



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, AUGUST 25, 2020**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/93217270223](https://bainbridgewa.zoom.us/j/93217270223)

OR IPHONE ONE-TAP :

US: +13017158592,,93217270223# OR +13126266799,,93217270223#

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DIAL(FOR HIGHER QUALITY, DIAL A NUMBER BASED ON YOUR CURRENT LOCATION):
US: +1 301 715 8592 OR +1 312 626 6799 OR +1 346 248 7799 OR +1 646 558 8656 OR +1 669 900 9128
OR +1 253 215 8782

WEBINAR ID: 932 1727 0223

AGENDA

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
3. **PUBLIC COMMENT**
 - 3.A **(6:05 PM) Instructions for Providing Public Comment - City Clerk**
[Instructions for Providing Public Comment at Remote Meetings.docx](#)
4. **MAYOR'S REPORT - 6:20 PM**
5. **CITY MANAGER'S REPORT - 6:25 PM**
6. **FUTURE COUNCIL AGENDAS**
 - 6.A **(6:30 PM) Future Council Agendas, 10 Minutes**
[September 1 City Council Study Session.pdf](#)
[September 8 City Council Regular Business Meeting.pdf](#)
[September 15 City Council Study Session.pdf](#)

7. **PRESENTATION(S)**

- 7.A **(6:40 PM) Proclamation Declaring August 26, 2020 as "Women's Equality Day" - Mayor Schneider,** 5 Minutes
Women's Equality Day Proclamation

8. **PUBLIC HEARING(S)**

- 8.A **(6:45 PM) Ordinance No. 2020-20, Related to Extending the Interim Zoning Control on Floor Area Ratio - Planning,** 15 Minutes
Ordinance No. 2020-20 Extending Interim Zoning Control Related to Bonus Density.docx
Ordinance No. 2020-10 Adopting Interim Zoning Control Related to Bonus Density Approved 031020.pdf
RES 2003-25 FULL CITY COUNCIL FOR DECISION MAKING RE FLOOR AREA RATIO BONUSES.pdf
RES 2001-54 DISTRIBUTION OF FUNDS FROM PURCHASE OF FLOOR AREA RATIO BONUSES.pdf

9. **UNFINISHED BUSINESS**

- 9.A **(7:00 PM) Update on Race Equity Task Force 2020 Workplan Items,** 20 Minutes
RETF Presentation 082520.pptx
Race Equity Task Force Standing Committee Scope of Work.pdf
WelcomeProposal.pdf
Race Equity Lens - What is it and How Do We Get One.pdf
- 9.B **(7:20 PM) Bainbridge Island Metropolitan Park and Recreation District (BIMPRD) Request for CARES Funding - Finance,** 10 Minutes
BIMPRD - CARES Act Reimbursement Letter
CARES act summary of expenses from BIMPRD.docx
- 9.C **(7:30 PM) Monthly Update on 2020 Revenue and Expenses Forecasts - Executive,** 10 Minutes
Financial Presentation July for CC 08252020
- 9.D **(7:40 PM) Update on Timeline for PSE Franchise Renewal - Executive,** 10 Minutes
Staff Memo Re PSE Franchise Renewal - COVID-19 Update
- 9.E **(7:50 PM) Proposed Approach for 2021-2022 Human Services Awards - Mayor Schneider and Councilmember Carr,** 20 Minutes
HSF Presentation for CC 08252020
Human Services Funding options for 2021-2022 for CC 08042020
- 9.F **(8:10 PM) Request for Proposals for 2021 Lodging Tax Projects - Executive, Councilmember Carr and Councilmember Hytopoulos,** 10 Minutes
LTAC_Presentation_for_CC_08252020.pdf
2021_LTAC_RFP_-for_CC_08252020.docx
LTAC Schedule - for CC 08252020.docx

10. NEW BUSINESS

- 10.A (8:20 PM) 2020 Midyear Report - Finance, 20 Minutes**
MidYear Report for CC 08252020
2020_Midyear_Financial_Report_Final.docx
Schedule A - Revenues by Fund.pdf
Schedule B - Expenditures by Fund through June.pdf
Schedule C - Expenditures by Departement through June.pdf
Schedule D - Surplus Property Report - 2020.pdf
Schedule E - Capital Project Status Report thru July 17 2020.pdf
- 10.B (8:40 PM) Ordinance No. 2020-21, Relating to 2020 2nd Quarter Budget and Updated Capital Improvement Plan Amendments - Finance, 10 Minutes**
2020_2nd_QTR_BUA_Transmittal_Memo_for 08252020.docx
Ordinance No. 2020-21, Relating to 2020 2nd Quarter Budget and Updated Capital Improvement Plan Amendments
Ord_2020-21_Attachment_A_-_Q2_Budget_Amendments_Final.pdf
- 10.C (8:50 PM) 2020 Annual Drainage Project Contract Award - Public Works, 10 Minutes**
2020 Annual Drainage Project Contract
2020 Drainage Map.pdf
- 10.D (9:00 PM) Ordinance No. 2020-19, Adding Language to BIMC 2.14.020 to Encourage Individuals with Diverse Backgrounds to Apply to Serve on the Planning Commission - Executive, 10 Minutes**
Ordinance No. 2020-19, Adding Language to BIMC 2.14.020 to Encourage Individuals with Diverse Backgrounds to Apply to Serve on the Planning Commission
Joint Land Use Subcommittee Recommendations Memorandum

11. CONSENT AGENDA

- 11.A (9:10 PM) Agenda Bill for Consent Agenda, 5 Minutes**
- 11.B Accounts Payable and Payroll**
Payroll.pdf.pdf
AP Report to Council of Cash Disbursements 08-26-20.pdf
- 11.C City Council Study Session Minutes, August 4, 2020**
City Council Study Session Minutes, August 4, 2020
- 11.D City Council Regular Business Meeting Minutes, August 11, 2020**
City Council Regular Business Meeting Minutes August 11, 2020.pdf
- 11.E Appointments to the Ethics Board and Historic Preservation Commission - Mayor Schneider, 5 Minutes**
Recommended Appointments (Ethics Board and Historic Preservation Commission).pdf
Ethics Board Applications (Redacted).pdf
Historic Preservation Commission Applications (Redacted).pdf

- 11.F **Resolution No. 2020-02, Updating the City's Procedure for the Surplus and Sale of City-Owned Real Property - Executive**, 5 Minutes
Resolution No. 2020-02, Updating the City's Procedure for the Surplus and Sale of City-Owned Real Property
Resolution No. 2016-18, The City's Current Procedure for the Surplus and Sale of City-Owned Real Property
Appraisal Institute - Summary of 2014-15 USPAP Changes to Written Appraisal Report Types

12. COMMITTEE REPORTS - 9:15 PM

13. FOR THE GOOD OF THE ORDER - 9:20 PM

14. ADJOURNMENT - 9:30 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.

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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: August 25, 2020

ESTIMATED TIME:

AGENDA ITEM: (6:05 PM) Instructions for Providing Public Comment - City Clerk

SUMMARY: The attached instructions explain how to provide public comment in a remote Zoom meeting.

AGENDA CATEGORY: Discussion

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:

[Instructions for Providing Public Comment at Remote Meetings.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

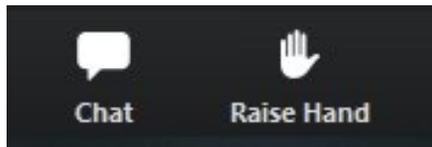
OFFICE OF THE CITY CLERK

AUGUST 11, 2020

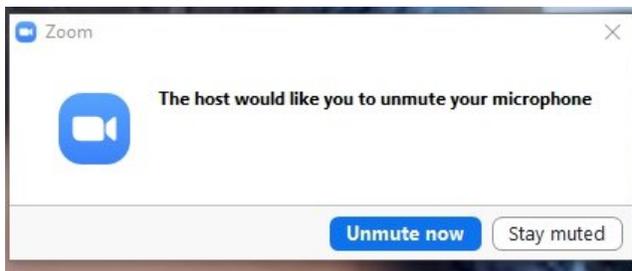
Members of the public are encouraged to submit written public comment to the City Council at any time by emailing Council at council@bainbridgewa.gov or the City Clerk at cityclerk@bainbridgewa.gov. Members of the public who wish to provide public comment during the remote meeting should follow the instructions outlined below.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT IN REMOTE MEETINGS

1. Attendees who wish to provide public comment sign in to Zoom with their name.
2. Meeting Chair will indicate when it is time for public comment.
3. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen:



4. Attendee clicks button "Unmute now" after they are called to speak by Meeting Chair.



5. Attendee will appear on screen with other panelists, but without video, just name.
6. Attendee provides their comment.
7. A timer on the screen will track your time.
8. Stop speaking when the timer reaches the 3-minute mark.
9. Attendee is returned to attendee group, and microphone is muted.

10. As always, public comment is simply received by the Council, with no response.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:30 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:

[September 1 City Council Study Session.pdf](#)

[September 8 City Council Regular Business Meeting.pdf](#)

[September 15 City Council Study Session.pdf](#)

[September 22 City Council Regular Business Meeting.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, SEPTEMBER 01, 2020**

REMOTE MEETING ON ZOOM

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, 20 Minutes**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **MAYOR'S REPORT**
5. **FUTURE COUNCIL AGENDAS**
6. **PRESENTATIONS**
7. **UNFINISHED BUSINESS**
 - 7.A **Green Building Task Force Green Building Program Briefing and Timeline for Ordinance Adoption - Planning, 45 Minutes**
 - 7.B **(x PM) Update on the Development Moratorium - Planning, 20 Minutes**
Abbreviated_moratorium_work_program_status_report
Ordinance No. 2020-09 Extending the Development Moratorium Approved 032420.pdf
Moratorium Summary
 - 7.C **Update on Policing Town Hall 10 Minutes**
 - 7.D **Sustainable Transportation Plan Update 5 Minutes**

- 7.E **Review Draft Profile for City Manager Search** 15 Minutes
- 7.F **Update from Joint City Council and Planning Commission Land Use Sub-Committee - Councilmembers Carr, Hytopoulos, and Pollock,** 10 Minutes
- 7.G **Professional Services Agreement with Jurassic Parliament for Parliamentary Procedure Training - Executive,** 10 Minutes
 PSA with Jurassic Parliament for Council Parliamentary Procedure Training
 Macfarlane Resume
 Jurassic Parliament Fee Schedule 2020
 Jurassic Parliament Client List 2019

8. NEW BUSINESS

- 8.A **Shoreline Master Program Periodic Review Public Participation Program and Work Plan** 30 Minutes
 Staff Memo
 Attachment 1 - History Log
 Attachment 2 - Updated PPP/WP
 Attachment 3 - Prior PPP/WP
 Attachment 4 - Ecology Rule Summary

9. CITY COUNCIL DISCUSSION

10. FOR THE GOOD OF THE ORDER

11. ADJOURNMENT

GUIDING PRINCIPLES

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CITY OF
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CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, SEPTEMBER 08, 2020

REMOTE MEETING ON ZOOM

AGENDA

1. CALL TO ORDER/ROLL CALL - 6:00 PM
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, 20 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
8. PRESENTATION(S)
 - 8.A (x PM) Proclamation Declaring September 11, 2020 as "A Day of Service and Remembrance" - Mayor Schneider, 5 Minutes
 - 8.B Proclamation - Declaring September 2020 as "Community Preparedness Month" - Executive, 5 Minutes
FINAL_Preparedness_Month_Proclamation_2020.docx
 - 8.C 2020 Emergency Management Annual Briefing - Executive, 20 Minutes
09082020 EM Presentation to CC Final.pdf
9. UNFINISHED BUSINESS

- 9.A **2021-2026 Capital Improvement Plan Ordinance, First Reading** 10 Minutes
Ordinance No. 2020-XX Adopting the 2021-2026 Update of the Six-Year CIP .docx
- 9.B **Self-Service Storage Moratorium Update** 20 Minutes
- 9.C **Withdraw the Shoreline Master Program (SMP) Aquaculture Limited Amendment from the Department of Ecology (DOE) - Planning,** 5 Minutes
- 9.D **(x PM) Set the Public Hearing for Shoreline Master Program (SMP) Amendment for Critical Areas Ordinance Integration and Amendments to Nonconforming Uses, Structures, and Lots, Ord 2020-17 - Planning,**
10 Minutes
20200811_CC_Staff_Memo_SMP_Amendment
Ordinance_No._2020-17_Adopting_the_Shoreline_Master_Program_Amendment
Exhibit_A_to_Ordinance_No._2020-17_Shoreline_Master_Program_Amendment
Exhibit_B_Table_of_Changes_to_Draft_SMP_Amendment
Determination of Initial Concurrence from the WA Department of Ecology
Ecology Recommendations to Resolve Issues Identified as Required and Recommended
- 9.E **(x PM) Schedule a Public Hearing on Ordinance No. 2020-X, Related to Extending the Moratorium on Certain Development Activities - Planning,** 20 Minutes
Development Moratorium Handout
Moratorium Extension Ordinance No. 2019-26
20200221_Abbreviated_moratorium_work_program_status_report.docx
- 9.F **Ordinance No. 2020-04, Adopting Small Wireless Facility Design Standards** 15 Minutes
- 9.G **(x:xx PM) 2020 Annual Drainage Project Contract Award - Public Works,** 10 Minutes
2020 Annual Drainage Project Contract
2020 Drainage Map.pdf

10. NEW BUSINESS

- 10.A **John T. Nelson Park at Strawberry Cannery Cove Monitoring Well License Agreement - Public Works,** 5 Minutes
- 10.B **(x PM) Registered Sex Offender Address and Residency Verification Memorandum of Understanding with the Kitsap County Sheriff's Office - Police,** 5 Minutes
- 10.C **Update on AT&T Discussions related to Cellular Coverage and Service Gaps - Executive,** 15 Minutes

11. CONSENT AGENDA

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

14. ADJOURNMENT

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CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, SEPTEMBER 15, 2020**

REMOTE MEETING ON ZOOM

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **MAYOR'S REPORT**
5. **FUTURE COUNCIL AGENDAS**
6. **PRESENTATIONS**
7. **UNFINISHED BUSINESS**
 - 7.A **Sustainable Transportation Plan Update** 30 Minutes
 - 7.B **(x PM) Ordinance No. 2020-01, Updating the City's General Code Enforcement Process Contained in Chapter 1.26 BIMC**, 15 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
 - 7.C **Update from Joint City Council and Planning Commission Land Use Sub-Committee - Councilmembers Carr, Hytopoulos, and Pollock**, 10 Minutes
 - 7.D **(x PM) Recommendation from Ad Hoc Committee on Economic Recovery - Mayor Schneider, Deputy Mayor Deets, and Councilmember Medina**, 45 Minutes
COVID-19 Economic Recovery Plan Recommendations for Bainbridge Island.pdf
BIDA COVID-19 Funding Request.pdf
BILA & VBI COVID-19 Funding Request.pdf
City of Poulsbo COVID-19 Business Recovery Plan (Draft).pdf
Poulsbo Summer Fair rules RF edit.pdf
8. **NEW BUSINESS**

9. CITY COUNCIL DISCUSSION
10. FOR THE GOOD OF THE ORDER
11. ADJOURNMENT

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CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, SEPTEMBER 22, 2020

REMOTE MEETING ON ZOOM

AGENDA

1. CALL TO ORDER/ROLL CALL - 6:00 PM
2. EXECUTIVE SESSION
3. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PUBLIC COMMENT
5. MAYOR'S REPORT
6. CITY MANAGER'S REPORT
7. FUTURE COUNCIL AGENDAS
8. PRESENTATION(S)
9. PUBLIC HEARING(S)
 - 9.A **(x pm) Ordinance No. 2020-17 Adopting the Shoreline Master Program Amendment - Planning,** 30 Minutes
Staff Memorandum to City Council
Ordinance No. 2020-17 Adopting the Shoreline Master Program Amendment
Exhibit A to Ordinance No. 2020-17_Shoreline Master Program Amendment
Exhibit B Table of Changes to Draft SMP Amendment
 - 9.B **(x PM) Public Hearing on Ordinance No. 2020-X, Related to Extending the Moratorium on Certain Development Activities - Planning,** 10 Minutes
Ordinance No. 2020-09 Extending the Development Moratorium - Public Hearing Draft
Exhibit A to Ordinance No. 2020-09 - Updated Work Plan
Exhibit B to Ordinance No. 2020-09 - Winslow Master Plan Study Area Map
Development Moratorium Handout 20191204
10. UNFINISHED BUSINESS
 - 10.A **Set the Public Hearing for the Interim Green Building Program Ordinance - Planning,** 15 Minutes

10.B **Monthly Update on 2020 Revenue and Expenses Forecasts - Executive**, 10 Minutes

11. **NEW BUSINESS**

11.A **2021-22 Proposed Budget Presentation** 30 Minutes

11.B **Update on Public Art Program, Arts and Humanities Bainbridge/Public Art Committee** - 15 Minutes

11.C **Arts and Humanities Bainbridge/Public Art Funding Proposal** 15 Minutes

11.D **Ordinance No. 2020-XX, Updating the City's Telecommunications Master Permit Procedure Contained in Title 19 BIMC** 15 Minutes

12. **CONSENT AGENDA**

13. **COMMITTEE REPORTS**

14. **FOR THE GOOD OF THE ORDER**

15. **ADJOURNMENT**

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CITY OF
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City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:40 PM) Proclamation Declaring August 26, 2020 as "Women's Equality Day" - Mayor Schneider,

SUMMARY: The attached proclamation declares August 26, 2020 as "Women's Equality Day" in honor of the 100th anniversary of women attaining the right to vote nationwide.

AGENDA CATEGORY: Proclamation

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to authorize the Mayor to sign the proclamation declaring August 26, 2020 as "Women's Equality Day."

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Women's Equality Day Proclamation](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

A PROCLAMATION by the Mayor of the City of Bainbridge Island, Washington, declaring August 26, 2020, as Women's Equality Day in honor of the 100th anniversary of women attaining the right to vote nationwide.

WHEREAS, Elizabeth Cady Stanton and others first seriously proposed women's right to vote at Seneca Falls, New York, on July 19, 1848; and

WHEREAS, Susan B. Anthony joined forces with Stanton in 1851, and they worked together over the next half-century for women's right to vote; and

WHEREAS, Carrie Chapman Catt, founder and early leader of the League of Women Voters, entered the struggle later and became a leader in the suffragist movement that helped lead it to victory; and

WHEREAS, these three women and so many more endured hardships of public humiliation, terms in jail, and ridicule – and they did it so that the women of yesterday, today and tomorrow can exercise their right to vote; and

WHEREAS, on August 26, 1920, just days after Tennessee became the thirty-sixth (and last-needed) state to ratify the amendment, the United States Secretary of State signed the proclamation enacting the 19th amendment;

NOW, THEREFORE, I, Leslie Schneider, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim August 26, 2020, as

WOMEN'S EQUALITY DAY

in the City of Bainbridge Island, to celebrate passage of the 19th Amendment to the U.S. Constitution, which gave women the right to vote.

DATED this 25th day of August, 2020.

Leslie Schneider, Mayor



CITY OF
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City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:45 PM) Ordinance No. 2020-20, Related to Extending the Interim Zoning Control on Floor Area Ratio - Planning,

SUMMARY:

On March 10, 2020, the City Council approved an interim zoning control ordinance related to Floor Area Ratio ("FAR") density bonus options (Ordinance No. 2020-10). The interim control became effective immediately and paused the use of bonus FAR (which increases density) for some types of projects in some instances. The interim control is set to expire on September 10, 2020. This ordinance, Ordinance No. 2020-20, would extend the interim control for six months to March 10, 2021. This agenda item is to conduct a public hearing on Ordinance No. 2020-20 because the ordinance would extend the interim control.

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to adopt Ordinance No. 2020-20, extending the Interim Zoning Control until March 10, 2021.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND:

The interim zoning control approved by the Council on March 10, 2020 has an initial term of six months, or until September 10, 2020. Since its passage, the Planning Commission has held numerous meetings and will hold a public hearing on an ordinance related to this topic. Staff is requesting this extension of the interim control via Ordinance No. 2020-20 to provide time to adopt an ordinance amending the bonus FAR program before the interim control expires. This agenda item is to conduct a public hearing on Ordinance No. 2020-20 to allow for an extension of the interim control for six months to March 10, 2021.

If, as could potentially occur, a new ordinance related to FAR is adopted prior to the expiration of the extension of the interim control, the Council has the option of terminating the interim control at that time, depending on the scope of the new ordinance that could potentially be adopted.

The interim control, which was approved by the Council on March 10, 2020, suspends the applicability and use of bonus floor area ratio as provided in BIMC 18.12.030.E. (dimensional standards) and the related provisions described in the ordinance, except for subsections E.1. (related to Optional Affordable Housing) and E.6. (related to Historic Structure Preservation).

The interim control also suspends the applicability and use of BIMC 18.27.080 and footnote three of Table 18.12.020-3 because those provisions relate directly to the provisions that are otherwise suspended in BIMC 18.12.030 by Ordinance No. 2020-10 (see Exhibit A to Ordinance No. 2020-10).

The interim control excludes development projects that filed a complete land use permit application with the City and have purchased from the City or otherwise acquired development rights, including related to bonus floor area ratio, through an executed covenant, development agreement, or contract, prior to the effective date of Ordinance No. 2020-10 (March 10, 2020).

As a result of the Council's March 10, 2020 action, FAR bonus density, which is currently available in the Mixed Use Town Center and High School Road Districts, can only be obtained or used at this time under the following circumstances:

- * providing affordable housing as defined in Chapter 18.36 BIMC in accordance with BIMC 18.12.030.E.1.;
- *transferring unused FAR from the Islander Mobile Home Park to another parcel in the Mixed Use Town Center in accordance with BIMC 18.12.030.E.1.; or
- *preserving an historic structure located on a state, local, or federal register in accordance with BIMC 18.12.030.E.6. such that, when an historic structure is preserved, the square footage of that structure will not count toward the FAR calculation.

Since the passage of this interim zoning control, the Planning Commission has met multiple times to discuss revisions to the Bonus FAR program, including the formation of a subcommittee. During their discussion on July 9, 2020, the Planning Commission indicated they were ready to hold a public hearing on a proposed ordinance. The proposed ordinance is currently under review by City planning, legal, and financial staff.

ATTACHMENTS:

[Ordinance No. 2020-20 Extending Interim Zoning Control Related to Bonus Density.docx](#)

[Ordinance No. 2020-10 Adopting Interim Zoning Control Related to Bonus Density Approved 031020.pdf](#)

[RES 2003-25 FULL CITY COUNCIL FOR DECISION MAKING RE FLOOR AREA RATIO BONUSES.pdf](#)

[RES 2001-54 DISTRIBUTION OF FUNDS FROM PURCHASE OF FLOOR AREA RATIO BONUSES.pdf](#)

FISCAL DETAILS:

Regarding the option to purchase bonus FAR, the fees for FAR have been established by resolution (e.g., 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.

Purchased bonus FAR from the City has typically been divided as follows: 60% toward the preservation of agricultural land on the island, and 40% toward the purchase of public amenities (like traffic calming, pocket parks, street trees, or pedestrian connections). In some circumstances, 100% of the fees were designated for the preservation of agricultural land (see, Resolution No. 2003-25, Resolution No. 2001-54 - attached). During the time that this interim control is in effect, the option to purchase FAR for these purposes (i.e., preservation of agricultural land, purchase of public amenities) has been suspended.

Fund Name(s):

Coding:

Public Hearing Draft

ORDINANCE NO. 2020-20

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2020-10 that imposed a six-month interim zoning control on the use or applicability of certain bonus density options as provided in BIMC 18.12.030.E. and the related provisions described in Ordinance No. 2020-10; continuing the basis for the emergency interim zoning control; recognizing that public hearings have been conducted; adopting a work plan; stating the effect on vested rights; authorizing interpretive authority; providing for severability; leaving the effective date of the interim zoning control unchanged; and extending the duration of the interim control for six months until March 10, 2021.

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 zoning 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, balancing affordable housing, historic preservation, growth management, and sustainable development continues to be a local, regional, and national challenge due to many social and economic factors; and

WHEREAS, the City has encouraged affordable housing construction by adopting “bonus density” programs that allow for increases in density above the underlying zoning if the additional density creates affordable homes; and

WHEREAS, the intent of the Comprehensive Plan is to place residential density, inclusive of affordable housing, in the Winslow core area near infrastructure such as transportation hubs (e.g., ferry service, bus service, highway access), sewer, water, reliable electrical power, and retail stores; and

WHEREAS, the intent of such policies is to manage growth consistent with the Growth Management Act, reduce infrastructure costs, and follow general principles of sustainable community development; and

WHEREAS, the City Council is interested in evaluating the applicability, use, and effectiveness of the bonus density options provided for and as described in BIMC 18.12.030.E. that are being suspended by this interim zoning control, including related to the purchase of development rights, the provision of public amenities and/or infrastructure, the provision of community open space, floor area ratio transfers related to the Mixed Use Town Center and High School Road districts, and ferry-related parking; and

WHEREAS, an emergency exists necessitating the continuation of this interim zoning control to suspend the use and applicability of certain bonus density options in order to preserve and protect public health, safety, and welfare; and

WHEREAS, interim zoning controls enacted under RCW 36.70A.390 and RCW 35A.63.200 are methods by which local governments may preserve the status quo so that new policies and regulations will not be rendered moot by intervening development; and

WHEREAS, this interim zoning control will provide the City with additional time to review and potentially revise its public health, safety, and welfare requirements and zoning and land use regulations related to providing density bonuses above and beyond the underlying zoning; and

WHEREAS, the City Council concludes that it must continue this interim zoning control based on concerns as expressed in this ordinance regarding the awarding of density bonuses that are unrelated to affordable housing and historic structure preservation; and

WHEREAS, the City Council has significant concerns regarding whether the use of certain density bonus options is accomplishing the vision and goals of the City's Comprehensive Plan; and

WHEREAS, based on these and related concerns, the City Council requires additional time to review the regulations and policies at issue to ensure that the vision and goals of the City's Comprehensive Plan are being met to the Council's satisfaction; and

WHEREAS, due to the COVID-19 public health emergency and pandemic, tens of thousands of persons in Washington State have contracted the virus and more than a thousand persons in the state have died due to the virus thus far and during the time period that this interim zoning control has been in effect, and the public health emergency is ongoing and is expected to continue for many months, and likely much longer; and

WHEREAS, due to the COVID-19 public health emergency and pandemic, the City has been engaged in essential work on a highest-priority basis related to the public health emergency, and as a result City staff and the City Council have had to significantly adjust work priorities accordingly to address the public health crisis, including related to work that the Council has been able to consider at modified Council meetings during this time period; and

WHEREAS, as a result of the public health emergency, City staff and the City Council have not had a meaningful opportunity to substantially review the regulations and policies at issue related to this interim zoning control to ensure that the vision and goals of the City's Comprehensive Plan are being met to the Council's satisfaction; and

WHEREAS, in spite of this public health emergency, the Planning Commission has met multiple times to discuss revised regulations related to bonus density, including on February 27, 2020, and continuing on March 12, May 14 and 28, June 11 and 25, and July 9, 2020; and

WHEREAS, the City Council has considered the applicability and use of bonus density options at multiple Council meetings, including on February 4, February 11, February 25, March 3, March 10, April 14, and April 28, 2020; and

WHEREAS, on April 28, 2020, the City Council conducted a public hearing on Ordinance No. 2020-10 in accordance with state law; and

WHEREAS, on August 11, 2020, the City Council set a public hearing for August 25, 2020 to accept public comment and consider this Ordinance No. 2020-20 to extend the interim zoning control for another six months; and

WHEREAS, on August 25, 2020, the City Council conducted a public hearing on this ordinance and the Council received and considered public comment related to this ordinance; and

WHEREAS, on August 25, 2020, after considering such public comment, the City Council adopted this ordinance to extend this interim zoning control for six months to March 10, 2021, unless the Council terminates the interim control earlier, and to otherwise amend the interim control as stated in this ordinance; and

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

WHEREAS, the interim zoning control imposed herein promotes the public good and is necessary for the protection of public health, property, safety, and welfare; and

WHEREAS, the public emergency that the City Council determined to exist requiring that this interim control become effective immediately upon adoption on March 10, 2020 continues to exist, requiring that this interim control continue to be in effect for an additional six months as set forth in this ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES 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 zoning control established in Ordinance No. 2020-10.

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 interim zoning control at its meeting on August 25, 2020, and took public testimony and considered further findings of fact.

Section 3. Interim Zoning Control Amended. This interim control is hereby amended, as also stated in Section 9 below, to extend the interim zoning control in its current form as described in Ordinance No. 2020-10 for six months until March 10, 2021.

Section 4. Interim Zoning Control Work Plan. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew an interim zoning 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. Pursuant to this ordinance, and based on the findings of fact that are hereby adopted in this ordinance and which were adopted in the previous ordinance related to this interim zoning control, Ordinance No. 2020-10, the City is hereby extending the interim zoning control for an additional six months based on the work plan as incorporated herein as Exhibit A to this ordinance.

Section 5. Effect on Vested Rights. The interim zoning control imposed by Ordinance No. 2020-10 and extended by this ordinance shall operate, as of the effective date of Ordinance No. 2020-10 (March 10, 2020), to suspend the applicability or use of BIMC 18.12.030.E. and the related provisions described in Ordinance No. 2020-10, subject to the exclusions stated in Ordinance No. 2020-10, for all properties and development in the Mixed Use Town Center and High School Road Districts. However, nothing in Ordinance No. 2020-10 or this Ordinance No. 2020-20 shall be construed to extinguish, limit, or otherwise infringe on any property owner's or property leaseholder's vested development rights as defined by state law and City of Bainbridge Island regulations.

Section 6. 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 7. 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 8. No Change to Basis for Declaration of Emergency or Effective Date. This ordinance shall take effect and be in full 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 declaration stated in the interim zoning control which preceded this ordinance, Ordinance No. 2020-10, 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 interim zoning were included in the "Whereas" clauses of Ordinance No. 2020-10, as well as in this ordinance, and those "Whereas" clauses are adopted as findings of fact. This ordinance does not change the effective date of this interim zoning control, which is March 10, 2020.

Section 9. Change in Duration to March 10, 2021. This ordinance amends Ordinance No. 2020-10 and hereby extends the current interim zoning control, and this ordinance shall cause the interim control to remain effective in its current form until March 10, 2021, unless terminated earlier by the City Council. This ordinance does not change the effective date of the interim control, which is March 10, 2020. The Council may, at its sole discretion, renew the

interim control 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 ____ day of August, 2020.

APPROVED by the Mayor this _____ day of August, 2020.

Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	August 7, 2020
PASSED BY THE CITY COUNCIL:	August _____, 2020
PUBLISHED:	August _____, 2020
EFFECTIVE DATE:	August _____, 2020
ORDINANCE NUMBER:	2020-20

Attached: Exhibit A: Work Plan

EXHIBIT A TO ORDINANCE No. 2020-20



BONUS FAR INTERIM ZONING CONTROL

WORK PLAN (August 11, 2020)

BONUS FAR INTERIM ZONING CONTROL:

On March 10, 2020, the City Council imposed a six-month interim zoning control via Ordinance No. 2020-10 to suspend the use and applicability of certain bonus density options related to land use on Bainbridge Island. The initial term of the interim control was for six months, or until September 10, 2020, and Ordinance No. 2020-20 extends the term for six months to March 10, 2021.

Based on direction from the City Council at the February 25, 2020 Council meeting, the Planning Commission, beginning on February 27, 2020, engaged in multiple discussions regarding a proposed ordinance to amend the bonus floor area ratio ("FAR") program, as well as formed a subcommittee dedicated to the subject. At the Planning Commission's meeting on July 9, 2020, the Commission indicated that it is ready to hold a public hearing on an ordinance to amend the bonus FAR program. However, the ordinance requires analysis by City planning, legal, and finance staff before it is ready for consideration by the City Council. This extension in the duration of the interim zoning control will provide time to complete the analysis and to hold the necessary public hearing(s).

After holding a public hearing on the interim zoning control on August 25, 2020, the City Council voted to extend the interim control in its current form for an additional six months to March 10, 2021, via adoption of this current ordinance, Ordinance No. 2020-20, unless terminated earlier or extended further by the Council. Based on the amount of work completed to date by the Planning Commission, it is anticipated that an ordinance will be adopted prior to the end of this six-month extension.

The City has developed the following Work Plan described below:

September - November 2020

Complete analysis by City planning, legal, and financial staff of a draft ordinance to amend the bonus FAR program in anticipation of a public hearing with the Planning Commission.

Hold a public hearing with the Planning Commission on a revised bonus FAR ordinance.

November 2020– March 2021

City Council review and consideration of a revised bonus FAR ordinance. After such review and consideration, the Council could take action to approve a revised bonus FAR program via the adoption of an ordinance.

ORDINANCE NO. 2020-10

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; imposing a six-month interim zoning control on the use or applicability of certain bonus density options as provided in BIMC 18.12.030.E. and the related provisions described in this ordinance; setting forth findings of fact in support of this interim zoning control; imposing the interim zoning control as described herein; stating the effect on vested rights; providing for exclusions; recognizing that a public hearing will be held within 60 days; authorizing interpretative authority; providing for severability; declaring an emergency; setting the duration; and establishing an immediate effective date.

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 zoning 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, balancing affordable housing, historic preservation, growth management, and sustainable development continues to be a local, regional, and national challenge due to many social and economic factors; and

WHEREAS, the City has encouraged affordable housing construction by adopting “bonus density” programs that allow for increases in density above the underlying zoning if the additional density creates affordable homes; and

WHEREAS, the intent of the Comprehensive Plan is to place residential density, inclusive of affordable housing, in the Winslow core area near infrastructure such as transportation hubs (e.g., ferry service, bus service, highway access), sewer, water, reliable electrical power, and retail stores; and

WHEREAS, the intent of such policies is to manage growth consistent with the Growth Management Act, reduce infrastructure costs, and follow general principles of sustainable community development; and

WHEREAS, the City Council is interested in evaluating the applicability, use, and effectiveness of the bonus density options provided for and as described in BIMC 18.12.030.E. that are being suspended by this interim zoning control, including related to the purchase of development rights, the provision of public amenities and/or infrastructure, the provision of community open space, floor area ratio transfers related to the Mixed Use Town Center and High School Road districts, and ferry-related parking; and

WHEREAS, an emergency exists necessitating adoption of this interim zoning control to suspend the use and applicability of certain bonus density options in order to preserve and protect public health, safety, and welfare; and

WHEREAS, interim zoning controls enacted under RCW 36.70A.390 and RCW 35A.63.200 are methods by which local governments may preserve the status quo so that new policies and regulations will not be rendered moot by intervening development; and

WHEREAS, this interim zoning control will provide the City with additional time to review and potentially revise its public health, safety, and welfare requirements and zoning and land use regulations related to providing density bonuses above and beyond the underlying zoning; and

WHEREAS, the City Council concludes that it must adopt this interim zoning control based on concerns as expressed in this ordinance regarding the awarding of density bonuses that are unrelated to affordable housing and historic structure preservation; and

WHEREAS, the City Council has significant concerns regarding whether the use of certain density bonus options is accomplishing the vision and goals of the City's Comprehensive Plan; and

WHEREAS, based on these and related concerns, the City Council requires additional time to review the regulations and policies at issue to ensure that the vision and goals of the City's Comprehensive Plan are being met to the Council's satisfaction; and

WHEREAS, the City Council has considered the applicability and use of bonus density options at multiple Council meetings, including on February 4, February 11, February 25, and March 3, 2020; and

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

WHEREAS, the interim zoning control imposed herein promotes the public good and is necessary for the protection of public health, property, safety, and welfare; and

WHEREAS, the City Council now determines that a public emergency exists requiring that this interim zoning control become effective immediately upon adoption.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as the City Council's initial findings of fact in support of the interim zoning control established by this ordinance. The City Council may, in its discretion, adopt additional findings after the public hearing referenced in Section 4 below.

Section 2. Interim Zoning Control Imposed. As authorized by the police powers of the City as set forth, for example, in Article XI, Section 11, of the Washington State Constitution, and pursuant to statutory authority set forth, for example, in RCW 36.70A.390 and RCW 35A.63.220, and unless expressly excluded under this Section 2 of this ordinance, the City hereby imposes an interim zoning control, as described in this Section 2, for all properties and development in the Mixed Use Town Center and High School Road Districts as follows:

A. Applicability.

This ordinance hereby suspends the applicability and use of BIMC 18.12.030.E, BIMC 18.27.080, and footnote three to Table 18.12.020-3 related to bonus density options.

B. Exclusions.

The following are excluded from this interim zoning control, meaning that the interim zoning control does not apply to:

1. BIMC 18.12.030.E.1. (which relates to Optional Affordable Housing).
2. BIMC 18.12.030.E.6. (which relates to Historic Structure Preservation).
3. Development projects that filed a complete land use permit application with the City and have purchased from the City or otherwise acquired development rights, including related to bonus floor area ratio, through an executed covenant, development agreement, or contract, prior to the effective date of this ordinance.

C. Effect of This Interim Zoning Control.

For clarity, attached Exhibit A shows BIMC 18.12.030.E., BIMC 18.27.080, and Table 18.12.020-3 and includes as strikethrough text the provisions of BIMC 18.12.030.E., BIMC 18.27.080, and related footnote three to Table 18.12.020-3 that are being suspended by this interim control ordinance, such that the provisions in the strikethrough text shall not be in effect and cannot be used during the period of time in which the interim official control adopted by this ordinance remains in effect.

Section 3. Effect on Vested Rights. The interim zoning control imposed under this ordinance shall operate, as of the effective date of this ordinance, to suspend the applicability or use of BIMC 18.12.030.E. and the related provisions described in this ordinance, subject to the above exclusions, for all properties and development in the Mixed Use Town Center and High School Road Districts. However, nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any property owner's or property leaseholder's vested development rights as defined by state law and City of Bainbridge Island regulations.

Section 4. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing at a City Council meeting within 60 days of adoption of this ordinance in order to take public testimony and to consider adopting further findings of fact.

Section 5. 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 6. 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 7. Declaration of Emergency; Effective Date; Duration. This ordinance, which the City Council hereby regards as a public emergency ordinance necessary for the protection of the public health, public safety, public property, and public peace, shall take effect and be in full force immediately upon its adoption. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration are included in the "Whereas" clauses above, all of which are adopted by reference as findings of fact as if fully set forth herein. This interim zoning control shall take effect immediately and shall remain effective for six (6) months, unless terminated earlier by the City Council. Provided, that the Council may, at its sole discretion, renew the interim zoning 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.

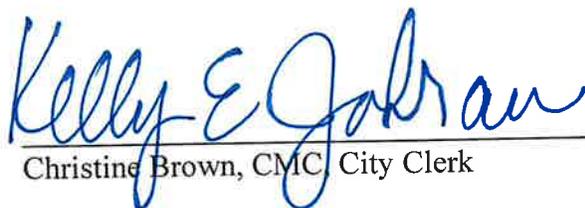
PASSED by the City Council this 10th day of March, 2020.

APPROVED by the Mayor this 10th day of March, 2020.



Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:

 DEPUTY CITY CLERK

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	March 6, 2020
PASSED BY THE CITY COUNCIL:	March 10, 2020
PUBLISHED:	March 13, 2020
EFFECTIVE DATE:	March 10, 2020
ORDINANCE NUMBER:	2020-10

Attached: Exhibit A: BIMC 18.12.030.E. and related provisions as above described (with applicable strikethrough text)

Exhibit A

The applicability and use of the provisions below in strikethrough text are hereby suspended by this interim control ordinance.

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: (a) 100 percent of bonus for all moderate; OR (b) 0.2 of bonus for extremely low, very low, or low income groups; 0.5 of bonus for moderate income group; and 0.3 of bonus for middle income group.	Must comply with following ratios: 0.1 of bonus for extremely low, very low or low income groups; 0.6 of bonus for moderate income group; and 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.

BIMC 18.27.080

~~A. In order to use development rights to increase floor area ratio within the Mixed Use Town Center or High School Road districts as provided in BIMC 18.12.030.E, an applicant must fill out an application in a form approved by the city. The application shall include the amount of the requested increase in floor area ratio, and the fee, if any, of the increased floor area ratio. The fee for development rights to increase floor area ratio shall be established by resolution of the city council.~~

~~B. The approved application to utilize development rights to increase floor area ratio within the receiving area must be part of a site plan and design review application under BIMC Title 2. The site plan must indicate the increase in floor area ratio (FAR).~~

~~C. The use of development rights shall be reviewed for conformance with the design review provisions of BIMC 18.18.030.~~

Table 18.12.020-3

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD	MAXIMUM FAR (Floor Area Ratio) [1]								
Basic Maximum						0.3			
Commercial and Other Nonresidential Uses	0.6	0.4	0.3	0.15	0.1				No max.; limited by other standards
Residential	0.4	0.4	0.3	0.5	0.4	0.3			No FAR limit: R-2 standards apply
Mixed Use [2]	1.0	0.5	0.5	0.5	0.5	0.3			No max.; limited by other standards
Maximum with Bonus									

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I	
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]					
DIMENSIONAL STANDARD	1.0	0.6	0.6	0.3	0.2	0.6	N/A	N/A	N/A	
	Commercial and Other Nonresidential Uses									
Residential	Bonus densities require compliance with BIMC 18.12.030.E									
	1.0	0.6	0.6	1.0	1.1	0.6	N/A	N/A	N/A	
Mixed Use [2]	Bonus densities require compliance with BIMC 18.12.030.E									
	1.5	1.0	1.0	1.0	1.3 (1.5 pursuant to note [3])	1.0	N/A	N/A	N/A	
Bonus densities require compliance with BIMC 18.12.030.E										

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSRI I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Erickson Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD									
MINIMUM LOT DIMENSIONS									
Area	N/A	N/A	N/A	N/A	N/A	N/A	N/A	20,000 sq. ft.	20,000 sq. ft.
Depth	N/A	N/A	N/A	N/A	N/A	N/A	80	N/A	N/A
Width	N/A	N/A	N/A	N/A	N/A	N/A	80	N/A	N/A
MAXIMUM LOT COVERAGE									
	100%, excluding setbacks	35%	35% 2,500 sq. ft. max. building footprint south of Wyatt, excluding parking	35%	75%	50%	35%	35%	50%

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD			structures located below predevelopment and finished grade						
<p>SETBACKS (Minimum required unless otherwise noted) [4]</p> <p>Note: Landscaped areas may serve as setbacks and, in some cases, may exceed the setback requirements.</p> <p>Note: Additional setbacks may be required by:</p> <p>(a) Chapter 16.12 BIMC, Shoreline Master Program; or</p> <p>(b) Chapter 16.20 BIMC, Critical Areas; or</p> <p>(c) BIMC 16.28.040, mining regulations; or</p> <p>(d) BIMC 18.09.030, Use Specific Standards; or</p> <p>(e) BIMC 18.12.030.F, Shoreline Structure Setbacks.</p>									

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD									
Front	Commercial: 5 ft. max. from sidewalk; Residential: 10 ft. min. and 20 ft. max. from Madison Ave. sidewalk	10 ft. min., 20 ft. max.	15 ft. min., 20 ft. max.	5 ft. max. from sidewalk	5 ft. max. from sidewalk except as modified by transition standards in BIMC 18.12.030.C	10 ft. max. from sidewalk	0 ft. min., 20 ft. max. from any street, planned right-of-way or road easement, unless otherwise provided under special planning	50 ft. min. along any public right-of-way	40 ft. min. from property in residential districts; 10 ft. min. for all other

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center						HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]					
DIMENSIONAL STANDARD							area provisions			
Side	0 ft.; 5 ft. min. when property abuts the Madison Avenue or Ericksen Avenue overlay districts	0 ft.; 5 ft. min. when property abuts the central core overlay district	5 ft. min.	0 ft.	0 ft.	0 ft.	0 ft. when property abuts another NC zone; 15 ft. when property abuts a residential zone	10 ft.; 50 ft. when abutting a residentially zoned property. The city may increase this to a maximum of 100 ft.	40 ft. min. from property in residential districts; 10 ft. min. for all other	

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center						HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Erickson Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]					
DIMENSIONAL STANDARD								depending on the type, scale, and intensity of the proposed use, subject to site plan review.		
Rear	0 ft.; 5 ft. min. when property abuts the Madison	0 ft.; 5 ft. min. when property abuts	0 ft.; 5 ft. min. when property abuts the central core or Madison	0 ft.	0 ft.	0 ft.	0 ft. when property abuts another NC zone; 15 ft.	15 ft. min.; 50 ft. min. when abutting a residential	40 ft. min. from property in residential districts;	

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Erickson Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD	Avenue or Erickson Avenue overlay districts	the Central Core or Erickson Avenue overlay districts	Avenue overlay districts				when property abuts a residential zone	district. City may increase to a maximum of 100 ft. based on type, scale, and intensity of proposed use, subject to site plan review.	10 ft. min. for all other
Shoreline Jurisdiction	See Table 16.12.030-2, Dimensional Standards Table, and BIMC 18.12.030.F, Shoreline Structure Setback Lines								

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD									
MAXIMUM BUILDING HEIGHT [5]									
Note: Bonus may not be available in the shoreline jurisdiction									
Base	35 ft.; 25 ft. max. south of Parfitt	25 ft.; 35 ft. north of High School Road	25 ft.	35 ft.	BIMC 18.12.030.C standard height north of Winslow Way; 35 ft. south of Winslow Way	35 ft.	35 ft.	35 ft.	35 ft. except that Chapter 16.12 BIMC applies within shoreline jurisdiction
Bonus 1 if parking under building [6]	45 ft.; 35 ft. south of Parfitt	35 ft.; 45 ft. north of	35 ft.	45 ft.	BIMC 18.12.030.C optional	45 ft.			

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD		High School Road			height north of Winslow Way; 45 ft. south of Winslow Way				
Bonus 2 for Nonresidential Uses with Major Conditional Use Permit						45 ft.	45 ft.	45 ft.	

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center				HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay				
DIMENSIONAL STANDARD	Alternative height limits may apply if the conditional use permit provisions of BIMC Title 2 are met. Some encroachments through height limits are permitted under BIMC 18.12.040.							
Bonus 3 Structure Height								

[1] If the existing FAR for a developed property as of May 21, 1998, is higher than the base FAR for that district, then the existing FAR will be considered the base FAR for that developed property. Total FAR may not be exceeded.

[2] In mixed use development, the established FAR in the residential and commercial components shall not be exceeded. For the residential FAR bonus provisions for qualifying housing design demonstration project, refer to the bonus density provisions in BIMC 2.16.020.S.8.

[3] ~~In mixed use development in the ferry terminal district, an additional 0.2 FAR is permitted in accordance with BIMC 18.12.030.E.7. The additional FAR may be applied to either the residential or commercial component of the mixed use development.~~

[4] When property adjoins a single-family residential zone, building setback shall be in accordance with the landscape ordinance perimeter landscaping requirements.

[5] When property adjoins a lower density residential zone, except in the ferry terminal district, north of Winslow Way, for the first 30 feet of the building from the property line of an adjoining lower density residential zone, the building height shall be the building height of the adjoining lower density residential zone. Optional building height allowed in the adjoining lower density residential district through a conditional use permit may be requested for projects within the Mixed Use Town Center and High School Road zones through the site plan review process. For building height requirements in the ferry terminal district, north of Winslow Way, referencé BIMC 18.12.030.C.

[6] The bonus height is only available for the entire building if parking is located under more than 50 percent of the building footprint. If parking is located under 50 percent or less of the building footprint, the bonus may only be used for a portion of the building footprint twice as large as the area with parking located beneath.

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.

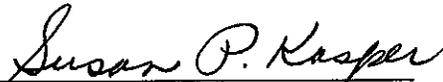
Section 2. Proposals to construct public amenities and/or infrastructure projects for the purpose of obtaining a floor area ratio bonus shall be reviewed and approved by the Public Works and Transportation Committee, upon recommendation of the Director of Public Works, and approved by Resolution of the 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:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.:

August 6, 2003
August 13, 2003
2003-25

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

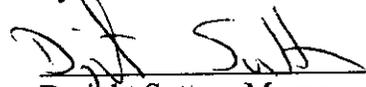
public amenities and/or infrastructure, unless one hundred percent (100%) of the maximum bonus is purchased, in which case all of those funds shall be directed toward the preservation of agricultural land.

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.

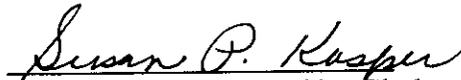
Section 3. For the purposes of this resolution, public amenities are defined as pocket parks, pedestrian connections, traffic calming treatments, street trees, street furniture and other features, which enhance the livability of Winslow.

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:00 PM) Update on Race Equity Task Force 2020 Workplan Items,

SUMMARY:

This time is scheduled to receive an update from the Race Equity Task Force (RETF) on their 2020 activities. The RETF workplan currently includes activities in the following areas:

1. Membership for the City within the Government Alliance on Race and Equity (GARE) and implementation of training programs from GARE
2. Community Events and Outreach
3. Development of a recommendation related to the creation of a standing committee

The RETF would also like to request City Council approval for two additional areas of work:

1. A project to develop a proposal for a community welcoming sign
2. A project to develop recommendations related to an "Equity Lens" for the City.

A report from the RETF is attached.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to approve adding work to develop a proposal for a welcoming community sign to the 2020 workplan for the Race Equity Task Force.

I move to approve adding work to develop recommendations related to an "Equity Lens" for the City to the 2020 workplan for the Race Equity Task Force.

I move to direct the City Manager to develop an ordinance to implement the creation of a standing advisory committee related to race and equity for Council consideration.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[RETF Presentation 082520.pptx](#)

[Race Equity Task Force Standing Committee Scope of Work.pdf](#)

[WelcomeProposal.pdf](#)

[Race Equity Lens - What is it and How Do We Get One.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Race Equity Task Force

2020 Task Force

Workplan Update

RETF 2020 Workplan - Update

Current Activities

- GARE Membership
- GARE Training
- Community Events and Outreach
- Development of Recommendation – Standing Committee

Additional Areas of Work

- Community Welcoming Sign
- Racial Equity Lens

Standing Committee Recommendation

Purpose – Issues Related to Racism and Race-related Bias

- Technical and planning advisory committee
- Assist in implementing racial equity related goals and policies
- Provide advice and recommendations
- Assist with policy, code assessments
- Create goals , accountability and measurements of progress

Welcoming Sign

- Purpose
 - Bainbridge is Welcoming and Inclusive
 - City of Bainbridge Resolution 2017-09
- Background
 - RETF Subcommittee - April 2019
 - Proposed Sign to City Council Liaison - November 2019

Welcoming Community Sign

Alignment With City of Bainbridge Resolution No 2017-09

Bainbridge Island is a “Welcoming and Inclusive City that respects the dignity of all people.”

...The community supports “persons of all races, creeds, colors, national origins, sexes, sexual orientation, gender identities, gender expressions, mental abilities, and physical abilities.”

Welcoming Community Sign



Work With City Staff To Determine

- Verbiage
- Visibility
- Traffic Flow
- City Property



City Manager Summary of Research

- City of Bothell
- City of Seattle
- City of Bremerton
- SAFE Place Program

Equality



Equity



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Why we use a Racial Equity Lens

Serve as a **check point for accountability to racial equity** throughout the policy and procedure evaluation process.

Create awareness of what's at stake – the **unintended consequences – and opportunities** to increase racial equity.

Provide a **targeted universal approach to evaluate policies** and procedures to achieve the **best possible outcomes for all** current and future residents.

Identifying Opportunities

Bias + power = system of advantage

System: connected parts forming a complex whole

Power: access to social, cultural and economic resources and decision making. Power is guided and sustained through dominant narratives



Why a Race Equity Lens?

- Pays discipline attention to race and ethnicity while analyzing problems, looking for solutions and defining success.
- Analyzes data and information about race and ethnicity
- Understands disparities and why they exist
- Looks at problems and their root causes from a structural standpoint
- Names race explicitly when talking about problems and solutions
- Sheds light on racial dynamics that shape social, economic and political structures. It also points to intersectionality – race, class, gender, sexual orientation – key to identifying dynamics at play

Result Based Accountability

- What **conditions of well-being do we want** for the community?
- **How can you measure** if they are better off?
- How can you **measure the quality and quantity of your work?**
- **How are you doing** on these measures (quantitative and qualitative data trends and overall root causes)?
- **Who are the partners** you need and what is their role?
- **What works**/brainstorm (practices, processes, and/or policies)?
- **What do you propose to do**, in what timeline and in what budget?

Plans – How to Move The Needle

- Create the Lens
 - Support from City Council
 - Support from City Manager
 - Consultant / RETF
- Review and Apply the Lens
 - Policies
 - Standards
 - Code
 - Committees
 - More...





Committee Name: Race Equity Advisory Committee

Executive Sponsors: City of Bainbridge Island, Bainbridge Island City Council

Impact of Committee: The Bainbridge Island Race Equity Advisory Committee (*Committee*) envisions a society where all systems (e.g. government, education, criminal justice, health care, housing, the economy) are just, fair, and inclusive so as to enable all people to participate and reach their full potential. We believe that equity is inextricably connected to a healthy and prosperous community. Equity should be the lens in which every decision is made. This committee will implement solutions that center the needs of marginalized communities in order to ensure equitable conditions will one day be a reality for *all* people.

Committee Purpose: The purpose of the Race Equity Advisory Committee, in accordance with the Comprehensive Plan, is to provide informed recommendations to the city council on matters of identifying the programmatic, community, and legislative options to address systemic and structural racism and bias within government and law enforcement.

Responsibilities include:

- To serve as a technical and planning advisory committee to the city council, city manager, and police department on issues related to racism and race-related bias as directed by the city council.
- To assist the city in implementing racial equity-related goals and policies as expeditiously as committee and city resources allow.
- To provide advice and/or recommendations to the city council or city staff, as appropriate, on methods of completing a baseline city government and police department assessment of policies regarding staffing, contracting, decision-making, etc. in partnership with trained racial equity consultants.
- To the degree directed by the city council, assist with or manage the completion of a baseline city government and police department assessment of policies and procedures.
- In partnership with a racial equity consultant, work with city staff, as appropriate, to complete and recommend to the city council a racial equity action plan and implementation strategy.
- In partnership with a racial equity consultant, provide advice and/or recommendations to the city council or city staff, as appropriate, on how to measure progress toward meeting the city's racial equity action plan.

- As directed by the city council, assist the city with participation in regional racial equity efforts.
- Provide education and outreach to the public regarding racial equity and the work of the committee and the city relating to racial equity.

Committee Members:

1. Co-Chair: James Friday
2. Co-Chair: Brenda Fantroy-Johnson
3. Secretary: Susan Wilmot
4. Committee Members:
 - a. Peggi Erickson
 - b. Savanna Rovelstad
 - c. TBD
 - d. TBD
 - e. TBD
 - f. TBD

City Council Liaison: Rasham Nassar

Stakeholders: The City of Bainbridge Island, Community Members, City Staff, Local Businesses, Visitors, Island Workforce.

Committee Scope Statement

Project Purpose and Business Justification:

The purpose of the Race Equity Advisory Committee is to provide informed recommendations to the city council on matters of identifying the programmatic, community, and legislative options to address and rectify systemic and structural racism and bias within government and law enforcement.

Working for racial equity benefits everyone. Deeply racialized systems are costly and depress outcomes and life chances for *all* groups. For instance:

- Although there are a disproportionate number of youth of color who do not graduate from high school, there are many white students as well. Studies have shown that strategies that work for youth of color also work better for white youth, a truly systemic approach.

- Disproportions in the criminal justice system are devastating for communities of color, most specifically Black men, but are financially destructive and unsustainable for all of us. Dramatically reducing incarceration and recidivism rates and reinvesting funds in education can work to our collective benefit.
- When voting was/is constrained for Black and Brown voters, low-income white voters are also likely to be excluded. During the period of poll taxes and literacy tests, more eligible whites were prohibited from voting than Blacks.

The goal of the Race Equity Advisory Committee is not to just eliminate the gap between white people and people of color, but to increase the success for all groups. Racial equity develops goals and outcomes that will result in improvements for all groups, but the strategies are targeted based on the needs of a particular group. Systems that are failing communities of color, are actually failing all of us.

Major Known Risks: Many people avoid talking about race and racism. It's uncomfortable, may lead to conflict, and calls for skills few of us possess. Often, this avoidance comes down to a fear of misspeaking, sounding racist or unintentionally doing harm.

In order to dismantle systemic and structural racism within our government and community, local leaders must commit to a long term action plan that recognizes the differences between individual, institutional, and structural racism, as well as the history and current reality of inequities for all marginalized groups. Failure to make and follow through with the commitment will jeopardize the development and success of racial equity on Bainbridge Island.

Constraints: Due to the COVID-19 crisis, traditional in-person organizing and outreach efforts are not an option for the Committee. There may also be budget reductions within the city government that may impact the ability to properly invest in racial equity (e.g. consultants, marketing, etc.). Finally, the physical and emotional capacity of Committee members to conduct this work, which is psychologically draining, may also be impacted by the pandemic while individuals balance personal and professional obligations.

External Dependencies: The success of this committee, and in particular the development and implementation of a race equity action plan, is contingent on the availability of funds to hire race equity consultants as well as the participation of city staff, community leaders, and community members. In addition, the work and resulting work products from the Committee will be impacted by the severity of the pandemic.

Communication Plan:

Regular Committee meetings will be held the first Thursday of each month in the council conference room in City Hall. The Committee will submit an annual work plan, budget, and progress report to the city council on work completed during the prior year. The Committee stands ready to advise the city council when requested as appropriate to do so.

Race Equity Task Force 2020 Objectives and Scope of Work

Objectives: The Bainbridge Island Race Equity Task Force is committed to building awareness, solutions, and leadership for racial justice by generating transformative ideas, information and experiences. We define racial justice as the systematic fair treatment of people of all races, resulting in equitable opportunities and outcomes for all. We achieve our mission by:

- **Community Engagement:** Listening to the needs and concerns of our neighbors with compassion and sharing our knowledge.
- **Continuous Learning:** Deepening our understanding of institutional racism and how it impacts racial equity on the island. Improving our skills in countering racism and organizing for racial justice by tapping the knowledge of experts and jurisdictions who have undergone similar work.
- **Advocacy and Activation:** Creating opportunities for organizers, individuals, groups, organizations, institutions, and businesses to invest in interrupting racism, bigotry and prejudice whenever encountered.

