need.
- Concerns about confidentiality. Going to a human service provider is believed to be noticed in such a small community.
- Transportation problems. Public transportation options are perceived to be oriented towards the needs of commuters and less towards the needs of those traveling on the Island during non-commute hours.

Moving forward — our next steps

Share the information we've learned as broadly as possible through the media and presentations to community groups. If your group would like a presentation, please call or email us.

Create a steering committee and action teams to work on the unmet human service needs we've identified, building on the work of existing groups where possible.

Continue to work with the City and human service agencies to develop policies and funding that support needed improvements in our human services system.

"Because this is an island and a relatively intimate community, I think individuals needing help are not forthcoming."

What do you think?

Call our Interactive Voice Response line at **206/xxx-xxxx** to offer your suggestions on how to best address the unmet human service needs on Bainbridge Island.

Your ideas can make a difference!

An independent non-profit corporation, HHHS serves as Bainbridge Island's official advocate and advisor for human services and is responsible for making the Human Services Element of the City's Comprehensive Plan a reality.

2003

To answer these vital questions, we must first assess what needs are — and are not — being met in our community. This important research is a needs assessment, a process called for by the City of Bainbridge Island's Comprehensive Plan.

In November and December 2002, the Health, Housing and Human Services Council (HHHS) conducted a needs assessment with a special focus on identifying the unmet needs or gaps in human services. This assessment is an important first step to begin addressing unmet needs and to align the city's human services funding with our community's needs.

HOW THE ASSESSMENT WAS DONE

Community Demographic Profile — To create an up-to-date picture of the island's population, we used census data and other information such as Bainbridge Island and Kitsap County agency reports, City of Bainbridge Island data and Bainbridge Island resident surveys.

Survey — We surveyed 82 Bainbridge Island human service providers and other persons knowledgeable about island human services and needs to determine which needs are being met, and where there are gaps in services.

Focus Groups — We conducted focus groups with consumers of human services (seniors, youths and single parents) as well as with community opinion leaders to further understand the island's human service needs.

We had excellent response to the assessment and we received consistent feedback and information from survey respondents and focus group participants.

"I think people appreciate the services they know about, but might be in the dark about what all is available."

ACKNOWLEDGEMENTS

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Published in 2003.

Our changing population

Bainbridge Island’s population is growing and changing. Compared with both Kitsap County and the state as a whole, our population has grown significantly in the past decade, increasing by almost 30% between 1990 and 2000. However, the growth rate is expected to slow in the next five years to only about 3% between 2002 and 2007.

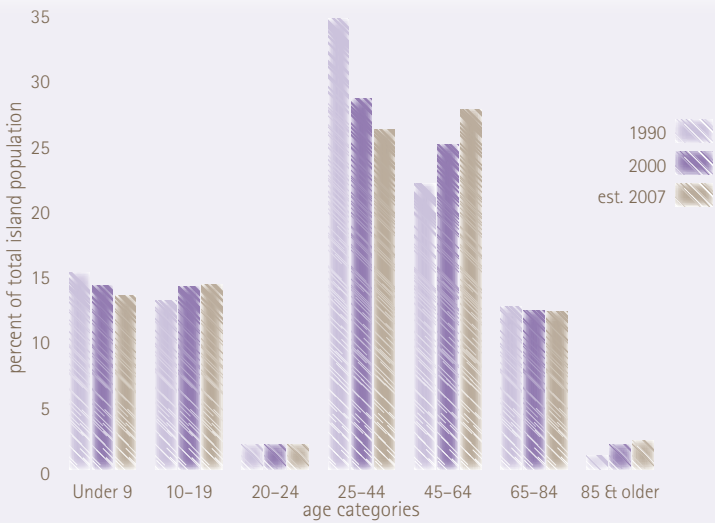
Perhaps even more significant than the sheer increase in numbers is how our community is changing.

Only about a third of households have school-aged children while the percentage of female-headed households with school-aged children continues to rise.

Based on current figures and projections to 2007, we can expect fewer young children (0–9 year-olds) and a decrease in the percentage of adults in the main childbearing years (25–44 year-olds). On the other hand, we can expect many more middle-aged persons and pre-retirees (45–64 year-olds) with the percentage of residents 85 and older also expected to increase.

Thus, Bainbridge Island is both growing and gray-ing. This will result in increased demand for human services, especially for services designed to meet the needs of an older population.

“Many people don’t realize how much of a need there is.”



CHANGES IN AGE CATEGORIES expressed as percent of total population on Bainbridge Island



The human services dilemma—needs amidst affluence

Compared to Kitsap County and Washington State, Bainbridge Island is characterized by higher education levels, lower unemployment, higher median incomes, fewer female-headed households, higher rates of homeownership and less crime. However, real human service needs exist and there is less affluence on Bainbridge Island than commonly assumed.

7.5% of Bainbridge Island children live in poverty and nearly one out of four households (23.7%) have annual incomes of less than \$35,000. It’s not surprising that fully 70% of survey respondents feel that increasing housing costs have made a major impact on the human services system, and that the ability of people to afford to live on Bainbridge Island is perceived to have decreased.

The reality of human service needs within a relatively affluent community has created a special human services dilemma: Since Bainbridge Island’s needs are less visible, there is a perception that most people’s needs are met, and consequently it’s hard for people to ask for services.

“We probably have . . . many individuals eligible for services who are reluctant to access them based on pride.”



Our unmet human service needs

Our community’s strong commitment to our human services system is demonstrated by city funding, private donations, volunteer activity and support from local non-profits, the school district, the park district, the fire district and city government. Survey respondents report that many human service needs are well met through an extensive human services system of skilled service providers.

SURVEY RESULTS

While the majority of human service needs are being met, there are some needs that are perceived as not being met well. These are areas of need where there is a significant gap between the perception of how big a need is and the ability of providers to meet the need. The largest perceived gaps are in:

- Affordable assisted living for seniors
- Affordable medical and dental care
- Affordable housing options
- Alcohol abuse among youth
- Drug abuse among youth
- Child care for special needs children
- Adult day care

These areas were also identified as growing needs in the last twelve months.

FOCUS GROUP FINDINGS

Focus group participants identified unmet services that affect them most acutely.

Seniors noted a lack of medical and dental services, affordable prescriptions, adult day care, companionship opportunities and mental health services on the island.

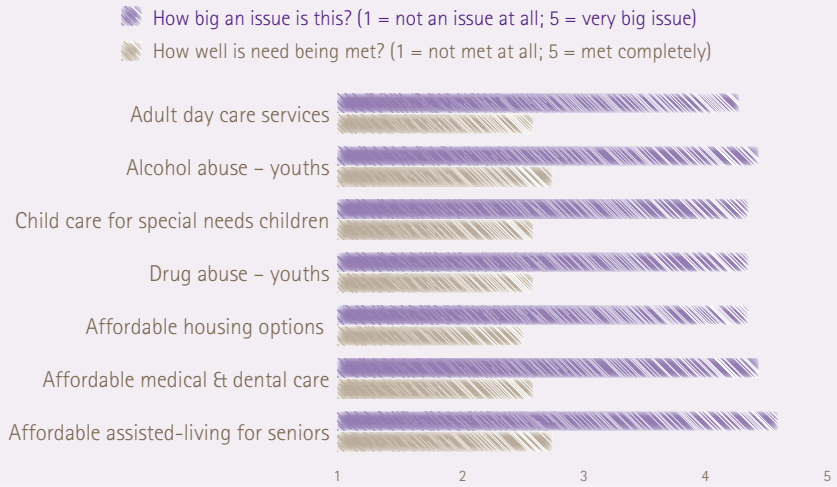
Youth noted a lack of family planning, rape, assault and suicide prevention services, as well as the need for a stronger vocational track in the school system.

Single parents noted the need for domestic violence services, child-care for parents who work off the island and services for special-needs children. They echoed the sentiments of youth through their desire for a stronger emphasis on vocational training in the school system.

“Access provides transportation but seniors have a window of approximately two hours when they’ll be picked up to go to their appointment and to come home from it. This makes an appointment that should take one hour into an all-day affair.”

“We have a relatively complex offering of services, well supported by the community for a community our size.”

MEETING HUMAN SERVICE NEEDS gap analysis of 82 survey respondents



“If you work on the Island you can’t afford to live here. If you live here, you can’t afford to work here.”



HEALTH HOUSING AND HUMAN SERVICES COUNCIL

2008 HEALTHY COMMUNITY CHECKUP



An independent nonprofit corporation, HHHS serves as Bainbridge Island's official advocate and advisor for human services, and is responsible for making the Human Services Element of the City of Bainbridge Island's Comprehensive Plan a reality.

VISION FOR A HEALTHY BAINBRIDGE ISLAND COMMUNITY

The Human Services Element of the City of Bainbridge Island's Comprehensive Plan includes the following vision for a healthy, caring community:

Bainbridge Island will function as a caring community that strives to maintain the well-being of all its members, a community where all members feel connected to the community and where each individual has opportunities to contribute to the community.

HEALTHY COMMUNITY CHECKUP

In Fall 2007, HHHS decided to undertake a community checkup that would not only update information on human services needs and gaps in our community but engage Bainbridge Islanders in defining what makes a healthy community and how human services fit into the picture.

How much do people care about the vision of a healthy community? How well are we doing? What factors are most important in achieving this vision? Where do human services fit into a healthy community? What are the changes in human services needs and gaps since our last assessment? How can we gauge community health and wellbeing over time? These are some of the questions HHHS set out to answer.

TRENDS THAT IMPACT OUR COMMUNITY

WHO PARTICIPATED IN THE CHECKUP?

A Steering Committee - made up of HHHS board members, human service agency directors, and community members - was responsible for overseeing the research and its conclusions.

Human service providers & key community contacts - participated in a survey identifying needs and updating information on gaps in services.

Focus groups - of seniors, mid-life adults, parents, youth and people who work but don't live on the Island - explored in depth our strengths and challenges and the things that matter most in sustaining a healthy community.

Members of many Bainbridge Island organizations - such as Rotary, faith-based groups, non-profit boards, book clubs, and neighborhood gatherings - participated in facilitated discussions and completed brief questionnaires.

Online survey respondents: Hundreds of individuals logged into the HHHS website, responded to online survey questions and shared their thoughts about a healthy Bainbridge Island community.

City Council / Mayor: During the month of May 2008, five Bainbridge Island City Council Members and the Mayor participated in individual interviews exploring factors contributing to a healthy community.

All together over 600 Islanders participated in some active way in the Healthy Community Checkup. People were eager to get involved; input and interactions were lively and heartfelt.

HEALTHY COMMUNITY CHECKUP STEERING COMMITTEE

Co-Chairs
Elaine VonRosenstiel
Leigh Barreca

Committee Members
Jane Allan
Charlie Averill
Roberto Gurza
Lori Midthun
Maureen Newby
Dana Quitslund
Joanne Tews
Kaycie Wood

HHHS Staff
Jan Lambert

Consultant:
Bonnie Snedeker

Population Growth

Island growth continues to be a significant trend. Bainbridge Island's population has tripled in size since the early 1970s. We grew more than 30% between 1990 and 2000 and more rapidly than both Kitsap County and the state as a whole from 2000 to 2006. The growth rate began to slow in 2007 and is expected to decrease further in 2008. Growth, on its own, has brought many changes to Bainbridge that can challenge our sense of community. Population growth will continue to be an important factor over the long-term.

Aging Population

The graying of our population continues, with the largest increases in the 45 to 64 year old age group over the past seven years. Over half of all Bainbridge Islanders are now over age 45, compared to a median age of 37 years old in Kitsap County and 36 across the state. Looking toward the future, the most rapid growth is expected in the age 60 and above population segment. Compared to the county and state, Bainbridge has a much smaller portion of its population (6.3 %) in the age 25 to 44 segment.

The cost of living is beyond the reach of many of us. And that gulf is widening.

Rising Costs

It has become more expensive to live on Bainbridge. Rising costs of ferry transportation and gasoline play a role in this, but the cost of housing is the biggest driver. The estimated median home value on Bainbridge Island has nearly doubled since 2000 and is now over three times higher than the median home cost in Kitsap County (\$680,000 compared to \$219,000 in 2007.)

Growing Income Gap

For a number of years, median and average income levels on Bainbridge Island have been substantially higher than those for Kitsap County and the state as a whole, and this gap has been accelerating. By 2001 the average (mean) income across Bainbridge Island (at \$92,623) was over 60% greater than the Kitsap County average (at \$57,631.) Adjusted average income on Bainbridge is projected to reach \$126,744 by 2012 - an increase of over 33%. While affluence is increasing among some segments of the population, income levels are lower for other groups, such as people age 65 and older, single parent households, and households with a single wage earner. Poverty rates are lower on Bainbridge than in the surrounding county, but estimates show that about a quarter of our population fits into the lower income group (under \$35,000 in 2001) and the gap between the affluent and those in need is widening.

Persistence of Needs

Just as HHHS' prior needs assessment found, there are real and persistent human service needs on the Island. An aging population, increasingly expensive housing and transportation, and more people of all ages with disabilities have exacerbated these needs. Yet, since the needs are less visible than they may be in other communities, there is a perception that most people's needs are met. This perception may affect willingness to donate or provide support for human services while also making it harder for people to ask for help.

Current Economic Downturn

Bainbridge has begun to feel the impact of changes in the national and regional economy. Short-falls in expected revenues are seriously impacting the City's budget at a time when the needs for a range of human services are on the increase.

DID YOU KNOW?

- That over 500 (unduplicated) people each month rely on the Helpline Food Bank and this number has been increasing in 2008.
- That over 15% of the growing senior population have mobility limitations, and about 8% live in group quarters or special needs housing.
- That Bainbridge youth continue to report higher use of alcohol and marijuana than teens in Kitsap County or the state as a whole.



WHAT WE LEARNED ABOUT COMMUNITY ON BAINBRIDGE ISLAND

Living in a Healthy Community is Important to All

The most robust finding of the Healthy Community Checkup was overwhelming support among Bainbridge Islanders for the vision of a healthy and caring community.

In outreach conversations, focus groups and individual surveys, people of all ages, incomes, and duration of residency on Bainbridge Island said that it was “very important” or “extremely important” for them to live in a community that fits the healthy community vision contained in the City’s comprehensive plan.

Our quality network of human service providers and volunteers is an important part of what makes our community healthy and effective.

My wife and I chose Bainbridge Island because it seemed like a real community — where we could connect and make a contribution.

How Well Are We Doing?

All survey respondents were asked to rate “the extent to which our community currently fits the healthy community vision” -- using a scale of 1 to 5 (low to high.) Responses to this question, while still relatively high overall (3.2 compared to 4.3 for the importance of the vision), were more varied. People with household incomes above \$150,000, parents of school-age children and people in the 20-44 year age group were somewhat more likely to give higher ratings for our current reality, while people with incomes below \$50,000 and living less than 3 years on Bainbridge were more apt to give lower ratings. In focus groups and conversations, people mentioned small town friendliness, interconnections, community responses to crises and needs, and a wide range of activities and events as particular strengths. Drawbacks included limited diversity and outreach to help integrate newcomers, lack of affordable housing options and difficulty for many in getting around the island and staying connected.

How Connected Do People Feel?

When people were asked “how much do you feel like a connected and contributing member of the Bainbridge Island community” overall ratings were relatively high (with a mean score of 3.5 out of 5 among the online survey respondents.).

I love this island more than I could have possibly imagined when I moved here. But it is also a very hard place to really break into and feel like you belong.

However, there was considerable variation in the responses to this question.

More than half of all respondents rated their personal connection to the community at high level (4 or above). But nearly 20% gave it a low rating (2 or below). Low scores were most prevalent among people who have lived on Bainbridge Island for less than 3 years and people with family incomes below \$50,000 a year. The greater difficulty that newcomers and lower income individuals and families experience in establishing and maintaining a sense of connection and contribution was also reflected in many of the comments recorded during the research.

ON-LINE SURVEY PARTICIPANTS’ MEAN SCORES

Online Survey Group	How important is the vision to you?	How well do we currently fit the vision?	How connected do you feel?
All respondents	4.3	3.2	3.5
• More than 20 years on B.I.	4.5	3.3	3.7
• Less than 3 years on B.I.	4.3	3.0	3.0
• Income above \$150,000	4.3	3.4	3.6
• Income below \$50,000	4.5	3.0	3.2



FACTORS THAT MAKE THE GREATEST DIFFERENCE

What Matters Most?

In all phases of the research, people were asked to give input on what factors made the greatest difference in creating and sustaining a health community on Bainbridge Island. An analysis of both quantitative responses and open ended comments resulted in the following list of priorities:

1. Quality Education System & Life Long Learning Opportunities
2. Health and Human Services to Address a Variety of Needs
3. Mobility and Transportation Around the Island
4. Affordable Housing Options for a Diverse Population
5. Positive Attitudes: Tolerance, Civility, Inclusivity and Compassion
6. Community Gatherings, Events and Activities For All Age Groups

Additional factors that were mentioned by many people as being very important to promoting a healthy, caring community included:

- Effective city government, with strong community connections and involvement, good decision-making and efficient operations.
- Competent growth management to ensure sustainable development and preservation of our natural environment and Island heritage and character.
- Arts and cultural activities that provide opportunities for involvement.
- Good communication and outreach mechanisms to promote connections, awareness and involvement across the community.

I can't emphasize too strongly the degree to which I think economic diversity – with adequate housing to encourage and sustain it – is essential to the continued wellbeing of the Island.

We need to focus more attention on teens and give them meaningful things to do. They need to have places where they can gather and feel welcome.





HUMAN SERVICES NEEDS & GAPS

A strong commitment to addressing human service needs in our community is demonstrated by City funding, private donations, volunteer efforts and support through local non-profits, the school district, park district, fire district and city government. Many of our human services needs are being well met through an extensive system of skilled service providers and volunteers.

Needs Met Since Last Analysis

The updated needs assessment shows that some progress has been made in addressing previously identified gaps in service, such as childcare for children with special needs, adult day services and other services that allow seniors to “age in place.”

Housing Identified as a Need

While the majority of human service needs are being met, there are some areas where there appears to be a significant gap between the perception of need and the ability of providers to meet the need. Of the top five needs identified as not being fully met, four were related to *housing*. These needs included:

- Affordable housing purchase options for moderate and lower income families and individuals.
- Affordable rental options for moderate and low income families and individuals.
- Affordable rental options for independent seniors.
- Affordable assisted living for seniors



Additional Need Areas Identified

Despite recent efforts to address needs for affordable dental care and youth alcohol and drug abuse prevention, both of these areas were identified as continuing gaps. Additional unmet needs identified by the research included: affordable medical and emergency care, family planning services and special needs housing for people with developmental, physical, and/or emotional disabilities.

Improved transportation services would make it easier for people to connect and create a stronger, healthier community.

When asked to identify other “unrecognized” human service needs on Bainbridge, people most frequently mentioned the following areas of need: transportation; affordable mental health services; abuse prevention/response; youth services and activities; vocational education and disability assistance.

The issue of *transportation* deserves special mention because it was identified by providers as both an “unrecognized need” and a “special service that residents need that is not available”, as well as causing problems with access to services. Lack of transportation and safe bike and walking paths for around-island mobility was also identified by non-providers as a barrier to maintaining community connections — especially among youth, seniors and people with special needs.





OUR OUTLOOK FOR THE FUTURE

Participants in the online survey were asked to look toward the future and rate “*how confident do you feel about the overall health and wellbeing of community*” – using a scale of 1-5 (with 1 representing not confident and 5 representing *very confident*.) The large majority of survey respondents (about 80%) rated their confidence level at the mid-point or above. Confidence ratings tended to be highest among people with family income above \$150,000 and lowest among people living less than 3 years on Bainbridge or with incomes below \$50,000. Age did not appear to be a factor in people’s confidence about the future.

Responses to an open-ended question about what people see as the “*biggest threats to the future health and well being of our community*” tended to cluster around the following concerns:

- **RISING COSTS** - expensive housing and lifestyle driving people out of the community and reducing diversity.
- **UNCONTROLLED GROWTH** - over-development, inadequate infra-structure and environmental degradation - loss of “small town” environment.
- **MATERIALISM, GREED & SELFISHNESS** - over-consumption and over-emphasis of material wealth and development versus human needs. Lack of interest in community; intolerance of others and their needs.
- **GOVERNMENT/COMMUNITY DISCONNECT** - problems in government and community decision-making and follow through.

Tolerance is what we need. Islanders can no longer assume we are all here for the same reasons. We need to create a vision going forward that respects and tolerates everyone’s perspective.



HOW CAN WE TELL IF WE'RE SUCCEEDING?

How can a community gauge how well it is doing over time in sustaining a healthy, caring and connected community? A number of communities and local governments have developed and used *community indicators* as a tool to measure community health and wellbeing from a holistic and outcomes-oriented perspective.

Participants in the Healthy Community Checkup had many ideas about the types of indicators we might use to track how well we are doing in creating and maintaining a healthy community on Bainbridge Island. Their suggestions ran the gamut across a range of areas, including:

- **COMMUNITY CONNECTEDNESS/CONTRIBUTION** - Charitable giving as a percent of income; Volunteers at major non-profits/local schools; Involvement in community activities and events; Participation in city government.
- **BASIC NEEDS** - Requests for help/use of specific types of human services; Availability of affordable housing options for various groups; Availability/accessibility of health and mental health care services; Percent of population with disabilities.
- **YOUTH** - Alcohol/drug use among teens; Access to vocational training and work experience; Educational performance; Connection with adults/community activities.
- **SENIORS** - Connections between seniors and young people; Social interaction and community involvement; Opportunities for affordable independent and assisted living.
- **POPULATION/DIVERSITY** - Growth rates; Population mix by age group, income, and racial/ethnic groups; Discrimination complaints or perception of racism.
- **TRANSPORTATION/MOBILITY** - Availability of transportation for seniors, youth and people with special needs; Hours of bus service availability; pedestrian friendly streets; miles of safe bike paths.
- **EDUCATION, ARTS, CULTURE AND RECREATION** - Use of library; Use of public facilities & programs; Attendance at arts/cultural events and performances; Educational quality measures.

We need to find ways to help connect those who are moving to the Island with the traditions and sense of community we seem to be in danger of losing.

While research shows that community indicators can be useful - both as a planning tool, based on a community's vision, and as an evaluation tool to measure progress - the demands of such an approach should not be underestimated. Successful implementation of an indicators program requires a sense of community ownership through citizen involvement and the selection of appropriate indicators that are relevant, valid, and for which data is accessible, reliable and timely, as well as a long-term commitment to assess progress and make adjustments over time.



MOVING FORWARD – OUR NEXT STEPS

HHHS IS COMMITTED TO MOVING FORWARD AND PLANS TO TAKE THE FOLLOWING STEPS:

- Share what we've learned as broadly as possible throughout the community. If you have ideas about how to share results from the Healthy Community Checkup and continue the conversation, please call or email us.
- Work with human service providers to generate ideas for addressing unmet needs and assist them in coordinating responses.
- Create a task force, including agency directors and HHHS board members to lead the development and use of key indicators for human services - that can serve as a prototype for the possible development of indicators in other areas.
- Present and discuss our results with the City's Community Relations Committee, and work with the Inter-governmental Work Group (School District, Parks, and City) to analyze issues raised across a number of recent citizen surveys.

This is an amazing community, and I know that efforts, ideas and energy around building and maintaining a healthy community will be thoughtful and creative.

I grew up on Bainbridge Island in the 40s and 50s. In my opinion, contrary to common belief, Bainbridge in the old days was not as healthy, by most measures as the community is today. Yes, we face many problems as a community, but we also have many assets.

I've lived here a long time (52 years!) and feel as connected as ever in many ways – even though I see more faces I don't know.

What makes me feel connected? Volunteering when needed...attending public meetings... using the Island's parks, trails and library...seeing my neighbors at Safeway or T & C...sharing laughs and tears with Island friends.



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Community Profile

Compiled by PRR, Inc.
for the Needs Assessment

2002

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Introduction

The Health, Housing and Human Services Council (HHHS) contracted PRR, Inc. to conduct a needs assessment that would identify the human services needs of Island residents in order to develop prevention/intervention strategies and to prioritize funding and resource allocation to address those needs. As a part of this needs assessment a community profile was developed. The purpose of the community profile included the following objectives:

- Analysis of data on the Island's economy, growth, employment, and crime rate data
- Data on Island residents, including age, race, income, education, household size and composition
- Describe trends occurring on the Island, as well as trends in Kitsap County, and the State
- Describe how Bainbridge Island trends compare with Kitsap County and State

The following community profile report attempts to meet all these objectives by describing trends and comparisons with the County and State (when data is available) and by providing analysis on the following topic areas:

- General demographics of the Island including population growth, age, race, and gender
- Household characteristics including data on family relationships, income, education, employment, and housing
- Economic data including number and types of business establishments, the total sales, the annual payroll, and number of paid employees.
- Senior life data that specifically highlights the trends of those over 55 on the Island
- Youth data that specifically highlight trends and data on youth such as school enrollment, poverty levels, and youth behaviors
- Crime statistics on the Island
- Human service trends and community behaviors of the Island including birth data, Head Start program use, behavior risk factors and alcohol/substance abuse, and community values of the residents.

For each of these sections data is provided over time (1990-2007) and compared with the County and State if the data was available. The main sources of data include the U.S. Census, special reports of Census and projection data from Claritas, Inc., Bainbridge Island and Kitsap County agency specialized reports, Bainbridge Island police department data, and from specialized surveys of Island residents conducted on specific topics.

There are references and comparisons made with data in 2002, 2006, and 2007. The data presented for these years are estimated and projected data that is provided by Claritas, Inc. Data for these years are only estimates and are not actual numbers.

Overall Community Profile

Population, Age, & Race

Bainbridge Island has experienced a greater population increase from 1990 to 2000 (28.2%) than has the County or the State, however the projected population growth from 2000 to 2007 is less than the County or the State. As a community they have had and will probably continue to have less young people (ages 20 to 34) than the County or the State.

At the same time though, the Island is expected to have a larger decrease in the number of children under age five and a larger increase in older residents (age 55 to 64) than the County or State. Overall the Island has and is projected to have an "older" population. This older population (55 to 74) is also projected to have higher median incomes than older residents in the County or the State.

Bainbridge Island is also less racially diverse and is projected to remain so. The population is about 10% more White/Caucasian than the County or the State population.

Household Characteristics

The Island has more family households, particularly married couples with children under 18 and less female headed households with children than does the County or the State. They also have fewer people living in group quarters. Island residents also have higher median income levels and are less likely to be living in poverty than those in the County or the State.

Education levels on the Island are very high. There are twice as many residents with Bachelor's Degrees or higher and three time as many residents with Graduate Degrees or higher than those on the County or the State levels. The Island also tends to experience a lower unemployment rate than the County or the State. Most residents of the Island have management, professional, and other related occupations that are private wage and salaried positions. A majority of the residents also work in Seattle and many use public transportation (the ferries) as a way to get to work.

A higher percentage of Island resident's own homes than those within the County or the State. The median home value on the Island is also considerably higher than those in the County or State. The estimated home value in 2002 for the Island is \$276K vs. \$131K for the County and \$147K for the State.

Economic Profile

The top three industries (based on number of businesses) on Bainbridge Island are professional/scientific/technical services, retail trade, and health

care and social assistance. The retail trade industry is the largest in terms of sales and in the number of paid employees.

Youth

Fewer children on the Island live in poverty than within the county, in fact Bainbridge Island has the lowest poverty level for children in the County. The Island also has the least amount of Medicaid-paid birth deliveries in the County. There is also a continued and steady increase in school enrollment. However, Bainbridge Island teens have higher reported alcohol and marijuana use than does the County or State. Still, many of the common “youth” crimes have decreased in incidence over the past five years.

Crime

Island residents are less likely to experience a crime against their person or property than those in the County or the State. From 1995 to 2000 there has only been approximately a 1% increase in the number of crimes.

Human Service Trends, Behaviors, & Community Values

In general the community is seen as a very healthy. Many residents report they are trying to maintain or loose weight, that they are taking aspirin regularly to prevent heart attacks, and that they have been tested for or strongly support HIV/AIDS education. The number of people who smoke or use tobacco on the Island is about the same as those within the state and the Island also has the least amount of expecting mothers reporting that they smoked during pregnancy in the County.

Lastly, residents have mixed feelings about growth on the Island and generally do not support improvements to support growth such as road expansion, development of manufacturing, additional shopping facilities, improved police and fire services, and increases in affordable housing. Island residents are very appreciative of their environment and support road expansion that maintains narrow, winding roads with vegetation. They also support taxes for such things as pedestrian and bike trails, new parks, and new recreational areas.

General Demographics

Overall Population

Overall Bainbridge Island has seen a greater increase in their population from 1990 to 2000 at 28.2% than has Kitsap County or Washington State.¹ However, their projected growth rates are lower than what is projected for the County and the State. Even though Kitsap County seems rural, as of 1999 the County had the second highest population density in the state of Washington, second only to King County.²

	Bainbridge Island	Kitsap County	Washington State
2000 Population	20,308	231,969	5,894,121
1990 Population	15,846	189,731	4,866,692
Change from 1990 -2000	28.2%	22.3%	21.1%
2002 Estimated Population	20,448	235,075	6,041,351
Growth rate 2000-2002	.69%	1.34%	2.5%
2007 Estimated Population	21,055	245,535	6,438,117
Growth rate 2002-2007	2.97%	4.45%	6.57%

Age

From 1990 to 2007³ there is a decreasing percentage of children under 10 years old across the island, County, and the State. Bainbridge Island is projected in 2007 to have fewer people under age five than does the County or the State.

Bainbridge Island continues to and is expected to have considerably lower percentage of people age 20 to 24 than the County or the State (1.9% vs. 6.8% and 6.9% in 2007). Across all the geographic comparisons though there is a projected decrease of 25 to 34 year olds. There is also a projected decrease of 35 to 44 year olds, but this decrease is more severe on Bainbridge Island. The decrease for this age group from 1990 to 2007 for the County and State is approximately 2%, but for Bainbridge Island the decrease is expected to be 8.5%.

Across all the geographic comparisons there is an increase in people age 55 to 64, but Bainbridge Island is projected to have a larger increase in this age group than the County or State.

Overall the young population of Bainbridge Island is decreasing more and the older population is increasing more than the County or State. The projected median age for Bainbridge Island in 2007 is 45, compared to 37 for the County and 36 for the State.

