CITY OF
BAINBRIDGE ISLAND

# CITY COUNCIL REGULAR BUSINESS MEETING
# TUESDAY, FEBRUARY 25, 2020

BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON

## AGENDA

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

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

3. PUBLIC COMMENT - 6:10 PM

4. MAYOR'S REPORT - 6:25 PM

5. CITY MANAGER'S REPORT - 6:30 PM

6. FUTURE COUNCIL AGENDAS

**6.A** **(6:35 PM) Future Council Agendas,** 15 Minutes
City Council Study Session March 3, 2020
City Council Regular Business Meeting March 10, 2020
City Council Study Session March 17, 2020
2020 List of Pending Council Meeting Topics
2020 List of Proposed Future Council Topics

7. PRESENTATIONS

**7.A** **(6:50 PM) Recognition of Service for Councilmember Tirman,** 10 Minutes

8. UNFINISHED BUSINESS

**8.A** **(7:00 PM) Discussion of BIMC 18.12.030 relating to Floor Area Ratio Bonus Density Options,** 20 Minutes
BIMC 18.12.030 FAR BONUS OPTIONS.docx
Resolution No. 2001-54 Relating to Distribution of Funds from FAR
Resolution No. 2003-25 Designating the City Council as the Decision Making Authority for Proposals to Construct Public Amenities in Exchange for FAR Bonuses

Ordinance No. 2019-26 Extending the Development Moratorium Approved 092419

**8.B** **(7:20 PM) Wyatt Way Reconstruction Project Contract Award - Public Works,** 10 Minutes
Wyatt Way Reconstruction Contract.docx
Wyatt Way Reconstruction Budget Report.pdf

**8.C** **(7:30 PM) Tree Removal and Vegetation Management Discussion - Planning,** 10 Minutes
20200225 Tree Memo to Council
ORD NO. 2019-39 EXTENDING LANDMARK TREE REGULATION IN THE WINSLOW AREA.pdf
Consulting Arborists Report 2018-12-28 COBI Tree Protection Code Revision.pdf
Staff Memo -i.e. Consulting Arborists Report 2019-05-07.pdf

**8.D** **(7:40 PM) Sustainable Transportation Plan Update - Public Works,** 30 Minutes
BAINBRIDGE STP_Engagement Plan Slides_20200225.pdf
Visual Work Plan 20200211

**8.E** **(8:10 PM) Sustainable Transportation Plan Task Force Member Appointments - Public Works,** 10 Minutes
Applicant Matrix
Sustainable Transportation Task Force (Redacted Applications).pdf

## 9. NEW BUSINESS

**9.A** **(8:20 PM) Ordinance No. 2020-06, Amending the 2020 Budget to Carry Forward Funding for Work Funded in 2019 but to be Performed in 2020 - Finance,** 10 Minutes
2019_Budget_Carry_over_into_2020_Transmittal_Memo
Ordinance No. 2020-06 Amending the 2020 Budget to Carry Forward 2019 Items.docx
Ord 2020-06 Attachment A - Carryover Request Final.xlsx

**9.B** **(8:30 PM) Lodging Tax (LTAC) Eligibility for Affordable Housing - Finance,** 10 Minutes
Staff Memo LTAC Affordable Housing 02252020

**9.C** **(8:40 PM) Appointment to the Design Review Board - Mayor Schneider,** 5 Minutes
Design Review Board Applications (Redacted).pdf

**9.D** **(8:45 PM) Review 2019 Results for Citywide Workplan Priorities and Comprehensive Plan Implementation - Executive,** 15 Minutes
2019 Year End Results Memo - CC 25 Feb 2020.pdf
2019 YE Workplan Results - By Dept - Final.pdf
2019 YE Workplan Results - By Goal - Final.pdf
Final - 2019 YE Comp Plan Report.pdf

## 10. CONSENT AGENDA

**10.A** **(9:00 PM) Agenda Bill for Consent Agenda,** 5 Minutes

**10.B** **Accounts Payable and Payroll**
Payroll.pdf

Report to Council of Cash Disbursements 02-26-20.pdf

**10.C** **City Council Study Session Minutes, February 4, 2020**
City Council Study Session Minutes, February 4, 2020

**10.D** **Special City Council Meeting Minutes, February 8, 2020**
Special City Council Meeting Minutes February 8, 2020

**10.E** **City Council Regular Business Meeting Minutes, February 11, 2020**
City Council Regular Business Meeting Minutes February 11, 2020

**10.F** **Police and Court Building Project Professional Services Agreement Amendment - Executive** 5 Minutes
Amendment No. 2 to PSA with Coates for Police & Court Building Project Design

**10.G** **Front Broom Sweeper Procurement - Public Works,** 5 Minutes
Front Broom Sweeper Sales Order.xls

**10.H** **Police Vehicle Procurement - Public Works,** 5 Minutes
Columbia Ford Vehicle Quote.pdf

**10.I** **Police Vehicle Equipment Upfitting Service Agreement- Public Works,** 5 Minutes
Police Vehicle Upfitting Agreement for Purchased Services.docx

## 11. COMMITTEE REPORTS

**11.A** **(9:05 PM) Committee Reports - Executive,** 5 Minutes
Utility Advisory Committee Meeting Minutes, February 1, 2020
Utility Advisory Committee Meeting Minutes, February 5, 2020

## 12. FOR THE GOOD OF THE ORDER - 9:10 PM

## 13. ADJOURNMENT - 9:20 PM

## GUIDING PRINCIPLES

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

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

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

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

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

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

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

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

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

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (6:35 PM) Future Council Agendas,

**SUMMARY:** Council will review future Council agendas.

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

**RECOMMENDED MOTION:** Discussion.

**STRATEGIC PRIORITY:** Good Governance

| **FISCAL IMPACT:** | |
|---|---|
| **Amount:** | |
| **Ongoing Cost:** | |
| **One-Time Cost:** | |
| **Included in Current Budget?** | |

**BACKGROUND:**

**ATTACHMENTS:**

City Council Study Session March 3, 2020

City Council Regular Business Meeting March 10, 2020

City Council Study Session March 17, 2020

2020 List of Pending Council Meeting Topics

2020 List of Proposed Future Council Topics

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

CITY OF
BAINBRIDGE ISLAND

# CITY COUNCIL STUDY SESSION
# TUESDAY, MARCH 03, 2020

BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON

## AGENDA

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

2. **EXECUTIVE SESSION**

   **2.A** **(6:05 PM) Pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for employment or to review the performance of a public employee,** 30 Minutes

3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**

4. **MAYOR'S REPORT**

5. **FUTURE COUNCIL AGENDAS**

   **5.A** **Future Council Agendas,** 15 Minutes

6. **PRESENTATIONS**

7. **UNFINISHED BUSINESS**

   **7.A** **(x PM) Update on the Development Moratorium - Planning,** 10 Minutes
   Moratorium Update Abbreviated
   Moratorium Extension Handout Final 100419
   Ordinance No. 2019-26 Extending the Development Moratorium Approved 092419

   **7.B** **(x PM) Green Building Update - Planning,** 10 Minutes
   2020_01_28_CC_Staff_Memo_January Update.docx

   **7.C** **Sustainable Transportation Plan Update - Public Works,** 15 Minutes

   **7.D** **(X PM) Review Resolution 2018-03 and Goals for Suzuki Property Affordable Housing Project -**

**Executive,** 45 Minutes
Resolution No. 2018-03 Establishing Goals for the City-owned Suzuki Property Approved 012318

**7.E** **Sportsman Club Roundabout Design Discussion - Public Works,** 45 Minutes
FINAL FAQ - Sportsman Club New Brooklyn.docx
Sportsman_NewBrooklyn_Council 021820.pptx

**8. NEW BUSINESS**

**9. CITY COUNCIL DISCUSSION**

**9.A** **Proposed Process for Filling Council Vacancy - Mayor Schneider,** 10 Minutes
Draft Timeline for Filling Council Vacancy 021320

**10. FOR THE GOOD OF THE ORDER**

**11. ADJOURNMENT**

## GUIDING PRINCIPLES

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

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

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

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

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

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

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

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

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

CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING**
**TUESDAY, MARCH 10, 2020**

BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON

**AGENDA**

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

2. **EXECUTIVE SESSION**

   **2.A** **(6:05 PM) Pursuant to RCW 42.30.110(1)(i), 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,** 30 Minutes

3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**

4. **PUBLIC COMMENT**

5. **MAYOR'S REPORT**

6. **CITY MANAGER'S REPORT**

7. **FUTURE COUNCIL AGENDAS**

   **7.A** **(X PM) Future Council Agendas,** 15 Minutes

8. **PRESENTATION(S)**

   **8.A** **Public Safety Quarterly Briefing - Police,** 10 Minutes

9. **PUBLIC HEARING(S)**

10. **UNFINISHED BUSINESS**

    **10.A** **Wyatt Way Reconstruction Project Contract Award (PLACEHOLDER)** 10 Minutes

**10.B (X PM) Role of Council Liaisons,** 10 Minutes
Councilmember Liaison Job Description draft 12-3-19.docx

## 11. NEW BUSINESS

**11.A Interlocal Agreement with Kitsap County Regarding Emergency Vehicle Operation Course (EVOC) Training - Police,** 5 Minutes
ILA EVOC 3.19.2019_DRAFT.doc

**11.B Memorandum of Understanding with Olympic Educational Service District Regarding the Regional Student Threat Assessment Level II Team Program - Police,** 5 Minutes
BICP TA MOU - RLS Edits.docx

**11.C (x PM) Ordinance 2020-03 "Housekeeping" Changes: Revising Chapters 2.14, 2.16, 18.09, 18.12, 18.15, and 18.36 BIMC - Planning,** 20 Minutes
Staff Memorandum 021120
Ordinance No. 2020-03
Exhibit A Title 2 Housekeeping Changes
Exhibit B BIMC 18.09.020 Use Table Excerpt Temporary Uses
Exhibit C Title 18 Housekeeping Changes
PLANNING COMMISSION MINUTES 102419.pdf

**11.D (x PM) Ordinance No. 2020-01, Updating the City's General Code Enforcement Process Contained in Chapter 1.26 BIMC,** 20 Minutes
Ordinance No. 2020-01, Updating the City's General Code Enforcement Process Contained in Chapter 1.26 BIMC
Exhibit A to Ordinance No. 2020-01 - Redline Showing Changes from Current Ch. 1.26 BIMC

**11.E Resolution No. 2020-02, Updating the City's Procedure for the Surplus and Sale of City-Owned Real Property - Executive,** 10 Minutes
Resolution No. 2016-18 Amending Resolution Nos. 2009-02 and 2011-16 - Surplus Property Policy.pdf

**11.F Financial Policies Presentation - Finance,** 15 Minutes

**11.G City Hall Repairs Contract - Public Works,** 10 Minutes

**11.H Dump Truck Procurement - Public Works,** 10 Minutes

**11.I Janitorial Contract - Public Works,** 10 Minutes

**11.J Utility Van Procurement - Public Works,** 10 Minutes

**11.K** **Ordinance 2020-07 Amending BIMC 2.41, Human Services Funding Advisory Committee, Executive -** 10 Minutes

**11.L** **Ordinance 2020-08 Amending BIMC 2.43, Cultural Funding Advisory Committee, Executive -** 10 Minutes

## 12. CONSENT AGENDA

**12.A** **Agenda Bill for Consent Agenda** 5 Minutes

## 13. COMMITTEE REPORTS

## 14. FOR THE GOOD OF THE ORDER

## 15. ADJOURNMENT

## GUIDING PRINCIPLES

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

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

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

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

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

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

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

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

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

CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION**
**TUESDAY, MARCH 17, 2020**

BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON

**AGENDA**

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

2. **EXECUTIVE SESSION**

   **2.A** **(6:05 PM) Pursuant to RCW 42.30.110(1)(i), 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,** 15 Minutes

3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**

4. **MAYOR'S REPORT**

5. **FUTURE COUNCIL AGENDAS**

   **5.A** **Future Council Agendas,** 15 Minutes

6. **PRESENTATIONS**

7. **UNFINISHED BUSINESS**

   **7.A** **Sustainable Transportation Plan Update** 15 Minutes

   **7.B** **(x) PM) Code of Conduct and Ethics Program Review - Executive,** 30 Minutes

   **7.C** **(x PM) Shoreline Master Plan - Ecology Response on Critical Areas and Nonconforming Limited Amendment - Planning,** 20 Minutes
   20200218_CC_Staff Memo_SMP_Amendment
   Ecology Recommendations to Resolve Issues Identified as Required and Recommended

Determination of Initial Concurrence from the WA Department of Ecology.pdf

8. **NEW BUSINESS**

**8.A** **Transportation Projects for Regional and Countrywide Federal Funding Discussion** 15 Minutes

**8.B** **2021-26 Capital Improvement Plan Development Discussion - Public Works,** 60 Minutes

**8.C** **(XX PM) Consider Public Art Spending Request from Arts and Humanities Bainbridge (AHB) and the Public Art Committee (PAC) - Executive, AHB/PAC** 20 Minutes

**8.D** **Consider Public Art Committee (PAC) Recommendation for New Public Art Programming, AHB/PAC, Executive -** 15 Minutes

9. **CITY COUNCIL DISCUSSION**

10. **FOR THE GOOD OF THE ORDER**

11. **ADJOURNMENT**

## GUIDING PRINCIPLES

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

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

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

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

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

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

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

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

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

CITY OF
BAINBRIDGE ISLAND

# Memorandum

Date: 2/7/2020

To: City Council

From: Morgan Smith, City Manager

Subject: Pending City Council Topics

---

The table below provides a list of City Council topics that are currently ready for Council consideration but have not yet been scheduled for a Council meeting. Some notes are provided to indicate to what degree the topic is time-sensitive, etc.

| TOPIC | NOTES |
|---|---|
| BIMPRD proposal to manage City Dock | Suggest schedule in Q1 in order to reach decision ahead of planned RFP process. In the absence of any changes, City will issue RFP in Q3 to cover City Dock services after current agreement expires (12/31/20) |
| Options for City Academy and Quarterly programs | Information developed to respond to Council request to City Manager from May, 2019 Council retreat. |

CITY OF
BAINBRIDGE ISLAND

# Memorandum

Date: 1/31/2020

To: City Council

From: Morgan Smith, City Manager

Subject: Proposed Future City Council Topics

---

The table below provides a list of potential future City Council topics that have been identified by one or more councilmembers.

| TOPIC |
|---|
| $15 minimum wage |
| Rights of Nature ordinance |
| Packaging ordinance |
| Islandwide 25 mph speed limit |
| Tenant policies for rental properties |
| Requirement for on-site manager for short-term rental units |
| Street Tree program |

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (6:50 PM) Recognition of Service for Councilmember Tirman,

**SUMMARY:** Councilmember Tirman will be recognized for his service.

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

**RECOMMENDED MOTION:** Presentation.

**STRATEGIC PRIORITY:** Good Governance

| **FISCAL IMPACT:** | |
|---|---|
| **Amount:** | |
| **Ongoing Cost:** | |
| **One-Time Cost:** | |
| **Included in Current Budget?** | |

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 20 Minutes

**AGENDA ITEM:** (7:00 PM) Discussion of BIMC 18.12.030 relating to Floor Area Ratio Bonus Density Options,

**SUMMARY:** BIMC 18.12.030.E. describes various options for achieving bonus density in the Winslow Mixed Use Town Center and High School Road Districts, each providing a full or partial option for acquisition. For example, 100% density can be achieved by providing affordable housing or by purchasing development rights. A portion of density can be achieved by providing public amenities and/or infrastructure, and/or by preserving heritage trees on site, and/or via a transfer of development rights. The Ferry Terminal District has two additional options which include providing community open space and ferry related parking.

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

**RECOMMENDED MOTION:** Reconsider the following motion:

I move to direct the City Manager to pursue an interim zoning control related to BIMC 18.12.030.E to have that section be suspended.

The following is the motion that was tabled:

I move to refer Title 18, Chapters [18.]12.030, and Title 18, Chapter 21, to the Planning Commission for review and recommendation on potential amendments and Code changes to the City Council.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

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

**BACKGROUND:** At the Feb. 4, 2019 study session, Councilmembers expressed an interest in discussing whether to eliminate the option to purchase bonus Floor Area Ratio ("FAR"). The fees for FAR have been established by resolution (Resolution Nos. 2001-02 & 2006-50) and are included within the City's Fee Schedule. The fees are $18 per square foot for residential development, $25 per square foot for mixed use development, and $34 per square foot for commercial development. The funds are split between public amenities (40%) and farm/agriculture (60%).

Legal and operational issues related to the proposed changes have not yet been thoroughly assessed by City staff.

Council options related to suspending these regulations include adoption of an interim control ordinance that would be effective immediately (if adopted on an emergency basis) or five days from passage (if enacted on a non-emergency basis). Alternatively, the Council could seek to otherwise consider revisions to or elimination of the FAR bonus option by referring the matter to the Planning Commission for review and recommendation, and the Council would then consider that recommendation before taking action.

At the February 11, 2020 City Council business meeting, the Council passed a motion directing the City Manager to pursue an interim zoning control related to BIMC 18.12.030.E. to suspend that section. A second motion to direct the Planning Commission to review Chapter 18.12 BIMC relating to FAR and Chapter 18.21 BIMC relating to affordable housing was tabled. Following further discussion, the Council decided to revisit the first motion and approved a motion to reconsider that motion relating to the development of an interim control ordinance. At this February 25, 2020 meeting, the Council will reconsider the motion directing the City Manager to develop an interim control ordinance related to suspending BIMC 18.12.030.E. regarding use of FAR for bonus density.

For background, attached are:

- BIMC 18.12.030.E.

- Resolution No. 2001-54 relating to distribution of FAR funds

- Resolution No. 2003-25 relating to designation of the Council as the decision-making authority for proposals to construct public amenities related to FAR

- Ordinance No. 2019-26 extending the moratorium to April 3, 2020, on development related to certain Major Site Plan and Design Review and Major Conditional Use Permit proposals for development within the Winslow Master Plan Study Area

**ATTACHMENTS:**

BIMC 18.12.030 FAR BONUS OPTIONS.docx

Resolution No. 2001-54 Relating to Distribution of Funds from FAR

Resolution No. 2003-25 Designating the City Council as the Decision Making Authority for Proposals to Construct Public Amenities in Exchange for FAR Bonuses

Ordinance No. 2019-26 Extending the Development Moratorium Approved 092419

**FISCAL DETAILS:** As of year end 2019, there is roughly $85,000 in the FAR Farmland Preservation fund and $15,000 in the FAR Winslow Amenities fund.

**Fund Name(s):**

**Coding:**

BIMC 18.12.030.E. Bonus Density in Winslow Mixed Use and High School Road Districts. Eligible properties may achieve a maximum level of development above the base FAR, as provided for in Table 18.12.020-3, by using one, or a combination of, the following FAR bonus provisions. The FAR bonus provisions may be combined to achieve the maximum level of development established for each district. In no case shall the total commercial, residential or mixed use FAR exceed the maximum FAR as provided for in Table 18.12.020-3.

1. Optional Affordable Housing.

a. FAR Bonus. Up to 100 percent of the maximum residential FAR bonus may come from providing affordable housing as defined in Chapter 18.36 BIMC; provided, that the difference between the base residential FAR and the maximum residential FAR shall be dedicated to affordable housing. A portion of the total floor area that is of common use and benefit to the entire residential development (for example, interior halls, stairwells, laundry rooms, exercise rooms) may be included in the calculation of the affordable housing component. This portion shall be the same percentage as the affordable housing provided. For example, if 20 percent of the living unit floor area is for affordable housing, then 20 percent of the common floor area may be included in the total affordable housing calculation. Development of the optional affordable housing shall be in accordance with Chapter 18.21 BIMC and Table 18.12.030.

**Table 18.12.030: Optional Affordable Housing Bonus Summary Table**

| Size of Development | Residential development less than 10,000 sq. ft. | Residential development of 10,000 sq. ft. but less than 60,000 sq. ft. | Residential development more than 60,000 sq. ft. |
|---|---|---|---|
| **Affordable Housing FAR Bonus** | Must provide 100 percent of bonus square footage for extremely low, very low, or moderate income groups. | Must comply with following ratios:<br>(a) 100 percent of bonus for all moderate; OR<br>(b) 0.2 of bonus for extremely low, very | Must comply with following ratios:<br>0.1 of bonus for extremely low, very low or low income groups;<br>0.6 of bonus for moderate income group; and |

**Table 18.12.030: Optional Affordable Housing Bonus Summary Table**

| Size of Development | Residential development less than 10,000 sq. ft. | Residential development of 10,000 sq. ft. but less than 60,000 sq. ft. | Residential development more than 60,000 sq. ft. |
|---|---|---|---|
| | | low, or low income groups;<br>0.5 of bonus for moderate income group; and<br>0.3 of bonus for middle income group. | 0.3 of bonus for middle income group. |

b. Preservation of the Islander Mobile Home Park. Preservation of the Islander Mobile Home Park as an existing park site for manufactured homes shall be encouraged through the following provisions.

i. Unused FAR from the parcel on which the mobile home park is located may be transferred to another parcel or parcels within the Mixed Use Town Center. For example, the base FAR for the mobile home park would be calculated, less the FAR of the mobile homes. In exchange for permanently preserving the mobile home park, the owner of the property may transfer the unused FAR to another parcel or parcels in the Mixed Use Town Center, where it may be used as bonus FAR above the base FAR for that district.

ii. Permanent preservation of the mobile home park may be used as an affordable housing bonus on another parcel or parcels within the Mixed Use Town Center. For example, in exchange for preserving the mobile home park, the owner of the property would be deemed to have met the affordable housing bonus provisions of subsection A.1 of this section, and could achieve the maximum FAR bonus for residential development on another parcel or parcels in the Mixed Use Town Center. The owner of the mobile home park may either apply the FAR bonus to another parcel(s) he or she owns, or transfer or sell the bonus to another property owner in the Mixed Use Town Center.

2. Purchase of Development Rights. Up to 100 percent of the maximum residential, commercial or mixed use FAR bonus may come from the purchase of development rights as provided for in Chapter 18.27 BIMC. The cost of development rights shall be established by resolution of the city council.

3. Public Amenities and/or Infrastructure. At the applicant's option, a portion of the bonus may be earned through the provision of public amenities, infrastructure, and/or preservation of a heritage tree(s) on site, pursuant to an adopted city council resolution clarifying the amount of credit awarded for different provision of different public amenities and/or infrastructure, as follows:

a. Up to 40 percent of the maximum residential, commercial or mixed use FAR bonus may come from monetary contributions toward public amenities and/or infrastructure beyond that required for SEPA mitigation. The amount of the contribution shall be established by resolution of the city council. Funds contributed to the public amenities and/or infrastructure shall be used exclusively in the Mixed Use Town Center or High School Road districts, for projects identified in the six-year capital facilities program, or approved by the city.

b. In lieu of the contribution of funds as provided for in subsection E.3.a of this section, and subject to approval by the director or designee, the public amenities FAR bonus may be achieved by the preservation of a heritage tree(s) on site, construction of public amenities and/or infrastructure beyond that required to mitigate the impacts of development. Public amenities and/or infrastructure projects shall be located in the Mixed Use Town Center or High School Road districts, and shall be chosen from projects identified in the six-year capital facilities program, or approved by the city.

4. Community Open Space. In the ferry terminal district, up to 60 percent of the maximum residential, commercial or mixed use FAR bonus may be achieved by providing community open space of one acre, or 20 percent of the parcel area, whichever is greater. The community open space shall be located in or in the immediate vicinity of locations identified in Figure 4.1 of the Winslow master plan. The open space must be located on the same parcel that is being developed, and must be on land that would be otherwise buildable. Adequate public access to the community open space must be provided. The city shall consider approving the bonus, taking into consideration the configuration, public use and accessibility of the proposed open space. In cases where a development project utilizes the community open space bonus provision in conjunction with the purchase of development rights bonus provision, all funds collected from the purchase of development rights shall go toward the preservation of agricultural lands fund.

5. Winslow Town Center Mixed Use/High School Road FAR Transfers. Up to 20 percent of the maximum residential, commercial or mixed use FAR bonus may come from transfers of FAR from parcels within the Mixed Use Town Center and the High School Road districts. The transfer shall create permanent open space through open space preservation covenants on sending parcels that contain critical areas as defined in Chapter 16.20 BIMC. For example, development potential in the ravine of the gateway district may be shifted to the upland area; provided, that the requirements of Chapter 16.20 BIMC are satisfied.

6. Historic Structure Preservation. When an historic structure is preserved on site, the FAR of that historic structure shall not be included in the calculation of total FAR for the site. The historic structure must be included on a state, local or federal register.

7. Ferry-Related Parking. In the ferry terminal district, an additional 0.2 FAR may be achieved by relocating existing legal surface ferry commuter parking on site (as shown on Figure 6.2 of the Winslow master plan) to under-building or below-grade parking. The percentage of the additional FAR that is achieved shall be dependent upon the percentage of parking that is relocated. For example, if 50 percent of existing surface ferry commuter parking on site is relocated under-building or below grade, then 50 percent of the total additional FAR (or 0.1 FAR) may be achieved. (Ord. 2017-02 § 1, 2017; Ord. 2015-04 § 1, 2015; Ord. 2014-04 § 6 (Exh. 4 § 1), 2014; Ord. 2011-02 § 2 (Exh. A), 2011)

RESOLUTION NO. 2001-54

A RESOLUTION of the City of Bainbridge Island, Washington, establishing the distribution of funds from the purchase of floor area ratio bonuses in the Mixed Use Town Center and High School Road Districts, and designating the decision making authority for proposals to construct public amenities in order to achieve floor area ratio bonuses.

WHEREAS, the City Council passed Ordinance 98-11 on May 21, 1998, adopting the Winslow Master Plan as a sub-area plan of the Comprehensive Plan; and

WHEREAS, the Winslow Master Plan includes policies that allow for the purchase of bonus floor area ratio in the Mixed Use Town Center and High School Road Districts, provided that the resultant funds are used to preserve agricultural land and develop public amenities and/or infrastructure in Winslow; and

WHEREAS, the Winslow Master Plan also includes policies that allow bonus floor area ratio to be achieved by constructing public amenities and/or infrastructure in the Mixed Use Town Center and High School Road Districts; and

WHEREAS, the City Council passed Ordinance 99-17 on September 8, 1999, implementing the Winslow Master Plan; and

WHEREAS, the City Council has determined that appropriate procedures are required to account for funds received from the purchase of bonus floor area ratio and to approve proposals to construct public amenities projects; now, therefore

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES RESOLVE THAT:

Section 1. Funds derived from the purchase of bonus floor area ratio shall be accounted for in a budget subfund, with sixty percent (60%) of the funds directed toward the preservation of agricultural land and forty percent (40%) toward the construction of

public amenities and/or infrastructure, unless one hundred percent (100%) of the maximum bonus is purchased, in which case all of those funds shall be directed toward the preservation of agricultural land.

Section 2. Proposals to construct public amenities and/or infrastructure projects for the purpose of obtaining a floor area ratio bonus shall be reviewed and approved by the Public Works Committee, upon recommendation of the Director of Public Works.

Section 3. For the purposes of this resolution, public amenities are defined as pocket parks, pedestrian connections, traffic calming treatments, street trees, street furniture and other features, which enhance the livability of Winslow.

PASSED by the City Council this 10th day of October, 2001.

APPROVED by the Mayor this 11th day of October, 2001.

Dwight Sutton, Mayor

ATTEST/AUTHENTICATE

SUSAN P. KASPER, City Clerk

FILED WITH THE CITY CLERK: October 3, 2001
PASSED BY THE CITY COUNCIL: October 10, 2001
RESOLUTION NO.: 2001-54

RESOLUTION NO. 2003-25

A RESOLUTION of the City of Bainbridge Island, Washington, amending Resolution 2001-54, to designate the full City Council as the decision making authority for proposal to construct public amenities in order to achieve floor area ratio bonuses.

WHEREAS, the Winslow Master Plan, adopted May 21, 1998, includes policies that allow for the purchase of bonus floor area ratio, and/or allow bonus floor area ratio to be achieved by constructing public amenities and/or infrastructure in the Mixed Use Town Center and High School Road Districts; and

WHEREAS, the City Council passed Resolution 2001-54 on October 10, 2001, designating the Public Works and Transportation Committee as the decision-making authority for proposals to construct public amenities; and

WHEREAS, the City Council has subsequently determined that the full Council is the appropriate decision-making authority for proposals to construct public amenities, now, therefore

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES RESOLVE THAT:

Resolution 2001-54 shall be amended as follows:

Section 1. Funds derived from the purchase of bonus floor area ratio shall be accounted for in a budget subfund, with sixty percent (60%) of the funds directed toward the preservation of agricultural land and forty percent (40%) toward the construction of

public amenities and/or infrastructure, unless one hundred percent (100%) of the maximum bonus is purchased, in which case all of those funds shall be directed toward the preservation of agricultural land.

Section 2. Proposals to construct public amenities and/or infrastructure projects for the purpose of obtaining a floor area ratio bonus shall be reviewed and approved by the Public Works and Transportation Committee, upon recommendation of the Director of Public Works, and approved by Resolution of the full City Council.

Section 3. For the purposes of this resolution, public amenities are defined as pocket parks, pedestrian connections, traffic calming treatments, street trees, street furniture and other features, which enhance the livability of Winslow.

PASSED by the City Council this 13th day of August, 2003.

DARLENE KORDONOWY, Mayor

ATTEST/AUTHENTICATE

SUSAN P. KASPER, City Clerk

FILED WITH THE CITY CLERK: August 6, 2003
PASSED BY THE CITY COUNCIL: August 13, 2003
RESOLUTION NO.: 2003-25

**ORDINANCE NO. 2019-26**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2019-10; providing for severability; leaving the effective date of the moratorium unchanged; and extending the moratorium in its current form for two months until December 3, 2019, and in a more narrow form from December 4, 2019, until April 3, 2020.

**WHEREAS**, on January 9, 2018, the City Council enacted Ordinance No. 2018-02 and thereby established a temporary emergency moratorium on the acceptance and processing of certain Permit Applications, as defined in Section 2 of Ordinance No. 2018-02; and

**WHEREAS**, the City Council and City staff received feedback and comment from individuals related to the moratorium and, based partly on that feedback and comment, the Council determined that certain exclusions to the moratorium needed to be amended to clarify the Council's intent regarding such exclusions; and

**WHEREAS**, on January 16, 2018, the Council enacted Ordinance No. 2018-03, which amended Ordinance No. 2018-02 to clarify some of the exclusions; and

**WHEREAS**, the Council and City staff received additional feedback and comment from individuals related to the moratorium and, based partly on that feedback, the Council determined that further amendment was necessary to clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

**WHEREAS**, on February 15, 2018, the Council enacted Ordinance No. 2018-05, which amended and restated Ordinance No. 2018-02 and Ordinance No. 2018-03; and

**WHEREAS**, based on additional information and consideration related to educational facilities and preschools, as well as related to the applicability of the moratorium in the Mixed Use Town Center/Central Core Overlay District, on March 13, 2018, the Council approved Ordinance No. 2018-09 to further clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

**WHEREAS**, this moratorium was imposed, in part, to allow the City Council and City staff adequate time to complete the Critical Areas Ordinance Update process, and to address the Council's concerns about the City's development review process, standards, and guidelines, as well as regarding affordable housing related issues; and

**WHEREAS**, the Council adopted the Critical Areas Ordinance Update (Ordinance No. 2018-01) on February 27, 2018, and the updated Critical Areas Ordinance took effect on April 23, 2018; and

**WHEREAS**, critical areas within the City's shoreline jurisdiction are regulated by the City's shoreline master program (see, e.g., Chapter 16.12 BIMC, RCW 36.70A.480(3)(b)); and

**WHEREAS**, integration of applicable critical areas regulations into the shoreline master program is essential to ensuring adequate protection of critical areas within the shoreline jurisdiction and no net loss of shoreline ecological functions; and

**WHEREAS**, regulations for critical areas within the City's shoreline jurisdiction are in the process of being updated through an amendment of the City's shoreline master program consistent with the Shoreline Management Act and that amendment process was ongoing as of July 9, 2018, which was the original date that the moratorium was set to expire, and that process continues to be ongoing; and

**WHEREAS**, the City Council approved Ordinance 2018-14 on April 24, 2018, amending the development moratorium in order to have the provisions of Section 3.B. only apply within the City's shoreline jurisdiction areas (Chapter 16.12 BIMC); and

**WHEREAS**, a number of moratorium priorities were identified at a joint meeting of the City's Design Review Board and Planning Commission on February 22, 2018, including the following:

(1) Revise review procedures for preliminary subdivisions to include the Design Review Board and Planning Commission in process; and

(2) Analyze alternatives to decision-making authority for the Design Review Board, Planning Commission, and Hearing Examiner for subdivisions, conditional use permits, and site plan and design review; and

(3) Identify specific development standards to review/revise in Chapters 18.12 and 18.15 of the Bainbridge Island Municipal Code; and

(4) Initiate rewrite of subdivision design standards in Chapter 17.12 of the Bainbridge Island Municipal Code; and

**WHEREAS**, at the April 3, 2018, City Council study session, the City's Department of Planning and Community Development provided a briefing on the Design Review Board and Planning Commission joint meeting wherein the Council authorized staff to proceed with a work plan addressing the priorities identified at the joint meeting; and

**WHEREAS**, on April 2 and 23, May 7 and 21, June 4 and 18, August 6, 13 and 20, September 4 and 17, and October 15, 2018, the City's Design Review Board discussed alternatives for revisions to the City's land use review procedures and/or subdivision design guidelines; and

**WHEREAS**, on March 22, May 10, June 7, 14, and 21, July 12 and 26, August 9, 23, and 30, September 13 and 27, October 25, November 8 and 29, and December 13, 2018, as well

as on January 10, and February 13 and 28, 2019, the City's Planning Commission discussed alternatives for revisions to the City's land use review procedures, subdivision design guidelines, and/or subdivision standards; and

**WHEREAS**, the City provided legal background on the roles of land use bodies, presented in a memorandum from attorney James E. Haney (outside legal counsel for the City) entitled, "*Roles of City Council, Planning Commission, Design Review Board, and Hearing Examiner in Land Use Permits,*" dated June 1, 2018, and the City Council had a special workshop related to land use review procedures on August 27, 2018; and

**WHEREAS**, the City's Planning Commission completed their review of land use review procedures and forwarded their recommendations on those issues to the City Council, and on December 11, 2018, the Council enacted Ordinance No. 2018-20 related to revisions and updates to the City's land use review procedures; and

**WHEREAS**, as part of the Planning Commission's review and consideration of the City's subdivision review procedures, design guidelines, and standards, the Commission has reviewed the proposed ordinance related to such regulations, Ordinance No. 2019-03; and

**WHEREAS**, on February 13, 2019, and continuing to February 28, 2019, the Planning Commission conducted a public hearing on Ordinance No. 2019-03, and subsequently forwarded the proposed ordinance and their recommendations to the City Council; and

**WHEREAS**, each of the multiple Design Review Board and Planning Commission meetings as described above included an opportunity for public comment on the alternatives for revisions to the City's subdivision guidelines, standards, dimensional standards, and/or land use review procedures; and

**WHEREAS**, the City Council reviewed and considered proposed updates to the City's subdivision regulations at regularly scheduled meetings on September 4 and 11, October 9, and December 4, 2018, and January 22, 2019; and

**WHEREAS**, the City Council is in the process of considering the Planning Commission's recommendations related to proposed updates to the City's subdivision regulations as included in Ordinance No. 2019-03, including at the Council's meetings on March 19, April 2 and 16, May 28, and July 23, 2019; and

**WHEREAS**, the City Council held a public hearing on Ordinance 2019-03 on August 27, 2019, and September 24, 2019; and

**WHEREAS**, City staff is working with the Design Review Board and a consultant team related to updating the City's Design Guidelines (BIMC 18.18.030) more generally (i.e., the design guidelines that aren't included in the separate effort described above related to design guidelines for subdivisions), and that work was completed in August 2019; and

**WHEREAS**, on January 30 and May 22, 2019, the City hosted public meetings on the design review regulations update; and

**WHEREAS**, on March 4 and 18, April 1, May 6, June 17, and July 15, 2019, the City's Design Review Board discussed the design review regulations update; and

**WHEREAS**, at the February 5 and June 4, 2019, City Council study sessions, the City's consultant, Framework, provided briefings on the design review regulations update; and

**WHEREAS**, the Planning Commission held a public hearing on Ordinance No. 2019-25 (related to design review regulations) on September 5, 2019; and

**WHEREAS**, City staff provided the Planning Commission's September 5, 2019, recommendations related to the design review regulations update to the City Council for consideration at the Council's September 17, 2019, study session; and

**WHEREAS**, the City Council held a public hearing on Ordinance No. 2019-25 on September 24, 2019, and considered the input it received related to Ordinance No. 2019-25 prior to adopting the ordinance; and

**WHEREAS**, on June 12, 2018, the City Council authorized the execution of a professional services agreement to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights program, both of which address affordable housing related issues; and

**WHEREAS**, on July 24, 2018, the Affordable Housing Task Force ("AHTF") presented its final report to the City Council and the Council discussed the recommendations more thoroughly on August 21, 2018; and

**WHEREAS**, on October 2 and December 4, 2018, the City Council received a project update on the economic market analysis from the consultant (ECONorthwest/Forterra) related to inclusionary zoning and possible updates to the City's Transfer of Development program; and

**WHEREAS**, on February 19, 2019, the City Council reviewed and provided direction to staff related to the ECONorthwest/Forterra final report and the AHTF report recommendations, and the Council discussed the status of the Council's Affordable Housing Ad Hoc Committee; and

**WHEREAS**, City staff members continue to work on prioritizing and organizing work on the inclusionary zoning and other AHTF report recommendations which were endorsed by the Council at its February 19, 2019, meeting and work is ongoing in this effort; and

**WHEREAS,** the City Council had a policy discussion on September 17, 2019, regarding inclusionary zoning or multifamily property tax exemption programs; and

**WHEREAS**, on February 27, 2018, the City Council was provided with a moratorium work program; and

**WHEREAS**, on April 10, May 22, June 5, June 19, July 17, August 21, September 4 and 18, October 2 and 16, November 6 and 20, and December 4, 2018, as well as on January 15, February 5 and 19, March 5 and 19, April 2 and 16, May 7 and 21, June 4 and 18, July 2 and 16, August 6 and 20, and September 3 and 17, 2019, the City Council was provided further moratorium work program status report updates; and

**WHEREAS**, on June 26, 2018, the City Council held a public hearing and approved Ordinance 2018-23, extending the development moratorium for another 90 days until October 9, 2018; and

**WHEREAS**, on September 25, 2018, the City Council held a public hearing and approved Ordinance 2018-41, and thereby extended the development moratorium for another six (6) months, and in so doing narrowed the moratorium to remove two-lot short subdivisions in which there is an existing single-family residence from the moratorium; and

**WHEREAS**, on October 16, 2018, the City Council discussed integrating critical area regulations into the Shoreline Master Program (Chapter 16.12 BIMC) and made the policy decision to not apply new Aquifer Recharge Protection Area regulations (BIMC 16.20.100) within the City's shoreline jurisdiction areas; and

**WHEREAS**, as a result of that policy decision, and the City Council's affirmation on October 23, 2018, that the moratorium should be narrowed in that manner, the Council directed staff to prepare an ordinance to entirely remove Section 3.B. (which, in effect, applied the Aquifer Recharge Protection Area regulations in the City's shoreline jurisdiction areas) from the moratorium; and

**WHEREAS**, on October 23, 2018, the City Council discussed additional revisions to the development moratorium, including related to excluding from the moratorium certain permit applications for development in the Business/Industrial zoning district, and the Council directed staff to prepare an ordinance to narrow the moratorium accordingly; and

**WHEREAS**, on October 23, 2018, the City Council also discussed potentially further narrowing provisions of the moratorium related to applications for new short subdivisions that the Council had previously narrowed, and the Council decided to not take such action at that time pending the Planning Commission's ongoing but not yet completed work related to subdivisions, including new subdivision design guidelines and revised subdivision standards and review procedures; and

**WHEREAS**, on October 23, 2018, the City Council also discussed issues related to making condominiums out of accessory dwelling units ("ADUs") and common ownership of ADUs, and the Council directed staff to work on possible revisions to the BIMC to allow the Council to further consider the common ownership issue related to ADUs; and

**WHEREAS**, the City Council discussed requiring common ownership for new ADUs at its meetings on June 18, July 23 and September 10, 2019, and directed staff to begin legislative review with the Planning Commission to adopt such regulations via draft Ordinance 2019-09; and

**WHEREAS**, on November 13, 2018, the City Council approved Ordinance 2018-43, and thereby narrowed the moratorium as requested by the Council and described above related to entirely removing Section 3.B. (which, in effect, applied the Aquifer Recharge Protection Area regulations in the City's shoreline jurisdiction areas) from the moratorium, and broadening an exclusion related to certain Major Site Plan and Design Review and Major Conditional Use Permit proposals to include in that exclusion such proposals for properties located in the Business/Industrial District; and

**WHEREAS**, although the City has been working to address the land use issues identified in the development moratorium, as described above, the updated subdivision standards and design guidelines would be adopted on September 24, 2019, at the earliest, and work is ongoing and not yet completed on affordable housing and the Site Plan and Design Review and Conditional Use Permit Decision Criteria; and

**WHEREAS**, on September 3 and 10, 2019, the City Council discussed the moratorium, including the option of extending it for two additional months (to December 3, 2019) to allow time for public outreach to educate the public about the new subdivision standards and design review regulations and to possibly extend a more narrow form of the moratorium beyond December 3, 2019, in order to adopt affordable housing requirements; and

**WHEREAS,** it is anticipated that an extended moratorium would be narrowed to apply only to certain types of development in the Winslow Master Plan Study Area, with some exceptions; and

**WHEREAS**, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

**WHEREAS**, the moratorium promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which this moratorium was imposed continues to exist and this ordinance does not change the basis for that declaration of emergency, except as described above, nor the effective date of the moratorium, which is January 9, 2018.

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

**Section 1. Findings of Fact**. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the moratorium, as established by Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, 2018-41, 2018-43, and 2019-10.

**Section 2. Public Hearing**. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council conducted a public hearing on this extension of the moratorium at its meeting on September 24, 2019, and took public testimony and considered further findings of fact.

**Section 3. Moratorium Amended**. The moratorium is hereby amended, as also stated in Section 7 and Section 8 below, to extend the moratorium in its current form for two months until December 3, 2019, and then in a more narrow form as described below until April 3, 2020.

**Section 4. Moratorium Work Plan**. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew a moratorium for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made, and the City has thereby previously extended the moratorium as described herein based on the work plan that has been developed and the findings of fact that have been made in this ordinance and the previous ordinances related to this moratorium, and the City is hereby extending the moratorium for an additional six months based on an updated work plan (see attached Exhibit A), conducting another public hearing, and adopting additional findings of fact as stated in this ordinance.

**Section 5. Severability**. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 6. No Change to Basis for Declaration of Emergency or Effective Date**. This ordinance shall take effect and be in force five (5) days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declarations stated in the moratorium ordinances which preceded this ordinance, Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, 2018-41, 2018-43, and 2019-10, except as described in the "Whereas" clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this moratorium were included in the "Whereas" clauses of Ordinance No. 2018-02 and Ordinance No. 2018-03, and were restated and supplemented in Ordinance No. 2018-05 and Ordinance No. 2018-09, and Ordinance Nos. 2018-14, 2018-23, 2018-41, 2018-43, and 2019-10, and as well as in this ordinance, and those "Whereas" clauses are adopted as findings of fact.

**Section 7. Change to Duration in Current Form to December 3, 2019**. This ordinance amending the moratorium shall cause the moratorium to remain effective in its current form until December 3, 2019, and in a more limited form as described below in Section 8 until April 3, 2020, unless terminated earlier by the City Council. This ordinance does not change the effective date of the moratorium, which is January 9, 2018.

**Section 8. Change to Duration in Narrowed Form from December 4, 2019, until April 3, 2020**. This ordinance amending the moratorium shall also cause a more narrow form of the moratorium to be in effect from December 4, 2019, through April 3, 2020, as follows:

A. Subject to the exclusions below, the moratorium shall apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals that did not, before the effective date of the moratorium, have a pre-application conference on the Planning Department's calendar, and which proposals are for development within the Winslow Master Plan Study Area. See, Exhibit B (attached).

B. Exclusions.

(1) The moratorium shall not apply in the Mixed Use Town Center/Central Core Overlay District.

(2) The moratorium shall not apply to development proposals that include 10% or more of total residential units designated as affordable housing. "Affordable housing" means affordable housing as governed by Chapters 18.21 and 18.12 of the Bainbridge Island Municipal Code ("BIMC"), as well as BIMC 18.36.030.

(3) The moratorium shall not apply to subdivisions.

(4) The moratorium shall not apply to permits and approvals for affordable housing projects that qualify as Housing Design Demonstration Project (HDDP) Tier 3 projects pursuant to BIMC 2.16.020.S. (formerly BIMC 2.16.020.Q.) and Table 2.16.020.S-1 (formerly Table 2.16.020.Q-1).

(5) The moratorium shall not apply to permits and approvals for government facilities and structures; educational facilities and preschools; wireless communication facilities; and emergency medical and disaster relief facilities.

The moratorium shall remain effective for the updated and extended period as established for the moratorium, which is currently scheduled to expire in its current form based on this ordinance on December 3, 2019, and in a more limited form as described above until April 3, 2020, unless terminated earlier by the City Council. This ordinance does not change the effective date of the moratorium, which is January 9, 2018. The Council may, at its sole discretion, renew the moratorium for one or more six (6) month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED by the City Council this 24th day of September, 2019.

APPROVED by the Mayor this 24th day of September, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

| | |
|---|---|
| FILED WITH THE CITY CLERK | September 20, 2019 |
| PASSED BY THE CITY COUNCIL | September 24, 2019 |
| PUBLISHED: | September 27, 2019 |
| EFFECTIVE DATE: | October 2, 2019 |
| ORDINANCE NO: | 2019-26 |

Attached:

Exhibit A (Work Plan)

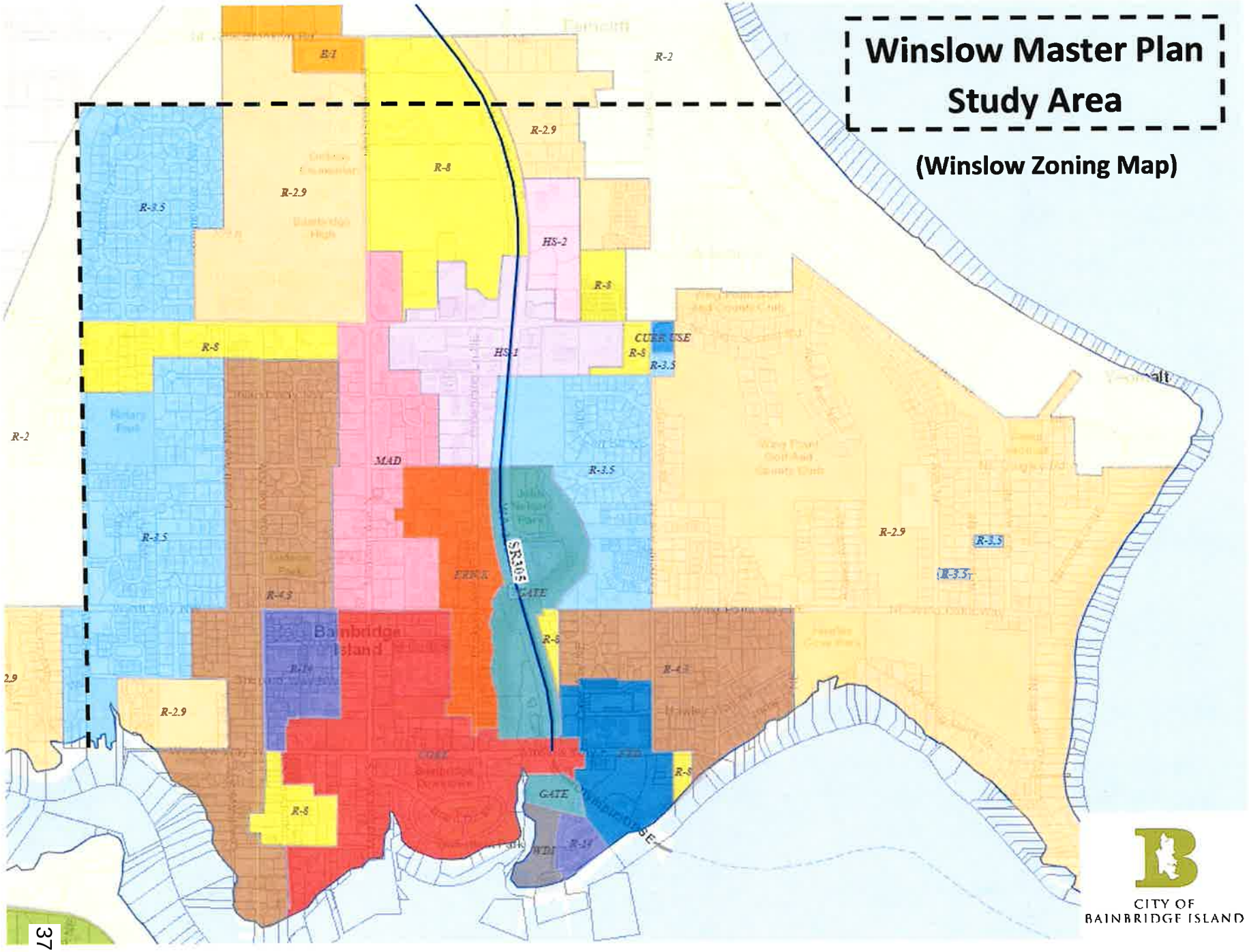
Exhibit B (Winslow Master Plan Study Area)

## Exhibit A

## Moratorium on Certain Development Work Plan Schedule
## Ordinance No. 2019-26
## (December 2019 – June 2020)

| Work Program Item | Description |
|---|---|
| **Subdivision Standards** | Revise the subdivision standards to result in residential development that reflects Comprehensive Plan goals and policies included in the land use, housing, and environmental elements. These updated standards are anticipated to be adopted at the September 24, 2019, City Council meeting (Ordinance 2019-03). |
| **Design Guidelines** | Update and improve the design guidelines and review process to result in higher quality development that reflects the Island's values and character. These updated design review regulations, *Design for Bainbridge,* are anticipated to be adopted at the September 24, 2019, City Council meeting (Ordinance 2019-25). |
| **Conditional Use / Site Plan Decision Criteria** | Revise criteria to reduce subjectivity in decision-making and better ensure outcomes consistent with the Comprehensive Plan. The Planning Commission will complete their review and recommendation on updated Decision Criteria and it is anticipated that the City Council could adopt these amendments in November 2019 (Ordinance 2019-24). |
| **Affordable Housing** | Develop an affordable housing work program in response to an Inclusionary Zoning Feasibility Analysis and Affordable Housing Task Force reports. Affordable housing tools being considered for adoption include Inclusionary Zoning and the Multifamily property tax exemption. |

# EXHIBIT B


Winslow Master Plan Study Area
(Winslow Zoning Map)
E-1
R-2
R-2.9
R-8
R-3.5
HS-2
HS-1
CUBE USE
MAD
SR305
GATE
R-4.3
R-5
R-14
Bainbridge Island
CITY OF BAINBRIDGE ISLAND

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:20 PM) Wyatt Way Reconstruction Project Contract Award - Public Works,

**SUMMARY:**
City staff are requesting that the Council forward a construction contract for the Wyatt Way Reconstruction Project to the March 10, 2020 Unfinished Business Agenda. The project includes a mini roundabout at the intersection of Wyatt Way and Madison Avenue N., road reconstruction with new sidewalks and bike lanes on Wyatt Way, (between Madison Avenue N. and Lovell Avenue), associated storm water improvements, and replacement of a water main between Grow Avenue NW and Nicholson Place.

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

**RECOMMENDED MOTION:**
I move to forward the Wyatt Way Reconstruction Project Contract Award for consideration as part of the March 10, 2020 Unfinished Business Agenda.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

| **FISCAL IMPACT:** | |
|---|---|
| **Amount:** | $TBD |
| **Ongoing Cost:** | |
| **One-Time Cost:** | $TBD |
| **Included in Current Budget?** | Yes |

**BACKGROUND:** The Wyatt Way Reconstruction project includes a mini-roundabout at the intersection of Wyatt Way and Madison Avenue N., road reconstruction with new sidewalks and bike lanes on the north and south sides of Wyatt Way, (between Madison Avenue N. and Lovell Avenue), associated storm water improvements, and replacement of a water main between Grow Avenue NW and Nicholson Place.

Following results from the February 24, 2020 bid opening, the apparent low bidder and contract amount will be forwarded to the March 10, 2020 Unfinished Business Agenda for Council consideration.



**ATTACHMENTS:**

Wyatt Way Reconstruction Contract.docx

Wyatt Way Reconstruction Budget Report.pdf

**FISCAL DETAILS:** The adopted CIP includes $3,700,000 in the General Fund and $150,000 in the Water Fund for a total of $3,850,000 for this project. On January 16, 2020 Council approved two proposed project budget changes that will increase the General Fund Budget by $308,251 for a total of $4,008,251, and increase the Water Fund by $127,500 for a total of $277,500. The revised total project budget will be $4,285,751 and presented to Council for final approval along with all other pending adjustments in the First Quarter 2020 Budget Amendment and CIP update in April 2020.

If the apparent low bidder and contract amount is more than the amount currently budgeted, an additional budget increase may be necessary.

**Fund Name(s):** Other

**Coding:**

# Contract

**CONTRACT FOR CONSTRUCTION**

THIS CONSTRUCTION CONTRACT ("Contract"), made the __, day of _____, 2020, by and between the City of Bainbridge Island ("City" and/or "CONTRACTING AGENCY") and ____ ("CONTRACTOR").

**WITNESSETH:**

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings, and other contract documents to be prepared for certain Work as described therein, known as the **WYATT WAY RECONSTRUCTION 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 _____ ($_____.00) ("Contract Price") for the fulfillment of the Work and the performance of the covenants set forth herein.

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

1. This Contract, including the form "Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices"
2. The Standard Specifications for Road, Bridge, and Municipal Construction, 2020 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. Certification of Compliance with Wage Payment Statutes
9. 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:**

By:_____

Its:_____

Date:_____

**CITY OF BAINBRIDGE ISLAND:**

By: _____

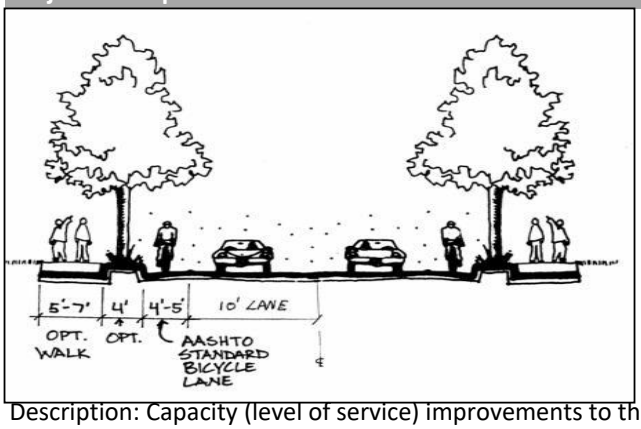
Morgan Smith, City Manager

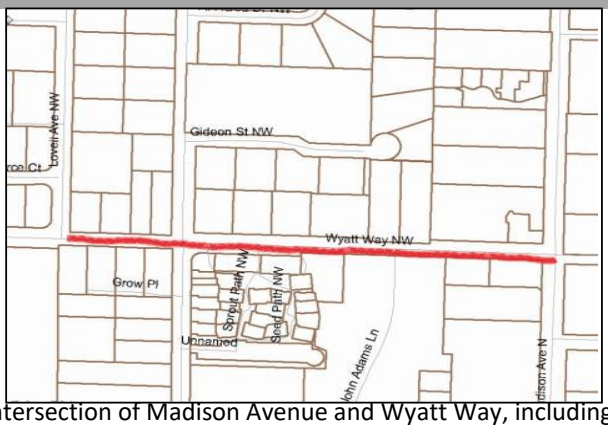
Date:_____

**Project:** Wyatt Way Reconstruction

**Location:** Madison to Lovell 00708

## Project Description




Description: Capacity (level of service) improvements to the intersection of Madison Avenue and Wyatt Way, including a roundabout. Complete sidewalk and bicycle facilities on both sides of Wyatt from Madison to Lovell. Reconstruct roadway surfacing and drainage. Additional right of way needed along frontage. Design 50% completed in 2006. State (TIB) grant funding received in 2015.

## Capital Funding (1000's)

| | Prior Yrs. | 2019 | 2020 | Subsequent | Total |
|---|---|---|---|---|---|
| FUNDING SOURCES (1000's) | | | | | |
| General Fund | $ 1,184,000 | - | 308,251 | - | 1,492,251 |
| State Grant | 2,516,000 | - | - | - | 2,516,000 |
| Water Fund | 150,000 | - | 127,500 | - | 277,500 |
| | **3,850,000** | **-** | **435,751** | **-** | **$ 4,285,751** |

## Budget Notes

| | Amount | Source | Description |
|---|---|---|---|
| Original budget | $ 3,700,000 | 2015-2016 CIP | Original project authorization |
| Budget Amendments | 150,000 | 2017Q1 BUA (Water Fund) | Water component added |
| | 308,251 | 2020Q1 BUA (General Fund) | |
| | 127,500 | 2020Q1 BUA (Water Fund) | |
| **Total Project Budget** | **$ 4,285,751** | | |

## Financial Update

Spending through February 10, 2020

| | Life to Date Budget | Life to Date Actuals | Encumbrances | Actuals + Encumbrances | Remaining |
|---|---|---|---|---|---|
| General Fund | $ 4,008,251 | 918,031 | 67,360 | 985,391 | 3,022,860 |
| Water | 277,500 | 22,301 | 7,699 | 30,000 | 247,500 |
| | **4,285,751** | **940,332** | **75,059** | **1,015,391** | **$ 3,270,360** |

## Current Project Status

Right of way acquisition completed. Finalizing permitting and design for advertisement in early 2020.

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:30 PM) Tree Removal and Vegetation Management Discussion - Planning,

**SUMMARY:** Discussion on potential next steps and revisions to the municipal code regarding tree removal and the vegetation management permit and landmark tree chapters.

**AGENDA CATEGORY:** Discussion **PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** Discussion on work plan and next steps in response to the recommendations in the arborists' report (2018) and the upcoming scheduled expiration of the Landmark Tree Ordinance (June 26, 2020).

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

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

**BACKGROUND:** In 2018, the City hired a team of arborists to draft a report with suggested revisions to City tree regulations (attached). The team was invited to a City Council meeting to discuss their recommendations with the Council on May 7, 2019. Based on the arborists' report, the staff response (attached), and the Council discussion, the Council directed City staff to move forward with three action items including 1) having a single point of contact for tree related issues, 2) develop a new ordinance to revise BIMC Chapters 16.18, 18.15 and 16.32, and 3) develop permit assistance materials and educational resources.

**ATTACHMENTS:**

20200225 Tree Memo to Council

ORD NO. 2019-39 EXTENDING LANDMARK TREE REGULATION IN THE WINSLOW AREA.pdf

Consulting Arborists Report 2018-12-28 COBI Tree Protection Code Revision.pdf

Staff Memo -i.e. Consulting Arborists Report 2019-05-07.pdf

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

CITY OF BAINBRIDGE ISLAND

Department of Planning and Community Development

# Memorandum

Date: February 20, 2020

To: City Council
Heather Wright, Planning Director

From: Nick Snyder, City Arborist

Subject: Updating Tree Ordinance – Workplan

## I. Background

In 2018 the City of Bainbridge Island hired a team of arborists to review current tree and vegetation codes and suggest changes and updates. The team was invited to a City Council meeting to discuss their recommendations on May 7th, 2019. At that same meeting, City Staff generated a response to the arborists report which outlined the arborists proposal, examined the implications and concerns for the City, and made limited suggestions for a path forward. Based on the arborists report, the staff response, and the discussion at this meeting City Council directed City Staff to move forward with three action items:

1. Have a single point of contact for tree-related issues;
2. Develop a new ordinance to revise Chapters 16.18 and 18.15 BIMC and the Landmark Tree Ordinance (16.32 BIMC);
3. Develop permit assistance materials and educational resources.

## II. Response to Past Council Direction

The following paragraphs respond to the three items suggested by Staff and agreed upon by City Council:

1. Have a single point of contact for tree-related issues.

As of October 2019, with the hiring of a staff arborist, we now have a single point of contact for tree-related questions and reviews. As a result of this action, we have seen a reduction in permit review times for tree removal and vegetation maintenance permits and an improved ability to respond to community questions at our front counter.

2. Develop a new ordinance to revise Chapters 16.18 and 18.15 BIMC and the Landmark Tree Ordinance (16.32 BIMC);

In addition to several sound updates and changes the consulting arborists also recommended a paradigm shift in the way we address tree retention and evaluation. This proposed change would move the City away from our current Tree Unit based approach to a Canopy Area based approach. This suggested shift would require a rewriting and reintegration of all our tree regulations, and reeducation of the citizenry on the new

code requirements and language. In my professional opinion, it is unclear if the proposed canopy area model would lead to executable and equitable regulations or succeed in improving conditions in our community forest. Based on my review of the consulting arborists report, the associated staff report, the Community Forest Management Plan (CFMP), and city code, I propose that the ordinance focus on the following:

- Improve readability and accessibility of code language by integrating sections, and possibly chapters, into one comprehensive set of tree regulations where possible.
- Incorporate Landmark Tree Ordinance (LTO) (BIMC 16.32) protections into the new ordinance with an 'Exceptional Tree' designation that refines the qualifying species list and adds some additional qualifying characteristics not found in the LTO. Extend to all zoning districts except R-0.4, R-1, R-2.
- Better address retention and allocation of trees that provide tree units (TUs) to multiple properties.
- Remove ASCA and TRACE references where appropriate, replace with or include ISA or TRAQ where appropriate
- Include or improve definitions for "dead tree", "hazard tree", and "arborist report"
- Consider adding exceptions or incentives for restoration work
- Add clarifying language surrounding dead and dying trees or tree parts and their removal in the Mixed-Use Town Center
- Create a Land Stewardship Permit to allow for novel restoration projects or long-range planning for forests and vegetation management (including a wildfire preparedness component). This will allow mitigation strategies to incorporate new science and add flexibility for restoration projects.
- Update or remove tree valuation requirements found in BIMC 18.15.010. The City should consider implementing a mitigation value that applies flat amounts of required replanting per inch of Diameter Breast Height (DBH) to trees in different categories. This will simplify the valuation process and generate more useful and enforceable valuations.
- Adopt and incorporate references and information from the Best Management Practices (BMPs) Manual developed as part of the Community Forest Management Plan (CFMP) (adopted 2017)
- Update Tree Protection Zone (TPZ) language and match with BMP Manual
- Address protection of habitat snags that are retained as part of mitigation
- To better align with the Critical Areas Ordinance (BIMC 16.20) and Stormwater Review (SAR) process we will reincorporate language surrounding vegetation maintenance and clearing into the ordinance with 2,500 and 7,000 square foot thresholds.
- Remove or update outdated terminology, definitions, and practices.

I believe this plan would establish goals consistent with the direction of City Council and while bringing current terminology and best practices language into our municipal code. I don't believe this represents a fundamental change to our code but rather refines and improves upon what we have already built to better achieve the goals already set out in the CFMP and Comprehensive Plan. Our goal is to have a completed new ordinance to present to Council before the expiration of the Landmark Tree Ordinance on June 26th, 2020.

3. Develop permit assistance materials and educational resources.

Since my hiring, I have performed the following:

- Developed informational sheets.
  These sheets that are intended to simplify the permit process for Tree Removal and Vegetation Management (TRVM) permits and vegetation management in Critical Areas (minor critical area permits). So far, I have begun to use them with citizens who come to the front counter as a single sheet that contains applicable code sections and a plainly written narrative including steps to take for a successful submittal.
- Begun work on a new set of webpages.
  These pages will help simplify the meaning and requirements of the code language.

We also plan to include helpful tree and vegetation information and recommendations in upcoming editions of COBI Connects.

## III. Council Decision Point

Staff is seeking Council's input on their approach to developing a revised tree ordinance. If Council approves the suggested approach, the Planning Department will begin their conversations with the Planning Commission before drafting any revised regulations and taking them through the legislative process.

**ORDINANCE NO. 2019-39**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, adopted pursuant to RCW 36.70A.390; amending the interim official control, codified as Chapter 16.32 of the Bainbridge Island Municipal Code; leaving the effective date of the interim official control unchanged; updating the work plan; and extending the duration of the interim official control until June 26, 2020.

**WHEREAS**, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt interim official controls related to land uses; and

**WHEREAS**, the City Council of the City of Bainbridge Island ("City") updated the City's Comprehensive Plan in February of 2017; and

**WHEREAS**, the City Council has significant concerns about development and growth in the City under current regulations in the context of the vision and goals of the City's Comprehensive Plan, has been discussing how to best accommodate growth and development in both general and specific ways, and finds that there are likely to be adverse impacts on the City and its citizens unless the City acts immediately to preserve the status quo; and

**WHEREAS**, land clearing and development activities have resulted in the removal and loss of Landmark Trees on Bainbridge Island and the City has received numerous public comments expressing concern regarding the loss of Landmark Trees on Bainbridge Island; and

**WHEREAS**, Landmark Trees, because of their age, size, and condition, are recognized as having exceptional value in contributing to the character of the community; and

**WHEREAS**, the Planning Commission, Design Review Board, and the Ad Hoc Tree/LID Committee have expressed concern regarding the loss of trees on Bainbridge Island and the preservation of trees is a community value supported by the policies and goals of the City's Comprehensive Plan; and

**WHEREAS**, on June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control in the form of Chapter 16.32 BIMC, *Preservation of Landmark Trees*, which designates Landmark Trees based on size and species, requires a permit to remove any Landmark Tree, and imposes fines if a Landmark Tree is removed without a permit; and

**WHEREAS**, on August 14, 2018, the City Council held a public hearing on Ordinance No. 2018-25; and

**WHEREAS**, the City Council has previously amended the interim official control adopted by Ordinance No. 2018-25, including on August 21, 2018 (via Ordinance No. 2018-32), October 9, 2018 (via Ordinance 2018-42), and on December 11, 2018 (via Ordinance 2018-45); and

**WHEREAS**, on October 16, 2018, the City Council authorized the City Manager to contract with a team of arborists to review and make recommendations on City regulations governing tree and vegetation removal, including Chapter 16.32 BIMC; and

**WHEREAS**, on November 27, 2018, the City Council first discussed Ordinance No. 2018-45; and

**WHEREAS**, in response to comments and input that City staff and the City Council received regarding implementation and application of the Landmark Tree regulations, including comments from many property owners and Puget Sound Energy about difficulty in meeting the requirements of the regulations, City staff proposed amendments to the regulations to add exceptions for the type of Landmark Tree removal that would be approved through permit review; and

**WHEREAS**, in response to that input, on December 11, 2018, the City Council held a public hearing on Ordinance No. 2018-45, and considered and adopted Ordinance No. 2018-45 and the work plan that was adopted as Exhibit A to that ordinance; and

**WHEREAS**, the above described team of arborists provided their report and recommendations to City staff, and the City Council discussed that report and those recommendations at a Council study session on May 7, 2019; and

**WHEREAS**, additional time is needed for the City Council to review the recommendations and consider the potential adoption of such recommendations that are consistent with the vision and goals of the City's Comprehensive Plan; and

**WHEREAS**, prior to the expiration date of Ordinance No. 2018-45, the City Council discussed Ordinance No. 2019-17 on May 28, 2019, held a public hearing on June 11, 2019, and adopted Ordinance No. 2019-17 on June 25, 2019 and the work plan that was adopted as Exhibit A to that ordinance, and that ordinance extended the duration of the interim official control and narrowed Chapter 16.32 BIMC, *Preservation of Landmark Trees,* to apply only to those properties located within the Winslow Master Plan Study Area as shown in Figure 2.3 of the Winslow Master Plan (updated November 8, 2006), and as depicted in Exhibit B to that ordinance and this ordinance; and

**WHEREAS**, on November 26, 2019, the City Council held a public hearing on this ordinance, Ordinance No. 2019-39 and forwarded it for approval on December 10, 2019; and

**WHEREAS,** on December 10, 2019, the City Council approved Ordinance No. 2019-39 and the updated work plan that is provided as Exhibit A to this ordinance; and

**WHEREAS**, the interim official control promotes the public good and is necessary for the protection of public health, property, safety and welfare, and the public emergency on which the interim official control was imposed continues to exist and this ordinance does not change

the basis for that declaration of emergency nor the effective date of the interim official control, which is June 26, 2018.

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

**Section 1. Findings of Fact**. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the interim official control, as initially established by Ordinance No. 2018-25 and as subsequently amended by Ordinance Nos. 2018-32, 2018-42, 2018-45, and 2019-17.

**Section 2. Public Hearing**. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council conducted a public hearing on this extension to the interim official control at its meeting on November 26, 2019, and took public testimony and considered further findings of fact.

**Section 3. Interim Official Control Amended**. This interim official control is hereby amended, as also stated in Section 6 below, to extend the duration of the interim official control in its current form (i.e., as narrowed by Ordinance No. 2019-17) until June 26, 2020, six months beyond the current expiration date which, without this amendment, would be December 26, 2019.

**Section 4. Interim Official Control Work Plan**. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew an interim official control for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made, and the City is hereby extending the interim official control as described herein based on the updated work plan that has been developed and the findings of fact that have been made in this ordinance and the previous ordinances related to this interim official control, and the City is hereby extending the interim official control by six months based on an updated work plan (see attached Exhibit A), and after conducting another public hearing and adopting additional findings of fact as stated in this ordinance.

**Section 5. No Change to Basis for Declaration of Emergency or Effective Date**. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the initial emergency declarations stated in the related interim official control ordinances that preceded this ordinance, Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, and 2019-17, except as described in the "Whereas" clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this interim official control were included in the "Whereas" clauses of Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, and 2019-17, as well as in this ordinance, and those "Whereas" clauses are adopted as findings of fact.

**Section 6. Extension of Duration of Interim Official Control**. This ordinance amending the interim official control shall extend the duration of the interim official control for an additional six-month period beyond the current expiration date, until June 26, 2020, unless terminated earlier by the City Council. This ordinance does not change the effective date of the interim official control, which is June 26, 2018. The Council may, at its sole discretion, renew the interim official control for one or more six-month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

**Section 7. Interpretive Authority**. The City of Bainbridge Island Director of Planning and Community Development, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

**Section 8. Severability**. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

PASSED BY THE CITY COUNCIL this 10th day of December, 2019.

APPROVED BY THE MAYOR this 10th day of December, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

| | |
|---|---|
| FILED WITH THE CITY CLERK: | November 8, 2019 |
| PASSED BY THE CITY COUNCIL: | December 10, 2019 |
| PUBLISHED: | December 13, 2019 |
| EFFECTIVE DATE: | December 18, 2019 |
| ORDINANCE NUMBER: | 2019-39 |
| ATTACHED: | Exhibit A, Exhibit B |

## EXHIBIT A

# PROTECTION OF LANDMARK TREES

## UPDATED WORK PROGRAM FOR INTERIM REGULATIONS (November 12, 2019)

### INTERIM OFFICIAL CONTROL REGULATIONS – PROTECTION OF LANDMARK TREES:

On June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control governing the preservation, protection, and retention of Landmark Trees located on Bainbridge Island. The interim official control created a new chapter of the municipal code: Chapter 16.32 BIMC, *Protection of Landmark Trees*. The interim official control took effect immediately and **has been extended until June 26, 2020**, via the adoption of this current ordinance, Ordinance No. 2019-39, unless terminated earlier or extended by the City Council.

Since being adopted, the City Council has amended the interim official control adopted by Ordinance No. 2018-25 on August 21, 2018 (via Ordinance No. 2018-32), on October 9, 2018 (via Ordinance 2018-42), on December 11, 2018 (via Ordinance 2018-45), and on June 25, 2019 (via Ordinance 2019-17).

The City has developed and is proceeding based on the ***Updated Work Program*** described below to address the issues related to preservation of larger trees raised by the adoption of the interim regulations set forth in Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, and 2019-17, as well as this current ordinance, Ordinance No. 2019-39.

**Fall 2018**

On October 16, 2018, the City Council authorized the City Manager to contract with a team of arborists led by Katy Bigelow and John Bornsworth to review and make recommendations on City regulations governing tree and vegetation removal, including Chapter 16.32 BIMC. The City Manager negotiated and executed a contract with the team of arborists, and the team's recommendations were received in December 2018.

**October 2019**

The City hired a full-time Arborist to perform a variety of work including reviewing various tree permits (4 total, including the Landmark Tree permit), to educate the public about best tree practices, and to participate in any tree preservation, protection, and retention ordinance regulations for the Department of Planning and Community Development.

**February 2020**

It is expected that the City Council will revisit the final report and recommendations from the consultant arborists, and that the Council, with the assistance of the City Arborist, will consider and provide policy direction to staff about which recommendations to pursue. A possible result of that Council consideration could be proposed code changes, first reviewed by the Planning Commission, and/or recommendations not related to the code such as improved outreach and education materials.

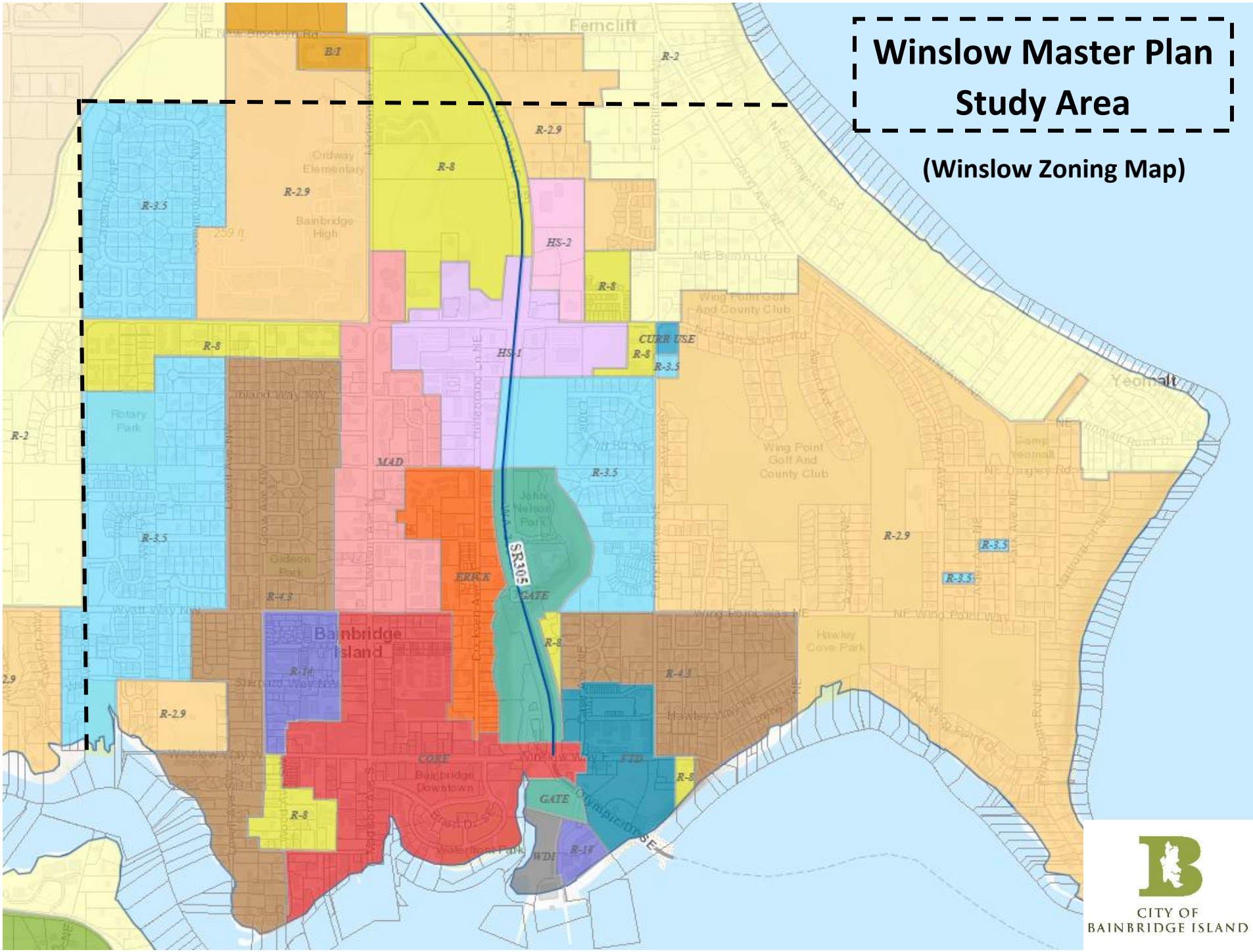
**March – April 20**

After the City Council provides policy direction to City staff, the Planning Commission would review any drafted code changes (via a draft ordinance). After holding a public hearing, the Planning Commission would make recommendations to the Council on a tree preservation, protection, and retention ordinance.

**May – June 2020**

The City Council would then review and take action on the proposed ordinance.

# EXHIBIT B




CITY OF BAINBRIDGE ISLAND

# City of Bainbridge Island

## TREE RESOURCE CODE & POLICY RECOMMENDATIONS

December 2018

# City of Bainbridge Island

# Tree Resource Code and Policy Revision Recommendations

**December 2018**

## Prepared by:


**Katy Bigelow, Arborist, LLC**
5330 160th St. SW
Edmonds, WA 98026
https://www.katybigelow.com
Office: 206-351-1375

**Peninsula Urban Forestry LLC**
104 North Laurel Street, Suite 110
Port Angeles, WA 98362
http://www.peninsulauf.com
Office: (360) 504-3825


## Consultant Team:


Katy Bigelow
Katy Bigelow, Arborist LLC
ISA Board Certified Master Arborist®
International Society of Arboriculture Certified Arborist PN-6039B
Tree Risk Assessment Qualified®
Registered Consulting Arborist® #490
Member: American Society of Consulting Arborists
arboristkaty@gmail.com

John Bornsworth, Environmental Planner
Peninsula Urban Forestry LLC
ISA Board Certified Master Arborist®
International Society of Arboriculture Certified Arborist PN-7955BM
Tree Risk Assessment Qualified®
ISA Municipal Arborist®
Community Tree Management Institute
john@peninsulauf.com

Micki McNaughton, Urban Forest Planner
Owner, Arborea, LLC
ISA Certified Arborist® #PN-5731AM
Tree Risk Assessment Qualified®
ISA Municipal Arborist®
Municipal Foresters Institute Certification
Community Tree Management Institute

Chelsea Drum, M.S., Forest Ecologist
Peninsula Urban Forestry LLC
Candidate Certified Forester®
Tree Risk Assessment Qualified®
chelsea@peninsulauf.com

Justin Vendettuoli, GIS Analyst
Peninsula Urban Forestry LLC
Wetland Professional In-Training®
justin@peninsulauf.com



*© 2018, Peninsula Urban Forestry LLC & Katy Bigelow Arborist, LLC.*
*All rights reserved*


Community specific,
resource specific planning

## CONTENTS


1. EXECUTIVE SUMMARY ..... 1
   1.1 ASSIGNMENT ..... 2
   1.2 BACKGROUND AND METHODOLOGY ..... 2
2. BENEFITS OF TREES AS RESOURCES ..... 4
3. METADATA CANOPY ANALYSIS ..... 5
   3.1 CANOPY ANALYSIS RESULTS ..... 7
4. LITERATURE REVIEW FINDINGS ..... 9
5. TREE PROTECTION STRATEGIES BASED ON FINDINGS ..... 11
6. IDENTIFIED CODE CONCERNS – HISTORICAL TO PRESENT ..... 15
   6.1 HISTORICAL 16.18 (ORDINANCE 2003-16 & 2015-03) ..... 15
   6.2 TREE AND LID COMMITTEE 16.18 REVISION (ORDINANCE 2018-19 EXHIBIT A) ..... 16
   6.3 LANDSCAPING, SCREENING, AND TREE RETENTION, PROTECTION AD REPLACEMENT 18.15 REVISION (ORDINANCE 2018-19 – EXCLUDING EXHIBIT A) ..... 17
   6.4 LANDMARK TREE ORDINANCE 16.32 (ORDINANCE 2018-25 & 42) ..... 18
7. SPECIFIC POLICY IMPROVEMENT RECOMMENDATIONS ..... 19
8. OTHER CODE AND POLICY RECOMMENDATIONS ..... 28
9. CLOSING ..... 29
10. GENERAL ASSUMPTIONS & LIMITATIONS ..... 30
11. APPENDIX A: PREPARED TREE CODE REVISIONS ..... 31
12. APPENDIX B: BIMC CHAPTER 16.18 – TREE REMOVAL AND FOREST STEWARDSHIP ..... 32
   12.1 PURPOSE AND INTENT ..... 32
   12.2 DEFINITIONS ..... 33
   12.3 TREE CANOPY COVER GOALS ..... 38
   12.4 APPLICABILITY ..... 39
   12.5 EXEMPTIONS ..... 40
   12.6 ACTIVITIES NOT REQUIRING CITY REVIEW OR APPROVAL ..... 41
   12.7 ACTIVITIES REQUIRING CITY REVIEW AND PRE-APPROVAL ..... 43
   12.8 REVIEW PROCEDURES ..... 45
   12.9 MITIGATION & PERFORMANCE STANDARDS ..... 45
   12.10 BAINBRIDGE ISLAND TREE FUND ..... 48
   12.11 TREE RESOURCE REPORTS ..... 49
   12.12 VARIANCE PROCEDURE ..... 52
   12.13 RESONABLE USE EXCEPTIONS ..... 52
   12.14 ADMINISTRATION ..... 54

12.15 COMPLIANCE AND ENFORCEMENT ..... 54
13. APPENDIX C: BIMC CHAPTER 18.15.C TREE RETENTION, PROTECTION AND REPLACEMENT ..... 57
14. APPENDIX D: BIMC CHAPTER 18.15.G – TOTAL SITE TREE UNIT REQUIREMENTS ..... 63
15. APPENDIX E: TREE REMOVAL FLOWCHART – TEMPLATE ..... 66
16. APPENDIX F: DEAD AND EMERGENGY TREE CHECKLIST ..... 67
17. APPENDIX G: TREE RESOURCE FUNTIONAL ASSESSMENT ..... 69
18. APPENDIX H: SCIENTIFIC JOURNAL ARTICLES LITERATURE REVIEW ..... 78
19. APPENDIX I: METADATA CANOPY METHODS ..... 81

## TABLES

Table 1: Consultant's Guiding Principles ....3
Table 2: Benefits of tree resources within a community forest. ....4
Table 3: 2006 CFMP Canopy Cover Goals per Zoning Designations ....5
Table 4: Current City of Bainbridge Island Zoning Designations and Definitions ....6
Table 5: City of Bainbridge Island canopy cover assessment as compared to canopy cover goals established in the 2006 Bainbridge Island Community Forest Management Plan ....7
Table 6: 2015 average canopy cover proportion of each zoning designation on Bainbridge Island ....8
Table 7: Specific Recommendation 1 – Improve tree protection codes. .... 20
Table 8: Specific Recommendation 2 – Limit performance of tree activities to verified professionals. .... 21
Table 9: Specific Recommendation 3 - Create the Bainbridge Island Community Forestry Department .... 23
Table 10: Specific Recommendation 4 – Implement the Tree Resource Functional Assessment (TRFA) .... 24
Table 11: Specific Recommendation 5 – Modify Bainbridge Island Tree Fund Code .... 25
Table 12: Specific Recommendation 6 – Modify Landmark Tree Ordinance (LTO) language and designation methodology .... 26
Table 13: Code Repeals, Revisions and Amendments .... 31
Table 14: Tree Canopy Cover Goals .... 38
Table 15: Healthy Tree Removal Allowances in Developed Properties .... 42
Table 16: Tree Diameter Valuation Costs .... 47
Table 17: Tree Functionality Valuation Costs .... 48

# 1. EXECUTIVE SUMMARY

Trees in communities amplify human experience and wellbeing. Their provision of valuable economic and environmental benefits as natural resources is well documented.[1] Even so, urban and community tree canopy cover is decreasing across the nation. Urban tree cover in the U.S. dropped by 0.2 percent between 2000 and 2018 while impervious cover increased 2.8 percent.[2] This reduction of community tree canopy cover occurred concurrently while many tree protection ordinances, canopy cover goals and land conversion policies across the country attempted to arrest or reduce canopy decline. For cities and communities interested in reducing the decline of their community forests or increasing urban canopy cover, they must work to enact enforceable and comprehensible tree resource protection codes within their community.

Peninsula Urban Forestry LLC and Katy Bigelow, Arborist LLC (the "Consultants") were given authorization to review tree related parts of the Bainbridge Island Municipal Codes (16.18, 18.15 and the Landmark Tree Ordinance) and recommend changes based on current trends in tree protection ordinances, best-available-science, best-management-practices and reasonability with respect Bainbridge Island as a unique community governing its mosaic of community forest resources.

Through this review process and in preparation for policy development, the Consultants completed multiple metadata analyses and research subprojects. The City provided the Consultants with a vegetation classification of Bainbridge Island completed by University of Washington in 2017, using 2015 aerial natural imagery, near infrared imagery and lidar. This data was used to analyze current canopy composition relevant to zones and parcels throughout community, and to compare current canopy cover with the 2006 Community Forestry Management Plan canopy cover goals. We also completed comprehensive reviews of arboricultural and urban forestry literature, best-management-practices and adopted tree protection code in cities within Washington and across the nation.

Following our research above, we began reworking, revising, and amending the tree related code from a variety of Bainbridge Island Municipal Code chapters, including:

- 16.18 Forest stewardship
- 18.15 Landscaping, screening, and tree retention, protection and replacement.
- 16.32 Landmark Tree Ordinance
- 3.39 Tree Fund

Our policy recommendations include overhauling this current layout to create a single Tree Resource Protection subchapter which would include canopy cover and tree retention requirements for developed and developing areas, a landmark tree identification process and honed forest stewardship and land conversion processes.

[1] Nowak, D.J., Greenfield, E.J., 2018. U. S. urban forest statistics, values and projections. J. For. 116, 164–177.

[2] Nowak, David; Greenfield, Eric. November 2017. Declining urban and community tree cover in the United States. USDA Forest Service, Northern Research Station, Syracuse, NY; Urban Forestry & Urban Greening 32 (2018)32-55

Appendix A of this document outlines our recommended repeals, revisions and amendments to current code. Appendix B-D are comprehensive revisions of 16.18 and of portions of 18.15. Two new tree evaluation related forms were created and are located in Appendix F and G (the Dead and Emergency Tree Checklist, and the Tree Resource Functional Assessment). Appendix H is our literature review bibliography.

Bainbridge Island's historical context, its geographical location within the Puget Sound and its community makeup are strong reasons to adopt and enforce comprehensive tree protection policies. By aligning tree resource policies with other natural resource policies, the City can impact the rate of decline and actively work to increase tree canopy cover across the Island. Through our policy and code recommendations, tree resource protection and canopy increase are realistic and attainable goals.

## 1.1 ASSIGNMENT

For this project, the Consultants were initially tasked with reviewing Ordinance 2018-19 (Tree Board Review of BIMC 16.18 & BIMC 18.15), including Exhibit A, and Ordinance 2018-25 and subsequently Ordinance 2018-42 (Landmark Tree Ordinance).

As city policy and the codes they guide are inherently intertwined, reviewing code without reviewing policy would have resulted in a unactionable product. In addition to our code review policies, the Consultants reviewed current tree protection polices and development policies as they relate to trees. As such, we partially reviewed BIMC 18.15 (Landscaping, roadside buffers and tree retention), generally limited to its discussion within Ordinance 2018-19. Expanding further than Ordinance 2018-19 revised BIMC 18.15, the Consultants updated language in 18.15 to reflect current best-management-practices. The Consultants additionally reviewed BIMC 3.39 (Tree Fund). Our revision of all the above codes are provided as a single consolidated chapter, excluding BIMC 18.15.

## 1.2 BACKGROUND AND METHODOLOGY

On August 9, 2018, the City of Bainbridge Island (COBI) Planning Commission ("Planning Commission") forwarded to City Council the current draft of Ordinance 2018-19 including Chapter 16.18 as "Exhibit A." These documents contained recent and substantial changes to earlier drafts of Chapter 16.18 including integration of the "Landmark Tree Ordinance" provisions of June 26, 2018 subsequently recommended to be replaced by Ordinance 2018-19. There were also significant changes to Chapter 18 in this same Ordinance. The current adoption of Ordinance 2018-19 both repealed and replaced BIMC 16.18, implemented the 2018-25 Landmark Tree Ordinance as well as revised substantial tree related codes in BIMC 18.15.

A group of arboricultural and urban forest specialists including both locally consulting and working Board Certified Master Arborists, an environmental planner, a community forester and ecologist identified the revision process as a critical opportunity for COBI to use diligence by embarking on a City Council approved Consultant review of BIMC 16.18 and Ordinance 2018-19.

We believe the implementation of urban, community, and residential forest planning must be backed by a rigorous technical review like the diligence applied to forming code related to other natural resources such as Shorelines and other Critical Areas. Our goal was to offer a document with a high level of code operation (field

effectiveness) necessary to achieve real and functioning tree related ordinance goals desired by the City Council and the Island's community.

Our technical review used clear visioning, situational assessments, literature review, historical code review and best available science to inform a holistic single chapter of Tree Resource Code including updated aspects of BIMC 16.18, BIMC 18.15 & the 2018-25 Landmark Tree Ordinance, and to provide recommendations for further honing of BIMC 18.15 and other tree related codes.

Prior to the Consultants being hired, in 2016 through 2018 the Bainbridge Island Tree Committee reviewed municipal codes related to tree protection from cities in Washington State. The Consultants increased this review to include a national perspective of current tree protection codes. The Consultants believe a wide-ranging comprehensive review is required to identify alternatives and protocols for tree protection, preservation and retention. As such, two separate literature reviews were included in the scope of this project:

- Current nationwide municipal code related to tree protection.
- Tree protection literature found in published peer-reviewed publications, published manuals, books, and best management practices.

During the writing of this document, the Consultant team identified guiding principles for our methodology. These principles were focused through group discussions, review of historical public input related to code change decisions and meetings with City staff. These focused the Consultant's decision-making process and collaborations in order to arrive at synchronized recommendations.

**Table 1: Consultant's Guiding Principles**

| |
|---|
| 1) Accessible, enforceable, and executable urban forest planning secures and amplifies the benefits received from a community forest. |
| 2) Policies governing urban & community forest should act correspondingly with policies of other natural resources. |
| 3) The function by which urban & community forests provide communities with tree resources is complex, as such, their quantification, valuation and interpretation must be thoroughly defined in policy. |
| 4) Trees provide benefits in a non-linear fashion and in site-specific ways; each tree has their own level of functional capacity. |
| 5) Clear, defined, and navigable policy language is critical for application and enforceability. |

## 2. BENEFITS OF TREES AS RESOURCES

Trees improve the livability of cities for a myriad of reasons. The benefits of trees are well documented and were previously acknowledged in the 2006 City of Bainbridge Island's Community Forestry Management Plan (CFMP) as well as in many technical and socio-economic papers released world-wide since 2006.

However, the benefits that trees provide to a single community are variable depending on a variety of environmental, social and zoning factors. Furthermore, while trees provide many important benefits, not all trees provide the same benefits. It follows that not all land designations or zoning designations should intend to support or can support the same function or value from one tree resource to another. This understanding is pivotal in creating meaningful biological evaluations and executing natural resource planning paradigms.

Tree resource benefits within urban and community forests can be summarized into four broad and sometimes overlapping categories shown in Table 2, below. These groups won't be described at great length in this document but are used simply as a primer into tree resource benefits.

**Table 2: Benefits of tree resources within a community forest.**

| |
|---|
| • **Ecosystem services** |
| • **Human services** |
| • **Economic services** |
| • **Social services** |

For example, some trees have historical context but support very limited ecosystem services, while other non-historically sensitive trees could potentially support a high level of ecosystem services. Equally, street trees in business districts increase user spending and economic vibrancy but lack any functional carbon sequestration benefits, and often in our region, don't provide any substantial stormwater attenuation. This resource variability is important to understand when writing efficient code that's purpose is managing such resources.

We've introduced a dynamic new concept into the recommended code revisions to better assist professionals and City staff to evaluate and manage tree resource variables:

1) Tree Resource Functional Assessment
   a) The TRFA is a tree resource classification tool to be used by Certified Arborists or Tree Risk Assessment Qualification (TRAQ) endorsed allied professionals to better assign the correct function of a tree or tree stand within its location.
   b) The TRFA allows us to measure Tree Benefit Capacity in both individual trees and tree stands.
      i) The Tree Benefit Capacity is the capacity for trees to procure benefits, whether those benefits are environmental, economic or social.
      ii) Calculating Tree Benefit Capacity acknowledges that trees do not procure benefits in a linear fashion and should enable professionals to better evaluate the function of individual trees and tree stands.

## 3. METADATA CANOPY ANALYSIS

The 2006 Bainbridge Island Community Forest Management Plan (CMFP) established a policy to "protect, restore and improve existing trees and vegetation" which acknowledges trees as valuable assets or resources to the community. Part of this policy is to, "Maintain or achieve optimum tree canopy cover level in all zones of the Island." The established canopy cover goals in the CMFP are seen in Table 3: 2006 CFMP Canopy Cover Goals per Zoning Designations. Table 4 shows the current Island zoning designations and definitions.

In order to track progress on the 2006 policy, we compared the canopy cover goals from 2006 with updated 2015 data. This process started by having an accurate assessment of the current canopy based on land classification by zoning. This assessment was performed by Jeffrey J. Richardson of the University of Washington in 2017 and provided to us by the City of Bainbridge Island. The Consultant's performed further geospatial analyses on this data utilizing COBI's zoning and parcel layers. This data resulted in an accurate comparison of canopy cover goals between the two years.

Data sources used in the analysis and methods to recreate the analysis are located in Appendix I: Metadata Canopy Methods. The results of this process are in Table 5. The zoning designation groups used in this analysis are based on the 2006 Bainbridge Island Community Forest Management Plan, with the exception of "Other" which includes zoning designations not found in the original plan and is set to 25% given that it is primarily industrial.

**Table 3: 2006 CFMP Canopy Cover Goals per Zoning Designations**

| Zone | GIS Zoning Designation | Cover Goals |
|---|---|---|
| Low Density Residential | R-0.4 | 70% |
| | R-1 | |
| | R-2 | |
| High Density Residential | R-2.9 | 50% |
| | R-3.5 | |
| | R-4.3 | |
| | R-5 | |
| | R-6 | |
| | R-8 | |
| | R-14 | |
| Mixed Use Town Center/ High School Road | MAD | 35% |
| | ERICK | |
| | GATE | |
| | HS - 1 | |
| | HS - 2 | |
| Winslow Core | FTD | 35% |
| | CORE | |
| Neighborhood Service Centers | NC | 35% |
| | NC – R-12 | |
| Other | B/I | 25% |
| | WDI | |

**Table 4: Current City of Bainbridge Island Zoning Designations and Definitions**

| District Type | Abbreviation | District Name |
|---|---|---|
| Residential | R-0.4 | Residential 0.4 – One unit per 2.5 acres (100,000 sq. ft.) |
| | R-1 | Residential 1 – One unit per acre (40,000 sq. ft.) |
| | R-2 | Residential 2 – Two units per acre (20,000 sq. ft.) |
| | R-2.9 | Residential 2.9 – Two and nine-tenths units per acre (15,000 sq. ft.) |
| | R-3.5 | Residential 3.5 – Three and one-half units per acre (12,500 sq. ft.) |
| | R-4.3 | Residential 4.3 – Four and three-tenths units per acre (10,000 sq. ft.) |
| | R-5 | Residential 5 – Five units per acre (8,500 sq. ft.) |
| | R-6 | Residential 6 – Six units per acre (7,260 sq. ft.) |
| | R-8 | Residential 8 – Eight units per acre (5,400 sq. ft.) |
| | R-14 | Residential 14 – 14 units per acre (3,100 sq. ft.) |
| Mixed Use Town Center | CC | Central Core Overlay |
| | MA | Madison Avenue Overlay |
| | EA | Ericksen Avenue Overlay |
| | Gate | Gateway Overlay |
| | Ferry | Ferry Terminal Overlay |
| Other | HS - 1 | High School Road District I |
| | HS - 2 | High School Road District II |
| | NC | Neighborhood Center |
| | NC – R-12 | Neighborhood Center |
| | B/I | Business/Industrial |
| | WD-I | Water-Dependent Industrial |
| | FWHO | Fort Ward Historic Overlay District |

## 3.1 CANOPY ANALYSIS RESULTS

The results of the canopy assessment generated from the Consultants are displayed below. Table 5 shows the zones grouped as they were in the CFMP, and Table 6 shows the zones independently according to current zoning districts. The findings show that overall, Bainbridge Island is not meeting canopy cover goals set in 2006. This is most true of High Density Residential, with a -16% difference between existing cover and cover goal and is closely followed by Neighborhood Service Centers with -15%.

The forested canopy layer created in this analysis could be used by regulators in the day to day management of development on Bainbridge Island. Additionally, the GIS layer could be incorporated into the Critical Area Maps on Bainbridge's website, allowing homeowners to identify their canopy current coverage and make decisions on their land. Being able to quickly view the approximate canopy cover at the parcel level can allow both regulators and property owners to make more informed decisions.

**Table 5: City of Bainbridge Island canopy cover assessment as compared to canopy cover goals established in the 2006 Bainbridge Island Community Forest Management Plan**

| Zoning Designation Groups | 2015 Canopy Cover | 2006 Canopy Cover Goals | Difference | Min/Max Parcel Cover |
|---|---|---|---|---|
| *Low Density Residential* | 65% | 70% | -5% | 0% / 100% |
| *High Density Residential* | 34% | 50% | -16% | 0% / 88% |
| *Neighborhood Service Centers* | 20% | 35% | -15% | 0% / 75% |
| *Mixed Use Town Center/ High School Road* | 34% | 35% | -1% | 2% / 85% |
| *Winslow Core* | 30% | 35% | -5% | 4% / 97% |
| *All others (WDI, B/I)* | 40% | 25% | 15% | 1% / 92% |

Table 6: 2015 average canopy cover proportion of each zoning designation on Bainbridge Island

| Zoning Designation | # of Parcels in Zone | 2015 Canopy Cover |
|---|---|---|
| B/I | 58 | 38% |
| CORE | 182 | 31% |
| ERICK | 74 | 36% |
| FTD | 17 | 30% |
| GATE | 13 | 52% |
| HS-1 | 27 | 30% |
| HS-2 | 6 | 15% |
| MAD | 63 | 35% |
| NSC | 51 | 22% |
| NSC-R-12 | 5 | 19% |
| R-0.4 | 2563 | 74% |
| R-1 | 2509 | 65% |
| R-14 | 80 | 11% |
| R-2 | 3904 | 56% |
| R-2.9 | 574 | 44% |
| R-3.5 | 489 | 42% |
| R-4.3 | 476 | 45% |
| R-5 | 9 | 56% |
| R-6 | 72 | 4% |
| R-8 | 119 | 37% |
| WDI | 8 | 43% |

**Limitations**

There exist some inaccuracies resulting from known error within the land classification, as well as potential errors in the parcel and zoning data. The land classification had a ~90% accuracy, which is normal given current technology. During analysis, very small "artifact" features within the final layer were created as a byproduct from the union of the zoning layer and parcel layer. These features can influence the analysis of the results by acting as an individual "parcel", which then contributes a proportion of forested canopy to the overall average for the zone. This can artificially increase or decrease the average forested proportion, especially in zones with very few parcels. To reduce this influence, the Consultant's removed any parcel under 100 square feet in area, thereby removing most of the artifact features. Approximately 500 features of 11806, or 0.04% of the dataset, were removed in this way.

## 4. LITERATURE REVIEW FINDINGS

**Finding 1:** Development is the leading cause of tree removal and tree canopy decline on Bainbridge Island. Conversely the number of trees removed by owners of single-family home properties due to tree decline, disease, death or homeowners' desires are relatively minimal. As of January 1, 2018, new development standards (ARPA) were adopted limiting the scope of development limits on single family home development and redeveloping lots.

When developing or redeveloping, the ARPA standards require property owners to sustain a majority of a property as undisturbed soils and vegetation. Nonetheless, there still remains a permanent net-loss of tree canopy cover and tree resources on the Island after development, most significantly noticed in high density development zones.

- Tree resource loss can be either temporary or permanent. Removal of declining, dead, and untreatably diseased trees or trees with low tree benefit capacity is a temporary loss. The limited functions provided by these trees will be regained in time, potentially without the added competition of new trees from reinstallation/mitigation.
- Permanent loss of tree resources occurs during land conversion. In this process, tree resources are removed and permanently lost form a site. Green infrastructure, to include street trees, low-impact-development, green roofs, etc. can attenuate the impact of this tree resource loss but fall short of replacing the function of large or mature trees growing on a specific site.
- Off-site mitigation and in-lieu fees, with the assistance of low-impact-development and green infrastructure, are the most widely accepted methods of recovering permanently lost tree resources due to development within a community.

**Finding 2:** Nearly all of our literature review including published articles and case studies of other municipalities noted the unequivocal importance of a single-point of contact for community members, landowners, planners and decision makers in matters of trees. A municipal arborist or community forester can communicate with the tree workers who evaluate and manage trees, increase enforceability of tree protection codes, can review or perform risk assessments in a timely fashion while avoiding risk for the City and can review development plans and tree protection plans to validate the removal or protection of trees.

- It is only through a combination of a City municipal arborist or community forester, an active tree board, open communication channels between city departments and effective and enforceable tree policies that trees can be properly managed and canopy coverage goals achieved.
- The 2006 Community Forest Management Plan also recommended hiring a municipal arborist staff member.

**Finding 3:** Many articles we reviewed found that large lot-size zoning leads to greater sprawl but can also lead to increased forest cover[3]. Conversely, high-density urban development's lead to reduced sprawl but very low levels of canopy cover over individual parcels. The resulting tree resource benefits of canopy preservation efforts in high density areas (green infrastructure, street trees, etc.) were minor in comparison to the effect of municipal land acquisition for forest conservation and forest rejuvenation/restoration. Large-scale, municipal forest acquisition, attenuation of many forested pocket parks, and other accessible green spaces which can sustain trees, can achieve reduction of lost tree resources in high density zoned areas more effectively than rigid and unachievable canopy coverage goals in these areas.

- In other cities tree resources have the opportunity to be conserved through off-site mitigation in nearby pocket-parks, in protected green space, designated open spaces or through funding a Tree Fund.
- When permanent tree resource loss occurs, a valuation of those resources should be invested into the tree bank. The tree bank can then be used to fund the Community Forestry Department, and acquire municipal land for reforestation, forest conservation, green space and park accessibility, and forest rejuvenation.
- The Consultant's 2015 metadata canopy analysis showed that High Density Residential areas fall 15% short of the policy goal in the 2006 Community Forest Management Plan.

**Finding 4:** Currently, nationwide community forest management trends are focusing on canopy cover measurements and less on tree diameter measurements in the valuation of trees. A benefit of valuating canopy cover instead of diameter is city canopy cover can be estimated to generally within 90% accuracy from remote sensing protocols.

Furthermore, most primary benefits of trees in community can be proxied through both height and spread of canopy more accurately than through tree diameters. Evaluating a tree outside of its site-specific environmental and health contexts is unproductive and results in little useful information. Thus, to adequately value tree resources whether from individual trees or tree stands, tree health, tree survivability and preservability, species, size canopy coverage and other qualifiers are required to be known. The Consultants expanded on this concept by introducing a new resource evaluation method: The Tree Resource Functional Assessment.

- The Tree Resource Functional Assessment (TRFA) provides a vehicle for a qualified professional to assess the value of a stand of trees, or an individual tree. This is system of points relevant to current and future tree condition and includes ways to evaluate environmental, habitat and social benefits of an assessed tree resource. The numerical result of this assessment is then used to classify a tree or tree stand as Landmark, Exceptional, Typical, or Poor.
- This classification will drive mitigation to replace realized tree resource function.

[3] Robinson, D.T.; Brown, D.G. Evaluating the effects of land-use development policies on ex-urban forest cover: An integrated agent-based GIS approach. International Journal of Geographical Information Science. 23 (2009) 9:1211-1232.

# 5. TREE PROTECTION STRATEGIES BASED ON FINDINGS

Using our research as discussed above, this chapter discusses how Bainbridge Island tree resource protection and retention methodologies are functioning under its current codes and provides a basis for the revised and improved tree resource codes.

**Majority of trees on private land**

Urban foresters and municipal tree managers have long acknowledged that while the vast majority of community trees reside on private property, they sustain ecosystem services that are measurable and quantifiable public goods[4]. As such, regulation and protection of trees on private property is necessary. This is especially true as undeveloped private properties zoned for development, and developed properties zoned for redevelopment and infill, are where the city maintains most of its tree canopy cover. Tree protection ordinances require forethought, development, and commitment; the same as other municipal activities if tree policies are to be successful.

**Development and zoning**

Bainbridge Island's comprehensive plan prioritizes high-density development in urbanized designated centers. However, at the high-density zoning scales, tree retention and canopy cover goals are near-impossible to achieve once development is set in motion. Current development codes do not establish off property mitigation or in-lieu fees. Both of these mitigation alternatives can maintain or exceed canopy coverage goals within the same or nearby zoning areas though forest investment and municipal land acquisition.

**Measuring and mitigating for lost tree function**

Tree benefits are directly correlated to both tree health and tree size. As such, mitigation of removed trees should occur through reestablishment of lost tree functions. The Consultant's find that maintaining a single tree which has the capacity to replace the benefits of the removed trees is more effective than planting numerous trees. This stipulation requires performance standards of the property owner through tree establishment. If a single tree is planted for mitigation of a removed tree, that tree must be monitored annually, watered during summer, mulched and protected until it becomes established. If the tree perishes, it must be replaced. A municipal arborist could easily monitor and evaluate replacement trees for health and survivability.

If a tree is removed for any reason, that tree can be evaluated for function (using the Tree Resource Functional Assessment) and a tree can be selected for replacement which can regain that tree capacity. Using ratios for tree planting, like 3:1 replacement ratio, often exasperates biological competition and reduces likelihood of the replacement trees ever actually mitigating the function of the removed tree. Most often, lack of nutrient

[4] Mincey, Sarah K.; Schmitt-Harsh, Mikeala; Thurau, Richard. Zoning, land use, and urban tree canopy cover: The importance of scale. Urban Forestry & Urban Greening 12 (2013) 191-199.

availability and water are casual factors in tree decline. When removing these declining trees, replacing them 3 to 1 will not result in three healthy, functional trees.

When a development application requires the removal of trees, for any reason, those tree resources are potentially permanently lost through land conversion. Again, the Tree Resource Functional Assessment can be used to evaluate tree stand function and from that, classify the stand as it relates to those functions, i.e. landmark, exceptional, typical or poor. When development or other land action requires the removal of tree canopy, the tree stand classification and the canopy volume of the stand will result in a monetary valuation. This value can be invested back into the tree fund for zone wide canopy cover goals.

**Minor and major tree permits**

Canopy cover goals and permeance of tree resource losses are the qualifications for minor and major tree permits. When tree resources are removed from a property for any reason, the initial two concerns are:

(1) will this action decrease canopy coverage goals below the goals of the parcels zoning goals and

(2) is this tree resource loss temporary or permanent?

When a tree is removed from a moderate density, single-family residence, those lost functions can most likely be reestablished through proper tree re-installation and care through tree establishment. On the other hand, when mature trees are removed to create space for a development or new structure, particularly in high density zones the site's tree resource loss is permanent.

Equally, when a tree is removed from a property and the property remains above the goals of the Community Forest Management Plan, the action is within policy thresholds. When temporary tree resource loss occurs due to a hazardous tree, a sick tree, or just a tree planted in the wrong space, minor tree permits, appropriate mitigation and performance assurances will ensure a new tree is established and allowed to mature in order to accommodate the temporary tree resource loss.

When permanent tree resource loss occurs functional replacement on-site is limited. During high density infill and development, tree resource losses simply cannot be mitigated for onsite. When these scenarios occur a major tree permit will be required. Major tree permits will acknowledge lost tree function onsite and a formula will be used to address lost value. The valuation formula is a function of canopy measurements and the Tree Resource Functional Assessment. This way, mitigating a low functioning canopy will result in less valuation than mitigating a high functioning canopy. In addition to the lost tree canopy associated with the major tree permit, we recommend a bond be submitted to the tree fund whenever construction activities could potentially impact and be a causal factor in the decline of protected trees.

Replanting requires performance standards of the property owner through tree establishment. If a single tree is planted for mitigation of a removed tree, that tree must be monitored annually, watered during summer, mulched and protected until it becomes established. If the tree perishes, it must be replaced. A municipal or private arborist could easily monitor and evaluate replacement trees on developing sites for health and survivability.

**Tree valuation**

Bainbridge Island BIMC 18.15 currently stipulates the "current tree valuation system of the International Society of Arboriculture" be used to monetarily value trees. The Consultants strongly believe that a different approach to tree valuation should be taken.

The Council of Tree and Landscape Appraisers (CTLA), the council that develops the standard for plant appraisals, is not directed by the International Society of Arboriculture. Rather, seven different national organizations have representatives within the CTLA. Their methods of tree valuation set forth in the CTLA are complex and require an expert to correctly quantify; their usefulness resides within the courts, not within municipal code. Using the CTLA method of tree appraisals, the city could endure costly litigation defending the subjective results of the methodology.

Many cities are taking the advice of urban foresters and removing this stipulation from their code, in their place are municipal defined tree valuations. The City of Vancouver Washington and British Columba, City of Victoria, City of Portland, City of Ann Arbor, City of Santa Monica and the City of Bellingham are all using municipality defined cost methods which reside in their code to valuate trees.

In the context of Bainbridge Island, the Consultants recommend using Tree Resource Functional Assessment values to quantify and value lost tree resources. This method allows tree resources of higher functional value, i.e. landmark trees, to value much higher than poorly functional trees. Funds generated from projects who need to mitigate off-site will be reinvested into the Bainbridge tree fund and managed by the municipal arborist.

**Forest stewardship plans**

Small and large forest owners on the Island need a resource to execute forest-specific action. Forest soils, hydrology, aspect and grade, existing plant communities, spatially and compositionally, and other factors function into holistic forest management. Forest stewardship plans are an avenue for forest landowners to carry out specific recommendations and prescriptions on their forest land, while exhibiting a no-net-loss or net-gain of forest ecosystem function. The Consultants recommend all forest sizes be allowed to write forest stewardship plans for their property. The forest stewardship plans will act similar to an ARPA stewardship plan but will allow forest stewardship and modifications that accelerate tree resource functionality and resiliency.

**Climate change in Washington**

Within the next 100 years average annual temperatures in Washington are projected to rise at a rate of 0.1 to 0.6 °C. Precipitation forecasts are generally more uncertain, though, with winter projected to be wetter and summers drier[5]. Climate change is slowly reducing days of rainfall per year but not the total amount of

[5] Lawler J.J. and M. Mathias. 2007. Climate Change and the Future of Biodiversity in Washington. Report prepared for the Washington Biodiversity Council.

precipitation. This change is more quickly than ever forcing plants to adapt to warmer drier summers while at the same time, adapting them to wetter, rainy seasons.

These changes in our environment are already and will continue to affect tree and forest resilience, regeneration, diversity, spatial distribution and resilience to pests and diseases over time. Changes are expected in the length of growing season, plant and animal composition and distribution, water availability and duration and an increase in drought conditions during summer and fall. The single greatest forest management action to help sequester carbon is to manage stands for density, regeneration and resiliency to keep trees healthy and foster vigorous growth. Implementing tree resource codes and policy that focuses small and large-scale assessments as function based can ensure code stays relevant and effective through climate changes.

# 6. IDENTIFIED CODE CONCERNS – HISTORICAL TO PRESENT

The Consultants defined numerous concerns with both the historically adopted 16.18 code (Ordinance 2003-) and the recent Tree Board 16.18 Revision (Ordinance 2018-19). Below is a synthesis and rationale of the Consultant's concerns. As Ordinance 2018-19 only revised a portion of the 18.15 code, the Consultant's only focused on the revised portions of 18.15. The Consultant's did not study nor revise the entirety of tree and vegetation standards in 18.15 though some recommendations regarding this section are included in this report.

## 6.1 HISTORICAL 16.18 (ORDINANCE 2003-16 & 2015-03)

**Practical Concerns**

- No urban forest department or designated appointee within the City.
- Inconsistencies in the designation of the required professional as well as their title or association.
- Old usage of tree risk and tree hazard concepts.

**Best Available Science Concerns**

- Allowed the removal of six trees per year per parcel, independent of parcel size or parcel use (BIMC 16.18.030.B).
- Did not allow removal of trees on undeveloped land in accordance with forest health stewardship.

**Language Concerns**

- Used outdated and incorrect professional definitions.
- Used undefined scientific terminology

## 6.2 TREE AND LID COMMITTEE 16.18 REVISION (ORDINANCE 2018-19 EXHIBIT A)

**Practical Concerns**

- Tree related code found in many places throughout Municipal Code.
- No incentivization offered to retain large trees.
- No urban forest department or designated employee within the City.
- No definition of a certified "landscape professional" (BIMC 16.18.010.B).
- For properties one acre or less in size: A tree removal permit needed to remove four or more significant trees (previously, a permit was required to remove seven or more significant trees).
- Increasing the time period from 12 months to 36 months related to the removal of significant trees without a permit.

**Best Available Science Concerns**

- Off property tree protection during construction or redevelopment activities was undesignated.
- Mixed used town center (and newly added zoning areas) cannot sustain newly required tree buffers and tree units.
- References to ANSI A300 standards are limited.
- Mitigation requirement to replicate historic soil types is unclear.
- Requiring historical planting does not necessarily reflect or prepare Bainbridge Island for future climate shifts. (BIMC 16.18.090.A.3).

**Language Concerns**

- Difficult to read and interpret; especially for homeowners
- Uses undefined scientific terminology, (example: live crown ratio, BIMC 16.18.060.D).

## 6.3 LANDSCAPING, SCREENING, AND TREE RETENTION, PROTECTION AD REPLACEMENT 18.15 REVISION (ORDINANCE 2018-19 – EXCLUDING EXHIBIT A)

**Practical Concerns**

- Mentions list of city arborists, but no list exists to our knowledge (BIMC 18.15.010.C.4.b.viii).
- Planting requirements are unclear, especially as to who will decide which species are acceptable, native versus nonnative (BIMC 18.15.010.C.2.b).
- Maintenance assurance device for conformance with a required planting plan is not defined or explained, just deferred to be determined by the director (BIMC 18.15.010.H.4.b).
- Replanting plans with designated spacing regimes that are not site-specific are outlined in code (BIMC 18.15.010.C.2.b).
- The number of trees determined for a Full Screen does not account for tree species (BIMC 18.15.010.5.D.4.a).
- Monitoring and/or performance standards are not adequately addressed/checked, only that plants must be replaced in conformance with the planting plan (BIMC 18.15.010.H.4.a).

**Best Available Science Concerns**

- No metrics or follow-up inspection for re-planting.

**Language Concerns**

- Uses undefined scientific terminology.

## 6.4 LANDMARK TREE ORDINANCE 16.32 (ORDINANCE 2018-25 & 42)

**Practical Concerns**

- Methodology for identifying large trees for preservation is based on a single metric.
- The twenty-four species listed do not adequately represent the range of large tree species on Bainbridge Island.
- Permitting process is onerous for planning staff who are not qualified to double check an arborist's report.
- LTO does not significantly reduce the number of large trees in good condition being removed on Bainbridge.

**Best Available Science Concerns**

- Tree diameter is not an accurate proxy of tree function or values and is a random value for a "Landmark Tree".
- Trees that have been permitted to be removed to date have been poor condition or dead trees – most of which would not have needed a permit for removal prior to this ordinance.
- Reviewing staff not qualified with tree attributes are having to field "fact check" arborists reports.

**Language Concerns**

- Difficult to read and interpret; especially for homeowners.
- Uses undefined scientific terminology.
- "Landmark Tree" is defined as having several attributes the but process only requires a tree to be larger than a certain size.

# 7. SPECIFIC POLICY IMPROVEMENT RECOMMENDATIONS

This chapter outlines the Consultant's recommended policy and code improvements. Of these, the first three identified improvements were also identified as gaps in priorities and resources in the CFMP in 2006 but were never implemented.