Deliverables: The Race Equity Task Force Work Plan (attached)

Scope of Work:

1. Develop a series of events each year designed to promote awareness and raise the community's level of engagement around race and to encourage a dialogue between Bainbridge Island and it's elected officials on this topic. (Approved)
2. The City of Bainbridge Island will work with the Government Alliance on Race and Equity (GARE) or a similar entity as established on November 26th, 2019.(Approved)
3. The Task Force will provide a series of recommendations to the City Council on ways in which the city can help the community become a more inclusive and responsive community when it comes to addressing racial inequities.(TBD)

Project Milestones: Refer to the Race Equity Task Force Work Plan (attached)

Proposal: Welcoming Sign

The Race Equity Task Force proposes placing welcoming signs in two locations - the Downtown Ferry area and the Agate Point Bridge area. Placing signs to show that Bainbridge Island is a welcoming and inclusive community is the goal of the task force.

The idea was suggested at the April 11th, 2019 meeting of the Race Equity Task Force as a agenda item. We formed a subcommittee to develop the content and monies were contributed by members to develop a draft sign. The approved copy was presented to City Council Member and Task Force liaison, Joe Deets who then emailed the proposed sign copy to City leadership on November 11, 2019.

The City Manager has done a fair amount of research into the welcoming sign, employing Chancery Civic LLC to provide background information and is prepared to leverage the City Staff to determine location, materials, and other factors.

The proposed sign would support alignment with current City Resolution No. 2017-09

Bainbridge Island is a **“Welcoming and Inclusive City that respects the dignity of all people.”**
...The community supports **“persons of all races, creeds, colors, national origins, sexes, sexual orientation, gender identities, gender expressions, mental abilities, and physical abilities.”**

Suggested Text for Welcoming Community Sign

The task force suggested the following wording:

*We
welcome
ALL
ethnicities
All religions
ALL
languages
ALL countries of
origin All sexual
orientations ALL
genders
ALL abilities*

We stand with

YOU.



Proposal - Race Equity Lens

By COBI Race Equity Task Force

Purpose: This document is meant to give the City Council and City Manager an understanding of the term “race equity lens” and the context in which a race equity lens is created and used. It also provides examples of race equity lenses that are in use by other governmental organizations. Section 3 provides some support for interviewing racially competent candidates for positions on city committees and other positions. Finally, a list of resources used in the development of this document and some general race equity resources is provided which will be useful for developing a deeper understanding of race equity and race equity lenses. The RETF is proposing that we work with a Consultant / Subject Matter Expert to develop the Race Equity Lens.

I. What is a Race Equity Lens?

Racial inequities permeate all areas of society: housing, education, planning, economic opportunities, healthcare, criminal justice, and more. In order to address these inequities, we need to make decisions, plans, policies, and laws that address these inequities and function to level the playing field. Sometimes we need to unmake decisions, plans, policies and laws that have created inequities. A **race equity lens** is a way of applying consideration of racial equity to all decisions, plans, policies, laws, activities, communications, and norms within an organization or community. A race equity lens is not something that can be created overnight, but rather comes out of a process of education, examination, effort and transformation.

According to the Center for Social Inclusion,

“When we achieve racial equity:

1. People, including people of color, are owners, planners, and decision-makers in the systems that govern their lives.
2. We acknowledge and account for past and current inequities, and provide all people, particularly those most impacted by racial inequities, the infrastructure needed to thrive.
3. Everyone benefits from a more just, equitable system.”

According to GARE (Governmental Alliance for Race Equity) there is a “tremendous opportunity for the development of proactive policies, practices, and procedures that advance racial equity. We are seeing a growing field of practice of local and regional governments working to advance racial equity in a variety of realms, from internal hiring policies to criminal justice reform to education and workforce development.” (from “GARE Racial Equity Toolkit”)

The City of Bainbridge Island has taken the first step toward racial equity by deciding to join the GARE and to educate council, staff and community members with a series of trainings offered by GARE. The importance of this training in developing a race equity lens cannot be overemphasized, as it will provide a shared understanding and a shared language for council, staff and community to begin the work of racial equity. Part of the training series involves developing a Race Equity Plan for the city, and learning how to use a Race Equity Tool, which gives structure to the use of a race equity lens.

One organization, A Home for Everyone (Portland/Gresham/Multnomah) states: “A racial equity lens is a set of questions we ask ourselves when we are planning, developing or evaluating a policy, program or decision. It helps us assess if we are taking in the perspectives of the racially diverse people and communities we intend to serve, and whether our policies and programs are resulting in equitable or inequitable outcomes. An equity lens helps us see where challenges and opportunities exist, so that we can make intentional steps to ensure more equitable outcomes for all individuals and communities.”

Ben Hecht, CEO of Living Cities, in a recent Harvard Business Review article entitled “Moving Beyond Diversity Toward Racial Equity” talked about the challenges of transforming his company into a racially equitable organization. Although Hetch was talking about a company, the same principles apply to the racial equity work COBI has undertaken. Hetch stated: “What I’ve realized is that our culture was the problem and had to be changed. To move toward racial equity,

organizational culture must prioritize humanity.” Mr. Hetch goes on to state that “Understanding that this was going to be a learning journey that would require me and all my staff to stretch ourselves gave me permission to focus on learning about race and racism, managing discomfort, and building competencies.... The work of building and maintaining an inclusive, racially equitable culture is never done. The personal work alone to challenge our own individual and professional socialization is like peeling a never-ending onion. Organizations must commit to sustained steps over time, to demonstrate they are making a multi-faceted and long-term investment in the culture...”

So developing the capacity to create and use a race equity lens in COBI decision making, plans, policies, laws, communications and practices will take time, education, and sincere effort on the part of everyone involved: the City Council, the city staff, the Race Equity Task Force, and community partners.

II. Race Equity Lens Examples:

With the understanding that it takes education, new skills and competency to understand and apply a race equity lens, and that the samples we share are all part of larger, integrated racial equity efforts, below are several examples of race equity lenses. The variety of lenses demonstrates the need to tailor the race equity lens tool to the organization.

- **GARE Racial Equity Tool**

The GARE document entitled “GARE: Racial Equity Toolkit” provides a set of questions which help provide a racial equity lens. They listed below and detailed in the document (see Resources Section):

The [GARE] Racial Equity Tool is a simple set of questions:

1. Proposal: What is the policy, program, practice or budget decision under consideration? What are the desired results and outcomes?
2. Data: What’s the data? What does the data tell us?
3. Community engagement: How have communities been engaged? Are there opportunities to expand engagement?
4. Analysis and strategies: Who will benefit from or be burdened by your proposal? What are your strategies for advancing racial equity or mitigating unintended consequences?
5. Implementation: What is your plan for implementation?
6. Accountability and communication: How will you ensure accountability, communicate, and evaluate results?

- **A Home for Everyone Race Equity Lens Questions**

1. What is the policy, program or decision under review?
2. What group(s) experience disparities related to this policy, program or decision? Are they at the table? (If not, why?)
3. How might the policy, program or decision affect the group(s)? How might it be perceived by the group(s)?
4. Does the policy, program or decision improve, worsen, or make no change to existing disparities? Please elaborate. Does it result in a systemic change that addresses institutional racism?
5. Does the policy, program or decision produce any intentional benefits or unintended consequences for the affected group(s)?
6. Based on the above responses, what are possible revisions to the policy, program or decision under review?

7. What next step is recommended and how will it be advanced?

- **City of Seattle**

The City of Seattle has done extensive staff equity education through all departments and uses a Race Equity Toolkit as part of their race equity lens:



Racial Equity Toolkit

to Assess Policies, Initiatives, Programs, and Budget Issues

The vision of the Seattle Race and Social Justice Initiative is to eliminate racial inequity in the community. To do this requires ending [individual racism](#), [institutional racism](#) and [structural racism](#). The Racial Equity Toolkit lays out a process and a set of questions to guide the development, implementation and evaluation of policies, initiatives, programs, and budget issues to address the impacts on racial equity.

When Do I Use This Toolkit?

Early. Apply the toolkit early for alignment with departmental racial equity goals and desired outcomes.

How Do I Use This Toolkit?

With Inclusion. The analysis should be completed by people with different racial perspectives.

Step by step. The Racial Equity Analysis is made up of six steps from beginning to completion:



- **Multnomah County**

Multnomah County also uses a set of questions which is part of a robust support system of education, guidance and support for racial equity analysis.

Their website explains their race equity lens:

The Equity and Empowerment Lens (with a racial justice focus) is a transformative quality improvement tool used to improve planning, decision-making, and resource allocation leading to more racially equitable policies and programs. At its core, it is a set of principles, reflective questions, and processes that focuses at the individual, institutional, and systemic levels by:

- deconstructing what is not working around racial equity;
- reconstructing and supporting what is working;
- shifting the way we make decisions and think about this work; and
- healing and transforming our structures, our environments, and ourselves.

Their model revolves around 5Ps:



III. Assessing Equity Competency in Committee Member Selection

Because the City of Bainbridge Island is in a process of interviewing and selecting committee members for several COBI advisory committees, the Race Equity Task Force offers a collection of possible interview questions that can help interviewers explore and understand potential candidate's competency in the area of racial equity. There are no right or wrong answers to these questions, but they can help open the conversation about a given candidate's views and experience with racial equity. As the city develops its own Race Equity Plan and adopts a Race Equity Tool, these questions would be refined into city processes.

- What educational, volunteer, work and life experiences have you had that could demonstrate your interest in and ability to contribute to COBI's goal of achieving racial equity?
- COBI is working on ensuring our work is racially equitable. Do you think (committee name) impacts racial equity and, if so, how?
- What would you do to ensure the work of this committee supports racial equity?
- The [committee name] will interact and collaborate with a diverse group of individuals and organizations. Please describe one or more situations which required you to work collaboratively with a diverse group on a community project or issue.
- What work have you done that demonstrates you value racial equity and social justice? Provide an example of how your life and/or professional career has embodied racial equity and social justice.
- What are some strategies that [committee name] could implement to help to reduce race and other disparities seen in our community?
- Please identify the types of privilege present in your life and their impact on you?
- What areas of COBI governance do you believe racial inequities could show up? Please explain.
-
-

IV. Conclusion

The development of a robust race equity lens for the City of Bainbridge Island will take education, effort, planning and time. The city has already taken the first step by committing funds to join the Governmental Alliance for Race Equity and to train the council and city staff on equity. Part of the series of trainings that the city is undertaking covers the development of a Race Equity Plan and the use of a Race Equity Toolkit, all of which will contribute to COBI's ability to use a race equity lens in all of its work. The RETF is proposing working with a consultant to create the Equity Lens. Meanwhile, the Race Equity Task Force has included some interview questions which may help the City Council members in interviews with prospective advisory committee interviews to assess candidate's racial equity knowledge and interest. The RETF has also provided some helpful racial equity resources for council members and city staff who may want to learn more.

V. Resources for Race Equity Lens

GARE Advancing Racial Equity and Transforming Government: A Resource Guide to Put Ideas into Action:
<https://www.racialequityalliance.org/resources/advancing-racial-equity-and-transforming-government-a-resource-guide-to-put-ideas-into-action/>

GARE Racial Equity Toolkit: An Opportunity to Operationalize Equity:
<https://www.racialequityalliance.org/resources/racial-equity-toolkit-opportunity-operationalize-equity/>

Racial Equity Tools (Excellent library of resources for Equity)
<https://www.racialequitytools.org/act/strategies/organizational-change-processes>

Hecht, Ben “Moving Beyond Diversity to Racial Equity”, Harvard Business Review (June 16, 2020)
<https://hbr.org/2020/06/moving-beyond-diversity-toward-racial-equity>

Center for Social Inclusion: <https://www.centerforsocialinclusion.org/our-work/our-four-strategies/>

Home for Everyone (Portland/Gresham/Multnomah County) Race Equity Lens:
https://static1.squarespace.com/static/566631e8c21b864679fff4de/t/580fd47af5e231fb340423ec/1477432443385/Racial_Equity_Lens.pdf

Multnomah County Equity and Empowerment Lens <https://multco.us/diversity-equity/equity-and-empowerment-lens>

Race Equity Toolkit, Housing Development Consortium (contains an organizational assessment re: race equity beginning on page 59) <https://www.housingconsortium.org/wp-content/uploads/2016/11/Racial-Equity-Toolkit-Downloadable.pdf>

City of Madison, WI Race, Equity and Social Justice :
Equity Hiring Tool: <https://www.cityofmadison.com/employeenet/toolkit#RESJI>

Replacing Ineffective Diversity Interview Questions (for higher ed., but can be adapted)
<http://www.jphighered.com/ineffectiveinterviewquestions/>



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:20 PM) Bainbridge Island Metropolitan Park and Recreation District (BIMPRD) Request for CARES Funding - Finance,

SUMMARY: Discussion of potential allocation of a portion of the City's CARES funding to reimburse eligible expenses from the Bainbridge Island Metropolitan Park and Recreation District (BIMPRD). BIMPRD does not have direct access to CARES funding, and has experienced significant expenditures needed to respond to the COVID-19 pandemic as well as revenue impacts due to cancellation of programming and facility closures

AGENDA CATEGORY: Discussion

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: I move to direct the City Manager to consider reimbursement to the Bainbridge Island Metropolitan Park and Recreation District for CARES eligible expenses in an amount not to exceed \$91,000.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

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

BACKGROUND: On June 30th, Council accepted the Federal Coronavirus, Relief, and Economic Security Act grant from the Washington State Department of Commerce in the amount of \$735,600. In order to be eligible, expenses must occur between March 1, 2020 to October 31, 2020.

As part of this discussion, Council decided to allocate up to \$260,000 to support community partners and the remaining \$476,000 to offset City COVID-19 related expenses. Of the community partner amount, Council decided to use \$60,000 for the Helpline House rental assistance program for COVID-related expenses. The remaining amount of \$200,000 was intended to be shared with the Bainbridge Island Metropolitan Park and Recreation District and the Business Community. On July 30th Council decided to reimburse up to \$25,000 to the business community for costs related to COVID.

This item is scheduled to allow Council consideration of the option to provide some of the remaining \$175,000 to support CARES eligible Bainbridge Island Metropolitan Park and Recreation District CARES expenses.

The attached information from BIMPRD provides details on the requests.

ATTACHMENTS:

[BIMPRD - CARES Act Reimbursement Letter](#)

[CARES act summary of expenses from BIMPRD.docx](#)

FISCAL DETAILS:

Fund Name(s): General Fund

Coding:



Date: August 13, 2020

Subject: CARES Act Reimbursement

Dear Bainbridge Island City Counselors and City Manager Morgan Smith,

The Bainbridge Island Metropolitan Park & Recreation District (District) is not eligible to directly receive any federal or state funding at this time for COVID-19 related costs. As a result, we are seeking reimbursement under the CARES Act through the City of Bainbridge Island (COBI) for expenses directly related to COVID-19.

The District is a valuable partner in the emergency operation center (EOC). Many of the expense reimbursements we are seeking are costs incurred fulfilling the requests from the COBI EOC in addition to the unplanned services we have provided for community support during March through September of this year.

They include the following:

1. Providing a day care for the children of health care workers, emergency workers, school district employees, and essential personnel.
2. Providing equipment for a local hospital to operate a drive through testing facility.
3. Costs of providing personal protective equipment (PPE) and remote work supplies to essential employees for critical operations.
4. Providing space and sanitation at District facilities for Kitsap County emergency workers mask fit testing.
5. PPE and essential supplies provided to COBI and local businesses to support the incident needs.
6. Support to the EOC by assigning staff to attend meetings and coordinating with COBI staff.
7. PPE supplies for patrons and employees.
8. Education/training for patrons and employees.
9. Sanitation equipment and supplies for the many public facilities owned and managed by the District.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Lande", written in a cursive style.

Terry Lande
Executive Director

Organization Name: Bainbridge Island Metropolitan Park and Recreation District
Organization Address: 7666 NE High School Road Bainbridge Island, WA 98110
Contact Name: Amy Swenson
Contact Phone: 206 842 2306 ext. 123
Contact Email: amy@biparks.org

Date: 07/21/2020

Expenditure Type: Actual and estimated through September 30, 2020

- Social Distancing for programs and work at home expenses
 - \$9,900 Cost to facilitate work at home
 - \$7,400 Social Distancing supplies (employees/Patrons)
 - \$8,000 Full Time and Part Time Employee Training/Covid 19
 - \$3,700 Communication/signage for patron

- Public Health Expense (purchase of PPE, disinfection of public areas, quarantine expenses)
 - \$14,700 Personal Protective Gear
 - \$37,800 Sanitation supplies and equipment
 - \$9,000 Childcare cost for essential personnel

TOTAL: \$90,500



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:30 PM) Monthly Update on 2020 Revenue and Expenses Forecasts - Executive,

SUMMARY: This briefing will provide a monthly update to the forecasted impacts of COVID-19 restrictions and closures on City revenue sources, compared to 2020 budget plans and previous forecasts.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: In May 2020, staff provided a comprehensive update on the revenue forecast and suggested expenditure reductions for 2020. Monthly updates have followed. Please see the May 12, May 19, June 30, and July 28 meetings for previous presentation materials.

ATTACHMENTS:

[Financial Presentation July for CC 08252020](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

2020 Fiscal Update: Revenue and Expense Forecasts

August 25, 2020

Overview

- Introduction/Summary
- Updated revenue forecast with data through the end of July
- Implementation of expenditure recommendations

Summary

- May 12 Financial Presentation promised monthly updates
- Tonight's presentation will focus on the "tax-supported," non-utility funds.
- Utility revenues largely unchanged

Summary

- Q1 actuals were close to plan
- Revenues through July were ahead of earlier forecast
- Expenditure reductions and holds implemented and remain in place

Summary as presented in May

- Forecast 2020 revenue loss of \$4.5 million
- Cost savings through vacancies of \$1.3 million
- Cost savings through other spending decisions of \$1.4 million
- Remaining gap = \$1.8 million

Summary based on data through July 31

- Current forecast revenue loss reduced from \$4.5 million to \$3.3 million (change of + \$300,000 from June update)
- Revenue outlook improved, but still represents decline of 13%.
- Cost savings via vacancies remain at \$1.3 million
- Cost savings through other spending decisions remain at \$1.4 million
- Remaining gap reduced from \$1.8 million to \$600,000

Revenue Forecast

	2020 budget	2020 forecast (as presented in May)	2020 change	% change
Property tax	7,698,000	7,700,000	2,000	0%
Sales tax	5,308,000	3,800,000	(1,508,000)	-28%
REET	3,000,000	2,100,000	(900,000)	-30%
Utility taxes	3,454,150	3,079,000	(375,150)	-11%
Sale of Suzuki Property	800,000	0	(800,000)	-100%
Streets Fund	1,411,000	1,054,955	(356,045)	-25%
B&DS Fund	1,663,000	810,000	(853,000)	-51%
<i>Subtotal</i>	<i>22,534,150</i>	<i>18,543,955</i>	<i>(3,990,195)</i>	<i>-18%</i>
Total Tax-Supported Revenues	25,602,450	21,145,313	(4,457,137)	-17%

Year-end forecast as presented in May

	2020 forecast (as presented in May)	2020 forecast (update as of July 31)	Change from May forecast (\$)	Change from May forecast (%)
Property tax	7,700,000	7,772,000	72,000	1%
Sales tax	3,800,000	4,636,000	836,000	22%
REET	2,100,000	2,610,000	510,000	24%
Utility taxes	3,079,000	2,845,000	(234,000)	-8%
Sale of Suzuki Property	0	0	0	0%
Streets Fund	1,054,955	1,026,000	(28,955)	-3%
B&DS Fund	810,000	937,000	127,000	16%
<i>Subtotal</i>	<i>18,543,955</i>	<i>19,826,000</i>	<i>1,282,045</i>	<i>7%</i>
Total Tax-Supported Revenues	21,145,313	22,300,000	1,154,687	5%

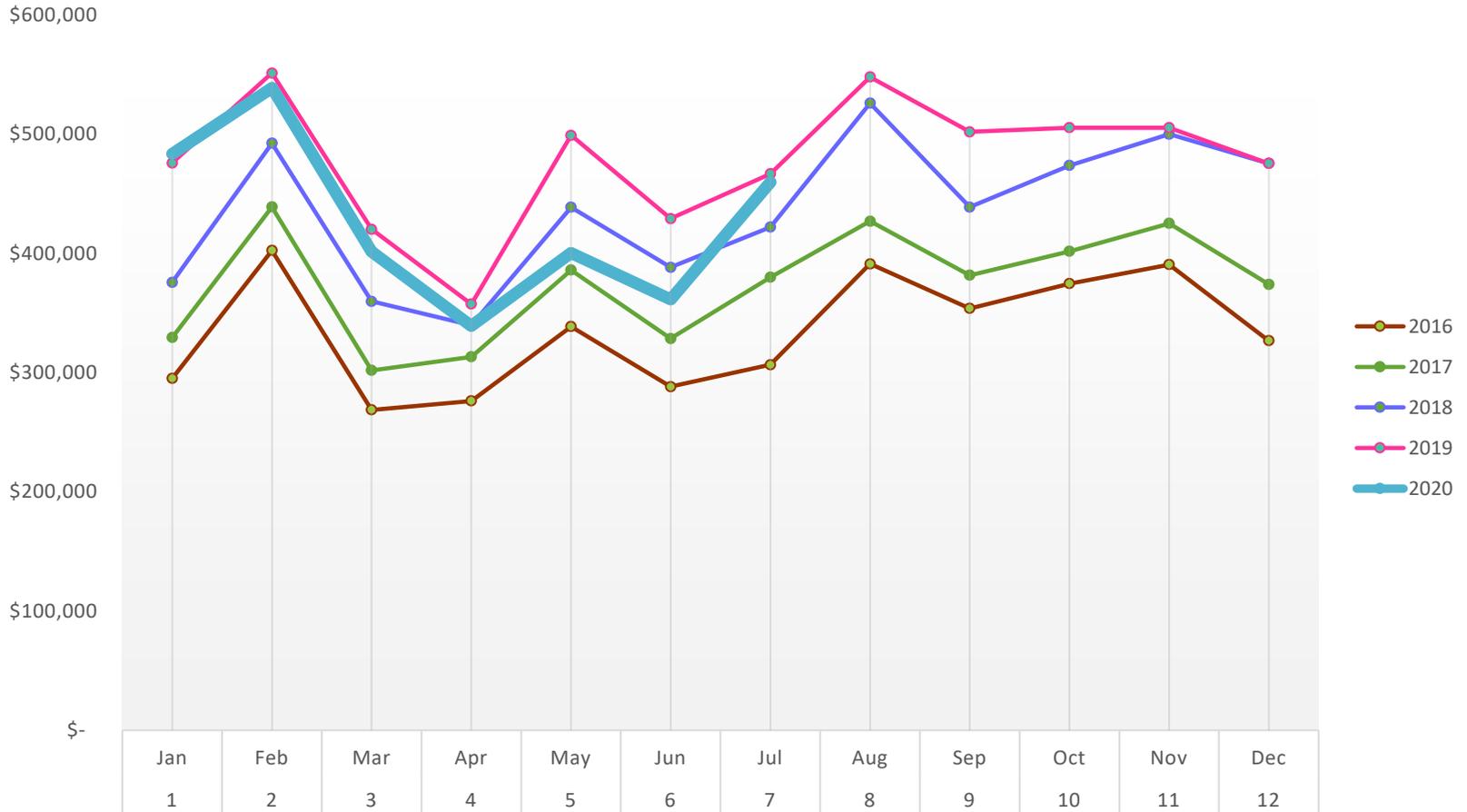
Current year-end forecast as of July 31

	2020 forecast	2020 forecast (July Update)	Change from May forecast (\$)	Change from May forecast (%)
Parking tax	632,000	550,000	(82,000)	-13%
Gas tax	380,000	426,000	46,000	12%
Building permits	345,000	396,000	51,000	15%
Plan check fees	250,000	304,000	54,000	22%

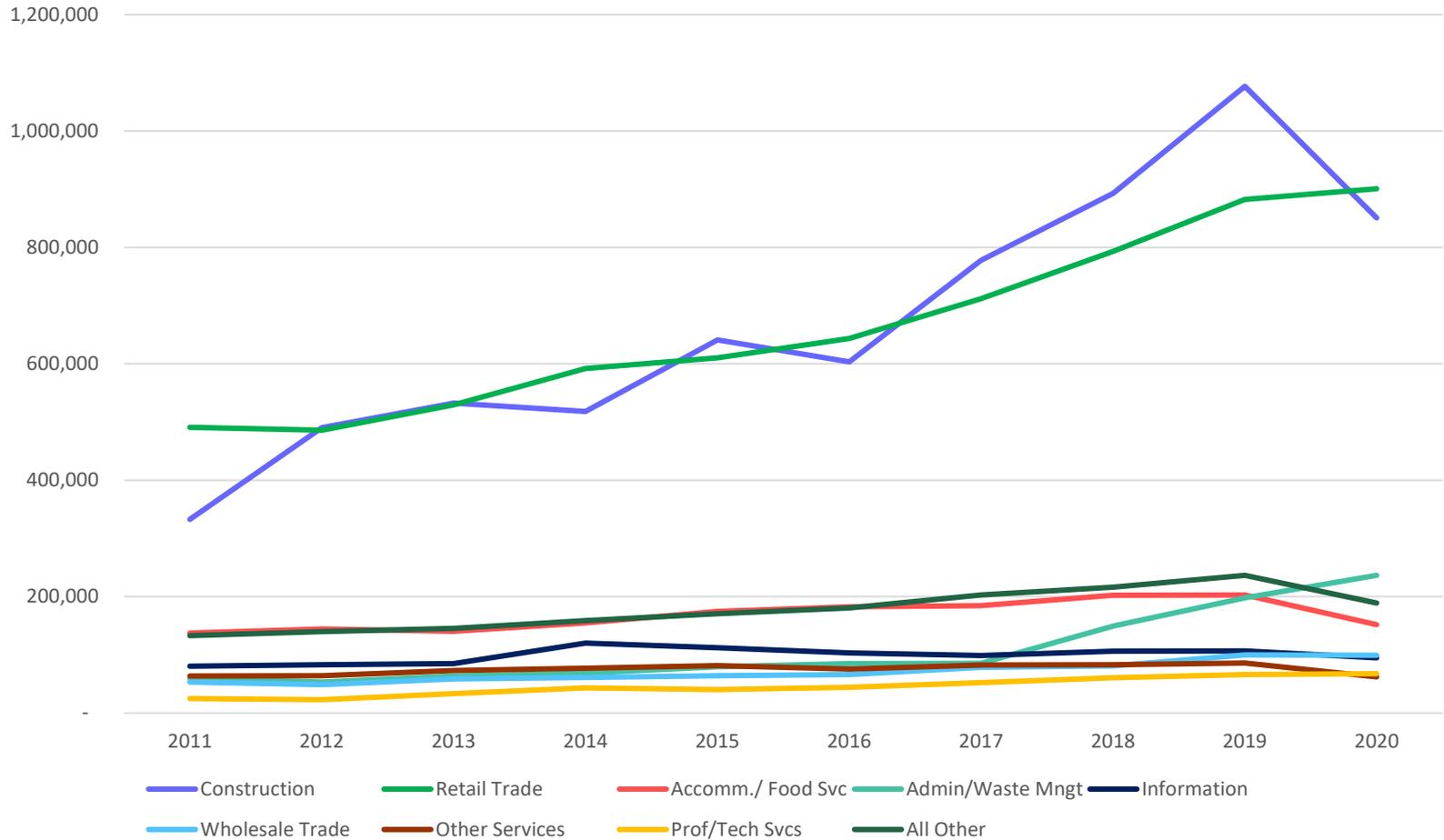
Q2 update as of July for selected revenues

2020 total revenue forecast with update to forecast through July 31

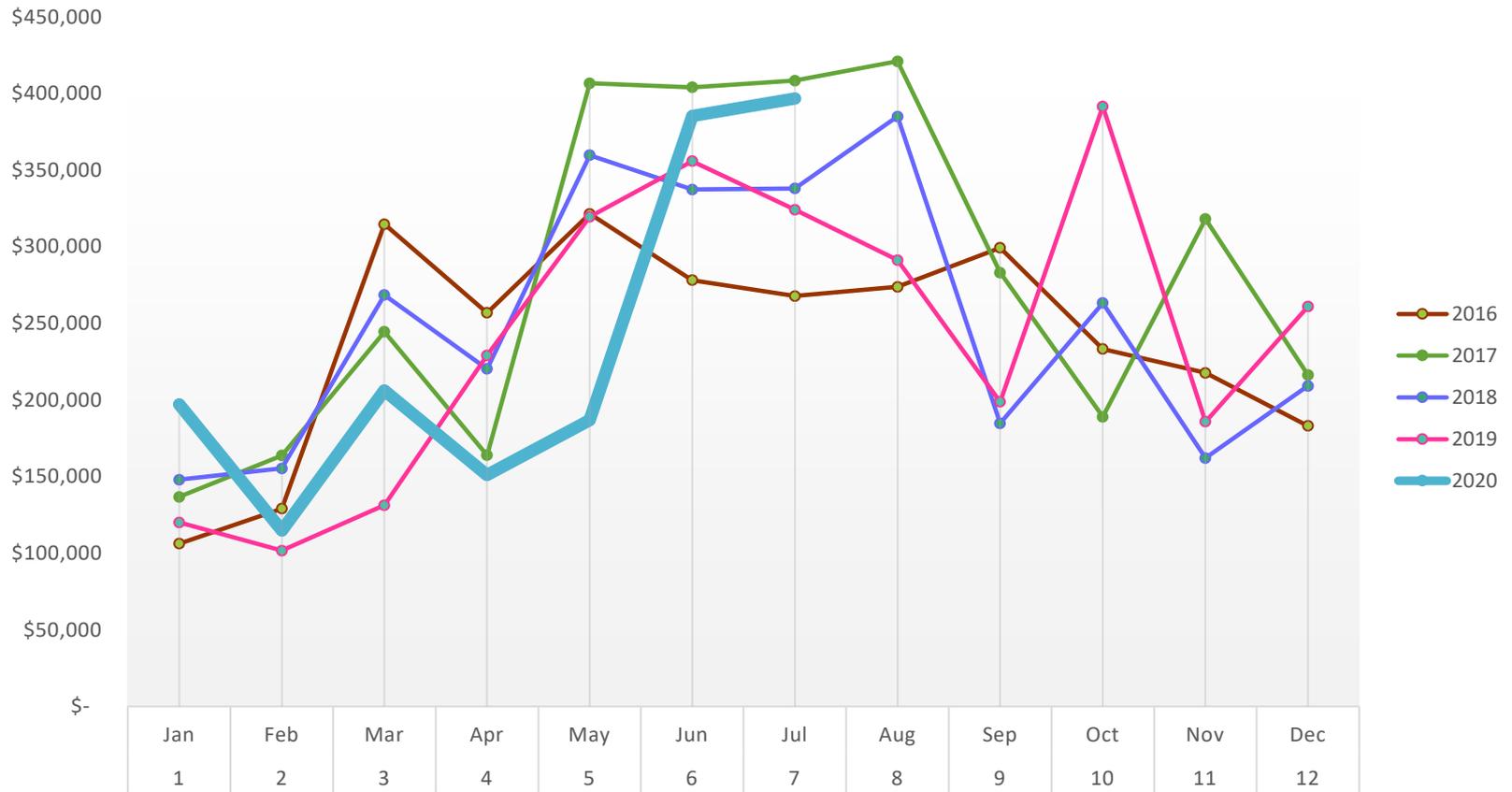
Sales Tax 2016-2020



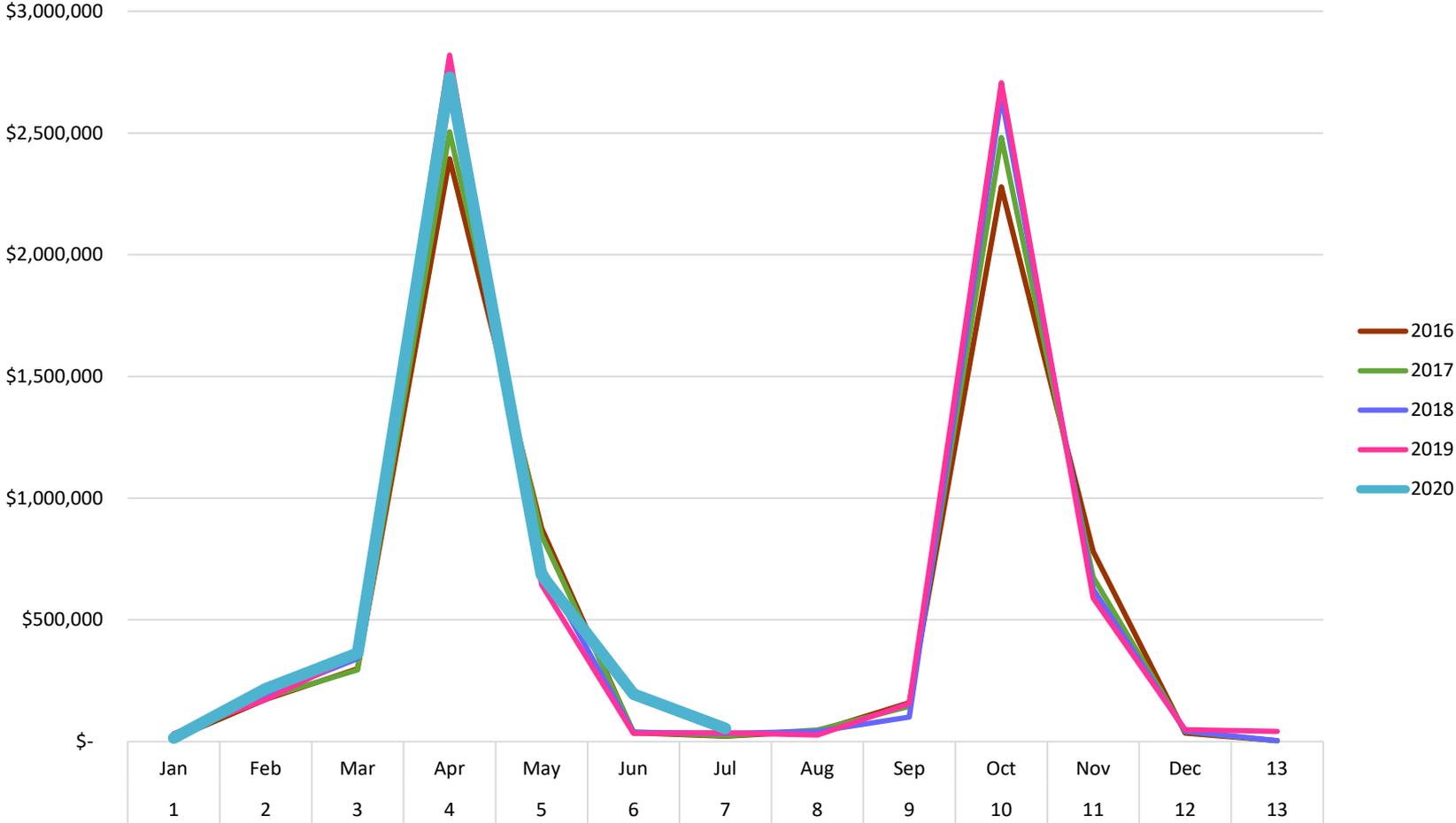
Sales Tax by Sector January - July



Real Estate Excise Tax 2016-2020



Property Tax 2016 - 2020



Next steps

August 25th –

- 2020 Revenue Update (January through July)
- 2020 Midyear Report (revenue and expenditure January through June)

September 22nd –

- 2020 Revenue Update (January through August)
- 2021-2022 Proposed Budget initial presentation



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:40 PM) Update on Timeline for PSE Franchise Renewal - Executive,

SUMMARY:

The COVID-19 public health emergency has interrupted the renewal process for the City's franchise agreement with Puget Sound Energy (PSE). Staff will provide an overview to the Council of a revised franchise renewal timeline. The current agreement was approved in April 2007 for a fifteen year term and will expire in April 2022.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion only.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: In April 2007, the City Council approved a fifteen year franchise agreement with Puget Sound Energy (PSE). That agreement will expire on April 23, 2022. The work to renew an electric utility franchise agreement is typically a multi-year effort that incorporates legal requirements, economic aspects, and community priorities.

In 2019, the City's Utility Advisory Committee (UAC) provided the City Council with a proposed approach to take up "heightened review" of various utilities and suggested to begin by taking up the PSE franchise first. This proposal was presented to City Council at the June 18, 2019 study session. Following discussion, the City Council then requested that staff provide a briefing to Council on the process staff expected to use to take up the PSE franchise renewal.

On October 22, 2019, staff presented to Council a proposed process for review and negotiation of a renewed franchise agreement with PSE.

Following the October 22, 2019 Council meeting, staff began work. However, work was subsequently interrupted by the COVID-19 public health emergency, necessitating adjustments to the timeline.

On May 19, 2020, the Council discussed impacts to the 2020 Workplan Priorities, including the impact of COVID-19 on the PSE franchise renewal process.

The attached memo outlines a revised timeline to begin in late Q4 2020/early Q1 2021.

The City has engaged legal counsel from Ogden Murphy Wallace, PLLC due to the depth of their technical experience with this type of renewal, and their specific current experience negotiating PSE franchise agreements in other cities in the region.

As described in the attached memo, the process will include an internal stakeholder team of City staff to lead and manage the technical and logistical aspects of the renewal process. An early task will be the creation of an external stakeholder team as well. Significant opportunities for public engagement are typical, and are anticipated as part of the work throughout the ongoing phases of this process.

ATTACHMENTS:

[Staff Memo Re PSE Franchise Renewal - COVID-19 Update](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**Office of the City Attorney
Memorandum**

Date: July 14, 2020

To: City Council; Morgan Smith, City Manager

From: Robbie Sepler, Deputy City Attorney

Re: Public Process for PSE Franchise Negotiations
Revised Schedule Due to COVID-19

I. Overview

The City's current franchise with PSE took effect on April 23, 2007, and will expire on April 23, 2022, unless extended. On October 22, 2019, staff provided the City Council with an overview of the PSE franchise renewal process and opportunities for public participation. Following that meeting, staff began work relating to the franchise. Initially, community outreach was scheduled to begin in Q2 2020. However, that timing coincided with the outbreak of the COVID-19 public health emergency, which continues to significantly disrupt City operations and has delayed the start of the public process relating to the PSE franchise renewal.

Below is a summary of the work that has been completed, the work that was underway when the COVID-19 public health emergency began, and a revised timeline pertaining to the franchise renewal process.

II. Work Completed Prior to COVID-19 Public Health Emergency

Q4 2019: The City contacted PSE to discuss the commencement of the renewal process and the City's emphasis on public participation and feedback. PSE's engaged involvement throughout this process is important so that they can address concerns raised by the City and residents.

III. Work Underway When COVID-19 Public Health Emergency Began

Q1/Q2 2020: The City convened its internal staff stakeholders committee and designated Public Works Director Chris Wierzbicki as an internal lead to quarterback the negotiations. This internal committee began the work of: (i) developing a primary issues list; (ii) performing a franchise and service performance review; (iii) developing a list of external stakeholders; and (iv) commencing analysis of the current franchise; and (v) review of the City's comprehensive plan and TIP to determine major projects needing PSE assistance/relocation. The COVID-19 public health emergency began before this work could be completed.

IV. Revised Timeline

Q4 2020/Q1 2021: Internal committee completes its work. Staff begins scheduling community outreach and participation events to occur in 2021. Commence franchise drafting/review process.

Q2 2021: Commence community outreach. This outreach can take many forms, including surveys, website notices, video conferences, and in-person community meetings. Community outreach will be designed with the interest of reaching all residents and will consider potential issues some residents may have in receiving notice (e.g., access to information, language, etc.). Additionally, the City Council and representatives of relevant City committees will be asked to participate in the process. These meetings should include the PSE municipal liaison manager and other PSE representatives (as they deem appropriate) who can answer questions from the public. This would be just the first step in connecting PSE with the City's residents so that an open dialogue is ongoing. The internal stakeholder committee should evaluate this feedback and determine how it affects the goals and objectives previously identified. In parallel, commence franchise negotiations with PSE, including scheduling bi-monthly franchise negotiation meetings.

Q3 2021: Conclude community outreach and involve PSE in evaluating the feedback previously provided. Jointly determine how to address this feedback within the relationship (either inside or outside of the franchise). Schedule a City Council study session with the PSE representatives so that the City Council is involved in the process and is informed of the feedback and progression of the franchise renewal process.

Q4 2021: Conclude franchise negotiations and coordinate final City Council briefings, staff reports, and agenda bills. If there are issues identified by the public or the City stakeholder committee that can be resolved outside of the franchise, PSE and the City should work towards remedying such issues.

Q1 2022: City Council consideration of approval of the franchise.

Further development and refinement of this timeline will occur following initial internal stakeholder meetings, City Council and committee feedback, and conversations with PSE.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:50 PM) Proposed Approach for 2021-2022 Human Services Awards - Mayor Schneider and Councilmember Carr,

SUMMARY: Discussion of options and selection of a preferred approach to the human services funding award cycle for the 2021-2022 biennium.

Confirmation of continuation of funding at the current amount of \$660,000 per biennium.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to direct the City Manager to proceed with the Human Services Funding Award Cycle for 2021-2022 using the ("expedited" - or - "delayed") process and to affirm the funding at \$660,000 for the coming two-year award cycle.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	\$660,000 for 2021-2022
Ongoing Cost:	
One-Time Cost:	roughly \$330,000 in each year
Included in Current Budget?	No

BACKGROUND: The City is a key partner and funding resource for our local human service providers, providing roughly \$1.0 million each biennium through different funding mechanisms, or \$660,000 through the human service funding cycle. Additional information is available on the City's website: <https://www.bainbridgewa.gov/600/City-Funded-Human-Services> .

In 2015, the City developed its current approach to awarding human services funding after extensive community and Council process. The next year, the City funded a Needs Assessment to learn more about the unmet human services needs of our community. Every two years starting in 2016, the City issued a Request for Proposals (RFP) to solicit funding requests from eligible organizations that provide human services to Bainbridge Island residents. Proposals in the past three cycles have been reviewed by a city advisory committee appointed by the City Council (Human Services Funding Advisory Committee, or HSFAC). The HSFAC, or now the Human Services Funding Task Force (HSFTF), developed a funding recommendation that

is provided to the City Council for their consideration and approval. This is a relatively time-intensive process, with extensive involvement from the Council liaisons, City staff, community organizations and the community task force. Given the constraints posed by the COVID pandemic, staff is suggesting that the Council consider additional options for making this funding decision.

Because the City operates on a two-year funding cycle, the City will make decisions this year to provide awards for activities in 2021 and 2022. The City anticipates awards in each year of roughly \$330,000, or \$660,000 total. Making this decision now allows the City to include the funding as part of budget development.

ATTACHMENTS:

[HSF Presentation for CC 08252020](#)

[Human Services Funding options for 2021-2022 for CC 08042020](#)

FISCAL DETAILS: Since 2016, the City has provided roughly \$330,000 per year to community organizations which provide health and human services. The distribution of funding is recommended to the Council by a committee especially convened for that purpose.

Fund Name(s): General Fund

Coding:



CITY OF
BAINBRIDGE ISLAND

Process for 2021-2022 Human Services Funding

August 25, 2020

Human Services Funding (HSF)

Tonight's topics:

- Continue discussion from August 4
- Consider two options for 2021-2022 cycle
- Confirm funding amount

Human Services Funding (HSF)

Prior cycles:

- City issues RFP and receives proposal
- Community advisory task force review
- Outside facilitation by subject matter expert
- Fall meetings for presentations and selection
- Council consideration of task force recommendation
- Council approval of recommendation by year-end

Human Services Funding (HSF)

Current context:

- Time constraints
- Organizational capacity challenges at the City and partner non-profits
- 4 applications received for 7 task force positions

2021-2022 HSF Approach Options

1. Expedited process
2. Delayed process

Option 1

Expedited process – continue the current awards through the next biennium.

- Extends City financial support at current level
- Continuity and predictability for recipient organizations
- Minimizes administrative effort from local non-profits
- No opportunity to consider new applicants

Option 2

Delayed process – defer the process until Q1 2021.

- Provides additional time for administration and task force recruitment
- Provides opportunity to consider new applicants
- Defers decisions and may complicate annual budgeting process for community organizations

Council direction: HSF approach

□ Expedited process

- Next steps – outreach to community organizations, update contracts for 2021-2022
- Estimated fall time commitment – low
- Process complete in Q4 2020; funding available starting in Q1 2021

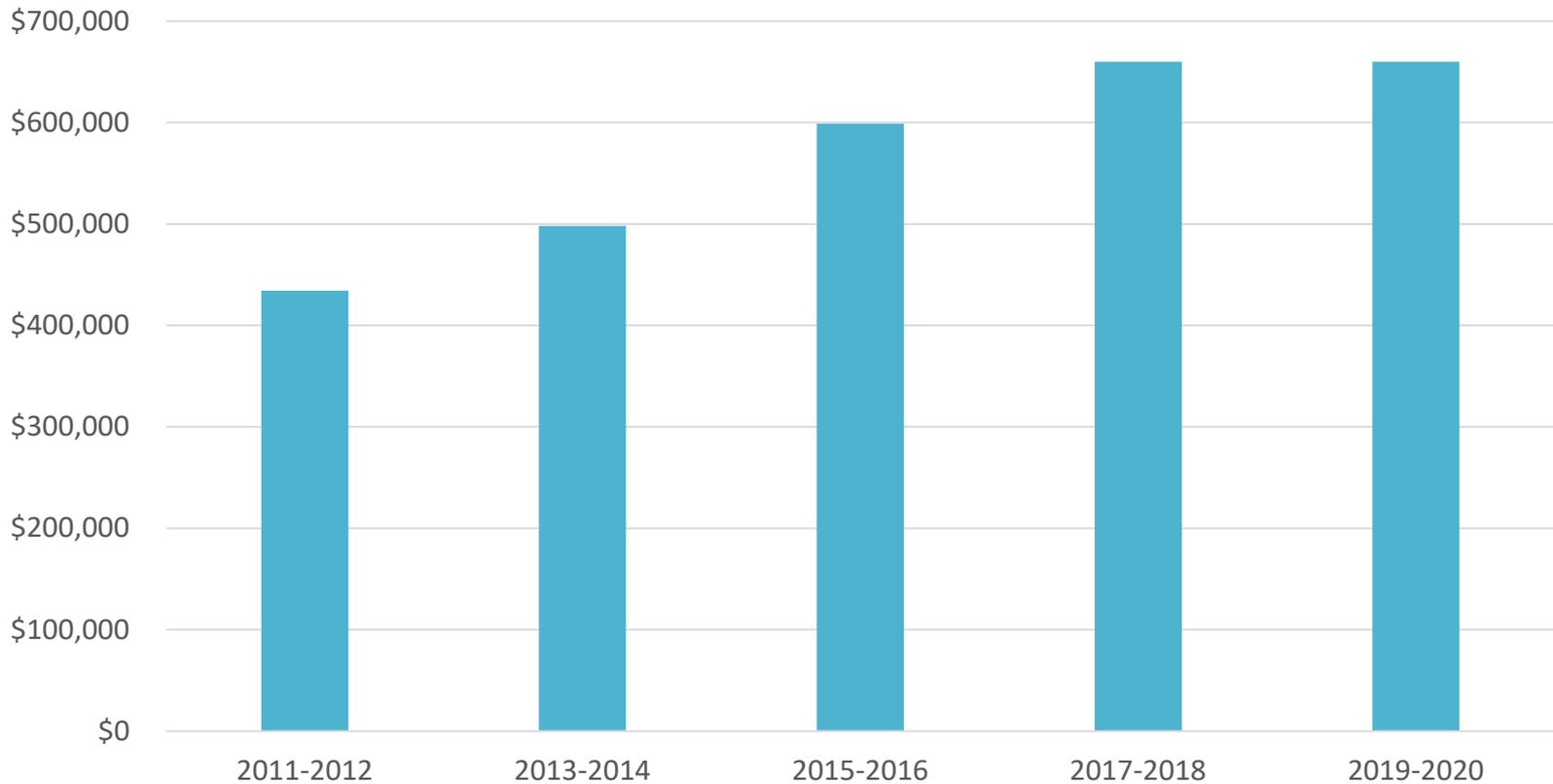
□ Delayed process

- Next steps – outreach to community organizations regarding new timing
- Estimated fall time commitment – minimal
- Process complete in Q1/Q2 2021; funding available starting in Q2/Q3 2021

Human Services Funding (HSF)

- Proposed 2021-2022 awards = \$660,000
 - Same level as previous two award cycles (2017-2018; 2019-2020)
 - City's per capita level of support exceeds regional comps

Human Services Funding Award Cycle 2011 - 2020



Current funding approach (2-year cycle) began in 2017
Proposal: continue funding at same level into 2021-2022

Conclusion

Requested Decisions:

Consider and select option for Human Services Funding Cycle

Confirm amount to be awarded for 2021-2022



CITY OF
BAINBRIDGE ISLAND

Executive Department Memorandum

Date: July 29, 2020
To: Morgan Smith, City Manager
From: Ellen Schroer, Deputy City Manager
Subject: Human Services Funding Approach for 2021-2022

One of the workplan tasks which is behind its typical schedule this year is the human services funding award cycle. After considering several options, I'd like to suggest that the City Council discuss a streamlined process for the upcoming two-year award cycle. My proposal is that we provide the City Council a recommendation to continue current funding to the organizations selected by the committee in the last review cycle. This option, and two others, are explained in more detail below.

The City provides a significant amount of financial support to community organizations which provide health and human services. As we move into budget development, the expectation is that the City will continue that commitment in the coming biennium. This proposal considers options for how to make the decision of how the available funding will be awarded.

Background

The City has a long history of providing support to organizations that provide human services to our community, with different approaches to determining the funding distribution over time. In the most recent cycles, the City has convened a group of community members to assist with this process. After issuing a Request for Proposals and receiving applications, the committee has reviewed applications from non-profit organizations, heard presentations, and developed a set of funding recommendations. This is a relatively time-intensive process for all involved; this year I'd like to consider options for a modified approach given the time constraints faced by the applicant organizations and the City.

Options for 2020 process for 2021-2022

At this time, I have identified the following options:

1. Expedited process – the City Council could continue the current awards through the next biennium. This approach would offer predictability to the organizations and provide continuity of funding and services to the community. It would not allow for renewed community participation in this particular set of decisions, and would not allow for new organizations to apply for funding in this cycle. These constraints may be weighed against the fact that, in the

past City funding cycles, there has been a relatively high degree of consistency in the portfolio of local organizations that received City funding. This is shown in the list of funding outcomes provided in the table below.

2. Delayed process – the City Council could defer the award process until Q1 2021. This approach would allow us to continue to use a well-developed and successful process, but to acknowledge the need for additional time to complete this process successfully. A delay could also help both applicants and the funding task force understand the new environment and priorities for community services, due to emerging public health and economic impacts. A delayed approach would also allow additional time for applicant organizations – returning and new – to consider and develop an application. The result would be to delay the funding decision until the first half of 2021, which potentially complicates budget development and planning for community organizations.
3. Original process – the City Council could direct staff to attempt to complete the next funding cycle process as planned during Q3-Q4 of 2020. To be successful, this approach will require significant staff and Council liaison time to complete the usual process within the next 12 weeks. The ability to do so is also complicated by the fact that there are currently only two applicants for the seven-member Human Service Funding Task Force. This is the advisory group that reviews the funding proposals, with the support of an external facilitator.

The table on the next page shows that, for the past five years, the advisory group has arrived at a relatively stable set of recommendations, with funding awarded to a fairly consistent set of organizations. In the most recent two-year cycle, 12 organizations were awarded City funding. Of these, 7 organizations had been awarded funding in each of the three previous funding cycles (5 years). Another 3 organizations had been awarded funding in the past two funding cycles (4 years). Only 2 organizations had not previously received City funding.

Table One: 2016 – 2020 Human Services Funding Award Cycles

Organization	Type of Funding	2016 1-year funding	2017-2018 2-year funding	2019-2020 2-year funding
Bainbridge Youth Services	General Operating	\$ 54,150	\$ 105,000	\$ 102,500
BI Boys and Girls Club	General Operating	\$ 46,650	\$ 73,000	\$ 70,000
BI Child Care Centers	General Operating	\$ 32,650	\$ 44,000	\$ 20,000
BI Senior Community Center	General Operating	\$ -	\$ 39,000	\$ 90,000
BI Senior Community Center	Project	\$ -	\$ -	\$ 10,500
BI Special Needs Foundation	General Operating	\$ 13,150	\$ 28,000	\$ 30,000
Helpline House	Project	\$ -	\$ 44,000	\$ 51,000
Hope House	General Operating	\$ 6,000	\$ -	\$ -
Housing Resources Bainbridge - Home Finding	Project	\$ 20,000	\$ 30,000	\$ 26,000
Housing Resources Bainbridge - Independent Living	Project	\$ 50,000	\$ 103,000	\$ 80,000
Island Time Activities	General Operating	\$ -	\$ -	\$ 20,000
Island Volunteer Caregivers	General Operating	\$ 29,500	\$ 51,000	\$ 50,000
Kitsap Community Resources	General Operating	\$ 36,500	\$ 64,000	\$ 45,000
Kitsap Sexual Assault Center	General Operating	\$ 27,000	\$ -	\$ -
Peacock Family Services	Project	\$ -	\$ -	\$ 25,000
Smile Partners - Smiles for Life	General Operating	\$ -	\$ 22,000	\$ -
Washington Smile Partners	General Operating	\$ 14,400	\$ -	\$ -
YWCA Kitsap County	General Operating	\$ -	\$ 57,000	\$ 40,000
	Total	\$ 330,000	\$ 660,000	\$ 660,000

Recommendation

Given the current complications due to the ongoing pandemic, constraints on City administrative capacity, significant organizational impacts to the non-profit recipient organizations, and the low initial community response to the call for task force members, I recommend moving forward with an extension of the current distribution of funds, as described in Option 1 above.

This approach could be adjusted to accommodate feedback from the recipient organizations, including flexibility with respect to programming and use of City funds, so that funding in the 2021-2022 cycle is applied in a manner that best addresses current and emerging community needs.

Thank you for your consideration of this topic.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:10 PM) Request for Proposals for 2021 Lodging Tax Projects - Executive, Councilmember Carr and Councilmember Hytopoulos,

SUMMARY: The City of Bainbridge Island annually solicits proposals for eligible projects to receive funding from the City's Civic Improvement Fund. Attached for Council review and consideration is a draft Request for Proposals for 2021 funding. The City Council appoints members to the Lodging Tax Advisory Committee (LTAC), which reviews project proposals and provides the City Council with recommendations on project funding. The August 4 Council meeting included a discussion of the criteria to be used by the committee in evaluating project proposals. Staff updated the Request for Proposals for the 2021 award cycle and have provided a draft RFP for Council review at tonight's meeting.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to approve the Request for Proposals for the 2021 LTAC Awards.

- or -

I move to forward the Request for Proposals for the 2021 LTAC Awards for approval with the September 8, 2020 Consent Agenda.

STRATEGIC PRIORITY: Vibrant Economy

FISCAL IMPACT:

Amount:	\$225,000
Ongoing Cost:	
One-Time Cost:	\$225,000 (for 2021)
Included in Current Budget?	

BACKGROUND: The City of Bainbridge Island annually solicits proposals for eligible projects to receive funding from the City's Civic Improvement Fund. The City Council appoints members to the Lodging Tax Advisory Committee (LTAC), which reviews project proposals and provides the City Council with recommendations on project funding. For 2021, the City proposes to award a total of \$225,000 in funding for eligible projects related to tourism marketing, marketing and operations of special events or festivals, the operation of tourism related facilities, and capital expenses for tourism related facilities. This is a decrease compared to the amount awarded in 2020 of \$275,000.

With the Council's approval, the City will issue the Request for Proposals (RFP) in late August or early September 2020 for project activities in 2021. The Lodging Tax Advisory Committee will meet in October and November to review proposals and provide a funding recommendation for Council consideration. The proposed 2021 RFP, updated after the discussion on August 4, 2020, to remove certain criteria added in 2019, is provided for Council review and discussion.

ATTACHMENTS:

[LTAC Presentation for CC 08252020.pdf](#)

[2021 LTAC RFP -for CC 08252020.docx](#)

[LTAC Schedule - for CC 08252020.docx](#)

FISCAL DETAILS: The RFP includes a total recommended amount of \$225,000 for distribution for 2021 projects. This amount can be fully supported by the estimated 2020 year-end fund balance in the LTAC fund, currently estimated at \$243,000.

Fund Name(s): Other

Coding:

RFP FOR 2021 LODGING TAX AWARDS



CITY OF
BAINBRIDGE ISLAND

August 25, 2020

PLANNED FUNDING LEVEL

- Plan for total 2021 awards of \$225,000
- Expect to award an amount fully supported by 2021 starting fund balance in the Civic Improvement Fund

2021 LTAC AWARDS

Tonight's Topics

- Confirm the selection criteria and eligibility
- Approve Request for Proposals (RFP) for issue in August
 - One-touch approval requested due to compressed timeline

CRITERIA FOR 2021 AWARD CYCLE – 2020 ADDITIONS

- Updates made in 2019 for 2020 cycle (retained for 2021 cycle)
 - Promote innovative ideas
 - Incentivize events

2021 LTAC CRITERIA

- A. Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State.
- B. Expected impact on increase in overnight stays in paid accommodations on the island.
- C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- D. Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
- E. Applicant's demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.

