



REGULAR BUSINESS MEETING

TUESDAY, JULY 11, 2017

**LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON**

AGENDA (TIMES LISTED ON THE AGENDA ARE APPROXIMATE)

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE - 7:00 PM

Mayor: Val Tollefson

Deputy Mayor: Sarah Blossom

Councilmembers: Ron Peltier

Michael Scott

Kol Medina

Roger Townsend

Wayne Roth

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

3. PUBLIC COMMENT

4. CITY MANAGER'S REPORT

5. UNFINISHED BUSINESS

A. 7:05 PM Olympic Drive Non-Motorized Improvements Construction Award, AB 14-023 – Public Works (Pg. 3)

B. 7:20 PM Ordinance No. 2017-03 (formerly Ordinance No. 2016-34), Creating a New Bainbridge Island Municipal Code Chapter 15.19, Site Assessment Review, AB 16-157 - Public Works (Pg. 10)

C. 7:30 PM Resolution No. 2017-08, Amending the Fee Schedule to Add a Fee for Site Assessment Review, AB 17-051 - Public Works and Planning (Pg. 21)

D. 7:40 PM Cultural Element Funding Ad Hoc Committee Recommendation, AB 17-103 - Councilmembers Roth, Scott and Townsend (Pg. 23)

E. 7:50 PM Proposal for Community Partner Workshops, AB 17-104 - Councilmembers Roth, Scott and Townsend (Pg. 42)

6. NEW BUSINESS

A. 8:00 PM Ordinance No. 2017-18, Establishing a Cultural Funding

Advisory Committee (CFAC), AB 17-103 - Executive (Pg. 52)

- B.** 8:10 PM 2017 Road Striping Project Update, AB 17-119 – Public Works (Pg. 56)
- C.** 8:20 PM Interlocal Agreement with Kitsap County Noxious Weed Control Board for the Management of the Noxious Weed Control Program, AB 17-120 – Public Works (Pg. 57)
- D.** 8:30 PM Resolution No. 2017-15, Establishing the Dave Ullin Open Water Marina, AB 17-121 - Mayor Tollefson (Pg. 71)
- E.** 8:40 PM Infrastructure Ballot Initiative Task Force Appointments, AB 17-097 – Mayor Tollefson (Pg. 74)

7. CONSENT AGENDA - 8:50 PM

- A.** Agenda Bill for Consent Agenda, AB 17-122 (Pg. 135)
- B.** Accounts Payable and Payroll (Pg. 136)
- C.** Regular City Council Study Session Minutes, June 20, 2017 (Pg. 205)
- D.** Special Joint City Council Meeting Minutes, June 20, 2017 (Pg. 209)
- E.** Special City Council Meeting Minutes, June 27, 2017 (Pg. 212)
- F.** Regular City Council Business Meeting Minutes, June 27, 2017 (Pg. 214)
- G.** Special Joint City Council Meeting Minutes, June 29, 2017 (Pg. 220)
- H.** City Attorney Office Staffing Discussion, AB 17-113 - Executive (Pg. 223)

8. COMMITTEE REPORTS - 8:55 PM

- A.** Utility Advisory Committee Minutes, June 14, 2017 - Councilmember Townsend (Pg. 229)

9. REVIEW UPCOMING COUNCIL MEETING AGENDAS - 9:00 PM

- A.** Council Calendar (Pg. 231)

10. FOR THE GOOD OF THE ORDER - 9:05 PM

11. ADJOURNMENT - 9:10 PM



Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 (cityclerk@bainbridgewa.gov) by noon on the day preceding the Meeting.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:05 PM Olympic Drive Non-Motorized Improvements Construction Award, AB 14-023 – Public Works (Pg. 3)	Date: 7/11/2017
Agenda Item: UNFINISHED BUSINESS	Bill No.: 14-023
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund: 2017 CIP	
Expenditure Req:	Budgeted? Yes	Budget Amend. Req? Yes

REFERRALS/REVIEW

Business Meeting: 4/11/2017	Recommendation: Forward to future business meeting.	
City Manager: Yes	Legal: Yes	Finance: Yes

DESCRIPTION/BACKGROUND

Since the award of a WSDOT State Pedestrian and Bicycle Safety Grant in 2013, the proposed Olympic Drive Phase 1 Non-Motorized Improvements have been undergoing planning, design, and permitting. During this time, the project scope and budget have been amended several times - most recently in June of this year to include undergrounding of electrical service to preserve trees.

The full proposed improvements to Olympic Drive include:

- Pedestrian improvements on the east and west side of Olympic Drive
- Pedestrian improvements at Harbor View meeting ADA compliance
- Stormwater quality treatment infrastructure
- Two retaining walls (along the west side expansion and at the corner of the police station)
- East, west, and center left turn lanes for bicycle facilities
- Replacement of a substandard water main in Olympic Drive and Harbor View
- Installation of new fire service for Olympic Drive
- Pedestrian lighting, extension of Waypoint Park gateway south, landscaping, and wayfinding embellishment into the downtown corridor
- Retention of large standing trees
- Undergrounding power within project

Construction Budget:

The remaining budget available for construction after design and other costs is approximately \$1.2M which closely matched the engineer's estimate for the base bid part of the work. This remaining budget includes the

additional \$120,000 authorized by the City Council in June.

In order to create options for budget flexibility, the City bid the project with three optional construction alternatives: pedestrian lighting (\$39,000 est.), Phase 2 sidewalk expansion on the east side adjacent to the police station (\$190,394 est.); and planting replacement of large trees (\$4,475 est.).

Bids were solicited through the local newspapers and the bid opening was held on Thursday, June 29, 2017. The City received one bid from Sound Pacific Construction in the base bid amount of \$1,588,764.60. See attached bid results.

Even in a busy construction market, it is atypical to have only a single bidder for public works projects. The base bid was approximately 18% higher than the engineer's estimate. A review of the proposal and unit costs indicates that the bid costs are generally higher across the board, and the difference is not attributable to particular project components.

Staff has concerns that, in the absence of other bids, it is difficult to know if the current construction pricing is based on reduction in available workforce, availability of materials, or the location and complexity of the project. The project location is complex due to its location within the state highway, proximity to the ferry terminal, significant traffic control requirements, right of way constraints, and signalized intersections. The addendum to underground existing overhead electrical distribution and modifications to plans and specifications to protect existing trees was a significant change to the project scope and the change created a complex addendum late in the bid period. The addendum work required new disciplines and the prospective bidders may not have been receptive to a late change of this significance during a competitive bid climate.

Staff has reviewed the bid documentation and contractor's qualifications, and has contacted six (6) other contractors who received the bid package but declined to bid on the project. Other contractors indicated the reasons for not submitting bids included:

- Ongoing workload and lack of time to prepare bids
- Highly restrictive working hours for road closures in the specifications
- Concern about risk associated with liquidated damages
- Complexity of estimating bids for bid alternatives

Some bidders indicated that they would be interested in bidding this project later in the year, assuming some of the above items could be changed in the contract.

If the Council elects to accept this bid, the project's total funding would need to increase from \$1,716,360 to \$2,472,469. The project would require additional funding of roughly \$756,000 above existing approved budgets. This additional funding would support the higher construction cost for the base bid and all three alternatives (roughly \$596,000) and would provide contingency funding for the project equal to 10% of the base bid (\$160,000). Combined with the recent June approval of \$120,000 in additional funding, a total budget adjustment of \$876,000 would be required. Grant funding for the project remains at \$764,200, which represents roughly 31% of total project costs.

Given the significant increase in project costs, the complexity of the project, and the absence of competing bids, staff recommends that the City reject the current bid and take time to assess options for the project and readvertise at a later date.

RECOMMENDED ACTION/MOTION

I move that the City Council reject the bid received from Sound Pacific Construction for the Olympic Drive Non-Motorized Improvements project, and authorize City staff to readvertise the project.

Alternate motion:

I move that the City Council approve the construction award to Sound Pacific Construction in the amount of \$1,822,633.60 for the Olympic Drive Non-Motorized Improvements project, and a related 2017 budget amendment of \$876,000 from the General Fund, thereby increasing the spending authority for this project.

ATTACHMENTS:

Description	Type
▣ Bid Form	Backup Material
▣ Project Info	Backup Material
▣ Olympic Dr Contract	Backup Material

City of Bainbridge Island - Public Works Department

OLYMPIC DRIVE NON-MOTORIZED IMPROVEMENTS

Bid Opening Date: June 29, 2017; due at 9:00 a.m.

Open Bids at 9:30 a.m. Council Conference Room

Note: Bids Are Opened in Order Received. Bids Solicited by: ✓ Advertisement <input type="checkbox"/> Small Works Roster The Engineers Estimate is: \$1.4M to \$1.75M	<u>Bidder No. 1</u> <u>SOUND PACIFIC</u> <u>CONSTRUCTION</u>	
Bid Proposal	√	
Proposal Signature Page	√	
Addenda Acknowledged - 3	√	
Non-Collusion Declaration	√	
Proposal Bond	√	
Statement of Bidders Qualifications	√	
Statement of Proposed Subcontractors	√	
Total Amount Base Bid:	\$1,588,764.60	
Alternate 1 Total Amount Bid:	\$190,394.00	
Alternate 2 Total Amount Bid:	\$39,000.00	
Alternate 3 Total Amount Bid:	\$4,475.00	
TOTAL BID AMOUNT w/ Alternates (1-3)	\$1,822,633.60	

A total of one (1) bid was received for the Olympic Drive Non-Motorized Improvements project. Project Manager Patty Jenkins has reviewed the bid results and recommends that the City Council award the contract to Sound Pacific Construction in the base bid amount of \$1,588,764.60.

Project: SR305 - Olympic Drive Non-Motorized Improvements

Location: Harbor Drive to Winslow Way

00596

Project Description



Description: The Olympic Drive/Winslow Way intersection serves the ferry on and off-loading traffic. This project provides improvements for pedestrians and cyclists along this heavily trafficked roadway. The unique needs of multi-modal transportation within a limited intersection area has led to a complex project planned and constructed over several years.

Capital Funding (1000's)

	Prior Yrs.	2017	2018	Subsequent	Total
FUNDING SOURCES (1000's)					
General Fund	\$ 657,160	\$ 120,000	\$ -	\$ -	\$ 777,160
Water Fund	100,000	75,000	-	-	175,000
Federal Grant	764,200	-	-	-	764,200
	\$ 1,521,360	\$ 195,000	\$ -	\$ -	\$ 1,716,360

Budget Notes

	Amount	Source	Description
Original budget	\$ 764,200	2013 CIP	Original project authorization
Budget Amendments	\$ 80,000	2015 CIP	Cost updated
	224,100	2015Q1 Budget Amendment	Project redesign
	353,060	2016 CIP	Additional scope added
	100,000	2016 CIP (Water Fund)	Water component added
	75,000	2017Q1 BUA (Water Fund)	Water component cost revised
	120,000	2017Q2 BUA (General Fund)	Under ground power
Total Project Budget	\$ 1,716,360	(\$1,421,360 General Fund and \$175,000 Water Fund)	

Financial Update

	Actual spending to 6/30/2017 (incl. encumbrances)		Remaining
General Fund	\$ 479,050	(Expenditure of \$407,847 GF + encumbrances)	1,062,310
Water Fund	10,786		164,215
	\$ 489,835		\$ 1,226,525

Contract

CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT ("Contract"), made the _____, day of _____, 2017, by and between the City of Bainbridge Island ("City" and/or "CONTRACTING AGENCY") and Sound Pacific Construction, LLC ("CONTRACTOR").

WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings, and other contract documents to be prepared for certain Work as described therein, known as **Olympic Drive Non-Motorized Improvements (HWY 305) Project**, and

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

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of One Million Eight Hundred Twenty-Two Thousand Six Hundred Thirty-Three Dollars and 60/100 (\$1,822,633.60) ("Contract Price") for the fulfillment of the Work and the performance of the covenants set forth herein.

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

1. This Contract, including the form "Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices"
2. The Standard Specifications for Road, Bridge and Municipal Construction, 2016 edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter "Standard Specifications")
3. Amendments to the Standard Specifications
4. Indemnity and Insurance Agreement
5. Special Indemnity and Insurance Agreement
6. Prevailing Wage Schedules and Regulations
7. Specifications, Drawings, Details, and all other Documents contained in and made applicable by this Contract and the Project Manual
8. All Plans, Drawings, Specifications, and Addenda issued prior to the Bid Opening Date.

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

CONTRACTOR's Initials: _____

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

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

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

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

CONTRACTOR:
SOUND PACIFIC CONSTRUCTION, LLC

By: _____

Its: _____

Date: _____

CITY OF BAINBRIDGE ISLAND:

By: _____
Douglas Schulze, City Manager

Date: _____

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:20 PM Ordinance No. 2017-03 (formerly Ordinance No. 2016-34), Creating a New Bainbridge Island Municipal Code Chapter 15.19, Site Assessment Review, AB 16-157 - Public Works (Pg. 10)	Date: 7/11/2017
Agenda Item: UNFINISHED BUSINESS	Bill No.: 16-157
Proposed By: Public Works	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund:
Expenditure Req: N/A	Budgeted? Budget Amend. Req?

REFERRALS/REVIEW

Business Meeting: 4/25/2017	Recommendation: Forward to future business meeting.
City Manager: Yes	Legal: Yes Finance:

DESCRIPTION/BACKGROUND

In order to better implement Low Impact Development (LID) regulations, applicants must complete a site assessment review before proceeding further with development permits submitted and/or issued, so that existing site conditions inform the proposed development, resulting in a design more sensitive to LID principles.

To that end, a new municipal code, chapter BIMC Chapter 15.19, *Site Assessment Review*, facilitates application of new LID regulations as required for certain planning, building, clearing, and grading permits.

The City Council considered the draft ordinance at its meeting on November 22, 2016 (as proposed Ordinance No. 2016-34), and has subsequently considered the proposal at its meetings on March 21, April 11 (including a public hearing on the draft ordinance on April 11), and April 25, 2017.

Additionally, on March 2, 2017, the City held a related public information session at City Hall to provide information and answer questions for the public about the proposed low impact development site assessment review process.

The implementation of this new review process has been delayed pending presentation of the Latimore Study of the development review process to City Council and the public. This review was recently completed. The review endorsed the Site Assessment Review as an enhancement to the development review process.

At this time, one change has been made to the prior documents. The effective date of Ordinance No. 2017-

03 has been moved to October 1, 2017, from the Original July 1, 2017, date.

RECOMMENDED ACTION/MOTION

I move that the City Council approve Ordinance No. 2017-03.

ATTACHMENTS:

Description	Type
▣ Ordinance No. 2017-03	Backup Material
▣ Attachment A - BIMC 15.19	Backup Material

ORDINANCE NO. 2017-03
(Formerly Ordinance No. 2016-34)

AN ORDINANCE of the City of Bainbridge Island, Washington, amending Bainbridge Island Municipal Code chapters 2.16 and 15.20 and adding a new chapter 15.19, *Site Assessment Review*, to facilitate application of state-required Low Impact Development regulations that will require all development to meet the updated Department of Ecology (DOE) Stormwater Management Manual.

WHEREAS, the City of Bainbridge Island (“City”), by approving Ordinance No. 2016-28 on December 13, 2016, adopted state-required Low Impact Development (LID) regulations that will require all development to meet updated DOE Stormwater Management Manual requirements; and

WHEREAS, in order to fully implement LID regulations, applicants must complete a site assessment review process before development permits are submitted so that the site can be assessed early in the process to inform the development process, resulting in a more context sensitive design; and

WHEREAS, in order to fully implement LID regulations, revisions to Chapter 15.20 BIMC are required to allow for consistent application of LID regulations to appropriate projects; and

WHEREAS, new municipal code Chapter 15.19 BIMC, *Site Assessment Review*, facilitates application of updated LID regulations by providing a process for the consideration of site assessment for certain building, clearing, and grading permits that do not go through the planning land use preapplication review process; and

WHEREAS, the City Council considered a draft ordinance regarding this proposed review process at its meeting on November 22, 2016 (as proposed Ordinance No. 2016-34), and has considered the proposal subsequently at its meetings on March 21, April 11, and April 25, 2017, including a public hearing on the draft ordinance on April 11, 2017; and

WHEREAS, on March 2, 2017, the City also held a related public information session at City Hall to provide information and answer questions for the public about the proposed low impact development site assessment review process;

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

Section 1. Section 2.16.020.G of the Bainbridge Island Municipal Code is hereby amended to read as follows:

G. Preapplication Procedure.

1. Subject to certain exemptions, all projects are subject to and must complete the site assessment review process set forth and in accordance with Chapter 15.19

BIMC, and projects requiring a preapplication conference have the option of proceeding with the two processes concurrently. Chapter 15.19 BIMC is designed to ensure that future development integrates low impact development practices to the maximum extent practicable, as required by Chapters 15.19 and 15.20 BIMC.

~~12.~~ The preapplication conference is an informal discussion between a potential applicant, interested citizens, city staff, and the design review board (if applicable) regarding a proposed project. A preapplication conference shall not include extensive field inspection or correspondence. The purpose of the preapplication conference is to assist the applicant by identifying the following:

- a. Requirements for submittal, including types of permits necessary to complete the proposal and whether SEPA review is required, pursuant to the State Environmental Policy Act (SEPA), Chapter 43.21C RCW.
- b. Compliance with applicable city plans, goals, policies, codes or guidelines and possible revisions to the proposed project that will enhance the proposal with respect to these requirements.
- c. Required plans, studies, reports, and/or other materials specific to the proposal that will provide necessary information for staff to review the project.
- d. Whether or not the project will likely qualify as a housing design demonstration project, and/or feedback about how to qualify, if applicable.

~~23.~~ A preapplication conference may be recommended by the department director for any type of land use application that the director believes may be complex or controversial, but is required prior to submitting an application for the following land use applications unless a waiver is obtained pursuant to subsection G.3 of this section:

- a. Minor or major conditional use;
- b. Minor or major variance;
- c. Minor or major site plan and design review approval;
- d. Preliminary long subdivision and short subdivision;
- e. Shoreline substantial development permit, shoreline variance, and shoreline conditional use permit;
- f. Shoreline substantial development exemption for new shoreline armoring (including bulkheads, revetments, and soft shore designs);
- g. Buffer reduction in geologically hazardous areas;
- h. Comprehensive plan amendment;

- i. Reasonable use exception;
- j. Habitat management plans;
- k. Habitat buffer averaging;
- l. Special use review; and
- m. Consolidated project review.

34. Except in the case of (a) preliminary short subdivisions and long subdivisions, (b) shoreline substantial development exemptions or permits for new shoreline armoring (including bulkheads, revetments, and soft shore designs), (c) buffer reductions in geologically hazardous areas, (d) where the HDDP process is being used, and (e) where DRB review is required, a preapplication conference may be waived in writing by the director if the director determines the following:

- a. The application is consistent with applicable codes and ordinances;
- b. The proposed use is clearly listed as a permitted use or a conditional use in the zoning district in which it is located; and
- c. The applicant demonstrates knowledge and understanding of the city's permit processing procedures.

45. In the case of applications where design review board review and a preliminary application conference are required, the land use application shall be reviewed using a two-step preapplication process. As the schedule allows, the applicant shall first meet with the design review board to discuss the design concept, and shall then meet with department staff as described in this section.

56. The review process for long subdivisions, major site plan and design review permits, and major conditional use permits shall include a public participation meeting following the procedures outlined in Resolution No. 2010-32. The meeting will be held after the design review board meeting, if one is required, during the preapplication conference phase of the project.

67. An applicant shall arrange for a preapplication conference by submitting forms and plans as required in the administrative manual.

78. The discussion at the preapplication conference shall not bind or prohibit the city's future application or enforcement of applicable codes and ordinances.

Section 2. The definition of redevelopment contained in BIMC 15.20.020 is hereby amended to read as follows:

38. "Redevelopment" means, on a site that is already substantially developed (i.e., has 35 percent or more of existing impervious surface coverage) or which legally existed

prior to February 10, 1999, the creation or addition of impervious surfaces; the expansion of a building footprint or addition or replacement of a structure; structural development including construction, installation or expansion of a building or other structure; replacement of impervious surface that is not part of a routine maintenance activity; and land disturbing activities.

Section 3. Table 1 contained in BIMC 15.20.060.B is hereby amended to read as follows:

1. Overall project thresholds include the following:

Applicable Requirements	New Development	Redevelopment
Minimum Requirement No. 2 (Construction Stormwater Pollution Prevention)	All projects	All projects
Minimum Requirements No. 1 – 5	$\geq 1,300$ 800 sf new plus replaced hard surface area ¹ , or $\geq 7,000$ sf land disturbing activity, <u>or</u> <u>Land disturbing activity covering $\geq 35\%$ of the site</u>	≥ 800 sf new plus replaced hard surface area ¹ , or $\geq 7,000$ sf land disturbing activity, <u>or</u> <u>Land disturbing activity covering $\geq 35\%$ of the site</u>
Minimum Requirements No. 1 – 9	$\geq 5,000$ sf new plus replaced hard surface area, or $\geq 3/4$ acre of vegetation converted to lawn or landscaped areas, or ≥ 2.5 acres of native vegetation converted to pasture	$\geq 5,000$ sf new hard surface area, or $\geq 3/4$ acre of vegetation converted to lawn or landscaped areas, or ≥ 2.5 acres of native vegetation converted to pasture, <u>or</u> <u>$\geq 5,000$ sf of new plus replaced hard surface</u> AND New hard surface is $\geq 50\%$ of the existing hard surface within the project limits (road-related projects), or Proposed improvements are $> 50\%$ of the assessed value of the existing site improvements
Optional Guidance No. 2: Off Site Analysis and Mitigation	$\geq 5,000$ sf of hard surface area ²	$\geq 5,000$ sf of hard surface area ²

1 – City-specific threshold for new development and redevelopment.

2 – City-specific threshold for off-site analysis and mitigation.

Section 4. Title 15 of the Bainbridge Island Municipal Code is hereby amended to add a new Chapter 15.19, *Site Assessment Review*, as shown in Exhibit A.

Section 5. This ordinance shall take effect and be in force on October 1, 2017.

PASSED BY THE CITY COUNCIL this ____ day of _____, 2017.

APPROVED BY THE MAYOR ____ day of _____, 2017.

Val Tollefson, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	November 17, 2016
PASSED BY THE CITY COUNCIL:	_____, 2017
PUBLISHED:	_____, 2017
EFFECTIVE DATE:	_____, 2017
ORDINANCE NUMBER:	2017-03

Exhibit A – Chapter 15.19, *Site Assessment Review*

Chapter 15.19

Site Assessment Review

Sections:

15.19.010 Purpose

15.19.020 Authority of the Director

15.19.030 Applicability

15.19.040 Exemptions

15.19.050 Review Process

15.19.060 Decision Criterion

15.19.010 Purpose

The purpose of this chapter is to ensure that the provisions in Chapter 15.20 BIMC, including BIMC 15.20.010, are understood and effectively adhered to as part of the planning related to development or redevelopment of a site, and prior to the undertaking of clearing and grading that occurs in advance of construction activities on a site. All development and redevelopment within the thresholds established in Chapter 15.20 BIMC shall be subject to Low Impact Development (LID) standards regarding surface water and stormwater in order to mimic natural hydrology and to limit pollution of the Puget Sound.

15.19.020 Authority of the Director

The Director of Public Works (“Director”) shall have the authority to:

- A. Administer the provisions of this chapter including, but not limited to, interpreting the chapter and issuing necessary rules and procedures.
- B. Complete Site Assessment Reviews in accordance with this chapter.
- C. Administer and coordinate the enforcement of this chapter and all policies adopted hereunder.
- D. Adjust the fees required by this chapter to be proportional to any increased scope of work for which a review is required. Fees shall be set forth in a fee schedule adopted by the city council by resolution.
- E. Coordinate with other city departments to administer and enforce this chapter.
- F. Assign responsibility for interpretation, application, and enforcement of specified procedures to department staff.
- G. Correct any condition that is a violation of this chapter.

15.19.030 Applicability

No development, including clearing, grading, or other construction activity as described in BIMC Title 15, shall occur until a Site Assessment Review has been completed. Activities subject to this chapter are described below. For applicable activities, a Site Assessment Review shall be completed before any building, clearing, or grading permit applications may be submitted to the city. A Site Assessment Review is required for any of the following activities:

- A. New development– as defined in Chapter 15.20 BIMC
- B. Redevelopment – as defined in Chapter 15.20 BIMC
- C. Grading – as defined in the International Building Code, Appendix J (see Chapter 15.04 BIMC)
- D. Clearing – as defined in Chapter 16.18 BIMC
- E. Paving 800 square feet or more related to:
 - 1. New pavement; or
 - 2. Removing and replacement of surfacing to base course or lower; or
 - 3. Resurfacing by upgrading from dirt to gravel, asphalt, or concrete; upgrading from gravel to asphalt or concrete; or upgrading from a bituminous surface treatment (“chip seal”) to asphalt or concrete.

15.19.040 Exemptions

The following activities shall not require a Site Assessment Review:

- A. Creation of less than 800 square feet of new hard surfaces – as defined in Chapter 15.20 BIMC.
- B. Grading or clearing activities on less than 7,000 square feet or 35% of the site, whichever is smaller, as defined in Chapter 15.20 BIMC.
- C. Commercial Agriculture. Existing commercial agriculture practices involving working the land for production are generally exempt. However, the conversion from timber land to agriculture and the construction of new hard surfaces are not exempt.
- D. Forest Practices. Forest practices regulated under Title 222 WAC are exempt, except for Class IV general forest practices that are conversions from timber land to other uses. Class IV general forest practices are required to obtain a Site Assessment Review, in addition to any other required permits, prior to any clearing, grading, or tree removal.

- E. Road Maintenance. The following road maintenance practices are exempt: pothole and square cut patching, overlaying existing asphalt or concrete pavement with asphalt or concrete without expanding the area of coverage, shoulder grading, reshaping/regrading drainage systems, crack sealing, resurfacing with in-kind material without expanding the road prism, and vegetation maintenance.
- F. New Non-Motorized Shoulder Improvements. New non-motorized shoulder improvements to existing roads are exempt unless the new hard surfaces total 5,000 square feet or more and total 50% or more of the existing hard surfaces within the project limits. The project limits shall be defined by the length of the project, along the right-of-way, and the width of the right-of-way.
- G. Underground Utilities. Underground utility projects that replace the ground surface with in-kind material or materials with similar runoff characteristics are exempt.

15.19.050 Review Process

- A. The Site Assessment Review application, proposed project information, and other data and materials filed by an applicant for a Site Assessment Review shall be analyzed by the Director or his/her designee for a determination of completeness. The Site Assessment Review application shall be considered complete upon the occurrence of all of the following:
 - 1. The determination that the official Site Assessment Review application form is complete.
 - 2. The proposed project information, data, and other materials submitted are adequate to evaluate the proposed project.
 - 3. The Site Assessment Review fee has been paid by the applicant.
- B. All projects that are required to meet Minimum Requirements Nos. 1 – 5, as indicated in BIMC 15.20.060 related to stormwater manual standards, shall submit an application and are required to receive a written endorsement from the Director or his/her designee as provided in BIMC 15.19.050.D. prior to the city accepting any other development application. Projects required to meet Minimum Requirements 1 – 9 as indicated in BIMC 15.20.060 may submit an application concurrently with the request for a preapplication conference identified in BIMC 2.16.020. If the preapplication conference is waived in accordance with BIMC 2.16.020, the application and endorsement required by this chapter shall be completed prior to any other development application being accepted by the city.
- C. Those projects required to only meet Minimum Requirement No. 2 as indicated in BIMC 15.20.060 are encouraged to make use of the Site Assessment Review process prior to application for any required permits.
- D. The complete Site Assessment Review application, proposed project information, data, and other materials shall be reviewed by the Director or his/her designee for compliance based on the decision criteria in BIMC 15.19.060, and any other applicable regulations adopted by this chapter and other applicable laws and regulations. If the Director or his/her designee

determines that an applicant has completed the required Site Assessment Review, he/she shall endorse the review in writing with or without recommendations.

- E. The Department of Public Works or its designee may conduct a site visit(s) as part of the Site Assessment Review process and a review meeting shall be scheduled with the applicant.
- F. **Validity.** The completion of a Site Assessment Review shall not prevent the Director or his/her designee from thereafter requiring the correction of errors in an applicant's Site Assessment Review proposed project information or other data. An endorsed Site Assessment Review is not a permit and does not vest future development permits to any future updates to Chapter 15.20 BIMC. Any future building, clearing, or grading permit application that is utilizing a completed Site Assessment Review must comply with any applicable laws and city regulations that are in effect at the time such a development permit application is submitted.

15.19.060 Decision Criterion

The Director or his/her designee shall deem a Site Assessment Review complete if the information provided in the application demonstrates that the proposed actions and the information submitted comply with LID practices, as described in Chapter 15.20 BIMC and the adopted LID Manual, to the maximum extent practicable. Subsequent development permits (i.e., building, clearing, or grading) shall substantially conform with the completed Site Assessment Review. A Site Assessment Review may be endorsed with conditions or recommendations for future development permits.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:30 PM Resolution No. 2017-08, Amending the Fee Schedule to Add a Fee for Site Assessment Review, AB 17-051 - Public Works and Planning (Pg. 21)	Date: 7/11/2017
Agenda Item: UNFINISHED BUSINESS	Bill No.: 17-051
Proposed By: Public Works and Planning	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund:
Expenditure Req: N/A	Budgeted? Budget Amend. Req?

REFERRALS/REVIEW

Business Meeting: 4/25/2017	Recommendation: Forward to future City Council meeting.
City Manager: Yes	Legal: Yes Finance:

DESCRIPTION/BACKGROUND

Resolution No. 2017-08 adds a fee to the City's Fee Schedule to account for staff costs related to the new Site Assessment Review process.

RECOMMENDED ACTION/MOTION

I move that the City Council approve Resolution No. 2017-08, amending the fee schedule to add staff costs related to the new Site Assessment Review process.

ATTACHMENTS:

Description	Type
□ Resolution No. 2017-08	Backup Material

RESOLUTION NO. 2017-08

A RESOLUTION of the City of Bainbridge Island, Washington, amending Section 9 of the City's Fee Schedule to add a fee for Site Assessment Reviews.

WHEREAS, on [____], 2017, the City Council approved Ordinance No. 2017-03 adding a new Chapter 15.19 BIMC related to Site Assessment Reviews; and

WHEREAS, the City has determined a need to establish a fee for such Site Assessment Reviews to account for staff costs related to such review; and

WHEREAS, it is expected that each Site Assessment Review will take approximately four (4) hours of staff time, including administration, review of materials, communications with the applicant and the applicant's agents, site inspection, and related activities; now, therefore,

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DO RESOLVE AS FOLLOWS:

Section 1. Section 9, Building and Planning Fees, of the City's Fee Schedule is hereby amended to add the following fee:

<u>Site Assessment Review</u>	<u>\$400.00</u>
-------------------------------	-----------------

PASSED by the City Council this ____ day of _____, 2017.

APPROVED by the Mayor this ____ day of _____, 2017.

Val Tollefson, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	March 17, 2017
PASSED BY THE CITY COUNCIL:	_____, 2017
RESOLUTION NO.:	2017-08

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:40 PM Cultural Element Funding Ad Hoc Committee Recommendation, AB 17-103 - Councilmembers Roth, Scott and Townsend (Pg. 23)	Date: 7/11/2017
Agenda Item: UNFINISHED BUSINESS	Bill No.: 17-103
Proposed By: Councilmembers Wayne Roth (Chair), Michael Scott and Roger Townsend	Referrals(s):

BUDGET INFORMATION

Department: Council	Fund: General Fund
Expenditure Req: 2017 - \$25,000 to \$29,000; 2018 - \$0; 2019 - \$2,400 2020 - \$2,400	Budgeted? No Budget Amend. Req? Yes

REFERRALS/REVIEW

:	Recommendation:
City Manager:	Legal: Yes Finance:

DESCRIPTION/BACKGROUND

On January 24, 2017, the City Council formed an Ad Hoc Committee with the following scope of work:

1. *To consider the Cultural Element Implementation Funding provided in the City's 2017-18 Budget (\$150,000 annually). To provide City Council with a proposal that identifies goals for these funds, a process for distribution, and a process for reporting on the use and impact of these funds.*
2. *To consider whether the City should identify a "designated agent" for Cultural Element Implementation.*
3. *To consider the City's Public Art Program and propose to City Council any recommendations related to funding, structure, and administrative support for this program that may be appropriate in light of #1 and #2 above.*

At this time, the Ad Hoc Committee has developed a recommendation for items #1 and #2. The Ad Hoc Committee's recommendation is described in the attached memo, and includes the creation of a new citizen advisory committee.

If the City Council supports the approach proposed by the Ad Hoc Committee, subsequent action by the City Council would include:

- approval of an ordinance to create the new advisory committee (July);
- appointment of members to the committee (Jul/Aug);

- review and approval of the funding criteria to be used by the advisory committee; (Aug) and
- review and approval of a funding recommendation from the advisory committee (Nov/Dec).

The Ad Hoc Committee proposes to examine topic #3 in the Fall, once a process for the cultural element funding has been launched.

RECOMMENDED ACTION/MOTION

I move that the City Council approve the Ad Hoc Committee's recommendation.

ATTACHMENTS:

Description	Type
▣ Cultural Funding Recommendation	Backup Material



MEMORANDUM

Date: 6/13/2017

To: City Council
Doug Schulze, City Manager

From: Cultural Element Funding Ad Hoc Committee:
Councilmembers Wayne Roth, Michael Scott, and Roger Townsend

Subject: Proposed Process for City's Cultural Element Implementation Funding

A. Background

In January, 2017 the City Council appointed an Ad Hoc Committee (Committee) to develop a proposal for how the City should distribute \$300,000 for Cultural Element Implementation that was included in the 2017-18 Budget.

B. Community Engagement

During January – May, Committee members met several times with representatives from Arts and Humanities Bainbridge (AHB) and with other key stakeholders from community cultural organizations. The purpose was to solicit input on the goals for City funding and suggestions on the process by which funds might be distributed.

This engagement culminated in a larger meeting hosted by the Committee on March 7. The Committee invited the directors of nearly 30 community organizations, and roughly two-thirds were in attendance. A subsequent round-table hosted by AHB on March 22 was also well-attended.

Following these sessions, AHB provided the Committee with examples of cultural funding processes in use at other cities (see Attachment 1).