	Bainbridge Island			Kitsap County			Washington State		
	1990 %	2000 %	2007 Estimate	1990 %	2000 %	2007 Estimate	1990 %	2000 %	2007 Estimate
Under 5 years	6.5	5.1	4.8	8.2	6.7	6.5	7.5	6.7	6.5
5 to 9	8.6	7.6	6.8	8.2	7.5	6.9	7.6	7.2	6.7
10 to 14	7	8.8	8.4	7.5	7.8	7.6	6.9	7.4	7.2
15 to 19	5.9	7	7.2	6.8	7.4	7.7	6.6	7.3	7.5
20 to 24	1.9	1.9	1.9	7.7	6.5	6.8	7.2	6.6	6.9
25 to 34	11.6	6.9	6.3	17	12.9	12.0	17.6	14.3	13.4
35 to 44	22.9	16.8	14.4	16.6	16.8	14.6	16.5	16.5	14.4
45 to 54	13.6	21.8	23.5	10.1	15.2	16.7	10.3	14.4	15.7
55 to 59	4.6	7	8.7	3.5	5.1	6.3	3.9	4.8	6.1
60 to 64	3.7	4.3	5.3	3.5	3.5	4.5	3.9	3.6	4.5
65 to 74	7.6	6.3	6.1	6.3	5.4	5.3	6.9	5.7	5.6
75 to 84	4.9	4.6	4.5	3.4	3.8	3.6	3.8	4.1	3.9
85 and older	1.1	1.9	2.2	1	1.3	1.5	1.2	1.4	1.6
Median Age (Years)		43	45		36	37		35	36

Race

Looking across data from 1990 to estimates in 2007⁴ Bainbridge Island continues to and is projected to have a more White/Caucasian population than is the County or the State. The projection for 2007 is that there will be less White/Caucasians than in 1990 with increases in African American, Asian, and Hispanics populations across all the geographic comparisons. However, Bainbridge Island residents will still be less racially diverse than the County or State.

One interesting note is that the American Indian/Alaska Native population is expected to decrease more in Bainbridge Island than the County or State from 1990 to 2007 (a decrease of .9% vs. .1%).

	Bainbridge Island			Kitsap County			Washington State		
	1990 %	2000 %	2007 Estimate	1990 %	2000 %	2007 Estimate	1990 %	2000 %	2007 Estimate
White	95.2	93.7	93.3	90.2	85.8	84.1	88.5	85.3	83.4
Black/African American	.1	.3	.3	2.7	2.9	3.2	3.1	3.4	3.7
American Indian/Alaska Native	1.4	.6	.5	1.7	1.6	1.6	1.7	1.6	1.6
Asian	2.7	2.4	2.4	4.3	4.5	5.2	4	5.9	6.8
All other Pacific Islander/Hawaiian	.2	.1	.1	.8	.8	.9	.3	.4	.5
Some other Race	.3	.2	.3	.1	.3	.4	2.4	.2	.3
Two or More Races		2.67	3.0		4.2	4.7		3.2	3.7
Hispanic		2.2	2.5		4.1	4.6		7.5	8.8

Gender

From 1990 to 2007⁵ the gender makeup of Bainbridge Island is slightly less male than Kitsap County, but is in line with Washington State. This could be due to a military presence in Kitsap County that is not seen across the State.

	Bainbridge Island			Kitsap County			Washington State		
	1990 %	2000 %	2007 Estimate	1990 %	2000 %	2007 Estimate	1990 %	2000 %	2007 Estimate
Male	48.8	48.6	48.5	51.1	50.1	50.1	49.6	49.8	49.7
Female	51.2	51.4	51.5	48.9	49.3	49.4	50.4	50.2	50.3

Household Characteristics

The following section highlights those characteristics that deal with everyday life and family on Bainbridge Island. The characteristics that are highlighted include Family Relationships, Income, Education, Employment, and Housing.

Family Relationship & Characteristics

In general from 1990 to 2007⁶ Bainbridge Island has more family households, married couples with children under 18, and more married couples without children than does the County or State. However, like the

County and State the Island is projected to have fewer family households in 2007 than they had in 1990. Unlike the County or State though, Bainbridge Island is projected to have more married couples with children under 18 in 2007.

Even though there is expected to be an increase from 1990 to 2007 in the number of female headed households with children under 18 on Bainbridge Island there is still considerably fewer of these types of households than are in the County or the State (4.8% vs. 7% projected in 2007).

Bainbridge Island also has less people living in group/institutionalized quarters than the State or County and they are expecting a larger decrease in this type of living situation in 2007 (1.2% decrease vs. .3% decrease).

Overall Bainbridge Island has more family households, particularly married couples with children under 18 and less female headed households with children than does the County or State. They also have fewer people living in group quarters.

	Bainbridge Island			Kitsap County			Washington State		
	1990 %	2000 %	2007 Estimate	1990 %	2000 %	2007 Estimate	1990 %	2000 %	2007 Estimate
Family Households	73.4	72.5	70.3	72.3	71	69.3	67.6	66	64.5
	1990 %	2000 %	2002 Estimate	1990 %	2000 %	2002 Estimate	1990 %	2000 %	2002 Estimate
Married Couple w/ children <18	30.8	30.8	31	30.9	27	27.9	26.1	23.8	24.8
Married Couple no children	35.6	32.3	31.5	30.1	30.7	29.4	28.8	28.2	27
Female Householder w/ children <18	3.9	4.5	4.8	6.4	6.6	7	6.7	6.5	7
Female Householder no children	2.5	2.6	2.3	2	2.9	2.3	2.7	3.4	2.7
Non-family households		27.5	28.1		29	29.5		34	34.4
Average HH size		2.52			2.6			2.53	
Average family size		2.98			3.1			3.07	
In group quarters	1.3	.8	.1	3.4	3.1	3.1	2.5	2.3	2.3

Income

Residents in Bainbridge Island have higher median and higher average incomes than those in the County or State. In fact the difference between the average incomes of the State and Bainbridge Island is about \$26,000. However, even though Island residents have experienced significant changes in income since 1990 the rate of increase is the same as residents statewide (61.3% vs. 72.4%).

The Island also has significantly fewer people making incomes less than 35K than does the County or State by about 10%. They also have about half as many people living in poverty than those in the County and State.

Overall Bainbridge Island residents have greater income levels and are less likely to be living in poverty than those in the County or the State.

	Bainbridge Island	Kitsap County	Washington State
Median Income 2001	\$64,642	\$46,304	\$50,063
Change % Since 1990	53.1	44.7	60.4
Average Income 2001	\$92,623	\$57,631	\$65,853
Change % Since 1990	61.3	51.9	72.4
% Under 35K in 2001	23.4	35.5	34.4
% Under 25K in 1990*	25.4	36.5	39.2
Poverty Status 1999 all persons	4.4	8.8	
Under 18	3.8	10.9	
2002 Estimate of Poverty Status All persons	4.1	7.8	

* Making approximately \$26K in 1990 is equivalent to making 35K in 2001

Education

When compared to Kitsap County, Bainbridge Island has slightly more residents with a High School Degree or higher (about 7% difference), but the Island has twice as many residents with a Bachelors Degree or higher, and three times as many residents with a Graduate Degree or Higher.

	Bainbridge Island	Kitsap County
	2000 %	2000 %
High School Graduate or Higher	97.1	90.8
Bachelors Degree or Higher	60.1	25.3
Graduate Degree or Higher	25.5	8.3

Employment

Overall Employment Rates and Occupations

In a 2000 Community Values survey⁷ 58.1% of those in Bainbridge Island stated they were employed. According to the 2000 Census, 64.2% of people in Bainbridge Island are employed. The unemployment rate in 2000 for Bainbridge is 2.6% compared 5.6% in Kitsap County.

The main type of work for those on the Island is management, professional and other related types of occupations. Most of the residents are private wage and salaried workers.

Top Three Types of Occupation according to 2000 Census

- Management, professional, and related occupations (56.2%)
- Sales and Office Occupations (20.1%)
- Service Occupations (11.7%)

Class of Workers 2000 Census

- Private wage and salary workers (64.9%)
- Government Workers (16.8%)
- Self-employed (17.7%)
- Unpaid family Workers (.7%)

Place of Employment⁸

Since 1992 less residents are working on the Island, but more are working in Kitsap County. In general though the majority of residents are still working in Seattle.

	Bainbridge Island 2000 Results	Bainbridge Island 1992 Results
Bainbridge Island	34%	39%
Seattle	41%	42%
Kitsap County (not Bainbridge)	17%	13%
King County (not Seattle)	3%	3%
Snohomish County	2%	
Washington State (outside Kitsap, King, or Snohomish Co)	2%	
Outside Washington State	2%	2%

Getting to Work

In general Bainbridge Island residents are not driving themselves or carpooling as much as those in the County as a means of getting to work. However, they are using public transportation more than those in the county, which is likely due to ferry use (30.1% in 2000). Residents in Bainbridge Island also have longer average commute times than those in Kitsap County (46 minutes vs. 32.5 minutes in 2000).

	Bainbridge Island 2000 Survey Results	Bainbridge Island		Kitsap County	
		2000 Census	2002 Estimate	2000 Census	2002 Estimate
Drive Yourself/Alone	51%	46%	46.2%	66%	65%
Carpooled	4%	7%	8.9%	14%	15%
Public Transportation Total	35.7%	28%	31.5%	9%	8%
Use the Ferry	30.1%				
Other means	8.7%	7%	6.4%	6%	6.6%
Mean travel time to work		46	39.7	32.5	25.4
Getting to the Ferry					
Drive Yourself	33.9%				
Someone else drive	15.3%				
Walk or bike ride	20.3%				
Public bus or van	25.4%				
Carpool	5.1%				

Housing

A higher percentage of Bainbridge Island residents own homes than do those in the County or State. The median homes values are also considerably higher on Bainbridge Island. The estimated median home value in 2002 on Bainbridge Island is \$276K vs. \$131K for the County and \$147K for the State.

The money needed to purchase the median-priced home on Bainbridge Island is 48% higher than median household income on the Island and 98% higher than that for household income in Kitsap County.⁹ Also, in Kitsap County alone there are 3.2% less homes available under \$160,000 than there are statewide.¹⁰

Owning / Renting

	Bainbridge Island		Kitsap County		Washington State	
	2000 %	2002 % Estimate	2000 %	2002 % Estimate	2000 %	2002 % Estimate
Owner Occupied	78.3	78.2	67.4	67.6	64.6	64.7
Renter Occupied	21.7	21.8	32.6	32.4	35.4	35.6

Median Home Values

	Bainbridge Island		Kitsap County		Washington State	
	2000	2002 Estimate	2000	2002 Estimate	2000	2002 Estimate
Median Home Values	\$335,000	\$276,576		\$131,029		\$147,658

Economic Profile

The top three industries (based on number of businesses) on Bainbridge Island are professional/scientific/technical services, retail trade, and health care and social assistance. The retail trade industry is the largest in terms of sales and in the number of paid employees.

These top industries are similar throughout the County, except that retail trade industries are the number one industry based on number, sales, and number of paid employees.

Top industries throughout the state are also reflective of the industries on the Island and the County, except that accommodations and food services is a larger (in terms of numbers of businesses and in number of paid employees) industry than is health care and social assistance.

	#	Sales / Receipts (\$1000)	Annual Payroll (\$1000)	# Paid Employees
Manufacturing				
Bainbridge Island	34	M	M	M
Kitsap County	143	142,740	36,809	1,441
Washington State	7801	78,852,486	13,004,063	328,511
Retail Trade				
Bainbridge Island	73	100m-249m	10m-24999	500-999
Kitsap County	773	1,722,071	179,517	10,338
Washington State	22,841	52,472,866	5,385,915	283,653
Professional, Scientific, & Technical Services				
Bainbridge Island	121	25m-49999	10m-24999	250-499
Kitsap County	443	168,980	65,518	2,226
Washington State	13,411	10,564,795	4,247,279	101,848
Administrative & Support & Waste Management				
Bainbridge Island	23	5000-9999	1000-2499	50-99
Kitsap County	185	140,489	51,476	2,571
Washington State	6,124	6,339,623	2,597,249	112,862
Educational Services				
Bainbridge Island	4	500-999	250-500	20-49
Kitsap County	27	4,391	1,422	153
Washington State	964	461,845	126,183	7,946
Health Care & Social Assistance				
Bainbridge Island	42	10m-24999	5000-9999	250-499
Kitsap County	473	245,274	104,073	4,466
Washington State	12,310	7,797,749	3,390,244	122,813
Arts, Entertainment, & Recreation				
Bainbridge Island	11	2500-4999	1000-2499	20-49
Kitsap County	51	31,618	9,661	850
Washington State	1,680	1,620,069	544,629	27,971
Accommodation & Foodservices				
Bainbridge Island	35	10m-24999	2500-4999	250-499
Kitsap County	400	180,343	50,634	6,003
Washington State	13,124	7,001,716	1,965,223	195,157
Other Services (not public Admin)				
Bainbridge Island	34	5000-9999	1000-2499	100-249
Kitsap County	264	77,690	23,850	1,300
Washington State	8,771	3,491,978	1,033,011	49,756

* All numbers & dollars are shown for "Taxable" items only. Only those industries that Bainbridge Island had entries for are listed. M=Not published for manufacturing; where ranges are shown m=millions (sales and payroll figures are already in thousands).

Senior Life

In general the population is older on Bainbridge Island than it is in Kitsap County or in the State. The number of people age 55 or older living on the Island has stayed the same or decreased from 1990 though. However, the population of 55 to 69 year olds is projected to increase by 2006.

In regards to income, those aged 55 to 64 in Bainbridge Island have higher median incomes than the total Island population in 2001. The median income for those 65 to 74 is \$7600 lower than the Bainbridge Island total population income median, but is still higher than the Kitsap County or State median Income. Those 74 and older have median incomes well below the Island, the County and State total population median incomes.¹¹ As of 2000, the Department of Aging for Kitsap County reported that for their clients the percent below the poverty level is 54.6% and those above the poverty level is 45.4%.¹²

Median Income (2001 Estimate)

- 74 to 79 \$33,529
- 80 to 84 \$27,708
- 85 plus \$29,736

According to the 2001 estimates, 63.6% of seniors in Bainbridge Island live in family households, 28.7% live in non-family households, and 7.7% live in-group quarters (institutionalized). There are also more people with mobility and care limits that are over age 65 on the Island than the total population (15% vs. 4%).

	Total Population	Age 65+	Age 75+
Have Mobility or Care limits	4%	15%	24.2%
No Mobility or Care Limits	96%	85%	75.8%
Have a Work Disability	10.3%	31.6%	

Youth

Overall School Enrollment

Bainbridge Island schools have seen steadier increases in school enrollment from 1995 to 2001 than has Kitsap County. Kitsap County has experienced declines in school enrollment in 1998 and 1999. The graduation rate of Bainbridge Island students as of 2001 was 97%.

	1995	1996	1997	1998	1999	2000	2001
Bainbridge Island	3207	3407	3544	3664	3763	3859	3991
% change	+1.6	+6.2	+4	+3.4	+2.7	+2.6	+3.4
Kitsap County	40173	41215	41937	41801	39304	40627	
% change	+.3	+2.6	+1.8	-.3	-6	+3.4	

*1995 Data provided by Kitsap Trends Report and 2001 data provided by Bainbridge Island Public School Annual Report 2000-2001.

Poverty Levels

In 1997, 7.5% of children ages 5 to 17 lived in poverty in Bainbridge Island, which is less than the 11.6% that live in poverty in Kitsap County. In fact Bainbridge has the lowest poverty level for children in Kitsap County.

Youth Behaviors (Crime, Drug Use, and Pregnancy)

A Youth Risk Behavior Survey in 1999 in Kitsap County found that:

- Youth continue to report high use of tobacco, alcohol, and drugs.
- Youth crime is decreasing
- Violence continues to be a concern as 35% reported being in a physical fight and 12% reported being physically hurt by a boyfriend or girlfriend. Also 7% of youth reported carrying a weapon in the last month.
- The birth and pregnancy rate for 15 to 17 year olds decreased from 1997 to 1999.
- Leading causes of death for youth age 12 to 19 from 1994 to 1998 is a motor vehicle accident (30%), suicide (18%), and homicide (11%).

Bainbridge Island teens do however have higher reported alcohol and marijuana use than does the County or State. These teens also report smoking, using cocaine, and using inhalants less than those teens in the County or State.

	Bainbridge Island ¹³	Kitsap County ¹⁴	Washington State ¹⁵
Recent Substance abuse (High School)	%	%	%
Smoking	26.3	29	28
Alcohol use	50.5	45	45
Marijuana use	37.1	29	29
Cocaine	4.1	7	7
Inhalants	1.5	5	6

Crime Statistics

Currently, Bainbridge Island has fewer residents that are likely to commit a crime against someone's person or property than those in Kitsap County or in the State. This is also not expected to change in 2006.

Overall there is about a 1% increase in the number of crimes from 1995 to 2000.¹⁶ Certain crimes being committed such as vandalism, runaways, and theft in general decreased from 1995 to 2000. Domestic violence incidents are about the same, but domestic disputes have increased about 40% during the five-year period.

The most common youth crimes include fireworks possession/discharge, malicious mischief/vandalism, possession of alcohol/tobacco, runaways, and theft. Over the five-year span these crimes committed by the youth have either decreased or remained relatively the same.

CAPCrime Indexes¹⁷

	Bainbridge Island	Kitsap County	Washington State
Crimes Against Person or Property 2001	41	53	88
Against Persons	33	43	74
Against Property	41	54	89
Crimes Against Person or Property 2006 Estimated	40	52	87
Against Persons	34	44	77
Against Property	42	54	89

* A score of 100 = the US average for each index, this means the lower the score is from 100 the less likely the crime will occur.

Human Services Trends, Behaviors, & Community Values

Births/ Head Start Programs

From 1997 to 1999 the number of births in Bainbridge Island has decreased from 5.3% to 4.7%. This is not necessarily different compared to other cities in the County where the number of births has remained relatively the same or decreased slightly.¹⁸

Bainbridge Island has the least amount of Medicaid-paid deliveries (7.9%) from 1997 to 1999 than any other city in the County. The next lowest amount of Medicaid-paid deliveries is in Seabeck (18.6%) and the highest is

in Bremerton city center area (63.1%). Bainbridge Island also had the least incidence of mothers smoking during pregnancy (4.3%) compared to other cities in the county. The highest incidence (28.6%) of mothers smoking during pregnancy was in Keyport.

In a 1998 survey of parents with children enrolled in Head Start/ECEAP programs in Kitsap County the lack of child care (33%) was the most frequently cited need followed by no health coverage (20%). In regards to the ways these parents seek assistance, the most frequently cited source of help was friends and family (53%), followed by food stamp programs (35%), food banks (35%), welfare programs (30%) and their church (17%).

In regards to child care specifically, the most common issues or problems were with the lack of nearby providers, lack of care for children who need specialized services, and issues with safety.

Behavior Risk Factors

A 1998 Behavioral Risk Factor Survey¹⁹ found that overall residents in Kitsap County considered themselves healthy. Of the adults about 29% were overweight, but 63% were trying to maintain their weight and 37% were trying to loose weight.

At least 50% of residents have been tested for HIV and more than three quarters support HIV/AIDS education in elementary schools. A large amount (88%) also reported having health care coverage and more than half were taking aspirin regularly for their cardiovascular health.

At the time of the survey about 23% indicated they were currently smoking, 8% had smoked a cigar, and 17% had used smokeless tobacco. This is about the same as the number of people reporting that they smoke across the state.²⁰

Community Values in Bainbridge Island

In 2000 a community values survey²¹ was administered to Bainbridge Island residents to assess their opinions about growth issues on the Island. The main findings found that:

- Residents had mixed feelings about growth on the island and job creation was not a high priority.
- Even though traffic congestion is a problem most residents value maintaining narrow, winding roads with native vegetation.
- Increasing park & ride lots, expanding the sewer and water systems, and expanding the roadways received the least amount of support from residents.

- Residents are willing to be taxed for environmental preservation and “quality of life” improvements such as pedestrian and bike trails, new parks, and new recreational areas.
- Many recognize the importance of affordable housing, but few were willing to be taxed to support affordable housing efforts.
- Residents opposed improved police and fire services, road expansion, development of manufacturing, additional shopping facilities, and other improvements to support growth.

¹ POP-FACTS: Demographic Snapshot for Bainbridge Island, POP-FACTS: Demographic Snapshot for Kitsap County, & POP-FACTS: Demographic Snapshot for Washington State, July 22, 2002, 2002 Claritas Inc.

² Kitsap County Trends Report, Spring 2001, Volume XVIII, <http://www.kccha.com/Trends/01Spring/01Stoc.htm>, p. 24.

³ POP-FACTS: Demographic Snapshot for Bainbridge Island, POP-FACTS: Demographic Snapshot for Kitsap County, & POP-FACTS: Demographic Snapshot for Washington State, July 22, 2002, 2002 Claritas Inc.

1990 Census Lookup Data, www.census.gov

Table DP-1. Profile of General Demographic Characteristics: 2000, U.S. Census Bureau

Comparison of Profiles of General Demographic Characteristics, Census 2000, Bremerton-Kitsap County Health District Assessment Program, October 2001.

⁴ POP-FACTS: Demographic Snapshot for Bainbridge Island, POP-FACTS: Demographic Snapshot for Kitsap County, & POP-FACTS: Demographic Snapshot for Washington State, July 22, 2002, 2002 Claritas Inc.

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⁷ Bainbridge Island Community Values Survey Report, July 2000, Pacific Rim Resources, Inc.

⁸ Bainbridge Island Community Values Survey Report, Pacific Rim Resources, Inc. July 2000.

⁹ Housing Needs Assessment, Housing Element, February 2000.

¹⁰ Kitsap County Trends Report, Spring 2001, Volume XVIII, <http://www.kccha.com/Trends/01Spring/01Stoc.htm>, p. 44.

¹¹ Connect Study Report of Senior Life, Poverty in Bainbridge Island, Claritas Inc. August, 2002.

¹² Service Patterns-Bainbridge Island –2000, Department of Aging.

¹³ Survey Results: Washington State Survey of Adolescent Health Behaviors 2000, Bainbridge Island School District, RMC Research Corporation.

¹⁴ Healthy Youth, Kitsap County 2001

¹⁵ Healthy Youth, Kitsap County 2001

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- ¹⁶ Offenses Spreadsheet from 1995 to 2000, Bainbridge Island Police Department.
- ¹⁷ Crime Comparison Report, Claritas Inc, August 2002.
- ¹⁸ Bremerton-Kitsap County Health District, December 2001
- ¹⁹ 1998 Behavioral Risk Factor Survey, Executive Summary, Bremerton-Kitsap County Health District.
- ²⁰ Tobacco, Alcohol, & Other Drug Abuse Trends in Washington State, 2001, The Division of Alcohol & Substance Abuse.
- ²¹ Bainbridge Island Community Values Survey Report, July 2000, Pacific Rim Resources, Inc.

City of Bainbridge Island Human Services Needs Assessment

FIRM PROFILE

PRR is a full-service research and communications firm with over 30 years of public opinion research, needs assessment, and program evaluation experience. Our ability to engage key constituents contributes to high participation rates and thorough, probing questions providing data for good decision-making. As we pointed out in our 2003 report, Bainbridge Island presents a human services dilemma – needs amidst real and perceived affluence. This, coupled with demographic and social changes since 2003 means that an updated needs assessment is essential. As the firm that conducted the needs assessment for Bainbridge Island Health, Housing, and Human Services in 2003, as well as for Kitsap County United Way in 2006, we look forward to assisting the City of Bainbridge Island and the Citizen Advisory Committee as they work to make funding recommendations to the City Council.

In addition to our needs assessment experience, PRR's staff of Ph.D. and M.A. level sociologists have all worked in the human services field, thereby bringing an enhanced understanding and appreciation of the purpose, challenges, and benefits of providing human services, both to individuals and communities. For example:

- Bruce Brown, Ph.D. – worked as an Evaluation Coordinator at Seattle-King County Department of Public Health prior to joining PRR in 1998. Before that he worked as a Program and Executive Director developing and operating community re-entry programs for persons with acquired brain injuries. At that same time he was a licensed mental health counselor.
- Katherine Schomer, M.A. – provided the demographic profile and moderated focus groups for the previous Bainbridge Island Needs Assessment, worked many years with the Child Profile Health Promotion program conducting evaluations of their program options with recommendations for improvement, and worked in the rehabilitation and employment services field researching and providing services for those with disabilities.
- Kate Gunby, M.A., Ph.D. candidate – started her research career examining barriers to health care in Knox County Ohio in 2007. Prior to joining PRR, Kate was a qualitative data consultant for the US Agency for International Development Demographic Health Survey program on a project to understand unmet family planning needs in Ghana. Her dissertation research evaluates human services in South Africa, with a focus on how inter-organizational and cross-sector relationships influence service provision.

We have also added Leah Spelman, who brings additional human services policy experience to our team. Leah will be helpful as we work with City of Bainbridge Island staff, Citizen Advisory Committee members, and key community leaders to identify programs and funding priorities to best meet the human services needs of Bainbridge Island residents.

- Leah Spelman, MPH candidate – is experienced in development and economic assistance, with a background in program management, finance, and monitoring and evaluation. Leah is the COO at Days for Girls, a grassroots nonprofit that operates in 85 countries on 6 continents to empower girls and women through advocacy, reproductive health awareness, education, and sustainable feminine hygiene. Her MPH research focuses on trauma and rehabilitation for vulnerable populations.

PURPOSE

We understand the main goal of this assessment is to identify the most needed and unmet human services so that the City of Bainbridge Island can best target resource allocation. To achieve this goal, the needs assessment will:

- Provide information on demographic impacts on human services
- Increase awareness of “unrecognized” human services needs
- Identify barriers to accessing human services
- Increase knowledge of specific populations in need
- Support the development of a common understanding of human services needs

INITIAL PROPOSED APPROACH

Kick-Off Meeting and Work Plan

Early in the project, we will meet with key City of Bainbridge Island staff to clarify and finalize the needs assessment purpose and approach. Knowing exactly how the results will be used will help us answer key research design questions. The kick-off meeting will also allow us to establish the foundation for a working relationship that will best meet your needs. In addition, prior to the kick-off meeting, PRR will review any relevant materials (including past research and reports) so that we can build on and supplement past efforts.

The end result of the kick-off meeting will be a written project work plan that outlines the needs assessment:

- Goals and objectives
- Data collection methods
- Data analysis techniques
- Report format
- Schedule and milestones

Community Profile

PRR will review Census data, American Community Survey data, human services agency reports, and other relevant community reports in order to provide a profile of Bainbridge Island. The community profile will focus on such issues as:

- Population and demographic trends
- Employment, income, & poverty
- Crime
- Education
- Housing
- Health
- Healthcare and human services usage

Deliverables

- List of relevant documents and datasets to be reviewed
- Community profile key findings report section

Key Informant Interviews

PRR will plan, coordinate, and conduct up to 20 in-depth interviews with city staff, elected officials, agency leaders, citizen advisory committee members, faith community leaders, and consumers (such as seniors, youths, single parents, veterans, LGBTQ, etc.). Interview questions will focus on such factors as service needs, service gaps, barriers to use, and resources to address unmet needs.

Each interview will last approximately 30 minutes and will be conducted by phone. The interviews will make use of the interview script being programmed into an online Survey Monkey™ form. This will allow all data to be entered into one database, as well as use of the Survey Monkey™ text analysis tool. Each interview will also be audio recorded, with interviewee permission.

Deliverables

- Interview script programmed into an online survey format
- Interview data in file format requested by the City (such as Excel, SPSS, ASCII)
- Key informant interview findings report section

Service Provider Online Survey

PRR will conduct an online survey with human service agencies and individual service providers. We will use the questions from the previous online survey conducted by PRR in 2003 as a starting point in developing the survey for 2016 in order to allow for trend analysis. Survey questions will focus on measuring such factors as service needs, service gaps, service trends, barriers to use, and resources to address unmet needs.

Deliverables

- Survey questions programmed into an online survey format
- Survey data in file format requested by the City (such as Excel, SPSS, ASCII)
- Service provider survey key findings report section

Consumer Focus Groups

PRR will conduct up to three focus groups with human services consumers to obtain more in-depth information around key issues. PRR will conduct all participant recruitment for the focus groups to be held at a central city location (such as a library conference room). The makeup of the focus groups will be informed, in part, by the results the community profile, key informant interviews, and service provider online survey.

Deliverables

- Focus group moderator guide(s)
- Audio recordings of the focus groups
- Focus group key findings report section

General Public Survey

PRR will conduct a statistically valid survey of the general population of Bainbridge Island to obtain broader public input on human service needs and resource allocation. The paper version of the survey will be mailed to a random sample of 3,000 households and will also be available in an online format. In addition to a follow-up reminder postcard sent one week after the initial survey mailing, we are recommending that a press release (as well as other public outreach efforts) be used to inform the public about the survey in order to increase the response rate. PRR will also program a companion

version of the online version of the survey to allow residents not selected in the random sample to provide their input. Data from the companion version of the survey will not be combined with that from the random sample in order to preserve the statistical validity of the results.

Deliverables

- Paper version of survey questions
- Online version of survey questions for random sample
- Online version of survey questions for broader public input
- Survey data in file format requested by the City (such as Excel, SPSS, ASCII)
- General public survey key findings report section

Planning Workshop

Upon completion of the needs assessment, PRR will (in collaboration with the City of Bainbridge Island staff, Citizen Advisory Committee members, and key community leaders) develop a format and agenda for the planning workshop. The purpose of the planning workshop will be to:

- Review and discuss the implications of the assessment findings for programs and funding priorities to best meet the human services needs of Bainbridge Island residents
- Identify any additional research needed to inform the human services resource allocation

We envision the workshop to be a four-hour working session to be held at a central Bainbridge Island location. PRR would facilitate the workshop process and provide a summary of the workshop discussion and recommendations.