Specific Recommendation 1 – Improve tree protection codes

Specific Recommendation 2 – Limit performance of tree activities to verified professionals

Specific Recommendation 3 – Create a Bainbridge Island Community Forestry Department

Specific Recommendation 4 – Implement the Tree Resource Functional Assessment (TRFA)

Specific Recommendation 5 – Modify Tree Resource Fund Code

Specific Recommendation 6 – Modify Landmark Tree Ordinance (LTO) language and designation methodology

Specific Recommendation 7 – Improve Actionable Policy Related to Tree Management

**Table 7: Specific Recommendation 1 – Improve tree protection codes.**

| |
|---|
| Recommendations<br>1) Consolidate tree resource protection codes found in 16.18, 18.15, LTO & 3.32 to reside inside of a single BIMC Chapter, excluding critical areas.<br>2) Remove after-the-fact tree removal permits.<br>3) Create a Dead and Emergency Tree Checklist easy to understand by homeowners, professionals and enforcement staff.<br>4) Launch webpage for the Community Forestry Department (CFD) for homeowners to easily find tree protection codes, tree removal and process information.<br>5) Provide a new hardcopy and online tree work process flow chart for homeowners and City Staff.<br>6) Public outreach to disseminate new code requirements. |
| Rationale<br>1) Need single source of information for the public, decision makers, contractors, landowners, arborists.<br>2) Dead and Emergency Tree Checklist will streamline processes for tree work as well as provide a way to document some tree removal that may previously have needed a permit (currently Landmark Trees).<br>3) After-the-fact permits are inefficient code techniques and have traditionally been used for emergency permitting often for trees that didn't need a permit in the first place. |
| Definitions<br>1) "Dead and Emergency Tree Checklist" used by tree workers to document large sized dead trees being removed due to being dead or in emergency situations. |
| Strategies<br>1) Develop webpage on COBI website (ex: Bainbridge.wa.gov/trees) as a single point source for all tree related codes, permitting information, flowcharts, etc.<br>2) Advertise this webpage to the public and to city staff. |

**Table 8: Specific Recommendation 2 – Limit performance of tree activities to verified professionals.**

Recommendation

Trees and their parts should only be assessed, evaluated and reported on by verifiable professionals. All references to the identification, assessment, evaluation, management, and reporting of trees should be revised to reflect this. In some certain situations, only Certified Arborists should perform activities on or related to trees.

Rationale

1) Nearly every reference to published literature and other actively used code nationwide recommends and stipulates that Certified Arborist shall conduct all tree related tasks. We extend this paradigm to include tasks which can be completed by other allied professionals.
2) The revised language of the Critical Area Ordinance in 2018 stipulates only contractors and Certified Arborists can perform specific tasks. Similarity, only Certified Arborists are trained and educated to perform non-lethal activities on important trees.
3) Certified Arborists are trained, educated and experienced in the management of individual trees and systems of tree groups. Some are trained in Tree Risk Assessment.
4) Single source of education and certification results in increased median performance in evaluations and reporting. This provides a common baseline understanding of tree ecology, soil and site management, tree selection and placement, tree management and risk concepts.
5) Certified Foresters and Candidate Certified Foresters are educated, trained and experienced in timber product management, timber economics, and timber extraction principles, not the management of individual trees nor in Tree Risk Assessment. Equally, other allied professionals lack the significant education and training to evaluate trees and their features and components on individual scales.

Definitions

1) "TRFA" is a tree resource classification tool to be used by Certified Arborists or "Tree Risk Assessment Qualification" (TRAQ) endorsed allied professionals.
2) Certified and Candidate "Certified Foresters", "Certified Arborists", and "Registered Consulting Arborists" alike can enroll in the nationally defined TRAQ course and qualify themselves to evaluate trees and tree risk.
3) "Allied professionals" are Certified Foresters & Candidate Certified Foresters, Certified Professional Horticulturalist, Eco-Pros, Professional Wetland Scientists & Professional Wetland Scientists In-Training, Registered Consulting Arborist.
4) While a Certified Arborist without TRAQ can evaluate trees for TRFA, allied professionals will require TRAQ to evaluate trees for TRFA.
5) All professionals who evaluate trees for Risk shall have TRAQ.

Strategies

1) Tree inventories, tree protection plans, critical root zone measurements, tree valuations and other technical tree related tasks outlined in BIMC 18.15 should be conducted by Certified Arborists.
2) Create flowchart for professionals and planners to validate professional authority. The outline below is a simple outline of a flowchart to be used to verify professional's ability to manage trees on Bainbridge Island.
    a. Are you a licensed Contractor in the State of Washington?

i. You are permitted to remove trees, vegetation, and modify non-landmark trees, as allowed by code.

b. Are you a Certified Arborist?

i. You are permitted to evaluate trees using the Tree Resource Functional Assessment.

ii. If a licensed Contractor, or working with a licensed Contractor, you a permitted to modify landmark trees in addition to the above, as allowed by code.

c. Are you a Certified Arborist or allied professional with an active Tree Risk Assessment Qualification?

i. You are permitted to evaluate trees in any scenario, including evaluating trees for risk.

ii. You may not perform work on those trees unless you are a licensed Contractor or working with one.

d. Are you an allied professional without an active Tree Risk Assessment Qualification?

i. You are not permitted to evaluate trees using the Tree Resource Functional Assessment or to qualify tree risk.

3) Refer citizens to http://treesaregood.org for a list of locally working currently certified ISA Certified Arborists and TRAQ qualified professionals.

4) Require tree services, land clearing services and others performing tree services or land clearing work in the City acknowledge the City's tree protection requirements in order to conduct work within the City. This is similar to the current requirements for professionals working on trees in Critical Areas.

5) Establish and enforce a penalty for contractors or those individuals or companies performing tree removal and land clearing activities that do not sign the required form and operate within the City.

**Table 9: Specific Recommendation 3 - Create the Bainbridge Island Community Forestry Department**

| |
|---|
| Recommendation<br><br>Fund, form and staff the Bainbridge Island Community Forestry Department. |
| Rationale<br><br>1) This recommendation is called out in Bainbridge Island's 2006 Community Forest Management Plan as Policy Number 4.<br>2) There is currently no single staff member at the City actively tracking or following up on permit submissions, development projects, replanting, landmark tree submissions, etc.<br>3) Arboricultural professionals are unable to communicate with the City on sophisticated tree related issues or in a reasonable time frame.<br>4) A municipal arborist or urban forester position creates a single point of contact city-wide for tree related issues.<br>5) Expert and more consistent interpretation of tree codes, tree science and tree resource management at multiple scales of management functions better with an arborist on staff.<br>6) Municipal arborists or city foresters can conduct Level 1 and Level 2 tree risk qualifications for City, including trees in rights-of-way, road edges and private property risk evaluations and verify other arborist reports. |
| Definitions<br><br>1) An "urban forester" or "municipal arborist" position should head the Bainbridge Island Community Forestry department. We foresee a single full-time employee initially required to fulfill this recommendation. |
| Strategies<br><br>1) Create a stand-alone department or nesting the arborists position within Department of Community Development.<br>2) Job description for this position should include but not be limited to: reviewing tree removal permits, reviewing tree related issues on developing properties, identifying active trends in city tree canopy cover and report to Department of Community Development on goals outlined in the Community Forest Management Plan, manage the recommended Tree Fund grants to improve the Islands urban forest and tree resources. |

**Table 10: Specific Recommendation 4 – Implement the Tree Resource Functional Assessment (TRFA)**

| |
|---|
| Recommendation<br>Tree resources should be quantified by their functionality not merely by their species and diameter. All references to tree units, tree classifications, tree removal allowances or other tree quantifications should instead be evaluated and calculated via the Tree Resource Functional Assessment. |
| Rationale<br>1) Currently 16.18 employs a standard tree diameter function to arrive at a tree unit number. This singular function does not take into consideration functional limitations & capacity of tree species, site-specific considerations and health of trees among other attributes.<br>2) Diameter of a tree and species of a tree is not a qualitative or quantitative measure of that trees community importance (value) or its environmental function.<br>3) A better method is needed to understand long-term tree function and benefits. |
| Definitions<br>1) The TRFA is a classification tool to be used by Certified Arborists or Tree Risk Assessment Qualification (TRAQ) endorsed allied professionals. |
| Strategies<br>1) The TRFA will be used to discourage replacing large, mature trees which provide numerous benefits, with small, inconspicuous trees providing few benefits. When site conditions don't allow this, a value-added mechanism through the tree Fund to compensate for lost tree capacity as defined by the TRFA. |

**Table 11: Specific Recommendation 5 – Modify Bainbridge Island Tree Fund Code**

| |
|---|
| Recommendation<br><br>Bainbridge Island Municipal Code outlines the formation of a Tree Fund but should be refined, enhanced, and its breadth should be increased to reflect in-lieu fees, mitigation fees and management by the community forestry department. |
| Rationale<br><br>1) Landowners in all zones sometimes need off-site options to mitigate necessary healthy tree removal in property developing situations.<br>2) On-site mitigation of tree resource benefits is functionally impossible in high density land-use types.<br>3) Provides long term funding to start and enhancing urban forest maintenance and planting programs.<br>4) The fund offers options for mitigation fee-in-lieu option.<br>5) The fund prioritizes money for restoration activities to improve functionality, similar to the goals of Shoreline Master Program (SMP) restoration plans. |
| Definitions<br><br>1) Those development activities that result in tree resource losses and that cannot be mitigated for on site will pay into the “Tree Resource Fund”. |
| Strategies.<br><br>1) The City should enact a fund holding specific to tree resource mitigation administered through its Administrative Code. This fund will be labeled the Tree Resource Fund and will receive in-lieu fees from on or off-site mitigation of lost tree resources.<br>2) The fund can be used to assist in municipal land acquisition to offset canopy loss in areas of high-development<br>3) This fund will be solely managed by the City Urban Forester or City Arborist for projects related to urban and community forest management.<br>4) The fund can help provide grants to Bainbridge Island Parks District to enhance forests and parks.<br>5) The fund can aid landowner assistance programs (direct or indirect grants) for<br>a. Street tree enhancement, planting and maintenance, landowner tree pruning and maintenance education, ecosystem functionality enhancement, wildfire resilience<br>6) Municipal land acquisition, forest conservation<br>a. Use TRFA to develop a Citywide Forest Valuation & Prioritization Assessment. Document will be used to assess and prioritize forest conservation through municipal acquirement or horizontal funding to Conservation Districts/non-profits.<br>b. Use fees to promote horizontal funding to non-profits working to increase community forestry health & resiliency.<br>c. Landowner assistance programs (direct or indirect grants)<br>d. Use TRFA to develop wildfire community action plan in order to replace a similar outdated plan developed in 2010. |

**Table 12: Specific Recommendation 6 – Modify Landmark Tree Ordinance (LTO) language and designation methodology**

| |
|---|
| Recommendation<br>Adopt the Tree Resource Functional Assessment (TRFA) to identify trees of "landmark" status. |
| Rationale<br>1) Current Landmark Tree Ordinance uses single function metered rates (tree diameter) to designate a "Landmark Tree".<br>2) Considerations such as site-specific attributes, tree health, tree safety and numerous other important qualifiers can better qualify a tree that can or should be retained, preserved or protected.<br>3) The biggest trees of every species are not always the most important or best trees to preserve on every job site or within every zoning designation.<br>4) As proved during its adoption the LTO did not reduce the amount of larger sized good condition trees being removed Island wide.<br>5) LTO has increased the work load on Planning Commission staff through necessitating their time to fact check arborists reports.<br>6) The perceived loss of large trees Island wide is not the result of homeowners removing large, good condition trees. |
| Definitions<br>1) "Landmark tree" means any tree identified as a landmark through accumulation of points in Tree Resource Functional Assessment.<br>2) "Exceptional tree" means any tree identified as exceptional through accumulation of points in Tree Resource Functional Assessment.<br>3) The measurement instrument to determine a Landmark Tree is the TRFA. |
| Strategies<br>1) Repeal the currently adopted Landmark Tree Ordinance.<br>2) Enact the TRFA to encourage to qualify healthy, high functioning, large sized tree retention and to help maintain tree canopy coverage island wide. |

**Table 11: Specific Recommendation 7 – Improve Actionable Policy Related to Tree Management**

| |
|---|
| Recommendation<br><br>Outdated and unused policy within the City should be revisited and updated with the assistance of an urban forester or consulting arboricultural professional. Equally, gaps in tree management policy should be addressed in part, by an urban forester or consulting arboricultural professionals. |
| Rationale<br><br>1) In all policy creation which relates to trees, a qualified urban forester or consulting arborist should be consulted with on subjects related to tree science and management. Other planning, design and resource professions do not have the qualifications necessary to make informed decisions on tree concerns.<br>2) A purpose of the Bainbridge Tree Fund is to purchase, enhance and conserve forests, street trees, pocket parks that can sustain trees, and other green infrastructure. This procurement should be prioritized through a priority matrix identifying ecological, economic and social function, as well as preservability and thread of development.<br>3) The national FireWise® program is incredibly broad and does not incorporate all best available science. Its specifications and ramifications for using it to administer Bainbridge Island's wildfire action plan program is unwise and does not mesh with the goals of the recommended code revisions.<br>4) Community and resource specific planning is needed to facilitate an actionable community fire resiliency program. |
| Strategies.<br><br>1) Identify forest lands of unique ecological, social and economic value that have the potential to be preserved as city green infrastructure.<br>2) Revisit and revise the City of Bainbridge Island Open Space Plan of 2008 to qualify for current applicability.<br>3) When redeveloping the Shoreline Master Plan and Critical Area Ordinances, consult with a qualified urban forester or consulting arborist.<br>4) Write a climate resiliency policy which, at least in part, specifically discusses green infrastructure, trees and forests.<br>5) Update Bainbridge Island Community Wildfire Action Plan, through collaboration with Bainbridge Island Fire Department.<br>6) Revise Bainbridge Island Street Design Manual to allow for large, functional street trees. |

# 8. OTHER CODE AND POLICY RECOMMENDATIONS

After the new version of the tree code has been adopted, we recommend the following tasks are undertaken to ensure better and ongoing community and staff tree resource code which ultimately improves code function and compliance. Many of these tasks fall under the job description of and can be completed by a municipal arborist.

**Short term tasks**

- Provide outreach to Parks, COBI city staff, Islandwood, Bloedel Reserve and Wing Point Golf Course (large private land owners) about the new tree code.
- Continue community outreach about new tree code updates.
- Provide outreach to tree workers regarding the new tree code updates.
- Provide COBI staff orientation about new tree code.
- Create one tree code related page on the City of Bainbridge Island's website offering permitting forms and submission information, permitting flow chart, tree related code links, zoning links, a see-click-fix button for reporting infractions and a way to reach the city's arborist.

**Long term tasks**

- Completely revise and compile BIMC 18.15 into a single-source of tree code located within the Environmental Chapter, 16. BIMC 18.15 should be integrated into BIMC 16.18.
- Develop a technical manual for professionals to improve accuracy and further standardize results on the Tree Resource Functional Assessment.
- Integrate new definitions and code language into Critical Areas and Shorelines codes to improve language uniformity resulting in better enforceability.
- Periodic policy and canopy coverage reviews (also recommended in the CFMP) to address changing or emerging circumstances and needs.
- Embed ANSI and ISA standards into all tree related codes.

**Other general tree code related improvements recommendations**

- Improve codes regulating tree protection during construction.
    - Add requirements for a Tree Inventory, Tree Protection Plan, and Follow-up Care and Monitoring for trees with critical root zones within development envelopes (can fall back on Annex A in the ANSI A300 Part 5, and the Conservation Suitability Worksheet included in ISA Managing Trees During Construction).
    - Include off site trees during the pre-development Tree Inventory to include both general notes about probable effects to trees on adjacent lots, as well as specific notes to inventory trees on adjacent lots whose Critical Root Zone (CRZ) falls within the limits of construction impacts.
    - Embed the ANSI A300 standards AND ISA BMPs for tree preservation during construction, Soil Management and Tree Risk Assessment into construction related codes.
    - Include a "Conservation Suitability Worksheet" prepared by an ISA Certified Arborist for trees that will be affected by the limits of construction area.
    - Task the City Arborist or require a certified arborist to monitor trees in larger construction sites at appropriate intervals during all phases of site work and construction to ensure compliance with Tree Protection Plan.

## 9. CLOSING

The Consultants believe the revised code has the potential to positively influence Island-wide forests through implementing methods to maintain and improve Island-wide canopy coverage and individual trees with meaningful tree function loss mitigation alternatives. The Consultants believe that our recommendations have potential longevity that can positively influence the way trees are treated into the future.

Work for this project was performed and this report prepared in accordance with generally accepted professional practices for the nature and conditions of work completed in the same or similar localities, at the time the work was performed. No warranty, expressed or implied, is made. Katy Bigelow, Katy Bigelow, Arborist LLC, John Bornsworth, nor Peninsula Urban Forestry, LLC or their staff, has any current or prospective interest in the plants or properties discussed. Acceptance of this report acknowledges receipt and agreement with Peninsula Urban Forestry's attached Assumptions & Limiting Conditions.

## 10. GENERAL ASSUMPTIONS & LIMITATIONS

1. Any legal description provided to Consultant is assumed to be correct. Any titles and ownerships to any property are assumed to be good and marketable. Consultant assumes no responsibly for verification of ownership or locations of property lines, or for results of any actions or recommendations based on inaccurate information. It is assumed that any property is not in violation of any applicable codes, ordinances, statutes or other governmental regulations, unless explicitly stated otherwise.
2. Consultant assumes no responsibilities for legal matters in character. Consultant assumes all property appraised or evaluated is free and clear and is under responsible ownership and competent management.
3. Any evaluation or assessment carried out was restricted to the property and the plants or landscapes within the Scope of Assignment. No assessment of any other plants or landscapes has been undertaken by Consultant. The conclusions of this report do not apply to any zones, landscapes, trees, plants, or any other property not explicitly covered in the Scope of Assignment.
4. The total monetary amount of all claims or causes of action the Client may have as against Consultant, including but not limited to claims for negligence, negligent misrepresentation, and breach of contract, shall be strictly limited to solely the total amount of fees paid by the Client to Consultant pursuant to the Agreement for Services as dated for which this Assignment was carried out. Further, under no circumstance may any claims be initiated or commenced by the Client against Consultant. or any of its directors, officers, employees, contractors, agents, or Assessors, in contract or in tort, more than 12 months after the date of this Assignment.
5. Although Consultant has taken care to obtain all information from reliable sources and to verify the data insofar as possible, Consultant does not guarantee and is not responsible for the accuracy of information provided by others
6. Consultant shall not be required to testify or attend court due to any report unless mutually satisfactory contractual arrangements are made, including payment of an additional fee for such Services as described in a Consulting Arborist Agreement.
7. Unless otherwise required by law, possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the parties to whom it is addressed, without the prior expressed written or verbal consent of the Consultant.
8. Neither all or any part of the contents of this report, nor copy thereof, shall be conveyed to anyone, including the client, to the public through advertising, public relations, news, sales or other media, without prior expressed written consent of Consultant. Particularly as to value conclusions, identify of Consultant., or any reference to any professional society or to any initialed designation conferred upon Consultant as stated in its qualifications.
9. This report and any values expressed herein represent the opinion of the Consultant, and the Consultant's fee is in no way contingent upon the reporting of a specific value, a stipulated result, the occurrence of a subsequent event or upon any finding to be reported.
10. All photographs included in this report were taken by Consultant during the documented site visit, unless otherwise noted.
11. Sketches, drawings and photographs in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys. The reproduction of any information generated by architects, engineers or other Consultants and any sketches, drawings or photographs is for the express purpose of coordination and ease of reference only. Inclusion of such information on any drawings or other documents does not constitute a representation by Consultant as to the sufficiency or accuracy of the information.
12. Unless otherwise agreed, (1) information contained in this report covers only the items examined and reflects the condition of those items at the time of inspection; and (2) the inspection is limited to visual examination of accessible items without dissection, excavation, probing, climbing, or coring. Consultant makes no warranty or guarantee, express or implied, that the problems or deficiencies of the plans or property in question may not arise in the future.
13. This report is based on the condition of the trees, landscape, or plants at the time of inspection.
14. Loss or alteration of any part of this report invalidates the entire report. This report is only valid if reproduced from a digital file.

# 11. APPENDIX A: PREPARED TREE CODE REVISIONS

Appendix A includes the Consultant's consolidated tree code revisions. We recommend the Council adopt all the following repeals, revisions and adoptions.

**Table 13: Code Repeals, Revisions and Amendments**

| |
|---|
| 1. Fully repeal of Exhibit A from Ordinance 2018-19. |
| 2. Repeal amendments to 18.15.010.C and 18.15.010.G from Ordinance 2018-19. |
| 3. Adopt Appendix B as the new 16.18: Tree Protection and Forest Stewardship. |
| 4. Amend section 18.15.010.C with Appendix C. |
| 5. Amend section 18.15.010.G with Appendix D. |
| 6. Amend section 18.15.010.H with Appendix E. |
| 7. Amend section 18.15.010 I with Appendix F. |
| 8. Full repeal of 3.39 Tree Bank. |

# 12. APPENDIX B: BIMC CHAPTER 16.18 – TREE REMOVAL AND FOREST STEWARDSHIP

## 12.1 PURPOSE AND INTENT

Accessible, enforceable and executable tree resource planning secures and amplifies the benefits received from a community forest. The City Council finds that tree resources on Bainbridge Island including private and public trees, native forests, street trees, historic and landmark trees and other trees of local importance enhance the character, livability and social resiliency of the Island.

This revision consolidates and integrates tree resources codes from 16.18 – Tree Removal, Forest Stewardship and Vegetation Maintenance and from 16.32 - Landmark Tree Ordinance.

It is the intent of this chapter to protect the character, livability and social resiliency of the Island's tree resources by:

1. Promoting the public health, safety, and general welfare of Bainbridge Island citizens without preventing the reasonable use of private property.
2. Preserving and enhancing the functions of Bainbridge Island's tree and forest systems physical and aesthetic characters and ability to provide economic benefits for the sake of present and future generations.
3. Implementing and integrating the purposes of the State Growth Management Act relating to conservation of natural resources, pursuant to RCW 36.70A.
4. Implementing the goals and policies in the current Comprehensive Plan, the Community Forest Management Plan (2006), the Bainbridge Island Open Space Study (October 2008), and the Bainbridge Island Community Wildfire Protection Plan (2010), or subsequent updated versions of any of the documents.
5. Implementing long-range function-based goals of maintaining the Island's forest canopy cover to allow adaptability to a changing climate.
6. Allowing provisions for solar access, agriculture and gardens.
7. Allowing removal of dead trees and tree removal in emergency circumstances.
8. Using best-available-science to maintain healthy trees and appropriately manage unhealthy trees.
9. Preventing unnecessary tree removal, injury to or disfigurement of trees, and maintaining designated canopy cover goals across the City.

## 12.2 DEFINITIONS

For the purposes of this chapter the following definitions shall apply:

| | |
|---|---|
| 1. | "ANSI" means the American National Standards Institute - a private non-profit organization that oversees the development of voluntary consensus standards for products, services, processes, systems, and personnel in the United States. |
| 2. | "Applicant" means a person, corporation or organization that files an application for a development permit with the City and that is either the owner of the land on which that proposed activity would be located, a contract vendee, a lessee of the land, the person who would actually control and direct the proposed activity or the authorized agent of such a person. |
| 3. | "Best available science" (BAS) means scientifically valid information derived in accordance with WAC 365-195-905, now or as amended hereafter, that is used to develop and implement critical areas policies or regulations. |
| 4. | "Best management practices" (BMPs) means published best management practices from the International Society of Arboriculture, the Tree Care Association of America, American Society of Consulting Arborists, the American National Standards Institute, other professional associations related to natural resource management including arboriculture and horticulture state and local public organizations like the Kitsap Conservation District and the City of Bainbridge Island. |
| 5. | "Board Certified Master Arborist" (BCMA) means an individual recognized by the ISA as a current Board-Certified Master Arborist®. These individuals have passed the Certified Arborist exam and a secondary, extensive scenario-based exam which is the capstone of the arboricultural professional. BCMA's must abide by a Code of Ethics, which ensures quality of work. |
| 6. | "Certified Arborist" means an individual recognized by the ISA as a current Certified Arborist. These individuals must have at least three years' experience and education in the arboricultural professional and must pass a significant test covering many tenants of tree management. |
| 7. | "Certified Forester" means a professional certified through the Society of American Foresters as a Candidate Certified Forester or a Certified Forester. Such professionals have displayed they have a combination of education and experience of timber harvest, forest economics and natural resources of forest systems. |
| 8. | "Clearing" means the destruction of trees and/or vegetation by manual, mechanical, or chemical methods. |
| 9. | "Cohort" means a group of trees sufficiently uniform in composition, structure, age and size class distribution, spatial arrangement, and condition to distinguish it from adjacent groups of trees. There can be multiple cohorts within tree stands. |
| 10. | "Critical Areas" means aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, geologically hazardous areas, and wetlands. |
| 11. | "Critical Root Zone" (CRZ) The International Society of Arboriculture (ISA) defines CRZ as an area equal to a 1-foot radius from the base of the tree's trunk for each 1 inch of the tree's |

| | |
|---|---|
| | diameter at 4.5 feet above grade (referred to as diameter at breast height). Certified Arborist's should adapt a tree's CRZ given site specific, environmental and biological conditions during a tree assessment. |
| 12. | "Designated Centers" means those areas of the Island referred to as Winslow, Lynwood Center, Island Center, Rolling Bay, Day Road and Sportsman Triangle and shown on Figure LU-3 in the City's 2017 Comprehensive Plan. |
| 13. | "Development area" means the area of land disturbing activity on a site. |
| 14. | "Development" means any action that would require land use review or other approval from the city or other local, state or federal jurisdictions. Development includes but is not limited to: land division; construction, reconstruction, structural alteration, relocation, or enlargement of any structure; clearing or grading; and changes to surface or ground waters. |
| 15. | "Director" means the director of the City's Planning and Community Development Department or his/her designee. |
| 16. | "Drip line" means the area defined by the outermost circumference of a tree canopy where water drips from and onto the ground. |
| 17. | "Existing development" means a development that was lawfully constructed, approved or established prior to the effective date of the ordinance codified in this chapter. |
| 18. | "Functions" means the beneficial roles served by tree resources including, but not limited to, water and air quality improvements, economic acceleration, stormwater attenuation, food provisions, habitat foraging production, erosion control, aesthetic value protection, and recreation. These roles are not listed in order of priority. |
| 19. | "Hazard tree" means a tree identified as posing a hazard to a target by a Tree Risk Assessment Qualified professional. All such trees require a target and a time-frame of failure. |
| 20. | "Hedge" means a line of closely-spaced trees and/or shrubs intentionally planted and/or maintained along a property boundary or landscape border for privacy, screening, safety, or similar function, which typically requires ongoing pruning or shearing to maintain its intended function and/or reasonable use of nearby developed areas. |
| 21. | "Impact of land use" means the relative measure of the intensity of land use used to determine that uses influences on a natural system categorized as follows:<br>21.1 High impact land use includes commercial development, industrial development, institutional development, residential (more than one unit per acre) development, new agriculture (high-intensity such as dairies, nurseries, greenhouses, raising and harvesting crops requiring annual tilling, raising and maintaining animals), and high-intensity recreation such as golf courses and ballfields.<br>21.2 Moderate impact land use includes residential development (1 unit/acre or less), new agriculture (moderate-intensity such as orchard and hay fields), paved trails, and building of logging roads.<br>21.3 Low impact land use includes low-intensity open space such as passive recreation, natural resources preservation, and unpaved trails. |
| 22. | "International Society of Arboriculture (ISA)" is an international non-profit professional organization. The ISA is the international leader of tree related science and management and |

| | |
|---|---|
| | the organization who certifies arborists, tree risk qualified professionals and other industry certifications. |
| 23. | "Invasive/exotic species" means plants and animals that are not native to the Puget Sound lowlands and are recognized by resource professionals or biologists to be highly competitive with native vegetation and animals. Invasive/exotic plant species include those listed on the noxious weed list developed by the Washington State Noxious Critical Areas Ordinance (2005-03) as modified by Ordinance 2007-05 & 2008-13 – Weed Board. Invasive/exotic animal species include any species, such as rats, bullfrogs, zebra mussels and green crabs, considered by resource professionals to be damaging to the native animal populations. |
| 24. | "Land Use Permit" means any of the following: Planned Unit Developments (Chapter 18.120 BIMC); Conditional Use Permits (Chapter 18.108 BIMC); and/or Site Plan Review (Chapter 18.105 BIMC). |
| 25. | "Mitigation",<br>a. Substitute: To replace a tree function or tree value, or canopy coverage, away from the site on which a tree has been removed, destroyed or degraded by a regulated activity.<br>b. On-site: To replace a tree function or tree value, or canopy coverage, adjacent to the site on which a tree has been removed, destroyed or degraded by a regulated activity. |
| 26. | "Native or equivalent vegetation" means species which are indigenous to the Puget Sound lowlands ecoregion; or a species that is equivalent in providing the same site-specific functional arrays as would the native species. Functional arrays may include forage, water quality improvements, hiding habitat, or other physical or biologic roles in the ecosystem that individually or as whole correspond to those of the native species. As with natives, the role of an alternative species may vary depending on the site and its surrounding ecosystem. Invasive/exotic species shall not be considered equivalent species. |
| 27. | "Open space" means undeveloped areas of varied size. Open space often contains distinctive geologic, botanic, zoologic, historic, scenic or other critical area, or natural resource land features. |
| 28. | "Reasonable use exception (RUE)" is a means of relief that is available for a property that is encumbered to such an extent by tree resources, critical areas and/or water quality buffers that application of this chapter would deny all reasonable use of the subject property, as further defined by the decision criteria of BIMC 16.20.080.G & BIMC 16.18.XXX, and reasonable use of a property cannot be achieved through any other means. |
| 29. | "Redevelopment" means, on a site that is already substantially developed (i.e., has 35 percent or more of existing impervious surface coverage), the creation or addition of impervious surfaces; the expansion of a building footprint or addition or replacement of a structure; 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. |
| 30. | "Registered Consulting Arborist (RCA)" means a natural resource professional who has fulfilled the requirements for the RCA registration designated by the American Society of Consulting Arborist. RCA's have demonstrated higher skills in a broad range of technical areas related to trees and tree care, providing objective, independent opinions, with training for higher communication, presentation and/or report writing skills. |

| | |
|---|---|
| 31. | "Remnant tree" means any tree which was part of the vegetated landscape prior to development or impact. This includes native, juvenile and mature trees of all cohorts and all species. |
| 32. | "Retrenchment and rejuvenation pruning" means crown reduction in late-mature and senescent trees to anticipate or keep pace with decline in the crown. |
| 33. | "Site" means the entire lot, series of lots, or parcels on which a development is located or proposed to be located, including all contiguous undeveloped lots or parcels under common ownership. |
| 34. | "Snag" see "Wildlife tree". |
| 35. | "Topping" means the practice of reducing a tree's size by cutting live branches and leaders to stubs at internodes without regard to long-term health or structural integrity of a tree. |
| 36. | "Tree activity" and "tree action" means any action on or around trees and their associated vegetation. This includes all trees within the code's jurisdiction, included but not limited to remnant forest trees in forest settings, individual remnant trees and installed landscape trees. |
| 37. | "Tree advisory group" means a group ordained by the City Council through ordinance, or an ad-hoc committee, or a public non-governmental committee associated with making tree decisions for the City. |
| 38. | "Tree benefit capacity" means the functional capacity for mature trees to provide benefits to communities and the environment through their entire life span. The benefit capacity of large, long-lived trees is exceptionally higher than the benefit capacity of small, short-lived trees. |
| 39. | "Tree disfigurement" means a variety of outdated, improper or inaccurately executed pruning techniques. Some types of tree disfigurement include topping, lion tailing, flush cutting, wind sailing, and stubbing. |
| 40. | "Tree Resource Functional Assessment" (TRFA) means an assessment and evaluation of tree resources provided through individual trees or through tree stands. The TRFA is a means of valuating functional capacity of tree resources. |
| 41. | "Tree resource professional" means ISA-Certified Arborist, Certified Forester, Certified Professional Horticulturalist, other allied professional with the Tree Risk Assessment Qualified qualification, or another natural resource professional as determined by the director. |
| 42. | "Tree resource" means all tree-like woody plants on Bainbridge Island. |
| 43. | "Tree Risk Assessment Qualified" (TRAQ) means an individual who has successfully completed the ISA TRAQ training course and assessment and holds a valid ISA TRAQ credential. TRAQ individuals can be Certified Arborist, Registered Consulting Arborists, Certified Foresters, Candidate Certified Foresters, Certified Professional Horticulturalists and Eco-Pros. |
| 44. | "Tree risk" means risk posed when conflicts develop between trees and societal functions and from structural tree failures. |
| 45. | "Tree stand" means a contiguous or geographically defined, non-contiguous group of trees within a certain area. Depending on context, a tree stand be within a single parcel, or within many parcels. |

| | |
|---|---|
| 46. | "Tree" means a woody perennial plant with a single or multiple trunks, which typically develop a mature size of over several inches diameter, and ten (10) or more feet in height.<br>46.1 "Landmark tree" means any tree identified as a landmark through accumulation of points in Tree Resource Functional Assessment.<br>46.2 "Exceptional tree" means any tree identified as exceptional through accumulation of points in Tree Resource Functional Assessment.<br>46.3 "Typical tree" means any tree identified as typical through accumulation of points in Tree Resource Functional Assessment.<br>46.4 "Poor tree" means any tree identified as poor through accumulation of points in Tree Resource Functional Assessment.<br>46.5 "Dead tree" in the context of this document, means any tree identified as dead through the Dead and Emergency Tree Checklist.<br>46.6 "Significant tree" outside the Mixed-Use Town Center and High School Road zoning districts means a: (1) a live evergreen tree 10 inches in diameter or greater, measured 54 inches above existing soil grade; or (2) a live deciduous tree 12 inches in diameter or greater, measured at 54 inches above existing soil grade; within the Mixed-Use Town Center and High School Road zoning districts, a significant tree means (3) any live tree 8 inches in diameter or greater, measured at 54 inches above existing soil grade.<br>46.7 "Insignificant tree" means trees measuring less than 3 inches in diameter growing within a landscaped property, right-of-way, or other non-forested landscape. Forested landscapes do not include insignificant trees unless as determined through site-specific Forest Stewardship Plan. |
| 47. | "Trees of local importance" means trees or stands of trees which have developed exceptional cultural, social, historical or aesthetic values for a variety of reasons, including but not limited to age, historical status or event, history of establishment, exemplary representation of a species, rarity of the specimen, amplification of social, human health or economic benefits. |
| 48. | "Urban natural open space" means an open space that (a) a priority species either resides within, or resides adjacent to and uses the open space for breeding and/or regular feeding; and/or (b) functions as a corridor connecting other priority habitats, especially those that would otherwise be isolated; and/or (c) is an isolated remnant of natural habitat larger than 10 acres and is surrounded by urban development. " |
| 49. | "Vegetation" means shrubs, ground cover, vines and other low-growing plants, EXCLUDING trees. |
| 50. | "Wildlife tree" means a tree or group of trees that are identified to provide present and future wildlife habitat. A wildlife tree is any standing dead or live tree with special characteristics that provide valuable habitat for the conservation or enhancement of wildlife. Downed trees are not wildlife trees, but rather downed woody debris. |

## 12.3 TREE CANOPY COVER GOALS

(The Consultants recommend storing Tree Canopy Cover Goals in the administrative manual to allow for ease in updating goals depending on updated community forest guidelines, technical manuals, remote sensing canopy assessments and a changing climate. We recommend the Tree Canopy Cover goals in high-density residential, especially R-8 and R-14, be readdressed.)

Island wide tree canopy cover goals for lot sizes and land use types are set forth in Table 14.

a) Tree canopy cover is measured by the percentage of canopy cover provided by (a) existing trees or (b) the projected mature canopy coverage to be provided by trees planted to meet requirements in section 16.18 and/or 18.15, as determined by a ISA-Certified Arborist.
b) A parcel's canopy cover shall include both deciduous and evergreen trees that are above 15 foot in height.
c) This measurement can be approximated using the area measure tool on recent aerial imagery, which can be found on Bainbridge Island's GIS Map App, Google Earth, or another similar source.
d) If canopy coverage is reduced below the goal on any single parcel a minor or major tree permit is required.

**Table 14: Tree Canopy Cover Goals**

| District Type | Abbreviation | Name – Description | Canopy Cover Goals |
|---|---|---|---|
| **Low Density Residential** | R-0.4 | Residential 0.4 – One unit per 2.5 acres (100,000 sq. ft.) | 70% |
| | R-1 | Residential 1 – One unit per acre (40,000 sq. ft.) | |
| | R-2 | Residential 2 – Two units per acre (20,000 sq. ft.) | |
| **Moderate Density Residential** | R-2.9 | Residential 2.9 – Two and nine-tenths units per acre (15,000 sq. ft.) | 50% |
| | R-3.5 | Residential 3.5 – Three and one-half units per acre (12,500 sq. ft.) | |
| **High Density Residential** | R-5 | Residential 5 – Five units per acre (8,500 sq. ft.) | 35% |
| | R-6 | Residential 6 – Six units per acre (7,260 sq. ft.) | |
| | R-8 | Residential 8 – Eight units per acre (5,400 sq. ft.) | |
| | R-14 | Residential 14 – 14 units per acre (3,100 sq. ft.) | |
| **Mixed Use Town Center & High School Road District 1 & 2** | CC, MA, EA, Gate, Ferry | Central Core Overlay<br>Madison Avenue Overlay<br>Ericksen Avenue Overlay<br>Gateway Overlay<br>Ferry Terminal Overlay<br>High School Road Districts I and II | 35% |
| **Other** | NC, B/I, WD-I, FWHO | Neighborhood Center<br>Business/Industrial<br>Water-Dependent Industrial | 25% |

## 12.4 APPLICABILITY

1) This chapter shall apply to all trees and vegetation within jurisdiction of the City, including,
   a) Trees and vegetation on private property, including private landscapes and gardens,
   b) Trees and vegetation on City of Bainbridge Island property, including all street trees, trees within right-of-way, and trees managed by city departments,
   c) Trees and vegetation on property owned or managed by other institutional, governmental or non-profit organizations including the Bainbridge Island Parks District and the Utility company Right of Ways and properties,
   d) Trees and vegetation within dedicated open space which support conditions of development permits and other land use actions.

   and excluding,
   e) Environmentally critical areas and their buffers pursuant to BIMC 16.20,
   f) Shorelines from original-high-water-mark to 200 feet landward, as regulated by the Shoreline Master Program,
   g) Aquifer recharge protection areas (ARPAs),
   h) Individual parcels within subdivisions, short plats, or other development actions, less than 10,000 square feet that have met canopy cover goals and other supporting conditions through dedicated open space.

2) All development, uses, actions and activities performed near trees or their roots within jurisdiction of the City shall meet the requirements of this section. This includes, but is not limited to, development and redevelopment near trees with the potential of entering their critical root zone, tree removal, tree pruning, tree planting, and any other source of action which may conflict with or damage trees.

3) In the event of a conflict between the requirements of this chapter and any other requirement of the Bainbridge Island Municipal Code, the more restrictive requirement shall apply. Additional permits may be required if the activities are regulated by other chapters.
   i) Where this section conflicts with neighborhood Codes, Covenants, and Regulations, or other development regulation managing trees, the more restrictive requirement shall apply.

## 12.5 EXEMPTIONS

The following activities are exempt from the requirements of this chapter:

a) **Emergency activities.** Emergency activities are considered those necessarily to prevent an unanticipated and immediate threat to public health, safety or welfare or an immediate risk of danger to property which requires action within a time frame too short to allow compliance with this chapter. Although exempt from permitting, emergency tree activities are required to be documented using the Dead and Emergency Tree Checklist (16.18.XXX). The Checklist and an electronic photograph of the tree requiring emergency action must be delivered to trees@bainbridge.wa.gov.

   Within 30 days, the City's arborist, Director or their designee shall determine if the action taken was within the scope of the emergency actions allowed in this subsection. If the City's arborist, Director or their designee determines that the action taken, or any part of the action taken, was beyond the scope of an allowed emergency action enforcement provisions of BIMC 16.18.XXX shall apply.

b) **General landscaping.** General landscaping, gardens, and low growing vegetation and their maintenance are not regulated in this chapter. Normal and routine yard and garden activities include, but are not limited to, cutting and mowing lawns, weeding, removal of noxious and invasive species, harvesting and replanting of garden plants and crops, incidental vegetable gardening, pruning and planting of noninvasive ornamental vegetation intended to maintain the general condition and extent of such areas; provided, that such activities do not reduce overall normal function of a landscape.

c) **Forest practices.** Class I, II and III forest practices regulated pursuant to Chapter 76.09 RCW.

d) **Agricultural management** of existing farmed areas through an existing farm management and/or forest stewardship plan.

e) **Forest stewardship activities** outlined in an approved forest stewardship plan as described in this chapter.

f) **Wildfire plans.** Properties with adopted wildfire prevention plans, as defined in the most current edition of the City's Wildfire Prevention Plan or equivalent document.

g) **Activities within the improved right-of-way.** Replacement, modification, installation, or construction of utility facilities, lines, pipes, mains, equipment, or appurtenances, when such facilities are located within the improved portion of the public right-of-way or easement of a private street, except those non-emergency activities that might affect significant trees in the vicinity.

## 12.6 ACTIVITIES NOT REQUIRING CITY REVIEW OR APPROVAL

1) The following activities do not require city review, pre-approval or permitting:

a) **Routine maintenance.** Routine maintenance of trees and hedges including planting, limited pruning, limited removal of invasive tree species, management of tree debris and pruning or removal of insignificant trees, provided that:
   i) Pruning operations must conform to the current publication of ANSI A300 (Part 1) Tree, Shrub and Other Woody Plant Management – Standard Practices (Pruning), and the accompanying ISA's Pruning Best Management Practices;
   ii) Pruning of living tree branches less than approximately four inches in diameter.
   iii) Pruning of living tree branches greater than approximately four inches in diameter to remove high-risk branches or other structurally poor crown components, provided that such work is prescribed by a Tree Risk Qualified Professional and is performed, monitored or reviewed by a Certified Arborist.
   iv) Pruning of dead, untreatably diseased or damaged branches, provided the structural integrity and long-term health and typical structure of the tree is preserved despite their removal.
   v) Other maintenance pruning of trees and hedges provided the structural integrity and long-term health of the trees are preserved.
   vi) Pruning operations should limit percent of canopy removal;
      (1) Pruning operations conducted with an ISA-Certified Arborist on site that remove less than 20 percent of living material within any three-year period;
      (2) Pruning operations conducted without an ISA-Certified Arborist on site that remove less than 10 percent of living material within any three-year period;

b) **Dead trees.** To qualify for this tree activity, all trees must fulfill the following requirements:
   i) Tree owner, contractor or other professional shall identify and record tree on the "Dead and Emergency Tree Checklist".
   ii) A clear and identifiable electronic photo of the tree along with the "Dead and Emergency Tree Checklist" must be emailed to trees@bainbridgewa.gov or another email designated by the Director.
   iii) Removing more than 3 dead trees per year requires a minor tree permit.
   iv) Removal of 3 or less dead trees per year does not require mitigation.

c) **Rights-of-ways and utilities.** Normal and routine maintenance or repair of existing utility structures within a right-of-way or existing utility corridor or easements, including the cutting, removal and/or mowing of vegetation, including:
   i) Removal of high-risk trees as determined by a Tree Risk Assessment Qualified professional.
   ii) Maintenance pruning of hedges provided the structural integrity and long-term health of the vegetation is preserved.
   iii) The control of trees and vegetation on road and utility rights-of-way (see BIMC Chapter 12.04).

d) **Healthy, live tree removal allowance.** Removal of some healthy, significant trees is allowed without a permit, given the tree is not required to meet provisions of a land-use application, or provisions in any other chapter including but not limited to, 16.20 (Shoreline Master Program), 18.15 (Landscaping, Screening and Tree Retention), 17.12 (Subdivision Design Standards) or other applicable provision of BIMC.

i) Trees must be on a developed property with an active use.

ii) Tree must not be designated as a "Landmark" tree as rated by the Individual Tree Assessment Form of the Tree Resource Functional Assessment.

iii) Healthy, living tree removal allowances for lot sizes and districts are set forth in Table 15: Healthy Tree Removal Allowances in Developed Properties.

**Table 15: Healthy Tree Removal Allowances in Developed Properties**

| District Type | Abbreviation | Name | Tree Removal Allowance |
|---|---|---|---|
| **Low Density Residential** | R-0.4 | Residential 0.4 – One unit per 2.5 acres (100,000 sq. ft.) | 5 significant trees in 12-month period |
| | R-1 | Residential 1 – One unit per acre (40,000 sq. ft.) | |
| | R-2 | Residential 2 – Two units per acre (20,000 sq. ft.) | |
| **Moderate Density Residential** | R-2.9 | Residential 2.9 – Two and nine-tenths units per acre (15,000 sq. ft.) | 3 significant trees in 12-month period |
| | R-3.5 | Residential 3.5 – Three and one-half units per acre (12,500 sq. ft.) | |
| **High Density Residential** | R-5 | Residential 5 – Five units per acre (8,500 sq. ft.) | No tree removal allowance without minor tree permit. |
| | R-6 | Residential 6 – Six units per acre (7,260 sq. ft.) | |
| | R-8 | Residential 8 – Eight units per acre (5,400 sq. ft.) | |
| | R-14 | Residential 14 – 14 units per acre (3,100 sq. ft.) | |
| **Mixed Use Town Center** | CC, MA, EA, Gate, Ferry | Central Core Overlay<br>Madison Avenue Overlay<br>Ericksen Avenue Overlay<br>Gateway Overlay<br>Ferry Terminal Overlay | No tree removal allowance without minor tree permit. |
| **Other** | HSR, NC, B/I, WD-I, FWHO | High School Road Districts I and II<br>Neighborhood Center<br>Business/Industrial<br>Water-Dependent Industrial<br>Fort Ward Historic Overlay District | No tree removal allowance without minor tree permit. |

## 12.7 ACTIVITIES REQUIRING CITY REVIEW AND PRE-APPROVAL

1) **Minor Tree Permits.** The following activities require an applicant to submit a minor tree permit application and obtain a decision prior to action. A minor tree permit shall be granted (a) given the on-site mitigation standards in 16.18.XXX Mitigation, are met; and (b) that the replacement trees provide canopy coverage when mature are equal to or greater than the tree(s) removed. Substitute mitigation methods (16.18.XXX.(x) Substitute Mitigation) are not available using a minor tree permit.
   a) **Tree Removals in Mixed Use Town Center and High-Density Areas.** For developed and undeveloped properties located within the Mixed-Use Town Center, High School Road and High Density Residential (R-5, R-6 & R-8, R-14) zoning districts, a Minor Tree Permit is required for removing any live significant tree. The applicant shall submit a minor tree permit with required documents to the City's designated municipal arborist. The applicant must demonstrate that the requested removal meets both (1) and (2) and either (3) or (4) of the following criteria:
      i) The tree is not conserved, preserved, or planted to meet conditions on a land-use permit.
      ii) The removal does not reduce the parcel's total canopy cover below the prescribed canopy cover goals in Table 14: Tree Canopy Cover Goals.
      iii) The tree is determined through a written tree risk assessment report to be a high-risk or imminent-risk as rated by a Tree Risk Assessment Qualified professional
      iv) The removal is necessary to maintain utilities, provide access, or fulfill terms of an easement or covenant recorded prior to the adoption of this section.

   b) **Tree Removals in Moderate and Low Density Residential.** For developed properties located within the Moderate and Low Density Residential (R-0.4, R-1, R-2, R-2.9, R-3.5) zoning districts, a Minor Tree Permit is required for removing more significant trees than allowed as shown in Table 15: Healthy Tree Removal Allowances in Developed Properties. The applicant shall submit a minor tree permit with required documents to the City's designated municipal arborist. The applicant must demonstrate that the requested removal meets both (1) and (2) and either (3) or (4) of the following criteria:
      i) The tree is not conserved, preserved, or planted to meet conditions on a land-use permit.
      ii) The removal does not reduce the parcel's total canopy cover below the prescribed canopy cover goals in Table 14: Tree Canopy Cover Goals.
      iii) The tree is determined through a written tree risk assessment report to be a high-risk or imminent-risk as rated by a Tree Risk Assessment Qualified professional
      iv) The removal is necessary to maintain utilities, provide access, or fulfill terms of an easement or covenant recorded prior to the adoption of this section.

   c) **Pruning limitations.** For all properties, a minor tree permit is required for pruning of any tree resource over the stipulated pruning limitations in 16.18.XXX (Routine Maintenance). The applicant must demonstrate the request meets of the following criteria:
      i) Pruning specifications must be submitted to the City's designated municipal arborist for authorization along with a minor tree permit.

(1) If work will be conducted by a non-ISA-Certified Arborist, a written prescription is required. The tree professional carrying out the prescription must understand and abide by the pruning prescription of the ISA-Certified Arborist. Submit tree-specific tree pruning prescription, as outlined within 16.18.XXX Tree Resources Reports.
(2) If tree pruning prescription work will be conducted by the prescribing ISA-Certified Arborist, a written or verbal prescription to the City's designated municipal arborist is required.

2) **Major Tree Permits.** The following activities require an applicant to submit a major tree permit application and obtain a decision prior to action. A major tree permit shall be granted if it can be demonstrated through an application submission and mitigation report that on-site or substitute mitigation methods identified in 16.18.XXX Mitigation are sufficient to allow for restoration of tree resources.
   a) **Below canopy cover goals.** At any time, when the removal of trees would reduce a parcel below the canopy cover goals stipulated in Table 14: Tree Canopy Cover Goals, a major tree permit is required. Reducing a parcels' tree canopy cover below the stipulated canopy cover goals may be permitted if the applicant can show how the loss will not affect tree resource loss on the site, or how the applicant can mitigate for lost tree resources using 16.18.XXXX Mitigation.

      <u>The following is required upon major tree permit submission:</u>

      i) A completed Tree Resource Functional Assessment on the applicable tree resource(s) applicant is seeking to remove, this may be fulfilled by either a:
         (1) Tree Stand Assessment Form (or)
         (2) Individual Tree Assessment Form
      ii) An arborist report and/or mitigation plan from a tree resource professional identifying how the property owner will mitigate for tree resources losses per 16.18.XXX Mitigation.

   b) **Landmark tree removal.** The removal of living trees designated a Landmark tree through the Individual Tree Rating form of the Tree Resource Functional Assessment requires a major tree permit. The removal of any landmark designated tree requires a tree risk assessment letter from a qualified professional submitted with the major tree permit.

      <u>The following is required upon major tree permit submission:</u>

      i) A completed Tree Resource Functional Assessment on the applicable tree resource(s) applicant is seeking to remove, this may be fulfilled by either a:
         (1) Tree Stand Assessment Form (or)
         (2) Individual Tree Assessment Form
      ii) Tree risk assessment letter from a qualified professional,
      iii) A mitigation report from a tree resource professional identifying how the applicant will mitigate for tree resources losses per 16.18.XXX Mitigation.

3) **Forest stewardship plans.** Forest and tree resource activities are permitted, given they (a) demonstrably result in a no-net-loss of tree resources and (b) are prescribed by a tree resource professional through the submission and approval of a forest stewardship plan, in accordance with 16.18.XXX Tree Resource Reports.
   a) The contents of a forest stewardship plan are outlined in 16.18.XXX Tree Resource Reports.
   b) If through the applicant's forest stewardship plan, a no-net loss of forest function and the parcel canopy cover will not be reduced below their stated goals in Table 14: Tree Canopy Cover Goals.
   c) Forest stewardship plans shall include at minimum:
      i) Natural resource inventory
      ii) Forest prescription and timeline
      iii) Statement on how the proposed forest prescriptions will affect the natural resource functions.
      iv) Completed Tree Resource Functional Assessment.
   d) Forest stewardship plans should be written to manage tree resources for a 10-year time-frame.

## 12.8 REVIEW PROCEDURES

1) **Applications for tree permits.** Unless otherwise provided for in this chapter, applications for minor or major tree work permits shall be reviewed and approved, approved with conditions or denied pursuant to the administrative review procedures in BIMC 2.16.030 unless a reasonable use exception is requested. Minor and major tree permit applications shall be reviewed based on the proposal's ability to comply with all the criteria of this chapter, and other relevant chapters in BIMC.
   a. The proposal is consistent with the general purposes of this chapter and the public interest;
   b. The proposal is consistent with other applicable regulations and standards.
   c. The proposal outlines tree resource mitigation per the requirements of 16.18.XXX Mitigation.

2) Except as provided for by this chapter, any applicable activity or action that cannot adequately mitigate its impacts to tree resources through on-site mitigation or substitute mitigation, given the provisions in BIMC 16.18.XXXX Mitigation, shall be denied.

3) **Application Required.** Any action or activity nearby trees or their critical root zones, unless an exempt activity pursuant to BIMC 16.18.XXX Exemptions, requires submittal of the City's Master Land Use application, with either minor or major tree permit checked, to the Department of Planning and Community Development in accordance with the requirements outlined in the City's administrative manual for land use permits. The applicant shall not be granted any approval or permission to perform action or activity as identified in 16.18.XXX Applicability, prior to fulfilling the requirements of this chapter.

**4) Support information required.** All required supporting information for tree permit applications shall include necessary forms and reports identified in 16.18.XXX Activities Requiring a Tree Permit.

## 12.9 MITIGATION & PERFORMANCE STANDARDS

1) **Purpose.** The purpose of tree resource mitigation is to maintain the function of the community forest throughout the city while maintaining canopy coverage goals within zone districts.

2) **Requirements.** When any action or activity removes, destroys or disfigures a living tree resource not exempt or allowed through this section, mitigation is necessary. The following minimum mitigation and performance standards shall be met when mitigation is required. All mitigation should attempt to fully regain lost tree benefit capacity through some manner, as described in below.
   a) Both minor and major tree permits require mitigation as identified below.

3) **Mitigation Methods.**
   a) **On-site mitigation.** Where on-site mitigation of lost tree resources is feasible, this shall be the preferred method.
      i) **Requirements.**
         (1) A completed Tree Resource Functional Assessment of the tree resource and Mitigation plan shall be submitted with a tree permit. Approved mitigation plan shall seek to compensate for lost resources as determined through the Tree Resource Functional Assessment and outlined in a replanting plan.
      ii) **Performance Standards.**
         (1) All replacement trees shall be native or equivalent trees. Replacement trees shall attempt to regain the majority of lost tree size and tree function of removed trees.
         (2) The Mitigation plan shall include a five (5) year monitoring plan for replacement trees.
            (a) Five annual inspections of replacement trees shall be conducted by an ISA-Certified Arborist or Tree Risk Assessment Qualified professional.
            (b) If trees installed to meet the requirements of this section are dead, in decline, or are untreatably diseased, they must be replaced according to the monitoring plan.
            (c) Installed trees must be irrigated during the summer with 8-12 gallons of water per inch of tree diameter per week, or otherwise recommended by an ISA-Certified Arborist.
            (d) Installed trees shall be mulched with wood chip or mulch, according to published ISA Best Management Practices.
            (e) Tree shall be structurally pruned at least once in the five years of monitoring, according to published ISA Best Management Practices.
            (f) After the five successful annual inspections, applicant must submit annual reports the City municipal arborist or director's designee and replanted trees shall be considered established.
         (3) If trees installed to meet the requirements of this section require replacement, the city municipal arborist or director's designee may require a performance surety from the applicant, valued at 200% the methods of 16.18.XXX.(3).(c) Tree Diameter Valuation. If tree mortality continues, this surety shall be invested into the Bainbridge Island Tree Fund.
      iii) **Alternatives.** Substitute mitigation can be used instead of on-site mitigation given the following circumstances:

(1) Development or land-use application where an ARPA has been designated and properly conserved, and where additional mitigation or conservation of tree resources would conflict with permitted land-use applications.
(2) As verified and documented by a resource professionals, the specific parcel is unequipped to sustain additional tree resources in their mature stage, or equally, the installation of new trees will subtract from the limited natural resources on site and potentially over-compete with other established trees, with the potential to cause or perpetuate tree disease or decline.
(a) A report from a resource professional documenting this is necessary and shall be submitted with a tree permit. This report shall be evaluated for accuracy by the city municipal arborist, resource professionals from city staff or a third party at the cost of the applicant.

b) **Subsitute mitigation** shall be used when on-site mitigation is determined to be insufficient to replace lost tree resources or on-site mitigation is unlikely to restore lost tree resource functionality and investment into the Bainbridge Island Tree Fund is required. This determination shall be made by the City municipal arborist or director's designee, or another Certified Arborist representing the land owner.
i) **Requirements.**
(1) A completed Tree Resource Functional Assessment and Mitigation plan shall be submitted with a major tree permit. Approved mitigation plan shall describe valuation methods used according to 16.18.XXX.(4) Valuation Methods.
(2) Applicant shall demonstrate how substitute mitigation is the most sustainable and long-term method of mitigating for tree resource loss.
(3) Applicant shall invest into the Bainbridge Island Tree Fund a dollar amount equal to the valuation method result noted in 16.18.XXX.(4) Valuation Methods.

4) **Valuation Methods.**
a) **Tree diameter valuation** shall be used when BIMC, outside of 16.18, refers to any tree valuation methodology. Tree diameter valuation shall be used instead of the prior tree valuation methodologies.
i) Tree diameter valuation shall be calculated from the Tree Resource Functional Assessment rating and tree DBH in inches, as noted in Table 16: Tree Diameter Valuation Costs, below.

**Table 16: Tree Diameter Valuation Costs**

| TRFA Rating | Value per inch of DBH |
|---|---|
| Landmark | $250 per inch of DBH |
| Exceptional | $125 per inch of DBH |
| Typical | $100 per inch of DBH |
| Poor | $75 per inch of DBH |

b) **Functionality valuations** shall be used for all other tree valuation purposes.

5) **Table 17: Tree Functionality Valuation Costs**

| TRFA Rating | Value per Square Foot of Canopy Volume |
|---|---|
| Landmark | $1.80 per square foot |
| Exceptional | $0.90 per square foot |
| Typical | $0.70 per square foot |
| Poor | $0.50 per square foot |

## 12.10 BAINBRIDGE ISLAND TREE FUND

1) **Established** A special revenue fund to be designated as the "tree fund" is established to receive special revenues supporting the City's tree program, including efforts to maintain or increase the tree canopy on Bainbridge Island, encouraging a street tree program, or similar efforts, and to provide segregated accounting and control for expenditure of monies (Ord. 2015-05 § 1, 2015). There is hereby established a City of Bainbridge Island Tree Bank that shall receive payments made by property owners in lieu of planting additional tree canopy cover as approved by the City arborist or municipal forester, in addition to forfeited bonds and forfeited escrow funds.

2) **Accounting** within the tree fund shall segregate revenues and expenditures so that funds shall be used to support the City's tree-related activities (Ord. 2015-05 § 1, 2015). Funds in the tree fund shall be administered by the head of the City Director, head of the community forestry department, or his/her designee.

3) **Definitions** as established in BIMC Titles 16, 17 and 18 shall apply here (Ord. 2015-05 § 1, 2015). Where is it impractical or impossible to fully meet tree canopy requirements for a site, the portion of the canopy that cannot be accommodated on the site may be satisfied by payment into the tree fund that shall be made prior to issuance of a minor or major tree permit. The amount of payment shall be calculated using the Tree Resource Functional Assessment (TRFA) and its applicable rates as defined in the administrative manual.

4) **Functions and Disbursements**
   a) The Bainbridge Island tree fund is intended to accept funds from sources that include, but are not limited to, private donations, public allocations and the proceeds from the payment of tree-related code enforcement actions (Ord. 2015-05 § 1, 2015). The tree fund monies shall be available for use by the City for establishment, maintenance, and expansion of tree canopy cover on public property and through programs on private property.

b) The Bainbridge Island Tree Fund is intended to support conservation and as such, expenditure of tree fund monies shall be permitted for various activities related to conservation including, but not limited to:
   i. Support the City's Community Forestry Department and City's municipal arborist functions.
   ii. Support the city's tree program (Ord. 2015-05 § 1, 2015);
   iii. Provide direct financial and technical assistance to qualified projects (Ord. 2015-05 § 1, 2015);
   iv. Provide financial assistance to public and private nonprofit organizations supporting activities consistent with city policy (Ord. 2015-05 § 1, 2015);
   v. Fund approved, eligible operating expenditures related to the provision of assistance covered by this chapter (Ord. 2015-05 § 1, 2015).;
   vi. Purchase, planting and care through establishment of trees;
   vii. Maintenance of trees during establishment period;
   viii. Funding tree and forest care programs.

5) **Reporting.** A separate written report on the financial status of the city of Bainbridge Island tree fund shall be available upon request at the conclusion of each financial year (Ord. 2015-05 § 1, 2015).

## 12.11 TREE RESOURCE REPORTS

1) **Arborist reports** must meet the following requirements.
   a) Arborist reports submitted must be written by a current ISA-Certified Arborist. The city may request additional information or technical review from qualified ISA-Certified Arborist at the applicant's expense to ensure best-management-practices and best-available-science are being applied.
   b) An arborist report must include the following site plan and site-specific narrative report:
      i) Site plan can be hand-drawn, or rendered to a 10-foot approximation and shall include:
         (1) Location of all significant trees.
         (2) Areas of proposed actions.
         (3) Limits of construction and existing and proposed grade changes, if applicable.
         (4) Location and species of tree(s) proposed for removal and replanting, if applicable.
         (5) Location of trees and Critical Root Zones of all trees within the limits of construction and area of grade changes, if applicable.
      ii) Narrative report shall include:
         (1) General site and parcel characteristics, including zoning and land use.
         (2) Resource inventory classifying tree and vegetation characteristics.
         (3) Simple narrative describing the proposed action and describing measures taken to avoid, minimize and reduce adverse impacts to identified trees.
         (4) Completed Tree Resource Function Assessment
         (5) Assessment of any potential damage to tree(s) whose critical root zone is within the limits of construction and area of grade changes, if applicable.
         (6) Description of tree(s) and vegetation proposed for removal and replanting, if required, including size, species and condition.

(7) Description of mitigation and tree protection measures for trees and vegetation to be retained through construction.
(8) Planting plan including location, species and size of trees and vegetation to be replanted, if required.
(9) Description of performance standards and monitoring actions (e.g., plant survival count, percent canopy coverage estimate) sufficient to document success of any required mitigation action.

2) **Arborist pruning specifications** must meet all general requirements in the current revision of the ISA's Best Management Practices Pruning, and must also meet the following requirements:
   a) Report must be verbally addressed or written by a current ISA-Certified Arborist. The city may request additional information or technical review from qualified ISA-Certified Arborist at the applicant's expense to ensure best-management-practices and best-available-science are being applied.
      i) If work will be conducted by the prescribing ISA-Certified Arborist, a verbal prescription is sufficient.
      ii) If work will be conducted by a non-ISA-Certified Arborist, a written prescription is required.
   b) Pruning prescription must contain:
      i) Size, species and health of trees, if necessary, to distinguish trees, include a brief site plan of trees to be pruned.
      ii) Include statement that all work shall be performed in accordance with the ANSI A300 pruning standard and ANSI Z133.1 safety standard.
      iii) Provide clearly defined pruning objectives.
      iv) Specify the pruning methods to be performed to meet objectives.
      v) State the size and specifications of the minimum and/or maximum branch size to modify.
      vi) Specify the maximum amount to living tissue that can be removed.

3) **Tree risk assessment (TRA) reports** must meet the following requirements.
   a) Report must be written by a current Tree Risk Assessment Qualified professional. The city may request additional information or technical review from qualified tree resource professionals or other agencies at the applicant's expense to ensure a tree's high- or imminent-risk.
   b) A TRA must include the following site plan and tree-specific narrative report:
      i) Site plan can be hand-drawn, or rendered to a general approximation and shall include:
         (1) Location of all significant trees addressed in the report.
         (2) Locations of existing buildings and targets.
         (3) Limits of construction and existing and proposed grade changes, if applicable.
         (4) Location and species of tree(s) proposed for removal and replanting, if applicable.
      ii) Narrative report shall include all general requirements from the most current version of ANSI A300 (Part 9): Tree Risk Assessment a. Tree Failure.
         (1) Date of inspection.
         (2) Identification of assessor and qualifications.
         (3) Tree parts assessed and not assessed.
         (4) Limits of tree-specific risk assessment.
         (5) A description of findings and methodology.

(6) Level of tree risk assessment used to rate tree risk.
(7) Targets associated with tree risk.
(8) Time frame for rated risk.
(9) Risk mitigation options and residual risk associated with mitigation options.

4) **Forest stewardship plans (FSP)** must meet the following requirements.
   a) Forest stewardship plans may be completed by the property owner. The city may request additional information or technical review from qualified tree resource professionals or other agencies at the applicant's expense to ensure no reduction in net canopy.
   b) Forest stewardship plans should be written to manage tree resources for a 10-year time-frame.
   c) An FSP must include the following site plan and site-specific narrative report:
      i) Site plan can be hand-drawn, or rendered to a 10-foot approximation and shall include:
         (1) Location and dimensions of proposed development within ARPA
         (2) Limits of construction and existing and proposed grade changes
         (3) Location and species of tree(s) proposed for removal and replanting, if applicable.
      ii) Narrative report shall include:
         (1) Resource inventory classifying tree and vegetation characteristics.
            (a) Include forest structure, forest composition, varying tree cohorts, species and canopy dominance.
            (b) Include an inventory of invasive and exotic plants within the parcel.
            (c) Include a list of forest diseases and pests within the forest, and other forest health concerns.
            (d) Current canopy cover estimation.
            (e) Completed Tree Resource Function Assessment.
            (f) Forest prescriptions or treatments and timeline.
            (g) Statement on how the proposed forest prescriptions will affect the natural resource functions.

5) **Mitigation plans** must meet the following requirements.
   a) Mitigation plans must be completed by a tree resource professional. The city may request additional information or technical review from qualified tree resource professionals or other agencies at the applicant's expense to ensure no net loss in canopy goals.
   b) A mitigation plan should outline how a permit applicant wishes to mitigate for lost tree resources as described in 16.18.XXX Mitigation.
   c) At a minimum, mitigation plans should contain a site plan and narrative report identifying how tree resources are being affected and how the applicant wishes to mitigate for those affected resources:
      i) Site plan can be hand-drawn, or rendered to a 10-foot approximation and shall include:
         (1) Location of all significant trees.
         (2) Areas of proposed actions.
         (3) Locations of impacted tree resources.
         (4) Locations of restoration, if applicable.
      ii) A narrative report must contain the following information:

(1) General site and parcel characteristics, including zoning and land use.
(2) Resource inventory classifying tree and vegetation characteristics.
(3) Completed Tree Resource Functional Assessment.
(4) Simple narrative describing the proposed action and describing measures taken to avoid, minimize and reduce adverse impacts to identified trees.
(5) Mitigation planned to be used to offset impacts (as necessary dependent on mitigation used):
    (a) Planting plan including location, species and size of trees and vegetation to be replanted, and planting specifications, if required.
    (b) Monitoring and contingency plan identifying how trees will be monitored through establishment and how long trees will be monitored. Include specifications on irrigation, mulching, plant healthcare and other relevant tree management information.
        (i) Description of performance standards and monitoring actions (e.g., plant survival count, percent canopy coverage estimate) sufficient to document success or failure of any required mitigation.
        (ii) A contingency plan if performance standards a are not reached.
(6) Monetary valuation of individual tree or tree stand per standards in 16.18.XXX Mitigation.

## 12.12 VARIANCE PROCEDURE

1) A property owner or their agent may apply for a variance to applicable requirements in this chapter by demonstrating greater functionality, safety, or ecosystem values can be obtained through the use of different standards, practices or procedures. Such applications must be made in writing and submitted to the Director or their designee, who may require review of the application by City Municipal Arborist or other qualified consultants, at the cost of the applicant.
2) Such variance applications will be granted, granted with conditions, or denied within 90 days of the date the application is received by the City.

## 12.13 RESONABLE USE EXCEPTIONS

1) **Applicability and Intent.** The purpose of the reasonable use exception (RUE) process is to allow reasonable use of property and explore alternatives to development that would be permitted in accordance with the underlying zoning designation and standards. An applicant may request a RUE pursuant to this section when a Major Tree Permit pursuant to BIMC Chapter 16.18.XXX demonstrates that:
    a) The subject property is encumbered to such an extent by the requirements of this chapter that application of this chapter would deny all reasonable use of the subject property;
    b) Reasonable use of the subject property cannot be achieved through tree resource mitigation, (BIMC 16.18.XXX) or a forest stewardship plan (BIMC 16.18.XXX);

2) **Review Alternatives.** During the preapplication process, the city Community Forestry Department or other designee may:
    a) Determine whether the property qualifies for inclusion in any program that would eliminate the need for a RUE including, but not limited to, transfer or purchase of development rights, mitigation

banking, and open space acquisition or other conservation mechanism. If the property qualifies for inclusion in one or more of such programs, the director shall notify the applicant in writing of such qualification and of the applicable rules and regulations and shall send an application form for inclusion in such program(s). If the property is included in one or more of such programs, a RUE application is not required; or

b) Determine to offer to purchase the development rights rather than grant a RUE, and the applicant, at his/her sole discretion, may agree to sell said development rights rather than pursue a RUE.

3) **RUE Request and Review Process.** An application for a Tree Resource RUE shall include the city's Major Tree Permit application; a Certified Arborist or other resource professional report, including mitigation plan, if necessary; and any other relevant information and reports that are necessary, as determined by the Community Forestry Department, or director, to process and prepare the recommendation on the application, such as permit applications to other agencies, special studies, and environmental documents prepared pursuant to the State Environmental Policy Act, Chapter 43.21C RCW (SEPA documents).

4) **Reasonable Use Review Criteria.** Criteria for review and approval of reasonable use exceptions are as follows:
   a) The application of this chapter would deny all reasonable use of the property;
   b) There is no reasonable alternative to the proposal with less impact to tree resources;
   c) The proposal minimizes the impact on tree resources in accordance with mitigation sequencing (BIMC 16.20.030);
   d) The proposed impact to the tree resources is the minimum necessary to allow reasonable use of the property;
   e) The inability of the applicant to derive reasonable use of the property is not the result of actions by the applicant, or of the applicant's predecessor, that occurred after February 20, 1992;
   f) The proposed total lot coverage does not exceed 1,200 square feet for residential development;
   g) The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the property;
   h) The proposal protects the tree resource functions and values consistent with the best available science and results in no net loss of critical area functions and values;
   i) The proposal addresses cumulative impacts of the action; and
   j) The proposal is consistent with other applicable regulations and standards.

5) **Payments in-lieu.** All REU applications approved by the director or designee shall follow compensatory mitigation standards outlined 16.18.XXX. All REU applications are required to pay normal tree resource mitigation fees. Payments will be added to the Bainbridge Island Tree Fund and used as outlined in 16.18.XXXX (Bainbridge Island Tree Fund).

6) **Burden of Proof.** The burden of proof shall be on the applicant to bring forth evidence in support of the application and to provide sufficient information on which any decision has to be made on the application. The standard for the burden of proof shall be clear and convincing evidence.

## 12.14 ADMINISTRATION

(To be completed by the City Attorney and Department of Community Development.)

1) Interpretation
2) Procedures
3) Suspension
4) Other Laws & Regulations
5) Conflict
6) Severability

## 12.15 COMPLIANCE AND ENFORCEMENT

1) **It is a violation of this chapter** for any person to fail to comply with a requirement of this chapter. It is further a violation of this chapter for any person to:
    a. Initiate or maintain, or cause to be initiated or maintained, the use, construction, placement, alteration, or demolition of any structure, land, property, or tree within the city without first obtaining permits or authorizations required by this chapter, or in a manner that violates the terms or conditions of such permits or authorizations;
    b. Misrepresent any material fact in any application, plans or other information submitted to obtain permits or authorizations under this chapter; or
    c. Remove or deface any sign, notice, complaint, or order required by or posted in accordance with this chapter.

2) **When a tree has been altered, impacted, damaged or disturbed** in violation of this chapter, all ongoing activity shall stop. If through proper arboricultural restorative pruning practices as determined by the city's municipal arborist or another ISA-Certified Arborist, the altered, impacted or damaged tree can be restored, it should be. Th cost for such restorative pruning shall be at the cost of the violator, and the cost is to be shared between the party requesting services and the party performing services. The city shall have the authority to issue a stop work order to cease all ongoing development work, and order restoration, rehabilitation, or replacement measures at the owner's or other responsible party's expense to compensate for violation of provisions of this chapter.

3) **Mitigation plan required.** All development and/or tree activity work shall remain stopped until an appropriate mitigation plan is submitted and approved by the director. Such a plan shall be prepared by a qualified professional using the best available science and shall describe how the actions proposed meet the minimum requirements 16.18.XXX (Mitigation). The director shall, at the violator's expense, seek expert advice in determining the adequacy of the plan. Inadequate plans shall be returned to the applicant or violator for revision and resubmittal.

4) **Minimum performance standard for tree mitigation.**
    a. Where a significant tree has been altered, impacted, damaged or disturbed but is not removed, the following minimum performance standards shall be met for the restoration of the tree; provided, that if the violator can demonstrate that greater tree resource function or values can be obtained through the application of different standards, these standards may be modified:
        i. The functional values of the tree shall be restored, including ecosystem benefits, economic benefits, human and social benefits;
        ii. Information demonstrating compliance with canopy cover goals in BIMC 16.18.XXXX shall be submitted to the director or community forest department.
        iii. All pruning plans and prescriptions shall include a detailed estimate of the cost for implementation of the mitigation plan.

    b. Where a significant tree has been removed or otherwise killed, the following minimum performance standards shall be met to mitigate for lost tree resources; provided, that if the violator can demonstrate that greater tree resource function or values can be obtained through the application of different standards, these standards may be modified:
        i. The violator shall pay an amount equal to 200% the resulting value of the trees as calculated in 16.18.XXX Mitigation. This sum shall be paid to the Bainbridge Island Tree Fund, additionally, on-site mitigation must include the following:
        ii. Information demonstrating compliance with canopy cover goals in BIMC 16.18.XXXX shall be submitted to the director or community forest department.

5) **Site investigations.** The director or authorized designee is authorized to make site inspections and take such actions as are necessary to enforce this chapter. The director or authorized designee shall present proper credentials and make a reasonable effort to contact any property owner before entering onto private property.

6) **Penalties.** Any development or activity carried out contrary to the provisions of this chapter shall constitute a public nuisance and may be enjoined as provided by the statutes of the State of Washington. Enforcement of this chapter and the imposition of penalties for violations of this chapter shall be as provided for in Chapter 1.26 BIMC; provided, that in addition to the civil penalties provided for in BIMC 1.26.090, an additional penalty shall be imposed on any person, party, firm, corporation, property owner, or other legal entity who fails to complete a required mitigation plan, who conducts any alteration, impact, damage or disturbance of a tree resource violation of this chapter, or who is otherwise in violation of this chapter, including a violation of BIMC 16.20.090.E.

    For such violations, the additional penalty shall be in the amount equal to 200% of the cost of restoration as approved under a mitigation plan pursuant to 16.18.XXX Mitigation for a minor violation and a minimum of $2,500 for a major violation. The director or head of the community forest department shall determine whether the disturbance is a minor or major violation. Any person, party, firm, corporation, or other legal entity who knowingly and willfully refuses to complete a required

restoration pursuant to 16.18.XXX Mitigation above shall be guilty of a misdemeanor punishable by not more than 30 days in jail and/or not more than a $1,000 fine.

For landmark tree violations resulting in the removal, destruction, or lethal damage to a landmark tree, as defined in this chapter, in addition to the civil penalties imposed under BIMC 1.26.090, an additional civil penalty will be imposed on person, corporation, or other legal entity. This additional civil penalty will be in the amount of $25,000 for each landmark tree removed. The City Attorney will take appropriate action to collect this additional civil penalty.

# 13. APPENDIX C: BIMC CHAPTER 18.15.C TREE RETENTION, PROTECTION AND REPLACEMENT

C. **General Regulations** Tree Retention, Protection and Replacement.

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

Definitions from 16.18 shall be incorporated into this section. When a conflict arises, the definition from this chapter shall apply.

1) **Retention.**

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

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

c) **Exceptions.** Significant trees and tree stands may be removed if it is determined by a Tree Risk Assessment Qualified professional, and whose services are paid for by the applicant, that the tree is:

i) A high-risk or imminent-risk with less than a two-year risk time frame and evaluated through a Level 2 or Level 3 risk assessment.

ii) Tree evaluation must contain all potential mitigation options, and their residual risks, including, but not limited to, wildlife tree conversion, cabling/bracing and pruning.

iii) A tree risk assessment report as identified in 16.18.XXX Tree Resource Reports shall be submitted to the city prior to approval.

d) **Protection of Tree Stands.** Notwithstanding a determination under subsection C.1.c of this section, if trees have been removed from a closed, forested location, a buffer of smaller trees shall be retained or planted on the fringe of the closed, forested area. The buffer of smaller trees shall be adequate to protect the health of the remaining mature trees in the closed, forested area, as determined and specified by a Certified Arborist, and whose services are paid for by the applicant.

2) **Replacement.**

a) **Intent.** The intent of these regulations is to discourage the unauthorized removal of established tree(s), significant tree(s), tree stands and reduce overall canopy loss in the community; and to establish a replacement or fine if such activity occurs.

b) All replanting plans must be prepared by a Landscape Architect licensed by the State of Washington or a Certified Arborist. All replanting plans which involve the installation of trees must be reviewed by a Certified Arborist for species form and tolerance, placement and soil requirements and installation requirements.

c) **Requirements for Unauthorized Removal.** If trees required to be retained pursuant to subsection C.1 of this section are not retained or if protection measures described in subsection C.4 of this section are not fully implemented, they shall be replaced by at least the required tree units and be monitored by a Certified Arborist for a duration of 5 years, or less if a Certified Arborist has determined they are healthy and established. If the replacement trees are dead, dying, untreatably diseased, or declining, they must be replaced.

(1) The trees removed shall be replaced with trees of the same foliage, evergreen or deciduous. Native shrubs and ground cover shall also be replaced when replacing tree stands due to unauthorized removal. Shrubs shall be one-gallon size planted four feet on center spacing; ground cover shall be one-gallon size planted three feet on center spacing. The shrubs and ground cover shall be planted within the limits of the previous tree stand canopy.

(2) A Replacement Tree Monitoring and Contingency Plan written by a Certified Arborist or other natural resource professional is required, and must be received and approved by the city, prior to restoration. A Certified Arborist or other natural resource professional may modify the planting strategies above, if site specific qualities would affect tree survival or long-term tree health.

d) **Requirements for Permitted Removal.** A property owner may request removal of trees required to be retained pursuant to this chapter by applying for a major tree permit (Chapter 16.18 BIMC).

(1) The major tree permit application shall include a replanting plan written by a Certified Arborist or Landscape Architect consulting with a Certified Arborist. In designing the replanting plan, the professional must consider what ecological, landscape and social functions the tree(s) to be removed are serving on the property (e.g., water quality improvement, wildlife habitat, noise

attenuation, parking lot, street tree, perimeter screening), and what tree species and location(s) for replanting replaces that lost tree function. New planting areas may need to be created to achieve this goal.

3) **Enforcement and Penalties.** Failure to retain, replace or transplant trees will be enforced as follows; provided, that any fine shall be no less than three times the value of the lost tree canopy, as determined by the 16.18.XXX Mitigation.

If unauthorized tree(s) or vegetation removal occurs within the public right-of-way, all permits in force on the subject property shall be suspended and no new permits issued until the tree(s) or vegetation has been replaced or all penalties have been satisfied. The director is authorized to make site inspections and take such actions as are necessary to enforce this title in accordance with Chapters 1.16, 1.24, and 1.26 BIMC.

Tree plan review processes and tree removal inspections must be reviewed by a Certified Arborist. The director may require an evaluation by a qualified engineer, landscape architect, soils engineer, testing lab, or other specialist at any time during the tree plan review process or tree removal inspection as necessary to ensure compliance with the provisions of this chapter and/or the terms of the clearing permit. Applicant shall be responsible for any associated costs.

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

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

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

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

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

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

c) **Additional Remedies.** In addition to any other remedy provided by this chapter or under the BIMC, the city may initiate injunction or abatement proceedings or any other appropriate action in courts against any person who violates or fails to comply with any provision of this chapter to prevent, enjoin, abate, and/or terminate violations of this title and/or to restore a condition which existed prior to the violation. In any such proceeding, the person violating and/or failing to comply with any provisions of

this chapter shall be liable for the costs and reasonable attorneys' fees incurred by the city in bringing, maintaining and/or prosecuting such action.

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

e) **Civil Penalty.**

i) In addition to any civil infraction fine, criminal penalty, and/or other available sanction or remedial procedure, any person engaging in conduct made unlawful by this chapter shall be subject to a cumulative civil penalty in the amount of $1,000 per day for each violation from the date set for compliance until the date of compliance. Any such civil penalty shall be collected in accordance with BIMC 1.26.090.

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

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

iv) In addition to the penalties addressed under subsection C.3.e.ii of this section, failure to retain, replace or transplant trees will be enforced as provided in this code; provided, that any financial penalty assessed will be the greater of the amount indicated in Table 18.15.010-2 or three times the value of the trees according to 16.18.XXX Mitigation. The director may elect not to seek penalties if he or she determines that the circumstances do not warrant imposition of civil penalties in addition to restoration.

Exception to director's discretion statement above: Any tree identified on a development project's required landscaping plan as retained and given a monetary value per subsection G.3.a.iii of this section that is removed or dies during the surety period due to improper protection during construction, shall be subject to an automatic fine of three times the tree's stated value according to 16.18.XXX Mitigation. All of the project's active permits shall also be suspended until the fine is paid and all restoration work completed.

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

**Table 18.15.010-2: Penalties**

| Types of Violations | Allowable Fines per Violation |
|---|---|
| 1. Removal of tree(s) approved to be removed, but prior to final tree retention and planting plan approval or issuance of a city tree removal permit | $100.00 per tree |
| 2. Removal or damage of tree(s) that are or would be shown to be retained on an approved tree retention and planting plan or any other violation of approved tree protection plan | $1,000 per tree |
| 3. Removal of tree(s) without applying for or obtaining a required city land use permit | $1,000 per tree |
| 4. Removal of tree(s) without applying for or obtaining a required city clearing permit | $1,000 per tree |
| The financial penalty will be the amount indicated in this table or three times the value of the trees, as determined by 16.18 Tree Valuations Methods, whichever is greater, pursuant to subsection C.3.e.iv of this section. | |

4) **Protection During Construction and Development.**

a) **Intent.** The intent of these regulations is to provide the best protection for existing vegetation, trees and tree stands, including protection for trees on adjacent properties, protection of LID BMPs during construction and development activities, and preservation of the ecological, landscaping and social functions of the area's trees, vegetation and soils.

b) **Requirements.**

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

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

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

iv) No impervious surfaces, fill, excavation, vehicle operations, compaction, removal of native soil or storage of construction materials shall be permitted within the area defined by the required construction fencing. If avoiding construction and compaction in future planting areas is

unavoidable, the landscape plan for the project shall include methods for aerating and/or augmenting compacted soil to prepare for new planting, pursuant to subsection H.2 of this section.

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

vi) Grade levels beyond one foot must be consulted on and be recommended by a Certified Arborist.

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

viii) Wherever this subsection C.4 allows or requires the involvement of a Certified Arborist, that individual shall be selected through the International Society of Arboriculture directory, or American Society of Consulting Arborists directory, and his or her services shall be paid for by the applicant.

ix) Protect LID BMPs during construction and development activities in accordance with Chapter 15.20 BIMC.

5) **Modification of Requirements.** If the significant tree and tree stand retention requirements of this section create an unnecessary hardship, the applicant may request a modification. The director may administratively (1) approve a modification of, or (2) approve compensatory mitigation, as defined in 16.18.XXX Mitigation, of the significant tree and tree stand requirements of this section, if the director finds that the following standards have been met:

a) The modification is necessary because of special circumstances relating to the location of existing significant trees and tree stands that prevent compliance with this section; and

b) The special circumstances of the subject property make the strict enforcement of the provisions of this section an unnecessary hardship to the property owner; and

c) The special circumstances of the subject property are not the result of the actions of the applicant; and

d) The approving of the modification will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and land use district in which the subject property is located; and

e) The modification is consistent with the purpose and intent of this chapter; and

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

# 14. APPENDIX D: BIMC CHAPTER 18.15.G – TOTAL SITE TREE UNIT REQUIREMENTS

**G. Total Site Tree Unit Requirements.**

1) **Intent.** The overall purpose of this section is to preserve the landscape character of the community through development standards by encouraging the retention of existing vegetation, significant trees and tree canopy cover by incorporating them into site design. The intent of this subsection G is to ensure that, to the degree practicable, (a) each development approval in the MUTC, HSR I and II, R-5, R-8, R-14, and NC zone districts, and (b) each development approval for nonresidential development property in the R-5, R-4.3, R-3.5, R-2.9, R-2, R-1, and R-0.4 zone districts, and (c) new and existing single-family residential development in the R-2.9, R-3.5, and R-4.3 zone districts leaves the development parcel with at least a specified minimum amount of tree canopy coverage, measured by provisions in 16.18.XXX Canopy Cover Goals. ~~that reflects the degree of tree coverage prior to development or redevelopment and that discourages avoidable site disturbances that would require tree removal.~~

2) **Applicability.** The regulations of this subsection G apply to development applications involving (a) any modification to a parcel located in the MUTC, HSR I and II, R-5, R-8, R-14, or NC districts, (b) a permitted nonresidential development in the R-5, R-4.3, R-3.5, R-2.9, R-2, R-1, and R-0.4 zone districts, and (c) new and existing single-family residential development in the R-2.9, R-3.5, and R-4.3 zones. Canopy which extends over property lines meets canopy cover goal requirements of Subsection 16.18.XXX Canopy Cover Goals.. These provisions shall not apply to projects involving only interior renovations of existing buildings.

   Definitions from 16.18 shall be incorporated into this section. When a conflict arises, the definition from this chapter shall apply.

3) **Site Specific Evaluation of Total Impact on Tree Coverage**.
   a) In order to show how the canopy cover requirements of subsection 16.18.XXX Canopy Cover Goals is being met, the applicant shall submit the following information as part of the landscaping plan information for a land use permit application:

      i) For new and existing single-family residential development in the R-2.9, R-3.5 and R-4.3 zone districts.
         (1) A Certified Arborist or Tree Risk Assessment Qualified professional shall conduct a tree inventory to include location, species identification, DBH and contributing canopy for each tree to be impacted;
         (2) Calculate and document the Tree Resource Functional Assessment (TRFA) rating (16.18.XXX) for each tree or tree stand to be impacted, including canopy volumes;

      ii) For all others
         (1) Survey all existing established trees and/or their canopies (whether fragmented or contiguous) to be retained as part of the proposed development.

(2) A Certified Arborist or Tree Risk Assessment Qualified professional shall conduct a tree inventory to include location, species identification, DBH and contributing canopy for each tree to be impacted;
(3) Calculate and document the TRFA rating (16.18.XXX) for each tree or tree stand to be impacted, including canopy volumes;
(4) The applicant shall submit valuation of all trees to be retained, compiled by a Certified Arborist, using the Tree Diameter Valuation method in 16.18.XXX Mitigation.

b) In determining which trees will be retained on a property to meet the canopy cover requirements pursuant to 16.18.XXX Canopy Cover Goals, an applicant shall retain an ISA-Certified Arborist to evaluate and make recommendations on health and the preservability of retained trees, and recommendations for tree removals. Trees with very low preservability due project impacts shall be removed or plans should be modified. The Certified Arborist shall attempt to retain trees whose critical root zones are least impacted, greater than 15 inches, trees in tree stands, and trees adjacent to tree stands on adjacent properties.

c) A major tree permit pursuant to Chapter 16.18 BIMC is required to request removal of any tree that is contributing to a property meeting the canopy cover goals requirements of section 16.18.XXX Canopy Cover Goals. Mitigation per 16.18.XXX Mitigation is required to offset tree resources removed from site.

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

i) In the MUTC central core and ferry terminal overlay districts, the development parcel, following the proposed development or redevelopment, shall at minimum:
(1) Meet the canopy cover goals identified in 16.18.XXX Tree Canopy Goals, or through a landscaping plan reviewed by an ISA-Certified Arborist and approved by the city, show how replacement trees will meet canopy cover goals when mature.

ii) In the MUTC Ericksen Avenue, Madison Avenue, and gateway overlay districts, and each site in the R-8, R-14, HSR I and II, and NC districts, and for permitted nonresidential development in the R-5, R-4.3, R-3.5, R-2.9, R-2, R-1, and R-0.4 zone districts, the development parcel, following the proposed development or redevelopment, shall at minimum:
(1) Meet the canopy cover goals identified in 16.18.XXX Tree Canopy Goals, or through a landscaping plan reviewed by an ISA-Certified Arborist and approved by the City, show how replacement trees will meet canopy cover goals when mature.

iii) As an alternative to subsections G.4.a.i and ii of this section, and at the applicant's option and expense, and upon approval by the submission and approval of a major tree permit, applicant may

use the mitigation methods outlined in 16.18.XXX Mitigation to restore lost tree resources through substitute mitigation methods (16.18.XXX).

b) Existing and new trees in roadside, perimeter, and shoreline buffers and/or critical areas and their buffers do not count towards the tree canopy requirements of this section.

c) To reestablish tree canopy on site, the on-site mitigation requirements and performance standards found in 16.18.XXX Mitigation are required.

d) If, after complying with subsections C, D, E, and F of this section, additional trees need to be planted to meet the minimum TRFA requirements in subsection G.4 of this section:
   i) In the MUTC central core and ferry terminal overlay districts, those trees may be planted either at ground level or above ground level (such as a patio, terrace, or rooftop); and
   ii) In the MUTC Ericksen Avenue, Madison Avenue, and gateway overlay districts, R-8, R-14, HSR I and II, NC districts, as well as for nonresidential developments within residential districts, those trees shall be planted at ground level.
   iii) All replanting must include five years of monitoring, or until tree establishment, as determined by an ISA-Certified Arborist.

# 15. APPENDIX E: TREE REMOVAL FLOWCHART – TEMPLATE

This basic template can be used to develop a tree removal information sheet or flowchart.

1. Is the tree visibly and completely dead? (This does not include diseased or damaged trees.)
   a. You, an ISA-Certified Arborist or contractor may complete and submit "Dead and Lesser Tree Checklist" and provide it to the City.
   b. The submission is required to include a clear and identifiable electronic photo of the dead tree.
   c. The photo must be emailed to trees@bainbridgewa.gov.
   d. You will not receive confirmation from the City.
   e. You may remove the dead tree.

2. Is the tree assumed to be a risk?
   a. Contact a Tree Risk Assessment Qualified professional to assess your tree's risk and provide guidance.

3. Is the tree within 200 feet from the shoreline, near a wetland, stream, steep slope, or their buffers, or located in an open area or other protected area?
   a. Yes – Review 16.20, SMP or development documents.
   b. No – Go to (4).

4. Is the property developed or undeveloped?
   a. Developed – Go to (5)
   b. Undeveloped – Go to (6)

5. Is the developed property within the MUTC, Highschool, or High Density Residential -OR- Moderate Density Residential -OR- or Low Density Residential?
   a. MUTC/HS/HDR – MUTC/HS/HDR – If the tree or tree part is rated as a high or imminent risk by a Tree Risk Assessment Qualified individual, you are permitted to remove the tree or tree part.
   b. MDR – You are permitted to remove 3 healthy trees per 12 months.
   c. LDR – You are permitted to remove 5 healthy trees per 12 months.

6. Is the undeveloped property within the MUTC, Highschool, or High Density Residential -OR- Moderate Density Residential -OR- or Low Density Residential?
   a. MUTC/HS/HDR – If the tree or tree part is rated as a high or imminent risk by a Tree Risk Assessment Qualified individual, you are permitted to remove the tree or tree part.
   b. MDR – You must submit a permit to remove trees.
   c. LDR – You must submit a permit to remove trees.

# 16. APPENDIX F: DEAD AND EMERGENGY TREE CHECKLIST

This form is used for three purposes:

1) To alleviate property owners from having to procure Tree Risk Assessment Qualified professional to identify a visibly dead tree that otherwise would need a permit,
2) To track and characterize emergency tree actions when they occur,

This document is a template for the City to rework into their own forms, not to be used as-is. We recommend the final version reside in the Bainbridge Island Administrative Manual for easy updating. We recommend a printable PDF format of the file be accessible for contractors to print and carry with them in their work vehicles. Additionally, an online form that could be submitted via a questionnaire with a photo submission can help streamline submission processes.

To classify a tree as dead using this form, the tree must be visibly and verifiably identified as dead. If the tree requires further diagnosis, it cannot be easily and positively confirmed as dead or all the questions are unable to be completed, a tree-risk report is required and must be submitted to the City in a minor tree permit.

**Step 1: Dead and Emergency Tree Checklist.**

| |
|---|
| Landowner Name/Address or Parcel Tax #: |
| Certified Arborist # (if applicable): |
| Tree Risk Assessment Qualified (if applicable): Yes/No |
| Tree Species |
| Tree Diameter |
| Tree Height |
| How far away is the tree standing from the home or other structures? |
| If the distance to the structure measures further than the tree height x 1.25, the tree is not within striking distance of the structure. To remove the tree, submit a Minor Tree Permit as described in 16.18.XXX. |
| In summer, does the tree have less than 25% normal leaves or needles? |
| If there are more than 25% leaves or needles in the summer-time the tree is not dead. Submit a Minor Tree Permit as described in 16.18.XXX. |
| Can the tree be converted into a wildlife snag? Yes/No |
| If the tree is within or on the edge of a forested setting and 40 feet or more from a structure, the tree must be converted into a wildlife snag. |
| Submit a minor tree permit if this would cause undue burden on the property. |
| Is the tree posing a clear and present threat to human health or property? |
| Remove the tree as an emergency activity. |

**Step 2: Email the following to trees@bainbridgew.gov.**

1) Electronic photo of the tree and nearby structure
2) Completed Dead and Emergency Tree Checklist

**Step 3: Signature.** (City of Bainbridge Island must complete this clause.)
I, _____, affirm the above information is accurate.

# 17. APPENDIX G: TREE RESOURCE FUNTIONAL ASSESSMENT

**CITY OF BAINBRIDGE ISLAND**
**TREE RESOURCE FUNCTIONAL ASSESSMENT**

| | | | |
|---|---|---|---|
| Date of Visit: | Assessed by: | Certified Arborist #: | TRAQ?: Yes/No |
| Assessor Contact Information: | | | |
| Project Address | | Parcel Number: | |
| Property Owner | Property Owner Contact Information: | | |

Each form has several functional categories. After reaching the end of each category, total your points and mark if that category is a high, moderate or low. Once you've rated the individual categories, identify the overall rating using the matrix below.

**Tree Stands Rating Form:**
Landmark Stand = All four categories are high ratings.
Exceptional Stand = Any combination of three high and one moderate of two high and two moderate ratings.
Typical Stand = Any combination of three moderate ratings.
Poor Stand = Three or more low ratings.

**Individual Tree Rating Form:**
Landmark Tree = All three categories are high ratings.
Exceptional Tree = Any combination of two high and one moderate or one high and two moderate ratings.
Typical Tree = Any combination of three moderates or two moderates and a low rating.
Poor Tree = Two or more low ratings.

Assessor must use Tree Stand Rating Form (Page 2) within:

- Moderate Density Residential (R-0.4, R-1, R-2)
- Low-Density Residential (R-2.9, R-3.5, R-4.3)
- All other districts
- Or whenever assessing over 5,000 square feet of canopy.
- (If multiple cohorts exist over a large stand of trees wherein said cohorts may total stand functionality, multiple Tree Stand Rating Forms may be used. Stratify each individual forest unit on Site Plan.)

Assessor must use the Individual Tree Rating Form (Page 5) within:

- Mixed Use Town Center
- High School Road Districts 1 & 2
- High-Density Residential areas (R-14, R-8, R-6, R-5)

## Tree Stand Rating Form

| L1.0 | Landscape components. (9 possible points) | Point score |
|---|---|---|
| **L1.1** | *What is an approximate total canopy cover for the tree stand?*<br>This is an approximate total canopy cover measurement that includes all trees over 20 feet in height, including native forests, landscape trees and green infrastructure trees. This may include fragmented and contiguous tree canopies. This measurement can be approximated using the area measure tool on recent aerial imagery, which can be found on Bainbridge Island's GIS Map App, Google Earth, or other similar source. | **Approximate canopy cover:**<br>**_____ $ft^2$** |
| **L1.2** | *What is an approximate live crown ratio of the tree stand's dominant species?*<br>This is an average measurement of live crown height (LCH). Looking at the dominant tree species, measure the first living branch height for as many trees (within the stand) as required for a representative sample, and average those together for an approximate LCH. Next, measure the height of an equal number of trees from the dominant tree species, and average these together. Subtract these two averages to determine an approximate live crown height. | **Approximate LCH:**<br>**_____ft** |
| **L1.3** | *What is an approximate canopy volume for the tree stand?*<br>Multiply the approximate square foot of canopy by the approximate live crown ratio. This will result in a canopy volume used to quantify the stand. | **Approximate Canopy Volume:**<br>**_____$ft^3$** |
| **L1.4** | *Determine what's around the assessed tree stand?*<br>Draw a polygon around the canopy that extends approximately 500 feet from the edge of the canopy. Use Bainbridge Island's Online Mapping tool to measure and make estimates within this area. | **N/A** |
| **L1.5** | *What is the estimated tree canopy cover nearby the tree stand?*<br>Total canopy cover within 500 feet <5% **5 points**<br>Total canopy cover within 500 feet 6-25% **4 points**<br>Total canopy cover within 500 feet 26-50% **3 points**<br>Total canopy cover within 500 feet 51-75% **2 points**<br>Total canopy cover within 500 feet 75-100% **1 points**<br>This is a total canopy cover measurement that includes all trees over 20 feet in height, including native forests, landscape trees and green infrastructure trees. This may include fragmented and contiguous tree canopies. | |

| | | |
|---|---|---|
| **L1.6** | *What is the estimated existing impervious surface cover nearby the tree stand?*<br>Count percentage of all ground occupied by roads, roofs, parking lots, asphalt and gravel driveways and other structures that impede soil infiltration within 500 feet, within or outside of the current parcel. Square footage of lawn is counted as 0.5 impervious cover.<br>Impervious surfaces within 500 feet is <5% **0 points**<br>Impervious surfaces within 500 feet is 6-25% **1 points**<br>Impervious surfaces within 500 feet is 26-50% **2 points**<br>Impervious surfaces within 500 feet is 50-75% **3 points**<br>Impervious surfaces within 500 feet is >75+% **4 points** | |
| | **Total landscape parameter points**<br><br>**7-9 points = High \| 4-7 points = Moderate \| <4 points = Poor** | **_____**<br><br>**_____** |
| **C2.0** | **Composition & structure. (21 possible points)** | **Point score** |
| **C2.1** | *How many tree species are represented in the stand?*<br>For this question, use all tree sizes, including tree regeneration.<br>One tree species **1 point**<br>Two to three tree species **2 points**<br>Four or more tree species **3 points** | |
| **C2.2** | *Approximately how many total plant species, including trees, are represented in the stand?*<br>Do not include invasive plants in this total. All plant species represented in this abundance rating must total over 5 square feet of cover. There is no need for a list of species, only distinguish different plant species.<br><5 species **0 point**<br>5-12 species **1 point**<br>13-19 species **2 points**<br>>19 species **3 points** | |
| **C2.3** | *What is the approximate diameter size of the dominant species on site?*<br><12“ DBH **0 point**<br>12-20” DBH **2 point**<br>21-28” DBH **3 point**<br>>28” **4 points**<br>+ 4 point any one tree over 38” is on site. **+3 points** | |

| | | |
|---|---|---|
| **C2.4** | *What is the approximate average trees per acre on the site?*<br>Calculate trees per acre by the average distance between dominant trees. Determine the average space between dominant trees to calculate trees per acre (TPA).<br><50 TPA (30ft spacing between trees) **4 points**<br>51-150 TPA (30ft to 15ft spacing between trees) **2 points**<br>151-300 TPA (15ft to 10ft spacing between trees) **0 points**<br>300-500 TPA (10ft to 6ft spacing between trees) **-2 points**<br>500+ TPA (<6ft spacing between trees) **-4 points** | |
| **C2.5** | *What is the approximate percentage of evergreen trees on site?*<br>No conifers on site **0 points**<br>Conifers < 25% composition **1 point**<br>Conifers 25-50% composition **2 points**<br>Conifers 50-75% composition **3 points**<br>Conifers >75% composition **4 points**<br>+2 points if conifer regeneration is identified **+2 points** | |
| **C2.6** | *Is there an abundance of noxious or invasive weeds?*<br>Noxious and invasive plants are found on Washington Invasive Species Council and Kitsap County Noxious Weed Board. All noxious and plants of concern should be included in this rating.<br>0 species present **0 points**<br>1 species present **-1 point**<br>2 species present **-2 points**<br>3-4 species present **-3 points**<br>5+ species present **-4 points** | |
| **C2.7** | *What disease, pests or stressors are affecting the tree stand?*<br>Include occurrences of beetle expression, fungal fruiting bodies, drought stress, advanced chlorosis, root rot, etc.<br>No aggravating conditions. **+3 points**<br>1-2 expressions of pest, pathogen, or disease **0 points**<br>3-4 expressions of pest, pathogen, or disease **-3 points**<br>4+ expressions of pest, pathogen, or disease **-5 points** | |
| | **Total forest composition and structure points**<br>**15-21 points = High \| 8-14 points = Moderate \| <0-7 points = Poor** | ___ |

| H3.0 | Habitat components. (20 possible points) | Point score |
|---|---|---|
| H3.1 | *Species and stand age interspersion.*<br>Decide from the diagrams below whether interspersion between forest cohorts is none, low, moderate or high.<br>None (Drawing) **0 point**<br>Low (Drawing) **1 point**<br>Moderate (Drawing) **2 points**<br>High (Drawing) **3 points**<br>+ 2 points if wildlife corridor, habitat conservation easement, or other protected land within or adjacent to forest. **+2 points** | |
| H3.2 | *Are environmentally critical or shoreline habitats within the forest?*<br>No environmentally critical areas, shoreline or buffers is present **0 points**<br>One or more environmentally critical areas, shoreline or buffers is present **1 point**<br>+3 if environmentally critical areas, shoreline or buffers >51% of parcel **3 points** | |
| H3.3 | *Habitat features within the parcel:*<br>Select all that apply. If no occurrences, zero points are accumulated.<br>Standing snags >4 and <12 inches DBH **+1 point**<br>Standing snags >12 inches DBH **+2 points**<br>Downed woody debris >4 inches diameter and 6 feet long. **+1 point**<br>Active raptor perches (stag-horned trees) **+2 points**<br>Active cavities, nests or dens **+2 points** | |
| H3.4 | *Occurrence of known Washington Department of Fish & Wildlife Priority Habitat and Species?*<br>0 occurrence **0 points**<br>1 occurrence **1 points**<br>2 occurrence **3 points**<br>3+ occurrence **4 points**<br>WA DFW priority habitats and species can be found at https://wdfw.wa.gov/mapping/phs/ | |
| | **Total habitat component points**<br>**14 or greater points = High \| 8-13 points = Moderate \| <8 points = Poor** | _____<br>_____ |
| **S4.0** | **Social components. (6 possible points)** | **Point score** |
| **S4.1** | *Does this stand of trees contain trees of local importance?*<br>+3 points if yes **+3 points**<br>Trees of local importance are trees or stands of trees which have developed exceptional cultural, social, historical or aesthetic values for a variety of reasons, including but not limited to, age, historical status or event, history of establishment, exemplary representation of a species, rarity of the specimen, amplification of social, human health or economic benefits. | |

| | | |
|---|---|---|
| **S4.2** | *What is the majority land use within 500 feet of the tree stand? (From L1.2)?*<br>High impact land use includes commercial development, industrial development, institutional development, residential (more than one unit per acre) development, new agriculture (high-intensity such as dairies, nurseries, greenhouses, raising and harvesting crops requiring annual tilling, raising and maintaining animals), and high-intensity recreation such as golf courses and ballfields. **3 points**<br>Moderate impact land use includes residential development (1 unit/acre or less), new agriculture (moderate-intensity such as orchard and hay fields), paved trails, and building of logging roads. **2 points**<br>Low impact land use includes low-intensity open space such as passive recreation, natural resources preservation, and unpaved trails. **1 point** | |
| | **Total social component points**<br>**5 or greater points = High \| 3-4 points = Moderate \| 1-2 points = Poor** | _____<br>_____ |

## Individual Tree Rating Form

| T1.0 | Tree health and structure. (18 possible points) | Point score |
|---|---|---|
| | *What is the crown volume of the assessed tree?*<br>Measure the height of the uppermost living branch (ULB) and height of first living branch (FLB) to calculate live crown height (LCH). ULB – FLB = LCH. Measure canopy spread by approximating canopy length along a north-to-south line and an east-to-west line and multiplying these values together. Calculate the crown volume by multiplying the canopy spread and the live crown height together. Finally, approximate missing canopy and subtract that percentage from the measured canopy volume to arrive at an actual canopy volume.<br>For example, a tree with 25% missing canopy and a 500 foot$^3$ measured volume canopy is reduced to 375 foot$^3$ of actual canopy volume. 500 foot$^3$ x 75% = 325 foot$^3$ total canopy volume. | **Actual Canopy Volume:**<br>**_____ft$_2$** |
| **T1.1** | *What is diameter of the assessed tree?*<br><8" DBH — **0 points**<br>9-12" DBH — **1 point**<br>12-16" DBH — **2 points**<br>17-24" DBH — **3 points**<br>25-32" DBH — **4 points**<br>33-38" DBH — **6 points**<br>38+ DBH — **8 points** | |
| **T1.2** | *What disease, pests or stressors are affecting the tree?*<br>Include occurrences of beetle expression, fungal fruiting bodies, drought stress, advanced chlorosis, root rot, etc.<br>No aggravating conditions — **+2 points**<br>1-2 expressions of pest, pathogen, or disease — **0 points**<br>3-4 expressions of pest, pathogen, or disease — **-2 points**<br>4+ expressions of pest, pathogen, or disease — **-4 points** | |
| **T1.3** | *What is the tree's normal POTENTIAL life span given its current location and placement?*<br>This question aims to capture the trees potential life span given its current environmental conditions and placement.<br>Short life span — **1 points**<br>Moderate life span — **2 points**<br>Long life span — **4 points**<br>Review Dirr's Manual of Woody Plants, Washington Native Plant Society, Sunset Western Garden manual, or United States Forest Service Silvics Manual. | |

| | | |
|---|---|---|
| **T1.4** | *Is the tree's crown healthy, highly representative of its species or particularly aesthetic?*<br>Exceptional quality crown **+4 points**<br>Normal given its age and environment **0 points**<br>Poor quality crown **-4 points** | |
| | **Total tree structure & health points**<br>**10 or greater points = High \| 5-9 points = Moderate \| <5 points = Poor** | **_____**<br>**_____** |
| **H2.0** | **Habitat components. (9 possible points)** | **Point score** |
| **H2.1** | *Does the tree support foraging and pollination?*<br>Select all that apply.<br>Tree produces fruits, nuts or cones specifically use by foraging wildlife? **+1 points**<br>Do these fruits, nuts or cones persist through the winter? **+1 points**<br>Tree has atypical flowering period **+1 points**<br>(Tree flowers outside of spring & summer.) | |
| **H2.2** | *What habitat features does the tree have currently?*<br>Select all that apply.<br>Cavities **+1 points**<br>Nests **+1 points**<br>Perching branches specifically used by wildlife **+1 points** | |
| **H2.3** | *Does this tree provide eagle, shorebird perching habitat and are trees with similar habitat function within 500 feet?*<br>No **0 points**<br>Yes, no similar trees within 500 feet **2 points**<br>Yes, similar trees within 500 feet **1 points** | |
| | **Total habitat component points**<br>**6 or greater points = High \| 2-5 points = Moderate \| 0-2 points = Poor** | |

| S3.0 | Social components. (3 possible points) | Point score |
|---|---|---|
| **S3.1** | *Does this tree have exceptional aesthetic value, or does it contribute exceptionally to a landscape?*<br>+ 1 points if yes **+1 points** | |
| **S3.2** | *Is this a tree of local importance?*<br>+1 points if yes **+2 points**<br>Trees of local importance are trees or stands of trees which have developed exceptional cultural, social, historical or aesthetic values for a variety of reasons, including but not limited to, age, historical status or event, history of establishment, exemplary representation of a species, rarity of the specimen, amplification of social, human health or economic benefits. | |
| **S3.4** | *If the tree is over 30 inches in diameter, are there similar trees of the same size nearby?*<br>Make tree size estimations on visible tree canopy nearby. Use a radius of 500 feet from the assessed tree.<br>Yes, it's likely trees (2+) 30-inch DBH trees are growing within 500 feet **0 points**<br>No, it's unlikely trees (2+) 30-inch DBH are growing within 500 feet. **1 points** | |
| | **Total social component points**<br>**3 points = High \| 2 points = Moderate \| 0-1 points = Poor** | |

# 18. APPENDIX H: SCIENTIFIC JOURNAL ARTICLES LITERATURE REVIEW

**Mincey, Sarah K.; Schmitt-Harsh, Mikeala; Thurau, Richard. Zoning, land use, and urban tree canopy cover: The importance of scale. Urban Forestry & Urban Greening 12 (2013) 191-199.**

- While most urban trees reside on private property, their canopies sustain ecosystems services that are considered public goods.
- Residential high-density zones are different than other types of zones but share more similarities to commercial zones in their canopy metrics.
- Fine-scale variation in land-use policies matters correlate to canopy cover policies.
- Use of zone-specific impervious cover regulations for the maintenance of canopy cover goals.
- Adapting canopy cover goals at a fine scale for policy effectiveness.

**Hill, Elizabeth; Dorfman, Jeffrey H.; Kramer, Elizabeth. 2010. Evaluating the impact of government land use policies on tree canopy coverage. Land Use Policy. 27 (2010) 407-414.**

- Tree canopy can be preserved in an economically and environmentally sound way with effective tree ordinance clauses, zoning ordinances, and enacting quality smart growth projects.
- However, it was determined that only having a tree ordinance, designating a management person in charge of tree programs, the existence of a tree board, and multiple communication channels were ineffective ways to increase canopy coverage.
- It is within effective policies that tree canopy cover can be preserved.

**Zhu., Pengyu; Zhang, Yaoqi. Demand for urban forests in United States cities. Landscape and Urban Planning. 84 (2008) 29-300.**

- Planning codes often reference zoning codes with site requirements.
- Cross references in code result in the public and private forests being highly integrated and they often impact each other.

**Landry, Shawn; Pu, Ruiliang. The impact of land development regulation on residential tree cover: An empirical evaluation using high-resolution IKONOS imagery. Landscape and Urban Planning 94 (2010) 94 -104.**

- An empirical evaluation of land development and tree cover elucidated that after the adoption of tree protection standards, greater tree cover existed on parcels with homes built after the adoption even with increased building coverage.

**Galenieks, Andrejs. Importance of urban street tree policies: A comparison of neighboring Southern California cities. Urban Forestry & Urban Greening 22 (2017) 105-110.**

- Urban forestry requires forethought, development, and commitment, the same as other municipal activities if policies are to be successful.
- Collection of data prior to planned tree planting, care and removal should be included in policies.
- A city must be proactive in its policy strategies toward tree planting and maintenance.

**Hauer, Richard J.; Vogt, Jessica M.; Fischer, Burnell C. The costs of maintaining and not maintaining the urban forest: a review of the urban forestry and arboriculture literature. Arboriculture and Urban Forestry. 41 (2015) 6, 293-323.**

- Urban trees supply their maximum benefit during their mature phase.

**Kim, Jinki; Zhou, Xiaolu. Landscape structure, zoning ordinance, and topography in hillside residential neighborhoods: A case study of Morgantown, WV. Landscape and Urban Planning 108 (2012) 28-38.**

- Zoning requirements like high density housing with smaller minimum lot size and lot frontage result in more vegetation abundance but also result in increased fragmentation than the larger lots sizes and frontage.

**Sung, Chan Yong. Evaluating the efficacy of a local tree protection policy using LiDAR remote sensing data. Landscape and Urban Planning 104 (2012) 19– 25.**

- Tree removal permit regulation conserved trees on private lands.
- This study also examined mean canopy height and percent canopy cover. Mean canopy height was determined to be an important factor, especially in terms of assessing existing mature trees. This is not able to be determined using percent canopy cover alone.
- This study recommends the use of LiDAR to monitor urban forests.

**Guo, Tingdong; Morgenroth, Justin; Conway, Tenley. Redeveloping the urban forest: The effect of redevelopment and property-scale variables on tree removal and retention. Urban Forestry & Urban Greening 35 (2018) 192-201.**

- At the property scale, redevelopment on residential properties influenced tree removal rates.
- Therefore, even on properties where development is not new, tree protection should be a consideration.

**Payton, Seth; Lindsey, Greg; Wilson, Jeff; Ottensmann, John R.; Man, Joyce. Valuing the benefits of the urban forest: a spatial hedonic approach. Journal of Environmental Planning and Management 51 (2008) 6:717-736.**

- Housing prices are influenced by the urban forest.
- Greener vegetation around a property has a significant positive effect on housing prices and this effect continues at the neighborhood level.
- It is therefore in the interest of the community-at-large to maintain its urban forest.

**Robinson, D.T.; Brown, D.G. Evaluating the effects of land-use development policies on ex-urban forest cover: An integrated agent-based GIS approach. International Journal of Geographical Information Science. 23 (2009) 9:1211-1232.**

- Large lot-size zoning leads to greater sprawl but can also lead to increased forest cover.

- However, this effect is small in comparison to the effect of municipal land acquisition for forest conservation, which is influenced by location strategy more than independent zoning policies or the quantity of area acquired for forest conservation or a combination of the two.

**Song, Xiao Ping; Tan, Puay Yok; Edwards, Peter; Richards, Daniel. The economics benefits of urban forest stewardship: A systematic review. Urban Forestry & Urban Greening. 29 (2018) 162-170.**

- The importance of urban governance cannot be disregarded as policy and governance continue to gain support for urban tree growth.

**Tsegaye, Seneshaw; Singleton, Thomas L.; Koeser, Ander K.; Lamb, David S.; Landry, Shawn M.; Lu, Shen; Barber, Joshua B.; Hilbert, Deborah R.; Hamilton, Keir O.; Northrop, Robert J.; Ghebremichael, Kebreab. Transitioning from gray to green (G2G)- A green infrastructure planning tool for the urban forest. Urban Forestry & Urban Greening. 2018: Article in Press.**

- Green infrastructure like urban forests and utilization of natural drainage pathways along with best management practices can reduce runoff and increase stormwater infiltration.
- Thereby, stormwater is retained in areas that support vegetation in the urban environment. This vegetation then assists in buffering future runoff events while supplying the community with numerous societal, environmental, and economic benefits.

**Guidelines for Developing and Evaluation Tree Ordinances[6]**

- For a tree ordinance to be effective, it must at least have basic performance standards, flexibility, enforcement, a comprehensive management strategy and community support.
- A tree ordinance should be clear about the specific standards and practices that are permissible and those that are not.
- Performance standards should not be vague as this leads to an unenforceable ordinance.
- Flexibility in tree ordinances allows for site-specific factors to come into play. Cities with a community arborist or forester or communities requiring permits with a report written by a qualified consultant can assess these site-specific factors. An appeal process may also be used, however is more likely to be abused and used to override decisions of a City's or other competent specialist.
- Enforcement means that ordinances are enacted in practice. However, when no one is charged with the duty specifically, the job of enforcing tree ordinances is often overlooked.
- "The lack of integration between urban forest management and tree ordinances is probably the most prevalent and serious problem with tree ordinances overall."
- Many communities copy ordinances from each other when there is no cookie-cutter solution for a community.
- While an ordinance may be technically correct, it must have public support to be successful.

[6] Swiecki, T.J., and Bernhardt, E.A. 2001. Guidelines for Developing and Evaluating Tree Ordinances. Page 9. (Online PDF)

# 19. APPENDIX I: METADATA CANOPY METHODS

**Data Sources**

All data used in this project was projected into the NAD 1983 2011 StatePlane Washington North FIPS 4601 Ft US_1 coordinate system before being used in geospatial analyses.

- Bainbridge Island Land Classification
  - BI_LandCover_2015
  - Data provided by City of Bainbridge that was part of the White Paper "Monitoring Ecological Functions with Remote Sensing at Bainbridge Island: Draft Final Report"
    - Prepared for: WA Department of Fish and Wildlife and Washington Department of Ecology
    - Prepared by: Jeffrey J Richardson, University of Washington
    - Prepared as part of the project: Monitoring Ecological Function with Remote Sensing at Bainbridge Island
- Bainbridge Island Parcels
  - Parcels_November_2018
  - Sourced from Gretchen Brown, City of Bainbridge Island GIS Specialist
- Bainbridge Island Zoning
  - Offical_zoning_polygons_nov18_2016 layer
  - Sourced from hosted layer by cobiuser1 on ArcGIS Portal

CITY OF
BAINBRIDGE ISLAND

**Department of Planning and Community Development**

# Memorandum

| | | |
|---|---|---|
| **Date:** | May 7, 2019 | |
| **To:** | City Council | |
| **From:** | Christy Carr, AICP<br>Senior Planner | Jennifer Sutton, AICP<br>Senior Planner |
| **Subject:** | **Arborists' Report -- Tree Resource Code and Policy Recommendations Summary and Staff Evaluation** | |

## Introduction and Key Takeaways

This memorandum provides a summary and evaluation of the document, "*City of Bainbridge Island Tree Resource Code and Policy Recommendations*," completed for the City by a consulting team of arborists and related professionals ("arborists' report").