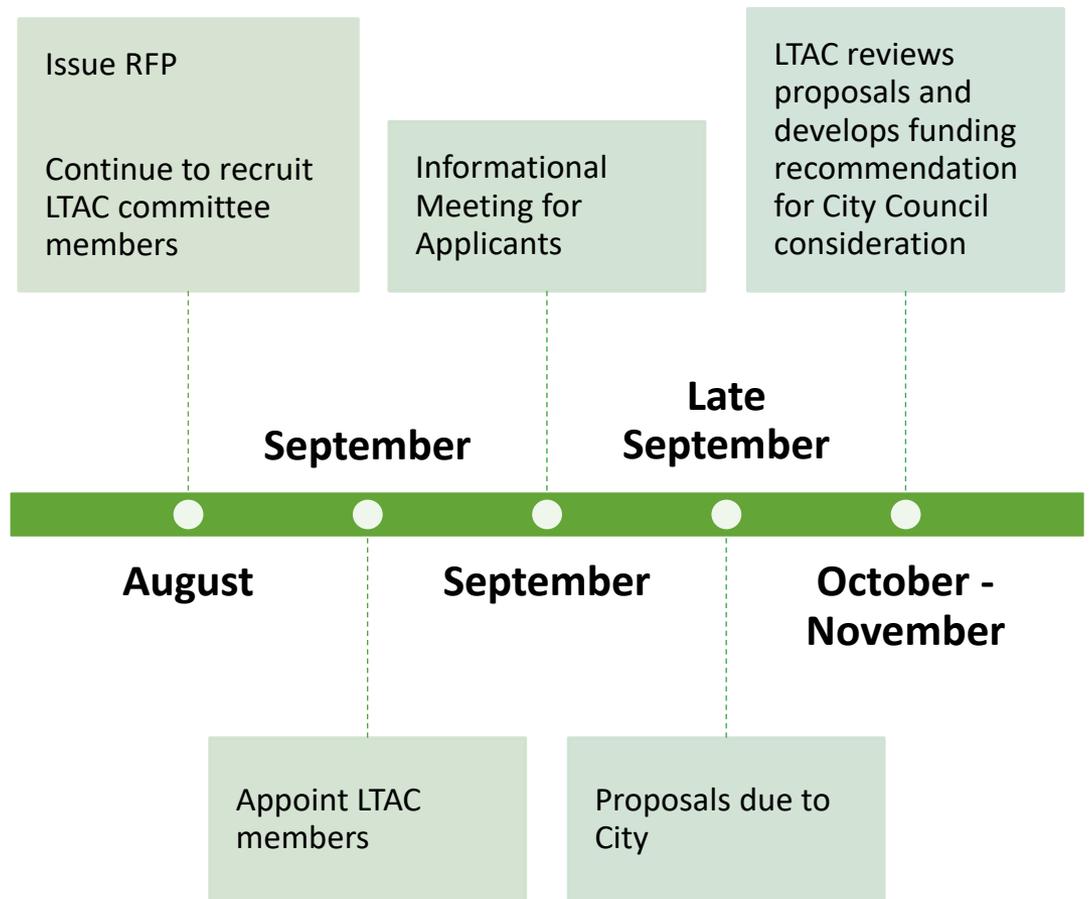
2021 LTAC CRITERIA (CONTINUED)

- F. Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.
- G. Project reflects innovative use of LTAC funds.
- H. Proposals for events that will generate an expected increase in tourism are encouraged.
- I. Project goals and/or results can be objectively assessed.
- J. Project will leverage award funds with additional matching funds or donated in-kind goods or services.

2021 AWARD CYCLE ELIGIBILITY

- Applicants must be a municipality, public facilities district, or registered with the Washington Secretary of State as a Washington State Corporation.
- Individual persons are not eligible.
- For-profit, private businesses are not eligible.
- Proposals from organizations with a board member, officer, or staff member serving on the LTAC are not eligible.

GENERAL TIMELINE



NEXT STEPS

Requested Decision:

Consider authorization of issuance of Request for Proposals.

One – touch approval:

- Staff will issue RFP by end of August.
- Proposals due Sept. 30

Forward to consent agenda on Sept. 8:

- Staff will issue RFP by September 11
- Proposals due October 13

Late November - recommendation to Council



CITY OF BAINBRIDGE ISLAND

**REQUEST FOR PROPOSALS
2021 LODGING TAX / TOURISM FUND (CIVIC IMPROVEMENT FUND)**

The City of Bainbridge Island is seeking proposals for projects to receive funding under the Civic Improvement Fund, which is established through Chapter 67.28 of the Revised Code of Washington (“RCW”) and Section 3.65.040 of the Bainbridge Island Municipal Code. Proposals must be for tourism marketing projects, marketing and operations of special events or festivals, the operation of eligible tourism-related facilities,¹ or capital expenses for an eligible tourism-related facility.²

For 2021, there are approximately \$225,000 in Civic Improvement funds (also known as Lodging Tax funds) available for distribution to support selected projects. The City Council has approved funding within a wide range, to encourage innovative projects of all sizes that recognize and promote the exciting – and expanding – tourism trends and opportunities happening on Bainbridge Island. Applicants may seek a minimum award of \$2,000 and a maximum award of \$112,500 (to reflect 50% of total available funds).

Funds must be used for: tourism marketing; marketing and operations of special events and festivals designed to attract tourists; operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or operations of tourism-related facilities owned or operated by nonprofit organizations. The City does not make multi-year commitments with Lodging Tax funds; however, service providers are not limited to nor are applicants prohibited from making repeat annual requests of a similar nature.

Successful applicants will be required to enter into a professional services agreement with the City to provide the services or products outlined in their proposals. Payment by the City will be made only when documentation of delivery of contracted services or products is provided to the City. The City will not provide payment in advance of delivery of goods or services.

All project activities must be identified in promotional and other business materials as having been funded by the City of Bainbridge Island Civic Improvement Fund.

¹ To be eligible for operating expenses, the tourism-related facility must be owned or operated by a municipality, or a public facilities district, or a nonprofit recognized by the Internal Revenue Service under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6). See, RCW 67.28.1816.

² To be eligible for capital expenses, the tourism-related facility must be owned or operated by a municipality or a public facilities district. See, RCW 67.28.1816.

Project and Applicant Eligibility

- Applicants seeking funding for capital expenditures for a tourism-related facility must be a municipality or a public facilities district created under Chapters [35.57](#) and [36.100](#) RCW.
- Applicants seeking funding for operating expenditures for a tourism-related facility must be a municipality or a public facilities district, or be recognized by the Internal Revenue Service as a nonprofit under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6).
- Applicants, other than municipalities or a public facilities district, must be registered with the Washington Secretary of State as a Washington State Corporation.
- Individual persons are not eligible for funding.
- For-profit, private businesses are not eligible for funding.
- Proposals must comply with federal, state, and City of Bainbridge Island laws and requirements.
- Funding may be used for expenses incurred during January 1 – December 31, 2021. Funding requests for goods or services to be provided in 2020 or beyond calendar year 2021 will not be considered.
- Proposals from non-City organizations with a board member, officer, or staff member serving on the Lodging Tax Advisory Committee are not eligible for funding and will not be considered.
- Proposals involving special events, signs, building or construction, impacts to public property, or other activities that require permits under City code or state or federal law must demonstrate that the applicant has researched the appropriate permit regulations, confirmed the viability of the proposed activities, and incorporated permit fees in the project budget.

Policy Background

Bainbridge Island Municipal Code – [Section 3.65.040 Civic Improvement Fund](#)

[Revised Code of Washington \(RCW\) Chapter 67.28 RCW](#) – PUBLIC STADIUM, CONVENTION, ARTS, AND TOURISM FACILITIES

Definition of Terms (Per RCW 67.28.080)

“Operation” includes, but is not limited to, operation, management, and marketing.

“Tourism” means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

“Tourism promotion” means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.

“Tourism-related facility” means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Application Requirements

- Each proposal must **ADDRESS AND REFERENCE** the questions listed on the attached LTAC 2021 Proposal Form **IN THE ORDER IN WHICH THEY APPEAR**.
- Proposal must be presented in minimum 11-point font and may not exceed ten pages in total length (including the Cover Sheet).
- The City will only accept proposals in electronic format. **Proposals must be submitted as a single document that includes a Cover Sheet and any attachments, preferably using a pdf format.** Submit the proposal via email to:

cityadmin@bainbridgewa.gov

- Proposals are due **no later than 4:00 pm, Wednesday, September 30, 2020**. Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.
- Each selected Service Provider (i.e., Lodging Tax funding recipient) will be required to submit to the City a final report on project results by February 4, 2022. **Per RCW 67.28.1816, and the reporting guidelines provided by the Washington State Joint Legislative Audit and Review Committee (JLARC), final reports must include the following information related to the activity:**

The projected and actual data for each of the following categories:

- a) Overall attendance for the activity;
- b) The number of people who traveled more than 50 miles to attend the activity;
- c) The number of people from outside the state or outside the country who attended the activity;
- d) The number of people who attended the activity and paid for overnight lodging;
- e) The number of people who attended the activity without paying for overnight lodging, and
- (f) Total number of paid lodging nights (one lodging night = one or more persons occupying one room for one night).

Additional information is available via JLARC's "[Instructions For Reporting Lodging Tax Expenditures](#)" document. See also the City's [Lodging Tax Advisory Committee](#) webpage to view JLARC data from prior years.

Review Process

Lodging Tax Advisory Committee (LTAC)

Appointed by the Council on DATE, 2020

Christy Carr , Chair	City Councilmember
Kirsten Hytopoulos , Vice-chair, non-voting	City Councilmember

TBD	Eligible lodging business representative
TBD	Eligible recipient organization representative
TBD	Eligible recipient organization representative
TBD	Eligible lodging business representative

Proposals will be provided to the City's Lodging Tax Advisory Committee (LTAC) for review and comment. Applicants will have an opportunity to meet with the LTAC to provide additional information about their proposals, at a time and date to be identified by the committee. Applicant participation in this LTAC briefing is not mandatory but is strongly encouraged. The format for this briefing will be determined by the committee and applicants will be notified in advance of any particulars related to presentation materials, format, and time allowed.

All meetings of the LTAC will be open to the public, and advance notification of LTAC meetings will be provided by the City Clerk. The LTAC meetings may be held using Zoom or another virtual platform.

The LTAC will provide its recommendation for 2021 awards to the City Council for a final funding decision. The committee recommendation will include a list of candidate projects and recommended amounts of funding, which the City Council will consider for final approval.

Selection Criteria

The LTAC will use the following criteria in evaluating project proposals. Other relevant factors, such as availability of funds, may also guide the decision process.

Lodging Fund Project Evaluation – Basic Criteria

- A. Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State or outside the country.
- B. Expected impact on increase in overnight stays in paid accommodations on the island.
- C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- D. Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
- E. Applicant's demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.
- F. Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.
- G. Project reflects innovative use of LTAC funds.
- H. Proposals for events that will generate an expected increase in tourism are encouraged.
- I. Project goals and/or results can be objectively assessed.
- J. Project will leverage award funds with additional matching funds or donated in-kind goods or services.

**CITY OF BAINBRIDGE ISLAND
2021 LODGING/TOURISM FUND PROPOSAL
COVER SHEET**

Project Name:

Name of Applicant Organization:

Applicant Organization IRS Chapter 501(c)(3) or 501(c)(6) Status and Tax ID Number:

Date of Incorporation as a Washington State Corporation and UBI Number:

Primary Contact:

Mailing Address:

Email(s): _____

Day phone: _____ Cell phone: _____

Please indicate the type of project described in your proposal:

√	Project Type
<input type="checkbox"/>	Tourism marketing
<input type="checkbox"/>	Marketing and operations of special events and festivals designed to attract tourists
<input type="checkbox"/>	Supporting the operations of a tourism-related facility owned or operated by a nonprofit organization*
<input type="checkbox"/>	Supporting the operations and/or capital expenditures of a tourism-related facility owned or operated by a municipality or a public facilities district*

*If the proposal requests funds for a tourism-related facility, please indicate the legal owner of that facility:

LODGING/TOURISM FUND APPLICATION

Applicant Information

Please respond to each of these questions in the order listed. If the proposal includes multiple partners, please include the requested information for each organization.

1. Describe the applicant organization's mission, history, and areas of expertise. Describe the applicant's experience in tourism promotion on Bainbridge Island and its demonstrated ability to complete the proposed project.

Alternate question for event or facility funding:

Describe the event or facility proposed including its purpose, history, and budget. Include past attendance history, if applicable, and estimate the number of tourists drawn to the event or facility/year. Please estimate total attendance and the number of tourists estimated to attend for 2021. How has the activity been promoted in the past (if applicable) and what promotion is planned for 2021?

2. If appropriate, please identify any project partners and briefly describe the involvement of each. Please note that the maximum award of \$112,500 will apply to any single project, even if proposed by a team of partners.
3. If appropriate, please list each project and amount of funding awarded and utilized from the Lodging Tax (Civic Improvement) Fund within the last five years (2016-2020).
4. If any previous projects by the applicant were funded through the Lodging Tax (Civic Improvement) Fund and were not completed and/or if reports were not submitted to the City as requested, please explain:

LODGING/TOURISM FUND APPLICATION

Project Information

1. Describe the proposed project.

- a. **Scope:** Identify the Project's main objectives and how each will be achieved. Be as specific as possible about the proposed services, measurable impacts, distribution method, and costs.
- b. **Budget:** Include a detailed budget for the proposed project with itemized expenses and income. Include the amount requested from the Lodging Tax Fund and identify other sources of funding anticipated or obtained, including matching funds, as well as any in-kind contributions necessary to complete the project.
- c. **Schedule:** Provide a project timeline that identifies major milestones.

If applicable, please describe the project's scalability. How would the project scope and budget be adjusted should the full amount of the LTAC funding request not be awarded? Please provide specifics.

2. Provide a brief narrative statement to address each of the selection criteria:

- a. Expected impact on increased tourism in 2021. Please provide specific estimates of how the project will impact the number of people traveling fifty miles or more to Bainbridge Island for the activity, or who will travel from another country or state outside of Washington State to attend the activity. If appropriate, compare/contrast this impact to the actual or estimated number of tourists at your event/facility in 2019 and estimates for 2020.
- b. Expected impact on, or increase in, overnight stays on the island. Please include actual or estimated numbers of tourists who will stay overnight in paid accommodations in Bainbridge Island lodging establishments in 2021 as a result of the proposed activities. Please include the basis for any estimates.
- c. Projected economic impact on Bainbridge Island businesses, facilities, events, and amenities, including sales of overnight lodging, meals, tours, gifts, and souvenirs (helpful data may be found on the Washington State Department of Commerce website).
- d. The project's potential to draw visitors to the Island and increase overnight stays during the off-season, i.e., October 1 until Memorial Day.
- e. The applicant's demonstrated history of organizational and project success.
- f. Describe any partnerships with other organizations and businesses in the proposed project – including efforts to minimize duplication of services where appropriate and encourage cooperative marketing.
- g. Describe how this project is new to our community or reflects an innovative use of LTAC funds.
- h. Expected draw for the proposed event, in particular how it will both generate an expected increase in tourism and appeal to the community.
- i. If for a capital project, detail the project's expected impact on increased tourism.

- j. Describe the degree to which the project goals and/or results can be objectively assessed.
- k. Describe the degree to which the project will leverage award funds with additional matching funds or donated in-kind goods or services.

LODGING/TOURISM FUND APPLICATION

Supporting Documentation

1. Provide your organization's 2019 income/expense summary.
2. Provide your organization's 2020 budget and an estimate of actual 2020 revenue and expenses.
3. Letters of Partnership – Include letters from any partnering organizations committing to joint sponsorship of the application and specifying their intended activities.

Tentative 2020 Timeline – LTAC Award Cycle for 2021 Funding

August 25, 2020

Month	Task	Responsibility
General:		
Q1	Establish City Councilmember as Chairperson	City Council
July	Develop general timeline for award cycle	Staff/Chair
July	Develop estimate of funds available for 2021	Staff
Appointing the Committee:		
April-July	Advertise for citizen committee participants	Staff
August/Sept	Schedule interviews with committee applicants	Staff
Sept	Review applicants and recommend committee appointments	Chair/Co-Chair
Sept	Appoint LTAC Award Committee Members	City Council
Sept	Notify LTAC Award Committee Members	Staff
Developing/Issuing the RFP:		
August	City Council reviews RFP to confirm: <ul style="list-style-type: none"> • total award funding • funding priorities/criteria matrix • Council consideration of adjustment to criteria to prioritize 2020 recipients whose programs were cancelled or altered. 	City Council
August	Revise RFP materials as needed and finalize	Staff
August/Sept	Issue and publicize RFP for 2021 LTAC project proposals	Staff
n/a	Schedule and hold informational meeting for applicants	Staff
Intake & Review of Proposals:		
n/a	City Council reviews/approves City-led projects (if needed)	City Council
September	Identify dates for committee meetings and applicant presentations	Staff & LTAC
Sept/Oct	Review proposals for completeness, legal use, etc.	Staff
Septmber	Schedule applicant presentations	Staff
Mid Sept	LTAC members meet for orientation	LTAC
Late Sept	Deadline to submit 2021 LTAC proposals	Staff
Mid Oct	Receive presentations from LTAC applicants	LTAC
Oct/Nov	Review 2021 LTAC proposals	LTAC
Nov	Develop recommendation for funding awards	LTAC
Nov	Review and approve award recommendation	City Council
Dec	Notify applicants of award results	Staff
Jan/Feb	Draft agreements for 2021 recipients	Staff



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (8:20 PM) 2020 Midyear Report - Finance,

SUMMARY: Each year, City staff provides a mid-year summary of current year financial performance, along with forecasts for the remainder of the year. The report provided at this meeting has several attachments, including detailed financial actual results and forecasts. In addition, summary information is provided about significant capital projects. Finally, the annual report is provided which updates the Council about parcels of real property owned by the City which have been identified as surplus.

AGENDA CATEGORY: Report

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: The Finance and Administrative Services Department of the City of Bainbridge Island prepares a mid-year financial report after the close of the second quarter each year. This report provides information about current financial performance, along with estimates for the second half of the year. City staff uses the results reported in this mid-year assessment to support the Council's ongoing review of 2020 performance.

ATTACHMENTS:

[MidYear Report for CC 08252020](#)

[2020 Midyear Financial Report Final.docx](#)

[Schedule A - Revenues by Fund.pdf](#)

[Schedule B - Expenditures by Fund through June.pdf](#)

[Schedule C - Expenditures by Departement through June.pdf](#)

[Schedule D - Surplus Property Report - 2020.pdf](#)

[Schedule E - Capital Project Status Report thru July 17 2020.pdf](#)

FISCAL DETAILS: See attached reports

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

2020 MID YEAR FINANCIAL REPORT

August 25, 2020

2020 Mid-year Overview

Tonight's Topics:

- 2020 Tax Supported Funds: Jan-June Financial Performance
- 2020 Tax Supported Year-end Fund balance estimate
- 2020 Utility Jan-June Financial Performance
- 2021-22 Preliminary Assumptions and Forecast
- 2020 Capital Project Update (as attachment)

Tax-Supported Funds: Overview

Summary Highlights

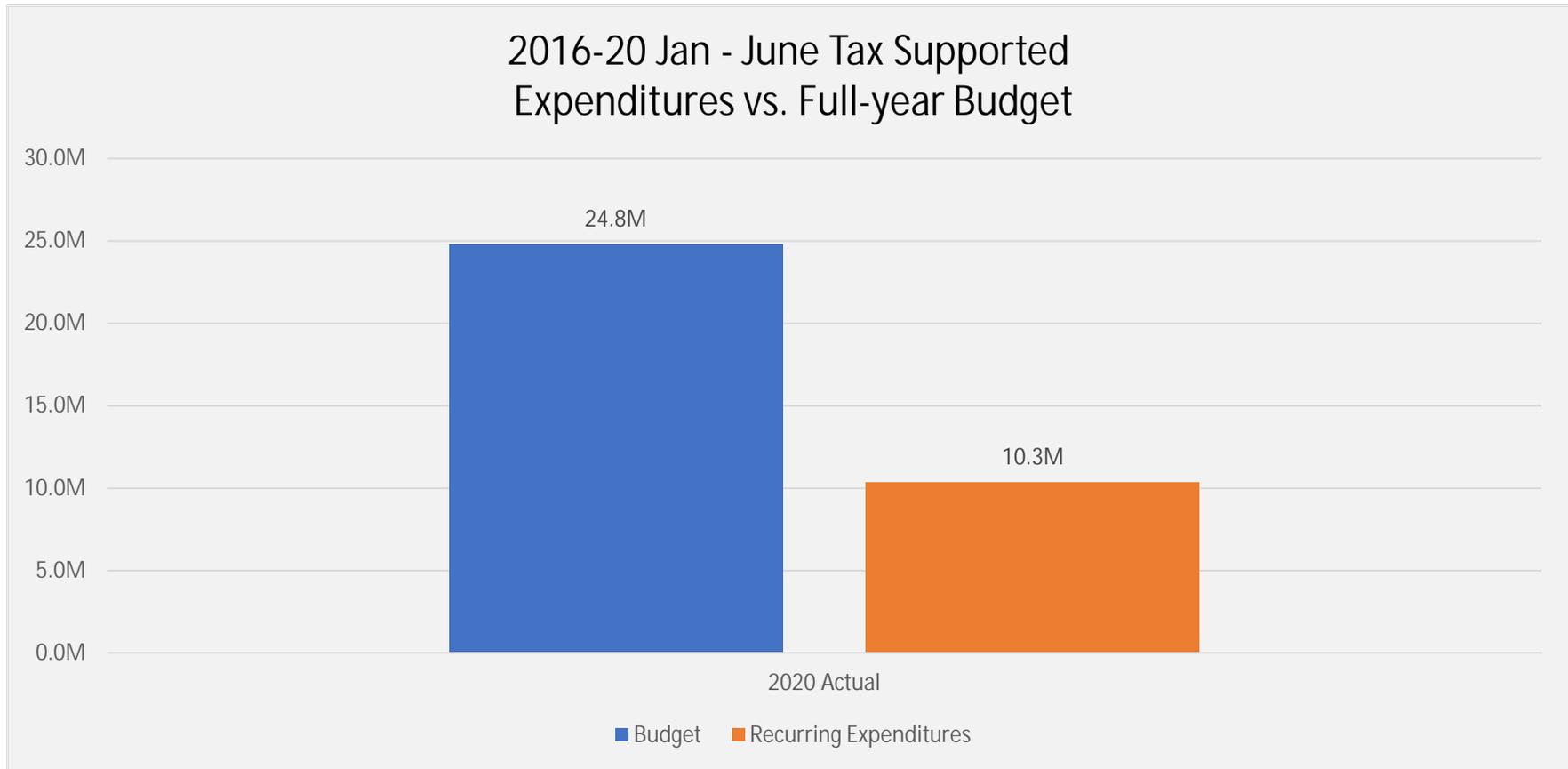
- Overall 2020 revenues are close to revised plan;
- Revised revenues through July were ahead of earlier forecast
- Revenues are about 7% below 2019 levels for the first 6 months

Summary Highlights

- 2020 Jan-June Expenditures are about 9% below the Revised Budget
- Cost reduction measures have been successful in mitigating most of the negative financial impacts due to COVID-19
- 2020 projected year-end fund balances in the four largest funds are projected to be down about \$775,000 from the start of the year from \$15.2 million to \$14.4 million

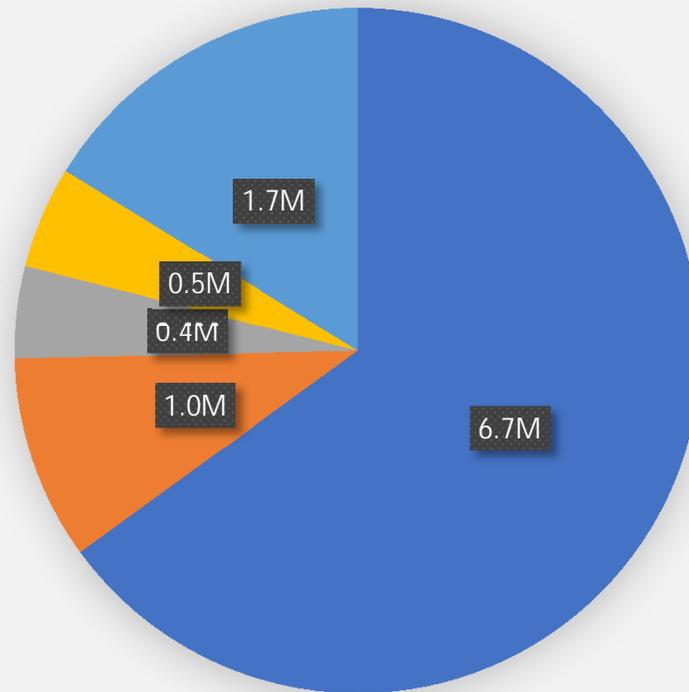
Tax-Supported Funds: Expenses

2016-20 Jan – June Tax Supported Revised Budget vs. Actual Recurring Expenditures



Tax Supported Recurring Expenditures Jan through June 2020

Jan - June \$10.3M Recurring Expenditures Breakdown



- Salary and Benefits (65%)
- Professional Services (16%)
- Repair and Maintenance (4%)
- Supplies (5%)
- Insurance, Rent, Training, Other (10%)

Year-end Fund Balance Forecast

2020 Year-End Fund Balance Forecast

Estimated YE 2020 Fund Balances of Four Largest Tax Supported fund Funds

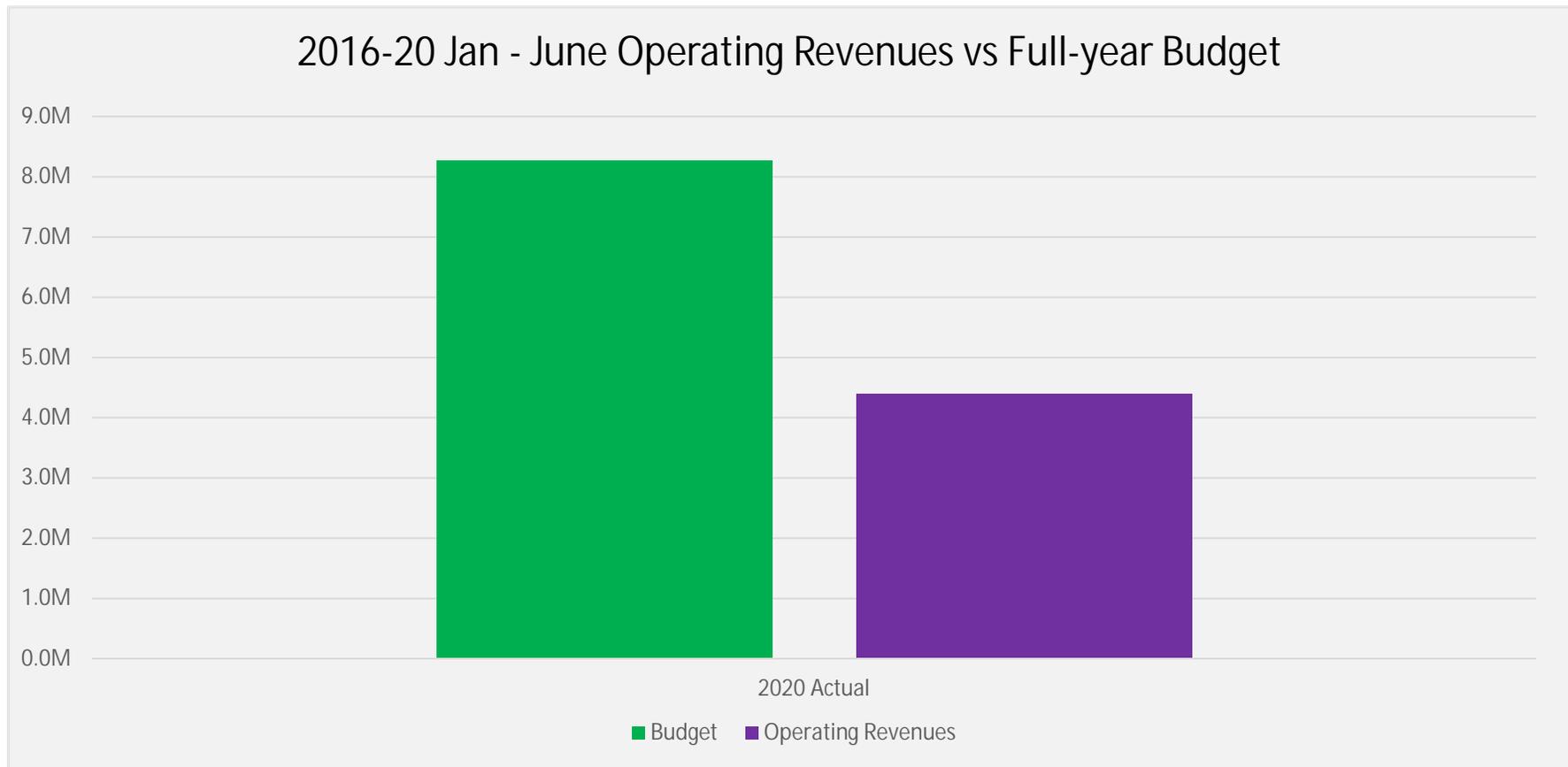
	Actual Jan 1, 2020	Est. Dec 31, 2020	Comment
General Fund	\$13,670,000	\$13,700,000	Includes policy reserves, specialty-tracked funds, and support for 2021 capital projects
Streets Fund	\$459,000	\$60,000	Fund balance reflects external revenue decreases and internal operating transfers
Building & Development Services	\$334,000	\$10,000	Decrease due to change in accounting practice
REET	\$752,000	\$670,000	
Total	\$15,215,000	\$14,440,000	Decrease of about \$775,000

Utility Funds

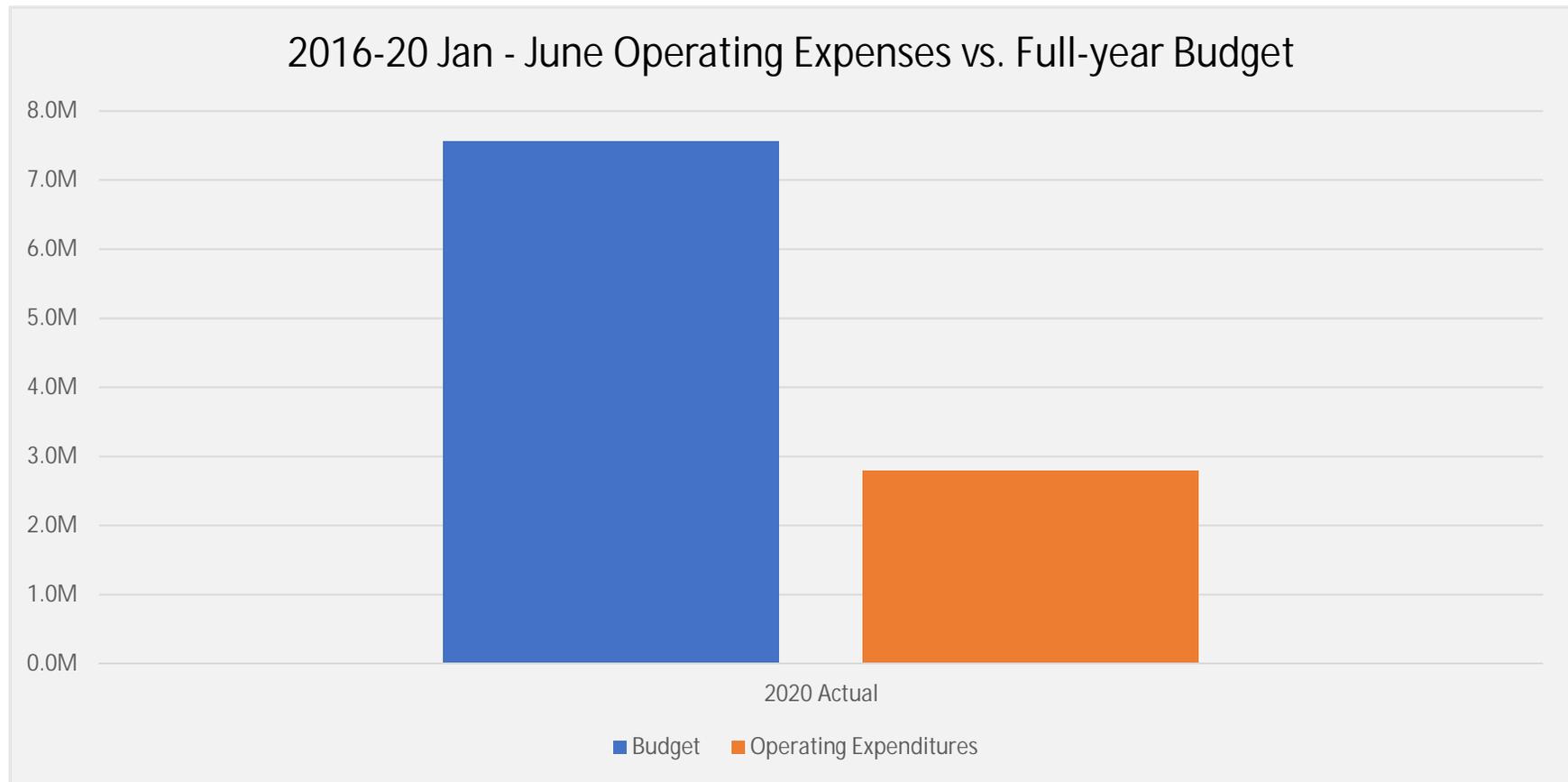
Utility Funds – Summary

- Overall Revenue and Operating expenses for 2020 are relatively close to approved budget for utility funds
- Revenue at are slightly ahead of budget
- Operating expenditures are less than budget
- Capital projects underway, will carry-over to 2021
- 2020 year-end fund forecast at or above budgeted levels

2016-20 Jan – June Utility funds Operating Revised Budget Revenues vs. Actual



2016-20 Jan – June Utility funds Operating Revised Budget Expenses vs. Actual



Preliminary Budget Assumptions 2021-22

Preliminary assumptions in the 2021-22 Budget

Revenue Forecast:

- Assumes 2020 is worst year of economic recession, some modest recovery in 2021 and 2022 and beyond
- Overall assumption of about 2% growth in Tax supported revenues over expected 2020 revised revenues
- Transportation Benefit will have no future revenues to support the streets maintenance program – Fund balance will be used to support streets maintenance until the balance is depleted in late 2022
- Property tax growth will assume a 1% growth

Preliminary assumptions in the 2021-22 Budget

Expense Forecast:

- For all funds, year-over-year personnel costs assume an approximate annual increase of 2% for salary costs and 6.5% for benefit costs
- Assumes general operating expenses for 2021-22 are held at 2020 levels with no increase
- No changes to policy reserve targets or expenditures of reserve funds



DISCUSSION



QUESTIONS

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2020 Mid-year Financial Report

The Finance and Administrative Services Department of the City of Bainbridge Island prepares a mid-year financial report at the close of the second quarter each year. This report provides information about the City's current financial performance, along with forecasts for the second half of the year. City staff use the results reported in this mid-year assessment to support Council's ongoing review of the City's financial status.

Overview

On March 25, 2020 the Governor released guidance for his "Stay Home, Stay Healthy" order for all State residents and businesses amid the COVID-19 pandemic. The worldwide pandemic will continue to have significant ramifications to global as well as State and local economies. Due to the sudden and extensive impacts, the City of Bainbridge Island is experiencing modest to large drops in sales tax, real estate excise, lodging, parking, gas, and other revenues. Since most large revenue streams have a one to two-month delay in receipting at the City, the effects are only beginning to be felt through June and will likely continue for the remainder of 2020 and beyond.

The City's Mid-Year financial report as of June 30, 2020 reflects year-to-date activity compared to a recently revised operating revenue forecast for major tax-supported funds that is 14% lower than the original adopted budget for 2020. The report also reflects a reduced spending plan where expenditures are intentionally withheld to save a minimum of \$2.7 million in 2020 or 10% below budgeted amounts. In the short-term, with the cost saving measures in place, the financial condition of the City remains stable. Regional economic conditions and new trends in certain large revenue sources reflect rapidly changing conditions. Staff continues to monitor all revenue sources and may update forecasts again in conjunction with the 2020 monthly fiscal impact updates.

Changes to the City's total fund balances for its primary¹ operating funds as of mid-year 2020 compared to beginning 2020 balances are the following:

- The City's tax-supported funds show a total fund balance across tax-supported funds of \$31.0 million on June 30, 2020, a decrease of 18% from the balance of \$36.7 million on January 1, 2020. This was largely due to the purchase of the City's new Police Court facility in January for \$8.9 million. This decrease was partially offset by cost saving measures that were implemented and the receipt of certain legally restricted revenue streams that included the Floor Area Ratio Fund and the Transportation Benefit Fund. Further discussion on these items is detailed below.
- The Water Fund shows a fund balance of \$7.5 million on June 30, 2020, a decrease of 1% over the balance of \$7.6 million on January 1, 2020.
- The Sewer Fund shows a fund balance of \$5.9 million on June 30, 2020, a decrease of 7% over \$6.3 million on January 1, 2020.

¹ Major tax supported funds include the General Fund, Street, Real estate excise, Civic Improvement, Floor Area Ratio, Transportation Benefit, Transportation Impact, Capital Construction and Building and Development

- The SSWM Fund shows a fund balance of \$3.4 million on June 30, 2020, an increase of 27% over \$2.7 million on January 1, 2020.

The City's fund balances for all funds meet or exceed the Council's policy reserves.

This report presents 2020 information and analysis first for the City's tax-supported funds, followed by information about the three utility funds. The report also includes highlights regarding significant capital projects. Finally, the report presents a preliminary forecast for 2020 performance and discusses upcoming 2021 – 2022 biennium budget development process.

Tax-Supported Funds' Financial Performance

2020 Mid-year Financial Results

2020 revenue from tax-supported funds at mid-year, excluding interfund transfers, were collectively \$400,000 (3%) lower compared to the same period in 2019, decreasing from \$15.1 million in the first half of 2019 to \$14.7 million in the first half of 2020. Most revenue sources, including the City's core recurring revenues such as sales and use tax and building and development services (B&DS), were lower in the first half of 2020. The City received one large receipt of \$853,000 as a density offset payment, commonly known as Floor Area Ratio or FAR. Excluding this one-time restricted revenue, 2020's first half revenue would have been \$1.2 million lower than the same time frame in 2019. One-time revenues such as grant revenue for capital projects and interest also contributed to the 2020 decrease.

Tax-supported funds' expenditures in the first half of 2020 were \$9.5 million (85%) higher compared to the first half of 2019. The substantial increase in expenditures is due to the purchase of the Harrison Building for the City's future Police and Court facility. Excluding this purchase, expenditures increased \$611,000 (5%) in the first half of 2020 compared to the same time frame in 2019. Expenditures for professional services, computer supplies, and capital equipment are main contributors to the increase in 2020 spending.

Revenue

Revenue in the four largest tax-supported funds (the General Fund, Streets Fund, Building & Development Services (B&DS) Fund, and Real Estate Excise Tax (REET) Fund) through the end of June 2020 totaled \$12.4 million, a \$882,000 (7%) decrease over the total from the same period in 2019. Highlights related to revenue performance through June 30 include:

- Property Tax revenue was \$143,000 (4%) higher in the first half of 2020 compared to the same timeframe in 2019 and is on pace for this time of the year at \$4.2 million, or 54% of revised budget.
- Sales Tax revenue in the first half of 2020 was \$208,000 (7%) lower compared to the first half of 2019, with a year-to-date (YTD) total of \$2.5 million, or 54% of revised budget.
- Total B&DS revenue as of June 30, 2020 was \$351,000, or 39% of revised budget. 2020 total revenue decreased \$278,000 (44%) compared to the same timeframe last year, with revenues down in all major fee categories. As noted below, real estate sales volume continues to decline for the third consecutive year including 2017 when the market may have peaked. At this time, we are anticipating that year-end revenues in this fund will end 25% below 2019.
- REET revenue through the first half of 2020 totaled \$1.2 million, or 48% of revised budget, and was down \$19,000 (2%) compared to the same period in 2019. While the average selling price of properties sold was 15% higher so far in 2020, transaction volume was down 11%.
- One-time revenue from operating or capital grants contributed \$672,000 to the first half of 2020 decrease.

Expenditures

Operating expenditures through June 30, 2020 for the largest tax-supported funds (the General Fund, Streets Fund, and B&DS Fund) were at \$10.2 million, or 41% of budget and were \$634,000 (7%) higher

compared to the first half of 2019. Highlights related to expenditure performance in the first half of 2020 include:

- Personnel expenditures for tax-supported funds in the first half of 2020 were at \$6.8 million, or 50% of the revised budget, and \$267,000 (4%) higher compared to the first half of 2019. The personnel budget was developed based on a full-employment scenario; therefore, actual personnel expenditures were lower than budget due to vacant positions resulting from staff turnover. Most positions that were vacant at the beginning of the COVID pandemic in March are intentionally being held vacant as part of the City's cost savings measures.
- Expenditures in the tax-supported funds for professional services in the first half of 2020 increased \$255,000 (26%) compared to the same period last year. The largest expenditures included services for outside legal services, including hearing examiner work, and emergency rental assistance provided to Helpline House to support community services. Expenditures for professional services, to include intergovernmental professional services, totaled \$1.7 million, or 38% of budget as of June 30, 2020.
- Total repairs expenditures for tax-supported funds in the first two quarters of 2020 were at \$383,000, or 18% of budget and were \$14,000 (4%) lower compared to the first half of 2019.
- Total spending on COVID-19 related expenses through June totaled approximately \$634,000 through June. An additional \$60,000 was spent out of the affordable housing fund to help with rental assistance due to the impacts of COVID.

Forecast for Year-End 2020

The revenue forecast for the remainder of 2020 indicates the tax-supported revenue loss to be approximately \$3.6 million. Cost savings generated through holding vacancies open and other spending decisions remains at \$2.7 million.

Key items and trends City staff are following and are included in the forecast for the remainder of 2020 include:

- Budget amendments approved in the first quarter of 2020 total to \$1.4 million in new spending for the tax-supported funds and are included in the forecast attached to this report. Second and fourth quarter amendments will be reflected later in 2020 in the year-end-report.
- A review of revenues for tax-supported funds led to revised forecasts for several key revenue sources. Staff continues to monitor all revenue sources and will update forecasts again in conjunction with the 2020 budget modification process later this year. At the current time:
 - Sales tax revenues forecasted at \$4.3 million for year-end 2020 compared to actual revenue of \$5.7 million for year-end 2019
 - Real Estate Excise tax revenues forecasted at \$2.6 million for year-end 2020 compared to actual revenue of \$2.9 million for year-end 2019

- Street Fund revenues forecasted at \$988,000 for year-end 2020 compared to actual revenue of \$1.6 million for year-end 2019
- B&DS revenues forecasted at \$893,000 for year-end 2020 compared to actual revenue of \$1.3 million for year-end 2019

Capital projects are included as approved in the Capital Improvement Plan, or subsequently amended by Council. General Fund support for approved 2020 projects, which is approximately \$867,000, has been transferred to the Capital Construction Fund and will be spent as projects are completed.

Table Two: Estimated Ending Fund Balances of Primary Tax-Supported Funds at Year-end 2020

	Estimated Dec. 31, 2020	Notes
General Fund	\$13,700,000	Assumes continued progress on established work plan and approved budget adjustments. Includes reserves as detailed in Table Three.
Streets Fund	\$60,000	Assumes continued progress on established work plan and approved budget adjustments.
Building and Development Services	\$10,000	Assumes continued progress on established work plan and approved budget adjustments.
REET	\$670,000	

Policy Reserve Forecasts for Year-End 2020

City staff will use the results reported in this mid-year 2020 review as part of on-going monitoring of the City's financial performance. At year-end, all policy reserves are forecast to be fully funded, as shown in the table below.

Table Three: City General Fund Policy Reserve Balances Year-End Forecast

	Estimated Dec. 31, 2020	Target	Notes
Emergency Reserve	\$1,000,000	\$1,000,000	Funds for unanticipated emergency expenditures.
General Fund Stability Reserve Minimum	\$4,860,000	\$4,325,000	Set by Council at 25% of General Fund ongoing revenues.
Other Specialty-Tracked General Fund Monies	\$415,000	\$150,000	Includes PEG Capital Reserve, Police Investigative and Marine Reserve, Public Arts Subfund.
Total reserves	\$6,275,000	\$5,475,000	
Estimated year-end General Fund balance	13,700,000		Includes all reserves above, plus dedicated funds for items such as Housing, public safety and public art.

The forecast, net of reserves, shows approximately \$7.5 million beyond the policy reserve levels as of year-end 2020. It is important to remember that the General Fund will support significant capital expenditures in coming years. The 2021-2022 Capital Improvement Plan (CIP) currently includes \$6 million of General Fund support in 2021 and \$5.9 million for 2022.

Utility Funds' Financial Performance

Financial performance for the City's three utilities is governed by decisions made specific to each utility.

2020 Mid-Year Financial Results

Water Fund

At mid-year 2020, revenue from water sales was \$520,000, or 46% of budget, and \$23,000 (4%) higher compared to the first half of 2019. Connection fee revenue at \$79,000, which varies depending on the level and stage of development activity taking place on the Island, added to this increase and was \$39,000 (114%) higher in 2020. Operating expenditures were at \$662,000, or 32% of budget and overall expenditures were \$38,000 (5%) lower than they were in the first half of 2019.

Sewer Fund

Sewer Fund revenue from sewer service charges through June 30 was \$1.9 million, or 51% of budget. Connection fee revenue at \$80,000, which varies depending on the level and stage of development activity taking place on the Island, added to this increase and was \$10,000 (14%) higher in 2020. Operating expenditures were \$1.3 million, or 49% of budget and overall expenditures were \$202,000 (9%) higher compared to the first half of 2019.

Storm and Surface Water Management (SSWM) Fund

Revenue in the SSWM Fund was \$78,000 (5%) higher through June 30, 2020 compared to the same period in 2019, with total revenue at \$1.6 million, or 60% of budget. Operating expenditures were \$783,000, or 40% of budget, and overall expenditures were \$5,000 (1%) lower than they were mid-way through 2019.

Forecast for Year-End 2020

Water Fund

Year-end forecasts for the Water Fund revenues are \$1.4 million for year-end 2020. Operating expenditures are assumed to continue at a pace similar to the first half of the year. Capital spending is forecast to increase, as included in the approved CIP. The estimated fund balance at the end of the year is \$6.9 million, a decrease of approximately \$795,000 from the beginning of 2020. The decrease is expected due to capital spending and dependent on the timing of spending on capital projects.

Sewer Fund

Year-end forecasts for the Sewer Fund revenues are \$4.3 million for year-end 2020. Operating expenditures will continue at levels similar to the first half of the year. Capital spending is forecast to increase, as included in the approved CIP. The estimated fund balance at the end of the year is \$6.1 million, a decrease of approximately \$262,000 from the beginning of 2020, consistent with planned capital spending.

SSWM Fund

Year-end forecasts for the SSWM Fund anticipate that revenues will continue at levels similar to the first half of the year. Operating expenditures will continue at levels similar to the first half of the year, while capital expenditures depend on permit approval for the Eagle Harbor McDonald Creek Culvert Project. The estimated fund balance at the end of the year is \$3.6 million, an increase of approximately \$875,000 from the beginning of 2020.

Table Five: Estimated Ending Fund Balances of Utility Funds at Year-end 2020

	Estimated Dec. 31, 2020	Notes
Water Fund	\$6,854,000	Assumes continued progress on established work plan.
Sewer Fund	\$6,054,000	Assumes continued progress on established work plan.
SSWM Fund	\$3,577,000	Assumes continued progress on established work plan.

2020 Capital Projects Update

The City has a significant capital program in 2020, as approved in the CIP. Capital projects represent significant spending, and this report contains a brief overview of planned spending with additional information in the form of project update pages in the appendix. Please see Schedule G: Capital Project Monitoring Reports for information specific to highlighted projects.

Project Highlights

Select projects are highlighted below, while specific project report pages on these and additional projects are included in the appendix.

- **Police and Municipal Court Building:** The City completed the purchase of the existing Harrison Medical Building on January 31, 2020. The current project schedule anticipates construction to begin in 2020 and be completed by 2021. Project year-to-date spending (actual and encumbered spending) is \$10.3 million out of a total \$20 million approved budget.
- **Wyatt Way Reconstruction:** Construction started mid-June and will run through November. Contractor is currently installing a storm drain system between Ashbury Court and Grow Avenue which will be followed by a new water main installation. Project year-to-date spending (actual and encumbered spending) is \$988,000 out of a total \$4.0 million budget.
- **Sportsman Club Road and New Brooklyn Road:** As of May 2020, City staff has revised plans for the intersection improvement project to include safety improvements for people walking and bicycling and removes previous plans for a roundabout. Project year-to-date spending (actual and encumbered spending) is \$390,000 out of a total \$1.3 million budget.
- **Lovell Avenue Beach Mains and Sunday Cove and Wood Avenue pump stations:** The City's sewer system that serves lower Lovell Avenue pump station needs to be rerouted due to its deteriorated condition. The City hosted an online webinar on July 8, 2020 to present the project concept. Design is estimated to start late summer 2020 with construction in 2021-2022. Project spending is yet to commence.
- **Eagle Harbor Drive at McDonald Creek:** The project is under environmental permitting review. Project year-to-date spending (actual and encumbered spending) is \$177,000 out of a total \$1.1 million budget.

2021 – 2022 Biennium Budget Development

City staff use the results reported in this mid-year 2020 assessment to support Council's ongoing review of 2020 financial performance as well as future consideration of the building blocks to the 2021 – 2022 biennium budget.

Key Assumptions

An important part of the budget development process is to establish revenue and expenditure forecasts. From mid-2009 through Q1 2020 the City experienced economic expansion. During this time of increasing revenue, the City increased our services and embarked on special projects. This expansion lasted 128 months. The national economy officially entered recession in February 2020. We now live in uncertain economic times largely due to the public health crisis caused by the COVID-19 virus.

Key assumptions staff is using in developing the 2021-2022 Biennium Budget are shown below. As national and global economic situations change, the local forecast will also fluctuate. Staff expects to update revenue forecasts over the next month and will provide final assumptions with the 2021-2022 Biennium Budget scheduled to be presented to Council on September 22, 2020. Below are revenue trends staff are monitoring closely:

- Sales tax revenue levels increased year-over-year from 2012 to 2019. Revenue in 2020 is expected to fall 25% to \$4.3 million from 2019's high point of \$5.7 million. Staff continues to analyze specific sales tax revenues.
- Utility tax revenue on private utilities is trending lower than anticipated. Staff are currently determining reasons for the decrease.
- REET revenue has been trending downward. The City experienced peak REET revenue in 2017. Since that time revenue has decreased 13%.
- Transportation Benefit fund (TBD) revenue continues to be collected. These revenues cannot be spent until the legality of Initiative I-976 is decided in the court system.
- B&DS revenues will be affected by policy decisions related to development; results generated by the City's current rate study as well as the pandemic. Revenues in 2020 have been dramatically affected by the COVID-19 health crisis. 2020 forecasted revenues are expected to be half of the 2020 Adopted Budget. Staff will continue to monitor trends associated with this revenue stream.
- Water and Sewer Utility revenue assumptions will be adjusted to match rates adopted in 2019 at the conclusion of a rate study.

Appendix

The attached schedules give comparative financial figures for the first 6 months of the year and include estimates for expected year-end results.