Deliverables

- Agenda for planning workshop
- Summary of workshop discussion and recommendations

ESTIMATED COSTS

PRR is well known for completing projects at or under budget. Below we have provided estimated costs broken out by task. ***We have several ideas about how to reduce costs if necessary.***

• Project kick-off meeting, work plan, and project management	\$4,924
• Community profile	\$3,944
• Key informant interviews	\$5,603
• Service provider online survey	\$5,766
• Consumer focus groups	\$15,680
• General public survey	\$13,833
• Planning workshop	<u>\$5,119</u>
Total	\$54,869

TIMELINE

	4/4/2016	4/11/2016	4/18/2016	4/25/2016	5/2/2016	5/9/2016	5/16/2016	5/23/2016	5/30/2016	6/6/2016	6/13/2016	6/20/2016	6/27/2016	7/4/2016	7/11/2016	7/18/2016	7/25/2016	8/1/2016	8/8/2016	8/15/2016	8/22/2016	8/29/2016	9/5/2016	9/12/2016	9/19/2016
Kick-Off Meeting, Work Plan, Project Management																									
Kick-Off meeting																									
Work plan																									
Community Profile																									
Organize and review existing city and agency data																									
Obtain and summarize other pertinent local data																									
Use US Census for additional info and trends																									
Summarize findings																									
Key Informant Interviews																									
Develop interview questions																									
Program into online form																									
Recruit participants																									
Conduct interviews by phone																									
Data analysis																									
Summarize findings																									
Service Provider Online Survey																									
Develop survey questions																									
Program online survey																									
Send e-mail invitation & reminders to service providers																									
Code open ends																									
Data analysis																									
Summarize findings																									
Consumer Focus Groups																									
Develop recruit screener and moderator guide																									
Participant recruitment																									
Moderate groups																									
Braindumps and client debriefs																									
Analysis																									
Summarize findings																									
General Public Survey																									
Develop survey questions																									
Paper survey layout																									
Online version programming																									
Purchase address sample																									
Print and mail survey																									
Print and mail reminder postcard																									
Scan paper surveys																									
Merge paper and online survey data																									
Code open ends																									
Data analysis																									
Summarize findings																									
Planning Workshop																									
Review needs assessment results																									
Plan workshop approach																									
Conduct workshop																									
Summarize discussion and recommendations																									

WHY CHOOSE PRR?

- Decades of experience designing research, program evaluations, and needs assessments
- Extensive experience with similar needs assessment projects
- Research, clinical, administrative, and human services policy experience
- Seamless implementation of all needs assessment tasks, resulting in high participant engagement and positive experience for participants
- Basic and advanced analysis techniques resulting in deeper insights
- Reports in clear and engaging formats appropriate for written and visual presentations
- Strong track record of completing projects on time and within budget
- Strategic council beyond the project end date at no additional cost

"During the summer of 2015, in response to a request from the City of Bothell for a citizen survey to help shape policy and budget decisions, PRR provided us with very professional consultation and a comprehensive survey designed to optimize our outreach effort. Extremely responsive, both Bruce Brown and Katherine Schomer designed our methodology and timeline, and were available for questions or advice whenever needed. PRR appeared twice before Council to answer their questions, incorporated Council guidance wherever possible, and provided sound social science-based, expert advice. They designed and administered the survey, obtaining a 23% response rate, and included a non-scientific, web-based option for respondents who hadn't been randomly selected. The resultant data were presented in a very readable format, and the conclusions very effectively conveyed. The City Council and city staff were impressed with their professionalism and presentation skills, and I'm personally very grateful for their help."

Peter Troedsson, Assistant City Manager

425.486.3256

peter.troedsson@ci.bothell.wa.us

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:30 PM Special Event Permit Costs for July 4th Events	Date: 3/22/2016
Agenda Item: NEW BUSINESS	Bill No.: 16-043
Proposed By: Douglas Schulze, City Manager	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund: General Fund	
Expenditure Req: \$800	Budgeted? Yes	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: N/A	Finance: Yes

DESCRIPTION/BACKGROUND

Each year, the City hosts a series of events for the purpose of celebrating the July 4th holiday – specifically, the July 3rd Street Dance and the Grand Old 4th of July. These events are sponsored by the Downtown Association and the Chamber of Commerce, respectively. This year there will be an additional event added to the series as the Annual Rotary Auction will be held on July 2nd.

The City's Special Event Permit Application requires Right of Way permits to close the roads for these events. The cost to the Downtown Association for the July 3rd Street Dance is \$150, the cost to the Chamber of Commerce is \$150, and the cost to the Rotary Club of Bainbridge Island is \$150 – totaling \$450 in Right of Way fees for this series of events.

Because these integral celebrations are beloved by our community, the City is asking Council to consider covering the cost of these events.

RECOMMENDED ACTION/MOTION

I move to authorize the City Manager to cover the cost of the fees associated with the July 2nd Rotary Auction, the July 3rd Street Dance, and the Grand Old 4th events with City funds.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 9:05 PM Consent Agenda Cover Sheet	Date: 3/22/2016
Agenda Item: CONSENT AGENDA	Bill No.:
Proposed By: City Clerk	Referrals(s):

BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager: N/A	Legal: N/A	Finance: N/A

DESCRIPTION/BACKGROUND

Consider approval of Consent Agenda Items A through E as follows: A) Consent Agenda Cover Sheet, B) Accounts Payable Voucher and Payroll Approval, C) City Council Business Meeting Minutes, March 8, 2016, D) Interlocal Agreement with Kitsap County for City Surplus Vehicle and E) Interlocal Agreement with Clallam County for Emergency Vehicle Upfit Contract.

RECOMMENDED ACTION/MOTION

Motion:

I move the City Council approve Consent Agenda Items A through E as presented.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Accounts Payable Voucher and Payroll Approval	Date: 3/22/2016
Agenda Item: CONSENT AGENDA	Bill No.:
Proposed By:	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
Accounts Payable Voucher and Payroll Approval	Backup Material

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: February 29, 2016 - March 14, 2016

CITY COUNCIL: March 02, 2016 - March 15, 2016

Last check from previous run: 340989 dated 03/09/16 issued to ZEE MEDICAL in the amount of \$141.15

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	N/A	N/A		-
ACH	N/A	N/A		-
ACH	N/A	N/A		-
Manual	03/04/16	340990	POL/ELLIOTT BAY MARINA/FUEL FOR M8	230.88
Manual	03/04/16	340991	PW/WA ST DEPT OF HEALTH/SURVEY REVIEW FORM FEE	1,989.00
Manual	03/07/16	340992	CENTURYLINK/CITYWIDE PHONE SVC	2,514.30
Manual	03/07/16	340993	PW/PND ENGINEERS/DESIGN-WATERFRONT PARK	2,637.38
Manual	03/07/16	340994	PW/SVR DESIGN CO/OLYMPIC DRIVE NM IMP/DESIGN	2,227.25
Manual	03/07/16	340995	PW/WALKER MACY/DESIGN-WATERFRONT PARK PH1	19,622.25
Manual	03/11/16	340996	CENTURY LINK/MISC CITYWIDE ALARM MONITORING & TELEMETRY	784.83
Manual	03/11/16	340997	PW/PENNY CREEK QUARRY/62.61 TONS-3/4" CLEAN BASALT	1,091.92
Manual	03/11/16	340998	PSE/FEB16 GREEN POWER CONTRACT/FEB16 CITY HALL ELECTRIC	5,683.49
Manual	03/11/16	340999	VERIZON/FEB16 CITYWIDE PHONE SVC	3,855.80
Manual	03/11/16	341000	PUGET SOUND ENERGY/FEB16 CITYWIDE ELECTRIC CHARGES	26,493.50
Manual	03/15/16	341001	FIN/M. FEIKES/UTILITY BILL REFUND	218.96
Manual	03/15/16	341002	FIN/J. ROBERTSON/UTILITY BILL REFUND	164.61
Manual	03/15/16	341003	FIN/J. WILLIAMS/UTILITY BILL REFUND	294.18
Manual	03/15/16	341004	US BANK/MISC CITYWIDE CREDIT CARD EXPENSES	10,154.83
Manual Checks, Electronic Disbursements				77,963.18

Regular Run	03/23/16	341005 - 341123	Regular Check Run	578,901.80
Total Disbursements				656,864.98

Retainage Release	03/07/16	145	MATTHEWS CONSTRUCTION-COURTHOUSE REMODEL PRJ	13,155.24
Retainage Release	03/07/16	146	NORWEST MARINE - 2015 LINEAR MORRAGE PRJ	7,549.39
Travel Advance	N/A	N/A	No Advance Travel	-

Prepared and Reviewed by Brigham Huish 3/18/16 Brigham Huish, Accounts Payable

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.

Jennifer Longfield 3-18-16
Jennifer Longfield, Budget Manager Date

MANUAL

03/04/2016 15:55 | CITY OF BAINBRIDGE ISLAND
bhuish | A/P CASH DISBURSEMENTS JOURNAL

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CR 314/16

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

340990	03/04/2016	PRTD	5156 ELLIOTT BAY MARINA	204257	02/08/16	02/08/2016		M030416	230.88
Invoice: 02/08/16									
				230.88	54025212	532000			
						POL/FUEL FOR M8			
						MARINE - FUEL			

CHECK 340990 TOTAL: 230.88

340991	03/04/2016	PRTD	938 WA ST DEPT OF HEALTH	204256	SW1494 #2	12/28/2015		M030416	1,989.00
Invoice: SW1494 #2									
				1,989.00	73411345	541100			
						PW/SURVEY REVIEW FORM FEE			
						PROFESSIONAL SERVICES			

CHECK 340991 TOTAL: 1,989.00

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 2,219.88

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	2,219.88

*** GRAND TOTAL *** 2,219.88

03/04/2016 15:55 |CITY OF BAINBRIDGE ISLAND
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|P 2
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JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC		
2016 3 82								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE	230.88	
	03/04/2016	M030416	030416			AP CASH DISBURSEMENTS JOURNAL		
APP 635-111100						CASH		2,219.88
	03/04/2016	M030416	030416			AP CASH DISBURSEMENTS JOURNAL		
APP 401-213000						ACCOUNTS PAYABLE	1,989.00	
	03/04/2016	M030416	030416			AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL							2,219.88	2,219.88
APP 631-130000						DUE TO/FROM CLEARING	2,219.88	
	03/04/2016	M030416	030416					
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		230.88
	03/04/2016	M030416	030416					
APP 401-130000						DUE TO/FROM CLEARING		1,989.00
	03/04/2016	M030416	030416					
SYSTEM GENERATED ENTRIES TOTAL							2,219.88	2,219.88
JOURNAL 2016/03/82 TOTAL							4,439.76	4,439.76

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|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2016 3	82	03/04/2016		
001-130000			GENERAL - DUE TO/FROM CLEARING		230.88
001-213000			GENERAL - ACCOUNTS PAYABLE	230.88	
			FUND TOTAL	230.88	230.88
401 WATER OPERATING FUND	2016 3	82	03/04/2016		
401-130000			DUE TO/FROM CLEARING		1,989.00
401-213000			ACCOUNTS PAYABLE	1,989.00	
			FUND TOTAL	1,989.00	1,989.00
631 CLEARING FUND	2016 3	82	03/04/2016		
631-130000			DUE TO/FROM CLEARING	2,219.88	
635-111100			CASH		2,219.88
			FUND TOTAL	2,219.88	2,219.88

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|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			230.88
401 WATER OPERATING FUND			1,989.00
631 CLEARING FUND		2,219.88	
	TOTAL	2,219.88	2,219.88

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

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317116

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

340992 03/07/2016 PRD 551 CENTURYLINK 204260 0399FEB16 02/23/2016 M030716 2,514.30
Invoice: 0399FEB16 CITYWIDE PHONE SVC

1,519.11 91425358 542100 GG-WWTP-TELEPHONE/FAX
614.54 91411891 542100 GG-WTR-FAC-PHONE
45.15 91011755 542100 GG-C/E-COMMONS-PHONE
91.42 91011189 542100 GG-C/E-CITY HALL-PHONE
158.44 91011897 542100 GG-C/E-O&M YARD FAC-PHONE
42.81 91011255 542100 GG-C/E-COURT BLDG-PHONE
42.83 91011215 542100 GG-C/E-PD-PHONE

CHECK 340992 TOTAL: 2,514.30

340993 03/07/2016 PRD 5225 PND ENGINEERS INC 204261 16020139 02/24/2016 21500040 M030716 2,637.38
Invoice: 16020139 DESIGN - WATERFRONT PARK

2,637.38 72011475 64110000732 WF PARK DOCK IMPRV-PROF SVCS

CHECK 340993 TOTAL: 2,637.38

340994 03/07/2016 PRD 5044 SVR DESIGN COMPANY 204263 0043070 01/21/2016 21400138 M030716 2,227.25
Invoice: 0043070 OLYMPIC DRIVE NM IMP/ DESIGN

2,227.25 72334951 64110000596 SR305-OLYMPIC NM-ENG/DESIGN

CHECK 340994 TOTAL: 2,227.25

340995 03/07/2016 PRD 8125 WALKER MACY, LLC 204262 P3119.01-10 01/25/2016 21500014 M030716 19,622.25
Invoice: P3119.01-10 DESIGN FOR WATERFRONT PARK PH1

19,622.25 72311476 64110000637 WFP CAP-PROF SVCS/DESIGN

CHECK 340995 TOTAL: 19,622.25

NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 27,001.18

COUNT AMOUNT

TOTAL PRINTED CHECKS 4 27,001.18

*** GRAND TOTAL *** 27,001.18

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JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT					LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3				
2016 3 95								
APP 402-213000					ACCOUNTS PAYABLE		1,519.11	
03/07/2016	M030716	030716			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			27,001.18
03/07/2016	M030716	030716			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000					ACCOUNTS PAYABLE		614.54	
03/07/2016	M030716	030716			AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		3,018.03	
03/07/2016	M030716	030716			AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000					ACCOUNTS PAYABLE		21,849.50	
03/07/2016	M030716	030716			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL							27,001.18	27,001.18
APP 631-130000					DUE TO/FROM CLEARING		27,001.18	
03/07/2016	M030716	030716						
APP 402-130000					DUE TO/FROM CLEARING			1,519.11
03/07/2016	M030716	030716						
APP 401-130000					DUE TO/FROM CLEARING			614.54
03/07/2016	M030716	030716						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			3,018.03
03/07/2016	M030716	030716						
APP 301-130000					DUE TO/FROM CLEARING			21,849.50
03/07/2016	M030716	030716						
SYSTEM GENERATED ENTRIES TOTAL							27,001.18	27,001.18
JOURNAL 2016/03/95 TOTAL							54,002.36	54,002.36

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|P 3
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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2016 3	95	03/07/2016			
001-130000				GENERAL - DUE TO/FROM CLEARING		3,018.03
001-213000				GENERAL - ACCOUNTS PAYABLE	3,018.03	
				FUND TOTAL	3,018.03	3,018.03
301 CAPITAL CONSTRUCTION FUND	2016 3	95	03/07/2016			
301-130000				DUE TO/FROM CLEARING		21,849.50
301-213000				ACCOUNTS PAYABLE	21,849.50	
				FUND TOTAL	21,849.50	21,849.50
401 WATER OPERATING FUND	2016 3	95	03/07/2016			
401-130000				DUE TO/FROM CLEARING		614.54
401-213000				ACCOUNTS PAYABLE	614.54	
				FUND TOTAL	614.54	614.54
402 SEWER OPERATING FUND	2016 3	95	03/07/2016			
402-130000				DUE TO/FROM CLEARING		1,519.11
402-213000				ACCOUNTS PAYABLE	1,519.11	
				FUND TOTAL	1,519.11	1,519.11
631 CLEARING FUND	2016 3	95	03/07/2016			
631-130000				DUE TO/FROM CLEARING	27,001.18	
635-111100				CASH		27,001.18
				FUND TOTAL	27,001.18	27,001.18

03/07/2016 14:31 | CITY OF BAINBRIDGE ISLAND
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| apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		3,018.03
301	CAPITAL CONSTRUCTION FUND		21,849.50
401	WATER OPERATING FUND		614.54
402	SEWER OPERATING FUND		1,519.11
631	CLEARING FUND	27,001.18	
	TOTAL	27,001.18	27,001.18

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

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03/11/2016 15:25 | CITY OF BAINBRIDGE ISLAND
bhuish | A/P CASH DISBURSEMENTS JOURNAL

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3/11/16

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
340996	03/11/2016	PRTD	551 CENTURYLINK	204265	0225MAR16	03/02/2016	M031016		85.38
			Invoice: 0225MAR16			O&M FIRE ALARM MONITORING			
				85.38	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
			Invoice: 0754MAR16	204266	0754MAR16	03/02/2016	M031016		72.94
				72.94	91411891 542100	FLETCHER BAY WELL TELEMETRY			
						GG-WTR-FAC-PHONE			
			Invoice: 1745MAR16	204267	1745MAR16	03/02/2016	M031016		41.24
				41.24	91011189 542100	CITY HALL ELEVATOR LINE			
						GG-C/E-CITY HALL-PHONE			
			Invoice: 3736MAR16	204268	3736MAR16	03/02/2016	M031016		85.38
				85.38	91011189 542100	CITY HALL FIRE ALARM MONITORING			
						GG-C/E-CITY HALL-PHONE			
			Invoice: 5211 MAR16	204269	5211 MAR16	03/02/2016	M031016		122.92
				122.92	91011215 542100	POLICE PHONE SERVICE			
						GG-C/E-PD-PHONE			
			Invoice: 8731MAR16	204270	8731MAR16	03/02/2016	M031016		46.40
				46.40	91011755 542100	COMMONS FIRE ALARM SYSTEM			
						GG-C/E-COMMONS-PHONE			
			Invoice: 9136MAR16	204271	9136MAR16	03/02/2016	M031016		92.46
				92.46	91011189 542100	CITY HALL SECURITY ALARM			
						GG-C/E-CITY HALL-PHONE			
			Invoice: 9791MAR16	204272	9791MAR16	03/02/2016	M031016		137.41
				137.41	91011215 542100	POLICE TI MANDUS - CENCOM			
						GG-C/E-PD-PHONE			
			Invoice: 9840MAR16	204273	9840MAR16	03/02/2016	M031016		50.35
				50.35	91411891 542100	HEAD OF BAY WELL TELEMETRY			
						GG-WTR-FAC-PHONE			
			Invoice: 9858MAR16	204274	9858MAR16	03/02/2016	M031016		50.35
				50.35	91411891 542100	SANDS AVE WELL TELEMETRY			
						GG-WTR-FAC-PHONE			
						CHECK	340996 TOTAL:		784.83
340997	03/11/2016	PRTD	6633 PENNY CREEK QUARRY	204275	101081	02/15/2016	M031016		1,091.92
			Invoice: 101081			PW/62.61 TONS-3/4" CLEAN BASALT			
				1,091.92	990 141100	MERCHANDISE			
						CHECK	340997 TOTAL:		1,091.92

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

340998 03/11/2016 PRD 1205 PUGET SOUND ENERGY 204276 02/25/16 02/25/2016 M031016 1,456.00
Invoice: 02/25/16 1,456.00 91011189 547101 FEB16 GREEN POWER CONTRACT
ELECTRIC-GREEN POWER

204277 837MAR16 03/01/2016 M031016 4,227.49
Invoice: 837MAR16 4,227.49 91011189 547100 CITY HALL ACCT#200006410837
GG-C/E-CITY HALL-ELECTRIC

CHECK 340998 TOTAL: 5,683.49

340999 03/11/2016 PRD 1485 VERIZON WIRELESS 204278 9761427425 03/01/2016 M031016 3,855.80
Invoice: 9761427425 3,855.80 91011189 542100 FEB16 CITYWIDE PHONE SVC
GG-C/E-CITY HALL-PHONE

CHECK 340999 TOTAL: 3,855.80

NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 11,416.04

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	4	11,416.04

*** GRAND TOTAL *** 11,416.04

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JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT					LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3				
2016 3 197								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		10,150.48	
03/11/2016	M031016	031016			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			11,416.04
03/11/2016	M031016	031016			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000					ACCOUNTS PAYABLE		173.64	
03/11/2016	M031016	031016			AP CASH DISBURSEMENTS JOURNAL			
APP 901-213000					ACCOUNTS PAYABLE		1,091.92	
03/11/2016	M031016	031016			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL							11,416.04	11,416.04
APP 631-130000					DUE TO/FROM CLEARING		11,416.04	
03/11/2016	M031016	031016						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			10,150.48
03/11/2016	M031016	031016						
APP 401-130000					DUE TO/FROM CLEARING			173.64
03/11/2016	M031016	031016						
APP 901-130000					DUE TO/FROM CLEARING			1,091.92
03/11/2016	M031016	031016						
SYSTEM GENERATED ENTRIES TOTAL							11,416.04	11,416.04
JOURNAL 2016/03/197 TOTAL							22,832.08	22,832.08

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2016 3	197	03/11/2016			
001-130000				GENERAL - DUE TO/FROM CLEARING		10,150.48
001-213000				GENERAL - ACCOUNTS PAYABLE	10,150.48	
				FUND TOTAL	10,150.48	10,150.48
401 WATER OPERATING FUND	2016 3	197	03/11/2016			
401-130000				DUE TO/FROM CLEARING		173.64
401-213000				ACCOUNTS PAYABLE	173.64	
				FUND TOTAL	173.64	173.64
631 CLEARING FUND	2016 3	197	03/11/2016			
631-130000				DUE TO/FROM CLEARING	11,416.04	
635-111100				CASH		11,416.04
				FUND TOTAL	11,416.04	11,416.04
901 CITY-WIDE REPORTING FUND	2016 3	197	03/11/2016			
901-130000				DUE TO/FROM CLEARING		1,091.92
901-213000				ACCOUNTS PAYABLE	1,091.92	
				FUND TOTAL	1,091.92	1,091.92

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		10,150.48
401	WATER OPERATING FUND		173.64
631	CLEARING FUND	11,416.04	
901	CITY-WIDE REPORTING FUND		1,091.92
	TOTAL	11,416.04	11,416.04

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

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3/11/16

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
341000	03/11/2016	PRTD	1205 PUGET SOUND ENERGY	204279	696FEB16	03/03/2016	M031116		10.81
			Invoice: 696FEB16			BJUNE/WFP BOOTH EL PANEL			
				10.81	91011768 547100	GG-C/E-PARKS-ELECTRIC			
			Invoice: 823FEB16	204280	823FEB16	03/03/2016	M031116		10.81
				10.81	91011768 547100	BRIAN DRIVE N/BOOTH EL PANEL			
						GG-C/E-PARKS-ELECTRIC			
			Invoice: 640FEB16	204281	640FEB16	03/03/2016	M031116		56.99
				56.99	91011768 547100	BRIAN DRIVE S/BOOTH EL PANEL			
						GG-C/E-PARKS-ELECTRIC			
			Invoice: 573FEB16	204282	573FEB16	03/03/2016	M031116		13.93
				13.93	91411345 547100	COMMODORE/HS RESERVOIR			
						GG-WTR-ELECTRIC			
			Invoice: 093FEB16	204283	093FEB16	03/03/2016	M031116		2,865.70
				2,865.70	91411345 547100	FLETCHER BAY WELL FIELD			
						GG-WTR-ELECTRIC			
			Invoice: 256FEB16	204284	256FEB16	03/03/2016	M031116		501.86
				501.86	91421355 547100	SLS-8 HWY 305/HARBORVIEW			
						GG-SWR-ELECTRIC			
			Invoice: 291FEB16	204285	291FEB16	03/03/2016	M031116		14.55
				14.55	91411345 547100	HEAD OF BAY WELL FIELD			
						GG-WTR-ELECTRIC			
			Invoice: 031FEB16	204286	031FEB16	03/03/2016	M031116		157.78
				157.78	91421355 547100	SLS-6 LOVELL LOWER			
						GG-SWR-ELECTRIC			
			Invoice: 466FEB16	204287	466FEB16	03/03/2016	M031116		11.86
				11.86	91111264 547100	MADISON/HS RAINBRINGER			
						GG-STREET-TRAF CONTROL-UTILITY			
			Invoice: 893FEB16	204288	893FEB16	03/03/2016	M031116		3,373.33
				3,373.33	91111263 547100	MUNICIPAL STREET LIGHTING			
						GG-STRT-STREET LIGHTING-UTIL			
			Invoice: 143FEB16	204289	143FEB16	03/03/2016	M031116		11.95
				11.95	91111264 547100	REITAN ROAD/WELCOME TO B.I.			
						GG-STREET-TRAF CONTROL-UTILITY			
			Invoice: 735FEB16	204290	735FEB16	03/03/2016	M031116		105.38
				105.38	91011768 547100	SHANNON DRIVE/WFP DOCK			
						GG-C/E-PARKS-ELECTRIC			
			Invoice: 736FEB16	204291	736FEB16	03/03/2016	M031116		55.03
				55.03	91011768 547100	SHANNON DRIVE/WFP RESTRM			
						GG-C/E-PARKS-ELECTRIC			

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
204292	647FEB16	03/03/2016	M031116		30.92
Invoice: 647FEB16		STREET LGHTS/TRAFFIC CONTR			
30.92	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
204293	021FEB16	03/03/2016	M031116		118.17
Invoice: 021FEB16		SLS-3 TREATMNT PLANT			
118.17	91421355 547100	GG-SWR-ELECTRIC			
204294	710FEB16	03/03/2016	M031116		271.65
Invoice: 710FEB16		SLS-2 VILLAGE CENTER			
271.65	91421355 547100	GG-SWR-ELECTRIC			
204295	168FEB16	03/03/2016	M031116		75.87
Invoice: 168FEB16		WATERFRONT PARK			
75.87	91011768 547100	GG-C/E-PARKS-ELECTRIC			
204296	717FEB16	03/03/2016	M031116		388.22
Invoice: 717FEB16		POLICE STATION-METER 1 (ORIG)			
388.22	91011215 547100	GG-C/E-PD-ELECTRIC			
204297	111FEB16	03/03/2016	M031116		391.79
Invoice: 111FEB16		POLICE STATION-METER 2			
391.79	91011215 547100	GG-C/E-PD-ELECTRIC			
204298	520-298FEB16	03/03/2016	M031116		400.75
Invoice: 520-298FEB16		SLS-5 WW/SUNDAY COVE			
400.75	91421355 547100	GG-SWR-ELECTRIC			
204299	797FEB16	03/03/2016	M031116		209.03
Invoice: 797FEB16		MUNICIPAL COURT-METER E3-10255 NE VALLEY RD			
209.03	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC			
204300	182FEB16	03/03/2016	M031116		64.29
Invoice: 182FEB16		MINICIPAL COURT-METER E6-10255 NE VALLEY RD			
64.29	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC			
204301	520-374FEB16	03/03/2016	M031116		67.11
Invoice: 520-374FEB16		SIGNAL @ 108 OLYMPIC DR SE			
67.11	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
204302	973FEB16	03/03/2016	M031116		81.61
Invoice: 973FEB16		OC RESERVOIR LID17 PHASE 2-1100 OLD CREOSOTE RD NE			
81.61	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
204303	336FEB16	03/03/2016	M031116		156.74
Invoice: 336FEB16		SLS-9 ISLAND TERRACE-1174 FERNCLIFF AVE NE			
156.74	91421355 547100	GG-SWR-ELECTRIC			
204304	461FEB16	03/03/2016	M031116		6,007.38
Invoice: 461FEB16		WWTP-1220 DONALD PLACE			
6,007.38	91425358 547100	GG-WWTP-ELECTRIC			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 040-581FEB16				204305	040-581FEB16	03/03/2016		M031116	164.04
						3900 HALLS HILL RD PUMP			
				164.04	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 444FEB16				204306	444FEB16	03/03/2016		M031116	957.55
						BI COMMONS-402 BRIEN DR			
				957.55	91011755 547100	GG-C/E-COMMONS-ELECTRIC			
Invoice: 446FEB16				204307	446FEB16	03/03/2016		M031116	10.81
						WATERFRONT PARK BOOTH-402 BRIEN DR			
				10.81	91011768 547100	GG-C/E-PARKS-ELECTRIC			
Invoice: 636FEB16				204308	636FEB16	03/03/2016		M031116	95.23
						SLS-7 WING POINT WAY-4296 WING PT WAY			
				95.23	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 206FEB16				204309	206FEB16	03/03/2016		M031116	486.23
						4586 POINT WHITE DR NE			
				486.23	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 040-751FEB16				204310	040-751FEB16	03/03/2016		M031116	11.02
						520 ERICKSEN AVE PRV-WTR SYSTEM			
				11.02	91411345 547100	GG-WTR-ELECTRIC			
Invoice: 828FEB16				204311	828FEB16	03/03/2016		M031116	141.10
						TAYLOR WELLS LID17 PHASE 1-6300 TAYLOR AVE			
				141.10	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
Invoice: 247FEB16				204312	247FEB16	03/03/2016		M031116	127.69
						SSWM/DECANT FACILITY-6400 DON PALMER AVE NE			
				127.69	91435838 547100	GG-DECANT-ELECTRIC			
Invoice: 884FEB16				204313	884FEB16	03/03/2016		M031116	69.89
						SLS FERRY TERMINAL-692 KLIKITAT PL NE			
				69.89	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 520-136FEB16				204314	520-136FEB16	03/03/2016		M031116	2,576.62
						HOB BOOSTER PUMP/WELL-7290 WYATT WAY			
				2,576.62	91411345 547100	GG-WTR-ELECTRIC			
Invoice: 558FEB16				204315	558FEB16	03/03/2016		M031116	2,851.08
						7315 HIDDEN COVE RD			
				2,851.08	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 058FEB16				204316	058FEB16	03/03/2016		M031116	55.76
						NE HIDDEN COVE-SHOP-7315 HIDDEN COVE RD			
				55.76	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 040-714FEB16				204320	040-714FEB16	03/03/2016		M031116	10.81
						7573 FLETCHER BAY ROAD-OS PROP NEXT TO JOHNSON FAR			
				10.81	91021182 547100	GG-OS-PROP MNGT-ELECTRIC			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 831FEB16				204321	831FEB16	03/03/2016		M031116	211.74
						SANDS AVE NE WELL FIELD-8499 SANDS AVE NE			
				211.74	91411345 547100	GG-WTR-ELECTRIC			
Invoice: 983FEB16				204322	983FEB16	03/03/2016		M031116	11.79
						MILLER RD NE BEACON-8800 1/2 MILLER RD			
				11.79	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 888FEB16				204323	888FEB16	03/03/2016		M031116	323.57
						NE HIGH SCHOOL ROAD PUMP-9330 NE HS RD			
				323.57	91411345 547100	GG-WTR-ELECTRIC			
Invoice: 067FEB16				204324	067FEB16	03/03/2016		M031116	10.81
						MADISON PARKING LOT			
				10.81	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 658FEB16				204325	658FEB16	03/03/2016		M031116	73.85
						SLS-4 IRENE/LOWER HAWLEY			
				73.85	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 682-B-FEB16				204326	682-B-FEB16	03/03/2016		M031116	29.10
						MUNIC PARKING LOT-MADISON/MADRONA			
				29.10	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL1FEB16				204327	IL1FEB16	03/03/2016		M031116	284.21
						ERCKSN/MDSN/WNSLW/KNCHTL			
				284.21	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL3FEB16				204328	IL3FEB16	03/03/2016		M031116	384.34
						ROUNDAABOUT HS/MADISON IMPR			
				384.34	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL5FEB16				204329	IL5FEB16	03/03/2016		M031116	101.41
						COMMODORE OFF HS@OLYMPIC			
				101.41	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL7FEB16				204330	IL7FEB16	03/03/2016		M031116	474.39
						MADISON PRJ HS TO WINSLOW II			
				474.39	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL9FEB16				204331	IL9FEB16	03/03/2016		M031116	139.10
						MADISON AVE SOUTH			
				139.10	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 285FEB16				204332	285FEB16	03/03/2016		M031116	312.74
						SPS NORTHTOWN/SPORTSMAN			
				312.74	91421355 547100	GG-SWR-ELECTRIC			
Invoice: IL11FEB16				204333	IL11FEB16	03/03/2016		M031116	92.97
						STREET LIGHTS WW MAD TO 305			
				92.97	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: IL12FEB16	204334	IL12FEB16	03/03/2016	M031116	95.96
	95.96	91111263 547100	STREET LIGHTS WW 305-FRNCLEFF GG-STRT-STREET LIGHTING-UTIL		
Invoice: WW&GROW-FEB16	204335	WW&GROW-FEB16	03/03/2016	M031116	17.11
	17.11	91111263 547100	WW & GROW STREET LIGHT GG-STRT-STREET LIGHTING-UTIL		
Invoice: WW&305-FEB16	204336	WW&305-FEB16	03/03/2016	M031116	705.56
	705.56	91111264 547100	WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY		
Invoice: SPRINGFEB16	204337	SPRINGFEB16	03/03/2016	M031116	65.56
	65.56	91111263 547100	SPRINGRIDGE RD/HANSEN HILL GG-STRT-STREET LIGHTING-UTIL		
Invoice: 520-330FEB16	204338	520-330FEB16	03/03/2016	M031116	42.20
	42.20	91011768 547100	210 WINSLOW WAY E IRRIGATION GG-C/E-PARKS-ELECTRIC		
Invoice: LYNCTRFB16	204339	LYNCTRFB16	03/03/2016	M031116	105.75
	105.75	91111263 547100	4238 LYNWOOD CTR RD/BLOSSOM HILL GG-STRT-STREET LIGHTING-UTIL		