Specifically, this memorandum (1) summarizes the arborists' report, (2) highlights issues for consideration, (3) provides a staff evaluation of specific recommendations, and (4) outlines potential next steps for the City Council's continued discussion and legislative process for tree regulations. Key takeaways from the staff evaluation include:

- The arborists' report contains a number of valid and valuable recommendations for improving the City's tree code but presents an approach and restructuring that significantly departs from existing regulatory practice.
- There is uncertainty about whether the proposed new approach will generate anticipated effects. Key questions include: Is it a "better" code? If so, for whom? Will more trees be preserved and/or protected? If so, how many and to what degree?
- Due to recent revisions to code applicability, Chapter 16.18 BIMC does not apply to a majority of "clearing like" permits. Given the limited number of clearing permits to which Chapter 16.18 BIMC applies, it is unlikely that the level of effort required to implement the arborists' recommendations is in line with their scope and applicability.
- The canopy cover goals from the 2006 Community Forest Management Plan should be revisited alongside more recent canopy cover data if used in tree regulations. Use of canopy cover for permitting on a site by site level presents technical and administrative challenges.
- The recommended regulatory framework represents a substantial increase in need for assessments, prescriptions, or reports from certified arborists and allied professionals. This will increase permitting costs and turnaround time. Proposed revisions to Chapters 16.18 and 18.15 BIMC include nearly 30 references to requirements for work by a certified arborist.

- The City should consider revisions to Chapters 16.18 and 18.15 BIMC to incorporate correct and consistent terminology and definitions, improve readability of the code, and develop permit assistance materials and other educational resources as recommended. This could be accomplished with relative ease through a fairly minor and straightforward legislative and administrative process.
- The Landmark Tree Ordinance seems to be working but the City should consider discrete modifications to improve its administration and effectiveness.
- The City should consider having a single point of contact for tree-related issues and/or a significantly improved permit review process and outreach strategy.

## Summary of Arborists' Report

The arborists' report generally contains these components:

- Background information including literature review, tree canopy analysis, and goals
- Recommended tree protection strategies
- Identified code concerns
- Specific policy improvement recommendations
- Revised code provisions, including an entirely new Chapter 16.18 BIMC
- Other recommended short- and long-term tasks

Overall, the arborists' report recommends a major shift away from the City's current approach to tree removal – largely based on number and size of trees, prescriptive replacement ratios, etc. – to an approach based on canopy cover goals and tree and canopy function, or ecosystem services. The new regulations would rely on (a) requirements for tree canopy cover established in the City's 2006 Community Forest Management Plan ("CFMP"), (b) tree or tree stand function as determined by use of a new rating form, the Tree Resource Functional Assessment, and (c) a city arborist or municipal forester staff position.

Identified code concerns with past and present versions of various sections of the code, categorized by "practical," "best available science," and "language," are provided in the arborists' report. These focus largely on incorrect and inconsistent use of terminology, difficult readability, and administration of existing code. Other concerns are related to the City's approach rather than specific code provisions.

The arborists' report also provides seven specific policy improvement recommendations ranging from straightforward (Recommendation 1 – Improve tree protection codes) to initiatives with major staff and budget implications (Recommendation 3 – Create the Bainbridge Island Community Forestry Department). Staff analysis of these recommendations is provided below, under Staff Evaluation and Issues for Consideration.

An entirely new version of Chapter 16.18 BIMC is presented. Major highlights include:

New recommended regulatory strategies or approaches include tree replacement (i.e., mitigation) based on tree function rather than quantity; allowing ongoing tree removal and management on any size property through a forest stewardship plan; and allowing off-site tree replacement or in-lieu-fee payment ("substitute mitigation").

New recommended administrative elements include adding reasonable use exception (RUE) and variance procedures; permit assistance flowcharts/worksheets/website resources; using a City-specific tree valuation system; and specifications for tree resource reports.

A new hierarchy of tree removal permits is proposed:

> A **minor tree permit** would be required for any significant tree removal in higher density zoning districts, significant tree removal above established tree removal allowances for developed properties in lower density zoning districts, and most pruning of live tree branches over four inches in diameter. Tree replacement or substitute mitigation is required to compensate for lost resources as determined through the Tree Resource Functional Assessment ("TRFA," see below).
>
> A **major tree permit** would be required *any time* the removal of *any tree* would reduce a parcel below the canopy cover goals established for that parcel's zoning district, for removal of any living landmark tree, and for approval of a forest stewardship plan. Major tree permits require submittal of a TRFA and arborist report and a mitigation plan and tree risk assessment letter, if needed.

The TRFA is a proposed "tree resource classification tool to be used by Certified Arborists or Tree Risk Assessment Qualification (TRAQ) endorsed similar professionals to better assign the correct function of a tree or tree stand within its location." (arborists' report, page 4) It is a detailed rating form very similar to what is used for wetlands. The numerical result of this assessment is then used to classify a tree or tree stand as Landmark, Exceptional, Typical, or Poor, which will drive mitigation to replace realized tree resource function. This is required for all significant tree removal that requires a permit and is a change from how tree replacement is currently calculated via a simple ratio.

Similar to the City's existing code, the arborists' report includes permitting thresholds for significant tree removal allowances; a list of activities allowed without a permit; and monetary penalties for violations.

Overall, the recommended regulatory framework represents a substantial increase in applicability (i.e., need for City review and approval) and need for assessments, prescriptions, or reports from certified arborists and similar professionals. Proposed revisions to Chapters 16.18 and 18.15 BIMC include nearly 30 references to requirements for work by a certified arborist.

## Issues for Consideration

The objective of the arborists' task was to provide recommendations to the City Council for improving the City's municipal code language related to trees with the overall goal of increasing compliance with the code and, as a result, improving and increasing tree conservation and preservation island-wide. To support the City Council's continued discussion of tree regulations, staff evaluated the general approach, specific recommendations, and proposed code language in the arborists' report against whether they would achieve one or more of the following general shortcomings of the existing code as identified and discussed by the arborists and the City Council:

- Code is "unworkable" for average homeowner, which results in low compliance
- Code uses inconsistent and/or incorrect terminology and definitions
- Code is insufficient in its requirements for review by certified arborists and/or other qualified professionals in order to effectively preserve trees on developing properties
- Landmark tree ordinance "unworkable" in its definition of landmark trees and administration
- Code does not reflect current scientific understanding of urban tree canopy or current best practices for preservation and management

The following issues are highlighted for the City Council's consideration:

**Efficacy of current code:** The arborists' report does not answer whether or not the City's current suite of tree-related codes are effective relative to either implementation (use/application of the code) or outcomes (tree protection and preservation). There are no data provided on the number of clearing permits issued or denied, average length of permit processing time, code enforcement actions related to tree removal, nor any input from permit review staff or anecdotal or documented examples of tree resource loss due to ineffective code. There is ample indication from the City Council, through its formation of the ad hoc tree committee in 2014 and passage of the Landmark Tree Ordinance in 2018, that the tree code, over time, has resulted in inadequate protection and preservation of trees. There are a number of reasons why it is challenging to know whether or not the current code is meeting its objectives, including:

- Adopted ordinances based on the ad hoc tree committee recommendations to "fix the code" have effective dates of September 2015, March 2016, and December 2018. The City has no data to measure change (either single tree or canopy cover).
- The Landmark Tree Ordinance has only been in effect since June 2018 (see discussion below).
- The City does not track permitted actions (i.e., the number of trees removed via a clearing permit) or permit revisions/changes in construction activities that result in tree damage or loss.

It is important to measure the current code's effectiveness in terms of implementation (use/application of the code) and outcomes (tree protection and preservation). The "ease of use" of the code may affect a citizen's willingness to comply with the code which, in turn, may have a positive effect on the outcomes. For the most part, however, tree removal by individuals is allowed outright, or at least allowed over time, so whether or not they get a permit may not be the issue. The larger question is likely, "What type of tree removal is allowed?" This question is particularly applicable to specimen, or "landmark" trees, and large-scale clearing of trees to accommodate development.

**Community Forest Management Plan canopy cover goals:** The arborists' report references and, in large part, its recommendations rely on the canopy cover goals established in the City's 2006 Community Forest Management Plan ("CFMP"). The CFMP does not provide a rationale or methodology for its canopy cover goals. The only technical reference is to American Forests, a nonprofit forest conservation organization, which "notes that the potential for overall tree cover in urban areas ranges from 60-80%" and provides that canopy coverage in all land use zones on Bainbridge Island exceeded the goals recommended by American Forests in 2004 (CFMP, page 4). Today, American Forests no longer recommends universal percent tree canopy recommendations since "technology and research have significantly evolved over the past 20 years, leading to a consensus that more nuanced approaches are necessary." The organization still suggests that "a 40-60 percent urban tree canopy is attainable under ideal conditions in forested states" (20-40 percent less than what is cited in the CFMP) (see https://www.americanforests.org/blog/no-longer-recommend-40-percent-urban-tree-canopy-goal/).

It is worth comparing the estimated 2004 percent forest cover and percent canopy cover goals provided in the CFMP with the 2015 actual percent canopy cover provided in the arborists' report:

| Zone | 2004 Estimated | 2006 Goal | 2015 Actual | Change (2004-2015) |
|---|---|---|---|---|
| **R-0.4, R-1, R-2** | 75 | 70 | 65 | -10 |
| **R-2.9 through R-14** | 47 | 50 | 34 | -13 |
| **Neighborhood Centers** | 27 | 35 | 20 | -7 |
| **MUTC/High School** | 24 | 35 | 34 | +10 |
| **Winslow Core District** | 29 | 35 | 30 | +1 |

As can be seen by the 2004 estimated forest cover vs. the 2006 canopy cover goal, the CFMP was more "ambitious" or "aspirational" in the higher density zones – the goals were set to increase the canopy cover even though the plan acknowledged that the City's Comprehensive Plan at the time focused growth in these areas. The goals made two assumptions: (a) that implementation of a new street tree program would result in increased tree canopy in the MUTC/High School, Winslow Core, and Neighborhood Centers zones; and (b) incentives and education would be used to encourage landowners to clear less than fifty percent of the forested areas on their individual properties in the high density residential zones (R-2.9 through R-14). While a street tree program has not been initiated, the forest cover in the MUTC/High School and Winslow Core zones has actually increased between 2004-2015 and decreased just 7 percent in the Neighborhood Centers. (Note: street tree requirements were added to the Winslow Core and neighborhood center design guidelines in 2009 and 2015, respectively.) Without incentive and education programs, canopy cover in the high density residential zones has decreased by 13 percent since 2004, which is the most in any category (the decrease is 8 percent if Point Monroe is removed, see below).

Other nuanced review is helpful. The data are presented in aggregated categories, which both skews and misrepresents results. For example, the "low density residential" category includes the R-0.4, R-1, and R-2 districts with a goal of 70 percent. The 2015 actual percent cover is reported as 65 percent; however, the R-0.4 district has a 2015 actual percent cover of 74 percent – exceeding the goal. Another example is Point Monroe, a sand spit for which the naturally occurring coastal process impedes the establishment of forest cover. Its R-6 zoning district is included in the "high density residential," which has a 35 percent canopy cover goal. The 2015 actual percent cover is only 4 percent. If Point Monroe is excluded from the category, then its actual percent cover rises from 34 to 39 percent. Finally, the 2006 canopy cover goal for the R-0.4, R-1, and R-2 zoning districts (70 percent) is out of sync with the more recent adoption of the aquifer recharge protection area ("ARPA") requirement (up to 65 percent).

While establishing canopy cover goals is an accepted tool for effectively managing forest resources, the City Council may want to consider revisiting those goals from the 2006 CFMP if it chooses to incorporate them into its tree regulations.

**Using canopy cover for permitting:** The arborists' proposed approach includes requiring a major tree permit removal and submittal of a completed TRFA, arborist report, and/or mitigation plan any time tree removal reduces a parcel's tree canopy cover below the canopy cover goal for the zoning district in which it is located. While other jurisdictions (e.g., Seattle) may shift to using canopy cover vs. individual trees as a permitting metric, it is not without controversy or challenge. In Seattle, the tree canopy cover goals for various zones under consideration range from 10 to 33 percent. Bainbridge Island's goals of 35 to 70 percent present a much higher likelihood of permitting and mitigation requirements.

Other considerations relating to using tree canopy coverage on Bainbridge Island include: Most jurisdictions using canopy cover goals are urban and focused more on parcels with relatively fewer trees as compared to Bainbridge Island; canopy cover can be "estimated to generally within 90% accuracy," per the arborists' research, leaving a 10 percent range of error; the approach does not acknowledge parcels already below the goal; data sources can be inconsistent (e.g., air photos vs. LiDAR land cover analysis); data may be old; and canopy cover may not address canopy shared between two parcels. Staff routinely uses available data to estimate tree cover on individual parcels, but it is only a general estimate. Since *any* reduction in tree canopy cover below the goal would trigger permitting requirements, precise estimates become important.

**Substitute mitigation.** Substitute mitigation is included in the arborists' proposed code language to allow off-site planting of replacement trees or in-lieu-fees that would go toward purchasing forested parcels to offset tree resource loss. This approach makes sense in theory, but is not practical,

particularly in the zoning districts in which it is purported to be most applicable (high density residential, neighborhood centers, mixed use town center). There are scant numbers of vacant properties in these zones and, most notably in the neighborhood centers, there is relatively little tree canopy cover. This is also very expensive land. It is unlikely the City's tree fund, even as it is envisioned in the arborists' report, would be sufficient for adequate land acquisition. Off-site tree planting is also likely not feasible because, for example, a property owner will have a hard time convincing another private property owner or a public agency to allow tree replacement on their property. Issues will no doubt arise, including: Who is responsible for the tree's survival? Who has access to the tree for monitoring and maintenance? Is an easement required? What happens when the tree becomes a hazard or blocks a view? For such reasons, substitute mitigation is likely not feasible.

**Level of effort vs. level of impact:** Implementing the recommendations of the arborists' report would have major work plan implications for the City on two levels. First, taking on the recommended policy and code changes in whole represents approximately 18-24 months of work. Second, the proposed permitting approach would be more costly for applicants and more time consuming for all. Moreover, there is not a high level of certainty that the new approach will generate anticipated effects: Is it "better" code? If so, for whom? Will more trees be preserved and/or protected? If so, how many and to what degree?

Due to recent updates in the municipal code, Chapter 16.18 BIMC is no longer the permit pathway for all clearing permits. There is now a "minor critical area permit" in the critical areas ordinance and a "shoreline clearing permit" for the shoreline jurisdiction. In a random sample of clearing permits issued in 2017/2018 (20 percent of 258 total permits), 59 percent were for work done in either the shoreline jurisdiction or critical areas. Moving forward, Chapter 16.18 BIMC will not apply to a majority of "clearing like" permits. Further, Chapter 16.18 BIMC does not apply to trees within designated ARPAs. Given the now limited number of clearing permits to which Chapter 16.18 BIMC applies, it is unlikely that the level of effort required to implement the arborists' recommendations is in line with their scope and applicability.

**Role of certified arborists and similar professionals:** The arborists' report has a heavy emphasis on the role of certified arborists and similar professionals. The report states, "Trees and their parts should only be assessed, evaluated and reported on by verifiable professionals." It also recommends that essentially all technical tree related tasks should be conducted by certified arborists, resulting in an additional 15 instances where one is required in Chapter 18.15 BIMC and nearly 30 instances total throughout all of the proposed code language. Specifically, pruning of live branches over 4 inches requires an arborist's input. This is more restrictive than the critical areas ordinance, which establishes a 6 inch threshold, based largely on potential impacts to slope stability. The requirement to hire consultants to provide evaluations and reports is one of the most common complaints City staff hears from permit applicants. The increased requirement for professionals seems, for the most part, like overreach that may only serve to cost homeowners more time and money.

## Staff Evaluation of Specific Recommendations

**Specific Recommendation 1 – Improve tree protection codes:** The arborists' report provides a number of valid and valuable recommendations and examples of specific language to improve tree protection codes. It is unclear, however, if the code as presented will ultimately protect more trees or preserve more tree canopy and the proposed code leaves unanswered the cost that will be borne by homeowners, permit applicants, and the City to comply with, administer, and enforce the code. Nonetheless, the City should consider revisions to Chapters 16.18 and 18.15 BIMC to incorporate correct and consistent terminology and definitions, improve readability of the code, and develop permit

assistance materials and other educational resources, such as the "Dead and Emergency Tree Checklist" and the "Tree Removal Flowchart."

**Specific Recommendation 2 – Limit performance of tree activities to verified professionals:** The proposal to stipulate that a certified arborist or other similar professional shall complete all tree related tasks is a perceived overreach. The City should consider where professional input would be most valuable to both its staff and the permit applicant without creating undue burden on either.

**Specific Recommendation 3 – Create a Bainbridge Island Community Forestry Department:** This level of specialization is likely out of place within the City's organizational structure. While preservation of trees is a community value supported by the policies and goals of the City's Comprehensive Plan, to date the City has not established an entire department to implement a single set of policies and goals. Historically, the Department of Planning and Community Development has included specialized staff (e.g., shoreline stewardship planner, natural resource planner). The City should consider having a single point of contact for tree-related issues and/or a significantly improved permit review process and outreach strategy. It is interesting to note, however, that the single reference to this subject in the arborists' report literature review found a designated department and/or person to be statistically insignificant in determining tree canopy cover within a jurisdiction: "… if a county establishes a department and/or person who is responsible for the management of a county's trees, the county is expected to lose tree canopy equal to 5.65 percent of the county land area during the ten year period over and above the change had they not established a management entity during that time." The study found that a suite of factors, some more so than others, contribute to a jurisdiction's tree canopy (see Hill, et. al. 2004).

Alternatively, the City could have an on-call arborist, an approach currently used by the cities of Medina and Woodinville (both of which have landmark/heritage tree regulations). Of the 16 other Puget Sound jurisdictions with a landmark/heritage tree regulation, six of them have on-staff arborists, although not all of them are full time employees, housed within a planning department, or focused only on tree regulations.

**Specific Recommendation 4 – Implement the Tree Resource Functional Assessment:** The City should not implement the Tree Resource Functional Assessment ("TRFA"). While this comprehensive approach to tree functional assessment may be applicable in limited cases, it is unnecessary for the effective implementation of Chapter 16.18 BIMC. It has not been calibrated, field-tested, or peer reviewed to the degree it should be prior to incorporating into the City's code. Wetland rating forms, upon which the TRFA appears to be principally based, took several years to develop, were field-tested at over 100 sites, include a 100+ page user's guide, and require a 2-day training class to use.

Tree diameters and their associated permitting thresholds are well-established and familiar in the community, can be determined by a homeowner at no cost, and are a practical and consistent means to determine permitting and tree replacement requirements. The TRFA will be an added cost for permit applicants and an added component to permit review. Wetland rating forms, for example, can take several hours of staff time to review. Further, a number of clearing permits, and the majority of landmark tree permits issued to date, have not required mitigation, so using the form to determine mitigation is not needed. To address the "right tree, right place" – and right number of trees – commonsense approach to mitigation, the City may want to consider allowing some discretion when determining tree replanting requirements.

**Specific Recommendation 5 – Modify Tree Resource Fund Code:** Chapter 3.39 BIMC, Tree Fund, does not need modification. It should remain in Title 3 BIMC, Revenue and Finance, where other City funds are established and articulated, and continue to be administered by the Finance Department. The

current language of Chapter 3.39 BIMC is written broadly enough that it can support any likely revisions to the City's tree-related codes.

**Specific Recommendation 6 – Modify Landmark Tree Ordinance ("LTO") language and designation methodology:** Based on a review of the landmark tree permits issued to date and conversations with permitting staff, the LTO seems to be working if its intent is to (a) raise awareness of the value of landmark trees, (b) discourage tree removal to accommodate development, (c) provide some level of review before a landmark tree is removed, and (d) require replanting when some types of landmark tree removal occurs.

To date, 26 landmark tree permits have been issued, resulting in the removal of 36 landmark trees. The majority (17, or 65 percent) have been hazard trees, and seven (27 percent) were approved to allow reasonable use of a property. While every permit submitted to date has resulted in the approved removal of one or more landmark trees, there are two landmark tree permits currently under review that will likely be denied; that is, the landmark tree will not be removed. Further, anecdotally, it appears that people are approaching site design so as to avoid removal of landmark trees if there is a feasible alternative – perhaps the greatest benefit of the ordinance.

The majority of Puget Sound jurisdictions with some sort of heritage/landmark tree regulations use size only or a combination of size and species to define these types of trees. Several jurisdictions add additional required characteristics, such as healthful vigor for its age and species; not being considered a significant risk in regard to existing utilities and structures; having no visual structural defects that cannot be mitigated; and an expectancy that the tree will remain viable for a specific time period.

The City should consider some discrete modifications to the LTO to improve its administration and effectiveness. These include: establishing criteria around what constitutes "reasonable use;" including surety, maintenance, and monitoring requirements when replanting is required; allowing some discretion when determining tree replanting requirements based on existing site conditions; refining the list of landmark trees; and possibly adding some additional characteristics for defining landmark trees beyond size and species.

**Specific Recommendation 7 – Improve Actionable Policy Related to Tree Management:** The final recommendation essentially proposes to create an urban forestry program with work plan items ranging from writing a climate resiliency policy, revising the 2008 Open Space Plan, updating the Community Wildlife Action Plan, and updating the Street Design Manual (presumably the Design and Construction Standards and Specifications), among others. While stated differently, and not specifically assigned to an urban forester or consulting arboricultural professional, the Comprehensive Plan and its implementation work plan cover much of this ground. The City should revisit its 2006 Community Forest Management Plan within the context of the 2016 Comprehensive Plan to identify gaps, inconsistencies, and the recommendations not yet pursued that the City Council may want to formally pursue.

## Potential Next Steps

The arborists' report contains a number of valid and valuable recommendations for improving the City's tree code but presents an approach and restructuring that is out of scale with their scope and applicability. Ultimately, City staff is seeking guidance and direction from the City Council about next steps for tree regulations, ranging from a complete overhaul as recommended in the arborists' report, to a more tactical approach addressing specific, discrete revisions that will result in workable, effective code, as recommended by staff.

At a minimum, staff recommends:

- Developing a new ordinance to revise Chapters 16.18 and 18.15 BIMC to incorporate correct and consistent terminology and definitions, improve readability of the code, and make minor modifications to the LTO (Chapter 18.32 BIMC);
- Developing permit assistance materials and other educational resources; and
- Having a single point of contact for tree-related issues.

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 30 Minutes

**AGENDA ITEM:** (7:40 PM) Sustainable Transportation Plan Update - Public Works,

**SUMMARY:** This update will focus on reviewing the Draft Community Engagement Plan and Project Work Plan.

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

**RECOMMENDED MOTION:** Discussion only.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

| **FISCAL IMPACT:** | |
|---|---|
| **Amount:** | N/A |
| **Ongoing Cost:** | |
| **One-Time Cost:** | |
| **Included in Current Budget?** | |

**BACKGROUND:** This biweekly update to the Council on the status of the Sustainable Transportation Plan will focus on a review of a draft Community Engagement Plan, and review of the Project Work Plan.

Nelson Nygaard produced a draft of the Community Engagement Plan. City staff requests Council review and affirmation regarding the direction of the Plan.

**ATTACHMENTS:**

BAINBRIDGE STP_Engagement Plan Slides_20200225.pdf

Visual Work Plan 20200211

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

City of Bainbridge Island

# Sustainable Transportation Plan

## *Council Update*

Presenting Today:
Jennifer Wieland, Nelson\Nygaard
Susan Hayman, EnviroIssues

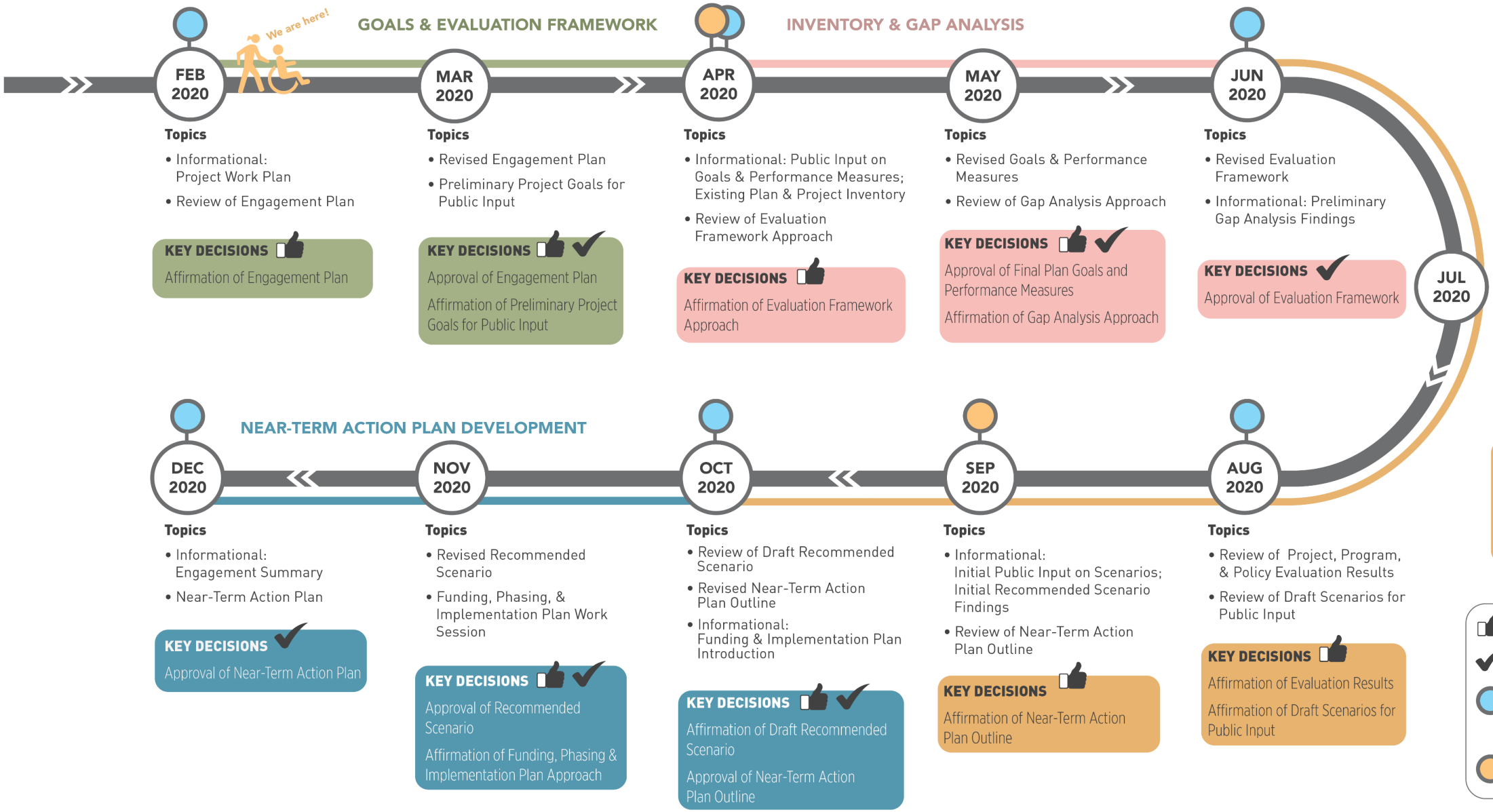


February 25, 2020



NELSON NYGAARD

# COUNCIL MEETING TOPICS AND MILESTONES



# COMMUNITY ENGAGEMENT GOALS

- Build awareness of how and when to be involved, and how input will inform City decisions
- Provide meaningful, accessible, and equitable opportunities for engagement
- Grow relationships around sustainable transportation and alignment with other City efforts
- Develop public understanding of project constraints and set realistic expectations about possible outcomes



# SPECTRUM OF PARTICIPATION

## Increasing impact on decisions

- Inform
- Consult
- Involve
- Collaborate

INCREASING LEVEL OF PUBLIC IMPACT

| | INFORM | CONSULT | INVOLVE | COLLABORATE | EMPOWER |
|---|---|---|---|---|---|
| PUBLIC PARTICIPATION GOAL | To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions. | To obtain public feedback on analysis, alternatives and/or decisions. | To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered. | To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution. | To place final decision making in the hands of the public. |
| PROMISE TO THE PUBLIC | We will keep you informed. | We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influencedthe decision. | We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision. | We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible. | We will implement what you decide. |

Adapted IAP2 Spectrum of Public Participation

© IAP2 International Federation 2014. All rights reserved.

# TOOLS TO INFORM

## Project webpage, pop-up events



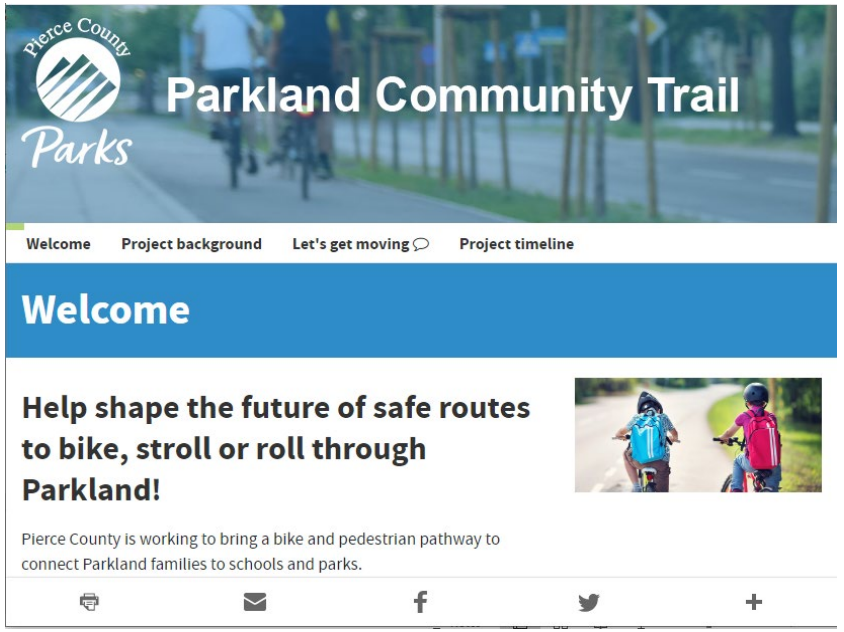





# TOOLS TO CONSULT AND INVOLVE

## Community open house or workshop, online open house, outreach-in-a-box






# TOOLS TO COLLABORATE

## Stakeholder Transportation Task Force, Technical Advisory Team



# KEY AUDIENCES

## Over 75 entities identified to date

- Advisory groups
- Community organizations
- Businesses representatives and major employers
- Schools and childcare providers
- Conservation organizations
- Elected officials
- Tribal leaders and members
- Departments and agencies
- Media outlets

**What are the best tools to notify the groups with whom you work?**

# IMMEDIATE NEXT STEPS

## February and March focus areas

- Select and convene Task Force
- Hold first Technical Advisory Team meeting
- Finalize public involvement plan
- Complete review of existing plans, data, and background information
- Begin initial inventory analysis
- Develop preliminary goals for community review



# THANK YOU!

NELSON NYGAARD

**Jennifer Wieland, Principal**

206-576-3938

jwieland@nelsonnygaard.com

CITY OF BAINBRIDGE ISLAND

# BAINBRIDGE ISLAND SUSTAINABLE TRANSPORTATION PLAN
# CITY COUNCIL MEETING TOPICS & TENTATIVE MILESTONES

## GOALS & EVALUATION FRAMEWORK

### FEB 2020

**Topics**

- Informational: Project Work Plan
- Review of Engagement Plan

**KEY DECISIONS**

Affirmation of Engagement Plan

### MAR 2020

**Topics**

- Revised Engagement Plan
- Preliminary Project Goals for Public Input

**KEY DECISIONS**

Approval of Engagement Plan

Affirmation of Preliminary Project Goals for Public Input

## INVENTORY & GAP ANALYSIS

### APR 2020

**Topics**

- Informational: Public Input on Goals & Performance Measures; Existing Plan & Project Inventory
- Review of Evaluation Framework Approach

**KEY DECISIONS**

Affirmation of Evaluation Framework Approach

### MAY 2020

**Topics**

- Revised Goals & Performance Measures
- Review of Gap Analysis Approach

**KEY DECISIONS**

Approval of Final Plan Goals and Performance Measures

Affirmation of Gap Analysis Approach

### JUN 2020

**Topics**

- Revised Evaluation Framework
- Informational: Preliminary Gap Analysis Findings

**KEY DECISIONS**

Approval of Evaluation Framework

### JUL 2020

## PROJECT, PROGRAM, & POLICY IDENTIFICATION

**Topic**

- Review of Gap Analysis Findings
- Informational: Preliminary Review of Project, Program, & Policy Identification
- Review of Scenario Development Approach
- Multimodal Level of Service Work Session

**KEY DECISIONS**

Affirmation of Gap Analysis Findings

Affirmation of Scenario Development Approach

### AUG 2020

**Topics**

- Review of Project, Program, & Policy Evaluation Results
- Review of Draft Scenarios for Public Input

**KEY DECISIONS**

Affirmation of Evaluation Results

Affirmation of Draft Scenarios for Public Input

### SEP 2020

**Topics**

- Informational: Initial Public Input on Scenarios; Initial Recommended Scenario Findings
- Review of Near-Term Action Plan Outline

**KEY DECISIONS**

Affirmation of Near-Term Action Plan Outline

### OCT 2020

**Topics**

- Review of Draft Recommended Scenario
- Revised Near-Term Action Plan Outline
- Informational: Funding & Implementation Plan Introduction

**KEY DECISIONS**

Affirmation of Draft Recommended Scenario

Approval of Near-Term Action Plan Outline

## NEAR-TERM ACTION PLAN DEVELOPMENT

### NOV 2020

**Topics**

- Revised Recommended Scenario
- Funding, Phasing, & Implementation Plan Work Session

**KEY DECISIONS**

Approval of Recommended Scenario

Affirmation of Funding, Phasing & Implementation Plan Approach

### DEC 2020

**Topics**

- Informational: Engagement Summary
- Near-Term Action Plan

**KEY DECISIONS**

Approval of Near-Term Action Plan

Council Affirmation

Council Approval

Sustainable Transportation Task Force (STTF)

Technical Advisory Team (TAT)

Community Outreach

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:10 PM) Sustainable Transportation Plan Task Force Member Appointments - Public Works,

**SUMMARY:**
Following the January 31, 2020 Sustainable Task Force Member solicitations, City Council liaisons have produced a list of candidates for Council consideration.

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

**RECOMMENDED MOTION:** I move to appoint the applicants listed on the attached Applicant Matrix as Sustainable Transportation Task Force Members for a term that will terminate when the Sustainable Transportation Task Force is dissolved by the City Council.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

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

**BACKGROUND:** Solicitations for the Sustainable Task Force (STTF) closed on January 31, 2020. Mayor Schneider and Councilmembers Deets and Medina were appointed by the Council as liaisons to the STTF and tasked with bringing a shortlist of candidates to the Council for review and approval. The Sustainable Task Force liaisons recommend the applicants listed on the attached Applicant Matrix as Sustainable Transportation Task Force Members.

**ATTACHMENTS:**

Applicant Matrix

Sustainable Transportation Task Force (Redacted Applications).pdf

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

| First Name | Last Name | Specialized Experience | Residence Location (**N**orth, **C**entral, **S**outh) | Community Group Rep | Transportation User Type Rep | Underserved Poulation Rep | Youth Rep |
|---|---|---|---|---|---|---|---|
| Melissa | Bang-Knudsen | | **N** | | ✓ | | |
| Bart | Berg | | **C** | | ✓ | | |
| James | Cash | | **N** | | | ✓ | |
| Greg | Dronkert | ✓ | **S** | | | | |
| Brenda | Fantroy-Johnson | | **N** | | | ✓ | |
| Ruth | Flanagan | | **C** | ✓ | ✓ | | |
| Helaine | Honig | ✓ | **C** | | | | |
| Kim | Leatham | ✓ | **S** | ✓ | | | |
| Susan | Loftus | | **S** | ✓ | | | |
| Alyse | Nelson | ✓ | **C** | | | | |
| Emily | Reardon | ✓ | **C** | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| David | Reynolds-Gooch | | **N** | ✓ | ✓ | | |
| Kirk | Robinson | | **N** | | ✓ | | |
| James | Rufo-Hill | ✓ | **N** | | | | |
| Barbara | Tolliver | | **C** | ✓ | | | |
| Robert | Weschler | | **C** | | ✓ | | |
| Jonathan | Williams | ✓ | **N** | | ✓ | | |
| Don | Willott | ✓ | **C** | ✓ | ✓ | | |
| Barbara | Zimmer | ✓ | **S** | ✓ | | | |
| Hold for (2) High School Students | | | | | | | ✓ |

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Tuesday, January 14, 2020 2:14:17 PM

# City 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 | Paul M Aussendorf |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Tour Bainbridge, Bainbridge Island Football Club, Transportation Research Board |
| Current Position | Tour Guide, Soccer Coach, Transportation Analyst |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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 | I have 34 years experience with the Government Accountability Office (GAO), leading research projects on transportation finance, competition policy, and environmental sustainability |

| | |
|---|---|
| appointment (skills, activities, training, education) if any: | across all modes--rail, roads, air, and transit. For over 20 years I have served on the National Academy of Science's Transportation Research Board, including as Chair of the Aviation Economics and Forecasting Committee, and currently on two cooperative research oversight panels. I have a masters degree in finance from the University of Wisconsin (Milwaukee) and credentialed as a Certified Management Accountant (CMA) and Certified Government Financial Manager (CGFM). |
| Please share your community interests (groups, committees, organizations) if any: | Now retired, I want to serve my community to make it a more livable and vibrant community. I am an active hiker and past bike and bus commuter. I also work part time as a local guide on the island. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | City Website |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Thursday, January 30, 2020 11:43:25 AM

# City 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 | Melissa Bang-Knudsen |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Self |
| Current Position | Mother |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | As a mother of two, I drive around this island all day. I have no formal training, skills, or education for this appointment, but I am an avid user of transportation and would really like to chime in on |

| | |
|---|---|
| activities, training, education) if any: | my experiences and represent the driving caregivers of the island.<br><br>I take pride in my ability to hear many sides of an issue before making a judgment or desicion. I think my lack of formal education on this subject could be a welcome voice in this task force, representing the average Islander. |
| Please share your community interests (groups, committees, organizations) if any: | I am on board with making our community better, especially when talking about transportation and environment. I am interested in affordable housing and the transportation needs that come with this. I am thrilled Bainbridge Island is asking for community help. I look forward to the chance to be a part of making this island better, now, and for the future. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| 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:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, January 31, 2020 1:02:36 PM

# City 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 | Bart Berg |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Bart Berg Landscape |
| Current Position | landscape architect |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | Landscape Architect focused on Bainbridge. Lifelong resident |

| | |
|---|---|
| activities, training, education) if any: | |
| Please share your community interests (groups, committees, organizations) if any: | Friends of the Farms ( 12 years on the board) - built the trail through the Public Farmland connecting Day Rd and Lovgreen<br><br>BIPRD Trail Advisory Co. for 25 years |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | *Field not completed.* |
| Other | Friend on the co. |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Monday, January 13, 2020 12:34:02 AM

# City 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 | Paul Brisson |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | T-Mobile |
| Current Position | Technology Product & Program Management |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | Well versed in the many assets, modes, and functions of mobility/transportation. Led the insights and analytics for the Amazon Sustainability electrical vehicle pilot program in North |

| | |
|---|---|
| activities, training, education) if any: | America and Europe. Led several programs and special projects for Amazon Logistics in Canada and North America.<br><br>Have spent nearly a decade consulting or leasing in the space of how to more efficiently move people and things from Point A to B.<br><br>Extensive consulting background with not for profit organizations, small businesses, and large enterprises. |
| Please share your community interests (groups, committees, organizations) if any: | Most of my interests are focused on youth, family programs, and how to build a stronger community.<br><br>Assistant Coach & BOD, Bainbridge Wrestling<br>Organizer, ShelterNowBainbridge<br>Actively attending Rotary Luncheons<br>Chaplain, Bainbridge Masons<br>President, Bainbridge Island Masonic Center<br>Active with National Eagle Scout Association |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | My Wife brought it to my attention. |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Saturday, January 11, 2020 1:53:55 PM

# City 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 | James Cash |
| 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 City advisory groups (select all that apply): | Salary Commission (7 positions), Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | CFAC-2017/18, 2019/20; Infrastructure<br>Ballot Measure Task Force 2018 |
| Please share your qualifications for this appointment (skills, | Former Buyer, City of Santa Ana (CA); Former Supervisor, Stores and Properties - City of Long Beach Gas Dept. (CA); Former Operations Manager, Nonprofit Charity, Moma*s Kitchen, |

| | |
|---|---|
| activities, training, education) if any: | San Diego, CA; Community Organizer; Certified Purchasing Manager (National Certification); Liaison and Lecturer on Minority/Women/Disadvantaged Owned Businesses in Government Contracting. |
| Please share your community interests (groups, committees, organizations) if any: | Kitsap County Homeless Services Grant Advisory Committee (2017-2019); Kitsap County Council for Human Rights (2019-21); Pride Foundation Scholarship Evaluation Committee (2012-present); GSBA Scholarship Evaluation Committee (2007-present); Thurgood Marshall Foundation Scholarship Evaluator (2018-19); Kitsap County VFW Scholarship Judge (2019); Community Theater (various organizations); Bainbridge Pride (2017-18); Human Rights Campaign Volunteer (2018); |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | City Website |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Thursday, January 9, 2020 4:49:35 PM

# City 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 | john decker |
| Email | |
| Phone | |
| Address | |
| City | Rollingbay |
| State | WASHINGTON |
| Zip | 98061-0687 |
| Current Employer | Self Employed |
| Current Position | Owner, Architect. |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | Island Center Planning Commission |
| Please share your qualifications for this appointment (skills, | Bainbridge resident; driver, biker, walker. Father of two teen age boys on the island. Licensed practicing Architect. |

| | |
|---|---|
| activities, training, education) if any: | |
| Please share your community interests (groups, committees, organizations) if any: | Frequent user of road ends around the island for kayak access to the water, avid fisherman, bird watcher, Bainbridge Island youth soccer involvement since 2007, Island Center Planning Commission, sustainable development advocate. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | list serve email |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Wednesday, January 29, 2020 11:09:30 AM

# City 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 | Greg Dronkert |
| Email | |
| Phone | |
| Address | 3566 Crystal Srpings Dr NE |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Mobility for All |
| Current Position | President and Board Chair |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | Greg is the founder and President of Pacific Mobility Group, Inc. a family of land and marine transportation, travel and service companies that serve government, private industry and direct |

| | |
|---|---|
| activities, training, education) if any: | consumers.<br><br>Greg is an engineering graduate of the California Maritime Academy and sailed in licensed positions in both the deck and engineering departments before progressing through senior and executive management positions ashore.<br><br>Over the years Greg has served as President & COO of HMS Ferries, Director of the Alaska Marine Highway System, President & CEO of Glacier Bay Cruiseline, and Vice President & General Manager of Alaska Ship and Drydock<br><br>Greg attended the University of Washington's Marine Transportation and Port Planning program and has an MBA in Shipping and Logistics from Middelsex University.<br><br>Greg is a subject matter expert in electric and autonomous vehicles and mobility systems.<br><br>Local (Bainbridge Island) business Greg owns/operates include:<br><br>PacWesty www.pacwesty.com<br>EV Works www.evworks.us<br>Pacific Marine Group |
| Please share your community interests (groups, committees, organizations) if any: | Greg is the president and board chair of Mobility for All, a community focussed non-profit working to advance mobility solutions that improve people's lives. Solutions must be: Safe, Reliable, Sustainable, and Accessible.<br><br>Mobility for All's mission is to:<br>• Minimize reliance on single occupancy vehicles and increase shared-use alternatives.<br>• Champion zero emission modes.<br>• Foster interconnectivity of all modes of travel/transportation (i.e. pedestrian, bicycle, vehicle, transit, ferry, rail, and other).<br>• Advocate for and support existing (local and regional) transit operations.<br>• Work for equity in mobility and tailor solutions to suit the communities served.<br>• Inform and educate.<br>• Behave as an example of cooperation and effective community engagement.<br>• Deliver solutions.<br><br>One of Mobility for All's projects is the introduction of an electric circulator shuttle that connects Bainbridge Downtown core with the Bainbridge Mobility Hub (aka: Ferry Terminal).<br><br>Mobility for All is also evaluating other first/last mile connections to transit as well as a community Co-Op car share program. |

| | |
|---|---|
| | Other board members are:<br><br>Wendy Clark-Getzin – Vice President<br>Michael Rimoin – Secretary<br>Bruce Agnew – Treasurer<br>Alejandro Henao |
| Feel free to attach your resume (optional): | |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Notify Me |
| Other | I have also been following the process |

Email not displaying correctly? View it in your browser.

## PROFESSIONAL EXPERIENCE

**Founder & President** 1/18 – Present
Pacific Mobility Group, Inc., Bainbridge Island, Washington

**President & COO – HMS Ferries, Inc.** 12/11 – 4/18
HMS Global Maritime, Inc., Bainbridge Island, Washington

**Vice President – West Coast Operations** 1/06 - 11/11
HMS Global Maritime, Inc., Bainbridge Island, Washington

**President** 1/00 - 12/05
Pacific Marine Group, Inc., Bainbridge Island, Washington

**President & CEO** 3/01 - 9/02
**Vice President Operations** 9/97 - 1/00
Glacier Bay Cruiseline, Seattle, Washington

**Principal / Senior Consultant** 1/95 - 9/97
Pacific Marine Technical Services, Juneau, Alaska / Seattle, Washington

**Director, Alaska Marine Highway System** 1/94 - 1/95
**Marine Facilities Superintendent** 4/93 - 1/94
Alaska Department of Transportation, Juneau, Alaska

**Vice President & General Manager** 1/90 - 1/92
Ketchikan Shipyard Inc., Ketchikan, Alaska

**Operations Manager / Port Engineer / Chief Engineer / Mechanic** 6/84 - 1/90
Zidell Inc. and Crowley Maritime Corp.

## CREDENTIALS

**B.S. Marine Engineering Technology**
California Maritime Academy, Vallejo, California 1984

**U.S. Coast Guard License, Third Assistant Engineer**
Steam and Motor Vessels, Unlimited Horsepower 1984

**U.S. Coast Guard License, 100 ton Ocean Operator**
Motor and Auxiliary Sail Vessels 1986

**Lieutenant, United States Naval Reserve**
Commissioned 1986
Honorable Discharge 1993

## ADVANCED STUDIES

**Marine Transportation Management, Port Planning and Development** 9/92 - 3/93
Advanced Studies, University of Washington, School of Marine Affairs

**Master of Business Administration, Shipping & Logistics (Degree)** 2013-2015
Middlesex University Business School, London

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Thursday, January 30, 2020 6:13:53 PM

# City 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 | Joe Edgell |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | U.S. EPA |
| Current Position | Attorney-Adviser |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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 previously chaired the City of Takoma Park, Maryland's transportation committee. The committee, dubbed the Safe Roadways committee, was tasked with advising "the City Council |

| | |
|---|---|
| activities, training, education) if any: | on transportation-related issues including, but not limited to, pedestrian and bicycle facilities and safety, traffic issues, and transit services [and to] encourage Takoma Park residents to use alternatives to driving, including walking, bicycling, and transit."<br><br>In my role as committee chair, I helped guide the committee to recommendations on bike sharing, roundabouts, traffic flow, sidewalks, bicycles, traffic studies, snow clearing, and other issues.<br><br>In addition to my transportation-related service, I also chaired the Task Force on Environmental Action, which was tasked with recommending ways of improving environmental activities to the City Council. Among those recommendations were several involving transportation-related issues.<br><br>I commute daily by foot, bike, or bus, and am a keen study on transportation issues on The Island. I also am a driver, so can related to the issue. |
| Please share your community interests (groups, committees, organizations) if any: | Member of Bainbridge Land Trust<br>Donator to food banks on the island<br>Interested in local politics. |
| Feel free to attach your resume (optional): | |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | A friend |

Email not displaying correctly? View it in your browser.

# Joseph Edgell

## EXPERIENCE OVERVIEW

- Environmental law
- Team player
- Enforcement & compliance
- Federal, state, and local legislation
- Real estate
- Process improvement & problem-solving focus
- Management and leadership
- FOIA & eDiscovery
- Federal Indian law
- Electronic reporting & recordkeeping
- Collaborative self-starter
- Criminal & civil litigation

## U.S. ENVIRONMENTAL PROTECTION AGENCY

April 2004 – Present

### President & Senior Vice-President (Detail)

National Treasury Employees Union, Chapter 280, Washington, DC

Negotiate labor and employment issues with senior agency officials. Represent attorneys and scientists at EPA in all matters affecting their employment including grievances, discipline, performance, and other labor-related matters. Handle administrative litigation including unfair labor practice claims. Responsible for chapter management.

### Attorney-Adviser

Office of General Counsel, Cross-Cutting Issues Law Office, Washington, DC

Counselor on Indian law, enforcement, legal technology, and other issues. Duties included environmental law in "Indian country," legislative matters, litigation, jurisdiction, enforcement, law clerk hiring and mentoring, negotiating with tribal governments, and other duties. Also served periodically as Acting Assistant General Counsel/Practice Group Leader and taught legal ethics and technology courses.

### Legislative Fellow, Brookings Legis Congressional Fellowship (Detail)

U.S. House of Representatives, Washington, DC

Handled legislative and constituent matters regarding energy, commercial space travel, Department of the Interior, National Oceanic and Atmospheric Administration, environment, transportation, and defense. Drafted legislation, policy position papers, speeches, and constituent correspondence. Worked directly with Congressman, Legislative Director, and other congressional offices. As a secondary duty, assisted with press releases and video production. Drafted the Endocrine-Disrupting Chemicals Exposure Elimination Act of 2011 (H.R. 2521) and the Trash Reduction Act of 2011 (H.R. 1628). Arranged meeting regarding commercial launch company access to military launch contracts.

### Special Assistant to the Assistant Administrator (Detail)

Office of Enforcement & Compliance Assurance, Washington, DC

Advised the Assistant and Deputy Assistant Administrators on various legal, policy, and legislative matters. Reviewed, analyzed, and edited congressional correspondence, legal memoranda, and other documents prior to signature by the Assistant and Deputy Assistant Administrators. Managed multiple high-priority project deadlines. Reviewed and cleared settlement agreements. Served as liaison to subordinate offices. Managed and executed national Senior Enforcement Managers' Meetings. Drafted Assistant Administrator speeches and presentations.

## NISQUALLY INDIAN TRIBE

August 2001 – March 2004

### Attorney

Nisqually Indian Reservation, WA

Managed legal department budget, hiring, and workload. Advised on all areas of law. Drafted and edited legislative code, resolved issues of criminal and civil jurisdiction, litigated environmental and land use cases, and advised on a myriad of other matters including real estate, contracts, and grants. Negotiated intergovernmental agreements on taxation and criminal jurisdiction. Collaborated with state legislators to advance Tribe-supported legislation.

# Joseph Edgell

## U.S. ARMY RESERVE, 22D LEGAL SUPPORT ORGANIZATION

October 2000 – December 2002

### Senior Defense Counsel

Fort Lawton, Seattle, WA

Supervised and managed office with authorized strength of eight attorneys and two support staff. Defended clients in all types of criminal and personnel matters. Responsible for region covering Western Washington, Oregon, & Alaska.

## PUYALLUP TRIBE OF INDIANS

October 1998 – March 2001

### Attorney

Puyallup Indian Reservation, WA

Counseled on real estate, environment, natural resources, water rights, energy, and Indian law issues arising under federal, state, and tribal laws. Negotiated extensively with other tribes, the State of Washington, and the United States to restore anadromous fish runs and address habitat and pollution concerns. Handled legislation, administrative litigation of environmental problems, purchase and sale of real property, land use, and jurisdiction.

## U.S. ARMY JUDGE ADVOCATE GENERAL'S CORPS

September 1992 – September 1998

### Defense Counsel

U.S. Army Trial Defense Service, Fort Stewart Field Office, Fort Stewart, GA

Defended clients in felony and misdemeanor jury and judge-alone trials covering all aspects of criminal law. Cases included rape, assault, interstate drug trafficking, larceny of government funds, bad checks, and other subject areas. Represented clients in administrative discharge hearings.

### Environmental & Real Property Law Counsel

Headquarters, U.S. Army Materiel Command, VA

Primary legal advisor to headquarters staff and 40 field-environmental attorneys. Advised Command on various environmental law matters. Contributed text and edits to The Illinois Land Conservation Act (Public Law 104-106), which created the Midewin National Tallgrass Prairie. Worked closely with Department of the Army Office of General Counsel on politically-sensitive Base Realignment and Closure issues. Coordinated with the United States Department of Justice litigating cases. Taught continuing legal education courses on various environmental and computer-related subjects. Advised on computer law issues including computer security, computer ethics, and limited copyright issues.

### Military Prosecutor

U.S. Army, Fort Lee, VA

Prosecuted crimes before military tribunals and juries. Advised law enforcement officials and military commanders on all aspects of criminal law. Taught classes on search and seizure, 5th Amendment, and other criminal-law issues.

### Special Assistant United States Attorney

Eastern District of Virginia at Fort Lee, VA

Supervised civilian prosecution program and prosecuted civilian crimes. Negotiated informal agreement with Richmond United States Attorney's Office to obtain felony jurisdiction for Fort Lee prosecutors. Advised law enforcement officials on all aspects of federal and state crimes.

### Environmental & Administrative Law Counsel

U.S. Army, Fort Lee, VA

Primary environmental attorney responsible for all environmental laws. Also provided legal advice on government ethics, procurement/government contracting, military personnel law, real property law, the Freedom of Information Act, the Privacy Act, and administrative law matters. Taught environmental law to new commanders.

# Joseph Edgell

## DEGREES

American University, Washington College of Law
Washington, DC
J.D., May 1992

University of Washington
Seattle, WA
B.A., Political Science, June 1989

## COURT & BAR ADMISSIONS

United States Supreme Court
Washington Supreme Court
Oregon Supreme Court
U.S. Army Court of Criminal Appeals
Washington State Bar Association
Oregon State Bar Association

## HONORS, SPEECHES, & ARTICLES

Eagle Scout. Extensive speaking and writing experience. Lists of speeches, lectures, articles, awards, or references provided upon request.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, January 10, 2020 10:43:46 AM

# City 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 | Brenda Fantroy-Johnson |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge |
| State | WA |
| Zip | 98110 |
| Current Employer | AT&T |
| Current Position | Security Risk Manager |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | Race Equity Task Force |
| Please share your qualifications for this appointment (skills, | I am a resident of Bainbridge. I am interested in helping shape the transportation. |

| | |
|---|---|
| activities, training, education) if any: | |
| Please share your community interests (groups, committees, organizations) if any: | Race Equity Task Force<br>Multicultural Advisory Council<br>Inter-Faith Council |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | City Website |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Tuesday, January 14, 2020 6:41:25 PM

# City 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 | Kevin Fetterly |
| Email | |
| Phone | |
| Address | |
| City | BAINBRIDGE ISLAND |
| State | WA |
| Zip | 98110-1165 |
| Current Employer | Apria Technology |
| Current Position | Engineering Manager |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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 have worked directly on Mass Transportation as an Engineer for SFBART. I am very proud of the significant system 150 mile system built. As a Council Candidate, I have also promoted for |

| | |
|---|---|
| activities, training, education) if any: | COBI action on a system road shoulder, bike lanes, sidewalks and trails.<br><br>As an Engineer, I will look at realistic and economical solutions to our transportation needs. |
| Please share your community interests (groups, committees, organizations) if any: | Kitsap Habitat for Humanity laborer. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | City Website |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, January 10, 2020 3:59:34 PM

# City 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 | IRA M FIELDING |
| Email | |
| Phone | |
| Address | |
| City | BAINBRIDGE ISLAND |
| State | WA |
| Zip | 98110 |
| Current Employer | Retired Physician |
| Current Position | Retired physician |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | As a physician I have extensive experience evaluating difficult problems and devising the most efficient and beneficial solutions. Having lived on the island for over 20 years I have seen the |

| | |
|---|---|
| activities, training, education) if any: | growth of the problems of traffic and difficulties in in an area highly reliant on automobile transportation. As a senior I'm understand the limitations of alternative vehicles such as bicycles. As a board member for Group Health and the Permanente Medical Group I have experience in organizational activities and structured meetings. |
| Please share your community interests (groups, committees, organizations) if any: | Former president and board member, Congregation Kol Shalom. Former Director, Group Health Foundation. Board of Directors, Group Health Cooperative and Group Health Options. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Notify Me |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Tuesday, January 21, 2020 1:21:32 PM

# City 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 | Ruth Flanagan |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Bainbridge Is Senior/Community Center |
| Current Position | Board Member |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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 a board member of of the Bainbridge Is Senior/Community Center and have been for 12 years. I depend on public transportation myself, and I see how it affects my friends and |

| | |
|---|---|
| activities, training, education) if any: | colleagues. I have writing, editing and publishing experience. I am also a clear communicator. |
| Please share your community interests (groups, committees, organizations) if any: | I participate in many groups and organizations at the Senior Center, including the marketing committee, a writing group, the "out-to-lunch bunch," and more. Beyond the Senior Center, I have been involved in tenant activities at Winslow Arms. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | I was encouraged to apply by the Senior Board boar |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Thursday, January 9, 2020 9:49:09 PM

# City 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 | Erik Fong |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Affirma Consulting |
| Current Position | Salesforce Consultant |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | Have been an executive member of several boards including corporate and non-profit, HOA, and city commissions (San Jose Parks and Recreation Commission, Vice Chair). I understand |

| | |
|---|---|
| activities, training, education) if any: | how to work with the community, listen, and participate in public meetings. I am respectful of staff and fellow board members and always work toward the common goal; I do not join commissions to be an obstructionist. |
| Please share your community interests (groups, committees, organizations) if any: | Kitsap County Library Foundation; I have also attended City Council meetings and frequently watch the web streamed meetings. |
| Feel free to attach your resume (optional): | |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | City Website |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

# Erik Fong

**EXECUTIVE LEADER AND SALESFORCE GURU** with 16 years of progressive experience across enterprise and non-profit business ecosystems including business development, operations, change initiatives, system architecture, product launches, and user training. Expert at gaining trusted advisor status to facilitate adoption of data-driven recommendations and industry best practices. Seasoned public speaker. Apple alum. Salesforce Consultant with 6 certifications (including Salesforce Sales Cloud Consultant, Salesforce Service Cloud Consultant, Salesforce Nonprofit Cloud Consultant, and Advanced Salesforce Administrator).

## Areas of Strength

***Salesforce Architecture***

*Consult with C-suite and VP-level management to create and enhance Salesforce organizations based on company vision, KPIs, and growth plans*

*Bring functional experience in business requirements gathering, solution development and deployment, and process automation*

***Cross-Functional Leader***

*Natural relationship builder who collaborates successfully in cross-functional projects including executive teams, business owners, marketing, engineering, QA, design, localization, production, support, non-technical teams, and third-party vendors*

*Teams were located globally, with offices in Toronto, London, Dubai, Australia, Tokyo, Beijing, Brazil, and more*

***Program Management***

*Inform data-driven decision-making by delivering business analysis findings, process needs, and strategic recommendations to key stakeholders*

*Engage with all personality types to develop short- and long-term plans—including communication plans, training plans, and risk mitigation plans—that meet corporate needs and strategic approach*

***Change Management***

*Consult with business stakeholders to build scalable change-management solutions based on data-driven insights*

*Apply situational awareness of groups being impacted by change; address risks and hesitancies to ensure fast and smooth adoption of all change initiatives*

## Work Experience

**AFFIRMA CONSULTING, Bellevue, WA**
**Salesforce Consultant, 2019 to Present** – *"Swiss Army Knife" Salesforce solutions architect whose expertise in projects and people has helped drive the company's performance indicators: customer satisfaction, employee satisfaction, and revenue.*

- Consult with C-suite and VP-level management to create and enhance Salesforce organizations based on company vision, KPIs, and growth plans
- Salesforce subject matter expert and technical lead for multiple enterprise clients in health care, retail, e-commerce, technology, and BPO
- Self-starter solely accountable for all aspects of the SDLC from stakeholder engagement and business requirements gathering to testing and training
- Design and deliver Lightning transitions, change-management programs, sales operations and business analysis, business processes, data migrations, reports and dashboards, workflows and processes, automation, user audits, code review, AppExchange app installations, training sessions, and staffing recommendations
- Lead and collaborate on pre-sales and sales engagements and CRM/Salesforce team recruitment

**WINGED EAGLES, Bainbridge Island, WA**
**Principal Salesforce Consultant, 2016 to Present** – *Lead this Salesforce.com management consulting firm to deliver custom solutions and data-driven insights for clients seeking competitive advantages in data analytics, productivity, and change.*

- Serve as lead architect and product owner for custom Salesforce.com solutions—from discovery and estimates to deployment and maintenance—for Sales Cloud, Service Cloud, Communities, and Non-Profit Success Pack (NPSP)
- Saved clients hundreds of thousands of dollars through technology audits, software consolidation, and vendor negotiation; created processes to uncover opportunities and automate tasks (see sidebar, page 2, for examples)

**APPLE, Cupertino, CA**
**Production Manager, Apple Media, 2013 to 2017** – *Hand-picked to manage new team created by the director of Apple Media Production and prepared content for launch of Apple Music. Managed cross-functional roadmap of engineering features and content initiatives. Served as bridge between production and engineering teams, as well as the focal point for all improvement areas within stores and services.*

- Directed and coached UAT (user acceptance testing) teams in product integrity and user experience; oversaw user acceptance testing for all items in Apple Media stores, including iBooks, iTunes, Apple Music, and App Store
- Oversaw feature launches for multiple areas, including iOS, tvOS, Apple Music, Beats 1, Apple TV, App Store, international expansions, MacOS, and others
- Lobbied engineering project managers and executive teams regarding bug fixes
- Coordinated worldwide launch-day convergence and deployment for production, marketing, programming, and content-management teams
- Served as a primary advocate for improved marketing with social media; achieved improved integration with Apple Music through efforts with project managers

# Erik Fong

## Success Stories

***Launched Business to Make Companies Smarter, Faster, and More Profitable***

*Founded and built from the ground up a management consulting firm, handling start-up functions as well as ongoing day-to-day operations.*

*Areas of oversight include business development, sales, business logistics, project management, program management, business analysis, budgeting, AP/AR, client-facing interaction, and process development and improvement.*

*Saved small businesses thousands of dollars in software consolidation—savings ranged from $2K to $20K/year—and improved efficiencies in business operations via process/documentation automation.*

***Generated $80K+ for Client Company***

*Through in-depth business analysis, established and implemented new business processes that identified a revenue hole. The company—a client of Winged Eagles—had neglected to bill customers in excess of $80K.*

***750+ Hours Saved Through Automation of a Single Program***

*Automated application system for partnership program between County and non-profit, eliminating manual processing of over 1,500 projected applications annually.*

***Proven Track Record of Leadership and Empowerment***

*At Apple, five of the eight total direct reports under my leadership were promoted to management.*

***Drove Change at Apple***

*Spearheaded the development of internal features that saved production teams four to six weeks per project.*

*Built and developed UAT processes to foster a "big picture" mentality within a department that had been myopic due to its daily-deadline environment.*

**Manager of iTunes Project Management, 2010 to 2013; Senior Promotions Project Manager, 2006 to 2010** – *Transitioned to new team created by the director of iTunes Production. Led team of seven project managers in content-driven initiatives for iTunes, App Store, and iBooks; projects were live in 150+ countries with audiences in the millions. Met with worldwide teams regularly to communicate expectations and ensure deadline adherence.*

- Project-managed iTunes sections of launch keynotes delivered by executive management, including Steve Jobs and other CxOs
- Worked jointly with content providers, business owners, and all marketing/ production team members on execution activities; served as the production representative regarding existing and potential marketing partnerships
- Coordinated with engineering to build innovative feature for Nike+iPod Sport Kit with launch featuring well-known artists; project represented the first major collaboration between Nike and Apple
- Drove operational and technical solutions for content-related marketing projects with partners that included Target, Starbucks, Coca-Cola, Live Nation, and NBC

**iTunes Content Manager Lead / iTunes Content Manager, 2004 to 2006** – *Supervised and trained content control team comprised of 15+ employees as well as in-house contractors. Coordinated timely content availability for weekly store refreshes.*

- Served as a liaison with store engineers to identify and troubleshoot technical errors in order to improve internal content management system (CMS)
- Exceeded daily quotas through analyzing metrics and outlining milestones for individual team members

## Technology Skills

**Productivity:** MS Office Suite (Word, Excel, Powerpoint, Teams), Google Suite, Getting Things Done® (GTD), DocuSign, Jira, Wrike, Trello, Teamwork, Flow, Quickbooks

**Methodologies:** SAFe®, Agile (Scrum, Kanban), Waterfall

**SFDC:** Salesforce.com (Classic and Lightning), Salesforce Sales Cloud, Salesforce Service Cloud, Salesforce Communities, Salesforce Einstein, CPQ, Pardot, Conga Suite, Apex, VisualForce, Form Assembly, Zapier, Eventbrite, Constant Contact, MailChimp, HomeKeeper, Breadwinner, PieSync, Evercontact, One Click Politics, iATS, Data Loader

**Mac:** iOS, MacOS, tvOS, watchOS, iWork Suite, Omni Suite

## Education & Professional Development

**B.S., University of Southern California, Los Angeles, CA**

**Certifications:** SAFe® 4 Agilist; Salesforce.com Nonprofit Cloud Consultant; Salesforce.com Certified Service Cloud Consultant; Salesforce.com Certified Sales Cloud Consultant; Salesforce.com Certified Advanced Administrator; Salesforce.com Certified Administrator; Salesforce.com Certified Platform App Builder; Google Suite Certified Administrator

**Leadership Training**: Fellow, Stanford Graduate School of Business Advanced Leadership Program for Asian-American Executives; Fellow, American Leadership Forum Silicon Valley; Attendee, 5+ Leadership Development Workshops with Apple University

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Monday, January 20, 2020 8:12:46 PM

# City 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 | Amy Fowler |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Puget Sound Clean Air Agency |
| Current Position | Manager, Department of Clean Air Initiatives |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | Decant Facility Siting Task Force |
| Please share your qualifications for this appointment (skills, | I work for a public agency leading a team of project managers to reduce pollution and GHGs emissions from transportation and other sources. |

| | |
|---|---|
| activities, training, education) if any: | |
| Please share your community interests (groups, committees, organizations) if any: | I would welcome the opportunity to help advise the city on transportation options, systems, and networks to reduce our collective environmental impacts. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| 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:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Thursday, January 30, 2020 11:12:13 AM

# City 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 | Suzanne Fritch |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Islnd |
| State | WA |
| Zip | 98110 |
| Current Employer | Retired |
| Current Position | Artist |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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 a resident of Bainbridge Island and live 20 minutes from the ferry, often walking there and back so I have concerns about safety on sidewalks especially at night. I am a senior; I am |

| | |
|---|---|
| activities, training, education) if any: | committed to walking and using public transportation and have been for many years. Born and raised in Seattle with decades of experience there as a rider. I walk for exercise and find too many limitations on BI both for that and for daily errands. I have great concern about the aging population on this island and the need for more usable downtown short trips both for convenience and safety. With the added emphasis on density, we NEED more people to be able to get out of their cars and walk/ride. We can't all afford taxis and Uber and keeping motor vehicles. I have talked to other folks while walking and know there is a lot of interest and support for alternatives to waiting out in the rain for BI Ride. Thank you.<br>PS - I love rain and alway dress for it! |
| Please share your community interests (groups, committees, organizations) if any: | Small business<br>Arts<br>Kids (Montessori trained)<br>BARN member<br>Trails/hiking<br>Native Plants (WNPS) |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | City Council Meeting on line |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Saturday, January 11, 2020 12:06:03 AM

# City 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 | John Grinter |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Self |
| Current Position | Photographer |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | NMTAC 2005-2013, Winslow Tomorrow |
| Please share your qualifications for this appointment (skills, | Deep prior involvement on Bainbridge with all aspects of Transportation Planning, Grant writing, Public Outreach, and Committee leadership. Able to find common ground and build |

| | |
|---|---|
| activities, training, education) if any: | consensus amid disparate interests. Experience in easement acquisition and organizing volunteers. |
| Please share your community interests (groups, committees, organizations) if any: | BI Land Trust, BI Parks Foundation, Gear Grinders mt bike club, |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Notify Me |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, January 31, 2020 2:12:28 PM

# City 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 | Evelyn Hathaway |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | City of Seattle, Department of Transportation |
| Current Position | Web Development Specialist |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | Some background in transportation. Primary background in software engineering. |

| | |
|---|---|
| activities, training, education) if any: | |
| Please share your community interests (groups, committees, organizations) if any: | Interests in accessibility groups (e.g. Rooted In Rights) |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Newspaper |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Monday, January 13, 2020 12:57:11 PM

# City 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 City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | Licensed Professional Engineer and Licensed Geologist. Extensive knowledge of transportation issues including policy, planning, integration with utility and stormwater and vegetation |

| | |
|---|---|
| activities, training, education) if any: | management issues, level of service for different users, design, stakeholder outreach, budgeting, construction, operations and maintenance issues. Former President of Squeaky Wheels bicycle advocacy organization for many years. Bicycle commuter for over 50 years. Assistant City Engineer at Bainbridge Island for 10 years duties including being in charge of the CIP program, Public Works permitting and Surface/Ground Water Program. One of the staff who developed the original Non-motorized Transportation Plan. Masters Degree in Science Engineering, Bachelors in Geology. |
| Please share your community interests (groups, committees, organizations) if any: | Former President Squaeky Wheels. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | Word of Mouth |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Tuesday, January 14, 2020 8:28:05 AM

# City 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 | Helaine Honig |
| 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 City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | In October I retired from a 40-year career as a local government attorney. The last 29 years were with The City of Seattle in the Contracts and Utilities Section. Some of the transportation- |

| | |
|---|---|
| activities, training, education) if any: | related projects I worked on included the First Hill and Connector streetcar lines (including car procurement; construction contract; METRO operating agreement; and ORCA implementation), Sound Transit agreements (Lynwood Link, East Link and Ballard-West Seattle ), and the Seattle Center Monorail. I understand local government law and inter-governmental relations. In addition, I was a bicycle commuter for over 10 years and am an avid walker so I am familiar with the issues surrounding those methods of traveling on the island. |
| Please share your community interests (groups, committees, organizations) if any: | I was briefly affiliated with Squeaky Wheels. My on-island interests include supporting urban agriculture (Friends of the Farms), BARN and the Senior Center. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | City e-mail |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, January 10, 2020 12:02:34 PM

# City 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 | CHRISTOPHER JABLONSKI |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Dana Inc (Commercial Vehicle Electrification) |
| Current Position | PACCAR Business Manager |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | Leading electrification efforts at major OEMs in NA. See CES press announcements from Kenoworth regarding K270E. I am a specialist in electrified vehicles and their application. |

| | |
|---|---|
| activities, training, 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 | 2020 |
| How did you hear about the volunteer opportunity? | City Website |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Thursday, January 9, 2020 5:38:38 PM

# City 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 | Cynthia Lait |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | SAP Concur |
| Current Position | Sr Project Manager |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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 a seasoned project manager. I've led large, cross-functional projects and successfully implemented large, complex projects working with stakeholders from many disciplines. I also have |

| | |
|---|---|
| activities, training, education) if any: | experience with change management. Any large change needs to include strong collaboration, communication and change management skills for the change to be effective. I'm passionate about sustainability and would welcome the opportunity to help lead BI in that direction. I also have a degree in Chemical Engineering. |
| Please share your community interests (groups, committees, organizations) if any: | I've led several artists groups in different areas prior to coming to Bainbridge Island (Oakland, CA, Redmond, WA). Led the local Seattle CXPA organization for 3 years. |
| Feel free to attach your resume (optional): | |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | Email |

Email not displaying correctly? View it in your browser.

# Cynthia Lait

---

### Sr. Project Manager

Leading cross-functional change, making it simple and easy for employees to help customers achieve their business objectives. Collaboration, change management, stakeholder commitment ensure that changes happen and stick.

### Areas of Expertise

- Cross-functional leadership, working to engage, collaborate, design and drive change across organizational silos.
- Change management advocate, working with teams to prepare for, enable and support long term change.
- Voice of the Customer program leader and analyst, able to derive key insights and recommendations from various sources, translating complex customer data into actionable insights.
- Enthusiastic story-teller and customer advocate, ensuring that the voice of the customer is heard consistently across the organization, from front line employees to executive leadership.
- Certified Customer Experience Professional (CCXP), certified by CXPA, and Net Promoter Associate (Satmetrix); Prosci change management practitioner.

### Professional Experience

**SAP Concur** **Sr Project Manager** **(2016 – present)**

**Project: Launch termination program and online termination request form for Concur customers**

- Working with key stakeholders, business owner and IT, designed new process allowing customers to request terminations via an online form. Benefits include streamlined termination process, improved customer experience, reduced administration from contracts team, improved reporting and increased automation.
- Led the launch of the Termination Process team. Previously, there was no one place that owned terminations. Customers and employees had difficulties in understanding the termination process, process owners and the status of terminations. The current model uses automation, documentation and a central team to own terminations and allow quick resolution of customer issues.
- Led the design and transfer of the Termination Process from JIRA to salesforce. Working collaboratively with business stakeholders, the Termination team and IT, successfully rebuilt the previously broken termination process to one system, allowing easy tracking and monitoring of all customer terminations.
- Improved the termination process to increase automation and reduce manual input. These improvements led to enhanced reporting capabilities previously unavailable.

**Project: Redesign and launch credit memo process across Concur**

- Identify and engage stakeholders and business owners to collaboratively design and launch new, more actionable credit memo reason codes.
- Update credit memo approval processes in salesforce to support current business model
- Design, launch and hand off credit memo program to leadership team

**Project: Discover, Document and Enhance Customer and Employee Experience from Consideration through Activation (Mind the Gap project)**

- Working with leaders and colleagues from marketing, sales, onboarding and activation, do a deep dive to define the details behind customer and employee touchpoints
- Document experience to provide a benchmark and common language for all participants
- Identify gaps and pain points across the lifecycle and projects meant to address the gaps. Define KPIs and clarify project scopes to determine effectiveness of projects

**Liberty Mutual / Safeco Sr. Manager, Customer Experience Design / Lean Consultant (2013-2016)**

Objective: Lead Safeco's Customer Experience design efforts in general process developments and as a Lean consultant

- Lead a major Safeco initiative working with agencies to review their customer journey and identify customer experience gaps. Engage cross-functional teams to ensure alignment along multiple customer and agent touchpoints.
- Develop a holistic customer experience framework to measure the customer experience across the customer journey. Gather customer data from a variety of sources and silos (surveys, benchmark data, industry data, focus groups, observations and interviews). Develop customer lifecycle metrics serving as key inputs into identifying CX improvement opportunities.
- Lead an industry work stream (through the Agent's Council for Technology/Independent Insurance Agents and Brokers of America – "the big I") in the development of a generic Customer Journey Map, enabling Independent Insurance Agents to start developing their own Customer Experience practice. Developed an assessment enabling agents to identify their customer experience gaps.
- Socialize and evolve Safeco's Customer and Agent Moments of Truth across Safeco's functional teams.
- Developed a pilot game (Touchpoints!) with a goal to enable players to live the life of a Safeco Agent across the Agent Journey Map.

**EMC** **Sr. Customer Experience Manager** (2009 – 2013)

Objective: Lead the Voice of the Customer Program across the business unit (2700 employees)

- Launched the IIG Customer Advisory Board, working with key executives to develop a strategic partnership with our customers.
- Launched a Customer Ambassador program; created a network of active cross-functional, global customer advocates who functioned as extensions of the Business Operations team.
- Working with our Chief Customer Officer, launched a Customer Advisory Board, inviting top customer executives to participate in twice-yearly meetings with EMC's executive leadership. The goal was to review EMC's strategy and check for alignment with our customers' long term vision.
- Developed and drove key communication campaigns to deliver multiple and consistent messaging around a customer-focused culture: Newsletters, Town-Hall forums, training materials, central portal, and multiple customized presentations to engage employees in

thoughtful conversations, moving the employee mindset towards one that makes the customer a priority.

- Managed Business Unit survey process and analysis. Developed targeted customer survey results (Voice of the Customer) to cross-functional groups (sales, support and engineering); drove initiatives addressing customer pain points
- Supported and resolved issues expressed by dissatisfied customers – resolved complex customer situations by working patiently and persistently across several functional groups.

**EMC** **Sr. Competitive Intelligence Manager** (2004 – 2009)

- Competitive content increased by 100% and executives were now able to assess impact of competitors on sales. Competitive content was also easily accessed by entire sales force.
- Drove executive decision-making by analyzing quarterly sales trends and developing competitive metrics identifying company strengths and weaknesses. Developed year over year and quarterly win/loss trends, correlating sales data to competitor announcements and market events.
- Led competitive research project on competitive losses providing Marketing and Sales organization with key insights into customer behavior and decision-making process.
- Led the Worldwide Marketing Operations Dashboard team to deliver a monthly dashboard using Tableau Software. Working cross-functionally with a global team, compiled and analyzed data to deliver monthly performance graphics to Executive Team. Identified key areas of accomplishments as well as opportunities for improvements.
- Delivered comprehensive research reports on industry competitors. Conducted primary research, compiled and analyzed findings, and delivered findings to key stakeholders in several functional areas (engineering, sales, marketing, consulting, customer support)

**EMC (formerly Documentum, Inc.)** **Sr. Partner Programs Manager** (2000 – 2004)

- Led the development of a partner solutions catalog, and improved partner experience by streamlining several key processes.
- Expanded the marketing reach of Documentum Business Partners by leading the development of the Documentum Online Solutions Catalog. This allowed over 200 Documentum partners to showcase their services/ products on the Documentum website.
- Partner advocate on the Documentum PartnerNet development team, a secure portal delivering content for Documentum's Partners (3000 partner users from over 450 companies).
- Increased sales revenue by improving Documentum Partner relations and infrastructure: deployment and analysis of yearly partner satisfaction surveys, development of Partner startup kit (reducing partner startup time by 50%) and streamlining partner application process.

**EMC (formerly Documentum, Inc.)** **Sr. Instructional Designer** (1996 – 2000)

- Developed several technical training courses for customers and developed early online sales training portal to improve salesforce effectiveness.

- Developed and deployed technical and sales training to Documentum Sales Force, with a focus on online, scalable training delivery. Developed company's first training portal, allowing the Sales Force to find all available training in one place.

**Sybase, Inc** **Curriculum Development Manager** (1993 – 1996)

- Expanded Sybase customer education course catalog by 100%
- Led the curriculum development team to deliver consistently high-quality courseware to customers.
- Designed and wrote technical courses: Advanced Systems Administration course (generating an additional $90,000 in yearly revenue)

**Synon, Inc.** **Project Manager, Education Development** (1992 – 1993)

- Established and led the Synon Education Department. Managed and mentored the Education Development staff. Produced five new courses in the department's first year.

**Andersen Consulting** **Senior Consultant** (1988 – 1992)

- Defined user requirements for major telecommunications billing system project. Developed system design documents and project-wide standards for unit-testing requirements. Developed training for system launch.

**ARCO Alaska, Inc.** **Project Engineer** (1984-1987)

- Managed the design, construction, transportation and installation of processing site generators. Generators delivered on time and installed within tight delivery window.

## Certifications

Prosci Practitioner (Change Management) (February, 2018)

Certified Customer Experience Professional (CCXP, July, 2014/2016/2018)

Certified Net Promoter Associate (March, 2011)

## Education

BS Chemical Engineering, Texas A&M University

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Thursday, January 16, 2020 12:05:32 PM

# City 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 | Kim Leatham |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Retired family physician |
| Current Position | Retired |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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 spent 30 years in the medical field as a family physician. My interest in health and advocacy for wellness has always centered on active lifestyle, connection to nature and healthy eating habits, |

| | |
|---|---|
| activities, training, education) if any: | as well as preventative care and safety. I moved to Bainbridge Island in 1986. I lobbied the City Council in the early 90's to require bicycle helmets for all riders.<br>I was fortunate to grow up where it was safe to walk or bike to school and all my activities. I continued this through college, medical school and my professional life. Even though i have been a competent cyclist all my life, my favorite use of bike or walking shoes is to find safe paths to do all my other activities as well.<br>I feel strongly that the health of any community lies in the ability of children, and indeed, all ages and abilities, to travel to schools, libraries, grocery stores, recreational and avocational activities, and to connect to other people and places in their communities.<br>During my career as a family physician, i followed the research and epidemiology of obesity as not only adults but children became less healthy through inactivity and poor nutritional habits.<br>When i started my practice on Bainbridge Island and got to know the community i was surprised to see how few students get to school and other activities by bike or on foot. Even those who ride the bus are usually driven to the bus stop and wait in an idling car for the bus. In other words, an entire generation has grown up without the opportunity to incorporate fitness and nature into their daily activities. There is also research on anxiety and depression in children and teens that corresponds to the decline of outdoor activities and the rise of screen time, dependence on parental car support (and of course the rise of social media).<br>I served 10 years as the medical director at Virginia Mason Bainbridge during a huge paradigm shift in our medical organization. That shift involved putting patients first, working as a team, and my biggest time commitment went to developing a Patient Centered Medical Home concept. I led our group through a multi year National Demonstration Project ( through the American Academy of Family Physicians for CMS). We were able to model and show others how to change the culture in the medical model to be quicker, safer, improve quality, and engage patients and community.<br><br>When looking at the health of our community and of our planet ( local Puget Sound air and water quality come to mind) i am compelled to be involved in ways to create a sustainable non motorized community that shapes our future for the better<br>We need SAFE and compelling interconnected routes for all of us to move through our daily lives without slavish dependency on cars, to feel healthier and better connected at the end of each day. |
| Please share your community interests (groups, committees, | I am an active member of Bainbridge Greenways ( Bainbridge Mobility Alliance). I supported and hosted the annual Women's Wellness Forum with BAC for 10 years. I was an early supporter |

| | |
|---|---|
| organizations) if any: | and endorser of the Bloedel Walks for Wellness program. (I had a pre-printed prescription Rx for patients that i thought would benefit!) I frequently walk and explore all the trails on Bainbridge Island and have recently given a trail easement to the Parks Department and City for the Kojima Trail. I look forward to being able to advise and help expand our network for multimodal, all ages, all abilities paths. |
| Feel free to attach your resume (optional): | |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | Mike Cox and Bainbridge Greenways |

Email not displaying correctly? View it in your browser.

**KIM LEATHAM, MD**
**Curriculum Vitae**

Education

M.D. University of Washington School of Medicine 1988
B.A University of Idaho, Political Science, with English minor 1976

Experience and additional training

Family Physician. 1991-2017
Virginia Mason Bainbridge
Department of Primary Care
Bainbridge Island, WA 98110

Small Group Leader UW School of Medicine Lifecycle course 2016 - present

Family Medicine Residency, Providence Medical Center, Seattle, WA 1988-1991

Virginia Mason Kaizen Fellowship 2005

Environmental education and advocacy; and wilderness guide 1976-1985

Board Certification

American Board of Family Medicine, continuous 1991 – present. Latest certification 2014-2024

Licensure

Washington State Physicians License 27650 Current, expires June 2020

Interests:

Community health – women's health and wellness forums; I currently am a volunteer with Room One in Twisp, Washington, helping facilitate a Caregivers' Support Group

Sustainable multi-modal transportation, improving the fitness and health of the community by creating a safe and connected system as an alternative to sharing the road with cars

Outdoor activities such as river kayaking, mountain biking, camping, hiking.

Fiber Arts, gardening, raising big dogs and miniature donkeys.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Wednesday, January 29, 2020 2:55:41 PM

# City 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 | Susan Loftus |
| Email | |
| Phone | |
| Address | |
| City | BAINBRIDGE ISLAND |
| State | WA |
| Zip | 98110 |
| Current Employer | self employed |
| Current Position | semi-retired Somatic Therapist |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | The most important qualification I have for serving on the Sustainable Transportation Task Force is my formal and informal training in how the built and natural environment impacts human |

activities, training, education) if any:

behavior. I received a minor in Person/Environment relations within the architecture department at Univ. of WA and was a research assistant with Dr. Jim Weiss for NASA. The work involved studying design principles that make an environment feel larger to decrease stress for astronauts. During the several years that I've advocated for Sustainable Transportation on BI, I've applied this background in Person/Environment Relations to the study of how infrastructure can support behavior change in making more sustainable transportation choices.

I also received an MSW from Columbia Univ. and studied behavior change and social change principles. As a child and family therapist, I developed horticulture therapy programs in the years before horticulture therapy was a formal field of practice and learned the potential power of the natural environment to effect positive change. Becoming entranced with the therapeutic value of the natural world, I later got an AA degree in Horticulture and Landscape Design from Edmonds Community. I'm a passionate sustainable landscaper, even though it's only for my garden. With this background, I feel strongly that Bainbridge Island's most powerful resource for sustainable transportation is the beauty of our natural environment. I perceive the either/or paradigm of "protecting trees" vs "building bike infrastructure" to be a false dichotomy. Sensitive design could address both of these top priorities.

I'm currently semi-retired and work in the wellness field as an avocation. This work informs my awareness that physical health and exercise has an enormous impact on well-being and social/community health. Therefore, my current work to support walking and biking has been a natural connection.

While I believe any successful sustainable transportation plan has many modes of transportation that form an integrated system, my passion is to bring the voice of the "Citizen Biker" to the decision-making table. The "Citizen Biker" includes everybody, not only highly confident athletic bikers but also the elderly, children, women and less- abled in our narrative of what biking means in the US. While I care deeply about the health and wellness, social health and urban vitality that high rates of biking and walking bring, my highest priority is supporting a system that addresses climate change by decreasing our carbon emissions.

In the spring of 2018, I met with Michael Colville Anderson, urban design/ bike expert and host of The Life-Sized City in Copenhagen to discuss the principles of sustainable transportation. We spent the day biking in the ex-urban parts of Copenhagen, most similar to Bainbridge Island, and discussed issues and challenges on our island. It was an intensive crash course on best practices and how we might apply general principles to BI.

Last summer I took a course with PSU on Sustainable Transportation in Amsterdam. We were taught by 16 organizations to learn why the Netherlands has the most successful sustainable transportation system in the world. The

| | |
|---|---|
| | focus of the course was to learn how to apply those principles to North America. The graduate students had four sustainable transportation topics to apply to Bainbridge Island as their final project. They included some great creative ideas I'd love to share in the ST planning process.<br>I'm a member of APBP (Association of Pedestrian and Bicycle Professionals). I receive a daily e-mail feed with current discussions of core topics regarding bike/ walk infrastructure and policy. It has been helpful to learn of critical issues such as the US senate transportation infrastructure bill and the increase in funding for alternative transportation. |
| Please share your community interests (groups, committees, organizations) if any: | I'm the founder of the Bainbridge Mobility Alliance. Since BMA (now Bainbridge GreenWays) is a program of Sustainable Bainbridge, I'm also a board member of SB. As I began to work in this area it became clear to me that there were many interested parties, all with different vested interests regarding biking and walking infrastructure, none of which were leading to an integrated sustainable system. I formed the BMA as an attempt to create an alliance of citizens working together to support biking and walking for whatever reason. We implemented a large survey (1575 responses) to understand the biking and walking needs of Bainbridge citizens. The next year we initiated, programmed and implemented Bainbridge Island's first Open Streets. It included bringing in nationally recognized sustainable transportation experts from Modacity, a mock-up of a protected bike/ walk lane along Grow Ave and an expo for folks to try out electric and cargo bikes. I contributed hundreds of hours to the effort.<br>Additionally, I'm a member of the Bainbridge Parks Trails Committee. I participated in discussions of their update to their comprehensive plan and encouraged collaborative efforts with COBI to develop an integrated system of trails and paths. I also advocated for awareness that recreation vs transportation is often a false dichotomy.<br>I'm connected to two climate change activist groups, Climate Action Bainbridge and Citizen's Climate Lobby. We've met to implement several collaborative efforts such as the first Open Streets, Movies that Matter and advocating for Prop 1. I continue to connect with these groups regularly.<br>I'm also strongly connected to the health and wellness community on Bainbridge Island through Bainbridge Yoga House, Dayaluu and various meditation groups. My weekly meditation studies with a group of close friends have taught me some skills in collaborative thinking and the interconnection of things. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |

| | |
|---|---|
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | following council agenda |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, January 31, 2020 2:35:48 PM

# City 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 | Walt McGraw |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | self |
| Current Position | owner |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Green Building Task Force (9 positions), Sustainable Transportation Task Force (15-20 positions) |

**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, | Walt is a grassroots conservationist. Erstwhile board member of Bainbridge Schools Foundation, Walt's two kids are enrolled in Bainbridge public schools. Currently a volunteer with Boy Scout |

| | |
|---|---|
| activities, training, education) if any: | Troop 1496, Walt is an Eagle Scout. Winner of Bainbridge Island Land Trust's Phyllis Young Award (2012). Member of the Board: Puget Sound Restoration Fund. |
| Please share your community interests (groups, committees, organizations) if any: | Boy Scout Troop 1496<br>Bainbridge Island Land Trust<br>Puget Sound Restoration Fund<br>Bainbridge Youth Orchestra<br>Bainbridge Senior Living<br>Bainbridge Island Senior Center<br>Bainbridge Schools Foundation (former) |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | referral |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Thursday, January 16, 2020 11:03:17 AM

# City 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 | Lisa Neal |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | self |
| Current Position | n/a |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | Island Center |
| Please share your qualifications for this appointment (skills, | I do not have specific training in "transportation," but I am a committed user of mass transit for all travel, including trains, busses and light rail (where available). I have attempted to use |

| | |
|---|---|
| activities, training, education) if any: | the Kitsap BI Ride, and determined it is lacking. One time I was told architectural students were visiting Lynwood Center, and so I could not fit on the bus to get to the ferry to travel to Seattle. Another time I was almost left at the ferry landing because the driver of the bus "for my area" had not arrived. Upon insisting the other driver call in, it was learned that bus was not returning. This is not a reliable source of transportation for anyone other than someone going shopping in Seattle. The City has to date focused on bicycle paths, and that focus has and will fail to provide any alternatives for the rest of us who cannot make the hills, and will therefore fail to provide any reduction in the use of cars, the lack of parking in Winslow, and the impact on the climate of all the car trips. Even if you do not choose me, please do not pack this committee with bikers. |
| Please share your community interests (groups, committees, organizations) if any: | I do not join formal groups. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | *Field not completed.* |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | CobiConnects, website |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Sunday, January 12, 2020 7:24:26 PM

# City 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 | Alyse Nelson |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | City of Seattle |
| Current Position | Public Space Management Supervisor (Strategic Advisor) |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | NMTAC |
| Please share your qualifications for this appointment (skills, | I work for the City of Seattle with the Department of Transportation, where I've been for the past 5.5 years. Before that, I was a land use planner for the City of Poulsbo, working on |

| | |
|---|---|
| activities, training, education) if any: | long-range and current planning. My planning background gives me relevant experience in addition to my time working in a transportation agency. I also have a Masters in Urban Planning from UW, where I was able to study for 6 months in Copenhagen. It was during this time that I recognized the power of bicycling as a mode of transportation. |
| Please share your community interests (groups, committees, organizations) if any: | I am on the board of Squeaky Wheels as well as Bainbridge Greenways. I am also a mom of a Bainbridge High School freshman and a toddler. |
| Feel free to attach your resume (optional): | |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | Friends |

Email not displaying correctly? View it in your browser.

# ALYSE NELSON

## Profile

I am a detail-oriented,  motivated land use and transportation planner with a versatile skill set including experience in supervision, policy and legislation development and implementation, project and program management, mapping and analysis, and public outreach and engagement.

## Experience

### Public Space Management Strategic Advisor 2, Seattle, WA - March 2016 - Current

As a policy advisor for the Public Space Management (PSM) group, I work on policy and legislation development, agreements, and fee schedule updates. I have managed between three and seven staff, including two graduate interns. My work also includes coordination with other SDOT divisions, City departments, and a variety of external stakeholders. I represent SDOT at briefings and presentations to elected officials, City committees, and at public meetings.

### Public Space Management Permit Lead, Seattle, WA - September 2015 - March 2016 (OOC), July 2016-Current (Permanent)

I worked Out of Class (OOC) in this position from September 2015 - March 2016 and received a permanent promotion to the Permit Lead position in July 2016. As a permit lead, I oversee work of permit reviewers, inspectors, and administrative staff. I also work to improve permit processes by coordinating the development of guidance documentation. My work also includes efforts to improve permit coordination within our department and with outside agencies and stakeholders

### Public Space Management Permit Reviewer, Seattle, WA - July 2014 - September 2015

As a permit reviewer, I performed review, inspection, and enforcement on a variety of public space permits including sidewalk cafes, structures in the right-of-way, vending, and street decorations such as bike racks and benches. This work included providing permit review based on current policies, standards, and code to encourage the development of an active, inviting, and safe right-of-way for the City of Seattle. I also worked to improve permitting process.

Associate Planner, City of Poulsbo; Poulsbo, WA - November 2007 - July 2014
My job with Poulsbo was diverse and included many different duties. I was project manager for commercial, industrial, and residential development projects. I collaborated and coordinated with outside agencies throughout the County and State as well as with internal departments like the City's Public Works and Building Departments. I also worked with private developers to encourage development to meet and exceed City requirements. I managed public involvement and outreach processes for long-range and current planning projects. I led amendment processes for the City's comprehensive plan, which included the adoption of the City's first trails plan. I implemented the education component of a Safe Routes to School grant, distributing bicycle and pedestrian safety information and maps to the area school district and holding a community bicycle skills rodeo. I provided staff support to the City's Planning Commission, Trails Committee, Downtown Parking Committee, and City Council. I also represented the City on regional and county committees, including the Buildable Lands Reporting Technical Advisory Committee. I produced written staff reports and gave public presentations during meetings and formal public hearings. I produced maps and performed data analysis for all City departments. I also managed the Planning Department's website.

Land Use Planner, AHBL; Tacoma, WA - 2007
As a Land Use Planner, I worked on both long-range and current planning projects. Long-range projects included reviewing jurisdictions' code for opportunities to implement Low Impact Development. I also worked as a project manager to produce development applications for private sector clients. My job entailed writing reports, coordination with government staff and clients, and using Adobe Creative Suite, ArcGIS and SketchUp to produce materials for clients.

Consultant Planner, City of Port Townsend; Port Townsend, WA - 2007
I worked as a consultant for the City of Port Townsend to update the City's zoning code, including revisions to their home occupation and day care center requirements. After producing a draft amendment package, I conducted several workshops with Planning Department staff and the City's Planning Commission.

## Education and Certification

AICP (American Institute of Certified Planners) Certified Planner - certification received in May 2011

University of Washington, Seattle, Washington — Master of Urban Planning and Urban Design Certificate, 2007
Portland State University, Portland, Oregon — Bachelor of Arts with High Honors in Community Development, 2003

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Thursday, January 16, 2020 7:46:26 PM

# City 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 | Elizabeth Ozimek |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | John L Scott Real Estate |
| Current Position | Realtor |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | No |
| If so, please indicate which groups: | N/A |
| Please share your qualifications for this appointment (skills, | Extensive knowledge of island-wide trails-leading walks 3x a week on a wide variety of trails, public lands and roads, and easements; In-tune with public input regarding mobility |

| | |
|---|---|
| activities, training, education) if any: | wants/needs in my profession as a realtor; Experienced year-round bike commuter; Experienced environmental educator- Updated curriculum to receive accreditation in Western Association of Schools and Colleges (WASC) and Association for Experiential Education (AEE); |
| Please share your community interests (groups, committees, organizations) if any: | Kiwanis-President, Rotary Auction, Bainbridge Prepares, B.I. Parks & Rec, Squeaky Wheels, One Call For All, Friends of the Farms, Bainbridge Island Runners. |
| Feel free to attach your resume (optional): | |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Social Media |
| Other | Facebook |

Email not displaying correctly? View it in your browser.

# Elizabeth Ozimek

**12+ yrs. Communication Skills ♦ 9+ yrs. Nonprofit Organization ♦ 7+ yrs. Office Management**

## SKILLS & EXPERIENCE

**OFFICE MANAGEMENT SKILLS:**

- Managed law firm's internal flow of cases: Writing/Proofreading reports, letters, fee agreements and documents; Performed data entry; Managed paper and electronic filing system, maintained and ordered office supplies.
- Created itineraries and monitored conference and travel arrangements for attorneys.
- Quickly learned medical, legal, and real estate terminology enabling transitional efficiency.
- Acquired knowledge of standard office equipment and computer applications; MS Word, Excel, Publisher, PowerPoint, Outlook, Adobe Acrobat & Photoshop, Quickbooks, Constant Contact, Mail Chimp.

**ADMINISTRATIVE SKILLS:**

- Updated outdoor education, science, and leadership curriculum to meet academic standards for accreditation; Western Association of Schools and Colleges (WASC) and the Association for Experiential Education (AEE).
- Led four-person planning and construction team for a multilevel orienteering course; Independently developed corresponding curriculum.
- Supervised 20+ staff for residential outdoor ed programs & 501(c)3 not-for-profit science museum.
- Trained staff, interns, and volunteers from high school to senior adults in educational science activities, interpretation, and customer service.
- Contracted schools and managed on-site program needs; Managing up to 6 schools at once.

**COMMUNICATION SKILLS:**

- Interpreted and translated for Spanish-speaking clients and staff for marketing, board meetings, conferences, and parent-teacher meetings.
- Provided a high degree of confidentiality regarding client records; legal, medical, and real estate.
- Social media marketing and branding knowledge using WordPress, Squarespace, Facebook, Instagram, LinkedIn.
- Experienced in handling agitated clients by explaining procedures and engaging appropriate department and/or staff.
- Answered and screened telephone calls in a courteous manner while taking messages with a high degree of accuracy in medical malpractice law firm.

## EDUCATION

Bachelor of Arts, History ♦ University of Redland ♦ Redlands, CA

Minor, Religious Studies ♦ 2002 – 2006

# Elizabeth Ozimek

## COMMUNITY SERVICE & LEADERSHIP

**PRESIDENT - KIWANIS CLUB OF BAINBRIDGE ISLAND**

- Increased community awareness by introducing online newsletter, evening wine socials, and supporting video branding.
- Implemented acknowledgement systems of supportive and partnering organizations.
- Prioritizing the creation of a strategic plan; Create monthly board and weekly meeting minutes.

**BOARD MEMBER - SQUEAKY WHEELS** - 501 (c) 3 nonprofit bicycle advocacy organization

- Chaired events committee including bike for pie fundraiser and outreach booth logistics.
- Represented organization on City of Bainbridge's Olympic drive nonmotorized improvements new facilities video.
- Ensured collaboration with Washington State Ferries on Colman dock outreach and Cascade Bicycle Club for chilly hilly.
- Managed support and acknowledgement systems of local partners and businesses.

**4 & 2 MILE WALK LEADER - BAINBRIDGE IS. PARKS & RECREATION**

- Communicated on behalf of sports program manager with program participants.
- Informed appropriate parties regarding trail and road end issues.

**TRAIL CREW VOLUNTEER - WASHINGTON TRAILS ASSOCIATION VOLUNTEER**

- Worked on teams to maintain and repair trails throughout the Olympic peninsula.

**INTERPRETATION TEAM LEAD - BAINBRIDGE PREPARES**

- Participated in All-Lead meetings, Bainbridge's 3 Days of Preparedness, and support WFRs.

**WILDERNESS FIRST RESPONDER -** NOLS

## EMPLOYMENT HISTORY

| | |
|---|---|
| **REALTOR,** BUCKLEY & BUCKLEY REAL ESTATE, BAINBRIDGE IS., WA | APRIL 2016- CURRENT |
| **DISCOVER BAINBRIDGE WALK LEADER**, B.I PARKS & REC, WA | SEPT 2016 - CURRENT |
| **OFFICE ASSISTANT,** KIDMAN TINKER LAW, BAINBRIDGE IS., WA | MAR 2013-MAR 2016 |
| **OPERATIONS LEAD,** Pacific Science Center, Seattle, WA | MAR 2011–Mar 2013 |
| **OUTDOOR ED. INSTRUCTOR,** Explorer West MS, Seattle, WA | Sep 2010–June 2011 |
| **ELL ASSISTANT TEACHER,** Elkhorn High School, Elkhorn, WI | Sep 2009–June 2010 |
| **FIELD INSTRUCTOR-ALASKA,** Adventures Cross-Country, Mill Valley, CA | May 2007–Aug 2007 |
| **PROGRAM COORDINATOR,** Pali Mountain Institute, Running Springs, CA | Aug 2006–Dec 2008 |

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, January 31, 2020 11:16:32 AM

# City 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 | Gary Pettersen |
| Email | |
| Phone | |
| Address | 426 Parfitt Way |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | retired |
| Current Position | none |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | Winslow and Bainbridge Island Planning Agency |
| Please share your qualifications for this appointment (skills, | Member of the Strider walking group. Also lived 6 years in Holland where I rode my bike to work every day. Commuted 35 years by ferry to Seattle, both walking to ferry and by car. Now |

| | |
|---|---|
| activities, training, education) if any: | retired after career as draftsman and computer programmer. Was on the Planning Agency when Winslow was divided into different areas (Downtown, Marina, Erickson Historical etc.) with descriptions of why the area was unique and different zoning requirements. |
| Please share your community interests (groups, committees, organizations) if any: | Member of the Strider walking group. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | *Field not completed.* |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | fellow Strider - David Harrison |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Monday, January 20, 2020 7:03:53 PM

# City 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 | Richard Potter |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Self |
| Current Position | Business Owner |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | LID #13 about 1991. High School Road improvements |
| Please share your qualifications for this appointment (skills, | I am a bicyclist riding the Island many weekends throughout the year. By living here 39 years, I understand the needs for bicycle and other modes of transportation safety on the Island. |

| | |
|---|---|
| activities, training, education) if any: | |
| Please share your community interests (groups, committees, organizations) if any: | Currently Treasurer at Squeaky Wheels.org. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | City Website |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Monday, January 20, 2020 8:09:41 AM

# City 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 | Alexander Rampley |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | King County Metro |
| Current Position | Supervisor, Transit Technology Operations |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | *Field not completed.* |

| | |
|---|---|
| activities, training, 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 | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | Email from Kitsap Transit |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Monday, January 13, 2020 6:10:51 PM

# City 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 | Doug Rauh |
| 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 City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | Interested in transportation systems for over 50 years. Worked for over a quarter of a century as an IT Manager where a primary part of the job was analysis of data so it could be converted into |

| | |
|---|---|
| activities, training, education) if any: | decision making information. I have a BSBA with a major in accounting. This skill set provide me with the ability to conduct cost analysis of potential projects. I have lived on Bainbridge Island for longer than the City has been in existence. During that time I have attended countless COBI transportation meetings as well as regional transportation meeting. In the late 1990's I served on the SR-305 Corridor Study Group for 18 months representing the Bainbridge Island Chamber of Commerce. |
| Please share your community interests (groups, committees, organizations) if any: | Member of the Bainbridge Island Chamber of Commerce. Over the years I have attended the Bainbridge Island Parks Board meetings. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | City Website |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, January 17, 2020 2:27:21 PM

# City 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 | Emily Reardon |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Seattle Department of Transportation |
| Current Position | Deputy Chief of Staff |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | See resume attached. |

| | |
|---|---|
| activities, training, education) if any: | |
| Please share your community interests (groups, committees, organizations) if any: | My interests are centered around active and family-friendly transportation options on and around Bainbridge Island. My wife and I frequently walk and bike with our toddler within City right of way and parks. I'm committed to finding innovative transportation solutions that are supported by broad community engagement and outreach. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | City Website |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, January 31, 2020 11:51:43 AM

# City 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 | David Reynolds-Gooch |
| 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 City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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 bring a strong business background, including broad experience working with diverse teams of experts to assess critical needs and create & implement effective solutions. During my 25-year |

| | |
|---|---|
| activities, training, education) if any: | 3M career, I have visited 50 countries and cycled in many of them. I more recently had an urban cycling commuting experience into Seattle and Magnolia.<br>I grew up cycling everywhere in Duluth, MN. When our daughters were young (ages 1-7), I pulled them safely behind me while cycling in Minneapolis & St. Paul, then in Belgium and the Netherlands when we lived in Brussels. Unfortunately, although Bainbridge Island remains 70% forested, I cannot safely do the same with our 1-year old grand daughter until we build out a networked, safe shoulder & dedicated trail system. My passion is to join this task force and help us make our island one of the best places to safely cycle, walk, run, use a wheelchair. |
| Please share your community interests (groups, committees, organizations) if any: | I recently served 2 terms on One Call For All Board giving me a broad overview of key needs on Bainbridge Island. I have been involved with Bainbridge Mobility Alliance (now Bainbridge Greenways) for two years. I volunteer regularly on the work crew for Bainbridge Land Trust.<br>I serve on BIPF Trails Committee and joined BIPF Steward Circle with my spouse, Gaye Reynolds-Gooch. We are strong contributors to Bloedel Reserve. We began Nurse Meg's Beacon of Joy Endowment at Seattle Children's to raise funds to be distributed to patients & families in need; current funds exceed $130,000 and distribute over $6,000/year in random acts of kindness on the Medical Unit.<br>I am certain we will need to raise public funds to fulfill this vision of a networked, safe & extensive trail system, with both health & environmental benefits, that will earn the votes of the majority on Bainbridge Island.<br>Although my work and family travel has taken me so far to fifty countries, Bainbridge Island, and the views of Puget Sound, Cascades & Olympics, is the most beautiful place I have yet seen. We feel fortunate to live here and eager to make it one of the premier places to appreciate this natural beauty while cycling, walking, running. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | From Barb Trafton & Susan Loftus |

Email not displaying correctly? View it in your browser.

# DAVID REYNOLDS-GOOCH

**BUSINESS DEVELOPMENT & MARKETING LEADER**

Diverse industry experience: Healthcare, B2B, Software & Services, Industrial, B2C. Proven success growing established businesses and creating new products both in the United States and internationally.

Former 3M General Manager for acquired software & services business; experienced in closing, running and integrating acquisitions. Effective across complex, matrixed organizations.

Certified Six Sigma Black Belt successful at improving business effectiveness: strong project management skills and team leadership enable break-through results from diverse teams.

Highly effective in international business: ten years' living and working in Europe, Asia Pacific, Latin America.

Effective at facilitating marketing & sales organizations' online engagement with customers; experienced using all Interactive Marketing channels (Search, Websites, eMail, Social Media, Mobile) to drive leads and sales.

Board-experienced in both for-profit & non-profits.

**PROFESSIONAL EXPERIENCE**

**BAZAARVOICE, Austin, Texas** **2012 to 2017**

CLIENT SUCCESS DIRECTOR

Facilitated enterprise clients engaging in authentic conversations with their customers, then using these Ratings & Review insights to improve their products, product introductions, customer service and advertising & social media effectiveness. My clients included: Microsoft, Dell, T-Mobile, HTC, Reebok, Adidas, Rockport, Safeco Insurance and H&R Block---all focused on their eCommerce strategy and execution to increase conversion rate, total revenues and customer loyalty.

**3M, St. Paul, MN** **2001 to 2012**

**INTERACTIVE MARKETING MANAGER, Corporate Marketing, 2007 to 2012**

Led corporate Interactive Marketing team of five to drive customer engagement and outcomes across all 3M interactive channels: Persona Development, Search Marketing, eMail, Social Media, Web Analytics, Landing Page Conversion Optimization and Mobile. Represented 3M on Forrester's Interactive Marketing Council. Led 3M relationships with Google, LinkedIn, Webtrends, Epsilon, Bazaarvoice.

- Identified large gap between 3M.com website visitors' needs and ability to find relevant content. Leveraging external best practices, created Online Role Profile (Personas) process & tools; led engagements with 10 divisions. Result was clarity on key customer information needs matched to website conversion actions to guide website re-design projects. +20% conversion rate increase was common.
- Launched Website Optimization service with six 3M divisions. Conversion rates increased +25% to +200%.
- Identified Organic Search as major opportunity. Training & best practice processes rolled out.
- Social Media: launched Ratings & Reviews in five 3M Health Care & B2B divisions to increase conversions.
- Facilitated several businesses beginning direct selling relationships with Amazon.

**GENERAL MANAGER, Digital Signage, 3M Commercial Graphics Division,** Bainbridge Island, WA. **2005 to 2007**
Joined acquisition team to finalize due diligence, valuation and close deal (30-person software company).

- Lead cross-functional leadership team to improve software, services, marketing and sales organization.
- Expanded internationally; tripled pre-acquisition monthly average sales rate by end of second year.

**SIX SIGMA BLACK BELT, 3M Corporate Marketing & Sales, 2003 to 2005**
Addressed most challenging marketing & sales problems needing common solutions across 3M diverse industries.

- Successfully completed seven Black Belt projects with total savings exceeding $4 million.
- Very strong in acceptance strategy and change management; projects remain embedded in 3M.

**BUSINESS MANAGER, Market Segments, 3M Abrasives Systems, 2001 to 2003**
Introduced market segment plans and process to drive Industrial Business and Transportation marketing and sales engagement. Led team of seven direct reports with total team of 15.

**LearningByte International, Minneapolis, MN** **2000 to 2001**
**VICE PRESIDENT, MARKETING**
Positioned two merged training companies for sale; developed positioning for clients and investors; created new corporate logo, corporate image, website.

**ZH Computer, Inc., Edina, MN** **2000**
**VICE PRESIDENT, SALES & MARKETING**
Doubled web site traffic and purchase rate by creating new website and signing best-selling career author for endorsement and national PR campaign.

## PREVIOUS PROFESSIONAL EXPERIENCE

**3M, St. Paul, MN** **1981 to 1999**

**BUSINESS MANAGER, Long Term Care, 3M Medical Markets Group**
**INTERNATIONAL BUSINESS MANAGER, 3M Consumer & Professional Health Care**
**NEW BUSINESS MANAGER, 3M Commercial Care Division**
**3M EUROPEAN PRODUCT MANAGER, Consumer & Office Business, located 5 years in Brussels, Belgium**

**Health One Corporation, Minneapolis, MN. MARKETING DIRECTOR**
Worked with hospitals' executive teams & leading physicians to better position hospitals' key departments to increase market share. Lead marketing for cross-functional team developing one of first PPOs in Minnesota.

## EDUCATION

**Minnesota Executive Program,** Carlson School of Management, Minneapolis, MN
**MBA,** Carlson School of Management, Minneapolis, MN
**Master of Divinity,** Bethel Theological Seminary**,** St Paul, MN
**Bachelor of Arts,** St. Olaf College, Northfield, MN

## BOARD EXPERIENCE

**Bainbridge Greenways (organization focused on designing, advocating, funding safe walking & cycling pathways)**
**One Call for All (Bainbridge Island United Way-like organization) 2012-2019**
**Forrester Leadership Board: Interactive Marketing Council,** 2009 to 2012
**Webtrends Customer Advisory Board,** 2010 to 2012
**Governor's Business Development Task Force, Vancouver 2010 Olympics**
**Director, SAGE Health Management Systems (radiology heuristic software) 1993-1998**
**Board Member and President, Walk in Counseling Center (mental health) 1982-1987**

## SPEAKING ENGAGEMENTS

**"Social Media: Metrics that Matter"** Moderator at MIMA 2011 annual conference
**"Digital Transformation at 3M"** presentation at Search Insider Summit May 2011
**"Optimizing your Website for Marketing & Sales Success"**
Panelist at Aberdeen's Sales Driven Marketing conference October 2011
**"B2B Interactive Marketing"** case study at **Google's Think B2B** conference July 2010

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Thursday, January 30, 2020 11:25:34 PM

# City 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 | Kirk Robinson |
| 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 City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | Park District Liaison to the Non-Motorized (Multi -Modal) Transportation Advisory Committee |
| Please share your qualifications for this appointment (skills, | My specific interest related to transportation is trails. As a member of both the Park District and Park Foundation Trails Committees and a former Park Commissioner, I have been |

| | |
|---|---|
| activities, training, education) if any: | involved in identifying and planning for new trails for over 15 years. In 2011 I wrote the first draft of the Park Districts Trail Vision Plan in part to identify the roles both the Park District and the City could undertake to develop a trail system that integrates with and complements the larger transportation system on the Island. More recently I was a member of the ad hoc committee that developed the Inter-Agency Trail Planning Proposal (I am the individual hunched over the maps in the photos of the committee at work) that was presented to the City Council. I believe it is important to have representation of trail advocates on the Sustainable Transportation Committee to ensure that the full value of trails for both for transportation and recreation is integrated into future planning. |
| Please share your community interests (groups, committees, organizations) if any: | Park District Trails Advisory Committee, 2018-Present<br>Park Foundation Trails Committee, 2018-Present<br>Park & Recreation Commissioner (BI Metro Parks & Recreation District), 2003-2017 |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | Just being involved |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Tuesday, January 28, 2020 10:24:02 AM

# City 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 | Michael P Ross |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | Washington |
| Zip | 98110 |
| Current Employer | University of Washington |
| Current Position | PhD Candidate |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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 currently finishing my PhD in physics at University of Washington working on instruments for the LIGO gravitational wave observatories. Through my studies I have become adept at |

| | |
|---|---|
| activities, training, education) if any: | solving problems critically and quantitatively. Additional, as part of the international LIGO scientific collaboration, I have worked with a diverse array of individuals to collaboratively solve complex problems. Although my background is not directly related to sustainable transportation, the skills I have garnered could be valuable to this task force. Finally, as a scientist and a resident of this planet I am passionate about addressing climate change in anyway possible. |
| Please share your community interests (groups, committees, organizations) if any: | *Field not completed.* |
| Feel free to attach your resume (optional): | |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Newspaper |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

# Michael Ross

---

**RESEARCH EXPERTISE**

- Precision mechanical development and construction
- Interferometric and non-interferometric optics
- Cryogenic engineering
- Software development
- Control systems design and operation
- Ultra high vacuum engineering
- Machine Learning
- Data analysis and signal processing

Computing skills: C#, Java, Python, C++, LabView, PLC programming, Matlab, Mathematica, Linux, SolidWorks, Windows, Machine learning, Supercomputing

**EDUCATION**

| | |
|---|---|
| | **University of Washington** Seattle, WA |
| Present | PhD Candidate |
| 2017 | M.S. Physics |
| | **Humboldt State University** Arcata, CA |
| 2015 | B.S. Physics |
| | **College of the Redwoods** Eureka, CA |
| 2013 | A.A. Science |
| | A.A. Science Exploration |

**RESEARCH EXPERIENCE**

1/2017 – Present ***Research Assistant***
University of Washington, Seattle, Washington
- Developed precision rotation sensors for use in the LIGO seismic isolation systems. One version designed to be deployed on the ground and a compact version to be used in vacuum on the isolation platforms
- Constructed and operated a interferometrically readout torsion balance as a pathfinder experiment into low frequency gravitational wave detector technologies and possible atmospheric Newtonian noise measurements
- Author on LIGO scientific collaboration papers since 2017
- 4 short author list papers

2/2018 – 5/2018 ***LSC Fellow***
LIGO Livingston Observatory, Livingston, Louisiana
- Built four precision ground rotation sensors and implemented the sensors in the observatory's seismic isolation system to correct for the contamination of seismometer signals due to wind-driven tilts

8/2015 – 9/2016 ***Laboratory Technician***
University of Washington, Seattle, Washington
• Developed precision rotation sensors for use in the LIGO seismic isolation systems
• Contributed to the development of a cryogenic torsion balance built to circumvent thermal noise which limits many torsion balance experiments

9/2013 – 5/2015 ***Undergraduate Researcher***
Humboldt State University, Arcata, California
• Assisted in the construction of a torsion balance experiment aimed at testing the behavior of gravity at short-ranges
• Developed prototype interferometric readout for torsion balance experiments
• 3 published papers

**TEACHING EXPERIENCE**

5/2019 – 12/2019 ***Directed Reading Instructor***
University of Washington, Seattle, Washington
• Taught a one-on-one reading course for undergraduates that covered the basics of gravitational wave theory and contemporary subjects in gravitational wave astronomy

9/2016 – 12/2016 ***Teaching Assistance***
University of Washington, Seattle, Washington
• Taught a algebra-based heat and electromagnetism lab and an introductory level calculus-based mechanics tutorial
• Assisted in exam grading for the introductory mechanics course
• Tutored in an open lab study center

9/2013 – 5/2015 ***Instructional Student Assistant***
Humboldt State University, Arcata, California
• Graded homework for a non-calculus based electromagnetism and modern physics course

8/2011 – 5/2013 ***Peer Tutor***
College of the Redwoods, Eureka, California
• Tutored students in an open lab that were enrolled in courses ranging from basic arithmetic to multivariable calculus

**NON-ACADEMIC EXPERIENCE**

12/2016 – Present ***Independent Software Developer***
• Developed and published an Android app that displays data from personal weather stations
Google Play: https://play.google.com/store/apps/details?id=net.mpross.pwspaid&hl=en_US

**SELECTED PUBLICATIONS**

• *Implications of dedicated seismometer measurements on Newtonian-noise cancellation for Advanced LIGO*. MW Coughlin, J Harms, J Driggers, DJ McManus, N Mukund, MP Ross, BJJ Slagmolen, K Venkateswara. Physical Review Letters. 2018.