Schedule A: Revenues by Fund

Schedule B: Expenditures by Fund through June

Schedule C: Expenditures by Department through June

Schedule D: Surplus Property Report

Schedule E: Capital Project Status Report

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND
FY 2020 THROUGH JUNE

FUND/ACCOUNT	2020 REVISED BUDGET	2020 YTD COLLECTED	2020 MTD COLLECTED	2020 REMAINING TO COLLECT	2020 % COLL	2019 YTD COLLECTED	2019 % COLL
<u>GENERAL</u>							
Property Taxes	7,772,000	4,204,175	194,494	3,567,825	54.1%	4,061,230	53.7%
Sales and Use Tax	3,921,000	2,323,616	330,449	1,597,384	59.3%	2,525,411	52.6%
Sales Tax - Criminal Justice	408,000	202,245	31,041	205,755	49.6%	209,168	52.3%
B&O Tax and Penalties	638,000	638,322	1,544	(322)	100.1%	576,684	97.2%
Utility Tax on Private Utilities	2,551,150	1,523,660	310,701	1,027,490	59.7%	1,589,642	54.4%
Utility Tax on City Utilities	493,000	254,075	35,645	238,925	51.5%	246,932	49.3%
TAXES	15,783,150	9,146,093	903,874	6,637,057	57.9%	9,209,067	54.9%
Leasehold & Other Taxes	11,200	9,034	185	2,166	80.7%	7,001	62.5%
Business License & Penalties	180,000	98,008	16,903	81,992	54.4%	97,635	54.2%
Franchise Fees on Cable TV	400,000	195,800	-	204,200	49.0%	197,500	49.4%
Franchise Fees on Cable TV - PEG Capital	26,000	13,634	-	12,366	52.4%	14,836	57.1%
Other Licenses & Permits	4,000	1,406	238	2,594	35.2%	1,822	45.6%
Adult Probation Fees	50,000	11,086	1,530	38,914	22.2%	28,671	57.3%
Court Fees & Law Enforcement Charges	3,000	532	50	2,468	17.7%	1,041	34.7%
All Other Taxes	51,500	24,170	952	27,330	46.9%	36,842	71.5%
Interfund Rent	254,000	124,951	20,825	129,049	49.2%	130,449	50.0%
FEES & SERVICE CHARGES	979,700	478,623	40,684	501,077	48.9%	515,798	52.3%
Criminal Justice	33,600	18,668	-	14,932	55.6%	18,112	53.9%
Marijuana Excise	48,000	20,038	10,019	27,962	41.7%	20,885	43.5%
Liquor Excise	122,000	70,340	-	51,660	57.7%	116,205	96.8%
Liquor Profits	194,000	98,414	49,204	95,586	50.7%	49,574	25.3%
Law Enforcement Grants	475,000	-	-	475,000	- %	171,565	99.7%
Planning and Other Operating Grants	24,000	24,570	-	(570)	102.4%	16,898	70.4%
Vessel Registration	15,000	14,610	-	390	97.4%	16,349	109.0%
Other Intergovernmental Revenue	-	-	-	-	- %	10,000	- %
INTERGOVERNMENT REVENUE	911,600	246,640	59,223	664,960	27.1%	419,587	68.9%

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND
FY 2020 THROUGH JUNE

FUND/ACCOUNT	2020 REVISED BUDGET	2020 YTD COLLECTED	2020 MTD COLLECTED	2020 REMAINING TO COLLECT	2020 % COLL	2019 YTD COLLECTED	2019 % COLL
Traffic Fines	20,000	6,664	405	13,336	33.3%	11,650	58.3%
Parking Fines	20,000	6,047	250	13,953	30.2%	3,768	18.8%
D.U.I. Penalties	2,000	2,637	321	(637)	131.9%	1,371	68.5%
Other Traffic Misdemeanors	2,000	788	57	1,212	39.4%	518	25.9%
Non-Traffic Misdemeanors	1,000	357	225	643	35.7%	187	18.7%
Court Recoupments	1,000	7	-	993	0.7%	116	11.6%
All Other Fines & Forfeits	3,000	1,828	91	1,172	60.9%	1,551	51.7%
FINES & FORFEITS	49,000	18,329	1,350	30,671	37.4%	19,161	39.1%
Facilities Rental	15,000	2,636	-	12,364	17.6%	21,906	146.0%
Dock Use Charges	20,000	26,373	9,698	(6,373)	131.9%	21,497	107.5%
All Other Miscellaneous	9,000	13,723	5,859	(4,723)	152.5%	16,374	181.9%
Electric Car Charger Revenue	1,000	598	97	402	59.8%	606	60.6%
Cash Adjustment	-	-	-	-	- %	27,705	- %
MISCELLANEOUS	45,000	43,330	15,654	1,670	96.3%	88,087	195.7%
Interest	243,000	167,197	13,981	75,803	68.8%	309,227	618.5%
INVESTMENT REVENUE	243,000	167,197	13,981	75,803	68.8%	309,227	618.5%
Gain on Sale of Fixed Assets	15,000	14,853	14,853	147	99.0%	7,955	53.0%
OTHER EXTERNAL SOURCES	15,000	14,853	14,853	147	99.0%	7,955	53.0%
TOTAL GENERAL	18,026,450	10,115,065	1,049,620	7,911,385	56.1%	10,568,883	57.0%
<u>STREETS</u>							
Commercial Parking Lot Tax	530,000	425,144	-	104,856	80.2%	489,059	57.5%
M.V. Fuel Tax - Streets & Arterials	408,000	214,452	33,000	193,548	52.6%	231,259	44.0%
Right of Way Permits	35,000	16,100	2,200	18,900	46.0%	19,950	57.0%
Parking - Taxable & Fees	-	-	-	-	- %	20	- %
Other Revenues-Streets	40,000	16,993	8,476	23,007	42.5%	64,025	160.1%
TOTAL STREETS	1,013,000	672,689	43,676	340,311	66.4%	804,313	55.4%

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND
FY 2020 THROUGH JUNE

FUND/ACCOUNT	2020 REVISED BUDGET	2020 YTD COLLECTED	2020 MTD COLLECTED	2020 REMAINING TO COLLECT	2020 % COLL	2019 YTD COLLECTED	2019 % COLL
<u>BUILDING & DEVELOPMENT SERVICES</u>							
Building Permits & Inspections	368,000	149,796	38,282	218,204	40.7%	224,149	35.9%
Planning Review of Building Permits	70,000	30,915	5,676	39,085	44.2%	60,699	40.5%
Fire Inspections & Reviews	50,000	16,348	2,600	33,652	32.7%	33,700	37.4%
Engineering Fees	1,000	209	-	791	20.9%	349	34.9%
Zoning & Subdivision	50,000	12,143	4,280	37,857	24.3%	50,782	20.3%
Plan Checking Fees	295,000	109,283	21,001	185,717	37.0%	205,395	41.1%
Other Planning & Development Fees	62,000	32,709	2,745	29,291	52.8%	53,790	44.1%
Interest on Investments & Other Rev - B&Ds	-	-	-	-	- %	250	- %
TOTAL BUILDING & DEVELOPMENT SERVICES	896,000	351,402	74,583	544,598	39.2%	629,114	36.2%

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND
FY 2020 THROUGH JUNE

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FUND/ACCOUNT	2020 REVISED BUDGET	2020 YTD COLLECTED	2020 MTD COLLECTED	2020 REMAINING TO COLLECT	2020 % COLL	2019 YTD COLLECTED	2019 % COLL
<u>SPECIAL REVENUE</u>							
REAL ESTATE EXCISE TAX FUND							
Real Estate Excise Tax	2,603,000	1,241,624	385,341	1,361,376	47.7%	1,257,776	39.3%
Interest on Investments-Real Estate Excise	-	6,147	689	(6,147)	- %	8,989	7,491.1%
	2,603,000	1,247,770	386,031	1,355,230	47.9%	1,266,765	39.6%
CIVIC IMPROVEMENT FUND							
Hotel/Motel Tax	112,000	76,578	4,916	35,422	68.4%	124,048	49.6%
Interest on Investments & Other Rev - Hotel/Mot	-	2,509	180	(2,509)	- %	4,022	134.1%
	112,000	79,087	5,096	32,913	70.6%	128,070	50.6%
AFFORDABLE HOUSING FUND							
Affordable Housing Sales Tax	-	11,660	2,789	(11,660)	- %	-	- %
COVID CARES Grant	60,000	-	-	60,000	- %	-	- %
	60,000	11,660	2,789	48,340	19.4%	0	0.0%
FAR-PUBLIC AMENITIES							
Zoning & Subdivision	-	-	(340,789)	-	- %	-	- %
Interest on Investments & Other Rev - FAR	100	1,097	166	(997)	1,096.9%	177	177.0%
	100	1,097	(340,622)	(997)	1,096.9%	177	177.0%
FAR-FARMLAND/AGRICULTURE							
Zoning & Subdivision	-	851,972	340,789	(851,972)	- %	-	- %
Interest on Investments & Other Rev - FAR	800	2,021	279	(1,221)	252.7%	993	124.2%
	800	853,993	341,068	(853,193)	106,749.2%	993	124.2%
TRANSP BEN FUND							
Transportation Benefit	639,000	314,711	51,104	324,289	49.3%	212,175	48.3%
Interest	1,500	4,098	398	(2,598)	273.2%	10,470	698.0%
	640,500	318,808	51,502	321,692	49.8%	222,645	50.5%
TRANSPORTATION IMPACT FEE FUND							
Transportation Impact Fee	98,000	40,977	9,397	57,023	41.8%	84,294	42.1%
Interest on Investments	400	1,008	48	(608)	252.0%	2,990	747.4%
	98,400	41,985	9,445	56,415	42.7%	87,284	43.6%
EQUIPMENT RENTAL & REVOLVING							
Equipment & Vehicle	589,300	338,489	173,153	250,811	57.4%	295,412	52.8%
Interest on Investments	-	10,779	891	(10,779)	- %	14,865	- %

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND
FY 2020 THROUGH JUNE

7/31/2020
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FUND/ACCOUNT	2020 REVISED BUDGET	2020 YTD COLLECTED	2020 MTD COLLECTED	2020 REMAINING TO COLLECT	2020 % COLL	2019 YTD COLLECTED	2019 % COLL
	589,300	349,268	174,044	240,032	59.3%	310,277	55.4%
TOTAL SPECIAL REVENUE	4,104,100	2,903,668	629,352	1,200,432	70.8%	2,016,211	43.3%
<u>BONDS</u>							
GO BOND FUND							
Property Taxes - BOND LEVY	610,400	324,969	15,069	285,431	53.2%	323,939	53.1%
	610,400	324,969	15,069	285,431	53.2%	323,939	53.1%
LID BOND FUND							
LID Assessments	7,000	2,961	-	4,039	42.3%	5,056	63.2%
LID Special Assessments	40,000	24,639	-	15,361	61.6%	24,639	61.6%
	47,000	27,600	-	19,400	58.7%	29,695	61.9%
TOTAL BONDS	657,400	352,569	15,069	304,831	53.6%	353,634	53.7%
<u>CAPITAL & LID CONSTRUCTION</u>							
CAPITAL CONSTRUCTION FUND							
Private Donations-Affordable Housing	-	120,505	120,505	(120,505)	-	-	-
GO Bond Proceeds	-	-	-	-	-	-	-
WA State & Local Grants & Donations	202,000	450,353	-	(248,353)	222.9%	56,752	630.6%
US Government Grants	703,000	40,739	-	662,261	5.8%	933,124	-
	905,000	611,598	120,505	293,403	67.6%	989,876	9.9%
TOTAL CAPITAL & LID CONSTRUCTION	905,000	611,598	120,505	293,403	67.6%	989,876	9.9%
TOTAL TAX SUPPORTED FUNDS	25,601,950	15,006,990	1,932,804	10,594,960	58.62%	15,362,031	41.47%

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND
FY 2020 THROUGH JUNE

7/31/2020
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FUND/ACCOUNT	2020 REVISED BUDGET	2020 YTD COLLECTED	2020 MTD COLLECTED	2020 REMAINING TO COLLECT	2020 % COLL	2019 YTD COLLECTED	2019 % COLL
<u>UTILITY SUPPORTED FUNDS</u>							
WATER OPERATING FUND							
Water Charges	1,135,000	520,367	105,452	614,633	45.8%	496,783	45.4%
Connections & All Others	194,000	78,748	10,773	115,252	40.6%	38,968	20.1%
Interest on Investments-Utility	28,000	45,378	3,499	(17,378)	162.1%	90,335	196.4%
	1,357,000	644,493	119,723	712,507	47.5%	626,086	46.9%
SEWER OPERATING FUND							
Sewer Charges	3,828,000	1,941,029	398,880	1,886,971	50.7%	1,856,241	50.4%
U.L.I.D. Assessments	90,000	91,414	11	(1,414)	101.6%	115,759	128.6%
Connections & All Others	300,000	80,162	17,294	219,838	26.7%	70,459	23.5%
Interest on Investments-Utility	30,000	37,797	2,733	(7,797)	126.0%	76,220	190.5%
	4,248,000	2,150,402	418,917	2,097,598	50.6%	2,118,678	51.5%
STORM & SURFACE WATER FUND							
Storm Water Management Charges	2,659,000	1,588,127	55,623	1,070,873	59.7%	1,457,933	56.1%
Connections & All Others	-	-	-	-	- %	45,244	- %
Interest on Investments-Utility	13,500	16,976	1,554	(3,476)	125.7%	24,381	162.5%
	2,672,500	1,605,103	57,176	1,067,397	60.1%	1,527,558	58.4%
TOTAL UTILITY SUPPORTED FUNDS	8,277,500	4,399,999	595,817	3,877,501	53.2%	4,272,323	53.0%
TOTAL REVENUE - ALL FUNDS	33,879,450	19,406,989	2,528,621	14,472,461	57.3%	19,634,354	43.5%

CITY OF BAINBRIDGE ISLAND

GENERAL FUND
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 %USED	2019 YTD EXPENDED	2019 %USED
Salaries	6,683,070	3,513,559	556,178	-	3,169,511	52.6%	3,175,312	45.6%
Benefits	2,640,440	1,255,863	204,470	-	1,384,577	47.6%	1,201,859	43.6%
SALARIES & BENEFITS	9,323,510	4,769,421	760,648	-	4,554,089	51.2%	4,377,170	45.0%
SUPPLIES								
Supplies	388,853	220,144	53,366	4,090	164,619	57.7%	187,305	44.5%
Computer Equipment & Software	312,590	184,659	59,661	-	127,931	59.1%	22,688	20.9%
TOTAL SUPPLIES	701,443	404,803	113,027	4,090	292,550	58.3%	209,993	39.6%
Professional Services	1,772,624	639,049	137,984	918,169	215,406	87.8%	622,675	22.9%
Community Services	970,357	254,415	22,682	386,539	329,404	66.1%	142,499	14.4%
Communication	237,604	88,689	18,677	-	148,915	37.3%	81,057	41.2%
Travel	27,155	7,111	256	-	20,044	26.2%	9,203	34.7%
Training	166,888	21,795	790	10,692	134,400	19.5%	50,955	35.3%
Advertising	47,157	8,133	349	-	39,025	17.2%	16,699	36.0%
Operating Leases	426,352	240,320	88,732	-	186,032	56.4%	235,297	57.6%
Insurance	190,350	190,307	-	-	43	100.0%	175,592	89.9%
Utilities	239,195	116,284	6,495	-	122,911	48.6%	119,385	50.2%
Repair & Maintenance	1,146,076	370,604	77,378	55,042	720,430	37.1%	299,804	25.8%
All Other Miscellaneous	1,883,706	87,342	2,677	-	1,796,364	4.6%	85,076	29.2%
Contingency	194,600	-	-	-	194,600	- %	-	- %
TOTAL SERVICES & CHARGES	7,302,065	2,024,049	356,019	1,370,443	3,907,573	46.5%	1,838,240	27.4%
Intergovernmental-Professional Services	770,050	369,050	15,214	18,296	382,704	50.3%	381,258	62.0%
Intergovernmental-Taxes and Assessments	35,000	31,742	-	-	3,258	90.7%	29,655	89.9%
Interfund - Taxes and Assessments	112,200	56,100	9,350	-	56,100	50.0%	56,100	50.0%
TOTAL INTERGOVERNMENTAL & INTERFUND	917,250	456,892	24,564	18,296	442,061	51.8%	467,013	61.4%
TOTAL OPERATING EXPENDITURES	18,244,268	7,655,166	1,254,258	1,392,830	9,196,273	49.6%	6,892,417	38.9%
NON-OPERATING EXPENDITURES								
Capital Equipment	700,780	282,242	71,818	252,096	166,443	76.2%	8,170	2.5%
Capital Projects	71,357	-	-	-	71,357	- %	149,289	- %
Debt Service	1,200	-	-	-	1,200	- %	-	- %
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
Operating Transfers	2,418,490	990,447	181,949	-	1,428,043	41.0%	1,102,875	13.9%
TOTAL NON-OPERATING EXPENDITURES	3,191,828	1,272,690	253,767	252,096	1,667,042	47.8%	1,260,334	15.3%
TOTAL: EXPENDITURES	21,436,096	8,927,856	1,508,025	1,644,925	10,863,315	49.3%	8,152,751	31.4%

CITY OF BAINBRIDGE ISLAND

STREET FUND
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 % USED	2019 YTD EXPENDED	2019 % USED
Salaries	1,093,382	527,474	80,084	-	565,909	48.2%	568,469	50.8%
Benefits	490,177	217,308	32,179	-	272,869	44.3%	236,389	49.4%
SALARIES & BENEFITS	1,583,560	744,782	112,262	-	838,778	47.0%	804,858	50.4%
SUPPLIES								
Supplies	213,267	90,122	16,235	8,516	114,629	46.3%	88,982	44.8%
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	213,267	90,122	16,235	8,516	114,629	46.3%	88,982	44.8%
Professional Services	402,343	77,691	65,192	262,641	62,011	84.6%	60,680	17.3%
Communication	16,000	626	19	-	15,374	3.9%	106	0.7%
Travel	-	-	-	-	-	- %	-	- %
Training	9,150	400	-	-	8,750	4.4%	6,678	74.2%
Advertising	-	285	-	-	(285)	- %	885	- %
Operating Leases	240,855	126,544	55,738	5,886	108,425	55.0%	120,633	52.4%
Insurance	64,000	62,127	-	-	1,873	97.1%	53,021	88.4%
Utilities	75,418	25,984	610	-	49,434	34.5%	27,163	36.0%
Repair & Maintenance	926,399	12,032	65	2,851	911,516	1.6%	97,206	9.2%
All Other Miscellaneous	249,727	461	120	-	249,266	0.2%	7,252	327.4%
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	1,983,892	306,150	121,744	271,378	1,406,364	29.1%	373,624	20.8%
Intergovernmental-Professional Services	-	-	-	-	-	- %	-	- %
Intergovernmental-Taxes and Assessments	-	-	-	-	-	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	-	-	-	-	-	0.0%	-	0.0%
TOTAL OPERATING EXPENDITURES	3,780,719	1,141,054	250,241	279,894	2,359,771	37.6%	1,267,464	35.3%
NON-OPERATING EXPENDITURES								
Capital Equipment	413,378	161,248	72,870	240,499	11,631	97.2%	14,560	4.5%
Capital Projects	66,285	-	-	-	66,285	- %	-	- %
Debt Service	-	-	-	-	-	- %	-	- %
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
Capital Spending Hold	-	-	-	-	-	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	479,663	161,248	72,870	240,499	77,916	83.8%	14,560	4.5%
TOTAL: EXPENDITURES	4,260,382	1,302,302	323,111	520,393	2,437,686	42.8%	1,282,024	32.7%

CITY OF BAINBRIDGE ISLAND

BUILDING & DEVELOPMENT FUND
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 % USED	2019 YTD EXPENDED	2019 % USED
Salaries	1,801,462	864,187	143,212	-	937,275	48.0%	951,421	47.5%
Benefits	714,886	340,633	58,004	-	374,253	47.6%	383,879	49.4%
SALARIES & BENEFITS	2,516,349	1,204,821	201,216	-	1,311,528	47.9%	1,335,300	48.1%
SUPPLIES								
Supplies	28,908	2,818	14	-	26,090	9.7%	7,458	15.5%
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	28,908	2,818	14	-	26,090	9.7%	7,458	15.5%
Professional Services	179,200	172,487	40,740	23,290	(16,576)	109.3%	50,726	28.3%
Communication	14,200	894	161	-	13,306	6.3%	2,061	16.9%
Travel	-	-	-	-	-	- %	-	- %
Training	22,030	2,486	-	-	19,544	11.3%	3,961	12.1%
Advertising	8,800	1,671	133	-	7,129	19.0%	4,855	57.1%
Operating Leases	166,150	70,486	16,359	-	95,664	42.4%	70,710	44.2%
Insurance	75,000	83,007	-	-	(8,007)	110.7%	72,443	96.6%
Utilities	-	-	-	-	-	- %	-	- %
Repair & Maintenance	2,000	-	-	-	2,000	- %	16	0.8%
All Other Miscellaneous	410,956	3,801	130	-	407,155	0.9%	1,261	11.4%
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	878,336	334,832	57,524	23,290	520,214	40.8%	206,032	42.9%
Intergovernmental-Professional Services	1,200	106	106	-	1,095	8.8%	104	8.7%
Intergovernmental-Taxes and Assessments	-	-	-	-	-	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	1,200	106	106	-	1,095	8.8%	104	8.7%
TOTAL OPERATING EXPENDITURES	3,424,793	1,542,577	258,859	23,290	1,858,926	45.7%	1,548,894	46.8%
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
Capital Projects	-	-	-	-	-	- %	-	- %
Debt Service	-	-	-	-	-	- %	-	- %
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	- %	-	- %
TOTAL: EXPENDITURES	3,424,793	1,542,577	258,859	23,290	1,858,926	45.7%	1,548,894	46.8%

CITY OF BAINBRIDGE ISLAND

WATER OPERATING FUND
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 % USED	2019 YTD EXPENDED	2019 % USED
Salaries	501,922	265,512	42,349	-	236,410	52.9%	296,735	59.8%
Benefits	205,413	115,060	18,412	-	90,352	56.0%	117,705	59.5%
SALARIES & BENEFITS	707,335	380,573	60,761	-	326,762	53.8%	414,440	59.7%
SUPPLIES								
Supplies	367,568	40,725	6,314	-	326,843	11.1%	41,340	65.6%
Computer Equipment & Software	1,500	-	-	-	1,500	- %	-	- %
TOTAL SUPPLIES	369,068	40,725	6,314	-	328,343	11.0%	41,340	65.6%
Professional Services	141,354	65,073	29,721	18,225	58,056	58.9%	46,093	27.1%
Community Services	35,000	35,000	-	-	-	100.0%	35,000	100.0%
Communication	21,679	6,859	1,041	-	14,820	31.6%	10,020	47.6%
Travel	250	9	-	-	241	3.5%	24	9.4%
Training	6,650	414	-	-	6,236	6.2%	1,627	20.3%
Advertising	-	512	-	-	(512)	- %	-	- %
Operating Leases	51,593	26,280	6,566	-	25,313	50.9%	28,198	56.1%
Insurance	20,000	19,847	-	-	153	99.2%	17,414	96.7%
Utilities	103,649	40,600	56	-	63,049	39.2%	43,835	43.1%
Repair & Maintenance	444,241	1,434	-	-	442,807	0.3%	9,585	2.8%
All Other Miscellaneous	21,455	5,247	283	-	16,208	24.5%	6,154	73.2%
Contingency	-	-	-	-	-	- %	-	- %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	845,871	201,275	37,668	18,225	626,371	25.9%	197,949	26.3%
Intergovernmental-Professional Services	200	-	-	-	200	- %	-	- %
Intergovernmental-Taxes and Assessments	77,000	1,084	74	-	75,916	1.4%	2,445	3.1%
Interfund - Taxes and Assessments	77,040	38,333	7,169	-	38,707	49.8%	38,382	48.5%
TOTAL INTERGOVERNMENTAL & INTERFUND	154,240	39,416	7,243	-	114,824	25.6%	40,827	25.6%
TOTAL OPERATING EXPENDITURES	2,076,514	661,989	111,986	18,225	1,396,301	32.8%	694,557	41.6%
NON-OPERATING EXPENDITURES								
Capital Equipment	64,350	-	-	50,312	14,038	78.2%	8,035	10.4%
Capital Projects	2,850,767	107,011	3,946	46,781	2,696,975	5.4%	27,965	1.5%
Debt Service	-	-	-	-	-	- %	-	- %
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
Capital Spending Hold	-	-	-	-	-	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	2,915,117	107,011	3,946	97,093	2,711,014	7.0%	36,001	1.8%
TOTAL: EXPENDITURES	4,991,632	769,000	115,932	115,318	4,107,314	17.7%	730,557	19.9%

CITY OF BAINBRIDGE ISLAND

SEWER OPERATING FUND
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 % USED	2019 YTD EXPENDED	2019 % USED
Salaries	1,031,839	443,643	73,768	-	588,197	43.0%	435,097	42.3%
Benefits	442,623	185,503	32,558	-	257,120	41.9%	173,833	40.4%
SALARIES & BENEFITS	1,474,463	629,146	106,326	-	845,317	42.7%	608,930	41.7%
SUPPLIES								
Supplies	117,794	59,848	10,473	5,970	51,976	55.9%	35,610	31.8%
Computer Equipment & Software	1,500	2,170	-	-	(670)	144.7%	-	- %
TOTAL SUPPLIES	119,294	62,019	10,473	5,970	51,306	57.0%	35,610	31.8%
Professional Services	310,046	68,150	10,971	214,383	27,513	91.1%	38,861	18.6%
Communication	29,600	11,223	1,745	-	18,377	37.9%	13,521	40.8%
Travel	250	-	-	-	250	- %	-	- %
Training	6,650	613	-	-	6,037	9.2%	2,135	26.7%
Advertising	-	-	-	-	-	- %	599	- %
Operating Leases	69,319	39,727	11,521	-	29,592	57.3%	39,126	55.5%
Insurance	57,000	53,798	-	-	3,202	94.4%	51,419	85.7%
Utilities	275,877	127,472	10,589	61,300	87,105	68.4%	96,163	35.3%
Repair & Maintenance	263,852	48,306	5,723	22,454	193,091	26.8%	31,340	8.7%
All Other Miscellaneous	39,251	3,227	-	-	36,024	8.2%	3,085	27.1%
Contingency	-	-	-	-	-	- %	-	- %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	1,051,845	352,517	40,550	298,137	401,191	61.9%	276,249	27.0%
Intergovernmental-Professional Services	235,400	125,630	20,938	-	109,770	53.4%	129,622	56.3%
Intergovernmental-Taxes and Assessments	87,000	26,461	6,669	-	60,539	30.4%	25,783	30.3%
Interfund - Taxes and Assessments	257,520	122,125	25,046	-	135,395	47.4%	119,375	45.0%
TOTAL INTERGOVERNMENTAL & INTERFUND	579,920	274,216	52,653	-	305,704	47.3%	274,780	47.3%
TOTAL OPERATING EXPENDITURES	3,225,522	1,317,898	210,002	304,107	1,603,517	50.3%	1,195,569	37.6%
NON-OPERATING EXPENDITURES								
Capital Equipment	92,117	33,425	-	53,072	5,620	93.9%	8,035	14.3%
Capital Projects	1,956,926	191,424	-	50,883	1,714,619	12.4%	128,585	5.9%
Debt Service	1,325,819	1,027,118	63,700	-	298,701	77.5%	1,035,930	77.6%
Capital Spending Hold	-	-	-	-	-	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	3,374,862	1,251,967	63,700	103,955	2,018,940	40.2%	1,172,550	32.9%
TOTAL: EXPENDITURES	6,600,384	2,569,865	273,702	408,062	3,622,457	45.1%	2,368,119	35.1%

CITY OF BAINBRIDGE ISLAND

STORM & SURFACE WATER FUND
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 %	2019 YTD EXPENDED	2019 %
Salaries	811,408	346,870	62,467	-	464,538	42.7%	330,223	41.9%
Benefits	323,336	138,253	24,021	-	185,083	42.8%	132,588	43.6%
SALARIES & BENEFITS	1,134,744	485,123	86,488	-	649,621	42.8%	462,811	42.3%
SUPPLIES								
Supplies	87,485	29,141	6,539	692	57,652	34.1%	22,175	28.3%
Computer Equipment & Software	1,500	2,170	-	-	(670)	144.7%	-	- %
TOTAL SUPPLIES	88,985	31,312	6,539	692	56,981	36.0%	22,175	28.3%
Professional Services	239,110	15,653	2,764	25,462	197,994	17.2%	12,642	5.0%
Community Services	-	-	-	-	-	- %	-	- %
Communication	6,000	233	35	-	5,767	3.9%	260	4.3%
Travel	1,000	-	-	-	1,000	- %	7	0.7%
Training	6,650	212	-	-	6,438	3.2%	7,439	93.0%
Advertising	-	-	-	-	-	- %	-	- %
Operating Leases	149,617	70,290	30,308	-	79,327	47.0%	48,524	33.2%
Insurance	28,500	25,918	-	-	2,582	90.9%	24,023	94.2%
Utilities	39,770	5,375	239	-	34,395	13.5%	13,339	34.4%
Repair & Maintenance	242,883	29,978	28,075	110,730	102,175	57.9%	92,869	26.4%
All Other Miscellaneous	106,684	905	123	-	105,779	0.8%	7,412	9.4%
Contingency	-	-	-	-	-	- %	-	- %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	820,214	148,565	61,545	136,192	535,457	34.7%	206,515	22.7%
Intergovernmental-Professional Services	20,600	3,679	-	18,296	(1,375)	106.7%	3,868	18.8%
Intergovernmental-Taxes and Assessments	34,000	20,349	3,657	-	13,651	59.9%	21,758	72.5%
Interfund - Taxes and Assessments	159,574	93,617	3,431	-	65,957	58.7%	89,175	57.2%
TOTAL INTERGOVERNMENTAL & INTERFUND	214,174	117,645	7,087	18,296	78,232	63.5%	114,801	55.6%
TOTAL OPERATING EXPENDITURES	2,258,117	782,644	161,659	155,180	1,320,292	41.5%	806,302	35.3%
NON-OPERATING EXPENDITURES								
Capital Equipment	33,425	33,425	-	2,760	(2,760)	108.3%	13,648	5.0%
Capital Projects	1,868,659	10,011	5,839	55,883	1,802,765	3.5%	11,184	1.1%
Debt Service	52,183	52,176	-	-	7	100.0%	52,430	100.0%
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
Capital Spending Hold	-	-	-	-	-	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	1,954,267	95,612	5,839	58,643	1,800,012	7.9%	77,262	5.7%
TOTAL: EXPENDITURES	4,212,384	878,257	167,498	213,823	3,120,304	25.9%	883,563	24.3%

CITY OF BAINBRIDGE ISLAND

SUMMARY - ALL FUNDS
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 % USED	2019 YTD EXPENDED	2019 % USED
CITY COUNCIL								
Salaries	87,000	41,500	7,250	-	45,500	47.7%	43,500	50.0%
Benefits	6,703	3,266	571	-	3,437	48.7%	3,428	51.1%
SALARIES & BENEFITS	93,703	44,766	7,821	-	48,937	47.8%	46,928	50.1%
SUPPLIES								
Supplies	2,500	3,893	29	-	(1,393)	155.7%	673	26.9%
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	2,500	3,893	29	-	(1,393)	155.7%	673	26.9%
Professional Services	16,000	10,374	-	-	5,626	64.8%	11,688	73.1%
Communication	400	549	299	-	(149)	137.3%	30	7.5%
Travel	500	-	-	-	500	- %	884	176.8%
Training	3,500	181	-	-	3,319	5.2%	-	- %
Advertising	7,000	4,007	192	-	2,993	57.2%	1,007	14.4%
Operating Leases	-	-	-	-	-	- %	-	- %
Repair & Maintenance	-	-	-	-	-	- %	-	- %
All Other Miscellaneous	150	332	-	-	(182)	221.0%	125	83.3%
Contingency	194,600	-	-	-	194,600	- %	-	- %
TOTAL SERVICES & CHARGES	222,150	15,442	491	-	206,708	7.0%	13,734	4.2%
Intergovernmental-Professional Services	-	-	-	-	-	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	-	-	-	-	-	0.0%	-	0.0%
TOTAL OPERATING EXPENDITURES	318,353	64,102	8,342	-	254,252	20.1%	61,335	14.5%
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	- %	-	- %
TOTAL: EXPENDITURES	318,353	64,102	8,342	-	254,252	20.1%	61,335	14.5%

CITY OF BAINBRIDGE ISLAND

SUMMARY - ALL FUNDS
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 % USED	2019 YTD EXPENDED	2019 % USED
MUNICIPAL COURT								
Salaries	384,030	249,103	28,442	-	134,927	64.9%	207,409	50.3%
Benefits	160,449	77,905	11,535	-	82,544	48.6%	78,793	48.0%
SALARIES & BENEFITS	544,479	327,008	39,977	-	217,471	60.1%	286,203	49.6%
SUPPLIES								
Supplies	6,000	3,910	1,161	-	2,090	65.2%	2,279	38.0%
Computer Equipment & Software	-	349	333	-	(349)	- %	-	- %
TOTAL SUPPLIES	6,000	4,259	1,494	-	1,741	71.0%	2,279	38.0%
Professional Services	9,500	1,346	184	-	8,154	14.2%	1,837	19.3%
Communication	200	188	180	-	12	94.1%	43	21.5%
Travel	1,500	377	78	-	1,123	25.1%	862	57.5%
Training	6,000	-	-	-	6,000	- %	1,589	26.5%
Advertising	-	-	-	-	-	- %	-	- %
Operating Leases	68,000	31,064	4,935	-	36,936	45.7%	7,284	11.0%
Utilities	-	-	-	-	-	- %	-	- %
Repair & Maintenance	200	-	-	-	200	- %	-	- %
All Other Miscellaneous	4,000	231	-	-	3,769	5.8%	1,086	27.2%
TOTAL SERVICES & CHARGES	89,400	33,205	5,378	-	56,195	37.1%	12,700	14.5%
Intergovernmental-Professional Services	3,000	-	-	-	3,000	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	3,000	-	-	-	3,000	0.0%	-	0.0%
TOTAL OPERATING EXPENDITURES	642,879	364,472	46,848	-	278,406	56.7%	301,182	44.7%
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
Capital Projects	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	- %	-	- %
TOTAL: EXPENDITURES	642,879	364,472	46,848	-	278,406	56.7%	301,182	44.7%

CITY OF BAINBRIDGE ISLAND

SUMMARY - ALL FUNDS
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 %USED	2019 YTD EXPENDED	2019 %USED
EXECUTIVE								
Salaries	1,277,357	637,979	108,372	-	639,378	49.9%	591,315	47.8%
Benefits	442,792	235,101	39,936	-	207,691	53.1%	224,059	52.3%
SALARIES & BENEFITS	<u>1,720,149</u>	<u>873,080</u>	<u>148,308</u>	<u>-</u>	<u>847,069</u>	<u>50.8%</u>	<u>815,374</u>	<u>48.9%</u>
SUPPLIES								
Supplies	53,753	45,133	14,081	-	8,620	84.0%	27,361	54.5%
Computer Equipment & Software	-	491	-	-	(491)	- %	-	- %
TOTAL SUPPLIES	<u>53,753</u>	<u>45,624</u>	<u>14,081</u>	<u>-</u>	<u>8,129</u>	<u>84.9%</u>	<u>27,361</u>	<u>54.5%</u>
Professional Services	745,330	454,054	111,770	542,038	(250,762)	133.6%	319,566	20.6%
Community Services	1,005,357	289,415	22,682	386,539	329,404	67.2%	177,499	17.3%
Communication	74,854	15,933	1,485	-	58,921	21.3%	12,861	35.0%
Travel	11,000	3,352	-	-	7,648	30.5%	1,853	16.8%
Training	45,000	1,915	(240)	-	43,085	4.3%	8,634	24.7%
Advertising	27,500	2,395	-	-	25,105	8.7%	13,323	49.3%
Operating Leases	35,000	43,604	256	-	(8,604)	124.6%	29,798	85.1%
Insurance	-	60	-	-	(60)	- %	60	- %
Utilities	-	-	-	-	-	- %	-	- %
Repair & Maintenance	-	-	-	-	-	- %	5,392	- %
All Other Miscellaneous	222,739	27,571	1,702	-	195,168	12.4%	18,149	11.7%
TOTAL SERVICES & CHARGES	<u>2,166,780</u>	<u>838,299</u>	<u>137,655</u>	<u>928,577</u>	<u>399,904</u>	<u>81.5%</u>	<u>587,135</u>	<u>20.4%</u>
Intergovernmental-Professional Services	152,000	-	-	-	152,000	- %	113	5.7%
TOTAL INTERGOVERNMENTAL & INTERFUND	<u>152,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>152,000</u>	<u>0.0%</u>	<u>113</u>	<u>5.7%</u>
TOTAL OPERATING EXPENDITURES	<u>4,092,682</u>	<u>1,757,002</u>	<u>300,045</u>	<u>928,577</u>	<u>1,407,102</u>	<u>65.6%</u>	<u>1,429,983</u>	<u>31.1%</u>
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
Capital Projects	131,135	2,840	-	11,102	117,193	10.6%	-	- %
Debt Service	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	<u>131,135</u>	<u>2,840</u>	<u>-</u>	<u>11,102</u>	<u>117,193</u>	<u>10.6%</u>	<u>-</u>	<u>- %</u>
TOTAL: EXPENDITURES	<u><u>4,223,817</u></u>	<u><u>1,759,842</u></u>	<u><u>300,045</u></u>	<u><u>939,679</u></u>	<u><u>1,524,296</u></u>	<u><u>63.9%</u></u>	<u><u>1,429,983</u></u>	<u><u>30.1%</u></u>

CITY OF BAINBRIDGE ISLAND

SUMMARY - ALL FUND
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 % USED	2019 YTD EXPENDED	2019 % USED
FINANCE & ADMINISTRATIVE SERVICES								
Salaries	864,842	473,732	72,056	-	391,110	54.8%	452,970	48.9%
Benefits	356,674	195,471	30,545	-	161,202	54.8%	156,204	45.5%
SALARIES & BENEFITS	1,221,516	669,203	102,600	-	552,312	54.8%	609,175	47.9%
SUPPLIES								
Supplies	13,100	3,607	773	-	9,493	27.5%	4,324	33.0%
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	13,100	3,607	773	-	9,493	27.5%	4,324	33.0%
Professional Services	37,500	26,176	5,183	-	11,324	69.8%	26,037	41.7%
Community Services	-	-	-	-	-	- %	-	- %
Communication	4,500	1,656	4	-	2,844	36.8%	1,220	27.1%
Travel	-	-	-	-	-	- %	192	- %
Training	15,000	975	130	-	14,025	6.5%	4,608	30.7%
Advertising	-	-	-	-	-	- %	-	- %
Operating Leases	4,000	4,819	1,987	-	(819)	120.5%	6,272	156.8%
Insurance	-	65	-	-	(65)	- %	15	- %
Utilities	-	-	-	-	-	- %	-	- %
Repair & Maintenance	-	-	-	-	-	- %	-	- %
All Other Miscellaneous	2,000	938	-	-	1,062	46.9%	1,006	50.3%
TOTAL SERVICES & CHARGES	63,000	34,628	7,303	-	28,372	55.0%	39,349	44.7%
Intergovernmental-Professional Services	-	-	-	-	-	- %	-	- %
Intergovernmental-Taxes and Assessments	-	-	-	-	-	- %	-	- %
Interfund - Taxes and Assessments	-	-	-	-	-	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	-	-	-	-	-	0.0%	-	0.0%
TOTAL OPERATING EXPENDITURES	1,297,616	707,438	110,677	-	590,177	54.5%	652,848	47.6%
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
Capital Projects	-	-	-	-	-	- %	-	- %
Debt Service	-	-	-	-	-	- %	-	- %
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
Operating Transfers	5,960,616	2,171,103	384,837	-	3,789,513	36.4%	2,482,030	20.0%
TOTAL NON-OPERATING EXPENDITURES	5,960,616	2,171,103	384,837	-	3,789,513	36.4%	2,482,030	20.0%
TOTAL: EXPENDITURES	7,258,232	2,878,542	495,514	-	4,379,690	39.7%	3,134,878	22.7%

CITY OF BAINBRIDGE ISLAND

SUMMARY - ALL FUNDS
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 %USED	2019 YTD EXPENDED	2019 %USED
PUBLIC SAFETY								
Salaries	3,213,116	1,563,496	245,067	-	1,649,620	48.7%	1,406,086	44.0%
Benefits	1,154,328	516,453	80,174	-	637,875	44.7%	503,413	43.5%
SALARIES & BENEFITS	4,367,444	2,079,949	325,241	-	2,287,495	47.6%	1,909,499	43.8%
SUPPLIES								
Supplies	172,463	58,827	13,291	-	113,636	34.1%	81,863	43.5%
Computer Equipment & Software	79,090	42,946	-	-	36,144	54.3%	1,148	5.0%
TOTAL SUPPLIES	251,553	101,773	13,291	-	149,780	40.5%	83,011	39.3%
Professional Services	119,200	33,087	4,495	-	86,113	27.8%	43,531	38.2%
Communication	-	-	-	-	-	-%	-	-%
Travel	12,705	2,971	113	-	9,734	23.4%	3,919	32.4%
Training	69,038	11,591	353	-	57,447	16.8%	25,161	49.6%
Advertising	6,857	448	157	-	6,410	6.5%	1,724	26.4%
Operating Leases	223,375	127,508	62,363	-	95,867	57.1%	109,309	51.4%
Insurance	-	-	-	-	-	-%	-	-%
Utilities	-	-	-	-	-	-%	-	-%
Repair & Maintenance	171,582	38,112	1,546	-	133,470	22.2%	61,791	36.4%
All Other Miscellaneous	28,665	7,374	256	-	21,291	25.7%	10,614	38.9%
TOTAL SERVICES & CHARGES	631,422	221,090	69,283	-	410,332	35.0%	256,049	43.2%
Intergovernmental-Professional Services	445,650	286,278	15,214	-	159,372	64.2%	298,943	76.1%
TOTAL INTERGOVERNMENTAL & INTERFUND	445,650	286,278	15,214	-	159,372	64.2%	298,943	76.1%
TOTAL OPERATING EXPENDITURES	5,696,069	2,689,090	423,029	-	3,006,979	47.2%	2,547,502	45.9%
NON-OPERATING EXPENDITURES								
Capital Equipment	700,780	282,242	71,818	252,096	166,443	76.2%	220	0.1%
Capital Projects	-	-	-	-	-	-%	168	-%
Debt Service	-	-	-	-	-	-%	-	-%
TOTAL NON-OPERATING EXPENDITURES	700,780	282,242	71,818	252,096	166,443	76.2%	388	0.1%
TOTAL: EXPENDITURES	6,396,850	2,971,332	494,847	252,096	3,173,422	50.4%	2,547,890	43.5%

CITY OF BAINBRIDGE ISLAND

SUMMARY - ALL FUND
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 % USED	2019 YTD EXPENDED	2019 % USED
PLANNING & COMMUNITY DEVELOPMENT								
Salaries	1,644,011	857,269	133,578	-	786,741	52.1%	897,416	45.7%
Benefits	662,872	357,914	58,569	-	304,958	54.0%	369,181	48.7%
SALARIES & BENEFITS	2,306,883	1,215,183	192,147	-	1,091,700	52.7%	1,266,597	46.5%
SUPPLIES								
Supplies	30,000	3,972	78	-	26,028	13.2%	8,688	17.6%
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	30,000	3,972	78	-	26,028	13.2%	8,688	17.6%
Professional Services	330,572	92,490	-	83,853	154,230	53.3%	137,769	31.0%
Community Services	-	-	-	-	-	- %	-	- %
Communication	12,000	481	47	-	11,519	4.0%	3,020	24.2%
Travel	250	20	20	-	230	7.8%	553	221.2%
Training	25,030	6,903	250	10,692	7,434	70.3%	11,911	28.4%
Advertising	13,300	2,129	133	-	11,171	16.0%	5,233	40.3%
Operating Leases	59,050	19,916	7,840	-	39,134	33.7%	18,244	35.1%
Insurance	-	95	-	-	(95)	- %	30	- %
Utilities	-	-	-	-	-	- %	-	- %
Repair & Maintenance	2,000	-	-	-	2,000	- %	-	- %
All Other Miscellaneous	11,400	3,800	130	-	7,600	33.3%	1,258	11.3%
TOTAL SERVICES & CHARGES	453,602	125,834	8,420	94,545	233,224	48.6%	178,018	30.8%
Intergovernmental-Professional Services	1,000	106	106	-	895	10.6%	104	10.4%
TOTAL INTERGOVERNMENTAL & INTERFUND	1,000	106	106	-	895	10.6%	104	10.4%
TOTAL OPERATING EXPENDITURES	2,791,485	1,345,094	200,750	94,545	1,351,846	51.6%	1,453,407	43.4%
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
Capital Projects	-	-	-	-	-	- %	-	- %
Debt Service	-	-	-	-	-	- %	-	- %
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	- %	-	- %
TOTAL: EXPENDITURES	2,791,485	1,345,094	200,750	94,545	1,351,846	51.6%	1,453,407	43.4%

CITY OF BAINBRIDGE ISLAND

SUMMARY - ALL FUNDS
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 %	2019 YTD EXPENDED	2019 %
PUBLIC WORKS								
Salaries	4,231,139	2,002,915	340,391	-	2,228,224	47.3%	1,971,258	47.1%
Benefits	1,803,724	816,079	136,845	-	987,644	45.2%	815,508	46.3%
SALARIES & BENEFITS	6,034,863	2,818,995	477,237	-	3,215,868	46.7%	2,786,767	46.9%
SUPPLIES								
Supplies	919,559	305,219	59,528	19,268	595,071	33.3%	243,566	40.2%
Computer Equipment & Software	8,500	5,681	-	-	2,819	66.8%	-	- %
TOTAL SUPPLIES	928,059	310,900	59,528	19,268	597,890	35.6%	243,566	40.0%
Professional Services	1,582,276	330,398	143,212	800,661	451,217	71.5%	210,268	13.7%
Communication	26,879	688	122	-	26,191	2.6%	22	0.1%
Travel	2,200	324	45	-	1,876	14.7%	924	42.0%
Training	44,450	2,471	35	-	41,979	5.6%	19,310	40.1%
Advertising	1,300	1,622	-	-	(322)	124.7%	1,751	134.7%
Operating Leases	420,461	220,384	110,629	5,886	194,191	53.8%	193,737	49.0%
Insurance	250	45	-	-	205	18.0%	60	24.0%
Utilities	156,424	69,541	10,499	61,300	25,583	83.6%	47,928	31.6%
Repair & Maintenance	2,547,370	237,422	80,305	191,077	2,118,870	16.8%	285,330	10.1%
All Other Miscellaneous	73,657	12,791	1,244	-	60,866	17.4%	26,546	37.6%
TOTAL SERVICES & CHARGES	4,855,266	875,685	346,090	1,058,924	2,920,658	39.8%	785,876	15.6%
Intergovernmental-Professional Services	275,800	132,987	20,938	36,593	106,220	61.5%	137,245	50.7%
Intergovernmental-Taxes and Assessments	-	-	-	-	-	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	275,800	132,987	20,938	36,593	106,220	61.5%	137,245	50.7%
TOTAL OPERATING EXPENDITURES	12,093,988	4,138,567	903,793	1,114,785	6,840,636	43.4%	3,953,454	33.3%
NON-OPERATING EXPENDITURES								
Capital Equipment	686,997	228,098	72,870	347,221	111,678	83.7%	52,229	6.3%
Capital Projects	31,736,489	9,483,463	12,225	769,484	21,483,542	32.3%	1,186,911	4.6%
TOTAL NON-OPERATING EXPENDITURES	32,423,486	9,711,561	85,095	1,116,706	21,595,220	33.4%	1,239,140	4.6%
TOTAL: EXPENDITURES	44,517,474	13,850,128	988,888	2,231,490	28,435,856	36.1%	5,192,594	13.4%

CITY OF BAINBRIDGE ISLAND

SUMMARY - ALL FUN9
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 % USED	2019 YTD EXPENDED	2019 % USED
INFORMATION TECHNOLOGY								
Salaries	393,688	179,904	31,409	-	213,785	45.7%	181,512	50.6%
Benefits	145,834	69,274	12,824	-	76,559	47.5%	73,565	49.5%
SALARIES & BENEFITS	539,522	249,178	44,233	-	290,344	46.2%	255,078	50.3%
SUPPLIES								
Supplies	-	7,596	583	-	(7,596)	- %	199	- %
Computer Equipment & Software	229,500	139,533	59,328	-	89,967	60.8%	21,540	26.4%
TOTAL SUPPLIES	229,500	147,129	59,912	-	82,371	64.1%	21,739	26.7%
Professional Services	26,500	26,464	(499)	-	37	99.9%	1,000	- %
Communication	37,000	17,465	5,812	-	19,535	47.2%	17,045	46.1%
Travel	500	77	-	-	423	15.4%	46	9.2%
Training	5,000	1,884	261	-	3,116	37.7%	1,042	20.8%
Advertising	-	-	-	-	-	- %	-	- %
Operating Leases	35,000	-	-	-	35,000	- %	18,505	52.9%
Insurance	-	-	-	-	-	- %	-	- %
Repair & Maintenance	304,300	186,822	29,391	-	117,478	61.4%	178,307	62.8%
All Other Miscellaneous	-	475	-	-	(475)	- %	-	- %
TOTAL SERVICES & CHARGES	408,300	233,187	34,966	-	175,113	57.1%	215,945	59.7%
Intergovernmental-Professional Services	-	-	-	-	-	- %	-	- %
Intergovernmental-Taxes and Assessments	-	-	-	-	-	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	-	-	-	-	-	0.0%	-	0.0%
TOTAL OPERATING EXPENDITURES	1,177,322	629,494	139,110	-	547,828	53.5%	492,761	51.8%
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
Capital Projects	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	- %	-	- %
TOTAL: EXPENDITURES	1,177,322	629,494	139,110	-	547,828	53.5%	492,761	51.8%

CITY OF BAINBRIDGE ISLAND

SUMMARY - ALL FUNDS
FY 2020 THROUGH JUNE

	2020 REVISED BUDGET	2020 YTD EXPENDED	2020 MTD EXPENDED	2020 ENCUMB.	2020 AVAILABLE BALANCE	2020 % USED	2019 YTD EXPENDED	2019 % USED
GENERAL GOVERNMENT								
Salaries	71,500	2,300	-	-	69,200	3.2%	6,850	10.1%
Benefits	83,500	1,356	2,441	-	82,144	1.6%	22,471	12.6%
SALARIES & BENEFITS	155,000	3,656	2,441	-	151,344	2.4%	29,321	11.9%
SUPPLIES								
Supplies	6,500	10,642	3,416	-	(4,142)	163.7%	13,917	214.1%
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	6,500	10,642	3,416	-	(4,142)	163.7%	13,917	214.1%
Professional Services	458,804	152,250	23,028	228,088	78,466	82.9%	180,485	43.6%
Community Services	-	-	-	-	-	- %	-	- %
Communication	169,250	71,566	13,729	-	97,685	42.3%	72,784	43.6%
Travel	-	-	-	-	-	- %	-	- %
Training	5,000	-	-	-	5,000	- %	541	10.8%
Advertising	-	-	-	-	-	- %	-	- %
Operating Leases	259,000	126,353	21,215	-	132,647	48.8%	159,339	60.1%
Insurance	434,600	434,739	-	-	(139)	100.0%	393,746	90.8%
Utilities	577,485	246,175	7,491	-	331,310	42.6%	251,957	43.9%
Repair & Maintenance	-	-	-	-	-	- %	-	- %
All Other Miscellaneous	2,369,168	47,471	-	-	2,321,697	2.0%	51,455	39.0%
Contingency	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	4,273,307	1,078,554	65,462	228,088	2,966,665	30.6%	1,110,307	55.8%
Intergovernmental-Professional Services	152,000	79,093	-	-	72,907	52.0%	78,447	39.2%
Intergovernmental-Taxes and Assessments	233,000	79,637	10,399	-	153,363	34.2%	79,642	34.9%
Interfund - Taxes and Assessments	606,334	310,175	44,995	-	296,159	51.2%	303,032	49.5%
TOTAL INTERGOVERNMENTAL & INTERFUND	991,334	468,905	55,395	-	522,429	47.3%	461,120	44.3%
TOTAL OPERATING EXPENDITURES	5,426,141	1,561,757	126,714	228,088	3,636,296	33.0%	1,614,666	49.2%
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
Capital Projects	137,642	-	-	-	137,642	- %	-	- %
Debt Service	2,894,823	1,622,081	532,263	-	1,272,743	56.0%	1,383,414	42.2%
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	3,032,465	1,622,081	532,263	-	1,410,385	53.5%	1,383,414	42.2%
TOTAL: EXPENDITURES	8,458,606	3,183,838	658,977	228,088	5,046,681	40.3%	2,998,080	45.7%



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT

MEMORANDUM

Date: July 31, 2020
To: City Council
From: Robbie Sepler, Deputy City Attorney
Subject: 2020 Annual Report on Surplus Real Property

I. Introduction.

In accordance with Resolution No. 2016-18, this Annual Report on Surplus Real Property provides an update on the status of City-owned real property that has previously been declared surplus by the City Council.

II. Background.

From 2009-2011, the City undertook a comprehensive review of City-owned real property. The result was a series of decisions to surplus various properties, with some properties identified for transfer to the Bainbridge Island Metropolitan Park and Recreation District (“BIMPRD”).

In November 2019, the City completed transfer of the Manitou Beach Tidelands (Parcel No. 14502-3-107-2005) and the Manitou Beach Uplands (Parcel No. 142502-3-109-2003) to BIMPRD. The City Council declared the Manitou Beach Tidelands to be surplus in 2011 and the Manitou Beach Uplands to be surplus in 2017.

III. Annual Report on Surplus Real Property.

Table 1 provides an overview, as of July 31, 2020, of the City-owned real property that the City Council has previously declared to be surplus to the City’s needs.

Table 1

Property	Year of Surplus	Intended Disposition	Status
Islander Mobile Home Park (IMHP) shares	2010	Market sale upon vacancy of individual shares	5 shares sold 2011-2016 2 shares remain
Pritchard Park (3 parcels)	2011	Transfer to BIMPRD	The City and BIMPRD continue to work with federal agencies to complete a transfer agreement for one of the parcels. The City will retain the other two parcels. The surplus resolution should be clarified as to what parcels the City will retain.
IslandWood Trail	2017	Transfer to BIMPRD	City still holds easement; transfer to BIMPRD is in process.

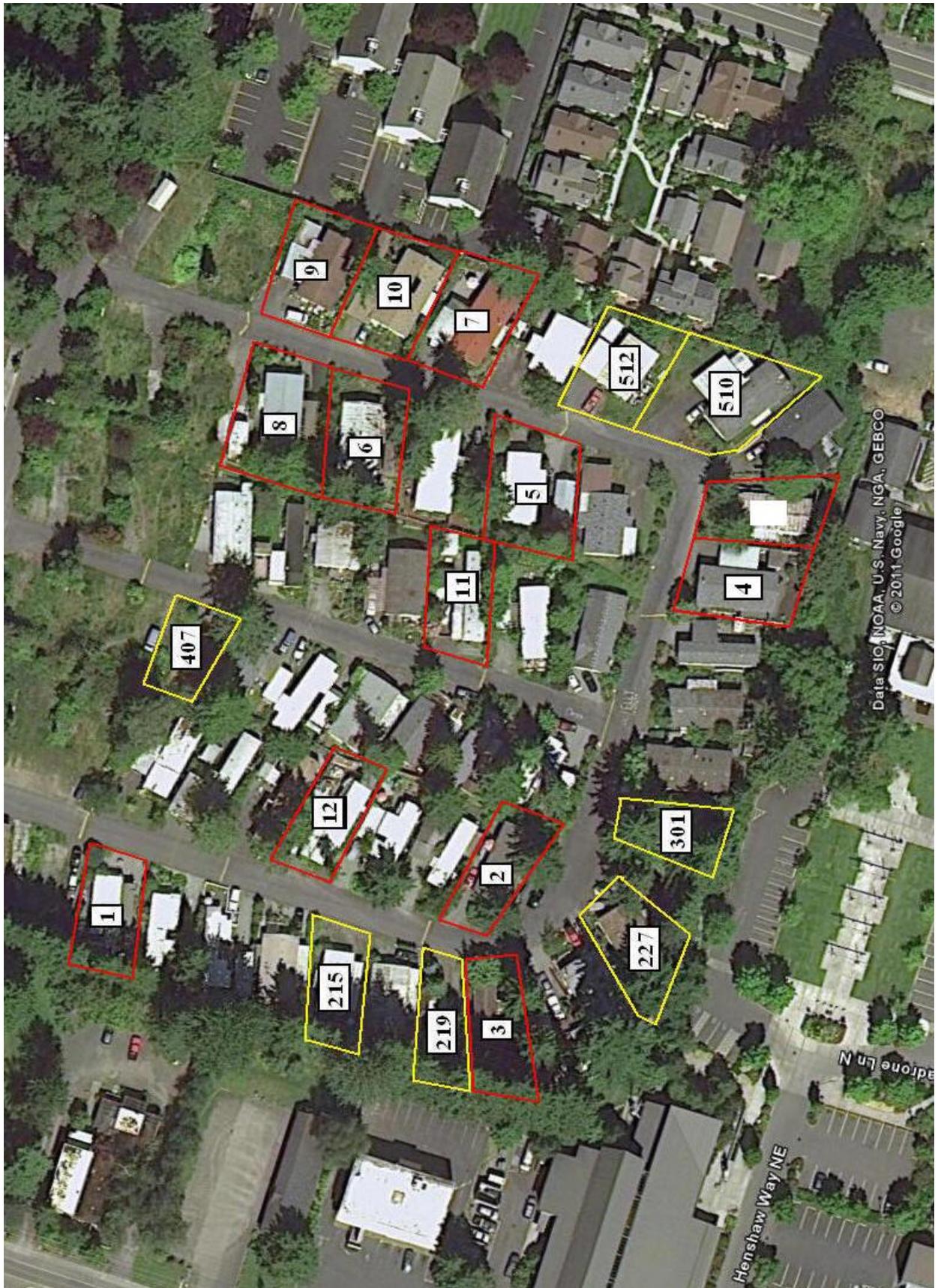
Islander Mobile Home Park

Current Status:

The City owns two shares in the Islanders Mobile Home Park Association (i.e., the shares associated with 227 and 301 Madrona Way). Of these two shares, the tenant of 301 Madrona Way recently provided notice that they are terminating their sublease effective July 31, 2020, after which time the City Manager, pursuant to Resolution No. 2010-24, is authorized to take all necessary and appropriate steps to sell and transfer the City's share in 301 Madrona Way. Following the sale of the City's share in 301 Madrona Way, the City will continue to retain one share (227 Madrona Way).

Background:

- a. Description of the location of the property: The Islander Mobile Home Park property is located in downtown Winslow, just north of City Hall.
- b. Description of the circumstances under which the property was obtained: In 2003, after 30 years of ownership by a private individual, the Islander Mobile Home Park property was put up for sale. In 2004, the City purchased seven shares in the Islanders Mobile Home Park Association for affordable and income qualified housing purposes, all of which shares were associated with residents who wanted to remain at the park but were financially unable to purchase a share in the Association.
- c. Description of the funds used to acquire the property: General Fund.
- d. Surplus information: On August 25, 2010, the City Council adopted Resolution No. 2010-24, declaring the City's seven shares to be surplus to the needs of the City and authorizing the sale of the shares, but only as current residents choose to vacate and the shares become available. As required by Resolution No. 2010-24, the sale price of the City's shares will be generally calculated based upon the Multiple Listing Service data for appreciation/depreciation rates of residential real estate in the City, from the date of the City's initial purchase of the City's Shares, which calculation the City generally accepts as a fair and accurate estimate of the "fair market value."
- e. Description: The Islander Residents Association is a non-profit corporation formed with the stated purpose of purchasing the majority of the Islander Mobile Home Park and then owning and operating it as a mobile home park in perpetuity. In 2004, the City purchased seven shares in the association, associated with the addresses 215, 219, 227, 301, 407, 510 and 512 Madrona Way (shown on attached map) and entered into subleases with the current residents. As of the date of this report, the shares associated with 227 and 301 Madrona Way remain under City ownership.



Pritchard Park (Parcel No. 352502-1-001-2001, No. 352502-1-034-2002, and No. 352502-1-035-2001)

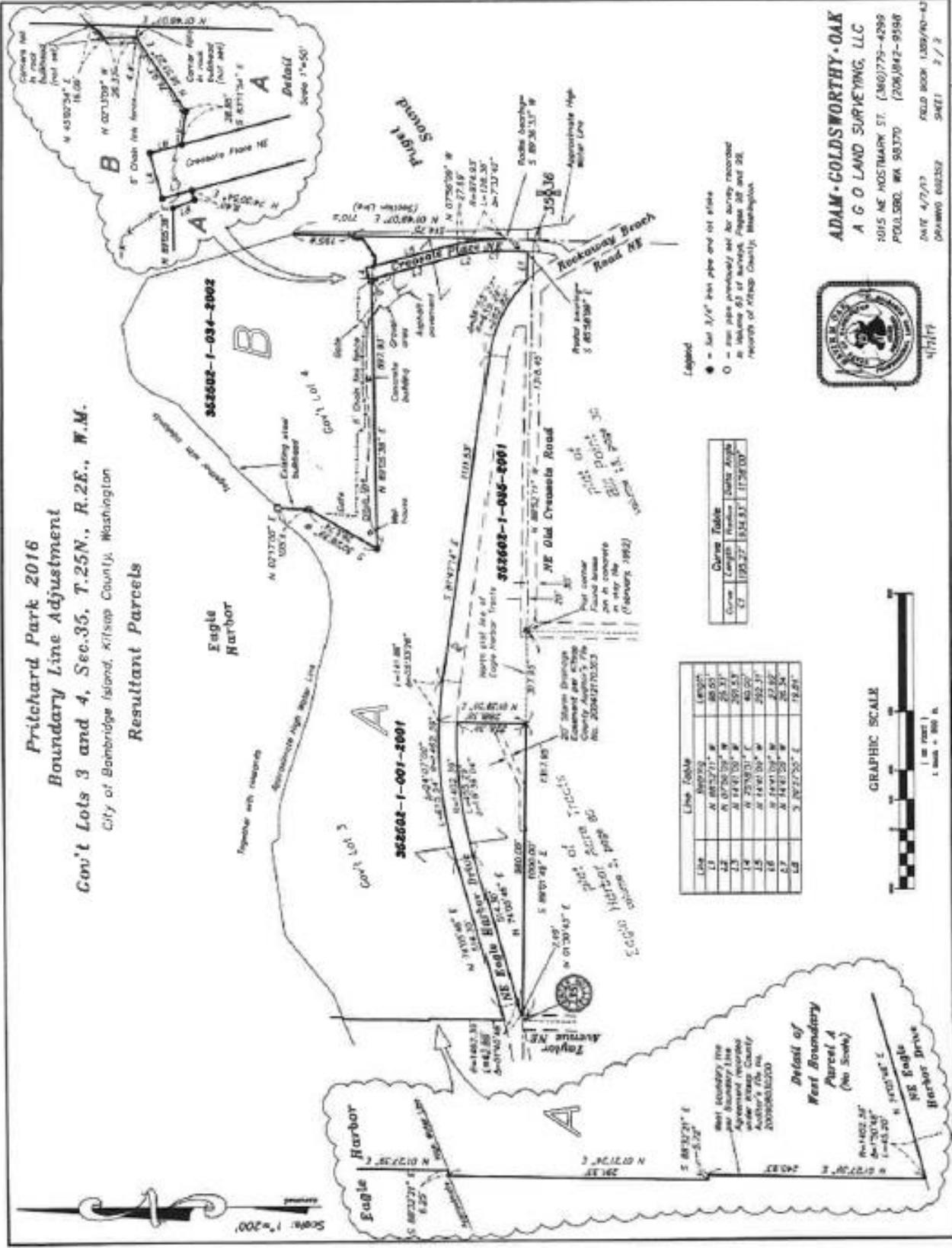
Current Status:

The City and BIMPRD continue to work with federal agencies to complete a transfer agreement for one of the parcels (Parcel No. 352502-1-001-2001). The City will retain the other two parcels (Parcel No. 352502-1-034-2002 and No. 352502-1-035-2001). BIMPRD is currently preparing the final transmittal package that will be submitted to NOAA for final approval, which will allow the City and BIMPRD to complete the transfer. The City Council should, by resolution, clarify that the parcels retained by the City are not surplus real property.

Background:

- a. Description of the location and size of the property: Approximately 49.5 acres of the Wyckoff-Eagle Harbor Superfund Site.
- b. Description of the circumstances under which the property was obtained: The City purchased, in successive phases, three parcels of the Wyckoff-Eagle Harbor Superfund Site in the years 2004-2006.
- c. Description of the funds used to acquire the property: Funds from the voter-approved Open Space Bond, sent to the voters by Ordinance No. 2001-36, and grant money
- d. Surplus information: The City Council declared the property surplus pursuant to Resolution No. 2011-16 and authorized its transfer to the BIMPRD.
- e. Description: This property, generally, is the former Wyckoff Creosote property, home to wood treatment operations from the early 1900's to 1994. During the nearly 90 years of operations, the soils at the facility and the groundwater beneath became contaminated with creosote and other wood treatment compounds. In 1987, the Environmental Protection Agency listed the site as a Superfund site and commenced remedial action in 1990.