CHECK 341000 TOTAL: 26,493.50

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 26,493.50

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 26,493.50

*** GRAND TOTAL *** 26,493.50

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JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2016 3 198									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		5,296.43	
03/11/2016	M031116	031116				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			26,493.50
03/11/2016	M031116	031116				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		6,239.84	
03/11/2016	M031116	031116				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		8,816.31	
03/11/2016	M031116	031116				AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		6,013.23	
03/11/2016	M031116	031116				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		127.69	
03/11/2016	M031116	031116				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								26,493.50	26,493.50
APP 631-130000						DUE TO/FROM CLEARING		26,493.50	
03/11/2016	M031116	031116							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			5,296.43
03/11/2016	M031116	031116							
APP 401-130000						DUE TO/FROM CLEARING			6,239.84
03/11/2016	M031116	031116							
APP 402-130000						DUE TO/FROM CLEARING			8,816.31
03/11/2016	M031116	031116							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			6,013.23
03/11/2016	M031116	031116							
APP 403-130000						DUE TO/FROM CLEARING			127.69
03/11/2016	M031116	031116							
SYSTEM GENERATED ENTRIES TOTAL								26,493.50	26,493.50
JOURNAL 2016/03/198 TOTAL								52,987.00	52,987.00

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2016	3	198	03/11/2016			
001-130000					GENERAL - DUE TO/FROM CLEARING		5,296.43
001-213000					GENERAL - ACCOUNTS PAYABLE	5,296.43	
					FUND TOTAL	5,296.43	5,296.43
101 STREET FUND	2016	3	198	03/11/2016			
101-130000					STREETS - DUE TO/FROM CLEARING		6,013.23
101-213000					STREETS - ACCOUNTS PAYABLE	6,013.23	
					FUND TOTAL	6,013.23	6,013.23
401 WATER OPERATING FUND	2016	3	198	03/11/2016			
401-130000					DUE TO/FROM CLEARING		6,239.84
401-213000					ACCOUNTS PAYABLE	6,239.84	
					FUND TOTAL	6,239.84	6,239.84
402 SEWER OPERATING FUND	2016	3	198	03/11/2016			
402-130000					DUE TO/FROM CLEARING		8,816.31
402-213000					ACCOUNTS PAYABLE	8,816.31	
					FUND TOTAL	8,816.31	8,816.31
403 STORM & SURFACE WATER FUND	2016	3	198	03/11/2016			
403-130000					DUE TO/FROM CLEARING		127.69
403-213000					ACCOUNTS PAYABLE	127.69	
					FUND TOTAL	127.69	127.69
631 CLEARING FUND	2016	3	198	03/11/2016			
631-130000					DUE TO/FROM CLEARING	26,493.50	
635-111100					CASH		26,493.50
					FUND TOTAL	26,493.50	26,493.50

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		5,296.43
101	STREET FUND		6,013.23
401	WATER OPERATING FUND		6,239.84
402	SEWER OPERATING FUND		8,816.31
403	STORM & SURFACE WATER FUND		127.69
631	CLEARING FUND	26,493.50	
	TOTAL	26,493.50	26,493.50

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UB REFUNDS

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

341001 03/15/2016 PRD	8263 FEIKES, MICHAEL & CO	200499	47898	08/28/2015	09/06/15	218.96
Invoice: 47898				UB 12119 9411 CAPSTAN DRIVE NE		
		218.96	411 122100	WATER ACCOUNTS RECEIVABLE		
CHECK 341001 TOTAL:						218.96

341002 03/15/2016 PRD	8262 ROBERTSON, JAMES	200498	47897	08/28/2015	09/06/15	164.61
Invoice: 47897				UB 11536 4600 ROCKAWAY BEACH ROAD NE		
		164.61	415 122100	ROCKAWAY WATER ACCOUNTS REC		
CHECK 341002 TOTAL:						164.61

341003 03/15/2016 PRD	8261 WILLIAMS, JULIE	200497	47896	08/28/2015	09/06/15	294.18
Invoice: 47896				UB 11050 6499 WING POINT ROAD NE		
		294.18	411 122100	WATER ACCOUNTS RECEIVABLE		
CHECK 341003 TOTAL:						294.18

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 677.75

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	677.75

*** GRAND TOTAL *** 677.75

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2016 3 210									
APP 401-213000						ACCOUNTS PAYABLE		677.75	
	03/15/2016	09/06/15	031516			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			677.75
	03/15/2016	09/06/15	031516			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								677.75	677.75
APP 631-130000						DUE TO/FROM CLEARING		677.75	
	03/15/2016	09/06/15	031516						
APP 401-130000						DUE TO/FROM CLEARING			677.75
	03/15/2016	09/06/15	031516						
SYSTEM GENERATED ENTRIES TOTAL								677.75	677.75
JOURNAL 2016/03/210 TOTAL								1,355.50	1,355.50

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
401 WATER OPERATING FUND	2016	3	210	03/15/2016			
401-130000					DUE TO/FROM CLEARING		677.75
401-213000					ACCOUNTS PAYABLE	677.75	
					FUND TOTAL	677.75	677.75
631 CLEARING FUND	2016	3	210	03/15/2016			
631-130000					DUE TO/FROM CLEARING	677.75	
635-111100					CASH		677.75
					FUND TOTAL	677.75	677.75

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
401 WATER OPERATING FUND			677.75
631 CLEARING FUND		677.75	
	TOTAL	677.75	677.75

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
341004	03/15/2016	PRTD	7314 US BANK	204341	01/27/16-KG	02/25/2016	M031416		161.06
	Invoice: 01/27/16-KG								
				161.06	72011321 531100	PW/PIG/SUPPLIES-SPILL RESPONSE			
						ENG - C/E ADMIN SUPPLIES			
				204342	01/28/16-KG	02/25/2016	M031416		116.00
	Invoice: 01/28/16-KG								
				116.00	72011322 549100	PW/WA ST/LICENSE SURVEY-RG			
						ENG - C/E PLANS MISCELLANEOUS			
				204343	01/28/16-KG-A	02/25/2016	M031416		150.00
	Invoice: 01/28/16-KG-A								
				150.00	72011325 549100	PW/PMI/CERT RENEWAL-CHAMMER			
						ENG-C/E-FACILITIES/EQ/VEH-MISC			
				204344	01/28/16-KG-B	02/25/2016	M031416		434.00
	Invoice: 01/28/16-KG-B								
				434.00	72011324 443410	PW/LSAW/LSAW CONFERENCE-RG			
						ENG - C/E - TRAINING			
				204345	01/27/16-KG-A	02/25/2016	M031416		200.00
	Invoice: 01/27/16-KG-A								
				200.00	72011321 549100	PW/LSAW/NSPS MEMBERSHIP-RG			
						ENG - C/E ADMIN MISCELLANEOUS			
				204346	02/22/16-KG	02/25/2016	M031416		182.72
	Invoice: 02/22/16-KG								
				182.72	33011161 544161	EX/ENTERPRISE/CITY EVENT DRIVE AROUND			
						HR-ADV-EE RECRUIT-PCD			
				204347	02/23/16-KG	02/25/2016	M031416		20.00
	Invoice: 02/23/16-KG								
				20.00	33011161 544161	EX/CHEVRON/ENTERPRISE FUEL-UP/CITY EVENT			
						HR-ADV-EE RECRUIT-PCD			
				204348	02/22/16-KG-A	02/25/2016	M031416		36.00
	Invoice: 02/22/16-KG-A								
				36.00	72011321 531100	PW/APW/PUBLIC WORKS POSTERS			
						ENG - C/E ADMIN SUPPLIES			
				204349	02/05/16-KG	02/25/2016	M031416		-189.28
	Invoice: 02/05/16-KG								
				-189.28	72431831 443410	PW/VENETIAN/REFUND HOTEL EXP. FOR R.GRANT			
						ENG - SSWM ADM TRAINING			
				204350	01/26/16-DS	02/25/2016	M031416		99.00
	Invoice: 01/26/16-DS								
				99.00	31011131 549100	EX/AMAZON/PRIME MEMBERSHIP-DS			
						EXEC-C/E-DUES/SUBCR/MEMBERSH			
				204351	02/15/16-DS	02/25/2016	M031416		21.75
	Invoice: 02/15/16-DS								
				21.75	31011131 542450	EX/CONSTANT CONTACT/EMAIL MARKETING			
						EX-COMMUNITY INFO & OUTREACH			
				204352	02/18/16-DS	02/25/2016	M031416		18.00
	Invoice: 02/18/16-DS								
				18.00	31011131 543100	EX/CHAMBER/BFAST FOR D.SCHULZE			
						EXEC-C/E-TRAVEL/MEALS/LODGING			
				204353	01/27/16-KS	02/25/2016	M031416		157.70
	Invoice: 01/27/16-KS								
				157.70	31011572 549900	EX/NAME TAG COUNTRY/TAGS FOR COUNCIL, DIRECTORS			
						EXEC-C/E-OUTREACH-MISC			

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
204354	02/24/16-KS	02/25/2016	M031416	77.97	
Invoice: 02/24/16-KS		EX/ATLANTIS RESORT/CONF. HOTEL DEPOSIT			
77.97	31011572 443410	EXEC-C/E-OUTREACH-TRAINING			
204355	02/24/16-KS-A	02/25/2016	M031416	695.00	
Invoice: 02/24/16-KS-A		EX/GSMCON/GOVT SOCIAL MEDIA CONF-KS			
695.00	31011572 443410	EXEC-C/E-OUTREACH-TRAINING			
204356	01/26/16-BB	02/25/2016	M031416	148.85	
Invoice: 01/26/16-BB		POL/USPS/POSTAGE STAMPS ROLLS (3)			
148.85	91011215 542500	GG-C/E-PD-POSTAGE			
204357	02/03/16-BB	02/25/2016	M031416	169.81	
Invoice: 02/03/16-BB		POL/UNIFORM CO/CLASS B SHIRTS/813			
169.81	53011212 520000	POLICE - C/E PATROL BENEFITS			
204358	02/03/16-BB-A	02/25/2016	M031416	63.80	
Invoice: 02/03/16-BB-A		POL/TAILOR/DUTY BELT SUSPENDERS/828			
63.80	53011212 520000	POLICE - C/E PATROL BENEFITS			
204359	01/21/16-BB-A	02/25/2016	M031416	30.00	
Invoice: 01/21/16-BB-A		POL/WSDOT/GOOD2GO REPLENISHMNT			
30.00	53011212 443410	POLICE - C/E PATROL TRAINING			
204360	02/04/16-BB	02/25/2016	M031416	750.00	
Invoice: 02/04/16-BB		POL/NPFVOA/SAFETY TRAINING-HARBORMASTER			
750.00	55011757 443410	PD-HARBORMASTER-TRAINING			
204361	02/04/16-BB-A	02/25/2016	M031416	107.58	
Invoice: 02/04/16-BB-A		POL/MIDWAY/SIGHT TOOL FOR GLOCK			
107.58	53011212 531100	PD-C/E-PATROL SUPPLIES			
204362	02/08/16-BB	02/25/2016	M031416	51.63	
Invoice: 02/08/16-BB		POL/SOUND REPRO/RECRUITMNT POSTER LAMINATE			
51.63	51011211 531100	PD-C/E-ADM-SUPPLIES			
204363	02/10/16-BB	02/25/2016	M031416	400.00	
Invoice: 02/10/16-BB		POL/KIANA LODGE/AWARDS GALA DEPOSIT-APR 02			
400.00	51011211 541100	PD-C/E-ADM-PROF SVCS			
204364	02/11/16-BB	02/25/2016	M031416	227.85	
Invoice: 02/11/16-BB		POL/SOUND REPRO/TRI-FOLD RECRUITMNT BROCHURE			
227.85	51011211 531100	PD-C/E-ADM-SUPPLIES			
204365	02/11/16-BB-A	02/25/2016	M031416	30.00	
Invoice: 02/11/16-BB-A		POL/WSDOT/GOOD2GO REPLENISHMNT			
10.00	53011212 443410	POLICE - C/E PATROL TRAINING			
10.00	51011214 443410	PD-C/E-ADMIN-TRAINING			
5.00	73011189 443410	O&M-C/E-FAC-TRAINING			
5.00	73411345 443410	O&M-WTR MAINT-TRAINING EXP			
204366	02/10/16-BB-A	02/25/2016	M031416	192.93	

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 02/10/16-BB-A									
				96.46	51011214 443410			POL/LUNA PIZZERIA/ALL-HANDS MTG-PIZZA, SALAD	
				96.47	53011212 443410			PD-C/E-ADMIN-TRAINING	
								POLICE - C/E PATROL TRAINING	
Invoice: 02/24/16-BB				204367	02/24/16-BB	02/25/2016	M031416		109.48
				109.48	53011212 520000			POL/5.11 TACTICAL/PANTS (2)/819	
								POLICE - C/E PATROL BENEFITS	
Invoice: 01/28/16-AR				204368	01/28/16-AR	02/25/2016	M031416		3.01
				3.01	31011134 443410			EX/ARAMARK/MEAL FOR A.RICHARDS	
								EXEC - C/E TRAINING	
Invoice: 01/28/16-AR-A				204369	01/28/16-AR-A	02/25/2016	M031416		8.34
				8.34	31011134 443410			EX/ARAMARK/MEAL FOR A.RICHARDS	
								EXEC - C/E TRAINING	
Invoice: 01/28/16-AR-B				204370	01/28/16-AR-B	02/25/2016	M031416		22.96
				22.96	31011134 443410			EX/MAYFLOWER/TAXI FOR A.RICHARDS	
								EXEC - C/E TRAINING	
Invoice: 01/29/16-AR				204371	01/29/16-AR	02/25/2016	M031416		107.16
				107.16	11011116 443410			EX/EXTENDED STAY/LODGING FOR R.PELTIER	
								COUNCIL - TRAINING	
Invoice: 01/29/16-AR-A				204372	01/29/16-AR-A	02/25/2016	M031416		3.55
				3.55	31011134 443410			EX/ARAMARK/MEAL FOR A.RICHARDS	
								EXEC - C/E TRAINING	
Invoice: 02/01/16-AR				204373	02/01/16-AR	02/25/2016	M031416		8.10
				8.10	31011134 443410			EX/WSF/FERRY FEE-A.RICHARDS	
								EXEC - C/E TRAINING	
Invoice: 02/01/16-AR-A				204374	02/01/16-AR-A	02/25/2016	M031416		10.90
				10.90	31011134 443410			EX/TAXI&TOURS/TAXI FOR A.RICHARDS	
								EXEC - C/E TRAINING	
Invoice: 02/01/16-AR-B				204375	02/01/16-AR-B	02/25/2016	M031416		609.97
				609.97	31011134 443410			EX/SHERATON/LODGING-A.RICHARDS	
								EXEC - C/E TRAINING	
Invoice: 02/01/16-AR-C				204377	02/01/16-AR-C	02/25/2016	M031416		48.85
				48.85	31011134 443410			EX/YELLOW CAR/TAXI FOR A.RICHARDS	
								EXEC - C/E TRAINING	
Invoice: 02/03/16-AR				204378	02/03/16-AR	02/25/2016	M031416		7.50
				7.50	31011134 443410			EX/ALASKA AIR/MEAL FOR A.RICHARDS	
								EXEC - C/E TRAINING	
Invoice: 02/03/16-AR-A				204379	02/03/16-AR-A	02/25/2016	M031416		175.81
				175.81	31011134 443410			EX/SKAMANIA LODGE/LODGING FOR D.SCHULZE	
								EXEC - C/E TRAINING	

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 02/04/16-AR				204380	02/04/16-AR	02/25/2016	M031416		139.77
						EX/LAMB'S/SUPPLIES-300/400 TRAINING			
				139.77	31011134 443410	EXEC - C/E TRAINING			
Invoice: 02/10/16-AR				204381	02/10/16-AR	02/25/2016	M031416		98.39
						EX/T&C/SUPPLIES-300/400 TRAINING			
				98.39	31011134 443410	EXEC - C/E TRAINING			
Invoice: 02/10/16-AR-A				204382	02/10/16-AR-A	02/25/2016	M031416		81.82
						EX/T&C/SUPPLIES-300/400 TRAINING			
				81.82	31011134 443410	EXEC - C/E TRAINING			
Invoice: 02/11/16-AR				204383	02/11/16-AR	02/25/2016	M031416		41.60
						EX/T&C/SUPPLIES-300/400 TRAINING			
				41.60	31011134 443410	EXEC - C/E TRAINING			
Invoice: 02/11/16-AR-A				204384	02/11/16-AR-A	02/25/2016	M031416		98.44
						EX/T&C/SUPPLIES-300/400 TRAINING			
				98.44	31011134 443410	EXEC - C/E TRAINING			
Invoice: 02/12/16-AR				204385	02/12/16-AR	02/25/2016	M031416		26.14
						EX/T&C/SUPPLIES-300/400 TRAINING			
				26.14	31011134 443410	EXEC - C/E TRAINING			
Invoice: 02/12/16-AR-A				204386	02/12/16-AR-A	02/25/2016	M031416		82.95
						EX/T&C/SUPPLIES-300/400 TRAINING			
				82.95	31011134 443410	EXEC - C/E TRAINING			
Invoice: 02/15/16-AR				204387	02/15/16-AR	02/25/2016	M031416		39.26
						EX/T&C/SUPPLIES-300/400 TRAINING			
				39.26	31011134 443410	EXEC - C/E TRAINING			
Invoice: 02/15/16-AR-A				204388	02/15/16-AR-A	02/25/2016	M031416		80.65
						EX/T&C/SUPPLIES-300/400 TRAINING			
				80.65	31011134 443410	EXEC - C/E TRAINING			
Invoice: 02/17/16-AR				204389	02/17/16-AR	02/25/2016	M031416		325.00
						EX/WCMA/REGISTRATION-D.SCHULZE			
				325.00	31011134 443410	EXEC - C/E TRAINING			
Invoice: 02/24/16-AR				204390	02/24/16-AR	02/25/2016	M031416		52.74
						EX/BRWN PAPER TICKETS/REGISTRATION-K.MEDINA			
				52.74	11011116 443410	COUNCIL - TRAINING			
Invoice: 02/24/16-AR-A				204391	02/24/16-AR-A	02/25/2016	M031416		182.94
						EX/T&C/PLANNING DIRECTOR INTERVIEW-MEALS			
				182.94	31011131 531100	EXEC - C/E SUPPLIES			
Invoice: 02/25/16-AR				204392	02/25/16-AR	02/25/2016	M031416		194.68
						EX/T&C/PLANNING DIRECTOR INTERVIEWS-MEALS			
				194.68	31011131 531100	EXEC - C/E SUPPLIES			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 01/26/16-CS				204393	01/26/16-CS	02/25/2016	M031416		26.05
				POL/STAPLES/CITIZENS ACADEMY-SUPPLIES					
				26.05	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
Invoice: 01/28/16-CS				204394	01/28/16-CS	02/25/2016	M031416		25.00
				POL/B.I. PARKS & REC/RES FEE-NAT'L NIGHT OUT					
				25.00	51011211 54400000589	PD-COMM OUTREACH-ADV			
Invoice: 02/02/16-CS				204395	02/02/16-CS	02/25/2016	M031416		89.89
				POL/SOUND REPRO/HARD COPY OF BIMC-CHIEF					
				89.89	51011211 531100	PD-C/E-ADM-SUPPLIES			
Invoice: 02/03/16-CS				204396	02/03/16-CS	02/25/2016	M031416		13.98
				POL/WALGREENS/CITIZENS ACADEMY-SUPPLIES					
				13.98	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
Invoice: 02/09/16-CS				204397	02/09/16-CS	02/25/2016	M031416		19.95
				POL/AMAZON/CITIZENS ACADEMY-CUPS & FORKS					
				19.95	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
Invoice: 02/10/16-CS				204398	02/10/16-CS	02/25/2016	M031416		22.68
				POL/AMAZON/CITIZENS ACADEMY-CUPS & FORKS					
				22.68	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
Invoice: 02/08/16-EP				204399	02/08/16-EP	02/25/2016	M031416		9.18
				POL/SUBWAY/DEVELOPMNT TRAINING-LUNCH					
				9.18	53011212 443410	POLICE - C/E PATROL TRAINING			
Invoice: 02/10/16-EP				204400	02/10/16-EP	02/25/2016	M031416		6.52
				POL/SUBWAY/DEVELOPMNT TRAINING-DINNER					
				6.52	53011212 443410	POLICE - C/E PATROL TRAINING			
Invoice: 02/11/16-EP				204401	02/11/16-EP	02/25/2016	M031416		6.52
				POL/SUBWAY/DEVELOPMNT TRAINING-LUNCH					
				6.52	53011212 443410	POLICE - C/E PATROL TRAINING			
Invoice: 02/12/16-EP				204402	02/12/16-EP	02/25/2016	M031416		4.82
				POL/WALMART/DEVELOPMNT TRAINING-TAPE MEASURE					
				4.82	53011212 531100	PD-C/E-PATROL SUPPLIES			
Invoice: 02/11/16-EP-A				204403	02/11/16-EP-A	02/25/2016	M031416		33.79
				POL/SHELL/DEVELOPMNT TRAINING-FUEL					
				33.79	53011212 443410	POLICE - C/E PATROL TRAINING			
Invoice: 02/08/16-EP-A				204404	02/08/16-EP-A	02/25/2016	M031416		33.72
				POL/AIRPORT GROCERY/DEVELOPMENT TRAINING-FUEL					
				33.72	53011212 443410	POLICE - C/E PATROL TRAINING			
Invoice: 01/29/16-GK				204405	01/29/16-GK	02/25/2016	M031416		25.97
				POL/EXXON/BURIEN TRAINING-FUEL					
				25.97	53011212 443410	POLICE - C/E PATROL TRAINING			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 02/02/16-GK				204406	02/02/16-GK	02/25/2016	M031416		21.94
				21.94	53011212 443410	POL/EXXON/BURIEN TRAINING-FUEL			
						POLICE - C/E PATROL TRAINING			
Invoice: 02/05/16-GK				204407	02/05/16-GK	02/25/2016	M031416		31.84
				31.84	53011212 443410	POL/CHEVRON/BURIEN TRAINING-FUEL			
						POLICE - C/E PATROL TRAINING			
Invoice: 01/27/16-MH				204408	01/27/16-MH	02/25/2016	M031416		8.68
				8.68	51011211 539100	POL/CAPITOL DELI/LAW & JUSTICE DAY-LUNCH			
						PD-C/E-ADM-WORKED MEALS			
Invoice: 02/05/16-MH				204409	02/05/16-MH	02/25/2016	M031416		12.00
				12.00	51011214 443410	POL/CAPITOL PRKNG/STATE GOVT DAY-PARKING			
						PD-C/E-ADMIN-TRAINING			
Invoice: 02/09/16-MH				204410	02/09/16-MH	02/25/2016	M031416		19.31
				19.31	51011211 539100	POL/MEADOWMEER GOLF CLUB/WRKNG LUNCH-ALL HANDS			
						PD-C/E-ADM-WORKED MEALS			
Invoice: 02/16/16-MH				204411	02/16/16-MH	02/25/2016	M031416		12.80
				12.80	51011214 443410	POL/LUNA PIZZERIA/LEADERSHIP KITSAP-WORK MEAL			
						PD-C/E-ADMIN-TRAINING			
Invoice: 01/29/16-KB				204412	01/29/16-KB	02/25/2016	M031416		45.00
				45.00	33011161 544161	EX/CRAIGSLIST/JOB AD-BUILDING INSPECTOR			
						HR-ADV-EE RECRUIT-PCD			
Invoice: 02/01/16-KB				204413	02/01/16-KB	02/25/2016	M031416		190.00
				190.00	33011161 549100	EX/SHRM/ANNUAL MEMBERSHIP-K.BROWN			
						HR-C/E-DUES & SUBSCRIPTIONS			
Invoice: 02/12/16-KB				204414	02/12/16-KB	02/25/2016	M031416		45.00
				45.00	33011161 544151	EX/CRAIGSLIST/JOB AD-SR POLICE CLERK			
						HR-ADV-EE RECRUIT-POLICE			
Invoice: 02/18/16-KB				204415	02/18/16-KB	02/25/2016	M031416		127.00
				127.00	33011161 531100	EX/ID WHOLESALERS/BADGE PRINTER SUPPLIES			
						HR-C/E-SUPPLIES			
Invoice: 02/22/16-KB				204416	02/22/16-KB	02/25/2016	M031416		75.86
				75.86	33011161 544161	EX/T&C/PCD DIRECTOR MEET/GREET-COFFEE			
						HR-ADV-EE RECRUIT-PCD			
Invoice: 02/22/16-KB-A				204417	02/22/16-KB-A	02/25/2016	M031416		8.99
				8.99	33011161 544161	EX/T&C/PCD DIRECTOR MEET/GREET-COFFEE			
						HR-ADV-EE RECRUIT-PCD			
Invoice: 01/28/16-CK				204418	01/28/16-CK	02/25/2016	M031416		65.00
				65.00	73011189 549100	PW/NW ENERGY EFF. COUNCIL/CERT RENEWAL-MB			
						O&M - C/E FACIL DUES/SUBSCR			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 02/03/16-CK				204419	02/03/16-CK	02/25/2016	M031416		216.31
				216.31	73411345 531100	PW/HOME DEPOT/INSPECTION SCOPE OFFICE SUPPLIES			
Invoice: 02/15/16-CK				204420	02/15/16-CK	02/25/2016	M031416		16.29
				16.29	73411345 549100	PW/ADOBE/PRO SUB-MONTHLY FEE DUES/SUBSCRIPTIONS			
Invoice: 02/16/16-JR				204421	02/16/16-JR	02/25/2016	M031416		70.62
				70.62	61011581 531100	PCD/AMAZON/CONSTRUCTION CALC-AQ PCD - C/E ADMIN SUPPLIES			
Invoice: 02/19/16-JR				204422	02/19/16-JR	02/25/2016	M031416		174.90
				174.90	63470588 531100	PCD/APA/BOOKS-C.CARR CUR - DEV DEV PLAN OFC SUPPLY			
Invoice: 02/19/16-JR-A				204423	02/19/16-JR-A	02/25/2016	M031416		875.00
				875.00	62471594 443410	PCD/WABO/ANNUAL CONF-BUILDING DEPT BLDG - BLDG TRAINING TRAVEL			
Invoice: 02/05/16-KJ				204424	02/05/16-KJ	02/25/2016	M031416		24.14
				24.14	31011131 531100	EX/AMAZON/WRITING PADS EXEC - C/E SUPPLIES			
Invoice: 02/05/16-KJ-A				204425	02/05/16-KJ-A	02/25/2016	M031416		64.92
				64.92	41011141 531100	FIN/AMAZON/COMPOST CONTAINERS FIN - C/E ADMIN SUPPLIES			
Invoice: 02/23/16-KJ				204426	02/23/16-KJ	02/25/2016	M031416		21.66
				21.66	31011131 531100	EX/AMAZON/NOTARY PRIMER EXEC - C/E SUPPLIES			
Invoice: 01/22/16-SM-A				204427	01/22/16-SM-A	02/25/2016	M031416		32.45
				32.45	81011881 535500	IT/AMAZON/QUICKEN SOFTWARE-COURT IT - C/E COMPUTER PARTS & EQ			
Invoice: 02/08/16-SM				204428	02/08/16-SM	02/25/2016	M031416		149.98
				149.98	81011881 535500	IT/AMAZON/LABELWRITERS (2) IT - C/E COMPUTER PARTS & EQ			
Invoice: 02/09/16-SM				204429	02/09/16-SM	02/25/2016	M031416		477.00
				477.00	81011881 535500	IT/RAKUTEN.COM/MONITORS (3) IT - C/E COMPUTER PARTS & EQ			
Invoice: 02/09/16-SM-A				204430	02/09/16-SM-A	02/25/2016	M031416		137.69
				137.69	81011881 535500	IT/RAKUTEN.COM/MONITOR IT - C/E COMPUTER PARTS & EQ			
CHECK 341004 TOTAL:									10,154.83

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NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 10,154.83