• *Low‐Frequency Tilt Seismology with a Precision Ground‐Rotation Sensor*. M.P. Ross, K. Venkateswara, C.A. Hagedorn, J.H. Gundlach, J.S. Kissel, J. Warner, H. Radkins, T.J. Shaffer, M.W. Coughlin, P. Bodin. Seismological Research Letters. 2018.

• *GW170817: Measurements of neutron star radii and equation of state.* B.P. Abbott et. al. Physical Review Letters. 2018.

• *Multi-messenger Observations of a Binary Neutron Star Merger*. B.P.Abbott et. al. The Astrophysical Journal Letters. 2017.

• *A gravitational-wave standard siren measurement of the Hubble constant.* LIGO Scientific Collaboration, Virgo Collaboration, 1M2H Collaboration, Dark Energy Camera GW-EM Collaboration, DES Collaboration, DLT40 Collaboration, Las Cumbres Observatory Collaboration, VINROUGE Collaboration, MASTER Collaboration. Nature. 2017.

• *GW170104: observation of a 50-solar-mass binary black hole coalescence at redshift 0.2*. B.P. Abbott et. al. Physical Review Letters. 2017.

• *Experimental Progress Towards Testing the Behavior of Gravity at the 20-micron Distance Scale*. M.P. Ross, J.S. Johnson, I.S. Guerrero, H.F. Leopardi, C.D. Hoyle. Journal of Undergraduate Research and Scholarly. 2018.

• *Tests of Short-Range Gravity with a Novel Parallel-Plate Torsion Pendulum*. M.P. Ross. National Conference on Undergraduate Research Proceedings. 2015.

• *Experimental Progress on Tests of Gravity at 20 microns*. C. Cardenas, A.C. Harter, M.P. Ross. National Conference on Undergraduate Research Proceedings. 2014.

**PRESENTATIONS**

· *Development and deployment of beam rotation sensors for the LIGO seismic isolation system.* M.P. Ross. SeismoLunch Seminar, University of Washington. 2019.

· *Integration of Beam Rotation Sensors to seismic isolation.* A. Pele, M.P. Ross. Low-frequency sensing and control for aLIGO workshop, University of Birmingham. 2018.

· *Beam Rotation Sensor Update.* M.P. Ross. LIGO/Virgo collaboration meeting, Sonoma State University. 2018.

· *Tests of Short-range Gravity with a Novel Parallel Plate Torsion Pendulum*. M.P. Ross. National Conference on Undergraduate Research, Eastern Washington University. 2015.

· *Experimental Progress on Tests of Gravity at 20 microns with a Parallel-Plate Torsion Pendulum*. M.P. Ross. 31st Pacific Coast Gravity Meeting, University of Oregon. 2015.

· *Experimental Progress on Tests of Gravity at 20 microns*. M.P. Ross and C. Cardenas. APS Far West Section Meeting, University of Nevada-Reno. 2014.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Sunday, January 26, 2020 11:08:57 AM

# City 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 | Robert William Ross |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Self |
| Current Position | Landscape Architect |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | Loeb Fellow, Graduate School of Design, Harvard University. Served as Chief Landscape Architect for the USDA Forest Service, Washington, DC., Served as Director of Recreation and |

| | |
|---|---|
| activities, training, education) if any: | Cultural Resources for Region 4 Of USDA Forest Service with primary responsibilities dealing with Visual Resource Management, cultural resource protection and recreation management ( trails, corridors, sites ). |
| Please share your community interests (groups, committees, organizations) if any: | Bike trails/hiking corridors being more thoughtfully planned, designed and constructed and useful for broadest array of Bainbridge Island residents and visitors. |
| Feel free to attach your resume (optional): | |
| Type the Year | *Field not completed.* |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | Friend |

Email not displaying correctly? View it in your browser.

*Robert W. Ross*

*Education*

Iowa State University, B.S. Landscape Architecture
Harvard Graduate School of Design, Loeb Fellow

*Professional Profile and Accomplishments*

President, The Santa Fe Farmers Market Institute

Monte del Sol Charter School Foundation, Santa Fe

Chair, The Edible Schoolyard at Monte del Sol Charter School Advisory Board

Past Director of Partnership Development, USDA Forest Service, Washington, DC

Past Director of Heritage, Wilderness Resources and Recreation, The Intermountain Region, USDA Forest Service

Past Chief Landscape Architect, USDA Forest Service, Washington, DC

- Provided central leadership, developed policy and implemented the Forest Service's landscape architecture program in coordination with the agency's 280 landscape architects on the 190 million acre National Forest System.

- Coordinated site design and development and budgets for a broad array of recreation facilities

including major destination ski resorts, hiking trails, campgrounds and marine development.

- Served as project leader and principal designer for the Algerian/American Friendship Forest in Algiers, Algeria in close coordination with the US State Department, the Algerian Ministry of Forestry and the US Embassies in Paris, France and Algeria.

- Project leader and program coordinator for the National Forest Scenic Byways program.

- Principal designer and project coordinator for the United States Exhibit, The International Garden Festival, Liverpool, England.

*Related Activities*

United States Department of Agriculture Award of Superior Service

Design Achievement Award, Iowa State Alumni Association

USDA Merit Award for coordination of the National Forest Scenic Byways Program

USDA Outstanding Achievement Award for Excellence in leadership in the development of the Algerian/American Friendship Forest

Vice President, American Society of Landscape Architects

Principal contributor: **President's Commission on American's Outdoors,** Washington, DC

Advisory Board Member: **Greenways for America,** Washington, DC

Chair, American Society of Landscape Architects Professional Design Awards Program
Guest Lecturer, Laird Norton Distinguished Visitors Series, University of Michigan, School of Natural Resources

Guest Lecturer, Distinguished Visitor Series, University of Georgia, School of Natural Resources

Visiting Critic, Texas A&M College of Architecture and Environmental Design Atelier program

*Interests*

Published photographer and writer

Host/Producer of *Gardens, Food & Santa Fe,* broadcast live from the Santa Fe Farmers Market each Saturday on Public Radio KSFR (www.ksfr.org). Streaming on the Internet.

Food, cooking, hiking, gardening, assemblage art

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, January 10, 2020 8:59:46 PM

# City 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 | James Rufo-Hill |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge ISland |
| State | WA |
| Zip | 98110 |
| Current Employer | City of Seattle |
| Current Position | Strategic Advisor |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | Climate Change Advisory Committee |
| Please share your qualifications for this appointment (skills, | • 12 years of urban planning experience at the City of Seattle, primarily with Seattle Public Utilities' drainage and wastewater line-of-business, but frequently in partnership with Seattle's |

| | |
|---|---|
| activities, training, education) if any: | department of transportation.<br>• authored sea level rise assessment report (for CCAC) that identifies, among many issues, COBI's transportation vulnerabilities and adaptation opportunities.<br>• more info: http://www.rufo-hill.com/cv |
| 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 | 2020 |
| How did you hear about the volunteer opportunity? | Social Media |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

# James Rufo Hill

**EXPERIENCE**

*Climate Science Advisor, City of Seattle, 2007-present*

- Provide subject matter expertise and strategic policy advice for $1 billion, 1.5-million-customer utility drainage, wastewater, water supply, and solid waste lines-of-business; and for departments city-wide, including transportation.
- Manage internal and external science communications through press releases, media interviews, city websites, and social media; present at conferences regionally, nationally, and internationally.

*Agroforestry Extensionist, Peace Corps Dominican Republic, 2004-2006*

- Engaged community members from neighboring 5 municipalities and developed a regional diagnostic assessment.
- Trained an agricultural association in sustainable practices, including alley cropping, crop rotation, soil conservation, and use of organic pesticides & fertilizers in partnership with the United Nations Development Program.
- Distributed, installed, and maintained 63 potable water filtration systems and coordinated micro-financing program in partnership with Rotary International.

*Meteorologist, Weathernews Inc, Sunnyvale, CA, 1999-2001*

- Managed the production of site-specific weather and climate forecasts for transnational shipping, energy, insurance, and telecommunications clients; directly provided data, graphics and text to media clients, including USA Today, Apple Daily (China), and Yahoo!

**EDUCATION**

*Master of Urban Planning, University of Washington, 2008*

- Master's Thesis: "Planning for Sea Level Rise in Seattle, Washington" (UW, 2008)
- Land Use Planning Studio II: "New Visions for Old Jefferson" (Ed., US HUD Post-Katrina Revitalization, 2008)
- Land Use Planning Studio I: "Building a New Vision for Terrytown" (Ed., US HUD Post-Katrina Revitalization, 2007)
- Graduate Fellow, Institute for Hazards Mitigation Planning and Research

*Bachelor of Science (Meteorology), Plymouth State University, 1999*

**SERVICE**

- Co-chair, City of Bainbridge Island Climate Change Advisory Committee, 2017-2019
- Puget Sound Climate Preparedness Collaborative Steering Committee, 2018
- American Meteorological Society, Board on Global Strategies/Water Resources Committee, 2012-2015
- Co-founder & Advisor, IdealSeat, 2012-2014
- Co-founder & Co-Chair, Eco-Justice Ministry, St. Joseph Parish, Seattle, WA, 2008-2013
- Community Support, Jesuit Volunteer Corps Northwest, 2006-2012
- Translator, Institute for Latin American Concern, Dominican Republic, 2006
- Regional Emergency Coordinator, Peace Corps Dominican Republic, 2004-2006

**MEDIA**

- "Protecting Seattle's Waterways" (Seattle Public Utilities/YouTube)
- "MAP: See where sea levels may rise in Seattle" (KUOW)
- "It's never too soon to plan for those inevitable winter storms" (Seattle Times)
- "'Extreme' rainstorms becoming more common in Seattle, says city meteorologist" (Seattle Times)
- "Rising sea levels will put Seattle neighborhoods under water" (Seattle PI)
- "Seattle Thinks It Knows Rain. Climate Change Begs to Differ." (CityLab)
- Sea Level Rise Technical Input (National Climate Assessment, 2014)
- The Convergence Zone Blog (City of Seattle)

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, January 24, 2020 11:19:24 AM

# City 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 | Kent Scott |
| Email | |
| Phone | |
| Address | |
| City | BI |
| State | WA |
| Zip | 9811/ |
| Current Employer | City of Seattle |
| Current Position | Senior Capital Project Coordinator |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | Public art committee, design review board, open space commission |
| Please share your qualifications for this appointment (skills, | For nearly 40 years I have worked professionally on the issues of transportation, sustainability, urban design and public involvement with communities throughout the region and |

| | |
|---|---|
| activities, training, education) if any: | nationally. |
| Please share your community interests (groups, committees, organizations) if any: | Long-time board member of Squeaky Wheels -thoigh no longer. Long-time advocate for safer roads and non-motorized transportation for all focussed on most vulnerable citizens. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | Island comrade |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Sunday, January 12, 2020 9:42:55 AM

# City 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 | Joshua Scruggs |
| Email | |
| Phone | |
| Address | |
| City | Bainbrige Island |
| State | WA |
| Zip | 98110 |
| Current Employer | United States Coast Guard |
| Current Position | Chief Marine Science Officer on the Healey |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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 have 20 plus years of experience and education working in and with federal and state governments. I understand how to read and implement state and federal rules and regulations across the |

| | |
|---|---|
| activities, training, education) if any: | nation but more specifically in WA state with a focus on the impacts of marine environment and transpiration. Combined with a personal use of public transpiration and environmental low impact transportation options like biking. |
| Please share your community interests (groups, committees, organizations) if any: | USCG of the Healey Chief's association |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| 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:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Monday, January 27, 2020 8:44:22 PM

# City 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 | William T. (Tilt) Thompkins Jr. |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Seadoon Analytics |
| Current Position | Founder |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | Deep expertise in system analysis and project management. Good Understanding of Electric Vehicle Technology, Business Models, and Software and Comunication Systems needed to |

| | |
|---|---|
| activities, training, education) if any: | analyze, plan and implement multimodal design approaches. |
| Please share your community interests (groups, committees, organizations) if any: | *Field not completed.* |
| Feel free to attach your resume (optional): | |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | City Website |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

Tilt Thompkins

| | |
|---|---|
| **Summary** | Founder and Senior Data Scientist for Seadoon Analytics which utilizes long-term experience with Fortune 100 company consulting in data mining, advanced computing and scenario-planning coupled with current expertise in Cloud Computing, Data Science and Bayesian Inference to assist businesses in developing Decision Models and optimizing their use.<br><br>Seadoon Analytics seeks to improve Decision Modeling processes by effectively employing large-scale simulation tools and techniques to tune data model parameters so that better use is make of exiting data, to apply real-time feedback, and to drive a greater ability to represent uncertainty in Decision Models. Such tools will become increasingly important as Decision Models become pervasive and as privacy concerns limit organization's ability to personalize data collection. |
| **Previous Experience** | Extensive experience managing technology development organizations; developing key emerging technology opportunities such as software languages, knowledge discovery and data mining, parallel computing and optical networking; and organizational strategic planning.<br><br>He's served on the faculty at Massachusetts Institute for Technology, founding programs in advanced computer architectures and computational science, and Western Carolina University, founding a regional demographic analysis program; was responsible for modernizing IT infrastructure (campus-state-national networks, data centers, large-scale IBM and Unix servers, and dev/ops processes) at Purdue University; directed the National Center for Supercomputing Applications highly-successful Corporate Partners and knowledge discovery programs, and won multiple awards for excellence in data mining and analysis at the University of Illinois; directed software and systems research in private industry at Northrup Grumman and United Technologies; and was consultant in computer architectures and computational science for multiple Fortune 100 companies. |
| **Formal Education** | Ph.D. and S.M. in Mechanical Engineering from Massachusetts Institute of Technology<br>MBA from the University of Southern California<br>BS in Aerospace Engineering from NC State University |

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Thursday, January 23, 2020 2:59:20 PM

# City 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 | Barbara J Tolliver |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Self-employed |
| Current Position | Business Owner |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | LTAC<br>Ballot measure initiative task force: IMT and Town Square |
| Please share your qualifications for this appointment (skills, | Assistant Director of the King County Library System, 1986-2001<br>Co-Owner of The Traveler (Winslow Way retail business), 1995-present |

| | |
|---|---|
| activities, training, education) if any: | |
| Please share your community interests (groups, committees, organizations) if any: | Bainbridge Island Downtown Association, former Board member and President<br>Bainbridge Island Chamber of Commerce<br>Bainbridge-Ometepe Sister Island Association |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | *Field not completed.* |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, January 31, 2020 10:53:32 AM

# City 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 | Peter Vosshall |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Amazon Web Services |
| Current Position | VP & Distinguished Engineer |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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've been a daily commuter to Seattle since moving here in 2004, by bus, scooter, and, for the last eight years, by bicycle. |

| | |
|---|---|
| activities, training, education) if any: | I am an avid runner and have run every single street on the island as well as every single trail. I have a deep understanding of island road and trail network connectivity, and lack thereof. |
| Please share your community interests (groups, committees, organizations) if any: | I am a board member of the Bainbridge Island Parks Foundation and serve on the Trails and Finance committees.<br><br>I am also a board member and the treasurer of Ovation! Performing Arts Northwest.<br><br>I sing with the Amabile, Constellation, and St. Cecilia Compline choirs and play upright and electric bass in musical theater productions with Ovation! and Bainbridge Performing Arts. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | Email |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Sunday, January 12, 2020 5:20:21 PM

# City 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 | Sean Walker |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Mukilteo SD #6 |
| Current Position | School Bus Driver/Driver Trainer |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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 have been a school bus driver on Bainbridge Island for 17 years and only recently changed to a different district. I feel that my knowledge of the island and having lived here for 22 years |

| | |
|---|---|
| activities, training, education) if any: | makes my experience extensive. |
| 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 | 2020 |
| 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:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, January 10, 2020 3:51:40 PM

# City 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 | Robert Weschler |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Bainbridge Island School District |
| Current Position | Substitute Teacher |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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 a strong advocate for public transportation. When I substitute teach in Seattle, I only use the public transportation system. On Bainbridge, I don't have that opportunity but would |

| | |
|---|---|
| activities, training, education) if any: | like to change matters. I have written extensively on this matter, attended many Kitsap Transit open-to-the-public meetings (where I was one of the few private citizens),etc. (Also bicycled from LA to NY). |
| Please share your community interests (groups, committees, organizations) if any: | West Sound Chorus<br>Bainbridge Chorale<br>Oatmeal Club, Office Xpats<br>BBC, Sustainable Bainbridge, Bainbridge Park Foundation, Bainbridge Island Land Trust<br>Squeeky Wheels, Senior Center<br>(Note: don't have access to my resume now but available on request) |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | e-mail announcement |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Monday, January 20, 2020 5:28:43 PM

# City 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 | Jonathan Williams |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Seattle Department of Transportation |
| Current Position | Senior Transportation Planner |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | -Master of Arts from UCLA in Urban/Transportation Planning<br>-Worked as consultant at Fehr & Peers developing comprehensive and modal plans |

| | |
|---|---|
| activities, training, education) if any: | -Worked since 2013 at Seattle DOT as Senior Transportation Planner and Strategic Advisor. Developed neighborhood parking and and access plans, and currently work on development review. |
| Please share your community interests (groups, committees, organizations) if any: | Volunteer/parent at Odyssey Elementary |
| Feel free to attach your resume (optional): | |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Notify Me |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

# JONATHAN A. WILLIAMS

**AICP**

A results-oriented, thoughtful professional with a successful record and broad experience in the field of transportation planning and program management.

## AREAS OF EXPERTISE

- Project Management
- Data Analysis/Cartography
- Transportation Planning
- Public Policy Development
- Internal/External Collaboration
- Presentations and Public Outreach

Software: Excel, Word, PowerPoint, Access, Project, ArcGIS, Synchro, EMME/2, TransCAD, Photoshop

## PROFESSIONAL EXPERIENCE

**SEATTLE DEPARTMENT OF TRANSPORTATION,** SEATTLE, WA, APRIL 2013-PRESENT

**STRATEGIC ADVISOR I** FEBRUARY 2018 - CURRENT

**SENIOR TRANSPORTATION PLANNER** APRIL 2013 - FEBRUARY 2018

- Manage Community Access and Parking Program, develop neighborhood access and parking plans, engage local stakeholders. Select completed neighborhood work includes:
    - BALLARD – Completed and implemented updates to neighborhood parking management, designed and managed multiple on- and off-street parking studies, conducted local employee transportation survey, staffed over 20 neighborhood meetings, responded to media inquiries, collaborated with other SDOT projects
    - COLUMBIA CITY – Led 2-year effort to review neighborhood parking management and access. Represented SDOT at meetings of the neighborhood business association, formed and held regular meetings with a neighborhood advisory group, worked with Community Liaison staff to reach immigrant- and minority-owned businesses, developed and used multiple area mailers and surveys, and led public information sessions. Outcome of work was a complete change to area on-street parking management.
    - LIGHT RAIL STATION AREAS – Work collaboratively with Sound Transit to review and update curb management within now-open and upcoming light rail station areas to improve access to light rail while managing commuter parking in residential neighborhoods. Managed interagency agreements, multiple area parking studies, and public outreach efforts.
- Developed and implemented plan to increase accessible on-street designated disabled parking in commercial areas in City reflecting federal guidelines and best practices from peer cities.
- Manage annual consultant contracts for citywide parking data collection to support paid parking management programs. Designed user-friendly data report and program video.
- Support and advise loading and parking access as part of transit and bicycle capital project design and implementation. Examples include City Center Connector, Broadway Streetcar Extension, Madison BRT, and other rechannelization projects.
- Designed and collected customer and visitor access intercept surveys in 10 neighborhoods to inform future neighborhood access work.
- Manage technical project to examine feasibility of using pay station transaction records (over 35 million annual records) to predict actual parking occupancy. Project developed both linear regression and machine learning data transformation models.
- Review, edit, and advise on environmental documentation for corridor projects, area upzones, and private development projects
- Manage more than $450,000 annually in consulting contracts with multiple consultants and vendors.
- Ensure inclusive outreach and engagement reflective of the City's Race and Social Justice Initiative.

**FEHR & PEERS**, LOS ANGELES, CA AND SEATTLE, WA JULY 2010 - APRIL 2013
**TRANSPORTATION PLANNER**

- Managed projects and served as analyst on transportation planning and engineering projects ranging from traffic impact assessments of individual developments to citywide transportation master plans.
- Prepared marketing materials and attended project interviews.
- Led project meetings and outreach events.
- Served on and managed diverse consulting teams with multiple subconsultants.
- Select projects at Fehr & Peers include:
  - 14TH AVENUE PARK STREET PROJECT, SEATTLE, WA
  - SEATTLE SEAWALL TRANSPORTATION EIS, SEATTLE WA
  - ALABAMA STREET MULTIMODAL CORRIDOR, BELLINGHAM, WA
  - LIGHT RAIL STATION AREA PLANNING, SEATTLE, WA
  - RIGHT-SIZE PARKING PROJECT, KING COUNTY, WA

**CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION,** LOS ANGELES, CA, MARCH 2009-JULY 2010
**PLANNING INTERN**

- Assisted in federal funding securement for pilot parking project: E-76, DBE, CEQA and NEPA requirements.
- Drafted and edited documents for Systems Engineering Management Plan and Request for Proposals
- Conducted field studies, prepared reports and memoranda.
- Met with other agencies to review status of countywide Congestion Reduction Demonstration Plan.

---

## PRESENTATIONS/EXHIBITIONS/PUBLICATIONS

- "**The Price Doesn't Matter if You Don't Have to Pay: Legal Exemption as an Obstacle to Congestion Pricing in Transportation,"** *Journal of Planning Education and Research*, February 2012
- "**Parking Spaces to Park Places: Ballard's 14th Ave Experience,"** Presentation at Washington Statewide American Planning Association Conference, Fall 2012
- "**Data-Based Neighborhood Access Planning,"** Poster Exhibit at National Association of City Transportation Officials (NACTO) Conference, Fall 2014
- "**Disabled Placard Parking Policies – Problems and Proposed Solutions,"** Presentation at International Parking Institute Annual Conference, Summer 2015
- "**Parking Without Paying,"** *ACCESS Magazine*, Fall 2015
- **"Making Parking Management (Almost) Painless,"** Co-Presentation with Portland Bureau of Transportation at Oregon/Washington Joint State American Planning Association, Fall 2016
- **"Accommodation and Transportation: How Cities Can Design Transportation Infrastructure Around ADA Standards,"** Presentation at Association of Washington Cities Conference, Summer 2018

---

## EDUCATION

**MASTER OF ARTS, URBAN/TRANSPORTATION, UNIVERSITY OF CALIFORNIA,** LOS ANGELES, CA 2010

- Worked as Graduate Research Assistant on TOD planning and parking analysis project
- Served as Graduate Teaching Assistant for Donald Shoup's Parking, Land Use, and Transportation course

**BACHELOR OF SCIENCE, NATURAL RESOURCES – CHEMISTRY AND FORESTRY FOCUS, VIRGINIA TECH,** BLACKSBURG, VA 2002

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, January 31, 2020 11:58:08 AM

# City 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 | Don Willott |
| 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 City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | Non-Motorized Transportation Advisory Committee / Multi-modal Transportation Advisory Committee |
| Please share your qualifications for this appointment (skills, | Please see my 8-7-19 Statement of Qualifications attached. |

activities, training, education) if any:

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

Particularly over the past two decades and even before I was first appointed to the COBI Non-Motorized Transportation Advisory Committee in 2003, best practices for active transportation have evolved rapidly. I continue to strive to be ahead of the curve in knowledge, and to engage with those organizations in the best position to lead creative implementation relevant to our community.

That includes participating in regional, state, and international conferences, such as the Association of Pedestrian & Bicycle Professionals which met in Portland, OR this past year. It also included participating in the international EcoCity Conference in Vancouver, B.C. this fall—with world experts in sustainability relating to earth's capacity for fossil fuel energy use, and optimum adaptive technologies—one key being sustainable transportation.

Over the past year, I joined with leaders in King, Snohomish, Pierce, and Kitsap Counties in creating the Regional Trail Coalition for Central Puget Sound, This new organization is completing it's organizational structure for advancing an interconnected network of regional trails; for sharing information; and for working on common goals. This includes the Rails-to-Trails Conservancy's Great American Rail Trail between Washington, D.C. and the Pacific Ocean—who's designated route now includes the Sound to Olympics Trail across Kitsap, connecting with the Olympic Discovery Trail across Jefferson and Clallam Counties to LaPush. In coming months, King County Executive Dow Constantine will be convening elected leaders and staffs as part of the roll out.

An organizing principle for me has been the conservation of open space with ways people can get out in nature, where we can be active and appreciate natural and climate friendly habitat. I have cultivated ties with leaders of the Mountains-to-Sound Greenway Trust, who provide one major model for conservation of a greenway with trails in King and Kittitas Counties.

I have partnered in writing 6 million dollars in successfully awarded, but highly competitive grants through WSDOT and PSRC for sections of the STO on Bainbridge. I am working with the Bainbridge Island Parks Foundation to continue to improve on the native planting done as part of the first projects.

I engaged with multiple partners in the purchase for conservation of 4,000 acres of forest land in the Port Gamble area. I am now working through Kitsap Audubon Society and the Port Gamble Heritage Park Stewardship Committee on a model restoration

| | |
|---|---|
| | demonstration project improving both habitat and territorial views.<br><br>My experience is that all of this work regionally is vital for keeping Kitsap as truly the “natural side of Puget Sound,” and making it in fact the “Scenic & Recreational Highway” corridors we have designated, but which require active leadership to go from designation to reality. We may live on an Island, but to be successful working with WSDOT on how SR 305 is developed, for example, we will do much better as our municipalities and other partners develop approaches which sync with one another.<br><br>I am committed to transformative change for mobility, both by following through on key work already underway, and new initiatives to speed the climate-friendly transitions we now understand to be critical.<br><br>I can bring networks of working relationships to bear on Bainbridge Island’s Sustainable TransportationTask Force. I believe in looking at a given situation from many angles and look for approaches which are well researched and thought out. Finally, I persist in completion of tasks and goals, finding ways to deal with frustrations and challenges.<br><br>I am very interested in continuing to help our community’s transportation solutions to the next level through the Sustainable Transportation Task Force. |
| Feel free to attach your resume (optional): | |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | *Field not completed.* |
| Other | Engagement with the MTAC & Council |

Email not displaying correctly? View it in your browser.

**Statement of Qualifications,**
**Donald J. Willott,**
**8-7-19**

**Puget Sound Regional Council (PSRC)**

With the **Puget Sound Regional Council**, **PSRC,** I have been a member of the **Bicycle/ Pedestrian Advisory Committee** for more than a decade. I have periodically attended other PSRC meetings, including the Transportation Policy Board, Executive Committee, Regional Staff Committee, and Prioritization Working Group. In recent years, I observed most meetings of the Regional Project Evaluation Committee—which oversees grant criteria & competitions.

As a member, of the **Association of Pedestrian and Bicycle Professionals (APBP)**, I **facilitated a collaboration** of the Bicycle Alliance of Washington, Feet First, and SvR Design with PSRC **to host the monthly APBP Webinar series**.

In 2013 I was invited to serve on **PSRC's Transportation Alternatives Program Citizen's Advisory Committee**, which recommended grant criteria, application process, and project ranking for $17 Million of FHWA funds designated for active transportation.

**Bainbridge Island**

On Bainbridge Island, in 2000, I served on the Goals and Policies Committee which developed & recommended the award-winning Non-Motorized Transportation Plan which was adopted by the **City of Bainbridge Island**. I have served on the City's **Non-Motorized Transportation Advisory Committee (NMTAC)**, now re-named the **Multimodal Transportation Advisory Committee,** continuously since it was created in 2003, including service as **Vice-chair and Chair**.

I initiated and led the NMTAC creation of the **City of Bainbridge Island Guide to Walking, Cycling, & Paddling (map)**, distributed to every household on Bainbridge Island. And I led design of well received **"Bainbridge Shares the Road" signs and related safety messaging**.

Between 2004 and 2008, I participated in several committees as part of the **Winslow Tomorrow** "congress" developing a vision for the Winslow downtown area. This major visioning process included consultation and presentations by numerous community design consulting experts. The Winslow Way Reconstruction Project was a result of Winslow Tomorrow.

I served as an appointed member of **Washington State Ferries' Bainbridge Island Ferry Terminal Advisory Committee** as part of an extensive public outreach process updating the Bainbridge Ferry Terminal Master Plan in 2005-6.

**Statement of Qualifications,**
**Donald J. Willott,**
**8-7-19**

As requested by the Bainbridge City Council's Chair of the Public Works Committee, I wrote the "concept" for what is now named the **Sound to Olympics (regional) Trail**, which was then recommended by the NMTAC and submitted by the City for inclusion in PSRC's Transportation 2040 in 2008.

In 2010, I collaborated with the COBI Public Works Engineering Manager in writing a successful **WSDOT Safety Program** grant for Madison Avenue, constructed in 2012.

In 2012 I collaborated with the COBI Public Works Engineering Manager, on a successful grant application through the **WSDOT Pedestrian and Bicycle Program** for a complete streets project to provide a section of the Sound to Olympics Trail, bike lanes, and wider sidewalks on SR 305 near the WSF terminal on Bainbridge. I served on the design committee which hired consultants and led community involvement. This project is now referred to as the Olympic Drive Project, and is currently in construction.

In 2013, I again collaborated with the COBI Engineering Manager on development of a Transportation Alternatives Program competitive grant application through PSRC for a "Sound to Olympics Trail/ SR 305 Corridor Enhancement Project, Phase II" to design a mile of shared-use path between Winslow Way and High School Road, and construct the first 1/3 mile.

We subsequently again collaborated on writing a Surface Transportation Program (STP) grant application through PSRC in cooperation with Washington State Ferries to construct the STO for the remaining distance to High School Road. Both of these highly competitive grants were awarded to COBI. I again served on the design committee, which recommended a final design through extensive community involvement. Construction for these two grants was completed in 2018.

In 2016 I assisted with the successful PSRC grant application for a Pedestrian / Bicycle Bridge across SR305 and a Pedestrian Loading Bridge at the WSF Bainbridge Terminal. This included working with community groups who provided letters of support for the project. It was a remarkable accomplishment to have been awarded this grant, the only regional trail project in this competition for STP (Surface Transportation Project) federal funds. This project was unfortunately not constructed by decision of a new City Council.

In 2016, I assisted the COBI Engineering Manager with developing a Transportation Improvement Board grant application under the Urban Arterials Program for a section of Wyatt Way between Madison and Lovell to add sidewalks & bike lanes. The project was also funded, and I participated in selecting the design consulting team--in the process refining the scope of design. The project provides a key safety enhancement which improves the active transportation route intended to connect with the STO projects on SR 305.

**Statement of Qualifications,**
**Donald J. Willott,**
**8-7-19**

In 2018, I participated in the creation of the **Bainbridge Mobility Alliance** along with representatives from Squeaky Wheels, Go Bainbridge, Climate Action Bainbridge, and Bainbridge Parks Foundation to identify & act on collaborations to promote a balanced & evolving set of activities toward providing a complete and sustainable transportation system on Bainbridge. I consider that I bring background and relationships including MTAC, NKTA, and Kitsap Audubon. The most visible product of this group has been the completion of a well regarded active transportation survey of Bainbridge residents.

In 2008, I participated in the community group which successfully supported a levy lid lift for the **Bainbridge Island Metropolitan Parks and Recreation District** (BIMPRD )in order to fund land purchases to add open space with trails and other facilities, and was asked to serve through 2011as a Liaison from the NMTAC to BIMPRD **Parkland Acquisition Committee** created to evaluate and recommend purchases to the Board of Commissioners.

In 2008, I served as an appointed member of the Stakeholder Group which produced with City staff and consultants the **Bainbridge Island Open Space Study**.

**Kitsap County & Kitsap Regional Coordinating Council**

Between 2009-10, I served on the **Kitsap Regional Coordinating Council's Trails Ad Hoc Committee** which produced the report, Looking for Linkage: Non-Motorized Facilities in Kitsap County, which "contains four main components that provide a context for policy decisions about priority use of federal funds in 2011 and beyond."

I attended the **KRCC Transportation Policy Committee** and **Transportation Technical Committee** monthly meetings for about two years as an observer on a regular basis.

In 2011, as a **Board Member of the Washington Coalition for Promoting Physical Activity (**WCPPA), I proposed KRCC partner with WCPPA and the Kitsap Public Health District to host the **Kitsap Complete Streets Leadership Forum**, one of three complete streets events in the state--using Centers for Disease Control (CDC) funding as contracted with the Washington State Department of Health. KRCC staff and I planned and coordinated this event, which included elected officials, municipality staff, and active transportation stakeholders. This forum was regarded as very successful and had 100 attendees.

See below also my role in Kitsap Count feasibility studies determining the routes & basic design of the STO for Port Gamble and the “Divide Block,” representing NKTA.

**Statement of Qualifications,**
**Donald J. Willott,**
**8-7-19**

**North Kitsap Trails Association**

Since 2006, I have been active with the **North Kitsap Trails Association**, was invited to serve on it's **Board**, and have served for several years as **Vice-President**. I lead the NKTA's **Sound to Olympics Trail** planning.

I participated in the NKTA committee which wrote and **North Kitsap *String of Pearls* Trail Plan**, which was then adopted by the Kitsap County Board of Commissioners. Development of this plan included extensive outreach to community groups to help shape the plan.

I subsequently also participated in a **Kitsap County Non-Motorized Facilities Plan Advisory Committee**. That plan was also adopted by the Kitsap County BOC, which compliments what had already adopted with the North Kitsap Trail Plan.

In 2013 I participated in producing a NKTA **Birkenfeldt Heritage Trail grant application** through the Seattle Foundation seeking to preserve nearly two miles corridor for the Sound to Olympics Trail through the "Divide Property" block of Pope Resources land. This application formed the basis for the **North Kitsap Trail Feasibility Study**, which was commissioned by the Commissioners, and served as a member of the **Design Steering Committee,** which produced the report determining the route and basic design of approximately two miles of STO.

I subsequently served as a member **Steering Committee for the Port Gamble Feasibility Study** led by Kitsap County Public Works, which determined the route for more than six miles of Sound to Olympics Trail through the Port Gamble Heritage Park and easements through Pope Resources owned land.

**Kitsap Forest & Bay Project**

Since 2007--starting with it's inception, I was active in the **Kitsap Forest and Bay Coalition**. The KFBP was the initiative to preserve as open space with trails in several thousand acres of timber land owned by Pope Resources. Pope Resources, the Pt. Gamble S'Klallam Tribe, the Suquamish Tribe, Kitsap County, the Great Peninsula Conservancy, and Forterra were principals in this process. The NKTA and Kitsap Audubon Society have been among the most active of many community groups involved in this coalition. I represented Kitsap Audubon Society on the Kitsap Forest & Bay Campaign Steering Committee for this very successful Forterra campaign. This campaign was completed in December, 2017, raised three and a half million dollars, and purchased 4,000 acres which are now Kitsap County's Port Gamble Heritage Park.

**Statement of Qualifications,**
**Donald J. Willott,**
**8-7-19**

I am now serving with essentially the same group of coalition partners on the **Port Gamble Stewardship Committee**, advisory to the Kitsap County Parks Department. This stewardship group coordinates planning, work parties, mapping, and other activities for this new park.

**Kitsap Audubon Society**

I have been an active member of **Kitsap Audubon Society** for many years, and have participated in Board meetings since 2006, where I have advised the Board on matters relating to transportation and trails in support of habitat preservation and enhancement.

I am currently **Conservation Chair for KAS**. I also served as an appointed member of the Ann Sleight Memorial Endowment Committee, responsible for oversight of an endowment totaling more than 300 thousand dollars. I was co-recipient of the **2013 "Kingfisher Award,"** Kitsap Audubon's highest award, given for outstanding service over a period of five or more years."

**Northwest Universal Design Council**

I was active in the **Northwest Universal Design Council** for some years between about 2003-10, and participated in a working group which wrote Design Standards for Single Family Occupancy Residences. My focus was on accessible streetscape design. I have taken classes on **accessible pedestrian facility design relating to ADA standards and universal design**. On Bainbridge, I convened a **Universal Design Advisory Group** which reviewed and made recommendations on streetscape design for the Winslow Way Reconstruction Project which redesigned and rebuilt our main downtown street as part of a major utilities repair. Accessible design has been one focus for me as a member of the COBI Multimodal Committee. This includes networking with users who have and can articulate accessibility needs.

**Group Health Cooperative of Puget Sound**

Between the years of 1978 and 1990, I was highly involved in the governance of **Group Health Cooperative of Puget Sound**. I served on **several board committees** advising the Board of Trustees, including the Health Promotion and Evaluation Committee, Health Care Committee, Human Resources Committee, and Governance Committee. I was **Chair** of the **Cooperative Education Sub-Committee** of the Governance Committee for a period of years. I served on an ad hoc committee which developed a proposal to the Board of Trustees to create Regional Councils to oversee hospital, specialty care, and medical center facilities in Group Health's three regions. I was elected to serve on the **Central Regional Council** for two terms, including service as **Vice-Chair**.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Thursday, January 30, 2020 3:59:18 PM

# City 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 | Barbara Zimmer |
| 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 City advisory groups (select all that apply): | Sustainable Transportation Task Force (15-20 positions) |

**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, | BA in Urban Planning; attendee at several Kitsap Transit presentations/discussions; every-day walker; good writing, communication, community outreach and organizing skills; |

| | |
|---|---|
| activities, training, education) if any: | volunteered at the 2018 BI Open Streets Festival. |
| Please share your community interests (groups, committees, organizations) if any: | Past board member of Sustainable Bainbridge, current steering-committee member of Climate Action Bainbridge, past volunteer for BI Land Trust, Zero Waste, school committees, soccer coaching, Weed Warriors, salmon stream monitoring, and Bainbridge Beach Naturalists. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2020 |
| How did you hear about the volunteer opportunity? | Newspaper |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:20 PM) Ordinance No. 2020-06, Amending the 2020 Budget to Carry Forward Funding for Work Funded in 2019 but to be Performed in 2020 - Finance,

**SUMMARY:** Funding for certain items, as described in the attachment to the ordinance and in the attached memo, was approved in the 2019 budget and the work was started and is still in progress. These funds will be carried over into the 2020 budget to provide funding and allow the planned work to be completed. If approved, these actions will increase authorized 2020 City spending by $1,635,500 for the General Fund, $325,967 for the Streets Fund, $18,004 for the Civic Improvement Fund, $55,890 for the Affordable Housing Fund, $197,463 for the Water Fund, $315,573 for the Sewer Fund, $322,699 for the Stormwater Fund, and $50,000 for the Building and Development Services Fund.

**AGENDA CATEGORY:** Ordinance **PROPOSED BY:** Finance & Administrative Services

**RECOMMENDED MOTION:** I move to forward for approval with the Consent Agenda on March 10, 2020, Ordinance No. 2020-06, amending the 2020 Modified Budget to include carryover items for work funded in 2019 but to be performed in 2020.

**STRATEGIC PRIORITY:** Good Governance

| **FISCAL IMPACT:** | |
|---|---|
| **Amount:** | $2,921,096 |
| **Ongoing Cost:** | |
| **One-Time Cost:** | $2,921,096 |
| **Included in Current Budget?** | No |

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

**ATTACHMENTS:**

2019 Budget Carry over into 2020 Transmittal Memo

Ordinance No. 2020-06 Amending the 2020 Budget to Carry Forward 2019 Items.docx

Ord 2020-06 Attachment A - Carryover Request Final.xlsx

**FISCAL DETAILS:** Please see the attached memo.

Total by fund is listed below:

General Fund: $1,635,500

Streets Fund: $325,967

Civic Improvement Fund: $18,004

Affordable Housing Fund: $55,890

Water Fund: $197,463

Sewer Fund: $315,573

Storm and Surface Water Management Fund: $322,699

Building and Development Services Fund: $50,000

**Fund Name(s):**

**Coding:**

CITY OF
BAINBRIDGE ISLAND

# Finance and Administrative Services Department

# Memorandum

Date: February 25, 2020

To: City Council
Morgan Smith, City Manager

From: Kim Dunscombe, Budget Manager

Subject: Carryover Budget Amendments

The Finance and Administrative Services Department brings budget adjustments to Council for consideration on a regular basis, the first of which is consideration of updating the operating budget for items which were approved in the previous year. The action proposed in this agenda item officially amends the 2020 budget in accordance with the decisions made in 2019.

This memo provides a detailed overview of the requests for each operating fund. The number of requests and total spending authority is larger than in a typical year due to the wide range of projects for which City work is on-going and will continue into the coming year.

General Fund Carryover Requests – 21 items, $1.64 million

*Ongoing agreements for professional services:*

- Suzuki Property Development – This item carries forward the remaining $544,723 of the $800,000 provided for this contract for site preparation services in 2018. On June 12, 2018 Council approved a contract with Olympic Property Group in the amount of $796,600. Total amount spent life to date is $255,277.
- COBI Connects and Communication Plan – This item carries forward $107,000 from the Adopted Biennial Budget for a communications plan, to include website improvements.
- National Citizen Survey - This item carries forward $15,000 from the 2019-2020 Adopted Budget for the City to conduct a survey of island residents.
- Comprehensive Plan Implementation Projects – Inclusionary Zoning and Transfer Development Rights (TDR), Update of City's Design Guidelines, and Island Center Subarea Planning Process are all parts of Comprehensive Plan update. Appropriation authority for these projects was approved and provided for in 2019-2020 Adopted Budget. Projects are still on-going.
    - Inclusionary Zoning and TDR – On June 12, 2018 Council approved a contract with ECO Northwest in the amount of $87,500 to provide economic analysis of inclusionary zoning programs and revisions to the City's transfer of development rights program. Life to

date we have spent $55,692, therefore $31,808 is remaining on the contract. Work is on-going.
    - Update of City's Design Guidelines – On October 23, 2018 Council approved a contract with Platform Design LLC in the amount of $113,573. Life to date we have spent $102,553, therefore $11,020 is remaining on the contract. The only task the contractor has remaining is to build the City an interactive web page.
    - Island Center Subarea Planning – On September 10, 2019 Council approved a contract with Platform Design LLC of which $73,332 was encumbered to General Fund. Life to date we have spent $26,587, therefore $46,745 is remaining. Work is on-going.
- Dude Solutions On-Line Permit Configuration – This item carries forward $12,195 of appropriation authority related to online applications through the SmartGov Citizen Portal.
- Elliot Bay Trustee's Funding – On November 3, 2015 City Council accepted Elliott Bay Trustees' funding for maintenance and monitoring activities at Strawberry Cannery Cove and Pritchard Park Bluff East. This item increases the General Fund's 2020 budget by $97,715 to allow for the spending of the Elliott Bay Trustees' funding which was received in January 2016. The City is committed to spending these funds in 2020.
- Shade Covenant – This item carries forward $43,249 of appropriation authority related to the Crawford property shade covenant. $52,000 was appropriated in the 2019-2020 Adopted Budget for this work, of which $43,249 remains. Discussion on next steps is on-going.
- Water Quality and Flow Monitoring – This item carries forward $21,975 of appropriation authority in the General Fund related to a contract with Integral Consulting Inc. to organize the City's sediment data into a data management system. Total contract is $43,950. This work is allocated across three City operating funds as approved in the Cost Allocation Manual as follows: 50% General Fund, 10% Water Fund, and 40% Stormwater Fund.

*Continuing projects:*

- City Hall Siding and Other Repairs – This item carries forward $130,032 of funding and provides 2020 budget authority for a major maintenance project to City Hall siding. We did not receive bids on a small package of work for this project in 2019, so will combine some smaller projects into a larger project to be completed in 2020.
- City Hall Fire Sprinklers – This item carries forward funding of $10,300 and provides 2020 spending authority for a repair to City Hall fire sprinklers.
- City Hall Sound Attenuation - This item carries forward $28,800 in funding and provides 2020 budget authority for a project related to City Hall acoustics.
- Waterfront Park Tree Service – This item carries forward $44,000 in funding and provides 2020 budget authority for hazard tree removal and pruning at Bainbridge Island Waterfront Park.
- Waterfront Park Playground Fence – This item carries forward $52,600 in funding and provides 2020 budget authority for installation of a new fence at WFP playground. Work is anticipated to begin mid-February and will be completed in two phases.
- Morales Farmhouse Repairs – This item carries forward $36,839 in funding and provides 2020 budget authority for repairs at the Morales Farmhouse. The 2019-2020 Adopted Budget included funding for farm repair and maintenance. This project was allocated a total of $37,500 of which $660 has been spent.
- Public Works Well Facility Repair - This item carries forward $7,658 in funding and provides 2020 budget authority for facility repairs at the Public Works Well Facility.
- Senior Center Commons Facility Repair – This item carries forward $7,500 in funding and provides 2020 budget authority for facility repairs at the Senior Center.

- Emergency Management Program Grant – This item carries forward $13,553 of appropriation authority for various emergency management activities, training, and supplies. On June 25, 2019 Council authorized staff to apply for an Emergency Management Program Grant. Staff plans to utilize grant funds in 2020.

*Committee and Commission projects:*

- Health and Human Services – This item carries forward funding of $346,331 and provides 2020 budget authority for health and human service contracts. This is the second year of 2-year funding cycle.
- Cultural Community Services – This item carries forward funding of $26,456 and provides 2020 budget authority for payment completion of six cultural community services contracts to complete payments for 2019 services that were received after year-end close.

Street Fund Requests – 3 items, $325,967

- Sustainable Transportation – This item carries forward funding of $283,517 and provides 2020 budget authority for the Sustainable Transportation Initiative. Work is on-going.
- Country Club Bulkhead Repair - This item carries forward funding of $30,200 for the repair of Country Club Road bulkhead. Project design will be completed in 2020.
- Design and Construction Standards and Specifications – This item carries forward funding of $12,250 in the Streets Fund for support services related to the comprehensive review of the design and construction standards. Total project budget is $49,000. Budget is evenly split as follow: 25% Streets Fund, 25% Water Fund, 25% Sewer Fund, and 25% Stormwater Fund. However, actual costs will be direct charged to the corresponding fund.

Civic Improvement Fund Request – 1 item, $18,004

- Lodging Tax Advisory Committee Contract Awards - This item carries forward funding of $18,004 and provides 2020 budget authority to complete payments for 2019 services that were received after year-end close: Bainbridge Island Historical Museum for $6,429, and Bainbridge Island Lodging Association for $11,575.

Affordable Housing Fund Requests – 1 item, $55,890

- Emergency Rental Assistance Program - This item carries forward funding and provides 2020 budget authority for emergency rental assistance, administered by Helpline House. On June 25, 2019 City Council directed staff to develop a professional services agreement with Helpline House in the amount of $100,000 with a scope of work encompassing the emergency rental assistance program proposal.

Water Fund Requests – 4 items, $197,463

- Water SCADA Upgrades - This item carries forward funding of $127,780 and provides 2020 budget authority for upgrades to water telemetry systems at various locations.
- Design and Construction Standards and Specifications - This item carries forward funding of $12,250 in the Water Fund for support services related to the comprehensive review of the design and construction standards. Total project budget is $49,000. Budget is evenly split as

follow: 25% Streets Fund, 25% Water Fund, 25% Sewer Fund, and 25% Stormwater Fund. However, actual costs will be direct charged to the corresponding fund.

- Water Rights Evaluation Project – This item carries forward funding of $53,037 and provides 2020 budget authority for required Department of Health Water System Plan applications. The project is to file Department of Ecology water rights change applications for five City water rights to request change of withdrawal points and confirm municipal use water rights. The work includes working with a consultant to research records, perform hydrogeologic analysis, and negotiate changes with the Department of Ecology.
- Water Quality and Flow Monitoring – This item carries forward $4,395 of appropriation authority in the Water Fund related to Integral Consulting Inc. contract which is to organize the City's sediment data into a data management system. Total contract is $43,950. This work is allocated across three City operating funds as approved in the Cost Allocation Manual as follows: 50% General Fund, 10% Water Fund, and 40% Stormwater Fund.

Sewer Fund Request – 4 items, $315,573

- Sewer SCADA Upgrades – This item carries forward funding of $108,487 and provides 2020 budget authority for upgrades to sewer telemetry systems at various locations.
- Design and Construction Standards and Specifications - This item carries forward funding of $12,250 in the Sewer Fund for support services related to the comprehensive review of the design and construction standards. Total project budget is $49,000. Budget is evenly split as follow: 25% Streets Fund, 25% Water Fund, 25% Sewer Fund, and 25% Stormwater Fund. However, actual costs will be direct charged to the corresponding fund.
- Wastewater Treatment Plant Tertiary Study – A study of tertiary treatment at the Wastewater Treatment Plant tertiary study was included in the 2019-2020 Adopted Budget. This project is intended to be scoped and started in mid-2020.
- Winslow Sewer Repair at 380 Winslow Way – This item carries forward funding of $30,000 for a sewer repair at 380 Winslow Way.

Stormwater Fund Requests – 6 items, $322,699

- Design and Construction Standards and Specifications - This item carries forward funding of $12,250 in the Stormwater Fund for support services related to the comprehensive review of the design and construction standards. Total project budget is $49,000. Budget is evenly split as follow: 25% Streets Fund, 25% Water Fund, 25% Sewer Fund, and 25% Stormwater Fund. However, actual costs will be direct charged to the corresponding fund.
- Island Wide Stormwater Study – This item carries forward funding of $100,000 for an Island Wide Stormwater Study. This project is intended to be scoped and started mid-2020.
- Pritchard Park Outfall Replacement – This item carries forward funding of $100,000 for relocation of the Pritchard Park Outfall. Construction was suspended in 2019 due to poor weather conditions and will resume early 2020.
- Culvert Replacements - This item carries forward $71,832 and provides 2020 budget authority for completion of several culvert repairs around the Island.
- DOE Stormwater Grant - This item increases appropriation authority by $21,037 related to Department of Ecology (DOE) Stormwater Grant. On May 8, 2018 City Council accepted the $50,000 DOE Grant as part of 2018 1st Quarter Budget Amendments.

- Water Quality and Flow Monitoring – This item carries forward $17,580 of appropriation authority in the Stormwater Fund related to Integral Consulting Inc. contract which is to organize the City's sediment data into a data management system. Total contract is $43,950. This work is allocated across three City operating funds as approved in the Cost Allocation Manual as follows: 50% General Fund, 10% Water Fund, and 40% Stormwater Fund.

Building and Development Services Fund Requests – 1 item, $50,000

- Rate Study - This item increases appropriation authority related to the Building and Development Services Fund rate study as provided for in the 2019-2020 Adopted Budget.

Thank you for your consideration of these requests.

**ORDINANCE NO. 2020-06**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, amending the 2019-2020 biennial budget and providing for funding carryover items for work funded in 2019 but to be performed in 2020.

**WHEREAS**, on November 27, 2018, the City Council adopted the 2019-2020 biennial budget and subsequently amended the budget; and

**WHEREAS**, on November 12, 2019, the City Council adopted a modified budget for 2019; and

**WHEREAS**, funding for certain items was approved in the 2019 budget and this work is continuing in 2020, and these funds now should be carried over into the 2020 budget for work to be completed in this year.

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

**Section 1**. Ordinance No. 2019-28 and the 2020 budget are each amended as shown on the attached Exhibit A.

**Section 2**. The City's Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2020 Budget. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

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

PASSED by the City Council this ____ day of March 2020.

APPROVED by the Mayor this ____ day of March 2020.

_____
Leslie Schneider, Mayor

ATTEST / AUTHENTICATE:

_____
Christine Brown, CMC, City Clerk

| | |
|---|---|
| FILED WITH THE CITY CLERK: | February 14, 2020 |
| PASSED BY THE CITY COUNCIL: | March ___, 2020 |
| PUBLISHED: | March ___, 2020 |
| EFFECTIVE DATE: | March ___, 2020 |
| ORDINANCE NO: | 2020-06 |

Attached: Exhibit A

# Exhibit A to Ordinance No. 2020-06

2020 BUDGET AMENDMENTS
Presented to City Council February 25, 2020
Approved on DATE _____, 2020

| SUBJECT | DESCRIPTION | FUND / Department | AMOUNT | Change to Appropriation | On-going |
|---|---|---|---|---|---|
| | | | | | |
| Suzuki | This item carries forward and increases appropriation authority related to site development and preparation work at the Suzuki property. | General Fund / Executive | $ 544,723 | Increase | No |
| COBI Connects and Communication Plan | This item carries forward funding and provides 2020 budget authority for a communications plan as approved in the 2019-2020 Adopted Biennium Budget. | General Fund / Executive | $ 107,000 | Increase | No |
| National Citizen Survey | This item carries forward funding and provides 2020 budget authority for the City to conduct a Citizen Survey as approved in the 2019-2020 Adopted Biennium Budget. | General Fund / Executive | $ 15,000 | Increase | No |
| Inclusionary Zoning and TDR | This item carries forward funding and provides appropriation authority related to ECO Northwest contract. | General Fund / Planning and Community Development | $ 31,808 | Increase | No |
| Update of City's Design Guidelines | This item carries forward and increases appropriation authority related to updating City's design guidelines. | General Fund / Planning and Community Development | $ 11,020 | Increase | No |
| Island Center Subarea Planning | This item carries forward and increases appropriation authority related to Island Center Subarea Planning. | General Fund / Planning and Community Development | $ 46,745 | Increase | No |
| Dude Solutions On-line Permit Configuration | This item carries forward and increases appropriation authority related to online application through the SmartGov Citizen Portal process improvements. | General Fund / Planning and Community Development | $ 12,195 | Increase | No |
| Elliot Bay Trustee's Funding | This item carries forward and increases appropriation authority related to maintenance and monitoring activities at Strawberry Cannery Cove and Pritchard Park Bluff East. | General Fund / Planning and Community Development | $ 97,715 | Increase | No |
| Shade Covenant | This item carries forward and increases appropriation authority related to the shade covenant on the Crawford Property. | General Fund / Public Works | $ 43,249 | Increase | No |
| Water Quality and Flow Monitoring | This item carries forward funding and provides 2020 budget authority for a City sediment data management system. | General Fund / Public Works | $ 21,975 | Increase | No |
| City Hall Siding Repairs | This item carries forward funding and provides 2020 budget authority for City Hall's siding and various repairs. | General Fund / Public Works | $ 130,032 | Increase | No |
| City Hall Fire Sprinklers | This item carries forward funding and provides 2020 budget authority for City Hall's Fire Sprinkler repair. | General Fund / Public Works | $ 10,300 | Increase | No |
| City Hall Sound Attenuation | This item carries forward funding and provides 2020 budget authority for City Hall's Sound Attenuation project. | General Fund / Public Works | $ 28,800 | Increase | No |
| Waterfront Park Tree Service | This item carries forward funding and provides 2020 budget authority for Waterfront Park Tree Service. | General Fund / Public Works | $ 44,000 | Increase | No |
| Waterfront Park Playground Fence | This item carries forward funding and provides 2020 budget authority for Waterfront Park Playground Fence. | General Fund / Public Works | $ 52,600 | Increase | No |
| Morales Farmhouse repairs | This item carries forward funding and provides 2020 budget authority for repairs at the Morales Farmhouse. | General Fund / Public Works | $ 36,839 | Increase | No |
| Public Works Well Facility repair | This item carries forward funding and provides 2020 budget authority for repairs at the PW Well Facility. | General Fund / Public Works | $ 7,658 | Increase | No |

| SUBJECT | DESCRIPTION | FUND / Department | AMOUNT | Change to Appropriation | On-going |
|---|---|---|---|---|---|
| Senior Center Commons Facility Repair | This item carries forward funding and provides 2020 budget authority for facility repairs at the Senior Center Commons. | General Fund / Public Works | $ 7,500 | Increase | No |
| Emergency Management Program Grant | This item provides 2020 budget authority for the support of various emergency management activities, training, and supplies. | General Fund / Executive | $ 13,553 | Increase | No |
| Health and Human Services Funding | This item carries forward funding and provides 2020 budget authority for health and human service contracts awarded in the 2020 funding cycle for activities in the community. | General Fund / Executive | $ 346,331 | Increase | No |
| Cultural Community Services Funding | This item carries forward funding and provides 2020 budget authority for cultural community contracts awarded in 2019 for activities in the community. | General Fund / Executive | $ 26,456 | Increase | No |
| | TOTAL GENERAL FUND EXPENDITURE INCREASE | | $ 1,635,500 | | |
| | | | | | |
| Sustainable Transportation | This item carries forward funding and provides 2020 budget authority for Council initiative Sustainable Transportation Plan. | Street Fund / Public Works | $ 283,517 | Increase | No |
| Country Club Bulkhead Repair | This item carries forward funding and provides 2019 budget authority for Country Club Bulkhead repair. Design will be completed in 2020. | Street Fund / Public Works | $ 30,200 | Increase | No |
| Design and Construction Standards and Specifications | This item carries forward funding and provides 2020 budget authority for support services related to the comprehensive review of the design and construction standards. | Street Fund / Public Works | $ 12,250 | Increase | No |
| | TOTAL STREET FUND EXPENDITURE INCREASE | | $ 325,967 | | |
| | | | | | |
| Lodging Tax Advisory Committee 2019 Contract Awards | This item carries forward funding and provides 2020 budget authority for LTAC 2019 contract awards. | LTAC Fund / Executive | $ 18,004 | Increase | No |
| | TOTAL CIVIC IMPROVEMENT FUND EXPENDITURE INCREASE | | $ 18,004 | | |
| | | | | | |
| Emergency Rental Assistance Program - Helpline House | This item carries forward funding and provides 2020 budget authority for Helpline House contract. | Affordable Housing Fund / Executive | $ 55,890 | Increase | No |
| | TOTAL AFFORDABLE HOUSING FUND EXPENDITURE INCREASE | | $ 55,890 | | |
| | | | | | |
| SCADA Upgrades | This item carries forward funding and provides 2020 budget authority for water telemetry upgrades at various locations. | Water Fund / Public Works | $ 127,780 | Increase | No |
| Design and Construction Standards and Specifications | This item carries forward funding and provides 2020 budget authority for support services related to the comprehensive review of the design and construction standards. | Water Fund / Public Works | $ 12,250 | Increase | No |
| Water Rights Evaluation Project | This item carries forward funding and provides 2020 budget authority for required Department of Health Water System Plan water right change applications. | Water Fund / Public Works | $ 53,037 | Increase | No |
| Water Quality and Flow Monitoring | This item carries forward funding and provides 2020 budget authority for a City sediment data management system. | Water Fund / Public Works | $ 4,395 | Increase | No |
| | TOTAL WATER FUND EXPENDITURE INCREASE | | $ 197,463 | | |
| | | | | | |
| SCADA Upgrades | This item carries forward funding and provides 2020 budget authority for sewer telemetry upgrades at various locations. | Sewer Fund / Public Works | $ 108,487 | Increase | No |
| Design and Construction Standards and Specifications | This item carries forward funding and provides 2020 budget authority for support services related to the comprehensive review of the design and construction standards. | Sewer Fund / Public Works | $ 12,250 | Increase | No |

| SUBJECT | DESCRIPTION | FUND / Department | AMOUNT | Change to Appropriation | On-going |
|---|---|---|---|---|---|
| WWTP Tertiary Study | Wastewater Treatment Plant tertiary study was Council added work that developed out of the 2019-2020 Biennium Budget process. | Sewer Fund / Public Works | $ 164,836 | Increase | No |
| Winslow Sewer Repair Project | This item carries forward funding and provides 2020 budget authority for a small sewer repair at 380 Winslow Way. | Sewer Fund / Public Works | $ 30,000 | Increase | No |
| | TOTAL SEWER FUND EXPENDITURE INCREASE | | $ 315,573 | | |
| | | | | | |
| Design and Construction Standards and Specifications | This item carries forward funding and provides 2020 budget authority for support services related to the comprehensive review of the design and construction standards. | SSWM Fund / Public Works | $ 12,250 | Increase | No |
| Islandwide stormwater study | Islandwide stromwater study was Council added work that developed out of the 2019-2020 Biennium Budget process. | SSWM Fund / Public Works | $ 100,000 | Increase | No |
| Pritchard Park Outfall Relocation | This item carries forward funding and provides 2020 budget authority for relocation of the Pritchard Park outfall. | SSWM Fund / Public Works | $ 100,000 | Increase | No |
| 2019 Annual Drainage/Culvert Projects | This item carries forward funding and provides 2020 budget authority for culvert repairs at various locations around the Island. | SSWM Fund / Public Works | $ 71,832 | Increase | No |
| DOE Stormwater Grant | This item increases appropriation authority related to the Department of Ecology Stormwater Grant. | SSWM Fund / Public Works | $ 21,037 | Increase | No |
| Water Quality and Flow Monitoring | This item carries forward funding and provides 2020 budget authority for a City sediment data management system. | SSWM Fund / Public Works | $ 17,580 | Increase | No |
| | TOTAL STORMWATER FUND EXPENDITURE INCREASE | | $ 322,699 | | |
| | | | | | |
| Rate Study | This item increases appropriation authority related to the Building and Development Services Fund rate study as provided for in the 2019-2020 Adopted Budget. | BDS Fund / Planning and Community Development | $ 50,000 | Increase | No |
| | TOTAL BUILDING AND DEVELOPMENT SERVICES FUND EXPENDITURE INCREASE | | $ 50,000 | | |
| | | | | | |
| | | | $ 2,921,096 | | |

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:30 PM) Lodging Tax (LTAC) Eligibility for Affordable Housing - Finance,

**SUMMARY:** Under very limited circumstances, the City of Bainbridge Island may use lodging taxes (LTAC funds) to pay debt service on bonds issued for eligible affordable housing. Debt issued may be provided to finance loans or grants to nonprofit organizations or public housing authorities using bond proceeds for affordable workforce housing within a half mile of a "Transit Station.".

Lodging taxes (LTAC) cannot be used for direct grants to non-profit organizations or individuals for affordable housing purposes. There are no cities in Washington State that have used this authority to repay debt services for bond issues to support eligible housing projects.

Additional information is provided in the memo attached to this agenda bill.

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

**RECOMMENDED MOTION:** Discussion

**STRATEGIC PRIORITY:** Healthy and Attractive Community

**FISCAL IMPACT:**

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

**BACKGROUND:** Please see additional information in the attached memo.

**ATTACHMENTS:**

Staff Memo LTAC Affordable Housing 02252020

**FISCAL DETAILS:** N/A - Discussion only

**Fund Name(s):** Other

**Coding:**

CITY OF
BAINBRIDGE ISLAND

# Finance and Administrative Services Department
# Memorandum

Date: February 25, 2020

To: City Council
Morgan Smith, City Manager
Ellen Schroer, Deputy City Manager

From: DeWayne Pitts, Finance Director

Subject: Use of Lodging Tax/Hotel Motel for Affordable Housing

---

Council and community members have asked about using lodging tax revenue (LTAC) for affordable housing. It is a complicated topic, about which I will provide additional information below.

Summary: The City of Bainbridge Island (City) can use LTAC funds to pay debt service for bonds issued for eligible affordable housing. The City cannot make direct grants of LTAC funds to individuals or organizations for affordable housing programming.

Debt issued may be provided to finance loans or grants to nonprofit organizations or public housing authorities using bond proceeds for affordable workforce housing.

There are no cities in Washington State that have utilized the authority to use LTAC funds to repay debt service for bonds issued to support eligible housing projects.

Background: The lodging tax, also referred to as the hotel-motel tax and LTAC, is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities. The guiding principle for the use of lodging taxes is that they must be used for activities, operations, and expenditures designed to increase tourism.

All lodging tax revenues must be used for tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities (RCW 67.28.1815 and RCW 67.28.1816) including:

- Tourism marketing;
- Marketing and operations of specials events and festivals designed to attract tourists;
- Operations and capital expenditures of tourism-related facilities owned or operated by a municipality or public facilities district; or
- Operations of tourism-related facilities owned or operated by non-profit organizations.

As of July of 2013, capital expenditures for tourism-related facilities owned by nonprofit organizations are no longer permitted expenditures of lodging taxes funds.

Bainbridge Island lodging tax revenues fluctuate with the economy and have averaged $240,000 per year since 2015. The City received $335,000 from this revenue source in 2019.

Use of LTAC funds for Affordable Housing: 2015 legislation (SB 1223) allows cities and counties to use lodging tax revenues to pay debt service for general obligation bonds (RCW 67.28.150) or revenue bonds (RCW 67.28.160) for affordable workforce housing within a half mile of a transit station. It's important to understand the terms as used in this legislation:

- "Affordable workforce housing" means housing for a single person, family, or unrelated persons living together whose income is between 30% and 80% of the median income, adjusted for household size, for the county where the housing is located.
- "Transit station" or "Transit Facility" are defined by RCW 9.91.025(2)(a) as "all passenger facilities, structures, stops, shelters, bus zones, properties and rights-of-way of all kinds that are owned, leased, held or used by a transit authority for the purpose of carrying passengers on a regular schedule." With respect to Bainbridge Island, this definition appears to allow flexibility in determining the location of the affordable housing (and presumably for funding) within a half mile of any transit station bus route on the island provided by Kitsap Transit or the Washington State Ferry terminal in Winslow since they both meet the definition.
- "General obligation (GO) bonds" are bonds that are secured by the full faith and credit of the local government issuing the debt.
- "Revenue bonds" is debt that is different from GO debt in its method of repayment. Unlike GO debt, which relies on tax revenues for repayment, revenue debt is

guaranteed by specific revenues generated by the issuer. In this case, the revenue would be the LTAC revenue.

The proceeds from issuing general obligation bonds under RCW 67.28.150 can be used to finance loans or grants to nonprofit organizations or public housing authorities for affordable workforce housing within a half mile of a transit station. The bond maturity must not exceed 40 years.

Use of the proceeds from revenue bonds under RCW 67.28.160 are further restricted in several ways. First, projects must be reasonably expected to spend funds within three years. Next, the amount of LTAC revenue that may be used as debt service is limited to 50% of total annual LTAC revenues. Also, the City must set up a separate fund for the sole purpose of paying the principal and interest on the bonds. In addition, the owners of such bonds must have a lien and charge against the gross revenue pledged to such a fund. Finally, any proposals must be vetted through the LTAC committee process outlined in (RCW 67.28.1816(2)).

As stated in the background section, the City has received an average of $240,000 in LTAC revenue in recent years. Using $65,000 in debt service per $1.0 million in debt (based on the City's most recent bond issue), the City could issue roughly $3.7 million in general obligation debt to be repaid with LTAC revenue.

AWC is not aware of any cities that have utilized the authority to use LTAC revenue to pay debt service as provided in RCW 67.28.150 or RCW 67.28.160.

Not applicable to Bainbridge Island: HB 1223 provides authority to use LTAC revenue in some cases for services for homeless youth, but this authority is limited to King County.

In conclusion, while State law provides for possible uses of LTAC revenue related to affordable housing, the uses are heavily restricted. For the City of Bainbridge Island, the use of LTAC funds related to affordable housing may not be practical due to the limitations.

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (8:40 PM) Appointment to the Design Review Board - Mayor Schneider,

**SUMMARY:** In late 2019, a call for participation was issued for volunteers to fill a vacant Design Review Board position through June, 2021. Five applications were received and interviews were held. Mayor Schneider recommends that Vicki Clayton be appointed to complete the term of Position 4 through June, 2021.

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

**RECOMMENDED MOTION:** I move to forward for approval with the March 10 Consent Agenda the appointment of Vicki Clayton to complete the term of Position 4 of the Design Review Board through June 30, 2021.

**STRATEGIC PRIORITY:** Good Governance

| **FISCAL IMPACT:** | |
|---|---|
| **Amount:** | |
| **Ongoing Cost:** | |
| **One-Time Cost:** | |
| **Included in Current Budget?** | |

**BACKGROUND:**

**ATTACHMENTS:**

Design Review Board Applications (Redacted).pdf

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Tuesday, December 24, 2019 11:59:52 AM

# City 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 | Vicki Clayton |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge islsnd |
| State | WA |
| Zip | 98110 |
| Current Employer | Retired |
| Current Position | Formerly VP Speciall Projects |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Design Review Board (1 position) |

**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, | As Chief Operations Officer and then VP Special Projects at Cornish College of the Arts managed the College's relocation to the Denny Triangle In downtown Seattle. Managed acquisition of |

| | |
|---|---|
| activities, training, education) if any: | $36M in real estate in 2008; sale of 8 properties on Capitol Hill; cooperative development of an underground parking lot next to Kerry Hall again on Capitol Hill. Oversaw remodels of Denny Triangle properties including all coordination with Seattle Landmarks Preservation Board. Managed day to day operations of all these facilities for 15 years. Served as owner's rep including all coordination with architect for Cornish's 21 story student housing building voted as one of best buildings of the year by Puget Sound Business Journal in 2016. |
| Please share your community interests (groups, committees, organizations) if any: | Served 12 years on the BI School Board including 5 terms as Board Chair. Helped District write its first Master Campus Plan. Was on the Board that purchased the Woodward/Sakai, Sands Road and Grand Forest school sites. |
| Feel free to attach your resume (optional): | *Field not completed.* |
| Type the Year | 2019 |
| How did you hear about the volunteer opportunity? | City Website |
| Other | CityManager newsletter |

Email not displaying correctly? View it in your browser.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Tuesday, December 17, 2019 11:36:45 AM

# City 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 | Jonathan Davis |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Self - Davis Studio Architecture + Design |
| Current Position | Owner/Architect |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Design Review Board |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | Affordable Housing Task Force |
| Please share your qualifications for this appointment (skills, | Master of Architecture, Southern California Institute of Architecture (SCI-Arc) 1991.<br>Worked for Frank Gehry 1991 to 1995. |

| | |
|---|---|
| activities, training, education) if any: | Award-winning Architect with own practice since 1995 with focus on residential and community design.<br>Worked on COBI new subdivision ordinance 2019 |
| Please share your community interests (groups, committees, organizations) if any: | Board of Sustainable Bainbridge 2013-2016 |
| Feel free to attach your resume (optional): | |
| Type the Year | 2019 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | Planning Director |

Email not displaying correctly? View it in your browser.

Jonathan Davis
Davis Studio Architecture + Design, LLC

davisstudioAD.com

Davis Studio Architecture + Design, led by architect Jonathan Davis, has a long history of environmental stewardship and sustainable design. Since 1985, Jonathan has been incorporating sustainable technologies into the buildings he has designed, as well as ensuring that the buildings are suitably located within their environment to take advantage of passive solar and natural ventilation and more importantly having as small an impact on the environment as possible.

Davis Studio Architecture + Design is the principal architect for the award winning, net-zero, multi-generational Grow Community (Phase 1), the largest solar community in the State of Washington. As well as being responsible for the architectural design of all the homes and apartment buildings, Davis Studio Architecture + Design worked closely with the energy engineers to integrate and coordinate all the leading-edge technologies in the homes to achieve the net-zero/zero carbon standards for this One Planet Community.

Davis Studio Architecture + Design projects have been built to LEED, BuiltGreen and One Planet Endorsement. Davis Studio A+D provides architectural and interior design for residential, retail, commercial, institutional, and public buildings as well as urban planning, throughout the U.S.

**Licensed Architect:**

State of California, C 24323, 1993
State of Washington, 10319, 2011

**EXPERIENCE:** Professional

2002-present **davis studio, Architecture + Design**
Bainbridge Island, Washington

**PROJECTS - multi-family and communities**

ON THE BOARDS

| | | |
|---|---|---|
| Grow Community - Phase 3, Bainbridge Island, Washington | 14 unit net-zero community | 2018-present |
| Big River, Chelan County, Washington | 7 unit river front community | 2018-present |
| Ohana, Spokane, Washington | 60 unit supportive community | 2018-present |
| Suzuki Farms, Bainbridge Island, Washington | 60 unit affordable community | 2016-present |
| The Farm, Manson, Washington | 64 unit agri-hood community | 2016-present |
| Infinia Village, Gainesville, Florida | 100 unit sustainable community | 2016-present |

BUILT

| | | |
|---|---|---|
| The Walk, Bainbridge Island, Washington | 38 unit net-zero community | 2016-2019 |
| Grow Community, Bainbridge Island, Washington | 43 unit sustainable community | 2011-13 |
| Wilton Condominiums, Los Angeles, California | 12 Unit New Construction | 2006-09 |

**PROJECTS - single family**

ON THE BOARDS

| | | |
|---|---|---|
| Upton Residence, Denver, Colorado | Addition to Keats Residence | 2018-present |
| Pet Residence, Orcas Island, Washington | New Home + Guest House | 2016-present |
| Berner Residence, Bainbridge Island, Washington | New Home | 2015-present |
| Stutzman Residence, Bainbridge Island, Washington | New Home | 2015-present |

BUILT

| | | |
|---|---|---|
| Fletcher Residence, Bainbridge Island, Washington | Major Remodel | 2016-19 |
| Spinak Residence, Bainbridge Island, Washington | Major Remodel | 2013-15 |
| Berg Residence, Bainbridge Island, Washington | New Home | 2013-14 |
| EcoFab House, San Francisco, California | Modular Show Home | 2011-13 |
| Kaner Residence, Mar Vista, California | Modular Addition and Remodel | 2008-10 |
| Sears Residence, Venice, California | Modular Addition | 2008-10 |
| O'Meara Residence, Playa del Rey, California | New Home | 2006-10 |



REFERENCES AVAILABLE UPON REQUEST

**EXPERIENCE:** Professional, cont:

**PROJECTS - policy and ordinance**

| | | |
|---|---|---|
| City of Bainbridge Island, Washington | Subdivision Ordinance | 2018-19 |
| City of Bainbridge Island, Washington | Comprehensive Plan | 2016 |

1995-2003 **Jonathan Davis, Architect**
Los Angeles, California

Sept 1991-
May 1995 **Frank O. Gehry and Associates**
Santa Monica, California

**EDUCATION:**

1991 **MASTER OF ARCHITECTURE**
**Southern California Institute of Architecture**

1990 **Stadelschule fur Kunst**
Department of Architecture

1985 **Architectural Association**
School of Architecture

1984 **BACHELOR OF SCIENCE IN ARCHITECTURE**
**University of Michigan**

**PUBLICATIONS** and **EXHIBITIONS:**

Nov 2018 **Unlocking opportunities for 'intergenerational living' in our cities** by Lucy Wallwork
Multibriefs.com
Bristol Housing Festival and Grow Community

2018 **Living with Wellness**
CLAD Magazine - Issue 2
Grow Community

June 2017 **Designing Sustainable Communities** by Avi Friedman
Bloomsbury Publisher
Grow Community

Nov 2016 **It Takes a Village** by Amara Holstein
Dwell Magazine
Grow Community

Dec 2014 **Holistic Homes**
Green Builder Magazine
Grow Community

June 2014 **Building for Wellness – The Business Case**
ULI Magazine
Grow Community

2014 **Prefabulous World** by Sheri Koones
Abrams Publishers
Everett House - Grow Community

Aug 2014 **Grow – Bainbridge – Building a Healthy Community from the Inside Out**
Premier Builder Magazine
Grow Community

Nov 2013 **Is this the Most Sustainable Neighborhood in the US?** by Adele Peters
FastCompany.com
Grow Community

May 2013 **Rising Sun**
Puget Sound Business Journal
Grow Community

Spring 2013 **Environmental Innovator**
Washington Business Magazine
Grow Community

Fall 2012 **Growing Community** by Nancy Goll
Bainbridge Island Magazine
Grow Community

2012 **Prefabulous + Almost Off the Grid** by Sheri Koones
Abrams
EcoFab House



REFERENCES AVAILABLE UPON REQUEST

**PUBLICATIONS** and **EXHIBITIONS**, cont:

| | |
|---|---|
| Oct 2009 | **pieceHomes Commits to Modern, Green and Modular** by Robert Mendel<br>Automated Builder<br>pieceHomes |
| March 2009 | **Pushing the Envelope of PreFab** by Claire Anderson<br>Home Power Magazine<br>pieceHomes |
| April 2008 | **pieceHomes pH:for a Balanced Home** by Karen Dodd<br>Builder/Architect Magazine<br>Davis Residence + pieceHomes |
| Sept 2006 | **Urban Tranquility** by John Sovec<br>Yogi Times Magazine<br>Davis Residence |
| Sept 2001 | **A Clear Vision** by Betsy Lehndorff<br>Rocky Mountain News<br>Bell Mountain Residence |
| 2001 | **Frank Gehry, Architect**<br>Exhibition, Guggenheim Museum, New York<br>Various projects |
| 1998 | **Frank O. Gehry, The Complete Works**<br>The Monacelli Press<br>Various projects |
| 1991 | **From the Edge, SCI-ARC Student Work**<br>Princeton Architectural Press<br>Topology: Los Angeles, A Topography |

**HONORS** and **AWARDS:**

| | |
|---|---|
| Dec 2014 | **Best Community Project**<br>**Green Home of the Year Award**<br>Green Builder Magazine<br>Grow Community |
| Dec 2013 | **Sustainable Business of the Year**<br>Bainbridge Island Chamber of Commerce |
| May 2013 | **Environmental Innovator Award**<br>Environmental Excellence Awards<br>Association of Washington Businesses<br>Grow Community |
| May 1991 | **Henry Adams Medal**<br>A.I.A. Medal for Scholarship and Distinction<br>Southern California Institute of Architecture |
| 1990 | **DAAD (Deutscher Akademischer Austausch Dienst)**<br>Sur Place Grant<br>for studies in Germany |
| 1988 -1989 | **Kurt Meyer Scholarship**<br>Southern California Institute of Architecture |
| Jan 1989 -<br>April 1990 | **Graduate Admissions Committee,** Student Member<br>Southern California Institute of Architecture |



REFERENCES AVAILABLE UPON REQUEST

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Thursday, December 5, 2019 10:05:34 PM

# City 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 | John Green |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | Washington |
| Zip | 98110 |
| Current Employer | Self @ John Green Land Development and Construction.LLC |
| Current Position | Owner.....since 1995 |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Design Review Board, Salary Commission |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | Design Review Board. Code update Group, Police hiring/review committee(not sure of exact title.) |
| Please share your qualifications for this appointment (skills, | Have been involved with City Hall since 1995 in permitting. I also later would sit with Council Members over the years, and discuss current events, at their request. I supervise, in my work up to |

| | |
|---|---|
| activities, training, education) if any: | thirty subcontractors, responsible for the budget and getting the job done to the City code and architectural standards. In a prior business in LA California.....I built a business from start in 1975 to annual sales of $65.00 million in 1990. managed about 125 staff in office and warehouse, about 200 independent commissioned sales persons, responsible for all design and licensing of product. I was educated in Africa, Australia and Britain...University of Southampton Warsash, marine academy. |
| Please share your community interests (groups, committees, organizations) if any: | I do not belong to any specific organization...within the Community.....I do take an interest in a wide range of topics and discuss among friends, and interested parties. Last six years or so, I have been dealing with a very sick member of family, who recently passed away suffering from cancer. |
| Feel free to attach your resume (optional): | |
| Type the Year | 2019 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | staff member at City Hall..... |

Email not displaying correctly? View it in your browser.

# JOHN GREEN

## PROGRAM & DEVELOPMENT MANAGER

Dynamic project / operations manager with 20+ years of experience. History of generating new business and surpassing all delivery objectives while spearheading eco-friendly residential development projects. Strategic thinker with record of enhancing P&L and increasing quality while reducing costs. Diligent team leader with proven ability to cultivate strong business relationships and leverage a blend of managerial, client / governmental relations, and public speaking expertise.

---

Property Conservation / Development • Operations • P&L Management • Construction Management
Strategic Planning • Project Management • Relationship Management • Public Speaking • Sales
New Business Development • Cost Control • Regulatory Compliance • Market Analysis
Team Leadership • Program Management • Presentations • Government Relations

---

### PROFESSIONAL EXPERIENCE

**JOHN GREEN LAND DEVELOPMENT & CONSTRUCTION, LLC,**
**Bainbridge, Washington • 1994 to present**
Premier environmentally-friendly real estate development and construction firm focusing on single-family properties.

**President & General Manager**
Direct operations / projects and business development for the purchase, construction / development, and sale of residential properties. Manage land clearing, road building, utilities installation, logging, grading, etc. Provide landscaping and ensure compliance with city / homeowners' association guidelines prior to final delivery. Develop and implement strategies to minimize job costs while maximizing quality, safety, revenues, customer satisfaction, and alignment with sustainability / environmental best practices. Contribute "hands on" expertise across numerous project phases. Negotiate favorable contracts and land purchase / sale agreements. Obtain financing, permits, approvals, and environmental clearances; cooperate with State and Local governments. Appear at public hearings to minimize community disruption to projects. Cultivate strong relationships with clients, subcontractors, real estate agents, engineers (environmental, water, etc.), and vendors.

*Major Contributions:*

- Outperformed quality, customer, schedule, and cost objectives while overseeing projects from land acquisition to final delivery; achieved average project margins of ~ 25%.
- Reduced materials costs 10-15% by soliciting competitive bids and by employing a Just-in-Time product delivery system.
- Positioned the firm to enhance P&L by securing financing for all projects and spearheading major initiatives such as development of a 64-acre, 25-home project (in progress).
- Cut fuel costs through strategic buying (in bulk) and resale of trees cleared from properties.
- Generated ~ $10M in revenues after establishing the business.
- Prevented possible losses and interruption / cancellation of projects by leveraging public speaking and relationship management skills to argue successfully against anti-development groups at public hearings, coordinate with government officials, and facilitate cooperation between union / nonunion workers.
- Captured referral business by building strong relationships with clients and realtors.

**PARADISE GARAGE, Bainbridge Island, Washington • 1991 to 1995**
Renowned product artwork, printing, and knitting solutions provider.

**CEO & President**
Oversaw P&L, operations, new business development, all team members, and a 35-person independent sales force. Directed artwork, printing, and knitting. Devised and deployed strategies to improve sales / revenues, product quality, and the productivity of artistic and sales personnel. Performed market analyses to identify and capitalize on emerging opportunities. Managed the quality assurance (QA) function; conducted inspections.

*Major Contributions:*

- Provided framework for long-term growth by negotiating product licenses from General Motors (for Chevrolet make and Corvette model), Triumph Motorcycles (United Kingdom), and the Coors Brewery.
- Led the outside sales group in building markets for company products by establishing and maintaining strong relationships with major accounts such as Target, Sears, and Mervyns.

## ADDITIONAL CAREER HIGHLIGHTS

**THE VILLAGE MEWS. Los Angeles, California**

**President**

- Drove all operations of a retail apparel store and manufacturing wholesaler focusing on English clothing.
- Formed the business, managed all operations / team members, and drove annual sales from zero at inception to $65M.
- Grew the business from 2 initial retail locations and later successfully transitioned to the U.S.-based manufacture of licensed apparel for global market.
- Obtained seed financing and efficiently managed funds during early stages.
- Earned reputation in the western U.S. as an industry leader.
- Established relationships with numerous global brands, including Coca-Cola, GM, Disney, beer companies, Sears, Mervyns, etc.; negotiated favorable licensing agreements (company retained 90%+) and produced private label apparel for customers.

## EDUCATION

*4-Year Merchant Marine Officer Training Course*
*Served as 3rd Officer on Cruise, Freighter, and Container Ships*

University of Southampton, School of Navigation, Southampton, United Kingdom.

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Friday, December 20, 2019 6:16:00 PM

# City 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 | Deborah Nelson |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | Self-employed |
| Current Position | Artist |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Design Review Board (1 position) |

**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 have a Master's of Architecture degree and worked as an architect for the Pacific Northwest team of the National Park Service. During that time, as you'll see on my resume, I became |

| | |
|---|---|
| activities, training, education) if any: | a project architect and was licensed. I led teams of architects, landscape architects, civil engineers and structural engineers in the design of housing, office buildings, and visitor centers for the national parks.<br>After my daughter's birth and our move to Tennessee, I worked in the private sector, designing schools and housing. |
| Please share your community interests (groups, committees, organizations) if any: | Since moving to the Seattle area five years ago, I have become a stained glass craftsman. I also became a docent at the Japanese Gardens in Seattle, a docent at IslandWood, and a trained volunteer at our BI Wildlife Animal Rescue.<br>I also tutor a lovely young high schooler from the Congo in algebra and geometry.<br>You can see that my interests are in protecting and conserving the natural world, animals, and helping young people succeed. |
| Feel free to attach your resume (optional): | |
| Type the Year | 2019 |
| How did you hear about the volunteer opportunity? | Other - See below |
| Other | I heard about this opportunity from a friend. |

Email not displaying correctly? View it in your browser.

# Deborah Nelson

## PROFESSIONAL SUMMARY

Good design begins with a knowledge and respect of the natural environment and the cultural ethos of the surrounding area. In my work with the National Park Service, I learned to listen to the people who worked in the parks - who lived in the natural surroundings, and who built well within that environment. Then, our team created plans and structures that would sit gently on the land and maintain a quiet presence within the beauty of each park. A grasp of how to communicate is of paramount importance in creating a project that not only satisfies the needs of the physical project, but also enhances and protects the natural surroundings. We need to be advocates for the natural world - we are here to protect it, not to subdue it.

I am detail-oriented and experienced in working with teams of architects, landscape architects and engineers and contractors to create buildings that will last over time, be timeless in their design, and be a pleasure to use for many years to come.

## SKILLS

- Licensed in the states of Colorado and Tennessee
- Rank of GS-12 within the National Park Service
- Complex problem solving experience
- Excellent long-term vision
- Effective expression of information
- Decision making skills
- Critical thinking capabilities

## EXPERIENCE

**Project Architect**
**Street, Dixon Rick Architects, 1999 - 2005**

- 2004 - Project architect for track, gymnasium, and cafe at Harpeth Hall School for Girls
- 2003 - Project architect for Art Building at Harpeth Hall School for Girls
- 2001 - 2005 - various residences in and around Nashville environs
- 2000 - team architect for Blair School of Music, Vanderbilt University

**Architect And Project Architect**
**National Park Service, Denver Service Center, 1984 - 1993**

- I entered the NPS as an intern during my last year of work for my Master's in Architecture. When I graduated, I became a full-time employee of the NPS, and continued there until the birth of my daughter. I grew from a GS-6 to a GS-12, the highest rank attainable for an architect with the NPS, during my time there. I also tested for and received my architectural license during those years, and became licensed in

the states of Colorado and Tennessee.

- 1991-1992 - Project architect - Visitor Center and Paleontological lab - John Day Fossil Beds National Monument
- 1990 - Project architect - Visitor Center and Science lab - Joshua Tree National Park
- 1989 - Maintenance building and offices - John Day Fossil Beds National Monument
- 1988 - Project architect - Maintenance and park office building - San Juan Island National Historic Park
- 1987 - Architect - housing - Saguaro National Park
- 1986 - Architect - Maintenance building - Sequoia National Park
- 1986 - Architect - Renovation and additions to Longmire Inn, Mt. Rainier National Park (renovation was featured in an article in American Bungalow magazine)

## EDUCATION

**Master's of Architecture**
**University of Colorado Denver, Denver 1985**

**Master's in Piano Performance and Chamber Music**
**University of Colorado Boulder, Boulder 1982**

**From:** noreply@civicplus.com
**To:** City Admin
**Subject:** Online Form Submittal: City Advisory Group Application
**Date:** Saturday, December 14, 2019 2:35:14 PM

# City 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 | John G Tawresey |
| Email | |
| Phone | |
| Address | |
| City | Bainbridge Island |
| State | WA |
| Zip | 98110 |
| Current Employer | KPFF Consulting Engineers - Retired |
| Current Position | Retired |
| I am interested in serving on one of the following City advisory groups (select all that apply): | Design Review Board |

**Experience & Qualifications**

| | |
|---|---|
| Have you served on any City advisory groups in the past? | Yes |
| If so, please indicate which groups: | affordable housing |
| Please share your qualifications for this appointment (skills, | I am a licensed Civil and Structural Engineer with 40 years experience, a Distinguished Member of the American Society of Civil Engineers, teaching a class at the University of Washington |

| | |
|---|---|
| activities, training, education) if any: | Civil and Environmental Engineering for 35 years, retired CFO of KPFF Consulting Engineers for 40 years, developed several subdivisions and built several buildings on Bainbridge Island over the last 35 years and at this time have no plans to develop or build. The Design Review Board needs Civil Engineering input on decisions being made. |
| Please share your community interests (groups, committees, organizations) if any: | Bainbridge Island School Board 5 years |
| Feel free to attach your resume (optional): | |
| Type the Year | 2019 |
| How did you hear about the volunteer opportunity? | Newspaper |
| Other | *Field not completed.* |

Email not displaying correctly? View it in your browser.

**John G. Tawresey, P.E., S.E.**
KPFF Consulting Engineers - Retired

**Education**

Masters Business Administration / University of Washington, 1978

MS Theoretical and Applied Mechanics / Cornell University, 1968

BS Civil Engineering, With Distinction / Cornell University, 1966

**Registration**

Civil and Structural Engineer in Washington

**Professional Affiliations**

Confidential Reporting of Structural Safety, Executive Committee

ASCE 7 Committee Member – Main Committee

SEI – National Technical Programs Committee

Structural Engineering Institute of ASCE President, 2001-2003

Structural Engineering Institute of ASCE Board Member, 1998-2001

SEI - Business and Professional Practice Division – Chair Claim Review Program

Masonry Standards Joint Committee – Main Committee

Structural Engineers Association of Washington - Chairman, Professional Practices Committee

SERMC (Structural Engineers Risk Management Council) Board of Directors, 1991 - 1998

SERMC -- Chairman, Claims Committee, 1991 - 2002

SERMC – President, 1995

Adjunct Professor, University of Washington (1985 to present)

The Masonry Research Foundation - Advisory Council, 85-87

Building Seismic Safety Council (BSSC) - Chairman, Committee 12/Masonry, 1987

The Masonry Society, President: 1984, 1985 and 1986

The Masonry Society, 1985 Code Commentary Committee

The Masonry Society - 1985 - 1992, Chairman, Design Practices Committee

The Masonry Society - 1985 - 1992, Editor, TMS Journal

International Standards Organization/TC179 - Reinforced Masonry

Tau Beta Pi - Engineering Honorary

Western States Clay Products Association, Technical Committee

John Tawresey, PE, SE has over 37 years experience as a structural engineer with concentration on the design of reinforced hollow brick masonry structures and building curtainwalls. He was the Chief Financial Officer at KPFF Consulting Engineers for 40 years. He is a past president of The Masonry Society, past editor of the Masonry Society Journal, past president of the Structural Engineers Risk Management Council (SERMC), past president of the Structural Engineering Institute of ASCE, current member of TMS 402 Main Committee. He is an adjunct professor at the University of Washington where he has taught a senior level masonry design course for 35 years.

Awards:

Distinguished Member American Society of Civil Engineers, 2017

Honorary Member The Masonry Society, 2015

Presidents Award, The Masonry Society, 2013

American Society of Professional Engineers, Fellow 2013

Haller Award, The Masonry Society, 2012

Structural Engineering Institute, Fellow 2012

Professional Engineer of the Year, Washington Society of Professional Engineers, 2011

Structural Engineer of the Year Award, Structural Engineers Association of Washington, 1998

The Presidents Award, The Masonry Society. 1991

Publications

Sharing Claims Experience for Better Engineering, STRUCTURE Magazine, June 2019

Structural Brick Masonry in the Western United states, 10th Australian Masonry Conference, Sidney Australia, 2017

**John G. Tawresey, P.E., S.E.**
KPFF Consulting Engineers - Retired

Provisions Update Committee
Building Seismic Safety Council (BSSC)

Applied Equations for Ductility in Reinforced Masonry Elements subject to Seismic Bending Plus Compression, 16th International Brick and Block Masonry Conference, Padova, Italy, July 2016

The Untold Story of the Masonry Industry in the United States, 16th International Brick and Block Masonry Conference, Padova, Italy, July 2016

New Masonry Curtianwall System, Design and Construction, 9th International Masonry Conference, Guimaraes, Portugal, July 2014

Brick Curtainwall for Essential Buildings, Structure Magazine, May 2014

"Warping of Brick Cladding Corners" Article, Structure Magazine, January 2009

"Rick Management – The Easy Things to Do" Structural Engineers Association of California, 2007 Convention.

"Reinforced Hollow Brick Masonry", Article, Masonry Edge Magazine, Winter 2007.

"Business Practice and Risk Management", Article, Structure Magazine, June 2007.

"Risk Management – The Simple Things To Do", Article, Structure Magazine, April 2007

"The Responsibility of the Structural Engineer", Article, Structure Magazine, February 2007

"Risk Management Defined", Article, Structure Magazine, December 2006.

"The Culture of Managing Risk", Article, Structural Engineer Magazine, April 2006.

"Brick Veneer Supported by Steel Studs", Newsletter for the Light Gauge Steel Engineers, April 2005.

**John G. Tawresey, P.E., S.E.**
KPFF Consulting Engineers - Retired

"Structural Brick Masonry Walls", Article, Structure Magazine, December 2004.

"Simplify the Building Codes" Editorial, Structure Magazine, November 2003.

"Structural Brick Masonry Walls," Article, Structure Magazine, November 2003.

"Cooperation at Last … Another Look," Editorial, Structure Magazine, December/January 2003.

"Organizing Your Structural Engineering Firm for Success", Article, Structure Magazine, April 2001.

"Professional Liability - An Approach that Works," Proceedings, ASCE Structures Congress XIV, Chicago, IL, April 15-17, 1996.

"Advances in the Design of Clay Masonry Exterior Wall Systems for Multistory Buildings," Asher, Tawresey, Dean, National Concrete and Masonry Engineering Conference, San Francisco, June 15-17, 1995.

"Case Studies: Design and Construction of Reinforced Brick Veneer," Proceedings, Seventh Canadian Masonry Symposium, McMaster University, June 5-7, 1995.

"Building Retrofit Strategies Concentrating on Seismic Performance," Proceedings, Structural Faults & Repair, '93, 5th International Conference and Exhibition, University of Edinburgh, Scotland, July, 1993.

"Strength and Design Stress Factors Determined From the Masonry Stress-Strain Relationship," Proceedings, The 6th North American Masonry Conference, Drexel University, Philadelphia, PA, June, 1993.

"Creative Solutions In Masonry Design," Keynote Address, Proceedings, 6th Canadian Masonry Symposium, Saskatoon, Saskatchewan, Canada, June, 1992

"The Structural Curtain," Civil Engineering Magazine, November, 1991.

**John G. Tawresey, P.E., S.E.**
KPFF Consulting Engineers - Retired

"A Method for Determining Factors of Safety for Allowable Tensile Strengths in Masonry," Proceedings, 9th International Brick/Block Masonry Conference, Berlin, Germany, October, 1991,

"Seismic Design of Masonry Buildings in the United States," Seminars on U.S. Reinforced Masonry Structures presented in Naples, Ancona, Udine, & Vicenza, Italy, October, 1991.

"Factors of Safety for Thin Stone in Building Curtain Walls," Proceedings, Fifth North American Masonry Conference, University of Illinois, June, 1990.

"Evaluation and Analysis of Continuous Aluminum Kerf Supports of Thin-Stone Curtain Wall Assemblies," J.G. Tawresey & R.H. Iredale, Proceedings, 5th Canadian Masonry Symposium, Vancouver, B.C., Canada, June 5-7, 1989.

"The Use and Preparation of Curtain Wall Structural Design Drawings," Proceedings, Exterior Wall Symposium, Tishman Research Corporation, April 10-11, 1989.

"Reinforced Brick Masonry Curtain Wall Test and Design", Proceedings, 8th International Brick/Block Masonry Conference, Dublin, Ireland, September, 1988.

"Walls With Axial Load Combined With Bending Moment -- Interaction Equations for Masonry," Proceedings, The Fourth North American Masonry Conference, University of California, Los Angeles, August, 1987.

"Structural Design of Thin Stone Curtain Wall", Building Stone Magazine, September/October, 1987.

"Seismic Provisions of the Uniform Building Code," Proceedings, U.S./Peoples Republic of China Joint Workshop on Seismic Resistance, Harbin, PRC, May, 1986.

"Applied Stress Equations -- Walls with Axial Load Combined With Bending Moment", The Masonry Society Journal, Vol. 5, No. 2, July-December, 1986.

**John G. Tawresey, P.E., S.E.**
KPFF Consulting Engineers - Retired

"A Review of the New Masonry Chapter of the Uniform Building Code," Proceedings, 7th International Brick Masonry Conference, Melbourne, Australia, February, 1985.

"Prefabricated Masonry Projects in the Pacific Northwest," Proceedings, The Third North American Masonry Conference, University of Texas, June, 1985.

"Factors of Safety for Masonry Connections," Proceedings, Third North American Masonry Conference, University of Texas, June, 1985.

"Masonry Building Codes Background and Recent Developments," Proceedings, 51st Annual Convention Structural Engineers Association of California, Sacramento, California, 1982.

"Reinforced Brick Masonry Panels," Proceedings, ASCE Spring Convention and Exhibit, Pittsburgh, Pennsylvania, 1978.

"Design Criteria for 4-inch Reinforced Brick Masonry," Proceedings, 1st Western Round-Up, Joint Structural Engineers Convention, Sunriver, Oregon, 1975.

"Elastic-Inelastic Buckling of Stiffened Panels Subject to Thermal Gradients," AIAA Journal of Aircraft, February, 1972.

**Projects**

**Watcom County Court House**, 2019 Exterior Envelope Repairs, Bellingham, WA.
Repair of the exterior panelized brick curtainwall

**City Creek**, Salt Lake City, UT
Design and specification of the brick exterior walls of the redevelopment of two city blocks.

**KOIN Center,** Portland, OR
Design and specifications for a 30-story building brick curtain wall.

**John G. Tawresey, P.E., S.E.**
KPFF Consulting Engineers - Retired

**Joong Ang Building**, Seoul, Korea
Design and specifications for the 25-story office building stone curtain wall.

**Orbanco Building,** Portland, OR
Design and specifications for a 23-story office building glass/aluminum curtain wall.

**First Interstate Bank Center,** Seattle, WA
Design and specifications for a 48-story office building granite curtain wall.

**5th and Oak,** Portland, OR
Design and specifications for a 12-story office building glass/aluminum curtain wall.

**Energy Center II,** Denver, CO
Design and specifications for a 40-story office building glass/aluminum curtain wall.

**Boeing Building,** Seattle, WA
Design and specifications for a 10-story office building brick curtain wall.

**Dong Bang Building,** Seoul, Korea
Design and specifications for a 20-story office building granite curtain wall.

**Westin Hotel,** Seattle, WA
Design and specifications for a 30-story hotel glass/aluminum curtain wall.

**Koll Office Building,** Bellevue, WA
Design and specifications for a 6-story office building brick curtain wall.

**One Bellevue Center,** Bellevue, WA
Design and specifications for a 30-story office building glass/aluminum curtain wall.

**Key Tower,** Seattle, WA
Design and specifications for a 40-story office building stone curtain wall

**John G. Tawresey, P.E., S.E.**
KPFF Consulting Engineers - Retired

**Bellevue Place,** Bellevue, WA
Design and specifications for brick panels and laid-in-place reinforced veneer for a 22-story office building.

**Washington Mutual Tower,** Seattle, WA
Design and specifications for a 55-story office building stone curtain wall.

**Gateway Tower,** Seattle, WA
Design and specifications for a 60-story office building stone curtain wall.

**Seattle Art Museum,** Seattle, WA
Design and specifications for exterior wall and building steel frame connections.

**Citicorp Plaza II,** Los Angeles, CA
52-story office tower. Structural design of aluminum/glass curtain wall

**Westside Pavilion**, Los Angeles, CA
Structural design of 550’ barrel vault skylight.

**Citicorp Plaza,** Los Angeles, CA
41-story office building - hand set stone system and aluminum/glass curtain wall.

**333 Bush Street,** San Francisco, CA
40-story office building - prefabricated granite and aluminum/glass currtain wall.

**Crocker Center,** Los Angeles, CA
54-story north tower, 46-story south tower and 3-story pavilion - structural design of prefabricated granite curtain wall.

**Paragon Plaza**, Stockton, CA
4-story office building - structural design of prelaid brick panel curtain.

**Pike Place Housing Project,** Seattle, WA
Structural design of a 12-story masonry load-bearing housing complex.

**John G. Tawresey, P.E., S.E.**
KPFF Consulting Engineers - Retired

**Meridian Manor,** Seattle, WA
Structural design of a 10-story masonry load-bearing housing project.

**Chinook Middle School,** Bellevue, WA
Structural engineering services for the reevaluation of the structural masonry walls of this middle school. Work involved detailed masonry wall evaluations and innovative repair procedures, which saved $1.5 million in renovation costs.

**Woodway High School,** Edmonds, WA
Principal-in-charge of the structural design of a new 240,000-sf high school with detached theater and gymnasium. The structural system combines a concrete and steel frame with exterior masonry walls. The theater and gymnasium structures are designed with steel and concrete.

**Auburn Junior High School Investigation,** Auburn, WA
Principal-in-charge of investigation of this load bearing hollow clay masonry building which had developed grout consolidation problems. KPFF performed several site visits to analyze the problem, and subsequently prepared a report for the school district and the architect laying out the problems and recommending corrective measures.

**UW Mary Gates Hall,** Seattle, WA
Principal-in-charge of the renovation of the Old Physics Hall and the construction of a new addition. This complex houses the Center for Undergraduate Education and Student Services. The exterior brick masonry facade of the original structure was duplicated on the new addition to tie the building into one, architecturally compatible building. Extensive engineering analysis of the interaction between the new addition and the existing 1928 and 1948 buildings were completed in order to tie the buildings together to act as one for seismic response.

Test Programs

Test program and development of design methods, architectural details and construction specifications for 4-inch reinforced brick.

**John G. Tawresey, P.E., S.E.**
KPFF Consulting Engineers - Retired

Test program to establish shear allowables for bolts in 4-inch reinforced brick masonry.

Test program to develop design methods for titanium integrally stiffened skins loaded in compression and thermal gradient.

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (8:45 PM) Review 2019 Results for Citywide Workplan Priorities and Comprehensive Plan Implementation - Executive,

**SUMMARY:**
This item formally presents two types of reports on 2019 activities:
-- 2019 Year End Report on Citywide Workplan Priorities
-- 2019 Year End Report on Comprehensive Plan Implementation

Attached are both reports. Please note that the Citywide Workplan report is available in two formats: one is sorted by Department, one is sorted by Goal.

Also attached is a staff memo to provide additional detail on the City's annual process to identify and track workplan progress.

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

**RECOMMENDED MOTION:** Discussion.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

A. 2019 Year-End Results: Citywide Workplan Priorities

In January 2019, the City Council and City staff worked together to identify 117 key tasks and initiatives for the coming year. These workplan priorities represent areas of additional focus, new activities, or particular community significance. In many cases, these items have a multi-year planning horizon, and so it is helpful to track progress and next steps, and to also identify unexpected challenges or capacity issues.



Across the organization, results at year-end (as of December 31, 2019) indicate that a large majority of the City's 2019 workplan priorities – roughly 75% -- are completed or on track. Another 17% are continuing with a

manageable level of disruption/delay ("Some Disruption") but are proceeding towards completion. Only a very few isolated tasks – 10 tasks, or 8% of the tasks -- have been deferred due to capacity or other issues ("Major Disruption").

More information is available at the City's website:
https://www.bainbridgewa.gov/1168/Citywide-Workplan-Priorities

B. Comprehensive Plan Implementation - Results as of December 31, 2019

As of year-end 2019, the City has made notable progress toward responding to the implementing actions identified in the Comprehensive Plan. The tasks outlined in this workplan represent a multi-year effort, and an initial timeline of five years has been envisioned. Given which, the fact that roughly a quarter of the identified tasks are now complete represents satisfactory progress.

More information is available at the City's website:
https://www.bainbridgewa.gov/1165/Comprehensive-Plan-Implementation

**ATTACHMENTS:**

2019 Year End Results Memo - CC 25 Feb 2020.pdf

2019 YE Workplan Results - By Dept - Final.pdf

2019 YE Workplan Results - By Goal - Final.pdf

Final - 2019 YE Comp Plan Report.pdf

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

CITY OF
BAINBRIDGE ISLAND

# Memorandum

Date: 2/14/2020

To: City Council

From: Morgan Smith, City Manager

Subject: Information on 2019 Year End Reports

---

## A. 2019 Year-End Results: Citywide Workplan Priorities

In January 2019, the City Council and City staff worked together to identify 117 key tasks and initiatives for the year ahead. These workplan priorities represented areas of additional focus, new activities, or particular community significance. In many cases, the City's priority items have a multi-year planning horizon, and so it is helpful to report regularly in order to track progress and next steps, and to also identify unexpected challenges or capacity issues.

Across the organization, results at year-end (as of December 31, 2019) indicate that a large majority of the City's 2019 workplan priorities – roughly 75% -- are completed or on track. Another 17% are continuing with a manageable level of disruption/delay ("Some Disruption") but are continuing towards completion. Only a very few isolated tasks – 10 tasks, or 8% of the tasks -- have been deferred due to capacity or other issues ("Major Disruption").

The City's year-end workplan results are presented in two different formats. One report shows year-end status for each task grouped by department (Executive, Finance, Public Works, etc.). This format helps City staff to track status and capacity internally. Starting in 2019, the City also provides the workplan report in a format where each task is sorted into a high-level "goal." These goals are: Safety, Environment, Livability, Community, and Accountability. This perspective helps the City to share the "why" behind the work that we are doing. The hope is that this goal-based format may be more meaningful to other, external readers since it groups the City's efforts according to areas of focus rather than according to responsible staff.

In addition to the priority tasks identified at the start of 2019, other significant activities emerged in the course of 2019. When these emerging items required significant attention or support from Council and/or City staff, there was decreased capacity to address the previously identified projects.

**Key Added/Emerging Tasks During 2019:**

- Support new Race Equity Task Force
- Provide community information related to I-976
- Support workplan to complete changes related to small cell wireless issues
- Support Council review of Ethics Program
- Support Council review of advisory committees
- Develop proposal for Council related to "City Academy" and quarterly topic forums
- Support City participation in opioid lawsuit
- Consider additional proposed changes to DRB administrative processes
- Provide Council briefing on process for PSE franchise agreement/master ROW permits
- Provide Council briefing on process to complete Fire Code changes
- Support Council consideration of ban on fireworks for Council consideration
- Develop options for expanded rules related to sexually violent predator housing
- Support Council consideration of Crawford property shade covenant issues
- Support Council consideration of moratorium on self-storage facilities
- Support Council consideration of "Dana's Trail" project

In 2020, the status of the City's current year workplan priorities will be reported at mid-year (as of June 30, 2020) and year-end (as of December 31, 2020).

## B. 2019 Year-End Report: Comprehensive Plan Implementation

**Results as of December 31, 2019**

As of year-end 2019, the City has made notable progress towards responding to the implementing actions identified in the Comprehensive Plan. The tasks outlined in this workplan represent a multi-year effort, and an initial timeline of five years has been envisioned. Given which, the fact that roughly a quarter of the identified tasks are now complete represents satisfactory progress.

Across the ten elements, there is a range of performance outcomes. The greatest progress is indicated within the actions related to Housing, Transportation, and Land Use. In part, this reflects the work completed in 2018-2019 related to the City's Development Moratorium, the follow-up from the 2018 Affordable Housing Task Force, and the completion of the 2018 ballot initiative for nonmotorized spending. Looking ahead, additional significant activities are still planned within all three of these areas of focus (e.g. the Sustainable Transportation Plan, ongoing Affordable Housing initiatives, remaining plans for Winslow and other areas).

Other elements indicate more mixed results. Both the Water Resources and Environmental elements will be informed by projects that are anticipated within 2020 (the pending Climate Action Plan, the Groundwater Management Plan, the City's Green Building initiatives).

Within all elements, it is anticipated that new tasks will be identified that support the original implementing actions. In that respect, the workplan to implement the goals of the Comprehensive Plan will continue to evolve and expand over time. The purpose of the City's planned periodic reporting on these activities is to capture progress and projects that emerge throughout the monitoring period, to convey the degree to which implementation goals have been met, and to communicate more explicitly about how the City's annual workplans connect to the Comprehensive Plan.

**Background on Reporting Process**

Beginning in 2019, the City now provides a report on progress to implement the actions identified within the Comprehensive Plan. When the current Comprehensive Plan was adopted in 2017, it identified 54 "implementing actions" that were envisioned as necessary to meet the objectives described in the Comprehensive Plan. These actions are wide-ranging, and many actions will themselves require multiple steps to achieve completion. These steps are the specific "tasks" that move the implementing actions forward. As time passes, the number of tasks should increase, to reflect ongoing and additional City projects and initiatives that support the Comprehensive Plan.

The City's set of implementing actions represents an ambitious level of effort, and implementation of these tasks will guide our work for the next 5 – 10 years. Throughout 2018, City Council and staff worked together to understand how the City could effectively connect our day-to-day workplans, legislation, and projects to the sometimes aspirational vision presented by the 54 implementing actions. The result is a commitment to develop – and use – a platform to track progress on this work and to communicate routinely about how this effort is moving forward. To meet this commitment, City staff will now report out on Comprehensive Plan Implementation twice a year, in conjunction with the established mid-year and year-end reporting on annual workplans.

The 2019 Year-End Report on Comprehensive Plan Implementation completes the City's first iteration of this process. A 2019 mid-year report was provided with status as of June 30, 2019. Going forward, status reports will be provided at mid-year and year-end, to coordinate with reporting on Citywide workplan priorities.

In late 2019, City staff transitioned reporting on Comprehensive Plan implementation to the same reporting format ("Envisio" software) that is used for the annual workplan. This is intended to create a more readable, user-friendly result, and will also help to solidify the connection between the vision of the Comprehensive Plan and the day-to-day operations of the City.

# 2019 Workplan Priorities

# By Department

## Status as of Year End

## (December 31, 2019)

# Table of Contents

Introduction ..... 1

Summary ..... 2 - 4

Executive ..... 5 - 18

Finance & Administrative Services ..... 19 - 26

Planning & Community Development ..... 27 - 36

Public Safety ..... 37 - 42

Goal 5 - Accountability ..... 43 - 52

## INTRODUCTION

This report provides an update on Citywide workplan priorities as of year-end (December 31, 2019). In January of 2019, the City Council and City staff worked together to identify key tasks and initiatives for the coming year. These workplan items are grouped by department, and represent areas of additional focus, new activities, or particular community significance. In many cases, these items have a multi-year planning horizon, and so it is helpful to track progress and next steps, and to also identify unexpected challenges or capacity issues.

---

**Priority**. Each item is assigned a level of priority: 1 = High, 2 = Medium, and 3 = Best Management Practice (BMP).

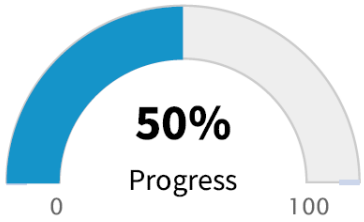
The priority level for each item is shown as an icon: 


---

**Progress.** The report indicates progress, or degree of completeness, for each task as of midyear.




Overall progress is determined by the summation of each individual items' level of completion. For example, if one half of the items are 25% complete and one half are 75% complete, the overall progress result would be 50%. This high-level indicator is shown as a Progress arch at the start of each department section, and for the City overall.




---

**Status.** The report indicates status for each task as of midyear.

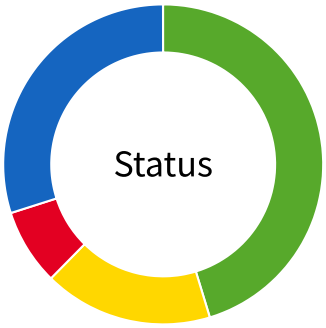
If an item is moving forward without impediment, on roughly the timeline originally anticipated, it is shown as "on track." If it is moving forward without impediment, but on a slower pace than anticipated in January, it is shown as "some disruption." In only a few cases citywide, there are items that are deferred to 2020 with uncertain timing, or that will not complete at all. These are shown as "major disruption."



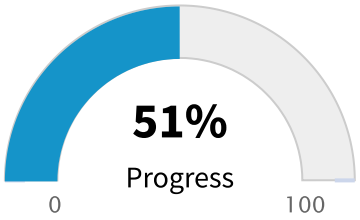
**117**
Work Plan Task

# CITYWIDE RESULTS

## Overall Summary




| | % |
|---|---|
| On Track | 45.3 |
| Some Disruption | 17.09 |
| Major Disruption | 7.69 |
| Completed | 29.91 |

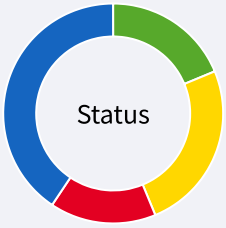



**Report Legend** No Update Overdue **Priority**

## Department Summary

### Executive

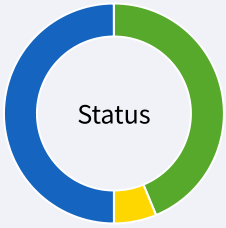
Progress 60%




| | % |
|---|---|
| On Track | 18.75 |
| Some Disruption | 25.0 |
| Major Disruption | 15.63 |
| Completed | 40.63 |

### Finance & Administrative Services

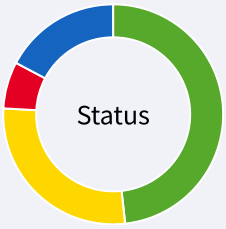
Progress 67%




| | % |
|---|---|
| On Track | 43.75 |
| Some Disruption | 6.25 |
| Completed | 50.0 |

### Planning & Community Development

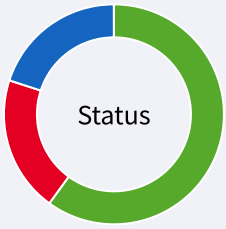
Progress 40%




| | % |
|---|---|
| On Track | 48.28 |
| Some Disruption | 27.59 |
| Major Disruption | 6.9 |
| Completed | 17.24 |

### Public Safety

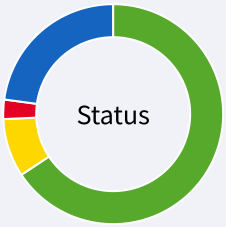
Progress 65%




| | % |
|---|---|
| On Track | 60.0 |
| Major Disruption | 20.0 |
| Completed | 20.0 |

### Public Works

Progress 42%




| | % |
|---|---|
| On Track | 65.71 |
| Some Disruption | 8.57 |
| Major Disruption | 2.86 |
| Completed | 22.86 |

**YEAR END WORKPLAN RESULTS:**

This report presents year-end status for the City of Bainbridge Island, with each workplan task grouped by department. This information is also available as a separate report in a format that is grouped by the high-level "goal" associated with each task (for example, safety, environment, livability, etc.).

Across the organization, results at year end indicate that a majority of the City's 2019 workplan priorities (roughly 75%) are either completed, or are on track as anticipated. Nearly 30% of all workplan items were fully completed.

Another 17% of identified tasks are continuing with a manageable level of disruption/delay, and will continue towards completion in 2020.

Only a very few tasks (roughly 8%) are identified as having been significantly impacted due to capacity or other issues ("Major Disruption").

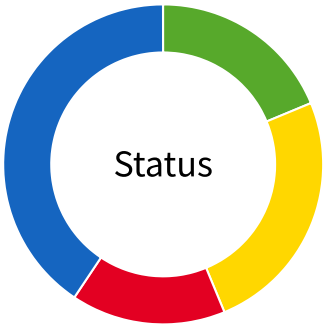
Each year, the City reports on the status of workplan priorities at mid-year (as of June 30) and year-end (as of December 31). This reporting helps to provide Council and staff with an assessment of capacity and priorities, ensures accountability for complex and high-profile projects, and assists with communication to the broader community.

Information about City workplan reports is also available on the City's website: https://www.bainbridgewa.gov/1168/Citywide-Workplan-Priorities

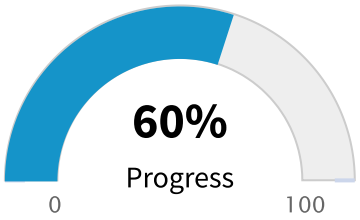
# Executive

**32**
Work Plan Task

## Overall Summary




| | % |
|---|---|
| On Track | 18.75 |
| Some Disruption | 25.0 |
| Major Disruption | 15.63 |
| Completed | 40.63 |




**Report Legend** No Update Overdue **Priority**

Priority: 1

**Work Plan Task 1.1.5** 1

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Police Station/Municipal Court Facility Replacement Project - complete site selection.