Incorporating feedback from these community conversations, the Committee members recommend the following priorities/framework for the City funding:

- Goals of City funding should be to support the community objectives identified within the Cultural Element of the Comprehensive Plan, to encourage the well-being of the island's significant cultural sector, and to foster opportunities for collaboration among recipient organizations.
- The process to award funding should meet the City's standards for transparency and fairness, should be as efficient as possible, should minimize administrative burdens for applicants, and should seek ways to incorporate the extensive knowledge and enthusiasm of community stakeholders.
- Reporting results should be designed to ensure the City's requirements for appropriate use of funds, and should also provide community insight into the impact of the City's financial support for local cultural organizations. Reporting should be streamlined, to reduce burdens on recipient organizations.

C. Process Recommendation

The notes below provide an outline for a proposed process to deploy the City's cultural funding. If City Council approval for this approach is completed during June-July, the award process could be implemented on a timeline that would allow funding decisions by year-end 2017.

1. **Adopt a two-year funding cycle.** This approach reduces the administrative burden on applicants, recipients, and City staff. It allows more continuity in funding decisions and a longer planning horizon for recipient organizations. It also allows the City to balance the work to support its two major funding cycles (human services funding and cultural funding) by scheduling these award cycles in alternating years. Using this schedule, funding decisions in fall, 2017 would award funding to support cultural activities in 2018 and 2019. The City would then run the human services award cycle as scheduled in 2018 (to support activities in 2019 and 2020), and would run the next cultural funding award cycle in 2019 (to support activities in 2020 and 2021).
2. **Solicit funding proposals through an open, competitive process.** The Committee proposes the City issue and publicize a Request for Proposals (RFP) to seek community-driven ideas on how best to use the City's funding. This "bottom-up" approach has worked well in other funding processes, allows for the greatest flexibility in the use of funds, and is relatively familiar to both the City and potential applicants.
3. **Community participation through a citizen advisory committee.** As part of their scope of work, the Committee considered whether the City should identify a community organization to manage this funding. The Committee reviewed the examples provided by AHB of similar programs in other jurisdictions. While none of these examples used a designated agent, nearly all relied on a citizen group as a key element, frequently

referred to as an “arts council.” The extent of the arts council role varied across the examples, but the Committee agreed there is clear benefit to the City from having an organized and formal channel for citizen participation in decisions related to public funding for cultural activities.

Recognizing the importance of active community participation, the Committee proposes the creation of a new citizen advisory committee with the suggested name Cultural Funding Advisory Committee (CFAC). CFAC would be responsible for reviewing proposals for cultural funding, and developing a funding recommendation for final consideration and approval by City Council. The use of a citizen committee in this role will allow the City to benefit from the community’s own extensive knowledge about our cultural sector, and to tap the enthusiasm and experience of local leaders. A citizen committee will also provide a high degree of transparency for award decisions, and will allow for good management of potential conflicts of interest. The Committee recommends that the CFAC be established through City ordinance, with standards similar to other advisory committees:

- Membership goal is seven voting members.
- Members cannot currently serve as active board members or paid staff of organizations that will apply for funds.
- A City Councilmember serves as non-voting Chair.
- Appointments to be made by City Council.
- Members are subject to OPMA/PRA.
- Term is complete when funding decision is approved by City Council.

4. Partnership with AHB. The Committee proposes to continue the City’s partnership with AHB by requesting their assistance with two key aspects of the funding process. First, AHB will review applications to the CFAC, and will nominate candidates for the City Council to appoint. Second, AHB will provide input to the City during Summer 2017, to assist with the development of proposed funding criteria, eligibility, and potential categories for awards. This information will be used to finalize the RFP and to provide guidance for the CFAC in their deliberations.

5. Facilitation for CFAC. The Committee recommends that the City engage professional expertise to assist with the City’s funding process, and to support and facilitate the CFAC’s work. At the front end of the process, there is a need to review and develop RFP materials, to confirm the format and content for the application, to identify and design reporting requirements, and to finalize criteria and other aspects of the City funding framework. Once CFAC begins its work, there is a need to provide orientation to its members on a range of topics including grant-making principles, best practices within

the arts and culture sector, how to assess proposals, and how to apply the City's guidelines on criteria and eligibility.

To help ensure a high degree of professionalism in the cultural funding process, the Committee recommends that the City engage the support of knowledgeable and experienced practitioners working in the field. To provide these services, the Committee recommends that the City engage The Giving Practice (TGP), a consulting service within Philanthropy Northwest. The use of professional resources with experience in grant-making and arts funding will provide CFAC with access to best practices and will help to encourage a successful and well-supported funding process. In addition, the use of these resources will avoid additional impact to City staffing. The TGP proposal for its support of the proposed 2017 award cycle is provided (see Attachment 2). As shown, the proposed fees for these services, including assessment of annual reports in 2019 and 2020, is equal to roughly 10% of the \$300,000 funding pool. TGP has provided similar services in support of the City's human services funding process, and their work was well-received by both committee members and the applicant organizations. The Committee recommends that the cost for these services not reduce the \$300,000 in funding for cultural element implementation.

6. **City staff administer funding agreements.** The Committee expects that the City will approve 10-15 funding proposals within each two-year cycle, and recommends that City staff take responsibility for issuing funding agreements to each recipient and for processing payments and reporting. Executive and Finance department staff are fully knowledgeable about City contracting and accounting procedures, and can efficiently manage these additional agreements without significant increase to workload.
7. **Reporting required on an annual basis.** The Committee recommends that funding recipients be required to provide reporting on an annual basis. This schedule will minimize the administrative burden to recipients while ensuring that the City and community receive useful information on the impact of City funding. Reporting requirements will be designed to elicit insight into each program's goals and results, level of community participation, effect on organizational capacity, and collaboration within the cultural sector. As indicated above, the Committee proposes to use TGP to review these reports and to help assess outcomes and results against each project's initial funding proposal.

D. Decision Points/Next Steps

The items listed below summarize decisions and actions required to complete a City funding process by the end of 2017. A timeline of this process is presented in Attachment 3.

1. Establish CFAC. City Council approves ordinance, City solicits applications, AHB reviews applicants and provides nominations, City Council appoints members.
2. Engage TGP per terms of proposal. A professional services agreement would be executed with TGP to cover activities during 2017 and the review of annual results in Q1-2019 and Q1-2020. This agreement would be managed by the Executive department. The cost for this support in future cycles is likely to be lower, since many of the first cycle activities will not be needed.
3. Develop detailed information on funding program/criteria, eligibility and reporting requirements, with input from AHB and TGP. Proposed framework and RFP content to be reviewed with City Council in summer, 2017. City to issue final RFP around September 1, with deadline to submit proposals around October 1.
4. CFAC meets, receives orientation, and reviews funding proposals in October-November.
5. CFAC develops funding recommendation and City Council considers for approval before December 31. Funds will be awarded to support activities in 2018 and 2019.
6. In Q4-2017, TGP will solicit feedback on the award cycle process from applicants and CFAC members. Any issues identified or recommendations will be formally captured in a written report, in order to inform future award cycles.
7. Following City Council approval, funding agreements will be executed between the City and recipient organizations. Recipients will submit quarterly invoices during 2018-19, to be administered by City staff.
8. Recipients will submit annual reporting in January 2019 and January 2020. These reports and the results of the City funding will be reviewed and assessed by TGP.

ATTACHMENT 1

Examples of Similar Programs Provided By AHB

Below is a list of several regional cities and their respective arts funding agencies. Although several may have worthwhile systems and processes from which to learn, based upon median household income and populations, the three closest benchmarks for Bainbridge Island may be: (i) City of Mercer Island Arts Council, (ii) Arts Commission-City of Bellevue, and (iii) Issaquah Arts Commission Funding plus maybe, the City of Bellingham Arts Commission.

Organization	City/Metro Area	County	Population (census year)		AVG Household Income	Website
Port Townsend Arts Commission	Pt. Townsend, WA	Jefferson	9,210	2013	\$43,050	http://cityofpt.us/ptarts/
Arts Commission City of Bremerton	Bremerton, WA	Kitsap	39,520	2015	\$43,527	http://www.ci.bremerton.wa.us/229/Arts-Commission
Arts Commission - City of Spokane	Spokane, WA	Spokane	210,721	2013	\$46,463	https://my.spokanecity.org/bcc/commissions/arts-commission/
Tacoma Arts Commission	Tacoma, WA	Pierce	203,446	2013	\$51,269	https://www.cityoftacoma.org/government/committees_boards_commissions/Tacoma
City of Bellingham Arts Commission	Bellingham, WA	Whatcom	82,631	2013	\$61,366	https://www.cob.org/gov/public/bc/arts
Office of Arts & Culture /City of Seattle	Seattle, WA	King	3,733,580	2016	\$61,366	http://www.seattle.gov/arts/
Cultural Arts Foundation NW	Poulsbo, WA	Kitsap	9,509	2013	\$72,693	http://www.cafnw.org/links.html
Edmonds Public Facilities District	Edmonds, WA	Snohomish	40,727	2013	\$72,926	http://www.edmondscenterforthearts.org/epfd
Issaquah-Arts Commission Funding	Issaquah, WA	King	33,566	2013	\$88,770	http://www.ci.issaquah.wa.us/index.aspx?NID=260
Arts Commission City of Bellevue	Bellevue, WA	King	133,992	2013	\$92,524	http://www.ci.bellevue.wa.us/arts_comm.htm
Arts & Humanities Bainbridge	Bainbridge Island, WA	Kitsap	23,196	2013	\$95,976	-
City of Mercer Island Arts Council	Mercer Island, WA	King	22,699	2016	\$127,360	http://www.mercergov.org/Page.asp?NavID=529

ATTACHMENT 2

Proposal from The Giving Practice (TGP)

2018 – 2019 Cultural Arts Fund

Scope of Work Proposal:

Developing Grantmaking Structure and Process

City of Bainbridge Island

Submitted by:

Anne Katahira, Senior Advisor

Leslie Silverman, Partner

The Giving Practice

May 12, 2017

CULTURAL ARTS FUND

AWARD CYCLE 2018-19

The Giving Practice (TGP) proposes to facilitate the 2018-2019 Arts and Culture grants process for the City of Bainbridge Island ("City") from the initial shaping of the request-for-proposals (RFP) and developing guidance and criteria, to facilitating the review process through the recommendations stage. Every member of the TGP team brings *practitioner* perspectives, knowledge and experience to all engagements from strengthening board governance and strategy development to more externally focused projects such as funder collaboratives and improved grantmaking practices. The scope below includes estimates for two consultants, one of whom will be the primary resource and point of contact for the review committee.

Background

As stated in the City's Comprehensive Plan, the Cultural Element is charged with the following:

Arts and humanities are an integral part of the community fabric. They contribute to the economic vitality, community character, livability, and quality of life of Bainbridge Island. The City includes funding for the arts and humanities in its biennial budget. This funding also supports local artists. Public art displays on City-owned property provide professional development opportunities for artists.

There are five goals to support this mission and a high priority action to "consider work and living space for artists..." The budget for the City's Cultural Element Implementation is roughly \$300,000 for two years.

Project Outline

Phase I: Develop Funding Goals and Criteria/Develop and Issue RFP

Phase I of this project is anticipated to begin in July and continue through early September 2017. During this first phase, TGP will work closely with the City and Council members to launch a process for cultural funding that can support changes and continuous improvements over time. The primary focus in this phase will be the development of funding criteria and/or priorities, and development and issuance of an RFP to solicit funding proposals. Activities leading to the RFP's creation will include the following (items in bold represent TGP-led activities reflected in budget further below):

1. Develop recommendations for priorities and policies for funding (July/Aug) Lead: TGP

TGP, in coordination with the arts and culture community stakeholders, will solicit input through various formats (e.g., community meetings, online survey, focus group or 1:1 interviews) aimed to identify key guidelines that will help shape the RFP development:

- Intended goal(s) of the fund and success indicators to assess progress against goal(s)
- Priorities and criteria to be used to assess funding proposals
- Eligibility and reach (including type of grant recipient, use of funds, activities, etc.)
- Reporting expectations

2. Develop RFP Content and Format (Aug) Lead: TGP

TGP, in coordination with City staff, will develop a proposed format for the RFP that incorporates the results from #2 (above). The RFP will be developed to reflect TGP's understanding of regional best practices and guidance from similar funding processes. The RFP will be designed to be easy for

applicants to use and to elicit information that is helpful and necessary for the review committee's assessment of funding proposals. Document design will consider ease of capturing information for contracting and reporting purposes.

3. Issue and publicize the RFP (Aug/Sept) Lead: City
4. **Hold an informational meeting for applicants about the process (Sept)** Lead: TGP
Potential applicants will be invited to attend an informational session wherein questions about the RFP, application and decision process will be answered.

Phase II: Review Committee Orientation, Support and Facilitation

Phase II of this project is anticipated to range from September through December 2017. During this second phase, The Giving Practice will work closely with the City to provide orientation and support to the review committee, coordinate the application review process (including applicant presentations) and facilitate the committee's work to develop a funding recommendation for consideration by the City Council. This phase will conclude with funding decisions made. Key activities will include:

1. Establish and Appoint the Review Committee (July/Aug) Lead: City
2. **Conduct orientation for review committee members (Sept)** Lead: TGP
TGP will provide the review committee with an overview of the grant cycle through the funding decision with a focus on the role committee members will play in the process. The orientation will incorporate TGP's understanding of best practices for grantmaking and common questions and issues.
3. **Facilitate committee review meetings (Sept – Nov)** Lead: TGP
TGP will facilitate two proposal review meetings and make necessary preparations for the applicant presentations meeting, including sending reviewer questions in advance to applicants. TGP will prepare agendas and committee materials and notes from each meeting.
4. **Facilitate funding recommendations (Nov)** Lead: TGP
TGP will provide facilitation and support the committee to incorporate feedback and assessment into a funding recommendation.
5. **Present funding recommendations to City Council (Nov/Dec)** Lead: TGP
TGP will prepare a final written report to reflect the committee's recommendation for funding. This recommendation will be presented to City Council for their consideration.
6. **Report on Award Process (Dec)** Lead: TGP
TGP will use survey tools to solicit feedback from all funding applicants and review committee members on the City's funding process. TGP will provide the results in a written report that can be used to identify any potential changes or points of emphasis for the next award cycle.

Phase III: Annual Report Review and Assessment

Phase III of this project is anticipated to begin in early 2019 and continue through first quarter of 2020. During this final phase, The Giving Practice will provide review of annual reports and synthesize results and impacts from the City funding. Activities during this phase will include:

1. Upon receipt of annual reports from funding recipients, the City will send reports to TGP for full review. Reports will capture agreed upon deliverables and quality of outcomes.
 - 2019 Q1 (for activities in 2018)
 - 2020 Q1 (for activities in 2019)
2. TGP will review reports and synthesize key themes, challenges and outcomes. TGP will provide a written assessment to capture the impact of the City funding process as a whole. TGP will also identify any potential issues or concerns related to individual funding recipients, with respect to expected versus actual outcomes, implementation challenges, budget performance or other issues.

Budget and Timeline

Phase	Estimated Cost *
Phase I: Develop Funding Goals and Criteria/Develop and Issue RFP <i>July – September 2017</i>	\$10,000 – 12,000
Phase II: Review Committee Orientation, Support and Facilitation <i>September – December 2017</i>	\$14,500 – 16,500 *
Phase III: Annual Report Reviews and Assessment <i>2019 Q1 and 2020 Q1</i>	\$3,800 – \$4,800 *
Expenses: Anticipated expenses include ferry ride fees for meetings on BI	Up to \$500
Total 2017 – 2019	\$28,800 – \$33,800

* Ranges based on due diligence review of estimated fifteen proposals and the annual review roughly ten approved grants ("contracts").

Budget Timeline (annual)	2017	2018	2019 (Q1)	2020 (Q1)
<i>Estimated budget</i>	\$25,000 – 29,000	0	\$1,900 – 2,400	\$1,900 – 2,400
<i>Deliverables</i>	Phase I and II: RFP guidance and criteria development, RFP meeting for prospective applicants, committee orientation, review facilitation and recommendations; also project management (agenda, minutes, as needed)	No TGP deliverables	Phase III: Summary analysis and learnings based on grantee report reviews (deliverable to Council)	Phase III: Summary analysis and learnings based on grantee report reviews (deliverable to Council)

The Giving Practice consultants strive to work as efficiently as possible and always in the best interests of their clients. The Giving Practice charges \$300 an hour for senior advisors and \$250 for partners. For travel time the consultant is unable to use for work on the project, time will be billed at 50% of the hourly rate. Expenses are billed at cost.

ABOUT THE GIVING PRACTICE

The Giving Practice is a team of consultants who blend customized solutions and deep knowledge of the field to help families, foundations and corporations navigate the changing landscape of today's philanthropy. We develop authentic relationships with our clients that allow them to experience joyful, meaningful and effective work. We celebrate philanthropy that is diverse and inclusive as we work to create and sustain strong, equitable and healthy communities.

HOW WE WORK

- ❖ **Values first.** We help you achieve your goals by working from the values that motivate your philanthropy.
- ❖ **Funder knowledge.** We bring decades of direct work experience in foundations. We are part of Philanthropy Northwest, a network of almost 200 family, private, community and corporate funders.
- ❖ **National perspective.** We are based in the Northwest and work with clients throughout the United States.
- ❖ **Continuous learning.** We emphasize learning in our projects, incorporate the latest ideas from the field, and help you build a knowledge for others to benefit from.
- ❖ **Customized solutions.** We work with you as a partner and adapt our approach to your unique organizational culture, skills and ways of working.

ABBREVIATED CLIENT LIST

ArtsFund
J.A. and Kathryn Albertson Foundation
Bill & Melinda Gates Foundation
Greater Tacoma Community Foundation
Group Health Community Foundation
W.K. Kellogg Foundation
Meyer Memorial Trust

Northwest Area Foundation
Premera Blue Cross
Rasmuson Foundation
Satterberg Foundation
Seattle Foundation
Surdna Foundation
Virginia Piper Charitable Trust

THE GIVING PRACTICE TEAM



Anne Katahira
Senior Advisor, The Giving Practice
akatahira@philanthropyNW.org

Anne brings 20+ years of experience in foundation and nonprofit organizational management, development and governance, strategic communications, external affairs and philanthropic advising. She is effective at making connections between people, ideas and resources, particularly in arts and culture and civic engagement spaces. Prior to joining The Giving Practice, Anne helped multi-generational family foundations develop shared visions and strategies for impact at Arabella Advisors. At WaMu, she managed a \$6.9 million charitable giving budget, served as lead corporate grantmaker for the arts education portfolio and relationship manager to key arts partner organizations including Seattle Art Museum, Pacific Northwest Ballet and ACT Theatre, while providing personalized grantmaking consultation and board training to the bank's top 240 executives. As a program officer at Seattle Foundation, Anne worked to increase access to resources and transparency in the field for traditionally underserved communities and for a number of years, led the foundation's arts and culture grantmaking.

Anne served on the board and Writers in Residence Selection Committee of Hedgebrook, a literary arts organization that supports women writers and amplifies their voices into the world; Allocations Committee for ArtsFund, representing WaMu, and as an Arts and Cultural Organizations Peer Review Panelist for the City of Seattle, Office of Arts & Culture. Anne was a founding member of Asian Americans and Pacific Islanders in Philanthropy's Pacific Northwest Chapter and DC-based Cherry Blossom Giving Circle. She received Philanthropy Northwest's Mary Helen Moore Volunteer of the Year Award in 2004. Recently, Anne returned to her hometown of Seattle after seven years in Washington, D.C. and New York City. She holds a bachelors degree from Oberlin College.



Leslie Silverman
Partner, The Giving Practice
lsilverman@philanthropyNW.org

Leslie brings twenty years of experience with private and public grantmakers, in roles touching all areas of grantmaking from program officer to grants manager. As a founding committee member of the national Project Streamline initiative, Leslie places a high value on strengthening funder-grantee relationships and fostering peer learning among funders and non-profit organizations. Prior to joining The Giving Practice, Leslie worked as a grants manager with the education team at the Bill & Melinda Gates Foundation, with the primary role of seeing proposals through all key grantmaking phases (e.g. proposal review, due diligence, reporting, and grant close-out) and participated as an internal subject matter expert in the build out of a new grants management system.

Leslie also served as a program officer for the national AmeriCorps program (through DC-based Corporation for National and Community Service) and provided program oversight, training and technical support to a portfolio of five states in the southeastern region. Grant recipients addressed a range of needs

from housing and education to community engagement, with a keen focus on fund diversification in rural areas. Leslie enjoys working with funders committed to streamlined grantmaking processes and finding solutions that best advance their strategic interests. At every possible opportunity, Leslie applies her cross-sector experience to help organizations be more efficient and effective in advancing their mission.

ATTACHMENT 3

Draft Timeline for 2017 Award Process

Proposed 2017 Timeline – Cultural Funding Award Cycle for 2018-19 Funding

June 1, 2017

Month	Task	Responsibility
General:		
June/July	Approve general process and approach	City Council
June/July	Approve creation of advisory committee (CFAC)	City Council
June/July	Establish City Councilmember as Non-Voting Chair	City Council
June/July	Develop general timeline for award cycle	Staff/Chair
Appointing the Committee:		
July	Publicize and solicit applications for CFAC	Staff/AHB
Aug	Schedule interviews with committee applicants	Staff/AHB/Chair?
Aug	Review applicants and nominate candidates	AHB/Chair?
Sep 1	Appoint award committee members	City Council
Sep 1	Notify award committee members	Staff
Developing/Issuing the RFP:		
July/Aug	Develop proposed funding framework and RFP format: <ul style="list-style-type: none"> • funding priorities/criteria • eligibility • max/min award amounts • reporting requirements 	AHB/TGP/Staff/Chair
Aug/Sep	City Council reviews RFP to confirm funding framework, etc.	City Council
Sep	Revise RFP materials as needed and finalize	Staff
mid-Sep	Issue/publicize RFP for 2018-19 funding proposals	Staff/TGP
mid-Sep	Informational meeting for applicants	TGP/Staff
mid-Oct	Deadline to submit funding proposals	Staff
Intake & Review of Proposals:		
July/Aug	Award committee members meet for orientation	TGP/CFAC
July/Aug	Committee identifies dates for review meetings and applicant presentations	TGP/CFAC
Sep/Oct	Schedule applicant presentations	Staff
late Oct	Receive presentations from applicants	CFAC
Oct/Nov	Award committee reviews 2018-19 proposals	TGP/CFAC
late Nov	Develop 2018-19 funding recommendation	TGP/CFAC
Nov/Dec	Review and approve 2018-19 funding recommendation	City Council
Dec	Notify applicants of award results	Staff
Jan	Draft agreements for 2018-19 recipients	Staff

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:50 PM Proposal for Community Partner Workshops, AB 17-104 - Councilmembers Roth, Scott and Townsend (Pg. 42)	Date: 7/11/2017
Agenda Item: UNFINISHED BUSINESS	Bill No.: 17-104
Proposed By: Councilmembers Wayne Roth, Michael Scott, and Roger Townsend	Referrals(s):

BUDGET INFORMATION

Department: Council	Fund: General Fund
Expenditure Req: 2017 - \$2,500; 2018 - \$14,000; 2019 - \$12,900	Budgeted? No Budget Amend. Req? Yes

REFERRALS/REVIEW

:	Recommendation:
City Manager:	Legal: Yes Finance:

DESCRIPTION/BACKGROUND

The City currently provides significant annual funding to 20+ local nonprofit organizations through the City's human services support and tourism funding (LTAC). This range of partnerships may be further expanded with the proposed process to provide cultural funding to local organizations. If the proposed cultural funding is included, the City's combined annual expenditures for these three programs would total roughly \$700,000 across 30 or more community partners. The City's annual financial support for these programs represents roughly 5% of all General Fund expenditures.

The City's funding provides important benefit to these community partners, nearly all of which are nonprofit organizations based in the community. The City has a strong interest in seeking ways to leverage and enhance the impact of City funding, so that public financial support can generate longer term, identifiable results. The City also seeks to encourage the organizational capacity of these community partners, so that access to City funding can help to grow community resources and promote a mix of funding sources and strategies.

With these goals in mind, the City has identified an opportunity to efficiently add value across the City's funding programs, and to benefit all recipient organizations, by offering a series of "Community Partner Workshops." The goal of these workshops will be to build the organizational capacity of these local organizations, as a cohort, and to foster collaboration among City partners.

The City proposes to engage The Giving Practice (TGP) to facilitate and present these workshops. As described in the attached proposal, workshops will occur three times per year, and will be open to nonprofit

organizations that receive City funding. Areas of focus will include:

- Building Capacity
- Community Engagement
- Collaborating from the Inside Out
- Measuring Impact
- Leveraging Resources
- Peer Coaching
- Telling Your (Organization's) Story
- Board Development and Engagement
- Other topics to be identified by participants

The concept for these community partner workshops was developed through the review of the City's support for cultural element implementation, and is in part a response to the community feedback on the positive benefits from collaboration among local organizations. This proposal also benefited from the Ad Hoc Committee members' previous experience on both LTAC and human services advisory committees.

If approved, planning for the community partner workshops would begin in late 2017 and the workshops would be held in 2018 and 2019. The cost to develop, organize, and deliver the workshops would be less than \$15,000 per year. This equates to roughly 2% of the combined funding pool.

RECOMMENDED ACTION/MOTION

I move that the City Council approve the proposed community partner workshops.

ATTACHMENTS:

Description	Type
▣ TGP Workshop Proposal	Backup Material

Proposal for City of Bainbridge Island Community Partner Workshop Series

Submitted by:

Anne Katahira, Senior Advisor

Leslie Silverman, Partner

The Giving Practice

June 2, 2017

Background

The City of Bainbridge Island provides extensive financial support to local nonprofit organizations through several annual funding programs. Across a range of activities that includes human services, cultural programming, and tourism projects, the City's combined financial support totals roughly \$700,000 each year to 25-30 local organizations. This represents approximately 5% of all General Fund expenditures.

The City's funding provides significant benefit to these community partners, nearly all of which are nonprofit organizations based on Bainbridge Island. The City has a strong interest in seeking ways to leverage and enhance the impact of its funding, so that public financial support can generate longer-term, identifiable results beyond single funding cycles and benefits to individual organizations. The City also seeks to encourage the organizational capacity of these community partners, so that access to City funding can help to grow community resources and promote a mix of funding sources and strategies. In this way, the City funding can help to boost the overall health of the local nonprofit sector, and ultimately strengthen the community as a whole.

With these goals in mind, the City has identified an opportunity to efficiently add value across the City's funding programs, to benefit all recipient organizations, by offering a series of "Partner Workshops." The goal of the Workshops will be to build the organizational capacity of these organizations, as a cohort, and to foster collaboration among partners to draw out the expertise they hold to share with each other.

Proposed Project

The Giving Practice proposes to develop and conduct a series of learning exchanges preliminarily referred to as the "Community Partner Workshop Series." This series of workshops will bring together grantees from the City's funding programs—Tourism, Human Services, and Cultural Funds—to embrace best practices and exchange new ideas aimed to build capacity, improve program quality, and strengthen a sense of community among participants, as some of the goals. Additional goals will be identified by the participants themselves, at the launch of the workshop series and through ongoing feedback.

Specifically, the workshops would provide an opportunity for nonprofit leaders and staff to deepen learning on issues of interest. Based on The Giving Practice's experience designing workshops for conferences and funders, subject areas that draw high participation include capacity building for growth and quality program/service delivery, communicating successes and challenges with the community, funding partners and other stakeholders, engaging community voices in organizational strategy and program design, enhancing board development and engagement, fostering a culture of diversity, equity and inclusivity, and teaching active facilitation practices for staff and board retreats/meetings.

The goal is to provide a platform for learning and collaboration, and to help build organizational capacity among participants. The content and format of the workshop series will be designed to improve the health, stability and effectiveness of partner organizations, to strengthen relationships between organizations, to encourage greater collaboration, and to help community partners learn strategies to leverage and diversify funding sources to better sustain operations and services.

Approach to Facilitating Learning Exchanges

The Giving Practice has extensive experience designing and facilitating learning exchanges with a wide range of audiences. Our approach is to work collaboratively with our clients to identify the desired outcomes of any session and then design the agenda(s) in a way that allows participants to engage authentically, to provide candid and thoughtful input and to build relationships with other participants. We believe that learning involves deep listening, adaptation and guidance and we also strive to make our workshops interactive and fun. We will work in partnership with you to design a process that encourages peer-to-peer learning, acknowledging that participants already bring different areas of expertise or knowledge of best practices that can be shared.

Proposed Process and Structure

Beginning in the fall of 2017, The Giving Practice team will work collaboratively with the City and its community partners to design the learning workshops so that they are relevant, productive, and engaging. We propose to develop several formats for survey tools to gather input from partners and other stakeholders on learning topics of greatest interest, as well as learning formats that partners find to be most effective. Session delivery and format will be designed with participant roles in mind.

The goals of these series include collaboration, knowledge exchange, peer connections and networking. All recipients of the City's Tourism, Human Services and Cultural funding will be encouraged to participate in the workshop series. To accomplish the series' goals, regular participation from each community party receiving funds is necessary. Upon the guidance of the City, other organizations and community representatives may be invited, as well.

The estimates below assume two workshop facilitators and 20-30 participants, with each of the three annual workshops (six total) running for approximately two hours.

Examples of topics to consider and in which The Giving Practice brings content expertise include:

1. Building Capacity
How can you strengthen your organization for greater effectiveness with a focus on organizational stability, financial wellbeing, program quality and growth?
2. Community Engagement
How can you better connect the community with your mission? To engage community members in programming or services? Are there opportunities for community voice in your organization's strategic planning process?
3. Collaborating from the Inside Out
How are you a true partner with others within your organization and what ways can you be more effective in working with other organizations in your community?
4. Measuring Impact
What are some simple, low cost strategies and tools you can use to demonstrate impact?
5. Leveraging Resources
How can you use your network to leverage your resources?
6. Peer Coaching
How can you partner with peers to sharpen your own tools to be your best at work or to advance to a new role?

7. Telling Your (Organization's) Story
What are creative and eye-catching ways to demonstrate impact? How can you use data to make a compelling case for support or to share success with donors and community partners? How best to work with funders in conveying not only the successes but also the challenges.
8. Board Development and Engagement
What are effective strategies to build a strong board and/or engage board members to better leverage their strengths/expertise and add value to the organization? What attributes make a successful, working board and what information does your board need to be more engaging and more effective in their role?
9. Other topics identified through survey responses with grantee participants

Proposed Schedule of Learning Sessions

1. February/March 2018
2. July/August 2018
3. October/November 2018
4. February/March 2019
5. July/August 2019
6. October/November 2019

Work Plan and Budget

Timeline	Activity	Estimated Cost
July/ August 2017	Planning meetings with City to determine workshop dates and survey questions	\$2,200
Early January 2018	Survey grantee organizations (approx. 25)	\$1,100
2018: Three workshops	Facilitation (includes prep, facilitation, post-evaluation). Each session up to 2 hours each + 3 hours total for pre- and post-time.	\$9,900
Year End 2018	Synthesize post-session survey feedback; lessons learned and what worked well	\$2,400
2019: Three workshops	Facilitation (includes prep, facilitation, post-evaluation). Each session up to 2 hours each + 3 hours total for pre- and post-time.	\$9,900
Year End 2019	Synthesize post-session survey feedback; lessons learned and what worked well	\$2,400
On-going (2017-2019)	Project management	\$1,000
	Estimated expenses include ferry ride fees for meetings	Up to \$500
	Total	\$ 29,400

Budget Timeline (annual)	2017	2018	2019
<i>Estimated budget</i>	\$2,500	\$14,000	\$12,900
<i>Deliverables</i>	Workshop planning, solicit input from community partners, set up 2018 calendar project management (agenda, minutes, as needed)	Deliver three (3) workshops/learning sessions (includes pre-planning and post-evaluation) Prepare Summary Report Plan for 2019 calendar	Deliver three (3) workshops/learning sessions (includes pre-planning and post-evaluation) Prepare Summary Report

The Giving Practice consultants strive to work as efficiently as possible and always in the best interests of their clients. The Giving Practice charges \$300 an hour for senior partners and senior advisors; \$250 an hour for partners; \$125 an hour for research analysts and \$60 for administrative support for non-members of Philanthropy Northwest. For travel time the consultant is unable to use for work on the project, time will be billed at 50% of the hourly rate. Expenses are billed at cost.

We have learned that scopes of work evolve as we work closely with our clients. We will give ongoing updates of costs to date and will prepare new cost estimates if the scope of work changes significantly.

About The Giving Practice

The Giving Practice is a team of consultants who blend customized solutions and deep knowledge of the field to help families, foundations and corporations navigate the changing landscape of today's philanthropy. We develop authentic relationships with our clients that allow them to experience joyful, meaningful and effective work. We celebrate philanthropy that is diverse and inclusive as we work to create and sustain strong, equitable and healthy communities.

HOW WE WORK

- ❖ **Values first.** We help you achieve your goals by working from the values that motivate your philanthropy.
- ❖ **Funder knowledge.** We bring decades of direct work experience in foundations. We are part of Philanthropy Northwest, a network of almost 200 family, private, community and corporate funders.
- ❖ **National perspective.** We are based in the Northwest and work with clients throughout the United States.
- ❖ **Continuous learning.** We emphasize learning in our projects, incorporate the latest ideas from the field, and help you build knowledge for others to benefit from.
- ❖ **Customized solutions.** We work with you as a partner and adapt our approach to your unique organizational culture, skills and ways of working.

ABBREVIATED CLIENT LIST

ArtsFund
J.A. and Kathryn Albertson Foundation
Bill & Melinda Gates Foundation
Greater Tacoma Community Foundation
Group Health Community Foundation
W.K. Kellogg Foundation
Meyer Memorial Trust

Northwest Area Foundation
Premera Blue Cross
Rasmusson Foundation
Satterberg Foundation
Seattle Foundation
Surdna Foundation
Virginia Piper Charitable Trust

The Project Team



Leslie Silverman

Partner, The Giving Practice

lsilverman@philanthropyNW.org

Leslie brings twenty years of experience with private and public grantmakers, in roles touching all areas of grantmaking from program officer to grants manager. As a founding committee member of the national Project Streamline initiative, Leslie places a high value on strengthening funder-grantee relationships and fostering peer learning among funders and non-profit organizations. Prior to joining The Giving Practice, Leslie worked as a grants manager with the education team at the Bill & Melinda Gates Foundation, with the primary role of seeing proposals through all key grantmaking phases. Leslie also helped in developing the new staff workshops and training curriculum to onboard new employees, and currently facilitates two funder collaboratives, and is a regular presenter for the Philanthropy Institutes (offered 2-3 times/year to funders).