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	10,154.83

*** GRAND TOTAL *** 10,154.83

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JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL									
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT	
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC					
2016 3 211										
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			9,056.61		
03/15/2016	M031416	031416			AP CASH DISBURSEMENTS JOURNAL					
APP 635-111100					CASH				10,344.11	
03/15/2016	M031416	031416			AP CASH DISBURSEMENTS JOURNAL					
APP 401-213000					ACCOUNTS PAYABLE			237.60		
03/15/2016	M031416	031416			AP CASH DISBURSEMENTS JOURNAL					
APP 407-213000					ACCOUNTS PAYABLE			1,049.90		
03/15/2016	M031416	031416			AP CASH DISBURSEMENTS JOURNAL					
APP 403-213000					ACCOUNTS PAYABLE				189.28	
03/15/2016	M031416	031416			AP CASH DISBURSEMENTS JOURNAL					
APP 635-111100					CASH			189.28		
03/15/2016	M031416	031416			AP CASH DISBURSEMENTS JOURNAL					
GENERAL LEDGER TOTAL								10,533.39	10,533.39	
APP 631-130000					DUE TO/FROM CLEARING			10,154.83		
03/15/2016	M031416	031416								
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				9,056.61	
03/15/2016	M031416	031416								
APP 401-130000					DUE TO/FROM CLEARING				237.60	
03/15/2016	M031416	031416								
APP 407-130000					DUE TO/FROM CLEARING				1,049.90	
03/15/2016	M031416	031416								
APP 403-130000					DUE TO/FROM CLEARING			189.28		
03/15/2016	M031416	031416								
SYSTEM GENERATED ENTRIES TOTAL								10,344.11	10,344.11	
JOURNAL 2016/03/211 TOTAL								20,877.50	20,877.50	

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2016 3	211	03/15/2016		
001-130000			GENERAL - DUE TO/FROM CLEARING		9,056.61
001-213000			GENERAL - ACCOUNTS PAYABLE	9,056.61	
			FUND TOTAL	9,056.61	9,056.61
401 WATER OPERATING FUND	2016 3	211	03/15/2016		
401-130000			DUE TO/FROM CLEARING		237.60
401-213000			ACCOUNTS PAYABLE	237.60	
			FUND TOTAL	237.60	237.60
403 STORM & SURFACE WATER FUND	2016 3	211	03/15/2016		
403-130000			DUE TO/FROM CLEARING	189.28	
403-213000			ACCOUNTS PAYABLE		189.28
			FUND TOTAL	189.28	189.28
407 BUILDING & DEVELOPMENT FUND	2016 3	211	03/15/2016		
407-130000			DUE TO/FROM CLEARING		1,049.90
407-213000			ACCOUNTS PAYABLE	1,049.90	
			FUND TOTAL	1,049.90	1,049.90
631 CLEARING FUND	2016 3	211	03/15/2016		
631-130000			DUE TO/FROM CLEARING	10,154.83	
635-111100			CASH	189.28	
635-111100			CASH		10,344.11
			FUND TOTAL	10,344.11	10,344.11

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			9,056.61
401 WATER OPERATING FUND			237.60
403 STORM & SURFACE WATER FUND			189.28
407 BUILDING & DEVELOPMENT FUND			1,049.90
631 CLEARING FUND		10,154.83	
	TOTAL	10,154.83	10,154.83

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

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REG. RUN

3/17/16

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

341005 03/23/2016 PRD 4973 ARTHUR J CRAIGEN 204470 1096 03/01/2016 03/13/16 149.37
Invoice: 1096 CRT/NOTICE OF HEARING, 2 PT. NCR, CONTINUOUS
149.37 21011125 531100 COURT - SUPPLIES

CHECK 341005 TOTAL: 149.37

341006 03/23/2016 PRD 8259 ADVANCED BROADCAST S 204483 12063 12/18/2015 03/13/16 5,658.43
Invoice: 12063 IT/COUNCIL CHAMBERS IMPROVMENTS-PEG
5,658.43 81011418 66300000567 PEG CAPITAL SPENDING

CHECK 341006 TOTAL: 5,658.43

341007 03/23/2016 PRD 5 ACE HARDWARE 204431 33515/1 02/29/2016 03/13/16 11.40
Invoice: 33515/1 PW/CHECK VALVE
11.40 73011897 531100 O&M-C/E-PWYD FAC-SUPPLIES

Invoice: 33622/1 204432 33622/1 03/09/2016 03/13/16 39.08
PW/NIPPLES, VLVBALL, TAP CARDED
39.08 73421355 531100 WIN COLL-SUPPLIES

Invoice: 33562/1 204433 33562/1 03/03/2016 03/13/16 29.74
PW/MR. CLEAN, VLVBALL
29.74 73011768 531100 O&M-C/E-PARKS-SUPPLIES

Invoice: 33599/1 204434 33599/1 03/07/2016 03/13/16 24.40
PW/56 FASTENERS, VELCRO TAPE
24.40 73011215 531100 O&M-C/E-POLICE FAC-SUPPLIES

Invoice: 33594/1 204435 33594/1 03/07/2016 03/13/16 75.50
PW/SHOWER CURTN, BULBS
75.50 73011215 531100 O&M-C/E-POLICE FAC-SUPPLIES

Invoice: 33610/1 204436 33610/1 03/08/2016 03/13/16 9.53
PW/GLUE, PVC COUPLINGS
9.53 73011183 531100 O&M-C/E-CH FAC-SUPPLIES

Invoice: 33587/1 204437 33587/1 03/07/2016 03/13/16 13.00
PW/9" ROLLERS
13.00 73111427 531100 OFFICE SUPPLIES

Invoice: 33533/1 204438 33533/1 03/01/2016 03/13/16 14.11
PW/TAPE, MINERAL SPIRITS
14.11 73411345 531100 OFFICE SUPPLIES

Invoice: 33493/1 204439 33493/1 02/26/2016 03/13/16 17.91
PW/PAINTBRSH SET, MINERAL SPIRITS
17.91 73411345 531100 OFFICE SUPPLIES

Invoice: 33482/1 204440 33482/1 02/25/2016 03/13/16 12.96
PW/FUNNYPIP COUPLE 3/8"

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

VOUCHER INVOICE

INV DATE PO

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INVOICE DTL DESC

				12.96	73111427	531100	OFFICE SUPPLIES			
Invoice: 33492/1				204441	33492/1		02/25/2016	03/13/16		30.95
							PW/PLIERS, UTILKNIFE, HOOK KNIFE			
				30.95	73111427	531100	OFFICE SUPPLIES			
Invoice: 33497/1				204442	33497/1		02/26/2016	03/13/16		59.26
							PW/SQUEEGY, HANGER, BLEACH			
				59.26	73011183	531100	O&M-C/E-CH FAC-SUPPLIES			
Invoice: 33443/1				204443	33443/1		02/19/2016	03/13/16		9.00
							PW/34 ELECTRICAL SUPPLIES			
				9.00	73011183	531100	O&M-C/E-CH FAC-SUPPLIES			
Invoice: 33540/1				204630	33540/1		03/02/2016	03/13/16		36.29
							PW/WASHERS, 56 FASTENERS			
				36.29	73111264	531100	O&M-STREET-TRAF CONTROL-SUPPLY			
Invoice: 33670/1				204631	33670/1		03/14/2016	03/13/16		43.28
							PW/COUPLING, COMP CONN & UNION, SLEEVE, SHRINK			
				43.28	73637941	531100	VACTOR R&M-SUPPLIES			
Invoice: 33669/1				204632	33669/1		03/14/2016	03/13/16		5.42
							PW/TITEBOND GLUE			
				5.42	73011215	531100	O&M-C/E-POLICE FAC-SUPPLIES			
Invoice: 33659/1				204633	33659/1		03/14/2016	03/13/16		10.86
							PW/TALLY COUNTER			
				10.86	73111423	531100	OFFICE SUPPLIES			
							CHECK	341007 TOTAL:		442.69
341008 03/23/2016 PRTD	1030 KITSAP RENTALS INC	204452	363719				02/25/2016	03/13/16		388.60
Invoice: 363719							PW/SWEEPER RENTAL			
				388.60	73637945	545000	O&M ALLOC-SWEEPER-SWEEPER			
Invoice: 363612				204453	363612		02/20/2016	03/13/16		229.09
							PW/SCISSORLIFT RENTAL			
				229.09	73011183	545000	O&M-C/E-CH FAC-RENTS			
							CHECK	341008 TOTAL:		617.69
341009 03/23/2016 PRTD	7726 AIR MANAGEMENT SOLUT	204460	0000117190				02/27/2016	03/13/16		394.04
Invoice: 0000117190							PW/COMMERCIAL EMERGENCY HVAC SVC			
				394.04	73011183	54810000707	CH HVAC-REPAIRS			
Invoice: 0000117217				204461	0000117217		02/27/2016	03/13/16		797.58
							PW/COMMERCIAL EMERGENCY HVAC SVC			
				797.58	73011183	54810000707	CH HVAC-REPAIRS			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 0000097094		204503	0000097094	02/05/2016	21500028	03/13/16	5,198.53
		2015 BUILDING SERVICES					
		3,989.49	73011183 54810000495	BLDG SVCS	CONTRACT-CH-MAINT		
		575.29	73011189 54810000495	BLDG SVCS	CONTR-FAC-MAINT		
		106.20	73011215 54810000495	BLDG SVCS	CONTR-PD-MAINT		
		371.22	73011755 54810000495	BLDG SVCS	CONTR-CMNS-MAINT		
		156.33	73425358 54810000495	BLDG SVCS	CONTR-WWTP-MAINT		
Invoice: 0000097094 #2		204504	0000097094 #2	02/05/2016		03/13/16	17.03
		PW/QTRLY FEE-BUILDING SVCS CONTRACT					
		17.03	73011183 54810000495	BLDG SVCS	CONTRACT-CH-MAINT		
						CHECK 341009 TOTAL:	6,407.18
341010	03/23/2016 PRD	7994	PENINSULA SERVICES	204464	72367	02/29/2016 03/13/16	64.00
Invoice: 72367		POL/MOBILE SHREDDING SVC					
		64.00	51011211 541100	PD-C/E-ADM-PROF SVCS			
Invoice: 72366		204469	72366	02/29/2016		03/13/16	32.00
		CRT/MOBILE SHREDDING SVC					
		32.00	21011125 541100	COURT - PROFESSIONAL SERVICES			
						CHECK 341010 TOTAL:	96.00
341011	03/23/2016 PRD	6393	AMERICAN DATA GUARD,	204463	82350	02/29/2016 03/13/16	306.00
Invoice: 82350		FIN/ON-SITE SHREDDING SVC					
		306.00	44011143 541100	RECORDS MNGT - C/E PROF SVCS			
						CHECK 341011 TOTAL:	306.00
341012	03/23/2016 PRD	4710	ASSOCIATED PETROLEU	204454	0876702-IN	02/24/2016 03/13/16	1,328.13
Invoice: 0876702-IN		PW/805 GAL REG UNLEADED					
		1,328.13	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
Invoice: 0879427-IN		204455	0879427-IN	02/29/2016		03/13/16	409.12
		PW/546.9 GAL PROPANE					
		409.12	91011897 547200	GG-C/E-O&M YARD FAC-PROPANE			
						CHECK 341012 TOTAL:	1,737.25
341013	03/23/2016 PRD	7821	AUS WEST LOCKBOX	204444	1988497029	03/10/2016 03/13/16	50.34
Invoice: 1988497029		PW/LAUNDRY SVCS					
		50.34	73638893 589310	LAUNDRY SERVICES			
Invoice: 1988486211		204445	1988486211	03/03/2016		03/13/16	50.34
		PW/LAUNDRY SVCS					
		50.34	73638893 589310	LAUNDRY SERVICES			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 1988475073				204446	1988475073	02/25/2016		03/13/16	50.34
				50.34	73638893 589310	PW/LAUNDRY SVCS LAUNDRY SERVICES			
						CHECK	341013	TOTAL:	151.02
341014 03/23/2016 PRTD 1952 ARIES INDUSTRIES INC				204450	354886	02/29/2016		03/13/16	201.66
Invoice: 354886				201.66	73431835 531100	PW/BULB, PAN & TILT CAMERA (8) OFFICE SUPPLIES			
				204451	354973	03/01/2016		03/13/16	1,085.63
Invoice: 354973				1,085.63	73431835 531100	PW/CALE ASSY, 12P TO P&T / TRAC, SYS140 OFFICE SUPPLIES			
						CHECK	341014	TOTAL:	1,287.29
341015 03/23/2016 PRTD 2922 ARXCIS INC				204465	98198	02/25/2016		03/13/16	2,124.00
Invoice: 98198				2,124.00	73011897 541100	PW/INSPECT, TEST AND CERTIFY CRANES (5) O&M-C/E-PWYD FAC-PROF SVCS			
						CHECK	341015	TOTAL:	2,124.00
341016 03/23/2016 PRTD 2138 ASPECT CONSULTING LL				204456	23421	02/11/2016	21600029	03/13/16	1,166.06
Invoice: 23421				1,166.06	72011322 54110000206	ON Call ENGINEERING GEO SVCS MISC ENG SVCS-C/E-PRO SVCS			
				204457	23422	02/11/2016	21600029	03/13/16	354.38
Invoice: 23422				354.38	72011322 54110000206	ON Call ENGINEERING GEO SVCS MISC ENG SVCS-C/E-PRO SVCS			
				204458	23594	03/07/2016	21600029	03/13/16	1,528.54
Invoice: 23594				1,528.54	72011322 54110000206	ON Call ENGINEERING GEO SVCS MISC ENG SVCS-C/E-PRO SVCS			
						CHECK	341016	TOTAL:	3,048.98
341017 03/23/2016 PRTD 1235 AT&T ONENET SERVICE				204462	1263552114	03/01/2016		03/13/16	.60
Invoice: 1263552114				.60	91011189 542100	PCD/MAR16 FAX LONG DISTANCE GG-C/E-CITY HALL-PHONE			
				204637	1263542731	03/01/2016		03/13/16	454.60
Invoice: 1263542731				454.60	91011215 542100	POL/PHONE & FAX LONG DISTANCE-MAR16 GG-C/E-PD-PHONE			
						CHECK	341017	TOTAL:	455.20

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

341018 03/23/2016 PRD 4365 AUTOMATIC FUNDS TRAN 204447 86966 03/04/2016 03/13/16 8.11
Invoice: 86966

1.38 43411341 541100	FIN - WATER ADMIN PROF SERVICE
1.39 43421351 541100	FIN - SEWER ADMIN PROF SERVICE
2.67 91411891 542500	GG-WTR-FAC-POSTAGE
2.67 91421891 542500	GG-SWR-FAC-POSTAGE

204448 86947 03/03/2016 03/13/16 765.07
Invoice: 86947

154.62 43411341 541100	FIN - WATER ADMIN PROF SERVICE
154.63 43421351 541100	FIN - SEWER ADMIN PROF SERVICE
227.91 91411891 542500	GG-WTR-FAC-POSTAGE
227.91 91421891 542500	GG-SWR-FAC-POSTAGE

204449 BAIN1602983 02/29/2016 03/13/16 143.00
Invoice: BAIN1602983

71.50 43411341 541100	FIN - WATER ADMIN PROF SERVICE
71.50 43421351 541100	FIN - SEWER ADMIN PROF SERVICE

CHECK 341018 TOTAL: 916.18

341019 03/23/2016 PRD 8242 BACKGROUND INVESTIGA 204472 TCOBI0216 02/29/2016 03/13/16 50.00
Invoice: TCOBI0216

25.00 33011161 544161	HR-ADV-EE RECRUIT-PCD
25.00 33011161 544172	HR-ADV-EE RECRUIT-PW ENG

CHECK 341019 TOTAL: 50.00

341020 03/23/2016 PRD 47 BAINBRIDGE DISPOSAL 204477 010963FEB16 02/29/2016 03/13/16 1,272.80
Invoice: 010963FEB16

85.35 91011215 547900	GG-C/E-PD-GARBAGE
282.99 91011768 547900	GG-C/E-PARKS-GARBAGE
301.61 91425358 547900	GG-WWTP-GARBAGE (NOT BIOSOLIDS)
602.85 91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE

204478 019199FEB16 02/29/2016 03/13/16 57.07
Invoice: 019199FEB16

57.07 91011189 547903	FEB16 BIG BELLY SOLAR CANS-WINSLOW WAY
	BIG BELLY SOLAR GARBAGE CANS

204479 009521FEB16 02/29/2016 03/13/16 133.98
Invoice: 009521FEB16

133.98 91011755 547900	SENIOR CENTER/COMMONS DISPOSAL SVC
	GG-C/E-COMMONS-GARBAGE

204480 015003FEB16 02/29/2016 03/13/16 202.89
Invoice: 015003FEB16

202.89 91011189 547900	FEB16 CITY HALL DISPOSAL SVC
	GG-C/E-CITY HALL-GARBAGE

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CASH ACCOUNT: 635			111100	CASH		INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE				
INVOICE DTL DESC									
						CHECK	341020	TOTAL:	1,666.74
341021	03/23/2016	PRTD	49 BAINBRIDGE GARDENS	204466	615609	02/26/2016	03/13/16		1,632.16
Invoice: 615609			1,632.16		73111427 531100	PW/MISC FLOWERS & PLANTS FOR WINSLOW WAY OFFICE SUPPLIES			
						CHECK	341021	TOTAL:	1,632.16
341022	03/23/2016	PRTD	55 BAINBRIDGE ISLAND RE	204488	7666647	02/29/2016	03/13/16		250.00
Invoice: 7666647			250.00		51011211 544000	POL/RECRUITMENT AD PD-C/E-ADMIN ADVERTISING			
						CHECK	341022	TOTAL:	250.00
341023	03/23/2016	PRTD	57 BAY HAY & FEED	204473	1135727	03/09/2016	03/13/16		22.45
Invoice: 1135727			22.45		73011897 531100	PW/BULK PROPANE O&M-C/E-PWYD FAC-SUPPLIES			
						CHECK	341023	TOTAL:	22.45
341024	03/23/2016	PRTD	314 BAINBRIDGE ISLAND FI	204471	G2-2016	03/03/2016	03/13/16		112.44
Invoice: G2-2016			112.44		53011212 532000	POL/50.4 GAL FUEL PD-C/E-PATROL-FUEL			
						CHECK	341024	TOTAL:	112.44
341025	03/23/2016	PRTD	567 BAINBRIDGE ISLAND DO	204467	PD16-009	03/10/2016	03/13/16		100.00
Invoice: PD16-009			100.00		51011211 54110000589	POL/ADMIN FEE, BANNER, NAT'L MARINA DA PD-COMM OUTREACH-PROF SVC			
						CHECK	341025	TOTAL:	100.00
341026	03/23/2016	PRTD	567 BAINBRIDGE ISLAND DO	204468	PD16-009 #2	03/10/2016	03/13/16		250.00
Invoice: PD16-009 #2			250.00		51011211 54110000589	POL/INSTALL BANNER, NAT'L MARINA DAY PD-COMM OUTREACH-PROF SVC			
						CHECK	341026	TOTAL:	250.00
341027	03/23/2016	PRTD	7872 NORTHERN TOOL & EQUI	204482	34895326	02/25/2016	03/13/16		150.69
Invoice: 34895326			150.69		73111423 531100	PW/FLOJET PUMP OFFICE SUPPLIES			
						CHECK	341027	TOTAL:	150.69

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
341028	03/23/2016	PRTD	69 GALLS, LLC - D.B.A.	204485	004969859	02/28/2016		03/13/16	47.77
			Invoice: 004969859						
				47.77	52011212 520000	POL/CLASS A SHIRT/803			
						POLICE - C/E INVEST BENEFITS			
			Invoice: 004971280	204486	004971280	02/29/2016		03/13/16	348.36
				348.36	53011212 520000	POL/CLASS A JACKET/805			
						POLICE - C/E PATROL BENEFITS			
			Invoice: 004980856	204487	004980856	03/01/2016		03/13/16	18.44
				18.44	52011212 520000	POL/3 SLIDE BAR HOLDER (2)/803			
						POLICE - C/E INVEST BENEFITS			
						CHECK	341028	TOTAL:	414.57
341029	03/23/2016	PRTD	8386 BRUCE & BETH GUY	204474	41640000110003	03/08/2016		03/13/16	6,615.40
			Invoice: 41640000110003						
				6,615.40	42437 379000	LID 20 PARTICIPATION REFUND			
						SWR PART FEES & CONTR CAP			
						CHECK	341029	TOTAL:	6,615.40
341030	03/23/2016	PRTD	5109 CESSCO INC	204491	367209	03/07/2016		03/13/16	104.85
			Invoice: 367209						
				104.85	73011483 531100	PW/FUEL TANK W/CAP			
						O&M-C/E-MECH SHOP-SUPPLIES			
						CHECK	341030	TOTAL:	104.85
341031	03/23/2016	PRTD	8253 CHS POULSBO	204493	K02200/H	03/02/2016		03/13/16	615.64
			Invoice: K02200/H						
				615.64	73637892 531100	PW/SALT BAGS EX COURSE #50 (63)			
						O&M-ALLOC-WTR-CONSUMABLES			
						CHECK	341031	TOTAL:	615.64
341032	03/23/2016	PRTD	634 CITY OF BAINBRIDGE I	204476	BLD21377	03/09/2016		03/13/16	1,487.29
			Invoice: BLD21377						
				1,487.29	72311476 64980000637	PW/BLD21377-CONSTRUCTION MISC PERMIT			
						WFP CAP-PERMITS			
			Invoice: PLN50475	204484	PLN50475	03/14/2016		03/13/16	572.00
				572.00	72111425 54980000781	PW/SSDE PERMIT-COUNTRY CLUB BULKHEAD			
						CO CLUB RD BULKHEAD R&M-PERMIT			
			Invoice: PD16-009	204494	PD16-009	03/09/2016		03/13/16	225.00
				25.00	01136 362400	POL/PERMIT, DEPOSIT FOR NAT'L MARINA DAY			
				200.00	62238 386000	FACILITIES RENTALS-SHORT TERM			
						PARK/DOCK USE DEPOSIT			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

						CHECK	341032	TOTAL:	2,284.29
341033	03/23/2016	PRTD	104 BREMERTON KITSAP ACC	204481	BKAT000331	03/01/2016		03/13/16	2,627.07
		Invoice: BKAT000331				EX/MONTHLY BKAT SVCS			
				2,627.07	91011572 54242000297	GG-C/E-OUTREACH TELEVISED			
						CHECK	341033	TOTAL:	2,627.07
341034	03/23/2016	PRTD	7509 CONSTRUCTION PARTS L	204492	15584	03/04/2016		03/13/16	673.94
		Invoice: 15584				PW/90" POLY HD TUBE BROOM			
				673.94	73111423 531100	OFFICE SUPPLIES			
						CHECK	341034	TOTAL:	673.94
341035	03/23/2016	PRTD	7166 AMERICAN MESSAGING	204496	W4104492QC	03/01/2016		03/13/16	80.31
		Invoice: W4104492QC				PW/MESSAGING SVCS			
				80.31	73637891 542100	O&M - ALLOC FACIL TELEPHONE			
						CHECK	341035	TOTAL:	80.31
341036	03/23/2016	PRTD	142 COPIERS NORTHWEST IN	204497	INV1345719	02/29/2016		03/13/16	228.39
		Invoice: INV1345719				EX&FIN/IR6075 COPIER RENTAL-MAR16			
				114.19	31011131 545000	EXEC - C/E RENTS & LEASES			
				114.20	41011141 545000	FIN - C/E ADMIN RENTS & LEASES			
				204498	INV1332178	01/31/2016		03/13/16	228.39
		Invoice: INV1332178				EX&FIN/IR6075 COPIER RENTAL-FEB16			
				114.19	31011131 545000	EXEC - C/E RENTS & LEASES			
				114.20	41011141 545000	FIN - C/E ADMIN RENTS & LEASES			
				204499	INV1332179	01/31/2016		03/13/16	72.49
		Invoice: INV1332179				EX&FIN/OVERAGE FEES-JAN16			
				36.24	31011131 548100	EXEC - C/E MAINT & REPAIRS			
				36.25	41011141 548100	FIN - C/E ADMIN REPAIRS/MAINT			
						CHECK	341036	TOTAL:	529.27
341037	03/23/2016	PRTD	145 RICHARD H COURTNEY	204495	13215	03/11/2016		03/13/16	196.53
		Invoice: 13215				POL/AWARDS			
				196.53	51011211 531100	PD-C/E-ADM-SUPPLIES			
						CHECK	341037	TOTAL:	196.53
341038	03/23/2016	PRTD	7016 CUSTOM PRINTING	204489	5614	03/08/2016		03/13/16	165.77
		Invoice: 5614				PCD/BIZ CARDS-AQ, NS & GV (500 EACH)			
				165.77	61011581 531100	PCD - C/E ADMIN SUPPLIES			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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Invoice: 5604	204490	5604		03/02/2016	03/13/16	103.27			
				PCD/BIZ CARDS-J.MACHEN (50)					
	103.27	61011581	531100	PCD - C/E ADMIN SUPPLIES					
				CHECK	341038	TOTAL:			269.04

341039 03/23/2016 PRD	5060	DARREL EMEL'S TREE S	204624	292	03/08/2016	03/13/16	2,608.80		
Invoice: 292					PW/TREE REMOVAL-HYLA AVE.				
	2,608.80	73111427	54810000354	TREE PRES & REMOVAL-ROADS					

Invoice: 277	204625	277		03/03/2016	03/13/16	1,141.35			
				PW/TREE REMOVAL-LOVEGREEN & VALLEY ON MADISON					
	1,141.35	73111427	54810000354	TREE PRES & REMOVAL-ROADS					

Invoice: 301	204626	301		03/11/2016	03/13/16	2,663.15			
				PW/TREE REMOVAL-SKOGAN LANE					
	2,663.15	73111427	54810000354	TREE PRES & REMOVAL-ROADS					
				CHECK	341039	TOTAL:			6,413.30

341040 03/23/2016 PRD	672	DSC INC	204500	95058	03/02/2016	03/13/16	97.83		
Invoice: 95058					PW/TRANSPORT CHAIN (2)				
	97.83	73011189	531100	O&M - C/E FACIL OFC SUPPLIES					

Invoice: 95059	204501	95059		03/02/2016	03/13/16	66.84			
				PW/213.53 4" 0-160 1/4"					
	66.84	73426355	531100	O&M-SIS-SUPPLIES					
				CHECK	341040	TOTAL:			164.67

341041 03/23/2016 PRD	8383	ERICKSEN AVENUE PROP	204317	51690	03/11/2016	03/13/16	293.64		
Invoice: 51690					UB 10569 710 ERICKSEN AVENUE NE				
	293.64	411	122100	WATER ACCOUNTS RECEIVABLE					
				CHECK	341041	TOTAL:			293.64

341042 03/23/2016 PRD	8387	EXECUTIME SOFTWARE,	204502	3292	03/07/2016	03/13/16	18,717.00		
Invoice: 3292					FIN/STARTUP & MONTHLY ACCESS FEES				
	18,717.00	41011141	541100	FIN - C/E ADMIN PROF SERVICES					
				CHECK	341042	TOTAL:			18,717.00

341043 03/23/2016 PRD	8238	EXELTECH CONSULTING,	204508	1525-04	03/04/2016	21500073 03/13/16	26,408.24		
Invoice: 1525-04					WING POINT - CONST ADMIN SVCS				
	26,408.24	72334953	64110000324	WING PT-NM-DESIGN					

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

VOUCHER INVOICE

INV DATE PO

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CHECK	341043	TOTAL:	26,408.24
341044	03/23/2016 PRD	7510 EXPERIAN	204510 CD1611002455
	Invoice: CD1611002455		
	92.39	52011212 549100	
	02/26/2016	03/13/16	92.39
	POL/INFORMATION SVCS		
	PD-C/E-INV-DUES/SUBSCR/MEMBRSH		
CHECK	341044	TOTAL:	92.39
341045	03/23/2016 PRD	5781 EXTERMINATION SERVIC	204509 03/09/16
	Invoice: 03/09/16		
	172.83	73011897 548100	
	03/09/2016	03/13/16	172.83
	PW/SPRAY FOR ANTS-O&M SHOP		
	O&M-C/E-PWYD FAC-REPAIRS		
CHECK	341045	TOTAL:	172.83
341046	03/23/2016 PRD	212 FABRICARE 02 - PLANT	204511 03/01/16
	Invoice: 03/01/16		
	59.58	52011212 520000	
	121.67	53011212 520000	
	8.79	55011757 520000	
	17.56	51011217 520000	
	03/01/2016	03/13/16	207.60
	POL/LAUNDRY SVCS		
	POLICE - C/E INVEST BENEFITS		
	POLICE - C/E PATROL BENEFITS		
	PD-HARBORMASTER-BENEFITS		
	PD-C/E-PARKING ENF-BEN		
CHECK	341046	TOTAL:	207.60
341047	03/23/2016 PRD	1953 FERGUSON ENTERPRISES	204627 4043827
	Invoice: 4043827		
	258.36	73011215 531100	
	02/11/2016	03/13/16	258.36
	PW/THRD SEALANT, PIPE, CEMENT, PVC COUP, ETC		
	O&M-C/E-POLICE FAC-SUPPLIES		
	204628	CM415957	
	02/29/2016	03/13/16	-112.71
	PW/PVC COUP, MALE ADPT-RETURN		
	O&M-C/E-POLICE FAC-SUPPLIES		
CHECK	341047	TOTAL:	145.65
341048	03/23/2016 PRD	1953 FERGUSON ENTERPRISES	204513 0497649
	Invoice: 0497649		
	1,448.99	73411345 531100	
	02/23/2016	03/13/16	1,448.99
	PW/100CF AMR, NUT/BLT SET, MTR WSHR		
	OFFICE SUPPLIES		
CHECK	341048	TOTAL:	1,448.99
341049	03/23/2016 PRD	1953 FERGUSON WATERWORKS	204629 SC30704
	Invoice: SC30704		
	9.02	73411345 531100	
	02/29/2016	03/13/16	9.02
	PW/SVC CHARGE FOR FEB16		
	OFFICE SUPPLIES		
CHECK	341049	TOTAL:	9.02

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

341050 03/23/2016 PRD 6940 FREMONT ANALYTICAL 204512 1603012 03/08/2016 21600027 03/13/16 960.00
Invoice: 1603012 ASSAY SVC & TECH SUPPORT

960.00 72431832 54110000445 NPDES PERMIT-PRO SVCS

CHECK 341050 TOTAL: 960.00

341051 03/23/2016 PRD 4828 GAMETIME 204514 PJI-0031459 03/04/2016 03/13/16 313.82
Invoice: PJI-0031459 PW/THERAPEUTIC RINGS

313.82 73011768 531100 O&M-C/E-PARKS-SUPPLIES

CHECK 341051 TOTAL: 313.82

341052 03/23/2016 PRD 8388 GARY R. CHRISTENSEN 204516 03/08/16 03/08/2016 03/13/16 500.23
Invoice: 03/08/16 EX/PCD DIRECTOR INTERVIEW TRAVEL-REIMBURSEMNT

500.23 33011161 549900 HR-MISC RECRUIT EXP

CHECK 341052 TOTAL: 500.23

341053 03/23/2016 PRD 1517 GUARDIAN SECURITY SY 204515 643008 03/01/2016 03/13/16 237.00
Invoice: 643008 POL/ALARM MONITORING