**Pritchard Park 2016
Boundary Line Adjustment
Gov't Lots 3 and 4, Sec.35, T.25N., R.2E., W.M.
City of Bombride Island, Kitsap County, Washington
Resultant Parcels**



ADAM COLDSWORTHY OAK
A G O LAND SURVEYING, LLC
2015 NE HOSMARK ST. (360)775-4299
PO BOX 90370 (206)842-9598
DATE 4/7/17 FIELD BOOK 1389/PD-43
DRAWING 052302 SHEET 2 / 2

201704190187 04/19

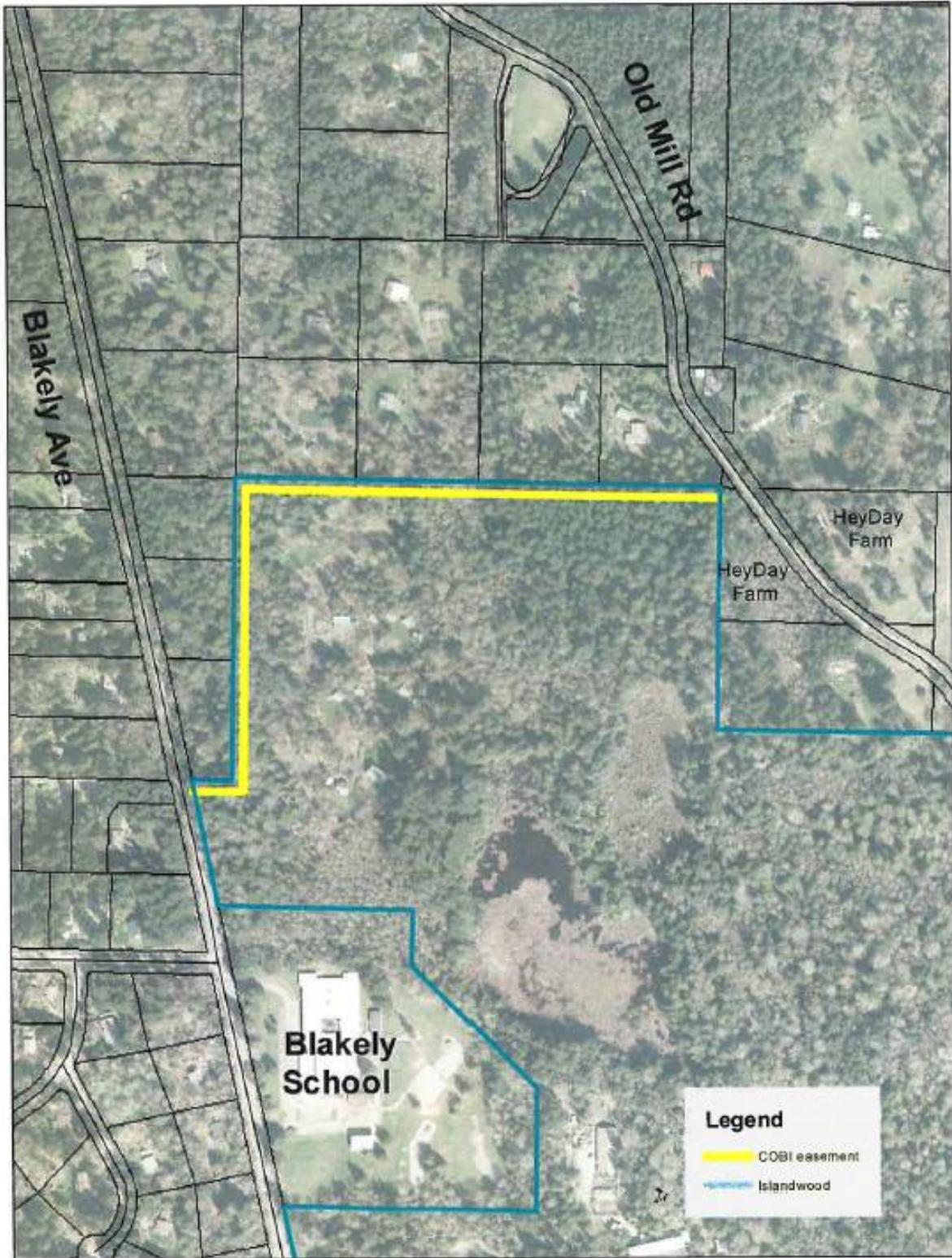
IslandWood Trail (AFN 200208270486)

Current Status:

The City continues to hold the easement. The City Attorney's Office has prepared a transfer agreement to transfer the parcel to the BIMPRD, which agreement has been submitted to the BIMPRD and IslandWood for review and approval. The City and the BIMPRD are currently reviewing edits proposed by IslandWood.

Background:

- a. Description of the location and size of the property: 15-foot wide easement along a portion of Parcel No. 032402-1-033-2002.
- b. Description of the circumstances under which the property was obtained: The City acquired the Trail Easement from IslandWood for the purpose of providing public access to the easement area for pedestrian and non-motorized recreational activities, such as walking, bicycling, jogging, running, and riding horses.
- c. Description of the funds used to acquire the property: N/A
- d. Surplus information: The City Council declared the easement surplus pursuant to Resolution No. 2017-11 and authorized its transfer to the BIMPRD.
- e. Description: The City's Non-Motorized Transportation Advisory Committee recommended that the City allow the BIMPRD to construct a non-motorized trail over the easement. The City Council held a public hearing on the proposed transfer on April 11, 2017.



2020 Capital Project Status

Spending through July 17, 2020

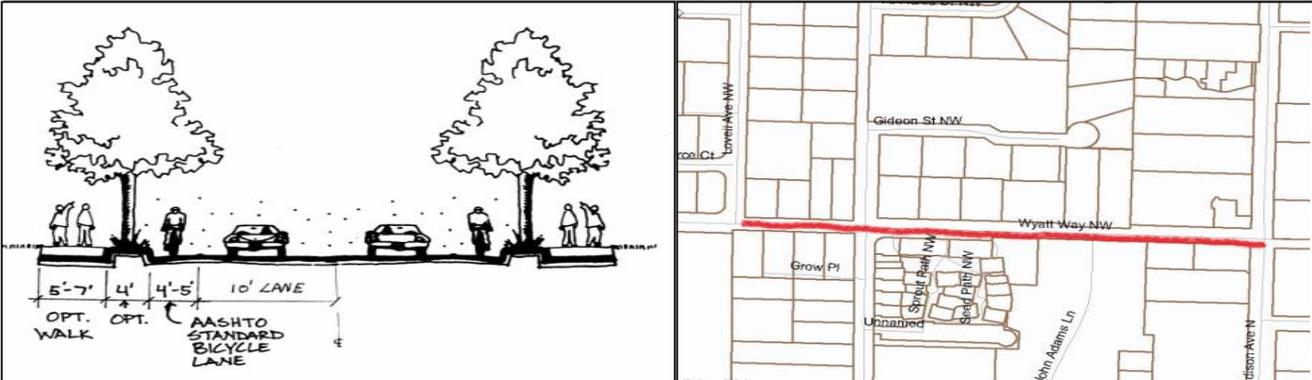
	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining	% Remaining
Transportation Projects						
Project: Wyatt Way Reconstruction	\$ 4,008,521	\$ 949,054	\$ 39,054	\$ 988,107	\$ 3,020,414	75%
Project: Sportsman Club Road and New Brooklyn Road	\$ 1,041,072	\$ 365,529	\$ 24,298	\$ 389,828	\$ 651,244	63%
	\$ 5,049,593	\$ 1,314,583	\$ 63,352	\$ 1,377,935	\$ 3,671,658	73%
Non Motorized Projects						
Project: SR305 - Olympic Drive Non-Motorized Improvements	\$ 2,883,360	\$ 2,810,572	\$ 49,405	\$ 2,859,977	\$ 23,383	1%
Project: High School Road Safety Improvements	\$ 227,000	\$ 498	\$ -	\$ 498	\$ 226,502	100%
Project: C40 Bucklin Hill Road Phase 2	\$ 647,000	\$ 19,838	\$ -	\$ 19,838	\$ 627,162	97%
Project: C40 Eagle Harbor Drive Phase 1	\$ 590,000	\$ 4,500	\$ -	\$ 4,500	\$ 585,500	99%
Project: C40 Eagle Harbor Phase 2	\$ 925,000	\$ -	\$ -	\$ -	\$ 925,000	100%
	\$ 5,272,360	\$ 2,835,408	\$ 49,405	\$ 2,884,813	\$ 2,387,547	45%
Fleet and Equipment						
Fleet and Equipment 2019 - 2020	\$ 2,250,365	\$ 660,353	\$ 598,738	\$ 1,259,091	\$ 991,274	44%
Facilities Projects						
Project: City Dock Modifications	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	100%
Project: Police and Municipal Court Building	\$ 20,000,000	\$ 9,851,678	\$ 449,430	\$ 10,301,108	\$ 9,698,892	48%
Project: AM Radio	\$ 150,000	\$ 18,865	\$ 3,635	\$ 22,500	\$ 127,500	85%
Project: Fueling System Design/Upgrade	\$ 90,000	\$ 47,198	\$ 579	\$ 47,777	\$ 42,223	47%
Project: Open Water Marina Additional Buoys	\$ 183,000	\$ 172,168	\$ 3,659	\$ 175,827	\$ 7,173	4%
Project: Farmers Market Cover	\$ 65,000	\$ 10,996	\$ 4	\$ 11,000	\$ 54,000	83%
	\$ 20,518,000	\$ 10,100,905	\$ 457,307	\$ 10,558,212	\$ 9,959,788	49%
Water Projects						
Project: SR305 - Olympic Drive Non-Motorized Improvements	\$ 195,000	\$ 190,125	\$ 2,881	\$ 193,006	\$ 1,994	1%
Project: Rockaway Intertie	\$ 250,000	\$ 1,302	\$ -	\$ 1,302	\$ 248,698	99%
Project: Wyatt Way Reconstruction	\$ 322,500	\$ 27,370	\$ 2,630	\$ 30,000	\$ 292,500	91%
Project: High Zone Improvements	\$ 900,000	\$ 27,499	\$ -	\$ 27,499	\$ 872,501	97%
Project: SCADA Upgrades	\$ 205,000	\$ 94,907	\$ 19,881	\$ 114,788	\$ 90,212	44%
Project: Chlorine Generator Upgrades	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	100%
Project: New Storage Tank	\$ 3,250,000	\$ 5,028	\$ -	\$ 5,028	\$ 3,244,972	100%
	\$ 5,372,500	\$ 346,231	\$ 25,392	\$ 371,623	\$ 5,000,877	93%
Sewer Projects						
Project: Pump Station/Force Main Upgrade Location: NTW/New Brooklyn/Madison	\$ 700,000	\$ 214,353	\$ -	\$ 214,353	\$ 485,647	69%
Project: Lift Station SCADA Upgrades	\$ 280,000	\$ 131,675	\$ 50,883	\$ 182,559	\$ 97,441	35%
Project: Rehabilitate Pump Station Location: Old Treatment Plant	\$ 550,000	\$ 417,470	\$ 0	\$ 417,470	\$ 132,530	24%
Project: Rehabilitate Pumps Location: Sunday Cove	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	100%
Project: Pump Station and Force Main Location: Wood Ave	\$ 3,250,000	\$ -	\$ -	\$ -	\$ 3,250,000	100%
Project: Rehabilitate Pump Station Location: Wing Point	\$ 550,000	\$ -	\$ -	\$ -	\$ 550,000	100%
	\$ 5,480,000	\$ 763,498	\$ 50,883	\$ 814,381	\$ 4,665,619	85%
SSWM Projects						
Project: Eagle Harbor Drive at McDonald Creek	\$ 1,100,000	\$ 121,335	\$ 55,883	\$ 177,217	\$ 922,783	84%
Project: Yeomalt Area Drainage Improvements	\$ 570,000	\$ 40,018	\$ -	\$ 40,018	\$ 529,982	93%
Project: Wing Point Culvert	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	100%
Project: C40 Eagle Harbor Drive Phase 1	\$ 600,000	\$ -	\$ -	\$ -	\$ 600,000	100%
Project: Pritchard Park Outfall	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	100%
	\$ 2,420,000	\$ 161,352	\$ 55,883	\$ 217,235	\$ 2,202,765	91%
Total	\$ 46,362,818	\$ 16,182,330	\$ 1,300,961	\$ 17,483,291	\$ 28,879,527	62%

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	-	308,521	-	1,492,521
State Grant	2,516,000	-	-	-	2,516,000
Water Fund	150,000	-	172,500	-	322,500
	3,850,000	-	481,021	-	\$ 4,331,021

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
Budget Amendments	308,521	2020Q1 BUA (General Fund)	
Budget Amendments	172,500	2020Q1 BUA (Water Fund)	
Total Project Budget	\$ 4,331,021		

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
General Fund	\$ 4,008,521	949,054	39,054	988,107	3,020,414
Water	322,500	27,370	2,630	30,000	292,500
	4,331,021	976,423	41,684	1,018,107	\$ 3,312,914

Current Project Status

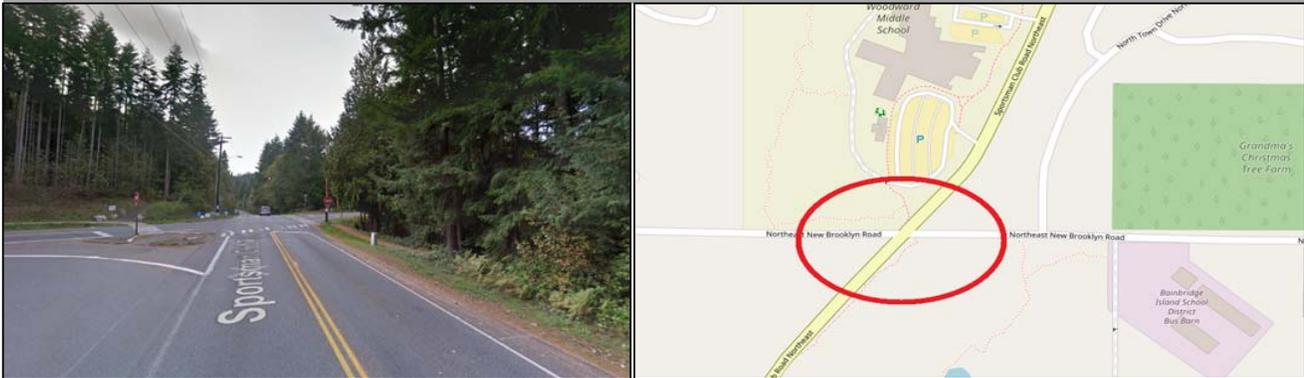
Construction underway in summer 2020.

Project: Sportsman Club Road and New Brooklyn Road

Location: Intersection Improvements

00715

Project Description



Description: Capacity (level of service) improvements at intersection of Sportsman Club Road and New Brooklyn Road. Level of service C from 2004 study. Since that time, the Sakai and Woodward schools have changed schedules, resulting in impacts to the intersection. A roundabout is proposed. Estimated schedule and costs assume a right-of-way donation by the School District.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
General Fund \$	-		126,756	-	126,756
Trans. Impact Fees	24,000	216,072	118,244	-	358,316
Federal Grant	156,000	-	400,000	-	556,000
	180,000	216,072	645,000	-	\$ 1,041,072

Budget Notes

	Amount	Source	Description
Original budget \$	1,000,000		Original project authorization
Budget Amendments	100,000	2019 CIP Updates	
	116,072	2019Q1 BUA	CIP update to project
	126,756	2020Q1 BUA	Increase to amend design agreement
	(301,756)	2020 Grant Adj	Increase to amend design agreement
			Reduced to new grant amount
Total Project Budget \$	1,041,072		

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
General Fund \$	1,041,072	365,529	24,298	389,828	651,244

Current Project Status

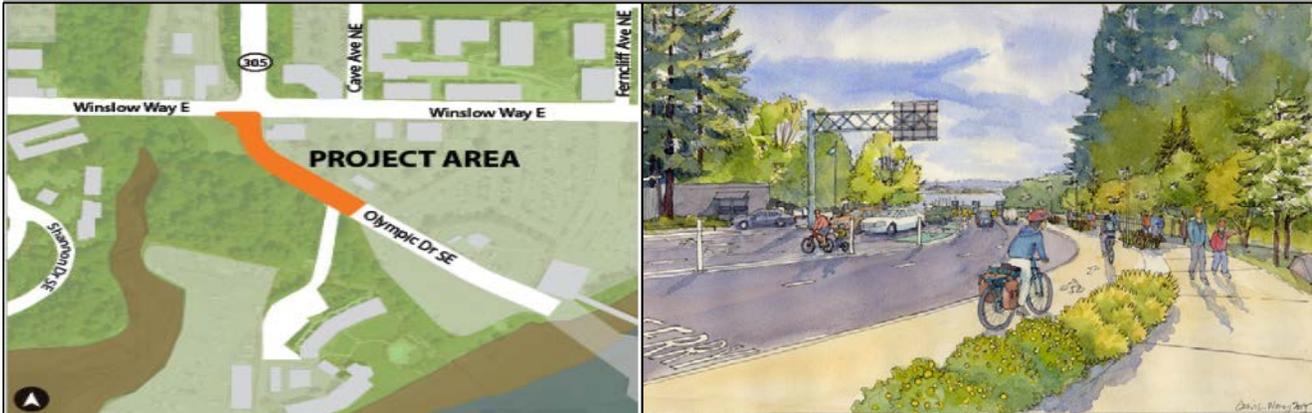
Currently scheduled for construction in 2021. The revised grant amount in 2020 is 400,000.

Project: SR305 - Olympic Drive Non-Motorized Improvements

Location: Harbor Drive to Winslow Way

00596

Project Description



Description: The Olympic Drive/Winslow Way intersection serves the ferry on and off-loading traffic. This project

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
General Fund	\$ 771,160	70,000	-	-	841,160
Water Fund	175,000	20,000	-	-	195,000
Federal Grant	878,000	-	-	-	878,000
State Grant	1,164,200	-	-	-	1,164,200
\$	2,988,360	-	-	-	3,078,360

Budget Notes

	Amount	Source	Description
Original budget	\$ 764,200	2013 CIP	Original project authorization
Budget Amendments	80,000	2015 CIP	Cost updated
	224,100	2015Q1 Budget Amendment	Project redesign
	353,060	2016 CIP	Additional scope added
	100,000	2016 CIP (Water Fund)	Water component added
	75,000	2017Q1 BUA (Water Fund)	Water component cost revised
	120,000	2017Q2 BUA (General Fund)	Underground power, tree retention
	1,272,000	2018 CIP	Federal Grant awarded
	20,000	2019Q4 BUA	
	70,000	2019Q4 BUA	
Total Project Budget	\$ 3,078,360		

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Capital Construction Fund	\$ 2,883,360	2,810,572	49,405	2,859,977	23,383
Water Fund	195,000	190,125	2,881	193,006	1,994
\$	3,078,360	\$ 3,000,697	\$ 52,286	\$ 3,052,983	\$ 25,377

Current Project Status

Project completed.

Project: High School Road Safety Improvements

Location: SR305 to Grow

00966

Project Description



Description: Improve pedestrian safety by installing mid-block crosswalk improvements on High School Road near Hildebrand and Grow. Modify parking on High School Road near Hildebrand crossing to reduce conflicts with non-motorized users. Install speed reader sign near Ordway Elementary on Madison Ave.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
General Fund	\$ -	2,500	-	-	\$ 2,500
Federal Grant	-	22,500	202,000	-	\$ 224,500
State Grant	-	-	-	-	\$ -
	\$ -	\$ 25,000	\$ 202,000	\$ -	\$ 227,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 180,000	2019 CIP	Original project authorization
	47,000	2019Q2 BUA	Increase to Grant Awarded
Total Project Budget	\$ 227,000		

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
General Fund	\$ 227,000	498	-	498	226,502

Current Project Status

Procuring design services. Construction in 2020.

Project: C40 Bucklin Hill Road Phase 2

Location: Blakely to Fletcher

00723

Project Description



Description: Provide shoulder widening on both sides of Bucklin Hill Road and Lynwood Center Road from Blakely Avenue to Fletcher Bay Road. The project is planned to be designed by COBI staff with the support of a consultant for right-of-way acquisition.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
General Fund	\$ 47,000	-	-	600,000	\$ 647,000
Federal Grant	-	-	-	-	-
	\$ 47,000	-	-	\$ 600,000	\$ 647,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 1,247,000	2017-2018 CIP	Original project authorization
Budget Amendments	(600,000)	Reduced in 2019 CIP	
Total Project Budget	\$ 647,000		

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
General Fund	\$ 647,000	\$ 19,838	\$ -	\$ 19,838	\$ 627,162

Current Project Status

Project on hold pending future funding in CIP.

Current Project Status

Project: C40 Eagle Harbor Drive Phase I

Location: Wyatt to past Bucklin Hill

00968

Project Description



Description: Current level of service E for Pedestrians and D for cyclists. Provides shoulder widening on both sides. Necessitates upgrading Cooper Creek Culvert to accommodate road widening. Involves ROW acquisition. Assumes additional land will be needed to mitigate displaced wetlands.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
General Fund/REET	\$ -		90,000	500,000	\$ 590,000
SSWM Fund	\$ -	-	100,000	500,000	\$ 600,000
State Grant	-				\$ -
	\$ -	\$ -	\$ 190,000	\$ 1,000,000	\$ 1,190,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 1,190,000	2019 CIP	Original project authorization
Budget Amendments			

Total Project Budget \$ 1,190,000

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
General Fund/REET	590,000	4,500	-	4,500	585,500
SSWM	600,000	-	-	-	600,000
	<u>1,190,000</u>	<u>4,500</u>	<u>-</u>	<u>4,500</u>	<u>1,185,500</u>

Current Project Status

Project to proceed in 2024 with grant funding.

Project: C40 Eagle Harbor Phase 2

Location:

01077

Project Description



Description: Provide shoulder widening on both sides of Eagle Harbor Drive from past Bucklin Hill to McDonald Road. The project is planned to be designed by COBI staff with no right-of-way acquisition required.

Capital Funding (1000's)						
		Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)						
REET	\$	-	-	225,000	-	\$ 225,000
General Fund	\$	-	-	-	-	\$ -
Federal Grant		-	-	700,000	-	\$ 700,000
	\$	-	-	925,000	\$ -	\$ 925,000

Budget Notes			
	Amount	Source	Description
Original budget	\$ 800,000	2017-2018 CIP	Original project authorization
Budget Amendments	125,000	2020Q1 BUA (REET)	
Total Project Budget	\$ 925,000		

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
General Fund	\$ 925,000	\$ -	\$ -	\$ -	\$ 925,000

Current Project Status

Current Project Status

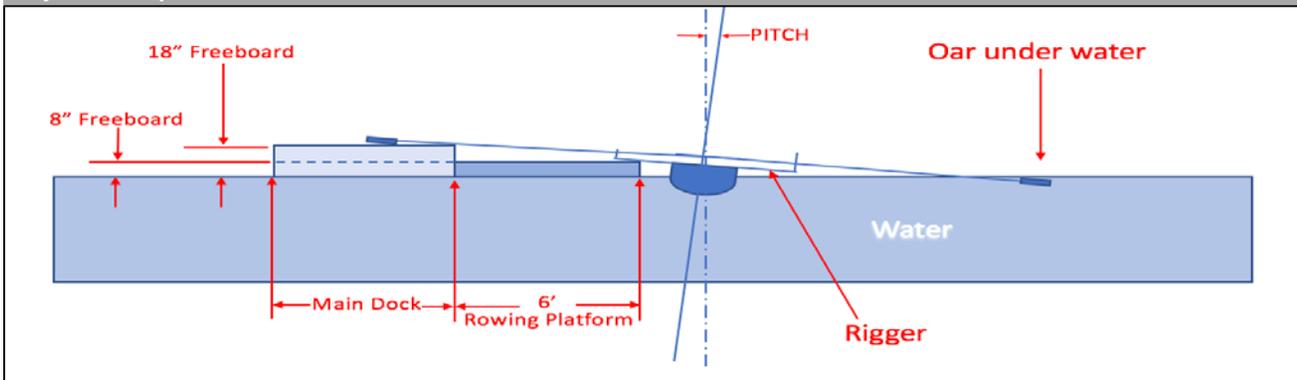
Design recommendation approved by Council. Proceeding with design.

Project: City Dock Modifications

Location: Waterfront Park

00969

Project Description



Description: This project provides for improvements to the new Waterfront Park City Dock.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
General Fund	\$ -	30,000	-	-	30,000
SSWM Fund	-	-	-	-	-
State Grant	-	-	-	-	-
Total	\$ -	30,000	-	-	30,000

Budget Notes

Original budget	\$ 30,000	2019 CIP			
				Original project authorization	
Total Project Budget	\$ 30,000				

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
General Fund	\$ 30,000	-	-	-	30,000

Current Project Status

Exploring mitigation alternatives. City will present a recommendation to Council in mid 2020.

Project: Farmers Market Cover

Location: City Hall, Farmers Market

01004

Project Description



Description: Install cover for farmers Market

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
General Fund	\$ -	65,000	-	-	65,000
SSWM Fund	-	-	-	-	-
State Grant	-	-	-	-	-
Total	\$ -	65,000	-	-	65,000

Budget Notes

Original budget	\$ 65,000	2019 CIP			
				Original project authorization	
Total Project Budget	\$ 65,000				

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
General Fund	\$ 65,000	10,996	4	11,000	54,000

Current Project Status

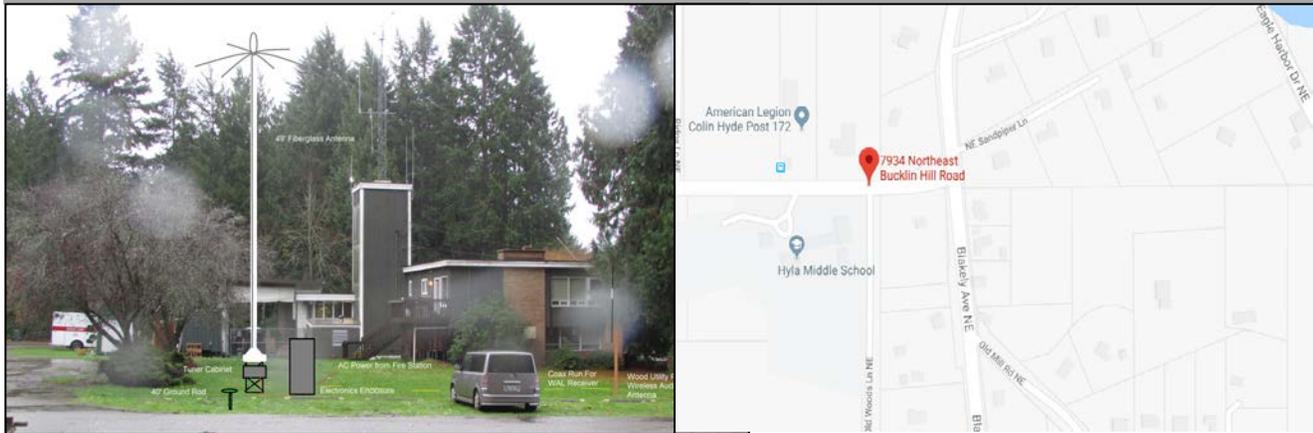
Project under council consideration for future CIP.

Project: AM Radio

Location: EOC, Bucklin Fire Station

00830

Project Description



Description: Construct radio antenna foundation and electrical service connection.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
General Fund	\$ 100,000	50,000	-	-	150,000
	-	-	-	-	-
	\$ 100,000	50,000	-	-	150,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 150,000		Original project authorization
Total Project Budget	\$ 150,000		

Financial Update

Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
General Fund	\$ 150,000	18,865	3,635	22,500	127,500

Current Project Status

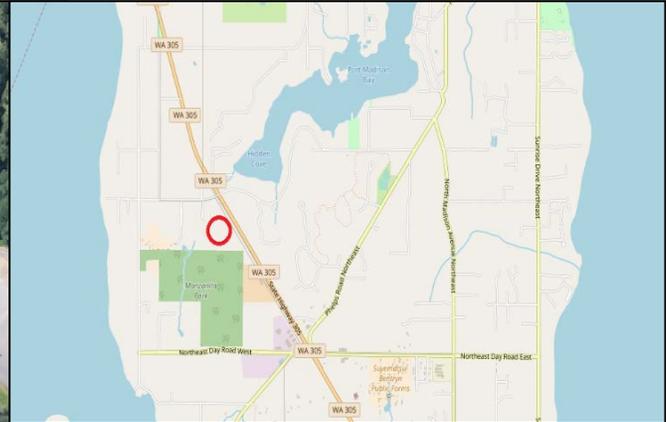
Project Cancelled May 2020.

Project: Fueling System Design/Upgrade

Location: Public Works Facility

00811

Project Description



Description: Design and construction of capacity improvements to the fuel system at the Public Works facility.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
General Fund \$	90,000	-	-	-	90,000
	-	-	-	-	-
\$	90,000	-	-	-	90,000

Budget Notes

	Amount	Source	Description
Original budget \$	90,000	2015 CIP	Original project authorization
Total Project Budget \$	90,000		

Financial Update

Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
General Fund \$	90,000	47,198	579	47,777	42,223

Current Project Status

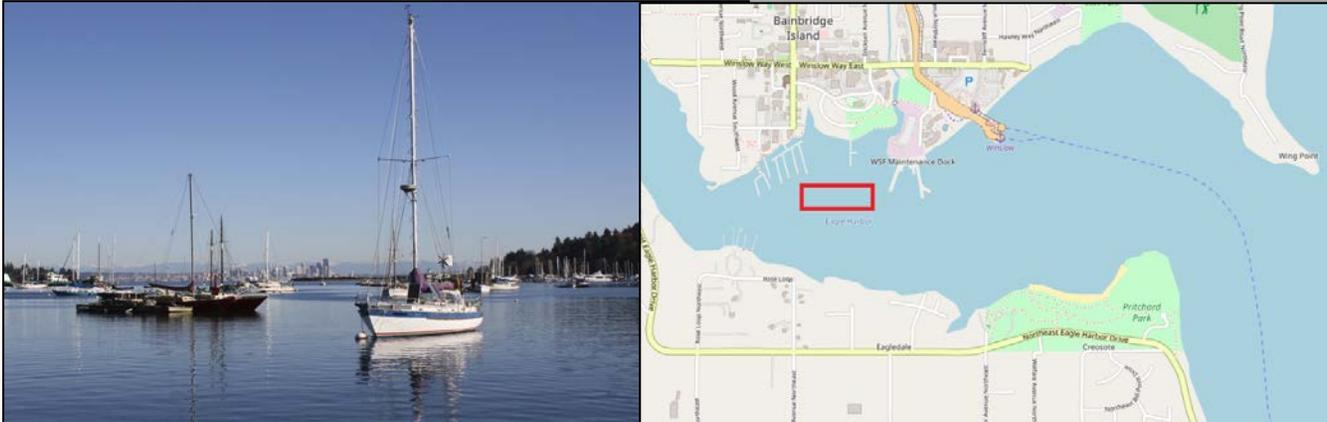
Project is complete.

Project: Open Water Marina Additional Buoys

Location: Marina

00790

Project Description



Description: Install additional mooring buoys in the City's leased area inside Eagle Harbor.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
General Fund \$	20,000	163,000	-	-	183,000
	-	-	-	-	-
\$	20,000	163,000	-	-	183,000

Budget Notes

	Amount	Source	Description
Original budget \$	72,000	2019 CIP	Original project authorization
Budget Amendments	20,000	4th QTR BUA 2018	
Budget Amendments	75,000		
	16,000	4th QTR BUA 2019	
Total Project Budget \$	183,000		

Financial Update

Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
General Fund \$	183,000	172,168	3,659	175,827	7,173

Current Project Status

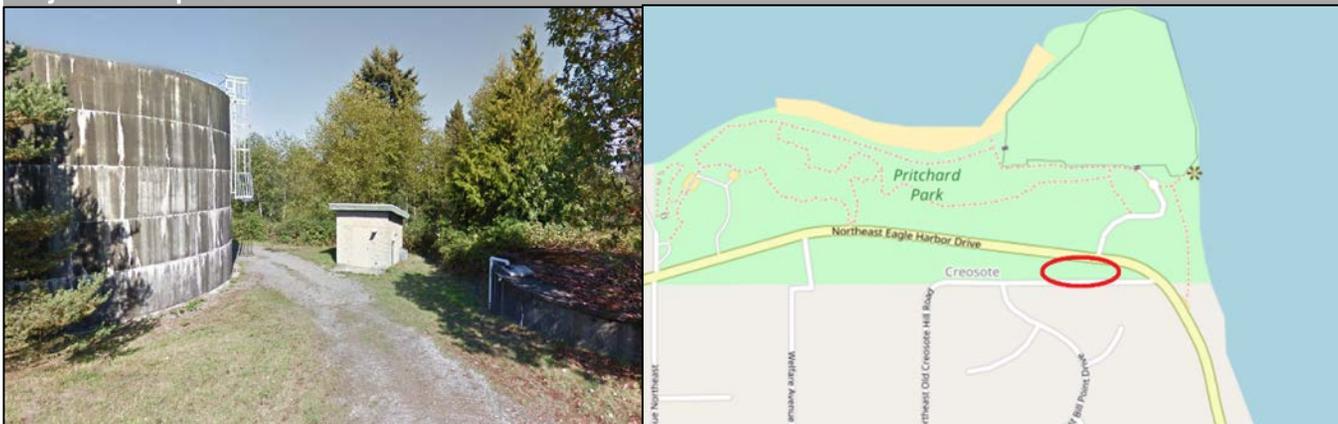
Project is complete.

Project: Rockaway Intertie

Location: Rockaway

00815

Project Description



Description: The Rockaway Beach Water System has a single well with declining production and limited capacity to meet peak demands. This project will complete an intertie with the adjacent KPUD water system to provide redundant source of supply to meet peak demands and facilitate well maintenance.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
Water Fund	\$ 250,000	-	-	-	250,000
	-	-	-	-	-
	\$ 250,000	-	-	-	250,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 250,000	2017 CIP	Original project authorization
Total Project Budget	\$ 250,000		

Financial Update

Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Water Fund	\$ 250,000	1,302	-	1,302	248,698

Current Project Status

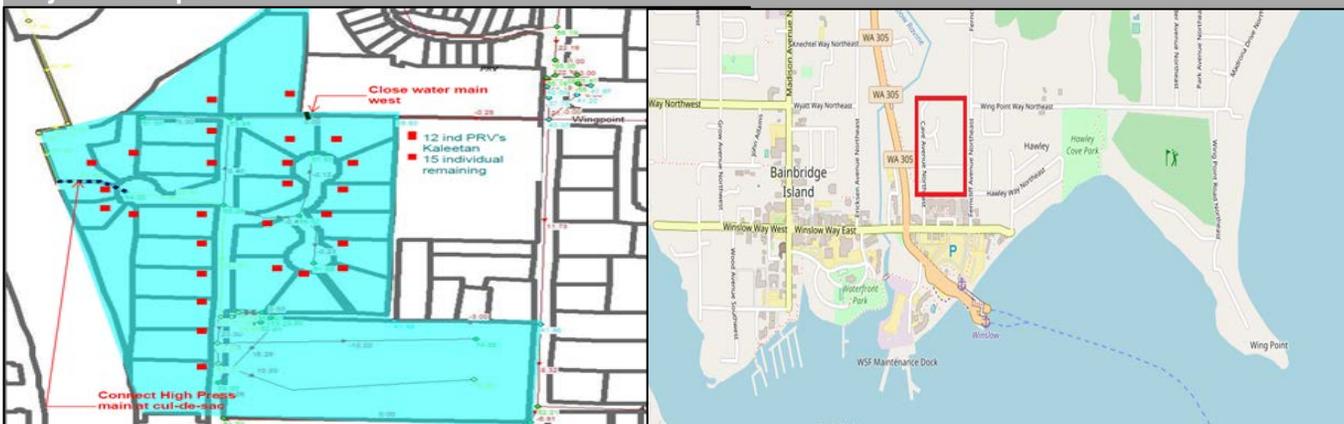
Construction contract awarded. Construction underway summer 2020.

Project: High Zone Improvements

Location: High School/New Brooklyn

00904

Project Description



Description: Construction of a new storage tank to correct several deficiencies including service to a higher pressure zone requires additional booster pumps and piping to supply water to this location.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
Water Fund \$	150,000	-	750,000	-	900,000
	-	-	-	-	-
\$	150,000	-	750,000	-	900,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 1,100,000	2017 CIP	Original project authorization
Update	(200,000)	Updated thru 2019 CIP	

Total Project Budget \$ 900,000

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Water Fund \$	900,000	27,499	-	27,499	872,501

Current Project Status

This work will be part of the pre-design of the reservoir, which will begin in late 2019 - contract awarded.

Project: SCADA Upgrades

Location: Various

00818

Project Description



Description: The water systems are monitored and controlled by a Supervisory Control and Data Acquisition (SCADA) system. The system was designed and installed in 1995. Monitoring and control of the City water system, sewer system, and wastewater treatment plant is integrated into the system. The SCADA system is housed in a master telemetry unit (MTU) that was originally located on City property at John Nelson Park. In 2006 the MTU was upgraded and relocated to the Winslow Wastewater Treatment Plant. Additional integration and upgrades to the system were accomplished in 2009 as part of the Winslow Wastewater Treatment Plant upgrade. Scope includes the upgrade of remote telemetry unit (RTU) equipment. The tone RTU and older programmable logic control (PLC) telemetry systems have not been upgraded since installation.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
Water Fund	\$ 150,000	-	55,000	-	205,000
	-	-	-	-	-
	\$ 150,000	-	55,000	-	205,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 150,000	2017 CIP	Original project authorization
	\$ 55,000	Q12020 Budget Amendment	
Total Project Budget	\$ 205,000		

Financial Update

Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Water Fund	\$ 205,000	94,907	19,881	114,788	90,212

Current Project Status

Construction contract awarded. Construction to start in Winter of 2021.

Project: Chlorine Generator Upgrades

Location: Various

00987

Project Description



Description: The City's chlorine generators at the Sands, Fletcher Bay, and Head of the Bay Well Site are between 9 and 15 years old. These three 36 pounds per day (ppd) units need to be replaced.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
Water Fund \$	-	250,000	-	-	250,000
	-	-	-	-	-
\$	-	250,000	-	-	250,000

Budget Notes

	Amount	Source	Description
Original budget \$	250,000	2019 CIP	Original project authorization
Total Project Budget \$	250,000		

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Water Fund \$	250,000	-	-	-	250,000

Current Project Status

Project scheduled to be awarded at the end of 2020, with construction in 2021.

Project: New Storage Tank

Location: New Brooklyn

00988

Project Description



Description: Construct a new, approximately 500,000 gallon reservoir near the existing tank site near the high school.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
Water Fund \$	-	1,000,000	-	2,250,000	3,250,000
	-	-	-	-	-
\$	-	1,000,000	-	2,250,000	3,250,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 3,250,000	2019 CIP	Original project authorization
Budget Amendments			
Total Project Budget	\$ 3,250,000		

Financial Update

Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Water Fund \$	3,250,000	5,028	-	5,028	3,244,972

Current Project Status

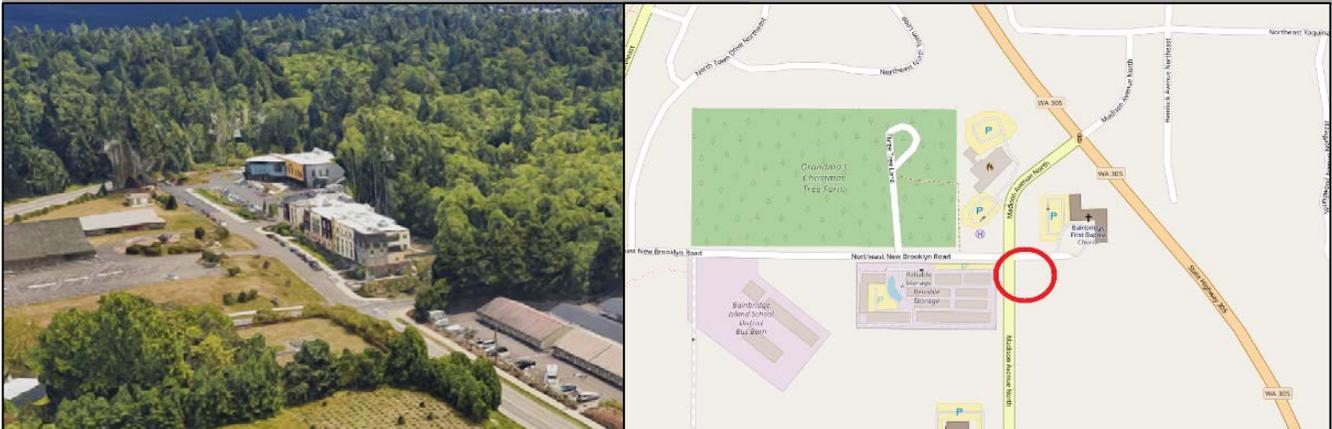
Pre-design will begin in late 2019 - contract awarded.

Project: Pump Station/Force Main Upgrade

Location: NTW/New Brooklyn/Madison

00783

Project Description



Description: This project provides upgrades to the City’s North Town Woods sanitary sewer pump station and force main pipe in New Brooklyn Road and Madison Avenue. These upgrades will increase the capacity of the sewer system to serve the planned service area. The first project has been awarded to replace the force main in 2019 with paving to follow in 2020.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
Sewer Fund	\$ 700,000	-	-	-	700,000
	-	-	-	-	-
	\$ 700,000	-	-	-	700,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 700,000	2017 CIP	Original project authorization
Total Project Budget	\$ 700,000		

Financial Update

Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Sewer Fund	\$ 700,000	214,353	-	214,353	485,647

Current Project Status

Project on hold.

Project: Lift Station SCADA Upgrades

Location: Various

00821

Project Description



Description: The SCADA system controls the operation, monitoring, and alarms for critical sewer infrastructure. Scope includes the upgrade of remote telemetry unit (RTU) equipment. The tone RTU and older programmable logic control (PLC) telemetry systems that have not been upgraded since installation in 1995 at nine stations are beyond their useful life and require replacement. These stations include Ferry Terminal, Lower Hawley, Island Terrace, and Klickitat.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
Sewer Fund \$	175,000	-	90,000	-	265,000
	-	-	-	-	-
\$	175,000	-	90,000	-	265,000

Budget Notes

	Amount	Source	Description
Original budget \$	175,000	Q12018 Budget Amendment	
\$	35,000	2020 CIP	
\$	70,000	Q12020 Budget Amendment	
Total Project Budget	\$ 280,000		

Financial Update

Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Sewer Fund \$	280,000	131,675	50,883	182,559	97,441

Current Project Status

Construction contract awarded. Construction to start in Winter of 2021.

Project: Rehabilitate Pump Station

Location: Old Treatment Plant

00921

Project Description



Description: This pump station was last upgraded in 1978 and the station needs upgrading of the mechanical equipment, electrical system, wet well controls, and the emergency generator.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
Sewer Fund \$	550,000	-	-	-	550,000
	-	-	-	-	-
\$	550,000	-	-	-	550,000

Budget Notes

	Amount	Source	Description
Original budget \$	550,000	Q12018 Budget Amendment	
Total Project Budget	\$ 550,000		

Financial Update

Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Sewer Fund \$	550,000	417,470	0	417,470	132,530

Current Project Status

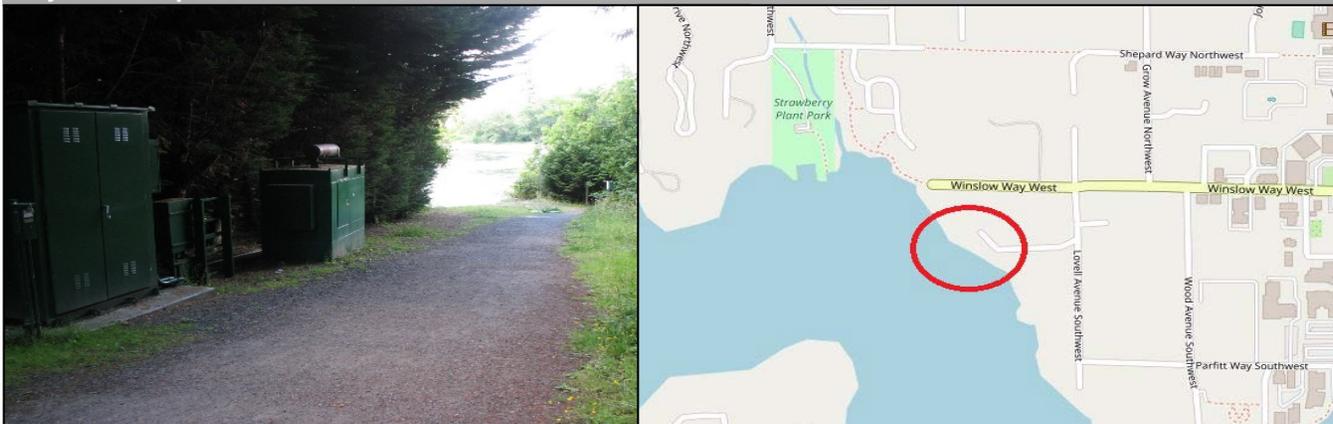
Project is complete.

Project: Rehabilitate Pumps

Location: Sunday Cove

00989

Project Description



Description: Some components of the Sunday Cove pump station will reach the end of their useful life, which is assumed to be approximately 30 years, over the next few years. In addition to replacement of the pumps and motors, this project will include the replacement of the station's emergency generator.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
Sewer Fund \$	-	150,000	-	-	150,000
	-	-	-	-	-
\$	-	150,000	-	-	150,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 150,000	2019 CIP	Original project authorization
Total Project Budget	\$ 150,000		

Financial Update

Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Sewer Fund \$	150,000	-	-	-	150,000

Current Project Status

Procurement of consulting services for design in mid 2020.

Project: Pump Station and Force Main

Location: Wood Ave

00990

Project Description



Description: The current Lower Lovell sewer beach main is severely deteriorated. It is infeasible to repair or replace the line in its current location, so projects are needed to design and construct a new collection system for the basin in the upland area. The City has contracted with Gray & Osborne to evaluate alternatives to facilitate replacing the West Eagle Harbor Beach Sewer Main. The preferred alternative to address the flows in the Wood Avenue Subbasin is a Wood Lift Station and Existing Beach Main. This alternative would continue to collect flows from the east end of the basin through the existing beach main and direct these flows to the proposed Wood Lift Station. In addition to the existing beach main flows, the Wood Lift Station would also collect flows from the west portion of the basin and would direct these flows to the manhole at the intersection of Wood Avenue SW and Parfitt SW.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
Sewer Fund \$	-	750,000	-	2,500,000	3,250,000
	-	-	-	-	-
\$	-	750,000	-	2,500,000	3,250,000

Budget Notes

Spending through July 17, 2020

	Amount	Source	Description
Original budget	\$ 3,250,000	2019 CIP	Original project authorization
Total Project Budget	\$ 3,250,000		

Financial Update

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Sewer Fund \$	3,250,000	-	-	-	3,250,000

Current Project Status

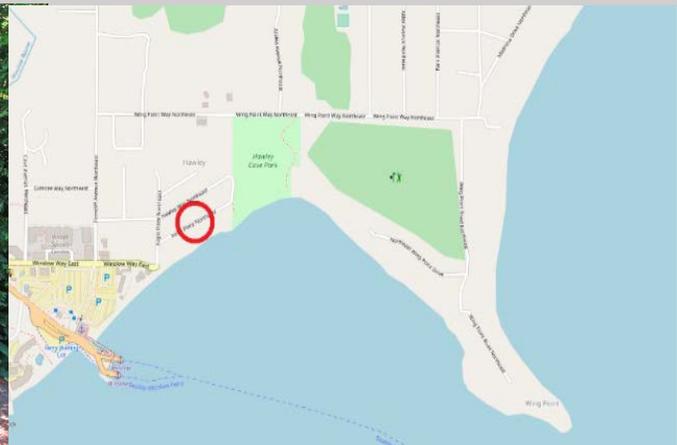
Procurement of consulting services for design in mid 2020.

Project: Rehabilitate Pump Station

Location: Wing Point

00820

Project Description



Description: The Wing Point Pump Station has not been upgraded since its construction in 1979 and it is reaching the end of its useful life. Besides the general condition concerns that also apply to the City’s other aging pump stations (wet well controls should be replaced to meet current safety standards and the performance of the cathodic protection components of these stations should be assessed), the Wing Point Pump Station has some unique upgrade requirements. First, the station access hatch is currently under water during extreme high tides and should be extended. Second, it is recommended that an air vacuum relief valve be installed in the force main at the discharge of the Wing Point pumps.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
Sewer Fund	\$ -	-	100,000	450,000	\$ 550,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>450,000</u>	<u>\$ 550,000</u>

Budget Notes

	Amount	Source	Description
Original budget	\$ 550,000	2017 CIP	Original project authorization
Budget Amendments			
Total Project Budget	<u>\$ 550,000</u>		

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Sewer Fund	\$ 550,000	\$ -	\$ -	\$ -	\$ 550,000

Current Project Status

Procurement of consulting services for design in mid 2020.

Project: Eagle Harbor Drive at McDonald Creek

Location: 5530 Eagle Harbor Drive

00823

Project Description



Description: The existing concrete culvert is perched at its outlet and a section of pipe has dropped. Shoulder settlement is an indicator there may be separations. The project provides for the repair of the existing concrete culvert, assuming trenchless methods can be employed to line the culvert.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
SSWM Fund \$	200,000	900,000	-	-	1,100,000
	-	-	-	-	-
\$	200,000	900,000	-	-	1,100,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 1,100,000	2016 CIP	Original project authorization
Total Project Budget	\$ 1,100,000		

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
SSWM Fund \$	1,100,000	121,335	55,883	177,217	922,783

Current Project Status

Proceeding with the final design. Permits are pending.

Project: Yeomalt Area Drainage Improvements

Location: Area bordered by Cherry, Yeomalt, Madrona and Wing Point Way

00663

Project Description



Description: Provides for storm drainage improvements in the Yeomalt area. The City completed design in 2014 with funds received from a DOE grant for water quality improvements. This work was identified in the 2013 Area Drainage Study performed by Browne Wheeler Engineering.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
SSWM Fund \$	60,000	-	510,000	-	\$ 570,000
	-		-	-	\$ -
	\$ 60,000	\$ -	\$ 510,000	-	\$ 570,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 570,000	2016 CIP	Original project authorization
Budget Amendments			
Total Project Budget	\$ 570,000		

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
SSWM Fund \$	570,000	\$ 40,018	\$ -	\$ 40,018	\$ 529,982

Current Project Status

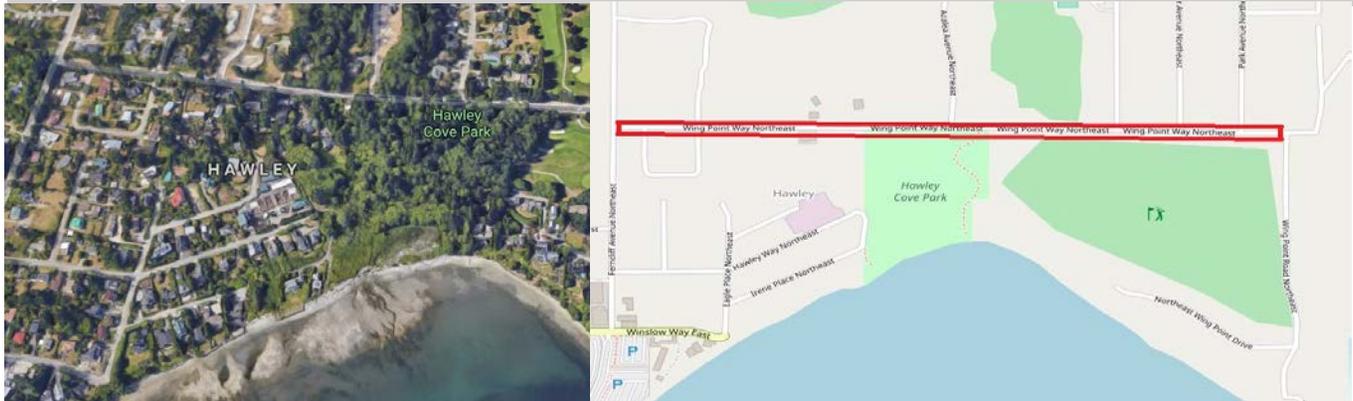
Project on hold.

Project: Wing Point Culvert

Location: Wing Point Way

00991

Project Description



Description: Complete repairs to culvert under Wing Point Way as identified during prior construction project that widened the road.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
SSWM Fund	\$ -	-	150,000	-	\$ 150,000
	\$ -	\$ -	\$ 150,000	-	\$ 150,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 150,000	2019 CIP	Original project authorization
Budget Amendments			

Total Project Budget \$ 150,000

Financial Update Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
SSWM Fund	\$ 150,000			\$ -	\$ 150,000

Current Project Status

Project on hold.

Project: Pritchard Park Outfall

Location: Pritchard Park

00779

Project Description



Description: Relocate stormwater outfall for Nikkei Memorial Park as agreed in legal settlement with adjacent property owner.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	Subsequent	Total
FUNDING SOURCES (1000's)					
SSWM Fund \$	-	100,000	-	-	100,000
	-	-	-	-	-
\$	-	100,000	-	-	100,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 100,000	2018 CIP	Original project authorization
Total Project Budget	\$ 100,000		

Financial Update

Spending through July 17, 2020

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
SSWM Fund \$	100,000	-	-	-	100,000

Current Project Status

Proceeding with the final design. Permits are pending. Anticipating construction in 2020.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:40 PM) Ordinance No. 2020-21, Relating to 2020 2nd Quarter Budget and Updated Capital Improvement Plan Amendments - Finance,

SUMMARY: This agenda item is for the City Council to consider 2nd quarter amendments to the City's 2020 budget and the update to the 2019-2024 Capital Improvement Plan. This Ordinance would amend the 2020 budget and 2019-2024 Capital Improvement Plan of the City and provide for uses or dollar amounts not foreseen at the time the 2020 budget was modified.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

I move to forward Ordinance No. 2020-21 for approval with the September 8, 2020 Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	\$835,500
Included in Current Budget?	No

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

ATTACHMENTS:

[2020 2nd QTR BUA Transmittal Memo for 08252020.docx](#)

[Ordinance No. 2020-21, Relating to 2020 2nd Quarter Budget and Updated Capital Improvement Plan Amendments](#)

[Ord 2020-21 Attachment A - Q2 Budget Amendments Final.pdf](#)

FISCAL DETAILS: Total spending authority increase across all funds is \$835,500:

General Fund total increase is \$270,500.

Affordable Housing Fund total increase is \$60,000.

Water Fund total increase is \$60,000.

Sewer Fund total increase is \$245,000.

SSWM Fund total increase is \$200,000.

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Finance and Administrative Services Department

Memorandum

Date: August 25, 2020

To: City Council
Morgan Smith, City Manager

From: Kim Dunscombe, Budget Manager

Subject: 2nd Quarter Budget Amendments

The Finance and Administrative Services Department brings budget adjustments to Council for consideration on a regular basis. Attached for Council's consideration is an ordinance with second quarter budget amendments. The proposed ordinance also includes an amendment to the 2019 – 2024 Capital Improvement Plan.

The following ten budget amendments are proposed:

COVID – 4 items, Total of \$299,000

- Janitorial Contract Services – On June 23rd Council approved an increase to the PSA the City has with Island Hands LLC to provide deep cleaning and disinfection services to seven City facilities, three days per week in response to the public health crisis.
- Term-Limited Staff Position – Response to the COVID-19 pandemic has been the highest Citywide priority since mid-March. Primary COVID-19 response activities have been coordinated by current City staff. As the City shifts to reopen facilities, bring back personnel, and return to limited in-person service delivery, it is critical that the resumption of this in-person service delivery in City facilities be done in a safe manner and in accordance with the governor's phased reopening plan. To provide dedicated staff with public health background and expertise, Council approved the addition of a term-limited position on June 23rd.
- CARES support for community partners – On June 30th Council accepted Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding in the amount of \$735,600. In July and August, Council determined a distribution of funds including eligible expenses at the City and partner organizations.
- Helpline House Rent and Mortgage Assistance – Due to the economic impacts of the COVID-19 public health emergency, Helpline House has submitted a request to the City

for additional funding to meet the demand for rent and mortgage assistance. Council approved the request and contract amendment with Helpline House on April 28, 2020.

Capital Requests – 4 items, Total of \$305,000

- Wyatt Way Reconstruction - The PW Engineering team is working through the details of the process for connecting and re-connecting the water main replacements in Wyatt Way. These additional funds are part of a developing contingency plan for those connections that will reduce City maintenance staff hours, reduce water shut-off impacts on customers, and reduce the risk of needing to mitigate for potential water contamination issues.
- Rockaway Beach Intertie – The Rockaway Beach Intertie project is intended to increase emergency-only fire-flow capacity for the City’s Rockaway Beach Water System by connecting the City’s water main to the adjacent Kitsap Public Utility water system main. Additional funds for the project are required to re-route the intended path of the water main around existing telecom utilities, which were determined to be located differently in the field than originally anticipated. This is funded by the Water Fund.
- Lower Lovell Sewer Beach Mains – On July 28th Council approved a budget amendment for this project. This project includes decommissioning the West Eagle Harbor sewer beach mains, rehabilitate existing and aging upland facilities to accommodate re-routed flows, and install new facilities to accommodate re-routed flows. This is funded by the Sewer Fund.
- Install Gravity Sewers – On July 28th Council approved the Capital Improvement Plan amendment to move \$200,000 for Sunday Cove Gravity Sewer from 2022 to 2020 as part of professional services agreement with Skillings Connolly for the design and preparation of contract documents of several sewer projects simultaneously. This is funded by the Sewer Fund.

Operating Request – 2 items, \$231,500

- City Hall Repairs – On June 23rd Council approved a budget amendment for this project. The City Hall Repairs project includes replacement of panel board, batten and windows near the Madison Avenue entrance, and general gutter repairs. Repairs are needed as the existing siding and wood windows have deteriorated, and in some areas, show signs of rot and water damage. Total project budget will be \$310,732.
- Springbrook Creek and Manzanita Creek Watershed – On July 28th Council approved the City to apply for a grant associated with Springbrook Creek project. The project will undertake watershed scale planning resulting in the production of basin plans that identify and inventory ecologically important lands within the basin. This is an operating study in the Stormwater Fund and is funded with a grant from the Department of Ecology up to \$200,000.

Thank you for your consideration of these requests.

ORDINANCE NO. 2020-21

AN ORDINANCE of the City of Bainbridge Island, Washington, amending the 2019-2020 biennial budget and the associated provisions of the 2019-2024 Capital Improvement Plan and providing for uses not foreseen at the time the budget was adopted.

WHEREAS, on November 27, 2018, the City Council adopted the 2019-2020 biennial budget via Ordinance No. 2018-39; and

WHEREAS, on November 12, 2019, the City Council adopted a modified budget for 2020 via Ordinance No. 2019-28; and

WHEREAS, on July 14, 2020, the City Council adopted first quarter budget and updated capital improvement plan amendments via Ordinance No. 2020-14; and

WHEREAS, a number of situations have occurred during 2020 which require the City to expend money on items, projects, and categories not included in the 2020 budget and to adjust the 2019-2024 Capital Improvement Plan accordingly.

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

Section 1. Ordinance No. 2018-39 and the 2020 budget, as modified by Ordinance No. 2019-28 and Ordinance No. 2020-14, are amended as shown in the attached Exhibit A.