Leslie also served as a program officer for the national AmeriCorps program (through DC-based Corporation for National and Community Service) and provided program oversight, training and technical support to national, state, and local nonprofit organizations and networks. Leslie enjoys working with funders committed to streamlined grantmaking processes to reduce the burden on the nonprofit organizations so that more time and resources are invested in the organization mission.



Anne Katahira

Senior Advisor, The Giving Practice

akatahira@philanthropyNW.org

Anne brings 20+ years of experience in foundation and nonprofit organizational management, development and governance, strategic communications, external affairs and philanthropic advising. She is effective at making connections between people, ideas and resources, particularly in arts and culture and civic engagement spaces. Prior to joining The Giving Practice, Anne helped multi-generational family foundations develop shared visions and strategies for impact at Arabella Advisors. At WaMu, she managed a \$6.9 million charitable giving budget, served as lead corporate grantmaker for the arts education portfolio and relationship manager to key arts partner organizations including Seattle Art Museum, Pacific Northwest Ballet and ACT Theatre, while providing personalized grantmaking consultation and board training to the bank's top 240 executives. At WaMu, she created the first board training program for senior executives including workshops on governance, fundraising and understanding nonprofit finances. As a program officer at Seattle Foundation, Anne worked to increase access to resources and transparency in the field for traditionally underserved communities and for a number of years, led the foundation's arts and culture grantmaking.

Anne served on the board and Writers in Residence Selection Committee of Hedgebrook, a literary arts organization that supports women writers and amplifies their voices into the world; Allocations Committee for ArtsFund, representing WaMu, and as an Arts and Cultural Organizations Peer Review Panelist for the City of Seattle, Office of Arts & Culture. Anne was a founding member of Asian Americans and Pacific Islanders in

Philanthropy's Pacific Northwest Chapter and DC-based Cherry Blossom Giving Circle. She received Philanthropy Northwest's Mary Helen Moore Volunteer of the Year Award in 2004. Recently, Anne returned to her hometown of Seattle after seven years in Washington, D.C. and New York City. She holds a bachelor's degree from Oberlin College.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:00 PM Ordinance No. 2017-18, Establishing a Cultural Funding Advisory Committee (CFAC), AB 17-103 - Executive (Pg. 52)	Date: 7/11/2017
Agenda Item: NEW BUSINESS	Bill No.: 17-103
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:
City Manager:	Legal: Finance:

DESCRIPTION/BACKGROUND

This agenda item is to consider Ordinance No. 2017-18 to create the Cultural Funding Advisory Committee.

This proposed new citizen advisory committee will work to develop a funding recommendation for City Council consideration and approval. Members will be appointed to work on a single, two-year funding cycle. Members appointed in 2017 will work to develop a funding recommendation for awards in 2018 and 2019. Committee members' terms will end once the Council has approved a funding recommendation.

RECOMMENDED ACTION/MOTION

I move that the City Council forward to the July 25 consent agenda for approval Ordinance No. 2017-18, creating a new Cultural Funding Advisory Committee.

ATTACHMENTS:

Description	Type
CFAC Ordinance	Backup Material

ORDINANCE NO. 2017-18

AN ORDINANCE of the City Council of Bainbridge Island, Washington, establishing the role, composition, and duties of the Cultural Funding Advisory Committee and creating a new Chapter 2.43 of the Bainbridge Island Municipal Code.

WHEREAS, the City Council appointed an ad hoc committee (“Committee”) to develop a proposal for how the City should distribute funding for cultural element implementation; and

WHEREAS, the Committee met several times with a wide-ranging group of participants and representatives from Arts and Humanities Bainbridge (AHB) and other key stakeholders to solicit input on the goals for funding and suggestions on the process by which funding might be distributed; and

WHEREAS, the City Council approved the Committee’s recommendations at its July ____, 2017, meeting; now therefore,

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

Section 1. A new Chapter 2.43 of the Bainbridge Island Municipal Code is hereby adopted in its entirety to read as follows:

Chapter 2.43

CULTURAL FUNDING ADVISORY COMMITTEE

Sections:

- 2.43.010 Created – Membership, appointment, term, and compensation
- 2.43.020 Vacancies – Removal
- 2.43.030 Duties and responsibilities
- 2.43.040 Meetings, officers, records, and quorum

2.43.010 Created – Membership, appointment, term, and compensation.

A. There is created a cultural funding advisory committee for the city, hereinafter called the committee for the purposes of this chapter. The committee shall consist of seven (7) members who shall be appointed by the mayor and confirmed by vote of the city council.

B. Members shall not be employees or officers of the city or appointed to another City of Bainbridge Island committee, board, or commission, except for specialized committees or task forces of limited duration. Members shall not be employees or officers of any organization which will request or receive city funding for cultural funding.

C. Members of the committee shall serve for a single term to be specified at the time of

appointment that coincides with the city's work to review proposals for funding from cultural organizations. A member may be reappointed to a separate, subsequent term, and shall hold office until his or her successor has been deemed qualified and been appointed. No member shall serve more than three (3) consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.

D. Members shall serve without compensation.

E. Members shall sign a conflict of interest statement in accordance with the city's ethics program upon appointment and any reappointment.

2.43.020 Vacancies – Removal.

Members may be removed upon a majority vote of the city council. In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. Unexcused absences by any member from three consecutive meetings shall constitute grounds for removal.

2.43.030 Duties and Responsibilities.

The cultural funding advisory committee, working in collaboration with the city, shall develop funding recommendations for consideration by the city council. The committee's recommendation should meet any requirements or guidance provided from the city council to the committee including, but not limited to: the total amount of available funds, identified goals and priorities for funding, eligibility requirements, specific parameters such as maximum or minimum award levels, and any other identified guidelines for funding.

2.43.040 Meetings, officers, records, and quorum.

A. The committee shall meet as necessary to develop its funding recommendation. meetings. Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (chapter 42.30 RCW).

B. A majority of the members then serving on the committee shall constitute a quorum.

C. A city councilmember shall serve as the liaison to the committee and shall also serve as the nonvoting chair of the committee.

D. For meetings consisting of a majority of the then serving members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the chair and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the committee. The approved meeting minutes shall be posted on the city's website.

E. The city shall provide city email accounts to members and related training on the use of email accounts, including personal computer privacy expectations while serving on the committee.

Section 2. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED by the City Council this ____ day of ____, 2017.

APPROVED by the Mayor this ____ day of ____, 2017.

Val Tollefson, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	July7, 2017
PASSED BY THE CITY COUNCIL:	
PUBLISHED:	
EFFECTIVE DATE:	
ORDINANCE NO.	2017-18

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:10 PM 2017 Road Striping Project Update, AB 17-119 – Public Works (Pg. 56)	Date: 7/11/2017
Agenda Item: NEW BUSINESS	Bill No.: 17-119
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund: Repair & Maintenance	
Expenditure Req: \$TBD	Budgeted? Yes	Budget Amend. Req? No

REFERRALS/REVIEW

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

DESCRIPTION/BACKGROUND

This work includes pavement marking on approximately 80 miles of roadway including collectors and urban/rural residential roads as well as traffic controls and environmental protections.

Bids were solicited through the local newspapers and the bid opening was held on July 6, 2017. City staff will finalize the agenda bill with the apparent low bidder and bid amount for the July 25, 2017, business meeting.

To view the plans and specifications, visit the link below and enter QuestCDN # 5192748:
https://qap.questcdn.com/qap/projects/prj_browse/ipp_browse_grid.html?group=2092965&provider=2092965

RECOMMENDED ACTION/MOTION

I move that the City Council forward the 2017 Road Striping project to the July 25, 2017, unfinished business agenda.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:20 PM Interlocal Agreement with Kitsap County Noxious Weed Control Board for the Management of the Noxious Weed Control Program, AB 17-120 – Public Works (Pg. 57)	Date: 7/11/2017
Agenda Item: NEW BUSINESS	Bill No.: 17-120
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund: General	
Expenditure Req: \$10,000.00	Budgeted? Yes	Budget Amend. Req? No

REFERRALS/REVIEW

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

DESCRIPTION/BACKGROUND

The City and the Kitsap County Noxious Weed Control Board desire to enter into an Interlocal Agreement (ILA) to continue the Noxious Weed Control Program on Bainbridge Island. The Board proposes to implement efforts previously conducted by the Kitsap Conservation District ILA which successfully implemented the City's Knotweed Eradication Program on the Island.

The Control Board also seeks approval for limited use of herbicides in controlling noxious weeds. As the use of herbicides is restricted under BIMC, the attached memo details the need and procedures proposed for approval as part of this ILA. Herbicide use has been approved in previous years for this same purpose by the City Council.

The agreement is for a period of five years, and shall not exceed \$10,000 in reimbursement requests annually. The Board shall produce year-end reports by January 15th each year for the prior year's work. See Attachment A for full scope of work details.

RECOMMENDED ACTION/MOTION

I move that the City Council forward to the July 25, 2017, consent agenda for approval the Kitsap County Noxious Weed Control Board Interlocal Agreement, as well as authorizing the use of herbicides on City-owned property pursuant to Chapter 16.30 BIMC.

ATTACHMENTS:

Description	Type
☐ KC Noxious Weed Control Board ILA	Backup Material
☐ Herbicide Memo	Backup Material

INTERLOCAL AGREEMENT

AN INTERLOCAL AGREEMENT (“AGREEMENT”) BETWEEN THE CITY OF BAINBRIDGE ISLAND (“CITY”) AND THE KITSAP COUNTY NOXIOUS WEED CONTROL BOARD (“BOARD”)

WHEREAS, the Bainbridge City Council budgeted funds in 2017 for noxious weed control and desires to extend the program through December 31, 2021; and

WHEREAS, the Board has the expertise to manage a noxious weed control program on Bainbridge Island; and

WHEREAS, the Board is implementing efforts previously conducted by the Kitsap Conservation District which successfully implemented the City’s knotweed eradication program by way of a previous interlocal agreement; and

WHEREAS, the City and the Board desire to enter into an agreement to continue the noxious weed control program; and

WHEREAS, the Interlocal Cooperation Act, chapter 39.34 RCW, authorizes the parties hereto to enter into this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the City and the Board agree as follows:

1. WORK BY BOARD

The Board shall perform such duties and work as are listed on the Scope of Work, Exhibit A, attached hereto, and made a part hereof by reference. All work funded under this Agreement shall be provided exclusively within the boundaries of incorporated City of Bainbridge Island. The Board shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force until **December 31, 2021**, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days’ written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Board pursuant to this Agreement shall be submitted to the City, and the Board shall be entitled to just and equitable compensation as set forth in Section 3 for any satisfactory work completed prior to the date of termination.

3. PAYMENT

A. The City shall reimburse the Board only for actual incurred costs upon presentation of a properly executed invoice in a form approved by the City. The sum of the Board's reimbursement requests during the duration of this Agreement shall not exceed **\$10,000 each year.**

B. Reimbursement requests from the Board to the City shall not be made more frequently than once a month. The City reserves the right to withhold payments pending timely delivery of progress reports or documents as may be required under this Agreement.

C. The City shall reimburse the Board within sixty (60) days of receipt of a properly executed Board invoice.

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

4. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or designee, shall be the City's representative, and shall oversee and approve all work to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

The Chair of the Board, or his/her designee, shall represent the Board in all matters pertaining to the work and materials to be rendered under this Agreement. All requirements of the City pertaining to the work or materials to be rendered under this Agreement shall be coordinated through the Board's representative.

5. REPORTS ON EXECUTION OF WORK AND PERFORMANCE ANALYSIS

A. Board Year-End Reports

The Board shall produce year-end reports that summarize the work performed and evaluate the performance and results of the work performed pertaining to this Agreement. The year-end reports shall be due by January 15 for the previous year and shall include, but not be limited to, the following information:

- 1) A description of work performed during the period and progress made to date, including monitoring data or performance indicators that reflect the effectiveness of the program elements as set forth in Attachment A – Scope of Work.
- 2) The status of the annual work plan.
- 3) A description of any adverse conditions that have affected the program objectives and/or time schedules, and actions taken to resolve these issues.

- 4) A summary of major accomplishments realized during the year. This report shall include, but not be limited to, photographs, slides, and any other graphics that would enhance the content and/or appearance of the report.

B. City Performance Analysis

The City will review invoices submitted by the Board pursuant to Section 3. The City will also review year-end reports summarizing the work performed and evaluating the performance and results of the work performed. If requested by the Board, the City will provide feedback to the Board regarding work.

6. INSPECTION AND AUDIT

The Board shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Board shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts, and records if necessary to conduct or document an audit. The Board shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Board shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

7. INDEPENDENT CONTRACTOR

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

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

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

8. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

- A. The Board agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.
- B. The Board shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.
- C. Violation of this Section 8 shall be a material breach of this Agreement and grounds for cancellation, termination or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

9. HOLD HARMLESS AND INDEMNIFICATION

- A. The Board shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the acts, errors, or omissions of the Board in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.
- B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Board and the City, its officers, officials, employees, and volunteers, the Board's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Board's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Board's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.
- C. The City's inspection or acceptance of any of the Board's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.
- D. Nothing contained in this Agreement shall be construed to create a liability or a right of indemnification in any third party.

10. INSURANCE

The Board shall maintain insurance as follows:

- ☒ Commercial General Liability as described in Exhibit B.
- ☒ Automobile Liability as described in Exhibit B.
- ☒ Workers' Compensation as described in Attachment B.

11. SUBLETTING OR ASSIGNING CONTRACT

The Board may subcontract noxious weed control and education/outreach with the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Board as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.

13. SEVERABILITY

A. If a court of competent jurisdiction holds any part, term, or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

14. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

15. NONWAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

16. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City: City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
Attention: Marilyn Guthrie
Phone: (206) 780-3724
Email: mguthrie@bainbridgewa.gov

To the Board: Kitsap Noxious Weed Control Board
345 6th Street, Suite 550
Bremerton, WA 98337-1874
Attention: Dana Coggon
Phone: (360) 307-4242
Fax: (360) 337-4864
Email: dcoggon@co.kitsap.wa.us

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

17. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

18. GOVERNING LAW

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

19. VENUE

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

20. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

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

Date:_____ Date:_____

KITSAP COUNTY NOXIOUS
WEED CONTROL BOARD

CITY OF BAINBRIDGE ISLAND

Kitsap County Noxious
Weed Control Board Coordinator
Dana Coggon

Douglas Schulze, City Manager

EXHIBIT A

SCOPE OF WORK

Under the terms of this Agreement, the Board and/or Board staff agree(s) to do the following work:

- A. Recruit and train weed inspectors and support staff for the purpose of carrying out the mandates of chapter 17.10 RCW;
- B. Coordinate and implement Integrated Pest Management strategies on all lands under the jurisdiction of the City for the control of Designated Class A and B noxious weeds as defined in chapter 16.750 WAC;
- C. Provide information and recommendations to assist landowners in their efforts to comply with chapter 17.10 RCW;
- D. Keep a weekly log of noxious weed inspections and landowner contacts, which logs shall be provided to the City with the year-end report and shall include:
 - 1) Detailed logs of GPS locations of noxious weeds; and
 - 2) GPS information regarding such weed inspections and landowner contacts.
- E. Be responsible for the Control of all Class A and B designated noxious weeds (as listed in chapter 16.750 WAC) within the City limits;
- F. Keep detailed logs of control procedures.
- G. Provide staff to assist with landowner complaints.
- H. Pay for all weed inspector wages.
- I. Produce a year-end report summarizing the work performed and evaluating the performance and results of the work performed pertaining to this Agreement by January 15 for the previous year, as specified in Section 5.

ATTACHMENT B INSURANCE REQUIREMENTS

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Board's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

D. Minimum Amounts of Insurance

The Board shall maintain the following insurance limits:

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

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

Before commencing work and services, the Board shall provide to the person identified in Section 16 of the Agreement a Certificate of Insurance evidencing the required insurance. The Board shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Board before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Board Limits

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

MEMORANDUM

TO: Mayor and City Councilmembers

FROM: Barry Loveless, Director

DATE: June 27, 2017

RE: Use of Herbicides on City Owned Property and Right-of-Ways

Issue:

The Kitsap County Noxious Weed Control Board has identified many noxious weeds on both public and private lands within the City. While private land owners may utilize herbicides to control and eradicate noxious weeds, the City Council approved Ordinance 2003-15 on May 14, 2003, adopting a new Chapter 16.30 BIMC, Pest Management and Pesticide Use, which highly regulates herbicide use on public lands.

However, BIMC 16.30.040 (Emergency Procedures) authorizes the City Council to allow use of herbicides when the Director of Public Works has determined that an emergency situation exists where there is a serious threat to public safety, health, or the environment, and that the proposed use is a last resort after less toxic remedies have been tried without satisfactory result. The purpose of this memo is to seek authority from the City Council for the Noxious Weed Control Board to use herbicides to control noxious weeds.

The Nature of the Problem, Reasons for the Declared Emergency, and the Need for the Use of Herbicides:

The noxious weeds identified by the Kitsap County Noxious Weed Control Board include class A noxious weeds such as Hogweed and class B noxious weeds such as Knotweed, Hemlock, Loosestrife, and Yellow Archangel. The attached map shows the approximate location of areas where noxious weeds have been identified by the Kitsap County Noxious Weed Control Board staff. As the map indicates, noxious weeds are prevalent throughout Bainbridge Island, both on private lands and along public right-of-way.

The reason for the declared emergency is because noxious weeds, if they are left uncontrolled, quickly outcompete native plants and can cause serious ecological impacts, including loss of stream and wildlife habitat and increased erosion. Multiple research studies and county programs have shown many noxious weeds cannot be successfully controlled by mechanical means. Based on discussions with Kitsap County Noxious Weed Control Board staff, other methods have been tried on Bainbridge Island such as manual cutting and bagging of the plants. These methods of control have had limited effect because they cannot keep pace with the rate of spread and regrowth of particular noxious weeds.

The proposed herbicide use would be limited to areas where noxious weed control cannot be accomplished through hand or mechanical removal. Based on previous herbicide use by Kitsap County Noxious Weed Control Board staff, the amount of herbicides used has been well under 2 gallons of any one formulation, and most of the formulations have 3-4% of the active ingredient. The products that the Kitsap County Noxious Weed Control Board is requesting to use could include Garlon 3A, Capstone, or Aquamaster (Rodeo). Copies of the material safety data sheets are attached.

Description of Specific Active Ingredients that Could Possibly be Used:

Based on the manufacturer's website, the soil half-life for the proposed herbicides averages from 30-45 days. The herbicides will be targeted at specific noxious weeds using either foliar spray or direct injection, so there will be minimal effect on non-target plants and minimal risk of exposure to humans. Use of the products is specifically regulated by the Washington State Department of Agriculture. Applications will be done by a licensed applicator from the County's Noxious Weed Control Program. All products, when used according to the manufacturer's instructions, pose limited environmental and human hazards.

Application:**Proposed dates**

Dates of application depend on the method to be used, with earlier summer application appropriate for foliar spray and late summer/early fall applications more appropriate for injection. Herbicide application dates will be chosen consistent with best management practices (BMP's) for most effective results. Most noxious weeds have BMP's that are approved by the State Noxious Weed Control Board, the Nature Conservancy, and other reputable natural resource programs.

Method of application

The proposed method of application will include direct injection and targeted foliar spray. Application will be in accordance to the manufacturer's instructions in order to minimize non-target effects on the environment and to minimize human exposure. Other methods may be used according to an assessment of the effectiveness of current practices and best available science.

Notification of posting

Notification will be done in accordance with BIMC 16.30.060 (Public Notification). Additional outreach will be coordinated through the City's Communications Manager. Outreach will include a press release, information in the City Manager's newsletter, information posted on the City's website, and through social media targeting interested groups on Bainbridge Island such as Weed Warriors.

Steps to minimize risk

All herbicide applications will be done according to the manufacturer's directions by licensed professionals to minimize any non-target effects on the environment and to minimize human exposure.

Evaluation of Alternatives:

According to The Nature Conservancy and the Washington State Department of Agriculture, attempts to control most noxious weeds using only mechanical methods have been unsuccessful (except in small patches with intensive mechanical methods). This is consistent with the County Noxious Weed Control Board staff's experience on Bainbridge Island, which is why they are requesting the judicious use of herbicides for particular areas and on particular noxious weeds. An integrated approach that uses best management practices, including mechanical and chemical methods to control highly invasive weeds, is the best approach for noxious weeds on Bainbridge Island. Mechanical controls along rights-of-way are only practical to temporarily prevent encroachment into the roadway.

Legal requirements:

All applications will be done in accordance with local, state, and federal laws. According to chapter 17.10 RCW and chapter 16-750 WAC, state law requires noxious weed control.

Recommendation:

It is recommended that the Bainbridge Island City Council consider approving the limited use of herbicides on City-owned property to coincide with the terms of the interlocal agreement between the City and the Kitsap County Noxious Weed Control Board. At the conclusion of the interlocal agreement, the Director of Public Works shall prepare a report to the City Council regarding the effectiveness and results of the procedures, and the continued need and appropriateness of herbicide use on public property.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:30 PM Resolution No. 2017-15, Establishing the Dave Ullin Open Water Marina, AB 17-121 - Mayor Tollefson (Pg. 71)	Date: 7/11/2017
Agenda Item: NEW BUSINESS	Bill No.: 17-121
Proposed By: Mayor Tollefson	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

The attached resolution will name the City's Open Water Marina in honor of Dave Ullin.

RECOMMENDED ACTION/MOTION

I move to forward Resolution No. 2017-15 to the July 25 consent agenda.

ATTACHMENTS:

Description	Type
□ Resolution No. 2017-15	Backup Material

RESOLUTION NO. 2017-15

A RESOLUTION of the City Council of Bainbridge Island, Washington, officially naming the Open Water Marina operated by the City within Eagle Harbor the Dave Ullin Open Water Marina.

WHEREAS, the tradition of living aboard vessels moored in Eagle Harbor began over 100 years ago; and

WHEREAS, the liveaboard community is comprised of those who set their clocks by nature's rhythms, who value independence over convenience, freedom over convention, and who have chosen sustainability as their way of life; and

WHEREAS, Eagle Harbor's liveaboards are the keepers of the harbor, working to keep it clean, volunteering, teaching, and learning in tune with the tides and with respect for the sea; and

WHEREAS, Dave Ullin joined the Eagle Harbor liveaboard community in 1983, choosing whenever possible to be anchored out, away from the confines of a dock; and

WHEREAS, in the years that followed, Dave was the public face of the liveaboard community on Bainbridge Island. He was humble, frugal, helpful, and generous, and lived simply; and

WHEREAS, Dave Ullin passed away on May 13, 2017; and

WHEREAS, by naming the Open Water Marina in honor of Dave Ullin, Islanders will be moved to ask about him, and will learn through stories of his life that there is great value in simplicity, in purposeful work, and in living in harmony with nature; now, therefore,

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

Section 1. The Open Water Marina operated by the City of Bainbridge Island will henceforth be known as the Dave Ullin Open Water Marina.

Section 2. City staff is directed to use and incorporate this new name in all matters concerning said Open Water Marina.

PASSED by the City Council this ___ day of July, 2017.

APPROVED by the Mayor this ___ day of July, 2017.

By: _____
Val Tollefson, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, City Clerk

FILED WITH THE CITY CLERK: July 7, 2017
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 2017-15

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:40 PM Infrastructure Ballot Initiative Task Force Appointments, AB 17-097 – Mayor Tollefson (Pg. 74)	Date: 7/11/2017
Agenda Item: NEW BUSINESS	Bill No.: 17-097
Proposed By: Council Member Medina, Council Member Scott & City Manager Schulze	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal:	Finance:

DESCRIPTION/BACKGROUND

A call for participation was issued for volunteers to join the Infrastructure Ballot Initiative Task Force.

The following individuals are to be considered for appointment:

- Two members of the Multi-Modal Transportation Advisory Committee – Lief Horwitz, Demi Allen
- Three Bainbridge business representatives, including at least two from the downtown business community – Kelly Muldrow, Steve Sutorius, and Barbara Tolliver
- Two cultural organization representatives (BPA; Bainbridge Historical Society) – Dominique Cantwell, Jim McNett
- Two Farmers Market representatives – Lucille Fox, Jim Kelly
- Two civic organization representatives – Rotary, Lions, Kiwanis, etc. – Todd Tinker, Henry "Hank" Keaton
- Five at-large community representatives – John Ellis/Juliette LeDorze, James Quitslund, Ed Bancroft, James Cash & Kjell Stoknes
- Two local architectural firm representatives – Jason McLennan

RECOMMENDED ACTION/MOTION

I move to appointment the individuals as listed in the agenda bill to the Infrastructure Ballot Initiative Task Force.

ATTACHMENTS:

Description		Type
▣	Applicant Table	Backup Material
▣	Applications	Backup Material

Infrastructure Ballot Measure Task Force

Applicants
MMTAC Members – 2 Demi Allen Lief Horwitz
Business Representatives (at least 2 from downtown) – 3 Karen Klein Kelly Muldrow Steve Sutorius Barbara Tolliver
Cultural Organization Representatives – 2 Dominique Cantwell Jim McNett
Farmers Market Representatives – 2 Lucille Fox Tom Kelly
Civic Organization Representatives – 2 Ross Hathaway, Squeaky Wheels Henry “Hank” Keaton, Kiwanis Todd Tinker, Rotary
At-Large Community Members – 5 Ed Bancroft James Cash John Ellis Joe Honick Juliet LeDorze Lisa Neal Kjell Stoknes Jonathan Williams James Quitslund
Local Architects – 2 Jason McLennan
<hr/>

From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, June 25, 2017 5:38:55 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Arthur D. (Demi) Allen

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Motivate International

Current Position Seattle GM

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: MTAC

Please share your qualifications for this appointment (skills, Designated MTAC representative. Have served on MTAC since 2013. Work for the largest bike share operator in the U.S. and managed the Seattle bike share system. Daily bike commuter on

activities, training, education) if any:	WSF ferries for more than 10 years. Resident of Grow Communiyt and regular walker in Winslow.
Please share your community interests (groups, committees, organizations) if any:	Volunteer for NPS Elwha River restoration project. Board member of Squeaky Wheels. Serving on WSF Policy Advisory Group for long-range plan.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2017
How did you hear about the volunteer opportunity?	Other - See below
Other	MTAC

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, June 13, 2017 12:57:16 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name ED BANCROFT

Email

Phone

Address

City BAINBRIDGE ISLAND

State WA

Zip 98110

Current Employer RETIRED CPA

Current Position RETIRED

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, UW BA DEGREE IN FINANCE AND 35 YEARS IN PUBLIC ACCOUNTING - SEATTLE CPA FIRM

education) if any:

Please share your community interests (groups, committees, organizations) if any:

CONSULTANT TO BAINBRIDGE LANT TRUST FINANCE COMMITTEE (6 YEARS AGO), BOARD MEMBER OF WING POINT GOLF AND COUNTRY CLUB (4 YEARS AGO), CURRENTLY SERVING ON THE SENIOR CENTER BOARD.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2017

How did you hear about the volunteer opportunity?

City Announcement

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, June 22, 2017 10:39:51 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Dominique Cantwell

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Bainbridge Performing Arts

Current Position Executive Director

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: LTAC

Please share your qualifications for this appointment (skills, activities, training, I am the Executive Director of Bainbridge Performing Arts, one of the organizations directly adjacent to Town Square and to the proposed site for parking and construction. I have a BA in Politics and International Relations from Scripps College and a certificate

education) if any:	in Strategic Frameworks for Non-Profit Organizations from the Harvard Kennedy School's Executive Education program. I hope to bring a collaborative, civic-focused approach to the proposed project.
Please share your community interests (groups, committees, organizations) if any:	In addition to my work on behalf of the arts, I have passionately served on the boards for and volunteer for several local human service organizations. I am committed to continuing to build a diverse, accessible, and sustainable community for every Islander.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2017
How did you hear about the volunteer opportunity?	Other - See below
Other	Invited by City Manager

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, June 15, 2017 10:26:58 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name James Cash

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer N/A

Current Position N/A

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, Former Civil Servant - City of Long Beach - Gas Department, Supervisor, Stores and Property (Spot Market Gas Procurement) Distribution and Supply Systems.; Purchasing - Contracts - MBE/DBE/WBE liaison (Federal set-asides); Budgeting/Capital

education) if any:	Improvement Projects. City of Santa Ana - Buyer; Police/Fire Specialties; Refurbish/Expansion of Bowers Museum; Expansion/Improvement City Public Library; Construction Police/Jail Safety Facility; CDBG procurement advisory; Public Works Construction Projects; Professional/Personal Services Contracting; Budgeting/Capital Improvement Projects; Preparation of Council Recommendations for Budget and Funding projections and Sourcing (including CDBG/General Fund/Levy) California Association of Public Purchasing - President Local Chapter (Los Angeles County Chapter); 75th Annual Conference Chairman; Non-Profit Organization (Mama*s Kitchen) - Operations Manager; Manage day-to-day operations providing 350 clients 2 meals deliver daily, 5 days/week + week-end groceries; Purchase food, supplies, equipment, coordinate with Executive Director and Board with Fund Raising; assist in Grant Writing; coordinating/managing volunteer staff; ensure proper staffing levels for kitchen/in-house volunteers; Develop resources necessary for operations of \$2M organization in conjunction with Executive Director, Volunteer Coordinator and Grant Development Manager.
Please share your community interests (groups, committees, organizations) if any:	Bainbridge Pride.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2017
How did you hear about the volunteer opportunity?	Other - See below
Other	City Council Meeting

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, June 19, 2017 1:24:24 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name john ellis

Email

Phone

Address

City bainbridge island

State wa

Zip 98110

Current Employer retired

Current Position retired

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, am a founding member of quality bainbridge, a winslow core building owner (till end 2016) am the managing member of Bainbridge Island Holdings LLC, a partnership building the Grow Community.

education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

former board member of BIMA and the BPA. Also on BISD building
100 steering committee

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2017

How did you hear
about the volunteer
opportunity?

Social Media

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, June 22, 2017 9:38:03 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Lucille Fox
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Bainbridge Beeswax Works
Current Position	Owner
I am interested in serving on one of the following advisory groups (select all that apply):	Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	Field not completed.
Please share your qualifications for this appointment (skills, activities, training,	Field not completed.

education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Field not completed.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2017

How did you hear
about the volunteer
opportunity?

Other - See below

Other

Tom Kelly asked me to take part

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, June 28, 2017 12:46:46 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Ross Hathaway

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer City of Seattle

Current Position Senior Civil Engineer

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, Very familiar with and extensively professionally experienced in infrastructure planning, policy, design and construction. Former City of Bainbridge Island employee familiar with infrastructure

activities, training, education) if any:	<p>planning and construction (including parking policy) specifically in Bainbridge Island both in capital planning / construction (formerly in charge of capital projects for Public Works) and in permitting requirements (formerly in charge of permitting for Public Works). Well established understanding of the current and historic public values / sensitivities and political climate of Bainbridge Island. Established understanding of the history of policy and infrastructure planning at Bainbridge Island. Licensed professional engineer and Licensed Geologist. Education: Master of Science Engineering, Bachelor of Science Geology. Long time resident of Bainbridge Island dedicated to the long-term success of our community through inclusive yet pragmatic solutions to existing, emergent and future problems.</p>
Please share your community interests (groups, committees, organizations) if any:	<p>Current board member of and former president of Squeaky Wheels, Bainbridge Island's bicycle advocacy organization. Active bicycle commuter. As past President for many years, and as an active board member, worked closely with City Staff, Washington State Department of Transportation, Washington State Ferries, aligned organizations and political groups to successfully address many difficult issues related to bicycle and pedestrian needs. These included infrastructure solutions that serve the interests of all users and residents, not just the pedestrians and people riding bicycles. Avid supporter of local businesses (particularly Pane d' Amore's Cinnamon Twists.)</p>
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2017
How did you hear about the volunteer opportunity?	Other - See below
Other	Request sent to Squeaky Wheels by the City

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, June 9, 2017 9:52:43 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Joseph J. Honick

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer GMA Internation LTD

Current Position President

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Housing Assistance Committee, Ethics Board

Please share your qualifications for this appointment (skills, activities, training, 40 years of management experience here and aboard

education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Field not completed.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2017

How did you hear
about the volunteer
opportunity?

Newspaper

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

BACKGROUND OF GMA INTERNATIONAL AND JOSEPH J. HONICK

GMA was incorporated in 1975 by Joseph J. Honick to provide strategic planning, communications, government representation and other services to business, industry associations and government.

Joe Honick has brought to clients an invaluable background in national and international affairs and as a widely published columnist on matters related to business, management and politics.

His career began with the huge United States Chamber of Commerce in Washington, DC, immediately following graduation from the University of Maryland. There he obtained expertise in the areas of construction and urban development and began his education about national governmental relations. His mentors included some of the most prominent figures from the United States Congress and agencies of the Federal Government, an education that would prepare him eventually to be of great assistance to clients both domestic and international.

Later, he would become the Senior Vice President of the huge National Association of Home Builders of the United States, where today, Honick is an honored Life Director. While a Senior executive, he opened and expanded the organization's international program to Europe but most extensively in Asia, and in China particularly.

Beginning in 2001, Honick produced and chaired the history making WORLD FOCUS ON CHINA HOUSING conference. Despite occurring only weeks following the 9/11 terrorist tragedy, the program staged in Shanghai, sponsored jointly by the National Association of Home Builders of the United States and the China Ministry of Construction was a standing room only event. It also was the major development junction for Honick himself who would go on to lecture to university audiences and address business programs in China in the years to follow.

He has also provided counsel to clients entering markets in Japan and Europe, and, in the process gained not only expertise in international marketing but sensitivity and understanding of the social, political and economic aspects of other nations and their people.

He is also known for his communications, marketing and negotiation skills which have been key to advising clients with respect to opportunities and the strategies to implement them.

In addition to his skills in helping clients to take advantage of business opportunities, Honick is a nationally published commentator on matters related to politics, public affairs and international relations.

He has served on the Masters in Business Administration (MBA) programs for the University of Arizona and the University of Rochester(NY).

Adding to the breadth of his skills and experience in behalf of clients are his active memberships in such prestigious organizations as the National Press Club of Washington, DC, the National Institute of Building Sciences and the National Association of Home Builders where he is also a Life Director of the National Board.

In addition to his authorship of several hundred columns on national and international business, economic, diplomatic and political affairs, he is now at work on his book dealing with lobbying industry and its impact on government and legislative policies.

Further details available by specific request.

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, June 23, 2017 8:42:18 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Lief Horwitz

Email

Phone

Address

City Bainbridge

State WA

Zip 98110

Current Employer U.S. Geological Survey

Current Position Program Officer

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: I currently serve as the Chair of the COBI Multimodal Transportation Advisory Committee

Please share your qualifications for this appointment (skills, activities, training, Educational background in Urban Planning. Professional experience in consensus building and project management. Volunteer experience on non-profit boards and city advisory committees.

education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Local baseball coach, school volunteer

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2017

How did you hear
about the volunteer
opportunity?