237.00 51011215 548500 POLICE - C/E FACIL COMP MAINT

CHECK 341053 TOTAL: 237.00

341054 03/23/2016 PRD 252 H.D. FOWLER COMPANY 204522 I4136072 02/11/2016 03/13/16 254.01
Invoice: I4136072 PW/GATE VALVES (2), COMP COUPLINGS (4)

254.01 73011215 531100 O&M-C/E-POLICE FAC-SUPPLIES

204523 C380277 02/26/2016 03/13/16 -218.96
Invoice: C380277 PW/GATE VALVE, COMP COUPLING-RETURNS

-218.96 73011215 531100 O&M-C/E-POLICE FAC-SUPPLIES

CHECK 341054 TOTAL: 35.05

341055 03/23/2016 PRD 253 HACH COMPANY 204517 9814950 02/26/2016 03/13/16 103.27
Invoice: 9814950 PW/HYDROLAB-DEPOT LABOR CHARGE

103.27 72431835 53110000451 MONITORING-SUPPLIES

204518 9814952 02/26/2016 03/13/16 2,574.57
Invoice: 9814952 PW/UPGRADE KIT, LABOR CHARGE, PA, PH/REF

2,574.57 72431835 53110000451 MONITORING-SUPPLIES

CHECK 341055 TOTAL: 2,677.84

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CASH ACCOUNT: 635			111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN			NET	
INVOICE DTL DESC												
341056	03/23/2016	PRTD	8374 HEARING ADVANTAGE, I	204521	2016-WEISS	02/18/2016		03/13/16			35.00	
			Invoice: 2016-WEISS			PW/HEARING EXAM-DW						
				35.00	53011212 541100	POLICE - C/E PATROL PROF SVCS						
						CHECK	341056	TOTAL:			35.00	
341057	03/23/2016	PRTD	4850 HOME DEPOT CREDIT SE	204519	32060	02/18/2016		03/13/16			203.80	
			Invoice: 32060			PW/FABRIC & SOD STAPLES, WEED CONTROL						
				203.80	73111427 531100	OFFICE SUPPLIES						
						204520 32060-A	02/18/2016	03/13/16			357.30	
			Invoice: 32060-A			PW/HAMMER DRILL, TAPCON HARDWRE						
				357.30	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY						
						204636 6010140	03/03/2016	03/13/16			96.83	
			Invoice: 6010140			PW/GOOP LOOP, BUCKET, TAPE, MIXER, ETC.						
				96.83	73111427 531100	OFFICE SUPPLIES						
						CHECK	341057	TOTAL:			657.93	
341058	03/23/2016	PRTD	1079 INT'L MUNICIPAL SIGN	204527	112055-2016	03/09/2016		03/13/16			75.00	
			Invoice: 112055-2016			PW/2016 IMSA DUES-KF						
				75.00	73111264 549100	O&M-STREET-TRAF CONTROL-MISC						
						204528 85902-2016	03/03/2016	03/13/16			75.00	
			Invoice: 85902-2016			PW/2016 IMSA DUES-SP						
				75.00	73111264 549100	O&M-STREET-TRAF CONTROL-MISC						
						CHECK	341058	TOTAL:			150.00	
341059	03/23/2016	PRTD	8250 INTEGRA BUSINESS	204525	13694384	03/01/2016		03/13/16			877.24	
			Invoice: 13694384			FEB16 CITYWIDE PHONE SVC						
				877.24	41637891 542100	FIN - ALLOC TELEPHONE						
						CHECK	341059	TOTAL:			877.24	
341060	03/23/2016	PRTD	2012 INTELLIGENT PRODUCTS	204526	215180A	02/22/2016		03/13/16			635.40	
			Invoice: 215180A			PW/MUTT MITT SINGLES/2000 PER CTN (6)						
				508.32	73011768 531100	O&M-C/E-PARKS-SUPPLIES						
				127.08	73011189 531100	O&M - C/E FACIL OFC SUPPLIES						
						CHECK	341060	TOTAL:			635.40	
341061	03/23/2016	PRTD	8381 INVINTUS MEDIA, INC	204524	7291	02/29/2016		03/13/16			50.00	
			Invoice: 7291			IT/STREAMING MEDIA HOST-FEB16						
				50.00	81011881 548500	IT - C/E COMPUTER SUPPORT						

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CASH ACCOUNT: 635			111100	CASH													
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET								
INVOICE DTL DESC																	
										CHECK	341061 TOTAL:						50.00
341062	03/23/2016	PRTD	333 KITSAP COUNTY AUDITO	204536	201602170103	02/17/2016		03/13/16	35.00								
Invoice: 201602170103				35.00	36426143	551000	CLERK/REC DOCS/PARTIAL RELEASE OF LID20 CLERK-SIS-RECORDING										
										CHECK	341062 TOTAL:						35.00
341063	03/23/2016	PRTD	338 KITSAP COUNTY SHERIF	204538	JAIL HOUSING-JAN16	03/01/2016		03/13/16	4,717.10								
Invoice: JAIL HOUSING-JAN16				4,717.10	51011236	551000	POL/PRISONER BOARD-JAN16 POLICE - C/E PRISONER DETENT'N										
										CHECK	341063 TOTAL:						4,717.10
341064	03/23/2016	PRTD	1971 KELLEY IMAGING SYSTE	204537	18403585	03/03/2016		03/13/16	278.27								
Invoice: 18403585				278.27	51011211	545000	POL/4555C COPIER LEASE PD-C/E-ADMIN RENTS/LEASE										
										CHECK	341064 TOTAL:						278.27
341065	03/23/2016	PRTD	8114 KENYON DISEND, PLLC	204533	183852	02/29/2016		03/13/16	1,471.55								
Invoice: 183852				1,471.55	32470152	54111100774	EX/LEGAL SVCS-ROLLING SUNRISE ROLLING SUNRISE LUPA										
										204534	183851	02/29/2016	03/13/16	1,606.50			
Invoice: 183851				1,606.50	32470152	541110	EX/GENERAL ATTORNEY SVCS LGL-DEVELOP-CIVIL-OUTSIDE ATTY										
										204535	183853	02/29/2016	03/13/16	391.20			
Invoice: 183853				391.20	32470152	54111100775	EX/LEGAL SVCS-COBI V. RICH LITIGATION-RICH PERMITTING										
										CHECK	341065 TOTAL:						3,469.25
341066	03/23/2016	PRTD	315 KITSAP HUMANE SOCIET	204539	1167	03/01/2016		03/13/16	5,276.17								
Invoice: 1167				5,276.17	91011393	541100	MAR16 ANIMAL CONTROL SVCS FIN - C/E ANIMAL CONTROL FEES										
										CHECK	341066 TOTAL:						5,276.17
341067	03/23/2016	PRTD	579 KITSAP SUN	204531	347637-FEB16	03/01/2016		03/13/16	200.00								
Invoice: 347637-FEB16				99.00	33011161	544151	EX/JOB POSTINGS HR-ADV-EE RECRUIT-POLICE										
										101.00	33011161	544161	HR-ADV-EE RECRUIT-PCD				

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CASH ACCOUNT: 635 111100 CASH

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INVOICE DTL DESC

									CHECK	341067	TOTAL:	200.00
341068	03/23/2016	PRTD	5384 KITSAP TRANSIT	204505	1812	12/31/2015		03/13/16				7,650.00
Invoice: 1812									REIMB 50%-ENVIRON MONIT-ILA			
				7,650.00	72011373	54110000638	WAY PT PARK-WELL MONITORING					
				204506	1813	12/31/2015		03/13/16				3,825.00
Invoice: 1813									REIMB 50%-ENVIRON MONIT-ILA			
				3,825.00	72011373	54110000638	WAY PT PARK-WELL MONITORING					
				204507	1811	12/31/2015		03/13/16				5,554.50
Invoice: 1811									REIMB 50%-ENVIRON MONIT-ILA			
				5,554.50	72011373	54110000638	WAY PT PARK-WELL MONITORING					
									CHECK	341068	TOTAL:	17,029.50
341069	03/23/2016	PRTD	6577 LAKESIDE INDUSTRIES	204540	14101487MB	02/17/2016		03/13/16				1,803.11
Invoice: 14101487MB									PW/15.08 TONS-EZ STREET ASPH			
				1,803.11	73111423	531100	OFFICE SUPPLIES					
									CHECK	341069	TOTAL:	1,803.11
341070	03/23/2016	PRTD	6789 LAMB'S OFFICE SUPPLY	204541	0005321-001	03/03/2016		03/13/16				126.64
Invoice: 0005321-001									PW/PENS, BINDERS, NOTEBOOKS, CLIPS			
				126.64	73637891	531100	OFFICE SUPPLIES					
									CHECK	341070	TOTAL:	126.64
341071	03/23/2016	PRTD	5011 LEXISNEXIS RISK SOLU	204542	1272084-20160229	02/29/2016		03/13/16				90.33
Invoice: 1272084-20160229									POL/INFORMATION SVCS			
				90.33	52011212	549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH					
									CHECK	341071	TOTAL:	90.33
341072	03/23/2016	PRTD	7970 LUNT, JOHN	204529	22916-002	02/29/2016		03/13/16				412.50
Invoice: 22916-002									EX/FLIERS-25TH ANNIVERSARY, COFFEE HOUR			
				412.50	31011572	541100	EXEC-C/E-OUTREACH-PROF SVCS					
									CHECK	341072	TOTAL:	412.50
341073	03/23/2016	PRTD	5542 MARSH USA INC	204543	173315435201	02/29/2016		03/13/16				210,557.77
Invoice: 173315435201									PRITCHARD PARK INSURANCE			
				210,557.77	91021768	54600000097	PR PARK-LIABILITY INSURANCE					

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CASH ACCOUNT: 635 111100 CASH

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INVOICE DTL DESC

					CHECK	341073	TOTAL:	210,557.77
341074	03/23/2016	PRTD	163 DENNIS MARTIN	204545	03/01/16	03/01/2016	03/13/16	253.90
Invoice: 03/01/16						POL/LEOFF1 REIMBURSEMNT		
				253.90	91029211	521500	POLICE - INS ADD MEDICAL COSTS	
					CHECK	341074	TOTAL:	253.90
341075	03/23/2016	PRTD	8135 MIDWEST MOTOR SUPPLY	204532	4726013	02/18/2016	03/13/16	426.55
Invoice: 4726013						PW/FUSES, DRILLS, WASHERS, CLAMPS, ETC,		
				426.55	73638935	531100	OFFICE SUPPLIES	
					CHECK	341075	TOTAL:	426.55
341076	03/23/2016	PRTD	8375 MOORE IACOFANO GOLTS	204546	0043069	02/11/2016	21600026 03/13/16	927.50
Invoice: 0043069						DESIGN WYATT WAY RECON. PROJ.		
				927.50	72321951	64110000708	WYATT-MAD TO LOVELL-ENG/DESIGN	
					CHECK	341076	TOTAL:	927.50
341077	03/23/2016	PRTD	7038 MOON SECURITY SERVIC	204544	810911	02/29/2016	03/13/16	532.00
Invoice: 810911						CRT/HOUSE ARREST MONITORING SVCS		
				532.00	21011125	545000	COURT - RENTS & LEASES - OPER	
					CHECK	341077	TOTAL:	532.00
341078	03/23/2016	PRTD	4815 NATIONAL ASSOCIATION	204613	03/04/16	03/04/2016	03/13/16	100.00
Invoice: 03/04/16						POL/STATE CONFERENCE/819		
				100.00	53011212	443410	POLICE - C/E PATROL TRAINING	
					CHECK	341078	TOTAL:	100.00
341079	03/23/2016	PRTD	2574 NATIONAL BARRICADE C	204547	262998	02/16/2016	03/13/16	1,049.86
Invoice: 262998						PW/ALUM SIGNS, GUIDE POSTS, FLAGS		
				953.66	990	141100	MERCHANDISE	
				96.20	73111264	531100	O&M-STREET-TRAF CONTROL-SUPPLY	
					CHECK	341079	TOTAL:	1,049.86
341080	03/23/2016	PRTD	4118 NORTHWEST BIOSOLIDS	204548	02232016-01	02/26/2016	03/13/16	93.00
Invoice: 02232016-01						PW/2016 MEMBER DUES		
				93.00	73425358	549100	O&M-WWTP-DUES, SUBSCR	

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CASH ACCOUNT: 635 111100 CASH

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INVOICE DTL DESC

							CHECK	341080 TOTAL:	93.00
341081	03/23/2016	PRTD	2430	OGDEN MURPHY WALLACE	204550	725363	03/10/2016	03/13/16	7,070.35
Invoice: 725363							EX/LEGAL SVCS RENDERED THRU FEB16		
					360.00	32470152 54111100795	LIT-DUFRESNE SPEC COUNSEL SVCS		
					1,290.00	91011211 541110	GG-C/E-CIVIL SVC-LEGAL ADVICE		
					552.00	32470152 54111100711	SMP LITIGATION		
					1,424.25	32470152 54111100711	SMP LITIGATION		
					3,444.10	32470152 54111100711	SMP LITIGATION		
							CHECK	341081 TOTAL:	7,070.35
341082	03/23/2016	PRTD	4215	OLYMPIC GLASS AND BU	204551	INV-220112	02/29/2016	03/13/16	151.64
Invoice: INV-220112							PW/3/16" TEMPERED GLASS-13" ROUNDS (3)		
					151.64	73011183 531100	O&M-C/E-CH FAC-SUPPLIES		
							CHECK	341082 TOTAL:	151.64
341083	03/23/2016	PRTD	7170	OPEN WORKS BILLING A	204549	INV650946	03/01/2016	21600003 03/13/16	3,361.58
Invoice: INV650946							2015-JANITORIAL		
					3,361.58	91011183 54110000269	JANITORIAL CONTRACT-PRO SVCS		
							CHECK	341083 TOTAL:	3,361.58
341084	03/23/2016	PRTD	8286	SUPERINTENDENT OF P	204568	11766	03/04/2016	03/13/16	45.75
Invoice: 11766							POL/FINGERPRINTING SVCS		
					45.75	65438 386100	AGENCY - CONCEAL WEAPON PERMIT		
					204569	11770	03/04/2016	03/13/16	45.75
Invoice: 11770							POL/FINGERPRINTING SVCS		
					45.75	65438 386110	AGENCY-FINGERPRINT REV TO SPI		
					204570	11777	03/04/2016	03/13/16	45.75
Invoice: 11777							POL/FINGERPRINTING SVCS		
					45.75	65438 386110	AGENCY-FINGERPRINT REV TO SPI		
							CHECK	341084 TOTAL:	137.25
341085	03/23/2016	PRTD	1986	PALADIN DATA SYSTEMS	204553	240194	03/15/2016	03/13/16	23,587.90
Invoice: 240194							IT/SMARTGOV PERMIT SYSTEM ANNUAL MAINT (SAAS)		
					23,587.90	81011881 548500	IT - C/E COMPUTER SUPPORT		
							CHECK	341085 TOTAL:	23,587.90

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CASH ACCOUNT: 635			111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN			NET	
INVOICE DTL DESC												
341086	03/23/2016	PRTD	8389 PATTY CHARNAS	204558	03/07/16	03/07/2016		03/13/16		278.94		
Invoice: 03/07/16						EX/PCD DIRECTOR INTERVIEW TRAVEL-REIMB						
				278.94	33011161 544161	HR-ADV-EE RECRUIT-PCD						
						CHECK	341086	TOTAL:		278.94		
341087	03/23/2016	PRTD	458 PENINSULA FIRE INC	204556	02262016BR6	02/26/2016		03/13/16		303.98		
Invoice: 02262016BR6						PW/EXIT LGHT W/BATTERY B/U (7)						
				303.98	73011897 531100	O&M-C/E-PWYD FAC-SUPPLIES						
						CHECK	341087	TOTAL:		303.98		
341088	03/23/2016	PRTD	5646 PERTEET INC	204552	20150205.000-4	03/04/2016	21500074	03/13/16		4,636.25		
Invoice: 20150205.000-4						FOCUSED TRAFFIC STUDY						
				4,636.25	72111421 54110000270	TRANSP & MODELING-PRO SVCS						
				204554	20150205.000-3	02/12/2016	21500074	03/13/16		5,257.50		
Invoice: 20150205.000-3						FOCUSED TRAFFIC STUDY						
				5,257.50	72111421 54110000270	TRANSP & MODELING-PRO SVCS						
						CHECK	341088	TOTAL:		9,893.75		
341089	03/23/2016	PRTD	4887 PHOENIX ENVIRONMENTA	204555	FCCUD00008	03/01/2016		03/13/16		2.00		
Invoice: FCCUD00008						FIN/PO LATE CHARGE						
				2.00	41011141 549900	FIN-C/E-MISC EXP						
						CHECK	341089	TOTAL:		2.00		
341090	03/23/2016	PRTD	7153 PORT MADISON ENTERPR	204557	37728	02/19/2016		03/13/16		402.96		
Invoice: 37728						PW/11.68 TONS-BULL ROCK						
				402.96	73111427 531100	OFFICE SUPPLIES						
						CHECK	341090	TOTAL:		402.96		
341091	03/23/2016	PRTD	7187 RANDOLPH BAUER	204634	2015-0760	03/01/2016		03/13/16		180.00		
Invoice: 2015-0760						PW/SEPTIC SVC-VINCENT RD & PW SHOP						
				90.00	73435838 545000	O&M-DECANT-RENTS						
				90.00	73011897 545000	O&M-C/E-PWYD FAC-RENTS						
				204635	2016-1023	03/01/2016		03/13/16		90.00		
Invoice: 2016-1023						PW/SEPTIC SVC-PRITCHARD PARK						
				90.00	73011768 545000	O&M-C/E-PARKS-OP LEASES						
						CHECK	341091	TOTAL:		270.00		

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INVOICE DTL DESC

341092 03/23/2016 PRD 6685 REGIONAL DISPOSAL CO 204559 0000147413 02/29/2016 21600012 03/13/16 3,276.16
Invoice: 0000147413 2016 BIOSOLIDS DISPOSAL
3,276.16 91425358 54790100551 WWTP-BIOSOLIDS WASTE DISPOSAL

CHECK 341092 TOTAL: 3,276.16

341093 03/23/2016 PRD 8317 REID MIDDLETON, INC. 204560 1602065 02/26/2016 21500072 03/13/16 43,195.23
Invoice: 1602065 ISLAND-WIDE DEEP CLVRT ASSESSM
43,195.23 72431832 54110000713 DEEP CULVERT ASSESS-PROF SVCS

CHECK 341093 TOTAL: 43,195.23

341094 03/23/2016 PRD 557 RELIABLE STORAGE BAI 204561 17816 03/02/2016 03/13/16 524.00
Invoice: 17816 PCD/APR16 RENT M007 & M008
524.00 61470581 545000 PCD - DEV ADMIN RENTS & LEASES

CHECK 341094 TOTAL: 524.00

341095 03/23/2016 PRD 8384 ROCKAWAY PARTNERS 204318 51691 03/11/2016 03/13/16 57.72
Invoice: 51691 UB 11516 4218 ROCKAWAY BEACH ROAD NE
57.72 415 122100 ROCKAWAY WATER ACCOUNTS REC

CHECK 341095 TOTAL: 57.72

341096 03/23/2016 PRD 408 ROLLING BAY COMMERCIAL 204562 619130 03/02/2016 03/13/16 3,878.02
Invoice: 619130 APR16 COURT LEASE
3,878.02 91011255 545000 GG-C/E-COURT BLDG-RENT

CHECK 341096 TOTAL: 3,878.02

341097 03/23/2016 PRD 617 S & B INC 204573 SB24135 02/20/2016 21500086 03/13/16 5,850.00
Invoice: SB24135 WWTP RAS PUM REPAIR
5,850.00 73425358 54810000739 RAS PUMP VFD R&M-REPAIRS

Invoice: SB-24095 204574 SB-24095 02/29/2016 21500082 03/13/16 81,433.04
48,045.49 72413434 64110000759 PLC TELEMETRY FOR H2O & SEWER
33,387.55 72423434 64110000759 ENG WTR TELEMETRY-DESIGN/PS
ENG SWR TELEMETRY-DESIGN/PS

CHECK 341097 TOTAL: 87,283.04

341098 03/23/2016 PRD 3114 SIMPLEX GRINNELL LP 204597 78434808 02/19/2016 03/13/16 246.79
Invoice: 78434808 PW/DEC15-FEB16 ALARM MONITORING
246.79 73011183 54110000390 FAC BLDG/FIRE ALARM-CITY HALL

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CASH ACCOUNT: 635 111100 CASH

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INVOICE DTL DESC

			204599	78434752	02/19/2016	03/13/16	123.69		
Invoice: 78434752			PW/DEC15-FEB16 O&M SHOP-ALARM MONITORING						
			123.69	73011897	54110000390	PW YARD-ALARM SVCS			
			204600	78434724	02/19/2016	03/13/16	123.69		
Invoice: 78434724			PW/DEC15-FEB16 COMMONS-ALARM MONITORING						
			123.69	73011755	54110000390	FAC BLDG/FIRE ALARM-COMMONS			
			CHECK 341098 TOTAL:				494.17		
341099	03/23/2016	PRTD	4866	SITELINES PARK & PLA	204595	16493	02/29/2016	03/13/16	958.95
Invoice: 16493			PW/SWING HANGERS & CHAIN, HOOKS						
			958.95	73011768	531100	O&M-C/E-PARKS-SUPPLIES			
			CHECK 341099 TOTAL:				958.95		
341100	03/23/2016	PRTD	4689	SITESTAR DONOBI INTE	204572	6645866	03/10/2016	03/13/16	2,055.00
Invoice: 6645866			IT/WAN / ISP - APR16						
			2,055.00	81011881	545000	IT - C/E RENTS & LEASES			
			CHECK 341100 TOTAL:				2,055.00		
341101	03/23/2016	PRTD	7446	STAFFORD L. SMITH	204571	02/29/16	02/29/2016	03/13/16	937.50
Invoice: 02/29/16			HEX/DUFRESNE CODE INTERP APPEAL						
			937.50	34470586	541110	HEX - DEV HEARING EX & PRO TEM			
			CHECK 341101 TOTAL:				937.50		
341102	03/23/2016	PRTD	8132	SPECTRA LABORTORIES-	204563	16-01403	03/04/2016	03/13/16	1,486.72
Invoice: 16-01403			PW/H2O TESTING-MISC CITYWIDE LOCATIONS						
			1,486.72	73411345	54110000391	LAB SVCS-WATER			
			204564	16-01385	03/02/2016	03/13/16	38.64		
Invoice: 16-01385			PW/H2O TESTING-MADISON, SANDS						
			38.64	73411345	54110000391	LAB SVCS-WATER			
			204565	16-01387	03/02/2016	03/13/16	19.32		
Invoice: 16-01387			PW/H2O TESTING-COBI PW WELL						
			19.32	73011897	54110000391	LAB SVCS-PW YARD FAC			
			204566	16-01386	03/02/2016	03/13/16	19.32		
Invoice: 16-01386			PW/H2O TESTING-ROCKAWAY BEACH						
			19.32	73415345	54110000391	LAB SVCS-WATER ROCKAWAY			
			204567	16-01207	02/25/2016	03/13/16	77.28		
Invoice: 16-01207			PW/H2O TESTING-MONTHLYS						
			77.28	73411345	54110000391	LAB SVCS-WATER			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
CHECK 341102 TOTAL:									1,641.28
341103	03/23/2016	PRTD	2467 STAPLES ADVANTAGE	204575	3294671804	02/26/2016		03/13/16	99.95
Invoice: 3294671804						PCD/BIZ CARD HOLDER, PAPER, PENS			
				99.95	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				204576	3294671803	02/17/2016		03/13/16	78.81
Invoice: 3294671803						PCD/PAPER TOWELS, TISSUE, BINDER			
				78.81	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				204577	3294671780	02/11/2016		03/13/16	33.27
Invoice: 3294671780						PW/STAPLES, WIPES, PENS, POST-ITS			
				33.27	72011321 531100	ENG - C/E ADMIN SUPPLIES			
				204578	3294671781	02/25/2016		03/13/16	148.09
Invoice: 3294671781						PW/STICKIES, TISSUE, STAPLES, PENS, SCISSOR			
				148.09	72011321 531100	ENG - C/E ADMIN SUPPLIES			
				204579	3294671782	02/26/2016		03/13/16	-4.01
Invoice: 3294671782						PW/SCISSOR-REFUND			
				-4.01	72011321 531100	ENG - C/E ADMIN SUPPLIES			
				204580	3294671783	02/25/2016		03/13/16	35.50
Invoice: 3294671783						PW/GEL PENS			
				35.50	72011321 531100	ENG - C/E ADMIN SUPPLIES			
				204581	3291646568	01/04/2016		03/13/16	13.90
Invoice: 3291646568						FIN/WALL CALENDAR			
				13.90	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				204582	3291646570	01/14/2016		03/13/16	68.82
Invoice: 3291646570						EX/SOU JACKETS (5), LSR LBL 10UP			
				68.82	31011131 531100	EXEC - C/E SUPPLIES			
				204583	3291646571	01/28/2016		03/13/16	46.76
Invoice: 3291646571						FIN/ROLODEX FILE, LABEL LSR CLR PRINT			
				46.76	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				204584	3291646566	01/04/2016		03/13/16	258.64
Invoice: 3291646566						FIN/WALL CALENDAR, TONER, STAPLES			
				258.64	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				204585	3294671797	02/09/2016		03/13/16	44.47
Invoice: 3294671797						PCD/COLORED PAPER, GEL PENS			
				44.47	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				204586	3294671801	02/16/2016		03/13/16	51.37
Invoice: 3294671801						PCD/BINDER, COPY PAPER			
				51.37	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				204588	3294671751	02/02/2016		03/13/16	167.09

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

Invoice: 3294671751

167.09	41011141	531100	FIN/BLACK TONER (3)
			FIN - C/E ADMIN SUPPLIES

204589	3294671753	02/05/2016	03/13/16	49.78
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Invoice: 3294671753

49.78	41011141	531100	FIN/MANILA FOLDRS (2)
			FIN - C/E ADMIN SUPPLIES

204590	3294671754	02/05/2016	03/13/16	54.26
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Invoice: 3294671754

54.26	41011141	531100	FIN/POSROLLS 10PK
			FIN - C/E ADMIN SUPPLIES

204591	3294671755	02/11/2016	03/13/16	38.03
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Invoice: 3294671755

38.03	41011141	531100	FIN/CALC SPOOL 6PK (2)
			FIN - C/E ADMIN SUPPLIES

204592	3294671756	02/18/2016	03/13/16	232.52
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Invoice: 3294671756

94.20	31011131	531100	EX&FIN/POST-ITS, PAPER, FAN
138.32	41011141	531100	EXEC - C/E SUPPLIES
			FIN - C/E ADMIN SUPPLIES

204593	3294671757	02/24/2016	03/13/16	191.36
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Invoice: 3294671757

191.36	31011131	531100	EX/BINDERS (10), INDEX 10TAB
			EXEC - C/E SUPPLIES

204594	3294671758	02/25/2016	03/13/16	30.85
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Invoice: 3294671758

30.85	41011141	531100	FIN/INDEX 12TAB (2)
			FIN - C/E ADMIN SUPPLIES

CHECK	341103	TOTAL:	1,639.46
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341104	03/23/2016	PRTD	7095	SUPERIOR SAW & SUPPL	204587	93539
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Invoice: 93539

113.59	73111427	548100	03/01/2016	03/13/16	113.59
			PW/SHARPEN SAW CHAINS & WEDEATER BLADES		
			O&M-ACCESS RDSIDE R&M		

CHECK	341104	TOTAL:	113.59
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341105	03/23/2016	PRTD	8385	TAWRESEY, ALICE & JO	204319	51692
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Invoice: 51692

230.16	411	122100	03/11/2016	03/13/16	230.16
			UB 10426 111 WOOD AVENUE SW		
			WATER ACCOUNTS RECEIVABLE		

CHECK	341105	TOTAL:	230.16
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341106	03/23/2016	PRTD	6714	TOSHIBA FINANCIAL SE	204596	18403584
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Invoice: 18403584

272.84	73637891	545000	03/03/2016	03/13/16	272.84
			PWOM/ES4555 COPIER LEASE		
			RENTS & LEASES - OPERATING		

CHECK	341106	TOTAL:	272.84
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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

341107	03/23/2016	PRTD	8010 TOVAR, JOSEPH	204530	1601-2	02/29/2016	03/13/16	21,600.00
Invoice: 1601-2						PCD/INTERIM PCD DIRECTOR FEES		
				16,200.00	61011581 541100	PCD - C/E ADMIN PROF SVCS		
				4,320.00	61470581 541100	PCD - DEV ADMIN PROF SERVICES		
				1,080.00	61471591 541100	PCD - BLDG PROF SERVICES		

CHECK 341107 TOTAL: 21,600.00

341108	03/23/2016	PRTD	7876 TYLER BUSINESS FORMS	204598	242607	03/11/2016	03/13/16	287.19
Invoice: 242607						FIN/1099MISC ENVELOPES, 1095 FORMS		
				287.19	41011141 531100	FIN - C/E ADMIN SUPPLIES		

CHECK 341108 TOTAL: 287.19

341109	03/23/2016	PRTD	2190 UNITED PARCEL SERVIC	204601	000028Y3Y1096	02/27/2016	03/13/16	17.73
Invoice: 000028Y3Y1096						POL/SHIPPING FEES		
				17.73	91011215 542500	GG-C/E-PD-POSTAGE		

CHECK 341109 TOTAL: 17.73

341110	03/23/2016	PRTD	1152 USA BLUE BOOK	204603	880790	02/23/2016	03/13/16	543.93
Invoice: 880790						PW/BRIDGE, POLE, ROPE		
				543.93	73421355 531100	WIN COLL-SUPPLIES		

CHECK 341110 TOTAL: 543.93

341111	03/23/2016	PRTD	553 UTILITIES UNDERGROUN	204602	6020101	02/29/2016	03/13/16	157.38
Invoice: 6020101						PW/122 EXCAVATION NOTIFICATIONS		
				157.38	73637893 54110000393	O&M ALLOC-LOCATING SVCS		

CHECK 341111 TOTAL: 157.38

341112	03/23/2016	PRTD	5402 VIRTUAL GRAFFITI INC	204604	665828	03/04/2016	03/13/16	2,129.00
Invoice: 665828						IT/EMAIL ARCHIVE SYSTEM ANNUAL MAINT.		
				2,129.00	81011881 548500	IT - C/E COMPUTER SUPPORT		