Section 2. In that some of the budget expenditures that are the subject of this ordinance directly relate to the City’s 2019-2024 Capital Improvement Plan, the 2019-2024 Capital Improvement Plan is hereby correspondingly amended as to the related expenditures that are the subject of this ordinance, as described and shown in the Attached Exhibit A.

Section 3. The City’s Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2019-2020 biennial budget and the 2019-2024 Capital Improvement Plan. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

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

PASSED by the City Council this ___ day of _____ 2020.

APPROVED by the Mayor this ___ day of _____ 2020.

Leslie Schneider, Mayor

ATTEST / AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	August 21, 2020
PASSED BY THE CITY COUNCIL:	___ __, 2020
PUBLISHED:	___ __, 2020
EFFECTIVE DATE:	___ __, 2020
ORDINANCE NO:	2020-21

Attached: Exhibit A

Exhibit A to Ordinance No. 2020-21

2020 BUDGET AMENDMENTS

Presented to City Council

Approved on August _____, 2020

SUBJECT	DESCRIPTION	FUND / Department	Change amount requested	Change to Appropriation	On-going
COVID-19 - Janitorial Contract	This item increases appropriation authority for extra deep cleaning and disinfection services to seven City facilities related to the COVID-19 public health emergency.	General Fund / Public Works	\$ 85,000	Increase	No
COVID-19 - Term Limited Position	On June 23rd Council approved Staffing request for COVID-19 Response.	General Fund / Executive	\$ 39,000	Increase	No
COVID-19 - CARES support for community partners	Support for Bainbridge Island Municipal Parks and Bainbridge Island Downtown Association for eligible expenses incurred as part of the COVID-19 response.	General Fund / Executive	\$ 115,000	Increase	No
City Hall Retrofit project	On June 23rd Council approved a budget amendment in the amount of \$31,500 to repair various City Hall issues.	General Fund / Public Works	\$ 31,500	Increase	No
	TOTAL GENERAL FUND EXPENDITURE INCREASE		\$ 270,500		
COVID-19 - CARES support for Helpline House	On April 28th Council approved a contract amendment in the amount of \$60,000 to provide additional funding for rent and mortgage assistance.	Affordable Housing Fund / Executive	\$ 60,000	Increase	No
	TOTAL AFFORDABLE HOUSING EXPENDITURE INCREASE		\$ 60,000		
Wyatt Way Reconstruction	This item increases appropriation authority and amends the 2019-24 Updated CIP. These additional funds are part of a developing contingency plan for those connections that will reduce City maintenance staff hours, reduce water shut-off impacts on customers, and reduce the risk of needing to mitigate for potential water contamination issues.	Water/Public Works	\$ 20,000	Increase	No
Rockaway Beach Intertie Capital Project	This item increases appropriation authority and amends the 2019-24 Updated CIP. The Rockaway Beach Intertie project is intended to increase emergency-only fire-flow capacity for the City's Rockaway Beach Water System. Current budget is \$250,000, new budget would be \$290,000.	Water/Public Works	\$ 40,000	Increase	No
	TOTAL WATER FUND EXPENDITURE INCREASE		\$ 60,000		

SUBJECT	DESCRIPTION	FUND / Department	Change amount requested	Change to Appropriation	On-going
Lower Lovell Rehabilitate pump	This item increases appropriation authority and amends the 2019-24 Updated CIP to reflect current project plans and estimates as described in the Council presentation on July 28th.	Sewer/Public Works	\$ 45,000	Increase	No
Install Gravity Sewers	This item increases appropriation authority and amends the 2019 Updated CIP to reflect current project plans and estimates as described in the Council presentation on July 28th.	Sewer/Public Works	\$ 200,000	Increase	No
	TOTAL SEWER FUND EXPENDITURE INCREASE		\$ 245,000		
Springbrook/Manzanita Watershed Planning Grant	This item will increase appropriation authority for a fully funded grant SSWM project. This project will undertake watershed scale planning resulting in the production of basin plans that identify and inventory lands within the basin.	SSWM/Public Works	\$ 200,000	Increase	No
	TOTAL STORMWATER FUND EXPENDITURE INCREASE		\$ 200,000		
	TOTAL BUDGET AMENDMENTS		\$ 835,500		



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:50 PM) 2020 Annual Drainage Project Contract Award - Public Works,

SUMMARY: The 2020 Annual Drainage Project implements the removal, replacement, and construction of drainage structures, storm drain lines, catch basins, and landscape mitigation.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to forward the 2020 Annual Drainage Project contract award for further Council consideration as part of the September 8, 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 2020 Annual Drainage project consists of a group of projects to mitigate drainage issues and repair culverts on Bainbridge Island. This year, the plan includes the replacement of drainage pipes at Wyatt Way and South Beach. The Wyatt Way project is located to the east of the City's larger reconstruction project, and is a priority due to flooding conditions along the roadway that also impact private property. The South Beach project is prioritized to prevent potential failure of both the culvert and roadway above. Two additional projects, landscape mitigation at Waterfront Park and water-quality improvements to the Windsong Loop stormwater pond are projects from last year's annual program that were unable to be completed by the City's contractor due to extenuating circumstances related to the company's ownership.

Following the results from the bid opening, which is currently scheduled for Friday, August 21st, the apparent low bidder and contract amount will be forwarded to the September 8, 2020 Unfinished Business Agenda for further Council consideration.

ATTACHMENTS:

[2020 Annual Drainage Project Contract](#)

[2020 Drainage Map.pdf](#)

FISCAL DETAILS: There is \$221,832 in the 2020 in the repairs and maintenance budget in the Storm and Surface Water Fund, with \$29,503 spent leaving a balance of \$192,329 available for this work.

Fund Name(s): SSWM Fund

Coding: See Fiscal Details

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 2020 ANNUAL DRAINAGE 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 and updated by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter “Standard Specifications”)
3. Special Provisions
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: _____

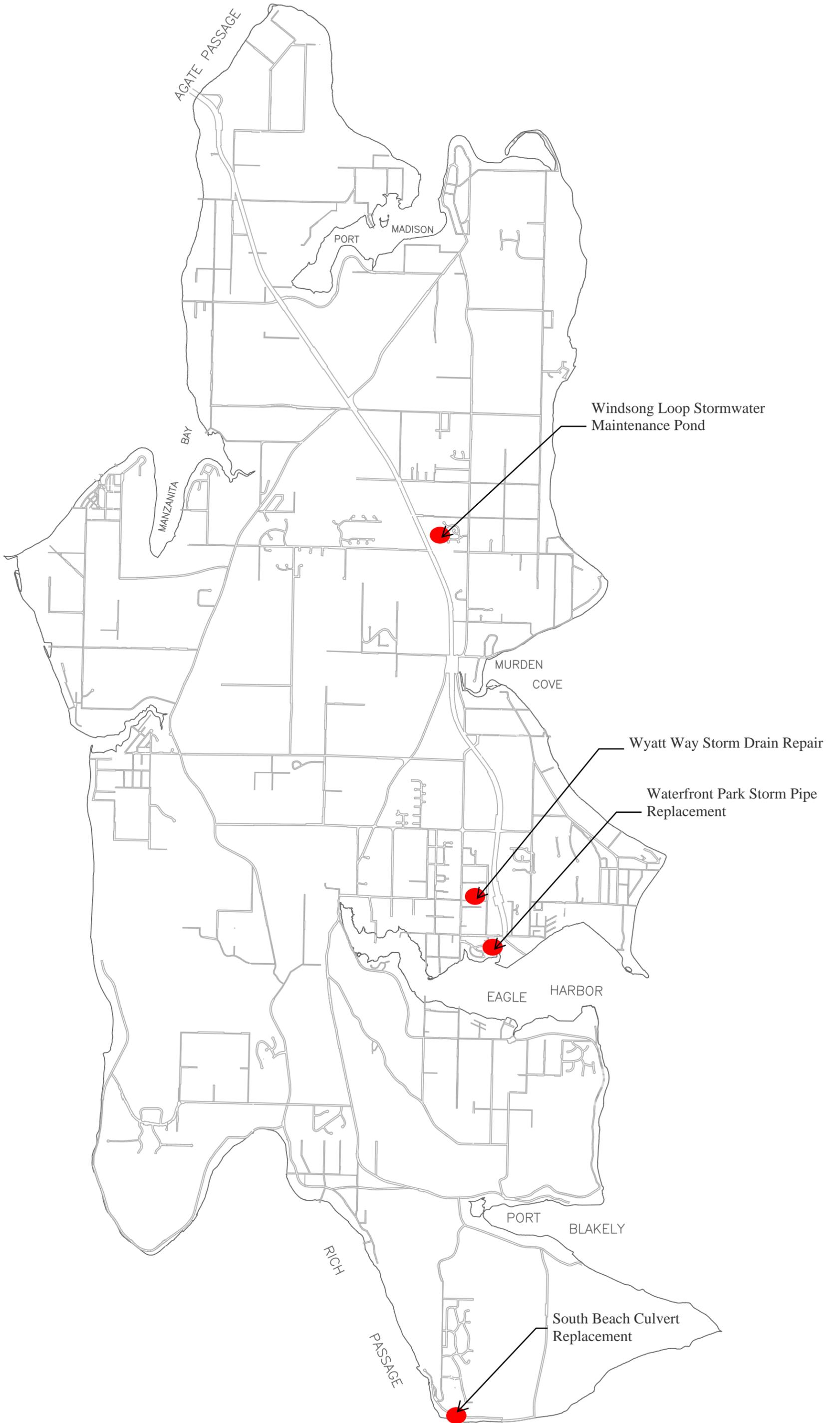
Date: _____

CITY OF BAINBRIDGE ISLAND:

By: _____

Morgan Smith, City Manager

Date: _____





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (9:00 PM) Ordinance No. 2020-19, Adding Language to BIMC 2.14.020 to Encourage Individuals with Diverse Backgrounds to Apply to Serve on the Planning Commission - Executive,

SUMMARY: On August 11, 2020, the City Council directed the City Manager to prepare an ordinance adopting the following language from the City of Seattle's website into BIMC 2.14.020 (albeit in a form tailored to the City of Bainbridge Island and to the Planning Commission): "The City of Seattle is committed to promoting diversity in the city's boards and commissions. Women, persons with disabilities, sexual and gender minorities, young persons, senior citizens, persons of color, and immigrants are encouraged to apply."

As drafted, Ordinance No. 2020-19 amends BIMC 2.14.020.C.1 to include the language requested by the City Council.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to approve Ordinance No. 2020-19.

(If Ordinance No. 2020-19 is approved) I move to direct the City Manager to update the quoted language of BIMC 2.14.020.C.1 contained in the Joint Land Use Subcommittee's Recommendations to reflect the amended language of BIMC 2.14.020.C.1 adopted under Ordinance No. 2020-19.

I move to direct the City Manager to proceed with filling the current Planning Commission vacancy according to the Joint Land Use Subcommittee's recommendations as amended.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

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

BACKGROUND: On August 11, 2020, the City Council discussed the Joint Land Use Subcommittee's Recommendations on Proposed Changes to Process to Fill Planning Commission Vacancies.

The City Council voted to strike the following sentence from the recommendations: "Appointments to the PC are addressed in BIMC 2.14.020.C and applicants are evaluated in light of the purpose, role, duties and responsibilities of the PC described above." At the meeting, the City Manager indicated that staff would remove this sentence from the recommendations and reformat the recommendations into a memo format. Attached is a document containing the Joint Land Use Subcommittee's recommendations. This document is the same as the document attached to the August 11 agenda item with the following changes:

- Removal of the above-referenced sentence in accordance with Council direction.
- Formatted as a memo, dated August 25 to show the date of the discussion in accordance with a statement made by the City Manager during the August 11 meeting.

Separately, on August 11, 2020, the City Council also directed the City Manager to prepare an ordinance adopting the following language from the City of Seattle's website into BIMC 2.14.020 (albeit in a form tailored to the City of Bainbridge Island and to the Planning Commission): "The City of Seattle is committed to promoting diversity in the city's boards and commissions. Women, persons with disabilities, sexual and gender minorities, young persons, senior citizens, persons of color, and immigrants are encouraged to apply."

As drafted, Ordinance No. 2020-19 amends BIMC 2.14.020.C.1 to include the language requested by the City Council.

If the City Council adopts Ordinance No. 2020-19, the language of BIMC 2.14.020.C.1 will be amended. Currently, the Joint Land Use Subcommittee's recommendations directly quote BIMC 2.14.020.C.1. In order to avoid a situation where the Joint Land Use Subcommittee's recommendations quote outdated language of the Bainbridge Island Municipal Code, staff recommends that the recommendation be updated to simply quote the revised language of BIMC 2.14.020.C.1 as amended by Ordinance No. 2020-19.

If Ordinance No. 2020-19 is not adopted, then no changes to the Joint Land Use Subcommittee's recommendations are needed.

ATTACHMENTS:

[Ordinance No. 2020-19, Adding Language to BIMC 2.14.020 to Encourage Individuals with Diverse Backgrounds to Apply to Serve on the Planning Commission](#)

[Joint Land Use Subcommittee Recommendations Memorandum](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2020-19

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the qualifications of members of the City’s Planning Commission; amending Subsection 2.14.020.C.1 of the Bainbridge Island Municipal Code (BIMC) to encourage diverse individuals to apply to serve on the City’s Planning Commission.

WHEREAS, BIMC 2.14.020 establishes the Planning Commission to serve as an advisory body to the City Council; and

WHEREAS, the City of Bainbridge Island is committed to promoting diversity in its City Advisory Groups, including the Planning Commission.

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

Section 1. Subsection 2.14.020.C.1 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

1. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences, and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city’s adopted comprehensive plan.

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

PASSED by the City Council this ____ day of _____, 2020.

APPROVED by the Mayor this ____ day of _____, 2020.

Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: August 21, 2020
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: 2020-19



CITY OF
BAINBRIDGE ISLAND

JOINT CITY COUNCIL AND PLANNING COMMISSION
LAND USE SUB-COMMITTEE
MEMORANDUM

Date: August 25, 2020
To: City Council
From: Joint City Council and Planning Commission Land Use Sub-Committee
Subject: Recommendations for Recruitment/Selection for Planning Commission Vacancy

The City Council/Planning Commission Joint Subcommittee has the following five recommendations when seeking to fill the current Planning Commission vacancy:

1. Add one additional planning commissioner and one additional councilmember to the interview panel. Recognizing the legally prescribed and procedurally critical role of the Planning Commission in the City's law and policy making process, and the particular importance of selecting well qualified candidates for this body, the subcommittee believes that in the longer term it may be worth exploring creating a broader interview panel to include members drawn from outside the Council and Planning Commission. In the meantime, the addition of another member from each body is proposed as an interim step to bring more voices to the table.
2. Have a separate announcement/advertisement for the Planning Commission. Currently, members of the public are invited to apply for all committees and commissions through a generic announcement. Given the unique character of the Planning Commission relative to other City committees and commissions (established pursuant to state statute, playing a mandatory role in legal processes), it is important the announcement/advertisement provide detail related to the role of the Planning Commission and the nature of its work. The City's existing municipal code (BIMC 2.14) provides adequate language (see below) and should be included in a separate, more detailed announcement/advertisement for the Planning Commission.

3. Extend an invitation to the chair of the Race Equity Task Force (RETF), or another member to be chosen by the taskforce, to participate in the personal interviews of Planning Commission candidates. The subcommittee recognizes that the City, working with the RETF, is developing a work plan to improve race equity throughout the City organization, including its committees and commissions. While this work is in its early stages, if the RETF feels that it would be useful to have the chair, or another member, be part of the interview panel in order to learn about and provide their perspective, on the current process, the subcommittee believes that participation would be a positive addition to the process.
4. Schedule longer interviews. Historically, interviews for Council committees have been scheduled back to back for 10 or 15 minutes each. The subcommittee agreed that this is inadequate for the Planning Commission.
5. Expand the outreach/distribution of the announcement/advertisement. The subcommittee believes that outreach will be key to increasing diversity among applicants. The new separate, more detailed announcement/advertisement for the Planning Commission vacancy should be distributed more widely, outside of usual "City channels." This may include Wake Up Bainbridge! (and other pod casts/blogs) group listservs/locations suggested by the RETF, and anticipated outreach groups for the Sustainable Transportation Plan.

Proposed language to include in announcement/advertisement:

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A. The Bainbridge Island Municipal Code (BIMC) explains the duties and responsibilities of the PC as follows:

BIMC 2.14.020.B Planning commission.

Duties and Responsibilities. Pursuant to the provisions of Chapter [35A.63](#) RCW, there is established within the city a planning commission. The title "planning commission" is substituted for the title "planning agency" in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city;

2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW [35A.63.080](#);
3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;
4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC [2.16.020.S](#), including those housing design demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;
5. Review and make recommendations on preliminary short subdivisions if requested by the director;
6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;
7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;
8. Create the planning commission agenda prior to its publication in consultation with the director.

As BIMC 2.14.020.C states:

The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board or commission, except for specialized committees or task forces of limited duration. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:10 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, August 4, 2020
- D. City Council Regular Business Meeting Minutes, August 11, 2020
- E. Appointments to the Ethics Board and Historic Preservation Commission
- F. Resolution No. 2020-02, Updating the City's Procedure for the Surplus and Sale of City-Owned Real Property

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: August 25, 2020

ESTIMATED TIME:

AGENDA ITEM: Accounts Payable and Payroll

SUMMARY: Consider approval of payroll and accounts payable.

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.pdf](#)

[AP Report to Council of Cash Disbursements 08-26-20.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

PAYROLL

PAYROLL CHECK RUN: 8 - 20 - 2020

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	8/20/2020	487001 - 487132	Regular check run (Direct Dep)	329,412.42
Normal	8/21/2020	109429 - 109430	Regular check run (Paper Checks)	3,073.91
Normal	8/22/2020	109431 -109437	Vendor check run (Paper Checks)	125,923.22
EFTPS	8/23/2020	N/A	Federal Tax Electronic Transfer	121,227.15
			TOTAL:	579,636.70

Prepared and Reviewed by:  Date 8-19-20
 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.

 Date 8-19-20
 DeWayne Pitts, Finance Director

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: August 10, 2020 - August 24, 2020
CITY COUNCIL: August 11, 2020 - August 25, 2020

Last check from previous run: 354261 dated 08/12/2020 issued to Paditu for \$109.42.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	7/29/20	354109	POL/McMonagle, Linda/Name error - reprint	N/A
VOID	8/26/20	354280	PW/American Messaging/Amount error - reprint	N/A
VOID	8/26/20	354316	PW/Kaiser Permanente/Name error - reprint	N/A
VOID	8/26/20	354360	FIN/WA St Auditor/Remit error - reprint	N/A
Manual	8/7/20	354262	BI Lodging Assoc/2020 LTAC	11,656.23
Manual	8/7/20	354263	PW/Coral Sales Co/Auto flagger assist device	5,886.00
Manual	8/7/20	354264	POL/McMonagle, Linda/Reprint	607.50
Manual	8/7/20	354265	BI Sportsmen's Club/SSWM refund	2,651.46
Manual	8/13/20	354266	Bainbridge Disposal/Citywide disposal services - July 2020	2,795.50
Manual	8/13/20	354267	CenturyLink/Citywide telemetry - August 2020	1,153.70
Manual	8/13/20	354268	Kitsap PUD/Water - Lot 1 Belfair Ave	40.41
Manual	8/13/20	354269	PW/Mutt Mitt/Dog waste bags	1,613.70
Manual	8/13/20	354270	ENG/S&B/Telemetry scada upgrades	9,844.34
Manual	8/13/20	354271	Verizon/Citywide wireless services - July 2020	5,866.01
Manual	8/13/20	354272	US Bank/Credit card purchases - July 2020	29,496.28
Manual	8/19/20	354273	CenturyLink/Additional citywide telemetry - August 2020	284.74
Manual	8/19/20	354274	PW/City of BI/Permit: PLN51797	382.00

Total Manual Checks and Electronic Disbursements	72,277.87
---	------------------

Regular Run	8/26/20	354275-354372	Total Regular Check Run	155,761.71
Total Disbursements				228,039.58

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

8/21/2020
Date



CITY OF
BAINBRIDGE ISLAND

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

MEMORANDUM

Approved: 8/19/2020

DATE: AUGUST 19, 2020
TO: KARL SHAW
FROM: CARRIE FREITAS
SUBJECT: CHECK # 354109

This check was voided on 8/7/2020 due to an error in the vendor input in which the vendor's name was spelled McGonagle instead of McMonagle. The check was voided, but the disbursement report was not printed before being deleted from the report queue.

Attached you will find backup for the voiding and replacement of this check.

From: Barbara Burns
To: Accounts Payable
Subject: Please Issue New Check for Linda McMonagle
Date: Monday, August 3, 2020 1:24:03 PM
Attachments: 354109.pdf

Linda McMonagle just called and said she needs another check because her name is spelled incorrectly (it's supposed to be McMonagle, not McGonagle – probably my fault - sorry) and she doesn't want "Linda's by the Lake" to be printed on the check because she's an individual proprietor and she's depositing it in an individual personal account. She's going to mail back check 354109 so you can shred it. Just mail her the new check ASAP, this week if possible. Let me know if you need a manual check request too. Thanks.



SCANNED

8/6/20
CEM

Linda McMonagle
25616 Lk. Wilderness Ln. SE
Maple Valley, WA 98038
425-432-0245

**Return of Check 00354109 in the amount of \$607.50 for
reissue with corrections. Thank you.**



P 2
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08/19/2020 11:03 CITY OF BAINBRIDGE ISLAND
cfreitas A/P CASH DISBURSEMENTS JOURNAL
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	8				ACCOUNTS PAYABLE					188.36
APP	631-213000				AP CASH DISBURSEMENTS	JOURNAL			188.36	
	08/26/2020		VOID		CASH					
APP	635-111100				AP CASH DISBURSEMENTS	JOURNAL				
	08/26/2020		VOID		JOURNAL 2020/08/165	TOTAL			188.36	188.36



P 3
apcshdsb

08/19/2020 11:03 CITY OF BAINBRIDGE ISLAND
cfreitas A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND	2020 8	165	08/26/2020	ACCOUNTS PAYABLE	188.36	188.36
631-213000				CASH		
635-111100						
				FUND TOTAL	188.36	188.36

** END OF REPORT - Generated by Carrie L. Freitas **

VOID
8/19/2020



munis
360 ERP solution

Tom R. Shew

8/19/2020

P 1
apcsdhsb

08/19/2020 11:32 CITY OF BAINBRIDGE ISLAND
cfreitas A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
242369	69596139	08/01/2020			-125.00
-125.00	73111290 541100	PW/OCC HEALTH TESTING			
		O&M-STREET-MAINT O/H-PRO SVCS			
		CHECK	354316	TOTAL:	-125.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -125.00

TOTAL VOIDED CHECKS	COUNT	AMOUNT
1	1	125.00

*** GRAND TOTAL *** -125.00

Wrong(old) vendor name selected in error. Voided, corrected, and reprinted.

08/19/2020 11:32 CITY OF BAINBRIDGE ISLAND JOURNAL ENTRIES TO BE CREATED
 cfreitas A/P CASH DISBURSEMENTS JOURNAL

CLERK: cfreitas

YEAR PER SRC ACCOUNT EFF DATE	JNL	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2020 8 170										
APP 101-213000						STREETS - ACCOUNTS PAYABLE				125.00
APP 08/26/2020		354316	WRGRMT			AP CASH DISBURSEMENTS JOURNAL			125.00	
APP 635-111100						CASH				
APP 08/26/2020		354316	WRGRMT			AP CASH DISBURSEMENTS JOURNAL				
						GENERAL LEDGER TOTAL			125.00	125.00
APP 631-130000						DUE TO/FROM CLEARING				125.00
APP 08/26/2020		08/23/20	WRGRMT			STREETS - DUE TO/FROM CLEARING			125.00	
APP 101-130000						SYSTEM GENERATED ENTRIES TOTAL			125.00	125.00
APP 08/26/2020		08/23/20	WRGRMT			JOURNAL 2020/08/170			250.00	250.00
						TOTAL				

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

08/19/2020 11:32
cfreitas

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 STREET FUND 101-130000 101-213000	2020 8	170	08/26/2020	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	125.00	125.00
				FUND TOTAL	125.00	125.00
631 CLEARING FUND 631-130000 635-111100	2020 8	170	08/26/2020	DUE TO/FROM CLEARING CASH	125.00	125.00
				FUND TOTAL	125.00	125.00

08/19/2020 11:32 CITY OF BAINBRIDGE ISLAND
cfreitas A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
101 STREET FUND	125.00	125.00
631 CLEARING FUND		
TOTAL	125.00	125.00

** END OF REPORT - Generated by Carrie L. Freitas **

VOID
8/19/2020

(CF)



R. R. Sheets

8/19/2020

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apcshdsb

08/19/2020 11:53 CITY OF BAINBRIDGE ISLAND
cfreitas A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

354360	08/26/2020	VOID	605 WA ST AUDITOR'S OFFI	242427	L137901	08/11/2020			-22,450.35
Invoice: L137901									
						2019 FINANCIAL AUDIT			
						FIN-C/E STATE AUDITOR			
						FIN-STREET-STATE AUDITOR			
						GG-WTR-ADM-PROF SVCS			
						GG-SWR-ADM-PROF SVCS			
						GG-SSWM-ADM-PROF SVCS			
						FIN-DEV-STATE AUDITOR			
						FIN-BIDG-STATE AUDITOR			
						CHECK	354360	TOTAL:	-22,450.35

354371 08/26/2020 PRTD 5275 KAISER PERMANENTE 242369 69596139 08/01/2020 08/23/20 125.00

Invoice: 69596139 PW/OCC HEALTH TESTING O&M-STREET-MAINT O/H-PRO SVCS

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 125.00

CHECK 354371 TOTAL: -22,325.35

COUNT	AMOUNT
1	125.00
1	22,450.35
TOTAL PRINTED CHECKS	125.00
TOTAL VOIDED CHECKS	22,450.35

*** GRAND TOTAL *** -22,325.35

Wrong remit # was selected @ invoice entry. Voided, corrected, and reprinted.

08/19/2020 11:53
cfreitas
CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	REF 1	REF 2	REF 3	ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	LINE	DESC
2020	8	172					STREETS - ACCOUNTS PAYABLE		
APP 101-213000	08/26/2020	08/23/20	VOID				AP CASH DISBURSEMENTS JOURNAL		125.00
APP 635-111100	08/26/2020	08/23/20	VOID				CASH		125.00
APP 001-213000	08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL		13,986.35
APP 635-111100	08/26/2020	354360	VOID				CASH		13,986.35
APP 101-213000	08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL		1,859.91
APP 635-111100	08/26/2020	354360	VOID				STREETS - ACCOUNTS PAYABLE		1,859.91
APP 401-213000	08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL		975.58
APP 635-111100	08/26/2020	354360	VOID				CASH		975.58
APP 402-213000	08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL		2,702.75
APP 635-111100	08/26/2020	354360	VOID				ACCOUNTS PAYABLE		2,702.75
APP 403-213000	08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL		1,100.34
APP 635-111100	08/26/2020	354360	VOID				CASH		1,100.34
APP 407-213000	08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL		1,825.42
APP 635-111100	08/26/2020	354360	VOID				ACCOUNTS PAYABLE		1,825.42
							AP CASH DISBURSEMENTS JOURNAL		22,575.35
							GENERAL LEDGER TOTAL		22,575.35
APP 631-130000	08/26/2020	08/23/20	VOID				DUE TO/FROM CLEARING		22,325.35
APP 101-130000	08/26/2020	08/23/20	VOID				STREETS - DUE TO/FROM CLEARING		1,734.91
APP 001-130000	08/26/2020	08/23/20	VOID				GENERAL - DUE TO/FROM CLEARING		13,986.35
APP 401-130000	08/26/2020	08/23/20	VOID				DUE TO/FROM CLEARING		975.58
APP 402-130000	08/26/2020	08/23/20	VOID				DUE TO/FROM CLEARING		2,702.75
APP 403-130000	08/26/2020	08/23/20	VOID				DUE TO/FROM CLEARING		1,100.34
APP 407-130000	08/26/2020	08/23/20	VOID				DUE TO/FROM CLEARING		1,825.42

08/19/2020 11:53 | CITY OF BAINBRIDGE ISLAND | JOURNAL ENTRIES TO BE CREATED
 cfreitac | A/P CASH DISBURSEMENTS JOURNAL

YEAR PER	JNL	JNL	REF	REF	REF	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3				
								22,325.35	
SYSTEM GENERATED ENTRIES TOTAL								22,325.35	
JOURNAL 2020/08/172								44,900.70	
TOTAL								44,900.70	22,325.35

08/19/2020 11:53 | CITY OF BAINBRIDGE ISLAND | JOURNAL ENTRIES TO BE CREATED

cfreitas | A/P CASH DISBURSEMENTS JOURNAL

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 8	172	08/26/2020	GENERAL - DUE TO/FROM CLEARING	13,986.35	13,986.35
001-130000				GENERAL - ACCOUNTS PAYABLE		
001-213000				FUND TOTAL	13,986.35	13,986.35
101 STREET FUND	2020 8	172	08/26/2020	STREETS - DUE TO/FROM CLEARING	1,734.91	1,859.91
101-130000				STREETS - ACCOUNTS PAYABLE	125.00	
101-213000				STREETS - ACCOUNTS PAYABLE		
101-213000				FUND TOTAL	1,859.91	1,859.91
401 WATER OPERATING FUND	2020 8	172	08/26/2020	DUE TO/FROM CLEARING	975.58	975.58
401-130000				ACCOUNTS PAYABLE		
401-213000				FUND TOTAL	975.58	975.58
402 SEWER OPERATING FUND	2020 8	172	08/26/2020	DUE TO/FROM CLEARING	2,702.75	2,702.75
402-130000				ACCOUNTS PAYABLE		
402-213000				FUND TOTAL	2,702.75	2,702.75
403 STORM & SURFACE WATER FUND	2020 8	172	08/26/2020	DUE TO/FROM CLEARING	1,100.34	1,100.34
403-130000				ACCOUNTS PAYABLE		
403-213000				FUND TOTAL	1,100.34	1,100.34
407 BUILDING & DEVELOPMENT FUND	2020 8	172	08/26/2020	DUE TO/FROM CLEARING	1,825.42	1,825.42
407-130000				ACCOUNTS PAYABLE		
407-213000				FUND TOTAL	1,825.42	1,825.42
631 CLEARING FUND	2020 8	172	08/26/2020	DUE TO/FROM CLEARING	22,450.35	22,325.35
631-130000				CASH		125.00
635-111100				CASH		
635-111100				FUND TOTAL	22,450.35	22,450.35

08/19/2020 11:53 CITY OF BAINBRIDGE ISLAND
cfreitas | A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		13,986.35
101 STREET FUND		1,734.91
401 WATER OPERATING FUND		975.58
402 SEWER OPERATING FUND		2,702.75
403 STORM & SURFACE WATER FUND		1,100.34
407 BUILDING & DEVELOPMENT FUND		1,825.42
631 CLEARING FUND		
	22,325.35	
	<u>22,325.35</u>	<u>22,325.35</u>
	TOTAL	

** END OF REPORT - Generated by Carrie I. Freitas **

08/07/2020 12:10 |CITY OF BAINBRIDGE ISLAND
 cfreitas |A/P CASH DISBURSEMENTS JOURNAL

Manual

CF

8/7/20

|P 1
 |apcshdsb

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

354262 08/07/2020 PRD 2265 BAINBRIDGE ISLAND LO 242174 COBI-0028 07/15/2020 M080720 11,656.23
 Invoice: COBI-0028 2020 LTAC (DESTINATION BAINBRI

11,656.23 91140573 541100 GG-TOUR-PROF SERVICES

CHECK 354262 TOTAL: 11,656.23

354263 08/07/2020 PRD 9407 CORAL SALES COMPANY 242173 INV-67935 06/01/2020 20200007 M080720 5,886.00
 Invoice: INV-67935 AUTO FLAGGER ASSIST DEVICE

5,886.00 73111427 54500000352 FLAGGING SVCS-RENTAL

CHECK 354263 TOTAL: 5,886.00

354264 08/07/2020 PRD 9518 MCMONAGLE, LINDA 241797 2020-1508 02/04/2020 M080720 607.50
 Invoice: 2020-1508 POL/LODGING: FASTAIA, 5 NIGHTS

607.50 53011212 443410 POLICE - C/E PATROL TRAINING

CHECK 354264 TOTAL: 607.50

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 18,149.73

COUNT AMOUNT

TOTAL PRINTED CHECKS 3 18,149.73

*** GRAND TOTAL *** 18,149.73

08/07/2020 12:10
cfreitas

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

|P 2
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
EFF DATE								
2020	8	60						
APP 104-213000					CIVIC IMPR - ACCOUNTS PAYABLE		11,656.23	
08/07/2020	M080720	080720			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			18,149.73
08/07/2020	M080720	080720			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000					STREETS - ACCOUNTS PAYABLE		5,886.00	
08/07/2020	M080720	080720			AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		607.50	
08/07/2020	M080720	080720			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL							18,149.73	18,149.73
APP 631-130000					DUE TO/FROM CLEARING		18,149.73	
08/07/2020	M080720	080720						
APP 104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G			11,656.23
08/07/2020	M080720	080720						
APP 101-130000					STREETS - DUE TO/FROM CLEARING			5,886.00
08/07/2020	M080720	080720						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			607.50
08/07/2020	M080720	080720						
SYSTEM GENERATED ENTRIES TOTAL							18,149.73	18,149.73
JOURNAL 2020/08/60 TOTAL							36,299.46	36,299.46

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020	8	60	08/07/2020			
001-130000					GENERAL - DUE TO/FROM CLEARING		607.50
001-213000					GENERAL - ACCOUNTS PAYABLE	607.50	
					FUND TOTAL	607.50	607.50
101 STREET FUND	2020	8	60	08/07/2020			
101-130000					STREETS - DUE TO/FROM CLEARING		5,886.00
101-213000					STREETS - ACCOUNTS PAYABLE	5,886.00	
					FUND TOTAL	5,886.00	5,886.00
104 CIVIC IMPROVEMENT FUND	2020	8	60	08/07/2020			
104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G		11,656.23
104-213000					CIVIC IMPR - ACCOUNTS PAYABLE	11,656.23	
					FUND TOTAL	11,656.23	11,656.23
631 CLEARING FUND	2020	8	60	08/07/2020			
631-130000					DUE TO/FROM CLEARING	18,149.73	
635-111100					CASH		18,149.73
					FUND TOTAL	18,149.73	18,149.73

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			607.50
101 STREET FUND			5,886.00
104 CIVIC IMPROVEMENT FUND			11,656.23
631 CLEARING FUND		18,149.73	
	TOTAL	18,149.73	18,149.73

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

INVOICE DTL DESC

354265 08/07/2020 PRD 3775 BAINBRIDGE ISLAND SP 242175 222502-3-032-2005 06/11/2020 M080720 2,651.46
 Invoice: 222502-3-032-2005

SSWM REFUND
 SSWM CHARGES-TAX EXEMPT

2,651.46 43143 343830

CHECK 354265 TOTAL: 2,651.46

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 2,651.46

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 2,651.46

*** GRAND TOTAL *** 2,651.46

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2020 8 66								
APP 403-213000					ACCOUNTS PAYABLE		2,651.46	
08/07/2020	M080720	080720			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			2,651.46
08/07/2020	M080720	080720			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL							2,651.46	2,651.46
APP 631-130000					DUE TO/FROM CLEARING		2,651.46	
08/07/2020	M080720	080720						
APP 403-130000					DUE TO/FROM CLEARING			2,651.46
08/07/2020	M080720	080720						
SYSTEM GENERATED ENTRIES TOTAL							2,651.46	2,651.46
JOURNAL 2020/08/66 TOTAL							5,302.92	5,302.92

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
403	2020 8	66	08/07/2020	STORM & SURFACE WATER FUND		
				403-130000 DUE TO/FROM CLEARING		2,651.46
				403-213000 ACCOUNTS PAYABLE	2,651.46	
				FUND TOTAL	2,651.46	2,651.46
631	2020 8	66	08/07/2020	CLEARING FUND		
				631-130000 DUE TO/FROM CLEARING	2,651.46	
				635-111100 CASH		2,651.46
				FUND TOTAL	2,651.46	2,651.46

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
403 STORM & SURFACE WATER FUND			2,651.46
631 CLEARING FUND		2,651.46	
	TOTAL	2,651.46	2,651.46

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
354266	08/13/2020	PRTD	47 BAINBRIDGE DISPOSAL	242278	0000997255	07/31/2020	M081320	363.26
Invoice: 0000997255				363.26	91011189 547900	CITY HALL DISP SVCS JUL20 GG-C/E-CITY HALL-GARBAGE		
				242279	0000997061	07/31/2020	M081320	2,183.39
Invoice: 0000997061				143.70	91011215 547900	CITYWIDE DISP SVCS JUL20 GG-C/E-PD-GARBAGE		
				477.92	91011768 547900	GG-C/E-PARKS-GARBAGE		
				433.74	91425358 547900	GG-WWTP-GARBAGE (NOT BIOSOLIDS)		
				1,108.07	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE		
				9.98	91111427 547900	GG-STREET-ROADSIDE-GARBAGE		
				9.98	91111427 547900	GG-STREET-ROADSIDE-GARBAGE		
				242280	0000997315	07/31/2020	M081320	78.96
Invoice: 0000997315				78.96	91011189 547903	BIG BELLY DISP SVCS JUL20 BIG BELLY SOLAR GARBAGE CANS		
				242306	000097024	07/31/2020	M081320	169.89
Invoice: 000097024				169.89	91011755 547900	SS/COMMONS DISP SVC GG-C/E-COMMONS-GARBAGE		
							CHECK 354266 TOTAL:	2,795.50
354267	08/13/2020	PRTD	551 CENTURYLINK	242281	0225AUG20	08/02/2020	M081320	115.84
Invoice: 0225AUG20				115.84	91011897 542100	O&M FIRE ALARM MONIT GG-C/E-O&M YARD FAC-PHONE		
				242282	0456AUG20	08/02/2020	M081320	69.99
Invoice: 0456AUG20				69.99	91421891 542100	VILLAGE SEWER PUMP GG-SWR-FAC-PHONE		
				242283	0754AUG20	08/02/2020	M081320	70.95
Invoice: 0754AUG20				70.95	91411891 542100	FLETCHER BAY WELL TELEM GG-WTR-FAC-PHONE		
				242284	1745AUG20	08/02/2020	M081320	53.88
Invoice: 1745AUG20				53.88	91011189 542100	CH ELEVATOR SVC LINE GG-C/E-CITY HALL-PHONE		
				242285	3736AUG20	08/02/2020	M081320	115.84
Invoice: 3736AUG20				115.84	91011189 542100	CH FIRE ALARM MONIT GG-C/E-CITY HALL-PHONE		
				242286	5211AUG20	08/02/2020	M081320	204.85
Invoice: 5211AUG20				204.85	91011215 542100	POL PHN SVCS GG-C/E-PD-PHONE		
				242287	8731AUG20	08/02/2020	M081320	59.91
Invoice: 8731AUG20				59.91	91011755 542100	COMMONS FIRE ALARM MONIT GG-C/E-COMMONS-PHONE		

CASH ACCOUNT: 635 111100 CASH

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

						INVOICE DTL DESC			
				242288	8834AUG20	08/02/2020		M081320	69.99
			Invoice: 8834AUG20			259 FERNCLIFF PRV TELEM			
				69.99	91411891 542100	GG-WTR-FAC-PHONE			
				242289	9136AUG20	08/02/2020		M081320	153.95
			Invoice: 9136AUG20			CH SECURITY ALARM MONIT			
				153.95	91011189 542100	GG-C/E-CITY HALL-PHONE			
				242290	9791AUG20	08/02/2020		M081320	137.80
			Invoice: 9791AUG20			POL TI MANDUS			
				137.80	91011215 542100	GG-C/E-PD-PHONE			
				242291	9840AUG20	08/02/2020		M081320	50.35
			Invoice: 9840AUG20			HEAD OF BAY WELL TELEM			
				50.35	91411891 542100	GG-WTR-FAC-PHONE			
				242292	9858AUG20	08/02/2020		M081320	50.35
			Invoice: 9858AUG20			SANDS AVE WELL TELEM			
				50.35	91411891 542100	GG-WTR-FAC-PHONE			
							CHECK	354267 TOTAL:	1,153.70
354268	08/13/2020	PRTD	694 KITSAP PUD #1	242293	MAY20-JUL20	07/16/2020		M081320	40.41
			Invoice: MAY20-JUL20			WATER/LOT 1 BELFAIR AVE			
				40.41	91011768 547500	GG-C/E-PARKS-WTR/SWR			
							CHECK	354268 TOTAL:	40.41
354269	08/13/2020	PRTD	8545 MUTT MITT	242294	350072-A	06/24/2020		M081320	1,613.70
			Invoice: 350072-A			PW/DOG WASTE BAGS			
				1,290.96	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
				322.74	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
							CHECK	354269 TOTAL:	1,613.70
354270	08/13/2020	PRTD	617 S & B INC	242296	25249J	06/17/2020		M081320	9,844.34
			Invoice: 25249J			WATER/SEWER TELEMETRY SCADA UP			
				4,368.72	72423434 64110000821	SCADA UPGRADES SWR PROF SVC			
				5,475.62	72413434 64110000818	SCADA UPGRADES WTR PRF SVC			
							CHECK	354270 TOTAL:	9,844.34
354271	08/13/2020	PRTD	1485 VERIZON WIRELESS	242297	9859898251	08/01/2020		M081320	5,866.01
			Invoice: 9859898251			CITYWIDE WIRELESS SERVICES			
				4,242.94	91011189 542100	GG-C/E-CITY HALL-PHONE			
				1,623.07	91011189 54210001069	COVID19-ADD'L CELL PHONES			

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CHECK 354271 TOTAL: 5,866.01

NUMBER OF CHECKS 6 *** CASH ACCOUNT TOTAL *** 21,313.66

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	6	21,313.66

*** GRAND TOTAL *** 21,313.66

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE							LINE DESC			
2020	8	111								
APP 001-213000							GENERAL - ACCOUNTS PAYABLE		10,703.99	
08/13/2020	M081320	081320					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100							CASH			21,313.66
08/13/2020	M081320	081320					AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000							ACCOUNTS PAYABLE		4,872.45	
08/13/2020	M081320	081320					AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000							STREETS - ACCOUNTS PAYABLE		19.96	
08/13/2020	M081320	081320					AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000							ACCOUNTS PAYABLE		5,717.26	
08/13/2020	M081320	081320					AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									21,313.66	21,313.66
APP 631-130000							DUE TO/FROM CLEARING		21,313.66	
08/13/2020	M081320	081320								
APP 001-130000							GENERAL - DUE TO/FROM CLEARING			10,703.99
08/13/2020	M081320	081320								
APP 402-130000							DUE TO/FROM CLEARING			4,872.45
08/13/2020	M081320	081320								
APP 101-130000							STREETS - DUE TO/FROM CLEARING			19.96
08/13/2020	M081320	081320								
APP 401-130000							DUE TO/FROM CLEARING			5,717.26
08/13/2020	M081320	081320								
SYSTEM GENERATED ENTRIES TOTAL									21,313.66	21,313.66
JOURNAL 2020/08/111 TOTAL									42,627.32	42,627.32

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION					
001 GENERAL FUND	2020	8	111	08/13/2020		
001-130000				GENERAL - DUE TO/FROM CLEARING		10,703.99
001-213000				GENERAL - ACCOUNTS PAYABLE	10,703.99	
				FUND TOTAL	10,703.99	10,703.99
101 STREET FUND	2020	8	111	08/13/2020		
101-130000				STREETS - DUE TO/FROM CLEARING		19.96
101-213000				STREETS - ACCOUNTS PAYABLE	19.96	
				FUND TOTAL	19.96	19.96
401 WATER OPERATING FUND	2020	8	111	08/13/2020		
401-130000				DUE TO/FROM CLEARING		5,717.26
401-213000				ACCOUNTS PAYABLE	5,717.26	
				FUND TOTAL	5,717.26	5,717.26
402 SEWER OPERATING FUND	2020	8	111	08/13/2020		
402-130000				DUE TO/FROM CLEARING		4,872.45
402-213000				ACCOUNTS PAYABLE	4,872.45	
				FUND TOTAL	4,872.45	4,872.45
631 CLEARING FUND	2020	8	111	08/13/2020		
631-130000				DUE TO/FROM CLEARING	21,313.66	
635-111100				CASH		21,313.66
				FUND TOTAL	21,313.66	21,313.66

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		10,703.99
101	STREET FUND		19.96
401	WATER OPERATING FUND		5,717.26
402	SEWER OPERATING FUND		4,872.45
631	CLEARING FUND	21,313.66	
	TOTAL	21,313.66	21,313.66

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US Bank - July

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
354272	08/13/2020 PRD 7314 US BANK	242176	07/16/20-JB	07/27/2020	USB-0720	26.51
	Invoice: 07/16/20-JB			POL/ALLIANZ/TRAVEL INS		
		26.51	53011212 443410	POLICE - C/E PATROL TRAINING		
	Invoice: 06/30/20-JB	242177	06/30/20-JB	07/27/2020	USB-0720	63.26
				POL/AMAZON/DOCK LINE		
		63.26	54025212 531100	MARINE - SUPPLIES		
	Invoice: 07/17/20-JB	242178	07/17/20-JB	07/27/2020	USB-0720	-63.26
				POL/AMAZON/RETURN		
		-63.26	54025212 531100	MARINE - SUPPLIES		
	Invoice: 07/24/20-JB	242179	07/24/20-JB	07/27/2020	USB-0720	608.96
				POL/EB MARINA/M8 FUEL		
		608.96	54025212 532000	MARINE - FUEL		
	Invoice: 06/25/20-ZB	242180	06/25/20-ZB	07/27/2020	USB-0720	228.86
				POL/PETCO/K9 BED, TREATS		
		228.86	53011212 53110000962	TRACKING CANINE-SUPPLIES		
	Invoice: 06/25/20-ZB-A	242181	06/25/20-ZB-A	07/27/2020	USB-0720	15.60
				POL/SALTY DOG/K9 WASH		
		15.60	53011212 54110000962	TRACKING CANINE-PROF SVCS		
	Invoice: 07/10/20-ZB	242182	07/10/20-ZB	07/27/2020	USB-0720	67.93
				POL/PETCO/K9 FOOD		
		67.93	53011212 53110000962	TRACKING CANINE-SUPPLIES		
	Invoice: 07/15/20-ZB	242183	07/15/20-ZB	07/27/2020	USB-0720	61.17
				POL/DAY RD VET/K9 MED CHECK		
		61.17	53011212 54110000962	TRACKING CANINE-PROF SVCS		
	Invoice: 07/14/20-ZB	242184	07/14/20-ZB	07/27/2020	USB-0720	-25.81
				POL/SUMMIT VET/REFUND		
		-25.81	53011212 54110000962	TRACKING CANINE-PROF SVCS		
	Invoice: 07/19/20-ZB	242185	07/19/20-ZB	07/27/2020	USB-0720	16.35
				POL/Z BONES/K9 WASH		
		16.35	53011212 54110000962	TRACKING CANINE-PROF SVCS		
	Invoice: 07/02/20-BB	242186	07/02/20-BB	07/27/2020	USB-0720	33.00
				POL/WSP/BG CHECK FOR DOCK HOSTS		
		33.00	55011757 541100	PD-HARBORMASTER-PROF SVCS		
	Invoice: 07/16/20-BB	242187	07/16/20-BB	07/27/2020	USB-0720	334.60
				POL/O'REILLY/M11 BATTERY		
		334.60	54025212 531100	MARINE - SUPPLIES		
	Invoice: 07/18/20-BB	242188	07/18/20-BB	07/27/2020	USB-0720	207.00
				POL/AMAZON/FACE MASKS		
		207.00	53011252 53110001069	COVID19-SUPPLIES		

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

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

				242216	07/03/20-JF	07/27/2020		USB-0720	15.11
Invoice:	07/03/20-JF								
				15.11	53011212 532000	POL/CHEVRON/FUEL			
						PD-C/E-PATROL-FUEL			
				242217	07/10/20-RL	07/27/2020		USB-0720	603.49
Invoice:	07/10/20-RL								
				603.49	32011152 549100	LEGAL/THOMSON/LEGAL SUBX			
						LGL-GF-DUES & SUBSCRIPTIONS			
				242218	07/15/20-RL	07/27/2020		USB-0720	191.20
Invoice:	07/15/20-RL								
				191.20	41011141 531100	FIN/PITNEY BOWES/INK			
						FIN - C/E ADMIN SUPPLIES			
				242219	07/16/20-RL	07/27/2020		USB-0720	180.00
Invoice:	07/16/20-RL								
				180.00	91011189 542500	EX/USPS/STAMPS			
						GG-C/E-CITY HALL-POSTAGE			
				242221	07/17/20-RL	07/27/2020		USB-0720	255.23
Invoice:	07/17/20-RL								
				255.23	41011141 531100	FIN/PITNEY BOWES/INK			
						FIN - C/E ADMIN SUPPLIES			
				242222	06/29/20-AL	07/27/2020		USB-0720	299.65
Invoice:	06/29/20-AL								
				299.65	31011252 53110001069	EX/AMAZON/THERMOMETERS			
						COVID19-SUPPLIES			
				242223	06/30/20-AL	07/27/2020		USB-0720	-120.41
Invoice:	06/30/20-AL								
				-120.41	31011256 541100	EX/ZOOM/SUBX REFUND			
						EX-GF-EMERG PREP-PROF SVCS			
				242224	07/09/20-AL	07/27/2020		USB-0720	121.00
Invoice:	07/09/20-AL								
				121.00	31011256 549100	EX/BI ROTARY/QRTLY DUES			
						EX-GF-EMERG PREP-DUES/SUBSCRIP			
				242225	07/14/20-AL	07/27/2020		USB-0720	27.95
Invoice:	07/14/20-AL								
				27.95	31011256 549100	EX/NATIONAL CERT/ANNUAL MEMBERSHIP			
						EX-GF-EMERG PREP-DUES/SUBSCRIP			
				242226	07/17/20-AL	07/27/2020		USB-0720	834.00
Invoice:	07/17/20-AL								
				834.00	31011256 531100	EX/DQE/PRIVACY SCREENS FOR SHELTER			
						EX-GF-EMERG PREP-SUPPLIES			
				242227	07/27/20-AL	07/27/2020		USB-0720	188.03
Invoice:	07/27/20-AL								
				188.03	31011256 542450	EX/STICKER MULE/BP STICKERS			
						EX-GF-EMERG PREP-COMM OUTREACH			
				242228	07/27/20-AL-A	07/27/2020		USB-0720	29.54
Invoice:	07/27/20-AL-A								
				29.54	31011256 542450	EX/AMAZON/BP CERTIFICATES			
						EX-GF-EMERG PREP-COMM OUTREACH			
				242229	07/10/20-CL	07/27/2020		USB-0720	20.03
Invoice:	07/10/20-CL								
				20.03	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE POSTCARDS			
						CUR-DEV-ZONING-ADV			

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 |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC					
2020 8	112	APP 001-213000					GENERAL - ACCOUNTS PAYABLE		28,106.51	
08/13/2020	USB-0720	USB CC				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH				29,496.28
08/13/2020	USB-0720	USB CC				AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000						ACCOUNTS PAYABLE		987.96		
08/13/2020	USB-0720	USB CC				AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000						ACCOUNTS PAYABLE		72.75		
08/13/2020	USB-0720	USB CC				AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000						ACCOUNTS PAYABLE		296.38		
08/13/2020	USB-0720	USB CC				AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000						ACCOUNTS PAYABLE		32.68		
08/13/2020	USB-0720	USB CC				AP CASH DISBURSEMENTS JOURNAL				
							GENERAL LEDGER TOTAL		29,496.28	29,496.28
APP 631-130000						DUE TO/FROM CLEARING		29,423.53		
08/13/2020	USB-0720	USB CC								
APP 001-130000						GENERAL - DUE TO/FROM CLEARING				28,106.51
08/13/2020	USB-0720	USB CC								
APP 407-130000						DUE TO/FROM CLEARING				987.96
08/13/2020	USB-0720	USB CC								
APP 402-130000						DUE TO/FROM CLEARING				296.38
08/13/2020	USB-0720	USB CC								
APP 401-130000						DUE TO/FROM CLEARING				32.68
08/13/2020	USB-0720	USB CC								
							SYSTEM GENERATED ENTRIES TOTAL		29,423.53	29,423.53
							JOURNAL 2020/08/112 TOTAL		58,919.81	58,919.81

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2020 8	112	08/13/2020			
001-130000				GENERAL - DUE TO/FROM CLEARING		28,106.51
001-213000				GENERAL - ACCOUNTS PAYABLE	28,106.51	
				FUND TOTAL	28,106.51	28,106.51
401 WATER OPERATING FUND	2020 8	112	08/13/2020			
401-130000				DUE TO/FROM CLEARING		32.68
401-213000				ACCOUNTS PAYABLE	32.68	
				FUND TOTAL	32.68	32.68
402 SEWER OPERATING FUND	2020 8	112	08/13/2020			
402-130000				DUE TO/FROM CLEARING		296.38
402-213000				ACCOUNTS PAYABLE	296.38	
				FUND TOTAL	296.38	296.38
407 BUILDING & DEVELOPMENT FUND	2020 8	112	08/13/2020			
407-130000				DUE TO/FROM CLEARING		987.96
407-213000				ACCOUNTS PAYABLE	987.96	
				FUND TOTAL	987.96	987.96
631 CLEARING FUND	2020 8	112	08/13/2020			
631-130000				DUE TO/FROM CLEARING	29,423.53	
631-213000				ACCOUNTS PAYABLE	72.75	
635-111100				CASH		29,496.28
				FUND TOTAL	29,496.28	29,496.28

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		28,106.51
401	WATER OPERATING FUND		32.68
402	SEWER OPERATING FUND		296.38
407	BUILDING & DEVELOPMENT FUND		987.96
631	CLEARING FUND	29,423.53	
	TOTAL	29,423.53	29,423.53

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
354273	08/19/2020	PRTD	551 CENTURYLINK	242449	4953AUG20	08/07/2020	M081920	69.99
	Invoice: 4953AUG20					310 MADISON AVE SLS TELEM		
				69.99	91421891 542100	GG-SWR-FAC-PHONE		
				242450	5127AUG20	08/07/2020	M081920	125.55
	Invoice: 5127AUG20					8804 MADISON AVE		
				125.55	71011183 54210000724	PD/COURT BLDG NON CAP-PHONE		
				242451	5996AUG20	08/07/2020	M081920	89.20
	Invoice: 5996AUG20					E-PHONE @ WFP DOCK		
				89.20	91011757 542100	GG-GF-WFP DOCK-PHONE		
						CHECK	354273 TOTAL:	284.74
354274	08/19/2020	PRTD	634 CITY OF BAINBRIDGE I	242448	PLN51797	08/17/2020	M081920	382.00
	Invoice: PLN51797					PW/PLN51797		
				382.00	73421355 54980001017	CLEAN SR305 WET WELL-PERMITS		
						CHECK	354274 TOTAL:	382.00
						NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***
								666.74
						COUNT	AMOUNT	

						TOTAL PRINTED CHECKS	2	666.74
								*** GRAND TOTAL ***
								666.74

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL	ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC	
EFF DATE						
2020 8	163					
APP 402-213000					ACCOUNTS PAYABLE	451.99
08/19/2020	M081920	081920			AP CASH DISBURSEMENTS JOURNAL	
APP 635-111100					CASH	666.74
08/19/2020	M081920	081920			AP CASH DISBURSEMENTS JOURNAL	
APP 001-213000					GENERAL - ACCOUNTS PAYABLE	214.75
08/19/2020	M081920	081920			AP CASH DISBURSEMENTS JOURNAL	
					GENERAL LEDGER TOTAL	666.74
						666.74
APP 631-130000					DUE TO/FROM CLEARING	666.74
08/19/2020	M081920	081920				
APP 402-130000					DUE TO/FROM CLEARING	451.99
08/19/2020	M081920	081920				
APP 001-130000					GENERAL - DUE TO/FROM CLEARING	214.75
08/19/2020	M081920	081920				
					SYSTEM GENERATED ENTRIES TOTAL	666.74
						666.74
					JOURNAL 2020/08/163 TOTAL	1,333.48
						1,333.48

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 8	163	08/19/2020			
001-130000				GENERAL - DUE TO/FROM CLEARING		214.75
001-213000				GENERAL - ACCOUNTS PAYABLE	214.75	
				FUND TOTAL	214.75	214.75
402 SEWER OPERATING FUND	2020 8	163	08/19/2020			
402-130000				DUE TO/FROM CLEARING		451.99
402-213000				ACCOUNTS PAYABLE	451.99	
				FUND TOTAL	451.99	451.99
631 CLEARING FUND	2020 8	163	08/19/2020			
631-130000				DUE TO/FROM CLEARING	666.74	
635-111100				CASH		666.74
				FUND TOTAL	666.74	666.74

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			214.75
402 SEWER OPERATING FUND			451.99
631 CLEARING FUND		666.74	
	TOTAL	666.74	666.74

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

INVOICE DTL DESC

 CHECK 354278 TOTAL: 235.00

354279 08/26/2020 PRD 1258 ALPINE PRODUCTS INC 242312 TM-195921 07/29/2020 08/23/20 397.37
 Invoice: TM-195921 PW/GLASS BEADS, PAIL LID
 397.37 73111264 531100 O&M-STREET-TRAF CONTROL-SUPPLY

CHECK 354279 TOTAL: 397.37

354280 08/26/2020 PRD 7166 AMERICAN MESSAGING 242313 W4104492UH 08/01/2020 08/23/20 188.36
 Invoice: W4104492UH PW/MESSAGING SERVICES
 188.36 73637891 542100 O&M - ALLOC FACIL TELEPHONE

CHECK 354280 TOTAL: 188.36

354281 08/26/2020 PRD 4710 ASSOCIATED PETROLEU 242315 0226165-IN 07/23/2020 08/23/20 292.97
 Invoice: 0226165-IN PW/116.9 GAL DIESEL
 292.97 73638893 532000 O&M-FUEL USE-ALLOCATION

242316 0226328-IN 07/23/2020 08/23/20 531.23
 Invoice: 0226328-IN PW/251 GAL UNLEADED
 531.23 73638932 532000 O&M-FUEL ALLOC TO OTH DEPTS

242317 307840C-CM 07/28/2020 08/23/20 -1,311.09
 Invoice: 307840C-CM PW/CREDIT FOR 400 GAL DIESEL
 -1,311.09 73638893 532000 O&M-FUEL USE-ALLOCATION