Other - See below

Other

Conversation with city council members

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, June 28, 2017 10:11:40 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	HANK KEATON
----------------	-------------

Email	
-------	--

Phone	
-------	--

Address	
---------	--

City	BAINBRIDGE ISLAND
------	-------------------

State	WA
-------	----

Zip	98110
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Current Employer	RETIRED
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Current Position	RETIRED
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I am interested in serving on one of the following advisory groups (select all that apply):	Infrastructure Ballot Measure Task Force
---	--

Experience & Qualifications

Have you served on any city advisory groups in the past?	No
--	----

If so, please indicate which groups:	<i>Field not completed.</i>
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Please share your qualifications for this appointment (skills,	Career as an executive level manager required financial and strategic planning activities. Volunteer and management activities for community centered non-profits. Business Degree
--	--

activities, training,
education) if any:

from University of Illinois.

Please share your
community interests
(groups, committees,
organizations) if any:

Helpline House, Dispute Resolution Center of Kitsap County and
Bainbridge Island Kiwanis.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2017

How did you hear
about the volunteer
opportunity?

Other - See below

Other

Phil Fergusson, BI Kiwanis President

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, June 15, 2017 10:51:43 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Tom Kelly

Email

Phone

Address

City Rolling Bay

State Washington

Zip 98061

Current Employer Self

Current Position Author, editor

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, Market coordination, personnel disputes.

education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Bainbridge Island Farmers Market

Feel free to attach your
resume (optional):

Type the Year

2017

How did you hear
about the volunteer
opportunity?

City Announcement

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

Tom Kelly seeks to live in a world with no acronyms and where consumers are allowed only one adjective when ordering their coffee.

Tom launched into fiction three years ago with *Cold Crossover*, introducing us to the Ernie Creekmore series featuring the adventures of legendary high school basketball coach turned real estate agent and amateur sleuth. In *Cold Crossover*, Ernie who gets word that his former star player—Linnbert “Cheese” Oliver—has gone missing from a late-night ferry boat. The book has been made into a Television Pilot with nine subsequent episodes.

Hovering Above a Homicide is the second book in the series and finds Ernie trying to solve the murder of a “helicopter” parent whose body is discovered in a vacant home for sale.

Before fiction, Tom served *The Seattle Times* readers for 20 years, first as a sportswriter and later as real estate reporter, columnist and editor. His weekly features now appear in a variety of newspapers including the *Miami Herald*, *Houston Chronicle*, *Louisville Courier-Journal*,

Tacoma News Tribune and Spokane Spokesman-Review.

His ground-breaking book *How a Second Home Can Be Your Best Investment* (published by McGraw-Hill) showed consumers and professionals how one additional piece of real estate could serve as an investment, recreation and retirement property over time. His other books include *Real Estate Boomers and Beyond: Exploring the Costs, Choices and Changes of Your Next Move* (Dearborn-Kaplan); *The New Reverse Mortgage Formula* (John Wiley & Sons); *Cashing In on a Second Home in Mexico* (Crabman Publishing); *Cashing In on a Second Home in Central America* (Crabman Publishing) and *Bargains Beyond the Border* (Crabman Publishing).

Tom's award-winning radio show *Real Estate Today* has aired for 21 years on KIRO, the CBS affiliate in Seattle. The program also has been syndicated in 40 domestic markets and to 450 stations in 160 foreign countries via Armed Forces Radio.

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, June 7, 2017 12:46:18 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name KAREN KLEIN

Email

Phone

Address

City BI

State WA

Zip 98110

Current Employer LAW OFFICES OF KAREN A KLEIN

Current Position ATTORNEY/OWNER

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: HHHS (Board president and member); Mayor's Affordable Housing Committee; Mayor's Liveaboard Task force)

Please share your qualifications for this appointment (skills, activities, training, Lived here since 1984, and understand Island history and dynamics; Ran political campaign: understand voters. Business owner downtown

education) if any:

Please share your community interests (groups, committees, organizations) if any:

BIDA board; HHHS board; Liveaboard Task Force;

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2017

How did you hear about the volunteer opportunity?

Other - See below

Other

Recruited as member of BIDA board

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, June 16, 2017 9:15:33 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Juliet LeDorze

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110-3011

Current Employer Self

Current Position Small business owner

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, I am committed to Bainbridge Island and want very much for it to be able to grow and still maintain its character. I have only been here 25 years, so I am still a newcomer, but even in that time I have seen a lot of change. I feel the town center is a pivot point

education) if any:	and a kind of test for what our City will become. It takes courage and foresight to develop a downtown that, 50 years from now, will still have a small town feel. I have worked on commercial and residential development, and though I have no formal training, I understand construction issues. As a business owner, I understand the financial constraints faced by many island businesses. I will bring an independent voice to the task force. That said, I have two school age children and a business to run in addition to the civic activities to which I am already committed. If selected for the committee, I would like to choose John Ellis, also of Quality Bainbridge, as my alternate.
Please share your community interests (groups, committees, organizations) if any:	I helped found and currently sit on the Steering Committee of Quality Bainbridge. I was part of the sustainable business consortium, comprised of representatives from local businesses, the Chamber of Commerce, downtown association and Sustainable Bainbridge. I am a past president of the board of the Bainbridge Arts and Humanities Council. I am a strong supporter of BPA, the Historical museum, BIMA, the Bainbridge Community Foundation.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2017
How did you hear about the volunteer opportunity?	City Announcement
Other	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, June 21, 2017 6:40:33 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Jason McLennan
Email	greenwarrior@earthlink.net
Phone	206-375-7377
Address	4521 Point White Drive NE
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	McLennan Design
Current Position	CEO
I am interested in serving on one of the following advisory groups (select all that apply):	Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training,	Designer and Planner

education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Field not completed.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2017

How did you hear
about the volunteer
opportunity?

Other - See below

Other

invite from City Manager

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, June 20, 2017 11:32:34 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name James McNett

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer CRC

Current Position Historic Architect, Researcher

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Historic Preservation Commission, Design Review Board

Please share your qualifications for this appointment (skills, activities, training, Registered Architect, Degree in Historic Preservation

education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Have been on the Parks Foundation, and currently on the BIHM
Board

Feel free to attach your
resume (optional):

Type the Year

2017

How did you hear
about the volunteer
opportunity?

Other - See below

Other

Friend

Email not displaying correctly? [View it in your browser.](#)

RESUME : JAMES MCNETT

OBJECTIVE

As an historic architect, my objective is to blend my interests in history, preservation, architecture, landscape and development to create projects, either new or adaptive reuse, that benefit the users of the space and the local community.

SKILLS

My historic preservation work includes campus heritage plans, management plans for reuse of an historic bridge, and studies for industrial and transportation structures in Washington and Oregon. I worked as a senior designer on building types including senior living, residential, retail, commercial, transportation, academic, hospitality and entertainment. Skills include design, historical research, documentation and presentation for buildings, interiors, landscape and planning projects. Tools include:

Fluent: Word | Photoshop | PPT

Conversant: Excel | Sketchup | Indesign | AUTOCAD

EXPERIENCE

RITTERGRUP	Historic Architect	Bainbridge Island. WA	2008-
CRCNW	Historic Architect	Bainbridge Island. WA	2008-
MITHUN	Senior Architectural Designer	Seattle. WA	2006-2008
GENSLER	Senior Architectural Designer	LA. CA	1995-2003

EDUCATION

MS Historic Preservation	U Oregon / Eugene	2003-2006
Studied Architecture	UCLA / Los Angeles	1972-1975
BA Russian Area Studies	UMass / Amherst	1969-1972

REGISTRATION + MEMBERSHIPS

California Registration	No. C12087	1982-
Washington Registration	No. 9092	2006-
LEED		2006-
Seattle AIA		2006-
BI Design Review Board		2011-
BI Historic Commission		2008-2011

WORK SAMPLES



Gymnasium



Campus Heritage Study

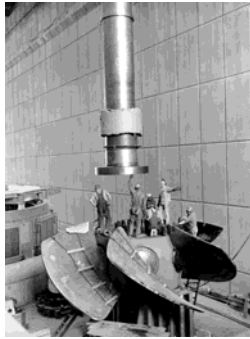


Ski Center Reuse

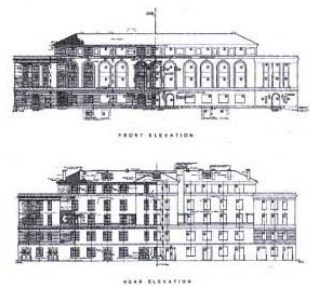
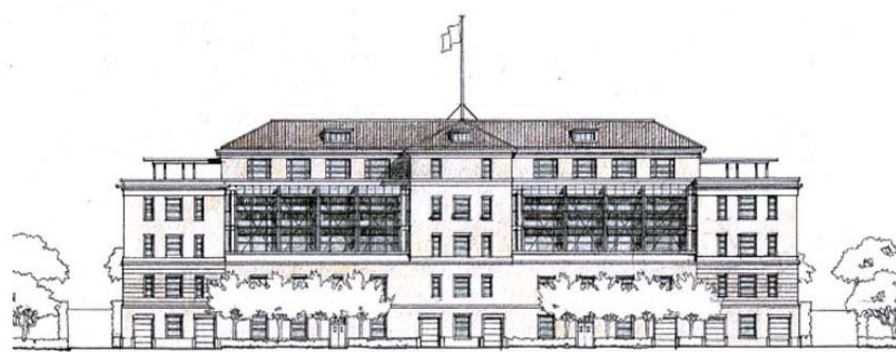


Oral Interview

WORK SAMPLES 1: PRESERVATION



PRIEST RAPIDS DAM



INS ADAPTIVE REUSE



SELLWOOD BRIDGE

WORK SAMPLES 2: PRESERVATION



Oregon Structures Study

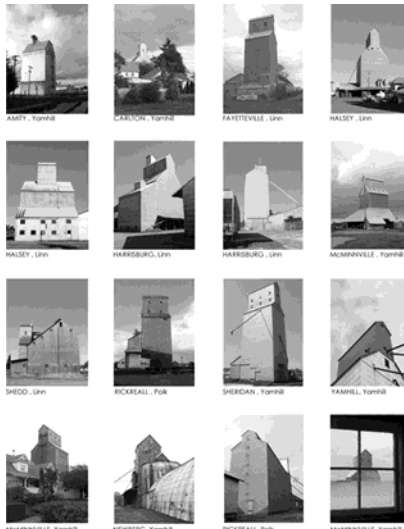


National Register Nomination



TDR Study

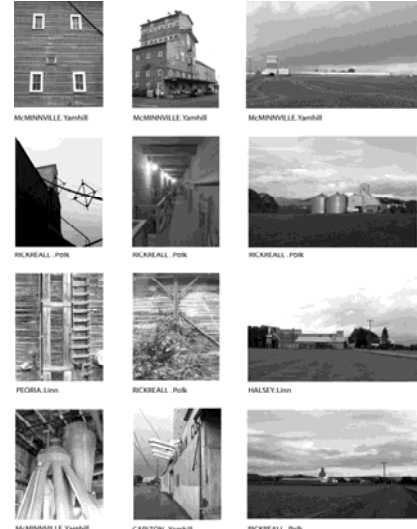
PROJECTS/STUDIES



Grain Elevators



Weathered Tin



Rural Structures

TIN BUILDINGS/WILLAMETTE VALLEY



Ohanapecosh Research



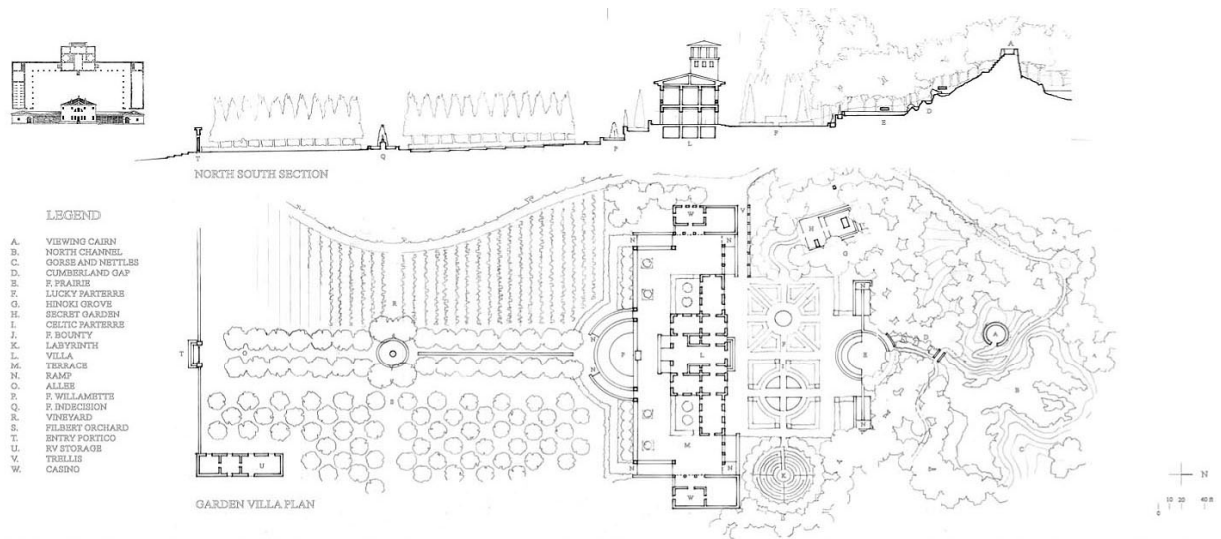
Historic Park Research



Historic Landscape Research

RECENT PAST

WORK SAMPLES 3:ARCHITECTURE



THE VILLA EUGENIA IS SITUATED ON THE SOUTH SLOPE OF A HILLSIDE LOCATED OFF THE LORANE HIGHWAY NEAR EUGENE, OREGON. THE GARDEN TELLS THE STORY OF THE SCOTCH IRISH IN AMERICA. START THE EXPERIENCE BY WALKING TO THE TOP OF THE HILL, ALONG THE WESTERN ROAD AND FOLLOW THE PATH FROM THE LOWLANDS OF SCOTLAND IN 1600 TO IRELAND AND THROUGH AMERICA TO THE WESTERN BORDERS OF OREGON. THE PATH MEANDERS THROUGH DENSE ENGLISH WOODS [BOBICO] UP A ROCKY LEDGE TO THE LOOKOUT CAIRN [A] WHERE ONE CAN SEE ACROSS THE SCALED NORTH CHANNEL [B] TO SCOTLAND COVERED WITH CORSE AND NETTLES [C] LEAVE THE LOOKOUT AND JOURNEY ALONG THE WOODED PATH NEXT TO THE STREAM THROUGH THE CUMBERLAND GAP. [D] THE PATH STOPS AT THE PRAIRIE POOL AND FONTANA [E] THAT OVERLOOKS CULTIVATED PARKERS AND HAS STATUES OF NATIVE AMERICANS CIRCLING THE LOWER POOL.

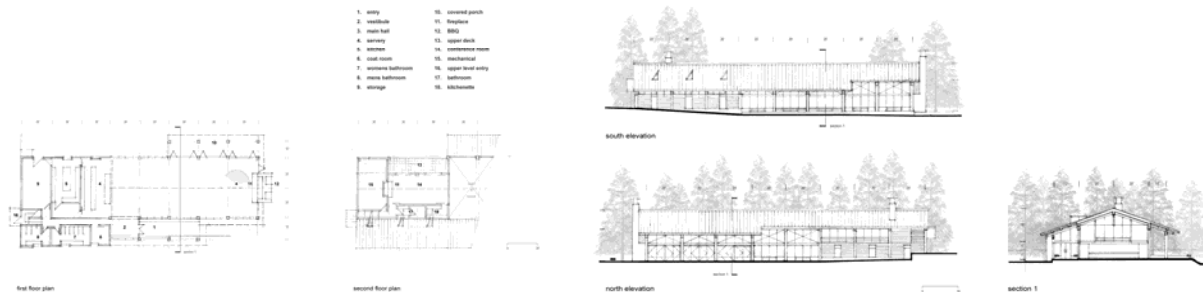
THE PARKERS ARE ORDERED AND REPRESENT BOTH THE CELTIC CHRISTIAN HERITAGE OF THE SCOTCH IRISH AND THE INFLUENCE OF ASIA (THROUGH MARRIAGE). THE WEST PARKERS HAS EIGHT BOXES THAT SYMBOLIZE GOOD LUCK. [F] AND ARE PLANTED WITH FLOWERS FROM ASIA. A PATH LEADS WEST INTO A GROVE OF HINDKI TREES [G] WHICH SHELTERS THE SECRET GARDEN WHICH IS PATTERNED AFTER THE NAOKU TEMPLES AT ISE. [H] ONE CAN MEDITATE IN THE GARDEN PAVILION THAT IS REBUILT EVERY TWENTY YEARS TO SYMBOLIZE SPIRITUAL RENEWAL AND OF THE SCOTCH IRISH. THE EASTERN PARKERS FORMS A CELTIC CROSS [I] WITH THE FONTANA OF BOUNTY [J] CENTERED ON FOUR BOXED ELEMENTS FILLED WITH WHEAT AND CORN, THE BOUNTY OF THE PRAIRIES. THE EASTERN AXIS LEADS TO A LABYRINTH [K] SIMILAR TO CHARTRES.

THE VILLA [L] REFERS TO PALLADIO'S VILLA AT MOTTA, BUT IS MADE OF LOCAL STONES AND HEAVY TIMBERS. THE SOUTH TERRACE [M] CAN BE ACCESSED BY LATERAL RAMPS [N] AND OVERLOOKS THE ALLEE OF TREES [O], ORCHARDS AND VINEYARDS. TWO SYMMETRICAL RAMPS CURVE DOWN AROUND THE WILLAMETTE FONTANA [P]. THE ALLEE OF CYPRESS TREES FOLLOWS THE SLOPE TO THE FONTANA OF INDECISSION [Q] WHERE ONE MUST DECIDE WHETHER TO GO INTO THE VINEYARD [R] OR TO THE ORCHARD OF FILBERTS [S] AND THE ORCHARD OF LOCAL TREES SELECTED FOR THEIR AUTUMNAL "PLAID" COLOR. THE LAST, OR FIRST, STOP IN THE GARDEN IS THE ENTRY PORTICO. [T] LOOKING BACK UP THE HILL FROM THE PORTICO, ONE SEES THE CASINO IN ONE POINT PERSPECTIVE, FRAMED BY THE ALLEE AND THE BOBICO.

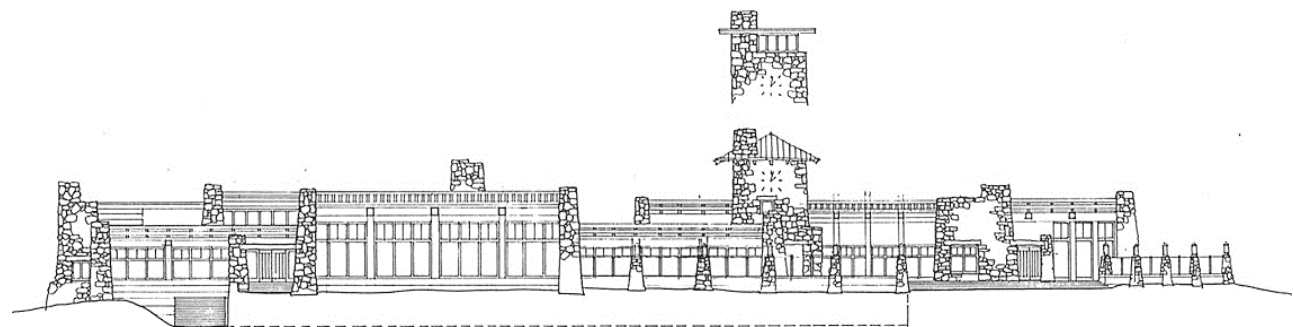
PROJECT IV : VILLA EUGENIA . SCOTCH IRISH GARDEN

ARH 577 HELPHAND FALL 2004

GARDEN VILLA

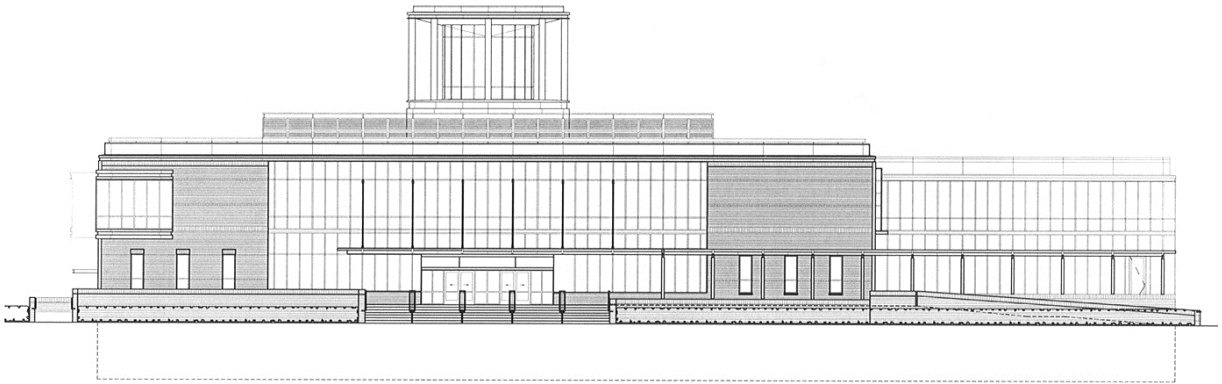


NATIVE AMERICAN CENTER

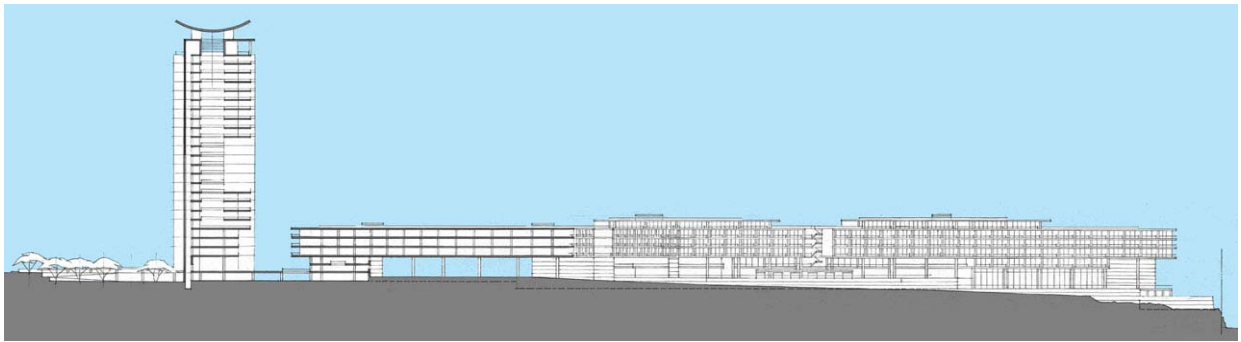


CHALET/SKI RESORT

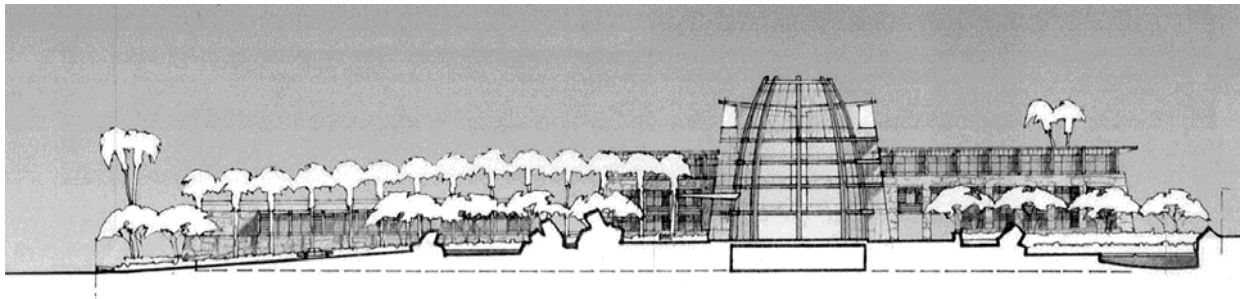
WORK SAMPLES 4: ARCHITECTURE



COLLEGE LIBRARY



CONDOTEL



HOTEL SPA

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, June 2, 2017 5:02:40 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Kelly Muldrow

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Windermere Real Estate

Current Position Commercial Real Estate Broker

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Was part of business community group that interviewed Planning Director finalists.

Please share your qualifications for this appointment (skills, activities, training, I work daily with downtown business operators and property owners and understand the challenges involved with a growing Winslow core. I am an avid cyclist and runner and log thousands of miles annually on Island roads. I coach the local high school

education) if any:	and middle school mountain bike team and understand the need for safe non-motorized routes all over the island.
Please share your community interests (groups, committees, organizations) if any:	I am the Chairman of the Board of the Bainbridge Island Chamber of Commerce. I am a coach for the Gear Grinder middle and high school mountain bike team. I volunteer weekly in my daughter's 3rd grade classroom at Odyssey. I am a Rotarian, and serve on the Community Grants Committee.
Feel free to attach your resume (optional):	
Type the Year	2017
How did you hear about the volunteer opportunity?	City Announcement
Other	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)



KELLY MULDROW, CCIM

MANAGING BROKER, WINDERMERE COMMERCIAL BAINBRIDGE ISLAND

2010- PRESENT

Focused purely on Commercial Real Estate, I continue to learn and implement skills required to serve clients across many property types. My body of work includes sales and leasing, for either side of a transaction. When I'm not focused on the details of managing transactions, I try to serve my community through economic development efforts by acting as a resource for small business and local chambers of commerce.

DESIGNATED BROKER COMMERCIAL AGENT

WINDERMERE REAL ESTATE, KINGSTON, WA - 2006-2010

When hired to build a Windermere office in a new location, I began working as a commercial agent so that I wouldn't compete with the residential agents that I managed. At the end of my role as Designated Broker, Windermere Kingston was the highest rated residential real estate office in North Kitsap in a significant number of key metrics, and my career as a commercial agent had been established.

RESIDENTIAL AGENT, WINDERMERE REAL ESTATE, POULSBO, WA - 2004-2006

My introduction into a career in Real Estate was fascinating, fun, and profitable. I quickly discovered that utilizing technology and customer relationship skills learned in previous occupations would define my brand, and set me apart from other agents. Within 18 months of beginning a career in Real Estate, I was asked to open a new Windermere office in nearby Kingston, Washington.

NATIONAL SALES MANAGER, COUNT ME IN CORPORATION, BELLEVUE, WA - 2002-2004

I was hired as National Sales Manager based on many years of experience working with schools and civic organizations. Count Me In provided user-friendly online registration solutions, and I was responsible for insuring our market share grew and our clients were happy. When the dust settled from the dot-com bust, I came to the realization that working in my own community, for the interests of my family, my friends, and my neighbors would be a better long-term fit for me than commuting to King County every day.

OWNER, MAD SCIENCE OF SEATTLE, SEATTLE, WA - 1996 - 2003

Working with a staff of energetic, creative "Mad Scientists" our company provided over 80 elementary schools with weekly after-school science enrichment programs, preschool science programs and summer camps. Our entertainment division provided sophisticated and fun science-themed birthday parties and corporate stage shows. Awarded Emerging Franchise of the Year, 2001.

COMMUNITY INVOLVEMENT

Bainbridge Island Chamber of Commerce - *Current Board Chair*
Rotary International, Bainbridge Island - *Current Member*

Bainbridge Island Mountain Bike Club, Coach 2014-Present
Kingston Stakeholders-Member, 2009-2011
Kingston Chamber of Commerce, Board Member - 2009
Bainbridge Island Little League, Coach 2005- 2009
Bainbridge Island Television, Chairman of the Board - 2004

EDUCATION

University of Oklahoma — BBA Finance, 1990
Certified Commercial Investment Member, 2012

AFFILIATIONS

CBA - Commercial Brokers Association
KCIB - Kitsap Commercial Investment Brokers
NWMLS - Northwest Multiple Listing Association

KELLY MULDROW, CCIM

AREAS OF EXPERTISE

Leasing & Sales

With over a decade as a full time Commercial Real Estate Broker, I have been materially involved in hundreds of leasing and sale transactions. I have brokered complicated, long-term, build-to-suite-to-lease industrial factory agreements as well as sold multi-million Class A, multi-tenant office buildings. Regardless of the size of the transaction, my job really boils down to one thing: insuring that my clients' have peace of mind knowing that I've given them the information they need to make good decisions, and that the resources are available to them to insure that executing on their decisions is as simple and straightforward as possible.

Property Management

As a Broker, my property management experience is primarily focused on construction management and tenant retention. In creating a relationship between a Tenant and a Landlord, it is often necessary to design, budget and eventually construct the Tenant Improvements required for a successful tenancy. My expertise has expanded beyond simple lease negotiation and now includes the work required to oversee a design that satisfies both Landlord and Tenant, source bids from qualified contractors, and ultimately insure that the final product meets the quality standards and budget expectations of both the Landlord and Tenant. Once the tenant has moved in and has settled into the space, I let the building operators and accountants manage the Landlord-Tenant relationship. Nonetheless, it often becomes necessary for me to step back into the Landlord-Tenant relationship and either repair or re-establish the alliance for the benefit of both parties.

Commercial Real Estate Financing

My work in finance consists primarily of helping Investors understand the economic impact of the available funding sources, and helping them create new relationships with lenders. Again, I see my role as an educator; to help each investor acquire the knowledge and resources they need to be successful.

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, June 18, 2017 3:22:52 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Lisa Neal

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer self

Current Position lawyer

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, Law degree and twenty-five years of experience in litigation. Litigation requires knowledge of or the ability to learn of many different areas of law, as well as other specialities such as business, construction, etc. My focus includes areas that require

education) if any:	the ability to construe contracts of various types and interpretation and application of statutes.
Please share your community interests (groups, committees, organizations) if any:	<i>Field not completed.</i>
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2017
How did you hear about the volunteer opportunity?	City Announcement
Other	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, June 3, 2017 10:07:29 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	James A Quitslund
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110-1964
Current Employer	Retired
Current Position	Retired
I am interested in serving on one of the following advisory groups (select all that apply):	Infrastructure Ballot Measure Task Force
Experience & Qualifications	
Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training,	In addition to teaching in a private boarding school, an Eastern liberal-arts college and finally at the University of Washington, I have been responsible for creating and managing programs at Harvard, the Institute for Advanced Study and the UW. Since

education) if any:	1990 I have lived on the Island and been active in the non-profit sector while building and co-owning a company in Redmond.
Please share your community interests (groups, committees, organizations) if any:	I am a classical pianist who life as a musician was launched by the organization that became Bainbridge Performing Arts. There I served two terms as board president. I have been an active volunteer in the Episcopal Church of Western Washington and in several Island organizations devoted to caregiving, public policy and other fields.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2017
How did you hear about the volunteer opportunity?	Other - See below
Other	City Manager's Report

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, June 16, 2017 8:45:44 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Kjell Stoknes

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position NA

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Road Ends Committee, Winslow Tomorrow (2005)

Please share your qualifications for this appointment (skills, activities, training, BA economic; MPA; former urban planner (Kirkland) and planning director (Tukwila), commercial real estate appraiser, Commercial Review appraisal manager for Bank of America.

education) if any:

Please share your community interests (groups, committees, organizations) if any:

Trails, safe biking shoulders and off-road opportunities where possible, major non motorized arteries with secondary connecting paths to major destinations, upgrading deteriorated streets.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2017

How did you hear about the volunteer opportunity?

City Announcement

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, June 7, 2017 12:32:27 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Steve Sutorius

Email

Phone

Address

City BAINBRIDGE ISLAND

State WA

Zip 98110

Current Employer Wilderrest Inc

Current Position Owner

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, *Field not completed.*

education) if any:

Please share your community interests (groups, committees, organizations) if any:

Bainbridge Island business owner and resident since '08. Past president BIDA - Current VP Sakai Village HOA. Avid trail/road runner.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2017

How did you hear about the volunteer opportunity?

Other - See below

Other

Jerri Lane

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, July 3, 2017 3:18:11 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Todd Tinker

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer The Tinker Law Firm, PLLC

Current Position Attorney

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I am an attorney, although with no particular expertise pertinent to this appointment. I've lived on Bainbridge for over a decade.

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

I've been a member of the Rotary Club of Bainbridge Island since 2009 and served as its President in 2015-16. I sit on the One Call for All Board. I was President of the Voyager Montessori School Board for one year and of the Montessori Country School Board for four years.

Feel free to attach your
resume (optional):

Type the Year

2017

How did you hear
about the volunteer
opportunity?

Other - See below

Other

I was invited to apply.

Email not displaying correctly? [View it in your browser.](#)

TODD D. TINKER

The Tinker Law Firm
Bainbridge Island, WA 98110

Bainbridge Island, WA
98110

PERSONAL DATA

Birthdate: December 16, 1970
Birthplace: Heidelberg, Baden-Württemberg, Federal Republic of Germany
(U.S. Army Garrison Heidelberg)
Married: Angela Tinker, J.D.
Children: Jack (2004)

EDUCATION

Washington State University	B.A. (Social Studies), <i>cum laude</i>	1993
Seattle University	J.D., <i>cum laude</i>	1996

BAR ADMISSIONS

Washington	1996
U.S. District Court, Western District of Washington	1996
Ninth Circuit Court of Appeals	1996
U.S. District Court, Eastern District of Washington	2015

PROFESSIONAL EXPERIENCE

Owner, The Tinker Law Firm, PLLC	April 2016-Present
Member, Kidman Tinker, PLLC	October 2015-March 2016
Member, Morrow Kidman Tinker Macey-Cushman, PLLC	April 2013-October 2015
Member, Morrow Kidman Tinker, PLLC	February 2006-April 2013

PROFESSIONAL ASSOCIATIONS

Washington State Bar Association
Washington State Association for Justice
Kitsap County Bar Association
American Association for Justice

COMMUNITY AND PROFESSIONAL INVOLVEMENT

Kitsap County Bar Association Civil Practice and Procedure Committee	2017-Present
One Call For All Board	2016-Present
Rotary Club of Bainbridge Island President	2015-2016
President-Elect	2014-2015
Secretary	2011-2014
Vice-President	2010-11
Board of Directors	2010-Present
Scholarship Committee Chair	2010-2015
Foundation Chair	2016-Present

Scholarship Endowment Board	2012-Present
Exceptional Vocational Service Award	2010
Paul Harris Fellow	2010, 2014, 2015, 2016
Rotary Club of Bainbridge Island Auction & Rummage Sale	
Furniture Department Manager	2012-Present
Bikes Department Manager	2010-2011
Montessori Country School	
President	2013-2016
Board	2013-2017
Voyager Montessori School	
President	2012-2013
Board	2011-2013
Kitsap Cancer Services	
President	2008-2012
Board	2006-2012
WSTLA Kitsap County Roundtable Chairperson	2008-2010
WSTLA Continuing Legal Education Committee	2007-2008
WSTLA Civil Justice High School Education Project	2007
University Rotary (Seattle)	2002-2005
Volunteer Attorney—Unemployment Law Project	1997-1999

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, June 14, 2017 11:32:51 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Barbara Tolliver
Email	
Phone	
Address	
City	Bainbridge Is
State	WA
Zip	98110
Current Employer	Self employed
Current Position	Co-owner, The Traveler
I am interested in serving on one of the following advisory groups (select all that apply):	Infrastructure Ballot Measure Task Force
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	LTAC
Please share your qualifications for this appointment (skills, activities, training,	42 year resident; former (retired) Assistant Director of the King County Library System; business owner

education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Library volunteer; BIDA board member

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2017

How did you hear
about the volunteer
opportunity?