*Updated on Feb 10, 2020 20:26:05*

Council approved purchase of Harrison Medical Building site in Q2. Work to finalize design and prepare for construction was ongoing throughout Q3/Q4.

In Q4, Council received a briefing on options to expand the project's sustainability features, and decided to move forward with the goal to have the project achieve LEED Gold designation. Staff are expected to provide follow-up information related to that Council direction in Q1-2020.

**Work Plan Task 1.1.7** 1

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Emergency Management Initiatives

*Updated on Feb 10, 2020 20:35:00*

Completed in 2019:

- Council and Community Emergency Management briefing (Q1).
- Complete update to the Comprehensive Emergency Management Plan (Q4).
- Implement training & exercise program for City EOC staff and community partners (Q4).

Ongoing:

- Drafted emergency management 3-year strategic plan for 2020-2022. Under review, completion expected in Q1 2020.
- Review EOC infrastructure at City Hall.
- Received consultant report regarding AM radio tower. Final project scoping and decision in Q1 2020.

**Work Plan Task 2.1.1** 1

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Greenhouse Gas Inventory

*Updated on Feb 10, 2020 20:36:21*

Complete. Draft report and CCAC review completed in Q3 2019. Final report was delivered to Council and distributed within the community during Q4 2019. Results will be used to inform the Climate Action Plan (CAP), which is currently under development.

**Work Plan Task 3.1.1** 1

Ongoing - Dec 31, 2020 | Major Disruption | Progress 25%

Suzuki Affordable Housing Project.

*Updated on Feb 10, 2020 21:10:32*

In Q1, Council created Ad Hoc committee to discuss options for project development approach.

In Q2, Council approved funding to Housing Resources Bainbridge (HRB) to conduct "feasibility study" to assess how the decision about number of units for the project may influence eligibility for financing. At that time, site development activities, managed by Olympic Property Group (OPG) were put on hold pending completion of feasibility study.

In Q3, Council reviewed the results of the feasibility study and confirmed a preferred site plan to include 100 approximately 100 housing units for the project (60 rental units, 39 units for sale and 1 management unit).

In Q4, Council revisited the preferred site plan, and considered issues of financial feasibility and land use requirements. Subsequently, the Council initiated an extension of the City's Housing Design Demonstration Projects (HDDP) program, to allow the Suzuki project to apply for HDDP incentives. In November, 2019 the Council approved proposed changes to HDDP include extending the HDDP program through 2021 and removing a requirement that HDDP projects must be 100% affordable.

In 2020, the Council is expected to resume consideration of the project goals and preferred site plan. Once those decisions are complete, if appropriate the City can take steps to resume site development work, and to consider future transfer of property ownership to a development partner and terms.

**Work Plan Task 3.1.5** 1

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Sign Code Changes

*Updated on Feb 10, 2020 21:31:12*

Staff provided several briefings to Council on this topic in Q1/Q2/Q3-2019, as well as providing extensive community outreach.

A draft ordinance was referred to Planning Commission in Q3-2019. Consideration by Planning Commission is scheduled for Q1 2020 and final Council consideration is expected in Q2-Q3 2020.

**Work Plan Task 3.1.8** 1

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Adopt Multi-Year workplan for Comprehensive Plan Implementation.

*Updated on Feb 10, 2020 21:35:42*

In Q1-2019, Council approved MultiYear Workplan for Implementation of Comprehensive Plan implementing actions. It was agreed that progress on this workplan will be tracked using documentation for each element, and will be provided to Council and Community as part of Citywide reporting at midyear and year-end.

In early Q3-2019, staff provided the 2019 midyear report on Comprehensive Plan Implementation. At that time, information was also added to the City's website to highlight this set of activities and provide public access to this ongoing reporting.

In Q3/Q4-2019, staff worked to transfer the tracking format for the reporting into Envisio software, to improve readibility and ease of reporting. The 2019 Year End Report on Comprehensive Plan Implementation will be provided in Q1-2020 alongside the City's Year End Workplan reporting.

This task represents the work to identify and track the tasks associated with implementation of the Comprehensive Plan. The tasks themselves will require several years to complete.

**Work Plan Task 4.1.4** 1

Ongoing - Dec 31, 2020 | Completed | Progress 100%

2020-2021 Cultural Funding Cycle

*Updated on Feb 10, 2020 21:53:44*

In Q2-2019, committee members were appointed, the schedule for the funding cycle was established, and the Council approved the Request for Proposals to be issued. In Q3/Q4, the City issued the RFP, and the committee received and reviewed proposals.

The committee's funding recommendation was provided to Council for consideration, and was approved by Council in Q4-2019.

**Work Plan Task 5.1.1** 1

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Finance Director Transition

*Updated on Feb 10, 2020 21:58:48*

National search conducted Q1/Q2-2019. New Finance Director hired late May, 2019.

**Work Plan Task 5.1.2** 1

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Police Chief Transition

*Updated on Feb 10, 2020 22:00:40*

Following resignation of Police Chief in Q1-2019, City Manager appointed Interim Chief Jeff Horn to lead the department during the transition period.

In Q3, City Manager determined to initiate a national search for candidates. Three finalists were selected for on-site interview panels in late November, 2019. Hiring process in expected to complete in Q1-2019.

**Work Plan Task 5.1.4** 1

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Guild labor agreement

*Updated on Feb 10, 2020 22:27:08*

Labor agreement for 2019-2021 was approved in Q4-2019.

**Work Plan Task 5.1.7** 1

Ongoing - Dec 31, 2020 | Some Disruption | Progress 75%

New Communications Strategy

*Updated on Feb 10, 2020 22:31:55*

In Q1, staff provided a briefing to Council to outline a communications strategy to focus on three areas: a monthly bulletin mailed to all island households, expanded materials and outreach for key capital projects, and improvements to the City's website.

1. In Q2, the City launched "COBI Connects" and produced 9 monthly issues in 2019. The new newsletter was well-received by residents, and staff are continuing to refine the process in order to optimize the resources that are required to complete the monthly production cycle.
2. In Q1/Q2, staff worked to create innovative and extensive outreach for the Olympic Drive Improvement project, as a pilot of new graphic design tools, ferry outreach strategies, and video support. This approach will be applied to other upcoming capital projects moving forward.
3. Work on website improvements has been deferred due to capacity challenges.

Priority: 2

**Work Plan Task 1.1.6** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 10%

Improve cellular coverage.

*Updated on Feb 10, 2020 20:34:33*

Throughout 2019, the City Manager and Police Chief have attended a series of meetings with representatives from BIFD, Kitsap 911, AT&T and FirstNet to discuss coverage gaps in the community, public safety concerns, and technical options to address. These discussions resulted in the identification of several sites for technical feasibility review.

Discussions are expected to continue in early 2020. If feasibility results indicate a favorable potential site, the City will work with partner agencies to develop a proposal for specific infrastructure that could be installed to improve public safety by resolving significant gaps in cellular coverage areas.

**Work Plan Task 3.1.2** 2

Ongoing - Dec 31, 2020 | Major Disruption | Progress 0%

Implement new BI Ride Marketing program with Kitsap Transit.

*Updated on Feb 10, 2020 21:19:36*

In Q1, staff met with Kitsap Transit staff to plan survey work that would inform the use of future marketing funds for BI Ride program. Emergence of I-976 ballot initiative in Q2 meant that funds that were intended to support the new marketing program might be eliminated in December, 2019, pending the outcome of November voting. Given which, in Q2 City staff and Kitsap Transit agree that work to develop new marketing program should be put on hold until the outcome of I-976 was known.

In November, 2019, Initiative 976 was passed by Washington voters, although locally a majority of Bainbridge Island voters voted against I-976. The result was that the funds that were anticipated to support this program are unlikely to materialize. Legal challenges to I-976 are in progress, and the results will finalize the outcome of I-976.

**Work Plan Task 3.1.3** 2

Ongoing - Dec 31, 2020 | Major Disruption | Progress 0%

WSF Terminal Viewing Platform

*Updated on Feb 10, 2020 21:20:30*

This task was planned for Q3/Q4-2019 but was deferred due to lack of capacity. It will be carried forward as a 2020 workplan item.

**Work Plan Task 3.1.4** 2

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Consider Wayfinding Initiative

*Updated on Feb 10, 2020 21:23:25*

In conjunction with Council consideration of sign code changes in 2019, Council directed staff to develop potential proposal to request lodging tax funds (LTAC) for a project to expand wayfinding signage in Winslow. Council received an overview of the potential project in July, and reviewed the detailed proposal in August.

The proposal was submitted to the LTAC for funding consideration in the Fall, and was awarded partial funding. In Q4, Council agreed to accept the partial LTAC funding and to support the remaining project budget with funds from the Council's contingency.

The project will be implemented as a 2020 workplan item.

**Work Plan Task 4.1.1** 2

Ongoing - Dec 31, 2020 | Major Disruption | Progress 25%

Council plans for Youth Mental Health Workshop

*Updated on Feb 10, 2020 21:38:38*

In Q2-2019, Council received a presentation and reviewed the proposed event plans. Subsequently, a Council Ad Hoc committee was formed to provide further feedback on the proposal.

An updated proposal was devloped in Q3/Q4-2019. It is expected that the Council Ad Hoc committee will review the new proposal and provide a recommendation to the full Council in Q1-2020.

**Work Plan Task 4.1.2** 2

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Public Art Fixed Funding

*Updated on Feb 10, 2020 21:39:38*

The Code change required to implement the Council's 2018 decision to move to a fixed funding model was approved by Council in Q2-2019.

**Work Plan Task 4.1.3** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 25%

Review Friends of the Farms Lease and Funding

*Updated on Feb 10, 2020 21:42:18*

This topic was discussed by Council several times in 2019 in the context of funding requests submitted by Friends of the Farms. The Council's planned next step is to identify councilmembers to participate in an Ad Hoc Committee for Public Farmland in Q1 2020. Future recommendations from the Council Ad Hoc committee will address this topic and inform potential changes to the City's master lease for public farmland.

**Work Plan Task 4.1.5** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 0%

Administrative Funding for Public Art Committee

*Updated on Feb 10, 2020 21:56:51*

In late 2018, the Council approved administrative funding for the Public Art Committee (PAC) via a professional services agreement with Arts and Humanities Bainbridge (AHB). That agreement provided for $24,000 in funding to AHB for their support of PAC in 2019, and $12,000 in funding to AHB for their support of PAC in 2020.

At that time, AHB indicated an interest in revisiting the amount of 2020 funding at a later time. Throughout 2019, City staff worked to support AHB and PAC in their review of this issue. It is anticipated that Council discussion of this topic will be scheduled for Q1-2020.

**Work Plan Task 5.1.3** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 30%

Farmland Shade Covenants

*Updated on Feb 10, 2020 22:25:33*

This topic was discussed at multiple Council meetings throughout 2019. In Q4, Council provided direction for preferred compliance option. Subsequently, the adjacent property owners indicated an interest in developing alternative options. As a result, it is anticipated that this item will be continued as a task for 2020 workplans.

## Priority: 3

**Work Plan Task 3.1.6** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Update Animal Control Regulations

*Updated on Feb 10, 2020 21:31:30*

Complete. Revised regulations adopted in Q2-2019.

**Work Plan Task 4.1.6** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Plan for 2021 Community Needs Assessment

*Updated on Feb 10, 2020 21:57:48*

This task was included in the 2019 workplan, but was scheduled for completion in Q3/Q4 - 2020.

**Work Plan Task 5.1.5** 3

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Implement online performance tool

*Updated on Feb 10, 2020 22:27:55*

Online evaluation tool was piloted for 2018 evaluations and was implemented Citywide in 2019.

**Work Plan Task 5.1.6** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Reconsider Community WiFi ILA

*Updated on Feb 10, 2020 22:29:06*

Complete. Following review of concerns related to technical and legal feasibility, the interlocal agreement that had been approved in Q3-2019 was rescinded in Q1-2019.

**Work Plan Task 5.1.8** 3

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Internal Mission/Vision/Values

*Updated on Feb 10, 2020 22:32:45*

The City's internal Mission/Vision/Values (MVV) were incorporated into the new annual review structure beginning in Q1-2019. Staff recognition related to MVV is part of quarterly all-hands meeting format. Additional options to enhance this component of the City's organizational culture will be considered on an ongoing basis.

**Work Plan Task 5.1.9** 3

Ongoing - Dec 31, 2020 | Some Disruption | Progress 75%

Surplus Property Disposition

*Updated on Feb 10, 2020 22:33:22*

Ongoing:

- Manitou Property Transfer: Agreements complete and expected for recording in Q1-2020.
- IslandWood Easement: City awaiting review by IslandWood. Expected completion Q2-2020.
- Pritchard Property Transfer: Working with NOAA to finalize. Expected completion Q2-2020.

**Work Plan Task 5.1.10** 3

Ongoing - Dec 31, 2020 | Major Disruption | Progress 10%

Code Compliance Initiatives

*Updated on Feb 10, 2020 22:35:51*

This task was planned as a follow-up to a Q4-2018 Council discussion on a number of Code Compliance issues, including the sign code and animal control code.

Consideration of a draft ordinance was deferred throughout 2019 due to capacity, primarily the impact to staff availability from the Council's focus on the Development Moratorium and the Ethics Progam.

A draft ordinance is scheduled for Council consideration in Q1-2020.

**Work Plan Task 5.1.11** 3

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Franchise Agreements for Cellular Services

*Updated on Feb 10, 2020 22:36:40*

Ongoing. Next step is update to Title 19 BIMC related to Master Permits. Council consideration of this topic is expected in Q2-2020.

Expected completion for Verizon Master Permit is Q3-2020, and by Q2-2021 for other service providers operating on the Island.

**Work Plan Task 5.1.12** 3

Ongoing - Dec 31, 2020 | Some Disruption | Progress 50%

Franchise Agreements for Utilities in City Right-of-Way

*Updated on Feb 03, 2020 18:12:09*

Ongoing. Expected completion of KPUD franchise (water) and Master Permit (broadband) Q3 2020. Expected renewal of PSE franchise prior to expiration of that franchise in Q2 2022. By Q1 2021, facilitate discussions with stakeholders regarding other utilities in the right of way.

**Work Plan Task 5.1.13** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

IAM Labor Agreement

*Updated on Feb 10, 2020 22:37:14*

An agreement for 2020-2022 was approved in Q4-2019.

**Work Plan Task 5.1.14** 3

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Granicus Agenda Tool for Additional Committees

*Updated on Feb 10, 2020 22:39:21*

Planning Commission transition to Granicus platform was completed in Q4-2019.

Use of Granicus by Design Review Board is the next planned committee initiative, and is anticipated in 2020.

**Work Plan Task 5.1.15** 3

Ongoing - Dec 31, 2020 | Some Disruption | Progress 25%

Closed Captioning for City Council Meetings

*Updated on Feb 10, 2020 22:42:39*

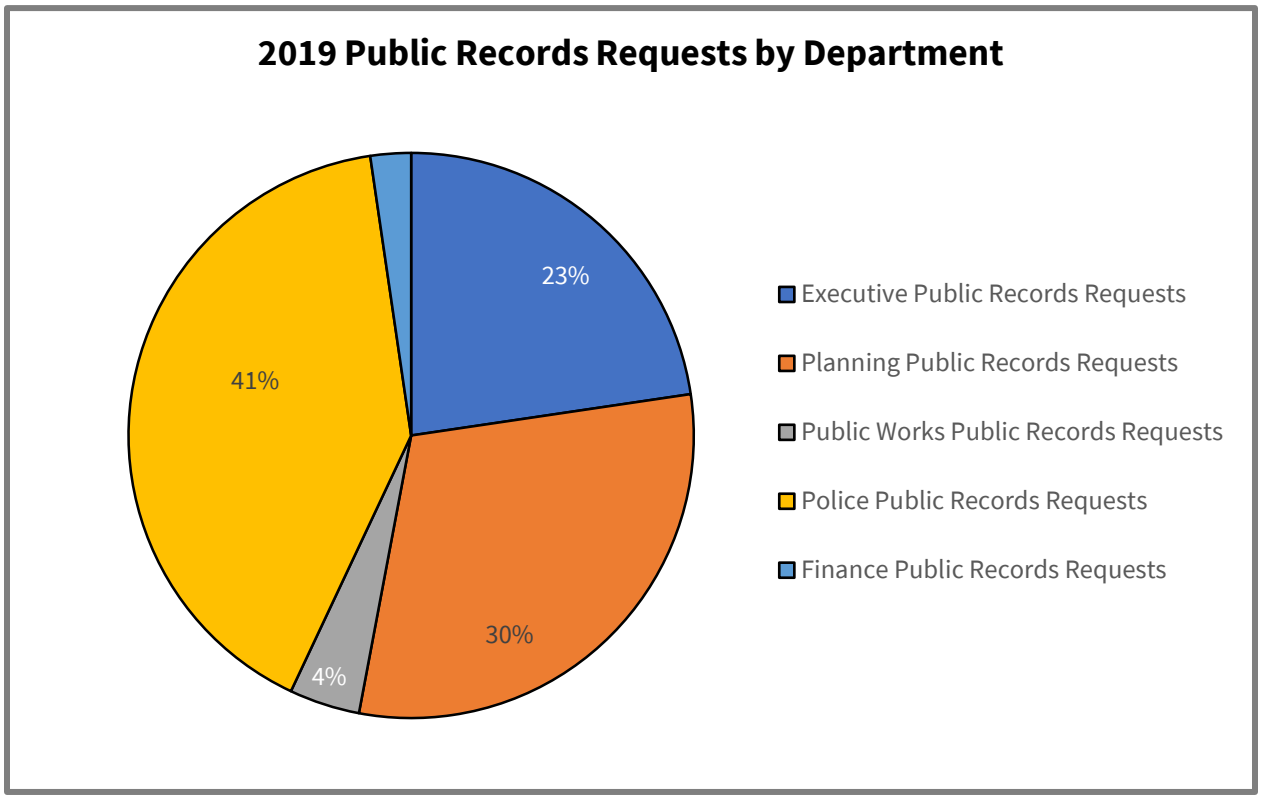
Hardware and software trials were performed in Q2-2019. Following additional testing in Q3/Q4, a preferred approach was identified.

Hardware purchases to support selected closed captioning technology are planned for Q1-2020, with implementation to follow later in 2020.

## Performance Measures – Executive

### City Clerk

| Indicator | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|
| Average Number of Days to Close a Request | 8.75 | 14 | 17.9 |
| Executive Public Records Requests | N/A | 166 | 264 |
| Planning Public Records Requests | N/A | 326 | 353 |
| Public Works Public Records Requests | N/A | 66 | 47 |
| Police Public Records Requests | N/A | 541 | 474 |
| Finance Public Records Requests | N/A | 29 | 27 |
| Staff Hours Spent on Public Records Requests | N/A | 1,371 | 1,926 |
| Number of Notary Services Performed | 152 | 130 | 64 |

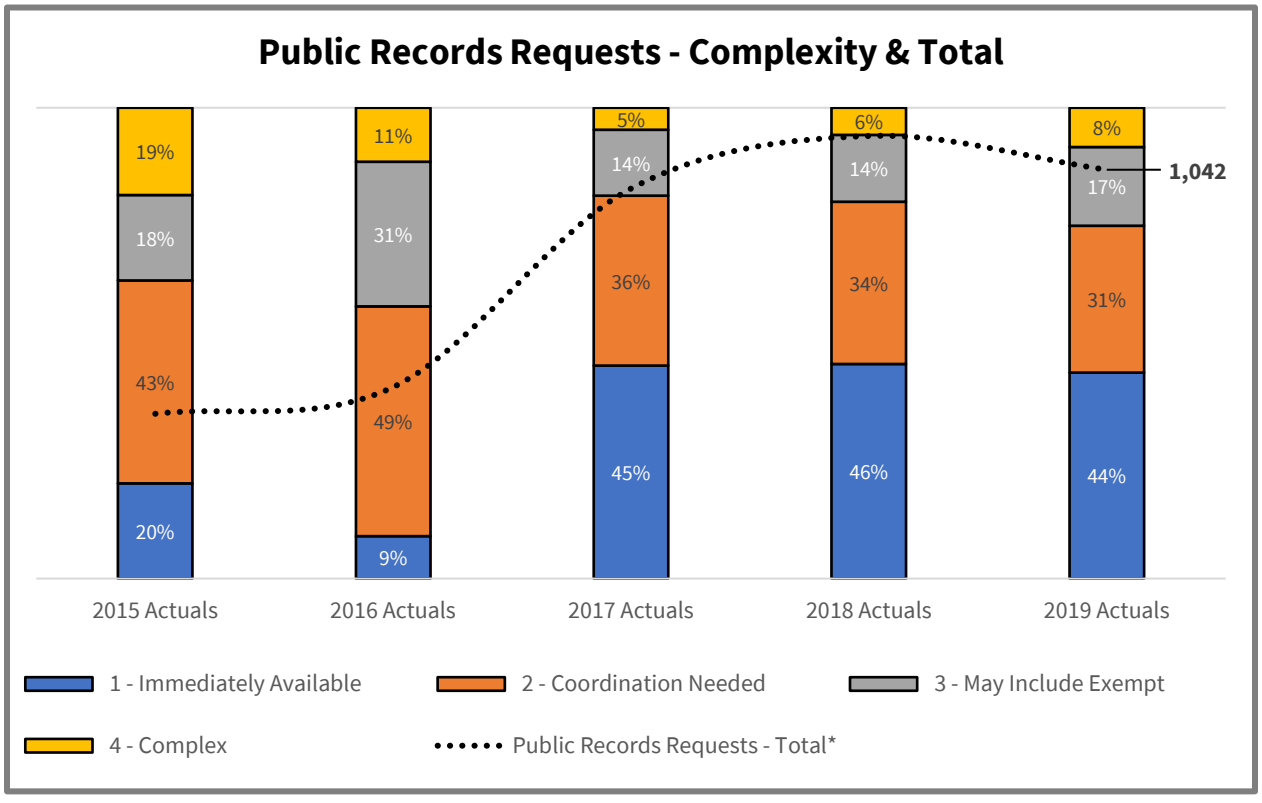


# Performance Measures – Executive

## City Clerk Cont.

| Public Records Requests by Complexity | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|
| 1 - Immediately Available | 85 | 44 | 443 | 441 | 456 |
| 2 - Coordination Needed | 181 | 238 | 353 | 333 | 325 |
| 3 - May Include Exempt | 76 | 150 | 137 | 137 | 174 |
| 4 - Complex | 78 | 56 | 46 | 56 | 87 |
| Public Records Requests - Total* | 420 | 488 | 994 | 1,128 | 1,042 |

*Total may not equal the sum of the values in the four complexity categories due to a small number of un-classifiable requests



## Performance Measures – Executive

### Human Resources

| Indicator | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|
| Percent of Annual City-Wide Employee Turnover | 4% | 14% | 7% | 9% | 10% |
| Percent of Annual Voluntary Employee Turnover | 4% | 14% | 6% | 9% | 10% |
| Average Number of Days to Fill a Position | 50 | 63 | 71 | 51 | 83 |
| Workplace Injuries - Total | 7 | 10 | 8 | 8 | 10 |
| -Medical Claims | 6 | 8 | 5 | 7 | 9 |
| -Time Loss Claims | 1 | 2 | 3 | 1 | 1 |

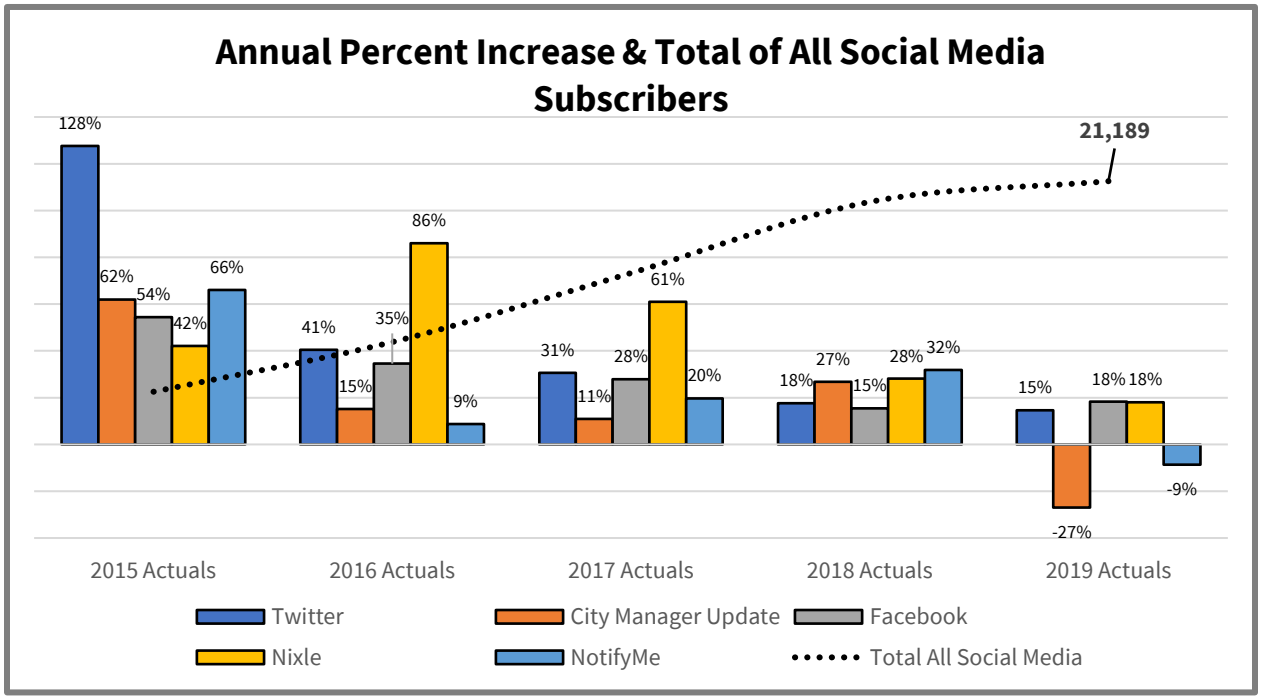
### Community Engagement – Traditional Media

| Indicator | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|
| Press Releases Issued | 24 | 80 | 82 | 79 | 57 | 16 |

# Performance Measures – Executive

## Community Engagement – Social Media

| Indicator | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|---|
| Twitter | N/A | 271 | 617 | 867 | 1,133 | 1,332 | 1,527 |
| City Manager Update | 306 | 384 | 622 | 716 | 794 | 1,007 | 735 |
| Facebook | 492 | 791 | 1,221 | 1,643 | 2,102 | 2,426 | 2,871 |
| Nixle | N/A | 1,497 | 2,128 | 3,959 | 6,374 | 8,168 | 9,641 |
| NotifyMe* | N/A | 2,467 | 4,097 | 4,452 | 5,330 | 7,025 | 6,415 |
| Number of Hits on the Website | N/A | N/A | 198,207 | 224,104 | 208,479 | 218,716 | 239,029 |



# Performance Measures – Executive

## Information Technology

| Indicators | 2012 Actuals | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|---|---|
| Number of Computers Managed | 178 | 184 | 186 | 173 | 178 | 185 | 194 | 196 |
| Number of Cell Phones Managed* | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 117 |
| Number of Software Applications (Local/Cloud-Based)* | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 127/28 |
| Number of GIS-Related Map and Data Requests (Internal/External) | N/A | 141/66 | 126/88 | 162/51 | 178/38 | 130/96 | 177/106 | 195/67 |
| Number of Help Desk Requests | N/A | N/A | N/A | 852 | 1,136 | 1,272 | 1,319 | 1,157 |

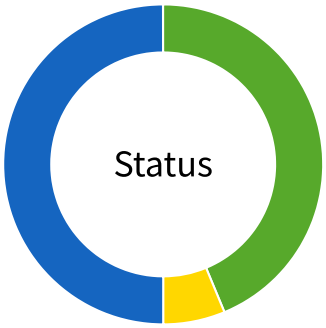
*New measure since January1, 2019.



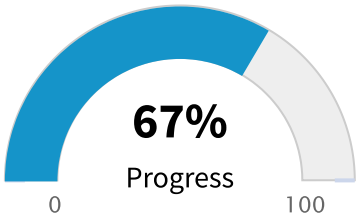

# Finance & Administrative Services

**16**
Work Plan Task

## Overall Summary




| | % |
|---|---|
| On Track | 43.75 |
| Some Disruption | 6.25 |
| Completed | 50.0 |




**Report Legend** No Update Overdue **Priority**

## Priority: 1

**Work Plan Task 1.1.10** 1

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Police Station/Municipal Court Replacement Project - funding plan.

*Updated on Feb 06, 2020 02:41:38*

Complete. Proceeds received from sale of bonds in December 2019. City received Aaa bond rating from Moody's national rating service.

**Work Plan Task 3.1.7** 1

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Support Implementation of Increased Transportation Benefit Fund Fees.

*Updated on Feb 06, 2020 02:41:49*

Approved resolution to increase the vehicle license fee and amended the ILA with Department of Licensing completed, however, TBD car tab fees are no longer valid starting December 2019 via the I-976 initiative. The legality of this initiative is being challenged in court. Fees continue to be collected until final court disposition.

## Priority: 3

**Work Plan Task 5.1.16** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Improve Capital Project Reporting

*Updated on Feb 06, 2020 02:42:01*

Complete. Finalized CIP updates. Provided new customized monthly project status reports to the public works department. Additional report distributed to project managers via public works director to use for tracking project costs. Continue to conduct weekly joint meetings to discuss issues, processes, policies, and challenges.

**Work Plan Task 5.1.17** 3

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Deliver Scheduled Financial Reporting

*Updated on Feb 06, 2020 02:42:55*

Delivered all 2019 monthly reports except December which is due January 25. Two months (January and April) were late – all other months completed on time. Q1-Q3 quarterly reports completed; Q4-2019 reporting scheduled for early 2020. Q3-2019 report was posted late.

**Work Plan Task 5.1.18** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Resolve Issues Related to City Fee Schedule.

*Updated on Feb 06, 2020 02:43:34*

Complete. Worked with staff to identify and update fee schedule deficiencies. Changes presented to Council and approved via resolution (2019-01) January 22 to add missing information and correct out-of-date information.

**Work Plan Task 5.1.19** 3

Ongoing - Dec 31, 2020 | Some Disruption | Progress 10%

Recommend Tool for Long-Range Financial Forecasting

*Updated on Feb 06, 2020 02:45:25*

Partially complete. In 2019, the City canceled its agreement with Priority Based Budgeting, per Council direction in 2018 to cease use of the framework. In 2019, Finance staff identified alternative methodology using State-approved uniform system of accounting to categorize 2020 Council identified City priorities. This should allow the finance department to easily report back to Council on how resources are budgeted and spent with respect to priorities. Implemented recommendations will be presented to City Manager in 2020.

**Work Plan Task 5.1.20** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Implement Online Payroll System

*Updated on Feb 06, 2020 02:45:51*

Complete. Implemented citywide online timesheets in Q1-2019. Increased use of project coding is an ongoing effort.

**Work Plan Task 5.1.21** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Complete 2019-2020 Biennial Budget Documents and Submit for Award

*Updated on Feb 06, 2020 02:46:17*

Complete. GFOA Distinguished Presentation Award received.

**Work Plan Task 5.1.22** 3

Ongoing - Dec 31, 2020 | On Track | Progress 75%

2018 Consolidated Annual Financial Report (CAFR) - Certificate of Excellence in Financial Reporting

*Updated on Feb 06, 2020 02:47:49*

Completed . Submitted for 2018 Certificate of Excellence in Financial Reporting award. Have not received communication from the GFOA. Anticipate receiving the award in Q1-2020.

**Work Plan Task 5.1.23** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Finance and Public Works CIP Coordination

*Updated on Feb 06, 2020 02:48:48*

Completed. Implemented ongoing internal communication process to improve coordination and tracking in Q3/Q4-2019.

**Work Plan Task 5.1.24** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Complete 2020 Mid-Biennial Budget Amendments

*Updated on Feb 06, 2020 02:48:58*

Completed Q4-2019.

**Work Plan Task 5.1.25** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

2021-2022 Biennial Budget - GFOA Distinguished Presentation Award

*Updated on Feb 06, 2020 02:49:35*

A budget development calendar will be presented Q1-2020. Will submit for award Q1-2021.

**Work Plan Task 5.1.26** 3

Ongoing - Dec 31, 2020 | On Track | Progress 5%

2019 CAFR - Submit for Certificate of Excellence in Financial Reporting Award

*Updated on Feb 06, 2020 02:49:52*

2019 CAFR preparation began in Q4 2019. Will submit for award in Q2 2020.

**Work Plan Task 5.1.27** 3

Ongoing - Dec 31, 2020 | On Track | Progress 5%

2019 Reporting - Develop "Popular" Annual Financial Report (PAFR)

*Updated on Feb 06, 2020 02:50:07*

Goal was to develop a report that is more user friendly and less technical in nature. We evaluated the GFOA's PAFR (Popular Annual Financial Report) vs. the Association of Government Accountants' "Citizen-Centric Report" as an alternative financial reporting mechanism. We chose the Citizen-Centric Repor and a 2018 draft mock-up with City data was created. Plan to add to 2020 workplan to roll out new report.

**Work Plan Task 5.1.28** 3

Ongoing - Dec 31, 2020 | On Track | Progress 30%

Update biennial CIP process for 2021-2022, including consideration of budgeting labor within projects.

*Updated on Feb 06, 2020 02:50:37*

Currently booking and tracking project manager labor to Police & Court Facility project. Working toward rolling out a new process citywide for capital projects with labor for 2021-22 capital budget. This task will be ongoing in 2020.

**Work Plan Task 5.1.29** 3

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Update financial capacity planning, including revenue scenarios.

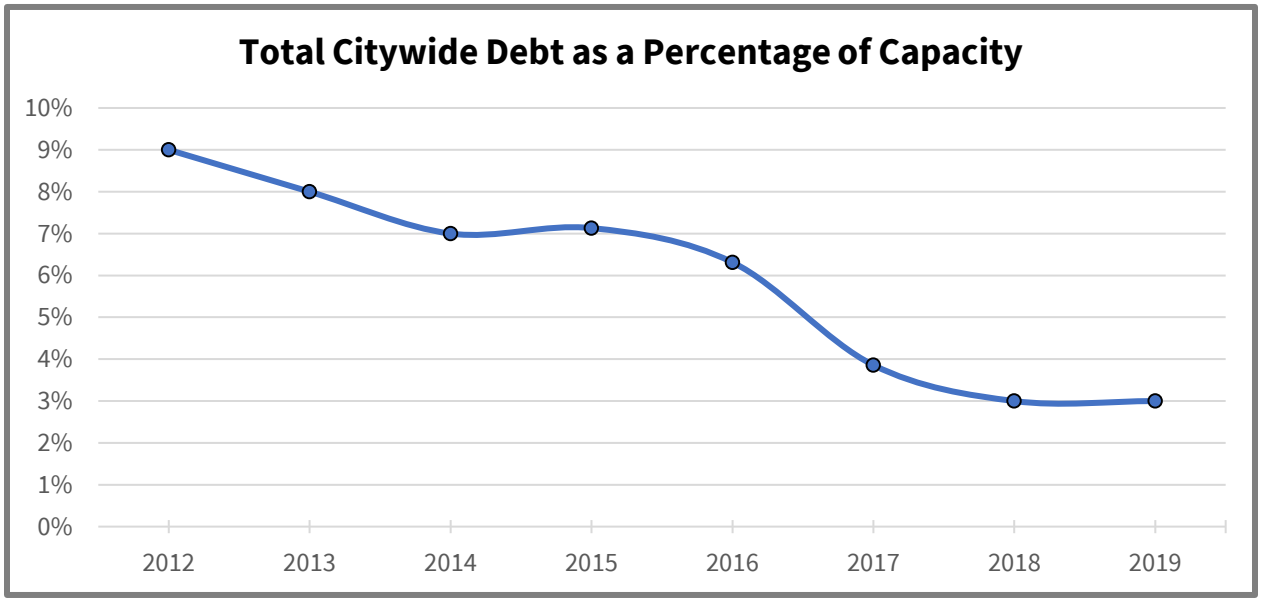
*Updated on Feb 06, 2020 02:51:18*

Completed Q3-2019. Enhanced internal planning tools will be utilized to support 2021-2022 Biennial Budget development work throughout 2020.

# Performance Measures – Finance & Administrative Services

## Budget & Revenue

| Indicators | 2012 Actuals | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|---|---|
| Number of Utility Connections | 4,413 | 4,442 | 4,504 | 4,531 | 4,595 | 4,738 | 4,886 | 5,170 |
| General Fund Year-End Cash Balance as a Percent of Annual General Fund Revenues | 58% | 71% | 89% | 97% | 95% | 84% | 105% | 74% |
| Bond Rating Change over Time | A1 | A1 | Aa3 | Aa3 | Aa1 | Aa1 | Aa1 | Aaa |
| Total Citywide Capital-Debt as a Percentage of Total Capital Assets (at Book Value) | 24% | 22% | 20% | 20% | 19% | 15% | 12% | 14% |
| Total Citywide Debt as a Percentage of Capacity | 9% | 8% | 7% | 7% | 6% | 4% | 3% | 3% |
| Obtained Distinguished Budget Award from GFOA | No | No | No | Yes | Yes | Yes | Yes | Yes |



# Performance Measures – Finance & Administrative Services

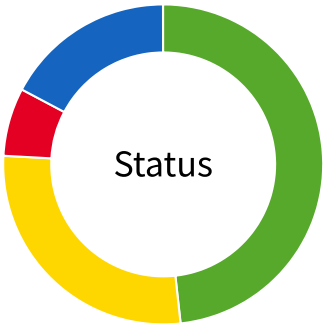
## Accounting & Audit

| Indicators | 2012 Actuals | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|---|---|
| State Audit Results (for prior year report) | No Findings | Finding | No Findings | No Findings | No Findings | No Findings | No Findings | No Findings |
| Number of Accounts Payable Invoices Processed | 6,167 | 6,600 | 6,913 | 7,058 | 7,358 | 7,789 | 7,937 | 8,141 |
| Number of Cash Receipt Transactions Processed | 38,976 | 40,070 | 31,644 | 30,578 | 30,869 | 31,840 | 33,290 | 30,160 |
| Number of Payroll Direct Deposits Processed | 2,783 | 2,555 | 2,635 | 2,725 | 2,895 | 3,035 | 3,185 | 3,121 |
| Number of Business Licenses Issued | 2,877 | 3,100 | 3,141 | 3,236 | 3,429 | 3,713 | 3,021 | 3,261 |
| Number of New Business Licenses Issued | 300 | 471 | 312 | 315 | 341 | 300 | 467 | 907 |
| Percent of Total Dollar Value Paid by Credit Card | 1% | 2% | 1% | 2% | 2% | 2% | 2% | 2% |
| Obtained Certificate of Achievement for Excellence in Financial Reporting from GFOA | N/A | N/A | N/A | Yes | Yes | Yes | Yes | Submitted |

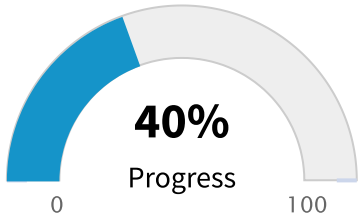
# Planning & Community Development

**29**
Work Plan Task

## Overall Summary




| | % |
|---|---|
| On Track | 48.28 |
| Some Disruption | 27.59 |
| Major Disruption | 6.9 |
| Completed | 17.24 |




**Report Legend** No Update Overdue **Priority**

Priority: 1

**Work Plan Task 2.1.2** 1

Ongoing - Dec 31, 2020 | Some Disruption | Progress 0%

Complete 2020 Shoreline Management Plan (SMP) Periodic Update.

*Updated on Feb 06, 2020 02:02:55*

In 2019, the Department of Ecology adjusted the City's deadline for the update from June 2020 to June 2021 based on the availability of State grant funding. Staff will begin work on the Periodic Update in Q1 2020, with a goal to attempt to complete earlier than the State's 2021 deadline.

**Work Plan Task 2.1.4** 1

Ongoing - Dec 31, 2020 | Some Disruption | Progress 25%

Support Council consideration of Green Building Initiatives.

*Updated on Feb 06, 2020 02:08:41*

This item was previously scheduled to begin in early 2019. However initial work was delayed due to capacity and emphasis on the workplan associated with the development moratorium.

In Q4-2019, Council received two briefings on options and approach to develop new green building initiatives. Council approved an identified approach, decided to form a Green Building Task Force, identified a Council member to serve as liaison to the task force, and requested that staff to provide monthly updates to Council.

In Q1-20202, the City will recruit for nine task force members and will begin the work plan to develop green building initiatives for Council consideration.

**Work Plan Task 3.1.9** 1

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Affordable Housing Initiatives.

*Updated on Feb 06, 2020 02:17:16*

In late 2018, the Council identified several recommendations from the 2017 Affordable Housing Task Force that would be first areas of focus.

- ADUs/Tiny Homes: Following a series of discussions throughout 2019, Council provided policy direction to staff on ADUs and tiny homes in Q3-2019 and referred these items to the Planning Commission. Staff held a study session with the Planning Commission in Q4 to discuss common ownership for ADUs, allowing tiny homes, and deducting ADU building footprints from lot coverage for residentially-zoned properties smaller than 40,000 square feet. The proposed changes will return to Council for final review in 2020.
- In mid-2019, the City identified staff to be designated to work on affordable housing issues.
- Inclusionary Zoning and the Multifamily Tax Exemption (IZ/MFTE) options were reviewed with Council in Q3-Q4 2019. Consideration of these options will continue in Q1-2020.
- Additional policy options related to Transfer of Development Rights (TDRs), the use of RVs as permanent housing, exemptions from ADU common ownership in the case of a land bank, rules for tiny home villages, and other topics are anticipated to be considered in 2020.

**Work Plan Task 3.1.11** 1

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Regulations for Accessory Dwelling Units (ADU's).

*Updated on Feb 06, 2020 02:19:36*

Council provided policy direction to staff on ADUs and tiny homes in Q3-2019. Staff held a study session with the Planning Commission in Q4 to discuss common ownership for ADUs, allowing tiny homes, and deducting ADU building footprints from lot coverage for residentially-zoned properties smaller than 40,000 square feet. A public hearing is scheduled with the Planning Commission in early, 2020. The proposed rules will then return to Council for ordinance review and adoption.

**Work Plan Task 3.1.12** 1

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Complete revisions to Design Guidelines.

*Updated on Feb 06, 2020 02:20:14*

Complete. Council approved Ordinance 2019-25 in Q3-2019, updating the City's design guidelines - Design for Bainbridge. This item was identified as a key component of the 2018 Development Moratorium.

**Work Plan Task 3.1.14** 1

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Complete revisions to Subdivision guidelines, standards, and criteria.

*Updated on Feb 06, 2020 02:23:28*

Complete. Council approved Ordinance 2019-03 in Q3-2019, updating the subdivision guidelines, standards, and criteria. This item was identified as a key task within the 2018 Development Moratorium.

**Work Plan Task 3.1.15** 1

Ongoing - Dec 31, 2020 | Some Disruption | Progress 50%

Complete Island Center Subarea Plan.

*Updated on Feb 06, 2020 02:26:35*

The overall schedule for this project has extended further than originally anticipated in 2018. Throughout 2019, City staff supported bimonthly meetings of the planning committee. In mid-2019, the City's supporting consultant dropped out of the project, and work to engage a new consultant resulted in agreement with Framework, who joined the project in Q3. A draft plan is expected to be delivered to Council in Q2-2020. Anticipated completion date is Q3-2020.

**Work Plan Task 3.1.22** 1

Ongoing - Dec 31, 2020 | Some Disruption | Progress 0%

Amend SEPA ordinance to reflect updates approved by State in 2014.

*Updated on Feb 06, 2020 02:32:39*

This task is not yet started and has been deferred to 2020 due to capacity. SEPA rule revisions adopted by Ecology in 2014 increased the flexible thresholds that local governments may adopt to exempt minor new construction projects from SEPA review. The City currently adopts the SEPA exemption language by reference so code revisions are not required at this time. For permit streamlining purposes, the City may choose to raise SEPA exemption thresholds within the ranges and procedures specified in the rule update, which would require text revisions to BIMC 16.04.070.

**Work Plan Task 3.1.36** 1

Ongoing - Dec 31, 2020 | Major Disruption | Progress 0%

Initiate Winslow Master Plan Update.

*Updated on Feb 06, 2020 02:35:52*

Due to the extended timeline for completion of the Island Center SubArea Plan, no work is currently planned in 2020 to begin a next subarea plan.

**Priority: 2**

**Work Plan Task 2.1.3** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 50%

Complete revisions to Native Vegetation, Landmark Tree ordinances.

*Updated on Feb 06, 2020 02:05:22*

In Q2-2019, Council reviewed proposed changes to the City's tree ordinances and confirmed identified areas for review. Subsequently, City staff vacancy resulted in a pause to this work. In Q3-2019, the City hired a full-time arborist, who will resume work to complete the planned changes.

In December, 2019 Council approved the extension of Landmark Tree Ordinance in December 2019 to be effective until June 2020. A draft work plan was included with the LTO extension ordinance and work to complete these tasks will begin in Q1-2020.

**Work Plan Task 2.1.5** 2

Ongoing - Dec 31, 2020 | On Track | Progress 30%

Enhanced SMP monitoring, outreach, stewardship & restoration projects.

*Updated on Feb 06, 2020 02:09:23*

This task is ongoing. Daily shoreline project review and counter service by current planning team provides public with information on monitoring and outreach. Annual monitoring reports were submitted in Q4-2019, and will be reviewed in Q1-2020.

**Work Plan Task 2.1.6** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 0%

Obtain consulting services related to proposed solar ordinances.

*Updated on Feb 06, 2020 02:10:00*

This task will be addressed within the Green Building work plan and is expected to complete in 2020.

**Work Plan Task 3.1.10** 2

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Consider TDR program and ARL Designation.

*Updated on Feb 06, 2020 02:18:27*

Per Council direction in mid-2019, staff will resume consideration of this tool after the Council completes IZ/MFTE discussions, or in Q2-2020.

**Work Plan Task 3.1.23** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 0%

Develop and implement change in noticing requirements for tree clearing.

*Updated on Feb 06, 2020 02:33:12*

This will be included in the native vegetation, landmark tree ordinance update in Q1/Q2-2020.

**Work Plan Task 3.1.25** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 0%

Review Noise Standards.

*Updated on Feb 06, 2020 02:34:13*

This task is planned for 2020, however timing will depend on capacity.

**Priority: 3**

**Work Plan Task 3.1.13** 3

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Complete changes to Code Enforcement (BIMC 2.16, signs, animal control)

*Updated on Feb 08, 2020 18:02:17*

The Council worked extensively on sign code changes throughout 2019. The proposed changes were referred to the Planning Commission in Q2-2019.

Change to animal control regulations were considered by Council in Q1/Q2-2019 in mid-2019.

Work on remaining aspects of Code Enforcement rules were delayed due to capacity. Staff plans to bring remaining proposed changes to Council in Q1-2020.

**Work Plan Task 3.1.16** 3

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Report results on new Live/Work provisions in B/I Zone.

*Updated on Feb 06, 2020 02:27:47*

Staff have tracked this item throughout 2019. Since this use was added as a permitted use in the Business/Industrial zone, there have been no live/work units proposed.

**Work Plan Task 3.1.17** 3

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Support Council review of workplan items associated with Development Moratorium.

*Updated on Feb 06, 2020 02:30:55*

Work to complete elements of the 2018 Development Moratorium workplan involved significant effort from staff and Council throughout 2019. In Q3-2019, staff provided biweekly moratorium work program status reports to the Council. Following the completion of several key tasks in Q3, staff switched to monthly updates beginning in Q4-2019.

The scope of the moratorium narrowed significantly on December 4, 2019 to April 3, 2020. Remaining tasks on the workplan are largely related to affordable housing issues. Additional consideration of those topics is planned for Q1/Q2-2020.

**Work Plan Task 3.1.18** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Consistency changes to Parking Standards.

*Updated on Feb 06, 2020 02:31:06*

This task is not yet started and is scheduled for Q3-2020.

**Work Plan Task 3.1.19** 3

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Consistency changes to Dimensional Standards.

*Updated on Feb 06, 2020 02:31:38*

The Planning Commission completed their review of this Ordinance in Q4-2019. This item is scheduled for a Council review in early 2020.

**Work Plan Task 3.1.20** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Complete Clarifications of Use Definitions.

*Updated on Feb 06, 2020 02:31:55*

This task is not yet started and is scheduled for Q3-2020.

**Work Plan Task 3.1.21** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Amend Addressing for County Consistency.

*Updated on Feb 06, 2020 02:32:09*

This task is not yet started and is scheduled for Q2-2020.

**Work Plan Task 3.1.24** 3

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Develop and implement requirements for off-site construction staging.

*Updated on Feb 06, 2020 02:33:39*

The Planning Commission completed their review of this Ordinance in Q4-2019. This item is scheduled for a Council study session in early 2020.

**Work Plan Task 3.1.26** 3

Ongoing - Dec 31, 2020 | Major Disruption | Progress 0%

Initiate additional Subarea Plan update (TBD).

*Updated on Feb 06, 2020 02:35:10*

Due to the extended timeline for completion of the Island Center SubArea Plan, no work is currently planned in 2020 to begin a next subarea plan.

**Work Plan Task 5.1.30** 3

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Continue Planning Department Process Improvements.

*Updated on Feb 06, 2020 02:36:33*

This task in ongoing. Counter hours were adjusted in June 2019. Online permit submittal options have been expanded to include the early design meetings with the DRB, and approximately 60 additional permits will be made available for online submittal. PCD staff will receive permitting software training in Q1-2020. Additional initiatives will be considered and implemented throughout 2020.

**Work Plan Task 5.1.31** 3

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Complete Building & Development Services Rate Study.

*Updated on Feb 06, 2020 02:37:28*

Staff entered into a contract with FCS Group in Q4-2019 for a 100% cost recovery fee study, to align with the City's official financial policies. A kick-off meeting with staff is scheduled for January, 2020 and the project is anticipated to complete in June 2020. The results of the study will be presented to Council for consideration.

**Work Plan Task 5.1.32** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Lead Citywide “reboot” of SeeClickFix reporting tool.

*Updated on Feb 06, 2020 02:37:39*

Completed in Q3-2019 with internal consistency efforts and software adjustments.

**Work Plan Task 5.1.33** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Provide quarterly reporting to Council on requests for BIMC changes.

*Updated on Feb 06, 2020 02:38:05*

Complete. Staff provide quarterly reports to Council on these items.

**Work Plan Task 5.1.34** 3

Ongoing - Dec 31, 2019 | On Track | Progress 75%

Complete Administrative Corrections to Title 18.

*Updated on Feb 08, 2020 18:01:08*

The ordinance to complete these changes was developed during 2019 and is expected to come to Council for consideration in early 2020.

# Performance Measures – Planning & Community Development

## Current Planning

| Indicator | 2012 Actuals | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|---|---|
| Number of Current Planning Permits Submitted | 186 | 197 | 216 | 242 | 262 | 225 | 256 | 364 |
| Number of Current Planning Permits Completed | 196 | 162 | 156 | 249 | 236 | 215 | 285 | 278 |
| Value (fees) of Submitted Current Planning Permits | $389,358 | $445,630 | $336,903 | $408,763 | $562,811 | $370,950 | $289,582 | $265,116 |
| Value (fees) Collected for Completed Current Planning Permits | $283,315 | $284,173 | $386,443 | $462,222 | $432,547 | $306,118 | $231,127 | $210,383 |
| Number of Clearing Permits Issued | 42 | 51 | 94 | 123 | 128 | 146 | 83 | 94 |
| Number of Appeals | 2 | 8 | 4 | 1 | 10 | 4 | 2 | 2 |

## Long-Range Planning

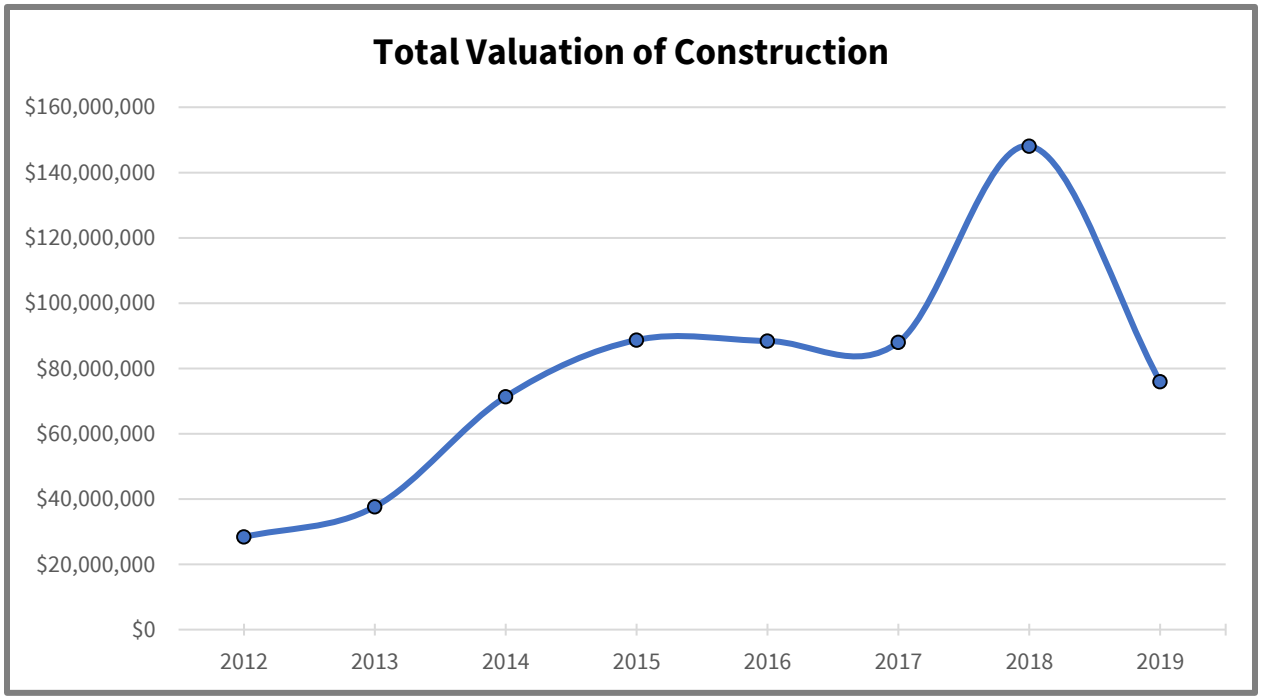
| Indicator | 2012 Actuals | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|---|---|
| Number of Ordinances in Legislative Process | 6 | 15 | 13 | 12 | 3 | 3 | 3 | 5 |
| Number of Approved Ordinances | 3 | 11 | 11 | 7 | 7 | 3 | 21 | 11 |
| Number of Resolutions in Legislative Process* | N/A | N/A | N/A | N/A | N/A | N/A | 2 | 0 |
| Number of Approved Resolutions | 0 | 2 | 4 | 6 | 1 | 2 | 6 | 5 |

* New measure since January 1, 2018

# Performance Measures – Planning & Community Development

## Building Services

| Indicator | 2012 Actuals | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|---|---|
| Average Permit Turnaround (in days) | 42 | 38 | 29 | 39 | 44 | 53 | 80 | 85 |
| Percent of Construction Document Review Completed in 30 Days (1st Submittal) | 62% | 64% | 63% | 60% | 65% | 68% | 59% | 58% |
| Number of Building Plans Reviewed (Including Revisions) | 557 | 583 | 695 | 724 | 828 | 976 | 774 | 808 |
| Number of Building Site Inspections Performed | 2,326 | 4,137 | 3,750 | 3,974 | 3,201 | 5,021 | 4,682 | 4,722 |
| Number of Permits Issued Online | 0 | 0 | 3 | 30 | 56 | 143 | 80 | 141 |
| Total Valuation of Construction | $28,370,525 | $37,641,588 | $71,337,448 | $88,698,532 | $88,413,722 | $88,031,328 | $148,130,009 | $75,905,386 |
| Commercial Permits Issued | N/A | N/A | N/A | 95 | 131 | 151 | 104 | 91 |
| Residential Permits Issued | N/A | N/A | N/A | 611 | 675 | 820 | 655 | 646 |
| Total Number of Building Permits Issued | 489 | 509 | 670 | 706 | 806 | 971 | 774 | 737 |



# Performance Measures – Planning & Community Development

## Code Compliance

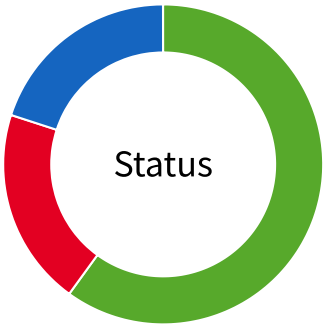
| Indicator | 2012 Actuals | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|---|---|
| Request for Service | 118 | 115 | 188 | 183 | 212 | 168 | 170 | 214 |
| Service Request Converted to Full Cases | N/A | N/A | 63 | 66 | 76 | 71 | 53 | 75 |
| Cases Move Forward to Enforcement | 0 | 0 | 0 | 0 | 3 | 1 | 3 | 0 |
| Court Hearings | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 |
| Sign Permits Issued | 11 | 9 | 33 | 18 | 16 | 18 | 13 | 19 |
| Building Violations | N/A | N/A | N/A | 63 | 80 | 63 | 70 | 43 |
| Planning Violations | N/A | N/A | N/A | 85 | 86 | 65 | 61 | 70 |
| Stormwater Violations | N/A | N/A | N/A | 7 | 4 | 4 | 0 | 2 |
| Miscellaneous Violations | N/A | N/A | N/A | 28 | 42 | 36 | 39 | 73 |
| Total Violations | N/A | N/A | N/A | 183 | 212 | 168 | 170 | 214 |

# Public Safety

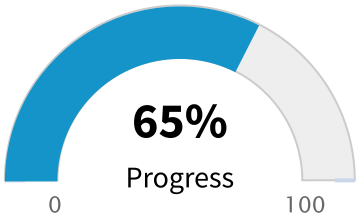
**5**

Work Plan Task

## Overall Summary




| | % |
|---|---|
| On Track | 60.0 |
| Major Disruption | 20.0 |
| Completed | 20.0 |




**Report Legend** No Update Overdue **Priority**

Priority: 1

**Work Plan Task 1.1.1** 1

Ongoing - Dec 31, 2020 | On Track | Progress 80%

Police personnel Initiatives

*Updated on Feb 06, 2020 22:42:54*

- **Hiring:** 75% complete. Three additional officers hired, with one remaining open patrol officer position.
- **Corporals:** Promotional process for new corporal positions completed in January, 2019.
- **Department initiatives:** Department-wide training plans are in place per WASPC accreditation standards. All officers have met or exceeded CJTC minimum training mandate.
- **New I-940 requirements:** Three officers are scheduled to attend I-940 instructor course in 2020. Those officers will train other department personnel up to 32 hours of the mandated 40 hours. Balance of training to be determined by CJTC following recommendations anticipated in 2020.

**Work Plan Task 1.1.4** 1

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Police K9 Team

*Updated on Feb 06, 2020 22:47:26*

K9 Officer Whitney arrived in Q2-2019. K9 team is certified. Training exercises will be ongoing.

Priority: 2

**Work Plan Task 1.1.2** 2

Ongoing - Dec 31, 2020 | On Track | Progress 70%

Traffic Safety Initiatives

*Updated on Feb 06, 2020 22:44:55*

- **Traffic Improvement Officer:** Previously, an officer was designated as the department's traffic improvement officer. Approach going forward is under review.
- **Hand-held radar gun:** Purchase of additional radar gun completed in mid-2019.
- **Speed signs:** Purchase completed in 2019.

Priority: 3

**Work Plan Task 1.1.3** 3

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Police Technology Initiatives

*Updated on Feb 06, 2020 22:46:42*

**Camera system training and installation:** AXON system testing is in progress. Mandatory wear policy agreed to in 2018.

**Inventory system:** Current inventory of department equipment was complete in 2019. Potential software options are under review.

**Work Plan Task 5.1.44** 3

Ongoing - Dec 31, 2020 | Major Disruption | Progress 0%

Police Department Strategic Planning.

*Updated on Feb 06, 2020 22:48:12*

This tasks has been deferred pending the Police Chief transition.

# Performance Measures – Public Safety

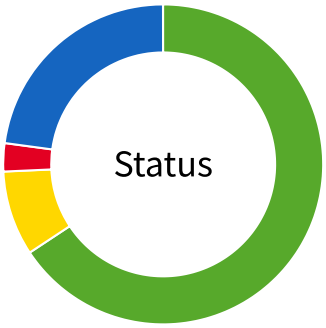
| Indicator | 2012 Actuals | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|---|---|
| Calls for Service | 11,021 | 12,849 | 13,161 | 15,001 | 16,978 | 17,478 | 21,752 | 14,943 |
| Case Reports | 1,731 | 1,870 | 1,876 | 1,703 | 1,877 | 1,669 | 1,805 | 1,557 |
| Criminal Citations | 96 | 81 | 59 | 77 | 53 | 27 | 60 | 38 |
| Traffic Infractions | 636 | 761 | 573 | 817 | 602 | 784 | 624 | 325 |
| Traffic Collisions | 194 | 200 | 217 | 265 | 280 | 220 | 230 | 209 |
| Adult Arrests | 437 | 353 | 248 | 265 | 330 | 320 | 369 | 297 |
| Juvenile Arrests | 46 | 16 | 6 | 10 | 13 | 15 | 12 | 6 |
| Violent Crime Cases Categorized as Domestic Violence | N/A | N/A | N/A | 40 | 40 | 15 | 13 | 12 |
| Driving Under the Influence | 32 | 30 | 37 | 26 | 50 | 39 | 65 | 32 |
| Drugs/Narcotics | 47 | 27 | 28 | 23 | 28 | 24 | 15 | 12 |
| Use of Force Incidents | N/A | 5 | 5 | 3 | 6 | 4 | 8 | 9 |
| Complaints Against Sworn Personnel: Total | 7 | 9 | 27 | 15 | 14 | 11 | 9 | 11 |
| Complaints Sustained Against Sworn Personnel: Total | 4 | 0 | 3 | 6 | 3 | 2 | 3 | 1 |
| Crimes Against Persons (Murder, Forcible Sex Offenses, Robbery, Aggravated Assault, Simple Assault, Intimidation, Non-Forciible Sex Offenses, Kidnapping, Human Trafficking, and Violation of No Contact Order) | 101 | 90 | 84 | 83 | 103 | 82 | 127 | 113 |
| Crimes Against Persons: Cleared by Arrest | 35 | 35 | 25 | 23 | 42 | 28 | 31 | 29 |
| Crimes Against Property (Burglary/Breaking and Entering, Arson, Larceny, Motor Vehicle Theft, Extortion / Blackmail, Counterfeiting / Forgery, Fraud, Embezzlement, Stolen Property Offenses, and Destruction / Damage/ Vandalsim of Property) | 510 | 568 | 582 | 524 | 489 | 376 | 369 | 328 |
| Crimes Against Property: Cleared by Arrest | 47 | 44 | 39 | 41 | 43 | 30 | 30 | 24 |

# Public Works

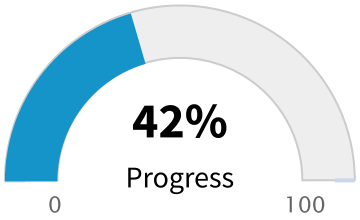
**35**

Work Plan Task

## Overall Summary




| | % |
|---|---|
| On Track | 65.71 |
| Some Disruption | 8.57 |
| Major Disruption | 2.86 |
| Completed | 22.86 |




**Report Legend** No Update Overdue **Priority**

Priority: 1

**Work Plan Task 5.1.35** 1

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Complete rate study for water and sewer utilities.

*Updated on Feb 06, 2020 01:36:18*

Rate study completed and new rates implemented in Q2.

**Work Plan Task 1.1.9** 1

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Police Station/Municipal Court Facility Replacement Project - project design.

*Updated on Feb 06, 2020 01:37:12*

Support for project final design phase is ongoing. In Q4, Council received briefings on options to enhance sustainability features for project design. Consideration of design alternatives will continue into Q1-2020.

**Work Plan Task 2.1.8** 1

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Initiate Groundwater Management Plan.

*Updated on Feb 06, 2020 01:36:10*

Second round of hiring process on-going for term-limited hydrogeologist. Scoping alternative means of delivery also in progress.

**Work Plan Task 2.1.18** 1

Ongoing - Dec 31, 2020 | Major Disruption | Progress 5%

Complete Groundwater Management Plan

*Updated on Feb 06, 2020 01:41:33*

In 2019, staff developed a scope of work for this project, and reviewed with the CCAC, UAC and City Council. Following which, the City worked to complete hiring for a term-limited hydrogeologist position. The hiring process is ongoing as of Q4.

**Work Plan Task 3.1.28** 1

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Support City Council consideration of $150k for Nonmotorized planning/projects.

*Updated on Feb 06, 2020 01:38:36*

In December, Council forwarded a final scope of work for the Sustainable Transportation Plan to January, 2020 for approval.

**Work Plan Task 3.1.29** 1

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Wyatt Way Roundabout and Improvements – Complete Design.

*Updated on Feb 06, 2020 01:38:53*

Council is scheduled to approve a design contract amendment and discuss a budget amendment in Q1 2020.

**Work Plan Task 3.1.32** 1

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Complete re-design and construction of Olympic Drive Improvements.

*Updated on Feb 06, 2020 01:39:03*

Project is substantially complete as of Q4. The last remaining cleanup items will be completed early in Q1 2020.

**Work Plan Task 3.1.35** 1

Ongoing - Dec 31, 2020 | Some Disruption | Progress 50%

Sportsman Club/New Brooklyn Roundabout – Complete Design.

*Updated on Feb 06, 2020 01:39:37*

Council is scheduled to discuss the project design and consider a budget amendment in Q1 2020.

## Priority: 2

**Work Plan Task 2.1.11** 2

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Support Council consideration of Code changes requested by Living Building Challenge project.

*Updated on Feb 06, 2020 01:48:55*

Change to City Sewer Code approved by Council in Q2-2019.

**Work Plan Task 2.1.12** 2

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Complete additional drainage improvements to Parkhill Drive.

*Updated on Feb 06, 2020 01:49:05*

This project was completed as part of the 2019 annual drainage projects in Q4.

**Work Plan Task 3.1.30** 2

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Open Water Marina Buoy Replacement – Complete Installation.

*Updated on Feb 06, 2020 01:46:47*

Staff supported extensive engagement and Council discussion related to project in Q1/Q2. Design and contracting were completed in Q3. Project will be completed early in Q1 2020.

**Work Plan Task 3.1.34** 2

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Waterfront Park Pedestrian Bridge Improvements – Complete Construction.

*Updated on Feb 06, 2020 01:50:27*

This project was completed in Q2-2019.

**Work Plan Task 1.1.8** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 75%

Develop annual program for neighborhood traffic calming.

*Updated on Feb 06, 2020 01:45:27*

Work to develop this new program proceeded in Q1/Q2. Following passage of I-976 in November, the anticipated funding for this program became uncertain and is currently subject to legal review at the State level. As a short-term option, Council discussed and identified actions in Q4 for limited traffic calming projects in several areas. Implementation of these items is anticipated for Q2-Q3 2020. If full funding is restored, the more comprehensive annual program can be reinstated.

**Work Plan Task 2.1.7** 2

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Increase annual noxious weed control activities.

*Updated on Feb 06, 2020 01:42:57*

In Q2, staff worked to develop an expanded interlocal agreement with the Kitsap Weed Board to broaden Weed Board activities on Bainbridge Island. In Q3, the Council approved the interlocal agreement.

**Work Plan Task 2.1.9** 2

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Adopt ordinance to regulate Fats, Oil and Grease (FOG) in City sewer system.

*Updated on Feb 06, 2020 01:45:35*

Council approved a consultant contract in Q4 that includes assistance with the development of the FOG ordinance. Implementation anticipated in Q2-Q3 2020.

**Work Plan Task 2.1.10** 2

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Complete study to upgrade WWTP to tertiary treatment.

*Updated on Feb 06, 2020 01:45:48*

Council approved a consultant contract in Q4 that includes this work.

**Work Plan Task 2.1.15** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 50%

Eagle Harbor Drive McDonald Creek Culvert Repairs – Complete Construction.

*Updated on Feb 06, 2020 01:50:57*

The permitting for this project is in progress, but is taking longer than expected. Next permitting update milestone will be in Q1-2020.

**Work Plan Task 2.1.16** 2

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Initiate work to assess site options at Vincent Road property.

*Updated on Feb 06, 2020 01:51:56*

This task was planned to begin in 2020.

**Work Plan Task 2.1.17** 2

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Complete Islandwide stormwater study.

*Updated on Feb 06, 2020 01:52:23*

This item was planned to begin in 2020.

**Work Plan Task 3.1.31** 2

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Support completion of trail segment by Visconsi.

*Updated on Feb 06, 2020 01:48:47*

Council is scheduled to discuss a budget amendment for this project in Q1 2020.

**Work Plan Task 3.1.33** 2

Ongoing - Dec 31, 2020 | On Track | Progress 10%

High School Road Safety Improvements – Complete Design.

*Updated on Feb 06, 2020 01:50:16*

In 2019, a consultant was selected and design is anticipated to be completed in Q1 2020.

**Work Plan Task 4.1.7** 2

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Complete implementation of short-term recommendations from parking study.

*Updated on Feb 06, 2020 01:48:38*

Staff engaged with BIDA during Q2 to assess feedback on recommendations. There was little stakeholder support expressed for the proposed changes. No further action is planned on this item at this time.

**Work Plan Task 4.1.8** 2

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Complete project to cover and improve Farmer's Market area (Town Square).

*Updated on Feb 06, 2020 01:49:39*

Council was briefed in Q4-2019, and the next phase of design alternatives and estimates are anticipated to be available early in Q2-2020.

**Work Plan Task 4.1.9** 2

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Complete project for viewing platform at WSF terminal.

*Updated on Feb 06, 2020 01:52:39*

This item was planned to begin in 2020.

**Work Plan Task 5.1.37** 2

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Complete Major Maintenance Projects per 2018 City Facility Assessment.

*Updated on Feb 06, 2020 01:49:22*

As of Q4-2019, multiple projects on the 2019 workplan are underway and work is proceeding as scheduled.

**Work Plan Task 5.1.38** 2

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Review design and scoping options for City Hall renovations.

*Updated on Feb 06, 2020 01:51:46*

This project was planned to begin in 2020.

## Priority: 3

**Work Plan Task 3.1.27** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Support City Council review of traffic concurrency / traffic study methodology.

*Updated on Feb 06, 2020 01:53:01*

Council received a presentation on this topic in Q3-2019. No further tasks are planned on this item at this time.

**Work Plan Task 2.1.13** 3

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Complete consistency changes to Design and Construction Standards.

*Updated on Feb 06, 2020 01:53:48*

The City is bringing on a consultant to assist staff in completing this project by Q2 2020.

**Work Plan Task 2.1.14** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Complete consistency changes to Stormwater Code.

*Updated on Feb 06, 2020 01:53:55*

This task is scheduled for Q2 2020.

**Work Plan Task 5.1.36** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Develop and implement noticing requirements for City capital projects.

*Updated on Feb 06, 2020 01:53:34*

This task is scheduled for Q2 2020.

**Work Plan Task 5.1.39** 3

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Pursue Public Works accreditation through APWA.

*Updated on Feb 06, 2020 01:54:46*

This task is a multi-year effort, with ongoing work in both 2019 and 2020. Currently, staff anticipate seeking accreditation in 2021.

**Work Plan Task 5.1.40** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Improve administration of road approach permitting.

*Updated on Feb 06, 2020 01:55:51*

This item is currently scheduled for 2020, however timing will depend on capacity.

**Work Plan Task 5.1.41** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Consolidate Codes related to right of way (ROW).

*Updated on Feb 06, 2020 01:55:34*

This task is planned for 2020, however timing will depend on capacity.

**Work Plan Task 5.1.42** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Update fees for Traffic Concurrency and Mitigation.

*Updated on Feb 06, 2020 01:56:15*

This task is currently planned for 2020, however timing will depend on capacity.

**Work Plan Task 5.1.43** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Update BIMC related to recovery of infrastructure costs (charge period for latecomers, bonding for civil improvements).

*Updated on Feb 06, 2020 01:56:42*

This task is currently planned for 2020, however timing will depend on capacity.

# Performance Measures – Public Works

## Streets

| Indicator | 2012 Actuals | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Acutals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|---|---|
| Number of Miles Completed Towards the C40 Non-Motorized Improvements | 0.71 | 0.16 | 0.11 | 0.30 | 0.39 | 0.00 | 1.67 | 0.00 |
| Number of Cubic Yards of Street Waste Removed During Roadway Sweeping | 349 | 237 | 321 | 191 | 262 | 441 | 463 | 371 |
| Number of Hours Spent on Roadside Mowing | 1,012 | 1,154 | 768 | 841 | 705 | 595 | 881 | 2,047 |
| Number of Hours Spent on Overhead Vegetation Control | 728 | 1,046 | 1,186 | 1,883 | 1,632 | 1,405 | 1,425 | 1,936 |
| Number of Hours Spent on Street Sweeping | 835 | 798 | 820 | 671 | 364 | 810 | 788 | 840 |
| Number of Hours Spent on Bikelane Sweeping | N/A | N/A | 201 | 205 | 98 | 100 | 206 | 133 |

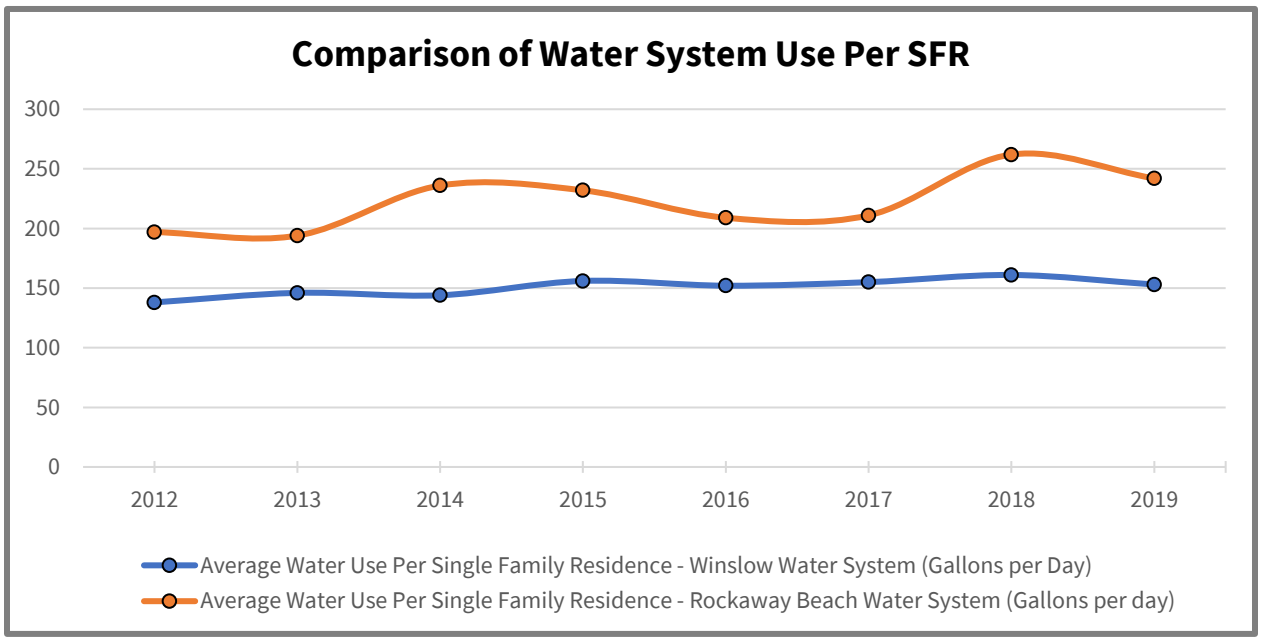
## Fleet & Facilities Services

| Indicator | 2012 Actuals | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|---|---|
| Number of Square Feet Facilities Maintained | 62,607 | 62,607 | 62,607 | 62,607 | 62,607 | 62,607 | 62,607 | 62,607 |
| Number of Vehicles and Equipment Maintained | 145 | 145 | 149 | 153 | 160 | 157 | 164 | 170 |
| Average Age of Vehicles and Equipment (Years) | 9.2 | 10.2 | 10.5 | 10.9 | 11.2 | 10.9 | 10.7 | 11.4 |

# Performance Measures – Public Works

## Water Utility

| Indicator | 2012 Actuals | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|---|---|
| Number of Scheduled Water Plant Inspections | 799 | 804 | 853 | 832 | 810 | 901 | 917 | 918 |
| Number of Coliform Bacteria Samples Collected | 151 | 217 | 156 | 167 | 166 | 169 | 185 | 271 |
| Number of Unsatisfactory Routine Coliform Bacteria Samples | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Average Water Use Per Single Family Residence - Winslow Water System (Gallons per Day) | 138 | 146 | 144 | 156 | 152 | 155 | 161 | 153 |
| Average Water Use Per Single Family Residence - Rockaway Beach Water System (Gallons per day) | 197 | 194 | 236 | 232 | 209 | 211 | 262 | 242 |



# Performance Measures – Public Works

## Sewer Utility

| Indicator | 2012 Actuals | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|---|---|
| Winslow Wastewater Treatment Plant (WWTP): Average Sewage Flow Treated (Million Gallons per Day) | 0.49 | 0.46 | 0.56 | 0.54 | 0.60 | 0.61 | 0.55 | 0.54 |
| Annual average percent of WWTP Biochemical Oxygen Demand (BOD) Removal - 85% Required by NPDES Permit | 99% | 99% | 99% | 99% | 98% | 98% | 99% | 99% |
| Average Percent of Treatment Plant Total Suspended Solids (TSS) Removal | 99% | 99% | 99% | 98% | 98% | 98% | 99% | 99% |
| Number of Sewage Pump Stations Inspected | 780 | 780 | 832 | 884 | 884 | 884 | 884 | 884 |
| Sewage Spills (Gallons) | 1,550 | 450,550 | 275,160 | 880 | 2,635 | 5,000 | 4,105 | 3,025 |

## Storm Water Utility

| Indicator | 2012 Actuals | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Actuals | 2017 Actuals | 2018 Actuals | 2019 Actuals |
|---|---|---|---|---|---|---|---|---|
| Number of Catch Basins Inspected | 153 | 322 | 375 | 410 | 554 | 739 | 1,112 | 1,800 |
| Number of Catch Basins Cleaned | 138 | 221 | 176 | 379 | 506 | 647 | 1,110 | 147 |
| Linear Feet of Open Conveyance Ditched | 1,745 | 5,885 | 5,967 | 1,285 | 4,735 | 4,959 | 4,833 | 2,647 |
| Number of Culverts Inspected (Four Year Cycle by Zone) | 519 | 1,154 | 806 | 696 | 139 | 403 | 228 | 177 |
| Number of Culverts Cleaned | 136 | 125 | 101 | 263 | 40 | 3 | 53 | 13 |

# 2019 Workplan Priorities

# By Strategic Goal

## Status as of Year End

## (December 31, 2019)

# Table of Contents

Introduction ..... 1

Summary ..... 2 - 4

Goal 1 - Safety ..... 5 - 10

Goal 2 - Environment ..... 11 - 16

Goal 3 - Livability ..... 17 - 26

Goal 4 - Community ..... 27 - 30

Goal 5 - Accountability ..... 31 - 39

## INTRODUCTION

This report provides an update on Citywide workplan priorities as of year-end (December 31, 2019). In January of 2019, the City Council and City staff worked together to identify key tasks and initiatives for the coming year. These workplan items are grouped by department, and represent areas of additional focus, new activities, or particular community significance. In many cases, these items have a multi-year planning horizon, and so it is helpful to track progress and next steps, and to also identify unexpected challenges or capacity issues.

---

**Priority**. Each item is assigned a level of priority: 1 = High, 2 = Medium, and 3 = Best Management Practice (BMP).

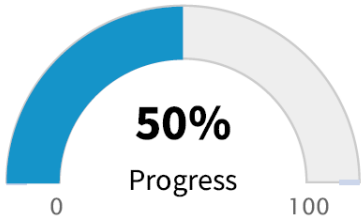
The priority level for each item is shown as an icon: 


---

**Progress.** The report indicates progress, or degree of completeness, for each task as of midyear.




Overall progress is determined by the summation of each individual items' level of completion. For example, if one half of the items are 25% complete and one half are 75% complete, the overall progress result would be 50%. This high-level indicator is shown as a Progress arch at the start of each department section, and for the City overall.




---

**Status.** The report indicates status for each task as of midyear.

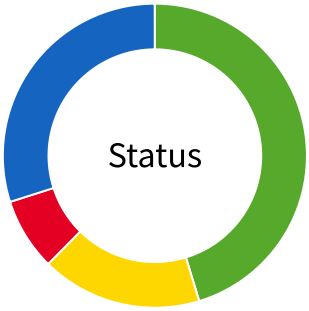
If an item is moving forward without impediment, on roughly the timeline originally anticipated, it is shown as "on track." If it is moving forward without impediment, but on a slower pace than anticipated in January, it is shown as "some disruption." In only a few cases citywide, there are items that are deferred to 2020 with uncertain timing, or that will not complete at all. These are shown as "major disruption."



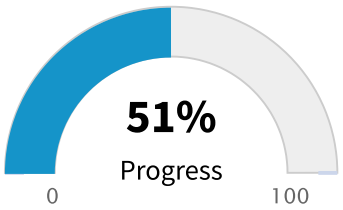
| 5 | 117 |
| --- | --- |
| Goal | Work Plan Task |

# CITYWIDE RESULTS

## Overall Summary



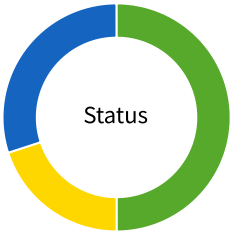

| | % |
| --- | --- |
| On Track | 45.3 |
| Some Disruption | 17.09 |
| Major Disruption | 7.69 |
| Completed | 29.91 |




**Report Legend** No Update Overdue **Priority**

## Plan Summary

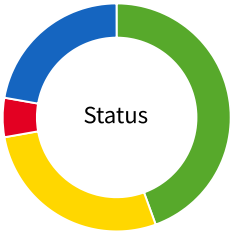
**Goal 1** Progress 71%




| | % | # |
|---|---|---|
| On Track | 50.0 | 5 |
| Some Disruption | 20.0 | 2 |
| Completed | 30.0 | 3 |

Safety

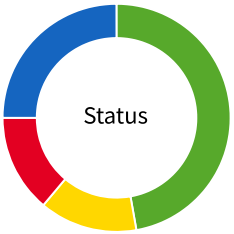
**Goal 2** Progress 38%




| | % | # |
|---|---|---|
| On Track | 44.44 | 8 |
| Some Disruption | 27.78 | 5 |
| Major Disruption | 5.56 | 1 |
| Completed | 22.22 | 4 |

Environment

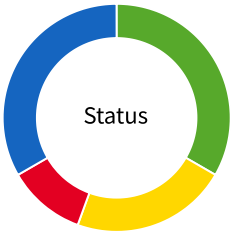
**Goal 3** Progress 50%




| | % | # |
|---|---|---|
| On Track | 47.22 | 17 |
| Some Disruption | 13.89 | 5 |
| Major Disruption | 13.89 | 5 |
| Completed | 25.0 | 9 |

Livability

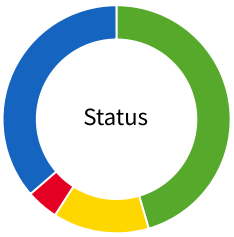
**Goal 4** Progress 42%




| | % | # |
|---|---|---|
| On Track | 33.33 | 3 |
| Some Disruption | 22.22 | 2 |
| Major Disruption | 11.11 | 1 |
| Completed | 33.33 | 3 |

Community

**Goal 5** Progress 54%




| | % | # |
|---|---|---|
| On Track | 45.45 | 20 |
| Some Disruption | 13.64 | 6 |
| Major Disruption | 4.55 | 2 |
| Completed | 36.36 | 16 |

Accountability

**YEAR END WORKPLAN RESULTS:**

This report presents year-end status for the City of Bainbridge Island, with each workplan task grouped by the high-level “goal” associated with each task (for example, safety, environment, livability, etc.). This information is also available as a separate report in a format that is grouped by the lead City department for each task.

Across the organization, results at year end indicate that a majority of the City’s 2019 workplan priorities (roughly 75%) are either completed, or are on track as anticipated. Nearly 30% of all workplan items were fully completed.

Another 17% of identified tasks are continuing with a manageable level of disruption/delay, and will continue towards completion in 2020.

Only a very few tasks (roughly 8%) are identified as having been significantly impacted due to capacity or other issues ("Major Disruption").

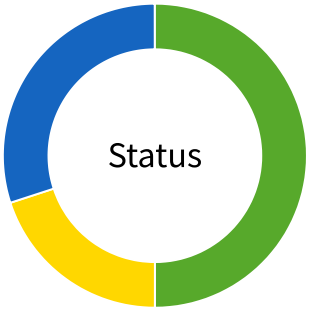
Each year, the City reports on the status of workplan priorities at mid-year (as of June 30) and year-end (as of December 31). This reporting helps to provide Council and staff with an assessment of capacity and priorities, ensures accountability for complex and high-profile projects, and assists with communication to the broader community.

Information about City workplan reports is also available on the City's website: https://www.bainbridgewa.gov/1168/Citywide-Workplan-Priorities

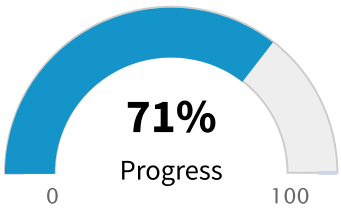
# Goal 1 - Safety

**10**
Work Plan Task

## Overall Summary




| | % |
|---|---|
| On Track | 50.0 |
| Some Disruption | 20.0 |
| Completed | 30.0 |




**Report Legend** No Update Overdue **Priority**

Priority: 1

**Work Plan Task 1.1.1** 1

Ongoing - Dec 31, 2020 | On Track | Progress 80%

Police personnel Initiatives

*Updated on Feb 06, 2020 22:42:54*

- **Hiring:** 75% complete. Three additional officers hired, with one remaining open patrol officer position.
- **Corporals:** Promotional process for new corporal positions completed in January, 2019.
- **Department initiatives:** Department-wide training plans are in place per WASPC accreditation standards. All officers have met or exceeded CJTC minimum training mandate.
- **New I-940 requirements:** Three officers are scheduled to attend I-940 instructor course in 2020. Those officers will train other department personnel up to 32 hours of the mandated 40 hours. Balance of training to be determined by CJTC following recommendations anticipated in 2020.

**Work Plan Task 1.1.4** 1

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Police K9 Team

*Updated on Feb 06, 2020 22:47:26*

K9 Officer Whitney arrived in Q2-2019. K9 team is certified. Training exercises will be ongoing.

**Work Plan Task 1.1.5** 1

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Police Station/Municipal Court Facility Replacement Project - complete site selection.

*Updated on Feb 10, 2020 20:26:05*

Council approved purchase of Harrison Medical Building site in Q2. Work to finalize design and prepare for construction was ongoing throughout Q3/Q4.

In Q4, Council received a briefing on options to expand the project's sustainability features, and decided to move forward with the goal to have the project achieve LEED Gold designation. Staff are expected to provide follow-up information related to that Council direction in Q1-2020.

**Work Plan Task 1.1.7** 1

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Emergency Management Initiatives

*Updated on Feb 10, 2020 20:35:00*

Completed in 2019:

- Council and Community Emergency Management briefing (Q1).
- Complete update to the Comprehensive Emergency Management Plan (Q4).
- Implement training & exercise program for City EOC staff and community partners (Q4).

Ongoing:

- Drafted emergency management 3-year strategic plan for 2020-2022. Under review, completion expected in Q1 2020.
- Review EOC infrastructure at City Hall.
- Received consultant report regarding AM radio tower. Final project scoping and decision in Q1 2020.

**Work Plan Task 1.1.9** 1

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Police Station/Municipal Court Facility Replacement Project - project design.

*Updated on Feb 06, 2020 01:37:12*

Support for project final design phase is ongoing. In Q4, Council received briefings on options to enhance sustainability features for project design. Consideration of design alternatives will continue into Q1-2020.

**Work Plan Task 1.1.10** 1

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Police Station/Municipal Court Replacement Project - funding plan.

*Updated on Feb 06, 2020 02:41:38*

Complete. Proceeds received from sale of bonds in December 2019. City received Aaa bond rating from Moody's national rating service.

## Priority: 2

**Work Plan Task 1.1.2** 2

Ongoing - Dec 31, 2020 | On Track | Progress 70%

Traffic Safety Initiatives

*Updated on Feb 06, 2020 22:44:55*

- **Traffic Improvement Officer:** Previously, an officer was designated as the department's traffic improvement officer. Approach going forward is under review.
- **Hand-held radar gun:** Purchase of additional radar gun completed in mid-2019.
- **Speed signs:** Purchase completed in 2019.

**Work Plan Task 1.1.6** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 10%

Improve cellular coverage.

*Updated on Feb 10, 2020 20:34:33*

Throughout 2019, the City Manager and Police Chief have attended a series of meetings with representatives from BIFD, Kitsap 911, AT&T and FirstNet to discuss coverage gaps in the community, public safety concerns, and technical options to address. These discussions resulted in the identification of several sites for technical feasibility review.

Discussions are expected to continue in early 2020. If feasibility results indicate a favorable potential site, the City will work with partner agencies to develop a proposal for specific infrastructure that could be installed to improve public safety by resolving significant gaps in cellular coverage areas.

**Work Plan Task 1.1.8** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 75%

Develop annual program for neighborhood traffic calming.

*Updated on Feb 06, 2020 01:45:27*

Work to develop this new program proceeded in Q1/Q2. Following passage of I-976 in November, the anticipated funding for this program became uncertain and is currently subject to legal review at the State level. As a short-term option, Council discussed and identified actions in Q4 for limited traffic calming projects in several areas. Implementation of these items is anticipated for Q2-Q3 2020. If full funding is restored, the more comprehensive annual program can be reinstated.

## Priority: 3

**Work Plan Task 1.1.3** 3

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Police Technology Initiatives

*Updated on Feb 06, 2020 22:46:42*

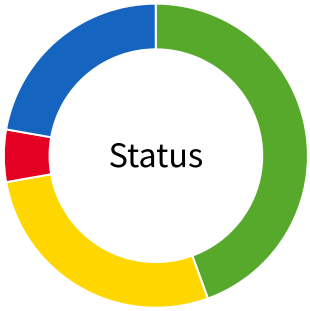
**Camera system training and installation:** AXON system testing is in progress. Mandatory wear policy agreed to in 2018.

**Inventory system:** Current inventory of department equipment was completed in 2019. Potential software options are under review.

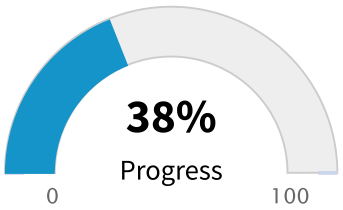
# Goal 2 - Environment

**18**
Work Plan Task

## Overall Summary




| | % |
|---|---|
| On Track | 44.44 |
| Some Disruption | 27.78 |
| Major Disruption | 5.56 |
| Completed | 22.22 |




**Report Legend** No Update Overdue **Priority**

## Priority: 1

**Work Plan Task 2.1.1** 1

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Greenhouse Gas Inventory

*Updated on Feb 10, 2020 20:36:21*

Complete. Draft report and CCAC review completed in Q3 2019. Final report was delivered to Council and distributed within the community during Q4 2019. Results will be used to inform the Climate Action Plan (CAP), which is currently under development.

**Work Plan Task 2.1.2** 1

Ongoing - Dec 31, 2020 | Some Disruption | Progress 0%

Complete 2020 Shoreline Management Plan (SMP) Periodic Update.

*Updated on Feb 06, 2020 02:02:55*

In 2019, the Department of Ecology adjusted the City's deadline for the update from June 2020 to June 2021 based on the availability of State grant funding. Staff will begin work on the Periodic Update in Q1 2020, with a goal to attempt to complete earlier than the State's 2021 deadline.

**Work Plan Task 2.1.4** 1

Ongoing - Dec 31, 2020 | Some Disruption | Progress 25%

Support Council consideration of Green Building Initiatives.

*Updated on Feb 06, 2020 02:08:41*

This item was previously scheduled to begin in early 2019. However initial work was delayed due to capacity and emphasis on the workplan associated with the development moratorium.

In Q4-2019, Council received two briefings on options and approach to develop new green building initiatives. Council approved an identified approach, decided to form a Green Building Task Force, identified a Council member to serve as liaison to the task force, and requested that staff to provide monthly updates to Council.

In Q1-20202, the City will recruit for nine task force members and will begin the work plan to develop green building initiatives for Council consideration.

**Work Plan Task 2.1.8** 1

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Initiate Groundwater Management Plan.

*Updated on Feb 06, 2020 01:36:10*

Second round of hiring process on-going for term-limited hydrogeologist. Scoping alternative means of delivery also in progress.

**Work Plan Task 2.1.18** 1

Ongoing - Dec 31, 2020 | Major Disruption | Progress 5%

Complete Groundwater Management Plan

*Updated on Feb 06, 2020 01:41:33*

In 2019, staff developed a scope of work for this project, and reviewed with the CCAC, UAC and City Council. Following which, the City worked to complete hiring for a term-limited hydrogeologist position. The hiring process is ongoing as of Q4.

## Priority: 2

**Work Plan Task 2.1.3** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 50%

Complete revisions to Native Vegetation, Landmark Tree ordinances.

*Updated on Feb 06, 2020 02:05:22*

In Q2-2019, Council reviewed proposed changes to the City's tree ordinances and confirmed identified areas for review. Subsequently, City staff vacancy resulted in a pause to this work. In Q3-2019, the City hired a full-time arborist, who will resume work to complete the planned changes.

In December, 2019 Council approved the extension of Landmark Tree Ordinance in December 2019 to be effective until June 2020. A draft work plan was included with the LTO extension ordinance and work to complete these tasks will begin in Q1-2020.

**Work Plan Task 2.1.5** 2

Ongoing - Dec 31, 2020 | On Track | Progress 30%

Enhanced SMP monitoring, outreach, stewardship & restoration projects.

*Updated on Feb 06, 2020 02:09:23*

This task is ongoing. Daily shoreline project review and counter service by current planning team provides public with information on monitoring and outreach. Annual monitoring reports were submitted in Q4-2019, and will be reviewed in Q1-2020.

**Work Plan Task 2.1.6** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 0%

Obtain consulting services related to proposed solar ordinances.

*Updated on Feb 06, 2020 02:10:00*

This task will be addressed within the Green Building work plan and is expected to complete in 2020.

**Work Plan Task 2.1.7** 2

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Increase annual noxious weed control activities.

*Updated on Feb 06, 2020 01:42:57*

In Q2, staff worked to develop an expanded interlocal agreement with the Kitsap Weed Board to broaden Weed Board activities on Bainbridge Island. In Q3, the Council approved the interlocal agreement.

**Work Plan Task 2.1.9** 2

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Adopt ordinance to regulate Fats, Oil and Grease (FOG) in City sewer system.

*Updated on Feb 06, 2020 01:45:35*

Council approved a consultant contract in Q4 that includes assistance with the development of the FOG ordinance. Implementation anticipated in Q2-Q3 2020.

**Work Plan Task 2.1.10** 2

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Complete study to upgrade WWTP to tertiary treatment.

*Updated on Feb 06, 2020 01:45:48*

Council approved a consultant contract in Q4 that includes this work.

**Work Plan Task 2.1.11** 2

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Support Council consideration of Code changes requested by Living Building Challenge project.

*Updated on Feb 06, 2020 01:48:55*

Change to City Sewer Code approved by Council in Q2-2019.

**Work Plan Task 2.1.12** 2

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Complete additional drainage improvements to Parkhill Drive.

*Updated on Feb 06, 2020 01:49:05*

This project was completed as part of the 2019 annual drainage projects in Q4.

**Work Plan Task 2.1.15** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 50%

Eagle Harbor Drive McDonald Creek Culvert Repairs – Complete Construction.

*Updated on Feb 06, 2020 01:50:57*

The permitting for this project is in progress, but is taking longer than expected. Next permitting update milestone will be in Q1-2020.

**Work Plan Task 2.1.16** 2

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Initiate work to assess site options at Vincent Road property.

*Updated on Feb 06, 2020 01:51:56*

This task was planned to begin in 2020.

**Work Plan Task 2.1.17** 2

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Complete Islandwide stormwater study.

*Updated on Feb 06, 2020 01:52:23*

This item was planned to begin in 2020.

## Priority: 3

**Work Plan Task 2.1.13** 3

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Complete consistency changes to Design and Construction Standards.

*Updated on Feb 06, 2020 01:53:48*

The City is bringing on a consultant to assist staff in completing this project by Q2 2020.

**Work Plan Task 2.1.14** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Complete consistency changes to Stormwater Code.

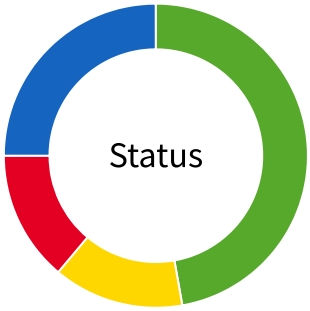
*Updated on Feb 06, 2020 01:53:55*

This task is scheduled for Q2 2020.

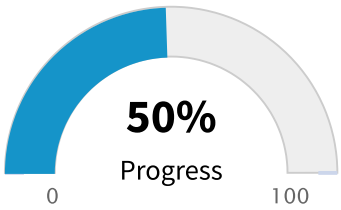
# Goal 3 - Livability

**36**
Work Plan Task

## Overall Summary




| | % |
|---|---|
| On Track | 47.22 |
| Some Disruption | 13.89 |
| Major Disruption | 13.89 |
| Completed | 25.0 |




**Report Legend** No Update Overdue **Priority**

Priority: 1

**Work Plan Task 3.1.1** 1

Ongoing - Dec 31, 2020 | Major Disruption | Progress 25%

Suzuki Affordable Housing Project.

*Updated on Feb 10, 2020 21:10:32*

In Q1, Council created Ad Hoc committee to discuss options for project development approach.

In Q2, Council approved funding to Housing Resources Bainbridge (HRB) to conduct "feasibility study" to assess how the decision about number of units for the project may influence eligibility for financing. At that time, site development activities, managed by Olympic Property Group (OPG) were put on hold pending completion of feasibility study.

In Q3, Council reviewed the results of the feasibility study and confirmed a preferred site plan to include 100 approximately 100 housing units for the project (60 rental units, 39 units for sale and 1 management unit).

In Q4, Council revisited the preferred site plan, and considered issues of financial feasibility and land use requirements. Subsequently, the Council initiated an extension of the City's Housing Design Demonstration Projects (HDDP) program, to allow the Suzuki project to apply for HDDP incentives. In November, 2019 the Council approved proposed changes to HDDP include extending the HDDP program through 2021 and removing a requirement that HDDP projects must be 100% affordable.

In 2020, the Council is expected to resume consideration of the project goals and preferred site plan. Once those decisions are complete, if appropriate the City can take steps to resume site development work, and to consider future transfer of property ownership to a development partner and terms.

**Work Plan Task 3.1.5** 1

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Sign Code Changes

*Updated on Feb 10, 2020 21:31:12*

Staff provided several briefings to Council on this topic in Q1/Q2/Q3-2019, as well as providing extensive community outreach.

A draft ordinance was referred to Planning Commission in Q3-2019. Consideration by Planning Commission is scheduled for Q1 2020 and final Council consideration is expected in Q2-Q3 2020.

**Work Plan Task 3.1.7** 1

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Support Implementation of Increased Transportation Benefit Fund Fees.

*Updated on Feb 06, 2020 02:41:49*

Approved resolution to increase the vehicle license fee and amended the ILA with Department of Licensing completed, however, TBD car tab fees are no longer valid starting December 2019 via the I-976 initiative. The legality of this initiative is being challenged in court. Fees continue to be collected until final court disposition.

**Work Plan Task 3.1.8** 1

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Adopt Multi-Year workplan for Comprehensive Plan Implementation.

*Updated on Feb 10, 2020 21:35:42*

In Q1-2019, Council approved MultiYear Workplan for Implementation of Comprehensive Plan implementing actions. It was agreed that progress on this workplan will be tracked using documentation for each element, and will be provided to Council and Community as part of Citywide reporting at midyear and year-end.

In early Q3-2019, staff provided the 2019 midyear report on Comprehensive Plan Implementation. At that time, information was also added to the City's website to highlight this set of activities and provide public access to this ongoing reporting.

In Q3/Q4-2019, staff worked to transfer the tracking format for the reporting into Envisio software, to improve readibility and ease of reporting. The 2019 Year End Report on Comprehensive Plan Implementation will be provided in Q1-2020 alongside the City's Year End Workplan reporting.

This task represents the work to identify and track the tasks associated with implementation of the Comprehensive Plan. The tasks themselves will require several years to complete.

**Work Plan Task 3.1.9** 1

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Affordable Housing Initiatives.

*Updated on Feb 06, 2020 02:17:16*

In late 2018, the Council identified several recommendations from the 2017 Affordable Housing Task Force that would be first areas of focus.

- ADUs/Tiny Homes: Following a series of discussions throughout 2019, Council provided policy direction to staff on ADUs and tiny homes in Q3-2019 and referred these items to the Planning Commission. Staff held a study session with the Planning Commission in Q4 to discuss common ownership for ADUs, allowing tiny homes, and deducting ADU building footprints from lot coverage for residentially-zoned properties smaller than 40,000 square feet. The proposed changes will return to Council for final review in 2020.
- In mid-2019, the City identified staff to be designated to work on affordable housing issues.
- Inclusionary Zoning and the Multifamily Tax Exemption (IZ/MFTE) options were reviewed with Council in Q3-Q4 2019. Consideration of these options will continue in Q1-2020.
- Additional policy options related to Transfer of Development Rights (TDRs), the use of RVs as permanent housing, exemptions from ADU common ownership in the case of a land bank, rules for tiny home villages, and other topics are anticipated to be considered in 2020.

**Work Plan Task 3.1.11** 1

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Regulations for Accessory Dwelling Units (ADU's).

*Updated on Feb 06, 2020 02:19:36*

Council provided policy direction to staff on ADUs and tiny homes in Q3-2019. Staff held a study session with the Planning Commission in Q4 to discuss common ownership for ADUs, allowing tiny homes, and deducting ADU building footprints from lot coverage for residentially-zoned properties smaller than 40,000 square feet. A public hearing is scheduled with the Planning Commission in early, 2020. The proposed rules will then return to Council for ordinance review and adoption.

**Work Plan Task 3.1.12** 1

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Complete revisions to Design Guidelines.

*Updated on Feb 06, 2020 02:20:14*

Complete. Council approved Ordinance 2019-25 in Q3-2019, updating the City's design guidelines - Design for Bainbridge. This item was identified as a key component of the 2018 Development Moratorium.

**Work Plan Task 3.1.14** 1

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Complete revisions to Subdivision guidelines, standards, and criteria.

*Updated on Feb 06, 2020 02:23:28*

Complete. Council approved Ordinance 2019-03 in Q3-2019, updating the subdivision guidelines, standards, and criteria. This item was identified as a key task within the 2018 Development Moratorium.

**Work Plan Task 3.1.15** 1

Ongoing - Dec 31, 2020 | Some Disruption | Progress 50%

Complete Island Center Subarea Plan.

*Updated on Feb 06, 2020 02:26:35*

The overall schedule for this project has extended further than originally anticipated in 2018. Throughout 2019, City staff supported bimonthly meetings of the planning committee. In mid-2019, the City's supporting consultant dropped out of the project, and work to engage a new consultant resulted in agreement with Framework, who joined the project in Q3. A draft plan is expected to be delivered to Council in Q2-2020. Anticipated completion date is Q3-2020.

**Work Plan Task 3.1.22** 1

Ongoing - Dec 31, 2020 | Some Disruption | Progress 0%

Amend SEPA ordinance to reflect updates approved by State in 2014.

*Updated on Feb 06, 2020 02:32:39*

This task is not yet started and has been deferred to 2020 due to capacity. SEPA rule revisions adopted by Ecology in 2014 increased the flexible thresholds that local governments may adopt to exempt minor new construction projects from SEPA review. The City currently adopts the SEPA exemption language by reference so code revisions are not required at this time. For permit streamlining purposes, the City may choose to raise SEPA exemption thresholds within the ranges and procedures specified in the rule update, which would require text revisions to BIMC 16.04.070.

**Work Plan Task 3.1.28** 1

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Support City Council consideration of $150k for Nonmotorized planning/projects.

*Updated on Feb 06, 2020 01:38:36*

In December, Council forwarded a final scope of work for the Sustainable Transportation Plan to January, 2020 for approval.

**Work Plan Task 3.1.29** 1

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Wyatt Way Roundabout and Improvements – Complete Design.

*Updated on Feb 06, 2020 01:38:53*

Council is scheduled to approve a design contract amendment and discuss a budget amendment in Q1 2020.

**Work Plan Task 3.1.32** 1

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Complete re-design and construction of Olympic Drive Improvements.

*Updated on Feb 06, 2020 01:39:03*

Project is substantially complete as of Q4. The last remaining cleanup items will be completed early in Q1 2020.

**Work Plan Task 3.1.35** 1

Ongoing - Dec 31, 2020 | Some Disruption | Progress 50%

Sportsman Club/New Brooklyn Roundabout – Complete Design.

*Updated on Feb 06, 2020 01:39:37*

Council is scheduled to discuss the project design and consider a budget amendment in Q1 2020.

**Work Plan Task 3.1.36** 1

Ongoing - Dec 31, 2020 | Major Disruption | Progress 0%

Initiate Winslow Master Plan Update.

*Updated on Feb 06, 2020 02:35:52*

Due to the extended timeline for completion of the Island Center SubArea Plan, no work is currently planned in 2020 to begin a next subarea plan.

## Priority: 2

**Work Plan Task 3.1.2** 2

Ongoing - Dec 31, 2020 | Major Disruption | Progress 0%

Implement new BI Ride Marketing program with Kitsap Transit.

*Updated on Feb 10, 2020 21:19:36*

In Q1, staff met with Kitsap Transit staff to plan survey work that would inform the use of future marketing funds for BI Ride program. Emergence of I-976 ballot initiative in Q2 meant that funds that were intended to support the new marketing program might be eliminated in December, 2019, pending the outcome of November voting. Given which, in Q2 City staff and Kitsap Transit agree that work to develop new marketing program should be put on hold until the outcome of I-976 was known.

In November, 2019, Initiative 976 was passed by Washington voters, although locally a majority of Bainbridge Island voters voted against I-976. The result was that the funds that were anticipated to support this program are unlikely to materialize. Legal challenges to I-976 are in progress, and the results will finalize the outcome of I-976.

**Work Plan Task 3.1.3** 2

Ongoing - Dec 31, 2020 | Major Disruption | Progress 0%

WSF Terminal Viewing Platform

*Updated on Feb 10, 2020 21:20:30*

This task was planned for Q3/Q4-2019 but was deferred due to lack of capacity. It will be carried forward as a 2020 workplan item.

**Work Plan Task 3.1.4** 2

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Consider Wayfinding Initiative

*Updated on Feb 10, 2020 21:23:25*

In conjunction with Council consideration of sign code changes in 2019, Council directed staff to develop potential proposal to request lodging tax funds (LTAC) for a project to expand wayfinding signage in Winslow. Council received an overview of the potential project in July, and reviewed the detailed proposal in August.

The proposal was submitted to the LTAC for funding consideration in the Fall, and was awarded partial funding. In Q4, Council agreed to accept the partial LTAC funding and to support the remaining project budget with funds from the Council's contingency.

The project will be implemented as a 2020 workplan item.

**Work Plan Task 3.1.10** 2

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Consider TDR program and ARL Designation.

*Updated on Feb 06, 2020 02:18:27*

Per Council direction in mid-2019, staff will resume consideration of this tool after the Council completes IZ/MFTE discussions, or in Q2-2020.

**Work Plan Task 3.1.23** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 0%

Develop and implement change in noticing requirements for tree clearing.

*Updated on Feb 06, 2020 02:33:12*

This will be included in the native vegetation, landmark tree ordinance update in Q1/Q2-2020.

**Work Plan Task 3.1.25** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 0%

Review Noise Standards.

*Updated on Feb 06, 2020 02:34:13*

This task is planned for 2020, however timing will depend on capacity.

**Work Plan Task 3.1.30** 2

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Open Water Marina Buoy Replacement – Complete Installation.

*Updated on Feb 06, 2020 01:46:47*

Staff supported extensive engagement and Council discussion related to project in Q1/Q2. Design and contracting were completed in Q3. Project will be completed early in Q1 2020.

**Work Plan Task 3.1.31** 2

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Support completion of trail segment by Visconsi.

*Updated on Feb 06, 2020 01:48:47*

Council is scheduled to discuss a budget amendment for this project in Q1 2020.

**Work Plan Task 3.1.33** 2

Ongoing - Dec 31, 2020 | On Track | Progress 10%

High School Road Safety Improvements – Complete Design.

*Updated on Feb 06, 2020 01:50:16*

In 2019, a consultant was selected and design is anticipated to be completed in Q1 2020.

**Work Plan Task 3.1.34** 2

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Waterfront Park Pedestrian Bridge Improvements – Complete Construction.

*Updated on Feb 06, 2020 01:50:27*

This project was completed in Q2-2019.

## Priority: 3

**Work Plan Task 3.1.6** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Update Animal Control Regulations

*Updated on Feb 10, 2020 21:31:30*

Complete. Revised regulations adopted in Q2-2019.

**Work Plan Task 3.1.13** 3

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Complete changes to Code Enforcement (BIMC 2.16, signs, animal control)

*Updated on Feb 08, 2020 18:02:17*

The Council worked extensively on sign code changes throughout 2019. The proposed changes were referred to the Planning Commission in Q2-2019.

Change to animal control regulations were considered by Council in Q1/Q2-2019 in mid-2019.

Work on remaining aspects of Code Enforcement rules were delayed due to capacity. Staff plans to bring remaining proposed changes to Council in Q1-2020.

**Work Plan Task 3.1.16** 3

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Report results on new Live/Work provisions in B/I Zone.

*Updated on Feb 06, 2020 02:27:47*

Staff have tracked this item throughout 2019. Since this use was added as a permitted use in the Business/Industrial zone, there have been no live/work units proposed.

**Work Plan Task 3.1.17** 3

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Support Council review of workplan items associated with Development Moratorium.

*Updated on Feb 06, 2020 02:30:55*

Work to complete elements of the 2018 Development Moratorium workplan involved significant effort from staff and Council throughout 2019. In Q3-2019, staff provided biweekly moratorium work program status reports to the Council. Following the completion of several key tasks in Q3, staff switched to monthly updates beginning in Q4-2019.

The scope of the moratorium narrowed significantly on December 4, 2019 to April 3, 2020. Remaining tasks on the workplan are largely related to affordable housing issues. Additional consideration of those topics is planned for Q1/Q2-2020.

**Work Plan Task 3.1.18** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Consistency changes to Parking Standards.

*Updated on Feb 06, 2020 02:31:06*

This task is not yet started and is scheduled for Q3-2020.

**Work Plan Task 3.1.19** 3

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Consistency changes to Dimensional Standards.

*Updated on Feb 06, 2020 02:31:38*

The Planning Commission completed their review of this Ordinance in Q4-2019. This item is scheduled for a Council review in early 2020.

**Work Plan Task 3.1.20** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Complete Clarifications of Use Definitions.

*Updated on Feb 06, 2020 02:31:55*

This task is not yet started and is scheduled for Q3-2020.

**Work Plan Task 3.1.21** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Amend Addressing for County Consistency.

*Updated on Feb 06, 2020 02:32:09*

This task is not yet started and is scheduled for Q2-2020.

**Work Plan Task 3.1.24** 3

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Develop and implement requirements for off-site construction staging.

*Updated on Feb 06, 2020 02:33:39*

The Planning Commission completed their review of this Ordinance in Q4-2019. This item is scheduled for a Council study session in early 2020.

**Work Plan Task 3.1.26** 3

Ongoing - Dec 31, 2020 | Major Disruption | Progress 0%

Initiate additional Subarea Plan update (TBD).

*Updated on Feb 06, 2020 02:35:10*

Due to the extended timeline for completion of the Island Center SubArea Plan, no work is currently planned in 2020 to begin a next subarea plan.

**Work Plan Task 3.1.27** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Support City Council review of traffic concurrency / traffic study methodology.

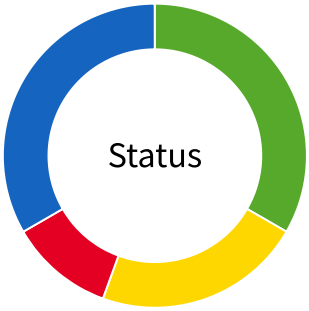
*Updated on Feb 06, 2020 01:53:01*

Council received a presentation on this topic in Q3-2019. No further tasks are planned on this item at this time.

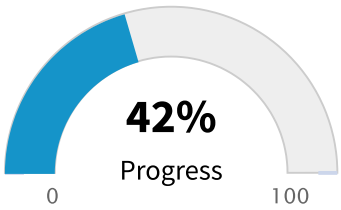
# Goal 4 - Community

**9**
Work Plan Task

## Overall Summary




| | % |
|---|---|
| On Track | 33.33 |
| Some Disruption | 22.22 |
| Major Disruption | 11.11 |
| Completed | 33.33 |




**Report Legend** No Update Overdue **Priority**

## Priority: 1

**Work Plan Task 4.1.4** 1

Ongoing - Dec 31, 2020 | Completed | Progress 100%

2020-2021 Cultural Funding Cycle

*Updated on Feb 10, 2020 21:53:44*

In Q2-2019, committee members were appointed, the schedule for the funding cycle was established, and the Council approved the Request for Proposals to be issued. In Q3/Q4, the City issued the RFP, and the committee received and reviewed proposals.

The committee's funding recommendation was provided to Council for consideration, and was approved by Council in Q4-2019.

## Priority: 2

**Work Plan Task 4.1.1** 2

Ongoing - Dec 31, 2020 | Major Disruption | Progress 25%

Council plans for Youth Mental Health Workshop

*Updated on Feb 10, 2020 21:38:38*

In Q2-2019, Council received a presentation and reviewed the proposed event plans. Subsequently, a Council Ad Hoc committee was formed to provide further feedback on the proposal.

An updated proposal was devloped in Q3/Q4-2019. It is expected that the Council Ad Hoc committee will review the new proposal and provide a recommendation to the full Council in Q1-2020.

**Work Plan Task 4.1.2** 2

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Public Art Fixed Funding

*Updated on Feb 10, 2020 21:39:38*

The Code change required to implement the Council's 2018 decision to move to a fixed funding model was approved by Council in Q2-2019.

**Work Plan Task 4.1.3** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 25%

Review Friends of the Farms Lease and Funding

*Updated on Feb 10, 2020 21:42:18*

This topic was discussed by Council several times in 2019 in the context of funding requests submitted by Friends of the Farms. The Council's planned next step is to identify councilmembers to participate in an Ad Hoc Committee for Public Farmland in Q1 2020. Future recommendations from the Council Ad Hoc committee will address this topic and inform potential changes to the City's master lease for public farmland.

**Work Plan Task 4.1.5** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 0%

Administrative Funding for Public Art Committee

*Updated on Feb 10, 2020 21:56:51*

In late 2018, the Council approved administrative funding for the Public Art Committee (PAC) via a professional services agreement with Arts and Humanities Bainbridge (AHB). That agreement provided for $24,000 in funding to AHB for their support of PAC in 2019, and $12,000 in funding to AHB for their support of PAC in 2020.

At that time, AHB indicated an interest in revisiting the amount of 2020 funding at a later time. Throughout 2019, City staff worked to support AHB and PAC in their review of this issue. It is anticipated that Council discussion of this topic will be scheduled for Q1-2020.

**Work Plan Task 4.1.7** 2

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Complete implementation of short-term recommendations from parking study.

*Updated on Feb 06, 2020 01:48:38*

Staff engaged with BIDA during Q2 to assess feedback on recommendations. There was little stakeholder support expressed for the proposed changes. No further action is planned on this item at this time.

**Work Plan Task 4.1.8** 2

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Complete project to cover and improve Farmer's Market area (Town Square).

*Updated on Feb 06, 2020 01:49:39*

Council was briefed in Q4-2019, and the next phase of design alternatives and estimates are anticipated to be available early in Q2-2020.

**Work Plan Task 4.1.9** 2

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Complete project for viewing platform at WSF terminal.

*Updated on Feb 06, 2020 01:52:39*

This item was planned to begin in 2020.