242318 307840R-DM 07/28/2020 08/23/20 999.97
 Invoice: 307840R-DM PW/94 BIO, 376 GAL DIESEL
 999.97 73638893 532000 O&M-FUEL USE-ALLOCATION

242325 0231321-IN 08/04/2020 08/23/20 295.57
 Invoice: 0231321-IN PW/120 GAL DIESEL
 295.57 73638893 532000 O&M-FUEL USE-ALLOCATION

242326 0231322-IN 08/04/2020 08/23/20 596.26
 Invoice: 0231322-IN PW/280 GAL UNLEADED
 596.26 73638932 532000 O&M-FUEL ALLOC TO OTH DEPTS

CHECK 354281 TOTAL: 1,404.91

354282 08/26/2020 PRD 7821 AUS WEST LOCKBOX 242319 1991851559 07/30/2020 08/23/20 60.58
 Invoice: 1991851559 PW/LAUNDRY SERVICE
 60.58 73638893 589310 LAUNDRY SERVICES

242327 1991861316 08/06/2020 08/23/20 60.58
 Invoice: 1991861316 PW/LAUNDRY SERVICE
 60.58 73638893 589310 LAUNDRY SERVICES



CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
								CHECK 354282 TOTAL:	121.16
354283	08/26/2020	PRTD	1235 AT&T ONENET SERVICE	242328	1272294797	08/01/2020		08/23/20	15.49
			Invoice: 1272294797			FIN/FAX LONG DIST			
				15.49	91011189 542100	GG-C/E-CITY HALL-PHONE			
				242339	1272302991	08/01/2020		08/23/20	.67
			Invoice: 1272302991			PCD/FAX LONG DIST			
				.67	91011189 542100	GG-C/E-CITY HALL-PHONE			
								CHECK 354283 TOTAL:	16.16
354284	08/26/2020	PRTD	9164 BAINBRIDGE LANDING L	242320	259 FERNCLIFF	07/21/2020		08/23/20	69.99
			Invoice: 259 FERNCLIFF			REIMB FOR JULY C-LINK			
				69.99	91411891 542100	GG-WTR-FAC-PHONE			
								CHECK 354284 TOTAL:	69.99
354285	08/26/2020	PRTD	54 BAINBRIDGE RENTAL IN	242329	CON#65402	08/10/2020		08/23/20	64.03
			Invoice: CON#65402			PW/BLADES, LINE			
				64.03	73111427 531100	OFFICE SUPPLIES			
				242330	CON#65443	08/11/2020		08/23/20	83.10
			Invoice: CON#65443			PW/LINE, BLADES			
				83.10	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
								CHECK 354285 TOTAL:	147.13
354286	08/26/2020	PRTD	55 SOUND PUBLISHING, IN	242331	BIR904502	07/31/2020		08/23/20	38.00
			Invoice: BIR904502			CC/ORD 2020-18			
				38.00	11011113 544000	COUNCIL - LEGAL NOTICES			
				242332	BIR904423	07/31/2020		08/23/20	130.00
			Invoice: BIR904423			PCD/ORD 2020-04			
				130.00	61011581 544000	PCD - C/E ADMIN ADVERTISING			
								CHECK 354286 TOTAL:	168.00
354287	08/26/2020	PRTD	55 SOUND PUBLISHING, IN	242321	7993007-2513431	07/31/2020		08/23/20	55.50
			Invoice: 7993007-2513431			POL/CLASSIFIEDS: PROPERTY			
				55.50	51011191 544000	PD-C/E-PROP RM-ADVERTISING			
				242407	7993007-2514226	07/31/2020		08/23/20	121.20
			Invoice: 7993007-2514226			POL/LEGAL-NOI: SAN JUAN			
				121.20	55011757 54400000159	PD-DERELICT VES-ADVERTISING			

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CASH ACCOUNT: 635	111100	CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
									CHECK	354287 TOTAL:	176.70
354288	08/26/2020	PRTD	7242 BELFAIR HOSE & HYDRA	242333	35100	07/30/2020		08/23/20	10.90		
			Invoice: 35100								
				10.90	73637942 531100						
									CHECK	354288 TOTAL:	10.90
354289	08/26/2020	PRTD	64 BAINBRIDGE ISLAND AR	242334	1994	06/19/2020		08/23/20	2,120.52		
			Invoice: 1994								
				2,120.52	91140573 541100						
									CHECK	354289 TOTAL:	2,120.52
354290	08/26/2020	PRTD	1341 BLUE SKY PRINTING	242335	367	05/19/2020		08/23/20	43.32		
			Invoice: 367								
				43.32	53011212 531100						
									CHECK	354290 TOTAL:	43.32
354291	08/26/2020	PRTD	8595 BRUCE TITUS FORD, IN	242336	67099427	07/15/2020		08/23/20	206.35		
			Invoice: 67099427								
				206.35	73011581 531100						
									CHECK	354291 TOTAL:	633.66
				242337	67099498	07/16/2020		08/23/20	230.23		
			Invoice: 67099498								
				230.23	72011321 531100						
									CHECK	354291 TOTAL:	633.66
				242340	67100396	08/11/2020		08/23/20	197.08		
			Invoice: 67100396								
				197.08	61011581 531100						
									CHECK	354291 TOTAL:	633.66
354292	08/26/2020	PRTD	360 BUILDERS FIRSTSOURCE	242341	81682126	08/03/2020		08/23/20	37.56		
			Invoice: 81682126								
				37.56	73111264 531100						
									CHECK	354291 TOTAL:	633.66
				242342	81691262	08/04/2020		08/23/20	37.51		
			Invoice: 81691262								
				37.51	73426355 531100						
									CHECK	354291 TOTAL:	633.66
				242343	81718342	08/07/2020		08/23/20	16.72		
			Invoice: 81718342								
				16.72	73011183 531100						
									CHECK	354291 TOTAL:	633.66
				242344	81745035	08/11/2020		08/23/20	110.80		

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 81745035						PW/CH MX SUPPLIES			
				110.80	73011183 531100				
						O&M-C/E-CH FAC-SUPPLIES			
						CHECK	354292	TOTAL:	202.59
354293	08/26/2020	PRTD	2133 CALPORTLAND CO	242345	94692137	07/23/2020		08/23/20	433.75
Invoice: 94692137						PW/SIDEWALK REPAIR			
				433.75	73111264 531100				
						O&M-STREET-TRAF CONTROL-SUPPLY			
						CHECK	354293	TOTAL:	433.75
354294	08/26/2020	PRTD	8253 CHS NORTHWEST	242346	39543/H	08/04/2020		08/23/20	912.24
Invoice: 39543/H						PW/SALT			
				912.24	73637892 531100				
						O&M-ALLOC-WTR-CONSUMABLES			
						CHECK	354294	TOTAL:	912.24
354295	08/26/2020	PRTD	103 CITY OF BAINBRIDGE I	242348	22000493	08/03/2020		08/23/20	224.75
Invoice: 22000493						PW/SANDS WELL JULY 2020			
				60.49	73011189 547500				
				43.80	73111290 547500				
				49.02	73421355 547500				
				32.85	73431835 547500				
				38.59	73426355 547500				
						O&M-C/E-FAC-CITY WTR/SWR			
						O&M-STREET-ADM OH-CITY WTR/SWR			
						O&M-SWR-CITY WATER/SEWER BILL			
						O&M-SSWM MAINT-CITY WTR/SWR			
						O&M-SIS-CITY WATER/SEWER BILLS			
						CHECK	354295	TOTAL:	224.75
354296	08/26/2020	PRTD	518 WA ST CRIMINAL JUSTI	242355	201134483	08/12/2020		08/23/20	350.00
Invoice: 201134483						POL/HANDGUN INSTR RECERT: KOON			
				350.00	53011212 443410				
						POLICE - C/E PATROL TRAINING			
						CHECK	354296	TOTAL:	350.00
354297	08/26/2020	PRTD	8435 COATES DESIGN INC	242349	124395	06/25/2020		08/23/20	13,976.25
Invoice: 124395						DESIGN SERVICES-POLICE & COURT			
				13,976.25	72311942 64110000724				
						PD/COURT BLDG-PROF SVCS/DESIGN			
						CHECK	354297	TOTAL:	13,976.25
354298	08/26/2020	PRTD	152 DAILY JOURNAL OF COM	242440	3360614	08/12/2020		08/23/20	310.80
Invoice: 3360614						ENG/AD: ANNUAL DRAINAGE			
				310.80	72431835 54400001058				
						2020 ANNUAL DRAINAGE PROJ-ADV			
						CHECK	354298	TOTAL:	310.80

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

354306	08/26/2020	PRTD	1953 FERGUSON ENTERPRISES	242357	0904051	07/30/2020		08/23/20	95.51
	Invoice: 0904051					PW/WWTP SUPPLIES			
				95.51	73425358 531100	O&M-WWTP-SUPPLIES			
						CHECK	354306	TOTAL:	95.51
354307	08/26/2020	PRTD	9536 FORTE, CARLA	242299	88237	08/12/2020		08/23/20	22.34
	Invoice: 88237					UB 12357 1322 POLLY'S LANE NE			
				22.34	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK	354307	TOTAL:	22.34
354308	08/26/2020	PRTD	513 GRAINGER	242359	9602486202	07/27/2020		08/23/20	34.26
	Invoice: 9602486202					PW/EYE WASH BOTTLES			
				34.26	73411345 531100	OFFICE SUPPLIES			
				242360	9613416693	08/06/2020		08/23/20	526.92
	Invoice: 9613416693					PW/JOBSITE BOX			
				526.92	73425358 531100	O&M-WWTP-SUPPLIES			
						CHECK	354308	TOTAL:	561.18
354309	08/26/2020	PRTD	2096 GRAY & OSBORNE INC	242362	19648.00-10	08/17/2020	21700158	08/23/20	1,380.58
	Invoice: 19648.00-10					WATER SYSTEM DESIGN IMPRVMENTS			
				1,380.58	72413434 64110000819	WATER IMPR PROJECTS 2017-ENG			
						CHECK	354309	TOTAL:	1,380.58
354310	08/26/2020	PRTD	1517 GUARDIAN SECURITY SY	242363	1045446	08/01/2020		08/23/20	47.96
	Invoice: 1045446					POL/ALARM MONIT			
				47.96	51011215 541100	POLICE - C/E FACIL PROF SVCS			
						CHECK	354310	TOTAL:	47.96
354311	08/26/2020	PRTD	253 HACH COMPANY	242364	12068667	08/06/2020		08/23/20	1,415.81
	Invoice: 12068667					PW/FLUORIDE			
				1,415.81	73411345 531100	OFFICE SUPPLIES			
						CHECK	354311	TOTAL:	1,415.81
354312	08/26/2020	PRTD	8470 JAMES R. HAWKINS	242365	12008	08/02/2020		08/23/20	3,680.00
	Invoice: 12008					PW/WELL SITE R&M			
				3,680.00	73411345 548100	REPAIRS & MAINTENANCE			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
									CHECK 354312 TOTAL:	3,680.00
354313	08/26/2020	PRTD	8514 HERITAGE-CRYSTAL CLE	242366	16375190	07/28/2020		08/23/20	124.85	
			Invoice: 16375190			PW/O&M DISP SVCS				
				124.85	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE				
									CHECK 354313 TOTAL:	124.85
354314	08/26/2020	PRTD	9537 HURST, SUZANNE	242302	88240	08/12/2020		08/23/20	13.86	
			Invoice: 88240			UB 12868 9177 BURLINGAME COURT NE				
				13.86	411 122100	WATER ACCOUNTS RECEIVABLE				
									CHECK 354314 TOTAL:	13.86
354315	08/26/2020	PRTD	9359 INTEGRAL CONSULTING	242368	18419	07/31/2020		08/23/20	400.00	
			Invoice: 18419			MANAGE SAMPLING DATA FOR WQFM				
				400.00	72637319 54110000809	WATER QUAL FLOW MONIT-PRO SVCS				
									CHECK 354315 TOTAL:	400.00
354316	08/26/2020	PRTD	5275 GROUP HEALTH COOPERA	242369	69596139	08/01/2020		08/23/20	125.00	
			Invoice: 69596139			PW/OCC HEALTH TESTING				
				125.00	73111290 541100	O&M-STREET-MAINT O/H-PRO SVCS				
									CHECK 354316 TOTAL:	125.00
354317	08/26/2020	PRTD	2306 KITSAP COUNTY PROSEC	242370	AUG20	08/04/2020		08/23/20	9,554.69	
			Invoice: AUG20			LEGAL/PROS SVCS AUG 2020				
				9,554.69	32011521 541112	LGL-OUTSIDE PROSECUTOR				
									CHECK 354317 TOTAL:	9,554.69
354318	08/26/2020	PRTD	1505 KITSAP COUNTY TREASU	242371	JUL20	07/31/2020		08/23/20	46.87	
			Invoice: JUL20			KC OUT COURT REMIT JUL 2020				
				25.87	41612860 586000	CRIME VICTIMS-OUT				
				21.00	41613860 586000	COUNTY LAW LIB - DISB OUT				
									CHECK 354318 TOTAL:	46.87
354319	08/26/2020	PRTD	199 KITSAP ECONOMIC DEVE	242372	CBI-2Q-20	06/28/2020		08/23/20	2,500.00	
			Invoice: CBI-2Q-20			EX/ECON DEVEL 2Q 2020				
				2,500.00	31011586 54110000297	EX-GF-ECON DEV PLANNING				

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
								CHECK 354319 TOTAL:	2,500.00
354320	08/26/2020	PRTD	1971 KELLEY CONNECT	242375	27602234	08/12/2020		08/23/20	239.26
			Invoice: 27602234			PCD/COPIER LEASE			
				239.26	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
								CHECK 354320 TOTAL:	239.26
354321	08/26/2020	PRTD	315 KITSAP HUMANE SOCIET	242376	1925	08/01/2020		08/23/20	5,936.50
			Invoice: 1925			ANIMAL CONTROL AUG 2020			
				5,936.50	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
								CHECK 354321 TOTAL:	5,936.50
354322	08/26/2020	PRTD	579 KITSAP SUN	242441	0003440768	07/31/2020		08/23/20	167.50
			Invoice: 0003440768			CC/AD: CITY ADVISORY GROUPS			
				167.50	11011113 544000	COUNCIL - LEGAL NOTICES			
								CHECK 354322 TOTAL:	167.50
354323	08/26/2020	PRTD	1851 KRAZAN & ASSOCIATES	242378	J601870-5873	07/31/2020		08/23/20	1,054.50
			Invoice: J601870-5873			ENG/WYATT WAY RECON PROF SVCS			
				1,054.50	72321951 64110000708	WYATT-MAD TO LOVELL-ENG/DESIGN			
								CHECK 354323 TOTAL:	1,054.50
354324	08/26/2020	PRTD	7849 LAW OFFICE OF THOMAS	242379	AUG20	08/06/2020		08/23/20	4,484.38
			Invoice: AUG20			LEGAL/PUB DEF AUG 2020			
				4,484.38	32011281 541113	LGL-PUBLIC DEFENDER			
								CHECK 354324 TOTAL:	4,484.38
354325	08/26/2020	PRTD	7987 LEGACY TELECOMMUNICA	242381	43704	08/11/2020		08/23/20	5,144.33
			Invoice: 43704			PW/GENERATOR SVC 149 KLICKITAT			
				5,144.33	73421355 531100	WIN COLL-SUPPLIES			
								CHECK 354325 TOTAL:	5,144.33
354326	08/26/2020	PRTD	5011 LEXISNEXIS RISK SOLU	242382	20200731	07/31/2020		08/23/20	163.50
			Invoice: 20200731			POL/JUL SUBX			
				163.50	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
								CHECK 354326 TOTAL:	163.50

CASH ACCOUNT: 635			111100	CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
354327	08/26/2020	PRTD	9539 MCKINLEY TRUST, HARR	242304	88242	08/12/2020		08/23/20	92.71
	Invoice: 88242					UB 11808 270 EAKIN DRIVE NW			
				92.71	411	122100	WATER ACCOUNTS RECEIVABLE		
							CHECK	354327 TOTAL:	92.71
354328	08/26/2020	PRTD	853 KATHRYN E MEYERS	242383	08/10/20	08/10/2020		08/23/20	180.00
	Invoice: 08/10/20					CRT/PRO TEMP 8/10/20			
				180.00	21011125	541210	COURT - JUDGE PRO TEMPORE SVCS		
							CHECK	354328 TOTAL:	180.00
354329	08/26/2020	PRTD	493 MODERN COLLISION REB	242384	16701	07/16/2020		08/23/20	2,629.95
	Invoice: 16701					PW/FORD RANGER R&M			
				2,629.95	73011581	548100	O&M-C/E-PCD VEH WORK-REPAIRS		
							CHECK	354329 TOTAL:	2,629.95
354330	08/26/2020	PRTD	7038 MOON SECURITY SERVIC	242385	1043193	07/31/2020		08/23/20	874.00
	Invoice: 1043193					CRT/HOUSE ARREST MONIT JUL20			
				874.00	21011232	545000	COURT-ELECT HOME DET'N-EQ RENT		
				242386	1043533			08/23/20	55.05
	Invoice: 1043533					CRT/COVID CLEANING FOR SCRAM			
				55.05	21011252	53110001069	COVID19-SUPPLIES		
							CHECK	354330 TOTAL:	929.05
354331	08/26/2020	PRTD	8887 NCSI	242387	3436	08/01/2020		08/23/20	18.50
	Invoice: 3436					EX/BACKGROUND CHECKS			
				18.50	31011256	541100	EX-GF-EMERG PREP-PROF SVCS		
							CHECK	354331 TOTAL:	18.50
354332	08/26/2020	PRTD	8581 NEOGOV	242388	INV-14061	05/08/2020		08/23/20	530.00
	Invoice: INV-14061					IT/HR BG CHECK SVC - ANNUAL FEE			
				530.00	81011881	541100	IT - C/E PROF SERVICES		
							CHECK	354332 TOTAL:	530.00
354333	08/26/2020	PRTD	4111 OLYMPIC SPRINGS INC	242389	331207	07/31/2020		08/23/20	17.33
	Invoice: 331207					PW/WATER SUPPLIES			
				17.33	73425358	531100	O&M-WWTP-SUPPLIES		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
							CHECK 354333 TOTAL:	17.33
354334	08/26/2020	PRTD	9106 OWENS, EDWARD	242301 88239	08/12/2020		08/23/20	93.66
Invoice: 88239				93.66 411 122100	UB 12193 9610 NORTHTOWN LOOP			
							CHECK 354334 TOTAL:	93.66
354335	08/26/2020	PRTD	6333 PETROCARD INC.	242392 0385393-IN	07/30/2020		08/23/20	2,523.35
Invoice: 0385393-IN				2,523.35 73638935 531100	PW/ROTELLA T3 FLEET 15W40			
							CHECK 354335 TOTAL:	2,523.35
354336	08/26/2020	PRTD	1205 PUGET SOUND ENERGY	242393 3319JUL20	08/07/2020		08/23/20	28.45
Invoice: 3319JUL20				28.45 73416345 547100	PW/CASEY ST WATER			
							CHECK 354336 TOTAL:	28.45
				242394 9934JUL20	08/07/2020		08/23/20	10.43
Invoice: 9934JUL20				10.43 91011739 547100	184 WINSLOW WAY E			
							CHECK 354336 TOTAL:	38.88
354337	08/26/2020	PRTD	7563 PUMPTECH INC	242395 0159633-IN	07/27/2020		08/23/20	494.86
Invoice: 0159633-IN				494.86 73411345 531100	PW/GASKET, O-RING, HARDWARE KIT			
							CHECK 354337 TOTAL:	494.86
354338	08/26/2020	PRTD	9440 QBSI-XEROX	242396 IN2372985	07/27/2020		08/23/20	48.69
Invoice: IN2372985				48.69 21011125 545000	CRT/COPIER LEASE			
							CHECK 354338 TOTAL:	48.69
354339	08/26/2020	PRTD	8811 REMOTE MEDICINE INC.	242397 INV-000714	08/10/2020		08/23/20	8,768.00
Invoice: INV-000714				8,768.00 31011256 541100	EX/FIRST RESPONDER TRAINING			
							CHECK 354339 TOTAL:	8,768.00
354340	08/26/2020	PRTD	408 ROLLING BAY COMMERCIAL	242398 885551	08/03/2020		08/23/20	4,197.30
Invoice: 885551				4,197.30 21011125 545000	CRT/AUGUST RENT			
							CHECK 354340 TOTAL:	4,197.30

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									CHECK 354346 TOTAL: 189.56
354347	08/26/2020	PRTD	9065 SOUNDWEST ENGINEERIN	242408	05-01-20	08/04/2020		08/23/20	430.00
			COUNTRY CLUB BULKHEAD & CULVER						
Invoice: 05-01-20			430.00 72111425 54110000781 CO CLUB RD BULKHEAD R&M-PRO SV						
									CHECK 354347 TOTAL: 430.00
354348	08/26/2020	PRTD	8132 SPECTRA LABORATORIES	242409	20-05357	07/31/2020		08/23/20	146.50
Invoice: 20-05357			PW/WWTP TESTING						
			146.50 73425358 54110000391 LAB & TESTING SVCS-WWTP						
242410	20-05391					08/05/2020		08/23/20	725.00
Invoice: 20-05391			PW/WWTP TESTING						
			725.00 73425358 54110000391 LAB & TESTING SVCS-WWTP						
242411	20-05476					08/06/2020		08/23/20	211.60
Invoice: 20-05476			PW/ECOLI TESTING						
			211.60 73411345 54110000391 LAB SVCS-WATER						
242412	20-05477					08/06/2020		08/23/20	21.16
Invoice: 20-05477			PW/ECOLI TESTING						
			21.16 73415345 54110000391 LAB SVCS-WATER ROCKAWAY						
242413	20-05478					08/06/2020		08/23/20	21.16
Invoice: 20-05478			PW/ECOLI TESTING						
			21.16 73011897 54110000391 LAB SVCS-PWY FAC						
									CHECK 354348 TOTAL: 1,125.42
354349	08/26/2020	PRTD	2467 STAPLES	242414	8059200041	08/01/2020		08/23/20	220.07
Invoice: 8059200041			PW/OFFICE SUPPLIES						
			220.07 73637891 531100 OFFICE SUPPLIES						
242415	8058553092					05/30/2020		08/23/20	237.55
Invoice: 8058553092			EX, FIN, LEGAL/OFFICE SUPPLIES						
			63.65 31011252 53110001069 COVID19-SUPPLIES						
			8.37 73011183 531100 O&M-C/E-CH FAC-SUPPLIES						
			3.48 41011141 531100 FIN - C/E ADMIN SUPPLIES						
			62.87 31011131 531100 EX-GF-SUPPLIES						
			67.21 32011152 531100 LGL-GF-SUPPLIES						
			2.45 36011143 531100 CLERK-C/E SUPPLIES						
			29.52 32011152 531100 LGL-GF-SUPPLIES						
242417	8058553105					05/30/2020		08/23/20	23.42
Invoice: 8058553105			ENG/OFFICE SUPPLIES						
			23.42 72011321 531100 ENG - C/E ADMIN SUPPLIES						
242418	8059200028					08/01/2020		08/23/20	321.23

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

			Invoice: 8059200028						
								EX,FIN/OFFICE SUPPLIES	
				86.72	31011252 53110001069			COVID19-SUPPLIES	
				36.57	31011131 531100			EX-GF-SUPPLIES	
				36.58	41011141 531100			FIN - C/E ADMIN SUPPLIES	
				63.65	31011252 53110001069			COVID19-SUPPLIES	
				7.06	31011131 531100			EX-GF-SUPPLIES	
				24.24	31011131 531100			EX-GF-SUPPLIES	
				24.25	41011141 531100			FIN - C/E ADMIN SUPPLIES	
				21.08	31011131 531100			EX-GF-SUPPLIES	
				21.08	41011141 531100			FIN - C/E ADMIN SUPPLIES	
								CHECK 354349 TOTAL:	802.27
354350	08/26/2020	PRTD	2122 STERICYCLE INC	242419	3005202710	07/31/2020		08/23/20	10.36
			Invoice: 3005202710					POL/BIOHAZARD DISPOSAL	
				10.36	53011212 541100			POLICE - C/E PATROL PROF SVCS	
								CHECK 354350 TOTAL:	10.36
354351	08/26/2020	PRTD	2122 SHRED-IT USA	242403	8180162132	07/22/2020		08/23/20	359.78
			Invoice: 8180162132					EXCC/MOBILE SHREDDING	
				359.78	36011143 541100			CLERK-C/E-PROF SVCS	
								CHECK 354351 TOTAL:	359.78
354352	08/26/2020	PRTD	9540 SULLIVAN, WENDY & BR	242305	88243	08/12/2020		08/23/20	116.06
			Invoice: 88243					UB 11897 820 VILLAGE CIRCLE NW	
				116.06	411 122100			WATER ACCOUNTS RECEIVABLE	
								CHECK 354352 TOTAL:	116.06
354353	08/26/2020	PRTD	7095 SUPERIOR SAW & SUPPL	242420	141355	08/04/2020		08/23/20	118.27
			Invoice: 141355					PW/SHARPEN BLADES	
				118.27	73111427 548100			O&M-ACCESS RDSIDE R&M	
								CHECK 354353 TOTAL:	118.27
354354	08/26/2020	PRTD	5129 TELEDYNE INSTRUMENTS	242422	S020410581	07/28/2020		08/23/20	483.96
			Invoice: S020410581					PW/2L PLASTIC BOTTLES	
				483.96	73425358 531100			O&M-WWTP-SUPPLIES	
								CHECK 354354 TOTAL:	483.96
354355	08/26/2020	PRTD	4819 WEST PAYMENT CENTER	242423	842814629	08/04/2020		08/23/20	587.51
			Invoice: 842814629					CRT/SUBSCRIPTION SERVICES	
				587.51	21011125 549100			COURT-DUES/SUBSCR/MEMBERSHIPS	

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

CHECK 354355 TOTAL: 587.51

354356 08/26/2020 PRD 6714 TOSHIBA FINANCIAL SE 242442 27612105 08/14/2020 08/23/20 234.42
 Invoice: 27612105 POL/COPIER LEASE
 234.42 51011211 545000 PD-C/E-ADMIN RENTS/LEASE

CHECK 354356 TOTAL: 234.42

354357 08/26/2020 PRD 6714 TOSHIBA FINANCIAL SE 242424 27602233 08/12/2020 08/23/20 353.16
 Invoice: 27602233 PCD/COPIER LEASE
 353.16 61470581 545000 PCD - DEV ADMIN RENTS & LEASES

CHECK 354357 TOTAL: 353.16

354358 08/26/2020 PRD 553 UTILITIES UNDERGROUN 242425 0070113 07/31/2020 08/23/20 243.81
 Invoice: 0070113 PW/EXCAVATION NOTICES JUL 2020
 243.81 73637893 54110000393 O&M ALLOC-LOCATING SVCS

CHECK 354358 TOTAL: 243.81

354359 08/26/2020 PRD 9373 VISIT BAINBRIDGE 242426 101 07/31/2020 08/23/20 11,369.90
 Invoice: 101 2020 LTAC (MULTI-MEDIA DESTINA
 11,369.90 91140573 541100 GG-TOUR-PROF SERVICES

CHECK 354359 TOTAL: 11,369.90

354360 08/26/2020 PRD 605 WA ST AUDITOR'S OFFI 242427 L137901 08/11/2020 08/23/20 22,450.35
 Invoice: L137901 2019 FINANCIAL AUDIT
 13,986.35 91011423 541100 FIN-C/E STATE AUDITOR
 1,859.91 91111433 541100 FIN-STREET-STATE AUDITOR
 975.58 91411341 541100 GG-WTR-ADM-PROF SVCS
 2,702.75 91421351 541100 GG-SWR-ADM-PROF SVCS
 1,100.34 91431383 541100 GG-SSWM-ADM-PROF SVCS
 912.71 91470148 541100 FIN-DEV-STATE AUDITOR
 912.71 91471148 541100 FIN-BLDG-STATE AUDITOR

CHECK 354360 TOTAL: 22,450.35

354361 08/26/2020 PRD 938 WA ST DEPT OF HEALTH 242350 07138 F 08/10/2020 08/23/20 248.90
 Invoice: 07138 F PW/OP CERT FEE
 248.90 73011897 549800 O&M-C/E-PWYD FAC-PERMITS

CHECK 354361 TOTAL: 248.90

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
								CHECK 354366 TOTAL:	478.40
354367	08/26/2020	PRTD	499 WESTBAY AUTO PARTS I	242433	558561	07/17/2020		08/23/20	246.38
			Invoice: 558561			PW/HOT START HEATER			
				246.38	73421355	531100	WIN COLL-SUPPLIES		
				242434	561382	07/28/2020		08/23/20	75.12
			Invoice: 561382			PW/OIL, HYDRAULIC FILTERS			
				75.12	73637958	531100	ROADSIDE MOWER ALLOC-SUPPLIES		
				242435	561424	07/28/2020		08/23/20	14.46
			Invoice: 561424			PW/AIR FILTER			
				14.46	73431835	531100	OFFICE SUPPLIES		
				242436	561702	07/29/2020		08/23/20	5.30
			Invoice: 561702			PW/TRASH PUMP: WWTP			
				5.30	73425358	531100	O&M-WWTP-SUPPLIES		
				242437	563212	08/03/2020		08/23/20	805.40
			Invoice: 563212			PW/VEH 224 BATTERY, ALTERNATOR			
				805.40	53011212	531100	PD-C/E-PATROL SUPPLIES		
				242438	563540	08/04/2020		08/23/20	149.88
			Invoice: 563540			POL/VEH 224 BATTERY			
				149.88	53011212	531100	PD-C/E-PATROL SUPPLIES		
				242439	565342	08/11/2020		08/23/20	9.37
			Invoice: 565342			PW/OIL FILTERS			
				9.37	990	141100	MERCHANDISE		
				242443	565359	08/11/2020		08/23/20	19.66
			Invoice: 565359			POL/VEH 209 PARTS			
				19.66	51011211	531100	PD-C/E-ADM-SUPPLIES		
								CHECK 354367 TOTAL:	1,325.57
354368	08/26/2020	PRTD	7175 WINERY ALLIANCE OF B	242445	985	08/13/2020		08/23/20	3,120.78
			Invoice: 985			2020 LTAC (WINE ON THE ROCK EV			
				3,120.78	91140573	541100	GG-TOUR-PROF SERVICES		
								CHECK 354368 TOTAL:	3,120.78
354369	08/26/2020	PRTD	2607 ZEE MEDICAL SERVICE	242447	68404495	08/03/2020		08/23/20	125.84
			Invoice: 68404495			CITY HALL FIRST AID RESTOCK			
				125.84	91011183	531100	GG-C/E-CH CLEANING-SUPPLIES		
								CHECK 354369 TOTAL:	125.84

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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	8	164										
APP	402-213000		08/26/2020	08/23/20	082620			ACCOUNTS PAYABLE			11,327.23	
								AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100		08/26/2020	08/23/20	082620			CASH				155,855.89
								AP CASH DISBURSEMENTS JOURNAL				
APP	101-213000		08/26/2020	08/23/20	082620			STREETS - ACCOUNTS PAYABLE			3,546.74	
								AP CASH DISBURSEMENTS JOURNAL				
APP	403-213000		08/26/2020	08/23/20	082620			ACCOUNTS PAYABLE			1,606.83	
								AP CASH DISBURSEMENTS JOURNAL				
APP	001-213000		08/26/2020	08/23/20	082620			GENERAL - ACCOUNTS PAYABLE			68,708.84	
								AP CASH DISBURSEMENTS JOURNAL				
APP	631-213000		08/26/2020	08/23/20	082620			ACCOUNTS PAYABLE			7,256.96	
								AP CASH DISBURSEMENTS JOURNAL				
APP	401-213000		08/26/2020	08/23/20	082620			ACCOUNTS PAYABLE			8,917.96	
								AP CASH DISBURSEMENTS JOURNAL				
APP	104-213000		08/26/2020	08/23/20	082620			CIVIC IMPR - ACCOUNTS PAYABLE			16,611.20	
								AP CASH DISBURSEMENTS JOURNAL				
APP	301-213000		08/26/2020	08/23/20	082620			ACCOUNTS PAYABLE			21,608.96	
								AP CASH DISBURSEMENTS JOURNAL				
APP	407-213000		08/26/2020	08/23/20	082620			ACCOUNTS PAYABLE			13,359.90	
								AP CASH DISBURSEMENTS JOURNAL				
APP	650-213000		08/26/2020	08/23/20	082620			ACCOUNTS PAYABLE			2,262.26	
								AP CASH DISBURSEMENTS JOURNAL				
APP	901-213000		08/26/2020	08/23/20	082620			ACCOUNTS PAYABLE			649.01	
								AP CASH DISBURSEMENTS JOURNAL				

GENERAL LEDGER TOTAL											155,855.89	155,855.89
APP	631-130000		08/26/2020	08/23/20	082620			DUE TO/FROM CLEARING			148,598.93	
APP	402-130000		08/26/2020	08/23/20	082620			DUE TO/FROM CLEARING				11,327.23
APP	101-130000		08/26/2020	08/23/20	082620			STREETS - DUE TO/FROM CLEARING				3,546.74
APP	403-130000		08/26/2020	08/23/20	082620			DUE TO/FROM CLEARING				1,606.83
APP	001-130000		08/26/2020	08/23/20	082620			GENERAL - DUE TO/FROM CLEARING				68,708.84
APP	401-130000		08/26/2020	08/23/20	082620			DUE TO/FROM CLEARING				8,917.96
APP	104-130000		08/26/2020	08/23/20	082620			CIVIC IMPR DUE TO/FROM CLEAR'G				16,611.20
APP	301-130000		08/26/2020	08/23/20	082620			DUE TO/FROM CLEARING				21,608.96
APP	407-130000		08/26/2020	08/23/20	082620			DUE TO/FROM CLEARING				13,359.90
APP	650-130000		08/26/2020	08/23/20	082620			DUE TO/FROM CLEARING				2,262.26

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
	08/26/2020	08/23/20	082620						
APP 901-130000						DUE TO/FROM CLEARING			649.01
	08/26/2020	08/23/20	082620						
SYSTEM GENERATED ENTRIES TOTAL								148,598.93	148,598.93
JOURNAL 2020/08/164 TOTAL								304,454.82	304,454.82

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2020 8	164	08/26/2020			
001-130000				GENERAL - DUE TO/FROM CLEARING		68,708.84
001-213000				GENERAL - ACCOUNTS PAYABLE	68,708.84	
				FUND TOTAL	68,708.84	68,708.84
101 STREET FUND	2020 8	164	08/26/2020			
101-130000				STREETS - DUE TO/FROM CLEARING		3,546.74
101-213000				STREETS - ACCOUNTS PAYABLE	3,546.74	
				FUND TOTAL	3,546.74	3,546.74
104 CIVIC IMPROVEMENT FUND	2020 8	164	08/26/2020			
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		16,611.20
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	16,611.20	
				FUND TOTAL	16,611.20	16,611.20
301 CAPITAL CONSTRUCTION FUND	2020 8	164	08/26/2020			
301-130000				DUE TO/FROM CLEARING		21,608.96
301-213000				ACCOUNTS PAYABLE	21,608.96	
				FUND TOTAL	21,608.96	21,608.96
401 WATER OPERATING FUND	2020 8	164	08/26/2020			
401-130000				DUE TO/FROM CLEARING		8,917.96
401-213000				ACCOUNTS PAYABLE	8,917.96	
				FUND TOTAL	8,917.96	8,917.96
402 SEWER OPERATING FUND	2020 8	164	08/26/2020			
402-130000				DUE TO/FROM CLEARING		11,327.23
402-213000				ACCOUNTS PAYABLE	11,327.23	
				FUND TOTAL	11,327.23	11,327.23
403 STORM & SURFACE WATER FUND	2020 8	164	08/26/2020			
403-130000				DUE TO/FROM CLEARING		1,606.83
403-213000				ACCOUNTS PAYABLE	1,606.83	
				FUND TOTAL	1,606.83	1,606.83
407 BUILDING & DEVELOPMENT FUND	2020 8	164	08/26/2020			
407-130000				DUE TO/FROM CLEARING		13,359.90
407-213000				ACCOUNTS PAYABLE	13,359.90	
				FUND TOTAL	13,359.90	13,359.90
631 CLEARING FUND	2020 8	164	08/26/2020			

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|CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631-130000				DUE TO/FROM CLEARING	148,598.93	
631-213000				ACCOUNTS PAYABLE	7,256.96	
635-111100				CASH		155,855.89
FUND TOTAL					155,855.89	155,855.89
650 AGENCY FUND	2020 8	164	08/26/2020			
650-130000				DUE TO/FROM CLEARING		2,262.26
650-213000				ACCOUNTS PAYABLE	2,262.26	
FUND TOTAL					2,262.26	2,262.26
901 CITY-WIDE REPORTING FUND	2020 8	164	08/26/2020			
901-130000				DUE TO/FROM CLEARING		649.01
901-213000				ACCOUNTS PAYABLE	649.01	
FUND TOTAL					649.01	649.01

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		68,708.84
101 STREET FUND		3,546.74
104 CIVIC IMPROVEMENT FUND		16,611.20
301 CAPITAL CONSTRUCTION FUND		21,608.96
401 WATER OPERATING FUND		8,917.96
402 SEWER OPERATING FUND		11,327.23
403 STORM & SURFACE WATER FUND		1,606.83
407 BUILDING & DEVELOPMENT FUND		13,359.90
631 CLEARING FUND	148,598.93	
650 AGENCY FUND		2,262.26
901 CITY-WIDE REPORTING FUND		649.01

TOTAL	148,598.93	148,598.93

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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INVOICE DTL DESC

354370	08/26/2020	PRTD	7166 AMERICAN MESSAGING	242313	W4104492UH	08/01/2020	08/23/20	94.18
Invoice: W4104492UH				94.18	73637891 542100	PW/MESSAGING SERVICES O&M - ALLOC FACIL TELEPHONE		

CHECK 354370 TOTAL: 94.18

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 94.18

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	94.18

*** GRAND TOTAL *** 94.18

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2020	8	169							
APP 631-213000						ACCOUNTS PAYABLE		94.18	
	08/26/2020	08/23/20	REPRNT			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			94.18
	08/26/2020	08/23/20	REPRNT			AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2020/08/169	TOTAL	94.18	94.18

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND	2020	8	169	08/26/2020			
631-213000					ACCOUNTS PAYABLE	94.18	
635-111100					CASH		94.18
					FUND TOTAL	94.18	94.18

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

354360	08/26/2020	VOID	605 WA ST AUDITOR'S OFFI	242427	L137901	08/11/2020		-22,450.35
			Invoice: L137901					
						2019 FINANCIAL AUDIT		
						FIN-C/E STATE AUDITOR		
						FIN-STREET-STATE AUDITOR		
						GG-WTR-ADM-PROF SVCS		
						GG-SWR-ADM-PROF SVCS		
						GG-SSWM-ADM-PROF SVCS		
						FIN-DEV-STATE AUDITOR		
						FIN-BLDG-STATE AUDITOR		

CHECK 354360 TOTAL: -22,450.35

354371	08/26/2020	PRTD	5275 KAISER PERMANENTE	242369	69596139	08/01/2020	08/23/20	125.00
			Invoice: 69596139					
						PW/OCC HEALTH TESTING		
						O&M-STREET-MAINT O/H-PRO SVCS		

CHECK 354371 TOTAL: 125.00

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** -22,325.35

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	125.00
TOTAL VOIDED CHECKS	1	22,450.35

*** GRAND TOTAL *** -22,325.35

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC					
2020	8	172								
APP 101-213000						STREETS - ACCOUNTS PAYABLE			125.00	
08/26/2020	08/23/20	VOID				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH				125.00
08/26/2020	08/23/20	VOID				AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000						GENERAL - ACCOUNTS PAYABLE				13,986.35
08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH		13,986.35		
08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000						STREETS - ACCOUNTS PAYABLE				1,859.91
08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH		1,859.91		
08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000						ACCOUNTS PAYABLE				975.58
08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH		975.58		
08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000						ACCOUNTS PAYABLE				2,702.75
08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH		2,702.75		
08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000						ACCOUNTS PAYABLE				1,100.34
08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH		1,100.34		
08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000						ACCOUNTS PAYABLE				1,825.42
08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH		1,825.42		
08/26/2020	354360	VOID				AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL									22,575.35	22,575.35
APP 631-130000						DUE TO/FROM CLEARING				22,325.35
08/26/2020	08/23/20	VOID								
APP 101-130000						STREETS - DUE TO/FROM CLEARING			1,734.91	
08/26/2020	08/23/20	VOID								
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			13,986.35	
08/26/2020	08/23/20	VOID								
APP 401-130000						DUE TO/FROM CLEARING			975.58	
08/26/2020	08/23/20	VOID								
APP 402-130000						DUE TO/FROM CLEARING			2,702.75	
08/26/2020	08/23/20	VOID								
APP 403-130000						DUE TO/FROM CLEARING			1,100.34	
08/26/2020	08/23/20	VOID								
APP 407-130000						DUE TO/FROM CLEARING			1,825.42	
08/26/2020	08/23/20	VOID								

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|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					

						SYSTEM GENERATED ENTRIES TOTAL		22,325.35	22,325.35

						JOURNAL 2020/08/172 TOTAL		44,900.70	44,900.70

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020	8	172	08/26/2020			
001-130000					GENERAL - DUE TO/FROM CLEARING	13,986.35	
001-213000					GENERAL - ACCOUNTS PAYABLE		13,986.35
					FUND TOTAL	13,986.35	13,986.35
101 STREET FUND	2020	8	172	08/26/2020			
101-130000					STREETS - DUE TO/FROM CLEARING	1,734.91	
101-213000					STREETS - ACCOUNTS PAYABLE	125.00	
101-213000					STREETS - ACCOUNTS PAYABLE		1,859.91
					FUND TOTAL	1,859.91	1,859.91
401 WATER OPERATING FUND	2020	8	172	08/26/2020			
401-130000					DUE TO/FROM CLEARING	975.58	
401-213000					ACCOUNTS PAYABLE		975.58
					FUND TOTAL	975.58	975.58
402 SEWER OPERATING FUND	2020	8	172	08/26/2020			
402-130000					DUE TO/FROM CLEARING	2,702.75	
402-213000					ACCOUNTS PAYABLE		2,702.75
					FUND TOTAL	2,702.75	2,702.75
403 STORM & SURFACE WATER FUND	2020	8	172	08/26/2020			
403-130000					DUE TO/FROM CLEARING	1,100.34	
403-213000					ACCOUNTS PAYABLE		1,100.34
					FUND TOTAL	1,100.34	1,100.34
407 BUILDING & DEVELOPMENT FUND	2020	8	172	08/26/2020			
407-130000					DUE TO/FROM CLEARING	1,825.42	
407-213000					ACCOUNTS PAYABLE		1,825.42
					FUND TOTAL	1,825.42	1,825.42
631 CLEARING FUND	2020	8	172	08/26/2020			
631-130000					DUE TO/FROM CLEARING		22,325.35
635-111100					CASH	22,450.35	
635-111100					CASH		125.00
					FUND TOTAL	22,450.35	22,450.35

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		13,986.35
101 STREET FUND		1,734.91
401 WATER OPERATING FUND		975.58
402 SEWER OPERATING FUND		2,702.75
403 STORM & SURFACE WATER FUND		1,100.34
407 BUILDING & DEVELOPMENT FUND		1,825.42
631 CLEARING FUND	22,325.35	
	<hr/>	<hr/>
TOTAL	22,325.35	22,325.35

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
354372	08/26/2020	PRTD	605 WA ST AUDITOR'S OFFI	242427	L137901	08/11/2020		08/23/20	22,450.35
Invoice: L137901									
						2019 FINANCIAL AUDIT			
13,986.35 91011423 541100						FIN-C/E STATE AUDITOR			
1,859.91 91111433 541100						FIN-STREET-STATE AUDITOR			
975.58 91411341 541100						GG-WTR-ADM-PROF SVCS			
2,702.75 91421351 541100						GG-SWR-ADM-PROF SVCS			
1,100.34 91431383 541100						GG-SSWM-ADM-PROF SVCS			
912.71 91470148 541100						FIN-DEV-STATE AUDITOR			
912.71 91471148 541100						FIN-BLDG-STATE AUDITOR			

CHECK 354372 TOTAL: 22,450.35

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 22,450.35

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	22,450.35

*** GRAND TOTAL *** 22,450.35

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
								LINE DESC			
2020	8	174									
APP	001-213000		08/26/2020	08/23/20	REPRT			GENERAL - ACCOUNTS PAYABLE		13,986.35	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		08/26/2020	08/23/20	REPRT			CASH			22,450.35
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		08/26/2020	08/23/20	REPRT			STREETS - ACCOUNTS PAYABLE		1,859.91	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		08/26/2020	08/23/20	REPRT			ACCOUNTS PAYABLE		975.58	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		08/26/2020	08/23/20	REPRT			ACCOUNTS PAYABLE		2,702.75	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		08/26/2020	08/23/20	REPRT			ACCOUNTS PAYABLE		1,100.34	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		08/26/2020	08/23/20	REPRT			ACCOUNTS PAYABLE		1,825.42	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										22,450.35	22,450.35
APP	631-130000		08/26/2020	08/23/20	REPRT			DUE TO/FROM CLEARING		22,450.35	
APP	001-130000		08/26/2020	08/23/20	REPRT			GENERAL - DUE TO/FROM CLEARING			13,986.35
APP	101-130000		08/26/2020	08/23/20	REPRT			STREETS - DUE TO/FROM CLEARING			1,859.91
APP	401-130000		08/26/2020	08/23/20	REPRT			DUE TO/FROM CLEARING			975.58
APP	402-130000		08/26/2020	08/23/20	REPRT			DUE TO/FROM CLEARING			2,702.75
APP	403-130000		08/26/2020	08/23/20	REPRT			DUE TO/FROM CLEARING			1,100.34
APP	407-130000		08/26/2020	08/23/20	REPRT			DUE TO/FROM CLEARING			1,825.42
SYSTEM GENERATED ENTRIES TOTAL										22,450.35	22,450.35
JOURNAL 2020/08/174 TOTAL										44,900.70	44,900.70

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2020 8	174	08/26/2020			
001-130000				GENERAL - DUE TO/FROM CLEARING		13,986.35
001-213000				GENERAL - ACCOUNTS PAYABLE	13,986.35	
				FUND TOTAL	13,986.35	13,986.35
101 STREET FUND	2020 8	174	08/26/2020			
101-130000				STREETS - DUE TO/FROM CLEARING		1,859.91
101-213000				STREETS - ACCOUNTS PAYABLE	1,859.91	
				FUND TOTAL	1,859.91	1,859.91
401 WATER OPERATING FUND	2020 8	174	08/26/2020			
401-130000				DUE TO/FROM CLEARING		975.58
401-213000				ACCOUNTS PAYABLE	975.58	
				FUND TOTAL	975.58	975.58
402 SEWER OPERATING FUND	2020 8	174	08/26/2020			
402-130000				DUE TO/FROM CLEARING		2,702.75
402-213000				ACCOUNTS PAYABLE	2,702.75	
				FUND TOTAL	2,702.75	2,702.75
403 STORM & SURFACE WATER FUND	2020 8	174	08/26/2020			
403-130000				DUE TO/FROM CLEARING		1,100.34
403-213000				ACCOUNTS PAYABLE	1,100.34	
				FUND TOTAL	1,100.34	1,100.34
407 BUILDING & DEVELOPMENT FUND	2020 8	174	08/26/2020			
407-130000				DUE TO/FROM CLEARING		1,825.42
407-213000				ACCOUNTS PAYABLE	1,825.42	
				FUND TOTAL	1,825.42	1,825.42
631 CLEARING FUND	2020 8	174	08/26/2020			
631-130000				DUE TO/FROM CLEARING	22,450.35	
635-111100				CASH		22,450.35
				FUND TOTAL	22,450.35	22,450.35

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM

001	GENERAL FUND		13,986.35
101	STREET FUND		1,859.91
401	WATER OPERATING FUND		975.58
402	SEWER OPERATING FUND		2,702.75
403	STORM & SURFACE WATER FUND		1,100.34
407	BUILDING & DEVELOPMENT FUND		1,825.42
631	CLEARING FUND	22,450.35	

	TOTAL	22,450.35	22,450.35

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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME:

AGENDA ITEM: City Council Study Session Minutes, August 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, August 4, 2020](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION
TUESDAY, AUGUST 4, 2020

MEETING MINUTES

1) [CALL TO ORDER / ROLL CALL](#)

Deputy Mayor Deets called the meeting to order at 6:00 p.m. on the Zoom webinar platform.

Deputy Mayor Deets, Mayor Schneider, and Councilmembers Carr, Hytopoulos, Medina, Nassar and Pollock 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.
[Cover Page](#)

Deputy Mayor Deets adjourned the meeting to an executive session at 6:03 p.m. pursuant to RCW 42.30.110(1)(i). The executive session was extended by 15 minutes at 6:28 p.m.

Council returned from executive session at 6:44 p.m., and Deputy Mayor Deets reconvened the meeting.

3) [APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE](#)

Councilmember Pollock requested and Councilmember Medina seconded to add a discussion on the appointment of Councilmember Carr to the Island Center Subarea Planning Process Steering Committee. Council's consensus was to add the agenda item, and Deputy Mayor Deets placed it as item 7.F.

Mayor Schneider requested and Councilmember Medina seconded to add approval of letters of support for the Arts and Humanities Bainbridge grant application for creating a Creative District. Council's consensus was to add the agenda item, and Deputy Mayor Deets placed it as item 7.G.

Councilmember Medina moved and Councilmember Nassar seconded to approve the agenda as amended. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

4) [MAYOR'S REPORT](#)

Mayor Schneider provided information on the appointment process for advisory committees.

5) FUTURE COUNCIL AGENDAS

5.A Future Council Agendas

[Cover Page](#)

[August 11 City Council Regular Business Meeting.pdf](#)

[August 18 City Council Study Session.pdf](#)

[August 25 City Council Regular Business Meeting.pdf](#)

City Manager Smith reviewed the upcoming agendas with Council. Council discussed canceling the August 18, 2020 study session.

Mayor Schneider requested the addition of a discussion on obtaining training on parliamentary procedures from Jurassic Parliament to the August 11, 2020 business meeting, and Council concurred.

Councilmember Hytopoulos requested the addition of enforcement of the plastic bag ban to a future agenda, and Council concurred. It was added to the August 11, 2020 business meeting.

Councilmember Hytopoulos asked the Mask Ordinance Ad Hoc Committee to consider a ban on valve masks and come back to Council with a recommendation.

Councilmember Nassar requested updates on the work of the Joint Council and Planning Commission Subcommittee at every study session.

6) UNFINISHED BUSINESS

6.A Green Building Task Force Update - Planning

[Cover Page](#)

[GBTF Staff Memo](#)

[Attachment 1 - GBTF History Log](#)

[Attachment 2 - GBTF Roster](#)

Senior Planner Best provided an update from the Green Building Task Force and addressed Council's questions.

6.B Update on the Development Moratorium - Planning

[Cover Page](#)

[Abbreviated_moratorium_work_program_status_report](#)

[Ordinance No. 2020-09 Extending the Development Moratorium Approved 032420.pdf](#)

[Moratorium Summary](#)

Senior Planner Sutton provided an update on the moratorium work plan.

7) NEW BUSINESS

7.A Bainbridge Island Senior Community Center Improvements Discussion

[Cover Page](#)

[BISCC Council presentation_2020-08-04.pdf](#)

Engineering Project Manager Epstein provided a presentation on the agenda item. Ann Lovejoy and Reed Price from the Bainbridge Island Senior Center addressed Council's questions. This item will be discussed further during budget discussions.

7.B City Dock Low-Float Modification Discussion with Bainbridge Island Rowing Club

Cover Page

[City Dock Low Floats Council presentation_2020-08-04.pdf](#)

Engineering Project Manager Epstein provided a presentation on the agenda item. Sue Entress, President of Bainbridge Island Rowing, commented on the need for the improvement. This item will be discussed further during budget discussions.

7.C COBI Connects Status and Communications Priorities for 2020 and 2021-2022 - Executive

Cover Page

[08042020 Memo - Proposed Communications Workplan 2021-2022.pdf](#)

[08042020 PPT - Proposed Communications Workplan for 2021-2022.pdf](#)

Communications Coordinator Drew provided a presentation on the proposed communications workplan. Council's consensus was to continue the publication of the COBI Connects newsletter.

7.D Discussion of Criteria and Amount for 2021 Lodging Tax Award Cycle - Executive, Council Co-Chairs Christy Carr and Kirsten Hytopoulos

Cover Page

[LTAC_Intro_for_CC_08042020](#)

[Summary of LTAC awards 2018-2020.pdf](#)

[LTAC Balance - 30 June 2020 - for CC 08042020.docx](#)

[MRSC_-_Lodging_Tax__Hotel-Motel_Tax.pdf](#)

Deputy City Manager Schroer introduced the agenda item, and Council discussed the proposed options. There was consensus to remove the requirement to prohibit applications for the same activity for three years and to remove the capital investments criteria in the Request for Proposals ("RFP"). Staff will return with a draft RFP for Council approval.

Deputy Mayor Deets adjourned the meeting for a break at 8:57 p.m. Council returned at 9:04 p.m., and Deputy Mayor Deets reconvened the meeting.

7.E Proposed Approach for 2021-2022 Human Services Awards - Executive

Cover Page

[HSF Presentation for CC 08042020](#)

[Human Services Funding options for 2021-2022 for CC 08042020](#)

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

MOTION: I move to direct the City Manager to proceed with the Human Services Funding Award Cycle for 2021-2022 using the "expedited" process.

Medina/Pollock The motion failed, 2 – 5.

AYES: Medina, Pollock

NOES: Carr, Deets, Hytopoulos, Nassar, Schneider

ABSENT: None

ABSTAIN: None

Council's consensus was for the Council liaisons to the Human Services Funding Task Force to work with the City Manager on a proposed approach for further Council discussion on August 25, 2020.

7.F Appointment of Councilmember Carr as Liaison to the Island Center Subarea Planning Process Steering Committee [ADDED]

MOTION: I move to approve Councilmember Carr as a liaison to the Island Center Planning.
Pollock/Medina: The motion carried unanimously, 7 – 0.

AYES: Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider, Carr
NOES: None
ABSENT: None
ABSTAIN: None

7.G Letters of Support for Arts and Humanities Bainbridge Grant Application [ADDED]

Mayor Schneider introduced the agenda item. Council had no objection to the Mayor signing the letters.

8) FOR THE GOOD OF THE ORDER

Councilmember Medina provided an update on the pandemic from the Kitsap Health District.

Councilmember Pollock mentioned that the Joint Council and Planning Commission Land Use Committee had a good meeting.

Councilmember Nassar raised questions on the City advisory committee appointment process.

Councilmember Hytopoulos would like to discuss the purpose of For Good of the Order at a future meeting or training session.

The Mayor and Deputy Mayor will work with the City Manager to determine whether to cancel the August 18, 2020 meeting.

9) ADJOURNMENT

Deputy Mayor Deets adjourned the meeting at 9:48 p.m.

Leslie Schneider, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME:

AGENDA ITEM: City Council Regular Business Meeting Minutes, August 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 August 11, 2020.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, AUGUST 11, 2020

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Schneider called the meeting to order on the Zoom webinar platform at 6:00 p.m.

Mayor Schneider, Deputy Mayor Deets, and Councilmembers Carr, Hytopoulos, Medina and Nassar were present. Councilmember Pollock was absent and excused.

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.
[Cover Page](#)

Mayor Schneider adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(i) at 6:01 p.m. At 6:50 p.m., the executive session was extended for an additional 20 minutes.

Council returned from executive session at 7:08 p.m., and Mayor Schneider reconvened the meeting.

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

Councilmember Nassar asked to add a discussion clarifying the advisory committee appointment process. Deputy Mayor Deets seconded the request. Council's consensus was to add the agenda item.

Councilmember Medina moved and Councilmember Carr seconded to approve the agenda as modified. The motion carried unanimously, 6-0.

There were no conflicts of interest were disclosed.

4) PUBLIC COMMENT

4.A Instructions for Providing Public Comment - City Clerk
[Cover Page](#)
[Instructions for Providing Public Comment at Remote Meetings.pdf](#)

Ashley Mathews commented on race equity.

Lisa Neal commented on the committee appointment process.

Diane Landry commented on the plastic bag ban and trash receptacles in Winslow.

Sal DeRosalia commented on the sexual assault item on the agenda.

5) MAYOR'S REPORT

Mayor Schneider mentioned the advisory committee appointment process and thanked applicants for volunteering to serve.

6) CITY MANAGER'S REPORT

City Manager Smith mentioned a Map Your Neighborhood Zoom meeting on August 19, 2020 and the Sustainable Transportation Zoom open house on August 20, 2020, and updated Council on the public comment process for the City Manager search.

7) FUTURE COUNCIL AGENDAS

7.A Future Council Agendas

[Cover Page](#)

[August 25 City Council Regular Business Meeting.pdf](#)

[September 1 City Council Study Session.pdf](#)

[September 8 City Council Regular Business Meeting.pdf](#)

City Manager Smith reviewed future Council agendas. Councilmember Nassar inquired about her request for the addition of an update from the Joint Council and Planning Commission Land Use Subcommittee to every study session, and Council discussed the topic.

MOTION: I move to schedule a regularly scheduled agenda item at the start of every study session, beginning with the September 8 study session for the Council Planning Commission Land Use Ad Hoc Committee to report back on progress and to allow Council members to provide input and feedback in the committee process.

Nassar/Carr: The motion carried, 4 – 2.

AYES: Carr, Deets, Nassar, Schneider

NOES: Hytopoulos, Medina

ABSENT: Pollock

ABSTAIN: None

City Manager Smith said that an update will be added to each study session, beginning with the September 1, 2020 study session.

Councilmember Deets requested a Council discussion on the remaining economic recovery recommendations from the Economic Recovery Ad Hoc Committee. There was consensus to add it to the September 15, 2020 Study Session.

8) UNFINISHED BUSINESS

8.A Set the Public Hearing on Ordinance No. 2020-20, Related to Extending the Interim Zoning Control on Floor Area Ratio - Planning

[Cover Page](#)

[Ordinance No. 2020-20 Extending Interim Zoning Control Related to Bonus Density.docx](#)

[Ordinance No. 2020-10 Adopting Interim Zoning Control Related to Bonus Density Approved 031020.pdf](#)

Planning and Community Development Director Wright introduced the agenda item.