Field not completed.

Other

Jerri Lane

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, June 6, 2017 12:16:54 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Jonathan Williams

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer City of Seattle Department of Transportation

Current Position Senior Transportation Planner

I am interested in serving on one of the following advisory groups (select all that apply): Infrastructure Ballot Measure Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, I work professionally to develop neighborhood access and parking plans at Seattle DOT. In this role I also supported data and outreach for the Move Seattle levy. I have a graduate degree in Urban Planning from UCLA and am a member of the American

education) if any:	Institute of Certified Planners.
Please share your community interests (groups, committees, organizations) if any:	I live with my family on Bainbridge Island. I am interested in safe and sustainable transportation on the island.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2017
How did you hear about the volunteer opportunity?	City Announcement
Other	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Agenda Bill for Consent Agenda, AB 17-122 (Pg. 135)	Date: 7/11/2017
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: AB 17-122
Proposed By: City Clerk	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Consider approval of the following items:

- B. Accounts Payable and Payroll
- C. Regular City Council Study Session Minutes, June 20, 2017
- D. Special Joint City Council Meeting Minutes, June 20, 2017
- E. Special City Council Meeting Minutes, June 27, 2017
- D. Regular City Council Business Meeting Minutes, June 27, 2017
- E. Special Joint City Council Meeting Minutes, June 29, 2017
- F. City Attorney Office Staffing, AB 17-113 – Executive

RECOMMENDED ACTION/MOTION

I move to approve the consent agenda as presented.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Accounts Payable and Payroll (Pg. 136)	Date: 7/11/2017
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: AB 17-122
Proposed By: Finance	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

Approve with consent agenda.

ATTACHMENTS:

Description	Type
☐ Payroll - July 5, 2017	Backup Material
☐ Report to Council of Cash Disbursements 07-12-17	Backup Material

PAYROLL

PAYROLL CHECK RUN: 7 - 5 - 2017

Run Type	Run Date	Check # Sequence	Comments	Amount
Misc	6/23/2017	108147	P/R check run - misc	1,409.49
Normal	7/5/2017	039049 - 039172	P/R check run - direct deposit	271,239.60
Normal	7/5/2017	108148 - 108153	P/R check run - regular	5,788.10
Vendor	7/5/2017	108154 - 108168	P/R vendor check run	283,581.91
EFTPS	7/5/2017		Federal Tax Electronic Transfer	113,758.83
			TOTAL:	675,777.93

Prepared and Reviewed by:


Deborah Lee

Date

7-3-17

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



Kimberly M. Dunscombe, Budget Manager

Date

7-3-17

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: June 26, 2017 - July 10, 2017
CITY COUNCIL: June 27, 2017 - July 11, 2017



Last check from previous run: 344796 dated 06/28/17 issued to ZEE MEDICAL in the amount of \$126.85

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	06/27/17	260	WA ST DOR/EXCISE TAXES - MAY 2017	9,471.39
ACH	06/27/17	261	COBI/UTILITY BILLING - JUNE 2017	10,572.89
ACH	06/27/17	262	WA ST DOL/CONCEALED WEAPON PERMITS - JUNE 2017	162.00
Manual	06/26/17	344797	PW/DAN BUERGER/REFUND - RIGHT OF WAY PERMIT # 16-130	250.00
Manual	06/26/17	344798	PW/JUDGE PLUMBING/2017 ANNUAL BACKFLOW TESTING	11,066.00
Manual	06/28/17	344799	POL/COLUMBIA FORD/POLICE PATROL VEHICLE	32,578.80
Manual	06/28/17	344800	PW/NORDLAND CONSTRUCTION/SOUND TO OLYMPICS TRAIL	309,452.14
Manual	06/28/17	344801	PCD/KELLEY IMAGING/ES4555C COPIER LEASE	239.26
Manual	06/28/17	344802	PUGET SOUND ENERGY/MAY 2017 CITYWIDE ELECTRIC CHARGES	22,387.43
Manual	06/28/17	344803	PCD/TOSHIBA FINANCIAL/ES6560CT COPIER LEASE	353.16
Manual	06/30/17	344804	PW/KITSAP CO. AUDITOR/QUITCLAIM DEED RECORDING FEE	76.00
Manual	06/30/17	344805	PW/KITSAP CO. TREASURER/EXCISE AFFIDAVIT PROCESSING FEE	10.00
Manual	06/30/17	344806	CRT/TOSHIBA FINANCIAL/ES3005AC COPIER LEASE	188.58
Manual	06/30/17	344807	PW/WA ST DEPT OF FISH & WILDLIFE/JOINT AQUATIC RESOURCES PERMIT APP	150.00
Manual	07/03/17	344808	ENG/KELLEY IMAGING/ES4505AC SYSTEM COPIER LEASE	312.16
Manual	07/03/17	344809	PCD/RICHARD KATZ/PLN19338-SURETY DEPOSIT RELEASE	5,950.00
Manual	07/03/17	344810	CC/98110 FRAMES/FRAMED PHOTOS FOR COUNCIL CHAMBERS (2)	388.17
Manual	07/03/17	344811	PW/ISLAND HANDS/JANITORIAL SERVICES - JUNE 2017	9,260.00
Manual Checks, Electronic Disbursements				412,867.98

Regular Run	07/12/17	344812 - 344914	Regular Check Run	246,906.23
Total Disbursements				659,774.21

Retainage Release	N/A	N/A	No Retainage Releases	-
Travel Advance	N/A	N/A	No Advance Travel	-

Prepared and Reviewed by B. Huish 7/6/17 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.

Kim Dunscombe
Kim Dunscombe, Acting Accounting Manager

MANUAL
MAY17 - EXCISE

06/26/2017 10:05 | CITY OF BAINBRIDGE ISLAND
bhuish | A/P CASH DISBURSEMENTS JOURNAL

| P 1
| apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

260 06/27/2017 MANL 124 WA ST DEPT OF REVENUE 214404 2017-05 06/26/2017 EFTMAY17 9,471.39
Invoice: 2017-05 MAY17 EXCISE TAXES

94.25	91411341	553000	FINANCE - WATER EXTRNL TAXES
154.91	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
4,983.79	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
21.20	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
5.77	91411341	553000	FINANCE - WATER EXTRNL TAXES
6.81	91411341	553000	FINANCE - WATER EXTRNL TAXES
3,831.49	91431383	553000	FINANCE - SSWM - EXTRNL TAXES
3,691.68	91411341	553000	FINANCE - WATER EXTRNL TAXES
596.05	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
-3,691.68	91411341	553000	FINANCE - WATER EXTRNL TAXES
-596.05	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
2.33	21011125	531100	COURT - SUPPLIES
1.88	31011256	531100	EX-C/E-EMERG PREP-SUPPLIES
6.30	51011211	531100	PD-C/E-ADM-SUPPLIES
40.10	52015212	531100	POLICE - INV SUPPLIES
4.21	53011212	531100	PD-C/E-PATROL SUPPLIES
14.57	51011191	531100	PD-C/E-PROP RM-SUPPLIES
4.50	53011212	531100	PD-C/E-PATROL SUPPLIES
3.06	63470588	531100	CUR - DEV DEV PLAN OFC SUPPLY
27.44	73011768	531100	O&M-C/E-PARKS-SUPPLIES
37.05	73637891	531100	OFFICE SUPPLIES
17.96	73637891	531100	OFFICE SUPPLIES
1.91	73637891	531100	OFFICE SUPPLIES
5.90	91029179	531100	GG-SELF INS-WELLNESS-SUPPLIES
53.17	81011881	535500	IT - C/E COMPUTER PARTS & EQ
69.30	81011881	535500	IT - C/E COMPUTER PARTS & EQ
83.49	81031881	53550000567	PEG CAP FUNDING-NON CAP ITEMS

CHECK 260 TOTAL: 9,471.39

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 9,471.39

COUNT AMOUNT

TOTAL MANUAL CHECKS 1 9,471.39

*** GRAND TOTAL *** 9,471.39

06/26/2017 10:05 |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					
2017 6 328									
APP 401-213000						ACCOUNTS PAYABLE		106.83	
06/27/2017	EFTMAY17	EFTDOR				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			9,471.39
06/27/2017	EFTMAY17	EFTDOR				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		5,159.90	
06/27/2017	EFTMAY17	EFTDOR				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		3,831.49	
06/27/2017	EFTMAY17	EFTDOR				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		313.19	
06/27/2017	EFTMAY17	EFTDOR				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		3.06	
06/27/2017	EFTMAY17	EFTDOR				AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		56.92	
06/27/2017	EFTMAY17	EFTDOR				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								9,471.39	9,471.39
APP 631-130000						DUE TO/FROM CLEARING		9,414.47	
06/27/2017	EFTMAY17	EFTDOR							
APP 401-130000						DUE TO/FROM CLEARING			106.83
06/27/2017	EFTMAY17	EFTDOR							
APP 402-130000						DUE TO/FROM CLEARING			5,159.90
06/27/2017	EFTMAY17	EFTDOR							
APP 403-130000						DUE TO/FROM CLEARING			3,831.49
06/27/2017	EFTMAY17	EFTDOR							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			313.19
06/27/2017	EFTMAY17	EFTDOR							
APP 407-130000						DUE TO/FROM CLEARING			3.06
06/27/2017	EFTMAY17	EFTDOR							
SYSTEM GENERATED ENTRIES TOTAL								9,414.47	9,414.47
JOURNAL 2017/06/328 TOTAL								18,885.86	18,885.86

06/26/2017 10:05
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2017 6	328	06/27/2017			
001-130000				GENERAL - DUE TO/FROM CLEARING		313.19
001-213000				GENERAL - ACCOUNTS PAYABLE	313.19	
				FUND TOTAL	313.19	313.19
401 WATER OPERATING FUND	2017 6	328	06/27/2017			
401-130000				DUE TO/FROM CLEARING		106.83
401-213000				ACCOUNTS PAYABLE	106.83	
				FUND TOTAL	106.83	106.83
402 SEWER OPERATING FUND	2017 6	328	06/27/2017			
402-130000				DUE TO/FROM CLEARING		5,159.90
402-213000				ACCOUNTS PAYABLE	5,159.90	
				FUND TOTAL	5,159.90	5,159.90
403 STORM & SURFACE WATER FUND	2017 6	328	06/27/2017			
403-130000				DUE TO/FROM CLEARING		3,831.49
403-213000				ACCOUNTS PAYABLE	3,831.49	
				FUND TOTAL	3,831.49	3,831.49
407 BUILDING & DEVELOPMENT FUND	2017 6	328	06/27/2017			
407-130000				DUE TO/FROM CLEARING		3.06
407-213000				ACCOUNTS PAYABLE	3.06	
				FUND TOTAL	3.06	3.06
631 CLEARING FUND	2017 6	328	06/27/2017			
631-130000				DUE TO/FROM CLEARING	9,414.47	
631-213000				ACCOUNTS PAYABLE	56.92	
635-111100				CASH		9,471.39
				FUND TOTAL	9,471.39	9,471.39

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bhuish |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		313.19
401	WATER OPERATING FUND		106.83
402	SEWER OPERATING FUND		5,159.90
403	STORM & SURFACE WATER FUND		3,831.49
407	BUILDING & DEVELOPMENT FUND		3.06
631	CLEARING FUND	9,414.47	
	TOTAL	9,414.47	9,414.47

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

06/26/2017 11:24 |CITY OF BAINBRIDGE ISLAND
bhuish |A/P CASH DISBURSEMENTS JOURNAL

UB ACH
JUN17

|P 1
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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

261	06/27/2017	MANL	103 CITY OF BAINBRIDGE I	214405	10717JUN17	06/01/2017		ACHJUN17	9.46
Invoice: 10717JUN17						UB ACH - 1270 MADISON			
				9.46	91011722 547500	GG-C/E-LIBRARY-COBI WTR/SWR			
				214406	10727JUN17	06/01/2017		ACHJUN17	509.97
Invoice: 10727JUN17						UB ACH - 1270 MADISON			
				509.97	91011722 547500	GG-C/E-LIBRARY-COBI WTR/SWR			
				214407	11015JUN17	06/01/2017		ACHJUN17	8,940.16
Invoice: 11015JUN17						UB ACH - 1220 DONALD PLACE			
				8,940.16	91425358 547500	GG-WWTP-WATER/SEWER			
				214408	11122JUN17	06/01/2017		ACHJUN17	341.25
Invoice: 11122JUN17						UB ACH - 625 WINSLOW WAY			
				341.25	91011215 547500	GG-C/E-PD-COBI WTR/SWR			
				214409	11762JUN17	06/01/2017		ACHJUN17	22.63
Invoice: 11762JUN17						UB ACH - WINSLOW WAY DRINKING FOUNTAIN			
				22.63	91011768 547500	GG-C/E-PARKS-WTR/SWR			
				214410	11805JUN17	06/01/2017		ACHJUN17	12.44
Invoice: 11805JUN17						UB ACH - HIGH SCHOOL & MADISON			
				12.44	91011768 547500	GG-C/E-PARKS-WTR/SWR			
				214411	11806JUN17	06/01/2017		ACHJUN17	9.46
Invoice: 11806JUN17						UB ACH - MADISON & HIGH SCHOOL			
				9.46	91011768 547500	GG-C/E-PARKS-WTR/SWR			
				214412	11982JUN17	06/01/2017		ACHJUN17	692.88
Invoice: 11982JUN17						UB ACH - 280 MADISON AVE N.			
				692.88	91011189 547500	GG-C/E-CITY HALL-COBI WTR/SWR			
				214413	11983JUN17	06/01/2017		ACHJUN17	25.18
Invoice: 11983JUN17						UB ACH - 280 MADISON AVE N.			
				25.18	91011189 547500	GG-C/E-CITY HALL-COBI WTR/SWR			
				214414	12754JUN17	06/01/2017		ACHJUN17	9.46
Invoice: 12754JUN17						UB ACH - WINSLOW WAY E.			
				9.46	91011768 547500	GG-C/E-PARKS-WTR/SWR			

CHECK 261 TOTAL: 10,572.89

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bhuish |A/P CASH DISBURSEMENTS JOURNAL

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NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 10,572.89

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	10,572.89

*** GRAND TOTAL *** 10,572.89

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 bhuish |A/P CASH DISBURSEMENTS JOURNAL

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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			
2017 6 330									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		1,632.73	
06/27/2017	ACHJUN17	ACHJUN				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			10,572.89
06/27/2017	ACHJUN17	ACHJUN				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		8,940.16	
06/27/2017	ACHJUN17	ACHJUN				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								10,572.89	10,572.89
APP 631-130000						DUE TO/FROM CLEARING		10,572.89	
06/27/2017	ACHJUN17	ACHJUN							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			1,632.73
06/27/2017	ACHJUN17	ACHJUN							
APP 402-130000						DUE TO/FROM CLEARING			8,940.16
06/27/2017	ACHJUN17	ACHJUN							
SYSTEM GENERATED ENTRIES TOTAL								10,572.89	10,572.89
JOURNAL 2017/06/330 TOTAL								21,145.78	21,145.78

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bhuish

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2017 6	330	06/27/2017			
001-130000				GENERAL - DUE TO/FROM CLEARING		1,632.73
001-213000				GENERAL - ACCOUNTS PAYABLE	1,632.73	
				FUND TOTAL	1,632.73	1,632.73
402 SEWER OPERATING FUND	2017 6	330	06/27/2017			
402-130000				DUE TO/FROM CLEARING		8,940.16
402-213000				ACCOUNTS PAYABLE	8,940.16	
				FUND TOTAL	8,940.16	8,940.16
631 CLEARING FUND	2017 6	330	06/27/2017			
631-130000				DUE TO/FROM CLEARING	10,572.89	
635-111100				CASH		10,572.89
				FUND TOTAL	10,572.89	10,572.89

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			1,632.73
402 SEWER OPERATING FUND			8,940.16
631 CLEARING FUND		10,572.89	
	TOTAL	10,572.89	10,572.89

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

06/26/2017 12:12 |CITY OF BAINBRIDGE ISLAND
bhuish |A/P CASH DISBURSEMENTS JOURNAL

CPL ACH

JUN 17

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apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

262 06/27/2017 MANL 969 WA ST DEPT OF LICENS 214415 JUN17CPL 06/26/2017 ACHJUNFA 162.00

Invoice: JUN17CPL

JUN17 - CPL TRANSMITTAL

162.00 41654860 586000

GUN PERMIT OUT

CHECK 262 TOTAL: 162.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 162.00

COUNT AMOUNT

TOTAL MANUAL CHECKS 1 162.00

*** GRAND TOTAL *** 162.00

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bhuish |A/P CASH DISBURSEMENTS JOURNAL

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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			
2017 6 332									
APP 650-213000						ACCOUNTS PAYABLE		162.00	
	06/27/2017	ACHJUNFA	ACHFA			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			162.00
	06/27/2017	ACHJUNFA	ACHFA			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								162.00	162.00
APP 631-130000						DUE TO/FROM CLEARING		162.00	
	06/27/2017	ACHJUNFA	ACHFA						
APP 650-130000						DUE TO/FROM CLEARING			162.00
	06/27/2017	ACHJUNFA	ACHFA						
SYSTEM GENERATED ENTRIES TOTAL								162.00	162.00
JOURNAL 2017/06/332 TOTAL								324.00	324.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631	CLEARING FUND	2017 6	332	06/27/2017			
	631-130000				DUE TO/FROM CLEARING	162.00	
	635-111100				CASH		162.00
FUND TOTAL						162.00	162.00
650	AGENCY FUND	2017 6	332	06/27/2017			
	650-130000				DUE TO/FROM CLEARING		162.00
	650-213000				ACCOUNTS PAYABLE	162.00	
FUND TOTAL						162.00	162.00

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bhuish | A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
031	CLEARING FUND	162.00	
650	AGENCY FUND		162.00
	TOTAL	162.00	162.00

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

MANUAL

06/26/2017 16:08 | CITY OF BAINBRIDGE ISLAND
bhuish | A/P CASH DISBURSEMENTS JOURNAL

| P 1
| apcshdsb

6/26/17

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

344797	06/26/2017	PRTD	8690 DAN BUERGER	214417	543217	06/22/2017	M062617	250.00
Invoice: 543217								
				250.00	11154	322400	PW/REFUND-ROW#16-130 ROW PERMITS-STANDARD	
							CHECK 344797 TOTAL:	250.00

344798	06/26/2017	PRTD	7482 JUDGE PLUMBING COMPA	214416	PAYREQ2-00510	06/20/2017	21700049 M062617	11,066.00
Invoice: PAYREQ2-00510								
						2017 ANNUAL BACKFLOW TESTING		
				10,678.86	73411349	54110000510	BACKFLOW TEST-PRO SVCS	
				387.14	73415349	54110000510	BACKFLOW TEST-RB-PRO SVCS	
							CHECK 344798 TOTAL:	11,066.00

NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***	11,316.00
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	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	11,316.00

*** GRAND TOTAL ***	11,316.00
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06/26/2017 16:08 |CITY OF BAINBRIDGE ISLAND
bhuish |A/P CASH DISBURSEMENTS JOURNAL

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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		
2017 6 338								
APP 101-213000						STREETS - ACCOUNTS PAYABLE	250.00	
	06/26/2017	M062617	062617			AP CASH DISBURSEMENTS JOURNAL		
APP 635-111100						CASH		11,316.00
	06/26/2017	M062617	062617			AP CASH DISBURSEMENTS JOURNAL		
APP 401-213000						ACCOUNTS PAYABLE	11,066.00	
	06/26/2017	M062617	062617			AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL							11,316.00	11,316.00
APP 631-130000						DUE TO/FROM CLEARING	11,316.00	
	06/26/2017	M062617	062617					
APP 101-130000						STREETS - DUE TO/FROM CLEARING		250.00
	06/26/2017	M062617	062617					
APP 401-130000						DUE TO/FROM CLEARING		11,066.00
	06/26/2017	M062617	062617					
SYSTEM GENERATED ENTRIES TOTAL							11,316.00	11,316.00
JOURNAL 2017/06/338 TOTAL							22,632.00	22,632.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
101 STREET FUND	2017 6	338	06/26/2017			
101-130000				STREETS - DUE TO/FROM CLEARING		250.00
101-213000				STREETS - ACCOUNTS PAYABLE	250.00	
				FUND TOTAL	250.00	250.00
401 WATER OPERATING FUND	2017 6	338	06/26/2017			
401-130000				DUE TO/FROM CLEARING		11,066.00
401-213000				ACCOUNTS PAYABLE	11,066.00	
				FUND TOTAL	11,066.00	11,066.00
631 CLEARING FUND	2017 6	338	06/26/2017			
631-130000				DUE TO/FROM CLEARING	11,316.00	
635-111100				CASH		11,316.00
				FUND TOTAL	11,316.00	11,316.00

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
101 STREET FUND			250.00
401 WATER OPERATING FUND			11,066.00
631 CLEARING FUND		11,316.00	
		<u>11,316.00</u>	<u>11,316.00</u>
	TOTAL	11,316.00	11,316.00

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

MANUAL

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bhuish |A/P CASH DISBURSEMENTS JOURNAL

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CB 6/28/17

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

344799	06/28/2017	PRTD 5035 COLUMBIA FORD	214418	3-H1669	06/16/2017	21700027	M062717	32,578.80
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Invoice: 3-H1669

FIVE POLICE PATROL VEHICLES-2017

32,578.80 53011421 66400000833 PD-2017 VEH REPL-EQ ACQ

CHECK 344799 TOTAL: 32,578.80

344800	06/28/2017	PRTD 7831 NORDLAND CONSTRUCTIO	214419	PAYREQ3-668	06/23/2017	21700046	M062717	309,452.14
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Invoice: PAYREQ3-668

STO-WINSLOW TO HS RD

309,452.14 72334562 66300000668 STO PH 2&4-CONSTR

CHECK 344800 TOTAL: 309,452.14

NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***	342,030.94
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	COUNT	AMOUNT
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TOTAL PRINTED CHECKS	2	342,030.94
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*** GRAND TOTAL *** 342,030.94

06/28/2017 08:51 |CITY OF BAINBRIDGE ISLAND
 bhuish |A/P CASH DISBURSEMENTS JOURNAL

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 |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				
2017 6 376								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		32,578.80	
06/28/2017	M062717	062817			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			342,030.94
06/28/2017	M062717	062817			AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000					ACCOUNTS PAYABLE		309,452.14	
06/28/2017	M062717	062817			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL							342,030.94	342,030.94
APP 631-130000					DUE TO/FROM CLEARING		342,030.94	
06/28/2017	M062717	062817						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			32,578.80
06/28/2017	M062717	062817						
APP 301-130000					DUE TO/FROM CLEARING			309,452.14
06/28/2017	M062717	062817						
SYSTEM GENERATED ENTRIES TOTAL							342,030.94	342,030.94
JOURNAL 2017/06/376 TOTAL							684,061.88	684,061.88

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bhuish

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2017 6	376	06/28/2017			
001-130000				GENERAL - DUE TO/FROM CLEARING		32,578.80
001-213000				GENERAL - ACCOUNTS PAYABLE	32,578.80	
				FUND TOTAL	32,578.80	32,578.80
301 CAPITAL CONSTRUCTION FUND	2017 6	376	06/28/2017			
301-130000				DUE TO/FROM CLEARING		309,452.14
301-213000				ACCOUNTS PAYABLE	309,452.14	
				FUND TOTAL	309,452.14	309,452.14
631 CLEARING FUND	2017 6	376	06/28/2017			
631-130000				DUE TO/FROM CLEARING	342,030.94	
635-111100				CASH		342,030.94
				FUND TOTAL	342,030.94	342,030.94

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bhuish |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		32,578.80
301	CAPITAL CONSTRUCTION FUND		309,452.14
631	CLEARING FUND	342,030.94	
	TOTAL	342,030.94	342,030.94

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

MANUAL

06/28/2017 10:00 |CITY OF BAINBRIDGE ISLAND
bhuish |A/P CASH DISBURSEMENTS JOURNAL

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|apcahdsb

Bn 6/28/17

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

344801	06/28/2017	PRTD 1971 KELLEY IMAGING SYSTE	214482	20804242	06/12/2017	M062817	239.26
Invoice: 20804242					PCD/ES4555C COPIER LEASE		
			239.26	61470581 545000	PCD - DEV ADMIN RENTS & LEASES		
CHECK 344801 TOTAL:							239.26
344802	06/28/2017	PRTD 1205 PUGET SOUND ENERGY	214420	823MAY17	06/02/2017	M062817	10.81
Invoice: 823MAY17					BRIAN DRIVE N/BOOTH EL PANEL		
			10.81	91011768 547100	GG-C/E-PARKS-ELECTRIC		
		Invoice: 640MAY17	214421	640MAY17	06/02/2017	M062817	39.03
					BRIAN DRIVE S/BOOTH EL PANEL		
			39.03	91011768 547100	GG-C/E-PARKS-ELECTRIC		
		Invoice: 573MAY17	214422	573MAY17	06/02/2017	M062817	13.79
					COMMODORE/HS RESERVOIR		
			13.79	91411345 547100	GG-WTR-ELECTRIC		
		Invoice: 093MAY17	214423	093MAY17	06/02/2017	M062817	2,456.83
					FLETCHER BAY WELL FIELD		
			2,456.83	91411345 547100	GG-WTR-ELECTRIC		
		Invoice: 256MAY17	214424	256MAY17	06/02/2017	M062817	374.20
					SLS-8 HWY 305/HARBORVIEW		
			374.20	91421355 547100	GG-SWR-ELECTRIC		
		Invoice: 291MAY17	214425	291MAY17	06/02/2017	M062817	14.87
					HEAD OF BAY WELL FIELD		
			14.87	91411345 547100	GG-WTR-ELECTRIC		
		Invoice: 031MAY17	214426	031MAY17	06/02/2017	M062817	102.97
					SLS-6 LOVELL LOWER		
			102.97	91421355 547100	GG-SWR-ELECTRIC		
		Invoice: 466MAY17	214427	466MAY17	06/02/2017	M062817	11.81
					MADISON/HS RAINBRINGER		
			11.81	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY		
		Invoice: 893MAY17	214428	893MAY17	06/02/2017	M062817	742.61
					MUNICIPAL STREET LGHTNG-#LITES		
			742.61	91111263 547100	GG-STRT-STREET LIGHTING-UTIL		
		Invoice: 143MAY17	214429	143MAY17	06/02/2017	M062817	11.60
					REITAN RD/WELCOME TO BI - 16280 REITAN RD NE		
			11.60	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY		
		Invoice: 735MAY17	214430	735MAY17	06/02/2017	M062817	113.23
					SHANNON DR/WFP DOCK		
			113.23	91011768 547100	GG-C/E-PARKS-ELECTRIC		
			214431	736MAY17	06/02/2017	M062817	66.34

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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: 736MAY17				66.34	91011768 547100	SHANNON DR/WFP RESTROOM GG-C/E-PARKS-ELECTRIC			
Invoice: 647MAY17				214432	647MAY17	06/02/2017	M062817		31.37
				31.37	91111263 547100	STREET LIGHTS/TRAFFIC CONTR GG-STRT-STREET LIGHTING-UTIL			
Invoice: 021MAY17				214433	021MAY17	06/02/2017	M062817		97.00
				97.00	91421355 547100	SLS-3 TREATMENT PLANT GG-SWR-ELECTRIC			
Invoice: 710MAY17				214434	710MAY17	06/02/2017	M062817		271.76
				271.76	91421355 547100	SLS-2 VILLAGE CENTER GG-SWR-ELECTRIC			
Invoice: 717MAY17				214435	717MAY17	06/02/2017	M062817		253.97
				253.97	91011215 547100	POLICE STATION-METER1 (ORIG) GG-C/E-PD-ELECTRIC			
Invoice: 111MAY17				214436	111MAY17	06/02/2017	M062817		324.28
				324.28	91011215 547100	POLICE STATION-METER2 GG-C/E-PD-ELECTRIC			
Invoice: 520-298MAY17				214437	520-298MAY17	06/02/2017	M062817		310.61
				310.61	91421355 547100	SLS-5 WW/SUNDAY COVE GG-SWR-ELECTRIC			
Invoice: 797MAY17				214438	797MAY17	06/02/2017	M062817		149.41
				149.41	91011255 547100	MUNIC COURT-METER E3-10255 NE VALLEY RD GG-C/E-COURT BLDG-ELECTRIC			
Invoice: 182MAY17				214439	182MAY17	06/02/2017	M062817		60.00
				60.00	91011255 547100	MUNIC COURT-METER E6-10255 NE VALLEY RD GG-C/E-COURT BLDG-ELECTRIC			
Invoice: 520-374MAY17				214440	520-374MAY17	06/02/2017	M062817		55.53
				55.53	91111264 547100	SIGNAL @ 108 OLYMPIC DR SE GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 973MAY17				214441	973MAY17	06/02/2017	M062817		29.48
				29.48	91415345 547100	OC RESERVOIR LID17 PHASE2-1100 OLD CREOSOTE RD NE GG-ROCKAWAY BCH-UTILITIES			
Invoice: 336MAY17				214442	336MAY17	06/02/2017	M062817		133.77
				133.77	91421355 547100	SLS-9 ISLAND TERRACE-1174 FERNCLIFF AVE NE GG-SWR-ELECTRIC			
Invoice: 461MAY17				214443	461MAY17	06/02/2017	M062817		5,065.44
				5,065.44	91425358 547100	WWTP-1220 DONALD PLACE GG-WWTP-ELECTRIC			
				214444	040-581MAY17	06/02/2017	M062817		136.04

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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: 040-581MAY17				136.04	91421355 547100	3900 HALLS HILL RD PUMP GG-SWR-ELECTRIC			
Invoice: 444MAY17				214445	444MAY17	06/02/2017	M062817		519.51
				519.51	91011755 547100	BI COMMONS-402 BJUNE DRIVE GG-C/E-COMMONS-ELECTRIC			
Invoice: 636MAY17				214446	636MAY17	06/02/2017	M062817		73.16
				73.16	91421355 547100	SLS-7 WING PT WAY-4296 WING POINT WAY GG-SWR-ELECTRIC			
Invoice: 206MAY17				214447	206MAY17	06/02/2017	M062817		423.86
				423.86	91421355 547100	4586 POINT WHITE DR NE GG-SWR-ELECTRIC			
Invoice: 040-751MAY17				214448	040-751MAY17	06/02/2017	M062817		11.20
				11.20	91411345 547100	520 ERICKSEN AVE-PRV WATER SYS GG-WTR-ELECTRIC			
Invoice: 828MAY17				214449	828MAY17	06/02/2017	M062817		111.41
				111.41	91415345 547100	TAYLOR WELLS LID17 PHASE 1-6300 TAYLOR AVE GG-ROCKAWAY BCH-UTILITIES			
Invoice: 247MAY17				214450	247MAY17	06/02/2017	M062817		39.39
				39.39	91435838 547100	SSWM/DECANT FACILITY-6400 DON PALMER AVE NE GG-DECANT-ELECTRIC			
Invoice: 884MAY17				214451	884MAY17	06/02/2017	M062817		112.70
				112.70	91421355 547100	SLS FERRY TERMINAL-692 KLUCKITAT PL NE GG-SWR-ELECTRIC			
Invoice: 520-136MAY17				214452	520-136MAY17	06/02/2017	M062817		2,352.13
				2,352.13	91411345 547100	HOB BOOSTER PUMP/WELL-7290 WYATT WAY GG-WTR-ELECTRIC			
Invoice: 558MAY17				214453	558MAY17	06/02/2017	M062817		1,537.45
				1,537.45	91011897 547100	7315 NE HIDDEN COVE RD GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 058MAY17				214454	058MAY17	06/02/2017	M062817		37.31
				37.31	91011897 547100	NE HIDDEN COVE-SHOP-7315 HIDDEN COVE RD GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 040-714MAY17				214455	040-714MAY17	06/02/2017	M062817		10.81
				10.81	91021182 547100	7095 NE TWIN PONDS RD GG-OS-PROP MNGT-ELECTRIC			
Invoice: 831MAY17				214456	831MAY17	06/02/2017	M062817		1,164.63
				1,164.63	91411345 547100	SANDS AVE NE WELL FIELD-8499 SANDS AVE NE GG-WTR-ELECTRIC			
				214457	983MAY17	06/02/2017	M062817		11.83