## Priority: 3

**Work Plan Task 4.1.6** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Plan for 2021 Community Needs Assessment

*Updated on Feb 10, 2020 21:57:48*

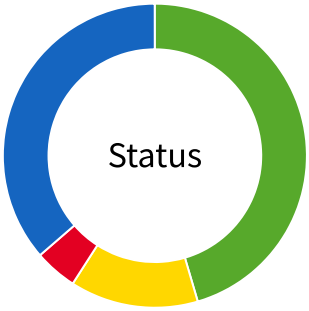
This task was included in the 2019 workplan, but was scheduled for completion in Q3/Q4 - 2020.

# Goal 5 - Accountability

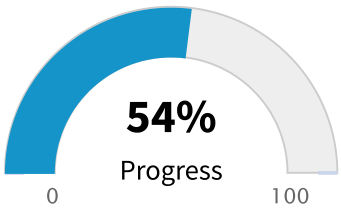
**44**

Work Plan Task

## Overall Summary




| | % |
|---|---|
| On Track | 45.45 |
| Some Disruption | 13.64 |
| Major Disruption | 4.55 |
| Completed | 36.36 |




**Report Legend** No Update Overdue **Priority**

Priority: 1

**Work Plan Task 5.1.1** 1

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Finance Director Transition

*Updated on Feb 10, 2020 21:58:48*

National search conducted Q1/Q2-2019. New Finance Director hired late May, 2019.

**Work Plan Task 5.1.2** 1

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Police Chief Transition

*Updated on Feb 10, 2020 22:00:40*

Following resignation of Police Chief in Q1-2019, City Manager appointed Interim Chief Jeff Horn to lead the department during the transition period.

In Q3, City Manager determined to initiate a national search for candidates. Three finalists were selected for on-site interview panels in late November, 2019. Hiring process in expected to complete in Q1-2019.

**Work Plan Task 5.1.4** 1

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Guild labor agreement

*Updated on Feb 10, 2020 22:27:08*

Labor agreement for 2019-2021 was approved in Q4-2019.

**Work Plan Task 5.1.7** 1

Ongoing - Dec 31, 2020 | Some Disruption | Progress 75%

New Communications Strategy

*Updated on Feb 10, 2020 22:31:55*

In Q1, staff provided a briefing to Council to outline a communications strategy to focus on three areas: a monthly bulletin mailed to all island households, expanded materials and outreach for key capital projects, and improvements to the City's website.

1. In Q2, the City launched "COBI Connects" and produced 9 monthly issues in 2019. The new newsletter was well-received by residents, and staff are continuing to refine the process in order to optimize the resources that are required to complete the monthly production cycle.
2. In Q1/Q2, staff worked to create innovative and extensive outreach for the Olympic Drive Improvement project, as a pilot of new graphic design tools, ferry outreach strategies, and video support. This approach will be applied to other upcoming capital projects moving forward.
3. Work on website improvements has been deferred due to capacity challenges.

**Work Plan Task 5.1.35** 1

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Complete rate study for water and sewer utilities.

*Updated on Feb 06, 2020 01:36:18*

Rate study completed and new rates implemented in Q2.

Priority: 2

**Work Plan Task 5.1.3** 2

Ongoing - Dec 31, 2020 | Some Disruption | Progress 30%

Farmland Shade Covenants

*Updated on Feb 10, 2020 22:25:33*

This topic was discussed at multiple Council meetings throughout 2019. In Q4, Council provided direction for preferred compliance option. Subsequently, the adjacent property owners indicated an interest in developing alternative options. As a result, it is anticipated that this item will be continued as a task for 2020 workplans.

**Work Plan Task 5.1.37** 2

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Complete Major Maintenance Projects per 2018 City Facility Assessment.

*Updated on Feb 06, 2020 01:49:22*

As of Q4-2019, multiple projects on the 2019 workplan are underway and work is proceeding as scheduled.

**Work Plan Task 5.1.38** 2

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Review design and scoping options for City Hall renovations.

*Updated on Feb 06, 2020 01:51:46*

This project was planned to begin in 2020.

## Priority: 3

**Work Plan Task 5.1.5** 3

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Implement online performance tool

*Updated on Feb 10, 2020 22:27:55*

Online evaluation tool was piloted for 2018 evaluations and was implemented Citywide in 2019.

**Work Plan Task 5.1.6** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Reconsider Community WiFi ILA

*Updated on Feb 10, 2020 22:29:06*

Complete. Following review of concerns related to technical and legal feasibility, the interlocal agreement that had been approved in Q3-2019 was rescinded in Q1-2019.

**Work Plan Task 5.1.8** 3

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Internal Mission/Vision/Values

*Updated on Feb 10, 2020 22:32:45*

The City's internal Mission/Vision/Values (MVV) were incorporated into the new annual review structure beginning in Q1-2019. Staff recognition related to MVV is part of quarterly all-hands meeting format. Additional options to enhance this component of the City's organizational culture will be considered on an ongoing basis.

**Work Plan Task 5.1.9** 3

Ongoing - Dec 31, 2020 | Some Disruption | Progress 75%

Surplus Property Disposition

*Updated on Feb 10, 2020 22:33:22*

Ongoing:

- Manitou Property Transfer: Agreements complete and expected for recording in Q1-2020.
- IslandWood Easement: City awaiting review by IslandWood. Expected completion Q2-2020.
- Pritchard Property Transfer: Working with NOAA to finalize. Expected completion Q2-2020.

**Work Plan Task 5.1.10** 3

Ongoing - Dec 31, 2020 | Major Disruption | Progress 10%

Code Compliance Initiatives

*Updated on Feb 10, 2020 22:35:51*

This task was planned as a follow-up to a Q4-2018 Council discussion on a number of Code Compliance issues, including the sign code and animal control code.

Consideration of a draft ordinance was deferred throughout 2019 due to capacity, primarily the impact to staff availability from the Council's focus on the Development Moratorium and the Ethics Progam.

A draft ordinance is scheduled for Council consideration in Q1-2020.

**Work Plan Task 5.1.11** 3

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Franchise Agreements for Cellular Services

*Updated on Feb 10, 2020 22:36:40*

Ongoing. Next step is update to Title 19 BIMC related to Master Permits. Council consideration of this topic is expected in Q2-2020.

Expected completion for Verizon Master Permit is Q3-2020, and by Q2-2021 for other service providers operating on the Island.

**Work Plan Task 5.1.12** 3

Ongoing - Dec 31, 2020 | Some Disruption | Progress 50%

Franchise Agreements for Utilities in City Right-of-Way

*Updated on Feb 03, 2020 18:12:09*

Ongoing. Expected completion of KPUD franchise (water) and Master Permit (broadband) Q3 2020. Expected renewal of PSE franchise prior to expiration of that franchise in Q2 2022. By Q1 2021, facilitate discussions with stakeholders regarding other utilities in the right of way.

**Work Plan Task 5.1.13** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

IAM Labor Agreement

*Updated on Feb 10, 2020 22:37:14*

An agreement for 2020-2022 was approved in Q4-2019.

**Work Plan Task 5.1.14** 3

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Granicus Agenda Tool for Additional Committees

*Updated on Feb 10, 2020 22:39:21*

Planning Commission transition to Granicus platform was completed in Q4-2019.

Use of Granicus by Design Review Board is the next planned committee initiative, and is anticipated in 2020.

**Work Plan Task 5.1.15** 3

Ongoing - Dec 31, 2020 | Some Disruption | Progress 25%

Closed Captioning for City Council Meetings

*Updated on Feb 10, 2020 22:42:39*

Hardware and software trials were performed in Q2-2019. Following additional testing in Q3/Q4, a preferred approach was identified.

Hardware purchases to support selected closed captioning technology are planned for Q1-2020, with implementation to follow later in 2020.

**Work Plan Task 5.1.16** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Improve Capital Project Reporting

*Updated on Feb 06, 2020 02:42:01*

Complete. Finalized CIP updates. Provided new customized monthly project status reports to the public works department. Additional report distributed to project managers via public works director to use for tracking project costs. Continue to conduct weekly joint meetings to discuss issues, processes, policies, and challenges.

**Work Plan Task 5.1.17** 3

Ongoing - Dec 31, 2020 | On Track | Progress 75%

Deliver Scheduled Financial Reporting

*Updated on Feb 06, 2020 02:42:55*

Delivered all 2019 monthly reports except December which is due January 25. Two months (January and April) were late – all other months completed on time. Q1-Q3 quarterly reports completed; Q4-2019 reporting scheduled for early 2020. Q3-2019 report was posted late.

**Work Plan Task 5.1.18** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Resolve Issues Related to City Fee Schedule.

*Updated on Feb 06, 2020 02:43:34*

Complete. Worked with staff to identify and update fee schedule deficiencies. Changes presented to Council and approved via resolution (2019-01) January 22 to add missing information and correct out-of-date information.

**Work Plan Task 5.1.19** 3

Ongoing - Dec 31, 2020 | Some Disruption | Progress 10%

Recommend Tool for Long-Range Financial Forecasting

*Updated on Feb 06, 2020 02:45:25*

Partially complete. In 2019, the City canceled its agreement with Priority Based Budgeting, per Council direction in 2018 to cease use of the framework. In 2019, Finance staff identified alternative methodology using State-approved uniform system of accounting to categorize 2020 Council identified City priorities. This should allow the finance department to easily report back to Council on how resources are budgeted and spent with respect to priorities. Implemented recommendations will be presented to City Manager in 2020.

**Work Plan Task 5.1.20** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Implement Online Payroll System

*Updated on Feb 06, 2020 02:45:51*

Complete. Implemented citywide online timesheets in Q1-2019. Increased use of project coding is an ongoing effort.

**Work Plan Task 5.1.21** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Complete 2019-2020 Biennial Budget Documents and Submit for Award

*Updated on Feb 06, 2020 02:46:17*

Complete. GFOA Distinguished Presentation Award received.

**Work Plan Task 5.1.22** 3

Ongoing - Dec 31, 2020 | On Track | Progress 75%

2018 Consolidated Annual Financial Report (CAFR) - Certificate of Excellence in Financial Reporting

*Updated on Feb 06, 2020 02:47:49*

Completed . Submitted for 2018 Certificate of Excellence in Financial Reporting award. Have not received communication from the GFOA. Anticipate receiving the award in Q1-2020.

**Work Plan Task 5.1.23** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Finance and Public Works CIP Coordination

*Updated on Feb 06, 2020 02:48:48*

Completed. Implemented ongoing internal communication process to improve coordination and tracking in Q3/Q4-2019.

**Work Plan Task 5.1.24** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Complete 2020 Mid-Biennial Budget Amendments

*Updated on Feb 06, 2020 02:48:58*

Completed Q4-2019.

**Work Plan Task 5.1.25** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

2021-2022 Biennial Budget - GFOA Distinguished Presentation Award

*Updated on Feb 06, 2020 02:49:35*

A budget development calendar will be presented Q1-2020. Will submit for award Q1-2021.

**Work Plan Task 5.1.26** 3

Ongoing - Dec 31, 2020 | On Track | Progress 5%

2019 CAFR - Submit for Certificate of Excellence in Financial Reporting Award

*Updated on Feb 06, 2020 02:49:52*

2019 CAFR preparation began in Q4 2019. Will submit for award in Q2 2020.

**Work Plan Task 5.1.27** 3

Ongoing - Dec 31, 2020 | On Track | Progress 5%

2019 Reporting - Develop "Popular" Annual Financial Report (PAFR)

*Updated on Feb 06, 2020 02:50:07*

Goal was to develop a report that is more user friendly and less technical in nature. We evaluated the GFOA's PAFR (Popular Annual Financial Report) vs. the Association of Government Accountants' "Citizen-Centric Report" as an alternative financial reporting mechanism. We chose the Citizen-Centric Report and a 2018 draft mock-up with City data was created. Plan to add to 2020 workplan to roll out new report.

**Work Plan Task 5.1.28** 3

Ongoing - Dec 31, 2020 | On Track | Progress 30%

Update biennial CIP process for 2021-2022, including consideration of budgeting labor within projects.

*Updated on Feb 06, 2020 02:50:37*

Currently booking and tracking project manager labor to Police & Court Facility project. Working toward rolling out a new process citywide for capital projects with labor for 2021-22 capital budget. This task will be ongoing in 2020.

**Work Plan Task 5.1.29** 3

Ongoing - Dec 31, 2020 | Completed | Progress 100%

Update financial capacity planning, including revenue scenarios.

*Updated on Feb 06, 2020 02:51:18*

Completed Q3-2019. Enhanced internal planning tools will be utilized to support 2021-2022 Biennial Budget development work throughout 2020.

**Work Plan Task 5.1.30** 3

Ongoing - Dec 31, 2020 | On Track | Progress 50%

Continue Planning Department Process Improvements.

*Updated on Feb 06, 2020 02:36:33*

This task in ongoing. Counter hours were adjusted in June 2019. Online permit submittal options have been expanded to include the early design meetings with the DRB, and approximately 60 additional permits will be made available for online submittal. PCD staff will receive permitting software training in Q1-2020. Additional initiatives will be considered and implemented throughout 2020.

**Work Plan Task 5.1.31** 3

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Complete Building & Development Services Rate Study.

*Updated on Feb 06, 2020 02:37:28*

Staff entered into a contract with FCS Group in Q4-2019 for a 100% cost recovery fee study, to align with the City's official financial policies. A kick-off meeting with staff is scheduled for January, 2020 and the project is anticipated to complete in June 2020. The results of the study will be presented to Council for consideration.

**Work Plan Task 5.1.32** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Lead Citywide “reboot” of SeeClickFix reporting tool.

*Updated on Feb 06, 2020 02:37:39*

Completed in Q3-2019 with internal consistency efforts and software adjustments.

**Work Plan Task 5.1.33** 3

Ongoing - Dec 31, 2019 | Completed | Progress 100%

Provide quarterly reporting to Council on requests for BIMC changes.

*Updated on Feb 06, 2020 02:38:05*

Complete. Staff provide quarterly reports to Council on these items.

**Work Plan Task 5.1.34** 3

Ongoing - Dec 31, 2019 | On Track | Progress 75%

Complete Administrative Corrections to Title 18.

*Updated on Feb 08, 2020 18:01:08*

The ordinance to complete these changes was developed during 2019 and is expected to come to Council for consideration in early 2020.

**Work Plan Task 5.1.36** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Develop and implement noticing requirements for City capital projects.

*Updated on Feb 06, 2020 01:53:34*

This task is scheduled for Q2 2020.

**Work Plan Task 5.1.39** 3

Ongoing - Dec 31, 2020 | On Track | Progress 25%

Pursue Public Works accreditation through APWA.

*Updated on Feb 06, 2020 01:54:46*

This task is a multi-year effort, with ongoing work in both 2019 and 2020. Currently, staff anticipate seeking accreditation in 2021.

**Work Plan Task 5.1.40** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Improve administration of road approach permitting.

*Updated on Feb 06, 2020 01:55:51*

This item is currently scheduled for 2020, however timing will depend on capacity.

**Work Plan Task 5.1.41** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Consolidate Codes related to right of way (ROW).

*Updated on Feb 06, 2020 01:55:34*

This task is planned for 2020, however timing will depend on capacity.

**Work Plan Task 5.1.42** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Update fees for Traffic Concurrency and Mitigation.

*Updated on Feb 06, 2020 01:56:15*

This task is currently planned for 2020, however timing will depend on capacity.

**Work Plan Task 5.1.43** 3

Ongoing - Dec 31, 2020 | On Track | Progress 0%

Update BIMC related to recovery of infrastructure costs (charge period for latecomers, bonding for civil improvements).

*Updated on Feb 06, 2020 01:56:42*

This task is currently planned for 2020, however timing will depend on capacity.

**Work Plan Task 5.1.44** 3

Ongoing - Dec 31, 2020 | Major Disruption | Progress 0%

Police Department Strategic Planning.

*Updated on Feb 06, 2020 22:48:12*

This tasks has been deferred pending the Police Chief transition.

# 2019 Year End Report
# Comprehensive Plan Implementation Update

## Status as of Year End (12/31/19)

# Table of Contents

Introduction ..... 1 - 2

Summary ..... 3 - 6

Element #1 – Land Use Element (LU) ..... 7 - 12

Element #2 – Economic Element (EC) ..... 13 - 18

Element #3 – Environmental Element (EN) ..... 19 - 24

Element #4 – Water Resources Element (WR) ..... 25 - 30

Element #5 – Housing Element (HO) ..... 31 - 36

Element #6 – Transportation Element (TR) ..... 37 - 40

Element #7 – Capital Facilities Element (CFE) ..... 41 - 44

Element #8 – Utilities Element (U) ..... 45 - 48

Element #9 – Cultural Element (CU) ..... 49 - 52

Element #10 – Human Services (HS) ..... 53 - 55

**INTRODUCTION**

This report provides an update on Citywide progress on Comprehensive Plan Implementation as of year-end (December 30, 2019).

The 2017 ***Navigating Bainbridge*** Comprehensive Plan is a visionary document that presents an ambitious long-range plan to support a sustainable, healthy, and thriving community in Bainbridge Island. It encapsulates the extensive efforts undertaken to determine how the City will bring about its future vision and includes a set of action priorities in each element to direct future City works.

At the time of adoption, the Comprehensive Plan identified 54 "implementing actions" – most of them significant work programs or comprised of several work program items – and implementation of these actions will be a significant undertaking for the City in the coming years.

Since its adoption in 2017, City departments have been working on the action priorities in the Comprehensive Plan. With so many items, and a variety of departments working on implementation, it would be easy to lose track of the City's progress. This Implementation Report is designed to be a tool to communicate and track The City's effort to implement the Comprehensive Plan. It is a living document that staff will review and update regularly, allowing the City and the community to monitor progress toward achieving our long-term goals and vision. At this time, City staff plan to provide formal reporting twice each year (at mid-year and year-end), to align with other scheduled reporting on Citywide workplan priorities.

This Implementation Report is organized by Comprehensive Plan Element:

1. Land Use Element (LU)
2. Economic Development Element (EC)
3. Environmental Element (EN)
4. Water Resources Element (WR)
5. Housing Element (HO)
6. Transportation Element (TR)
7. Capital Facilities Element (CFE)
8. Utilities Element (U)
9. Cultural Element (CU)
10. Human Services Element (HS)

For each element, the original implementing actions are identified. Within each implementing action, specific tasks have been created to convey what steps are needed to respond to the implementing action. As the City moves forward in time, additional tasks will be identified that respond to the original implementing action. For some actions, there will be a small number of tasks that respond to the action. For more complex actions, a greater number of tasks may evolve over time.

**INTRODUCTION - continued**

For each task, the report presents three pieces of information: a narrative update, a "progress" indicator, and a "status" indicator.

---

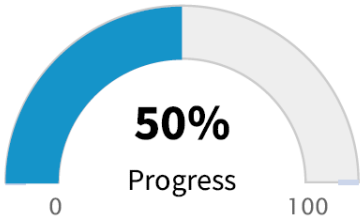
**Narrative Update:** The report provides a description of the latest action or status in note form.

---

**Progress Bar.** The report indicates progress, or degree of completeness, for each task.




Overall progress -- for an element, for example -- is determined by the summation of the level of completion for each individual task. For example, if one half of the tasks within an element are 25% complete, and one half are 75% complete, the overall progress result for that element is 50%. This high-level indicator is shown as a Progress arch at the start of each section, and is also shown for overall progress Citywide.




---

**Status.** The report indicates status for each task.

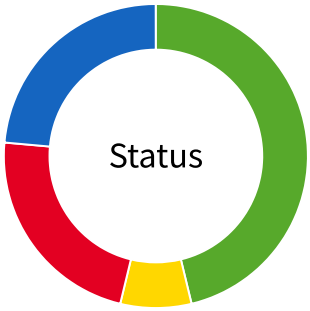
If an item is moving forward without impediment, on roughly the timeline originally anticipated, it is shown as "on track." If it is moving forward without impediment, but on a slower pace than originally anticipated, it is shown as "some disruption." Tasks that are not in progress on the original timeline are shown as "major disruption."



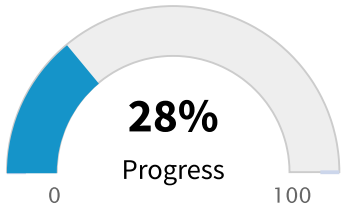
# SUMMARY

**10**
Element

**Overall Summary**




| | % |
|---|---|
| On Track | 46.23 |
| Some Disruption | 7.55 |
| Major Disruption | 22.64 |
| Completed | 23.58 |




# RESULTS:

As of year-end 2019, the City has made notable progress towards responding to the implementing actions identified in the Comprehensive Plan. The tasks outlined in this workplan represent a multi-year effort, and an initial timeline of five years has been envisioned. Given which, the fact that roughly a quarter of the identified tasks are now complete represents satisfactory progress.

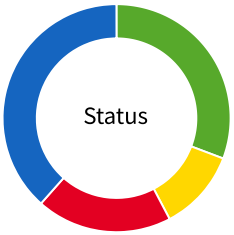
Across the ten elements, there is a range of performance outcomes. The greatest progress is indicated within the actions related to Housing, Transportation, and Land Use. In part, this reflects the work completed in 2018-2019 related to the City's Development Moratorium, the follow-up from the 2018 Affordable Housing Task Force, and the completion of the 2018 ballot initiative for nonmotorized spending. Looking ahead, additional significant activities are still planned within all three of these areas of focus (e.g. the Sustainable Transportation Plan, ongoing Affordable Housing initiatives, remaining plans for Winslow and other areas).

Other elements indicate more mixed results. Both the Water Resources and Environmental elements will be informed by projects that are anticipated within 2020 (the pending Climate Action Plan, the Groundwater Management Plan, the City's Green Building initiatives).

Within all elements, it is anticipated that new tasks will be identified that support the original implementing actions. In that respect, the workplan to implement the goals of the Comprehensive Plan, will continue to evolve and expand over time. The purpose of the City's planned periodic reporting on these activities is to capture progress and projects that emerge throughout the monitoring period, to convey the degree to which implementation goals have been met, and to communicate more explicitly about how the City's annual workplans connect to the Comprehensive Plan.

## Plan Summary

### Element 1

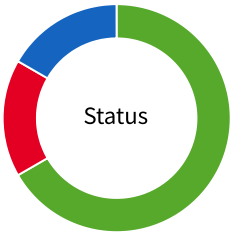



| | % | # |
|---|---|---|
| On Track | 30.77 | 8 |
| Some Disruption | 11.54 | 3 |
| Major Disruption | 19.23 | 5 |
| Completed | 38.46 | 10 |

Implementing Action: 12 | Task: 26

Land Use Element The Land Use Element addresses the general location and distribution of land uses within the City and, in combination with other Plan Elements, guides the use of land on Bainbridge Island.

### Element 2

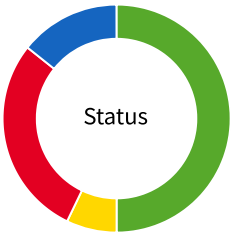



| | % | # |
|---|---|---|
| On Track | 66.67 | 8 |
| Major Disruption | 16.67 | 2 |
| Completed | 16.67 | 2 |

Implementing Action: 4 | Task: 12

Economic Element The Economic Element is intended to guide the climate for enterprise and commercial exchange on Bainbridge Island and reinforce the overall vision and values of the Comprehensive Plan: to steward a sustainable ...

### Element 3

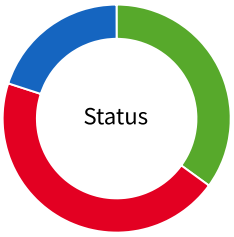



| | % | # |
|---|---|---|
| On Track | 50.0 | 7 |
| Some Disruption | 7.14 | 1 |
| Major Disruption | 28.57 | 4 |
| Completed | 14.29 | 2 |

Implementing Action: 10 | Task: 14

Environmental Element The Environmental Element includes goals and policies for all lands considered critical areas, such as wetlands, streams, aquifer recharge areas, fish and wildlife habitat, frequently flooded areas and geo...

### Element 4

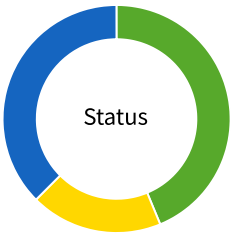



| | % | # |
|---|---|---|
| On Track | 35.0 | 7 |
| Major Disruption | 45.0 | 9 |
| Completed | 20.0 | 4 |

Implementing Action: 7 | Task: 20

Water Resources Element The Water Resources Element address the protection and management of the three primary water resource on Bainbridge Island, including is solely dependent on groundwater for its drinking water and require...

### Element 5

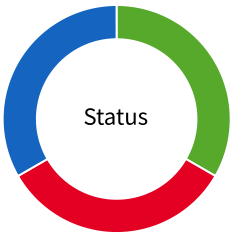



| | % | # |
|---|---|---|
| On Track | 43.75 | 7 |
| Some Disruption | 18.75 | 3 |
| Completed | 37.5 | 6 |

Implementing Action: 9 | Task: 16

Housing Element The housing element (a) includes an inventory and analysis of existing and projected housing needs; (b) includes a statement of goals, policies, and objectives for the preservation, improvement, and development ...

### Element 6

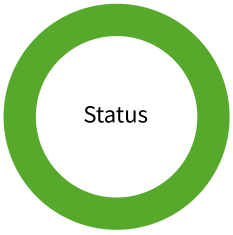



| | % | # |
|---|---|---|
| On Track | 33.33 | 1 |
| Major Disruption | 33.33 | 1 |
| Completed | 33.33 | 1 |

Implementing Action: 3 | Task: 3

Transportation Element The Transportation Element is a tool for the City to aid in decision-making in all aspects of transportation planning, scheduling and budgeting. The Transportation Element will guide the City in making de...

**Element 7**

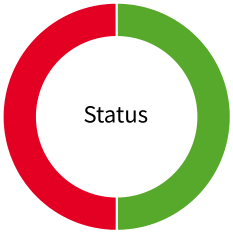



| | % | # |
|---|---|---|
| On Track | 100.0 | 3 |

Implementing Action: 3 | Task: 3

Capital Facilities Element The Capital Facilities Element and Capital Improvement Plan (CIP) provides the public facilities needed to support orderly compact urban growth, protect and support public and private investments, max...

**Element 8**

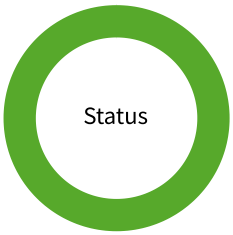



| | % | # |
|---|---|---|
| On Track | 50.0 | 3 |
| Major Disruption | 50.0 | 3 |

Implementing Action: 5 | Task: 6

Utilities Element The Utilities Element consists of the general location, proposed location, and capacity of all existing and proposed utilities, including but not limited to electrical lines, telecommunication lines, drinking ...

**Element 9**

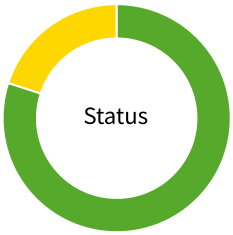



| | % | # |
|---|---|---|
| On Track | 100.0 | 1 |

Implementing Action: 1 | Task: 1

Cultural Element The Cultural Element recognizes that the arts and humanities significantly contribute to the City's identity, sense of place, and economy.

**Element 10**




| | % | # |
|---|---|---|
| On Track | 80.0 | 4 |
| Some Disruption | 20.0 | 1 |

Implementing Action: 4 | Task: 5

Human Services Element The Human Services Element provides policy direction for City actions supporting services relating to the human services needs of the residents of the City of Bainbridge Island.

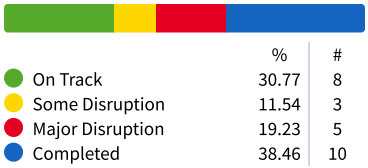
# Element # 1 - Land Use Element (LU)

**Element 1** Progress 41%

**Land Use Element**

The Land Use Element addresses the general location and distribution of land uses within the City and, in combination with other Plan Elements, guides the use of land on Bainbridge Island.

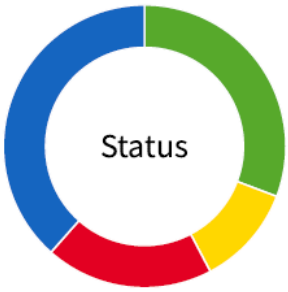
Implementing Action: 12 | Task: 26



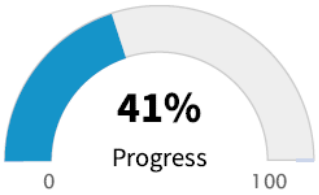
| | % | # |
|---|---|---|
| On Track | 30.77 | 8 |
| Some Disruption | 11.54 | 3 |
| Major Disruption | 19.23 | 5 |
| Completed | 38.46 | 10 |

| 1 | 12 | 26 |
|---|---|---|
| Element | Implementing Action | Task |

## Overall Summary




| | % |
|---|---|
| On Track | 30.77 |
| Some Disruption | 11.54 |
| Major Disruption | 19.23 |
| Completed | 38.46 |



**Task 1.1.1**

Ongoing - Dec 31, 2019 | On Track | Progress 10%

*LU Action #1* - **Task 1**

Code Consistency Work Program

This item will be addressed once the Citywide effort to implement the Comprehensive Plan is complete. In addition, each City department will include tactical Code updates as part of ongoing, annual workplans.

**Task 1.1.2**

Jan 01, 2019 - Dec 31, 2019 | Completed | Progress 100%

*LU Action #1* - **Task 2**

Code Update: Moratorium Review Work

Some aspects of the City Code Consistency were identified within the workplan for the 2018 Development Moratorium. These items were completed at various points during 2019.

**Task 1.1.3**

Jan 01, 2019 - Dec 31, 2019 | On Track | Progress 50%

*LU Action #1* - **Task 3**

Internal Process Efficiency Work

This task is ongoing. In 2019, the Planning Department identified and implemented a number of customer service initiatives including changes to counter access, appointment scheduling, and expanded options for online permit submittals. Currently, the Planning Department devotes one day each month to internal process improvement initiatives.

**Task 1.2.1**

Jan 01, 2020 - Dec 31, 2020 | Major Disruption

Progress 0%

*LU Action #2* - **Task 1**

Update Lynwood Neighborhood Center Plan and develop related code amendments

This item was previously identified to begin in 2020. However, the work to complete the Island Center Subarea Plan Update is still in process. As a result, this item is expected to be delayed and is not currently identified within the City's 2020 workplans.

**Task 1.3.1**

Jan 01, 2019 - Dec 31, 2019 | Some Disruption

Progress 0%

*LU Action 3* - **Task 1**

Integrate climate change factors into green building and developer standards

This task will be informed by the results of the City's Green Building initiative, which was launch in late 2019 and is expected to complete in 2020.

**Task 1.4.1**

Jan 01, 2018 - Dec 31, 2018 | Completed | Progress 100%

*LU Action #4 / LU Action #6 / EC Action #3* - **Task 1**

Winslow Parking Study

This study was completed in 2018.

**Task 1.4.2**

Oct 01, 2019 - Dec 31, 2020 | Major Disruption

Progress 0%

*LU Action #4 / LU Action #6* - **Task 2**

Update the Winslow Town Center Plan

Previously, this task was estimated to start in Q4 2019. However, the work to complete the Island Center Subarea Plan Update is still underway. As a result, this task is not currently identified in the City's 2020 workplans.

**Task 1.4.3**

Jan 01, 2020 - Dec 31, 2020 | Major Disruption | Progress 0%

*LU Action #4* - **Task 3**

Develop related code amendments

This task represents the implementation of Code changes that will result from the completion of the Winslow Town Center Plan Update. This timing for that work is not yet planned.

**Task 1.5.1**

Jan 01, 2019 - Dec 31, 2019 | On Track | Progress 0%

*LU Action #5* - **Task 1**

Island Center Subarea Planning

In Progress 2019

**Task 1.5.2**

Jan 01, 2020 - Dec 31, 2020 | On Track | Progress 0%

*LU Action #5* - **Task 2**

Create a Rolling Bay Neighborhood Center Subarea Plan

Estimated Start TBD

**Task 1.5.3**

Jan 01, 2020 - Dec 31, 2020 | On Track | Progress 0%

*LU Action #5* - **Task 3**

Create a Sportsman Triangle Center Subarea Plan

Estimated Start TBD

**Task 1.5.4**

Jan 01, 2020 - Dec 31, 2020 | On Track | Progress 0%

*LU Action #5* - **Task 4**

Create a Day Road Center Subarea Plan

Estimated Start TBD

**Task 1.5.5**

Jan 01, 2020 - Dec 31, 2020 | Some Disruption | Progress 0%

*LU Action #5* - **Task 1.1**

Develop a schedule for subarea planning.

In 2018, City Council agreed to begin the various subarea planning projects by starting with the Island Center Subarea Plan. That project was launched in 2018 and is currently underway. Timing for the remaining subarea plans has not yet been established.

**Task 1.6.1**

Jan 01, 2018 - Dec 31, 2018 | Completed | Progress 100%

*LU Action #4 / LU Action #6 / EC Action #3* - **Task 1**

Winslow Parking Study

This study was completed in 2018.

**Task 1.6.2**

Oct 01, 2019 - Dec 31, 2020 | Major Disruption | Progress 0%

*LU Action #4 / LU Action #6* - **Task 2**

Update the Winslow Town Center Plan

Previously, this task was estimated to start in Q4 2019. However, the work to complete the Island Center Subarea Plan Update is still underway. As a result, this task is not currently identified in the City's 2020 workplans.

**Task 1.7.1**

Jan 01, 2019 - Mar 31, 2019 | Completed | Progress 100%

*LU Action #7* - **Task 1**

Develop Conservation Village land use regulations

The concept envisioned as a set of Conservation Village regulations was addressed by the adoption of the Critical Areas Ordinance in 2018.

**Task 1.8.1**

Jan 01, 2019 - Dec 31, 2019 | Completed | Progress 100%

*LU Action #8* - **Task 1**

Moratorium Review Code Work, Subdivision Design Standards

The City adopted new subdivision standards in Fall, 2019 as part of the workplan associated with the 2018 Development Moratorium.

Estimated Complete Q4 2019

**Task 1.8.2**

Jan 01, 2018 - Dec 31, 2019 | Completed | Progress 100%

*LU Action #8* - **Task 2**

Review Land Use Review Procedures (Ordinance 2018-20)

This task was completed in December, 2018 with the City's adoption of new land use review procedures.

**Task 1.8.3**

Jan 01, 2015 - Ongoing | On Track

*LU Action #8* - **Task 3**

Internal Process Efficiency Work

This task is ongoing. Currently, the Planning Department devotes one day per month to the development and implementation of process improvements.

**Task 1.8.4**

Jan 01, 2019 - Dec 31, 2019 | Completed | Progress 100%

*LU Action #8* - **Task 4**

Design Guidelines Update Project

This task was completed in Fall, 2019. The City adopted new Design Guidelines as part of the workplan for the 2018 Development Moratorium.

Estimated Complete Q4 2019

**Task 1.8.5**

Jan 01, 2019 - Sep 30, 2019 | Completed | Progress 100%

*LU Action #8* - **Task 5**

Update to Site Plan Review and Conditional Use Permit Decision Criteria

This task was completed in Fall, 2019 when the City adopted new procedures for site plan review and new conditional use permit decision criteria.

Estimated Complete Q3 2019

**Task 1.9.1**

Jan 01, 2018 - Dec 31, 2022 | Completed | Progress 100%

*LU Action #9* - **Task 1**

Revise Land Use Review Procedures

This item was completed in 2018 with the adoption of revised land use procedures.

**Task 1.10.1**

Jan 01, 2019 - Dec 31, 2019 | Some Disruption | Progress 0%

*LU Action #10 / EN Action #7*- **Task 1**

Improve City's TDR/PDR program Code (BIMC Chapter 18.27) Outreach and Administration

This task was initiated in 2019 but then deferred due to capacity issues and staffing changes. Council currently intends to return to policy review of TDR options in 2020.

**Task 1.11.1**

Jan 01, 2019 - Dec 31, 2020 | Major Disruption | Progress 0%

*LU Action #11* - **Task 1**

Adopt Groundwater Management Plan

The workplan for the Groundwater Management Plan was confirmed in 2019. The City is working to hire a hydrogeologist and will then return to Council with an update on planned next steps and timing.

**Task 1.11.2**

Jan 01, 2020 - Dec 31, 2020 | On Track | Progress 0%

*LU Action #11* - **Task 2**

Adopt Bainbridge Island Climate Change Strategy

The City's Climate Action Advisory Committee is expected to deliver a Climate Action Plan to the City Council in early 2020.

**Task 1.12.1**

Jan 01, 2019 - Dec 31, 2019 | Completed | Progress 100%

*LU Action #12* - **Task 1**

Design Guidelines Update Project

This task was completed in Fall, 2019 when the City adopted a new set of Design Guidelines as part of the workplan for the 2018 Development Moratorium

Estimated Complete Q4 2019

# Element #2 - Economic Element (EC)

**Element 2** Progress 17%

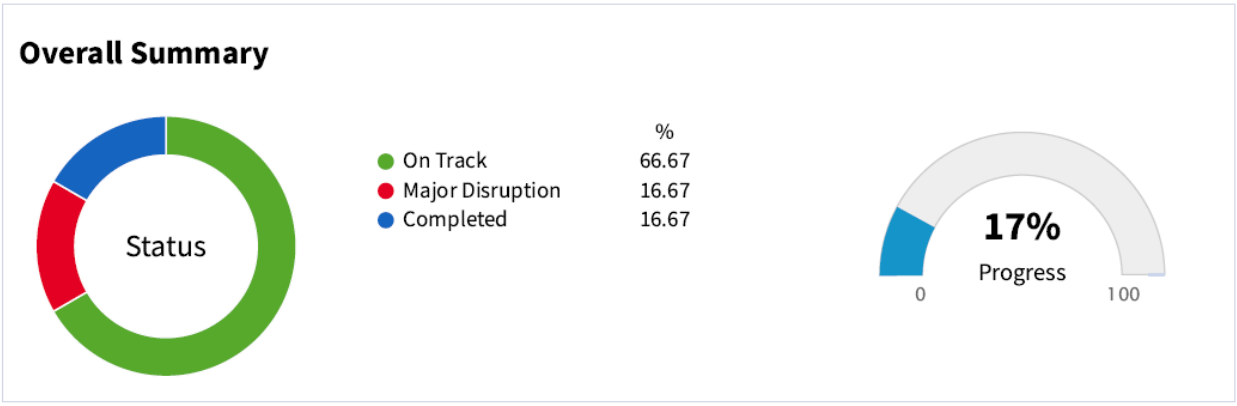



**Economic Element**

The Economic Element is intended to guide the climate for enterprise and commercial exchange on Bainbridge Island and reinforce the overall vision and values of the Comprehensive Plan: to steward a sustainable community; to protect the quality of its environment: the water, air and land; and to encourage traditional resource based activities such as agriculture.

Implementing Action: 4 | Task: 12

| 1 | 4 | 12 |
|---|---|---|
| Element | Implementing Action | Task |



**Task 2.1.1**

Jan 01, 2020 - Jun 30, 2022 | On Track | Progress 0%

*EC Action #1 / HS Action #4* - **Task 1**

Develop an Economic Development Strategy

Previously estimated to start in 2021

**Task 2.2.1**

Jan 01, 2018 - Dec 31, 2019 | Major Disruption | Progress 0%

*EC Action #1* - **Task 1**

Transfer of Development Rights (TDR) Work Program

Item on hold due to staffing changes. Anticipated for 2020 workplan.

**Task 2.2.2**

Jan 01, 2019 - Dec 31, 2019 | Major Disruption | Progress 0%

*EC Action #2* - **Task 2**

Review Master Lease for Public Farmland

City Council determined to create Council Ad Hoc Committee to review policy issues. Once Ad Hoc Committee policy recommendations are available, review of the Master Lease can proceed.

**Task 2.2.3**

Jan 01, 2020 - Dec 31, 2023 | On Track | Progress 0%

*EC Action #2* - **Task 3**

Develop Agricultural Strategy

Task was previously estimated to begin in 2023.

**Task 2.2.4**

Jan 01, 2020 - Dec 31, 2023 | On Track | Progress 0%

*EC Action #2* - **Task 4**

Code Updates:

- Review Use and development standards to ensure they support the policies on local agricultural use.
- Review zoning standards and uses to ensure they support and do not conflict with agricultural uses.

Task was previously estimated to begin in 2023.

**Task 2.3.1**

Jan 01, 2018 - Dec 31, 2018 | Completed | Progress 100%

*LU Action #4 / LU Action #6 / EC Action #3* - **Task 1**

Winslow Parking Study

This study was completed in 2018.

**Task 2.3.2**

Jan 01, 2019 - Dec 31, 2019 | Completed | Progress 100%

*EC Action #3* - **Task 2**

Implement Medium Term Parking Strategies

During mid-2019, City staff met with downtown Winslow stakeholders to review options for short-term parking initiatives identified in the 2017 parking study. There was no consensus from community stakeholders to support the proposed changes. No further action is planned.

**Task 2.3.3**

Jan 01, 2020 - Jun 30, 2021 | On Track | Progress 0%

*EC Action #3* - **Task 3**

Develop a Parking Strategy

This item was previously estimated to begin in 2021.

**Task 2.3.4**

Ongoing - Ongoing | On Track

*EC Action #3* - **Task 4**

Code Updates:

- Updates related to the Parking Strategy
- Table 18.15.020-2: add a standard for commercial and non-residential uses for Madison Avenue Overlay, Ericksen Avenue Overlay, Gateway Overlay.
- 18.15.020.B.12: A CUP may not be needed for shared parking in order to promote sustainability and shared parking where possible. Parking reductions should be considered along with the primary permit, do not add additional burden of review.
- Table 18.15.020-2 Footnote 3: Need graphic to show radii from Ferry Terminal District.
- Table 18.15.020.D 3 Delete comma after “serve.”

This item identifies potential Code updates that could be incorporated into future work on a Parking Strategy. No action is planned at this time.

**Task 2.4.1**

Jan 01, 2019 - Mar 31, 2020 | On Track | Progress 0%

*EC Action #4* - **Task 1**

Capital Improvement Plan Update

A comprehensive update to the Capital Improvement Plan that addresses non-motorized needs is planned during 2020, as part of the development of the City's 2021-2022 Biennial Budget. It is anticipated that additional capital improvements will be identified as a result of the Sustainable Transportation Plan project that will occur in 2020. Future updates to the CIP may follow to incorporate the results of the Sustainable Transportation Plan.

**Task 2.4.2**

Jan 01, 2020 - Dec 31, 2022 | On Track | Progress 0%

*EC Action #4* - **Task 2**

Transportation improvement Plan Update

The City's Sustainable Transportation Plan is expected to complete in late 2020. The results of that project are expected to inform a future update to the Transportation Improvement Plan. Currently, the TIP update is expected to start in 2021.

**Task 2.4.3**

Estimated Start 2022

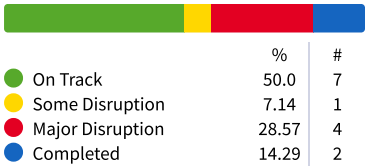
Jan 01, 2020 - Dec 31, 2022 | On Track | Progress 0%

*EC Action #4* - **Task 3**

Update Streetscape Standards

# Element #3 - Environmental Element (EN)

**Element 3** Progress 23%



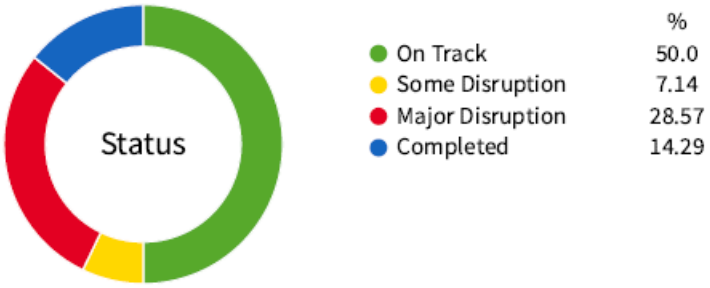

**Environmental Element**

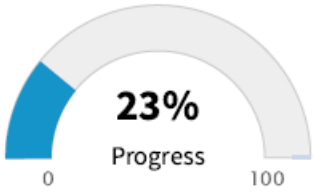
The Environmental Element includes goals and policies for all lands considered critical areas, such as wetlands, streams, aquifer recharge areas, fish and wildlife habitat, frequently flooded areas and geologically hazardous areas. This element also addresses natural resources such as forests, agricultural lands and mineral resources and provides goals and policies concerning air quality and the retention and development of the trails and open space systems.

Implementing Action: 10 | Task: 14

| 1 | 10 | 14 |
|---|---|---|
| Element | Implementing Action | Task |

## Overall Summary



**Task 3.1.1**

Jan 01, 2017 - Dec 31, 2017 | Completed | Progress 100%

*EN Action #1* - **Task 1**

Update Critical Areas Ordinance

This item was completed with the adoption of the Critical Areas Ordinance in 2017. In 2020, the City plans to complete an administrative review of the ordinance.

**Task 3.2.1**

Jul 01, 2019 - Dec 31, 2022 | On Track | Progress 10%

*EN Action #2* - **Task 1**

Review code with climate change and sustainability lens

- Integrate recommendations from the Climate Change Advisory Committee
- Examine PSRC and other agency grant requirements for language and requirement consistencies regarding GHGs
- Establish GHG targets

The Climate Change Advisory Committee is expected to deliver a Climate Action Plan in early 2020 to convey recommendations related to City operations and policies.

In 2019, the City completed a GHG inventory for the community and distributed via outreach.

**Task 3.3.1**

Jan 01, 2019 - Dec 31, 2022 | On Track | Progress 0%

*EN Action #3* - **Task 1**

Review City policies and procedures to consider climate change

The Climate Change Advisory Committee is expected to deliver a Climate Action Plan in early 2020. This task will be informed by the review and adoption of that plan.

**Task 3.4.1**

Jan 01, 2019 - Dec 31, 2019 | Major Disruption

Progress 0%

*EN Action #4* - **Task 1**

Amend Comprehensive Plan to create a new Agricultural Resource Land (ARL) designation

This task was originally scheduled to begin in 2019 but was deferred due to capacity and staffing changes. The Council currently anticipates returning to this issue in 2020.

**Task 3.4.2**

Jul 01, 2019 - Dec 31, 2019 | On Track | Progress 0%

*EN Action #4* - **Task 2**

Update Code to implement new Agricultural Resource Land (ARL) designation.

This task will follow from the work to update the Comprehensive Plan with a new ARL designation. This task will begin after that item has been completed.

**Task 3.5.1**

Jan 01, 2019 - Dec 31, 2019 | Major Disruption

Progress 0%

*EN Action #5 / WR Action #3* - **Task 1**

Update BIMC 15.19 and 15.20 as needed for low impact development

This task has not yet begun and the schedule is TBD

**Task 3.5.2**

Jan 01, 2019 - Dec 31, 2019 | Major Disruption | Progress 0%

*EN Action #5* / WR Action #3 - **Task 2**

Update BIMC 18.12 and 18.15 as needed for low impact development

This task has not yet begun and the schedule to complete is TBD

**Task 3.5.3**

Jan 01, 2019 - Dec 31, 2019 | Major Disruption | Progress 0%

*EN Action #5 / WR Action #3* - **Task 3**

Update DCSS document as needed for low impact development

This task is not yet begun and the schedule to complete is TBD

**Task 3.6.1**

Jan 01, 2018 - Dec 31, 2018 | Completed | Progress 100%

*EN Action #6* - **Task 1**

Repeal BIMC 16.22 in preparation for revised vegetation management and related tree regulations.

This task was completed in 2018 when new regulations were implemented.

**Task 3.6.2**

Jan 01, 2019 - Dec 31, 2019 | On Track | Progress 75%

*EN Action #6* - **Task 2**

Update BIMC 16.18 and 18.15 to enhance vegetation management and other tree regulations.

Both of these tree code sections have been updated as a result of the "tree committee" work (2014-2018):

- BIMC 18.15.010 Landscaping…. was substantially updated in 2015 - Ordinance 2015-04 approved on 9/8/15.
- BIMC 16.18 was substantially updated in 2018 – Ordinance 2018-19 was approved on 10/23/18. That ordinance also had updated 18.15.010 to add tree retention requirements for single-family residences the R-2.9, R-3.5 and R-4.3 zones.
- In mid-2019, the City hired a full-time certified arborist to inform City tree code policies, support City projects and advise permit applicants.
- The landmark tree ordinance (separate chapter of the code) was implemented in 2018. Consideration of additional updates to vegetation management and other tree code is anticipated in 2020.

**Task 3.7.1**

Jan 01, 2019 - Dec 31, 2019 | Some Disruption | Progress 0%

*LU Action #10 / EN Action #7*- **Task 1**

Improve City's TDR/PDR program Code (BIMC Chapter 18.27) Outreach and Administration

This task was initiated in 2019 but then deferred due to capacity issues and staffing changes. Council currently intends to return to policy review of TDR options in 2020.

**Task 3.8.1**

Jan 01, 2020 - Dec 31, 2022 | On Track | Progress 10%

*EN Action #8* - **Task 1**

Develop Outreach Program on how to enhance natural resources and respond to climate change.

This task will be informed by the review of the Climate Action Plan, which is under development. In 2019, the City completed the first GHG inventory for the community, and publicized the report via numerous outreach channels.

**Task 3.9.1**

Apr 01, 2019 - Dec 31, 2020 | On Track | Progress 20%

*EN Action #9* - **Task 1**

Convene Partnership with other agencies to promote safe and sustainable pest and weed management.

In 2019, the City approved an expanded interlocal agreement with the Kitsap County Weed Board to support additional services by the Weed Board to control invasive species on Bainbridge Island.

**Task 3.10.1**

Jul 01, 2019 - Dec 31, 2022 | On Track | Progress 0%

*EN Action #10* - **Task 1**

Develop Strategy for organizations and governments at all levels to prepare for and respond to climate change.

This task will be informed by the City's review of the Climate Action Plan, which is under development by the Climate Change Advisory Committee.

# Element #4 - Water Resources Element (WR)

**Element 4** Progress 23%

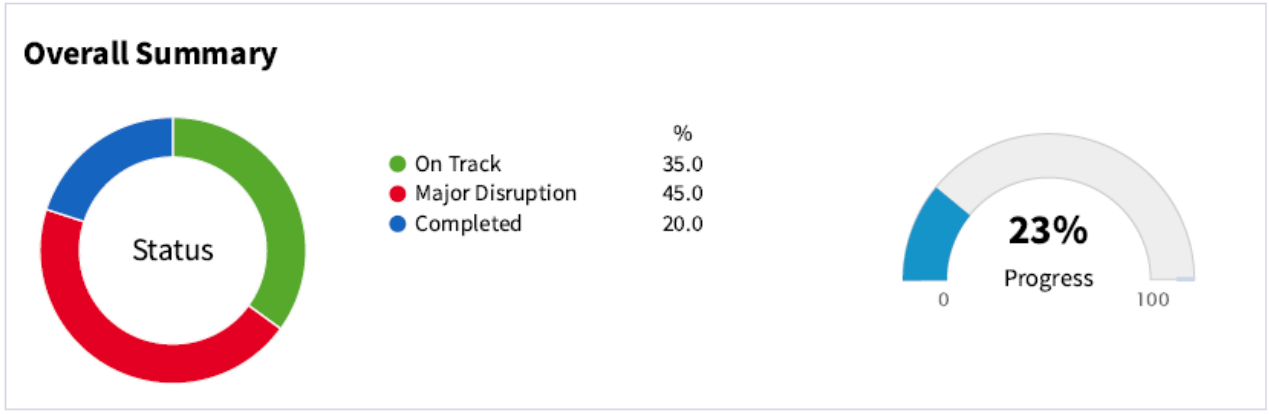
**Water Resources Element**

The Water Resources Element address  the protection and management of the three primary water resource on Bainbridge Island, including  is solely dependent on groundwater for its drinking water and requires a holistic perspective to understand the interdependence among the Island's three primary water resources: groundwater, surface water and stormwater.




Implementing Action: 7 | Task: 20

| 1 | 7 | 20 |
|---|---|---|
| Element | Implementing Action | Task |



**Task 4.1.1**

Jan 01, 2017 - Dec 31, 2017 | Completed | Progress 100%

*WR Action #1* - **Task 1**

Critical Area Ordinance Update

The Critical Areas Ordinance was completed in 2017. An administrative review of the ordinance was initiated in 2019, but completion was delayed due to staffing changes. The work to complete the administrative review is planned to resume in 2020.

**Task 4.2.1**

Jul 01, 2019 - Dec 31, 2020 | Major Disruption | Progress 0%

*WR Action #2* - **Task 1**

Adopt Groundwater Management Plan

The workplan for this item was reviewed with City Council in Q2-2019. Since mid-2019, the City has been seeking to hire a hydrogeologist to lead this project. Once that process is complete, the workplan for this project will be reviewed and launched.

**Task 4.3.1**

Jan 01, 2019 - Dec 31, 2019 | Major Disruption

Progress 0%

*EN Action #5 / WR Action #3* - **Task 1**

Update BIMC 15.19 and 15.20 as needed for low impact development

This task has not yet begun and the schedule is TBD

**Task 4.3.2**

Jan 01, 2019 - Dec 31, 2019 | Major Disruption

Progress 0%

*EN Action #5* / WR Action #3 - **Task 2**

Update BIMC 18.12 and 18.15 as needed for low impact development

This task has not yet begun and the schedule to complete is TBD

**Task 4.3.3**

Jan 01, 2019 - Dec 31, 2019 | Major Disruption

Progress 0%

*EN Action #5 / WR Action #3* - **Task 3**

Update DCSS document as needed for low impact development

This task is not yet begun and the schedule to complete is TBD

**Task 4.4.1**

Jul 01, 2019 - Jun 30, 2021 | Major Disruption | Progress 0%

*WR Action #4* - **Task 1**

Develop Monitoring Program

This item will be completed as part of the Groundwater Management Program.

**Task 4.4.2**

Jan 01, 2019 - Jun 30, 2021 | On Track | Progress 50%

*WR Action #4* - **Task 2**

Water Resource Inventory Area (WRIA #15) Watershed Enhancement & Recovery committee convened and meeting regularly

This group is currently meeting and City staff attend and participate.

**Task 4.4.3**

Jan 01, 2018 - Dec 31, 2018 | Completed | Progress 100%

*WR Action #4* - **Task 3**

CAO new Aquifer Resource Protection Area (ARPA) regulations

These regulations were enacted in 2017 when the Critical Areas Ordinance was adopted.

**Task 4.4.4**

Jan 01, 2018 - Dec 31, 2018 | Major Disruption

Progress 0%

*WR Action #4* - **Task 4**

Coordinate Water System Plan

This task will be completed as a result of the completion of the Groundwater Management Plan.

**Task 4.5.1**

Jul 01, 2019 - Dec 31, 2020 | Major Disruption | Progress 0%

*WR Action #5* - **Task 1**

Groundwater Outreach and Education

This task will be completed as part of the Groundwater Management Plan.

**Task 4.5.2**

Ongoing - Ongoing | On Track

*WR Action #5* - **Task 2**

Partner with Bainbridge Island Watershed Council on ongoing education and outreach

Coordination between City staff and the Watershed Council is ongoing.

**Task 4.5.3**

Jan 01, 2019 - Jun 30, 2019 | Completed | Progress 100%

*WR Action #5* - **Task 3**

City State of the Island's Waters (2nd edition) completed Spring 2019

This report was completed in Q2-2019.

**Task 4.6.1**

Ongoing - Ongoing | On Track

*WR Action #6* - **Task 1**

WRIA #15 convened and meeting regularly

This task is ongoing (duplicate of WR Action #4 - Task 2)

**Task 4.6.2**

Jan 01, 2019 - Jun 30, 2019 | Major Disruption | Progress 0%

*WR Action #6* - **Task 2**

Coordinated Water System Plan

This task will be completed as part of the Groundwater Management Plan (task duplicates WR Action #4 - Task 4)

**Task 4.6.3**

Ongoing - Ongoing | On Track

*WR Action #6* - **Task 3**

City annual groundwater monitoring program monitors for seawater intrusion

This task is ongoing. Additional recommendations will be developed as part of the Groundwater Management Plan.

**Task 4.6.4**

Jan 01, 2019 - Jun 30, 2021 | On Track | Progress 0%

*WR Action #6* - **Task 4**

Consider if Seawater intrusion regulations are necessary

This task will be completed as part of the Groundwater Management Plan.

**Task 4.7.1**

Ongoing - Ongoing | On Track

*WR Action #7* - **Task 1**

Local Integrating Organization (LIO)/Puget Sound Partnership convened and meeting regularly

This group is active and City staff are participating.

**Task 4.7.2**

Ongoing - Ongoing | On Track

*WR Action #7* - **Task 2**

WRIA #15 convened and meeting regularly

This group is active and City staff are participating (duplicate of WR Action #4 - Task 2)

**Task 4.7.3**

Jan 01, 2019 - Jun 30, 2019 | Major Disruption | Progress 0%

*WR Action #7* - **Task 3**

Coordinated Water System Plan

This task will be complete as part of the Groundwater Management Plan (task is duplicate of WR Action #4 - task 4)

**Task 4.7.4**

Jan 01, 2019 - Jun 30, 2019 | Completed | Progress 100%

*WR Action #7* - **Task 4**

Springbrook Creek Watershed Assessment Project partnership with BI Land Trust

Watershed assessment was completed in Spring, 2019 and presented to City Council. Some projects within the watershed are included in the current Capital Improvement Plan. Other projects should be consider for inclusion in the CIP as part of the CIP update that will occur in 2020 to support development of the 2021-2022 Biennial Budget.

# Element #5 - Housing Element (HO)

**Element 5** Progress 45%




**Housing Element**

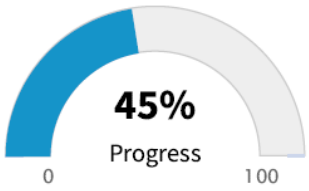
The housing element (a) includes an inventory and analysis of existing and projected housing needs; (b) includes a statement of goals, policies, and objectives for the preservation, improvement, and development of housing; (c) identifies sufficient land for housing, and group homes and foster care facilities; and (d) makes adequate provisions for existing and projected needs of all economic segments of the community.

Implementing Action: 9 | Task: 16

| 1 | 9 | 16 |
|---|---|---|
| Element | Implementing Action | Task |

## Overall Summary



**Task 5.1.1**

Jan 01, 2017 - Dec 31, 2017 | Completed | Progress 100%

*HO Action #1* - **Task 1**

Set affordable housing targets

This task was completed in 2017 via the City's Housing Needs Assessment and the recommendations from the Affordable Housing Task Force.

**Task 5.2.1**

Jan 01, 2019 - Dec 31, 2020 | Some Disruption | Progress 10%

*HO Action #2 / HS Action #3* - **Task 1**

Inclusionary Housing Ordinance

In 2019, the City Council received two briefings on policy options related to a potential inclusionary zoning ordinance. Consideration of an inclusionary zoning ordinance is anticipated to continue in 2020.

**Task 5.2.2**

Jan 01, 2019 - Dec 31, 2019 | On Track | Progress 50%

*HO Action #2* - **Task 2**

Update codes and create procedures to increase housing diversity

In 2019, the City Council approved changes to rules regarding Accessory Dwelling Units (ADUs) and tiny homes that are intended to encourage greater use of these alternative housing options. The new rules are currently under review by the Planning Commission.

In addition, the City approved new subdivision regulations, some aspects of which are also intended to achieve a greater diversity of housing options.

The Council anticipates continued discussion of additional policy options related to this topic in 2020.

**Task 5.3.1**

Jan 01, 2019 - Jun 30, 2019 | Completed | Progress 100%

*HO Action #3* - **Task 1**

Form Kitsap Regional Coordinating Council (KRCC) Affordable Housing Task Force

The KRCC Exec. Board formed the AHTF as an ad-hoc committee of the KRCC Board to make recommendations to the Board re: Affordable Housing. The Task Force was formed at the end of 2018 and met five times in 2019 (January, March, May, July & September). Bainbridge Island City Council representatives and City staff attended Task Force meetings.

The Task Force provided a forum for the discussion of countywide affordable housing and homelessness issues among policymakers, service providers and the development community. The AHTF also spent time reviewing the new HB 1406 funding options and allowed uses, and whether or not to pursue a countywide affordable housing levy. Ultimately, the Task Force agreed to not pursue countywide levy.

At the end of the September, 2019 meeting, the AHTF agreed to disband.

**Task 5.4.1**

Jan 01, 2019 - Dec 31, 2020 | On Track | Progress 10%

*HO Action #4* - **Task 1**

Mandatory inclusionary housing ordinance

In 2019 the Council received two briefings to review potential options for an inclusionary zoning ordinance. Additional review of this potential ordinance is anticipated for 2020.

**Task 5.4.2**

Oct 01, 2019 - Dec 31, 2020 | On Track | Progress 10%

*HO Action #4* - **Task 2**

Consider adoption of MFTE

In 2019 the Council received two briefings on the potential use of a MFTE. Additional consideration of this program is anticipated in 2020.

**Task 5.4.3**

Oct 01, 2019 - Dec 31, 2020 | On Track | Progress 0%

*HO Action #4* - **Task 3**

Consider reduction of fees or permit streamlining for ADUs and affordable housing projects

This task is anticipated to connect to the planned Green Building initiative, which was launched in Q4-2019. That program is expected to consider options for expedited review or streamlined permitting for some projects or features related to sustainability. Extension of those options to affordable housing or ADU projects could also be developed at that time.

**Task 5.5.1**

Jan 01, 2018 - Dec 31, 2018 | Completed | Progress 100%

*HO Action #5* - **Task 1**

Convene Affordable Housing Task Force and issue recommendations

The City convened an Affordable Housing Task Force in 2017 and the group delivered its recommendations in a report delivered in Fall, 2018. The City has been working from those recommendations as a it considers potential projects and initiatives to expand affordable housing options.

**Task 5.6.1**

Jan 01, 2019 - Dec 31, 2022 | On Track | Progress 0%

*HO Action #6* - **Task 1**

Integrate liveaboard provisions into the Shoreline Master Program periodic review

This task will be addressed within the SMP periodic review, which will be completed in 2020.

**Task 5.6.2**

Jan 01, 2019 - Dec 31, 2022 | Completed | Progress 100%

*HO Action #6* - **Task 2**

City re-organization of Dave Ullin Eagle Harbor Open Water marina

This task was completed in 2019 with the installation of new buoys, and new "swing" moorage system, and the identification of a clear area for passage near the open water marina.

**Task 5.7.1**

Jan 01, 2019 - Dec 31, 2020 | Some Disruption

Progress 20%

*HO Action #7* - **Task 1**

Consider resources to support affordable housing such as options for constructing affordable housing on public land and the use of Housing Trust Fund grants.

Ongoing. The City routinely awards funds from the Housing Trust Fund, and is actively planning an affordable housing project on the City-owned Suzuki property.

**Task 5.7.2**

Jan 01, 2019 - Jun 30, 2019 | Completed | Progress 100%

*HO Action #7* - **Task 2**

Develop permanent staff support for affordable housing

In 2019, the City established a dedicated position in the Planning Department to lead City efforts on affordable housing initiatives. Due to staff vacancies, the transition to have this staff member fully dedicated to affordable housing will be completed in the course of 2020. Since mid-2019, the allocation of the staff member's time to affordable housing has been roughly 50% FTE or higher.

**Task 5.8.1**

Jan 01, 2019 - Dec 31, 2020 | On Track | Progress 10%

*HO Action #8* - **Task 1**

Mandatory inclusionary housing ordinance

In 2019, the Council received two briefings on a potential inclusionary zoning ordinance. Additional consideration of this topic is anticipated in 2020.

**Task 5.8.2**

Oct 01, 2019 - Dec 31, 2020 | On Track | Progress 10%

*Ho Action #8* - **Task 2**

Consider adoption of MFTE

In 2019, the Council received two briefings on options related to an MFTE. Additional consideration of the topic is anticipated in 2020.

**Task 5.8.3**

Oct 01, 2019 - Dec 31, 2020 | Some Disruption

Progress 0%

*HO Action #8* - **Task 3**

Consider reduction of fees or permit streamlining for ADUs and affordable housing projects

This task could be completed in connection with the Green Building initiative, which was launched in Q4-2019. That project is expected to develop options for expedited or streamlined permit review for some types of sustainability projects or building features.

**Task 5.9.1**

Jan 01, 2019 - Dec 31, 2022 | Completed | Progress 100%

*Housing Action #9* - **Task 1**

Convene meeting with regional partners.

The KRCC Affordable Housing Task Force was formed in 2019.

# Element #6 - Transportation Element (TR)

**Element 6** Progress 33%



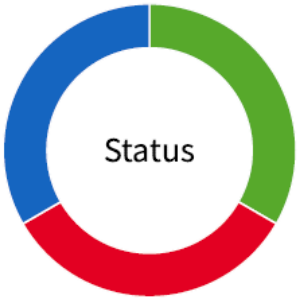

**Transportation Element**

The Transportation Element is a tool for the City to aid in decision-making in all aspects of transportation planning, scheduling and budgeting. The Transportation Element will guide the City in making decisions regarding public expenditures, improvements, and developments. City staff will use the Transportation Element to establish budgets and plan improvement projects. The Transportation Element will also be used to ensure consistency between land use actions and the City's transportation plans and policies.

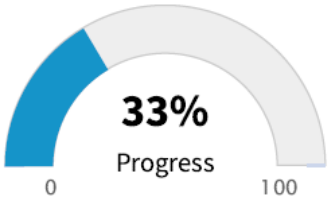
Implementing Action: 3 | Task: 3

| 1 | 3 | 3 |
|---|---|---|
| Element | Implementing Action | Task |

## Overall Summary




| | % |
|---|---|
| On Track | 33.33 |
| Major Disruption | 33.33 |
| Completed | 33.33 |



**Task 6.1.1**

Jan 01, 2018 - Dec 31, 2018 | Completed | Progress 100%

*TR Action #1* - **Task 1**

Develop Transportation Ballot Measure

A local ballot measure was presented to voters in Nov. 2018 to propose funding for nonmotorized improvements. The ballot initiative failed to pass.

**Task 6.2.1**

Oct 01, 2019 - Dec 31, 2019 | Major Disruption

Progress 0%

*TR Action #2* - **Task 1**

Convene Working Group w/Kitsap Transit and business owners

This task was previously intended for action in 2019. At this time, this task is not included in current City workplans.

**Task 6.3.1**

Oct 01, 2019 - Jun 30, 2020 | On Track | Progress 0%

*TR Action #3* - **Task 1**

Complete new Non-Motorized Transportation Plan

The next update to the Transportation Improvement Plan is anticipated to follow the completion of the Sustainable Transportation Plan. At this time, it is anticipated that the next update to the TIP could begin in 2021.

# Element #7 - Capital Facilities Element (CFE)

**Element 7** Progress 17%

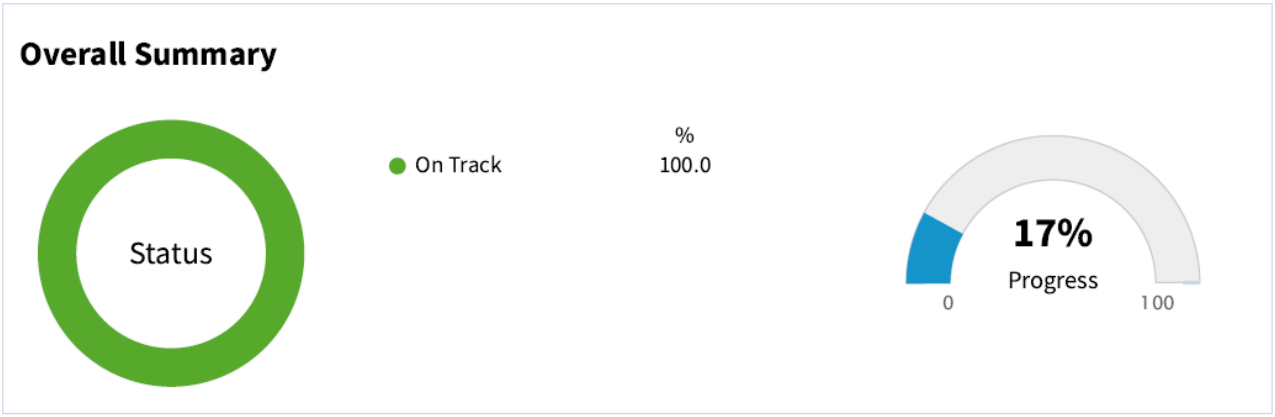
**Capital Facilities Element**

The Capital Facilities Element and Capital Improvement Plan (CIP) provides the public facilities needed to support orderly compact urban growth, protect and support public and private investments, maximize use of existing facilities, promote economic development and redevelopment, increase public well-being and safety, and implement the Comprehensive Plan.

Implementing Action: 3 | Task: 3




| 1 | 3 | 3 |
|---|---|---|
| Element | Implementing Action | Task |



**Task 7.1.1**

Jan 01, 2020 - Dec 31, 2022 | On Track | Progress 50%

*CFE Action #1* - **Task 1**

Develop work program for Capital Improvement Plan update

In Fall 2018, the City Council approved changes to the process used to update the Capital Improvement Plan. City staff is using that approach to guide work in 2020 to update the Capital Improvement Plan as part of the work to develop the City's 2021-2022 Biennial Budget.

**Task 7.2.1**

Jan 01, 2019 - Dec 31, 2019 | On Track | Progress 0%

*CFE Action #2* - **Task 1**

Update the Capital Improvement Plan

In Progress 2019

**Task 7.3.1**

Jan 01, 2020 - Jun 30, 2020 | On Track | Progress 0%

*CFE Action #3* - **Task 1**

Update public works design standards to integrate sustainability and green building into utilities requirements

In Q4-2019, the City launched a project to update the City's "Green Building" code. This project is expected to result in changes that would apply to City projects and some private development. In addition, the City is expected to receive a Climate Action Plan for consideration in Q1-2020. It is anticipated that implementation of that CAP may also result in changes that respond to this task.

# Element #8 - Utilities Element (U)

**Element 8** Progress 4%

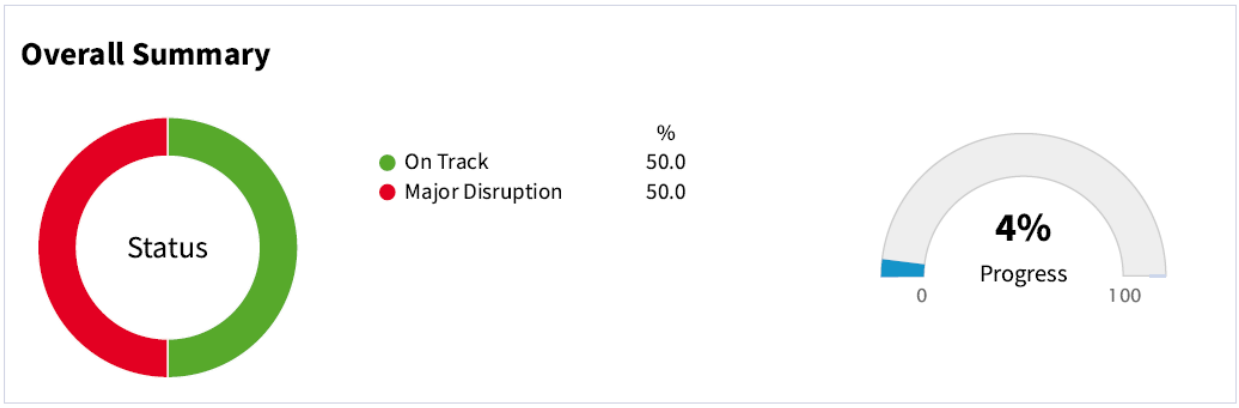



**Utilities Element**

The Utilities Element consists of the general location, proposed location, and capacity of all existing and proposed utilities, including but not limited to electrical lines, telecommunication lines, drinking water and sewer lines.

Implementing Action: 5 | Task: 6

| 1 | 5 | 6 |
|---|---|---|
| Element | Implementing Action | Task |



**Task 8.1.1**

Jan 01, 2019 - Dec 31, 2019 | On Track | Progress 0%

*U Action #1* - **Task 1**

Develop and implement a periodic review program for Island utility services

The City intends to review the operations of City utilities on a regular basis. This work is ongoing.

**Task 8.2.1**

Jan 01, 2019 - Dec 31, 2019 | On Track | Progress 25%

*U Action #2* - **Task 1**

Study feasibility of tertiary treatment at WWTP

This project was initiated in 2019 and results are expected in 2020.

**Task 8.3.1**

Oct 01, 2019 - Sep 30, 2020 | Major Disruption

Progress 0%

*U Action #3* - **Task 1**

Convene a working group that includes representatives of Group A and Group B water systems, the Fire Marshal, and the Public Works department

This task is expected to be informed by the Groundwater Management Plan.

**Task 8.3.2**

Jan 01, 2020 - Dec 31, 2022 | Major Disruption

Progress 0%

*U Action #3* - **Task 2**

Create a unified set of regulations for island water systems

This task is expected to be informed by the completion of the Groundwater Management Plan.

**Task 8.4.1**

Jan 01, 2020 - Dec 31, 2025 | On Track | Progress 0%

*U Action #4* - **Task 1**

Initiate Strategy Development for Island-wide high-speed internet service

This task was previously identified to start in 2024.

**Task 8.5.1**

Jan 01, 2020 - Dec 31, 2022 | Major Disruption

Progress 0%

*U Action #5* - **Task 1**

Develop a strategy for consolidating water systems.

This task is expected to be informed by the completion of the Groundwater Management Plan.

# Element #9 - Cultural Element (CU)

**Element 9** Progress 50%




**Cultural Element**

The Cultural Element recognizes that the arts and humanities significantly contribute to the City's identity, sense of place, and economy.

Implementing Action: 1 | Task: 1

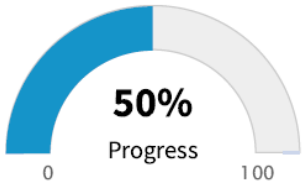
| 1 | 1 | 1 |
|---|---|---|
| Element | Implementing Action | Task |

## Overall Summary









**Task 9.1.1**

Jan 01, 2020 - Dec 31, 2020 | On Track | Progress 50%

*CU Action #1* - **Task 1**

Code update to allow live/work space for artists.

In 2018, Ordinance 2018-31 was adopted and included revisions to Business/Industrial Use regulations. One aspect of thoserevisions was that "Live/work units" were added as a new permitted use in the City's B/I zones, and use specific standards for live/work units were also added. At this time, Live/Work units continue to only be allowed in the B/I zone.

Going forward, the City could consider whether to permit live/work units in other designated centers, through subarea planning processes, the next Winslow Master Plan update, or through a broader set of housing initiatives.

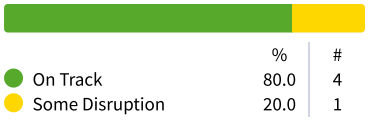
# Element #10 - Human Services Element (HS)

**Element 10** Progress 2%

**Human Services Element**

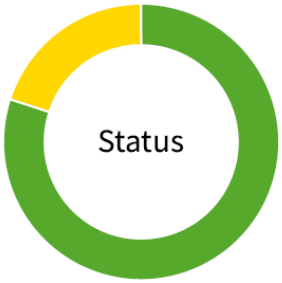
The Human Services Element provides policy direction for City actions supporting services relating to the human services needs of the residents of the City of Bainbridge Island.

Implementing Action: 4 | Task: 5

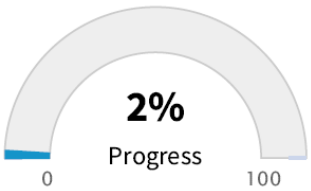



| 1 | 4 | 5 |
|---|---|---|
| Element | Implementing Action | Task |

## Overall Summary




| | % |
|---|---|
| On Track | 80.0 |
| Some Disruption | 20.0 |



**Task 10.1.1**

Jan 01, 2020 - Dec 31, 2022 | On Track | Progress 0%

*HS Action #1* - **Task 1**

Review human services funding as part of budget process

This item will be completed for 2021-2022 as part of the work to develop the next biennial budget.

**Task 10.2.1**

Jan 01, 2020 - Dec 31, 2022 | On Track | Progress 0%

*HS Action #2* - **Task 1**

Update the Community Needs Assessment

This item is planned for early 2021. That timing will allow the results to inform the funding cycle to be held in late 2021, which will cover activities in 2022-2023. To meet this goal, the City's 2021 budget should include funding for the planned needs assessment, and procurement for this work should be planned for late 2020.

**Task 10.2.2**

Jan 01, 2020 - Dec 31, 2022 | On Track | Progress 0%

*HS Action #2* - **Task 2**

Review Human Services funding to inform 2021-2022 award cycle

Estimated Start Q2/3 2020

**Task 10.3.1**

Jan 01, 2019 - Dec 31, 2020 | Some Disruption

Progress 10%

*HO Action #2 / HS Action #3* - **Task 1**

Inclusionary Housing Ordinance

In 2019, the City Council received two briefings on policy options related to a potential inclusionary zoning ordinance. Consideration of an inclusionary zoning ordinance is anticipated to continue in 2020.

**Task 10.4.1**

Jan 01, 2020 - Jun 30, 2022 | On Track | Progress 0%

*EC Action #1 / HS Action #4* - **Task 1**

Develop an Economic Development Strategy

Previously estimated to start in 2021

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (9:00 PM) Agenda Bill for Consent Agenda,

**SUMMARY:** Consider approval of the following Consent Agenda items:

B. Accounts Payable and Payroll
C. City Council Study Session Minutes, February 4, 2020
D. Special City Council Meeting Minutes, February 8, 2020
E. City Council Business Meeting Minutes, February 11, 2020
F. Police and Court Building Project Professional Services Agreement Amendment
G. Front Broom Sweeper Procurement
H. Police Vehicle Procurement
I. Police Vehicle Equipment Upfitting Service Agreement

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

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

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:**

**AGENDA ITEM:** Accounts Payable and Payroll

**SUMMARY:** Approve with Consent Agenda.

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

**RECOMMENDED MOTION:** Approve with Consent Agenda

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

Payroll.pdf

Report to Council of Cash Disbursements 02-26-20.pdf

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## PAYROLL

## PAYROLL CHECK RUN: 2 - 20 - 2020

| Run Type | Run Date | Check # Sequence | Comments | Amount |
|---|---|---|---|---|
| Normal | 2/20/2020 | 47137 - 47264 | Regular check run (Direct Dep) | 324,253.21 |
| Normal | 2/20/2020 | 109277 | Regular check run (Paper Checks) | 2,399.05 |
| Normal | 2/20/2020 | 109278 - 109277 | Vendor check run (Paper Checks) | 132,134.43 |
| EFTPS | 2/20/2020 | N/A | Federal Tax Electronic Transfer | 122,970.84 |
| Vendor | 2/20/2020 | N/A | P/R vendor ACH | 237.50 |
| | | | | |
| | | | **TOTAL:** | **581,995.03** |

Prepared and Reviewed by: Brenda Landolt Date 2-19-20
Brenda Landolt, Payroll Specialist

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 Date 2/19/20
Kimberly M. Dunscombe, Budget Manager

# ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

## CHECK RUN: February 10, 2020 - February 24, 2020
## CITY COUNCIL: February 11, 2020 - February 25, 2020

Last check from previous run: 352886 dated 02/12/2020 issued to Zee Medical Service Co. for $79.92.

| Payment Type | Check Date | Check Number | Department/Vendor/Description | Amount |
|---|---|---|---|---|
| VOID | 2/12/20 | 352841 | POL,PW/Kelley Imaging/Invoice error | N/A |
| VOID | 2/12/20 | 352902 | Moody's Investor Service/Void: invoice paid during escrow | N/A |
| Manual | 2/12/20 | 352887 | POL,PW/Kelley Imaging/Reprint: copier leases | 1,046.40 |
| Manual | 2/10/20 | 352888 | PW/Island Hands/Janitorial services - January 2020 | 11,394.04 |
| Manual | 2/11/20 | 352889 | AT&T Onenet Service/Fax long distance - February 2020 | 20.12 |
| Manual | 2/11/20 | 352890 | Bainbridge Disposal/Citywide disposal services - January 2020 | 2,362.71 |
| Manual | 2/11/20 | 352891 | BILA/LTAC: "Destination Bainbridge" - Q4 2019 | 11,448.03 |
| Manual | 2/11/20 | 352892 | CenturyLink/Citywide telemetry - February 2020 | 1,067.44 |
| Manual | 2/11/20 | 352893 | EX/Ron Fleminster/RETF: MLK Performance | 100.00 |
| Manual | 2/11/20 | 352894 | EX/Tina Jackson/RETF: MLK opening address | 100.00 |
| Manual | 2/11/20 | 352895 | EX/Michael Moore/MLK speech, performance | 400.00 |
| Manual | 2/11/20 | 352896 | Puget Sound Energy/Citywide utilities - January 2020 | 32,707.64 |
| Manual | 2/11/20 | 352897 | EX/Willie Mae Sharpe/RETF: MLK performance | 100.00 |
| Manual | 2/11/20 | 352898 | Verizon Wireless/Citywide phone services | 3,918.03 |
| Manual | 2/11/20 | 352899 | EX/Nhi'Yeemah Young/RETF: MLK performance | 100.00 |
| Manual | 2/12/20 | 352900 | PW/Air Management Solutions/Heat pump replacement | 32,340.63 |
| Manual | 2/12/20 | 352901 | PW/COBI/Retainage: heat pump replacement | 3,593.40 |
| Manual | 2/13/20 | 352903 | US Bank/Credit card purchases - January 2020 | 38,173.18 |
| Manual | 2/14/20 | 352904 | EX/Good to Go!/Toll: K.Drew training | 7.00 |
| Manual | 2/14/20 | 352905 | ENG/Kelley Imaging/Copier lease | 312.16 |
| Manual | 2/14/20 | 352906 | Puget Sound Energy/Citywide utilities - January 2020 | 37.94 |
| Manual | 2/20/20 | 352907 | CenturyLink/Citywide telemetry - February 2020 | 225.48 |
| Manual | 2/20/20 | 352908 | POL/Columbia Ford/2020 Ford Police Interceptor | 42,286.85 |
| | | | **Total Manual Checks and Electronic Disbursements** | **181,741.05** |
| Regular Run | 2/26/20 | 352909-353013 | **Total Regular Check Run** | **304,266.80** |
| | | | **Total Disbursements** | **486,007.85** |
| Retainage Release | N/A | N/A | | N/A |
| Travel Advance | N/A | N/A | | N/A |

Prepared and Reviewed by _____ Carrie Freitas, Senior Accounting Technician

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

Karl R. Shaw 2-21-2020

Karl R. Shaw, Accounting Manager — Date

# ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

## CHECK RUN: February 10, 2020 - February 24, 2020
## CITY COUNCIL: February 11, 2020 - February 25, 2020

Last check from previous run: 352886 dated 02/12/2020 issued to Zee Medical Service Co. for $79.92.

| Payment Type | Check Date | Check Number | Department/Vendor/Description | Amount |
|---|---|---|---|---|
| VOID | 2/12/20 | 352841 | POL,PW/Kelley Imaging/Invoice error | N/A |
| VOID | 2/12/20 | 352902 | Moody's Investor Service/Void: invoice paid during escrow | N/A |
| Manual | 2/12/20 | 352887 | POL,PW/Kelley Imaging/Reprint: copier leases | 1,046.40 |
| Manual | 2/10/20 | 352888 | PW/Island Hands/Janitorial services - January 2020 | 11,394.04 |
| Manual | 2/11/20 | 352889 | AT&T Onenet Service/Fax long distance - February 2020 | 20.12 |
| Manual | 2/11/20 | 352890 | Bainbridge Disposal/Citywide disposal services - January 2020 | 2,362.71 |
| Manual | 2/11/20 | 352891 | BILA/LTAC: "Destination Bainbridge" - Q4 2019 | 11,448.03 |
| Manual | 2/11/20 | 352892 | CenturyLink/Citywide telemetry - February 2020 | 1,067.44 |
| Manual | 2/11/20 | 352893 | EX/Ron Fleminster/RETF: MLK Performance | 100.00 |
| Manual | 2/11/20 | 352894 | EX/Tina Jackson/RETF: MLK opening address | 100.00 |
| Manual | 2/11/20 | 352895 | EX/Michael Moore/MLK speech, performance | 400.00 |
| Manual | 2/11/20 | 352896 | Puget Sound Energy/Citywide utilities - January 2020 | 32,707.64 |
| Manual | 2/11/20 | 352897 | EX/Willie Mae Sharpe/RETF: MLK performance | 100.00 |
| Manual | 2/11/20 | 352898 | Verizon Wireless/Citywide phone services | 3,918.03 |
| Manual | 2/11/20 | 352899 | EX/Nhi'Yeemah Young/RETF: MLK performance | 100.00 |
| Manual | 2/12/20 | 352900 | PW/Air Management Solutions/Heat pump replacement | 32,340.63 |
| Manual | 2/12/20 | 352901 | PW/COBI/Retainage: heat pump replacement | 3,593.40 |
| ~~Manual~~ | ~~2/12/20~~ | ~~352902~~ | ~~Moody's Investor Service/PD-Court bond issue costs~~ | ~~17,000.00~~ |
| Manual | 2/13/20 | 352903 | US Bank/Credit card purchases - January 2020 | 38,173.18 |
| Manual | 2/14/20 | 352904 | EX/Good to Go!/Toll: K.Drew training | 7.00 |
| Manual | 2/14/20 | 352905 | ENG/Kelley Imaging/Copier lease | 312.16 |
| Manual | 2/14/20 | 352906 | Puget Sound Energy/Citywide utilities - January 2020 | 37.94 |
| Manual | 2/20/20 | 352907 | CenturyLink/Citywide telemetry - February 2020 | 225.48 |
| Manual | 2/20/20 | 352908 | POL/Columbia Ford/2020 Ford Police Interceptor | 42,286.85 |
| | | | **Total Manual Checks and Electronic Disbursements** | **198,741.05** |
| Regular Run | 2/26/20 | 352909-353013 | **Total Regular Check Run** | **304,266.80** |
| | | | **Total Disbursements** | **503,007.85** |
| Retainage Release | N/A | N/A | | N/A |
| Travel Advance | N/A | N/A | | N/A |

Prepared and Reviewed by _____ Carrie Freitas, Senior Accounting Technician

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

_____

Karl R. Shaw, Accounting Manager Date

VOID
CF 2/5/20



CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| 352841 | 02/12/2020 | VOID | 1971 | KELLEY IMAGING SYSTE | 237912 | IN625457 | 01/15/2020 | | | -418.56 |
| Invoice: IN625457 | | | | | | POL/COLOR OVERAGES | | | | |
| | | | | | -209.28 | 51011211 548100 | PD-C/E-ADMIN REPAIRS | | | |
| | | | | | -83.71 | 52011212 548100 | POLICE - C/E INVEST REPAIRS | | | |
| | | | | | -125.57 | 53011212 548100 | POLICE - C/E PATROL MAINTENANC | | | |
| | | | | | 237915 | IN625459 | 01/15/2020 | | | -576.00 |
| Invoice: IN625459 | | | | | | PW/TOS4515AC BASE CHARGE | | | | |
| | | | | | -576.00 | 73637891 531100 | OFFICE SUPPLIES | | | |
| | | | | | | | | CHECK 352841 TOTAL: | | -994.56 |
| | | | | | | | | | | |
| | | | | | | NUMBER OF CHECKS 1 | | *** CASH ACCOUNT TOTAL *** | | -994.56 |

| | COUNT | AMOUNT |
|---|---|---|
| TOTAL VOIDED CHECKS | 1 | 994.56 |

*** GRAND TOTAL *** -994.56

While matching invoices w/ their payments I noticed that one of the two invoices were approved for and entered at the wrong amount (pre-tax total). Check was voided, invoice corrected, and a new check was issued for the correct amount.

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

| YEAR PER JNL<br>SRC ACCOUNT<br>EFF DATE | JNL DESC | REF 1 | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC | T | OB | DEBIT | CREDIT |
|---|---|---|---|---|---|---|---|---|---|
| 2020 2 34 | | | | | | | | | |
| APP 001-213000 | | | | | GENERAL - ACCOUNTS PAYABLE | | | | 418.56 |
| 02/05/2020 | 352841 | VOID | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 635-111100 | | | | | CASH | | | 418.56 | |
| 02/05/2020 | 352841 | VOID | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 631-213000 | | | | | ACCOUNTS PAYABLE | | | | 576.00 |
| 02/05/2020 | 352841 | VOID | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 635-111100 | | | | | CASH | | | 576.00 | |
| 02/05/2020 | 352841 | VOID | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| | | | | | GENERAL LEDGER TOTAL | | | 994.56 | 994.56 |
| APP 631-130000 | | | | | DUE TO/FROM CLEARING | | | | 418.56 |
| 02/05/2020 | 02/09/20 | VOID | | | | | | | |
| APP 001-130000 | | | | | GENERAL - DUE TO/FROM CLEARING | | | 418.56 | |
| 02/05/2020 | 02/09/20 | VOID | | | | | | | |
| | | | | | SYSTEM GENERATED ENTRIES TOTAL | | | 418.56 | 418.56 |
| | | | | | JOURNAL 2020/02/34 TOTAL | | | 1,413.12 | 1,413.12 |

JOURNAL ENTRIES TO BE CREATED

| FUND / ACCOUNT | YEAR | PER | JNL | EFF DATE | ACCOUNT DESCRIPTION | DEBIT | CREDIT |
|---|---|---|---|---|---|---|---|
| 001 GENERAL FUND | 2020 | 2 | 34 | 02/05/2020 | | | |
| 001-130000 | | | | | GENERAL - DUE TO/FROM CLEARING | 418.56 | |
| 001-213000 | | | | | GENERAL - ACCOUNTS PAYABLE | | 418.56 |
| | | | | | FUND TOTAL | 418.56 | 418.56 |
| 631 CLEARING FUND | 2020 | 2 | 34 | 02/05/2020 | | | |
| 631-130000 | | | | | DUE TO/FROM CLEARING | | 418.56 |
| 631-213000 | | | | | ACCOUNTS PAYABLE | | 576.00 |
| 635-111100 | | | | | CASH | 994.56 | |
| | | | | | FUND TOTAL | 994.56 | 994.56 |

JOURNAL ENTRIES TO BE CREATED

| FUND | | DUE TO | DUE FROM |
|---|---|---|---|
| 001 | GENERAL FUND | | 418.56 |
| 631 | CLEARING FUND | 418.56 | |
| | TOTAL | 418.56 | 418.56 |

** END OF REPORT - Generated by Carrie L. Freitas **

VOID
CF 2/20/20



CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| 352902 | 02/12/2020 | VOID | 4495 | MOODY'S INVESTORS SE | 238217 | P0322866 | 12/16/2019 | | | -17,000.00 |
| Invoice: P0322866 | | | | | | 2019 LGTO | | | | |
| | | | | | -17,000.00 | 91311221 78400000724 | PD/COURT BLDG-BOND ISSUE COSTS | | | |

CHECK 352902 TOTAL: -17,000.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -17,000.00

| | COUNT | AMOUNT |
|---|---|---|
| TOTAL VOIDED CHECKS | 1 | 17,000.00 |

*** GRAND TOTAL *** -17,000.00

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

| YEAR PER JNL<br>SRC ACCOUNT<br>EFF DATE JNL DESC REF 1 REF 2 REF 3 | ACCOUNT DESC<br>LINE DESC | T | OB | DEBIT | CREDIT |
|---|---|---|---|---|---|
| 2020 2 208 | | | | | |
| APP 301-213000 | ACCOUNTS PAYABLE | | | | 17,000.00 |
| 02/12/2020 352902 VOID | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 635-111100 | CASH | | | 17,000.00 | |
| 02/12/2020 352902 VOID | AP CASH DISBURSEMENTS JOURNAL | | | | |
| | GENERAL LEDGER TOTAL | | | 17,000.00 | 17,000.00 |
| APP 631-130000 | DUE TO/FROM CLEARING | | | | 17,000.00 |
| 02/12/2020 M021220 VOID | | | | | |
| APP 301-130000 | DUE TO/FROM CLEARING | | | 17,000.00 | |
| 02/12/2020 M021220 VOID | | | | | |
| | SYSTEM GENERATED ENTRIES TOTAL | | | 17,000.00 | 17,000.00 |
| | JOURNAL 2020/02/208 TOTAL | | | 34,000.00 | 34,000.00 |

VOID (cf) 2/20/20 KRS

2·20·20



JOURNAL ENTRIES TO BE CREATED

| FUND / ACCOUNT | YEAR | PER | JNL | EFF DATE | ACCOUNT DESCRIPTION | DEBIT | CREDIT |
|---|---|---|---|---|---|---|---|
| 301 CAPITAL CONSTRUCTION FUND | 2020 | 2 | 208 | 02/12/2020 | | | |
| 301-130000 | | | | | DUE TO/FROM CLEARING | 17,000.00 | |
| 301-213000 | | | | | ACCOUNTS PAYABLE | | 17,000.00 |
| | | | | | FUND TOTAL | 17,000.00 | 17,000.00 |
| 631 CLEARING FUND | 2020 | 2 | 208 | 02/12/2020 | | | |
| 631-130000 | | | | | DUE TO/FROM CLEARING | | 17,000.00 |
| 635-111100 | | | | | CASH | 17,000.00 | |
| | | | | | FUND TOTAL | 17,000.00 | 17,000.00 |

Payment was issued for bond fees Which ended up being paid ~~during~~ through escrow. Voided check and invoice in ~~from~~ Munis.

JOURNAL ENTRIES TO BE CREATED

| FUND | | DUE TO | DUE FROM |
|---|---|---|---|
| 301 | CAPITAL CONSTRUCTION FUND | | 17,000.00 |
| 631 | CLEARING FUND | 17,000.00 | |
| | TOTAL | 17,000.00 | 17,000.00 |

** END OF REPORT - Generated by Carrie L. Freitas **

CLERK: cfreitas INVOICE HEADER CHANGED

| VENDOR DOCUMENT | CHECK RUN | VOUCHER | DEPT | YR/PER | CASH ACCOUNT | TYPE STAT | INV DATE DUE DATE | DISCOUNT AMOUNT INVOICE NET | ERROR |
|---|---|---|---|---|---|---|---|---|---|
| 004495 84298 | | 238217 | 410012020 | 01 635 | 111100 | INV | 12/16/2019 | .00 | |
| MOODY'S INVESTORS | RMT: 0 2019 LGTO | | | | | | 02/12/2020 | 17,000.00 | |
| INVOICE: P0322866 | | | | | | | | | |
| 91311221 784000 00724 PD/CRT-INT | | | | | N 1 | | 17,000.00 | | |

** END OF REPORT - Generated by Carrie L. Freitas **

CLERK: cfreitas

| YEAR PER JNL<br>SRC ACCOUNT<br>EFF DATE JNL DESC REF 1 REF 2 REF 3 | ACCOUNT DESC<br>LINE DESC | T | OB | DEBIT | CREDIT |
|---|---|---|---|---|---|
| 2020 2 209<br>APM 91311221-784000-00724<br>02/12/2020 VOID INV 004495 84298 | PD/COURT BLDG-BOND ISSUE COSTS<br>2019 LGTO | | | | 17,000.00 |
| | 1 GENERAL LEDGER TOTAL | | | .00 | 17,000.00 |
| APM 301-213000<br>02/12/2020 VOID INV 004495 | ACCOUNTS PAYABLE | | | 17,000.00 | |
| | 1 TOTAL | | | 17,000.00 | .00 |
| | SYSTEM GENERATED ENTRIES TOTAL | | | 17,000.00 | .00 |
| | JOURNAL 2020/02/209 TOTAL | | | 17,000.00 | 17,000.00 |
| 2020 2 209<br>APM 301-292200<br>02/12/2020 VOID INV 004495 | EXPENDITURE CONTROL | | | | 17,000.00 |

| FUND / ACCOUNT | YEAR | PER | JNL | EFF DATE | ACCOUNT DESCRIPTION | DEBIT | CREDIT |
|---|---|---|---|---|---|---|---|
| 301 CAPITAL CONSTRUCTION FUND | 2020 | 2 | 209 | 02/12/2020 | | | |
| 301-213000 | | | | | ACCOUNTS PAYABLE | 17,000.00 | |
| 301-292200 | | | | | EXPENDITURE CONTROL | | 17,000.00 |
| | | | | | FUND TOTAL | 17,000.00 | 17,000.00 |

** END OF REPORT - Generated by Carrie L. Freitas **

Reprint
CF 2/5/20



CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| 352887 | 02/12/2020 | PRTD | 1971 | KELLEY IMAGING SYSTE | 237912 | IN625457 | 01/15/2020 | | 02/09/20 | 418.56 |
| | Invoice: IN625457 | | | | | POL/COLOR OVERAGES | | | | |
| | | | | | 209.28 | 51011211 548100 PD-C/E-ADMIN REPAIRS | | | | |
| | | | | | 83.71 | 52011212 548100 POLICE - C/E INVEST REPAIRS | | | | |
| | | | | | 125.57 | 53011212 548100 POLICE - C/E PATROL MAINTENANC | | | | |
| | | | | | 237915 | IN625459 | 01/15/2020 | | 02/09/20 | 627.84 |
| | Invoice: IN625459 | | | | | PW/TOS4515AC BASE CHARGE | | | | |
| | | | | | 627.84 | 73637891 531100 OFFICE SUPPLIES | | | | |
| | | | | | | | | CHECK 352887 TOTAL: | | 1,046.40 |
| | | | | | | NUMBER OF CHECKS 1 | | *** CASH ACCOUNT TOTAL *** | | 1,046.40 |

| | COUNT | AMOUNT |
|---|---|---|
| TOTAL PRINTED CHECKS | 1 | 1,046.40 |

*** GRAND TOTAL *** 1,046.40

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

| YEAR PER JNL<br>SRC ACCOUNT<br>EFF DATE JNL DESC REF 1 REF 2 REF 3 | ACCOUNT DESC<br>LINE DESC | T | OB | DEBIT | CREDIT |
|---|---|---|---|---|---|
| 2020 2 36 | | | | | |
| APP 001-213000<br>02/05/2020 02/09/20 REPRNT | GENERAL - ACCOUNTS PAYABLE<br>AP CASH DISBURSEMENTS JOURNAL | | | 418.56 | |
| APP 635-111100<br>02/05/2020 02/09/20 REPRNT | CASH<br>AP CASH DISBURSEMENTS JOURNAL | | | | 1,046.40 |
| APP 631-213000<br>02/05/2020 02/09/20 REPRNT | ACCOUNTS PAYABLE<br>AP CASH DISBURSEMENTS JOURNAL | | | 627.84 | |
| | GENERAL LEDGER TOTAL | | | 1,046.40 | 1,046.40 |
| APP 631-130000<br>02/05/2020 02/09/20 REPRNT | DUE TO/FROM CLEARING | | | 418.56 | |
| APP 001-130000<br>02/05/2020 02/09/20 REPRNT | GENERAL - DUE TO/FROM CLEARING | | | | 418.56 |
| | SYSTEM GENERATED ENTRIES TOTAL | | | 418.56 | 418.56 |
| | JOURNAL 2020/02/36 TOTAL | | | 1,464.96 | 1,464.96 |

JOURNAL ENTRIES TO BE CREATED

| FUND / ACCOUNT | YEAR | PER | JNL | EFF DATE | ACCOUNT DESCRIPTION | DEBIT | CREDIT |
|---|---|---|---|---|---|---|---|
| 001 GENERAL FUND | 2020 | 2 | 36 | 02/05/2020 | | | |
| 001-130000 | | | | | GENERAL - DUE TO/FROM CLEARING | | 418.56 |
| 001-213000 | | | | | GENERAL - ACCOUNTS PAYABLE | 418.56 | |
| | | | | | FUND TOTAL | 418.56 | 418.56 |
| 631 CLEARING FUND | 2020 | 2 | 36 | 02/05/2020 | | | |
| 631-130000 | | | | | DUE TO/FROM CLEARING | 418.56 | |
| 631-213000 | | | | | ACCOUNTS PAYABLE | 627.84 | |
| 635-111100 | | | | | CASH | | 1,046.40 |
| | | | | | FUND TOTAL | 1,046.40 | 1,046.40 |

JOURNAL ENTRIES TO BE CREATED

| FUND | | DUE TO | DUE FROM |
|---|---|---|---|
| 001 | GENERAL FUND | | 418.56 |
| 631 | CLEARING FUND | 418.56 | |
| | TOTAL | 418.56 | 418.56 |

** END OF REPORT - Generated by Carrie L. Freitas **

MANUAL



CB 2/10/20

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| 352888 | 02/10/2020 | PRTD | 8646 | ISLAND HANDS | 237995 | 17473 | 02/10/2020 | M0210202 | | 9,728.79 |
| Invoice: 17473 | | | | | | JAN 2020 JANITORIAL CONTRACT | | | | |
| | | | | | 9,436.93 | 73011183 54110000269 | JANITORIAL CONTRACT-PRO SVCS | | | |
| | | | | | 291.86 | 73425358 54110000269 | JANITORIAL CONTRACT-PRO SVCS | | | |
| | | | | | 237996 | 17472 | 02/10/2020 | M0210202 | | 1,665.25 |
| Invoice: 17472 | | | | | | JAN 2020 JANITORIAL CONTRACT | | | | |
| | | | | | 1,615.29 | 73011183 54110000269 | JANITORIAL CONTRACT-PRO SVCS | | | |
| | | | | | 49.96 | 73425358 54110000269 | JANITORIAL CONTRACT-PRO SVCS | | | |
| | | | | | | | | CHECK 352888 TOTAL: | | 11,394.04 |
| | | | | | | NUMBER OF CHECKS 1 | | *** CASH ACCOUNT TOTAL *** | | 11,394.04 |

| | COUNT | AMOUNT |
|---|---|---|
| TOTAL PRINTED CHECKS | 1 | 11,394.04 |

*** GRAND TOTAL *** 11,394.04

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

| YEAR PER JNL<br>SRC ACCOUNT<br>EFF DATE JNL DESC REF 1 REF 2 REF 3 | ACCOUNT DESC<br>LINE DESC | T OB | DEBIT | CREDIT |
|---|---|---|---|---|
| 2020 2 69 | | | | |
| APP 001-213000 | GENERAL - ACCOUNTS PAYABLE | | 11,052.22 | |
| 02/10/2020 M0210202 021020 | AP CASH DISBURSEMENTS JOURNAL | | | |
| APP 635-111100 | CASH | | | 11,394.04 |
| 02/10/2020 M0210202 021020 | AP CASH DISBURSEMENTS JOURNAL | | | |
| APP 402-213000 | ACCOUNTS PAYABLE | | 341.82 | |
| 02/10/2020 M0210202 021020 | AP CASH DISBURSEMENTS JOURNAL | | | |
| | GENERAL LEDGER TOTAL | | 11,394.04 | 11,394.04 |
| APP 631-130000 | DUE TO/FROM CLEARING | | 11,394.04 | |
| 02/10/2020 M0210202 021020 | | | | |
| APP 001-130000 | GENERAL - DUE TO/FROM CLEARING | | | 11,052.22 |
| 02/10/2020 M0210202 021020 | | | | |
| APP 402-130000 | DUE TO/FROM CLEARING | | | 341.82 |
| 02/10/2020 M0210202 021020 | | | | |
| | SYSTEM GENERATED ENTRIES TOTAL | | 11,394.04 | 11,394.04 |
| | JOURNAL 2020/02/69 TOTAL | | 22,788.08 | 22,788.08 |

JOURNAL ENTRIES TO BE CREATED

| FUND / ACCOUNT | YEAR | PER | JNL | EFF DATE | ACCOUNT DESCRIPTION | DEBIT | CREDIT |
|---|---|---|---|---|---|---|---|
| 001 GENERAL FUND | 2020 | 2 | 69 | 02/10/2020 | | | |
| 001-130000 | | | | | GENERAL - DUE TO/FROM CLEARING | | 11,052.22 |
| 001-213000 | | | | | GENERAL - ACCOUNTS PAYABLE | 11,052.22 | |
| | | | | | FUND TOTAL | 11,052.22 | 11,052.22 |
| 402 SEWER OPERATING FUND | 2020 | 2 | 69 | 02/10/2020 | | | |
| 402-130000 | | | | | DUE TO/FROM CLEARING | | 341.82 |
| 402-213000 | | | | | ACCOUNTS PAYABLE | 341.82 | |
| | | | | | FUND TOTAL | 341.82 | 341.82 |
| 631 CLEARING FUND | 2020 | 2 | 69 | 02/10/2020 | | | |
| 631-130000 | | | | | DUE TO/FROM CLEARING | 11,394.04 | |
| 635-111100 | | | | | CASH | | 11,394.04 |
| | | | | | FUND TOTAL | 11,394.04 | 11,394.04 |

JOURNAL ENTRIES TO BE CREATED

| FUND | | DUE TO | DUE FROM |
|---|---|---|---|
| 001 | GENERAL FUND | | 11,052.22 |
| 402 | SEWER OPERATING FUND | | 341.82 |
| 631 | CLEARING FUND | 11,394.04 | |
| | TOTAL | 11,394.04 | 11,394.04 |