CHECK 341112 TOTAL: 2,129.00

341113	03/23/2016	PRTD	1162 WASHINGTON AUDIOLOGY	204605	48046	02/29/2016	03/13/16	20.00
Invoice: 48046						HR/HEARING EXAM-POL		
				20.00	53011212 541100	POLICE - C/E PATROL PROF SVCS		

				204606	48047	02/29/2016	03/13/16	140.00
Invoice: 48047						HR/HEARING EXAM-PW		
				140.00	73637891 541100	PROFESSIONAL SERVICES		

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CASH ACCOUNT: 635		111100	CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN			NET	
INVOICE DTL DESC												

						CHECK	341113	TOTAL:			160.00	
341114	03/23/2016	PRTD	4104 WA ST FERRIES	204610	RK265507	03/03/2016		03/13/16			136.35	
Invoice: RK265507						FEB16 WAVE2GO FERRY CHARGES						
			99.75 51011211 543100			PD-C/E-ADM-TRAVEL/MEALS/LODGIN						
			36.60 73011189 543100			O&M-FAC-TRAVEL/MEALS/LODGING						
						CHECK	341114	TOTAL:			136.35	
341115	03/23/2016	PRTD	952 WA ST PATROL	204609	I16006154	03/02/2016		03/13/16			221.25	
Invoice: I16006154						FIN/FEB16 BACKGROUND CHECKS						
			221.25 41654861 586100			AGENCY DISBURSEMENTS						
						CHECK	341115	TOTAL:			221.25	
341116	03/23/2016	PRTD	8125 WALKER MACY, LLC	204608	P3119.01-11	02/25/2016	21500014	03/13/16			9,908.49	
Invoice: P3119.01-11						DESIGN FOR WATERFRONT PARK PH1						
			9,908.49 72311476 64110000637			WFP CAP-PROF SVCS/DESIGN						
						CHECK	341116	TOTAL:			9,908.49	
341117	03/23/2016	PRTD	710 WCIA	204607	WI-1611	03/10/2016		03/13/16			50.00	
Invoice: WI-1611						PW/WCIA FLAGGER CERT-J.BAAS						
			50.00 72011324 443410			ENG - C/E - TRAINING						
						CHECK	341117	TOTAL:			50.00	
341118	03/23/2016	PRTD	5709 WEBCHECK INC	204616	5359	03/03/2016		03/13/16			91.31	
Invoice: 5359						FIN/FEB16 WEBCHECK SVC						
			45.65 43411341 541100			FIN - WATER ADMIN PROF SERVICE						
			45.66 43421351 541100			FIN - SEWER ADMIN PROF SERVICE						
						CHECK	341118	TOTAL:			91.31	
341119	03/23/2016	PRTD	8390 WEST HILLS FORD MAZD	204615	82857	03/09/2016		03/13/16			136.03	
Invoice: 82857						POL/BUCKLE ASY						
			136.03 53011212 531100			PD-C/E-PATROL SUPPLIES						
						CHECK	341119	TOTAL:			136.03	
341120	03/23/2016	PRTD	499 WESTBAY AUTO PARTS I	204620	142458	02/26/2016		03/13/16			55.78	
Invoice: 142458						PW/GASKET MATERIAL-SEWER SUPPLIES						
			55.78 73421355 531100			WIN COLL-SUPPLIES						

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

Invoice: 143185	204621	143185	02/29/2016	03/13/16	27.90				
	27.90	53011212 531100	POL/LIGHT BULB & SOCKET						
			PD-C/E-PATROL SUPPLIES						
Invoice: 143710	204622	143710	03/01/2016	03/13/16	19.23				
	19.23	73111427 531100	PW/GEN PURPOSE LAQU						
			OFFICE SUPPLIES						
Invoice: 143264	204623	143264	02/29/2016	03/13/16	199.66				
	199.66	73411345 531100	PW/ALTERNATOR, CORE DEPOSIT						
			OFFICE SUPPLIES						
			CHECK	341120 TOTAL:	302.57				
341121 03/23/2016 PRD	204611	1432	03/09/2016	03/13/16	175.00				
Invoice: 1432	175.00	51011214 443410	POL/TRAINING/831						
			PD-C/E-ADMIN-TRAINING						
Invoice: 1463	204612	1463	03/10/2016	03/13/16	175.00				
	175.00	51011120 443410	POL/TRAINING/838						
			PD-C/E-CLERKS-TRAINING						
			CHECK	341121 TOTAL:	350.00				
341122 03/23/2016 PRD	204617	3556884920	02/26/2016	03/13/16	86.96				
Invoice: 3556884920	86.96	73425358 531100	PW/GUIDING RAILS (10)						
			O&M-WWTP-SUPPLIES						
			CHECK	341122 TOTAL:	86.96				
341123 03/23/2016 PRD	204618	68304475	02/26/2016	03/13/16	82.18				
Invoice: 68304475	82.18	73637891 531100	PW/FIRST AID RESTOCK-WWTP						
			OFFICE SUPPLIES						
			CHECK	341123 TOTAL:	82.18				

NUMBER OF CHECKS 119 *** CASH ACCOUNT TOTAL *** 578,901.80

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	119	578,901.80

*** GRAND TOTAL *** 578,901.80

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JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL									
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT	
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC					
2016 3 261										
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			343,510.14		
03/23/2016	03/13/16	032316			AP CASH DISBURSEMENTS JOURNAL					
APP 635-111100					CASH				578,901.80	
03/23/2016	03/13/16	032316			AP CASH DISBURSEMENTS JOURNAL					
APP 402-213000					ACCOUNTS PAYABLE			51,011.40		
03/23/2016	03/13/16	032316			AP CASH DISBURSEMENTS JOURNAL					
APP 101-213000					STREETS - ACCOUNTS PAYABLE			22,682.92		
03/23/2016	03/13/16	032316			AP CASH DISBURSEMENTS JOURNAL					
APP 401-213000					ACCOUNTS PAYABLE			52,442.39		
03/23/2016	03/13/16	032316			AP CASH DISBURSEMENTS JOURNAL					
APP 631-213000					ACCOUNTS PAYABLE			4,689.81		
03/23/2016	03/13/16	032316			AP CASH DISBURSEMENTS JOURNAL					
APP 403-213000					ACCOUNTS PAYABLE			48,210.36		
03/23/2016	03/13/16	032316			AP CASH DISBURSEMENTS JOURNAL					
APP 301-213000					ACCOUNTS PAYABLE			38,731.52		
03/23/2016	03/13/16	032316			AP CASH DISBURSEMENTS JOURNAL					
APP 622-213000					ACCOUNTS PAYABLE			200.00		
03/23/2016	03/13/16	032316			AP CASH DISBURSEMENTS JOURNAL					
APP 407-213000					ACCOUNTS PAYABLE			16,111.10		
03/23/2016	03/13/16	032316			AP CASH DISBURSEMENTS JOURNAL					
APP 901-213000					ACCOUNTS PAYABLE			953.66		
03/23/2016	03/13/16	032316			AP CASH DISBURSEMENTS JOURNAL					
APP 650-213000					ACCOUNTS PAYABLE			358.50		
03/23/2016	03/13/16	032316			AP CASH DISBURSEMENTS JOURNAL					
GENERAL LEDGER TOTAL								578,901.80	578,901.80	
APP 631-130000					DUE TO/FROM CLEARING			574,211.99		
03/23/2016	03/13/16	032316								
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				343,510.14	
03/23/2016	03/13/16	032316								
APP 402-130000					DUE TO/FROM CLEARING				51,011.40	
03/23/2016	03/13/16	032316								
APP 101-130000					STREETS - DUE TO/FROM CLEARING				22,682.92	
03/23/2016	03/13/16	032316								
APP 401-130000					DUE TO/FROM CLEARING				52,442.39	
03/23/2016	03/13/16	032316								
APP 403-130000					DUE TO/FROM CLEARING				48,210.36	
03/23/2016	03/13/16	032316								
APP 301-130000					DUE TO/FROM CLEARING				38,731.52	
03/23/2016	03/13/16	032316								
APP 622-130000					DUE TO/FROM CLEARING				200.00	
03/23/2016	03/13/16	032316								
APP 407-130000					DUE TO/FROM CLEARING				16,111.10	
03/23/2016	03/13/16	032316								
APP 901-130000					DUE TO/FROM CLEARING				953.66	

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL								
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3		LINE DESC			
03/23/2016	03/13/16	032316							
APP 650-130000						DUE TO/FROM CLEARING			358.50
03/23/2016	03/13/16	032316							
SYSTEM GENERATED ENTRIES TOTAL								574,211.99	574,211.99
JOURNAL 2016/03/261 TOTAL								1,153,113.79	1,153,113.79

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2016 3	261	03/23/2016			
001-130000				GENERAL - DUE TO/FROM CLEARING		343,510.14
001-213000				GENERAL - ACCOUNTS PAYABLE	343,510.14	
				FUND TOTAL	343,510.14	343,510.14
101 STREET FUND	2016 3	261	03/23/2016			
101-130000				STREETS - DUE TO/FROM CLEARING		22,682.92
101-213000				STREETS - ACCOUNTS PAYABLE	22,682.92	
				FUND TOTAL	22,682.92	22,682.92
301 CAPITAL CONSTRUCTION FUND	2016 3	261	03/23/2016			
301-130000				DUE TO/FROM CLEARING		38,731.52
301-213000				ACCOUNTS PAYABLE	38,731.52	
				FUND TOTAL	38,731.52	38,731.52
401 WATER OPERATING FUND	2016 3	261	03/23/2016			
401-130000				DUE TO/FROM CLEARING		52,442.39
401-213000				ACCOUNTS PAYABLE	52,442.39	
				FUND TOTAL	52,442.39	52,442.39
402 SEWER OPERATING FUND	2016 3	261	03/23/2016			
402-130000				DUE TO/FROM CLEARING		51,011.40
402-213000				ACCOUNTS PAYABLE	51,011.40	
				FUND TOTAL	51,011.40	51,011.40
403 STORM & SURFACE WATER FUND	2016 3	261	03/23/2016			
403-130000				DUE TO/FROM CLEARING		48,210.36
403-213000				ACCOUNTS PAYABLE	48,210.36	
				FUND TOTAL	48,210.36	48,210.36
407 BUILDING & DEVELOPMENT FUND	2016 3	261	03/23/2016			
407-130000				DUE TO/FROM CLEARING		16,111.10
407-213000				ACCOUNTS PAYABLE	16,111.10	
				FUND TOTAL	16,111.10	16,111.10
622 EXPENDABLE TRUST FUND	2016 3	261	03/23/2016			
622-130000				DUE TO/FROM CLEARING		200.00
622-213000				ACCOUNTS PAYABLE	200.00	
				FUND TOTAL	200.00	200.00
631 CLEARING FUND	2016 3	261	03/23/2016			

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
631-130000				DUE TO/FROM CLEARING	574,211.99	
631-213000				ACCOUNTS PAYABLE	4,689.81	
635-111100				CASH		578,901.80
				FUND TOTAL	578,901.80	578,901.80
650 AGENCY FUND	2016 3	261	03/23/2016			
650-130000				DUE TO/FROM CLEARING		358.50
650-213000				ACCOUNTS PAYABLE	358.50	
				FUND TOTAL	358.50	358.50
901 CITY-WIDE REPORTING FUND	2016 3	261	03/23/2016			
901-130000				DUE TO/FROM CLEARING		953.66
901-213000				ACCOUNTS PAYABLE	953.66	
				FUND TOTAL	953.66	953.66

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		343,510.14
101	STREET FUND		22,682.92
301	CAPITAL CONSTRUCTION FUND		38,731.52
401	WATER OPERATING FUND		52,442.39
402	SEWER OPERATING FUND		51,011.40
403	STORM & SURFACE WATER FUND		48,210.36
407	BUILDING & DEVELOPMENT FUND		16,111.10
622	EXPENDABLE TRUST FUND		200.00
631	CLEARING FUND	574,211.99	
650	AGENCY FUND		358.50
901	CITY-WIDE REPORTING FUND		953.66
	TOTAL	574,211.99	574,211.99

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

RET. REL.

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CR 3/7/16

CASH ACCOUNT: 628 111100 CASH-RETAINAGE

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

145	03/07/2016	PRTD	8325 MATTHEWS CONSTRUCTIO	204259	RETREL-728	03/03/2016	RT030716	13,155.24
Invoice: RETREL-728						RET REL-COURTHOUSE REMODEL PRJ		
						RETAINAGE RELEASE		
						13,155.24 41628860 586000		

CHECK 145 TOTAL: 13,155.24

146	03/07/2016	PRTD	5403 NORWEST MARINE, LLC	204258	RETREL-247-A	03/01/2016	RT030716	7,549.39
Invoice: RETREL-247-A						RET REL-2015 LINEAR MORRAGE PRJ		
						RETAINAGE RELEASE		
						7,549.39 41628860 586000		

CHECK 146 TOTAL: 7,549.39

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 20,704.63

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	20,704.63

*** GRAND TOTAL *** 20,704.63

03/07/2016 11:14 |CITY OF BAINBRIDGE ISLAND
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2016 3 92									
APP 622-213000						ACCOUNTS PAYABLE		20,704.63	
03/07/2016	RT030716	030716				AP CASH DISBURSEMENTS JOURNAL			
APP 628-111100						CASH-RETAINAGE			20,704.63
03/07/2016	RT030716	030716				AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2016/03/92	TOTAL	20,704.63	20,704.63

03/07/2016 11:14
bhuish

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|P 3
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622	EXPENDABLE TRUST FUND	2016	3	92	03/07/2016			
	622-213000					ACCOUNTS PAYABLE	20,704.63	
	628-111100					CASH-RETAINAGE		20,704.63
						FUND TOTAL	20,704.63	20,704.63

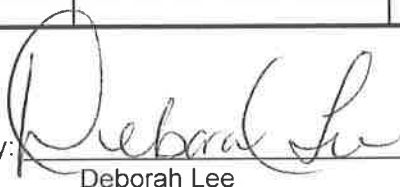
** END OF REPORT - Generated by Matthew Brigham Huish **

PAYROLL

PAYROLL CHECK RUN: 3 - 21 - 2016

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	3/21/2016	035450 - 035562	P/R check run - direct deposit	261,503.38
Normal	3/21/2016	107536 - 107540	P/R check run - regular	8,604.82
Vendor	3/21/2016	107541 - 107553	P/R vendor check run	90,787.61
Misc	3/22/2016	107554	P/R misc check run	3,835.21
EFTPS	3/21/2016		Federal Tax Electronic Transfer	110,881.76
			TOTAL:	475,612.78

Prepared and Reviewed by:


Deborah Lee

Date

3-17-16

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.


Jennifer Longfield, Budget Manager

Date

3-17-16

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: Regular City Council Business Meeting Minutes, March 8, 2016	Date: 3/22/2016
Agenda Item: CONSENT AGENDA	Bill No.:
Proposed By:	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
☐ Regular City Council Business Meeting Minutes, March 8, 2016	Backup Material

ITEMS DISCUSSED

1. EXECUTIVE SESSION: POTENTIAL LITIGATION (RCW 42.30.110(1)(i))
2. CALL TO ORDER / ROLL CALL PLEDGE OF ALLEGIANCE
3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PUBLIC COMMENT
5. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE
6. PRESENTATION: PROCLAMATION DECLARING MARCH 2016 AS BRAIN INJURY AWARENESS MONTH, AB 16-036 – MAYOR TOLLEFSON
7. CONTINUED PUBLIC HEARING: CAVE AVENUE WATER MAIN LATECOMER EXTENSION AGREEMENT, AB 16-015 – PUBLIC WORKS
8. CLOSED RECORD HEARING: RESOLUTION NO. 2016-05, APPROVING ASHBURY (WYATT HILLS) FINAL SUBDIVISION, AB 16-035 – PLANNING
9. NEW BUSINESS (PUBLIC COMMENT INVITED ON EACH ITEM)
 - A. ORDINANCE NO. 2016-01, TREE AND LANDSCAPING REGULATIONS OUTSIDE OF THE MIXED USE TOWN CENTER, AB 16-001 – PLANNING
 - B. WATERFRONT PARK PROJECT CONSTRUCTION SCHEDULING AND PROPOSED CONSTRUCTION CONTRACT, AB 13-025 – PUBLIC WORKS
 - C. INTERLOCAL AGREEMENT WITH KITSAP COUNTY FOR CITY SURPLUS VEHICLE, AB 16-033 – PUBLIC WORKS
 - D. INTERLOCAL AGREEMENT WITH CLALLAM COUNTY FOR EMERGENCY VEHICLE UPFIT CONTRACT, AB 16-034 – PUBLIC WORKS
 - E. REQUEST FOR PROPOSALS FOR FEASIBILITY OF MUNICIPAL ELECTRIC UTILITY, AB 15-183 – EXECUTIVE
 - F. RESOLUTION NO. 2016-09, AUTHORIZE THE TRANSFER OF ANY INTERESTS AND LIABILITIES IN THE ASSETS OF CENCOM FROM THE CITY OF BAINBRIDGE ISLAND TO KITSAP COUNTY, AB 16-039 – EXECUTIVE
10. UNFINISHED BUSINESS
 - A. RESOLUTION NO. 2016-08, ISLAND-WIDE MAXIMUM SPEED LIMITS, AB 16-029 – PUBLIC WORKS
 - B. RESOLUTION NO. 2016-06, REDUCED SPEED LIMITS AND FOCUSED TRAFFIC STUDY ACCEPTANCE, AB 16-028 – PUBLIC WORKS
 - C. NEXT STEPS FOR SUZUKI PROPERTY, AB 14-119 – CITY COUNCIL
11. CONSENT AGENDA
 - A. CONSENT AGENDA COVERSHEET
 - B. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL
 - C. REGULAR CITY COUNCIL BUSINESS MEETING MINUTES, FEBRUARY 16, 2016
 - D. REGULAR CITY COUNCIL STUDY SESSION MINUTES, FEBRUARY 23, 2016
 - E. REGULAR CITY COUNCIL STUDY SESSION MINUTES, MARCH 1, 2016
12. COMMITTEE REPORT
 - A. PUBLIC WATER ACCESS COMMITTEE LIAISON NOTES, FEBRUARY 8, 2016 – COUNCILMEMBER MEDINA
 - B. DESIGN REVIEW BOARD LIAISON NOTES, FEBRUARY 22, 2016 – COUNCILMEMBER PELTIER
 - C. ETHICS BOARD LIAISON NOTES, FEBRUARY 11, 2016 – COUNCILMEMBER SCOTT
 - D. NON-MOTORIZED TRANSPORTATION ADVISORY COMMITTEE SPECIAL MEETING LIAISON NOTES, FEBRUARY 24, 2016 AND REGULAR MEETING LIAISON NOTES, MARCH 2, 2016 – COUNCILMEMBER ROTH
 - E. PLANNING COMMISSION LIAISON NOTES, FEBRUARY 25, 2016 DEPUTY MAYOR BLOSSOM
13. REVIEW UPCOMING COUNCIL MEETING AGENDAS
14. FOR THE GOOD OF THE ORDER
15. ADJOURNMENT

1. EXECUTIVE SESSION: POTENTIAL LITIGATION (RCW 42.30.110(1)(i)) 6:30 PM

At 6:30 PM, Mayor Tollefson adjourned the meeting to executive session with Councilmembers Medina, Peltier, Roth, Scott, Townsend and City Attorney Marshall to discussion potential litigation pursuant to RCW 42.30.110(1)(i)).

Councilmember Blossom arrived at 6:45 PM and did not participate in the executive session. The recording system was turned off and the door to the Council Chambers was posted.

2. CALL TO ORDER / ROLL CALL PLEDGE OF ALLEGIANCE 6:59:13 PM

Mayor Tollefson called the meeting to order at 7:00 PM with aforementioned Councilmembers present. No action was taken during executive session. Everyone stood for the Pledge of Allegiance.

3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE 6:59 PM

MOTION: *I move to accept the agenda as presented.*

SCOTT/PELTIER: *Motion carried 7-0.*

There were not conflict of interest disclosed.

4. PUBLIC COMMENT 7:01 PM

No public comment was offered for items not on the agenda.

5. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE 7:02 PM

City Manager Schulze gave an overhead presentation of his weekly report.

6. PRESENTATION: PROCLAMATION DECLARING MARCH 2016 AS BRAIN INJURY AWARENESS MONTH, AB 16-036 – MAYOR TOLLEFSON 7:08 PM

Mayor Tollefson introduced the proclamation declaring March 2016 as Brain Injury Awareness month.

7. CONTINUED PUBLIC HEARING: CAVE AVENUE WATERMAIN LATECOMER EXTENSION AGREEMENT, AB 16-015 – PUBLIC WORKS 7:10 PM

Mayor Tollefson reopened the continued public hearing at 7:10 PM.

Public Works Director Loveless introduced the item. The Tawresey's entered into a Developer Extension Agreement to install an upsized 8-inch water main along portions of Cave Avenue as required for permitting of the Cave Landing project. Subsequently, the Tawresey's requested a Latecomer Agreement (LCA) with the City to provide a mechanism to partially recover their costs to construct the water main from future new connections to the Cave Avenue upgraded water main.

The City notified properties within the delayed benefit charge area of the Latecomers Agreement in accordance with BIMC 13.32.170 and received a request for a public hearing. Resolution No. 2016-02 set a public hearing date of February 16, 2016. The City Council approved a motion to continue the public hearing to March 8, 2016 at their February 16, 2016 meeting. The attorney representing the Cave Properties sent the attached memorandum and declaration for consideration during the public hearing. The Tawresey's sent the attached declaration and memorandum from their attorney for consideration at the Public Hearing.

Deputy Mayor Blossom wanted to confirm that in approving this latecomer agreement does not mean that the large parcel behind Harbor Square would be required to connect that sewer line to which City Attorney Marshall replied that was correct.

Bill Broughton, Attorney at Law, introduced his client Marsha Wicktom.

Maria Wicktom, Cave Avenue property owner, questioned invoices she received from the City, how the developable land was figured in the reimbursement formula and the length of the waterline transferred to the City.

Bill Broughton reiterated his client's comments regarding why the latecomer agreement is inappropriate.

Dave Weibel, Tawresey's attorney, briefly summarized his position explaining why the City Council should approve the latecomer's agreement as his client complied with the statutory requirements.

Mayor Tollefson closed the public hearing at 7:33 PM.

Councilmember Medina indicated he would not participate in the discussion or vote on this item as one of the parties to this agreement serves on the board of directors in the organization that employs him.

Councilmember Townsend wanted to know that the City Council was being asked to do to which City Attorney Marshall explained either approve or not approve the latecomer agreement.

Councilmember Scott believed the fees were developed reasonably and not in an arbitrary or capricious manner. He noted while there were procedural irregularities, he was inclined to approve the latecomer agreement.

Deputy Mayor Blossom stated she would abstain from the vote as she felt she did not enough knowledge to know one way or the other.

Councilmember Peltier commented on the invoices. Public Works Director explained how the costs included were broken down.

7:36 PM

MOTION: *I move that the City Council approve the Cave Avenue Water Main Latecomer Extension Agreement.*

SCOTT/ROTH: *The motion carried 5-2 with Blossom and Medina abstaining.*

8. CLOSED RECORD HEARING: RESOLUTION NO. 2016-05, APPROVING ASHBURY (WYATT HILLS) FINAL SUBDIVISION, AB 16-035 – PLANNING 7:37 PM

Planner Beckmann introduced the item. The Preliminary Subdivision was approved with conditions by the Hearing Examiner on April 15, 2015, following a public hearing. On April 22, 2015, the Hearing Examiner's Office received a request from the City's Development Engineer to modify the preliminary subdivision decision. A second request to modify the preliminary subdivision decision was received on April 27, 2015. On May 5, 2015, the Hearing Examiner issued an Order Revising Examiner's April 15, 2015 Decision on Reconsideration.

City Attorney Marshall read from a prepared statement regarding how to proceed.

Mayor Tollefson opened and closed the closed record hearing at 7:40 PM as no one was signed up to comment.

7:41 PM

MOTION: *I move that we send it back to the Hearing Examiner for further consideration or whatever the exact technical language should be used.*

MEDINA

Planner Beckmann explained the applicant's original application was to preserve 10.6% of the open space because, at that time, the intention was to serve the stormwater off site. The developer later found out that they could no longer pursue that option so their applicant revised their application under a cluster subdivision.

Deputy Mayor Blossom seconded the motion.

Councilmember Peltier asked whether the City Council could legally ask the developer to abide by the 10% open space not including the detention ponds. Planer Beckmann indicated historically the City has not required a certain percentage of open space in a cluster subdivision.

Councilmember Scott felt if the intent of the motion was to send it back to the hearing examiner for purposes of determining whether the revised plat meets the requirements that he imposed, then that sounds like a reasonable step to take.

Deputy Mayor Blossom asked how far from the required buffer is the storm pond. Planner Beckmann noted there was a 10-foot buffer on the south side. Deputy Mayor Blossom did not feel the required buffer was being adequately protected.

Mayor Tollefson felt the applicant has met all the legal requirements and the hearing examiner has been off it. He suggested the motion be restated. Councilmember Medina withdrew his previous motion and offered an restated motion.

7:54 PM

MOTION: *I move that we remand this to the hearing examiner for the purpose of the hearing examiner fully addressing open space issues at a hearing which he says did not happen originally for the purpose of the hearing examiner having a hearing on the most recent version of the plan which I understand he has not seen and for having this hearing examiner reexamine whether the 10 foot buffer is being properly met along the south end around the storm water detention pond.*

MEDINA/PELTIER

Randall Olson, attorney for the applicant, explained how the conditions of the subdivision have been met and asked that the City Council to approve the plat.

Councilmember Scott thought it was reasonable to send it back to the hearing examiner.

John Everett, representing the applicant, requested the City Council honor the hearing examiner's requirements.

Deputy Mayor Blossom asked how would be maintaining the health of the locust trees to which Mr. Everett explained the homeowner's association would.

City Attorney Marshall placed in the record for the benefit of the City Council and applicant, that the authorize of the City to remand to the hearing examiner is in BIMC 2.16.130(f) which is referenced in BIMC 2.16.160(c).

Mayor Tollefson said he was personally persuaded that the hearing examiner has addressed the open space issue and that City staff has verified the applicant has met those requirements. He indicated he would be voting against the motion.

Planner Beckmann confirmed that the applicant did satisfy the hearing examiner's request for the open space by providing the arborist report that determined the amount of space necessary to protect those trees. She commented on the performance and maintenance bonds.

Councilmember Scott said on further review of the record, he noted the compliance notation report does reflect staff's finding that the reconsidered findings regarding open space have been satisfied by the applicant. He indicated he would vote against the motion on that basis.

The motion failed 3-4 with Roth, Scott, Tollefson and Townsend voting against.

MOTION: *I move that the City Council adopt Resolution No. 2016-05, including findings of fact and conclusions of law, giving final approval of the Ashbury (Wyatt Hills) Subdivision.*

SCOTT/ROTH: *Motion carried 4-3 with Roth, Scott, and Tollefson voting in favor.*

9. NEW BUSINESS (PUBLIC COMMENT INVITED ON EACH ITEM)

A. ORDINANCE NO. 2016-01, TREE AND LANDSCAPING REGULATIONS OUTSIDE OF THE MIXED USE TOWN CENTER, AB 16-001 – PLANNING 8:11 PM

Special Projects Planner Sutton introduced the ordinance. This is the first City Council study session on Draft Ordinance No. 2016-01 amending the City's Tree and Landscaping Regulations.

The City Council authorized creation of an Ad Hoc Committee to review the City's tree and landscaping regulations in early January, 2014. In 2015, the Ad Hoc Committee was comprised of two Councilmembers and two Planning Commissioners:

Councilmember Roger Townsend
Councilmember Sarah Blossom

Commissioner Jon Quitslund
Commissioner Mack Pearl

Realizing that reviewing the regulations in their entirety is a large task, the Committee organized their work by first focusing on tree and landscaping regulations that apply to the Mixed Use Town Center/High School Road zoning districts. Changes recommended by the Committee were ultimately adopted as Ordinance No. 2015-04 on September 8, 2015.

The Ad Hoc Committee met 20 times over 2015. They then reviewed all tree and landscaping regulations of BIMC Section 18.15.010 that apply to multifamily development, subdivisions, conditional uses in residential zones, business/industrial zone, water-dependent industrial zone and neighborhood service center zone.

Although the Committee reviewed all tree and landscaping regulations (e.g. perimeter and roadside buffers, tree unit requirements) for each of the land uses and zoning districts listed above, the Committee did not make changes within all of the different requirements.

For instance, the Committee recommended not adding a tree unit requirement (Section 18.15.010.G) for development in the business/industrial zoning district, since the district has the largest perimeter and roadside buffer requirements in addition to required parking lot landscaping. One notable change is the elimination of required roadside buffers in the neighborhood service center districts, and replacement of those roadside buffers with a street tree requirement.

Ordinance No. 2016-01 changes the perimeter and roadside buffer requirements (BIMC Sections 18.15.010.D and E, respectively) in two substantial ways.

- The existing regulations have two-perimeter buffer and two roadside buffer tables, showing subdivision buffer requirements in separate tables than all other land use development. This ordinance consolidates the two different tables for each buffer type have been consolidated, resulting in Table 18.15.010-3 and Table 18.15.010-4.
- The ordinance modifies the perimeter and roadside buffer standards for the three levels of screening: full screen, partial screen, and filtered screen (proposed to change to “edge planting standard”) to improve how the number of required trees and shrubs are calculated. The Committee was assisted in these changes by landscape architects Tim Goss and Jeff Bouma.

The Planning Commission held a study session on Ordinance No. 2016-01 on December 17, 2015, and a public hearing on January 21, 2016. That public hearing was continued on February 11, 2016, and the Commission recommended approval of the ordinance after completing the public hearing and discussion.

After discussion of the draft ordinance, the City Council can decide whether to have an additional study session in January, or proceed to public hearing on March 22, 2016.

The Tree Ordinance Ad Hoc Committee continues its work in 2016, with two new members, Councilmembers Peltier and Medina replacing Councilmember Townsend. That work will likely result in additional code changes to Titles 16, 17, or 18- possibly with additional changes to this section, BIMC Section 18.15.010.

Olaf Ribeiro commented on the full screen requirements. Deputy Mayor Blossom explained why they went with square footage basis.

Olaf Ribeiro felt the civil penalty for cutting down old growth and significant trees should be three times the value of the tree.

Councilmember Townsend suggested adding a row under to the penalties section (subsection iv) of the table.