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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: 983MAY17				11.83	91111264 547100	MILLER RD NE BEACON-8800 1/2 MILLER RD GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 888MAY17				214458	888MAY17	06/02/2017	M062817		244.03
				244.03	91411345 547100	NE H.S. RD PUMP-9330 NE HS RD GG-WTR-ELECTRIC			
Invoice: 067MAY17				214459	067MAY17	06/02/2017	M062817		10.81
				10.81	91111263 547100	MADISON PARKING LOT GG-STRT-STREET LIGHTING-UTIL			
Invoice: 658MAY17				214460	658MAY17	06/02/2017	M062817		67.48
				67.48	91421355 547100	SLS-4 IRENE/LOWER HAWLEY GG-SWR-ELECTRIC			
Invoice: 682-B-MAY17				214461	682-B-MAY17	06/02/2017	M062817		29.64
				29.64	91111263 547100	MUNIC PARKING LOT-MADISON & MADRONA GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL1MAY17				214462	IL1MAY17	06/02/2017	M062817		286.73
				286.73	91111263 547100	ERCKSN/MDSN/WNSLW/KNCTL GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL3MAY17				214463	IL3MAY17	06/02/2017	M062817		40.60
				40.60	91111263 547100	ROUNDABOUT HS/MADISON IMPR GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL5MAY17				214464	IL5MAY17	06/02/2017	M062817		103.55
				103.55	91111263 547100	COMMODORE OFF HS @ OLYMPIC GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL7MAY17				214465	IL7MAY17	06/02/2017	M062817		94.35
				94.35	91111263 547100	MADISON PRJ HS TO WINSLOW II GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL9MAY17				214466	IL9MAY17	06/02/2017	M062817		140.00
				140.00	91111263 547100	MADISON AVE SO GG-STRT-STREET LIGHTING-UTIL			
Invoice: 285MAY17				214467	285MAY17	06/02/2017	M062817		274.45
				274.45	91421355 547100	SPS N.TOWN/SPORTSMAN GG-SWR-ELECTRIC			
Invoice: IL11MAY17				214468	IL11MAY17	06/02/2017	M062817		23.70
				23.70	91111263 547100	STREET LIGHTS WW MAD TO 305 GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL12MAY17				214469	IL12MAY17	06/02/2017	M062817		96.69
				96.69	91111263 547100	STREET LIGHTS WW 305-FRNCLFF GG-STRT-STREET LIGHTING-UTIL			
				214470	WW&305MAY17	06/02/2017	M062817		621.44

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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: WW&305MAY17				621.44	91111264 547100	WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY			
Invoice: SPRINGMAY17				214471	SPRINGMAY17	06/02/2017	M062817		66.07
				66.07	91111263 547100	SPRINGRIDGE RD/HANSEN HILL GG-STRT-STREET LIGHTING-UTIL			
Invoice: 520-330MAY17				214472	520-330MAY17	06/02/2017	M062817		49.65
				49.65	91011768 547100	210 WINSLOW WAY E IRRIGATION GG-C/E-PARKS-ELECTRIC			
Invoice: LYNCTRMAY17				214473	LYNCTRMAY17	06/02/2017	M062817		106.37
				106.37	91111263 547100	4238 LYNWOOD CENTER RD, BLOSSOM HILL GG-STRT-STREET LIGHTING-UTIL			
Invoice: BKLYN&MADMAY17				214474	BKLYN&MADMAY17	06/02/2017	M062817		13.14
				13.14	91111263 547100	NEW BROOKLYN & MAD AVE-STREET LGHT GG-STRT-STREET LIGHTING-UTIL			
Invoice: 2360-MADMAY17				214475	2360-MADMAY17	06/02/2017	M062817		13.14
				13.14	91111263 547100	2360 MAD AVE N-E.ENTRANCE ST LGHT GG-STRT-STREET LIGHTING-UTIL			
Invoice: MAD&ORDMAY17				214476	MAD&ORDMAY17	06/02/2017	M062817		13.14
				13.14	91111263 547100	MADISON AVE N, ORDWAY CROSS-ST LGHT GG-STRT-STREET LIGHTING-UTIL			
Invoice: BKLYN&NTOWNMAY17				214477	BKLYN&NTOWNMAY17	06/02/2017	M062817		13.14
				13.14	91111263 547100	NEW BROOKLYN & N.TOWN-ST.LIGHT GG-STRT-STREET LIGHTING-UTIL			
Invoice: WING&AZALEAMAY17				214478	WING&AZALEAMAY17	06/02/2017	M062817		10.34
				10.34	91111263 547100	WING PT & AZALEA AVE NE-ST.LGHT GG-STRT-STREET LIGHTING-UTIL			
Invoice: W.OFMAD-PH1MAY17				214479	W.OFMAD-PH1MAY17	06/02/2017	M062817		900.65
				900.65	91111263 547100	W.OFMADISON-BAINBRIDGE CO PH1 GG-STRT-STREET LIGHTING-UTIL			
Invoice: E.OFMAD-PH2MAY17				214480	E.OFMAD-PH2MAY17	06/02/2017	M062817		1,843.51
				1,843.51	91111263 547100	E.OF MADISON-BAINBRIDGE CO PH2 GG-STRT-STREET LIGHTING-UTIL			
Invoice: MAD&HSMAY17				214481	MAD&HSMAY17	06/02/2017	M062817		42.67
				42.67	91111263 547100	MADISON AVE/H.S. AVE-ST.LGHT GG-STRT-STREET LIGHTING-UTIL			
CHECK 344802 TOTAL:									22,387.43

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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

344803 06/28/2017 PRD 6714 TOSHIBA FINANCIAL SE 214483 20804241 06/12/2017 M062817 353.16
Invoice: 20804241 PCD/ES6560CT COPIER LEASE

353.16 61470581 545000 PCD - DEV ADMIN RENTS & LEASES

CHECK 344803 TOTAL: 353.16

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 22,979.85

COUNT AMOUNT

TOTAL PRINTED CHECKS 3 22,979.85

*** GRAND TOTAL *** 22,979.85

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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			
2017 6 379									
APP 407-213000						ACCOUNTS PAYABLE		592.42	
06/28/2017 M062817		062817				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			22,979.85
06/28/2017 M062817		062817				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		3,171.80	
06/28/2017 M062817		062817				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		6,398.37	
06/28/2017 M062817		062817				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		7,443.44	
06/28/2017 M062817		062817				AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		5,334.43	
06/28/2017 M062817		062817				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		39.39	
06/28/2017 M062817		062817				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								22,979.85	22,979.85
APP 631-130000						DUE TO/FROM CLEARING		22,979.85	
06/28/2017 M062817		062817							
APP 407-130000						DUE TO/FROM CLEARING			592.42
06/28/2017 M062817		062817							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			3,171.80
06/28/2017 M062817		062817							
APP 401-130000						DUE TO/FROM CLEARING			6,398.37
06/28/2017 M062817		062817							
APP 402-130000						DUE TO/FROM CLEARING			7,443.44
06/28/2017 M062817		062817							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			5,334.43
06/28/2017 M062817		062817							
APP 403-130000						DUE TO/FROM CLEARING			39.39
06/28/2017 M062817		062817							
SYSTEM GENERATED ENTRIES TOTAL								22,979.85	22,979.85
JOURNAL 2017/06/379 TOTAL								45,959.70	45,959.70

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2017 6	379	06/28/2017			
001-130000				GENERAL - DUE TO/FROM CLEARING		3,171.80
001-213000				GENERAL - ACCOUNTS PAYABLE	3,171.80	
				FUND TOTAL	3,171.80	3,171.80
101 STREET FUND	2017 6	379	06/28/2017			
101-130000				STREETS - DUE TO/FROM CLEARING		5,334.43
101-213000				STREETS - ACCOUNTS PAYABLE	5,334.43	
				FUND TOTAL	5,334.43	5,334.43
401 WATER OPERATING FUND	2017 6	379	06/28/2017			
401-130000				DUE TO/FROM CLEARING		6,398.37
401-213000				ACCOUNTS PAYABLE	6,398.37	
				FUND TOTAL	6,398.37	6,398.37
402 SEWER OPERATING FUND	2017 6	379	06/28/2017			
402-130000				DUE TO/FROM CLEARING		7,443.44
402-213000				ACCOUNTS PAYABLE	7,443.44	
				FUND TOTAL	7,443.44	7,443.44
403 STORM & SURFACE WATER FUND	2017 6	379	06/28/2017			
403-130000				DUE TO/FROM CLEARING		39.39
403-213000				ACCOUNTS PAYABLE	39.39	
				FUND TOTAL	39.39	39.39
407 BUILDING & DEVELOPMENT FUND	2017 6	379	06/28/2017			
407-130000				DUE TO/FROM CLEARING		592.42
407-213000				ACCOUNTS PAYABLE	592.42	
				FUND TOTAL	592.42	592.42
631 CLEARING FUND	2017 6	379	06/28/2017			
631-130000				DUE TO/FROM CLEARING	22,979.85	
635-111100				CASH		22,979.85
				FUND TOTAL	22,979.85	22,979.85

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		3,171.80
101	STREET FUND		5,334.43
401	WATER OPERATING FUND		6,398.37
402	SEWER OPERATING FUND		7,443.44
403	STORM & SURFACE WATER FUND		39.39
407	BUILDING & DEVELOPMENT FUND		592.42
631	CLEARING FUND	22,979.85	
TOTAL		22,979.85	22,979.85

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

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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

344804	06/30/2017	PRTD	333 KITSAP COUNTY AUDITO	214517	06/16/17	06/16/2017	M063017		76.00
Invoice: 06/16/17						PW/QUITCLAIM DEED-RECORDING FEE			
				76.00	72111421 551000	ENG-STREET-RECORDING AT CO AUD			

CHECK 344804 TOTAL: 76.00

344805	06/30/2017	PRTD	316 KC TREASURER	214516	06/16/17	06/16/2017	M063017		10.00
Invoice: 06/16/17						PW/EXCISE AFFIDAVIT PROCESSING FEE			
				10.00	72111421 551000	ENG-STREET-RECORDING AT CO AUD			

CHECK 344805 TOTAL: 10.00

344806	06/30/2017	PRTD	6714 TOSHIBA FINANCIAL SE	214518	20859556	06/21/2017	M063017		188.58
Invoice: 20859556						CRT/ES3005AC COPIER LEASE			
				188.58	21011125 545000	COURT - RENTS & LEASES - OPER			

CHECK 344806 TOTAL: 188.58

344807	06/30/2017	PRTD	4594 WA ST DEPT OF FISH A	214515	WW-JARPA	06/29/2017	M063017		150.00
Invoice: WW-JARPA						ENG/JOINT AQUATIC RESOURCES PERMIT APP-W.W.-RAVINE			
				150.00	72334438 64980000776	WINSLOW RAVINE OUTFALL-PERMITS			

CHECK 344807 TOTAL: 150.00

NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 424.58

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	4	424.58

*** GRAND TOTAL *** 424.58

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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			
2017 6 427									
APP 101-213000						STREETS - ACCOUNTS PAYABLE		86.00	
06/30/2017 M063017		063017				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			424.58
06/30/2017 M063017		063017				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		188.58	
06/30/2017 M063017		063017				AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000						ACCOUNTS PAYABLE		150.00	
06/30/2017 M063017		063017				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								424.58	424.58
APP 631-130000						DUE TO/FROM CLEARING		424.58	
06/30/2017 M063017		063017							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			86.00
06/30/2017 M063017		063017							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			188.58
06/30/2017 M063017		063017							
APP 301-130000						DUE TO/FROM CLEARING			150.00
06/30/2017 M063017		063017							
SYSTEM GENERATED ENTRIES TOTAL								424.58	424.58
JOURNAL 2017/06/427 TOTAL								849.16	849.16

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2017 6	427	06/30/2017			
001-130000				GENERAL - DUE TO/FROM CLEARING		188.58
001-213000				GENERAL - ACCOUNTS PAYABLE	188.58	
				FUND TOTAL	188.58	188.58
101 STREET FUND	2017 6	427	06/30/2017			
101-130000				STREETS - DUE TO/FROM CLEARING		86.00
101-213000				STREETS - ACCOUNTS PAYABLE	86.00	
				FUND TOTAL	86.00	86.00
301 CAPITAL CONSTRUCTION FUND	2017 6	427	06/30/2017			
301-130000				DUE TO/FROM CLEARING		150.00
301-213000				ACCOUNTS PAYABLE	150.00	
				FUND TOTAL	150.00	150.00
631 CLEARING FUND	2017 6	427	06/30/2017			
631-130000				DUE TO/FROM CLEARING	424.58	
635-111100				CASH		424.58
				FUND TOTAL	424.58	424.58

06/30/2017 12:45 |CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		188.58
101	STREET FUND		86.00
301	CAPITAL CONSTRUCTION FUND		150.00
631	CLEARING FUND	424.58	
	TOTAL	424.58	424.58

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

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Ch 7/3/17

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

344808 07/03/2017 PRD 1971 KELLEY IMAGING SYSTE 214531 20859557 06/21/2017 M070317 312.16

Invoice: 20859557

ENG/ES4505AC SYSTEM COPIER LEASE

312.16 72011325 545000 ENG - C/E FACIL RENTS & LEASES

CHECK 344808 TOTAL: 312.16

344809 07/03/2017 PRD 8686 RICHARD KATZ 214530 15-01084 06/30/2017 M070317 5,950.00

Invoice: 15-01084

PLN19338-SURETY DEPOSIT RELEASE

5,950.00 62338 386000 SURETY DEPOSITS CUS

CHECK 344809 TOTAL: 5,950.00

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 6,262.16

COUNT AMOUNT

TOTAL PRINTED CHECKS 2 6,262.16

*** GRAND TOTAL *** 6,262.16

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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		
2017 7 9								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE	312.16	
	07/03/2017	M070317	070317			AP CASH DISBURSEMENTS JOURNAL		
APP 635-111100						CASH		6,262.16
	07/03/2017	M070317	070317			AP CASH DISBURSEMENTS JOURNAL		
APP 622-213000						ACCOUNTS PAYABLE	5,950.00	
	07/03/2017	M070317	070317			AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL							6,262.16	6,262.16
APP 631-130000						DUE TO/FROM CLEARING	6,262.16	
	07/03/2017	M070317	070317					
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		312.16
	07/03/2017	M070317	070317					
APP 622-130000						DUE TO/FROM CLEARING		5,950.00
	07/03/2017	M070317	070317					
SYSTEM GENERATED ENTRIES TOTAL							6,262.16	6,262.16
JOURNAL 2017/07/9 TOTAL							12,524.32	12,524.32

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2017	7	9	07/03/2017			
001-130000					GENERAL - DUE TO/FROM CLEARING		312.16
001-213000					GENERAL - ACCOUNTS PAYABLE	312.16	
					FUND TOTAL	312.16	312.16
622 EXPENDABLE TRUST FUND	2017	7	9	07/03/2017			
622-130000					DUE TO/FROM CLEARING		5,950.00
622-213000					ACCOUNTS PAYABLE	5,950.00	
					FUND TOTAL	5,950.00	5,950.00
631 CLEARING FUND	2017	7	9	07/03/2017			
631-130000					DUE TO/FROM CLEARING	6,262.16	
635-111100					CASH		6,262.16
					FUND TOTAL	6,262.16	6,262.16

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		312.16
622	EXPENDABLE TRUST FUND		5,950.00
631	CLEARING FUND	6,262.16	
	TOTAL	6,262.16	6,262.16

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Ben 7/3/17

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

344810 07/03/2017 PRD 8703 BARBARA CHENEY 214533 11507 05/30/2017 M070317 388.17
Invoice: 11507 CC/FRAMED PHOTOS FOR COUNCIL CHAMBERS (2)
388.17 11011116 531100 COUNCIL - SUPPLIES

CHECK 344810 TOTAL: 388.17

344811 07/03/2017 PRD 8646 ISLAND HANDS 214534 17405 06/28/2017 21700098 M070317 9,260.00
Invoice: 17405 2017 JANITORIALAPR-DEC
9,260.00 73011183 54110000269 JANITORIAL CONTRACT-PRO SVCS

CHECK 344811 TOTAL: 9,260.00

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 9,648.17

COUNT AMOUNT

TOTAL PRINTED CHECKS 2 9,648.17

*** GRAND TOTAL *** 9,648.17

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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			
2017 7 17										
APP 001-213000							GENERAL - ACCOUNTS PAYABLE		9,648.17	
07/03/2017	M070317	070317					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100							CASH			9,648.17
07/03/2017	M070317	070317					AP CASH DISBURSEMENTS JOURNAL			
							GENERAL LEDGER TOTAL		9,648.17	9,648.17
APP 631-130000							DUE TO/FROM CLEARING		9,648.17	
07/03/2017	M070317	070317								
APP 001-130000							GENERAL - DUE TO/FROM CLEARING			9,648.17
07/03/2017	M070317	070317								
							SYSTEM GENERATED ENTRIES TOTAL		9,648.17	9,648.17
							JOURNAL 2017/07/17 TOTAL		19,296.34	19,296.34

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2017 7	17	07/03/2017			
001-130000				GENERAL - DUE TO/FROM CLEARING		9,648.17
001-213000				GENERAL - ACCOUNTS PAYABLE	9,648.17	
				FUND TOTAL	9,648.17	9,648.17
631 CLEARING FUND	2017 7	17	07/03/2017			
631-130000				DUE TO/FROM CLEARING	9,648.17	
635-111100				CASH		9,648.17
				FUND TOTAL	9,648.17	9,648.17

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			9,648.17
631 CLEARING FUND		9,648.17	
	TOTAL	9,648.17	9,648.17

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

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7/6/17

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
344812	07/12/2017	PRTD	5 ACE HARDWARE	214484	38033/1	06/19/2017		07/09/17	46.85
			Invoice: 38033/1			PW/50QT COOLER, SQUEEGEE			
				46.85	73435838 531100	O&M-DECANT-SUPPLIES			
			Invoice: 38048/1	214485	38048/1	06/20/2017		07/09/17	32.65
				32.65	73011897 531100	PW/ELEC TAPE, 9V BATT, GORILLA TAPE			
						O&M-C/E-PWYD FAC-SUPPLIES			
			Invoice: 38029/1	214486	38029/1	06/19/2017		07/09/17	53.37
				53.37	73011897 531100	PW/NOZZLE GUN, 60W LED, 32W FLUOR			
						O&M-C/E-PWYD FAC-SUPPLIES			
			Invoice: 38057/1	214487	38057/1	06/21/2017		07/09/17	23.32
				23.32	73011897 531100	PW/SPEAKER, ELEC SUPPLIES			
						O&M-C/E-PWYD FAC-SUPPLIES			
			Invoice: 38109/1	214532	38109/1	06/28/2017		07/09/17	3.82
				3.82	54025212 531100	POL/FASTENERS (5)			
						MARINE - SUPPLIES			
			Invoice: 38086/1	214535	38086/1	06/26/2017		07/09/17	32.69
				32.69	73421355 531100	PW/BILGE PUMP			
						WIN COLL-SUPPLIES			
			Invoice: 37999/1	214536	37999/1	06/15/2017		07/09/17	55.56
				55.56	73421355 531100	PW/PLIERS, FLASHLIGHT, CULTIVTR			
						WIN COLL-SUPPLIES			
			Invoice: 38088/1	214537	38088/1	06/26/2017		07/09/17	32.66
				32.66	73011768 531100	PW/SHUTOFF HOSE, KEY STEM, COUPLER			
						O&M-C/E-PARKS-SUPPLIES			
			Invoice: 38094/1	214538	38094/1	06/27/2017		07/09/17	18.51
				18.51	73111264 531100	PW/PUNCH PIN, CHISEL			
						O&M-STREET-TRAF CONTROL-SUPPLY			
			Invoice: 38116/1	214539	38116/1	06/28/2017		07/09/17	16.48
				16.48	54025212 531100	POL/FASTENERS, CUT KEY			
						MARINE - SUPPLIES			
						CHECK	344812	TOTAL:	315.91
344813	07/12/2017	PRTD	8672 ALLSTREAM	214566	14740655	07/01/2017		07/09/17	931.63
			Invoice: 14740655			JUL17-CITYWIDE PHONE SVC			
				931.63	41637891 542100	FIN - ALLOC TELEPHONE			
						CHECK	344813	TOTAL:	931.63

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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

344814	07/12/2017	PRTD	34 APSCO INC	214543	19879	06/26/2017		07/09/17	1,934.70
	Invoice: 19879					PW/LOWER BEARING ASSEMBLY, WASHER, SKIRT O&M-WWTP-SUPPLIES			
				1,934.70	73425358 531100				

CHECK 344814 TOTAL: 1,934.70

344815	07/12/2017	PRTD	7821 AUS WEST LOCKBOX	214488	1990225150	06/22/2017		07/09/17	52.94
	Invoice: 1990225150					PW/LAUNDRY SVCS LAUNDRY SERVICES			
				52.94	73638893 589310				

				214541	1990235602	06/29/2017		07/09/17	54.71
	Invoice: 1990235602					PW/LAUNDRY SVCS LAUNDRY SERVICES			
				54.71	73638893 589310				

CHECK 344815 TOTAL: 107.65

344816	07/12/2017	PRTD	2138 ASPECT CONSULTING LL	214540	26634	06/08/2017	21600084	07/09/17	3,820.55
	Invoice: 26634					ON CALL ENGINEERING			
				3,820.55	72011322 54110000206	MISC ENG SVCS-C/E-PRO SVCS			

CHECK 344816 TOTAL: 3,820.55

344817	07/12/2017	PRTD	6492 ASSOCIATED EARTH SCI	214544	041452	06/23/2017	21700002	07/09/17	1,212.00
	Invoice: 041452					THIRD PARTY GEOTECH REVIEW			
				1,212.00	72655860 58600000370	GEO TECCH-3RD PARTY REVIEWS			

CHECK 344817 TOTAL: 1,212.00

344818	07/12/2017	PRTD	1159 AUTOGLASS PLUS INC	214542	B0037773	06/22/2017		07/09/17	267.05
	Invoice: B0037773					PW/WINDSHIELD-DODGE SPRINTER			
				267.05	73411345 531100	OFFICE SUPPLIES			

CHECK 344818 TOTAL: 267.05

344819	07/12/2017	PRTD	4365 AUTOMATIC FUNDS TRAN	214489	95084	06/20/2017		07/09/17	3,741.65
	Invoice: 95084					EX/NATURAL DISASTER MAILING (8175)			
				3,741.65	31011256 542450	EX-C/E-EMERG PREP-COMM OUTREAC			

				214565	95254	06/30/2017		07/09/17	741.58
	Invoice: 95254					FIN/UB STATEMENT PREP & MAIL			

156.03	43411341	541100	FIN - WATER ADMIN PROF SERVICE
156.03	43421351	541100	FIN - SEWER ADMIN PROF SERVICE
214.76	91411891	542500	GG-WTR-FAC-POSTAGE
214.76	91421891	542500	GG-SWR-FAC-POSTAGE

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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	344819 TOTAL:	4,483.23		
344820	07/12/2017	PRTD	47 BAINBRIDGE DISPOSAL	214630	015003-JUN17	06/30/2017	07/09/17	258.23
Invoice: 015003-JUN17				258.23	91011189 547900	JUN17-CITY HALL DISPOSAL SVC	GG-C/E-CITY HALL-GARBAGE	
Invoice: 019199-JUN17				214631	019199-JUN17	06/30/2017	07/09/17	56.07
				56.07	91011189 547903	JUN17-BIG BELLY SOLAR CANS @ W.W.	BIG BELLY SOLAR GARBAGE CANS	
				CHECK		344820 TOTAL:		314.30
344821	07/12/2017	PRTD	54 BAINBRIDGE RENTAL IN	214552	CON#21862	06/26/2017	07/09/17	43.58
Invoice: CON#21862				43.58	73111427 531100	PW/PRO TRIMMER LINE	OFFICE SUPPLIES	
				CHECK		344821 TOTAL:		43.58
344822	07/12/2017	PRTD	55 BAINBRIDGE ISLAND RE	214493	BIR763985	06/23/2017	07/09/17	112.15
Invoice: BIR763985				112.15	63470586 544000	PCD/CITY APPS-NOA PLN50830 SSDE	CUR - DEV ZONING ADVERTISING	
Invoice: BIR763983				214494	BIR763983	06/23/2017	07/09/17	121.60
				121.60	63470586 544000	PCD/CITY APPS-NOA PLN50823 SSDE	CUR - DEV ZONING ADVERTISING	
Invoice: BIR762629				214495	BIR762629	06/16/2017	07/09/17	64.93
				64.93	11011113 544000	CC/CITY NOTICES-PUBLIC HEARING 2017-14	COUNCIL - LEGAL NOTICES	
Invoice: BIR762628				214496	BIR762628	06/16/2017	07/09/17	38.96
				38.96	11011113 544000	CC/CITY ORDS-SUMM OF ORD 2017-15	COUNCIL - LEGAL NOTICES	
Invoice: 7769467				214546	7769467	05/12/2017	07/09/17	141.00
				141.00	63470586 544000	PCD/CITY ADS-WYATT APARTMENTS	CUR - DEV ZONING ADVERTISING	
Invoice: 7769467 #2				214547	7769467 #2	05/12/2017	07/09/17	141.00
				141.00	63470586 544000	PCD/CITY ADS-ERICKSEN GARDEN	CUR - DEV ZONING ADVERTISING	
Invoice: 7769467 #3				214548	7769467 #3	05/19/2017	07/09/17	141.00
				141.00	63470586 544000	PCD/CITY ADS-ASSISTANCE DOGS NW	CUR - DEV ZONING ADVERTISING	
Invoice: BIR763063				214549	BIR763063	06/16/2017	07/09/17	35.42
				35.42	55011757 544000	POL/CITY NOTICES-KAYAK AUCTION 7-2-17	PD-HARBORMASTER-ADV	

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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: BIR762608	214550	BIR762608	06/16/2017	07/09/17	148.75
	148.75	73111264 54400000235	PW/CITY BIDS-2017 ROAD STRIPING		
			ROAD STRIPING-ADVERTISING		

Invoice: BIR764953	214634	BIR764953	06/30/2017	07/09/17	41.32
	41.32	11011113 544000	CC/CITY ORDS-SUMM ORD 2017-14		
			COUNCIL - LEGAL NOTICES		

Invoice: BIR764957	214635	BIR764957	06/30/2017	07/09/17	41.32
	41.32	11011113 544000	CC/CITY ORDS-SUMM OF ORD 2017-16		
			COUNCIL - LEGAL NOTICES		

CHECK	344822 TOTAL:	1,027.45
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344823 07/12/2017 PRD	8698 BAKER, THOMAS & CARO	214525	61841	06/30/2017	07/09/17	98.31
Invoice: 61841				634 ANNIE ROSE LANE		
		98.31	411	122100	WATER ACCOUNTS RECEIVABLE	

CHECK	344823 TOTAL:	98.31
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344824 07/12/2017 PRD	5412 BENEFIT ADMINISTRATI	214491	1706514	06/21/2017	07/09/17	182.50
Invoice: 1706514				JUN17-FLEX PLAN ADMIN SVCS		
	20.08	21011125 520000	COURT - BENEFITS			
	27.38	31011131 520000	EXEC - C/E BENEFITS			
	20.08	41011141 520000	FIN - C/E ADMIN BENEFITS			
	34.68	51011211 520000	PD-C/E ADMIN-BENEFITS			
	12.78	61011581 520000	PCD - C/E ADMIN BENEFITS			
	54.75	71011321 520000	PW - C/E BENEFITS			
	12.75	81011881 520000	IT - C/E ADMIN BENEFITS			

CHECK	344824 TOTAL:	182.50
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344825 07/12/2017 PRD	72 BRATWEAR	214551	22393	06/27/2017	07/09/17	16.35
Invoice: 22393				POL/NAME TAGS-FASTAIA		
	16.35	53011212 520000	POLICE - C/E PATROL BENEFITS			

CHECK	344825 TOTAL:	16.35
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344826 07/12/2017 PRD	8696 BROWNLOW, JOHN & SHE	214523	61839	06/30/2017	07/09/17	11.71
Invoice: 61839				379 EAKIN DRIVE NW		
	11.71	411	122100	WATER ACCOUNTS RECEIVABLE		

CHECK	344826 TOTAL:	11.71
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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

344827 07/12/2017 PRD 5517 PALACE ENTERPRISES I 214492 0000020506 06/21/2017 07/09/17 187.29
Invoice: 0000020506 PW/RESTORE TOILET FLOW-SHOP
187.29 73011897 548100 O&M-C/E-PWYD FAC-REPAIRS

CHECK 344827 TOTAL: 187.29

344828 07/12/2017 PRD 8694 BURNSIDE, DONNA 214521 61837 06/30/2017 07/09/17 347.32
Invoice: 61837 485 SHEPARD WAY NW
347.32 411 122100 WATER ACCOUNTS RECEIVABLE

CHECK 344828 TOTAL: 347.32

344829 07/12/2017 PRD 853 KATHRYN M CARRUTHERS 214498 06/28/17 06/28/2017 07/09/17 300.00
Invoice: 06/28/17 CRT/JUDGE PRO TEMP-6 HOURS
300.00 21011125 541210 COURT - JUDGE PRO TEMPORE SVCS

CHECK 344829 TOTAL: 300.00

344830 07/12/2017 PRD 551 CENTURYLINK 214622 0399JUN17 06/23/2017 07/09/17 2,803.93
Invoice: 0399JUN17 CITYWIDE TELEMETRY & FAX SVC
1,587.57 91425358 542100 GG-WWTP-TELEPHONE/FAX
716.56 91411891 542100 GG-WTR-FAC-PHONE
66.10 91011755 542100 GG-C/E-COMMONS-PHONE
132.74 91011189 542100 GG-C/E-CITY HALL-PHONE
189.66 91011897 542100 GG-C/E-O&M YARD FAC-PHONE
63.77 91011255 542100 GG-C/E-COURT BLDG-PHONE
47.53 91011215 542100 GG-C/E-PD-PHONE

CHECK 344830 TOTAL: 2,803.93

344831 07/12/2017 PRD 8491 CHUCKALS, INC. 214499 914823-0 06/23/2017 07/09/17 125.61
Invoice: 914823-0 CRT/OFFICE SUPPLIES
125.61 21011125 531100 COURT - SUPPLIES

CHECK 344831 TOTAL: 125.61

344832 07/12/2017 PRD 460 CITY OF BI - PETTY C 214555 2017-15 06/08/2017 07/09/17 5.00
Invoice: 2017-15 POL/FUEL
5.00 52011212 532000 PD DET-C/E-FUEL

Invoice: 2017-16 214556 2017-16 06/28/2017 07/09/17 26.36
POL/REGISTERED MAIL (4)
26.36 91011215 542500 GG-C/E-PD-POSTAGE

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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 344832 TOTAL:	31.36
344833	07/12/2017	PRTD	104 CITY OF BREMERTON	214554	BPD0002118	06/14/2017		07/09/17	200.00	
Invoice: BPD0002118									POL/RANGE RENTAL (2)	
									POLICE - C/E PATROL RENTS	
									CHECK 344833 TOTAL:	200.00
344834	07/12/2017	PRTD	7823 CIVICPLUS, LLC	214637	165363	07/06/2017		07/09/17	5,216.33	
Invoice: 165363									IT/WEBSITE ANNUAL MAINT.	
									IT - C/E COMPUTER SUPPORT	
									CHECK 344834 TOTAL:	5,216.33
344835	07/12/2017	PRTD	8435 COATES DESIGN INC	214553	123291	06/19/2017	21600085	07/09/17	20,900.00	
Invoice: 123291									PRF & ARCHTCT SVC JSTC CNTR	
									PD/COURT BLDG-PROF SVCS/DESIGN	
									CHECK 344835 TOTAL:	20,900.00
344836	07/12/2017	PRTD	51 BAINBRIDGE ISLAND	214632	7Z0619344	05/12/2017		07/09/17	136.00	
Invoice: 7Z0619344									OUT COURT TICKET-YOUNG	
									COURT FINES PD AT CITY HALL	
									CHECK 344836 TOTAL:	136.00
344837	07/12/2017	PRTD	112 CODE PUBLISHING COMP	214497	56857	06/22/2017		07/09/17	81.21	
Invoice: 56857									CLERK/BI MUNI CODE ELEC UPDATE	
									CLERK-C/E-PROF SVCS	
									CHECK 344837 TOTAL:	81.21
344838	07/12/2017	PRTD	8704 DANA WEBBER	214558	17-00607	06/29/2017		07/09/17	572.00	
Invoice: 17-00607									PCD/PLN50873-REFUND	
									OTHER PLANNING/DEVELOPM	
									CHECK 344838 TOTAL:	572.00
344839	07/12/2017	PRTD	161 DENCO SALES COMPANY	214500	3543735-00	06/16/2017		07/09/17	958.66	
Invoice: 3543735-00									PW/REFLECTIVE VINYL, F250 BLACK VINYL	
									MERCHANDISE	
									CHECK 344839 TOTAL:	958.66

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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

344840	07/12/2017	PRTD	8702 KODY SNODGRASS MEMOR	214581	20170628	06/28/2017	07/09/17		200.00
Invoice: 20170628						POL/BLOODHOUND UTILIZATION TRAINING-ENGET			
				200.00	53011212 443410	POLICE - C/E PATROL TRAINING			

CHECK 344840 TOTAL: 200.00

344841	07/12/2017	PRTD	7855 DEZURIK, INC	214557	RPI/63009944	06/20/2017	07/09/17		1,212.08
Invoice: RPI/63009944						PW/VINEYARD LANE SEWER FORCE MAIN			
				1,212.08	73421355 531100	WIN COLL-SUPPLIES			

CHECK 344841 TOTAL: 1,212.08

344842	07/12/2017	PRTD	8336 ENVIROISSUES, INC.	214503	573003	06/27/2017	07/09/17		150.00
Invoice: 573003						SS/COMMONS DEPOSIT REFUND			
				150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			

CHECK 344842 TOTAL: 150.00

344843	07/12/2017	PRTD	8081 ERICKSEN URBAN COTTA	214529	61845	06/30/2017	07/09/17		206.17
Invoice: 61845						685 WINTERSWEET LANE			
				206.17	411 122100	WATER ACCOUNTS RECEIVABLE			

CHECK 344843 TOTAL: 206.17

344844	07/12/2017	PRTD	4639 FLINT TRADING INC	214502	211602	06/07/2017	07/09/17		13,321.65
Invoice: 211602						PW/PM125WH Q30' VG 12" WH LINE (72), TURN ARROWS			
				13,321.65	990 141100	MERCHANDISE			

CHECK 344844 TOTAL: 13,321.65

344845	07/12/2017	PRTD	8520 FRANCISCAN MEDICAL G	214609	OMF6-MAY17	06/15/2017	07/09/17		908.00
Invoice: OMF6-MAY17						POL&PW/OCCUPATIONAL HEALTH SVCS			
				833.00	53011212 541100	POLICE - C/E PATROL PROF SVCS			
				75.00	73637891 541100	PROFESSIONAL SERVICES			

CHECK 344845 TOTAL: 908.00

344846	07/12/2017	PRTD	8580 FREESTONE FOX LLC	214402	61719	06/30/2017	07/09/17		97.93
Invoice: 61719						UB 12956 650 LANDMARK COURT NE			
				97.93	411 122100	WATER ACCOUNTS RECEIVABLE			

CHECK 344846 TOTAL: 97.93

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CASH ACCOUNT: 635 111100 CASH

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

344847	07/12/2017	PRTD	8607 FREESTONE LLC	214403	61720	06/30/2017		07/09/17	143.70
	Invoice: 61720					UB 12971 736 FERRYVIEW LANE NE			
				143.70	411	122100		WATER ACCOUNTS RECEIVABLE	