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

Manual

CF 2/11/20



CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | INVOICE DTL DESC | | | |
| 352889 | 02/11/2020 | PRTD | 1235 | AT&T ONENET SERVICE | 238002 | 1271398308 | 02/01/2020 | | M021120 | .64 |
| Invoice: 1271398308 | | | | | | | PCD/FAX LONG DIST FEB 20 | | | |
| | | | | | .64 | 91011189 542100 | GG-C/E-CITY HALL-PHONE | | | |
| | | | | | 238003 | 1271390348 | 02/01/2020 | | M021120 | 19.48 |
| Invoice: 1271390348 | | | | | | | FIN/FAX LONG DIST FEB 20 | | | |
| | | | | | 19.48 | 91011189 542100 | GG-C/E-CITY HALL-PHONE | | | |
| | | | | | | | CHECK | 352889 TOTAL: | | 20.12 |
| 352890 | 02/11/2020 | PRTD | 47 | BAINBRIDGE DISPOSAL | 237997 | 0000941520 | 01/31/2020 | | M021120 | 259.74 |
| Invoice: 0000941520 | | | | | | | COMMONS DISP SVC | | | |
| | | | | | 259.74 | 91011755 547900 | GG-C/E-COMMONS-GARBAGE | | | |
| | | | | | 237998 | 0000941557 | 01/31/2020 | | M021120 | 1,684.24 |
| Invoice: 0000941557 | | | | | | | CITYWIDE DISP SVCS JAN 20 | | | |
| | | | | | 140.98 | 91011215 547900 | GG-C/E-PD-GARBAGE | | | |
| | | | | | 10.00 | 91111427 547900 | GG-STREET-ROADSIDE-GARBAGE | | | |
| | | | | | 435.42 | 91011768 547900 | GG-C/E-PARKS-GARBAGE | | | |
| | | | | | 424.31 | 91425358 547900 | GG-WWTP-GARBAGE(NOT BIOSOLIDS) | | | |
| | | | | | 654.05 | 91011897 547900 | GG-C/E-O&M YARD FAC-GARBAGE | | | |
| | | | | | 19.48 | 91111427 547900 | GG-STREET-ROADSIDE-GARBAGE | | | |
| | | | | | 237999 | 0000941812 | 01/31/2020 | | M021120 | 76.72 |
| Invoice: 0000941812 | | | | | | | BIG BELLY DISP SVCS JAN 20 | | | |
| | | | | | 76.72 | 91011189 547903 | BIG BELLY SOLAR GARBAGE CANS | | | |
| | | | | | 238000 | 0000941754 | 01/31/2020 | | M021120 | 342.01 |
| Invoice: 0000941754 | | | | | | | CH DISP SVCS JAN 20 | | | |
| | | | | | 342.01 | 91011189 547900 | GG-C/E-CITY HALL-GARBAGE | | | |
| | | | | | | | CHECK | 352890 TOTAL: | | 2,362.71 |
| 352891 | 02/11/2020 | PRTD | 2265 | BAINBRIDGE ISLAND LO | 238018 | COBI-0026 | 12/04/2019 | | M021120 | 11,448.03 |
| Invoice: COBI-0026 | | | | | | | Q4 2019 LTAC - "DESTINATION BAINB | | | |
| | | | | | 11,448.03 | 91140573 541100 | GG-TOUR-PROF SERVICES | | | |
| | | | | | | | CHECK | 352891 TOTAL: | | 11,448.03 |
| 352892 | 02/11/2020 | PRTD | 551 | CENTURYLINK | 238004 | 0225FEB20 | 02/02/2020 | | M021120 | 112.46 |
| Invoice: 0225FEB20 | | | | | | | O&M FIRE ALARM MONIT | | | |
| | | | | | 112.46 | 91011897 542100 | GG-C/E-O&M YARD FAC-PHONE | | | |
| | | | | | 238005 | 0456FEB20 | 02/02/2020 | | M021120 | 69.99 |
| Invoice: 0456FEB20 | | | | | | | VILLAGE SEWER PUMP TELEM | | | |
| | | | | | 69.99 | 91421891 542100 | GG-SWR-FAC-PHONE | | | |
| | | | | | 238006 | 0754FEB20 | 02/02/2020 | | M021120 | 72.94 |
| Invoice: 0754FEB20 | | | | | | | FLETCHER BAY WELL TELEM | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | INVOICE DTL DESC | | | |
| | | | | | 72.94 | 91411891 542100 | GG-WTR-FAC-PHONE | | | |
| | | | | | 238007 | 1745FEB20 | 02/02/2020 | M021120 | | 53.30 |
| | | | | Invoice: 1745FEB20 | | | CH ELEVATOR SVC LINE | | | |
| | | | | | 53.30 | 91011189 542100 | GG-C/E-CITY HALL-PHONE | | | |
| | | | | | 238008 | 3736FEB20 | 02/02/2020 | M021120 | | 112.46 |
| | | | | Invoice: 3736FEB20 | | | CH FIRE ALARM MONIT | | | |
| | | | | | 112.46 | 91011189 542100 | GG-C/E-CITY HALL-PHONE | | | |
| | | | | | 238009 | 5211FEB20 | 02/02/2020 | M021120 | | 199.91 |
| | | | | Invoice: 5211FEB20 | | | POL PHN SVC | | | |
| | | | | | 199.91 | 91011215 542100 | GG-C/E-PD-PHONE | | | |
| | | | | | 238010 | 8731FEB20 | 02/02/2020 | M021120 | | 57.31 |
| | | | | Invoice: 8731FEB20 | | | COMMONS FIRE ALARM MONIT | | | |
| | | | | | 57.31 | 91011755 542100 | GG-C/E-COMMONS-PHONE | | | |
| | | | | | 238011 | 9136FEB20 | 02/02/2020 | M021120 | | 150.57 |
| | | | | Invoice: 9136FEB20 | | | CH SECURITY ALARM MONIT | | | |
| | | | | | 150.57 | 91011189 542100 | GG-C/E-CITY HALL-PHONE | | | |
| | | | | | 238012 | 9791FEB20 | 02/02/2020 | M021120 | | 137.80 |
| | | | | Invoice: 9791FEB20 | | | POL TI MANDUS TELCOM | | | |
| | | | | | 137.80 | 91011215 542100 | GG-C/E-PD-PHONE | | | |
| | | | | | 238013 | 9840FEB20 | 02/02/2020 | M021120 | | 50.35 |
| | | | | Invoice: 9840FEB20 | | | HEAD OF BAY WELL TELEM | | | |
| | | | | | 50.35 | 91411891 542100 | GG-WTR-FAC-PHONE | | | |
| | | | | | 238014 | 9858FEB20 | 02/02/2020 | M021120 | | 50.35 |
| | | | | Invoice: 9858FEB20 | | | SANDS AVE WELL TELEM | | | |
| | | | | | 50.35 | 91411891 542100 | GG-WTR-FAC-PHONE | | | |
| | | | | | | | | CHECK | 352892 TOTAL: | 1,067.44 |
| 352893 | 02/11/2020 | PRTD | 9401 | RONALD J FLEMISTER | 238093 | 3 | 01/19/2020 | M021120 | | 100.00 |
| | | | | Invoice: 3 | | | EX/RETF: MLK PERFORMANCE | | | |
| | | | | | 100.00 | 31011572 542450 | EX-GF-OUTREACH-ADV | | | |
| | | | | | | | | CHECK | 352893 TOTAL: | 100.00 |
| 352894 | 02/11/2020 | PRTD | 9399 | TINA JACKSON | 238091 | 1 | 01/19/2020 | M021120 | | 100.00 |
| | | | | Invoice: 1 | | | EX/RETF: MLK OPENING ADDRESS | | | |
| | | | | | 100.00 | 31011572 542450 | EX-GF-OUTREACH-ADV | | | |
| | | | | | | | | CHECK | 352894 TOTAL: | 100.00 |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | INVOICE DTL DESC | | | |
| 352895 | 02/11/2020 | PRTD | 9403 | MICHAEL MOORE | 238095 | 5 | 01/19/2020 | M021120 | | 400.00 |
| Invoice: 5 | | | | | | | EX/RETF: MLK SPEECH, PERF | | | |
| | | | | | 400.00 | 31011572 542450 | EX-GF-OUTREACH-ADV | | | |
| | | | | | | | | | CHECK 352895 TOTAL: | 400.00 |
| 352896 | 02/11/2020 | PRTD | 1205 | PUGET SOUND ENERGY | 238015 | CITY HALL JAN20 | 02/03/2020 | M021120 | | 5,521.20 |
| Invoice: CITY HALL JAN20 | | | | | | | CITY HALL JAN20 | | | |
| | | | | | 5,521.20 | 91011189 547100 | GG-C/E-CITY HALL-ELECTRIC | | | |
| | | | | | 238019 | 828JAN20 | 02/03/2020 | M021120 | | 205.37 |
| Invoice: 828JAN20 | | | | | | | TAYLOR WELLS LID 17 PH1 | | | |
| | | | | | 205.37 | 91415345 547100 | GG-ROCKAWAY BCH-UTILITIES | | | |
| | | | | | 238020 | IL3JAN20 | 02/03/2020 | M021120 | | 29.36 |
| Invoice: IL3JAN20 | | | | | | | ROUNDABOUT HS/MADISON IMPR | | | |
| | | | | | 29.36 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238021 | 647JAN20 | 02/03/2020 | M021120 | | 43.86 |
| Invoice: 647JAN20 | | | | | | | ST LTS/TRAFFIC CONTR | | | |
| | | | | | 43.86 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238022 | IL9JAN20 | 02/03/2020 | M021120 | | 107.19 |
| Invoice: IL9JAN20 | | | | | | | MADISON AVE S | | | |
| | | | | | 107.19 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238023 | 285JAN20 | 02/03/2020 | M021120 | | 224.82 |
| Invoice: 285JAN20 | | | | | | | SPS NORTHTOWN/SPORTSMAN | | | |
| | | | | | 224.82 | 91421355 547100 | GG-SWR-ELECTRIC | | | |
| | | | | | 238024 | 735JAN20 | 02/03/2020 | M021120 | | 90.39 |
| Invoice: 735JAN20 | | | | | | | SHANNON DR/WFP DOCK | | | |
| | | | | | 90.39 | 91011768 547100 | GG-C/E-PARKS-ELECTRIC | | | |
| | | | | | 238025 | 182JAN20 | 02/03/2020 | M021120 | | 55.82 |
| Invoice: 182JAN20 | | | | | | | MUNI COURT-METER E6 | | | |
| | | | | | 55.82 | 91011255 547100 | GG-C/E-COURT BLDG-ELECTRIC | | | |
| | | | | | 238026 | 058JAN20 | 02/03/2020 | M021120 | | 58.69 |
| Invoice: 058JAN20 | | | | | | | NE HIDDEN COVE-SHOP | | | |
| | | | | | 58.69 | 91011897 547100 | GG-C/E-O&M YARD FAC-ELECTRIC | | | |
| | | | | | 238027 | 973JAN20 | 02/03/2020 | M021120 | | 79.79 |
| Invoice: 973JAN20 | | | | | | | OC RESERVOIR LID17 PH2 | | | |
| | | | | | 79.79 | 91415345 547100 | GG-ROCKAWAY BCH-UTILITIES | | | |
| | | | | | 238028 | 558JAN20 | 02/03/2020 | M021120 | | 2,506.42 |
| Invoice: 558JAN20 | | | | | | | 7315 NE HIDDEN COVE | | | |
| | | | | | 2,506.42 | 91011897 547100 | GG-C/E-O&M YARD FAC-ELECTRIC | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | |
| | | | | 238029 | 336JAN20 | 02/03/2020 | | M021120 | 123.24 |
| Invoice: 336JAN20 | | | | | | SLS-9 ISLAND TERRACE | | | |
| | | | | 123.24 | 91421355 547100 | GG-SWR-ELECTRIC | | | |
| | | | | 238030 | IL11JAN20 | 02/03/2020 | | M021120 | 20.62 |
| Invoice: IL11JAN20 | | | | | | ST LTS WW MAD TO 305 | | | |
| | | | | 20.62 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | 238031 | 520-330JAN20 | 02/03/2020 | | M021120 | 65.59 |
| Invoice: 520-330JAN20 | | | | | | 210 WINSLOW WAY E IRRIGATION | | | |
| | | | | 65.59 | 91011768 547100 | GG-C/E-PARKS-ELECTRIC | | | |
| | | | | 238032 | 823JAN20 | 02/03/2020 | | M021120 | 10.43 |
| Invoice: 823JAN20 | | | | | | BRIEN DR N/BOOTH EL PANEL | | | |
| | | | | 10.43 | 91011768 547100 | GG-C/E-PARKS-ELECTRIC | | | |
| | | | | 238033 | 682-B-JAN20 | 02/03/2020 | | M021120 | 28.14 |
| Invoice: 682-B-JAN20 | | | | | | MUNI PARKING LOT: MADISON/MADRONA | | | |
| | | | | 28.14 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | 238034 | 736JAN20 | 02/03/2020 | | M021120 | 82.37 |
| Invoice: 736JAN20 | | | | | | SHANNON DR/WFP RESTROOM | | | |
| | | | | 82.37 | 91011768 547100 | GG-C/E-PARKS-ELECTRIC | | | |
| | | | | 238036 | 040-581JAN20 | 02/03/2020 | | M021120 | 153.06 |
| Invoice: 040-581JAN20 | | | | | | 3900 HALLS HILL RD PUMP | | | |
| | | | | 153.06 | 91421355 547100 | GG-SWR-ELECTRIC | | | |
| | | | | 238037 | 884JAN20 | 02/03/2020 | | M021120 | 110.77 |
| Invoice: 884JAN20 | | | | | | SLS FERRY TERMINAL | | | |
| | | | | 110.77 | 91421355 547100 | GG-SWR-ELECTRIC | | | |
| | | | | 238038 | 111JAN20 | 02/03/2020 | | M021120 | 490.94 |
| Invoice: 111JAN20 | | | | | | POL STATION METER 2 | | | |
| | | | | 490.94 | 91011215 547100 | GG-C/E-PD-ELECTRIC | | | |
| | | | | 238039 | 717JAN20 | 02/03/2020 | | M021120 | 284.80 |
| Invoice: 717JAN20 | | | | | | POL STATION METER 1 | | | |
| | | | | 284.80 | 91011215 547100 | GG-C/E-PD-ELECTRIC | | | |
| | | | | 238040 | 520-374JAN20 | 02/03/2020 | | M021120 | 69.08 |
| Invoice: 520-374JAN20 | | | | | | SIGNAL @ 108 OLY DR SE | | | |
| | | | | 69.08 | 91111264 547100 | GG-STREET-TRAF CONTROL-UTILITY | | | |
| | | | | 238041 | 520-136JAN20 | 02/03/2020 | | M021120 | 1,811.90 |
| Invoice: 520-136JAN20 | | | | | | HOB BOOSTER PUMP/WELL | | | |
| | | | | 1,811.90 | 91411345 547100 | GG-WTR-ELECTRIC | | | |
| | | | | 238042 | IL5JAN20 | 02/03/2020 | | M021120 | 98.24 |
| Invoice: IL5JAN20 | | | | | | COMMODORE OFF HS @ OLY | | | |
| | | | | 98.24 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | INVOICE DTL DESC | | | | |
| | | | | 238043 | 291JAN20 | 02/03/2020 | | M021120 | 14.07 |
| Invoice: 291JAN20 | | | | | HEAD OF BAY WELL FIELD | | | | |
| | | | | 14.07 | 91411345 547100 | GG-WTR-ELECTRIC | | | |
| | | | | 238044 | 031JAN20 | 02/03/2020 | | M021120 | 149.98 |
| Invoice: 031JAN20 | | | | | SLS-6 LOVELL LOWER | | | | |
| | | | | 149.98 | 91421355 547100 | GG-SWR-ELECTRIC | | | |
| | | | | 238045 | IL12JAN20 | 02/03/2020 | | M021120 | 73.00 |
| Invoice: IL12JAN20 | | | | | ST LTS WW 305-FERNCLIFF | | | | |
| | | | | 73.00 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | 238046 | 573JAN20 | 02/03/2020 | | M021120 | 12.49 |
| Invoice: 573JAN20 | | | | | COMMODORE/HS RESERVOIR | | | | |
| | | | | 12.49 | 91411345 547100 | GG-WTR-ELECTRIC | | | |
| | | | | 238047 | 040-714JAN20 | 02/03/2020 | | M021120 | 10.43 |
| Invoice: 040-714JAN20 | | | | | 7095 NE TWIN PONDS RD | | | | |
| | | | | 10.43 | 91021182 547100 | GG-OS-PROP MNGT-ELECTRIC | | | |
| | | | | 238048 | 206JAN20 | 02/03/2020 | | M021120 | 455.66 |
| Invoice: 206JAN20 | | | | | 4586 PT WHT DR NE | | | | |
| | | | | 455.66 | 91421355 547100 | GG-SWR-ELECTRIC | | | |
| | | | | 238049 | 256JAN20 | 02/03/2020 | | M021120 | 378.48 |
| Invoice: 256JAN20 | | | | | SLS-8 HWY 305/HARBORVIEW | | | | |
| | | | | 378.48 | 91421355 547100 | GG-SWR-ELECTRIC | | | |
| | | | | 238050 | 636JAN20 | 02/03/2020 | | M021120 | 102.66 |
| Invoice: 636JAN20 | | | | | SLS-7 WING PT WAY | | | | |
| | | | | 102.66 | 91421355 547100 | GG-SWR-ELECTRIC | | | |
| | | | | 238051 | 888JAN20 | 02/03/2020 | | M021120 | 229.25 |
| Invoice: 888JAN20 | | | | | NE HIGH SCHOOL RD | | | | |
| | | | | 229.25 | 91411345 547100 | GG-WTR-ELECTRIC | | | |
| | | | | 238052 | 658JAN20 | 02/03/2020 | | M021120 | 73.74 |
| Invoice: 658JAN20 | | | | | SLS-4 IRENE/LOWER HAWLEY | | | | |
| | | | | 73.74 | 91421355 547100 | GG-SWR-ELECTRIC | | | |
| | | | | 238053 | 520-298JAN20 | 02/03/2020 | | M021120 | 318.79 |
| Invoice: 520-298JAN20 | | | | | SLS-5 WW/SUNDAY COVE | | | | |
| | | | | 318.79 | 91421355 547100 | GG-SWR-ELECTRIC | | | |
| | | | | 238054 | 640JAN20 | 02/03/2020 | | M021120 | 15.99 |
| Invoice: 640JAN20 | | | | | BRIEN DR S/BOOTH EL PANEL | | | | |
| | | | | 15.99 | 91011768 547100 | GG-C/E-PARKS-ELECTRIC | | | |
| | | | | 238055 | 983JAN20 | 02/03/2020 | | M021120 | 11.48 |
| Invoice: 983JAN20 | | | | | MILLER RD NE BEACON | | | | |
| | | | | 11.48 | 91111264 547100 | GG-STREET-TRAF CONTROL-UTILITY | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | INVOICE DTL DESC | | | |
| | | | | | 238056 | 067JAN20 | 02/03/2020 | M021120 | | 10.43 |
| Invoice: 067JAN20 | | | | | | | MADISON PARKING LOT | | | |
| | | | | | 10.43 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238057 | IL7JAN20 | 02/03/2020 | M021120 | | 73.12 |
| Invoice: IL7JAN20 | | | | | | | MADISON PRJ HS TO WINSLOW | | | |
| | | | | | 73.12 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238058 | 466JAN20 | 02/03/2020 | M021120 | | 10.43 |
| Invoice: 466JAN20 | | | | | | | MADISON/HS RAINBRINGER | | | |
| | | | | | 10.43 | 91111264 547100 | GG-STREET-TRAF CONTROL-UTILITY | | | |
| | | | | | 238059 | 093JAN20 | 02/03/2020 | M021120 | | 2,579.43 |
| Invoice: 093JAN20 | | | | | | | FLETCHER BAY WELL FIELD | | | |
| | | | | | 2,579.43 | 91411345 547100 | GG-WTR-ELECTRIC | | | |
| | | | | | 238060 | 444JAN20 | 02/03/2020 | M021120 | | 788.49 |
| Invoice: 444JAN20 | | | | | | | BI COMMONS | | | |
| | | | | | 788.49 | 91011755 547100 | GG-C/E-COMMONS-ELECTRIC | | | |
| | | | | | 238061 | 461JAN20 | 02/03/2020 | M021120 | | 6,082.95 |
| Invoice: 461JAN20 | | | | | | | WWTP | | | |
| | | | | | 6,082.95 | 91425358 547100 | GG-WWTP-ELECTRIC | | | |
| | | | | | 238062 | WW&305JAN20 | 02/03/2020 | M021120 | | 545.22 |
| Invoice: WW&305JAN20 | | | | | | | WINSLOW WAY & 305 | | | |
| | | | | | 545.22 | 91111264 547100 | GG-STREET-TRAF CONTROL-UTILITY | | | |
| | | | | | 238063 | 831JAN20 | 02/03/2020 | M021120 | | 3,370.43 |
| Invoice: 831JAN20 | | | | | | | SANDS AVE NE WLL FIELD | | | |
| | | | | | 3,370.43 | 91411345 547100 | GG-WTR-ELECTRIC | | | |
| | | | | | 238064 | 797JAN20 | 02/03/2020 | M021120 | | 216.46 |
| Invoice: 797JAN20 | | | | | | | MUNI COURT METER E3 | | | |
| | | | | | 216.46 | 91011255 547100 | GG-C/E-COURT BLDG-ELECTRIC | | | |
| | | | | | 238065 | 247JAN20 | 02/03/2020 | M021120 | | 63.23 |
| Invoice: 247JAN20 | | | | | | | SSWM/DECANT | | | |
| | | | | | 63.23 | 91435838 547100 | GG-DECANT-ELECTRIC | | | |
| | | | | | 238066 | 143JAN20 | 02/03/2020 | M021120 | | 10.43 |
| Invoice: 143JAN20 | | | | | | | REITAN RD/WELCOME TO BI | | | |
| | | | | | 10.43 | 91111264 547100 | GG-STREET-TRAF CONTROL-UTILITY | | | |
| | | | | | 238067 | IL1JAN20 | 02/03/2020 | M021120 | | 215.78 |
| Invoice: IL1JAN20 | | | | | | | ERKSN/MDSN/WNSLW/KNTCHL | | | |
| | | | | | 215.78 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238068 | 710JAN20 | 02/03/2020 | M021120 | | 243.65 |
| Invoice: 710JAN20 | | | | | | | SLS-2 VILLAGE CENTER | | | |
| | | | | | 243.65 | 91421355 547100 | GG-SWR-ELECTRIC | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| | | | | | 238069 | 893JAN20 | 02/03/2020 | M021120 | | 683.27 |
| Invoice: 893JAN20 | | | | | | MUNI ST LIGHTING | | | | |
| | | | | | 683.27 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238070 | 040-751JAN20 | 02/03/2020 | M021120 | | 10.53 |
| Invoice: 040-751JAN20 | | | | | | 520 ERKSN AVE PRV | | | | |
| | | | | | 10.53 | 91411345 547100 | GG-WTR-ELECTRIC | | | |
| | | | | | 238071 | SPRINGJAN20 | 02/03/2020 | M021120 | | 50.98 |
| Invoice: SPRINGJAN20 | | | | | | SPRINGRIDGE RD/HANSEN HILL | | | | |
| | | | | | 50.98 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238073 | LYNCTRJAN20 | 02/03/2020 | M021120 | | 84.04 |
| Invoice: LYNCTRJAN20 | | | | | | 4238 LYNWOOD CTR RD, BLOSSOM HILL | | | | |
| | | | | | 84.04 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238074 | BKLYN&MADJAN20 | 02/03/2020 | M021120 | | 13.48 |
| Invoice: BKLYN&MADJAN20 | | | | | | NEW BROOKLYN & MAD AVE ST LT | | | | |
| | | | | | 13.48 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238075 | 2360-MADJAN20 | 02/03/2020 | M021120 | | 13.48 |
| Invoice: 2360-MADJAN20 | | | | | | 2360 MAD AVE N- E ENTRANCE ST LT | | | | |
| | | | | | 13.48 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238076 | MAD&ORDJAN20 | 02/03/2020 | M021120 | | 13.48 |
| Invoice: MAD&ORDJAN20 | | | | | | MAD AVE N ORDWAY CROSS ST LT | | | | |
| | | | | | 13.48 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238077 | BKLYN&NTOWNJAN20 | 02/03/2020 | M021120 | | 13.48 |
| Invoice: BKLYN&NTOWNJAN20 | | | | | | NEW BROOKLYN & N TOWN ST LT | | | | |
| | | | | | 13.48 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238078 | WING&AZALEAJAN20 | 02/03/2020 | M021120 | | 11.10 |
| Invoice: WING&AZALEAJAN20 | | | | | | WING PT & AZALEA AVE NE ST LT | | | | |
| | | | | | 11.10 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238079 | W.OFMAD-PH1JAN20 | 02/03/2020 | M021120 | | 922.56 |
| Invoice: W.OFMAD-PH1JAN20 | | | | | | W. OF MAD-BAINBRIDGE CO PH1 | | | | |
| | | | | | 922.56 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238080 | E.OFMAD-PH2JAN20 | 02/03/2020 | M021120 | | 1,813.57 |
| Invoice: E.OFMAD-PH2JAN20 | | | | | | E. OF MAD-BAINBRIDGE CO. PH2 | | | | |
| | | | | | 1,813.57 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238081 | MAD&H.S.JAN20 | 02/03/2020 | M021120 | | 42.80 |
| Invoice: MAD&H.S.JAN20 | | | | | | MADISON AVE/H.S. AVE-ST LT | | | | |
| | | | | | 42.80 | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL | | | |
| | | | | | 238082 | 2665JAN20 | 02/03/2020 | M021120 | | 500.33 |
| Invoice: 2665JAN20 | | | | | | 301 SHANNON DR SE-WFP | | | | |
| | | | | | 500.33 | 91011768 547100 | GG-C/E-PARKS-ELECTRIC | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | INVOICE DTL DESC | | | |
| | | | | | 238083 | 2681JAN20 | 02/03/2020 | M021120 | | 24.32 |
| | | | | Invoice: 2681JAN20 | | | BJUNE WTRFRNT PK BOOTH EL PANEL 4 | | | |
| | | | | | 24.32 | 91011768 547100 | GG-C/E-PARKS-ELECTRIC | | | |
| | | | | | 238084 | 2996JAN20 | 02/03/2020 | M021120 | | 21.44 |
| | | | | Invoice: 2996JAN20 | | | 965 WEAVER RD NW | | | |
| | | | | | 21.44 | 91411345 547100 | GG-WTR-ELECTRIC | | | |
| | | | | | 238085 | 3010JAN20 | 02/03/2020 | M021120 | | 10.43 |
| | | | | Invoice: 3010JAN20 | | | BJUNE WTRFRT PK BOOTH EL PANEL 3 | | | |
| | | | | | 10.43 | 91011768 547100 | GG-C/E-PARKS-ELECTRIC | | | |
| | | | | | 238086 | 3028JAN20 | 02/03/2020 | M021120 | | 11.86 |
| | | | | Invoice: 3028JAN20 | | | BJUNE WTRFRT PK BOOTH EL PANEL 2 | | | |
| | | | | | 11.86 | 91011768 547100 | GG-C/E-PARKS-ELECTRIC | | | |
| | | | | | 238087 | 3044JAN20 | 02/03/2020 | M021120 | | 10.43 |
| | | | | Invoice: 3044JAN20 | | | 278 WINSLOW WAY E KIOSK | | | |
| | | | | | 10.43 | 91011739 547100 | COMM EVENTS-ELECTRICITY | | | |
| | | | | | 238088 | 3051JAN20 | 02/03/2020 | M021120 | | 10.84 |
| | | | | Invoice: 3051JAN20 | | | BJUNE WTRFRNT PK BOOTH EL PANEL 1 | | | |
| | | | | | 10.84 | 91011768 547100 | GG-C/E-PARKS-ELECTRIC | | | |
| | | | | | 238089 | 5760JAN20 | 02/03/2020 | M021120 | | 117.06 |
| | | | | Invoice: 5760JAN20 | | | TREATMENT PLANT LS #3 | | | |
| | | | | | 117.06 | 91421355 547100 | GG-SWR-ELECTRIC | | | |
| | | | | | | | | CHECK | 352896 TOTAL: | 32,707.64 |
| 352897 | 02/11/2020 | PRTD | 9400 | WILLIE MAE SHARPE | 238092 | 2 | 01/19/2020 | M021120 | | 100.00 |
| | | | | Invoice: 2 | | | EX/RETF: MLK PERFORMANCE | | | |
| | | | | | 100.00 | 31011572 542450 | EX-GF-OUTREACH-ADV | | | |
| | | | | | | | | CHECK | 352897 TOTAL: | 100.00 |
| 352898 | 02/11/2020 | PRTD | 1485 | VERIZON WIRELESS | 238016 | 9847513780 | 02/01/2020 | M021120 | | 3,918.03 |
| | | | | Invoice: 9847513780 | | | CITYWIDE PHN SVCS | | | |
| | | | | | 3,918.03 | 91011189 542100 | GG-C/E-CITY HALL-PHONE | | | |
| | | | | | | | | CHECK | 352898 TOTAL: | 3,918.03 |
| 352899 | 02/11/2020 | PRTD | 9402 | NHI'YEEMAH YOUNG | 238094 | 4 | 01/19/2020 | M021120 | | 100.00 |
| | | | | Invoice: 4 | | | EX/RETF: MLK PERFORMANCE | | | |
| | | | | | 100.00 | 31011572 542450 | EX-GF-OUTREACH-ADV | | | |
| | | | | | | | | CHECK | 352899 TOTAL: | 100.00 |

NUMBER OF CHECKS 11 *** CASH ACCOUNT TOTAL *** 52,323.97

| | COUNT | AMOUNT |
|---|---|---|
| TOTAL PRINTED CHECKS | 11 | 52,323.97 |

*** GRAND TOTAL *** 52,323.97

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

| YEAR PER JNL / SRC ACCOUNT / EFF DATE JNL DESC REF 1 REF 2 REF 3 | ACCOUNT DESC / LINE DESC | T | OB | DEBIT | CREDIT |
|---|---|---|---|---|---|
| 2020 2 79 | | | | | |
| APP 001-213000 | GENERAL - ACCOUNTS PAYABLE | | | 18,237.11 | |
| 02/11/2020 M021120 021120 | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 635-111100 | CASH | | | | 52,323.97 |
| 02/11/2020 M021120 021120 | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 101-213000 | STREETS - ACCOUNTS PAYABLE | | | 5,038.10 | |
| 02/11/2020 M021120 021120 | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 402-213000 | ACCOUNTS PAYABLE | | | 9,029.16 | |
| 02/11/2020 M021120 021120 | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 104-213000 | CIVIC IMPR - ACCOUNTS PAYABLE | | | 11,448.03 | |
| 02/11/2020 M021120 021120 | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 401-213000 | ACCOUNTS PAYABLE | | | 8,508.34 | |
| 02/11/2020 M021120 021120 | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 403-213000 | ACCOUNTS PAYABLE | | | 63.23 | |
| 02/11/2020 M021120 021120 | AP CASH DISBURSEMENTS JOURNAL | | | | |
| | GENERAL LEDGER TOTAL | | | 52,323.97 | 52,323.97 |
| APP 631-130000 | DUE TO/FROM CLEARING | | | 52,323.97 | |
| 02/11/2020 M021120 021120 | | | | | |
| APP 001-130000 | GENERAL - DUE TO/FROM CLEARING | | | | 18,237.11 |
| 02/11/2020 M021120 021120 | | | | | |
| APP 101-130000 | STREETS - DUE TO/FROM CLEARING | | | | 5,038.10 |
| 02/11/2020 M021120 021120 | | | | | |
| APP 402-130000 | DUE TO/FROM CLEARING | | | | 9,029.16 |
| 02/11/2020 M021120 021120 | | | | | |
| APP 104-130000 | CIVIC IMPR DUE TO/FROM CLEAR'G | | | | 11,448.03 |
| 02/11/2020 M021120 021120 | | | | | |
| APP 401-130000 | DUE TO/FROM CLEARING | | | | 8,508.34 |
| 02/11/2020 M021120 021120 | | | | | |
| APP 403-130000 | DUE TO/FROM CLEARING | | | | 63.23 |
| 02/11/2020 M021120 021120 | | | | | |
| | SYSTEM GENERATED ENTRIES TOTAL | | | 52,323.97 | 52,323.97 |
| | JOURNAL 2020/02/79 TOTAL | | | 104,647.94 | 104,647.94 |

JOURNAL ENTRIES TO BE CREATED

| FUND / ACCOUNT | YEAR | PER | JNL | EFF DATE / ACCOUNT DESCRIPTION | DEBIT | CREDIT |
|---|---|---|---|---|---|---|
| 001 GENERAL FUND | 2020 | 2 | 79 | 02/11/2020 | | |
| 001-130000 | | | | GENERAL - DUE TO/FROM CLEARING | | 18,237.11 |
| 001-213000 | | | | GENERAL - ACCOUNTS PAYABLE | 18,237.11 | |
| | | | | FUND TOTAL | 18,237.11 | 18,237.11 |
| 101 STREET FUND | 2020 | 2 | 79 | 02/11/2020 | | |
| 101-130000 | | | | STREETS - DUE TO/FROM CLEARING | | 5,038.10 |
| 101-213000 | | | | STREETS - ACCOUNTS PAYABLE | 5,038.10 | |
| | | | | FUND TOTAL | 5,038.10 | 5,038.10 |
| 104 CIVIC IMPROVEMENT FUND | 2020 | 2 | 79 | 02/11/2020 | | |
| 104-130000 | | | | CIVIC IMPR DUE TO/FROM CLEAR'G | | 11,448.03 |
| 104-213000 | | | | CIVIC IMPR - ACCOUNTS PAYABLE | 11,448.03 | |
| | | | | FUND TOTAL | 11,448.03 | 11,448.03 |
| 401 WATER OPERATING FUND | 2020 | 2 | 79 | 02/11/2020 | | |
| 401-130000 | | | | DUE TO/FROM CLEARING | | 8,508.34 |
| 401-213000 | | | | ACCOUNTS PAYABLE | 8,508.34 | |
| | | | | FUND TOTAL | 8,508.34 | 8,508.34 |
| 402 SEWER OPERATING FUND | 2020 | 2 | 79 | 02/11/2020 | | |
| 402-130000 | | | | DUE TO/FROM CLEARING | | 9,029.16 |
| 402-213000 | | | | ACCOUNTS PAYABLE | 9,029.16 | |
| | | | | FUND TOTAL | 9,029.16 | 9,029.16 |
| 403 STORM & SURFACE WATER FUND | 2020 | 2 | 79 | 02/11/2020 | | |
| 403-130000 | | | | DUE TO/FROM CLEARING | | 63.23 |
| 403-213000 | | | | ACCOUNTS PAYABLE | 63.23 | |
| | | | | FUND TOTAL | 63.23 | 63.23 |
| 631 CLEARING FUND | 2020 | 2 | 79 | 02/11/2020 | | |
| 631-130000 | | | | DUE TO/FROM CLEARING | 52,323.97 | |
| 635-111100 | | | | CASH | | 52,323.97 |
| | | | | FUND TOTAL | 52,323.97 | 52,323.97 |

JOURNAL ENTRIES TO BE CREATED

| FUND | | DUE TO | DUE FROM |
|---|---|---|---|
| 001 | GENERAL FUND | | 18,237.11 |
| 101 | STREET FUND | | 5,038.10 |
| 104 | CIVIC IMPROVEMENT FUND | | 11,448.03 |
| 401 | WATER OPERATING FUND | | 8,508.34 |
| 402 | SEWER OPERATING FUND | | 9,029.16 |
| 403 | STORM & SURFACE WATER FUND | | 63.23 |
| 631 | CLEARING FUND | 52,323.97 | |
| | TOTAL | 52,323.97 | 52,323.97 |

** END OF REPORT - Generated by Carrie L. Freitas **

Manual
CF 2/12/20



CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| 352900 | 02/12/2020 | PRTD | 7726 | AIR MANAGEMENT SOLUT | 238215 | PAYREQFINAL-770 | 01/31/2019 | M021220 | | 32,340.63 |
| Invoice: PAYREQFINAL-770 | | | | | | PW/HEAT PUMP REPL | | | | |
| | | | | | | 32,340.63 73011183 54810000770 CH HVAC UPGRADE | | | | |
| | | | | | | | | | CHECK 352900 TOTAL: | 32,340.63 |
| 352901 | 02/12/2020 | PRTD | 102 | CITY OF BAINBRIDGE I | 238216 | RETREQFINAL-770 | 01/31/2019 | M021220 | | 3,593.40 |
| Invoice: RETREQFINAL-770 | | | | | | PW/HEAT PUMP REPL-RETAINAGE | | | | |
| | | | | | | 3,593.40 73011183 54810000770 CH HVAC UPGRADE | | | | |
| | | | | | | | | | CHECK 352901 TOTAL: | 3,593.40 |
| 352902 | 02/12/2020 | PRTD | 4495 | MOODY'S INVESTORS SE | 238217 | P0322866 | 12/16/2019 | M021220 | | 17,000.00 |
| Invoice: P0322866 | | | | | | 2019 LGTO | | | | |
| | | | | | | 17,000.00 91311221 78400000724 PD/COURT BLDG-BOND ISSUE COSTS | | | | |
| | | | | | | | | | CHECK 352902 TOTAL: | 17,000.00 |
| | | | | | | | | | NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** | 52,934.03 |

| | COUNT | AMOUNT |
|---|---|---|
| TOTAL PRINTED CHECKS | 3 | 52,934.03 |

*** GRAND TOTAL *** 52,934.03

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

| YEAR PER JNL<br>SRC ACCOUNT<br>EFF DATE JNL DESC REF 1 REF 2 REF 3 | ACCOUNT DESC<br>LINE DESC | T OB | DEBIT | CREDIT |
|---|---|---|---|---|
| 2020 2 88 | | | | |
| APP 001-213000 | GENERAL - ACCOUNTS PAYABLE | | 35,934.03 | |
| 02/12/2020 M021220 021220 | AP CASH DISBURSEMENTS JOURNAL | | | |
| APP 635-111100 | CASH | | | 52,934.03 |
| 02/12/2020 M021220 021220 | AP CASH DISBURSEMENTS JOURNAL | | | |
| APP 301-213000 | ACCOUNTS PAYABLE | | 17,000.00 | |
| 02/12/2020 M021220 021220 | AP CASH DISBURSEMENTS JOURNAL | | | |
| | GENERAL LEDGER TOTAL | | 52,934.03 | 52,934.03 |
| APP 631-130000 | DUE TO/FROM CLEARING | | 52,934.03 | |
| 02/12/2020 M021220 021220 | | | | |
| APP 001-130000 | GENERAL - DUE TO/FROM CLEARING | | | 35,934.03 |
| 02/12/2020 M021220 021220 | | | | |
| APP 301-130000 | DUE TO/FROM CLEARING | | | 17,000.00 |
| 02/12/2020 M021220 021220 | | | | |
| | SYSTEM GENERATED ENTRIES TOTAL | | 52,934.03 | 52,934.03 |
| | JOURNAL 2020/02/88 TOTAL | | 105,868.06 | 105,868.06 |

JOURNAL ENTRIES TO BE CREATED

| FUND / ACCOUNT | YEAR | PER | JNL | EFF DATE / ACCOUNT DESCRIPTION | DEBIT | CREDIT |
|---|---|---|---|---|---|---|
| 001 GENERAL FUND | 2020 | 2 | 88 | 02/12/2020 | | |
| 001-130000 | | | | GENERAL - DUE TO/FROM CLEARING | | 35,934.03 |
| 001-213000 | | | | GENERAL - ACCOUNTS PAYABLE | 35,934.03 | |
| | | | | FUND TOTAL | 35,934.03 | 35,934.03 |
| 301 CAPITAL CONSTRUCTION FUND | 2020 | 2 | 88 | 02/12/2020 | | |
| 301-130000 | | | | DUE TO/FROM CLEARING | | 17,000.00 |
| 301-213000 | | | | ACCOUNTS PAYABLE | 17,000.00 | |
| | | | | FUND TOTAL | 17,000.00 | 17,000.00 |
| 631 CLEARING FUND | 2020 | 2 | 88 | 02/12/2020 | | |
| 631-130000 | | | | DUE TO/FROM CLEARING | 52,934.03 | |
| 635-111100 | | | | CASH | | 52,934.03 |
| | | | | FUND TOTAL | 52,934.03 | 52,934.03 |

JOURNAL ENTRIES TO BE CREATED

| FUND | | DUE TO | DUE FROM |
|---|---|---|---|
| 001 | GENERAL FUND | | 35,934.03 |
| 301 | CAPITAL CONSTRUCTION FUND | | 17,000.00 |
| 631 | CLEARING FUND | 52,934.03 | |
| | TOTAL | 52,934.03 | 52,934.03 |

** END OF REPORT - Generated by Carrie L. Freitas **

US Bank - JAN 2020

CF 2/13/20



CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | |
| 352903 | 02/13/2020 | PRTD | 7314 US BANK | 238096 | 12/30/19-JB | 01/27/2020 | | USB0120 | 602.20 |
| Invoice: 12/30/19-JB | | | | | | POL/ALASKA/RT ST LOIS: JB | | | |
| | | | | 602.20 | 53011212 443410 | POLICE - C/E PATROL TRAINING | | | |
| | | | | 238097 | 12/30/19-JB-A | 01/27/2020 | | USB0120 | 1,534.29 |
| Invoice: 12/30/19-JB-A | | | | | | POL/UNION STATION HOTEL/LODGING: JB | | | |
| | | | | 1,534.29 | 53011212 443410 | POLICE - C/E PATROL TRAINING | | | |
| | | | | 238098 | 01/04/20-JB | 01/27/2020 | | USB0120 | 745.26 |
| Invoice: 01/04/20-JB | | | | | | POL/HILTON/LODING: JB | | | |
| | | | | 745.26 | 53011212 443410 | POLICE - C/E PATROL TRAINING | | | |
| | | | | 238099 | 01/04/20-JB-A | 01/27/2020 | | USB0120 | 745.26 |
| Invoice: 01/04/20-JB-A | | | | | | POL/HILTON/LODGING: JB | | | |
| | | | | 745.26 | 53011212 443410 | POLICE - C/E PATROL TRAINING | | | |
| | | | | 238100 | 12/31/19-JB | 01/27/2020 | | USB0120 | 219.11 |
| Invoice: 12/31/19-JB | | | | | | POL/AMAZON/RE-ARM KIT FOR M8 | | | |
| | | | | 219.11 | 54025212 531100 | MARINE - SUPPLIES | | | |
| | | | | 238101 | 01/02/20-JB | 01/27/2020 | | USB0120 | 101.25 |
| Invoice: 01/02/20-JB | | | | | | POL/AMAZON/HOSE FITTING FOR M8 | | | |
| | | | | 101.25 | 54025212 531100 | MARINE - SUPPLIES | | | |
| | | | | 238102 | 01/06/20-JB | 01/27/2020 | | USB0120 | 579.28 |
| Invoice: 01/06/20-JB | | | | | | POL/PORT OF BROWNSVILLE/M8 FUEL | | | |
| | | | | 579.28 | 54025212 532000 | MARINE - FUEL | | | |
| | | | | 238103 | 01/13/20-JB | 01/27/2020 | | USB0120 | 26.15 |
| Invoice: 01/13/20-JB | | | | | | POL/ACE/SHUTOFF MANIFOLD FOR M8 | | | |
| | | | | 26.15 | 54025212 531100 | MARINE - SUPPLIES | | | |
| | | | | 238104 | 01/02/20-CB | 01/27/2020 | | USB0120 | 550.00 |
| Invoice: 01/02/20-CB | | | | | | EXCC/WMCA/ANNUAL CONF: CB | | | |
| | | | | 550.00 | 36011143 443410 | CLERK-GF-TRAINING | | | |
| | | | | 238105 | 01/20/20-CB | 01/27/2020 | | USB0120 | 35.00 |
| Invoice: 01/20/20-CB | | | | | | EXCC/MRSC/WEBINAR: CB | | | |
| | | | | 35.00 | 36011143 443410 | CLERK-GF-TRAINING | | | |
| | | | | 238106 | 12/26/19-BB | 01/27/2020 | | USB0120 | 400.00 |
| Invoice: 12/26/19-BB | | | | | | POL/GLOCK/COURSE REG: JF | | | |
| | | | | 400.00 | 53011212 443410 | POLICE - C/E PATROL TRAINING | | | |
| | | | | 238107 | 12/27/19-BB | 01/27/2020 | | USB0120 | -400.00 |
| Invoice: 12/27/19-BB | | | | | | POL/GLOCK/REG REFUND: JF | | | |
| | | | | -400.00 | 53011212 443410 | POLICE - C/E PATROL TRAINING | | | |
| | | | | 238108 | 12/27/19-BB-A | 01/27/2020 | | USB0120 | 677.85 |
| Invoice: 12/27/19-BB-A | | | | | | POL/TUNA GRAPHICS/PATCHES X200 | | | |
| | | | | 677.85 | 53011212 520000 | POLICE - C/E PATROL BENEFITS | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | INVOICE DTL DESC | | | | |
| | | | | 238109 | 12/27/19-BB-B | 01/27/2020 | | USB0120 | 399.00 |
| Invoice: 12/27/19-BB-B | | | | | POL/NW3C/INTERNET INT REG: EP | | | | |
| | | | | 399.00 | 53011212 443410 POLICE - C/E PATROL TRAINING | | | | |
| | | | | 238110 | 12/30/19-BB | 01/27/2020 | | USB0120 | 1,013.59 |
| Invoice: 12/30/19-BB | | | | | POL/AMAZON/MOTORCYCLE SCANNER | | | | |
| | | | | 1,013.59 | 53011212 531100 PD-C/E-PATROL SUPPLIES | | | | |
| | | | | 238111 | 01/02/20-BB | 01/27/2020 | | USB0120 | 250.00 |
| Invoice: 01/02/20-BB | | | | | POL/GLOCK/BASIC COURSE: JF | | | | |
| | | | | 250.00 | 53011212 443410 POLICE - C/E PATROL TRAINING | | | | |
| | | | | 238112 | 01/03/20-BB | 01/27/2020 | | USB0120 | 730.57 |
| Invoice: 01/03/20-BB | | | | | POL/RUSH ORDER TEES/EVENT, OUTREACH SHIRTS | | | | |
| | | | | 73.00 | 51011211 520000 PD-C/E ADMIN-BENEFITS | | | | |
| | | | | 146.00 | 52011212 520000 POLICE - C/E INVEST BENEFITS | | | | |
| | | | | 511.57 | 53011212 520000 POLICE - C/E PATROL BENEFITS | | | | |
| | | | | 238113 | 01/02/20-BB-A | 01/27/2020 | | USB0120 | 143.85 |
| Invoice: 01/02/20-BB-A | | | | | POL/AMAZON/LATEX GLOVES: PATROL | | | | |
| | | | | 143.85 | 53011212 531100 PD-C/E-PATROL SUPPLIES | | | | |
| | | | | 238114 | 01/05/20-BB | 01/27/2020 | | USB0120 | 58.88 |
| Invoice: 01/05/20-BB | | | | | POL/AMAZON/LATEX GLOVES: EVID | | | | |
| | | | | 58.88 | 51011191 531100 PD-C/E-PROP RM-SUPPLIES | | | | |
| | | | | 238116 | 01/08/20-BB | 01/27/2020 | | USB0120 | 166.80 |
| Invoice: 01/08/20-BB | | | | | POL/USPS/STAMPS | | | | |
| | | | | 166.80 | 91011215 542500 GG-C/E-PD-POSTAGE | | | | |
| | | | | 238117 | 01/10/20-BB | 01/27/2020 | | USB0120 | 2,330.00 |
| Invoice: 01/10/20-BB | | | | | POL/MIT/MARITIME DISTRESS TRNG: TA | | | | |
| | | | | 2,330.00 | 55011757 443410 PD-HARBORMASTER-TRAINING | | | | |
| | | | | 238118 | 01/09/20-BB | 01/27/2020 | | USB0120 | 40.00 |
| Invoice: 01/09/20-BB | | | | | POL/GOOD2GO/TRANSPONDER REPLENISH | | | | |
| | | | | 30.00 | 53011212 543100 PATROL-TRAVEL/MEALS/LODGING | | | | |
| | | | | 10.00 | 53011212 443410 POLICE - C/E PATROL TRAINING | | | | |
| | | | | 238119 | 01/16/20-BB | 01/27/2020 | | USB0120 | 22.00 |
| Invoice: 01/16/20-BB | | | | | POL/WSP/BG CHECK: MARINA APPLICANTS | | | | |
| | | | | 22.00 | 55011757 541100 PD-HARBORMASTER-PROF SVCS | | | | |
| | | | | 238120 | 01/20/20-BB | 01/27/2020 | | USB0120 | 21.78 |
| Invoice: 01/20/20-BB | | | | | POL/AMAZON/MAGNETS | | | | |
| | | | | 21.78 | 54025212 531100 MARINE - SUPPLIES | | | | |
| | | | | 238121 | 01/26/20-BB | 01/27/2020 | | USB0120 | 21.78 |
| Invoice: 01/26/20-BB | | | | | POL/AMAZON/MOUNT ADAPTOR | | | | |
| | | | | 21.78 | 53011212 531100 PD-C/E-PATROL SUPPLIES | | | | |
| | | | | 238122 | 12/31/19-MD | 01/27/2020 | | USB0120 | 64.85 |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | |
| Invoice: 12/31/19-MD | | | | | | IT/AMAZON/SURFACE CHARGERS | | | |
| | | | | 64.85 | 81011881 535500 | IT - C/E COMPUTER PARTS & EQ | | | |
| | | | | 238123 | 01/07/20-MD | 01/27/2020 | | USB0120 | 78.42 |
| Invoice: 01/07/20-MD | | | | | | IT/AMAZON/CELL CASES | | | |
| | | | | 78.42 | 81011881 531100 | IT - C/E SUPPLIES | | | |
| | | | | 238125 | 01/09/20-MD | 01/27/2020 | | USB0120 | 100.00 |
| Invoice: 01/09/20-MD | | | | | | IT/AMAZON/GIFT CARD: MC | | | |
| | | | | 100.00 | 81011881 531100 | IT - C/E SUPPLIES | | | |
| | | | | 238126 | 01/09/20-MD-A | 01/27/2020 | | USB0120 | 54.61 |
| Invoice: 01/09/20-MD-A | | | | | | IT/AMAZON/CELL CASES | | | |
| | | | | 54.61 | 81011881 531100 | IT - C/E SUPPLIES | | | |
| | | | | 238127 | 01/08/20-MD | 01/27/2020 | | USB0120 | 54.62 |
| Invoice: 01/08/20-MD | | | | | | IT/AMAZON/CABLES, ADAPTERS | | | |
| | | | | 54.62 | 81011881 535500 | IT - C/E COMPUTER PARTS & EQ | | | |
| | | | | 238128 | 01/12/20-MD | 01/27/2020 | | USB0120 | 20.69 |
| Invoice: 01/12/20-MD | | | | | | IT/AMAZON/DONGLE | | | |
| | | | | 20.69 | 81011881 531100 | IT - C/E SUPPLIES | | | |
| | | | | 238130 | 01/05/20-MD | 01/27/2020 | | USB0120 | 75.00 |
| Invoice: 01/05/20-MD | | | | | | IT/ACCIS/MEMBERSHIP | | | |
| | | | | 75.00 | 81011881 549100 | IT - C/E MISCELLANEOUS | | | |
| | | | | 238131 | 01/17/20-MD | 01/27/2020 | | USB0120 | -78.42 |
| Invoice: 01/17/20-MD | | | | | | IT/AMAZON/RETURN | | | |
| | | | | -78.42 | 81011881 531100 | IT - C/E SUPPLIES | | | |
| | | | | 238132 | 01/23/20-MD | 01/27/2020 | | USB0120 | 40.30 |
| Invoice: 01/23/20-MD | | | | | | IT/AMAZON/BATTERIES, DONGLE | | | |
| | | | | 40.30 | 81011881 531100 | IT - C/E SUPPLIES | | | |
| | | | | 238133 | 01/23/20-MD-A | 01/27/2020 | | USB0120 | 39.65 |
| Invoice: 01/23/20-MD-A | | | | | | IT/AMAZON/CELL SCREEN PROTECTORS | | | |
| | | | | 39.65 | 81011881 531100 | IT - C/E SUPPLIES | | | |
| | | | | 238134 | 12/27/19-KD | 01/27/2020 | | USB0120 | 249.00 |
| Invoice: 12/27/19-KD | | | | | | EX/CONSTANT CONTACT/MANAGER'S REPORT | | | |
| | | | | 249.00 | 31011572 549100 | OUTREACH DUES, SUBS& MEMBER | | | |
| | | | | 238135 | 01/07/20-KD | 01/27/2020 | | USB0120 | 425.00 |
| Invoice: 01/07/20-KD | | | | | | EX/SVC/GRAPHICS TRAINING: KD | | | |
| | | | | 425.00 | 31011572 443410 | EX-GF-OUTREACH-TRAINING | | | |
| | | | | 238136 | 01/10/20-KD | 01/27/2020 | | USB0120 | 1.00 |
| Invoice: 01/10/20-KD | | | | | | EX/CANVA/GRAPHIC: SCAM ALERT | | | |
| | | | | 1.00 | 31011572 549900 | EX-GF-OUTREACH-MISC | | | |
| | | | | 238137 | 01/20/20-KD | 01/27/2020 | | USB0120 | 29.82 |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | INVOICE DTL DESC | | | | |
| | Invoice: 01/20/20-KD | | | | EX/CENTRAL MARKET/MEAL: KD | | | | |
| | | | | 29.82 | 31011572 443410 EX-GF-OUTREACH-TRAINING | | | | |
| | | | | 238138 | 01/22/20-KD | 01/27/2020 | | USB0120 | 20.49 |
| | Invoice: 01/22/20-KD | | | | EX/WELL 80/MEAL: KD | | | | |
| | | | | 20.49 | 31011572 443410 EX-GF-OUTREACH-TRAINING | | | | |
| | | | | 238139 | 01/22/20-KD-A | 01/27/2020 | | USB0120 | 292.98 |
| | Invoice: 01/22/20-KD-A | | | | EX/RED LION/LODGING: KD | | | | |
| | | | | 292.98 | 31011572 443410 EX-GF-OUTREACH-TRAINING | | | | |
| | | | | 238140 | 01/22/20-KD-B | 01/27/2020 | | USB0120 | 29.68 |
| | Invoice: 01/22/20-KD-B | | | | EX/SHELL/FUEL | | | | |
| | | | | 29.68 | 31011572 443410 EX-GF-OUTREACH-TRAINING | | | | |
| | | | | 238141 | 01/13/20-KD | 01/27/2020 | | USB0120 | 304.02 |
| | Invoice: 01/13/20-KD | | | | FIN/AMAZON/RECYCLE BINS | | | | |
| | | | | 304.02 | 41011141 531100 FIN - C/E ADMIN SUPPLIES | | | | |
| | | | | 238142 | 12/31/19-KE | 01/27/2020 | | USB0120 | 8.71 |
| | Invoice: 12/31/19-KE | | | | POL/PAWS& FINS/K9 TOYS, TREATS | | | | |
| | | | | 8.71 | 53011212 53110000962 TRACKING CANINE-SUPPLIES | | | | |
| | | | | 238143 | 12/31/19-KE-A | 01/27/2020 | | USB0120 | 27.75 |
| | Invoice: 12/31/19-KE-A | | | | POL/PAWS& FINS/K9 TOYS & TREATS | | | | |
| | | | | 27.75 | 53011212 53110000962 TRACKING CANINE-SUPPLIES | | | | |
| | | | | 238144 | 01/03/20-KE | 01/27/2020 | | USB0120 | 85.83 |
| | Invoice: 01/03/20-KE | | | | POL/AMAZON/K9 MAT | | | | |
| | | | | 85.83 | 53011212 53110000962 TRACKING CANINE-SUPPLIES | | | | |
| | | | | 238145 | 01/07/20-KE | 01/27/2020 | | USB0120 | 5.19 |
| | Invoice: 01/07/20-KE | | | | POL/SAFEWAY/K9 SUPPLIES | | | | |
| | | | | 5.19 | 53011212 53110000962 TRACKING CANINE-SUPPLIES | | | | |
| | | | | 238146 | 01/11/20-KE | 01/27/2020 | | USB0120 | 23.86 |
| | Invoice: 01/11/20-KE | | | | POL/MUD BAY/K9 TREATS | | | | |
| | | | | 23.86 | 53011212 53110000962 TRACKING CANINE-SUPPLIES | | | | |
| | | | | 238147 | 01/14/20-KE | 01/27/2020 | | USB0120 | 112.69 |
| | Invoice: 01/14/20-KE | | | | POL/CHEWY/K9 FOOD | | | | |
| | | | | 112.69 | 53011212 53110000962 TRACKING CANINE-SUPPLIES | | | | |
| | | | | 238148 | 01/15/20-KE | 01/27/2020 | | USB0120 | 22.19 |
| | Invoice: 01/15/20-KE | | | | POL/PAWS& FINS/K9 TOYS & TREATS | | | | |
| | | | | 22.19 | 53011212 53110000962 TRACKING CANINE-SUPPLIES | | | | |
| | | | | 238149 | 01/24/20-KE | 01/27/2020 | | USB0120 | 32.21 |
| | Invoice: 01/24/20-KE | | | | POL/PAWS& FINS/K9 TOYS & TREATS | | | | |
| | | | | 32.21 | 53011212 53110000962 TRACKING CANINE-SUPPLIES | | | | |
| | | | | 238150 | 12/28/19-JF | 01/27/2020 | | USB0120 | 191.32 |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | INVOICE DTL DESC | | | | |
| | Invoice: 12/28/19-JF | | | | POL/SURPLUS AMMO/AMMUNITION | | | | |
| | | | | 191.32 | 53011212 531100 PD-C/E-PATROL SUPPLIES | | | | |
| | | | | 238151 | 12/28/19-JF-A | 01/27/2020 | USB0120 | | 8.00 |
| | Invoice: 12/28/19-JF-A | | | | POL/GALLOWAY PRECISION/SIGHT | | | | |
| | | | | 8.00 | 53011212 531100 PD-C/E-PATROL SUPPLIES | | | | |
| | | | | 238152 | 01/04/20-CK | 01/27/2020 | USB0120 | | 25.00 |
| | Invoice: 01/04/20-CK | | | | POL/CIT INTL/MEMBERSHIP DUES | | | | |
| | | | | 25.00 | 53011212 549100 PD-C/E-PATROL-DUES/SUBCR/MEMBR | | | | |
| | | | | 238153 | 12/27/19-RL | 01/27/2020 | USB0120 | | 34.36 |
| | Invoice: 12/27/19-RL | | | | CC/NAMETAG COUNTRY/KH, MP | | | | |
| | | | | 34.36 | 11011116 531100 COUNCIL - SUPPLIES | | | | |
| | | | | 238154 | 01/09/20-RL | 01/27/2020 | USB0120 | | 32.76 |
| | Invoice: 01/09/20-RL | | | | CC/NAMETAG COUNTRY/LS, RN | | | | |
| | | | | 32.76 | 11011116 531100 COUNCIL - SUPPLIES | | | | |
| | | | | 238155 | 12/30/19-AL | 01/27/2020 | USB0120 | | 375.43 |
| | Invoice: 12/30/19-AL | | | | HR/AMAZON/SAFETY COMMITTEE SUPPLIES | | | | |
| | | | | 375.43 | 33011612 531100 HR-GF-SAFETY COMM-SUPPLIES | | | | |
| | | | | 238156 | 12/30/19-AL-A | 01/27/2020 | USB0120 | | 790.10 |
| | Invoice: 12/30/19-AL-A | | | | HR/AMAZON/SAFETY COMMITTEE SUPPLIES | | | | |
| | | | | 790.10 | 33011612 531100 HR-GF-SAFETY COMM-SUPPLIES | | | | |
| | | | | 238157 | 12/31/19-AL | 01/27/2020 | USB0120 | | 2,066.00 |
| | Invoice: 12/31/19-AL | | | | HR/MY MEDIC/SAFETY COMMITTEE SUPPLIES | | | | |
| | | | | 2,066.00 | 33011612 531100 HR-GF-SAFETY COMM-SUPPLIES | | | | |
| | | | | 238158 | 12/31/19-AL-A | 01/27/2020 | USB0120 | | 444.03 |
| | Invoice: 12/31/19-AL-A | | | | EX/E-SAFETY SUPPLY/HUB SUPPLIES | | | | |
| | | | | 444.03 | 31011256 531100 EX-GF-EMERG PREP-SUPPLIES | | | | |
| | | | | 238159 | 12/31/19-AL-B | 01/27/2020 | USB0120 | | 231.59 |
| | Invoice: 12/31/19-AL-B | | | | EX/AMAZON/CERT SUPPLIES | | | | |
| | | | | 231.59 | 31011256 531100 EX-GF-EMERG PREP-SUPPLIES | | | | |
| | | | | 238160 | 01/02/20-AL | 01/27/2020 | USB0120 | | 18.52 |
| | Invoice: 01/02/20-AL | | | | EX/AMAZON/OFFICE SUPPLIES | | | | |
| | | | | 18.52 | 31011256 531100 EX-GF-EMERG PREP-SUPPLIES | | | | |
| | | | | 238161 | 01/06/20-AL | 01/27/2020 | USB0120 | | 472.46 |
| | Invoice: 01/06/20-AL | | | | EX/AMAZON/HUB SUPPLIES | | | | |
| | | | | 472.46 | 31011256 531100 EX-GF-EMERG PREP-SUPPLIES | | | | |
| | | | | 238162 | 01/21/20-AL | 01/27/2020 | USB0120 | | 237.50 |
| | Invoice: 01/21/20-AL | | | | EX/ROTARY/QTRLY DUES | | | | |
| | | | | 237.50 | 31011256 549100 EX-GF-EMERG PREP-DUES/SUBSCRIP | | | | |
| | | | | 238163 | 01/21/20-AL-A | 01/27/2020 | USB0120 | | 31.60 |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | INVOICE DTL DESC | | | | |
| Invoice: 01/21/20-AL-A | | | | | EX/ACE/TRAILER LOCK | | | | |
| | | | | 31.60 | 31011256 531100 | EX-GF-EMERG PREP-SUPPLIES | | | |
| | | | | 238164 | 01/19/20-RL | 01/27/2020 | USB0120 | | 198.58 |
| Invoice: 01/19/20-RL | | | | | FIN/PERSONAL USE ERROR: CK 3455 | | | | |
| | | | | 198.58 | 41011141 531100 | FIN - C/E ADMIN SUPPLIES | | | |
| | | | | 238165 | 01/02/20-CL | 01/27/2020 | USB0120 | | 21.25 |
| Invoice: 01/02/20-CL | | | | | PCD/CLICK2MAIL/LEGAL NOTICES | | | | |
| | | | | 21.25 | 63470586 544000 | CUR-DEV-ZONING-ADV | | | |
| | | | | 238166 | 01/09/20-CL | 01/27/2020 | USB0120 | | 25.66 |
| Invoice: 01/09/20-CL | | | | | PCD/AMAZON/2020 CALENDAR | | | | |
| | | | | 25.66 | 61011581 531100 | PCD - C/E ADMIN SUPPLIES | | | |
| | | | | 238167 | 01/10/20-CL | 01/27/2020 | USB0120 | | 23.02 |
| Invoice: 01/10/20-CL | | | | | PCD/AMAZON/BACK SUPPORT | | | | |
| | | | | 23.02 | 61011581 531100 | PCD - C/E ADMIN SUPPLIES | | | |
| | | | | 238168 | 01/10/20-CL-A | 01/27/2020 | USB0120 | | 60.54 |
| Invoice: 01/10/20-CL-A | | | | | PCD/CLICK2MAIL/LEGAL NOTICES | | | | |
| | | | | 60.54 | 63470586 544000 | CUR-DEV-ZONING-ADV | | | |
| | | | | 238169 | 01/02/20-DM | 01/27/2020 | USB0120 | | 1,821.35 |
| Invoice: 01/02/20-DM | | | | | PW/TEC/#4 REPAIR | | | | |
| | | | | 1,821.35 | 73431835 548100 | REPAIRS & MAINTENANCE | | | |
| | | | | 238170 | 01/09/20-DM | 01/27/2020 | USB0120 | | 1,033.59 |
| Invoice: 01/09/20-DM | | | | | PW/TEC/#4 PARTS | | | | |
| | | | | 1,033.59 | 73431835 531100 | OFFICE SUPPLIES | | | |
| | | | | 238171 | 01/09/20-DM-A | 01/27/2020 | USB0120 | | 29.46 |
| Invoice: 01/09/20-DM-A | | | | | PW/UNITED SIGN/FUEL YARD SIGNS | | | | |
| | | | | 29.46 | 73311448 63110000811 | O&M FUEL SYS CAP IMPR-SUPPLIES | | | |
| | | | | 238172 | 01/08/20-EP | 01/27/2020 | USB0120 | | 38.45 |
| Invoice: 01/08/20-EP | | | | | POL/STAPLES/OFFICE SUPPLIES | | | | |
| | | | | 38.45 | 52011212 531100 | POLICE - C/E INVEST SUPPLIES | | | |
| | | | | 238173 | 12/31/19-AP | 01/27/2020 | USB0120 | | 326.99 |
| Invoice: 12/31/19-AP | | | | | CE/BEST BUY/CAMERA | | | | |
| | | | | 326.99 | 65470597 531100 | CODE - DEV OFFICE SUPPLIES | | | |
| | | | | 238174 | 01/01/20-JR | 01/27/2020 | USB0120 | | 900.00 |
| Invoice: 01/01/20-JR | | | | | PCD/STORAGE 98110/ARCHIVE STORAGE | | | | |
| | | | | 900.00 | 61470581 545000 | PCD - DEV ADMIN RENTS & LEASES | | | |
| | | | | 238175 | 12/27/19-JR | 01/27/2020 | USB0120 | | 35.96 |
| Invoice: 12/27/19-JR | | | | | PCD/AMAZON/FILE CART | | | | |
| | | | | 35.96 | 61011581 531100 | PCD - C/E ADMIN SUPPLIES | | | |
| | | | | 238176 | 01/24/20-JR | 01/27/2020 | USB0120 | | 16.33 |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | INVOICE DTL DESC | | | | |
| Invoice: 01/24/20-JR | | | | | PCD/AMAZON/FLAGS | | | | |
| | | | | 16.33 | 61011581 531100 PCD - C/E ADMIN SUPPLIES | | | | |
| | | | | 238177 | 01/26/20-WS | 01/27/2020 | USB0120 | | 39.64 |
| Invoice: 01/26/20-WS | | | | | POL/AMAZON/S&W LEVER LOCK | | | | |
| | | | | 39.64 | 53011212 531100 PD-C/E-PATROL SUPPLIES | | | | |
| | | | | 238178 | 01/17/20-CS | 01/27/2020 | USB0120 | | 24.37 |
| Invoice: 01/17/20-CS | | | | | POL/WALMART/ACADEMY SUPPLIES | | | | |
| | | | | 24.37 | 51011211 53110000589 PD-COMM OUTREACH-SUPPLIES | | | | |
| | | | | 238179 | 01/17/20-CS-A | 01/27/2020 | USB0120 | | 193.03 |
| Invoice: 01/17/20-CS-A | | | | | POL/AMAZON/ACADEMY SUPPLIES | | | | |
| | | | | 193.03 | 51011211 53110000589 PD-COMM OUTREACH-SUPPLIES | | | | |
| | | | | 238180 | 01/17/20-TD | 01/27/2020 | USB0120 | | 39.76 |
| Invoice: 01/17/20-TD | | | | | CRT/CRYSTAL SPRINGS/WATER SERVICE | | | | |
| | | | | 39.76 | 21011125 531100 COURT - SUPPLIES | | | | |
| | | | | 238181 | 01/24/20-TD | 01/27/2020 | USB0120 | | 135.00 |
| Invoice: 01/24/20-TD | | | | | CRT/NACM/MEMBERSHIP | | | | |
| | | | | 135.00 | 21011125 549100 COURT-DUES/SUBSCR/MEMBERSHIPS | | | | |
| | | | | 238182 | 01/09/20-KB | 01/27/2020 | USB0120 | | 225.00 |
| Invoice: 01/09/20-KB | | | | | HR/NPELRA/ANNUAL MEMBERSHIP | | | | |
| | | | | 225.00 | 33011161 549100 HR-C/E-DUES & SUBSCRIPTIONS | | | | |
| | | | | 238183 | 01/17/20-KB | 01/27/2020 | USB0120 | | 379.08 |
| Invoice: 01/17/20-KB | | | | | HR/AMAZON/OFFICE CHAIRS | | | | |
| | | | | 379.08 | 31011131 531100 EX-GF-SUPPLIES | | | | |
| | | | | 238184 | 01/22/20-KB | 01/27/2020 | USB0120 | | 420.00 |
| Invoice: 01/22/20-KB | | | | | HR/ASCE/AD: CAP ENG MGR | | | | |
| | | | | 420.00 | 33011161 544000 HR-C/E-ADVERTISING | | | | |
| | | | | 238185 | 01/23/20-KB | 01/27/2020 | USB0120 | | 90.00 |
| Invoice: 01/23/20-KB | | | | | HR/CRAIGSLIST/AD: CAP ENG MGR | | | | |
| | | | | 90.00 | 33011161 544000 HR-C/E-ADVERTISING | | | | |
| | | | | 238186 | 01/15/20-MS | 01/27/2020 | USB0120 | | 1,400.00 |
| Invoice: 01/15/20-MS | | | | | EX/ICMA/MEMBERSHIP: MS | | | | |
| | | | | 1,400.00 | 31011131 549100 EX-GF-DUES/SUBCR/MEMBERSH | | | | |
| | | | | 238187 | 12/30/19-KJ | 01/27/2020 | USB0120 | | 22.10 |
| Invoice: 12/30/19-KJ | | | | | CC/DINN BROS/NAMEPLATES | | | | |
| | | | | 22.10 | 11011116 531100 COUNCIL - SUPPLIES | | | | |
| | | | | 238188 | 01/10/20-KJ | 01/27/2020 | USB0120 | | 9.60 |
| Invoice: 01/10/20-KJ | | | | | CC/DINN BROS/NAMEPLATE (MAYOR) | | | | |
| | | | | 9.60 | 11011116 531100 COUNCIL - SUPPLIES | | | | |
| | | | | 238189 | 01/14/20-KJ | 01/27/2020 | USB0120 | | 7,163.00 |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | |
| Invoice: 01/14/20-KJ | | | | 7,163.00 | 36011143 545000 | EXCC/BI SELF STORAGE/OFFSITE ARCHIVE<br>CLERK-RENTS | | | |
| | | | | 238190 | 01/16/20-KJ | 01/27/2020 | | USB0120 | 79.74 |
| Invoice: 01/16/20-KJ | | | | 79.74 | 11011116 443410 | CC/BROWN PAPER TIX/KEDA BKFST: JD<br>COUNCIL - TRAINING | | | |
| | | | | 238191 | 01/16/20-KJ-A | 01/27/2020 | | USB0120 | -79.74 |
| Invoice: 01/16/20-KJ-A | | | | -79.74 | 11011116 443410 | CC/BROWN PAPER TIX/KEDA BKFST: JD REVS<br>COUNCIL - TRAINING | | | |
| | | | | 238192 | 01/16/20-KJ-B | 01/27/2020 | | USB0120 | 63.99 |
| Invoice: 01/16/20-KJ-B | | | | 63.99 | 11011116 443410 | CC/BROWN PAPER TIX/KEDA BKFST: JD<br>COUNCIL - TRAINING | | | |
| | | | | 238193 | 01/22/20-KJ | 01/27/2020 | | USB0120 | 8.67 |
| Invoice: 01/22/20-KJ | | | | 8.67 | 36011143 531100 | EXCC/SAFEWAY/ORMCA MEETING<br>CLERK-C/E SUPPLIES | | | |
| | | | | 238194 | 01/24/20-KJ | 01/27/2020 | | USB0120 | 25.00 |
| Invoice: 01/24/20-KJ | | | | 25.00 | 11011116 443410 | CC/CLEAN TECH ALL/REG: JD<br>COUNCIL - TRAINING | | | |
| | | | | 238195 | 01/24/20-KJ-A | 01/27/2020 | | USB0120 | 91.81 |
| Invoice: 01/24/20-KJ-A | | | | 91.81 | 11011116 443410 | CC/PSGI/REG: JD<br>COUNCIL - TRAINING | | | |
| | | | | 238196 | 01/06/20-ES | 01/27/2020 | | USB0120 | 315.00 |
| Invoice: 01/06/20-ES | | | | 315.00 | 31011131 549100 | EX/WCMA/MEMBERSHIP<br>EX-GF-DUES/SUBCR/MEMBERSH | | | |
| | | | | 238197 | 01/06/20-ES-A | 01/27/2020 | | USB0120 | 1,110.00 |
| Invoice: 01/06/20-ES-A | | | | 1,110.00 | 31011131 549100 | EX/ICMA/MEMBERSHIP<br>EX-GF-DUES/SUBCR/MEMBERSH | | | |
| | | | | 238198 | 01/02/20-KS | 01/27/2020 | | USB0120 | 100.00 |
| Invoice: 01/02/20-KS | | | | 100.00 | 41011141 549100 | FIN/WFOA/MEMBERSHIP: KS<br>FIN-C/E-DUES, SUBS,MEMBERSHIPS | | | |
| | | | | 238199 | 01/02/20-KS-A | 01/27/2020 | | USB0120 | -25.00 |
| Invoice: 01/02/20-KS-A | | | | -25.00 | 41011141 549100 | FIN/WFOA/MEMBERSHIP CREDIT<br>FIN-C/E-DUES, SUBS,MEMBERSHIPS | | | |
| | | | | 238200 | 12/30/19-KG | 01/27/2020 | | USB0120 | 33.77 |
| Invoice: 12/30/19-KG | | | | 33.77 | 72431831 531100 | ENG/AMAZON/TABLET CASE<br>ENG - SSWM ADM SUPPLIES | | | |
| | | | | 238201 | 12/30/19-KG-A | 01/27/2020 | | USB0120 | 75.68 |
| Invoice: 12/30/19-KG-A | | | | 75.68 | 72111431 531100 | PW/AMAZON/TABLET C ASE<br>ENG - ACCESS MGMT SUPPLIES | | | |
| | | | | 238202 | 12/30/19-KG-B | 01/27/2020 | | USB0120 | 596.35 |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | INVOICE DTL DESC | | | | | | |
| | | | | Invoice: 12/30/19-KG-B | | | | | | |
| | | | | ENG/BATTERY SYST/BATTERIES | | | | | | |
| | | | | 596.35 72431832 53110000809 WTR QUAL & FLOW MONIT-SUPPLIES | | | | | | |
| | | | | | 238203 | 12/31/19-KG | 01/27/2020 | USB0120 | | 320.46 |
| | | | | Invoice: 12/31/19-KG | | | | | | |
| | | | | ENG/NEW PIG/FILTER SOCK-SKIMMER | | | | | | |
| | | | | 320.46 72431832 53110000809 WTR QUAL & FLOW MONIT-SUPPLIES | | | | | | |
| | | | | | 238204 | 01/24/20-KG | 01/27/2020 | USB0120 | | 1,007.00 |
| | | | | Invoice: 01/24/20-KG | | | | | | |
| | | | | ENG/IOTE/MEMBERSHIP: MM, MEDIA | | | | | | |
| | | | | 695.00 72111431 531100 ENG - ACCESS MGMT SUPPLIES | | | | | | |
| | | | | 312.00 72111431 549100 ENG - ACCESS MGMT MISC | | | | | | |
| | | | | | 238205 | 01/25/20-KG | 01/27/2020 | USB0120 | | 27.80 |
| | | | | Invoice: 01/25/20-KG | | | | | | |
| | | | | PW/AMAZON/OFFICE SUPPLIES | | | | | | |
| | | | | 27.80 73011183 531100 O&M-C/E-CH FAC-SUPPLIES | | | | | | |
| | | | | | 238206 | 12/27/19-CK | 01/27/2020 | USB0120 | | 456.31 |
| | | | | Invoice: 12/27/19-CK | | | | | | |
| | | | | PW/AMAZON/STORAGE LOCKER | | | | | | |
| | | | | 456.31 73637891 531100 OFFICE SUPPLIES | | | | | | |
| | | | | | 238207 | 01/06/20-CK | 01/27/2020 | USB0120 | | 500.00 |
| | | | | Invoice: 01/06/20-CK | | | | | | |
| | | | | PW/APWA/NWPWI EVENT: RN | | | | | | |
| | | | | 500.00 73637891 443410 O&M-ALLOC ADM-TRAINING EXP | | | | | | |
| | | | | | 238208 | 01/20/20-CK | 01/27/2020 | USB0120 | | 216.91 |
| | | | | Invoice: 01/20/20-CK | | | | | | |
| | | | | PW/AMAZON/OFFICE CHAIR | | | | | | |
| | | | | 216.91 73637891 531100 OFFICE SUPPLIES | | | | | | |
| | | | | | 238209 | 01/15/20-CK | 01/27/2020 | USB0120 | | 16.34 |
| | | | | Invoice: 01/15/20-CK | | | | | | |
| | | | | PW/ADOBE/MONTHLY SUBX | | | | | | |
| | | | | 16.34 73411345 549100 DUES/SUBSCRIPTIONS | | | | | | |
| | | | | | 238210 | 01/16/20-CK | 01/27/2020 | USB0120 | | 259.19 |
| | | | | Invoice: 01/16/20-CK | | | | | | |
| | | | | PW/TEC/#4 PARTS | | | | | | |
| | | | | 259.19 73431835 531100 OFFICE SUPPLIES | | | | | | |
| | | | | | 238211 | 01/06/20-AP | 01/27/2020 | USB0120 | | 105.00 |
| | | | | Invoice: 01/06/20-AP | | | | | | |
| | | | | CE/FACE/CERT RENEW | | | | | | |
| | | | | 105.00 65470597 549100 CODE - DEV DUES/SUBSCRIPTIONS | | | | | | |
| | | | | | 238212 | 01/06/20-AP-A | 01/27/2020 | USB0120 | | 50.00 |
| | | | | Invoice: 01/06/20-AP-A | | | | | | |
| | | | | CE/FACE/ANNUAL DUES | | | | | | |
| | | | | 50.00 65470597 549100 CODE - DEV DUES/SUBSCRIPTIONS | | | | | | |
| | | | | | 238213 | 01/09/20-AP | 01/27/2020 | USB0120 | | 41.36 |
| | | | | Invoice: 01/09/20-AP | | | | | | |
| | | | | CE/BEST BUY/MEMORY CARD, CASE | | | | | | |
| | | | | 41.36 65470597 531100 CODE - DEV OFFICE SUPPLIES | | | | | | |
| | | | | | 238214 | 01/22/20-AP | 01/27/2020 | USB0120 | | 13.07 |
| | | | | Invoice: 01/22/20-AP | | | | | | |
| | | | | CE/ACE/GFCI TESTER | | | | | | |
| | | | | 13.07 65470597 531100 CODE - DEV OFFICE SUPPLIES | | | | | | |

CHECK 352903 TOTAL: 38,173.18

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 38,173.18

| | COUNT | AMOUNT |
|---|---|---|
| TOTAL PRINTED CHECKS | 1 | 38,173.18 |

*** GRAND TOTAL *** 38,173.18

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

| YEAR PER JNL / SRC ACCOUNT / EFF DATE / JNL DESC / REF 1 / REF 2 / REF 3 | ACCOUNT DESC / LINE DESC | T | OB | DEBIT | CREDIT |
|---|---|---|---|---|---|
| 2020 2 122 | | | | | |
| APP 001-213000 | GENERAL - ACCOUNTS PAYABLE | | | 30,288.56 | |
| 02/13/2020 USB0120 USBANK | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 635-111100 | CASH | | | | 38,173.18 |
| 02/13/2020 USB0120 USBANK | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 407-213000 | ACCOUNTS PAYABLE | | | 1,518.21 | |
| 02/13/2020 USB0120 USBANK | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 403-213000 | ACCOUNTS PAYABLE | | | 4,064.71 | |
| 02/13/2020 USB0120 USBANK | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 301-213000 | ACCOUNTS PAYABLE | | | 29.46 | |
| 02/13/2020 USB0120 USBANK | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 101-213000 | STREETS - ACCOUNTS PAYABLE | | | 1,082.68 | |
| 02/13/2020 USB0120 USBANK | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 631-213000 | ACCOUNTS PAYABLE | | | 1,173.22 | |
| 02/13/2020 USB0120 USBANK | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 401-213000 | ACCOUNTS PAYABLE | | | 16.34 | |
| 02/13/2020 USB0120 USBANK | AP CASH DISBURSEMENTS JOURNAL | | | | |
| | GENERAL LEDGER TOTAL | | | 38,173.18 | 38,173.18 |
| APP 631-130000 | DUE TO/FROM CLEARING | | | 36,999.96 | |
| 02/13/2020 USB0120 USBANK | | | | | |
| APP 001-130000 | GENERAL - DUE TO/FROM CLEARING | | | | 30,288.56 |
| 02/13/2020 USB0120 USBANK | | | | | |
| APP 407-130000 | DUE TO/FROM CLEARING | | | | 1,518.21 |
| 02/13/2020 USB0120 USBANK | | | | | |
| APP 403-130000 | DUE TO/FROM CLEARING | | | | 4,064.71 |
| 02/13/2020 USB0120 USBANK | | | | | |
| APP 301-130000 | DUE TO/FROM CLEARING | | | | 29.46 |
| 02/13/2020 USB0120 USBANK | | | | | |
| APP 101-130000 | STREETS - DUE TO/FROM CLEARING | | | | 1,082.68 |
| 02/13/2020 USB0120 USBANK | | | | | |
| APP 401-130000 | DUE TO/FROM CLEARING | | | | 16.34 |
| 02/13/2020 USB0120 USBANK | | | | | |
| | SYSTEM GENERATED ENTRIES TOTAL | | | 36,999.96 | 36,999.96 |
| | JOURNAL 2020/02/122 TOTAL | | | 75,173.14 | 75,173.14 |

JOURNAL ENTRIES TO BE CREATED

| FUND / ACCOUNT | YEAR | PER | JNL | EFF DATE / ACCOUNT DESCRIPTION | DEBIT | CREDIT |
|---|---|---|---|---|---|---|
| 001 GENERAL FUND | 2020 | 2 | 122 | 02/13/2020 | | |
| 001-130000 | | | | GENERAL - DUE TO/FROM CLEARING | | 30,288.56 |
| 001-213000 | | | | GENERAL - ACCOUNTS PAYABLE | 30,288.56 | |
| | | | | FUND TOTAL | 30,288.56 | 30,288.56 |
| 101 STREET FUND | 2020 | 2 | 122 | 02/13/2020 | | |
| 101-130000 | | | | STREETS - DUE TO/FROM CLEARING | | 1,082.68 |
| 101-213000 | | | | STREETS - ACCOUNTS PAYABLE | 1,082.68 | |
| | | | | FUND TOTAL | 1,082.68 | 1,082.68 |
| 301 CAPITAL CONSTRUCTION FUND | 2020 | 2 | 122 | 02/13/2020 | | |
| 301-130000 | | | | DUE TO/FROM CLEARING | | 29.46 |
| 301-213000 | | | | ACCOUNTS PAYABLE | 29.46 | |
| | | | | FUND TOTAL | 29.46 | 29.46 |
| 401 WATER OPERATING FUND | 2020 | 2 | 122 | 02/13/2020 | | |
| 401-130000 | | | | DUE TO/FROM CLEARING | | 16.34 |
| 401-213000 | | | | ACCOUNTS PAYABLE | 16.34 | |
| | | | | FUND TOTAL | 16.34 | 16.34 |
| 403 STORM & SURFACE WATER FUND | 2020 | 2 | 122 | 02/13/2020 | | |
| 403-130000 | | | | DUE TO/FROM CLEARING | | 4,064.71 |
| 403-213000 | | | | ACCOUNTS PAYABLE | 4,064.71 | |
| | | | | FUND TOTAL | 4,064.71 | 4,064.71 |
| 407 BUILDING & DEVELOPMENT FUND | 2020 | 2 | 122 | 02/13/2020 | | |
| 407-130000 | | | | DUE TO/FROM CLEARING | | 1,518.21 |
| 407-213000 | | | | ACCOUNTS PAYABLE | 1,518.21 | |
| | | | | FUND TOTAL | 1,518.21 | 1,518.21 |
| 631 CLEARING FUND | 2020 | 2 | 122 | 02/13/2020 | | |
| 631-130000 | | | | DUE TO/FROM CLEARING | 36,999.96 | |
| 631-213000 | | | | ACCOUNTS PAYABLE | 1,173.22 | |
| 635-111100 | | | | CASH | | 38,173.18 |
| | | | | FUND TOTAL | 38,173.18 | 38,173.18 |

JOURNAL ENTRIES TO BE CREATED

| FUND | | DUE TO | DUE FROM |
|---|---|---|---|
| 001 | GENERAL FUND | | 30,288.56 |
| 101 | STREET FUND | | 1,082.68 |
| 301 | CAPITAL CONSTRUCTION FUND | | 29.46 |
| 401 | WATER OPERATING FUND | | 16.34 |
| 403 | STORM & SURFACE WATER FUND | | 4,064.71 |
| 407 | BUILDING & DEVELOPMENT FUND | | 1,518.21 |
| 631 | CLEARING FUND | 36,999.96 | |
| | TOTAL | 36,999.96 | 36,999.96 |

** END OF REPORT - Generated by Carrie L. Freitas **

Manual
CF 2/14/20



CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| 352904 | 02/14/2020 | PRTD | 7451 | GOOD TO GO! | 238222 | TB-200587933 | 01/20/2020 | M021320 | | 7.00 |
| Invoice: TB-200587933 | | | | | | EX/TOLL: K. DREW TRAINING | | | | |
| | | | | | 7.00 | 31011572 443410 EX-GF-OUTREACH-TRAINING | | | | |
| | | | | | | | CHECK 352904 TOTAL: | | | 7.00 |
| 352905 | 02/14/2020 | PRTD | 1971 | KELLEY IMAGING SYSTE | 238221 | 26339592 | 01/22/2020 | M021320 | | 312.16 |
| Invoice: 26339592 | | | | | | ENG/E-STUDIO4505AC LEASE | | | | |
| | | | | | 312.16 | 72011321 545000 ENG - C/E ADMIN RENTS & LEASES | | | | |
| | | | | | | | CHECK 352905 TOTAL: | | | 312.16 |
| 352906 | 02/14/2020 | PRTD | 1205 | PUGET SOUND ENERGY | 238223 | 3319JAN20 | 02/07/2020 | M021320 | | 27.51 |
| Invoice: 3319JAN20 | | | | | | PW/CASEY ST WATER | | | | |
| | | | | | 27.51 | 73416345 547100 CASEY STREET WTR-ELECTRICITY | | | | |
| | | | | | 238224 | 9932JAN20 | 02/07/2020 | M021320 | | 10.43 |
| Invoice: 9932JAN20 | | | | | | 184 WINSLOW WAY E | | | | |
| | | | | | 10.43 | 91011739 547100 COMM EVENTS-ELECTRICITY | | | | |
| | | | | | | | CHECK 352906 TOTAL: | | | 37.94 |

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 357.10

| | COUNT | AMOUNT |
|---|---|---|
| TOTAL PRINTED CHECKS | 3 | 357.10 |

*** GRAND TOTAL *** 357.10

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

| YEAR PER JNL<br>SRC ACCOUNT<br>EFF DATE JNL DESC REF 1 REF 2 REF 3 | ACCOUNT DESC<br>LINE DESC | T OB | DEBIT | CREDIT |
|---|---|---|---|---|
| 2020 2 156 | | | | |
| APP 001-213000 | GENERAL - ACCOUNTS PAYABLE | | 329.59 | |
| 02/14/2020 M021320 021420 | AP CASH DISBURSEMENTS JOURNAL | | | |
| APP 635-111100 | CASH | | | 357.10 |
| 02/14/2020 M021320 021420 | AP CASH DISBURSEMENTS JOURNAL | | | |
| APP 401-213000 | ACCOUNTS PAYABLE | | 27.51 | |
| 02/14/2020 M021320 021420 | AP CASH DISBURSEMENTS JOURNAL | | | |
| | GENERAL LEDGER TOTAL | | 357.10 | 357.10 |
| APP 631-130000 | DUE TO/FROM CLEARING | | 357.10 | |
| 02/14/2020 M021320 021420 | | | | |
| APP 001-130000 | GENERAL - DUE TO/FROM CLEARING | | | 329.59 |
| 02/14/2020 M021320 021420 | | | | |
| APP 401-130000 | DUE TO/FROM CLEARING | | | 27.51 |
| 02/14/2020 M021320 021420 | | | | |
| | SYSTEM GENERATED ENTRIES TOTAL | | 357.10 | 357.10 |
| | JOURNAL 2020/02/156 TOTAL | | 714.20 | 714.20 |

JOURNAL ENTRIES TO BE CREATED

| FUND / ACCOUNT | YEAR | PER | JNL | EFF DATE / ACCOUNT DESCRIPTION | DEBIT | CREDIT |
|---|---|---|---|---|---|---|
| 001 GENERAL FUND | 2020 | 2 | 156 | 02/14/2020 | | |
| 001-130000 | | | | GENERAL - DUE TO/FROM CLEARING | | 329.59 |
| 001-213000 | | | | GENERAL - ACCOUNTS PAYABLE | 329.59 | |
| | | | | FUND TOTAL | 329.59 | 329.59 |
| 401 WATER OPERATING FUND | 2020 | 2 | 156 | 02/14/2020 | | |
| 401-130000 | | | | DUE TO/FROM CLEARING | | 27.51 |
| 401-213000 | | | | ACCOUNTS PAYABLE | 27.51 | |
| | | | | FUND TOTAL | 27.51 | 27.51 |
| 631 CLEARING FUND | 2020 | 2 | 156 | 02/14/2020 | | |
| 631-130000 | | | | DUE TO/FROM CLEARING | 357.10 | |
| 635-111100 | | | | CASH | | 357.10 |
| | | | | FUND TOTAL | 357.10 | 357.10 |

JOURNAL ENTRIES TO BE CREATED

| FUND | | DUE TO | DUE FROM |
|---|---|---|---|
| 001 | GENERAL FUND | | 329.59 |
| 401 | WATER OPERATING FUND | | 27.51 |
| 631 | CLEARING FUND | 357.10 | |
| | TOTAL | 357.10 | 357.10 |

** END OF REPORT - Generated by Carrie L. Freitas **

Manual
CF 2/20/20



CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| 352907 | 02/20/2020 | PRTD | 551 | CENTURYLINK | 238437 | 5996FEB20 | 02/07/2020 | | M022020 | 86.52 |
| Invoice: 5996FEB20 | | | | | | | E-PHONE @ WFP DOCK | | | |
| | | | | | 86.52 | 91011757 542100 | GG-GF-WFP DOCK-PHONE | | | |
| Invoice: 4953FEB20 | | | | | 238438 | 4953FEB20 | 02/07/2020 | | M022020 | 66.98 |
| | | | | | | | 310 MADISON AVE SLS TELEM | | | |
| | | | | | 66.98 | 91421891 542100 | GG-SWR-FAC-PHONE | | | |
| Invoice: 8834FEB20 | | | | | 238439 | 8834FEB20 | 02/04/2020 | | M022020 | 71.98 |
| | | | | | | | 259 FERNCLIFF PRV TELEM | | | |
| | | | | | 71.98 | 91411891 542100 | GG-WTR-FAC-PHONE | | | |
| | | | | | | | CHECK | 352907 TOTAL: | | 225.48 |
| 352908 | 02/20/2020 | PRTD | 5035 | COLUMBIA FORD | 238442 | 3-L709 H272 | 02/20/2020 | 21900047 | M022020 | 42,061.37 |
| Invoice: 3-L709 H272 | | | | | | | 2020 FORD POLICE INTERCEPTOR S | | | |
| | | | | | 42,061.37 | 53011421 66400000970 | PD-2019 VEH REPLACEMENT | | | |
| | | | | | | | CHECK | 352908 TOTAL: | | 42,061.37 |
| | | | | | | NUMBER OF CHECKS 2 | *** CASH ACCOUNT TOTAL *** | | | 42,286.85 |

| | COUNT | AMOUNT |
|---|---|---|
| TOTAL PRINTED CHECKS | 2 | 42,286.85 |

*** GRAND TOTAL *** 42,286.85

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

| YEAR PER JNL / SRC ACCOUNT / EFF DATE / JNL DESC / REF 1 / REF 2 / REF 3 | ACCOUNT DESC / LINE DESC | T | OB | DEBIT | CREDIT |
|---|---|---|---|---|---|
| 2020 2 207 | | | | | |
| APP 001-213000 | GENERAL - ACCOUNTS PAYABLE | | | 42,147.89 | |
| 02/20/2020 M022020 022020 | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 635-111100 | CASH | | | | 42,286.85 |
| 02/20/2020 M022020 022020 | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 402-213000 | ACCOUNTS PAYABLE | | | 66.98 | |
| 02/20/2020 M022020 022020 | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 401-213000 | ACCOUNTS PAYABLE | | | 71.98 | |
| 02/20/2020 M022020 022020 | AP CASH DISBURSEMENTS JOURNAL | | | | |
| | GENERAL LEDGER TOTAL | | | 42,286.85 | 42,286.85 |
| APP 631-130000 | DUE TO/FROM CLEARING | | | 42,286.85 | |
| 02/20/2020 M022020 022020 | | | | | |
| APP 001-130000 | GENERAL - DUE TO/FROM CLEARING | | | | 42,147.89 |
| 02/20/2020 M022020 022020 | | | | | |
| APP 402-130000 | DUE TO/FROM CLEARING | | | | 66.98 |
| 02/20/2020 M022020 022020 | | | | | |
| APP 401-130000 | DUE TO/FROM CLEARING | | | | 71.98 |
| 02/20/2020 M022020 022020 | | | | | |
| | SYSTEM GENERATED ENTRIES TOTAL | | | 42,286.85 | 42,286.85 |
| | JOURNAL 2020/02/207 TOTAL | | | 84,573.70 | 84,573.70 |

JOURNAL ENTRIES TO BE CREATED

| FUND / ACCOUNT | YEAR | PER | JNL | EFF DATE | ACCOUNT DESCRIPTION | DEBIT | CREDIT |
|---|---|---|---|---|---|---|---|
| 001 GENERAL FUND | 2020 | 2 | 207 | 02/20/2020 | | | |
| 001-130000 | | | | | GENERAL - DUE TO/FROM CLEARING | | 42,147.89 |
| 001-213000 | | | | | GENERAL - ACCOUNTS PAYABLE | 42,147.89 | |
| | | | | | FUND TOTAL | 42,147.89 | 42,147.89 |
| 401 WATER OPERATING FUND | 2020 | 2 | 207 | 02/20/2020 | | | |
| 401-130000 | | | | | DUE TO/FROM CLEARING | | 71.98 |
| 401-213000 | | | | | ACCOUNTS PAYABLE | 71.98 | |
| | | | | | FUND TOTAL | 71.98 | 71.98 |
| 402 SEWER OPERATING FUND | 2020 | 2 | 207 | 02/20/2020 | | | |
| 402-130000 | | | | | DUE TO/FROM CLEARING | | 66.98 |
| 402-213000 | | | | | ACCOUNTS PAYABLE | 66.98 | |
| | | | | | FUND TOTAL | 66.98 | 66.98 |
| 631 CLEARING FUND | 2020 | 2 | 207 | 02/20/2020 | | | |
| 631-130000 | | | | | DUE TO/FROM CLEARING | 42,286.85 | |
| 635-111100 | | | | | CASH | | 42,286.85 |
| | | | | | FUND TOTAL | 42,286.85 | 42,286.85 |

JOURNAL ENTRIES TO BE CREATED

| FUND | | DUE TO | DUE FROM |
|---|---|---|---|
| 001 | GENERAL FUND | | 42,147.89 |
| 401 | WATER OPERATING FUND | | 71.98 |
| 402 | SEWER OPERATING FUND | | 66.98 |
| 631 | CLEARING FUND | 42,286.85 | |
| | TOTAL | 42,286.85 | 42,286.85 |