8:26 PM

MOTION: *I move the City Council forward Ordinance 2016-01 to a public hearing on March 22, 2016.*

ROTH/PELTIER: *Motion carried 7-0.*

B. WATERFRONT PARK PROJECT CONSTRUCTION SCHEDULING AND PROPOSED CONSTRUCTION CONTRACT, AB 13-025 – PUBLIC WORKS

8:27 PM

Public Works Director Loveless introduced the item.

The Phase I Waterfront Park Improvements project includes improved landscaping, accessible paths, a stormwater feature, new public gathering spaces, and an overall upgrade to a deteriorated park. The project has completed design, and a solicitation for construction bids has been issued with a bid opening date of March 22, 2016.

The plan for construction scheduling and coordination issues with the future Bainbridge Island Rowing Club facility will also be presented for information and discussion.

There was a brief discussion regarding delaying the project until after July 4.

Lisa Macchio asked some consideration be made in the future to make sure the bridge in Waterfront Park be upgraded. She supported delaying park construction until after July 4.

Rex Oliver, Chamber of Commerce, also requested construction commence after July 4.

Following a brief update on the Waterfront Park dock, a motion was made.

8:40 PM

MOTION: *I move the City Council forward the Waterfront Park Improvements construction award to the April 26, 2016 Unfinished Business agenda and that construction commence on July 5 or sometime thereafter.*

TOWNSEND/PELTIER: *Motion carried 7-0.*

C. INTERLOCAL AGREEMENT WITH KITSAP COUNTY FOR CITY SURPLUS VEHICLE, AB 16-033 – PUBLIC WORKS 8:41 PM

Public Works Director Loveless requested City Council approve the transfer of Vehicle No. 109 (2006 Ford Expedition) to Kitsap County. Vehicle No. 109 was surplus to the City's needs by Resolution No. 2015-03 approved by the City Council at their December 8, 2015 meeting. The County has a need for a sport utility vehicle for use with the Emergency Vehicle Operations Course (EVOC) training, which is led by the County and attended by many local jurisdictions including Bainbridge Island. There will be no monetary exchange, as the City benefits from participating in the on-going EVOC training and education.

Upon approval by City Council, City staff will coordinate with the County to execute the Interlocal Agreement, transfer ownership, and complete the hold harmless agreement.

MOTION: *I move that the City Council forward the Interlocal Agreement with Kitsap County to transfer Vehicle No. 109 to the March 22, 2016 Consent Agenda.*

PELTIER/TOWNSEND: *Motion carried 7-0.*

D. INTERLOCAL AGREEMENT WITH CLALLAM COUNTY FOR EMERGENCY VEHICLE UPFIT CONTRACT, AB 16-034 – PUBLIC WORKS 8:42 PM

Public Works Director Loveless explained the City Council recently approved the purchase of four police vehicles from the 2016 budget in February 2016. The next step is to upfit the newly purchased vehicles and this proposed interlocal agreement would enable the City to piggyback on Clallam County's existing contract with Systems for Public Safety Inc.

The remaining 2016 equipment budget of \$78,667.36 will be used for equipment and labor to upfit the vehicles. Upfitting items include emergency lights, VHF radio, prisoner seats, gunlocks, mobile computer terminal docking station, push bumper, radar, locking cargo box, etc.

MOTION: *I move that the City Council forward the Interlocal Agreement with Clallam County for acquisition of goods and services from either party under contract to the March 22, 2016 Consent Agenda.*

SCOTT/ROTH: *Motion carried 7-0.*

E. REQUEST FOR PROPOSALS FOR FEASIBILITY OF MUNICIPAL ELECTRIC UTILITY, AB 15-183 – EXECUTIVE 8:44 PM

City Manager Schulze introduced the item. The City Council was approached by a local grass roots organization, Island Power, in mid-2015, with a request to place a proposition on the ballot asking voters to authorize the City of Bainbridge Island to establish a municipal electric utility. At the October 6, 2015 meeting, the City Council requested a plan from the City Manager to develop and gather information about the feasibility of creating a municipal electric utility. A report was provided to the City Council at the November 17, 2015 meeting and, the City Council directed the City Manager to prepare a Request for Proposals, including a scope of work for City Council review.

A task force was formed to provide subject matter expertise and assist with the task of developing the RFP and scope of work. The task force, consisting of 16 citizen volunteers, met several times to develop the RFP and scope of work.

During the March 1, 2016 Study Session, the City Council requested several changes to the RFP, which have been made.

There was a brief discussion regarding making sure the language does not give the impression that if we have vote that there would be two votes of the people and potential associated costs.

Jane Lindsey, Sunrise Drive, commented on climatic change and the use of Bonneville Power Tier 1 power.

Tom ?, Darden Lane, shared his concern regarding the pace of progress on the subject. He urged the City Council decouple the preparation of the ordinance from the study being considered as both can be completed in parallel.

Diane Harvey, Port Madison, asked whether the 1,200 signatures were validated and certified. She felt there was a lack of information.

Terry ?, Rose Trail Lane, indicated he participated in the citizen's task force that worked on the RFP. He supported determining the costs on a sliding basis during the negotiation process.

Steve Johnson, 3784 Lytle Road, co-chair of Island Power and Utility Advisory Committee member, commented in favor of island power.

Jennifer White, 3380 Crystal Springs Drive, agreed with previous speakers and encouraged the City Council to facilitate the development of a public utility on the island to the extent that that utility gets us away from dirty energy.

9:17 PM

MOTION: *I move the City Council approve the Request for Proposals for feasibility of creating a municipal electric utility with the changes discussed.*

SCOTT/TOWNSEND: *Motion carried 7-0.*

F. RESOLUTION NO. 2016-09, AUTHORIZE THE TRANSFER OF ANY INTERESTS AND LIABILITIES IN THE ASSETS OF CENCOM FROM THE CITY OF BAINBRIDGE ISLAND TO KITSAP COUNTY, AB 16-039 – EXECUTIVE 9:18 PM

City Manager Schulze introduced the item. He explained the parties to the Interlocal Agreement that establishes CENCOM, which includes the City of Bainbridge Island, desire to continue to provide a countywide operation of 911 dispatch services by reorganizing and re-establishing CENCOM as a separate legal entity established as a Public Development Authority and changing the name of the new organization from CENCOM to Kitsap 911. Currently, Kitsap County is the lead entity of CENCOM and all CENCOM staff are Kitsap County employees.

The CENCOM Policy Board has been discussing a reorganization of CENCOM for the past year and several different options were considered. Ultimately, the Policy Board agreed to move forward with the Public Development Authority option, which allows Kitsap 911 to be established as a separate legal entity. This option does not encumber any of the Cities or Districts with liabilities. The attached resolution is a necessary first step for creation of Kitsap 911. Prior to adoption of the resolution, a public hearing is required. Therefore, the City Council is asked to schedule a public hearing on the Resolution No. 2016-09 for the March 22, 2016 meeting.

9:21 PM

MOTION: *I move the City Council schedule a public hearing on March 22, 2016 regarding Resolution No. 2016-09, transferring any and all interests and liabilities in CENCOM from the City of Bainbridge Island to Kitsap County.*

BLOSSOM/ROTH: *Motion carried 7-0.*

10. UNFINISHED BUSINESS

A. RESOLUTION NO. 2016-08, ISLAND-WIDE MAXIMUM SPEED LIMITS, AB 16-029 – PUBLIC WORK

Public Works Director Loveless introduced the item. He explained the Non-Motorized Transportation Advisory Committee (NMTAC) has proposed that the City adopt maximum speed limits island-wide on City roads.

In more densely zoned and developed areas such as Mixed Use Town Center, Neighborhood Service Centers (Lynwood Center, Island Center & Rolling Bay Center), High School Road District I and II, and all roads designated as Residential, the maximum speed limit would be 25-mph. In less-densely zoned areas, roads designated as Collectors and Arterials would have a maximum speed limit of 35-mph.

Speed is a risk factor in traffic collisions, and the likelihood and severity of injuries are greater when higher speeds are involved. This proposal is intended to enhance safety and reduce stress levels for non-motorized modes.

The setting of maximum speed limits on City roads does not result in all such roads having the specified limit applied. Site-specific traffic studies may indicate that a lower limit should be applied. The net result of this change at this time, without further traffic studies, would result in the roads in the attached map being reduced from the current 40-mph speed limits to 35-mph. In addition, portions of Fletcher Bay Road, Miller Road, and New Brooklyn Road that pass through the Island Center NSC would be reduced to 25-mph.

**B. RESOLUTION NO. 2016-06, REDUCED SPEED LIMITS AND FOCUSED TRAFFIC STUDY ACCEPTANCE,
AB 16-028 – PUBLIC WORKS 9:25 PM**

Public Works Director Loveless introduced the item.

City Council and staff receive numerous requests each year to evaluate speed limits and other traffic related issues on the Island.

In November of 2015, the City contracted with Perteet Inc. to prepare a focused traffic evaluation for signage and safety of the High School Road corridor and for roadway speed limits in areas with cut through traffic and/or non-motorized use.

At the February 16, 2016 Business Meeting, City staff and Perteet Inc. presented the “2015 Focused Traffic Study” to City Council. See below study recommendations:

- High School Road from Ferncliff to Grow – Prohibit parking in close proximity to roundabout, reconfigure on-street parking to back in, provide a warning light (RRFB) at the crosswalk near Hildebrand.
- Eagle Harbor Drive from McDonald to Taylor – Reduce speed limit from 35 mph to 30 mph.
- Lafayette Avenue from Euclid to Sunrise – Reduce speed limit from 35 mph to 30 mph.
- Manzanita Drive from Day to Hidden Cove – Reduce speed limit from 35 mph to 30 mph.
- Phelps Road from Madison Avenue N. to Hidden Cove – Reduce speed limit from 40 mph to 30 mph.
- Intersection of Phelps and Euclid – Install “cross traffic does not stop” warning signs.
- Sunrise Drive from Day Road to Lafayette Avenue – Reduce speed limit from 35mph to 30 mph.
- Valley Road – Maintain speed limit at 35mph.

The recommendations above that involve traffic changes, other than speed limit reductions, will be addressed in future capital improvement project plans

Eddy Hartman, 250 Hawley Place, shared her personal experience with speed limits and the need for education. She thanked the City Council for serving the community.

Patty Lyman, NMAC member, commented on the traffic study and urged the City Council to consider reduce speed limits from 30-mph to 25-mph.

Lisa Macchio, Squeaky Wheels, commented that Washington State law states that City speed limits shall be 25-mph unless a traffic and engineering shows that a different is safe (RCW 46.61.400-415).

Councilmember Medina struggled with both resolutions and explained why he would not be inclined to vote in favor on either.

Councilmember Peltier supported the speed limit reduction (maximum 35-mph) however had issues with the transportation study.

Mike Colin, 14452 Phelps Road, shared what it is like living there during peak traffic hours.

Ann ?, Phelps Road, spoke to the traffic coming from the peninsula onto the island during rush hour.

9:44 PM

MOTION: I move that the City Council approve Resolution No. 2016-08 setting the maximum speeds limits Island-wide on City roads.

BLOSSOM/ROTH: Motion carried 6-1 with Medina voting against.

9:44 PM

MOTION: *I move that the City Council accept the “2015 Focused Traffic Study” prepared by Perteet, Inc. date February 9, 2016 and approve Resolution No. 2016-06 reducing speed limits per study recommendations.*

SCOTT/BLOSSOM: *Motion carried 5-2 with Medina and Peltier voting against.*

C. NEXT STEPS FOR SUZUKI PROPERTY, AB 14-119 – CITY COUNCIL 9:47 PM

Interim Planning Director Tovar responded to comments regarding the Housing Design Demonstration Projects (HDDP) program. He described the sequence of logic in the legislative history of the HDDP program and that it was the staff's position that the Suzuki property is eligible for the HDDP program. He added Ordinance No. 2013-25 extended the HDDP program for 3 years and the program is due to sunset at the end of 2016. That additional time would allow the City enough time to adequately evaluate the program and determine what parts, if any, of the program would be needed to implement the 2016 Comprehensive Plan and allow permits already in the pipeline to be completed, evaluated and a report could be done on the effectiveness of the program.

City Council poised questions and discussed next steps on whether they were inclined to go forward to some sort of development of the property or whether it's convinced, based on its study and comments to date, that it does not want to do that. They also discussed the HDDP program, conducting an ecological survey/study, continued community engagement throughout the process, preserving the property in some way and whether the issue could go up for an advisory vote.

Mayor Tollefson suggested adding the topic to the March 15 Study Session agenda to discuss the desire for an ecological study and how to go about it. Following a brief discussion, a motion was made.

10:43 PM

MOTION: *Carry this matter over to our March 15 agenda.*

SCOTT/MEDINA: *Motion carried 7-0.*

Rick Skelton thought this was a real opportunity to compromise to save the property and provide affordable housing.

Bill Davis, 1863 Commodore Lane, felt each one of the guiding principles of the comprehensive plan say save Suzuki property as it is.

Citizen, Commodore West, stated his disappointment with the direction the City Council was going in.

Erika Shriner, Baker Hill Road, commented on climate change.

Lisa Macchio suggested everyone stop the silly conversation about Suzuki and pass a levy to do housing right.

Rex Oliver, Chamber of Commerce, said rather than endorsing one project over another, the Chamber of Commerce supported some major concepts such as the creation of workforce housing, housing remaining permanently affordable, and preservation of wooded buffer, wildlife and clustered housing.

Clint Pells, Commodore, could not understand on what basis on any of these decisions were being made. He suggested the sequencing should be figured out first. He also wondered how successful the Ferncliff Village project was in the affordable housing arena.

Citizen commented that there appeared to be a great deal of confusion and the importance of an ecological survey.

11. CONSENT AGENDA 11:04 PM

A. CONSENT AGENDA COVERSHEET

B. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL

Accounts Payable EFT Check Number 208, ACH Check Numbers 209-210, Manual Check Number 340640 – 340652 and Regular Check Numbers 340653 – 340770 for a total of \$481,125.43. Accounts Payable Manual Check Numbers 340771 – 340776 and Regular Run Check Numbers 340777 – 340886 for a total of \$379,220.60. Payroll Direct Deposit Check Numbers 035339 – 035449, Regular Run Check Numbers 107515 – 107520, Vendor Check Numbers 107521 – 107535 and Federal Tax Electronic Transfer for a total of \$602,194.05.

- C. REGULAR CITY COUNCIL BUSINESS MEETING MINUTES, FEBRUARY 16, 2016**
- D. REGULAR CITY COUNCIL STUDY SESSION MINUTES, FEBRUARY 23, 2016**
- E. REGULAR CITY COUNCIL STUDY SESSION MINUTES, MARCH 1, 2016**

MOTION: *I move the City Council approve consent agenda items A through E as presented.*

SCOTT/PELTIER: *Motion carried 7-0.*

12. COMMITTEE REPORT 11:05 PM

- A. PUBLIC WATER ACCESS COMMITTEE LIAISON NOTES, FEBRUARY 8, 2016 – COUNCILMEMBER MEDINA**
- B. DESIGN REVIEW BOARD LIAISON NOTES, FEBRUARY 22, 2016 – COUNCILMEMBER PELTIER**
- C. ETHICS BOARD LIAISON NOTES, FEBRUARY 11, 2016 – COUNCILMEMBER SCOTT**
- D. NON-MOTORIZED TRANSPORTATION ADVISORY COMMITTEE SPECIAL MEETING LIAISON NOTES, FEBRUARY 24, 2016 AND REGULAR MEETING LIAISON NOTES, MARCH 2, 2016 – COUNCILMEMBER ROTH**
- E. PLANNING COMMISSION LIAISON NOTES, FEBRUARY 25, 2016 DEPUTY MAYOR BLOSSOM**

Councilmember Peltier commended on the Ethics Board response to a request for an advisory opinion requested by Mayor Tollefson.

13. REVIEW UPCOMING COUNCIL MEETING AGENDAS 11:08 PM

City Manager Schulze reviewed the March 15, 2016 agenda. A discussion on Suzuki was added to the March 15 agenda (30 minutes). He then reviewed the upcoming calendar. Mayor Tollefson suggested having a meeting on the fifth Tuesday given spring break. The calendar was kept as is for now.

14. FOR THE GOOD OF THE ORDER 11:12 PM

Councilmember Medina thought the City would be well served by creating an Affordable Housing Task Force. The item was tentatively added to the April 19 agenda (30 minutes).

15. ADJOURNMENT 11:16 PM

Mayor Tollefson adjourned the meeting at 11:16 pm.

Val Tollefson, Mayor

Rosalind D. Lassoff, City Clerk

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Interlocal Agreement with Kitsap County for City Surplus Vehicle, AB 16-033 - Public Works	Date: 3/22/2016
Agenda Item: CONSENT AGENDA	Bill No.: 16-033
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund:
Expenditure Req: N/A	Budgeted? Budget Amend. Req?

REFERRALS/REVIEW

Business Meeting: 3/8/2016	Recommendation: Forward to March 22, 2016 Consent Agenda.
City Manager: Yes	Legal: Yes Finance: Yes

DESCRIPTION/BACKGROUND

Action Item:

Consider approval of the Interlocal Agreement with Kitsap County to transfer Vehicle No. 109.

Background:

This request is for City Council to approve the transfer of Vehicle No. 109 (2006 Ford Expedition) to Kitsap County. Vehicle No. 109 was surplus to the City's needs by Resolution No. 2015-03 approved by the City Council at their December 8, 2015 meeting. The County has a need for a sport utility vehicle for use with the Emergency Vehicle Operations Course (EVOC) training which is led by the County and attended by many local jurisdictions including Bainbridge Island. There will be no monetary exchange, as the City benefits from participating in the on-going EVOC training and education.

Upon approval by City Council, City staff will coordinate with the County to execute the Interlocal Agreement, transfer ownership, and complete the hold harmless agreement.

RECOMMENDED ACTION/MOTION

Motion:

I move that the City Council approve the Interlocal Agreement with Kitsap County to transfer Vehicle No. 109 (2006 Ford Expedition).

ATTACHMENTS:

Description

Type

- ▣ Interlocal Agreement with Kitsap County Transfer & Backup Material
Sale of Vehicle No. 109

AFTER RECORDING, PLEASE RETURN TO:

City of Bainbridge Island
Attn: City Clerk
280 Madison Avenue North
Bainbridge Island, Washington 98110

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (this “Agreement”) is made and entered into by and between the City of Bainbridge Island, a municipal corporation (the “City”), and Kitsap County (the “County”) pursuant to provisions of the Inter Local Cooperation Act, RCW Chapter 39.34.

WHEREAS, the City has a 2006 Ford Expedition that is surplus to the City’s needs; and

WHEREAS, the County has a need for a police sport utility vehicle to use at their multi-jurisdictional police driver training or Emergency Vehicle Operations Course (EVOC); and

WHEREAS, the City’s police officers participate in the County’s lead EVOC training and are willing to transfer this vehicle to be used for educational purposes; and

NOW, THEREFORE, the City and County agree as follows:

1. Transfer of the 2006 Ford Expedition.

a. Effective upon full execution of this Agreement, the City shall transfer to the County the vehicle described below (the “Expedition”) at no cost.

Year	MFG	Model	Serial #	License Plate #
2006	FORD	EXPEDITION	1FMPU15556LA75986	39589D

b. The transfer of the Expedition to the County shall be by Bill of Sale, the form of which is attached hereto as Exhibit A. The City will provide the title upon completion of this Agreement by both parties.

c. The County shall be responsible for the title transfer and any applicable fees regarding the transfer of the Expedition from the City to the County.

d. All transactional costs associated with the transfer of the Expedition shall be paid by the County; however, the City shall bear its own attorneys' fees and costs and administrative costs related to this transaction.

e. The County will pick up the Expedition from the City within seven (7) days of execution of this Agreement.

2. "As Is" Condition/No Warranty. City shall convey the Expedition to the County, and the County shall accept the Expedition, in an "as is" "where is" condition, without any representation or warranty whatsoever from the City, including but not limited to, any warranty of fitness or merchantability express or implied.

3. Indemnification and Hold Harmless.

a. The County agrees to protect, defend, indemnify, and hold harmless the City, its officers, elected officials, employees and agents from any and all claims, demands, losses, liens, liabilities, penalties, fines, lawsuits, and other proceedings and all judgments, awards, costs and expenses (including reasonable attorneys' fees and disbursements) resulting from death or bodily injury to any person or damage or destruction to third-party related to the use, operation and/or maintenance and/or failure to maintain the Expedition by the County and its officials, officers, employees, agents and/or volunteers.

b. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the immunity of the County under Washington's Industrial Insurance Act, RCW Title 51, as respects the other parties only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the employees of the County. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

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

d. This section of the Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

4. Severability. If any portion of this Agreement is changed per mutual agreement or any portion is held invalid, the remainder of the Agreement shall remain in full force and effect.

5. Non-Waiver. A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any contract, covenant or

condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such contract, covenant, condition or right.

6. **Neutral Authorship.** Each of the provisions of this Agreement has been reviewed and negotiated and represents the combined work product of all parties hereto. No presumption or other rules of construction which would interpret the provisions of this Agreement in favor of or against the party preparing the same shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement.

7. **Integration and Supersession.** This Agreement sets forth all of the terms, conditions, and agreements of the parties relative to the subject matter hereof and supersedes any and all such former agreements which are hereby declared terminated and of no further force and effect upon the execution and delivery hereof. There are no terms, conditions, or agreements with respect thereto, except as herein provided and no amendment or modification of this Agreement shall be effective unless reduced to writing and executed by the parties.

8. **Governing Law.** This Contract shall be governed by and construed in accordance with the laws of the State of Washington.

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

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

11. **Filing with County Auditor.** A copy of this Agreement shall be filed with the Kitsap County Auditor's Office pursuant to RCW 39.34.040.

[

IN WITNESS WHEREOF, this Agreement shall become effective as of the date last written below.

CITY OF BAINBRIDGE ISLAND

By _____
Douglas Schulze, City Manager

Date: _____

KITSAP COUNTY

By _____

Date: _____

Title: _____

EXHIBIT A

BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS: That for and in good and valuable consideration as set forth in the Interlocal Agreement, dated February ____, 2016, the City of Bainbridge Island (the “City”) does hereby convey, grant, bargain, sell, assign and transfer to Kitsap County the following described vehicle:

Year	MFG	Model	Serial #	License Plate #
2006	FORD	EXPEDITION	1FMPU15556LA75986	39589D

The vehicle is transferred “as is” and “where is” without any warranty of fitness or merchantability express or implied.

IN WITNESS WHEREOF, the City has hereunto set its signature, hand and seal this _____ day of February, 2016.

CITY OF BAINBRIDGE ISLAND

By: _____
Douglas Schulze, City Manager

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: Interlocal Agreement with Clallam County for Emergency Vehicle Upfit Contract, AB 16-034 - Public Works	Date: 3/22/2016
Agenda Item: CONSENT AGENDA	Bill No.: 16-034
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund:
Expenditure Req:	Budgeted? Budget Amend. Req?

REFERRALS/REVIEW

Business Meeting: 3/8/2016	Recommendation: Forward to March 22, 2016 Consent Agenda.
City Manager: Yes	Legal: Yes Finance: Yes

DESCRIPTION/BACKGROUND

Action Item:

Consider approval of the Clallam County Interlocal Agreement for acquisition of goods and services.

Background:

Chapter 39.34 of the Revised Code of Washington provides for interlocal cooperation between governmental agencies.

The City Council recently approved the purchase of four police vehicles from the 2016 budget in February 2016. The next step is to upfit the newly purchased vehicles and this proposed interlocal agreement would enable the City to piggyback on Clallam County's existing contract with Systems for Public Safety Inc.

The remaining 2016 equipment budget of \$78,667.36 will be used for equipment and labor to upfit the vehicles. Upfitting items include emergency lights, VHF radio, prisoner seats, gun locks, mobile computer terminal docking station, push bumper, radar, locking cargo box, etc.

RECOMMENDED ACTION/MOTION

Motion:

I move that the City Council approve the Interlocal Agreement with Clallam County for acquisition of goods and services from either party under contract.

ATTACHMENTS:

Description	Type
Inter-local Agreement with Clallam County	Backup Material

AFTER RECORDING, PLEASE RETURN TO:

City of Bainbridge Island
Attn: City Clerk
280 Madison Avenue North
Bainbridge Island, Washington 98110

INTERLOCAL PROCUREMENT AGREEMENT

THIS AGREEMENT is between CLALLAM COUNTY, a Washington State County, and the CITY OF BAINBRIDGE, a municipal corporation of the State of Washington.

WITNESSETH:

WHEREAS, the Interlocal Cooperation Act, as amended, and codified in Chapter 39.34 of the Revised Code of Washington provides for interlocal cooperation between governmental agencies; and

WHEREAS, Chapter 39.33 of the Revised Code of Washington provides for the intergovernmental disposition of property; and

WHEREAS, the parties desire to utilize each other's procurement agreements when it is in their mutual interest;

NOW, THEREFORE, the parties agree as follows:

1. PURPOSE: The purpose of this agreement is to acknowledge the parties' mutual interest to jointly bid the acquisition of goods and services where such mutual effort can be planned in advance and to authorize the acquisition of goods and services and the purchase or acquisition of goods and services under contract where a price is extended by either party's bidder to other governmental agencies.
2. ADMINISTRATON: No new or separate legal or administrative entity is created to administer the provisions of this agreement.
3. SCOPE: This agreement shall allow the following activities:
 - a. Purchase or acquisition of goods and services by each party acting as agent for either or both parties when agreed to in advance, in writing;
 - b. Purchase or acquisition of goods and services by each party where provision has been provided in contracts for other governmental agencies to avail themselves of goods and

services offered under the contract and/or where either party's bidder is willing to extend prices to other governmental agencies

4. DURATION AGREEMENT – TERMINATION: This agreement shall remain in force until canceled by either party in writing.
5. RIGHT TO CONTRACT INDEPENDENT ACTION PRESERVED: Each party reserves the right to contract independently for the acquisition of goods or services without notice to the other party and shall not bind or otherwise obligate the other party to participate in the activity.
6. COMPLIANCE WITH LEGAL REQUIREMENTS: Each party accepts responsibility for compliance with federal, state or local laws and regulations including, in particular, bidding requirements applicable to its acquisition of goods and services.
7. FINANCING: The method of financing of payment shall be through budgeted funds or other available funds of the party for whose use the property is actually acquired or disposed. Each party accepts no responsibility for the payment of the acquisition price of any goods or services intended for use by the other party.
8. FILING: Executed copies of this agreement shall be filed as required by Section 39.34.040 of the Revised Code of Washington prior to this agreement becoming effective.
9. INTERLOCAL COOPERATION DISCLOSURE: Each party may insert in its solicitations for goods a provision disclosing that other authorized governmental agencies may also wish to procure the goods being offered to the party and allowing the bidder the option of extending its bid to other agencies at the same bid price, terms and conditions.
10. NON-DELEGATION/NON-ASSIGNMENT: Neither party may delegate the performance of any contractual obligation, to a third party, unless mutually agreed in writing. Neither party may assign this agreement without the written consent of the other party.
11. HOLD-HARMLESS: Each government party purchasing using a contract let by another government party shall be solely responsible for negligent or wrongful acts arising out of or related to its use of the contract, and shall defend and indemnify the party which awarded the original contract from any claim, cost or expense, including reasonable attorney's fees, arising there from, except that the party which awarded the original contract shall defend, indemnify and hold harmless other government parties using the contract from any claim, cost or expense, including attorney's fees, caused by or related to the originally awarding party's erroneous representation to the using party that the original award of the contract complied with the requirements of RCW 39.34.030(5)(b) as now or thereafter amended.
12. SEVERABILITY: Any provision of this agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provision or affecting the validity or enforcement of such provisions.

13. REPRESENTATIVES: Each party to this contract shall have a contract representative. Each party may change its representative upon providing written notice to the other party. The representative for Clallam County is the Chief Civil Deputy and the representative for City of Bainbridge is the Public Works Director.

CLALLAM COUNTY

CITY OF BAINBRIDGE ISLAND

SIGNED ON: _____
Date

By: _____
Douglas Schulze, City Manager
Date: _____

BY: _____
BY: _____
Michael Chapman, Chair of the Board

ATTEST: _____
ATTEST: _____
Trish Holden, Clerk of the Board

APPROVED: _____
APPROVED: _____
Kristina Nelson-Gross, Deputy
Prosecuting Attorney

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 9:15 PM Review Upcoming Council Meeting Agendas	Date: 3/22/2016
Agenda Item: REVIEW UPCOMING COUNCIL MEETING AGENDAS	Bill No.:
Proposed By:	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
☐ Review Upcoming Council Meeting Agendas	Backup Material

2016 PROPOSED COUNCIL CALENDAR ITEMS

Study Session					Business Meeting				
Absences	Clerk	Department	Timing (min)		Absences	Clerk	Department	Timing (min)	
Morgan				5-Apr		Roz		25	12-Apr
				Spring Break					Poetry Month
Roz						EXEC	30		Pollinator Improvement Project Presentation
Matt						FIN	10		Resolution Amending the Fee Schedule (Info.)
Barry						PW	5		Sweeper Procurement Contract (Info.)
Roger						PW	5		Building Services Contract Award (Info.)
						PW	5		HVAC Upgrade Contract Award (Info.)
						PW	5		Roadside Mower Procurement (Info.)
						EXEC	15		IslandWood Trail Easement Transfer (New Business)
	Kelly			19-Apr		Roz		25	26-Apr
		EXEC	5	Poetry Month					Poetry Month
		PW	30	Utility Advisory Committee Recommendations: Water System Plan		EXEC	20		Friends of the Farms 2015 Annual Report on City Farmland (Info.)
		FIN	30	2016 Financial Discussion					
		CC	30	Consider Affordable Housing Task Force - Added		EXEC	15		Review Responses to the Municipal Electric Utility RFP, Unfinished Business, (Consider Action) - Added
			95			EXEC	10		Neighborhood Matching Grant Update (Info.) - Added
						PW	10		Waterfront Park Construction Award (Unfinished Business)
						EXEC	5		Declaring May 2016 as Pollinator Awareness Month
						CC	5		Environmental Protection Agency (EPA) Green Power Community Award (Presentation)
						PW	CA		Sweeper Procurement Contract (Consider Action)
						PW	CA		Building Services Contract Award (Consider Action)
						PW	CA		HVAC Upgrade Contract Award (Consider Action)
						PW	CA		Roadside Mower Procurement (Consider Action)
						FIN	CA		Resolution Amending the Fee Schedule (Consider Action)
						FIN	CA		Resolution No. 2016-03, Financial Policies (Consider Action)
							70		

2016 PROPOSED COUNCIL CALENDAR ITEMS

[illegible]