CHECK 344847 TOTAL: 143.70

344848	07/12/2017	PRTD	6940 FREMONT ANALYTICAL	214559	1706061	06/27/2017	21700009	07/09/17	3,706.00
	Invoice: 1706061					ASSAY SVCS & TECH SUPPORT			
				3,706.00	72637319	54110000809		WATER QUAL FLOW MONIT-PRO SVCS	

CHECK 344848 TOTAL: 3,706.00

344849	07/12/2017	PRTD	8692 GANDEE, JAMES & KRIS	214519	61835	06/30/2017		07/09/17	107.73
	Invoice: 61835					472 NICHOLSON PLACE NW			
				107.73	411	122100		WATER ACCOUNTS RECEIVABLE	

CHECK 344849 TOTAL: 107.73

344850	07/12/2017	PRTD	187 GOV'T FINANCE OFFICE	214504	0161365S-2017	06/14/2017		07/09/17	50.00
	Invoice: 0161365S-2017					FIN/GAAFR NEWLETTER RENEWAL THRU JUL18			
				50.00	41011141	531100		FIN - C/E ADMIN SUPPLIES	

CHECK 344850 TOTAL: 50.00

344851	07/12/2017	PRTD	513 GRAINGER	214560	9472435107	06/14/2017		07/09/17	1,051.96
	Invoice: 9472435107					PW/RAINSUITS, VESTS, DUFFEL BAGS			
				1,051.96	73637891	531100		OFFICE SUPPLIES	

Invoice: 9479278344

				214561	9479278344	06/21/2017		07/09/17	255.88
				255.88	73431835	531100		PW/WINCH ASSESSORY KIT	
								OFFICE SUPPLIES	

CHECK 344851 TOTAL: 1,307.84

344852	07/12/2017	PRTD	8482 WILLIAM D. TUFTS	214610	17-021	06/24/2017		07/09/17	225.00
	Invoice: 17-021					POL/APPLICANT POLYGRAPH			
				225.00	52011212	541100		POLICE - C/E INVEST PROF SVCS	

CHECK 344852 TOTAL: 225.00

344853	07/12/2017	PRTD	252 H.D. FOWLER COMPANY	214507	I4536534	06/15/2017		07/09/17	218.85
	Invoice: I4536534					PW/SADDLE ROMAC SUPPLIES, JOINT BALLS			
				218.85	73411345	531100		OFFICE SUPPLIES	

				214508	I4536527	06/15/2017		07/09/17	487.00
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CASH ACCOUNT: 635			111100	CASH		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME								
INVOICE DTL DESC											
Invoice: I4536527				487.00	73411345	531100	PW/COUPLINGS, REPAIR CLAMPS OFFICE SUPPLIES				
								CHECK	344853	TOTAL:	705.85
344854	07/12/2017	PRTD	8695 HARRIGAN, DEBBIE	214522	61838		06/30/2017	07/09/17			6.78
Invoice: 61838				6.78	411	122100	9181 FLETCHER BAY RD WATER ACCOUNTS RECEIVABLE				
								CHECK	344854	TOTAL:	6.78
344855	07/12/2017	PRTD	4212 HARRINGTON INDUSTRIA	214506	007I2575		06/16/2017	07/09/17			179.74
Invoice: 007I2575				179.74	73425358	531100	PW/GASKETS, RING, BUSHING, VALVE BALL O&M-WWTP-SUPPLIES				
								CHECK	344855	TOTAL:	179.74
344856	07/12/2017	PRTD	4850 HOME DEPOT CREDIT SE	214505	8113086		06/14/2017	07/09/17			681.24
Invoice: 8113086				681.24	73111427	531100	PW/SAW, LANCE, NOZZLE, TRASH CANS, PW GUN OFFICE SUPPLIES				
								CHECK	344856	TOTAL:	681.24
344857	07/12/2017	PRTD	333 KITSAP COUNTY AUDITO	214571	356724		05/03/2017	07/09/17			34.00
Invoice: 356724				34.00	36426143	551000	EX/PARTIAL SAT OF LIEN-LID 20 SIS CLERK-SIS-RECORDING				
				214572	356901		05/05/2017	07/09/17			5.00
Invoice: 356901				5.00	36011143	551000	EX/COPY FEE CLERK-RECORDING AT CO AUDITOR				
				214573	357174		05/08/2017	07/09/17			82.00
Invoice: 357174				82.00	36421143	551000	EX/SEWER EASEMENT CLERK-RECORDING AT CO AUDITOR				
				214574	357597		05/11/2017	07/09/17			77.00
Invoice: 357597				77.00	36011143	551000	EX/PLN50617-RELEASE & INDEM. AGREEMNT CLERK-RECORDING AT CO AUDITOR				
				214575	357597 #2		05/11/2017	07/09/17			77.00
Invoice: 357597 #2				77.00	36011143	551000	EX/PLN50617-NOTICE TO TITLE (SMP) CLERK-RECORDING AT CO AUDITOR				
				214576	357721		05/12/2017	07/09/17			75.00
Invoice: 357721				75.00	36011143	551000	EX/PLN50617-NOTICE TO TITLE (CRITICAL AREAS) CLERK-RECORDING AT CO AUDITOR				
				214577	358038		05/16/2017	07/09/17			78.00

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 358038				78.00	36011143 551000	EX/AQUATIC LANDS AGREEMNT AMENDMNT CLERK-RECORDING AT CO AUDITOR			
Invoice: 358038 #2				214578	358038 #2	05/16/2017		07/09/17	130.00
				130.00	36011143 551000	EX/AQUATIC LAND LEASE CLERK-RECORDING AT CO AUDITOR			
Invoice: 358073				214579	358073	05/16/2017		07/09/17	86.00
				86.00	36421143 551000	EX/SEWER EASEMENT CLERK-RECORDING AT CO AUDITOR			
Invoice: 359682				214580	359682	05/31/2017		07/09/17	77.00
				77.00	36011143 551000	EX/NOTICE TO TITLE (SMP) CLERK-RECORDING AT CO AUDITOR			
CHECK 344857 TOTAL:									721.00
344858	07/12/2017	PRTD	1496 KITSAP COUNTY SEWER	214510	KCSD7-COBI-2017-JUL	06/20/2017		07/09/17	17,215.50
Invoice: KCSD7-COBI-2017-JUL				17,215.50	73426356 551000	PW/SIS SEWER SVC FEE-JUL17 SIS-SD#7 PROCESSING CHGS			
CHECK 344858 TOTAL:									17,215.50
344859	07/12/2017	PRTD	338 KITSAP COUNTY SHERIF	214567	JAILMEDICAL-APR17	06/30/2017		07/09/17	29.34
Invoice: JAILMEDICAL-APR17				29.34	51011236 551000	POL/APR17-PRISONER MEDS POLICE - C/E PRISONER DETENT'N			
Invoice: APR17				214568	APR17	06/30/2017		07/09/17	10,457.71
				10,457.71	51011236 551000	POL/APR17-PRISONER BOARD POLICE - C/E PRISONER DETENT'N			
CHECK 344859 TOTAL:									10,487.05
344860	07/12/2017	PRTD	4168 KITSAP COUNTY SHERIF	214569	2016-021	06/15/2017		07/09/17	128.00
Invoice: 2016-021				128.00	53011212 443410	POL/EVOC TRAINING (4) POLICE - C/E PATROL TRAINING			
CHECK 344860 TOTAL:									128.00
344861	07/12/2017	PRTD	316 KC TREASURER	214623	7120196-2017	06/19/2017		07/09/17	351.59
Invoice: 7120196-2017				351.59	91021182 547800	LID 7120196 FORT WARD LOT 7 GG-OS-PROP MNGT-LID PAYMENT			
Invoice: 7120155-2017				214624	7120155-2017	06/19/2017		07/09/17	354.31
				354.31	91021182 547800	LID 7120155 FORT WARD LOT 8 GG-OS-PROP MNGT-LID PAYMENT			
				214625	7120197-2017	06/19/2017		07/09/17	369.93

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CASH ACCOUNT: 635 111100 CASH

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INVOICE DTL DESC

Invoice: 7120197-2017

369.93 91021182 547800

LID 7120197 FORT WARD LOT 9
GG-OS-PROP MNGT-LID PAYMENT

214626 7120156-2017

06/19/2017 07/09/17

353.16

Invoice: 7120156-2017

353.16 91021182 547800

LID 7120156 FORT WARD LOT 10
GG-OS-PROP MNGT-LID PAYMENT

214627 7120198-2017

06/19/2017 07/09/17

335.23

Invoice: 7120198-2017

335.23 91021182 547800

LID 7120198 FORT WARD LOT 11
GG-OS-PROP MNGT-LID PAYMENT

214628 7120159-2017

06/19/2017 07/09/17

380.68

Invoice: 7120159-2017

380.68 91021182 547800

LID 7120159 FORT WARD LOT 16
GG-OS-PROP MNGT-LID PAYMENT

214629 7120189-2017

06/19/2017 07/09/17

354.38

Invoice: 7120189-2017

354.38 91021182 547800

LID 7120189 FORT WARD LOT 17
GG-OS-PROP MNGT-LID PAYMENT

CHECK 344861 TOTAL: 2,499.28

344862 07/12/2017 PRTD 1971 KELLEY IMAGING SYSTE 214563 IN276043

06/27/2017 07/09/17

3,223.54

Invoice: IN276043

1,630.68 61470581 545000
1,592.86 61470581 548500

PCD/TOS6560CT CONTRACT BASE RATE, COPY OVERAGE FEE
PCD - DEV ADMIN RENTS & LEASES
PCD-DEV ADM-PC SUPPORT MAINT

214564 IN276044

06/27/2017 07/09/17

1,673.84

Invoice: IN276044

748.18 61470581 545000
925.66 61470581 548500

PCD/TOS4555C CONTRACT BASE RATE, COPY OVERAGE FEES
PCD - DEV ADMIN RENTS & LEASES
PCD-DEV ADM-PC SUPPORT MAINT

CHECK 344862 TOTAL: 4,897.38

344863 07/12/2017 PRTD 8549 KINGWEST, LLC 214562 1115

06/21/2017 21700110 07/09/17

1,825.75

Invoice: 1115

1,825.75 73111427 54810000354

TOP 4 ALDERS BUCKLIN HILL
TREE PRES & REMOVAL-ROADS

CHECK 344863 TOTAL: 1,825.75

344864 07/12/2017 PRTD 8693 KINNEY, JAY & SUSAN 214520 61836

06/30/2017 07/09/17

48.67

Invoice: 61836

48.67 411 122100

1764 SUSAN PLACE NW
WATER ACCOUNTS RECEIVABLE

CHECK 344864 TOTAL: 48.67

344865 07/12/2017 PRTD 8546 KITSAP 911 PUBLIC AU 214570 BIPD2017-07

06/20/2017 07/09/17

8,273.50

Invoice: BIPD2017-07

2,482.05 52011286 551000

POL/JUL17-CALL CENTER SVCS
POLICE - C/E - INVEST CENCOM

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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										
				5,791.45	53011286 551000	POLICE - C/E PATROL CENCOM				
								CHECK 344865 TOTAL:	8,273.50	
344866	07/12/2017	PRTD	8566 KURT R. LATIMORE	214582	17-10	06/09/2017 21700007	07/09/17	15,975.00		
			Invoice: 17-10				PCD PROCESS AND PERMIT REVIEW			
				15,975.00	61011585 541100	PROFESSIONAL SERVICES				
								CHECK 344866 TOTAL:	15,975.00	
344867	07/12/2017	PRTD	8012 MACLEOD RECKORD, PLL	214511	7663	06/05/2017 21600025	07/09/17	2,086.94		
			Invoice: 7663				SOUND TO OLYMPIC TRAIL PH II			
				2,086.94	72334562 64110000668	STO PH 2&4-ENG/DESIGN				
								CHECK 344867 TOTAL:	2,086.94	
344868	07/12/2017	PRTD	8697 MCMULLEN, KATHLEEN &	214524	61840	06/30/2017	07/09/17	218.61		
			Invoice: 61840				641 ANNIE ROSE LANE NW			
				218.61	411 122100	WATER ACCOUNTS RECEIVABLE				
								CHECK 344868 TOTAL:	218.61	
344869	07/12/2017	PRTD	8527 MUNICIPAL EMERGENCY	214584	IN1138424	06/12/2017	07/09/17	5,117.88		
			Invoice: IN1138424				POL/BODY ARMOR (5)			
				5,117.88	53011212 53110000499	BVP-BULLETPROOF VESTS-PURCHASE				
								CHECK 344869 TOTAL:	5,117.88	
344870	07/12/2017	PRTD	8135 MIDWEST MOTOR SUPPLY	214509	5688241	06/21/2017	07/09/17	366.80		
			Invoice: 5688241				PW/MISC. HARDWARE			
				366.80	73638935 531100	OFFICE SUPPLIES				
								CHECK 344870 TOTAL:	366.80	
344871	07/12/2017	PRTD	8375 MOORE IACOFANO GOLTS	214585	0049044	06/19/2017 21600063	07/09/17	683.20		
			Invoice: 0049044				DESIGN SERVICES FOR WYATT WAY			
				683.20	72321951 64110000708	WYATT-MAD TO LOVELL-ENG/DESIGN				
								CHECK 344871 TOTAL:	683.20	
344872	07/12/2017	PRTD	4944 THE MILLER/HULL PART	214512	0000004-2017	06/12/2017	07/09/17	2,168.51		
			Invoice: 0000004-2017				EX/CITY HALL-INTERIOR REDESIGN			
				2,168.51	31011131 54110000807	CH INTERIOR REDESIGN-PRO SVCS				

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CASH ACCOUNT: 635 111100 CASH

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INVOICE DTL DESC

					CHECK	344872 TOTAL:			2,168.51
344873	07/12/2017	PRTD	8689 NELSON, MARY	214401	61718	06/30/2017		07/09/17	105.44
Invoice: 61718						UB 10876 635 PARK AVENUE NE			
				105.44	411	122100	WATER ACCOUNTS RECEIVABLE		
					CHECK	344873 TOTAL:			105.44
344874	07/12/2017	PRTD	1052 CANON SOLUTIONS AMER	214636	902591596	06/22/2017		07/09/17	235.26
Invoice: 902591596						PW&PCD/PLOTTER PAPER ROLLS (8)			
				117.63	61011581	531100	PCD - C/E ADMIN SUPPLIES		
				117.63	72011321	531100	ENG - C/E ADMIN SUPPLIES		
					CHECK	344874 TOTAL:			235.26
344875	07/12/2017	PRTD	8286 SUPERINTENDENT OF P	214589	13123	06/19/2017		07/09/17	43.00
Invoice: 13123						POL/FINGERPRINTING SVCS			
				43.00	65438	386110	AGENCY-FINGERPRINT REV TO SPI		
					CHECK	344875 TOTAL:			43.00
344876	07/12/2017	PRTD	5545 OTAK INC	214586	000061700044	06/09/2017	21700113	07/09/17	4,655.68
Invoice: 000061700044						DESIGN OF PEDESTRIAN BRIDGE			
				4,655.68	72334562	64110000726	STO TRAIL PH3-DESIGN/ENG		
					CHECK	344876 TOTAL:			4,655.68
344877	07/12/2017	PRTD	1754 OTIS ELEVATOR COMPAN	214587	ST05151G717	06/20/2017		07/09/17	2,149.79
Invoice: ST05151G717						PW/2017 Q3 CITY HALL ELEVATOR SVC			
				2,149.79	73011183	548100	O&M-C/E-CH FAC-REPAIRS		
					CHECK	344877 TOTAL:			2,149.79
344878	07/12/2017	PRTD	5070 PALISADES HOMES	214591	15-00859	07/05/2017		07/09/17	238.20
Invoice: 15-00859						PCD/PLN14928-PERFORMANCE BOND RELEASE			
				238.20	62338	386000	SURETY DEPOSITS CUS		
					CHECK	344878 TOTAL:			238.20
344879	07/12/2017	PRTD	8700 PEYTON, REBECCA	214527	61843	06/30/2017		07/09/17	18.16
Invoice: 61843						1828 SAKAI VILLAGE LOOP			
				18.16	411	122100	WATER ACCOUNTS RECEIVABLE		

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CASH ACCOUNT: 635 111100 CASH

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INVOICE DTL DESC

					CHECK	344879	TOTAL:	18.16
344880	07/12/2017	PRTD	4345 WEST MARINE PRO	214615	4236719	06/19/2017	07/09/17	435.96
Invoice: 4236719								
				435.96	54025212	531100	POL/LIFE JACKETS (2) MARINE - SUPPLIES	
					CHECK	344880	TOTAL:	435.96
344881	07/12/2017	PRTD	360 PROBUILD COMPANY LLC	214590	1664012	06/22/2017	07/09/17	21.54
Invoice: 1664012								
				21.54	73431835	531100	TREE REMOVAL-OVER FROG ROCK OFFICE SUPPLIES	
					CHECK	344881	TOTAL:	21.54
344882	07/12/2017	PRTD	5352 PUBLIC AGENCY TRAINI	214588	218845	06/16/2017	07/09/17	325.00
Invoice: 218845								
				325.00	53011212	443410	POL/SEMINAR #14916-KOON POLICE - C/E PATROL TRAINING	
					CHECK	344882	TOTAL:	325.00
344883	07/12/2017	PRTD	1205 PUGET SOUND ENERGY	214638	JUN17	06/28/2017	07/09/17	849.33
Invoice: JUN17								
				849.33	91011189	547101	JUN17-GREEN POWER CONTRACT ELECTRIC-GREEN POWER	
					CHECK	344883	TOTAL:	849.33
344884	07/12/2017	PRTD	394 RED'S ELECTRIC MOTOR	214592	34290	06/16/2017	07/09/17	776.08
Invoice: 34290								
				776.08	73411345	548100	PW/CHANGE MOTOR BEARING REPAIRS & MAINTENANCE	
					CHECK	344884	TOTAL:	776.08
344885	07/12/2017	PRTD	557 RELIABLE STORAGE BAI	214594	23677	07/03/2017	07/09/17	604.00
Invoice: 23677								
				604.00	61470581	545000	PCD/AUG17 RENT - M007, M008 PCD - DEV ADMIN RENTS & LEASES	
					CHECK	344885	TOTAL:	604.00
344886	07/12/2017	PRTD	8691 ROBERT DAVY	214501	06/28/17	06/28/2017	07/09/17	200.00
Invoice: 06/28/17								
				200.00	21011125	541210	CRT/JUDGE PRO TEMP-4 HOURS COURT - JUDGE PRO TEMPORE SVCS	
					CHECK	344886	TOTAL:	200.00

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

344887	07/12/2017	PRTD	639 EDWARD ROSENBAUM, PH	214593	314066	06/29/2017		07/09/17	375.00	
Invoice: 314066						POL/PRE-HIRE EVALUATION				
			375.00 53011212 541100			POLICE - C/E PATROL PROF SVCS				
						CHECK	344887	TOTAL:	375.00	
344888	07/12/2017	PRTD	8701 SARTI, JODI & DAVID	214528	61844	06/30/2017		07/09/17	15.33	
Invoice: 61844						336 WILLS LANE NW				
			15.33 411 122100			WATER ACCOUNTS RECEIVABLE				
						CHECK	344888	TOTAL:	15.33	
344889	07/12/2017	PRTD	6180 SCE INC	214603	1543	06/09/2017	21700091	07/09/17	15,223.35	
Invoice: 1543						PS FOR VILLAGE PUMP STATION RP				
			15,223.35 72423434 64110000782			VILLAGE PUMP STATION-PROF SVCS				
						CHECK	344889	TOTAL:	15,223.35	
344890	07/12/2017	PRTD	8377 SEALASKA ENVIRONMENT	214606	3830	06/12/2017	21700104	07/09/17	1,170.00	
Invoice: 3830						PSA COUNTRY CLUB CULVERT RPLC				
			1,170.00 72111425 54110000781			CO CLUB RD BULKHEAD R&M-PRO SV				
						CHECK	344890	TOTAL:	1,170.00	
344891	07/12/2017	PRTD	1670 SEATTLE PUMP & EQUIP	214514	17-3493	06/21/2017		07/09/17	145.78	
Invoice: 17-3493						PW/LEADER HOSE & FITTING				
			145.78 73421355 531100			WIN COLL-SUPPLIES				
						CHECK	344891	TOTAL:	145.78	
344892	07/12/2017	PRTD	7385 CHARLES P. SHANE	214604	001589	06/26/2017		07/09/17	178.50	
Invoice: 001589						LEGAL/PUBLIC DEF. SVCS-#6Z0202781				
			178.50 32011281 541113			LGL-C/E-PUBLIC DEF-OUTSIDE ATT				
						CHECK	344892	TOTAL:	178.50	
344893	07/12/2017	PRTD	8699 SHOEMAKER, JOHN & SU	214526	61842	06/30/2017		07/09/17	147.62	
Invoice: 61842						1086 BLUE HERON AVE NE				
			147.62 411 122100			WATER ACCOUNTS RECEIVABLE				
						CHECK	344893	TOTAL:	147.62	

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CASH ACCOUNT: 635 111100 CASH

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

344894	07/12/2017	PRTD	7446 STAFFORD L. SMITH	214605	APR17	04/30/2017		07/09/17	7,792.50
	Invoice: APR17					LEGAL/HEARING EXAM SVCS-PLN50438, 50467, 50520,			
				7,792.50	34470586	541100	HEX - DEV PROFESSIONAL SVCS		

CHECK 344894 TOTAL: 7,792.50

344895	07/12/2017	PRTD	8040 SOLENIS LLC	214513	131175074	06/14/2017		07/09/17	3,893.92
	Invoice: 131175074					PW/2290 LB - PRAESTOL			
				3,893.92	73425358	531100	O&M-WWTP-SUPPLIES		

CHECK 344895 TOTAL: 3,893.92

344896	07/12/2017	PRTD	601 SOUND REPROGRAPHICS	214597	55437	06/21/2017		07/09/17	143.07
	Invoice: 55437					POL/FORGIVENESS TICKETS (1000)			
				143.07	51011217	531100	PD-C/E-PARKING ENF-SUPPLIES		

CHECK 344896 TOTAL: 143.07

344897	07/12/2017	PRTD	8132 SPECTRA LABORATORIES	214598	17-03959	06/22/2017		07/09/17	77.28
	Invoice: 17-03959					PW/H2O TEST-EAKIN, N.TOWN, H.S., WINGPOINT			
				77.28	73411345	54110000391	LAB SVCS-WATER		

214599	17-03777	06/15/2017	07/09/17	19.32
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Invoice: 17-03777

19.32	73415345	54110000391	LAB SVCS-WATER ROCKAWAY
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214600	17-03778	06/15/2017	07/09/17	19.32
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Invoice: 17-03778

19.32	73011897	54110000391	LAB SVCS-PW YARD FAC
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214601	17-03779	06/15/2017	07/09/17	19.32
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Invoice: 17-03779

19.32	73411345	54110000391	LAB SVCS-WATER
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214602	17-03719	06/14/2017	07/09/17	5,917.44
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Invoice: 17-03719

5,917.44	73111427	541100	O&M-ACCESS RDSIDE PROF SVCS
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CHECK 344897 TOTAL: 6,052.68

344898	07/12/2017	PRTD	8659 GRANT T. LIGHTFOOT	214595	06/20/17	06/20/2017		07/09/17	595.00
	Invoice: 06/20/17					POL/RLEO ACADEMY/FASTAIA			
				595.00	53011212	443410	POLICE - C/E PATROL TRAINING		

CHECK 344898 TOTAL: 595.00

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CASH ACCOUNT: 635 111100 CASH

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

344899	07/12/2017	PRTD	8688 STEIN, JEREMY & TARA	214400	61717	06/30/2017	07/09/17		235.27
	Invoice: 61717					UB 10772 651 EAGLECLIFF ROAD NE			
				235.27	411	122100	WATER ACCOUNTS RECEIVABLE		

CHECK 344899 TOTAL: 235.27

344900	07/12/2017	PRTD	6746 SYMBOL ARTS	214596	0283862-IN	06/12/2017	07/09/17		310.00
	Invoice: 0283862-IN					POL/REFURBISH BADGES (3)			
				310.00	53011212	531100	PD-C/E-PATROL SUPPLIES		

CHECK 344900 TOTAL: 310.00

344901	07/12/2017	PRTD	565 TACOMA SCREW PRODUCT	214608	14245581	06/29/2017	07/09/17		74.16
	Invoice: 14245581					PW/NUTS W/SPRINGS (20), KEYSTOCK, WD-40			
				74.16	73431835	531100	OFFICE SUPPLIES		

CHECK 344901 TOTAL: 74.16

344902	07/12/2017	PRTD	8706 THE 4TH BRANCH	214633	06/28/17	06/28/2017	07/09/17		150.00
	Invoice: 06/28/17					SS/COMMONS DEPOSIT REFUND			
				150.00	41625860	586000	SC/COMMONS ROOM DEP-DISBURSEME		

CHECK 344902 TOTAL: 150.00

344903	07/12/2017	PRTD	8243 CRANE & CRANE HOLDIN	214612	06/21/17	06/21/2017	07/09/17		8.00
	Invoice: 06/21/17					YARD WASTE REMOVAL-0.8 YARDS (BJUNE)			
				8.00	91111427	547900	GG-STREET-ROADSIDE-GARBAGE		

CHECK 344903 TOTAL: 8.00

344904	07/12/2017	PRTD	558 TOWN & COUNTRY MARKE	214613	06/21/17	06/21/2017	07/09/17		75.92
	Invoice: 06/21/17					EX/JUNE BDAY LUNCHES W/CITY MGR			
				75.92	31011131	531100	EXEC - C/E SUPPLIES		

CHECK 344904 TOTAL: 75.92

344905	07/12/2017	PRTD	8634 TROEMNER, LLC	214607	00849048	06/22/2017	07/09/17		148.01
	Invoice: 00849048					PW/WEIGHT CALIBRATION (3)			
				148.01	73425358	541100	O&M-WWTP-PROF SVCS		

CHECK 344905 TOTAL: 148.01

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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

344906	07/12/2017	PRTD	8705 TACTICAL & SURVIVAL	214611	SO0010836	06/30/2017		07/09/17	53,126.20
Invoice: SO0010836						EX/MASS CASUALTY INCIDENT RESPONSE KITS (20)			
53,126.20						31011256	53110000869	EM MEDICAL SURGE KITS	

CHECK 344906 TOTAL: 53,126.20

344907	07/12/2017	PRTD	2190 UNITED PARCEL SERVIC	214614	000028Y3Y1247	06/17/2017		07/09/17	14.01
Invoice: 000028Y3Y1247						POL/SHIPPING			
14.01						91011215	542500	GG-C/E-PD-POSTAGE	

CHECK 344907 TOTAL: 14.01

344908	07/12/2017	PRTD	4104 WA ST FERRIES	214619	RK290585	06/06/2017		07/09/17	778.20
Invoice: RK290585						MAY17-WAVE2GO FERRY CHARGES			
117.40						31011131	543100	EXEC-C/E-TRAVEL/MEALS/LODGING	
591.60						51011211	543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN	
61.00						72011321	543100	ENG - C/E ADMIN TRAVEL EXPENSE	
8.20						73011189	543100	O&M-FAC-TRAVEL/MEALS/LODGING	

CHECK 344908 TOTAL: 778.20

344909	07/12/2017	PRTD	952 WA ST PATROL	214639	I17009193	07/06/2017		07/09/17	120.00
Invoice: I17009193						JUN17-BACKGROUND CHECKS			
120.00						41654861	586100	AGENCY DISBURSEMENTS	

CHECK 344909 TOTAL: 120.00

344910	07/12/2017	PRTD	5271 WASHINGTON WATER SER	214617	0131710-JUN17	06/20/2017		07/09/17	140.50
Invoice: 0131710-JUN17						JUN17-WATER, DECONT FACILITY			
140.50						91435838	547500	GG-DECONT-WATER/SEWER	

CHECK 344910 TOTAL: 140.50

344911	07/12/2017	PRTD	8680 WEIR, STEPHANIE	214399	61716	06/30/2017		07/09/17	19.48
Invoice: 61716						UB 12900 5796 FOSTER ROAD NE			
19.48						411	122100	WATER ACCOUNTS RECEIVABLE	

CHECK 344911 TOTAL: 19.48

344912	07/12/2017	PRTD	2064 WEST SOUND WORKFORCE	214618	33985	06/19/2017		07/09/17	1,290.67
Invoice: 33985						PW/TEMP HIRE HRS-M.SCHUBERT			
1,290.67						71011321	515000	PW ADM - C/E - SALARY TEMP	

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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 344912 TOTAL: 1,290.67

344913 07/12/2017 PRD 522 WA ST DEPT OF TRANSP 214616 RE-313-ATB70516065 05/16/2017 07/09/17 1,464.86
Invoice: RE-313-ATB70516065 PW/UTILITY PERMIT, FRAN, INSPECTION-STO

1,464.86 72334562 66300000668 STO PH 2&4-CONSTR

CHECK 344913 TOTAL: 1,464.86

344914 07/12/2017 PRD 6920 COMCAST 214620 JUL17 06/20/2017 07/09/17 11.35
Invoice: JUL17 POL/HD CONVERTER BOX

11.35 51011211 545000 PD-C/E-ADMIN RENTS/LEASE

CHECK 344914 TOTAL: 11.35

NUMBER OF CHECKS 103 *** CASH ACCOUNT TOTAL *** 246,906.23

COUNT AMOUNT

TOTAL PRINTED CHECKS 103 246,906.23

*** GRAND TOTAL *** 246,906.23

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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		
2017 7 45								
APP 403-213000						ACCOUNTS PAYABLE	538.93	
	07/12/2017	07/09/17	071217			AP CASH DISBURSEMENTS JOURNAL		
APP 635-111100						CASH		246,906.23
	07/12/2017	07/09/17	071217			AP CASH DISBURSEMENTS JOURNAL		
APP 001-213000						GENERAL - ACCOUNTS PAYABLE	122,826.00	
	07/12/2017	07/09/17	071217			AP CASH DISBURSEMENTS JOURNAL		
APP 402-213000						ACCOUNTS PAYABLE	42,201.69	
	07/12/2017	07/09/17	071217			AP CASH DISBURSEMENTS JOURNAL		
APP 101-213000						STREETS - ACCOUNTS PAYABLE	9,813.27	
	07/12/2017	07/09/17	071217			AP CASH DISBURSEMENTS JOURNAL		
APP 631-213000						ACCOUNTS PAYABLE	6,239.04	
	07/12/2017	07/09/17	071217			AP CASH DISBURSEMENTS JOURNAL		
APP 650-213000						ACCOUNTS PAYABLE	1,375.00	
	07/12/2017	07/09/17	071217			AP CASH DISBURSEMENTS JOURNAL		
APP 401-213000						ACCOUNTS PAYABLE	4,780.48	
	07/12/2017	07/09/17	071217			AP CASH DISBURSEMENTS JOURNAL		
APP 407-213000						ACCOUNTS PAYABLE	14,522.63	
	07/12/2017	07/09/17	071217			AP CASH DISBURSEMENTS JOURNAL		
APP 301-213000						ACCOUNTS PAYABLE	29,790.68	
	07/12/2017	07/09/17	071217			AP CASH DISBURSEMENTS JOURNAL		
APP 901-213000						ACCOUNTS PAYABLE	14,280.31	
	07/12/2017	07/09/17	071217			AP CASH DISBURSEMENTS JOURNAL		
APP 622-213000						ACCOUNTS PAYABLE	538.20	
	07/12/2017	07/09/17	071217			AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL							246,906.23	246,906.23
APP 631-130000						DUE TO/FROM CLEARING	240,667.19	
	07/12/2017	07/09/17	071217					
APP 403-130000						DUE TO/FROM CLEARING		538.93
	07/12/2017	07/09/17	071217					
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		122,826.00
	07/12/2017	07/09/17	071217					
APP 402-130000						DUE TO/FROM CLEARING		42,201.69
	07/12/2017	07/09/17	071217					
APP 101-130000						STREETS - DUE TO/FROM CLEARING		9,813.27
	07/12/2017	07/09/17	071217					
APP 650-130000						DUE TO/FROM CLEARING		1,375.00
	07/12/2017	07/09/17	071217					
APP 401-130000						DUE TO/FROM CLEARING		4,780.48
	07/12/2017	07/09/17	071217					
APP 407-130000						DUE TO/FROM CLEARING		14,522.63
	07/12/2017	07/09/17	071217					
APP 301-130000						DUE TO/FROM CLEARING		29,790.68
	07/12/2017	07/09/17	071217					
APP 901-130000						DUE TO/FROM CLEARING		14,280.31

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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			
07/12/2017	07/09/17	071217							
APP 622-130000						DUE TO/FROM CLEARING			538.20
07/12/2017	07/09/17	071217							
SYSTEM GENERATED ENTRIES TOTAL								240,667.19	240,667.19
JOURNAL 2017/07/45 TOTAL								487,573.42	487,573.42

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2017 7	45	07/12/2017			
001-130000				GENERAL - DUE TO/FROM CLEARING		122,826.00
001-213000				GENERAL - ACCOUNTS PAYABLE	122,826.00	
				FUND TOTAL	122,826.00	122,826.00
101 STREET FUND	2017 7	45	07/12/2017			
101-130000				STREETS - DUE TO/FROM CLEARING		9,813.27
101-213000				STREETS - ACCOUNTS PAYABLE	9,813.27	
				FUND TOTAL	9,813.27	9,813.27
301 CAPITAL CONSTRUCTION FUND	2017 7	45	07/12/2017			
301-130000				DUE TO/FROM CLEARING		29,790.68
301-213000				ACCOUNTS PAYABLE	29,790.68	
				FUND TOTAL	29,790.68	29,790.68
401 WATER OPERATING FUND	2017 7	45	07/12/2017			
401-130000				DUE TO/FROM CLEARING		4,780.48
401-213000				ACCOUNTS PAYABLE	4,780.48	
				FUND TOTAL	4,780.48	4,780.48
402 SEWER OPERATING FUND	2017 7	45	07/12/2017			
402-130000				DUE TO/FROM CLEARING		42,201.69
402-213000				ACCOUNTS PAYABLE	42,201.69	
				FUND TOTAL	42,201.69	42,201.69
403 STORM & SURFACE WATER FUND	2017 7	45	07/12/2017			
403-130000				DUE TO/FROM CLEARING		538.93
403-213000				ACCOUNTS PAYABLE	538.93	
				FUND TOTAL	538.93	538.93
407 BUILDING & DEVELOPMENT FUND	2017 7	45	07/12/2017			
407-130000				DUE TO/FROM CLEARING		14,522.63
407-213000				ACCOUNTS PAYABLE	14,522.63	
				FUND TOTAL	14,522.63	14,522.63
622 EXPENDABLE TRUST FUND	2017 7	45	07/12/2017			
622-130000				DUE TO/FROM CLEARING		538.20
622-213000				ACCOUNTS PAYABLE	538.20	
				FUND TOTAL	538.20	538.20
631 CLEARING FUND	2017 7	45	07/12/2017			

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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	240,667.19	
631-213000				ACCOUNTS PAYABLE	6,239.04	
635-111100				CASH		246,906.23
				FUND TOTAL	246,906.23	246,906.23
650 AGENCY FUND	2017 7	45	07/12/2017			
650-130000				DUE TO/FROM CLEARING		1,375.00
650-213000				ACCOUNTS PAYABLE	1,375.00	
				FUND TOTAL	1,375.00	1,375.00
901 CITY-WIDE REPORTING FUND	2017 7	45	07/12/2017			
901-130000				DUE TO/FROM CLEARING		14,280.31
901-213000				ACCOUNTS PAYABLE	14,280.31	
				FUND TOTAL	14,280.31	14,280.31

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		122,826.00
101	STREET FUND		9,813.27
301	CAPITAL CONSTRUCTION FUND		29,790.68
401	WATER OPERATING FUND		4,780.48
402	SEWER OPERATING FUND		42,201.69
403	STORM & SURFACE WATER FUND		538.93
407	BUILDING & DEVELOPMENT FUND		14,522.63
622	EXPENDABLE TRUST FUND		538.20
631	CLEARING FUND	240,667.19	
650	AGENCY FUND		1,375.00
901	CITY-WIDE REPORTING FUND		14,280.31
	TOTAL	240,667.19	240,667.19

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

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Regular City Council Study Session Minutes, June 20, 2017 (Pg. 205)	Date: 7/11/2017
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: AB 17-122
Proposed By: City Clerk	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

Approve with consent agenda.