** END OF REPORT - Generated by Carrie L. Freitas **

Reg CF 2/20/20



CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | INVOICE DTL DESC | | | | |
| 352909 | 02/26/2020 | PRTD | 5 ACE HARDWARE | 238225 | 45923/1 | 02/05/2020 | | 02/23/20 | 29.38 |
| Invoice: 45923/1 | | | | | PW/TAPE (VARIOUS) | | | | |
| | | | | 29.38 | 73011897 531100 O&M-C/E-PWY FAC-SUPPLIES | | | | |
| | | | | 238226 | 45893/1 | 02/03/2020 | | 02/23/20 | 87.13 |
| Invoice: 45893/1 | | | | | PW/MURIATIC ACID, FILTER, GLOVES | | | | |
| | | | | 87.13 | 73411345 531100 OFFICE SUPPLIES | | | | |
| | | | | 238227 | 45896/1 | 02/03/2020 | | 02/23/20 | -23.97 |
| Invoice: 45896/1 | | | | | PW/GLOVE RETURN | | | | |
| | | | | -23.97 | 73411345 531100 OFFICE SUPPLIES | | | | |
| | | | | 238228 | 45897/1 | 02/03/2020 | | 02/23/20 | 23.97 |
| Invoice: 45897/1 | | | | | PW/GLOVES | | | | |
| | | | | 23.97 | 73411345 531100 OFFICE SUPPLIES | | | | |
| | | | | 238229 | 45854/1 | 01/29/2020 | | 02/23/20 | 4.33 |
| Invoice: 45854/1 | | | | | PW/CAPS | | | | |
| | | | | 4.33 | 73111256 53110001054 2020 STORM PREP-STRT-SUPPLIES | | | | |
| | | | | 238230 | 45830/1 | 01/28/2020 | | 02/23/20 | 128.19 |
| Invoice: 45830/1 | | | | | PW/STORM PREP SUPPLIES | | | | |
| | | | | 128.19 | 73111256 53110001054 2020 STORM PREP-STRT-SUPPLIES | | | | |
| | | | | 238231 | 45836/1 | 01/28/2020 | | 02/23/20 | 29.62 |
| Invoice: 45836/1 | | | | | PW/CLOTHS, TAPE, FASTENERS | | | | |
| | | | | 29.62 | 73411345 531100 OFFICE SUPPLIES | | | | |
| | | | | 238232 | 45831/1 | 01/28/2020 | | 02/23/20 | 28.32 |
| Invoice: 45831/1 | | | | | PW/CLOTH, WIRE STEEL | | | | |
| | | | | 28.32 | 73425358 531100 O&M-WWTP-SUPPLIES | | | | |
| | | | | 238233 | 45821/1 | 01/27/2020 | | 02/23/20 | 15.24 |
| Invoice: 45821/1 | | | | | PW/FREEZER BAGS, TIN FOIL | | | | |
| | | | | 15.24 | 73425358 531100 O&M-WWTP-SUPPLIES | | | | |
| | | | | 238234 | 45803/1 | 01/23/2020 | | 02/23/20 | 22.86 |
| Invoice: 45803/1 | | | | | PW/UTIL KNIFE, CANNISTER | | | | |
| | | | | 22.86 | 73411345 531100 OFFICE SUPPLIES | | | | |
| | | | | 238235 | 45673/1 | 01/09/2020 | | 02/23/20 | 40.30 |
| Invoice: 45673/1 | | | | | PW/FILTER BAG, JOINT, SOCKET | | | | |
| | | | | 40.30 | 73411345 531100 OFFICE SUPPLIES | | | | |
| | | | | 238236 | 45600/1 | 12/29/2019 | | 02/23/20 | 15.24 |
| Invoice: 45600/1 | | | | | POL/CLEANING SUPPLIES | | | | |
| | | | | 15.24 | 53011212 531100 PD-C/E-PATROL SUPPLIES | | | | |
| | | | | 238237 | 45322/1 | 11/26/2019 | | 02/23/20 | 27.23 |
| Invoice: 45322/1 | | | | | PW/EPOXY, SHOP TOWELS | | | | |
| | | | | 27.23 | 73411345 531100 OFFICE SUPPLIES | | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| | | | | | 238238 | 45289/1 | 11/21/2019 | | 02/23/20 | 2.59 |
| | | | | | | PW/KEYS | | | | |
| | | | | | 2.59 | 73637891 531100 | OFFICE SUPPLIES | | | |
| | | | | | 238259 | 45950/1 | 02/10/2020 | | 02/23/20 | 55.54 |
| | | | | | | PW/LIFT STATION MX SUPPLIES | | | | |
| | | | | | 55.54 | 73421355 531100 | WIN COLL-SUPPLIES | | | |
| | | | | | 238260 | 45975/1 | 02/11/2020 | | 02/23/20 | 34.84 |
| | | | | | | PW/WELL SITE MX SUPPLIES | | | | |
| | | | | | 34.84 | 73411345 531100 | OFFICE SUPPLIES | | | |
| | | | | | 238261 | 45953/1 | 02/10/2020 | | 02/23/20 | 10.89 |
| | | | | | | PW/LIGHT BULBS | | | | |
| | | | | | 10.89 | 73011215 531100 | O&M-C/E-POLICE FAC-SUPPLIES | | | |
| | | | | | 238262 | 45938/1 | 02/07/2020 | | 02/23/20 | 43.56 |
| | | | | | | PW/LED BULBS | | | | |
| | | | | | 43.56 | 73011183 531100 | O&M-C/E-CH FAC-SUPPLIES | | | |
| | | | | | 238263 | 45945/1 | 02/07/2020 | | 02/23/20 | 37.03 |
| | | | | | | PW/LAMPHOLDR CHAIN, BUCKET | | | | |
| | | | | | 37.03 | 73411345 531100 | OFFICE SUPPLIES | | | |
| | | | | | 238264 | 45929/1 | 02/06/2020 | | 02/23/20 | 14.15 |
| | | | | | | PW/GRAFFITTI CLEANUP SUPPLIES | | | | |
| | | | | | 14.15 | 73111427 531100 | OFFICE SUPPLIES | | | |
| | | | | | 238265 | 45935/1 | 02/06/2020 | | 02/23/20 | 23.96 |
| | | | | | | PW/LED BULBS | | | | |
| | | | | | 23.96 | 73011183 531100 | O&M-C/E-CH FAC-SUPPLIES | | | |
| | | | | | 238266 | 45931/1 | 02/06/2020 | | 02/23/20 | 35.96 |
| | | | | | | PW/WFP MX SUPPLIES | | | | |
| | | | | | 35.96 | 73011768 531100 | O&M-C/E-PARKS-SUPPLIES | | | |
| | | | | | 238267 | 45907/1 | 02/04/2020 | | 02/23/20 | 43.56 |
| | | | | | | PW/BOAT SNAP | | | | |
| | | | | | 43.56 | 73011183 531100 | O&M-C/E-CH FAC-SUPPLIES | | | |
| | | | | | | | | CHECK | 352909 TOTAL: | 729.92 |
| 352910 | 02/26/2020 | PRTD | 9261 | AGM ADVERTISING AND | 238241 | 24 | 02/04/2020 | | 02/23/20 | 150.00 |
| | | | | | | PCD/ISLAND CENTER GRAPHIC | | | | |
| | | | | | 150.00 | 61011586 54245000930 | COMP PLAN IMPL-COMMUNITY OUTR | | | |
| | | | | | | | | CHECK | 352910 TOTAL: | 150.00 |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| 352911 | 02/26/2020 | PRTD | 7726 | AIR MANAGEMENT SOLUT | 238239 | 0001130936 | 01/22/2020 | | 02/23/20 | 727.27 |
| | Invoice: 0001130936 | | | | | PW/HP-8 REPAIR | | | | |
| | | | | | 727.27 | 73011183 531100 O&M-C/E-CH FAC-SUPPLIES | | | | |
| | | | | | | | | CHECK | 352911 TOTAL: | 727.27 |
| 352912 | 02/26/2020 | PRTD | 863 | INTERSTATE BATTERIES | 238242 | 22060965 | 01/30/2020 | | 02/23/20 | 395.56 |
| | Invoice: 22060965 | | | | | PW/BATTERIES | | | | |
| | | | | | 395.56 | 990 141100 MERCHANDISE | | | | |
| | | | | | | | | CHECK | 352912 TOTAL: | 395.56 |
| 352913 | 02/26/2020 | PRTD | 5126 | ALLIED BODY WORKS IN | 238243 | 63197 | 01/30/2020 | | 02/23/20 | 1,067.71 |
| | Invoice: 63197 | | | | | PW/SNOW PLOW PARTS | | | | |
| | | | | | 1,067.71 | 73111252 53110001055 2020 STORM RESP-STRT-SUPPLIES | | | | |
| | | | | | | | | CHECK | 352913 TOTAL: | 1,067.71 |
| 352914 | 02/26/2020 | PRTD | 8014 | ALSTON, COURTNAGE & | 238244 | 121585 | 01/31/2020 | | 02/23/20 | 1,640.00 |
| | Invoice: 121585 | | | | | ENG/PROF SVCS: HARRISON PROP | | | | |
| | | | | | 1,640.00 | 72311942 64110000724 PD/COURT BLDG-PROF SVCS/DESIGN | | | | |
| | | | | | | | | CHECK | 352914 TOTAL: | 1,640.00 |
| 352915 | 02/26/2020 | PRTD | 7166 | AMERICAN MESSAGING | 238245 | W4104492UB | 02/01/2020 | | 02/23/20 | 93.67 |
| | Invoice: W4104492UB | | | | | PW/MESSAGING SERVICE | | | | |
| | | | | | 93.67 | 73637891 542100 O&M - ALLOC FACIL TELEPHONE | | | | |
| | | | | | | | | CHECK | 352915 TOTAL: | 93.67 |
| 352916 | 02/26/2020 | PRTD | 4710 | ASSOCIATED PETROLEU | 238247 | 0160423-IN | 01/23/2020 | | 02/23/20 | 172.14 |
| | Invoice: 0160423-IN | | | | | PW/38.7 GAL DIESEL | | | | |
| | | | | | 172.14 | 73638893 532000 O&M-FUEL USE-ALLOCATION | | | | |
| | | | | | 238248 | 0160659-IN | 01/23/2020 | | 02/23/20 | 568.17 |
| | Invoice: 0160659-IN | | | | | PW/241.8 GAL UNLEADED | | | | |
| | | | | | 568.17 | 73638932 532000 O&M-FUEL ALLOC TO OTH DEPTS | | | | |
| | | | | | 238249 | 0160087-IN | 01/21/2020 | | 02/23/20 | 670.50 |
| | Invoice: 0160087-IN | | | | | PW/245 GAL UNLEADED | | | | |
| | | | | | 670.50 | 73638932 532000 O&M-FUEL ALLOC TO OTH DEPTS | | | | |
| | | | | | 238268 | 0163961-IN | 02/04/2020 | | 02/23/20 | 747.45 |
| | Invoice: 0163961-IN | | | | | PW/300 GAL UNLEADED | | | | |
| | | | | | 747.45 | 73638932 532000 O&M-FUEL ALLOC TO OTH DEPTS | | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| | | | | | 238269 | 0163955-IN | 02/04/2020 | | 02/23/20 | 818.12 |
| | Invoice: 0163955-IN | | | | | | PW/338 GAL DIESEL | | | |
| | | | | | 818.12 | 73638893 532000 | O&M-FUEL USE-ALLOCATION | | | |
| | | | | | 238270 | 0162333-IN | 01/28/2020 | | 02/23/20 | 554.33 |
| | Invoice: 0162333-IN | | | | | | PW/239 GAL UNLEADED | | | |
| | | | | | 554.33 | 73638932 532000 | O&M-FUEL ALLOC TO OTH DEPTS | | | |
| | | | | | 238271 | 0162332-IN | 01/28/2020 | | 02/23/20 | 319.31 |
| | Invoice: 0162332-IN | | | | | | PW/105 GAL DIESEL | | | |
| | | | | | 319.31 | 73638893 532000 | O&M-FUEL USE-ALLOCATION | | | |
| | | | | | | | CHECK | 352916 TOTAL: | | 3,850.02 |
| 352917 | 02/26/2020 | PRTD | 7821 | AUS WEST LOCKBOX | 238252 | 1991609983 | 01/30/2020 | | 02/23/20 | 50.15 |
| | Invoice: 1991609983 | | | | | | PW/LAUNDRY SERVICE | | | |
| | | | | | 50.15 | 73638893 589310 | LAUNDRY SERVICES | | | |
| | | | | | 238272 | 1991619711 | 02/06/2020 | | 02/23/20 | 50.15 |
| | Invoice: 1991619711 | | | | | | PW/LAUNDRY SERVICE | | | |
| | | | | | 50.15 | 73638893 589310 | LAUNDRY SERVICES | | | |
| | | | | | | | CHECK | 352917 TOTAL: | | 100.30 |
| 352918 | 02/26/2020 | PRTD | 4365 | AUTOMATIC FUNDS TRAN | 238253 | BAIN2001983 | 01/31/2020 | | 02/23/20 | 332.00 |
| | Invoice: BAIN2001983 | | | | | | UB/PHN & WEB PMT SVCS | | | |
| | | | | | 166.00 | 43411341 541100 | FIN - WATER ADMIN PROF SERVICE | | | |
| | | | | | 166.00 | 43421351 541100 | FIN - SEWER ADMIN PROF SERVICE | | | |
| | | | | | 238254 | 114004 | 01/31/2020 | | 02/23/20 | 746.17 |
| | Invoice: 114004 | | | | | | UB/STATEMENT PREP & MAIL | | | |
| | | | | | 158.66 | 43411341 541100 | FIN - WATER ADMIN PROF SERVICE | | | |
| | | | | | 158.66 | 43421351 541100 | FIN - SEWER ADMIN PROF SERVICE | | | |
| | | | | | 214.42 | 91411891 542500 | GG-WTR-FAC-POSTAGE | | | |
| | | | | | 214.43 | 91421891 542500 | GG-SWR-FAC-POSTAGE | | | |
| | | | | | 238255 | BAIN2001028 | 01/31/2020 | | 02/23/20 | 199.40 |
| | Invoice: BAIN2001028 | | | | | | FIN/B&O REMITTANCE PROCESSING | | | |
| | | | | | 199.40 | 41011141 541100 | FIN - C/E ADMIN PROF SERVICES | | | |
| | | | | | | | CHECK | 352918 TOTAL: | | 1,277.57 |
| 352919 | 02/26/2020 | PRTD | 762 | ASSOCIATION OF WASHI | 238256 | 81261 | 02/12/2020 | | 02/23/20 | 26,400.00 |
| | Invoice: 81261 | | | | | | IT/GIS CONSORTIUM | | | |
| | | | | | 26,000.00 | 81011881 541100 | IT - C/E PROF SERVICES | | | |
| | | | | | 400.00 | 81011881 549100 | IT - C/E MISCELLANEOUS | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| | | | | | | | CHECK 352919 TOTAL: | | | 26,400.00 |
| 352920 | 02/26/2020 | PRTD | 55 | SOUND PUBLISHING, IN | 238257 | 7969800-2465145 | 01/31/2020 | | 02/23/20 | 280.00 |
| | Invoice: 7969800-2465145 | | | | | | CC/GREEN BLDG TASK FORCE | | | |
| | | | | | 280.00 | 11011113 544000 | COUNCIL - LEGAL NOTICES | | | |
| | | | | | 238258 | 7969800-2466803 | 01/31/2020 | | 02/23/20 | 280.00 |
| | Invoice: 7969800-2466803 | | | | | | CC/SUST TRANSP | | | |
| | | | | | 280.00 | 11011113 544000 | COUNCIL - LEGAL NOTICES | | | |
| | | | | | 238274 | 7969800-2469314 | 01/31/2020 | | 02/23/20 | 140.00 |
| | Invoice: 7969800-2469314 | | | | | | CC/SALARY COMMISSION | | | |
| | | | | | 140.00 | 11011113 544000 | COUNCIL - LEGAL NOTICES | | | |
| | | | | | 238275 | 7969800-2470327 | 01/31/2020 | | 02/23/20 | 140.00 |
| | Invoice: 7969800-2470327 | | | | | | CC/ETHICS BOARD | | | |
| | | | | | 140.00 | 11011113 544000 | COUNCIL - LEGAL NOTICES | | | |
| | | | | | | | CHECK 352920 TOTAL: | | | 840.00 |
| 352921 | 02/26/2020 | PRTD | 55 | SOUND PUBLISHING, IN | 238359 | BIR884026 | 12/13/2019 | | 02/23/20 | 56.67 |
| | Invoice: BIR884026 | | | | | | CC/ORD 2019-39 | | | |
| | | | | | 56.67 | 11011113 544000 | COUNCIL - LEGAL NOTICES | | | |
| | | | | | 238360 | BIR884032 | 12/13/2019 | | 02/23/20 | 54.31 |
| | Invoice: BIR884032 | | | | | | CC/ORD 2019-36 | | | |
| | | | | | 54.31 | 11011113 544000 | COUNCIL - LEGAL NOTICES | | | |
| | | | | | 238361 | BIR884033 | 12/13/2019 | | 02/23/20 | 55.49 |
| | Invoice: BIR884033 | | | | | | CC/ORD 2019-24 | | | |
| | | | | | 55.49 | 11011113 544000 | COUNCIL - LEGAL NOTICES | | | |
| | | | | | 238362 | BIR884025 | 12/13/2019 | | 02/23/20 | 48.40 |
| | Invoice: BIR884025 | | | | | | CC/ORD 2019-32 | | | |
| | | | | | 48.40 | 11011113 544000 | COUNCIL - LEGAL NOTICES | | | |
| | | | | | 238363 | BIR884031 | 12/13/2019 | | 02/23/20 | 56.67 |
| | Invoice: BIR884031 | | | | | | CC/ORD 2019-34 | | | |
| | | | | | 56.67 | 11011113 544000 | COUNCIL - LEGAL NOTICES | | | |
| | | | | | 238364 | BIR883149 | 12/06/2019 | | 02/23/20 | 67.29 |
| | Invoice: BIR883149 | | | | | | CC/ORD 2019-40 | | | |
| | | | | | 67.29 | 11011113 544000 | COUNCIL - LEGAL NOTICES | | | |
| | | | | | | | CHECK 352921 TOTAL: | | | 338.83 |
| 352922 | 02/26/2020 | PRTD | 55 | SOUND PUBLISHING, IN | 238277 | 7969961 | 01/31/2020 | | 02/23/20 | 43.76 |
| | Invoice: 7969961 | | | | | | HR/AD: CAP ENG MGR | | | |
| | | | | | 43.76 | 33011161 544000 | HR-C/E-ADVERTISING | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | INVOICE DTL DESC | | | |
| | | | | | | | | CHECK 352922 TOTAL: | | 43.76 |
| 352923 | 02/26/2020 | PRTD | 55 | SOUND PUBLISHING, IN | 238278 | 7969822 | 01/31/2020 | | 02/23/20 | 87.50 |
| Invoice: 7969822 | | | | | | | POL/PROPERTY CLASSIFIEDS | | | |
| | | | | | 87.50 | 51011191 544000 | PD-C/E-PROP RM-ADVERTISING | | | |
| | | | | | | | | CHECK 352923 TOTAL: | | 87.50 |
| 352924 | 02/26/2020 | PRTD | 971 | BAINBRIDGE ISLAND HI | 238279 | 922 | 02/12/2020 | | 02/23/20 | 6,428.59 |
| Invoice: 922 | | | | | | | 2019 LTAC - "FREE THE MUSEUM" | | | |
| | | | | | 6,428.59 | 91140573 541100 | GG-TOUR-PROF SERVICES | | | |
| | | | | | | | | CHECK 352924 TOTAL: | | 6,428.59 |
| 352925 | 02/26/2020 | PRTD | 9404 | BIOS, LLC | 238280 | 2/12/20 | 02/12/2020 | | 02/23/20 | 9.99 |
| Invoice: 2/12/20 | | | | | | | POL/REFUND ON PARKING | | | |
| | | | | | 9.99 | 01136 362500 | FAC & PARKING RENTAL-LONG TERM | | | |
| | | | | | | | | CHECK 352925 TOTAL: | | 9.99 |
| 352926 | 02/26/2020 | PRTD | 360 | BUILDERS FIRSTSOURCE | 238281 | 44494003 | 02/05/2020 | | 02/23/20 | 24.96 |
| Invoice: 44494003 | | | | | | | PW/SCREWS | | | |
| | | | | | 24.96 | 73111264 531100 | O&M-STREET-TRAF CONTROL-SUPPLY | | | |
| | | | | | 238282 | 80438918 | 02/05/2020 | | 02/23/20 | 74.11 |
| Invoice: 80438918 | | | | | | | PW/VAPOR BARRIER | | | |
| | | | | | 74.11 | 73111264 531100 | O&M-STREET-TRAF CONTROL-SUPPLY | | | |
| | | | | | | | | CHECK 352926 TOTAL: | | 99.07 |
| 352927 | 02/26/2020 | PRTD | 853 | KATHRYN M CARRUTHERS | 238284 | 02/07/20 | 02/07/2020 | | 02/23/20 | 120.00 |
| Invoice: 02/07/20 | | | | | | | CRT/2 HRS PRO TEMP | | | |
| | | | | | 120.00 | 21011125 541210 | COURT - JUDGE PRO TEMPORE SVCS | | | |
| | | | | | | | | CHECK 352927 TOTAL: | | 120.00 |
| 352928 | 02/26/2020 | PRTD | 9294 | VICTORIA BRAZITIS | 238441 | 1012 | 02/05/2020 | | 02/23/20 | 3,539.68 |
| Invoice: 1012 | | | | | | | EX/CONSULTING SVCS: RE, GARE | | | |
| | | | | | 960.00 | 31011131 541100 | EX-GF-PROF SERVICES | | | |
| | | | | | 2,579.68 | 31011572 54110001064 | RETF-PROF SVCS | | | |
| | | | | | | | | CHECK 352928 TOTAL: | | 3,539.68 |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| 352929 | 02/26/2020 | PRTD | 8253 | CHS NORTHWEST | 238287 | 37881/H | 02/05/2020 | | 02/23/20 | 456.12 |
| | Invoice: 37881/H | | | | | | PW/COARSE SALT(49) | | | |
| | | | | | 456.12 | 73111256 53110001054 | 2020 STORM PREP-STRT-SUPPLIES | | | |
| | | | | | 238288 | 37884/H | 02/05/2020 | | 02/23/20 | 912.24 |
| | Invoice: 37884/H | | | | | | PW/COARSE SALT(98) | | | |
| | | | | | 912.24 | 73111256 53110001054 | 2020 STORM PREP-STRT-SUPPLIES | | | |
| | | | | | 238289 | 37894/H | 02/05/2020 | | 02/23/20 | 456.12 |
| | Invoice: 37894/H | | | | | | PW/COARSE SALT(49) | | | |
| | | | | | 456.12 | 73111256 53110001054 | 2020 STORM PREP-STRT-SUPPLIES | | | |
| | | | | | | | | CHECK | 352929 TOTAL: | 1,824.48 |
| 352930 | 02/26/2020 | PRTD | 104 | CITY OF BREMERTON | 238285 | BKAT000526 | 02/22/2020 | | 02/23/20 | 2,906.08 |
| | Invoice: BKAT000526 | | | | | | IT/BKAT SVCS FEB 2020 | | | |
| | | | | | 2,906.08 | 81011881 542420 | IT-C/E-TELEVISTED COUNCIL MEET | | | |
| | | | | | 238286 | BKAT000523 | 02/20/2020 | | 02/23/20 | 2,906.08 |
| | Invoice: BKAT000523 | | | | | | IT/BKAT SVCS JAN 2020 | | | |
| | | | | | 2,906.08 | 81011881 542420 | IT-C/E-TELEVISTED COUNCIL MEET | | | |
| | | | | | | | | CHECK | 352930 TOTAL: | 5,812.16 |
| 352931 | 02/26/2020 | PRTD | 9409 | JOSEPH CLARK | 238436 | 02/18/20 | 02/18/2020 | | 02/23/20 | 2,223.24 |
| | Invoice: 02/18/20 | | | | | | HR/CHIEF CANDIDATE TRAVEL REIMB | | | |
| | | | | | 2,223.24 | 33011161 543100 | HR-C/E-TRAVEL | | | |
| | | | | | | | | CHECK | 352931 TOTAL: | 2,223.24 |
| 352932 | 02/26/2020 | PRTD | 8435 | COATES DESIGN INC | 238290 | 124275 | 02/10/2020 | | 02/23/20 | 14,757.55 |
| | Invoice: 124275 | | | | | | DESIGN SERVICES-POLICE & COURT | | | |
| | | | | | 14,757.55 | 72311942 64110000724 | PD/COURT BLDG-PROF SVCS/DESIGN | | | |
| | | | | | | | | CHECK | 352932 TOTAL: | 14,757.55 |
| 352933 | 02/26/2020 | PRTD | 8111 | COMMUNITY SOLAR SOLU | 238291 | JAN20 | 02/03/2020 | | 02/23/20 | 65.52 |
| | Invoice: JAN20 | | | | | | JAN20 SOLAR NET METERING | | | |
| | | | | | 65.52 | 91011189 54500000627 | CH SOLAR-NET METERING PYMTS | | | |
| | | | | | | | | CHECK | 352933 TOTAL: | 65.52 |
| 352934 | 02/26/2020 | PRTD | 142 | COPIERS NORTHWEST IN | 238294 | INV2086787 | 01/20/2020 | | 02/23/20 | 439.35 |
| | Invoice: INV2086787 | | | | | | PCD,ENG/OCE PLOTTER PAPER | | | |
| | | | | | 219.67 | 61011581 545000 | PCD - C/E ADMIN RENTS & LEASES | | | |
| | | | | | 219.68 | 72011321 545000 | ENG - C/E ADMIN RENTS & LEASES | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| | | | | | | | CHECK | 352934 TOTAL: | | 439.35 |
| 352935 | 02/26/2020 | PRTD | 8226 | CROSS MATCH TECHNOLO | 238295 | 307975 | 02/03/2020 | | 02/23/20 | 65.00 |
| | Invoice: 307975 | | | | | | POL/KIT CLEANER SHEETS X25 | | | |
| | | | | | 65.00 | 51011215 531100 | POLICE - C/E FACIL SUPPLIES | | | |
| | | | | | | | CHECK | 352935 TOTAL: | | 65.00 |
| 352936 | 02/26/2020 | PRTD | 6363 | LN CURTIS & SONS | 238297 | INV358841 | 01/31/2020 | | 02/23/20 | 263.45 |
| | Invoice: INV358841 | | | | | | POL/UNIFORMS: KAZER | | | |
| | | | | | 263.45 | 53011212 520000 | POLICE - C/E PATROL BENEFITS | | | |
| | | | | | 238298 | INV358945 | 01/31/2020 | | 02/23/20 | 216.96 |
| | Invoice: INV358945 | | | | | | POL/UNIFORMS: KOON | | | |
| | | | | | 216.96 | 53011212 520000 | POLICE - C/E PATROL BENEFITS | | | |
| | | | | | 238299 | INV358946 | 01/31/2020 | | 02/23/20 | 69.36 |
| | Invoice: INV358946 | | | | | | POL/UNIFORMS: ENGET | | | |
| | | | | | 69.36 | 53011212 520000 | POLICE - C/E PATROL BENEFITS | | | |
| | | | | | | | CHECK | 352936 TOTAL: | | 549.77 |
| 352937 | 02/26/2020 | PRTD | 7016 | CUSTOM PRINTING | 238300 | 9142 | 02/05/2020 | | 02/23/20 | 67.85 |
| | Invoice: 9142 | | | | | | PW/BIZ CARDS: S. COOPER | | | |
| | | | | | 67.85 | 73637891 531100 | OFFICE SUPPLIES | | | |
| | | | | | 238301 | 9141 | 02/03/2020 | | 02/23/20 | 466.36 |
| | Invoice: 9141 | | | | | | PW/O&M ENVELOPES | | | |
| | | | | | 466.36 | 73637891 531100 | OFFICE SUPPLIES | | | |
| | | | | | | | CHECK | 352937 TOTAL: | | 534.21 |
| 352938 | 02/26/2020 | PRTD | 7144 | DTMICRO, INC | 238302 | 4787 | 01/15/2020 | | 02/23/20 | 136.25 |
| | Invoice: 4787 | | | | | | IT/POL NTWK CONNECTION TO KC | | | |
| | | | | | 136.25 | 91011215 542100 | GG-C/E-PD-PHONE | | | |
| | | | | | | | CHECK | 352938 TOTAL: | | 136.25 |
| 352939 | 02/26/2020 | PRTD | 8870 | EN POINTE TECHNOLOGI | 238303 | 93402223 | 02/05/2020 | | 02/23/20 | 32,935.71 |
| | Invoice: 93402223 | | | | | | IT/MS SOFTWARE ENT MGMT | | | |
| | | | | | 32,935.71 | 81011881 548500 | IT - C/E COMPUTER SUPPORT | | | |
| | | | | | | | CHECK | 352939 TOTAL: | | 32,935.71 |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | INVOICE DTL DESC | | | |
| 352940 | 02/26/2020 | PRTD | 9406 | ENGINEERING NEWS-REC | 238304 | EN078108-2020 | 02/13/2020 | | 02/23/20 | 79.00 |
| Invoice: EN078108-2020 | | | | | | | PW/1 YR SUBX ACCT EN78108 | | | |
| | | | | | 79.00 | 73637891 549100 | DUES/SUBSCRIPTIONS | | | |
| | | | | | | | | CHECK | 352940 TOTAL: | 79.00 |
| 352941 | 02/26/2020 | PRTD | 8134 | EVERBRIDGE, INC | 238305 | M47240 | 01/31/2020 | | 02/23/20 | 6,746.30 |
| Invoice: M47240 | | | | | | | IT/ANNUAL NIXEL SUBX MAINT | | | |
| | | | | | 6,746.30 | 81011881 548500 | IT - C/E COMPUTER SUPPORT | | | |
| | | | | | | | | CHECK | 352941 TOTAL: | 6,746.30 |
| 352942 | 02/26/2020 | PRTD | 7510 | EXPERIAN | 238306 | CD2010001879 | 01/31/2020 | | 02/23/20 | 92.65 |
| Invoice: CD2010001879 | | | | | | | POL/INFO SVCS | | | |
| | | | | | 92.65 | 52011212 549100 | PD-C/E-INV-DUES/SUBSCR/MEMBRSH | | | |
| | | | | | | | | CHECK | 352942 TOTAL: | 92.65 |
| 352943 | 02/26/2020 | PRTD | 1953 | FERGUSON ENTERPRISES | 238307 | SC433200 | 01/31/2020 | | 02/23/20 | 2.24 |
| Invoice: SC433200 | | | | | | | PW/SERVICE CHG JAN 2020 | | | |
| | | | | | 2.24 | 73011189 549900 | O&M-C/E-FAC-MISC | | | |
| | | | | | 238308 | 0845328 | 01/24/2020 | | 02/23/20 | 154.80 |
| Invoice: 0845328 | | | | | | | PW/HANDLES | | | |
| | | | | | 154.80 | 73425358 531100 | O&M-WWTP-SUPPLIES | | | |
| | | | | | | | | CHECK | 352943 TOTAL: | 157.04 |
| 352944 | 02/26/2020 | PRTD | 9007 | GENUINE IMAGE PHOTOG | 238309 | 2142020 | 02/14/2020 | | 02/23/20 | 2,215.43 |
| Invoice: 2142020 | | | | | | | CC/COUNCIL PORTRAITS | | | |
| | | | | | 2,215.43 | 11011116 531100 | COUNCIL - SUPPLIES | | | |
| | | | | | | | | CHECK | 352944 TOTAL: | 2,215.43 |
| 352945 | 02/26/2020 | PRTD | 2096 | GRAY & OSBORNE INC | 238311 | 19648.00-3 | 02/03/2020 | 21700158 | 02/23/20 | 4,073.72 |
| Invoice: 19648.00-3 | | | | | | | WATER SYSTEM DESIGN IMPRVMENTS | | | |
| | | | | | 4,073.72 | 72413434 64110000819 | WATER IMPR PROJECTS 2017-ENG | | | |
| | | | | | | | | CHECK | 352945 TOTAL: | 4,073.72 |
| 352946 | 02/26/2020 | PRTD | 8124 | GREEN PRO SOLUTIONS | 238312 | 14551 | 02/04/2020 | | 02/23/20 | 1,300.85 |
| Invoice: 14551 | | | | | | | PW/SOLVENT | | | |
| | | | | | 1,300.85 | 73421355 531100 | WIN COLL-SUPPLIES | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| | | | | | | | | CHECK | 352946 TOTAL: | 1,300.85 |
| 352947 | 02/26/2020 | PRTD | 9398 | CHRIS JONES | 238313 | 2001-01 | 02/06/2020 | | 02/23/20 | 1,049.27 |
| Invoice: 2001-01 | | | | | | TOWN SQUARE COVER | | | | |
| | | | | | 1,049.27 | 73311457 64110001004 | TOWN SQUARE COVER-PROF SVCS | | | |
| | | | | | | | | CHECK | 352947 TOTAL: | 1,049.27 |
| 352948 | 02/26/2020 | PRTD | 1517 | GUARDIAN SECURITY SY | 238314 | 991287 | 02/01/2020 | | 02/23/20 | 47.96 |
| Invoice: 991287 | | | | | | POL/ALARM MONITORING | | | | |
| | | | | | 47.96 | 51011215 541100 | POLICE - C/E FACIL PROF SVCS | | | |
| | | | | | | | | CHECK | 352948 TOTAL: | 47.96 |
| 352949 | 02/26/2020 | PRTD | 253 | HACH COMPANY | 238316 | 11825751 | 02/05/2020 | | 02/23/20 | 1,329.10 |
| Invoice: 11825751 | | | | | | PW/SENSOR | | | | |
| | | | | | 1,329.10 | 73425358 531100 | O&M-WWTP-SUPPLIES | | | |
| | | | | | 238317 | 11826950 | 02/05/2020 | | 02/23/20 | 321.56 |
| Invoice: 11826950 | | | | | | PW/GEL PROBE | | | | |
| | | | | | 321.56 | 73425358 531100 | O&M-WWTP-SUPPLIES | | | |
| | | | | | | | | CHECK | 352949 TOTAL: | 1,650.66 |
| 352950 | 02/26/2020 | PRTD | 8374 | HEARING ADVANTAGE, I | 238318 | 7503 | 02/12/2020 | | 02/23/20 | 70.00 |
| Invoice: 7503 | | | | | | PW/OCC HEALTH TESTING | | | | |
| | | | | | 70.00 | 73637891 541100 | PROFESSIONAL SERVICES | | | |
| | | | | | | | | CHECK | 352950 TOTAL: | 70.00 |
| 352951 | 02/26/2020 | PRTD | 9038 | HEDEEN & CADITZ, PLL | 238319 | 9023 | 02/05/2020 | | 02/23/20 | 1,980.00 |
| Invoice: 9023 | | | | | | LEGAL/PROF SVCS: NORDLAND | | | | |
| | | | | | 1,980.00 | 32011262 54111000668 | LGL-STO PRE-DEFENSE NORDLAND | | | |
| | | | | | | | | CHECK | 352951 TOTAL: | 1,980.00 |
| 352952 | 02/26/2020 | PRTD | 4850 | HOME DEPOT CREDIT SE | 238320 | 1014736 | 01/27/2020 | | 02/23/20 | 113.99 |
| Invoice: 1014736 | | | | | | PW/STORM PREP SUPPLIES | | | | |
| | | | | | 113.99 | 73111256 53110001054 | 2020 STORM PREP-STRT-SUPPLIES | | | |
| | | | | | | | | CHECK | 352952 TOTAL: | 113.99 |
| 352953 | 02/26/2020 | PRTD | 9359 | INTEGRAL CONSULTING | 238365 | 0017422 | 01/31/2020 | | 02/23/20 | 1,878.96 |
| Invoice: 0017422 | | | | | | MANAGE SAMPLING DATA FOR WQFM | | | | |
| | | | | | 1,878.96 | 72637319 54110000809 | WATER QUAL FLOW MONIT-PRO SVCS | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| | | | | | 238366 | 0017423 | 01/31/2020 | | 02/23/20 | 237.90 |
| Invoice: 0017423 | | | | | | MANAGE SAMPLING DATA FOR WQFM | | | | |
| | | | | | 237.90 | 72637319 54110000809 WATER QUAL FLOW MONIT-PRO SVCS | | | | |
| | | | | | | | | CHECK | 352953 TOTAL: | 2,116.86 |
| 352954 | 02/26/2020 | PRTD | 5819 | ISLANDWOOD | 238322 | INV008689 | 02/06/2020 | | 02/23/20 | 2,345.48 |
| Invoice: INV008689 | | | | | | POL/POLICE GALA | | | | |
| | | | | | 2,345.48 | 51011211 54110000933 PD AWARDS GALA-PROF SVCS | | | | |
| | | | | | | | | CHECK | 352954 TOTAL: | 2,345.48 |
| 352955 | 02/26/2020 | PRTD | 5275 | KAISER FOUNDATION HE | 238323 | 69020523 | 02/01/2020 | | 02/23/20 | 125.00 |
| Invoice: 69020523 | | | | | | PW/OCC HEALTH TESTING | | | | |
| | | | | | 125.00 | 73111290 541100 O&M-STREET-MAINT O/H-PRO SVCS | | | | |
| | | | | | | | | CHECK | 352955 TOTAL: | 125.00 |
| 352956 | 02/26/2020 | PRTD | 318 | KC ALCOHOLISM SPECIA | 238324 | 0319 | 10/31/2019 | | 02/23/20 | 1,835.18 |
| Invoice: 0319 | | | | | | Q3 2019 ALCOHOLISM SVCS | | | | |
| | | | | | 1,835.18 | 91011660 553000 EXEC - C/E DETOX | | | | |
| | | | | | 238325 | 0419 | 12/31/2019 | | 02/23/20 | 1,771.20 |
| Invoice: 0419 | | | | | | Q4 2019 ALCOHOLISM SVCS | | | | |
| | | | | | 1,771.20 | 91011660 553000 EXEC - C/E DETOX | | | | |
| | | | | | | | | CHECK | 352956 TOTAL: | 3,606.38 |
| 352957 | 02/26/2020 | VOID | 2306 | KITSAP COUNTY PROSEC | | | | | | .00 |
| Invoice: | VOID & reissue: remit error. Replacement CK # 353012 | | | | | | | | | |
| | | | | | | | | CHECK | 352957 TOTAL: | .00 |
| 352958 | 02/26/2020 | PRTD | 4740 | KITSAP COUNTY PUBLIC | 238327 | 2811 | 01/27/2020 | | 02/23/20 | 3,420.00 |
| Invoice: 2811 | | | | | | PW/SALT BRINE 7600 GAL | | | | |
| | | | | | 3,420.00 | 73111256 53110001054 2020 STORM PREP-STRT-SUPPLIES | | | | |
| | | | | | | | | CHECK | 352958 TOTAL: | 3,420.00 |
| 352959 | 02/26/2020 | PRTD | 1505 | KITSAP COUNTY TREASU | 238328 | JAN20 | 01/31/2020 | | 02/23/20 | 56.58 |
| Invoice: JAN20 | | | | | | JAN 2020 OUT COURT REMIT | | | | |
| | | | | | 42.58 | 41612860 586000 CRIME VICTIMS-OUT | | | | |
| | | | | | 14.00 | 41613860 586000 COUNTY LAW LIB - DISB OUT | | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| | | | | | | | | CHECK | 352959 TOTAL: | 56.58 |
| 352960 | 02/26/2020 | PRTD | 1971 | KELLEY CONNECT | 238329 | 2640648 | 02/10/2020 | | 02/23/20 | 239.26 |
| Invoice: 2640648 | | | | | | | PCD/E-STUDIO4555C LEASE | | | |
| | | | | | 239.26 | 61470581 545000 | PCD - DEV ADMIN RENTS & LEASES | | | |
| | | | | | | | | CHECK | 352960 TOTAL: | 239.26 |
| 352961 | 02/26/2020 | PRTD | 8546 | KITSAP 911 PUBLIC AU | 238218 | BIPD 18-1223 | 12/23/2019 | | 02/23/20 | 13,482.73 |
| Invoice: BIPD 18-1223 | | | | | | | POL/MCTS FOR NEW OFFICERS X2 | | | |
| | | | | | 13,482.73 | 53011212 531100 | PD-C/E-PATROL SUPPLIES | | | |
| | | | | | | | | CHECK | 352961 TOTAL: | 13,482.73 |
| 352962 | 02/26/2020 | PRTD | 1884 | KITSAP SUN | 238330 | KS2011435-2020 | 02/13/2020 | | 02/23/20 | 387.11 |
| Invoice: KS2011435-2020 | | | | | | | PCD/KS2011435 2020 SUBX | | | |
| | | | | | 387.11 | 62471591 549100 | BLDG - BLDG DUES/SUBSCRIPTIONS | | | |
| | | | | | 238331 | KS2193901-2020 | 02/18/2020 | | 02/23/20 | 481.12 |
| Invoice: KS2193901-2020 | | | | | | | ENG/KS2193901 2020 SUBX | | | |
| | | | | | 481.12 | 72011321 549100 | ENG - C/E ADMIN MISCELLEANEOUS | | | |
| | | | | | | | | CHECK | 352962 TOTAL: | 868.23 |
| 352963 | 02/26/2020 | PRTD | 6577 | LAKESIDE INDUSTRIES | 238332 | 114339 | 01/31/2020 | | 02/23/20 | 2,303.21 |
| Invoice: 114339 | | | | | | | PW/17.32 TON ASPHALT | | | |
| | | | | | 2,303.21 | 73638935 531100 | O&M-STD ALLOCATION-SUPPLIES | | | |
| | | | | | | | | CHECK | 352963 TOTAL: | 2,303.21 |
| 352964 | 02/26/2020 | PRTD | 5011 | LEXISNEXIS RISK SOLU | 238333 | 1272084-20200131 | 01/31/2020 | | 02/23/20 | 163.50 |
| Invoice: 1272084-20200131 | | | | | | | POL/JAN SUBX | | | |
| | | | | | 163.50 | 52011212 549100 | PD-C/E-INV-DUES/SUBSCR/MEMBRSH | | | |
| | | | | | | | | CHECK | 352964 TOTAL: | 163.50 |
| 352965 | 02/26/2020 | PRTD | 374 | MCMASTER-CARR SUPPLY | 238334 | 30293415 | 01/24/2020 | | 02/23/20 | 111.07 |
| Invoice: 30293415 | | | | | | | PW/SWIVEL CASTER | | | |
| | | | | | 111.07 | 73638935 531100 | O&M-STD ALLOCATION-SUPPLIES | | | |
| | | | | | | | | CHECK | 352965 TOTAL: | 111.07 |
| 352966 | 02/26/2020 | PRTD | 6279 | MENG ANALYSIS | 238335 | 19703-101 | 01/31/2020 | | 02/23/20 | 3,827.50 |
| Invoice: 19703-101 | | | | | | | COST ESTIMATION BISCC | | | |
| | | | | | 3,827.50 | 73011755 54110001050 | COMMONS BLDG IMPR-PROF SVCS | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | INVOICE DTL DESC | | | | | | |
| | | | | | | | | CHECK | 352966 TOTAL: | 3,827.50 |
| 352967 | 02/26/2020 | PRTD | 8375 | MOORE IACOFANO GOLTS | 238336 | 0062795 | 02/05/2020 | 21700052 | 02/23/20 | 3,096.25 |
| Invoice: 0062795 | | | | | | | WYATT WAY WATER MAIN DSN | | | |
| | | | | | 3,096.25 | 72413434 64110000708 | WYATT-MAD TO LOVELL-WTR-ENG | | | |
| | | | | | 238337 | 0062794 | 02/05/2020 | | 02/23/20 | 21,726.25 |
| Invoice: 0062794 | | | | | | | DESIGN OF WYATT WAY RECONSTRUC | | | |
| | | | | | 21,726.25 | 72321951 64110000708 | WYATT-MAD TO LOVELL-ENG/DESIGN | | | |
| | | | | | | | | CHECK | 352967 TOTAL: | 24,822.50 |
| 352968 | 02/26/2020 | PRTD | 7038 | MOON SECURITY SERVIC | 238367 | 1017840 | 02/18/2020 | | 02/23/20 | 1,308.00 |
| Invoice: 1017840 | | | | | | | CRT/HOUSE ARREST MONIT JAN20 | | | |
| | | | | | 1,308.00 | 21011232 545000 | COURT-ELECT HOME DET'N-EQ RENT | | | |
| | | | | | | | | CHECK | 352968 TOTAL: | 1,308.00 |
| 352969 | 02/26/2020 | PRTD | 8642 | MULTICARE HEALTH SYS | 238338 | M5123105003 1/17/20 | 01/17/2020 | | 02/23/20 | 100.00 |
| Invoice: M5123105003 1/17/20 | | | | | | | PW/OCC HEALTH SVCS: MCMULLEN | | | |
| | | | | | 100.00 | 73411345 541100 | PROFESSIONAL SERVICES | | | |
| | | | | | 238339 | M5123103648 1/8/20 | 01/08/2020 | | 02/23/20 | 100.00 |
| Invoice: M5123103648 1/8/20 | | | | | | | PW/OCC HEALTH TESTING: BARTHOLOMEW | | | |
| | | | | | 100.00 | 73637891 541100 | PROFESSIONAL SERVICES | | | |
| | | | | | 238340 | M5123103271 | 01/02/2020 | | 02/23/20 | 100.00 |
| Invoice: M5123103271 | | | | | | | PW/OCC HEALTH TESTING: NAVARETTE | | | |
| | | | | | 100.00 | 73411345 541100 | PROFESSIONAL SERVICES | | | |
| | | | | | 238341 | M5123103264 1/2/20 | 01/02/2020 | | 02/23/20 | 100.00 |
| Invoice: M5123103264 1/2/20 | | | | | | | PW/OCC HEALTH TESTING: FRANTZ | | | |
| | | | | | 100.00 | 73425358 541100 | O&M-WWTP-PROF SVCS | | | |
| | | | | | | | | CHECK | 352969 TOTAL: | 400.00 |
| 352970 | 02/26/2020 | PRTD | 9323 | MURRAYSMITH, INC. | 238342 | 19-2682.00-1 | 01/29/2020 | | 02/23/20 | 14,218.50 |
| Invoice: 19-2682.00-1 | | | | | | | WWTP UPGRADES STUDY | | | |
| | | | | | 14,218.50 | 72425352 54110001009 | WWTP TERTIARY STUDY-PROF SVCS | | | |
| | | | | | | | | CHECK | 352970 TOTAL: | 14,218.50 |
| 352971 | 02/26/2020 | PRTD | 2574 | NATIONAL BARRICADE C | 238343 | 285445 | 01/19/2020 | | 02/23/20 | 408.75 |
| Invoice: 285445 | | | | | | | PW/FLEX SHEETING | | | |
| | | | | | 408.75 | 73431835 531100 | OFFICE SUPPLIES | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | INVOICE DTL DESC | | | |
| | | | | | 238344 | 285444 | 01/19/2020 | | 02/23/20 | 2,321.09 |
| | Invoice: 285444 | | | | | | PW/SIGNAGE | | | |
| | | | | | 2,321.09 | 73111264 531100 | O&M-STREET-TRAF CONTROL-SUPPLY | | | |
| | | | | | | | | CHECK 352971 TOTAL: | | 2,729.84 |
| 352972 | 02/26/2020 | PRTD | 8887 | NCSI | 238345 | 149184 | 02/01/2020 | | 02/23/20 | 240.50 |
| | Invoice: 149184 | | | | | | EX/VOLUNTEER BG CHECKS | | | |
| | | | | | 240.50 | 31011256 541100 | EX-GF-EMERG PREP-PROF SVCS | | | |
| | | | | | | | | CHECK 352972 TOTAL: | | 240.50 |
| 352973 | 02/26/2020 | PRTD | 4134 | NORSTAR INDUSTRIES I | 238346 | 57825 | 01/31/2020 | | 02/23/20 | 1,070.59 |
| | Invoice: 57825 | | | | | | PW/STORM PREP SUPPLIES | | | |
| | | | | | 1,070.59 | 73111252 53110001055 | 2020 STORM RESP-STRT-SUPPLIES | | | |
| | | | | | | | | CHECK 352973 TOTAL: | | 1,070.59 |
| 352974 | 02/26/2020 | PRTD | 4118 | NORTHWEST BIOSOLIDS | 238347 | 1281 | 01/31/2020 | | 02/23/20 | 262.50 |
| | Invoice: 1281 | | | | | | PW/2020 DUES | | | |
| | | | | | 262.50 | 73425358 549100 | O&M-WWTP-DUES, SUBSCR | | | |
| | | | | | | | | CHECK 352974 TOTAL: | | 262.50 |
| 352975 | 02/26/2020 | PRTD | 6987 | NORTON CORROSION LIM | 238348 | 255697 | 02/06/2020 | | 02/23/20 | 1,262.00 |
| | Invoice: 255697 | | | | | | PW/2020 ANNUAL INSP | | | |
| | | | | | 1,262.00 | 73421355 541100 | WIN COLL-PROF SVCS | | | |
| | | | | | | | | CHECK 352975 TOTAL: | | 1,262.00 |
| 352976 | 02/26/2020 | PRTD | 4111 | OLYMPIC SPRINGS INC | 238350 | 326638 | 01/31/2020 | | 02/23/20 | 97.50 |
| | Invoice: 326638 | | | | | | POL/PURIFIED WATER | | | |
| | | | | | 97.50 | 51011215 531100 | POLICE - C/E FACIL SUPPLIES | | | |
| | | | | | | | | CHECK 352976 TOTAL: | | 97.50 |
| 352977 | 02/26/2020 | PRTD | 8286 | SUPERINTENDENT OF P | 238351 | 15874 | 01/31/2020 | | 02/23/20 | 45.25 |
| | Invoice: 15874 | | | | | | POL/FINGERPRINTING | | | |
| | | | | | 45.25 | 65438 386110 | AGENCY-FINGERPRINT REV TO SPI | | | |
| | | | | | | | | CHECK 352977 TOTAL: | | 45.25 |
| 352978 | 02/26/2020 | PRTD | 9408 | PACIFICA MEDICINE & | 238352 | 02/04/20 | 02/04/2020 | | 02/23/20 | 506.08 |
| | Invoice: 02/04/20 | | | | | | EX/MED RESERVE CORP SUPPLIES | | | |
| | | | | | 506.08 | 31011256 531100 | EX-GF-EMERG PREP-SUPPLIES | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| | | | | | | | | CHECK | 352978 TOTAL: | 506.08 |
| 352979 | 02/26/2020 | PRTD | 8922 | REXEL USA INC. | 238353 | 0C53888 | 02/04/2020 | | 02/23/20 | 155.38 |
| | Invoice: 0C53888 | | | | | | PW/CH MX SUPPLIES | | | |
| | | | | | 155.38 | 73011183 531100 | O&M-C/E-CH FAC-SUPPLIES | | | |
| | | | | | | | | CHECK | 352979 TOTAL: | 155.38 |
| 352980 | 02/26/2020 | PRTD | 7153 | PORT MADISON ENTERPR | 238354 | 76833 | 01/08/2020 | | 02/23/20 | 991.68 |
| | Invoice: 76833 | | | | | | PW/GRAVEL | | | |
| | | | | | 991.68 | 73111423 531100 | OFFICE SUPPLIES | | | |
| | | | | | | | | CHECK | 352980 TOTAL: | 991.68 |
| 352981 | 02/26/2020 | PRTD | 8403 | PRAETORIAN DIGITAL | 238355 | 010135-5416 | 02/06/2020 | | 02/23/20 | 2,100.00 |
| | Invoice: 010135-5416 | | | | | | POL/ANNUAL SUBX | | | |
| | | | | | 1,680.00 | 53011212 443410 | POLICE - C/E PATROL TRAINING | | | |
| | | | | | 420.00 | 52011212 443410 | POLICE - C/E INVEST TRAINING | | | |
| | | | | | | | | CHECK | 352981 TOTAL: | 2,100.00 |
| 352982 | 02/26/2020 | PRTD | 9349 | PROPANE NORTHWEST | 238356 | 1500931366 | 01/24/2020 | | 02/23/20 | 590.73 |
| | Invoice: 1500931366 | | | | | | PW/538 GAL PROPANE | | | |
| | | | | | 590.73 | 91011897 547200 | GG-C/E-O&M YARD FAC-PROPANE | | | |
| | | | | | | | | CHECK | 352982 TOTAL: | 590.73 |
| 352983 | 02/26/2020 | PRTD | 8149 | PUD #1 OF KITSAP COU | 238357 | 2994092 | 02/11/2020 | | 02/23/20 | 1,000.00 |
| | Invoice: 2994092 | | | | | | FIN/2020 WATER FESTIVAL SUPPORT | | | |
| | | | | | 1,000.00 | 43411342 542450 | FIN-WTR-CONSERVATION-OUTREACH | | | |
| | | | | | | | | CHECK | 352983 TOTAL: | 1,000.00 |
| 352984 | 02/26/2020 | PRTD | 394 | RED'S ELECTRIC MOTOR | 238358 | 36431 | 01/27/2020 | | 02/23/20 | 3,161.00 |
| | Invoice: 36431 | | | | | | PW/WWTP PUMP REPAIR & MX | | | |
| | | | | | 3,161.00 | 73425358 531100 | O&M-WWTP-SUPPLIES | | | |
| | | | | | | | | CHECK | 352984 TOTAL: | 3,161.00 |
| 352985 | 02/26/2020 | PRTD | 617 | S & B INC | 238368 | 25249F | 01/31/2020 | | 02/23/20 | 29,791.52 |
| | Invoice: 25249F | | | | | | WATER/SEWER TELEMETRY SCADA UP | | | |
| | | | | | 21,508.28 | 72413434 64110000818 | SCADA UPGRADES WTR PRF SVC | | | |
| | | | | | 8,283.24 | 72423434 64110000821 | SCADA UPGRADES SWR PROF SVC | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| | | | | | | | | CHECK | 352985 TOTAL: | 29,791.52 |
| 352986 | 02/26/2020 | PRTD | 8129 | SMARSH INC | 238369 | INV00575044 | 01/31/2020 | | 02/23/20 | 7,226.48 |
| | Invoice: INV00575044 | | | | | | IT/ANNUAL ARCHIVE SVC 2020 | | | |
| | | | | | 7,226.48 | 81011881 548500 | IT - C/E COMPUTER SUPPORT | | | |
| | | | | | | | | CHECK | 352986 TOTAL: | 7,226.48 |
| 352987 | 02/26/2020 | PRTD | 8855 | SOUND LAW CENTER | 238370 | 2366 | 02/04/2020 | | 02/23/20 | 9,572.50 |
| | Invoice: 2366 | | | | | | HEX/PLN50880 | | | |
| | | | | | 9,572.50 | 34470586 54111001056 | HEX-WINSLOW HOTEL(SLC) | | | |
| | | | | | | | | CHECK | 352987 TOTAL: | 9,572.50 |
| 352988 | 02/26/2020 | PRTD | 601 | SOUND REPROGRAPHICS | 238371 | 76039 | 02/07/2020 | | 02/23/20 | 115.99 |
| | Invoice: 76039 | | | | | | CC/RETF SUPPLIES | | | |
| | | | | | 115.99 | 11011116 531100 | COUNCIL - SUPPLIES | | | |
| | | | | | | | | CHECK | 352988 TOTAL: | 115.99 |
| 352989 | 02/26/2020 | PRTD | 9065 | SOUNDWEST ENGINEERIN | 238372 | 05-04-14 | 02/07/2020 | | 02/23/20 | 647.50 |
| | Invoice: 05-04-14 | | | | | | COUNTRY CLUB BULKHEAD & CULVER | | | |
| | | | | | 647.50 | 72111425 54110000781 | CO CLUB RD BULKHEAD R&M-PRO SV | | | |
| | | | | | | | | CHECK | 352989 TOTAL: | 647.50 |
| 352990 | 02/26/2020 | VOID | 7193 | EVERGREEN BOAT TRANS | | | | | | .00 |
| | Invoice: | VOID & reissue : remit error<br>Replacement ck # 353013 | | | | | | | | |
| | | | | | | | | CHECK | 352990 TOTAL: | .00 |
| 352991 | 02/26/2020 | PRTD | 8132 | SPECTRA LABORATORIES | 238374 | 20-00801 | 02/11/2020 | | 02/23/20 | 264.96 |
| | Invoice: 20-00801 | | | | | | PW/LEAD & COPPER TESTING | | | |
| | | | | | 264.96 | 73011897 54110000391 | LAB SVCS-PWY FAC | | | |
| | | | | | 238375 | 20-00722 | 02/11/2020 | | 02/23/20 | 248.40 |
| | Invoice: 20-00722 | | | | | | PW/LEAD & COPPER TESTING | | | |
| | | | | | 248.40 | 73011897 54110000391 | LAB SVCS-PWY FAC | | | |
| | | | | | 238376 | 20-00680 | 02/06/2020 | | 02/23/20 | 107.64 |
| | Invoice: 20-00680 | | | | | | PW/ ECOLI TESTING | | | |
| | | | | | 107.64 | 73411345 54110000391 | LAB SVCS-WATER | | | |
| | | | | | 238377 | 20-00677 | 02/06/2020 | | 02/23/20 | 21.16 |
| | Invoice: 20-00677 | | | | | | PW/ ECOLI TESTING | | | |
| | | | | | 21.16 | 73011897 54110000391 | LAB SVCS-PWY FAC | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | INVOICE DTL DESC | | | | | | |
| | | | | | 238378 | 20-00679 | 02/06/2020 | | 02/23/20 | 21.16 |
| | | | | Invoice: 20-00679 | | | PW/ROCKAWAY TESTING | | | |
| | | | | | 21.16 | 73415345 54110000391 | LAB SVCS-WATER ROCKAWAY | | | |
| | | | | | 238379 | 20-00541 | 01/31/2020 | | 02/23/20 | 331.20 |
| | | | | Invoice: 20-00541 | | | PW/LEAD & COPPER TESTING | | | |
| | | | | | 331.20 | 73011897 54110000391 | LAB SVCS-PWY FAC | | | |
| | | | | | 238380 | 20-00542 | 01/31/2020 | | 02/23/20 | 1,175.76 |
| | | | | Invoice: 20-00542 | | | PW/WELL TESTING | | | |
| | | | | | 1,175.76 | 73011897 54110000391 | LAB SVCS-PWY FAC | | | |
| | | | | | 238381 | 20-00538 | 01/31/2020 | | 02/23/20 | 248.40 |
| | | | | Invoice: 20-00538 | | | PW/LEAD & COPPER TESTING | | | |
| | | | | | 248.40 | 73011897 54110000391 | LAB SVCS-PWY FAC | | | |
| | | | | | 238382 | 20-00505 | 01/30/2020 | | 02/23/20 | 38.64 |
| | | | | Invoice: 20-00505 | | | PW/CASEY ST NITRATE TESTING | | | |
| | | | | | 38.64 | 73411345 54110000391 | LAB SVCS-WATER | | | |
| | | | | | | | | CHECK | 352991 TOTAL: | 2,457.32 |
| 352992 | 02/26/2020 | PRTD | 2467 | STAPLES | 238383 | 3438287392 | 02/01/2020 | | 02/23/20 | 6.00 |
| | | | | Invoice: 3438287392 | | | EX/DESK PAD CALENDAR | | | |
| | | | | | 6.00 | 31011131 531100 | EX-GF-SUPPLIES | | | |
| | | | | | 238384 | 3438287401 | 02/01/2020 | | 02/23/20 | 114.44 |
| | | | | Invoice: 3438287401 | | | EX/MONITOR STAND | | | |
| | | | | | 114.44 | 31011131 531100 | EX-GF-SUPPLIES | | | |
| | | | | | 238385 | 3438287388 | 02/01/2020 | | 02/23/20 | 3.96 |
| | | | | Invoice: 3438287388 | | | LEGAL/PAGE FLAGS | | | |
| | | | | | 3.96 | 32011152 531100 | LGL-GF-SUPPLIES | | | |
| | | | | | 238386 | 3438287394 | 02/01/2020 | | 02/23/20 | 40.81 |
| | | | | Invoice: 3438287394 | | | EX,FIN,PW/OFFICE SUPPLIES | | | |
| | | | | | 16.22 | 31011131 531100 | EX-GF-SUPPLIES | | | |
| | | | | | 16.22 | 41011141 531100 | FIN - C/E ADMIN SUPPLIES | | | |
| | | | | | 8.37 | 73011183 531100 | O&M-C/E-CH FAC-SUPPLIES | | | |
| | | | | | 238387 | 3438287396 | 02/01/2020 | | 02/23/20 | 72.26 |
| | | | | Invoice: 3438287396 | | | EX,FIN/OFFICE SUPPLIES | | | |
| | | | | | 49.73 | 31011131 531100 | EX-GF-SUPPLIES | | | |
| | | | | | 22.53 | 41011141 531100 | FIN - C/E ADMIN SUPPLIES | | | |
| | | | | | 238388 | 3438287403 | 02/01/2020 | | 02/23/20 | 99.88 |
| | | | | Invoice: 3438287403 | | | CC,EX,FIN/OFFICE SUPPLIES | | | |
| | | | | | 24.71 | 11011116 531100 | COUNCIL - SUPPLIES | | | |
| | | | | | 37.58 | 31011131 531100 | EX-GF-SUPPLIES | | | |
| | | | | | 37.59 | 41011141 531100 | FIN - C/E ADMIN SUPPLIES | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | INVOICE DTL DESC | | | |
| | | | | | 238389 | 3438287399 | 02/01/2020 | | 02/23/20 | 74.15 |
| | Invoice: 3438287399 | | | | | | EX,LEGAL,FIN/OFFICE SUPPLIES | | | |
| | | | | | 3.47 | 31011131 531100 | EX-GF-SUPPLIES | | | |
| | | | | | 67.21 | 32011152 531100 | LGL-GF-SUPPLIES | | | |
| | | | | | 3.47 | 41011141 531100 | FIN - C/E ADMIN SUPPLIES | | | |
| | | | | | 238390 | 3438287405 | 02/01/2020 | | 02/23/20 | 34.73 |
| | Invoice: 3438287405 | | | | | | EX,FIN/OFFICE SUPPLIES | | | |
| | | | | | 17.36 | 31011131 531100 | EX-GF-SUPPLIES | | | |
| | | | | | 17.37 | 41011141 531100 | FIN - C/E ADMIN SUPPLIES | | | |
| | | | | | 238391 | 3438287734 | 02/01/2020 | | 02/23/20 | 339.13 |
| | Invoice: 3438287734 | | | | | | PCD/OFFICE SUPPLIES | | | |
| | | | | | 339.13 | 61011581 531100 | PCD - C/E ADMIN SUPPLIES | | | |
| | | | | | 238392 | 3438287830 | 02/01/2020 | | 02/23/20 | 16.34 |
| | Invoice: 3438287830 | | | | | | POL/CALENDAR | | | |
| | | | | | 16.34 | 51011211 531100 | PD-C/E-ADM-SUPPLIES | | | |
| | | | | | 238393 | 3438287831 | 02/01/2020 | | 02/23/20 | 16.34 |
| | Invoice: 3438287831 | | | | | | POL/CALENDAR | | | |
| | | | | | 16.34 | 51011211 531100 | PD-C/E-ADM-SUPPLIES | | | |
| | | | | | 238394 | 3438287833 | 02/01/2020 | | 02/23/20 | 89.37 |
| | Invoice: 3438287833 | | | | | | POL/WHITE BOARD: DETECTIVES | | | |
| | | | | | 89.37 | 52011212 531100 | POLICE - C/E INVEST SUPPLIES | | | |
| | | | | | 238395 | 3438287834 | 02/01/2020 | | 02/23/20 | 43.87 |
| | Invoice: 3438287834 | | | | | | POL/DRY ERASE: DETECTIVES | | | |
| | | | | | 43.87 | 52011212 531100 | POLICE - C/E INVEST SUPPLIES | | | |
| | | | | | 238396 | 3438287835 | 02/01/2020 | | 02/23/20 | 434.39 |
| | Invoice: 3438287835 | | | | | | POL/TONER X2 | | | |
| | | | | | 217.20 | 51011211 531100 | PD-C/E-ADM-SUPPLIES | | | |
| | | | | | 86.88 | 52011212 531100 | POLICE - C/E INVEST SUPPLIES | | | |
| | | | | | 130.31 | 53011212 531100 | PD-C/E-PATROL SUPPLIES | | | |
| | | | | | 238397 | 8057345433 | 02/01/2020 | | 02/23/20 | 211.42 |
| | Invoice: 8057345433 | | | | | | PW/OFFICE SUPPLIES | | | |
| | | | | | 211.42 | 73637891 531100 | OFFICE SUPPLIES | | | |
| | | | | | | | | CHECK | 352992 TOTAL: | 1,597.09 |
| 352993 | 02/26/2020 | PRTD | 8244 | THE HOME DEPOT PRO | 238398 | 532139128 | 01/22/2020 | | 02/23/20 | 214.84 |
| | Invoice: 532139128 | | | | | | PW/COMPOST BAGS | | | |
| | | | | | 214.84 | 73637948 531100 | O&M ALLOC-CITY WIDE SUPPLIES | | | |
| | | | | | | | | CHECK | 352993 TOTAL: | 214.84 |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | INVOICE DTL DESC | | | |
| 352994 | 02/26/2020 | PRTD | 4819 | THOMSON REUTERS - WE | 238400 | 841786690 | 01/31/2020 | | 02/23/20 | 547.56 |
| | Invoice: 841786690 | | | | | | LEGAL/INFO SVCS | | | |
| | | | | | 547.56 | 32011152 549100 | LGL-GF-DUES & SUBSCRIPTIONS | | | |
| | | | | | | | CHECK | 352994 TOTAL: | | 547.56 |
| 352995 | 02/26/2020 | PRTD | 6714 | TOSHIBA FINANCIAL SE | 238402 | 26460647 | 02/10/2020 | | 02/23/20 | 353.16 |
| | Invoice: 26460647 | | | | | | PCD/E-STUDIO6560C LEASE | | | |
| | | | | | 353.16 | 61470581 545000 | PCD - DEV ADMIN RENTS & LEASES | | | |
| | | | | | 238403 | 26478118 | 02/12/2020 | | 02/23/20 | 234.42 |
| | Invoice: 26478118 | | | | | | POL/E-STUDIO4515AC LEASE | | | |
| | | | | | 234.42 | 51011211 545000 | PD-C/E-ADMIN RENTS/LEASE | | | |
| | | | | | | | CHECK | 352995 TOTAL: | | 587.58 |
| 352996 | 02/26/2020 | PRTD | 8010 | JOSEPH W. TOVAR | 238404 | 1902-2 | 01/08/2020 | | 02/23/20 | 250.00 |
| | Invoice: 1902-2 | | | | | | DRB/PC TRAINING WITH 2020 WORK | | | |
| | | | | | 250.00 | 61011584 443410 | PCD - C/E ADM TRAINING | | | |
| | | | | | | | CHECK | 352996 TOTAL: | | 250.00 |
| 352997 | 02/26/2020 | PRTD | 1152 | USA BLUE BOOK | 238405 | 129749 | 01/29/2020 | | 02/23/20 | 78.85 |
| | Invoice: 129749 | | | | | | PW/RICCA PH 6.00 BUFFER | | | |
| | | | | | 78.85 | 73425358 531100 | O&M-WWTP-SUPPLIES | | | |
| | | | | | 238406 | 127067 | 01/27/2020 | | 02/23/20 | 476.92 |
| | Invoice: 127067 | | | | | | PW/GLOVES, DIPPER, BUFFER | | | |
| | | | | | 476.92 | 73425358 531100 | O&M-WWTP-SUPPLIES | | | |
| | | | | | | | CHECK | 352997 TOTAL: | | 555.77 |
| 352998 | 02/26/2020 | PRTD | 553 | UTILITIES UNDERGROUN | 238407 | 0010122 | 01/31/2020 | | 02/23/20 | 150.93 |
| | Invoice: 0010122 | | | | | | PW/EXCAVATION NOTICES JAN 20 | | | |
| | | | | | 150.93 | 73637893 54110000393 | O&M ALLOC-LOCATING SVCS | | | |
| | | | | | | | CHECK | 352998 TOTAL: | | 150.93 |
| 352999 | 02/26/2020 | PRTD | 5402 | VIRTUAL GRAFFITI INC | 238408 | 438730 | 02/11/2020 | | 02/23/20 | 2,583.38 |
| | Invoice: 438730 | | | | | | IT/BARRACUDA EMAIL ARCHIVING | | | |
| | | | | | 2,583.38 | 81011881 548500 | IT - C/E COMPUTER SUPPORT | | | |
| | | | | | | | CHECK | 352999 TOTAL: | | 2,583.38 |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| 353000 | 02/26/2020 | PRTD | 1162 | WASHINGTON AUDIOLOGY | 238409 | 57189 | 01/31/2020 | | 02/23/20 | 843.05 |
| | Invoice: 57189 | | | | | | PW/OCC HEALTH TESTING | | | |
| | | | | | 843.05 | 73637891 541100 | PROFESSIONAL SERVICES | | | |
| | | | | | 238410 | 57188 | 01/31/2020 | | 02/23/20 | 856.65 |
| | Invoice: 57188 | | | | | | POL/OCC HEALTH TESTING | | | |
| | | | | | 856.65 | 53011212 541100 | POLICE - C/E PATROL PROF SVCS | | | |
| | | | | | | | CHECK 353000 TOTAL: | | | 1,699.70 |
| 353001 | 02/26/2020 | PRTD | 938 | WA ST DEPT OF HEALTH | 238411 | 2020-PERMIT | 02/04/2020 | | 02/23/20 | 3,984.50 |
| | Invoice: 2020-PERMIT | | | | | | PW/2020 OPERATING PERMIT FEE | | | |
| | | | | | 3,984.50 | 73411345 549800 | PERMITS-COBI OR OUTSIDE AGENCY | | | |
| | | | | | | | CHECK 353001 TOTAL: | | | 3,984.50 |
| 353002 | 02/26/2020 | PRTD | 4104 | WA ST FERRIES | 238412 | RK341321 | 01/31/2020 | | 02/23/20 | 317.75 |
| | Invoice: RK341321 | | | | | | JAN20 WAVE2GO FERRY CHARGES | | | |
| | | | | | 286.25 | 53011212 543100 | PATROL-TRAVEL/MEALS/LODGING | | | |
| | | | | | 31.50 | 72011321 543100 | ENG - C/E ADMIN TRAVEL EXPENSE | | | |
| | | | | | | | CHECK 353002 TOTAL: | | | 317.75 |
| 353003 | 02/26/2020 | PRTD | 2251 | WA ST TREASURER | 238413 | JAN20 | 01/31/2020 | | 02/23/20 | 3,270.68 |
| | Invoice: JAN20 | | | | | | JAN20 STATE OUT COURT REMIT | | | |
| | | | | | 1,291.62 | 41611860 586000 | PSEA 60% OUT | | | |
| | | | | | 715.31 | 41610860 586000 | PSEA 30% OUT | | | |
| | | | | | 41.60 | 41619860 586000 | PSEA 3 - STATE DISB OUT | | | |
| | | | | | 169.82 | 41616860 586000 | THEFT PRV&TR BRAIN INJ-OUT | | | |
| | | | | | 69.10 | 41616860 586000 | THEFT PRV&TR BRAIN INJ-OUT | | | |
| | | | | | 623.83 | 41614860 586000 | JUDICIAL INFO SYST.-OUT | | | |
| | | | | | 125.95 | 41617860 586000 | SCHOOL SAFETY ZONE-OUT | | | |
| | | | | | 84.62 | 41618860 586000 | TRAUMA CARE-OUT | | | |
| | | | | | 25.65 | 41618860 586000 | TRAUMA CARE-OUT | | | |
| | | | | | 7.57 | 41618860 586000 | TRAUMA CARE-OUT | | | |
| | | | | | 43.41 | 41618860 586000 | TRAUMA CARE-OUT | | | |
| | | | | | 22.22 | 41616860 586812 | ACCESS COMM ACCT | | | |
| | | | | | 22.22 | 41616860 586813 | MULTIMODAL ACCT | | | |
| | | | | | 27.76 | 41615860 586961 | STATE CRIME LAB | | | |
| | | | | | 238414 | JAN20-SBCC | 01/31/2020 | | 02/23/20 | 316.50 |
| | Invoice: JAN20-SBCC | | | | | | JAN20 OUT COURT REMIT-SBCC | | | |
| | | | | | 316.50 | 41652860 586000 | SBCC BLDG.-OUT | | | |
| | | | | | | | CHECK 353003 TOTAL: | | | 3,587.18 |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| 353004 | 02/26/2020 | PRTD | 4513 | WM CORPORATE SERVICE | 238416 | 0036599-1048-7 | 02/01/2020 | 21900056 | 02/23/20 | 4,173.00 |
| | Invoice: 0036599-1048-7 | | | | | BIOSOLIDS LANDFILL DISPOSAL | | | | |
| | | | | | 4,173.00 | 73425358 54790100551 BIOSOLIDS WASTE DISPOSAL | | | | |
| | | | | | | | CHECK | 353004 TOTAL: | | 4,173.00 |
| 353005 | 02/26/2020 | PRTD | 5709 | WEBCHECK INC | 238417 | 6531 | 01/31/2020 | | 02/23/20 | 114.45 |
| | Invoice: 6531 | | | | | FIN/JAN20 WEBCHECK SVCS | | | | |
| | | | | | 57.22 | 43411341 541100 FIN - WATER ADMIN PROF SERVICE | | | | |
| | | | | | 57.23 | 43421351 541100 FIN - SEWER ADMIN PROF SERVICE | | | | |
| | | | | | | | CHECK | 353005 TOTAL: | | 114.45 |
| 353006 | 02/26/2020 | PRTD | 8390 | WEST HILLS FORD MAZD | 238418 | 701505 | 02/10/2020 | | 02/23/20 | 535.23 |
| | Invoice: 701505 | | | | | POL/VEH 203 PARTS | | | | |
| | | | | | 535.23 | 53011212 548100 POLICE - C/E PATROL MAINTENANC | | | | |
| | | | | | | | CHECK | 353006 TOTAL: | | 535.23 |
| 353007 | 02/26/2020 | PRTD | 499 | WESTBAY AUTO PARTS I | 238419 | 518259 | 02/04/2020 | | 02/23/20 | 6.47 |
| | Invoice: 518259 | | | | | PW/FUEL CAP | | | | |
| | | | | | 6.47 | 990 141100 MERCHANDISE | | | | |
| | | | | | 238420 | 514400 | 01/17/2020 | | 02/23/20 | -119.90 |
| | Invoice: 514400 | | | | | PW/CORE DEPOSITS | | | | |
| | | | | | -59.95 | 73111423 531100 OFFICE SUPPLIES | | | | |
| | | | | | -59.95 | 73111427 531100 OFFICE SUPPLIES | | | | |
| | | | | | 238421 | 518002 | 02/03/2020 | | 02/23/20 | 245.49 |
| | Invoice: 518002 | | | | | PW/LAMPS, FILTERS (ASSORTED) | | | | |
| | | | | | 245.49 | 990 141100 MERCHANDISE | | | | |
| | | | | | 238422 | 518041 | 02/03/2020 | | 02/23/20 | 20.96 |
| | Invoice: 518041 | | | | | PW/OIL & AIR FILTERS, FUEL CAP | | | | |
| | | | | | 20.96 | 990 141100 MERCHANDISE | | | | |
| | | | | | 238423 | 517265 | 01/30/2020 | | 02/23/20 | 550.40 |
| | Invoice: 517265 | | | | | PW/SOCKETS, TITAN TOOL, ORING | | | | |
| | | | | | 550.40 | 73411345 531100 OFFICE SUPPLIES | | | | |
| | | | | | 238424 | 516675 | 01/28/2020 | | 02/23/20 | 10.57 |
| | Invoice: 516675 | | | | | PW/OIL FILTERS | | | | |
| | | | | | 10.57 | 990 141100 MERCHANDISE | | | | |
| | | | | | 238425 | 516693 | 01/28/2020 | | 02/23/20 | 69.30 |
| | Invoice: 516693 | | | | | PW/OIL FILTERS | | | | |
| | | | | | 69.30 | 990 141100 MERCHANDISE | | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| | | | | | 238426 | 516677 | 01/28/2020 | | 02/23/20 | 76.13 |
| | | | | | Invoice: 516677 | | PW/CASTERS | | | |
| | | | | | 76.13 | 73638935 531100 | O&M-STD ALLOCATION-SUPPLIES | | | |
| | | | | | 238427 | 516440 | 01/27/2020 | | 02/23/20 | 54.71 |
| | | | | | Invoice: 516440 | | PW/SILICONE, FUEL FILTERS | | | |
| | | | | | 54.71 | 990 141100 | MERCHANDISE | | | |
| | | | | | | | | CHECK 353007 TOTAL: | | 914.13 |
| 353008 | 02/26/2020 | PRTD | 8759 | WHISTLE WORKWEAR | 238428 | A23018 | 02/04/2020 | | 02/23/20 | 584.48 |
| | | | | | Invoice: A23018 | | PW/SAFETY GEAR | | | |
| | | | | | 584.48 | 73637891 531100 | OFFICE SUPPLIES | | | |
| | | | | | | | | CHECK 353008 TOTAL: | | 584.48 |
| 353009 | 02/26/2020 | PRTD | 522 | WA ST DEPT OF TRANSP | 238429 | RE-313-ATB00114122 | 01/14/2020 | | 02/23/20 | 199.94 |
| | | | | | Invoice: RE-313-ATB00114122 | | ENG/ONSITE REVIEW: C40 MILLER | | | |
| | | | | | 199.94 | 72334562 64110000800 | C40-MILLER RD-ENG/DESIGN | | | |
| | | | | | 238430 | RE-313-ATB00114110 | 01/14/2020 | | 02/23/20 | 6.60 |
| | | | | | Invoice: RE-313-ATB00114110 | | ENG/INVESTIGATIONS: STO - 305 | | | |
| | | | | | 6.60 | 72334562 64110000668 | STO PH 2&4-ENG/DESIGN | | | |
| | | | | | 238431 | RE-313-ATB00114144 | 01/14/2020 | | 02/23/20 | 6,259.76 |
| | | | | | Invoice: RE-313-ATB00114144 | | ENG/PROJ MGMT: OLY DR NM IMPR | | | |
| | | | | | 6,259.76 | 72334951 64110000596 | SR305-OLYMPIC NM-ENG/DESIGN | | | |
| | | | | | | | | CHECK 353009 TOTAL: | | 6,466.30 |
| 353010 | 02/26/2020 | PRTD | 7450 | XYLEM WATER SOLUTION | 238432 | 233151885 | 02/06/2020 | | 02/23/20 | 878.50 |
| | | | | | Invoice: 233151885 | | PW/LAMPS | | | |
| | | | | | 878.50 | 73425358 531100 | O&M-WWTP-SUPPLIES | | | |
| | | | | | | | | CHECK 353010 TOTAL: | | 878.50 |
| 353011 | 02/26/2020 | PRTD | 2607 | ZEE MEDICAL SERVICE | 238433 | 68393708 | 02/07/2020 | | 02/23/20 | 98.23 |
| | | | | | Invoice: 68393708 | | PW/FIRST AID RESTOCK | | | |
| | | | | | 98.23 | 73637891 531100 | OFFICE SUPPLIES | | | |
| | | | | | 238434 | 68393701 | 02/07/2020 | | 02/23/20 | 40.65 |
| | | | | | Invoice: 68393701 | | POL/FIRST AID RESTOCK | | | |
| | | | | | 40.65 | 51011215 531100 | POLICE - C/E FACIL SUPPLIES | | | |
| | | | | | 238435 | 68393704 | 02/07/2020 | | 02/23/20 | 152.46 |
| | | | | | Invoice: 68393704 | | CH FIRST AID RESTOCK | | | |
| | | | | | 152.46 | 91011183 531100 | GG-C/E-CH CLEANING-SUPPLIES | | | |

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | VOUCHER | INVOICE | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | INVOICE DTL DESC | | | | |
| | | | | | | | CHECK | 353011 TOTAL: | | 291.34 |
| 353012 | 02/26/2020 | PRTD | 2306 | KITSAP COUNTY PROSEC | 238326 | JAN20 | 02/04/2020 | | 02/23/20 | 9,554.69 |
| Invoice: JAN20 | | | | | | | LEGAL/PROS SVCS JAN 20 | | | |
| | | | | | 9,554.69 | 32011521 541112 | LGL-OUTSIDE PROSECUTOR | | | |
| | | | | | | | CHECK | 353012 TOTAL: | | 9,554.69 |
| 353013 | 02/26/2020 | PRTD | 7193 | SOUTH PARK MARINA LL | 238373 | 02/03/20 | 02/03/2020 | | 02/23/20 | 379.69 |
| Invoice: 02/03/20 | | | | | | | POL/VESSEL STORAGE: RENAISSANCE | | | |
| | | | | | 379.69 | 55011757 54110000159 | PD-DERELICT VES-DISPOSAL SVCS | | | |
| | | | | | | | CHECK | 353013 TOTAL: | | 379.69 |

NUMBER OF CHECKS 105 *** CASH ACCOUNT TOTAL *** 304,266.80

| | COUNT | AMOUNT |
|---|---|---|
| TOTAL PRINTED CHECKS | 103 | 304,266.80 |
| TOTAL VOIDED CHECKS | 2 | .00 |

*** GRAND TOTAL *** 304,266.80

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

| YEAR PER JNL / SRC ACCOUNT / EFF DATE | JNL DESC | REF 1 | REF 2 | REF 3 | ACCOUNT DESC / LINE DESC | T | OB | DEBIT | CREDIT |
|---|---|---|---|---|---|---|---|---|---|
| 2020 2 212 | | | | | | | | | |
| APP 001-213000 | | | | | GENERAL - ACCOUNTS PAYABLE | | | 141,345.96 | |
| 02/26/2020 | 02/23/20 | 022620 | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 635-111100 | | | | | CASH | | | | 304,266.80 |
| 02/26/2020 | 02/23/20 | 022620 | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 401-213000 | | | | | ACCOUNTS PAYABLE | | | 35,455.90 | |
| 02/26/2020 | 02/23/20 | 022620 | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 101-213000 | | | | | STREETS - ACCOUNTS PAYABLE | | | 11,707.88 | |
| 02/26/2020 | 02/23/20 | 022620 | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 402-213000 | | | | | ACCOUNTS PAYABLE | | | 36,696.24 | |
| 02/26/2020 | 02/23/20 | 022620 | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 631-213000 | | | | | ACCOUNTS PAYABLE | | | 11,540.01 | |
| 02/26/2020 | 02/23/20 | 022620 | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 901-213000 | | | | | ACCOUNTS PAYABLE | | | 803.06 | |
| 02/26/2020 | 02/23/20 | 022620 | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 301-213000 | | | | | ACCOUNTS PAYABLE | | | 45,639.37 | |
| 02/26/2020 | 02/23/20 | 022620 | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 104-213000 | | | | | CIVIC IMPR - ACCOUNTS PAYABLE | | | 6,428.59 | |
| 02/26/2020 | 02/23/20 | 022620 | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 650-213000 | | | | | ACCOUNTS PAYABLE | | | 3,689.01 | |
| 02/26/2020 | 02/23/20 | 022620 | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 407-213000 | | | | | ACCOUNTS PAYABLE | | | 10,552.03 | |
| 02/26/2020 | 02/23/20 | 022620 | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| APP 403-213000 | | | | | ACCOUNTS PAYABLE | | | 408.75 | |
| 02/26/2020 | 02/23/20 | 022620 | | | AP CASH DISBURSEMENTS JOURNAL | | | | |
| | | | | | GENERAL LEDGER TOTAL | | | 304,266.80 | 304,266.80 |
| APP 631-130000 | | | | | DUE TO/FROM CLEARING | | | 292,726.79 | |
| 02/26/2020 | 02/23/20 | 022620 | | | | | | | |
| APP 001-130000 | | | | | GENERAL - DUE TO/FROM CLEARING | | | | 141,345.96 |
| 02/26/2020 | 02/23/20 | 022620 | | | | | | | |
| APP 401-130000 | | | | | DUE TO/FROM CLEARING | | | | 35,455.90 |
| 02/26/2020 | 02/23/20 | 022620 | | | | | | | |
| APP 101-130000 | | | | | STREETS - DUE TO/FROM CLEARING | | | | 11,707.88 |
| 02/26/2020 | 02/23/20 | 022620 | | | | | | | |
| APP 402-130000 | | | | | DUE TO/FROM CLEARING | | | | 36,696.24 |
| 02/26/2020 | 02/23/20 | 022620 | | | | | | | |
| APP 901-130000 | | | | | DUE TO/FROM CLEARING | | | | 803.06 |
| 02/26/2020 | 02/23/20 | 022620 | | | | | | | |
| APP 301-130000 | | | | | DUE TO/FROM CLEARING | | | | 45,639.37 |
| 02/26/2020 | 02/23/20 | 022620 | | | | | | | |
| APP 104-130000 | | | | | CIVIC IMPR DUE TO/FROM CLEAR'G | | | | 6,428.59 |
| 02/26/2020 | 02/23/20 | 022620 | | | | | | | |
| APP 650-130000 | | | | | DUE TO/FROM CLEARING | | | | 3,689.01 |
| 02/26/2020 | 02/23/20 | 022620 | | | | | | | |
| APP 407-130000 | | | | | DUE TO/FROM CLEARING | | | | 10,552.03 |

JOURNAL ENTRIES TO BE CREATED

| YEAR PER JNL<br>SRC ACCOUNT<br>EFF DATE JNL DESC REF 1 REF 2 REF 3 | ACCOUNT DESC<br>LINE DESC | T OB | DEBIT | CREDIT |
|---|---|---|---|---|
| 02/26/2020 02/23/20 022620 | | | | |
| APP 403-130000 | DUE TO/FROM CLEARING | | | 408.75 |
| 02/26/2020 02/23/20 022620 | | | | |
| | SYSTEM GENERATED ENTRIES TOTAL | | 292,726.79 | 292,726.79 |
| | JOURNAL 2020/02/212 TOTAL | | 596,993.59 | 596,993.59 |

JOURNAL ENTRIES TO BE CREATED

| FUND / ACCOUNT | YEAR | PER | JNL | EFF DATE / ACCOUNT DESCRIPTION | DEBIT | CREDIT |
|---|---|---|---|---|---|---|
| 001 GENERAL FUND | 2020 | 2 | 212 | 02/26/2020 | | |
| 001-130000 | | | | GENERAL - DUE TO/FROM CLEARING | | 141,345.96 |
| 001-213000 | | | | GENERAL - ACCOUNTS PAYABLE | 141,345.96 | |
| | | | | FUND TOTAL | 141,345.96 | 141,345.96 |
| 101 STREET FUND | 2020 | 2 | 212 | 02/26/2020 | | |
| 101-130000 | | | | STREETS - DUE TO/FROM CLEARING | | 11,707.88 |
| 101-213000 | | | | STREETS - ACCOUNTS PAYABLE | 11,707.88 | |
| | | | | FUND TOTAL | 11,707.88 | 11,707.88 |
| 104 CIVIC IMPROVEMENT FUND | 2020 | 2 | 212 | 02/26/2020 | | |
| 104-130000 | | | | CIVIC IMPR DUE TO/FROM CLEAR'G | | 6,428.59 |
| 104-213000 | | | | CIVIC IMPR - ACCOUNTS PAYABLE | 6,428.59 | |
| | | | | FUND TOTAL | 6,428.59 | 6,428.59 |
| 301 CAPITAL CONSTRUCTION FUND | 2020 | 2 | 212 | 02/26/2020 | | |
| 301-130000 | | | | DUE TO/FROM CLEARING | | 45,639.37 |
| 301-213000 | | | | ACCOUNTS PAYABLE | 45,639.37 | |
| | | | | FUND TOTAL | 45,639.37 | 45,639.37 |
| 401 WATER OPERATING FUND | 2020 | 2 | 212 | 02/26/2020 | | |
| 401-130000 | | | | DUE TO/FROM CLEARING | | 35,455.90 |
| 401-213000 | | | | ACCOUNTS PAYABLE | 35,455.90 | |
| | | | | FUND TOTAL | 35,455.90 | 35,455.90 |
| 402 SEWER OPERATING FUND | 2020 | 2 | 212 | 02/26/2020 | | |
| 402-130000 | | | | DUE TO/FROM CLEARING | | 36,696.24 |
| 402-213000 | | | | ACCOUNTS PAYABLE | 36,696.24 | |
| | | | | FUND TOTAL | 36,696.24 | 36,696.24 |
| 403 STORM & SURFACE WATER FUND | 2020 | 2 | 212 | 02/26/2020 | | |
| 403-130000 | | | | DUE TO/FROM CLEARING | | 408.75 |
| 403-213000 | | | | ACCOUNTS PAYABLE | 408.75 | |
| | | | | FUND TOTAL | 408.75 | 408.75 |
| 407 BUILDING & DEVELOPMENT FUND | 2020 | 2 | 212 | 02/26/2020 | | |
| 407-130000 | | | | DUE TO/FROM CLEARING | | 10,552.03 |
| 407-213000 | | | | ACCOUNTS PAYABLE | 10,552.03 | |
| | | | | FUND TOTAL | 10,552.03 | 10,552.03 |
| 631 CLEARING FUND | 2020 | 2 | 212 | 02/26/2020 | | |

JOURNAL ENTRIES TO BE CREATED

| FUND / ACCOUNT | YEAR | PER | JNL | EFF DATE | ACCOUNT DESCRIPTION | | DEBIT | CREDIT |
|---|---|---|---|---|---|---|---|---|
| 631-130000 | | | | | DUE TO/FROM CLEARING | | 292,726.79 | |
| 631-213000 | | | | | ACCOUNTS PAYABLE | | 11,540.01 | |
| 635-111100 | | | | | CASH | | | 304,266.80 |
| | | | | | | FUND TOTAL | 304,266.80 | 304,266.80 |
| 650 AGENCY FUND | 2020 | 2 | 212 | 02/26/2020 | | | | |
| 650-130000 | | | | | DUE TO/FROM CLEARING | | | 3,689.01 |
| 650-213000 | | | | | ACCOUNTS PAYABLE | | 3,689.01 | |
| | | | | | | FUND TOTAL | 3,689.01 | 3,689.01 |
| 901 CITY-WIDE REPORTING FUND | 2020 | 2 | 212 | 02/26/2020 | | | | |
| 901-130000 | | | | | DUE TO/FROM CLEARING | | | 803.06 |
| 901-213000 | | | | | ACCOUNTS PAYABLE | | 803.06 | |
| | | | | | | FUND TOTAL | 803.06 | 803.06 |

JOURNAL ENTRIES TO BE CREATED

| FUND | | DUE TO | DUE FROM |
|---|---|---|---|
| 001 | GENERAL FUND | | 141,345.96 |
| 101 | STREET FUND | | 11,707.88 |
| 104 | CIVIC IMPROVEMENT FUND | | 6,428.59 |
| 301 | CAPITAL CONSTRUCTION FUND | | 45,639.37 |
| 401 | WATER OPERATING FUND | | 35,455.90 |
| 402 | SEWER OPERATING FUND | | 36,696.24 |
| 403 | STORM & SURFACE WATER FUND | | 408.75 |
| 407 | BUILDING & DEVELOPMENT FUND | | 10,552.03 |
| 631 | CLEARING FUND | 292,726.79 | |
| 650 | AGENCY FUND | | 3,689.01 |
| 901 | CITY-WIDE REPORTING FUND | | 803.06 |
| | TOTAL | 292,726.79 | 292,726.79 |

** END OF REPORT - Generated by Carrie L. Freitas **

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:**

**AGENDA ITEM:** City Council Study Session Minutes, February 4, 2020

**SUMMARY:** Consider approval of meeting minutes.

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

**RECOMMENDED MOTION:** Approve with Consent Agenda

**STRATEGIC PRIORITY:** Good Governance

| **FISCAL IMPACT:** | |
|---|---|
| **Amount:** | |
| **Ongoing Cost:** | |
| **One-Time Cost:** | |
| **Included in Current Budget?** | |

**BACKGROUND:**

**ATTACHMENTS:**

City Council Study Session Minutes, February 4, 2020

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

CITY OF
BAINBRIDGE ISLAND

# CITY COUNCIL STUDY SESSION
# TUESDAY, FEBRUARY 4, 2020

## MEETING MINUTES

## 1) CALL TO ORDER / ROLL CALL

Deputy Mayor Nassar called the meeting to order at 6:01 p.m. in Council Chambers.

Deputy Mayor Nassar, Mayor Schneider, and Councilmembers Deets, Hytopoulos, Medina, Pollock and Tirman were present.

## 2) EXECUTIVE SESSION

**2.A Pursuant to RCW 42.30.110(1)(i), 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, and pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for employment or to review the performance of a public employee.**
Cover Page

Deputy Mayor Nassar adjourned the meeting to an executive session at 6:01 p.m. pursuant to RCW 42.30.110(1)(i) and RCW 42.30.110(1)(g).

Council extended the executive session for ten minutes at 6:35 p.m. Council returned from executive session at 6:47 p.m., and Deputy Mayor Nassar reconvened the meeting at 6:49 p.m.

## 3) APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE

Councilmember Deets moved and Councilmember Medina seconded to approve the agenda as presented. The motion carried unanimously, 7 – 0.

There were no conflicts of interest disclosed.

## 4) MAYOR'S REPORT

Mayor Schneider mentioned a request from the Kitsap Economic Development Alliance (KEDA) and updated Council on committee recruitment.

## 5) FUTURE COUNCIL AGENDAS

**5.A Future Council Agendas**

Cover Page
Regular City Council Business Meeting February 11, 2020.pdf
City Council Study Session February 18, 2020.pdf
Regular City Council Business Meeting February 25, 2020.pdf
2020 List of Pending Council Meeting Topics.docx
2020 List of Proposed Future Council Topics.docx

Deputy Mayor Nassar asked to add a discussion of BIMC 18.12.030 relating to for bonus Floor Area Ratio to the February 11, 2020 agenda. Mayor Medina seconded the request.

Council agreed to move the Suzuki project and the Sportsman Club roundabout project to the next study session.

**5.B Council February 8 Retreat Agenda - Mayor Schneider**
Cover Page
Special City Council Meeting February 8, 2020

Mayor Schneider introduced the agenda item, and asked Council to submit suggestions for the agenda by Friday, February 7, 2020.

## 6) UNFINISHED BUSINESS

**6.A Update on the Development Moratorium - Planning**
Cover Page
Moratorium Update Abbreviated
Moratorium Extension Handout Final 100419
Ordinance No. 2019-26 Extending the Development Moratorium Approved 092419

Planning Director Wright provided an update on the moratorium.

**6.B Green Building Update - Planning**
Cover Page
Staff Memo January Update 2020_01_28

Planning Director Wright provided an update on Green Building.

**6.C Update on Vision 2050 and Population Allocation - Planning**
Cover Page
Staff Memo on PSRC Vision 2050 Plan 20200131

Planning Director Wright provided information on Vision 2050 and the population allocation.

Council discussed the topic and requested regular updates.

**6.D Sustainable Transportation Plan Update - Public Works**
Cover Page

Public Works Director Wierzbicki provided an update on the Sustainable Transportation Plan.

**MOTION:** I move to appoint Councilmember Deets, Councilmember Medina, and Mayor Schneider to be the Council liaisons to the Sustainable Transportation Task Force.

**Tirman/Pollock:** The motion carried unanimously, 7 – 0.

**AYES:** Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider, Tirman
**NOES**: None
**ABSENT**: None
**ABSTAIN:** None

### 6.E State Route 305 / Day Road Roundabout Project Update - Public Works

Cover Page

Public Works Director Wierzbicki provided an update on the proposed State Route 305 / Day Road roundabout, and Council discussed the project.

Deputy Mayor Nassar adjourned the meeting for a break at 8:05 p.m. and reconvened the meeting at 8:11 p.m.

### 6.F Discussion of Possible Inclusionary Zoning / Multifamily Tax Exemption Programs - Planning

Cover Page
Affordable Housing Presentation 20200130
2019 Bremerton-Silverdale MSA HUD Median Income Table.pdf
PSRC Inclusionary Zoning Summary.pdf
PSRC MFTE Summary.pdf
Sept 17, 2019 ECONorthwest Council Briefing Memo
February 2019 Transfer of Development Rights and Inclusionary Zoning Assessment (ECONorthwest & Forterra)

Senior Planner Sutton introduced the agenda item. Morgan Shook from ECONorthwest provided a presentation and addressed Council's questions.

Following discussion, Council forwarded the discussion pertaining to high density areas and the High School Road area to a future meeting, together with the Transfer of Development Rights (TDR) discussion.

Deputy Mayor Nassar adjourned the meeting for a break at 9:26 p.m. and reconvened the meeting at 9:31 p.m.

### 6.G Code of Conduct and Ethics Program Review - Executive

Cover Page
Resolution No. 2019-26 Updating the City's Ethics Program - Approved 112619
Staff Memo - Outstanding Discussion Point from November 26, 2019 Council Meeting
Cover Page - April 30, 2019 Ethics Workshop
Greg Rubstello - Ethics Workshop Presentation - April 30, 2019
Steve Gross - Ethics Workshop Presentation - April 30, 2019
Port Townsend Code of Ethics - Chapter 2.80 PTMC
HCR 4401 Regarding Code of Conduct
Resolution No. 2019-13 - Revising Ethics Program Related to Article I (Previously Tabled by CC and Never Adopted)

Council briefly discussed the topic and forwarded it to the next business meeting.

## 7) FOR THE GOOD OF THE ORDER

Mayor Schneider asked for Council support of Kitsap Economic Development Alliance's letter relating to funding for the Defense Community Compatibility Account, and Council concurred.

Mayor Medina reported on a hearing held by the Puget Sound Clean Air Agency on their proposed Clean Fuel Standard.

## 8) ADJOURNMENT

Deputy Mayor Nassar adjourned the meeting at 9:49 p.m.

_____
Leslie Schneider, Mayor

_____
Christine Brown, CMC, City Clerk

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:**

**AGENDA ITEM:** Special City Council Meeting Minutes, February 8, 2020

**SUMMARY:** Consider approval of meeting minutes.

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

**RECOMMENDED MOTION:** Approve with Consent Agenda.

**STRATEGIC PRIORITY:** Good Governance

| **FISCAL IMPACT:** | |
|---|---|
| **Amount:** | |
| **Ongoing Cost:** | |
| **One-Time Cost:** | |
| **Included in Current Budget?** | |

**BACKGROUND:**

**ATTACHMENTS:**

Special City Council Meeting Minutes February 8, 2020

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

CITY OF
BAINBRIDGE ISLAND

# SPECIAL CITY COUNCIL MEETING
# SATURDAY, FEBRUARY 8, 2020

## MEETING MINUTES

## 1) CALL TO ORDER / ROLL CALL

Mayor Schneider called the meeting to order at 9:03 a.m. in Council Chambers

Mayor Schneider, Deputy Mayor Nassar, and Councilmembers Deets, Hytopoulos, Medina, and Pollock were present. Councilmember Tirman was absent and excused.

## 2) CITY COUNCIL DISCUSSION

### 2.A Role of the Mayor and Deputy Mayor

Cover Page
January 16, 2020 Agenda Item

Mayor Schneider introduced the agenda item, and Council discussed the term of the Mayor. Mayor Schneider will offer to step down after one year.

Council discussed alternating the meeting chair. Council next discussed attendance at the weekly meeting with the City Manager.

### 2.B Discuss Role of Council Liaisons

Cover Page
Councilmember Liaison Job Description draft 12-3-19.docx

Councilmember Medina introduced the agenda item, and Council discussed the role of the liaison.

Councilmember Medina will revise the liaison job description draft.

Mayor Schneider adjourned the meeting for a break at 10:19 a.m. and reconvened the meeting at 10:30 a.m.

### 2.C Council Procedural Rules

Cover Page
Council Rules of Order Analysis 01-16-20.pdf
Decorum in Debate-Council Rules of Order.pdf
Four Simple Rules of Parliamentary Procedure.pdf
MRSC Guide to RONR.pdf

Mayor Schneider introduced the agenda item. Council discussed the agenda setting process and procedural rules.

Councilmembers Pollock and Hytopoulos will return with proposed changes to the Governance Manual.

Council discussed the use of Robert's Rules of Order.

## 3) ADJOURNMENT

Mayor Schneider adjourned the meeting at 11:58 a.m.

_____
Leslie Schneider, Mayor

_____
Christine Brown, CMC, City Clerk

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:**

**AGENDA ITEM:** City Council Regular Business Meeting Minutes, February 11, 2020

**SUMMARY:** Consider approval of meeting minutes.

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

**RECOMMENDED MOTION:** Approve with Consent Agenda

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

City Council Regular Business Meeting Minutes February 11, 2020

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

CITY OF
BAINBRIDGE ISLAND

# CITY COUNCIL REGULAR BUSINESS MEETING
# TUESDAY, FEBRUARY 11, 2020

## MEETING MINUTES

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

Mayor Schneider called the meeting to order at 6:01 p.m. in Council Chambers.

Mayor Schneider, Deputy Mayor Nassar, and Councilmembers Deets, Hytopoulos, Medina, Pollock and Tirman were present.

## 2) EXECUTIVE SESSION

**2.A Pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for employment or to review the performance of a public employee, and pursuant to RCW 42.30.110(1)(i), 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.**
Cover Page

Mayor Schneider adjourned the meeting to an executive session at 6:03 p.m. pursuant to RCW 42.30.110(1)(g) and RCW 42.30.110(1)(i).

Council returned from executive session at 6:37 p.m., and Mayor Schneider reconvened the meeting at 6:38 p.m.

## 3) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Medina moved and Councilmember Deets seconded to amend the agenda to add a discussion of the Harbor Square fence and open space issue. The motion carried unanimously, 7 – 0. It will be added before public comment.

Councilmember Pollock moved and Councilmember Medina seconded to amend the agenda to add a report on the Island Center open house under Committee Reports. The motion carried unanimously, 7 – 0.

Councilmember Deets moved and Councilmember Pollock seconded to approve the agenda as amended. The motion carried unanimously, 7 – 0.

There were no conflicts of interest disclosed.

Mayor Schneider mentioned that Council will take a break before New Business.

## HARBOR SQUARE FENCE AND TRAIL [ADDED]

Councilmember Medina introduced the agenda item, and Council discussed the item. City Manager Smith will bring back information for Council by the end of March.

## RESIGNATION [ADDED]

Councilmember Tirman announced that he will resign from City Council as of February 28, 2020.

## 4) PUBLIC COMMENT

Michael Sherry spoke about concerns with the Triangle Property.

Nick Masla spoke about concerns with the Triangle Property.

Wendy Tyner spoke about concerns with the Triangle Property.

Larry Kida spoke about the Harbor Square open space.

Bernice O'Brien spoke about housing affordability.

Erin Phillips said she would comment on the affordable housing sales tax at the next meeting.

Dave Henry spoke about ethics.

Cindy Anderson spoke about the purchase of police vehicles and ethics.

Cynthia Ballas spoke against density.

Frances Atherton spoke about the Harbor Square path and fence.

Richard Isomaki spoke against the path at Harbor Square.

Marcia Aldrich spoke against the path at Harbor Square.

Mary Clare Kersten spoke against the path at Harbor Square.

Larry Kida spoke against the path at Harbor Square.

Lee Shugart spoke about the heritage tree at Harbor Square.

Jon Rose spoke about Suzuki.

## 5) MAYOR'S REPORT

Mayor Schneider mentioned the Council retreat, and a request from Kitsap Transit for letters in support of grants.

## 6) CITY MANAGER'S REPORT

City Manager Smith mentioned an upcoming closure of the Public Works and Planning Counters and closure for President's Day.

## 7) FUTURE COUNCIL AGENDAS

### 7.A Future Council Agendas

Cover Page
City Council Study Session February 18, 2020
City Council Regular Business Meeting February 25, 2020
City Council Study Session March 3, 2020
2020 List of Pending Council Meeting Topics.docx
2020 List of Proposed Future Council Topics.docx

Council discussed the January 18, 2020 meeting.

**MOTION:** I move to cancel the January 18, 2020 meeting.
**Deets/Medina**: The motion carried unanimously, 7 – 0.

**AYES:** Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider, Tirman
**NOES**: None
**ABSENT**: None
**ABSTAIN:** None

Councilmember Medina asked to add the Council liaison guidelines to a future meeting.

Council scheduled a discussion on the Ethics Program for March 17, 2020.

Deputy Mayor Nassar asked to add a discussion of the changes to the permit approval process to a future study session.

## 8) PRESENTATION(S)

### 8.A Proclamation Declaring February 2020 as "Black History Month" - Mayor Schneider

Cover Page
Black History Month Proclamation 2020

Councilmember Deets read the proclamation. Sal DeRosalia accepted the proclamation.

## 9) UNFINISHED BUSINESS

### 9.A Code of Conduct and Ethics Program Review - Executive

Cover Page
Resolution No. 2019-26 Updating the City's Ethics Program - Approved 112619
Cover Page - April 30, 2019 Ethics Workshop
Greg Rubstello - Ethics Workshop Presentation - April 30, 2019
Steve Gross - Ethics Workshop Presentation - April 30, 2019
Port Townsend Code of Ethics - Chapter 2.80 PTMC
HCR 4401 Regarding Code of Conduct
Resolution No. 2019-13 - Revising Ethics Program Related to Article I (Previously Tabled by CC and Never Adopted)
Councilmember Hytopoulos Note to Council 02 04 2020

Councilmember Pollock Supplemental information for Council 020420
Staff Memo - Outstanding Discussion Point from November 26, 2019 Council Meeting

Mayor Medina provided information on the Code of Conduct and Ethics Program.

**Public Comment**

Lara Lant spoke against the new program.

Ron Peltier spoke about a point of order.

Mayor Schneider adjourned the meeting for a break at 8:12 p.m. and reconvened the meeting at 8:18 p.m.

**9.B Police and Court Building Project Professional Services Agreement Amendment - Executive**
Cover Page
Amendment No. 2 to PSA with Coates for Police & Court Building Project Design

Project Manager Loveless introduced the agenda item which will amend the professional services agreement to incorporate analysis of sustainability features and LEED Certification into project design.

**Public Comment**

Doug Rauh spoke in favor of a sally port.

**MOTION:** I move to forward Amendment No. 2 to the Professional Services Agreement with Coates Design, Inc., for approval with the February 25, 2020 Consent Agenda.
**Deets/Pollock:** The motion carried, 6 – 1.

**AYES**: Rasham Nassar, Joe Deets, Leslie Schneider, Kol Medina, Kirsten Hytopoulos, Michael Pollock
**NOES:** Matt Tirman
**ABSENT:** None
**ABSTAIN:** None

## 10) NEW BUSINESS

**10.A Discussion of BIMC 18.12.030 relating to Floor Area Ratio Bonus Density Options**
Cover Page
BIMC 18.12.030 FAR BONUS OPTIONS.docx

Mayor Schneider introduced the agenda item and invited public comment.

**Public Comment**

Jon Quitslund spoke about changes needed to Title 18.

Doug Rauh spoke in favor of Council deciding the Floor Area Ratio bonus density.

Mary Clare Kersten spoke about concerns with the Floor Area Ratio bonus density.

Ron Peltier spoke about the Floor Area Ratio bonus density.

Lisa Neal spoke about concerns with Floor Area Ratio bonus density.

Rod Stevens spoke about Floor Area Ratio bonus density.

Deputy Mayor Nassar moved and Councilmember Pollock seconded to direct staff to pursue an interim zoning control on bonus FAR in the Mixed-Use Town Center zone.

Councilmember Hytopoulos offered a friendly amendment to extend the interim zoning control to the High School Road district and Councilmember Pollock seconded the amendment. The amendment carried 6-1 with Councilmember Tirman voting against.

Councilmember Pollock moved and Deputy Mayor Nassar seconded to substitute the motion with City Attorney Levan's motion. The motion carried 5-2 with Councilmembers Tirman and Medina voting against.

**SUBSTITUTE MOTION:** I move to direct the City Manager to pursue an interim zoning control related to BIMC Section 18.12.030.E to have that section be suspended.
**Pollock/Nassar:** The motion carried 5 – 2.

| | |
|---|---|
| AYES: | Rasham Nassar, Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock |
| NOES: | Matt Tirman, Kol Medina |
| ABSENT: | None |
| ABSTAIN: | None |

**MOTION:** I move to refer Title 18, Chapters [18.]12.030, and Title 18, Chapter 21, to the Planning Commission for review and recommendation on potential amendments and Code changes to the City Council.
**Nassar/Pollock:** The motion was tabled.

Councilmember Pollock moved and Councilmember Hytopoulos seconded to table the preceding motion and take it up at the next meeting. The motion was approved 4-3 with Councilmembers Tirman and Medina and Deputy Mayor Nassar voting against.

Councilmember Hytopoulos moved and Mayor Schneider seconded to reconsider the first motion that was approved. The motion carried 6 – 1, with Deputy Mayor Nassar voting against.

Council will reconsider the first motion at the February 25, 2020 business meeting.

**10.B Ordinance 2020-03 "Housekeeping" Changes: Revising Chapters 2.14, 2.16, 18.09, 18.12, 18.15, and 18.36 BIMC - Planning**

Cover Page
Staff Memorandum 021120
Ordinance No. 2020-03
Exhibit A Title 2 Housekeeping Changes
Exhibit B BIMC 18.09.020 Use Table Excerpt Temporary Uses
Exhibit C Title 18 Housekeeping Changes
PLANNING COMMISSION MINUTES 102419.pdf

This item was deferred due to a lack of time.

## 10.C Front Broom Sweeper Procurement - Public Works

Cover Page
Front Broom Sweeper Sales Order.xls

Public Works Director Wierzbicki introduced the agenda item.

**MOTION:** I move to forward the Front Broom Sweeper procurement, in the amount of $73,377.85, for approval with the February 25, 2020 Consent Agenda.
**Deets/Pollock:** The motion carried unanimously, 7 – 0.

Mayor Schneider invited public comment on item 10.A.

**Public Comment**

Rod Stevens commented on Floor Area Ratio and Code issues.

Councilmember Medina left Council Chambers at 9:33 p.m. and returned at 9:34 p.m.

## 10.D Police Vehicle Procurement - Public Works

Cover Page
Columbia Ford Vehicle Quote.pdf

Public Works Director Wierzbicki introduced the agenda item and addressed Deputy Mayor Nassar's questions.

Councilmember Pollock left Council Chambers at 9:35 p.m.

**MOTION:** I move to forward the procurement of three (3) Police Vehicles from Columbia Ford, in the amount of $127,159.70, for approval with the February 25, 2020 Consent Agenda.
**Deets/Medina:** The motion carried, 6 – 0, with Councilmember Pollock absent from Council Chambers.

**AYES:** Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina, Kirsten Hytopoulos
**NOES:** None
**ABSENT:** Michael Pollock
**ABSTAIN:** None

## 10.E Police Vehicle Equipment Upfitting Service Agreement- Public Works

Cover Page
Police Vehicle Upfitting Agreement for Purchased Services.docx

Public Works Director Wierzbicki introduced the agenda item.

**MOTION:** I move to forward the Agreement for Purchased Services with Financial Consultants International, Inc. in the amount of $180,190.32 for approval with the February 25, 2020 Consent Agenda.
**Deets/Nassar:** The motion carried, 6 – 0, with Councilmember Pollock absent from Council Chambers.

**AYES:** Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina, Kirsten Hytopoulos
**NOES:** None
**ABSENT:** Michael Pollock
**ABSTAIN:** None

**10.F Ordinance No. 2020-01, Updating the City's General Code Enforcement Process Contained in Chapter 1.26 BIMC**
Cover Page
Ordinance No. 2020-01, Updating the City's General Code Enforcement Process Contained in Chapter 1.26 BIMC
Exhibit A to Ordinance No. 2020-01 - Redline Showing Changes from Current Ch. 1.26 BIMC

This item was deferred due to a lack of time.

11) CONSENT AGENDA

**11.A Agenda Bill for Consent Agenda**
Cover Page

**11.B Accounts Payable and Payroll**
Cover Page

Report to Council of Cash Disbursements 02-12-20.pdf
Check number 352764 from previous run = $60.03; manual check number sequence 352765 – 352781 = $147,380.73; regular check number sequence 352872 – 352886 = $348,723.59; EFT 374 = $5,169.82; ACH 375 – 376 = $1,870.00; Wire 377 – 379 = $9,349,548.63. Total disbursement = $9,856,617.06.

Payroll.pdf
Payroll: normal direct deposit check sequence 47009 – 47136 = $326,237.96; regular payroll check sequence 109262 – 109263 = $13,470.72; vendor check run sequence 109264 – 109276 = $327,504.27; Federal Tax Electronic Funds = 131,422.88; Federal Tax Electronic Transfer = $237.50. Total disbursement = $798,873.33.

**11.C City Council Study Session Minutes, January 21, 2020**
Cover Page
City Council Study Session Minutes January 21, 2020

**11.D City Council Business Meeting Minutes, January 28, 2020**
Cover Page
City Council Regular Business Meeting Minutes January 28, 2020

**11.E Resolution No. 2020-01 Relating to a Fee Schedule Update -** Finance
Cover Page
Resolution No. 2020-01 Updating Fee Schedule

**11.F Amendment No. 2 to the Master Lease Agreement between the City of Bainbridge Island and Friends of the Farms - Executive**
Cover Page
Amendment No. 2 to Master Lease Agreement

**MOTION:** I move to approve the Consent Agenda, as presented.
**Medina/Deets:** The motion carried, 6 – 0, with Councilmember Pollock absent from Council Chambers.

**AYES:** Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina, Kirsten Hytopoulos

**NOES:** None
**ABSENT:** Michael Pollock
**ABSTAIN:** None

## 12) COMMITTEE REPORTS

### 12.A Committee Reports - Executive

Cover Page
Climate Change Advisory Committee Minutes, December 18, 2019
Race Equity Task Force Minutes, January 9, 2020
Utility Advisory Committee Minutes, January 8, 2020

The report on the Island Center open house was added to the agenda under Committee Reports at the request of Councilmember Pollock, but he was absent from Council Chambers.

## 13) FOR THE GOOD OF THE ORDER

Mayor Schneider asked Council for support of Kitsap Transit's letters relating to grants, and Council concurred.

Councilmember Nassar mentioned the Library of Things.

Councilmember Pollock returned to Council Chambers at 9:40 p.m. He spoke favorably about the Island Center open house.

## 14) ADJOURNMENT

Mayor Schneider adjourned the meeting at 9:46 p.m.

_____
Leslie Schneider, Mayor

_____
Christine Brown, CMC, City Clerk

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Police and Court Building Project Professional Services Agreement Amendment - Executive

**SUMMARY:** Proposed PSA amendment to incorporate analysis of Sustainability Features and LEED Certification into project design.

**AGENDA CATEGORY:** Contract **PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve with Consent Agenda.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

| | |
|---|---|
| **Amount:** | $63,161.00 |
| **Ongoing Cost:** | |
| **One-Time Cost:** | $63,161.00 |
| **Included in Current Budget?** | No |

**BACKGROUND:** The project was presented to the Design Review Board on June 3, 2019, and the DRB suggested that the City "think about sustainability and improving the performance of the building (e.g., Increasing the R-value of insulation.)" There was a discussion at the City Council on October 15, 2019 in which design plans, sustainability features, and options were discussed, and the commitment was made to return at a later date to present any additional recommendations. The project was presented again to the DRB at their December, 2, 2019 meeting and was approved by the DRB. At their December 10, 2019, meeting, the City Council directed staff to return with analysis for increasing the project budget by $800,000 to achieve LEED Gold certification. At their January 21, 2020 meeting City Council was presented more information on the benefits and costs of pursuing LEED certification and directed the City Manager to bring back a professional services agreement to hire a consultant to investigate LEED certification.

**ATTACHMENTS:**

Amendment No. 2 to PSA with Coates for Police & Court Building Project Design

**FISCAL DETAILS:** The project has a current approved budget of $20.0 million which includes design, site acquisition, construction, and project management. Pursuing LEED or other certification for the building will increase design and construction costs and was not included in the current budget estimate.

Roughly $10 million has been spent on the purchase of the property and previous work on site assessments and design options.  Roughly $10 million remains available to complete the project construction.

**Fund Name(s):** Capital Construction Fund

**Coding:**

**AMENDMENT NO. 2 TO**
**AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AMENDMENT NO. 2 TO THE AGREEMENT FOR PROFESSIONAL SERVICES** ("Amendment") amends the Agreement for Professional Services ("Agreement") entered into on May 23, 2019, by the City of Bainbridge Island, a Washington State municipal corporation, ("City") and Coates Design, Inc., a Washington State corporation, ("Consultant").

**WHEREAS**, the City and the Consultant entered into the Agreement to provide services related Architectural Services for New Police Station and Municipal Court; and

**WHEREAS**, on December 4, 2019, the City and the Consultant executed Amendment No. 1 to the Agreement, increasing the services provided under the Agreement and, correspondingly, increasing the maximum amount payable under the Agreement by $37,700.00 to compensate the Consultant for the increased services; and

**WHEREAS**, the City now desires to further increase the services provided under the Agreement to include new services related to LEED certification and to correspondingly increase the maximum amount payable under the Agreement by $63,161.00 to compensate the Consultant for the increased services.

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

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

A. The City shall pay the Consultant for such services: (check one)

[X] Hourly, plus actual expenses, in accordance with Attachment A, but not more than a total of ~~Seven Hundred Ten Thousand Three Hundred Twenty-Eight Dollars ($710,328.00)~~ Seven Hundred Seventy-Three Thousand Four Hundred Eighty-Nine Dollars ($773,489.00);
[ ] Fixed Sum:_____;
[ ] Other: $_____, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

2. Attachment A, Scope of Services, is hereby amended to include the additional tasks set forth on attached **Exhibit A**, which is hereby incorporated into this Amendment as if set forth in full.

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

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

| | |
|---|---|
| COATES DESIGN, INC. | CITY OF BAINBRIDGE ISLAND |
| Date:_____ | Date:_____ |
| By:_____ | By:_____ |
| Name_____ | Morgan Smith, City Manager |
| Title_____ | |
| Tax I.D. #_____ | |
| City Bus. Lic. #_____ | |

**Exhibit A**

## Task 1: LEED Silver Plan and Cost Estimate (Coates, PAE, O'Brien360, Robinson, maybe Civil and Landscape)

1. Design team members review preliminary scorecard and conduct any initial analysis necessary to prepare for a LEED working session. See attached LEED Plan for detail.
2. Attend (or call-in for design team members with a limited number of credits to address) LEED working session to agree on a LEED Silver scorecard to recommend for the project. Robinson attend to understand and inform plan.
3. Prepare any narratives or other information necessary for Robinson to prepare cost estimate.
4. Robinson provide cost estimate

## Task 2: Benefits of LEED (PAE)

1. Prepare estimates, calculations, or other data to quantify some of the benefits of the recommended LEED scorecard.
    a. Energy cost savings – compared to both existing building and heat pump system.
    b. Possible utility incentives – for both options, if any
    c. Operational carbon footprint reduction – for both options
    d. Simple pay back and description of maintenance involved with each option

## Task 3: Alternatives (PAE and O'Brien360)

1. Prepare high-level estimates of alternative uses of funds for LEED certification/LEED strategies and the amount of energy and carbon these would save or off-set compared to investing in the building.
    a. On-island PV system
    b. Green power/carbon off-sets
    c. Forest preservation/tree planting
2. Equate these savings to other benchmarks used to compare the building such as Architecture 2030.

## Task 4: Council Presentation (O'Brien360, PAE, Coates)

1. Prepare slides, graphs, and charts to contribute to City Council presentation
2. Prepare draft presentation
3. Review presentation on a phone call with City representative
4. Prepare final presentation with notes
5. Present to BI City Council

COBI Police and Court LEED/Sustainability Initial Analysis
4-Feb-20
Task/Fee Proposal

| Tasks | Coates Design Architecture HOURS SR. PRINC. | SR. ARCHT | ARCH TECH | TOTAL | PAE MEP Engineering ALLOWANCE | | | TOTAL | Obrien Sustainability Consulting ALLOWANCE | | | TOTAL | Robinson Company Estimating ALLOWANCE | | | TOTAL | Browne & Wheeler Civil ALLOWANCE | | | TOTAL | Murase Landscape ALLOWANCE | | | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Task 1: LEED Silver Plan & Cost Estimate** | | | | | | | | $ 3,000 | | | | $ 5,360 | | | | $ 4,350 | | | | | | | | $ 1,160 |
| subtask 1 | | 4 | 16 | 20 | | | | | | | | | | | | | | | | | | | | |
| subtask 2 | 1 | 4 | | 5 | | | | | | | | | | | | | | | | | | | | |
| subtask3 | | 3 | | 3 | | | | | | | | | | | | | | | | | | | | |
| subtask 4 | | 6 | 8 | 14 | | | | | | | | | | | | | | | | | | | | |
| **Task 2: Benefits of LEED** | | | | | | | | $ 1,000 | | | | | | | | | | | | | | | | |
| subtask 1 | | | | | | | | | | | | | | | | | | | | | | | | |
| a. | | | | | | | | | | | | | | | | | | | | | | | | |
| b. | | | | | | | | | | | | | | | | | | | | | | | | |
| c. | | | | | | | | | | | | | | | | | | | | | | | | |
| d. | | | | | | | | | | | | | | | | | | | | | | | | |
| **Task 3: Alternatives** | | | | | | | | $ 3,000 | | | | | | | | | | | | | | | | |
| subtask 1 | | | | | | | | | | | | | | | | | | | | | | | | |
| a. | | | | | | | | | | | | | | | | | | | | | | | | |
| b. | | | | | | | | | | | | | | | | | | | | | | | | |
| c. | | | | | | | | | | | | | | | | | | | | | | | | |
| subtask 2 | | | | | | | | | | | | | | | | | | | | | | | | |
| **Task 4: Council Presentation** | | | | | | | | $ 4,000 | | | | | | | | | | | | | | | | |
| subtask 1 | 1 | 6 | 4 | 11 | | | | | | | | | | | | | | | | | | | | |
| subtask 2 | 1 | 2 | 2 | 5 | | | | | | | | | | | | | | | | | | | | |
| subtask 3 | 1 | 2 | | 3 | | | | | | | | | | | | | | | | | | | | |
| subtask 4 | 1 | 1 | | 2 | | | | | | | | | | | | | | | | | | | | |
| subtask 5 | 2 | 2 | | 4 | | | | | | | | | | | | | | | | | | | | |
| TOTAL HOURS | 7 | 30 | 30 | 67 | | | | | | | | | | | | | | | | | | | | |
| AVERAGED HOURLY RATE | $180 | $160 | $120 | $144.18 | | | | | | | | | | | | | | | | | | | | |
| SUBTOTAL SERVICES COST (Add to Expended Amount Below) | $1,260 | $4,800 | $3,600 | $9,660 | | | | $ 11,000 | | | | $ 5,360 | | | | $ 4,350 | | | | $ - | | | | $ 1,160 |

| | | | | | |
|---|---|---|---|---|---|
| Expended as of 1.21.20 for prior Council presentation materials | $9,000 | $ 9,000 | $ 5,040 | $ - | $ - | $ - |
| Consultant Markup at 10% | $ 3,591 | | | | | |
| Fee Contingency | $ 5,000 | | | | | |
| **Total Fee** (expended + new fee) | $63,161 | | | | | |

Reimbursable Allowances
Printing Allowance NA
Travel Time Per Diem (per individual) NA

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Front Broom Sweeper Procurement - Public Works,

**SUMMARY:** Public Works staff uses a front broom sweeper to remove debris accumulation and prevent unsafe travel conditions on the Island's roadways and bike lanes. Staff is requesting that the City Council forward procurement of the new front broom sweeper to the February 25, 2020 Consent Agenda for approval.

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

**RECOMMENDED MOTION:** Approve with Consent Agenda.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

| | |
|---|---|
| **Amount:** | $73,377.85 |
| **Ongoing Cost:** | |
| **One-Time Cost:** | $73,377.85 |
| **Included in Current Budget?** | Yes |

**BACKGROUND:** Public Works staff uses a sweeper to remove debris accumulation on the Island's roadways and bike lanes to prevent unsafe travel conditions for both motorized and non-motorized modes of transportation

Public Works staff has researched equipment and procurement options for the purchase of a front broom sweeper and recommending the 2020 Superior Broom SM74J in the amount of $73,377.85 be purchased from Pape Machinery (See attachment) through the Cities' Master Contract Usage agreement with the Washington State Department of Enterprise Services Contract #02613 (expires 08/27/2021).

The 2020 Superior Broom SM74J comes with a John Deere 4.5-liter 74 HP engine using renewable diesel or B20 to comply with RCW 43.19.648, which requires municipalities to purchase and use equipment that can run on renewable or biofuel to the maximum extent possible.

Upon approval by City Council, Operations & Maintenance staff will prepare a purchase order for the City Manager's signature.

**ATTACHMENTS:**

Front Broom Sweeper Sales Order.xls

**FISCAL DETAILS:** This is a planned purchase with $96,000 in funds budgeted and approved in CIP Equipment. After the purchase, there will be $22,622 remaining in budget for this item.

**Fund Name(s):** Streets Fund

**Coding:**

PAPÉ MACHINERY

# SALES ORDER

2-1700 E (3/11)

REFERENCE NUMBER

| BILL TO | | SHIP TO | |
|---|---|---|---|
| SIC Code: | | Name: | |
| Buyer: | CITY OF BAINBRIDGE | Address: | |
| Address: | | City, State: | Zip: |
| City: | State: WA Zip: | County: | |
| County: | Customer No.: | DELIVERY DATE (EST): | |
| Ph. No. | Fax No. | P.O. No. | |

| EQUIPMENT | MAKE | MODEL | EQUIP.# | TRANSACTION | | INVENTORY | | |
|---|---|---|---|---|---|---|---|---|
| | | | | SALE | RPO | NEW | USED | RENT |
| SUPERIOR | | SM74J<br>SER.# | | X | | X | | |

| | |
|---|---|
| Description: NEW 2020 SUPERIOR BROOM SM74J EQUIPPED AS SPECIFIED IN STATE OF WASHINGTON (DES) | $64,974.00 |
| CONTRACT# 02613 SEE ATTACHMENT OF OPTIONAL PRICES TO BE ADDED ABOVE STANDARD STATE SPECS | |
| | |
| LED STROBE LIGHT | $63.00 |
| NIGHT LIGHT GROUP | $488.00 |
| AM/FM/CD STEREO | $670.00 |
| DELUXE SUSPENSION SEAT | $608.00 |
| BACKUP CAMERA | $590.00 |
| | |

Del'y / F.O.B.

| TRADE | YEAR | MAKE | MODEL | SERIAL NUMBER |
|---|---|---|---|---|
| NA | | | | |

| | |
|---|---|
| **AGREED PRICE $** | $66,853.00 |
| If Tax Exempt, Provide Certificate or enter Rate Below | |
| Sales Tax ( %) | $0.00 |
| Total Price | $66,853.00 |
| Net Trade in | - $0.00 |
| Sales Tax ( 9 %) | $6,016.77 |
| Balance Due | $72,869.77 |
| Down Payment | - $0.00 |
| DES FEE | $508.08 |
| Approx License Fee | $0.00 |
| Amount to Finance | $73,377.85 |
| Length of Term | |
| Est. PMT. W/ Ins. | |
| Est. Pmt. W/O Ins. | |

Lienholder:

Trade-in Allowance: $0.00 Less (Est.) Payoff: $0.00

**BILL OF SALE:** FOR TRADE -IN DESCRIBED HEREIN. WE CERTIFY THAT THERE IS NO LIEN, CLAIM, DEBT, MORTGAGE OR ENCUMBERANCE OF ANY KIND, NATURE OR DESCRIPTION AGAINST THIS PROPERTY NOW EXISTING, OF RECORD OR OTHERWISE AND THAT SAME IS FREE AND CLEAR AND IS MY/ OUR SOLE AND ABSOLUTE PROPERTY EXCEPT AS NOTED ABOVE.

**BUYER'S SIGNATURE: X**

**FINANCE** ☐ FINANCED ☐ ON ACCOUNT ☒ CASH/COD

TERMS ( SUBJECT TO APPROVAL):

INSURANCE AGENT:

**WARRANTY**

☒ NEW BASIC (DESCRIBE)

☐ NEW EXTENDED (DESCRIBE)

☐ AS IS / NO WARRANTY

☐ USED (DESCRIBE)

This Sales Order is subject to additional terms and conditions on the reverse side of this document. The undersigned Buyer agrees that it has read and understands the terms and conditions, warranty disclaimers, and limitations of liability set out in the additional terms and conditions on the reverse side of this document and that the same are included in and are part of this Sales Order as if set forth on the face hereof.

**PAPÉ MACHINERY, Inc.**

(Store Address): 3607 - 20th Street East
TACOMA, WA 98424

By:

(253) 922-8718

Title: Territory Mgr Date:

**BUYER**

By: Title:

By: Title:

Date:

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Police Vehicle Procurement - Public Works,

**SUMMARY:** Approve with Consent Agenda.

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

**RECOMMENDED MOTION:** Approve with Consent Agenda.

**STRATEGIC PRIORITY:** Safe City

**FISCAL IMPACT:**

| | |
|---|---|
| **Amount:** | $127,160 |
| **Ongoing Cost:** | |
| **One-Time Cost:** | $127,160 |
| **Included in Current Budget?** | Yes |

**BACKGROUND:** Public Works staff is working with Columbia Ford, through the Washington State Department of Enterprise Services statewide master contract, for the purchase of three (3) 2020 Ford Interceptor hybrid vehicles in the combined amount of $127,160.

The City Police vehicle replacement schedule is 10 years or 100,000 miles which roughly equals three new vehicles per year. In 2019 Police added two new officer positions that required two new vehicles in addition to the three planned replacement vehicles. In 2019 five Police vehicles were purchased. In 2020 three more vehicles are planned for purchase, and six vehicles will be surplus.

RCW 43.19.648 generally requires that, to the extent practicable, local governmental vehicles must be fueled by electricity or biofuel. However, police vehicles for emergency response are exempt.

**ATTACHMENTS:**

Columbia Ford Vehicle Quote.pdf

**FISCAL DETAILS:** There is $208,000 in the 2020 general fund fleet and equipment CIP for these police vehicles. There will be $80,840 left after these vehicles are purchased which will be applied to AB 54 Item 10D upfitting charges.

**Fund Name(s):** General Fund

**Coding:**

2020

## Aaron Claiborne

**From:** NOREPLY@des.wa.gov
**Sent:** Monday, January 06, 2020 1:59 PM
**To:** Aaron Claiborne
**Cc:** Steve.Hatfield@des.wa.gov
**Subject:** Vehicle Quote - 2020-1-98 - BAINBRIDGE ISLAND, CITY OF - 21804

**Vehicle Quote Number: 2020-1-98** Create Purchase Request View organization purchase requests

This is a **quote** only. You must create a purchase request to order this vehicle(s)

**Contract & Dealer Information**

Contract #: 05916
Dealer: Columbia Ford (W403)
700 7th Avenue
Longview WA 98632

Dealer Contact: Marie Tellinghiusen
Dealer Phone: (360) 423-4321 Ext: 187
Dealer Email: orders@colford.com

**Organization Information**

Organization: BAINBRIDGE ISLAND, CITY OF - 21804
Email: aclaiborne@bainbridgewa.gov
Quote Notes:
Vehicle Location: BAINBRIDGE ISLAND

**Color Options & Qty**

Agate Black (UM) - 3

Tax Exempt: N

**Vehicle Options**

| Order Code | Option Description | Qty | Unit Price | Ext. Price |
|---|---|---|---|---|
| 2020-0521-001 | 2020 Ford Police Interceptor AWD Pursuit-Rated Utility/SUV (K8A/500A) | 3 | $32,800.00 | $98,400.00 |
| 2020-0521-012 | NEW - Alternative Hybrid (HEV) Engine System [318 HP (combined system HP), 285 HP (gas engine) @ 6500 RPM, 260 lb.-ft. Torque @ 4000 RPM) (6840# GVWR, 1670 # Payload, 5000# Towing Capacity, 7.4in Ground Clearance) [Includes 3.3L V6 Direct-Injection Hybrid Engine System, Lithium-Ion Battery Pack (does not intrude into the cargo area), police calibrated high-performance regenerative braking system, DC/DC converter 220-Amp (in lieu of alternator), H7 AGM Battery - 800 CCA / 80-Amp, 19-Gallon Fuel Tank, 8-Year/100,000-Mile Hybrid Unique Component Warranty] (Not compatible with 3.0L V6 EcoBoost option) (99W/44B) | 3 | $3,302.00 | $9,906.00 |
| 2020-0521-017 | Tail Lamp/Housing Only (Includes pre-existing holes with standard twist lock sealed capability) (does not include LED strobe) (Not available with Tail Lamp Lighting Solution #66B or Ready for the Road Package #67H) (86T) | 3 | $61.00 | $183.00 |
| 2020-0521-027 | Pre-Wiring for Grille LED Lights, Siren and Speaker (60A) | 3 | $52.00 | $156.00 |
| 2020-0521-029 | Noise Suppression Bonds (Ground Straps)(60R) | 3 | $100.00 | $300.00 |
| 2020-0521-032 | Dark Car Feature (courtesy lamp disable when any door is opened) (Not available with Daytime Running Lights #942) (43D) | 3 | $25.00 | $75.00 |
| 2020-0521-033 | Police Engine Idle Feature (when activated, allows the key to be removed from ignition while vehicle remains idling, which allows driver to leave the engine running and prevents vehicle from unauthorized use when driver is outside of the vehicle) (47A) | 3 | $260.00 | $780.00 |

617

| | | | | |
|---|---|---|---|---|
| 2020-0521-035 | BLIS Blind Spot Monitoring with Cross-Traffic Alert (Includes manual fold-away heated mirrors) (55B/54Z) | 3 | $543.00 | $1,629.00 |
| 2020-0521-038 | NEW - Doors/Locks: Hidden Door Lock Plunger with Rear Door Controls Inoperable - locks, handles and windows (locks/windows operable from drivers door switches) (included with Ready for the Road Package #67H) (52P) | 3 | $161.00 | $483.00 |
| 2020-0521-042 | Reverse Sensing System (76R) | 3 | $274.00 | $822.00 |
| 2020-0521-043 | Perimeter Anti-Theft Alarm (activated by hood, door or liftgate - when unauthorized entry occurs, system will flash the headlamps, parking lamps and sound the horn) (Must also order Remote Keyless Entry #55F) (Not available with Fleet Keyed Alike option) (593) | 3 | $120.00 | $360.00 |
| 2020-0521-045 | NEW - Pre-Collision Assist with Pedestrian Detection (Includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use) (Not available with Front Interior Visor Lightbar #96W) (76P) | 3 | $144.00 | $432.00 |
| 2020-0521-047 | Remote Keyless Entry with Four (4) FOBS/Transmitters (includes Liftgate Release Button) (Does not include Keyless Entry Door Keypad) (If ordered with Fleet Keyed Alike option, fobs are unique and are not fobbed-alike) (55F) | 3 | $338.00 | $1,014.00 |
| 2020-0521-049 | Rear Console Plate (wiring conduit from front console plate to rear seat) (Included with Ready for the Road Pkg #67H) (Not available with Interior Upgrade Pkg #65U or Front Console Plate Delete #85D) (85R) | 3 | $44.00 | $132.00 |
| 2020-0521-051 | Spot Lamp, LED Bulb, Driver Only (Whelen) (51T) | 3 | $419.00 | $1,257.00 |
| 2020-0521-060 | Underbody Deflector Plate (engine and transmission shield) (76D) | 3 | $334.00 | $1,002.00 |
| 2020-0521-063 | NEW - Rear Center Seat Delete (Includes center seat delete tray) (Not available with Interior Upgrade Pkg #65U or Vinyl Rear Seat) (No credit) (85S) | 3 | $0.00 | $0.00 |
| 2020-0521-207 | Undercoating (wheel wells) (DLR) | 3 | $125.00 | $375.00 |

**Quote Totals**

| | |
|---|---|
| **Total Vehicles:** | 3 |
| **Sub Total:** | $117,306.00 |
| **8.4 % Sales Tax:** | $9,853.70 |
| **Quote Total:** | $127,159.70 |

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Police Vehicle Equipment Upfitting Service Agreement- Public Works,

**SUMMARY:** The Agreement for Purchased Services with Financial Consultants International, Inc. is for the upfit of five (5) police vehicles purchased in 2019 and three (3) police vehicles to be purchased in 2020 for a total of eight (8) police vehicles.

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

**RECOMMENDED MOTION:** Approve with Consent Agenda.

**STRATEGIC PRIORITY:** Safe City

**FISCAL IMPACT:**

| | |
|---|---|
| **Amount:** | $180,190 |
| **Ongoing Cost:** | |
| **One-Time Cost:** | $180,190 |
| **Included in Current Budget?** | Yes |

**BACKGROUND:** In July 2019, the City Council approved the purchase of five (5) Ford Interceptor hybrid vehicles and those vehicles are scheduled for delivery in March 2020. The July 2019 purchase did not include equipment upfitting; therefore, this proposed service contract with Financial Consultants, Inc., includes upfitting the five (5) police vehicles purchased in 2019 as well as the three (3) police vehicles to be purchased in 2020 for a total of eight police vehicles to be upfitted.

City staff solicited competitive quotes for police vehicle upfitting services and two quotes were received. Staff reviewed the vendors' qualifications and selected Financial Consultants International, Inc., in the amount of $180,190.

Police vehicle upfitting includes push bumper, lights, radio, radar, partitions, prisoner seats, etc. The remaining balance will be used for vehicle licensing fees, decals, and in-vehicle camera system.

**ATTACHMENTS:**

Police Vehicle Upfitting Agreement for Purchased Services.docx

**FISCAL DETAILS:** There is budget in 2019 of $330,000 with $212,421 spent which includes the 2019 outstanding orders of the five (5) police Ford Interceptor hybrid vehicles. The 2019 remaining balance of $117,579 is intended to be carried over into 2020 and combined with an additional 2020 budget of $208,000 for a total of $325,579 in budgeted funds to pay for these upfitting charges along with the three (3) additional planned police vehicle purchases requested in AB 54 Item 10C that total $127,160. The remaining 2020 balance after all eight (8) police vehicles are purchased and upfitted is $18,229.

**Fund Name(s):** General Fund

**Coding:**

# AGREEMENT FOR PURCHASED SERVICES

**THIS AGREEMENT FOR PURCHASED SERVICES** ("Agreement") is entered into between the City of Bainbridge Island, a Washington State municipal corporation, ("City") and Financial Consultants International, Inc., a Washington State corporation ("Vendor").

**WHEREAS**, the City needs purchased services in connection with police vehicle equipment upfitting and

**WHEREAS**, the Vendor has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement.

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

## 1. SERVICES BY VENDOR

The Vendor shall provide the purchased services as defined in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment A** and incorporated herein by this reference as if set forth in full. The Vendor 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 and effect until December 31, 2020 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 Vendor pursuant to this Agreement shall be submitted to the City, and the Vendor shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

## 3. PAYMENT

A. The City shall pay the Vendor for such services: (check one)

[ ] Hourly, plus equipment cost plus markup, in accordance with **Attachment A**, but not more than a total of [write out the total payment for services] ($_____) per year;
[X] Fixed Sum: a total amount of $180,190.32 for eight vehicles or $22,523.79 per vehicle;
[ ] Other:

B. The Vendor shall submit, in a format acceptable to the City, monthly invoices for services performed in a previous calendar month. Each project and each task within a project shall be the subject of a separate invoice. The Vendor shall maintain time and expense records and provide them to the City upon request.

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Vendor.

D. If the services rendered do not meet the requirements of this Agreement, the Vendor 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. INSPECTION AND AUDIT

The Vendor 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 Vendor 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 Vendor 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 Vendor shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

## 5. INDEPENDENT CONTRACTOR

A. The Vendor and the City understand and expressly agree that the Vendor is an independent contractor in the performance of each and every part of this Agreement. The Vendor expressly represents, warrants, and agrees that the Vendor's 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 Vendor, as an

independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Vendor shall make no claim of City employment nor shall the Vendor claim any related employment benefits, social security, and/or retirement benefits.

B. The Vendor 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 Vendor 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 Vendor performs hereunder.

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

## 6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Vendor 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 Vendor 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 6 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.

## 7. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda, and other documents developed under this Agreement, whether finished or not, shall become the property of the City and shall be forwarded to the City in hard copy and in digital format that is compatible with the City’s computer software programs.

## 8. GENERAL ADMINISTRATION AND MANAGEMENT

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

## 9. HOLD HARMLESS AND INDEMNIFICATION

A. The Vendor 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 Vendor 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 Vendor and the City, its officers, officials, employees, and volunteers, the Vendor's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Vendor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Vendor'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 Vendor'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 Vendor shall maintain insurance as follows:

[X] Commercial General Liability as described in **Attachment B**.
[X] Professional Liability as described in **Attachment B**.
[X] Automobile Liability as described in **Attachment B**.
[X] Workers' Compensation as described in **Attachment B**.
[ ] None.

## 11. SUBLETTING OR ASSIGNING CONTRACT

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

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any 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.

625

## 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: City Manager

To the Vendor:

Financial Consultants International, Inc.
45727 SE 140th Street
North Bend, WA 98045
Attention: Alan Bateman

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 included below.

| | |
|---|---|
| FINANCIAL CONSULTANTS INTERNATIONAL, INC. | CITY OF BAINBRIDGE ISLAND |
| Date:_____ | Date:_____ |
| By:_____ | By:_____ |
| Name_____ | Morgan Smith, City Manager |
| Title_____ | |
| Tax I.D. #91-0871323 | |

# SCOPE OF WORK

The City is requesting a quote to upfit up to eight (8) 2020 Ford Interceptor SUV Hybrid vehicles. Enclosed are the Washington State Department of Enterprise Services vehicle options that have been ordered through Columbia Ford. The Vendor shall purchase and install equipment listed below to produce a fully functional patrol vehicle. The basic police vehicle equipment package is shown below:

- Whelen CANTL6 Controller with Rotary Knob (1)
- Whelen Legacy WC 48" Duo Lightbar with Opticom (1)
- Whelen Cencom Carbide Siren System (1)
- Whelen 100W Siren Speaker and Bracket (1)
- Whelen Ion Duo LED red/white and blue/white in headlamp (2)
- Whelen Ion T Series red/white and blue/white visible with hatch open (2)
- Whelen Ion T Series red/white and blue/white top rear hatch window, visible when hatch is closed. (2)
- Whelen Ion T Series red/white and blue/white in rear cargo window (2)
- Whelen Hide-a-Blast 5 pak with twist lock, blue in tail lights (2)
- Whelen Headlight flasher (1)
- Setina lighted push bumper front (1) and side Whelen DUO ions (4)
- Setina Window Barrier vertical Polycarbonate (2)
- Setina Cargo Box with key lock (1)
- Kenwood Radio NX5700 (B), remote head kit, radio brick bracket and external speaker (1)
- Docking Station and hardware- Panasonic CF-Web301 (1)
- Sector Printer Brother Pocket Jet 6 (1)
- Bar Code Scanner 1900 GSR-2 (1)
- 3G/4G/GPS Antenna AP-CG-A-S11-BL (1)
- Lind Power Supply (1)
- Pelican Flashlight 8060 LED (1)
- 3" round compartment light red/white cargo area (1)
- 3" round compartment light red/white rear hatch (1)
- 3" round compartment light red/white driver dome (1)
- 3" round compartment light red/white prisoner area with switch on console (1)
- 30/40 amp relay (1)
- Triple accessory outlet with USB ports (1)
- Power distribution system for electrical accessories (1)
- Wiring harness with wires individually labeled (1)
- Ford PIU Console Soluton with Cupholder arm rest, console mounted MCT, equipment bracket plate (1)
- Magnetic Mic (1)
- Setina 10 VS C RP Coated Poly Partition (1)
- Setina 12 VS 2nd Coated Poliy Partition Cargo (1)
- AEDEC Prisoner Transport Seat (1)
- Dual T rail gun mount SC5 lock and XL lock (1)

- Carbon Monoxide Detector ASA-CO-D (1)
- Decatar G2S-KDB Genius 2 Radar System (1)
- City provided Axon Fleet 2-Camera System with vehicle interphase portal.
- All other miscellaneous parts and supplies to complete the patrol vehicle.

***All equipment make/models is listed above or approved equal.**

The City will have the vehicles delivered from Columbia Ford to Vendor. The Vendor shall include labor in the quote to transport the vehicles to the City, Public Works Shop.

**ATTACHMENT B**
**INSURANCE REQUIREMENTS**

## A. Insurance Term

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

## B. No Limitation

The Vendor's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Vendor 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 Vendor 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 Vendor's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

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

4. Professional Liability insurance appropriate to the Vendor's profession.

## D. Minimum Amounts of Insurance

The Vendors hall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit, as applicable.

630

**E. Other Insurance Provision**

The Vendor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Vendor'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 Vendor shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Vendor 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 Vendor 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 Vendor 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 Vendor 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 Vendor 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 Vendor from the City.

**J. City Full Availability of Vendor Limits**

If the Vendor 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 Vendor, irrespective of whether such limits maintained by the Vendor 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 Vendor.

CITY OF BAINBRIDGE ISLAND

# City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 25, 2020 **ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (9:05 PM) Committee Reports - Executive,

**SUMMARY:** Information only.

**AGENDA CATEGORY:** Report **PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Information only.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

Utility Advisory Committee Meeting Minutes, February 1, 2020

Utility Advisory Committee Meeting Minutes, February 5, 2020

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

CITY OF
BAINBRIDGE ISLAND

# UTILITY ADVISORY COMMITTEE
# SPECILAL MEETING
# SATURDAY, FEBRUARY 1, 2020

## Minutes

The special meeting began at City Hall at 9:00 am.

Members Present: Ted Jones, Andy Maron, Sheina Hughes, Martin Pastucha, Charlie Averill

Members Absent: Emily Sato, Nancy Nolan

Others Present: Public Works Director Chris Wierzbicki, Operations Manager Chuck Krumheuer, Capital Project Engineer Peter Corelis

The meeting consisted of a tour of COBI utility facilities. The tour group was gratefully shuttled to the utility sites by an employee from the Bainbridge Island Metropolitan Parks & Recreation District, which donated their shuttle for use by the group. The tour included visits to:

- Village Lift Station
- HS Reservoir
- HOB Well
- Taylor Well
- Rockaway Reservoir
- Treatment Plan

The special meeting adjourned at 12:00 pm.

Co-Chair Date

CITY OF
BAINBRIDGE ISLAND

# UTILITY ADVISORY COMMITTEE
# SPECIAL MEETING
# WEDNESDAY, FEBRUARY 5, 2020

**Minutes**

**Committee members present:** Andy Maron (co-chair), Ted Jones (co-chair), Charlie Averill, Sheina Hughes, Nancy Nolan, Emily Sato
**Absent:** Martin Pastucha
**Others present:** Chris Wierzbicki (COBI Director of Public Works), Rasham Nassar (council liaison), Jeff Kanter (former UAC member)

**Call to Order**
Meeting was called to order at 5:05 p.m. by Ted Jones.

**Minutes**
Minutes of the Jan. 8 meeting were unanimously approved.

**Update from Public Works**

A. **Capital Improvement Plan Review Schedule:** Chris reported on the planned schedule for the Capital Improvement Plan. The council will be briefed about the plan in three workshops in March, April and May, and therefore it is expected that Chris will provide similar information to the UAC during those same months.

B. **Sewer Basin Study Work Plan:** A consultant is being hired to determine needs and system capabilities within the northwestern sewer service area, particularly in the Northtown Woods / Sakai area flowing into the village pump station.

C. **Joint Meeting with Climate Change Advisory Committee:** Ted reported on the joint meeting Feb. 3 with the CCAC and Puget Sound Energy. Ted and Sheina attended from the UAC.
Ted noted that the CCAC had indicated an interest in Bainbridge Island being leaders in helping to address climate change, i.e. willing to be involved in testing new ideas.

D. **Annual Work Plan:** UAC submitted a memo in December to the City Council, indicating our thoughts regarding the work plan for 2020. It will be on the council agenda, but we don't know when. Andy noted that our only current agenda item is the Small Water Systems discussion. Later in the year, we expect to deal with the Capital Improvements Plan and the city's utility budget issues.

E. **Utilities Tour Report:** Five committee members went on a tour of city utility facilities on Saturday, Feb. 1. Charlie Averill, Sheina Hughes, Ted Jones, and Martin Pastucha had not previously been on the tour. Co-chair Andy Maron also went on the tour. Discussion noted that we were impressed with the conscientiousness of the employees we met.

**Small Water Systems**

A. **Review and Discuss Policy Matrix:** Ted distributed a matrix designed to help organize thoughts regarding possible small water system policy alternatives. (This is follow-up to our discussions of Nov. 12.) Nancy noted concerns about some of the comments, particularly the list of considerations not explicitly stated in the matrix.

B. **Report by Nancy on the 2011 USGS Report on Water Resources on Bainbridge Island:** Nancy discussed the information she had obtained. One of the concerns she raised included class A systems' financial reserves: Some of the systems are older and will need improvements, but it's not clear that they have reserves or access to the needed funding.

C. **Approaches for Certain Small Water Systems:** Continued discussion of the possible role for the city in dealing with independent water systems. Other questions will involve the relationship between KPUD and the City.

There was discussion of satellite management processes; it was noted that KPUD is able to deal with multiple small systems, apparently with economies of scale. The city doesn't have the same capabilities right now.

Key questions will involve the city's ability to respond, when residents or systems come to the city asking for help. The city should have clear policies before a crisis situation occurs.

**Next Meeting**
Next meeting will be Feb. 12. We'll discuss then whether to have a regular meeting on March 11, or make a change. Ted and Sheina will work on revisions for the policy matrix.

Meeting adjourned at 7:03 p.m.

Co-Chair Date