ATTACHMENTS:

Description	Type
CCMIN 062017 STUDY SESSION	Backup Material



REGULAR CITY COUNCIL STUDY SESSION
TUESDAY, JUNE 20, 2017

MEETING MINUTES

1. CALL TO ORDER/ROLL CALL

Deputy Mayor Peltier called the meeting to order at 7:00 PM in Council Chambers.

Mayor Tollefson, Deputy Mayor Peltier and Councilmembers Blossom, Roth, Scott and Townsend were present. Councilmember Medina was absent and excused.

2. AGENDA APPROVAL OR MODIFICATION/CONFLICT OF INTEREST DISCLOSURE

Mayor Tollefson moved and Councilmember Scott seconded to accept the agenda as presented. The motion carried unanimously. There were no conflicts of interest disclosed.

3. PUBLIC COMMENT ON AGENDA ITEMS

There was no public comment at this time.

4. UNFINISHED BUSINESS

A. Cultural Access Washington and Substitute House Bill 2263, AB 17-075 – Councilmember Roth 7:01 PM

Councilmember Roth introduced the agenda item.

Public Comment

Mary Meyer spoke in favor of Cultural Access Washington.

Council's consensus was to take no further action at this time.

5. NEW BUSINESS

A. Citizen Advisory Group Appointments for Affordable Housing Task Force, Climate Change Advisory Committee and Lodging Tax Advisory Committee, AB 17-097 – Mayor Tollefson 7:12 PM

Mayor Tollefson introduced the recommendations for the Affordable Housing Task Force. He recommended appointment of 17 members: Jane Allan, Emma Aubrey, William Booth, Jeffrey Brown, Pat Callahan, Stephen Deines, Phedra Elliott, Sharon Gilpin, Stuart Grogan, Ann Huff, Ed Kushner, Ann Lovejoy, Bill Luria, Pegeen Mulhern, Althea Paulson, David Shorett, and Charlie Wenzlau.

MOTION: I move the approval of that list of names as members for the Affordable Housing Task Force
Scott/Townsend: The motion carried 5-1 with Deputy Mayor Peltier abstaining.

MOTION: I move that we appoint Althea Paulson to be chair of that committee.
Scott/Townsend: The motion carried 5-1 with Deputy Mayor Peltier voting against.

MOTION: I move that we designate Bill Chester as a liaison from the Planning Commission.
Tollefson/Roth: The motion carried unanimously, 6-0.

MOTION: A motion was made to approve the mission statement with the last paragraph reworded to read: "The Task Force is invited to make recommendations to the Council at any time and asked to deliver a report to the City Council by the end of June, 2018. The Task Force will be dissolved upon acceptance of its report by the Council."
Tollefson/Townsend: The motion carried unanimously, 6-0.

Public Comment

Patti Dusbabek spoke about affordable housing.

Mayor Tollefson introduced the recommendations for the Climate Change Advisory Committee. He recommended expansion to nine members with two of the seats non-repeating: Michael Cox, Lara Hansen, Derik Broekhoff, Gary Lagerloef, James Rufo-Hill, David McCaughey, Nora Fern Nickum, Deborah Rudnick and Jane Silberstein.

MOTION: Mayor Tollefson moved to appoint the members of the Climate Change Advisory Committee as described with the Mayor and Deputy Mayor authorized to assign particular people to particular terms.
Tollefson/Townsend: The motion carried unanimously, 6-0.

Councilmember Medina will be the liaison to this committee.

Public Comment

Erika Shriner thanked Council for setting up the committee.

Mayor Tollefson introduced the recommendations for the Lodging Tax Advisory Committee: Susie Burdick, Dominique Cantwell, Nancy Fortner, and Patricia Nash.

MOTION: Mayor Tollefson moved to appoint the members of the Lodging Tax Advisory Committee as proposed.
Tollefson/Townsend: The motion carried unanimously, 6-0.

6. FOR THE GOOD OF THE ORDER - 7:31 PM

Mayor Tollefson said he received a proposal to re-name the City's open water marina in honor of Dave Ullin. Council was supportive of bringing back a resolution for consideration.

Councilmember Scott spoke about a letter declaring continued support for the Paris climate change agreement. Council agreed to add it to an upcoming agenda.

7. ADJOURNMENT

Deputy Mayor Peltier adjourned the meeting at 7:34 PM.

Val Tollefson, Mayor

Christine Brown, City Clerk

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Special Joint City Council Meeting Minutes, June 20, 2017 (Pg. 209)	Date: 7/11/2017
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: AB 17-122
Proposed By: City Clerk	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

Approve with consent agenda.

ATTACHMENTS:

Description	Type
CCMIN 062017 SPECIAL JOINT MEETING	Backup Material



SPECIAL JOINT MEETING
CITY COUNCIL - PLANNING COMMISSION - DESIGN REVIEW BOARD
TUESDAY, JUNE 20, 2017

MEETING MINUTES

1. CALL TO ORDER/ROLL CALL

Deputy Mayor Peltier called the special joint meeting to order at 7:34 PM in Council Chambers.

Mayor Tollefson, Deputy Mayor Peltier and Councilmembers Blossom, Roth, Scott and Townsend were present. Councilmember Medina was absent and excused.

Planning Commissioners Mack Pearl, Maradel Gale, Jon Quitslund, William Chester, Lisa Macchio, and Michael Killion were present. Mike Lewars was absent and excused.

Design Review Board members Jim McNett, Joseph Dunstan, Peter Perry and Jason Wilkinson were present. Alan Grainger, Jeff Boon, and Chris Gutsche were absent and excused.

2. AGENDA APPROVAL OR MODIFICATION/CONFLICT OF INTEREST DISCLOSURE

The agenda was accepted as presented. There were no conflicts of interest disclosed.

3. PUBLIC COMMENT ON AGENDA ITEMS

There was no public comment at this time.

4. PRESENTATION(S)

A. Latimore Assessment of Development Review Process, AB 17-090 – Planning 7:39 PM

Planning Director Christensen introduced Kurt Latimore of The Latimore Company. Mr. Latimore presented his findings of the development review process in Planning and Community Development. City Council, Planning Commission, and Design Review Board members commented on the assessment and addressed questions to Mr. Latimore.

5. FOR THE GOOD OF THE ORDER - 9:30 PM

Planning Director Christensen mentioned that next week is the joint meeting with a Short Course on Local Planning.

6. ADJOURNMENT

Deputy Mayor Peltier adjourned the joint meeting at 9:32 PM

Val Tollefson, Mayor

Christine Brown, City Clerk

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: Special City Council Meeting Minutes, June 27, 2017 (Pg. 212)	Date: 7/11/2017
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: AB 17-122
Proposed By: City Clerk	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

Approve with consent agenda.

ATTACHMENTS:

Description	Type
CCMIN 062717 SPECIAL	Backup Material



SPECIAL CITY COUNCIL MEETING
TUESDAY, JUNE 27, 2017

MEETING MINUTES

1. CALL TO ORDER

Mayor Tollefson called the special City Council meeting to order at 6:00 PM in Council Chambers.

Mayor Tollefson, Deputy Mayor Peltier, and Councilmembers Blossom, Scott, and Roth were present. Councilmember Medina arrived after the meeting had started. Councilmember Townsend was absent and excused.

2. EXECUTIVE SESSION

Council adjourned to the Planning Conference Room to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency pursuant to RCW 42.30.110(1)(i).

2. ADJOURNMENT

Council returned from Executive Session at 6:59 PM, and Mayor Tollefson adjourned the special City Council meeting.

Val Tollefson, Mayor

Christine Brown, City Clerk

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Regular City Council Business Meeting Minutes, June 27, 2017 (Pg. 214)	Date: 7/11/2017
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: AB 17-122
Proposed By: City Clerk	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

Approve with consent agenda.

ATTACHMENTS:

Description	Type
CCMIN 062717 BUSINESS	Backup Material



REGULAR CITY COUNCIL BUSINESS MEETING TUESDAY, JUNE 27, 2017

MEETING MINUTES

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

Mayor Tollefson called the meeting to order at 7:00 pm.

Mayor Tollefson, Deputy Mayor Peltier, and Councilmembers Blossom, Medina, Roth, and Scott were present. Councilmember Townsend was absent and excused.

2. AGENDA APPROVAL OR MODIFICATION/CONFLICT OF INTEREST DISCLOSURE

Councilmember Roth asked to pull Item 9(G), and Councilmember Medina asked to pull item 9(F) from the Consent Agenda. Mayor Tollefson requested the addition of the donation of property from Washington State Department of Transportation as Item 8(F). Councilmember Scott asked to add a letter regarding the Paris climate change agreement as item 8(G). Councilmember Scott moved and Deputy Mayor Peltier seconded to accept the agenda as amended. The motion carried unanimously, 6-0. There were no conflicts of interest disclosed.

3. PUBLIC COMMENT - 7:04 PM

John Grinter spoke about supporting infrastructure improvements.

Patricia Bell from Arts & Humanities Bainbridge spoke about the Arts & Humanities Bainbridge Cultural Funding Implementation Model.

Anne Smart, Executive Director of Arts & Humanities Bainbridge, spoke against the Cultural Funding agenda items.

4. PRESENTATION(S)

A. Presentation by Rotary Club of Bainbridge Island of Huney Grant Funding for Disaster Medical Supplies, AB 17-100 – Executive 7:14 PM

Susie Burdick, President of the Rotary Club, presented the check to the City in the amount of \$53,126.20 for disaster medical supplies.

5. CITY MANAGER'S REPORT 7:18 PM

City Manager Schulze provided an update on the Celebrate Bainbridge events, a resolution passed by the U.S. Conference of Mayors supporting climate change measures, and the State Auditor's exit conference.

6. PUBLIC HEARING(S)

A. Ordinance No. 2017-14 Modifying Bainbridge Island Municipal Code Sections 2.16.040, 18.09, 18.10, 18.12 and 18.36 Related to Public Communications Tower Regulations, AB 17-102 – Planning 7:18PM

Senior Planner Sutton introduced the ordinance.

Mayor Tollefson opened the public hearing at 7:22 pm.

There was no public comment.

Mayor Tollefson closed the public hearing at 7:22 pm.

MOTION: I move to approve Ordinance No. 2017-14 relating to Public Communications Tower.
Roth/Scott: The motion carried unanimously, 6-0.

7. UNFINISHED BUSINESS

A. Professional Services Agreement for Downtown Parking Study and Budget Amendment, AB 17-081 – Public Works 7:23 PM

Public Works Director Loveless introduced the agenda item and addressed Council's questions.

Public Comment

Brandon Fouts spoke against the study.

MOTION: I move to approve the professional services agreement with Framework Cultural Placemaking in the amount of \$24,860.00 to be paid for from the City's contingency fund.
Scott/Medina: The motion carried 5-1 with Deputy Mayor Peltier voting against.

B. [Moved from Consent Agenda] Cultural Funding Ad Hoc Committee Recommendation, AB 17-103 – Councilmembers Scott, Roth, and Townsend 7:35 PM

Councilmember Scott introduced the item and provided history on the recommendation.

Public Comment

Anne Smart, Executive Director of Arts & Humanities Bainbridge, spoke against the recommendation.

Sandy Fischer spoke against the recommendation.

MOTION: Councilmember Roth moved to move item 7(B) and 7(C) to the next business meeting agenda.
Roth/Scott: The motion carried unanimously, 6-0.

C. [Moved from Consent Agenda] Community Partner Workshops Proposal, AB 17-104 – Councilmembers Scott, Roth, and Townsend

This item was moved to the next business meeting agenda.

8. NEW BUSINESS

A. 2017 Island-Wide Asphalt Repair Project Bid Rejection, AB 17-109 – Public Works 8:00 PM

Public Works Director Loveless introduced the agenda item.

MOTION: I move that the City Council reject the bid received from Lakeside Industries for the 2017 Asphalt Repair Project bid opening on June 8, 2017, and authorize city staff to re-advertise the project.

Medina/Roth: The motion carried unanimously, 6-0.

B. New Brooklyn Sewer Main Extension, AB 17-110 – Public Works 8:04 PM

Public Works Director Loveless introduced the agenda item.

MOTION: I move to forward the New Brooklyn Sewer Extension agenda item to the July 25, 2017, unfinished business agenda.

Scott/Roth: The motion carried unanimously, 6-0.

C. Neighborhood Matching Grant Proposal for Triangle Beautification at N. Madison and Manitou Beach Drive, AB 17-111 – Executive 8:08 PM

Communications Manager Stickney described the proposal by the Friends of Rolling Bay.

Public Comment

Kirk Robinson spoke against the proposal and in favor of a native plant garden.

MOTION: I move that we approve \$5000 in Neighborhood Matching Grant funding for the Triangle Beautification at N. Madison and Manitou Beach Drive.

Scott/Blossom: The motion carried 4-0 with Deputy Mayor Peltier and Councilmember Medina abstaining.

D. Appointment of Deputy Mayor for July 1 through December 31, 2017, AB 17-112 – Mayor Tollefson 8:15 PM

Mayor Tollefson asked for nominations.

Councilmember Scott nominated Wayne Roth as Deputy Mayor for July 1 through December 31. Councilmember Scott and Roth voted in favor.

Deputy Mayor Peltier nominated Sarah Blossom as Deputy Mayor for July 1 through December 31. Mayor Tollefson, Deputy Mayor Peltier, and Councilmembers Medina and Blossom voted in favor.

Councilmember Blossom was appointed Deputy Mayor for July 1, 2017 through December 31, 2017.

E. City Attorney Office Staffing Discussion, AB 17-113 – Executive 8:25 PM

City Manager Schulze spoke about the City Attorney Office's staffing needs.

Public Comment

Cindy Anderson spoke in favor of the proposal.

MOTION: I make a motion to move consideration of authorizing the City Manager to create the position of Deputy City Attorney to the July 11, 2017 Consent Agenda.

Peltier/Roth: The motion carried unanimously, 6-0.

F. [Added] Property Donation from Washington State Department of Transportation at Centennial Park, Public Works 8:32 PM

Public Works Director Loveless introduced the item.

MOTION: I move that the City Council authorize the City Manager to accept the donation of the WSDOT parcel on Seabold Road.

Peltier/Scott: The motion carried unanimously, 6-0.

G. [Added] Letter Supporting the Paris Climate Change Agreement, Councilmember Scott 8:35 PM

Councilmember Scott introduced the agenda item and read the names of the other Washington jurisdictions who have signed the letter.

MOTION: I move that we join this group and authorize our Mayor to sign the letter.

Scott/Peltier: The motion carried unanimously, 6-0.

9. CONSENT AGENDA - 8:39 PM

A. Agenda Bill for Consent Agenda, AB 17-114

B. Accounts Payable and Payroll

Accounts payable: check number 344653 from previous run for \$299.84; manual check run sequence 344654 – 344667; regular check run sequence 344668 – 344796. Total disbursement = \$392,221.56.

Payroll: normal direct deposit check sequence 038926 – 039048 for \$287,717.09; regular check run sequence 108126 – 108132 for \$11,233.27; vendor check run sequence 108133 – 108144 for \$99,744.52; miscellaneous check number 108145 for \$415.83; vendor check run number 108146 for \$85.65; Federal Tax Electronic Transfer for \$123,671.75. Total disbursement = \$522,868.11.

C. Regular City Council Study Session Minutes, June 6, 2017

D. Regular City Council Business Meeting Minutes, June 13, 2017

E. Ordinance No. 2017-16, Banning Sale of Animals from "Puppy/Kitten Mills," AB 17-099 – Councilmember Medina

MOTION: I move to approve the Consent Agenda, B through E, as modified.

Roth/Medina: The motion carried unanimously, 6-0.

10. COMMITTEE REPORTS - 8:50 PM

A. Ethics Board Minutes, April 17, 2017 – Councilmember Scott

There were no additional committee reports.

Councilmember Medina left the meeting at 8:40 pm.

11. REVIEW UPCOMING COUNCIL MEETING AGENDAS - 8:41 PM

A. Council Calendar

City Manager Schulze reviewed the Council calendar for July.

Council asked for a date to discuss the condominiumization of Accessory Dwelling Units (ADUs).

12. FOR THE GOOD OF THE ORDER - 8:50 PM

Mayor Tollefson mentioned that he attended the Association of Washington Cities conference in Vancouver with Councilmember Scott and encouraged others to attend next June in Yakima.

13. ADJOURNMENT

Mayor Tollefson adjourned the meeting at 8:50 pm.

Val Tollefson, Mayor

Christine Brown, City Clerk

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Special Joint City Council Meeting Minutes, June 29, 2017 (Pg. 220)	Date: 7/11/2017
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: AB 17-122
Proposed By: City Clerk	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

Approve with consent agenda.

ATTACHMENTS:

Description	Type
CCMIN 062917 SPECIAL JOINT MEETING	Backup Material



**SPECIAL JOINT MEETING
CITY COUNCIL - PLANNING COMMISSION - DESIGN REVIEW BOARD
THURSDAY, JUNE 29, 2017**

A SHORT COURSE IN LOCAL PLANNING

MEETING MINUTES

1. WELCOME AND INTRODUCTIONS – 6:20 PM

Mayor Tollefson and Anne Fritzell, Washington Department of Commerce, welcomed the attendees.

Mayor Tollefson, Deputy Mayor Peltier, and Councilmembers Blossom, Medina, Roth, and Townsend were present.

Planning Commissioners Mack Pearl, Maradel Gale, Jon Quitslund, William Chester, Lisa Macchio, and Michael Killion were present.

Design Review Board member Jim McNett was present. There was no quorum for the Design Review Board.

1. COMPREHENSIVE PLANNING BASICS – 6:28 PM

Gary Idleburg, Planner, provided an overview of the Growth Management Act requirements and tools for implementing and updating the comprehensive plan.

2. THE LEGAL BASIS OF PLANNING IN WASHINGTON – 7:07 PM

Phil Olbrechts, Attorney, provided a presentation on the statutory basis of planning in Washington State, early planning statutes, and issues in land use planning.

3. BREAK

There was a break between 7:37 pm and 7:49 pm.

4. ROLES AND RESPONSIBILITIES – 7:49 PM

David Osaki, Planner, provided a presentation on the roles and responsibilities in the planning process, tips for encouraging public involvement, and best practices for effective meetings.

5. OPEN GOVERNMENT LAWS – 8:20 PM

Phil Olbrechts provided a presentation on open government laws, including the Open Public Meetings Act and the Public Records Act.

6. QUESTIONS AND ANSWERS – 8:57 PM

The presenters responded to questions from attendees.

7. ADJOURNMENT

The meeting adjourned at 9:11 pm.

Val Tollefson, Mayor

Christine Brown, City Clerk

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: City Attorney Office Staffing Discussion, AB 17-113 - Executive (Pg. 223)	Date: 7/11/2017
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: 17-113
Proposed By: Doug Schulze, City Manager	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund: General	
Expenditure Req:	Budgeted? No	Budget Amend. Req? No

REFERRALS/REVIEW

City Council Regular Business Meeting: 6/27/2017	Recommendation: Approve with consent agenda.	
City Manager: Yes	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

See attached memorandum.

RECOMMENDED ACTION/MOTION

Approve with consent agenda.

ATTACHMENTS:

Description	Type
Legal Services Staffing Memo	Backup Material



Office of the City Manager
Memorandum

Date: June 23, 2017
To: Mayor and City Council
From: Doug Schulze, City Manager
Subject: Legal Division Staffing

I. STATEMENT OF NEED AND PROPOSED SOLUTION

During the past nine months, we have experienced a significant shift in how legal services are provided. The result has been a measurable decline in expenses for outside legal professional services. City Attorney Joe Levan has recommended a staffing change within the Legal Division, which will further improve the quality of legal services and provide long-term cost savings. The City Council is asked to authorize one (1) additional FTE, which will result in the hiring of a Deputy City Attorney.

The additional position will help with the backlog of work that has accumulated over time, as well as with new work, including work that is directly linked to the Comprehensive Plan Implementing Actions. For many years, code revisions have been identified by staff, but for various reasons insufficient staff resources have been allocated to address the revisions. These “legacy” work items need to be resolved because they are related to complaints and frustrations expressed by community members, Councilmembers, and staff. These legacy items include improvements to code enforcement regulations and procedures, land use and zoning issues, contracts, and internal policies.

Adding this position enhances our ability to be proactive rather than reactive, which allows us to avoid or reduce exposure to potential liability. Much of the high-value work that the City Attorney does is best accomplished through in-person consultations and discussions with staff, Councilmembers, and others in meetings and informal settings. This work is time-consuming, but it is very important and results in the City Attorney being able to advise the City based on a deeper understanding of key issues, as well as to build and maintain trust, which is essential.

When staff can work closely with legal counsel to interpret code language correctly and in a sound legal manner, it reduces costs long-term and helps to improve the reputation of the City.

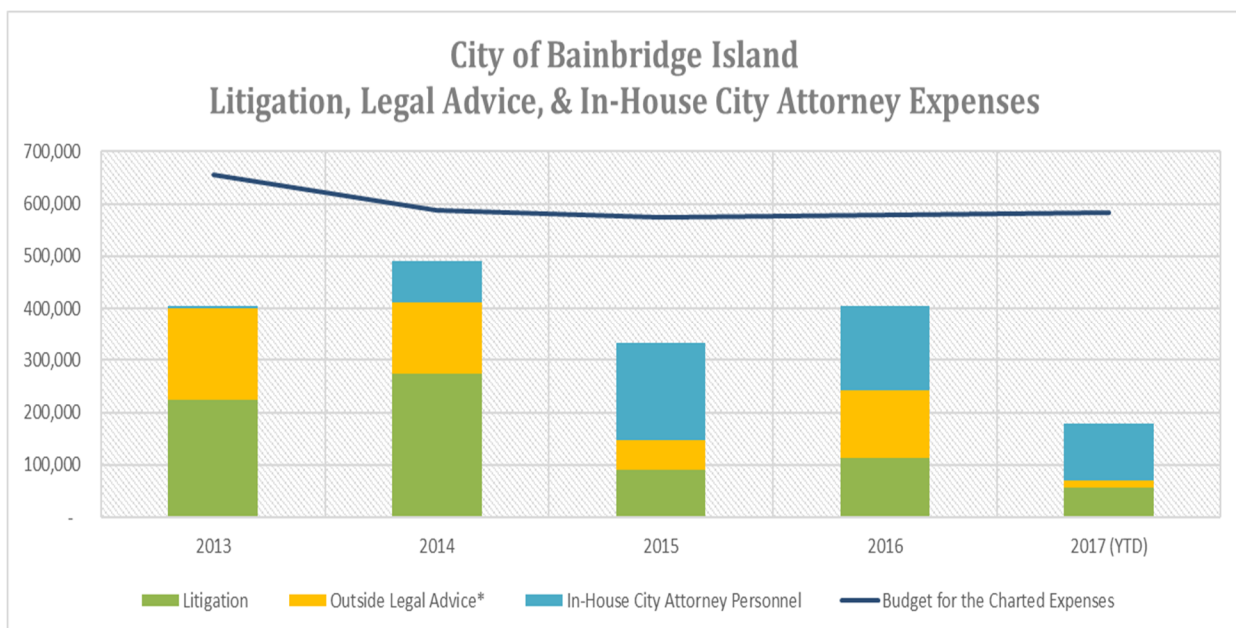
II. EXPENDITURE HISTORY AND BUDGET IMPACTS

Based on past experience, and the experience to date for the current City Attorney, it's quite likely that having an in-house Deputy City Attorney will allow the City to reduce the amount it spends on legal services. The graphic below and the budget figures for the 2013 – 2017 time period demonstrate what can be done by doing more work in-house.

The four-year (2013 – 2016) average for litigation, legal advice, and in-house City Attorney personnel expenses is \$408,127. The projected 2017 cost for these services is \$385,000, which includes approximately \$20,000 for a temporary part-time Assistant City Attorney. The annual budget for these services for 2017 is \$583,820. Our estimated cost of wages and benefits for a full-time Deputy City Attorney is \$180,000. The addition of this FTE can be accomplished within the adopted budget, so a budget amendment is not required.

The following graph and budget figures for 2013 through June 22, 2017, provide an important snapshot in evaluating the budgetary impact of creating a Deputy City Attorney position and bringing more of the City's legal work in-house. Note, in particular, the following related to the graph below:

- The overall budget for litigation, legal advice, and in-house City Attorney expenses declined from 2013 to 2014 and has remained relatively constant since that time.
- The City Attorney's efforts beginning in the Fall of 2016 and continuing to today demonstrate that expenses for outside legal advice and services can be significantly reduced by having more of that work done in-house.
- Although the City has less control over litigation expenses than it does for expenses related to outside legal counsel advice because lawsuits and other litigation can occur for a myriad of reasons, the City will be better able to control litigation costs with additional in-house resources, including by having a Deputy City Attorney.



The following spreadsheet provides specific expense figures that are summarized in the graph above. Related specifically to contracting with outside attorneys for litigation and other legal services, the spreadsheet illustrates that expenses thus far for 2017 are on track to be significantly lower than in recent years. The City Attorney has been able to keep these costs down compared to past years even though the workload of the City Attorney's Office is as high, or higher, than in the other years shown, dating back to 2013.

Litigation and Legal Advice Expenses					
	2013	2014	2015	2016	YTD 2017
Litigation - General	\$178,938	\$228,016	\$60,607	\$38,822	\$17,822
Litigation before the Hearing Examiner	\$45,729	\$45,394	\$30,900	\$74,225	\$38,788
Legal Advice - General	\$89,685	\$78,746	\$21,798	\$35,301	\$4,130
Legal Advice - Personnel	\$-	\$497	\$-	\$-	\$3,039
Legal Advice - Bargaining	\$13,570	\$18,824	\$17,706	\$26,704	\$295
Legal Advice - Civil Service	\$5,611	\$5,856	\$15,847	\$12,394	\$5,340
Legal Services - Outside City Attorney	\$66,960	\$34,750	\$-	\$53,811	\$-
Total	\$400,494	\$412,083	\$146,857	\$241,256	\$69,414
In-House City Attorney Personnel Expenses					
City Attorney	\$5,052	\$78,630	\$184,792	\$163,342	\$89,933
Temporary Assistant City Attorney	\$-	\$-	\$-	\$-	\$18,473
Total	\$5,052	\$78,630	\$184,792	\$163,342	\$108,406
Overall Total	\$405,545	\$490,713	\$331,649	\$404,599	\$177,820

III. WORKPLAN, PRIORITIES, AND FURTHER CONSIDERATIONS FOR A DEPUTY CITY ATTORNEY

The specific priorities that would be assigned to the Deputy City Attorney to accomplish as soon as possible include:

- Doing all of the work that is currently assigned to the temporary part-time Assistant City Attorney, including contract review, work related to property transfers and transactions, legal research, and other matters. The part-time position would no longer be necessary if a Deputy City Attorney is created.
- Comprehensive Plan-BIMC Consistency: The quicker that the Bainbridge Island Municipal Code ("BIMC") is updated to reflect the vision and values of the newly updated Comprehensive Plan, the better. Work with staff to identify inconsistencies between the BIMC and the new Comprehensive Plan, and bring before the Council recommended ordinances to address those inconsistencies.

- Other BIMC fixes: Work with staff to identify BIMC provisions and text that need to be updated/corrected and bring before the Council recommended ordinances to address those fixes.
- Review and update the City's code enforcement regulations related to tree retention, animal control, nuisance, abatement, and other matters. Also work with staff and the Council on roles, responsibilities, and the legal authority of various parties regarding such matters.
- Devote additional time and resources to legal work related to the City's property transactions, including transferring property to the Park District, surplus of other properties, and related to property acquisitions.
- Assist with legal review related to public records requests.
- Review and update the City's Sign Code and signage regulations to reflect evolving legal requirements.
- Continue ongoing efforts to review and update the City's contracts, easements, permits, and legal templates, as well as franchises.
- Assist with providing required and other important training to staff and the multitude of City commissions, committees, task forces, and other advisory bodies regarding the Public Records Act, the Open Public Meetings Act, ethics, and related matters.
- Provide additional in-person and other assistance to the Ethics Board, Planning Commission, and other City advisory bodies that regularly discuss issues for which the City Attorney's Office can be a particularly important resource.

Other key considerations regarding why an in-house Deputy City Attorney is being requested at this time:

- The City Attorney has been reviewing all of the services provided by the City Attorney's Office and that review has made clear that the City has an opportunity to provide an even higher level of service for the same or less cost.
- This is a *reallocation* of resources, and the change can be made *within the existing budget* for this function.
- Bainbridge Island is an engaged and legally sophisticated community and the resource demands on the City Attorney's Office are constant, of high volume, and likely unique. It is common for applicants, for example, in the land use context to hire attorneys from early-on in the process to represent them as they work through the City's processes.
- Local control. Consultants, including outside legal counsel, are important resources for the City but in such arrangements the trade-off, as compared to doing the work in-house, is that the City loses some amount of control over the work. Consultants also build-in a profit margin in their fees, which isn't the case for work that is done in-house. Additionally, doing more legal work in-house allows the City to better control the experience that Bainbridge customers and residents have with the City Attorney's Office and its agents.

IV. CONCLUSION

The need is there, the budget resources exist, and the time is ripe for the City to create and fill a Deputy City Attorney position. I strongly recommend that the Council authorize me to create this position to enhance the City's in-house resources.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Utility Advisory Committee Minutes, June 14, 2017 - Councilmember Townsend (Pg. 229)	Date: 7/11/2017
Agenda Item: COMMITTEE REPORTS - 8:55 PM	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
Utility Advisory Committee Minutes, June 14, 2017	Backup Material



CITY OF
BAINBRIDGE ISLAND

UTILITY ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, JUNE 14, 2017
CITY HALL
COUNCIL CONFERENCE ROOM
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

MINUTES

1. CALL TO ORDER / ROLL CALL / ACCEPT OR MODIFY AGENDA / CONFLICT OF INTEREST DISCLOSURE

5:00 PM

Chair: Andy Maron

Vice Chair: Jeff Kanter

Members: Steve Johnson Emily Sato

Other: Barry Loveless (COBI, Public Works); Ellen Schroer (COBI, Finance Director); Roger Townsend (COBI City Council); Amy Tousley (PSE)

2. ACCEPTANCE OF MEETING NOTES – None.

3. PUBLIC COMMENT – None.

4. 2017 WORK PLAN ITEMS.

Ms. Schroer and Mr. Loveless demonstrated the OpenGov portal reviewing operational expenses for particular line items, including SSWM. Cost allocation of FTEs was discussed as was the value of coordinating any modification with the next budget cycle and the recent organizational changes.

The committee discussed obtaining input from a consultant to define what value a SSWM study might add. The committee discussed advising council whether the value of the study would be worth the cost.

The committee discussed the prior meeting with PUD and the potential to invite the larger private water utilities.

The committee discussed the water/ sewer rate structure study and reviewing an RFP for such a study.

5. COMMENTS FOR THE GOOD OF THE ORDER – none.

6. ADJOURNMENT

6:08 PM

Andrew Maron 6/28/17

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Council Calendar (Pg. 231)	Date: 7/11/2017
Agenda Item: REVIEW UPCOMING COUNCIL MEETING AGENDAS - 9:00 PM	Bill No.:
Proposed By: Executive	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
□ Council Calendar	Backup Material

2017 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Agenda	Department	Timing (min)	Study Session	Absences	Agenda	Department	Timing (min)	Business Meeting
R.T.			15	7/18/2017 (Executive Session - 6:30)	V.T., R.T.,S.B.			25	25-Jul
	UB	PCD	15	Discuss Next Steps for Business/Industrial Regulations		UB	PW	10	2017 Road Striping Contract Award (Consider Approval)
	NB	CC	15	Discuss Recommendations of Tree and Low Impact Development Ad Hoc Committee Relating to Single-Family Retention Standards and Changes to BIMC 16.18 & 16.22		NB	POL	10	Service Agreement for Emergency Communication Services with Kitsap 911 (Consider Forwarding to 8/8 Consent Agenda)
	P	CC	15	State of the Municipal Court		NB	POL	10	Speed Reader Grant (Consider Forwarding to 8/8 Consent Agenda)
	CD	CC	10	Discuss DRB Membership Residency Requirement		NB	POL	10	Kitsap County MOU for the Continuation of the Special Assault Investigations and Victim's Services (SAIVS) (Consider Forwarding to 8/8 Consent Agenda)
	CD	CC	15	Discuss Overall Community Debt and Taxation		CA	EXEC	CA	Ordinance Establishing Cultural Funding Advisory Committee (CFAC) (Consider Approval)
						CA	PW	CA	Kitsap Noxious Weed Control Board Interlocal Agreement (Consider Approval)
						CA	CC	CA	Resolution Establishing Dave Ullin Open Water Marina (Consider Approval)
								65	

2017 PROPOSED COUNCIL CALENDAR ITEMS

[illegible]

2017 PROPOSED COUNCIL CALENDAR ITEMS

[illegible]