MOTION: I move to schedule a public hearing on August 25, 2020 related to Ordinance No. 2020-20.

Nassar/Deets: The motion carried unanimously, 6-0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Schneider

NOES: None

ABSENT: Pollock

ABSTAIN: None

Councilmember Nassar inquired about Section 18.12.030.D of the Bainbridge Island Municipal Code regarding bonus density allocations in the Neighborhood Service Centers and suggested referring that section to the Joint City Council and Planning Commission Land Use Committee for review and possible inclusion in the interim zoning control.

MOTION: I moved to refer Code section 18.12.030 subsection D to the City Council Planning Commission Land Use Ad Hoc Subcommittee agenda.

Nassar/Carr: The motion failed, 3 – 3.

AYES: Carr, Hytopoulos, Nassar

NOES: Deets, Medina, Schneider

ABSENT: Pollock

ABSTAIN: None

9) NEW BUSINESS

9.A Community Concerns Related to Sexual Assault Investigations and Bainbridge Island Police Department Procedures - Police and Executive

[Cover Page](#)

Police Chief Clark addressed community concerns related to sexual assault investigations and provided information on department procedures.

9.B Resolution No. 2020-02, Updating the City's Procedure for the Surplus and Sale of City-Owned Real Property - Executive

[Cover Page](#)

[Resolution No. 2020-02, Updating the City's Procedure for the Surplus and Sale of City-Owned Real Property](#)

[Resolution No. 2016-18, The City's Current Procedure for the Surplus and Sale of City-Owned Real Property](#)

[Appraisal Institute - Summary of 2014-15 USPAP Changes to Written Appraisal Report Types](#)

Deputy City Attorney Sepler introduced the agenda item.

MOTION: I move to forward Resolution No. 2020-02 for approval with the August 25, 2020 Consent Agenda.

Nassar/Deets: The motion carried unanimously, 6-0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Schneider

NOES: None

ABSENT: Pollock

ABSTAIN: None

9.C Appointments to the Ethics Board and Historic Preservation Commission - Mayor Schneider

[Cover Page](#)

[Recommended Appointments \(Ethics Board and Historic Preservation Commission\).pdf](#)

[Ethics Board Applications \(Redacted\).pdf](#)

[Historic Preservation Commission Applications \(Redacted\).pdf](#)

Mayor Schneider introduced the agenda item. Councilmember Nassar asked to discuss the appointment process for the Ethics Board at a future time, given that they do not have a Council liaison.

MOTION: I move to forward for approval with the August 25, 2020 Consent Agenda the following recommended Ethics Board appointments as shown on the attached spreadsheet: Doña Keating to Position 1; Jim Cash to Position 2; David Mallon to Position 3; Karen Anderson to Position 4; Dominique Cantwell to Position 6; and Tyler Weaver to Position 7.

Medina/Hytopoulos: The motion carried unanimously, 6 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Schneider

NOES: None

ABSENT: Pollock

ABSTAIN: None

MOTION: I move to forward for approval with the August 25, 2020 Consent Agenda the following recommended Historic Preservation Commission reappointment and appointments as shown on the attached spreadsheet: reappointment of Eric Kortum to Position 1; and the appointments of Terri Bumgardner to Position 2, Rick Chandler to Position 3, and Christopher Moreno to Position 5.

Medina/Hytopoulos: The motion carried unanimously, 6 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Schneider

NOES: None

ABSENT: Pollock

ABSTAIN: None

9.D Clarification on Committee Member Recommended Appointment Process [ADDED]

Councilmember Nassar asked for clarification on the committee member appointment process when the interview panel does not reach consensus. Council discussed the question and agreed that the Mayor would bring forward the majority decision of the interview panel and inform Council if there was dissent.

Mayor Schneider adjourned the meeting for a break at 8:56 p.m. and reconvened the meeting at 9:05 p.m.

10) COUNCIL DISCUSSION

10.A Proposed Changes to Process to Fill Planning Commission Vacancies - Councilmembers Carr, Hytopoulos, and Pollock

[Cover Page](#)

[PC Vacancy Joint Subcommittee Recommendations.docx](#)

Councilmember Carr introduced the agenda item, and Council discussed the recommendation. Councilmember Nassar objected to the last sentence on page 2, and Council discussed the language. Councilmember Carr proposed incorporating diversity language from the City of Seattle.

MOTION: Councilmember Carr moved to accept the Joint Subcommittee’s recommendations with a modification striking “Appointments to the PC are addressed in BIMC 2.14.020.C and applicants are evaluated in light of the purpose, role, duties and responsibilities of the PC described above.”

Carr/Hytopoulos: The motion carried unanimously, 6-0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Schneider

NOES: None

ABSENT: Pollock

ABSTAIN: None

MOTION: Councilmember Nassar moved and Councilmember Medina seconded to incorporate diversity language based on the City of Seattle’s provision in the advertisement for the vacancy.

Councilmember Medina proposed adding diversity language to the Code. City Manager Smith proposed bringing back a proposed ordinance on August 25, 2020 that incorporates diversity language, together with a revised version of the recommendations that provides a date, author, and format and has the sentence removed that Council designated.

City Manager Smith proposed a friendly amendment to Councilmember Nassar’s motion to add the diversity language to the Code, and Councilmembers Nassar and Medina concurred. Mayor Schneider asked Council to make a formal motion that accepts the friendly amendment.

AMENDMENT: Councilmember Hytopoulos moved and Councilmember Medina seconded to accept the City Manager’s friendly amendment to take the intent of the diversity language and add it to the statutory language by bringing back an ordinance on August 25, 2020.

The amendment carried unanimously, 6-0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Schneider

NOES: None

ABSENT: Pollock

ABSTAIN: None

The amended motion carried unanimously, 6-0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Schneider

NOES: None

ABSENT: Pollock

ABSTAIN: None

City Manager Smith stated that staff will bring back an ordinance for Council's review on August 25, 2020. She asked if Council would consider one-touch approval, and Council concurred. She asked for clarification on certain recommendations relating to advertisements and publicity during the next discussion.

10.B Enforcement of Ordinance No. 2012-06, Regulating the Distribution of Single-Use Plastic Bags and Establishing a Pass-Through Fee for Paper Bags - Councilmember Hytopoulos

[Cover Page](#)

[Ordinance No. 2012-06 Regulating the Distribution of Single-Use Plastic Bags Approved](#)

[041112.pdf](#)

[Ordinance No. 2019-30 Update of Pass Through Fee from Retailers to Customers Requesting Bags Approved 112619.pdf](#)

Councilmember Hytopoulos introduced the agenda item. City Manager Smith provided background information.

MOTION: Councilmember Hytopoulos moved to direct the City Manager to reinstate the enforcement of the plastic bag ban by September 1, 2020.

Hytopoulos/Deets: The motion carried unanimously, 6-0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Schneider

NOES: None

ABSENT: Pollock

ABSTAIN: None

10.C Proposal for Council Training on Parliamentary Procedure - Mayor Schneider

[Cover Page](#)

Mayor Schneider introduced the agenda item.

MOTION: I move to direct the City Manager to come back to the City Council with a proposal for a two-hour workshop on parliamentary procedure provided by Jurassic Parliament.

Nassar/Deets: The motion carried unanimously, 6-0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Schneider

NOES: None

ABSENT: Pollock

ABSTAIN: None

11) CONSENT AGENDA

11.A Agenda Bill for Consent Agenda

[Cover Page](#)

11.B Accounts Payable and Payroll

[Cover Page](#)

[Payroll.pdf](#)

[AP Report to Council of Cash Disbursements 08-12-20.pdf](#)

Accounts Payable: check number 354154 from previous run = \$4,040.51; manual check number

sequence 354155 – 354164 = \$33,367.68; regular check number sequence 354165 – 354261 = \$443,315.89; EFT number 397 = 9,170.37; ACH 398 – 399 = \$2633.24; retainage release number 194 = \$4,434.18. Total disbursement = \$ 488,487.18.

Payroll: normal direct deposit check sequence 48567 – 48700 = \$315,705.89; regular payroll check sequence 109417 – 109418 = \$3,073.73; vendor check run sequence 109419 – 109428 = \$2,633.24; Federal Tax Electronic Funds Transfer = \$116,253.01. Total disbursement = \$748,662.39.

11.C City Council Regular Business Meeting Minutes, July 28, 2020

[Cover Page](#)

[City Council Regular Business Meeting Minutes July 28, 2020.pdf](#)

11.D Resolution No. 2020-13, Updating the City's Code of Conduct and Ethics Program - Executive

[Cover Page](#)

[Resolution No. 2020-13, Updating the City's Code of Conduct and Ethics Program](#)

[Redline - Councilmember Hytopoulos' Proposed Revisions to the Code of Conduct and Ethics Program - From 6-30-20 Council Meeting](#)

11.E Lovell Avenue Sewer Beach Mains Project Professional Services Agreement - Public Works

[Cover Page](#)

[Professional Services Agreement - Skillings Connolly.docx](#)

[Lovell Sewer Presentation.pptx](#)

Councilmember Nassar moved and Councilmember Medina seconded to approve the Consent Agenda as presented. The motion carried unanimously, 6-0.

12) COMMITTEE REPORTS

Councilmember Carr reported on the Joint City Council and Planning Commission Land Use Subcommittee. She said that the committee has agreed to post their meetings on the City calendar and allow the public to listen to the meetings on Zoom. The subcommittee will also come to Council with a road map for their proposal for moving forward with a table and an outline for the triage items and longer-range items.

13) FOR THE GOOD OF THE ORDER

There were no comments made for the good of the order.

14) ADJOURNMENT

Mayor Schneider adjourned the meeting at 10:05 p.m.

Leslie Schneider, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Appointments to the Ethics Board and Historic Preservation Commission - Mayor Schneider,

SUMMARY: A call for participation was issued for volunteers to serve on the Ethics Board and Historic Preservation Commission.

This agenda item includes completed applications and resumes where provided by the applicant. A series of interviews were conducted. Mayor Schneider recommends the appointments identified in the attached spreadsheet and that those appointments be forwarded to the August 25, 2020 business meeting consent agenda for Council confirmation.

AGENDA CATEGORY: Appointment

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:

[Recommended Appointments \(Ethics Board and Historic Preservation Commission\).pdf](#)

[Ethics Board Applications \(Redacted\).pdf](#)

[Historic Preservation Commission Applications \(Redacted\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

City Advisory Group Call for Participation

Close Date – July 31, 2020

Interview Team	Advisory Group (# of positions) Term Expires	Vacant Positions	Applications Alphabetically	Preferred Qualifications (RCW/WAC if applicable)
<p>Mayor Leslie Schneider</p> <p>Council Liaison Kirsten Hytopoulos</p> <p>Chair Jennifer Hodges</p>	<p>Ethics Board (7)</p> <p>Position 1 Doña Keating (term through June 2023)</p> <p>Position 2 Jim Cash (term runs through June 2023)</p> <p>Position 3 David Mallon (term runs through June 2021)</p> <p>Position 4 Karen Anderson (term runs through June 2021)</p> <p>Position 6 Dominique Cantwell (term runs through June 2022)</p> <p>Position 7 Tyler Weaver (term runs through June 2022)</p>	6	<p>Karen Anderson Jonathan Brenner Dominique Cantwell James Cash Matthew DeBlois Doña Keating Larry Lofgren David Mallon Lisa Neal Andi O’Rourke Judith Tingley Corban Hunter Quigg Tyler Weaver Joseph Wolfe</p>	<p>Members of the Board shall represent a diverse set of backgrounds and interests.</p> <p>At least one member of the Ethics Board shall be a former judicial officer or have expertise in ethics acquired through education or experience.</p> <p>Members of the Ethics Board shall be nominated by the Mayor and confirmed by the City Council by a supermajority vote of at least five Councilmembers.</p> <p>The Mayor and City Council shall work cooperatively to ensure that any person who is nominated has the required support of the City Council. Nominations shall be presented at meetings of the City Council in which all seven Councilmembers are present, unless exceptional circumstances exist (e.g., a Council vacancy exists and has not yet been filled, or other good cause).</p>
<p>Mayor Leslie Schneider</p> <p>Council Liaison Kirsten Hytopoulos</p> <p>HPC Member Brianna Kosowitz</p>	<p>Historic Preservation Commission (7)</p> <p>Position 1 – Eric Kortum (term runs through June 2023)</p> <p>Position 2 – Terri Bumgardner (term runs through June 2023)</p> <p>Position 3 – Rick Chandler (term runs through June 2021)</p> <p>Position 5 – Christopher Moreno (term runs through June 2022)</p>	4	<p>Terri Bumgardner Rick Chandler Eric Kortum Christopher Moreno David Peterson</p>	<p>HPC shall include at least three members who have experience in identifying, evaluating and protecting historic resources and who are selected from among the disciplines of history, architecture, landscape architecture, architectural history, historic preservation, planning, cultural anthropology, archaeology, biology, geography, cultural geography, American studies, law, and real estate, referred to in this chapter as the “professional positions.”</p>

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Friday, February 14, 2020 3:16:32 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	Karen Anderson
----------------	----------------

Email	
-------	--

Phone	
-------	--

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

City	Bainbridge Island
------	-------------------

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

Zip	98110
-----	-------

Current Employer	Retired - The Boeing Company
------------------	------------------------------

Current Position	Retired
------------------	---------

I am interested in serving on one of the following City advisory groups (select all that apply):	Ethics Board (6 positions)
--	----------------------------

Experience & Qualifications

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

If so, please indicate which groups:	<i>Field not completed.</i>
--------------------------------------	-----------------------------

Please share your qualifications for this appointment (skills,	As an employee and manager at Boeing for 25 years and later as a consultant to Boeing, I have received extensive (yearly) ethics training. Also, as a certified teacher at North Kitsap and Neah
--	--

activities, training, education) if any:

Bay between Boeing retirement and consulting, I was well versed in and abided by the ethics required by law for teacher's responsibility to the public trust. Resume will be provided if selected for interview.

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

Willing to fulfill opening short term to June 2020 or longer.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2020

How did you hear about the volunteer opportunity?

City Manager's Report (e-newsletter)

Other

Field not completed.

RESUME

KAREN M. ANDERSON

OBJECTIVE

City of Bainbridge Island – Ethics Board Volunteer

EXPERIENCE

- Anderson Solutions - Project Management, Quality Auditing, Business Analysis, ISO 9000 Consultant, and Technical Writer for Continental DataGraphics, a wholly-owned Boeing subsidiary, Bellevue and El Segundo, California, November 2004 to March 2013
- Volt Technical Services – Business management, contract writing and management, and process re-engineering for Boeing Customer Services, August 2001 – June 2002
- English Instructor, North Kitsap High School, Poulsbo, WA, 1998-2001
- Computing Instructor, Basic Computing Seattle Central Community College, 2000

The Boeing Company (25 years)

- Business Systems Manager – Member of management team for software development and implementation of two major Boeing software systems. Responsibility for developing process flow scenarios using structured analysis methodology, and business process analysis of customer and inventory management systems. Managed user requirements definition process, documentation, and logistics, plus worldwide computing equipment installation and maintenance, coordinating wide-area and local-area networks problem resolutions, foreign customs and shipment regulations and resolutions. Developed Boeing Commercial Airplanes company-wide redeployment process flow as well as authored the company policy and procedures for the redeployment processes.
- Project Management -- Training Manager, Responsible for managing and gathering customer requirements and integration, development of training plan, training documents, and implementation for training, of over 3,000 employees on three separate computer systems (the Boeing-developed SONIC mainframe system, the BOECOM II Unix communication system, and the Dos-based(Boeing Field Service communication software system used internationally).
- Project/Event Management – Loaned executive from Boeing as Executive Director to plan and manage Northwest International Women’s Conference, a three-day event for 1800 participants. Planned and managed several other Boeing-sponsored ATA and Spares airline conferences.
- Business Management -- (On-going for 20 years) Supporting Marine Systems Contracts, Customer Services Spares and Field Service Business Systems, Renton Division 737/757 Avionics, Electrical, Payloads, New Product Development, and Quality Improvement with budget estimates, budget plans yearly to five year, monthly tracking as well as performance to schedule; monthly and year-end accounting for department operating plans (labor and non-labor), negotiating schedules with Renton Manufacturing, and numerous presentations.
- Contract Management --Managed U.S. Navy research and development contracts, negotiated changes on hydrofoil contract, responsible for ITAR export and domestic licenses for military and commercial hydrofoil, and correspondence and control systems. Managed and re-wrote operating agreement contract between Boeing and major airline spare parts catalogs vendor.

EDUCATION

- Undergraduate Freshman Year, Pacific Lutheran University
- B.A., English Literature, University of Washington
- Post-Graduate Work in Education: University of Washington, University of Puget Sound, Seattle Pacific University
- Post-Graduate Work in Management and Art: University of Puget Sound and University of Southern California

CERTIFICATES

Government Contracts Management and Negotiation

Quality Auditor Certificate (5-hour exam), American Society for Quality, May 2005

State of Washington Continuing Teacher Certificate (expired) for Grades 4-12 English and
Grades 4-12 English/Language Arts

State of Washington Life-Time Substitute Certificate (Issued 1998)

VOLUNTEER EXPERIENCE

- Bloedel Reserve, Bainbridge Island, Docent and Tour Guide, 2009-2019
- Winslow Park Condominium Association, Bainbridge Island, President, 2002-2006
- Boeing Bluebills, Port Ludlow, Retiree Assistance Program, 2000-2008
- Volunteer, Arviq School, Platinum, Alaska, August 2000
- K-12 Reading and Language Arts Curriculum Review Committee (curriculum alignment), Bainbridge Island Public Schools, Community Representative, Volunteer, 1998-2000
- Boeing – Co-Director, Renton Division U.S. Bond Drive, 1985
- Issaquah High School Class Reunions' Chairperson

TRAVEL

Extensive United States, including Alaska and Hawaii, Canada, Mexico, Chile, Argentina, Uruguay, Southern Brazil, the Panama Canal, Puerto Rico, Curacao, Mexico, St. Thomas, Martinique, Norway, Israel, Greece, England, Australia, France, Italy, Switzerland.

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Tuesday, January 28, 2020 10:44:04 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 Brenner

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Sanchez, Mitchell, Eastman & Cure, PSC

Current Position Paralegal

I am interested in serving on one of the following City advisory groups (select all that apply): Ethics Board (6 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 a background as a paralegal who has worked in land use and government regulation.

activities, training, education) if any: Education: MA Music (2007), BM Music (2005), AA Photography (2007), Paralegal Certificate (2011)

Please share your community interests (groups, committees, organizations) if any: My community interests are Lesser-Known Players (Board Member and Music Director), and Bainbridge Performing Arts (Musician)

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 Jennifer Hodges

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Friday, February 14, 2020 3:05:00 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 Dominique Cantewell

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer Bainbridge Performing Arts

Current Position Executive Director

I am interested in serving on one of the following City advisory groups (select all that apply): Ethics Board (6 positions)

Experience & Qualifications

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

If so, please indicate which groups: LTAC, Town Square Task Force

Please share your qualifications for this appointment (skills, In addition to my experience as the director of a non-profit organization, I am a strategic planning facilitator and have certificates in strategic frameworks for non-profit organizations

activities, training, education) if any:

and board facilitation from the Harvard Kennedy School. Both certifications have emphasized consensus building within diverse communities.

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

I volunteer for several local service groups, have served on the board of several more, and am constantly seeking opportunities to improve our community through arts education, compassion, and leadership.

Feel free to attach your resume (optional):

Type the Year

2020

How did you hear about the volunteer opportunity?

Other (please specify below)

Other

City Council Meeting

DOMINIQUE E. CANTWELL

EDUCATION

Scripps College 2002

Bachelor of Arts, *Politics & International Relations* Secondary Focus, *Classical Studies*

Thesis: "Armament and Anxiety: Defining the Role of NATO in the Future of European Security"

Harvard Kennedy School

Executive Certificate, *Strategic Framework for Nonprofits* 2015

Executive Certificate, *Mobilizing Nonprofit Boards* 2018

CURRENT PROFESSIONAL EXPERIENCE

Bainbridge Performing Arts

Executive Director

July 2011 - Present

Managing Director

February 2010 - July 2011

Manage a thriving non-profit arts center that includes a permanent presenting company, symphony orchestra, theatre school, cultural outreach series, gallery, and more. Executive and operational director of stewardship, development, risk management, planning, finance, and organizational oversight.

- Successfully took the organization from severe operating losses, chronic debt, and inadequate financial controls to debt-free budgetary surpluses of 10-15% year over year
- Grew the organizational budget by 45% over five years by developing programming and curriculum to increase earned income
- Increased contributed income, including major gifts 34% over four years
- Increased subscriber rate 20-22% every year of tenure
- Developed new outreach programs to promote cultural education for grades K-12
- Recruited, hired and retained top quality staff (9 core staff, 120+ seasonal contractors and volunteers)
- Partnered with supporters to make 100% of programming and classes accessible via need-blind admissions and scholarship programs

Independent Consultant

Principal Fundraising and Strategic Planning

June 2004 - Present

Engage non-profit boards in meaningful strategic planning, process development, and retreats that focus on stewardship, sustainability, and community building.

PRIOR PROFESSIONAL EXPERIENCE

Youth For Understanding, USA

Western District Office Coordinator

2005 - 2006

Area Representative

2000 - 2007

Boxer for Senate

Deputy Director of Finance, Southern California

2003 - 2004

California Institute of Technology

Alumni House Manager, Administrative Aide

2003

California Democratic Party

Finance Deputy

2002

The European Union Center of California

Program Coordination Assistant

2001 - 2002

DOMINIQUE E. CANTWELL

VOLUNTEER and COMMUNITY EXPERIENCE

Strategic Planning

Pro-bono consultation and facilitation 2008 - Present

Bainbridge Island Infrastructure Ballot Measure Task Force

Appointed public/city liaison 2016 - Present

Visually Impaired Readers

Read and record local newspapers for our community's visually impaired 2018 - Present

Bainbridge Island Public Art Committee

Appointed public/city liaison 2014 - 2017

Arms Around Bainbridge Cancer Support

Pro-bono Fundraising Consultant 2014 - 2016

Helpline House

Clothing Bank Volunteer 2013 - 2015

City of Bainbridge Island Lodging Tax Advisory Committee

Appointed public grant reader/advisor 2013, 2017 - 2019

IslandMoms Networking Collective

Moderator 2011 - 2015

Bainbridge Youth Services

President- Board of Trustees, Fund Raising Chairperson 2006 - 2011

Fun Run Chairperson 2006 - 2013

Island Cooperative Preschool

Fundraising Chairperson 2008 - 2010

Program for Early Parenting Support (PEPS)

Bainbridge Island Group Leader, Volunteer 2008 - 2010, 2014 - 2015

Scripps College

Young Alumnae Development Chairperson 2007 - 2009

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Tuesday, June 23, 2020 11:02:32 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	James Cash
----------------	------------

Email	
-------	--

Phone	
-------	--

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

City	Bainbridge Island
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State	WA
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Zip	98110
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Current Employer	Retired
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Current Position	Retired
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I am interested in serving on one of the following City advisory groups (select all that apply):	Ethics Board
--	--------------

Experience & Qualifications

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

If so, please indicate which groups:	Infrastructure Ballot Measure Task Force; Cultural Funding Grant Advisory Committee; Sustainable Transportation Task Force
--------------------------------------	--

Please share your qualifications for this appointment (skills,	As a Public Procurement Professional, I was bound by the ethics of my profession to ensure that even the appearance of any conflict of interest or violation of Public Trust would never come
--	---

activities, training, education) if any:

into question. This was a tenet of my profession which, in many cases went beyond the requirements set forth in the ethical standards stipulated by the Governmental Agency for which I worked. I was Nationally Certified by the National Association of Purchasing Management (NAPM) as a CPM (Certified Purchasing Manager) and was required to recertify periodically. I worked for the City of Long Beach (CA) as an Assistant Buyer and then as the Supervisor of Stores and Property for the City's Municipal Gas Department. I then worked for the City of Santa Ana as a Buyer, specializing in Public Safety (Police & Fire) as well as personal services contracts and oversaw the remodel of the Santa Ana Library and the Bowers Museum along with the construction of the Public Safety Facility. I have training in effective communications, negotiations and conflict resolution. I worked as the Operations Manager for a home delivered meal non-profit for those affected with the AIDS virus in San Diego (CA) Mama*s Kitchen. I was the Minority, Women and Disadvantaged Business Owners liaison for the City of Long Beach for City Contracts for the Gas Department.

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

I am currently on the Kitsap County Council for Human Rights (2018 - 2021) and am serving a second two-year term on the Kitsap County Homeless Services Grant Review Committee as their Member-at-Large. I volunteer for various charitable organizations, including the Pride Foundation, GSBA and Thurgood Marshall Foundation. I also spend time doing local theater Productions

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.

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Monday, June 22, 2020 12:47:01 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 Matthew DeBlois

Email

Phone

Address

City Bainbridge island

State Washington

Zip 98110

Current Employer Pegasus Coffee House

Current Position Barista/Cashier

I am interested in serving on one of the following City advisory groups (select all that apply): Ethics Board

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 believe that I am qualified to be appointed to the ethics board because I enjoy interpreting writings and rules and using the themes/lessons in actuality. I have been educated in applying

activities, training, education) if any:

writings to real life situations. I do model UN, which is where I take on a view of a specific government and try to work out an issue with other countries so that we all are benefiting equally, this activity helps me practice skills like public speaking and compromise. I also And interested in local government and Community Management.

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

I enjoy volunteering in the community Through organizations like Parks and Recreation and the Rotary of Bainbridge Island. I enjoy seeing my opinion and actions actually making a difference in the place that i live and on the people who live there.

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.

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Friday, July 31, 2020 2:50:48 PM

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

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 Doña Keating

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer Professional Options LLC

Current Position President and CEO

I am interested in serving on one of the following City advisory groups (select all that apply): Ethics Board

Experience & Qualifications

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

If so, please indicate which groups: Public Access Television Advisory Committee (Advisory to Bremerton Council, Mayor & Kitsap County Commissioners) - served as Vice Chair, then Chair 2015 - 2018

Please share your qualifications for this appointment (skills, activities, training, education) if any:	Over 30 years of leadership, management consulting, and executive facilitation and advisory expertise. Includes best practices, organisational development, consensus-building, fiduciary duties and responsibilities, public outreach and code of conduct, team communications. Former Certified Governance Trainer (for executive boards with BoardSource) and Change Management.
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Please share your community interests (groups, committees, organizations) if any:	I have led or served on numerous boards and committees, including Kitsap Economic Development Alliance, West Sound Technology Association, Kitsap Regional Telecommunications Committee (co-chair with Poulsbo City Councilman Ed Stern), Olympic College Foundation. Have been an Executive Member of World Trade Center Seattle and member of Trade Development Alliance of Seattle. Also chaired Business Management Advisory Committee for Olympic College. Strategic Advisor for Kitsap County HIV AIDS Foundation, ambassador for Seattle Center Foundation / The Next Fifty; advisor for Grameen Foundation Bankers Without Borders. Founding member and former president of West Sound Technology Association and co-founder of West Sound CoderDojo (provides free coding at WWU-Poulsbo). Former Committee Chair, High Tech - Kitsap 20/20 Regional Action Plan. Former chair of KEDA's Subcommittee on Private Sector Last Mile Solutions, World Affairs Council - Minister, USA Today Small Business Panel, Washington Science & Technology Roundtable, National Chamber of Commerce for Women, Constant Contact SmallBiz Council, former member of Bainbridge Island Chamber of Commerce, Prosperity Partnership, Puget Sound Regional Council, Co-Organiser of TEDxYouth@BainbridgeIsland, Adult Advisor for Bainbridge Island Girl Up/United Nations Foundation, Mentor for Bainbridge Island Robotics Team - 4915 (Spartronics), and Advisory Task Force Leader for Microsoft/Voices for Innovation
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Feel free to attach your resume (optional):	<i>Field not completed.</i>
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Type the Year	2020
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How did you hear about the volunteer opportunity?	City Website
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Other	I also keep abreast of city affairs
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From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Monday, February 17, 2020 9:52:06 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 T MALLON

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Deloitte Consulting LLP

Current Position Vice President & Chief Analyst, Bersin

I am interested in serving on one of the following City advisory groups (select all that apply): Ethics Board (6 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, First and foremost, I am a resident and homeowner in the community, deeply interested in and willing to contribute to the good governance of this place.

activities, training, education) if any:

My perspective will be informed by my 20+ years as a leader and researcher of organizations and workforces. I am keenly interested in how organizations can both serve their clients and stakeholders AND provide an experience for their workforce that is fundamentally respectful, human-centered, and supportive of each individual's search for meaning and actualization in her or his life. Through my participation on this committee, I can help the Council ask similar questions of itself and of the City.

David Mallon

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

Still growing.

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.

DAVID T. MALLON

- **Accomplished Business Researcher**
(140+ publications in 12y)
- **Sought-after Thought Leader and Public Speaker**
(200+ presentations in 12y)
- **Proven Results-Oriented Team Leader**
- **Developer of Great Researchers**
- **Life-long Rapid Learner, Ideator, & Problem-solver**

Highlighted Publications

High-Impact Organization Design: Designing Adaptability into the Organization

What is Talent in the Future of Work?

High-Impact HR: Building Organizational Performance from the Ground Up

High-Impact Learning Culture: The 40 Best Practices for Creating an Empowered Enterprise

The Learning Architecture: Defining Development and Enabling Continuous Learning

Navigating the Market for Measuring Employee Engagement

For more comprehensive listing: [linkedin.com/in/dmallon](https://www.linkedin.com/in/dmallon)

Work Experience

Bersin, Deloitte Consulting LLP (formerly Bersin & Associates) **Feb 2008 to present**

Chief Analyst, 11/17 to present

Executive ambassador for Bersin to members, clients, & HR vendor community; demand generator for Bersin inside & outside of the Deloitte ecosystem; lead storyteller in the market; connective tissue binding Bersin, HR marketplace, & Deloitte's HC practice with regards to research-based practice; advocate for the "outside-in" perspective in the evolution of Bersin's products and solutions

Head of Research, 12/11 to 11/17

Lead research team during 6-year period of rapid growth; connector for researchers, clients, & stakeholders; skilled in quantitative and qualitative methods; hands-on force for balancing rigorous analyses with compelling insights and persuasive stories; chief curator for annual IMPACT conference, core part of Deloitte's Global Human Capital Trends study (2018: n=11k, 142 countries)

Director, Research Architecture and Principal Analyst, 01/11 to 12/11

Principal Analyst, 02/08 to 01/11

Lead researcher for learning & development; authored foundation study in organizational learning cultures; promoted to spur evolution in research content management

Learn.com **Sep 2006 to Feb 2008**

Director, Consulting Services, 01/07 to 02/08

Implementation Strategist, 09/06 to 01/07

Guided 100+ clients to best use of enterprise learning platform; promoted to drive innovation in client service, lead growing team of consultants, devised new methodology for capturing client needs

EarthLink (formerly MindSpring Enterprises) **Jul 1996 to Sep 2006**

Manager, Instructional Technology, 03/03 to 09/06

Governed processes & technologies supporting global agent development; designed/deployed global agent certification program; lead strategic change initiatives, learning analytics, global LMS implementation

Manager, Organization & Management Development, 01/01 to 03/03

Lead team of five OD practitioners, designed & deployed supervisor, coaching, performance management, & communications programs, conducted internal management practice study that became basis for flagship leadership development initiative

Other early positions: Sr. Consultant, Project Manager, Instructional Designer

Education

Georgia Institute of Technology, Atlanta, GA

M.S.: Information Design and Technology, 2001

Concentrations: *Educational Technology, Storytelling in Digital Environments*

Emory University, Atlanta, GA

B.A.: English Literature, 1996

Interests

Cooking, traveling, painting, Dad & chauffeur to two wonderful children & sports enthusiasts

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, April 29, 2019 4:27:36 PM

Citizen Advisory Group Application

Step 1

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

Applicant Name Lisa Neal

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer SELF

Current Position LAWYER

I am interested in serving on one of the following advisory groups (select all that apply): Ethics Board , Planning Commission

Experience & Qualifications

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

If so, please indicate which groups: Island Center Subarea Planning

Please share your qualifications for this appointment (skills, Lawyer for 26 years.

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

2019

How did you hear
about the volunteer
opportunity?

Newspaper

Other

Field not completed.

THE HON. RONALD B. LEIGHTON

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON AT TACOMA

SAFECO INSURANCE COMPANY OF
ILLINOIS, a foreign insurer,

Plaintiff,

vs.

TERRY L. SCHMID, and NOEL M.
SCHMID, and their marital community,
Washington residents,

Defendants.

No. 3:17-cv-05224 RBL

PLAINTIFF’S MOTION FOR SUMMARY
JUDGMENT

NOTE ON MOTION CALENDAR:
FEBRUARY 2, 2018

ORAL ARGUMENT REQUESTED

I. INTRODUCTION AND RELIEF REQUESTED

Plaintiff Safeco Insurance Company of Illinois (“Safeco”) moves the Court for summary judgment. There is no dispute that the Safeco Policy provides benefits up to the amount Defendant Terry Schmid (“Schmid”) is legally entitled to recover from the tortfeasors, subject to the coverage’s limit. There is no genuine dispute that Schmid has already received all amounts he is legally entitled to recover as damages due to the injuries he sustained in the automobile accidents giving rise to his claim for Underinsured Motorist (“UIM”) coverage benefits. Therefore, as a matter of law, Safeco owes no UIM coverage and is entitled to summary judgment.



1 **II. FACTUAL BACKGROUND**

2 On April 4, 2012, Schmid was involved in an automobile accident with Robert
3 Reynolds in Tacoma (“the First Accident”).¹ On April 10, 2012, Schmid was involved in
4 another accident, with Christopher Foss (“Foss”) also in Tacoma (“the Second Accident”).²

5 Safeco had issued automobile liability insurance policy No. H517774 to Schmid (the
6 “Safeco Policy”), and that policy was in effect in at the times of the two accidents.³ The
7 Safeco Policy includes Underinsured Motorist coverage (limited to \$500,000 per person and
8 per accident), as stated in the Declarations, and subject to the terms, limitations, conditions,
9 exclusions, and other provisions of the Policy.⁴

10 In 2015, Defendant Schmid sued Robert Reynolds in the Superior Court for the State
11 of Washington for Pierce County, under cause number 15-2-07026-1, seeking a judgment
12 against Reynolds for damages sustained by Schmid in the First Accident. The liability limit
13 of Reynolds’ automobile insurance policy was \$25,000 per person.⁵

14 Also in 2015, Defendant Schmid sued Christopher Foss in the Superior Court for the
15 State of Washington for Pierce County, under cause number 15-2-07027-0, seeking a
16 judgment against Foss for damages sustained by Schmid in the Second Accident. The
17 liability limit of Foss’s automobile insurance policy was \$250,000 per person.⁶

18
19
20 ¹Dkt. 31 First Amended Complaint (hereafter Dkt. 31) ¶ 3.1, admitted Dkt. 33 First Amended Answer
(hereafter Dkt. 33) ¶ 9.

21 ²Dkt. 31 ¶ 3.2, admitted Dkt. 33 ¶ 10.

22 ³Dkt. 31 ¶ 3.2, admitted Dkt. 33 ¶ 11. A true and correct copy of the certified Safeco Policy was filed
23 in this action at Dkt. 1-1. True and correct copies of the policy pages that are relevant to this Motion
are attached hereto as Exhibit A to the Declaration of Lisa C. Neal.

24 ⁴Dkt. 31 ¶ 3.3, admitted Dkt. 33 ¶ 11.

25 ⁵Dkt. 31 ¶ 3.4, admitted Dkt. 33 ¶ 12.

26 ⁶Dkt. 31 ¶ 3.5, admitted Dkt. 33 ¶ 13.



1 On September 24, 2015, Safeco moved to intervene in the underlying lawsuit against
 2 Foss. Schmid opposed the intervention. Underlying defendant Foss also opposed the motion.
 3 The court reserved ruling, but ordered the parties to allow Safeco to participate in all
 4 discovery. The court allowed Safeco to re-urge its motion after ninety days.⁷

5 On September 29, 2015, Schmid sent Safeco a “Notice of Intent to Arbitrate.” In that
 6 notice, Schmid asserted that there then existed an arbitrable dispute regarding Safeco’s
 7 obligation to provide UIM benefits, and further asserted that the policy required Safeco to
 8 arbitrate, rather than try, the UIM claim, upon demand by Schmid.⁸ Safeco timely responded
 9 nine days later, respectfully declining to arbitrate the UIM claim.⁹

10 Safeco filed a second motion to intervene on February 3, 2016. Schmid again opposed
 11 intervention. The motion to intervene was heard on March 18, 2016. The court ruled that
 12 “Safeco . . . be and hereby is allowed to intervene as a participant in this action without
 13 limitation. . . .”¹⁰ On March 28, 2016, the court consolidated the suit against Reynolds with
 14 the suit against Foss under cause number 15-2-07027-0.¹¹

15 On January 26, 2017, Schmid filed a Motion to Transfer Case to and Compel Binding
 16 Arbitration, Strike Trial Date and Determine that Safeco Will be Bound by any Arbitration
 17 Award (“Motion to Compel Arbitration”). Safeco opposed the motion. Defendant Reynolds
 18 did not oppose the motion. Defendant Foss joined in the motion, and later filed supplemental
 19 briefing in support of the motion.¹² The state trial court heard the Motion to Compel
 20

21 ⁷Dkt. 31 ¶ 3.6, admitted Dkt. 33 ¶ 14.

22 ⁸Dkt. 31 ¶ 3.7, admitted Dkt. 33 ¶ 15.

23 ⁹Dkt. 31 ¶ 3.8, admitted Dkt. 33 ¶ 16.

24 ¹⁰Dkt. 31 ¶ 3.9, admitted Dkt. 33 ¶ 17.

25 ¹¹Dkt. 31 ¶ 3.10, admitted Dkt. 33 ¶ 18.

26 ¹²Dkt. 31 ¶ 3.12, admitted Dkt. 33 ¶ 20.

1 Arbitration on February 24, 2017. The state trial court denied Schmid's motion, ruling that
 2 Safeco could not be compelled to participate in any arbitration agreed to by other parties, and
 3 that neither Safeco nor Schmid would be bound by the arbitration award in any subsequent
 4 litigation regarding the UIM claim.¹³

5 On the same day (February 24, 2017), Schmid entered into a stipulation with Reynolds
 6 and Foss for final and binding arbitration of their disputes ("Stipulation"). In the Stipulation,
 7 Schmid agreed to limit enforcement of any arbitration award against either defendant to that
 8 defendant's automobile liability policy limits (respectively, \$25,000 and \$250,000). The
 9 parties agreed to withhold information regarding this jurisdictional limit or waiver of damages
 10 above policy limits, so that the Arbitrator would feel free to award damages in excess of the
 11 limits.¹⁴

12 Before the arbitration took place, Schmid settled his claim against Reynolds for the
 13 injuries sustained in the First Accident, released Reynolds, and Reynolds was dismissed from
 14 the lawsuit. Reynolds paid Schmid \$25,000 in settlement.¹⁵

15 On June 29 and 30, 2017, Schmid and Foss arbitrated the tort claim and the arbitrator
 16 awarded Schmid \$378,000.¹⁶ Upon receiving the award, counsel for Foss noted for his client
 17

18 ¹³Dkt. 31 ¶ 3.14, admitted Dkt. 33 ¶ 22. Schmid has appealed this ruling, arguing that Safeco must be
 19 bound by the arbitration award, and that no further litigation regarding his damages is necessary or
 20 allowed. The trial court properly ruled that Safeco could not be compelled to arbitrate absent its
 21 agreement and therefore would not be bound by the arbitration award. Schmid's appeal is merely a
 22 futile attempt to forestall his day of reckoning. He gave up the right to seek a determination that he
 23 was legally entitled to recover more than Foss' policy limit, in return for what he perceived to be the
 24 advantages of arbitrating his tort claim.

25 ¹⁴Dkt. 31 ¶ 3.15, admitted Dkt. 33 ¶ 23. A true and correct copy of the Stipulation is provided at Neal
 26 Decl. Exhibit B.

¹⁵Dkt. 31 ¶ 3.16, admitted Dkt. 33 ¶ 24. Safeco initially "bought out" the \$25,000 offer from
 Reynolds, paying that amount to Schmid and maintaining the suit against Reynolds; following
 settlement, Reynolds paid \$25,000 to Safeco. Schmid does not maintain a claim for UIM benefits
 related to injuries sustained in the First Accident.

¹⁶Dkt. 31 ¶ 3.21, admitted Dkt. 33 ¶ 29; Dkt. 33 ¶ 29.



1 that the award was “not fully recoverable” due to the “cap” imposed by the Stipulation prior
 2 to the arbitration.¹⁷ Thereafter, Foss paid Schmid the \$250,000 to which Schmid was legally
 3 entitled.¹⁸ Foss also paid the cost bill amount requested by Schmid.¹⁹ The arbitration award
 4 was not reduced to judgment.²⁰

5 Schmid asserts the right to recover UIM benefits from Safeco in the amount the
 6 arbitration award exceeded the \$250,000 paid by Foss. Safeco contends no such benefits are
 7 payable, because Schmid has already received all amounts he is “legally entitled to recover,”
 8 and requests a declaratory judgment to that effect.

9 III. ARGUMENT AND AUTHORITY

10 There are many reasons why Safeco should prevail in this case, and they are outlined
 11 in its First Amended Complaint.²¹ However, a finding that Schmid is not entitled to any UIM
 12 coverage because he has already received all he is “legally entitled to recover” as a result of
 13 his injuries, will terminate these proceedings. There will be no need to litigate and possibly
 14 try the issue of whether Safeco was prejudiced by the Stipulation, nor will it be necessary to
 15 litigate and try the issue of the amount of damages Schmid sustained in the Second Accident.
 16 In addition, the entry of summary judgment will render moot the state court appeal on the
 17

18
 19 ¹⁷Neal Decl. Exhibit C.

20 ¹⁸Dkt. 31 ¶ 3.21, admitted Dkt. 33 ¶ 29. See also Neal Decl. Exhibit D.

21 ¹⁹Neal Decl. Exhibit E. Schmid agreed to not reduce the award and cost bill to judgment if Foss
 22 agreed to pay the requested cost bill quickly and without contest. Neal Decl. Exhibit F (July 17, 2017
 2:53 p.m. email).

23 ²⁰Neal Decl., Exhibit G.

24 ²¹Safeco contends that Schmid’s entry into the Stipulation breached his contractual duties and
 25 prejudiced Safeco’s right to recover funds paid from Foss or his insurer, vitiating coverage; Safeco
 26 further asserts that Schmid’s damages due to the accident(s) are not more than the policy limits of the
 tortfeasor(s), precluding any obligation to pay UIM coverage benefits. Safeco does not waive either of
 these arguments (or any other rights it may have under the Policy or the law) by making this Motion.

1 issue of whether Safeco should have been compelled to arbitrate and is now bound by the
2 arbitration award.

3 To close out this lengthy and convoluted legal dispute, the Court must decide only one
4 legal question: where Schmid limited any award in arbitration against Foss to \$250,000, and
5 where Schmid has already recovered \$250,000 from Foss, has Schmid recovered all he is
6 legally entitled to recover because of his injuries? Safeco submits that the answer is “Yes.”

7 **A. Summary Judgment Standard Met Here.**

8 Safeco must prove there is no genuine issue of material fact regarding whether Schmid
9 has recovered all he was legally entitled to recover because of his injuries.²² The relevant
10 facts are not disputed here. It is undisputed that Schmid entered into the Stipulation, which
11 included a pre-arbitration agreement to limit enforcement of any award to Foss’s policy limit.
12 It is undisputed that after the arbitration award was entered, Foss paid Schmid \$250,000.

13 In addition to showing that there are no questions of material fact, Safeco must also
14 show that it is entitled to judgment as a matter of law.²³ As will be discussed below, Safeco
15 has met its burden and is entitled to judgment in its favor on the two-pronged legal question of
16 whether the Policy contemplates payment of those amounts that Schmid is “legally entitled to
17 recover because of bodily injury” and whether Schmid has recovered all he was legally
18 entitled to recover from Foss.

19 **B. Washington Law Governs this Dispute.**

20 In this diversity action, federal law applies to procedural issues. Washington state law
21 applies to substantive issues.²⁴

22 ²²Fed. R. Civ. P. 56(a); *Celotex Corp. v. Catrett*, 477 U.S. 317, 322 (1986).

23 ²³*Smith v. University of Washington Law School*, 233 F.3d 1188, 1193 (9th Cir. 1993), *cert. denied*,
532 U.S. 1051 (2001).

24 ²⁴*Erie R.R. Co. v. Tompkins*, 304 U.S. 64 (1938).



1 **C. The Safeco Policy Pays Damages Schmid is Legally Entitled to Recover.**

2 Safeco agreed to provide Underinsured Motorists Coverage to the Schmid's as follows:

3 **PART C – UNDERINSURED MOTORISTS COVERAGE²⁵**

4 **A.** We will pay damages which an insured is legally entitled to recover
5 from the owner or operator of an **underinsured motor vehicle**
6 because of **bodily injury**:

- 7 **1.** Sustained by that insured; and
8 **2.** Caused by an accident.

9 To calculate any UIM benefits owed, two amounts must be known: 1) the amount that
10 the UIM insured is “legally entitled to recover” against the underinsured tortfeasor (the UIM
11 insured’s damages); and 2) the amount paid²⁶ by the tortfeasor or any other party that may be
12 legally responsible for the UIM insured’s damages. To calculate UIM benefits that are
13 available, the amount paid by the liable or potentially liable parties is deducted from the
14 amount that the UIM insured is “legally entitled to recover.” Only if the amount that the UIM
15 insured is “legally entitled to recover” exceeds the amount obtained from the tortfeasor are
16 any UIM benefits payable, up to the UIM Coverage’s limit.²⁷ We know the amount that has
17 been paid: \$250,000. The information still needed to calculate whether UIM benefits are
18 payable is, therefore, this: **What amount was Terry Schmid “legally entitled to recover”**
19 **from Defendant Foss because of his injuries?**

20 _____
21 ²⁵As amended by Washington Changes to the Safeco Policy, Neal Decl. Exhibit A at Dkt. 1-1 pp. 46
22 and 48. This Coverage is subject to other terms and conditions of the Policy, but those provisions are
23 not directly relevant to this Motion and are not provided or referenced.

24 ²⁶If no settlement has occurred or judgment has been entered, the tortfeasor’s applicable policy limits
25 can apply to reduce payable damages, but in this case the award has been paid.

26 ²⁷Neal Decl. Exhibit A, pp. 28-29, Limit of Liability, B and D; *see, e.g., Mencil v. Farmers Ins. Co. of*
Washington, 86 Wn. App. 480, 484, 937 P.2d 627 (1997) (UIM insured entitled to coverage over the
amount paid by the tortfeasor up to the amount of the judgment or his UIM benefits limit, whichever is
less).



1 **D. The Policy Language Tracks the RCW and Limits a UIM Insured's Recovery to the**
 2 **Amount He Is "legally entitled to recover".**

3 The Safeco Policy language restricting the UIM insured's entitlement to coverage to
 4 the amount the insured is "legally entitled to recover" from an underinsured tortfeasor tracks
 5 the governing Washington UIM statute. RCW 48.22.030 provides that coverage for damages
 6 caused by an "underinsured motor vehicle" must be offered by insurers writing automobile
 7 policies in Washington, and further defines "underinsured motor vehicle" as one insured for
 8 less than the "applicable damages which the covered person is legally entitled to recover."

9 The Washington legislature intended to provide "full compensation" to injured UIM
 10 insureds.²⁸ "Full compensation" means the amount the injured insured could have recovered
 11 from the tortfeasor, not necessarily the entirety of the injured insured's damages.²⁹ The UIM
 12 insurer is entitled to deduct all amounts obtained or that could have been obtained from the
 13 tortfeasor from the damages before paying UIM insurance.³⁰ The UIM insured is not entitled
 14 to more than he was "legally entitled to recover" regardless of his UIM policy limits -- no
 15 double recovery is allowed.³¹

16 **E. Schmid Was Legally Entitled to Recover \$250,000.**

17 As a matter of law, Schmid was legally entitled to recover \$250,000 from Foss. It is
 18 only generally true that a jury verdict can be the measure of what the UIM insured is "legally
 19 entitled to recover."³² In *Mencel v. Farmers Insurance*, for example, the Court of Appeals
 20

21 ²⁸*Mencel*, 86 Wn. App. at 484.

22 ²⁹*Allstate Ins. Co. v. Dejbod*, 63 Wn. App. 278, 282-83, 818 P.2d 608 (1991). For example, if an
 23 injured insured was contributorily liable for a percentage of his damages, that amount is not included
 24 in what he "legally entitled to recover" and cannot be recovered from the UIM insurer.

24 ³⁰*Dejbod*, 63 Wn. App. at 285 (citing RCW 48.22.030(1)).

25 ³¹*Dejbod*, 63 Wn. App. at 285.

26 ³²*Mencel*, 86 Wn. App. at 485.

1 considered whether the jury verdict or a post-verdict settlement for less than the jury verdict
 2 was the amount the insured was “legally entitled to recover.” If the jury verdict was the
 3 amount the UIM insured was “legally entitled to recover,” UIM benefits would be payable
 4 over the settlement amount up to the jury verdict amount or UIM coverage limits. If the post-
 5 verdict settlement was the amount the insured was “legally entitled to recover”, then the
 6 insured had already received all he was legally entitled to, and no UIM benefits were owed by
 7 the insurer.

8 The *Mencel* court discussed the fact that the intent of the UIM statute is to provide full
 9 compensation to the insured, noted that the Constitution provides for trial by jury, and
 10 concluded that the full amount of the verdict rather than the post-verdict settlement amount
 11 was the measure of what the UIM insured was “legally entitled to recover.”³³

12 This general rule is not helpful here, however, because while there has been an
 13 arbitration award, Schmid and Foss agreed **before arbitration** that the most that Schmid
 14 could recover from Foss would be his \$250,000 liability policy limit.

15 The Stipulation provides:

16 **C. LIMITS AND RELEASE**

17 Any award that is rendered to Plaintiff shall be enforceable against Defendants
 18 Reynolds and Foss only up to a total of their respective, applicable third-party
 19 policy limits. . . . The limits of recovery from Defendant Foss to be applied to
 20 the award to Plaintiff shall be a maximum of Defendants Foss’ liability
 21 insurance policy limits. Plaintiff waives his right to enforce any amount
 22 awarded to him in excess of Defendants Foss’ policy limits against Defendants
 23 Foss.³⁴

24 This Stipulation was not, therefore, a post-award compromise of a larger verdict or
 25 award. The Stipulation was not similar to a covenant not to execute, where a tort plaintiff

26 ³³ *Id.* at 484-485.

³⁴ Neal Decl. Exhibit B, p. 5.

1 might agree to not execute an existing judgment against the tortfeasor, but retain the right to
 2 recover from the tortfeasor's insurance policy (or is even granted an assignment to bring a
 3 direct action against the tortfeasor's insurance policy). Instead, the Limits and Release
 4 portion of the Stipulation operated as a *jurisdictional limit* for the arbitration by *waiving*
 5 *damages* over \$250,000, and by relieving Foss from any legal liability for any amounts over
 6 \$250,000.³⁵ As a matter of law, the most that Schmid could have been "legally entitled to
 7 recover" from Foss was \$250,000. As the award exceeded that amount, Schmid was "legally
 8 entitled to recover" only \$250,000, and Foss paid Schmid that exact amount.

9 There are no reported decisions applying Washington law to this precise set of facts.
 10 However, the Mississippi Supreme Court had before it a very similar scenario and decided the
 11 UIM insured was not entitled to UIM benefits. In *Spencer v. State Farm Mutual Ins. Co.*,³⁶
 12 the UIM insured proceeded to arbitration with the tortfeasor, despite the UIM insurer's
 13 absence. The UIM insured agreed to cap his damages at \$50,000. The arbitrator awarded him
 14 \$43,500, which was paid by the tortfeasor.³⁷ Meanwhile, the UIM insured demanded UIM
 15 coverage, contending he was not made whole because he had had to pay fees to obtain the
 16 arbitration award.³⁸ State Farm resisted the claim, contending that recovery of the arbitration
 17 award precluded any UIM coverage.

18 The Mississippi Supreme Court concluded that because the arbitration award was
 19 satisfied, the tortfeasor had paid all amounts owed due to his liability, and the UIM insured
 20

21 ³⁵Schmid and Foss further agreed that the arbitrator would not be informed of the limitation placed on
 22 Schmid's potential recovery (Neal Decl. Exhibit B, p. 6-7, Section G) and waived their right to appeal
 the arbitrator's decision (*Id.* at Section F).

23 ³⁶891 So.2d 827 (Miss. 2005). As does Washington, Mississippi restricts UIM coverage to those
 24 amounts that the UIM insured is "legally entitled to recover," limiting UIM recovery to the liability of
 the uninsured motorist. *Id.* at 830.

25 ³⁷*Spencer*, 891 So.2d at 828.

26 ³⁸*Id.*



1 had received all he was “legally entitled to recover” from the tortfeasor, foreclosing any UIM
2 claim.³⁹ That is the case here, where Schmid has received all he was legally entitled to
3 recover from Foss, precluding his UIM coverage claim.

4 **F. Washington Decisions Made on Similar Facts Support Summary Judgment.**

5 Washington courts have, however, decided cases under various fact patterns that all
6 support the conclusion that Schmid was legally entitled to recover no more than \$250,000.

7 **1. Jurisdictional Limit Restricted Recovery.**

8
9 In Washington, if a plaintiff brings suit in a court of limited jurisdiction, the amount he
10 is “legally entitled to recover” will be limited.⁴⁰ Even if his damages exceed that amount,
11 such a plaintiff will be deemed to have “abandoned his claim for damages in excess of
12 \$25,000 [the jurisdictional limit].”⁴¹ In this case, of course, Schmid expressly agreed that
13 enforcement of any arbitration award would be restricted to \$250,000. Schmid’s choice –
14 indeed his fashioning – of a limited jurisdiction forum restricted the amount he was legally
15 entitled to recover to \$250,000. There can be no argument that Schmid was “legally entitled
16 to recover” no more than \$250,000 from Foss as a matter of law.

17 **2. Foss’s Immunity Restricted Recovery.**

18 Similarly, Schmid’s grant of immunity to Foss for damages over \$250,000 restricted
19 the amount Schmid was “legally entitled to recover” to \$250,000. For example, in *Sayan v.*
20 *Automobile Association*,⁴² the UIM insured was injured in an automobile accident while in
21

22
23 ³⁹*Spencer*, 891 So.2d at 830.

24 ⁴⁰*J and J Drilling Inc. v. Miller*, 78 Wn. App. 683, 690, 898 P.2d 364 (1995), *rev. den.* 128 Wn.2d
1011, 910 P.2d 482 (1996).

25 ⁴¹*J and J Drilling*, 78 Wn. App. at 690.

26 ⁴²43 Wn. App. 148, 716 P.2d 895, *rev. den.*, 106 Wn.2d 1009 (1986).

1 the performance of military duty, by another member of the military who was also on duty.⁴³
2 The UIM insured did not dispute that the other driver and the military were immune under
3 federal law, barring his claim against them, but nevertheless brought suit to recover UIM
4 benefits.⁴⁴

5 The *Sayan* court explained that Washington’s rule is that the UIM insurer “stands in
6 the shoes” of the underinsured tortfeasor, and can defend against a claim for UIM coverage
7 for tort damages using any defense the tortfeasor holds.⁴⁵ In what it termed a case of first
8 impression in Washington, the *Sayan* court concluded that the bar on the UIM insured’s claim
9 against the tortfeasors resulted in his not being “legally entitled to recover” against the
10 underinsured driver.⁴⁶ The court rejected the argument that public policy favoring “full
11 compensation” of the UIM insured required UIM coverage despite the tortfeasor’s legal
12 immunity.⁴⁷ The Washington Supreme Court denied review of the decision.

13 Similarly, a court of appeals later decided that where the UIM insured was barred by
14 the Workers Compensation Act⁴⁸ from suing his fellow employee for his injuries, the UIM
15
16
17

18 _____
19 ⁴³*Id.* at 150.

20 ⁴⁴*Id.*

21 ⁴⁵*Sayan*, 43 Wn. App. at 152.

22 ⁴⁶*Id.*

23 ⁴⁷*Sayan*, 43 Wn. App. at 158-59. The court also rejected the reasoning of courts in other jurisdictions
24 holding otherwise as contrary to Washington law. The court noted that other courts have denied UIM
25 coverage where the victim of the tortfeasor is denied a cause of action by common law or statute, such
26 as when the applicable insurance scheme is no-fault, in the presence of a workers’ compensation
statutory bar, when a guest statute bars recovery, and in the presence of sovereign immunity. *Sayan*,
43 Wn. App. at 152 (citations omitted).

⁴⁸RCW 51.04.010.

1 insured's UIM coverage was not available.⁴⁹ In each of these cases, the UIM insured was
 2 never entitled to recover against the tortfeasor due to the tortfeasor's immunity.

3 A decision involving different facts provides further context when applying the
 4 holdings of these decisions to this case. In *Safeco Ins. v. Barcom*,⁵⁰ the Washington Supreme
 5 Court reversed the court of appeals' decision that the fact that the UIM insured's claim was
 6 barred by the statute of limitations barred the UIM insured's contract claim against his
 7 insurer. The *Barcom* court distinguished the immunity asserted in *Sayan* with the statute of
 8 limitations defense before it by saying that "*at no time* was the insured in *Sayan* legally
 9 entitled to recovery from the tortfeasor. Whereas . . . the condition precedent to coverage
 10 existed for 3 years following the accident in [this] case."⁵¹ As described by another court,
 11 "the insured must be capable of showing that he or she *could* obtain a judgment in his or her
 12 favor [against the underinsured motorist]."⁵² Putting these decisions together, it can be seen
 13 that the UIM insured in *Mencel* **could have** recovered the judgment against the tortfeasor, as
 14 could the UIM insured in *Barcom*.⁵³ The UIM insureds in *Sayan* and *Romanick* **never** could
 15 have enforced any judgment against the tortfeasors. In this case, Schmid **never** could have
 16 enforced any arbitration award over \$250,000 against Foss. Schmid was legally entitled to
 17 recover up to, but not more than, \$250,000.

18
 19 _____
 20 ⁴⁹*Romanick v. Aetna Cas. & Sur Co.*, 59 Wn. App. 53, 61, 795 P.2d 728 (1990). *See also In Re Dale*
 21 *F. Goers*, Docket No. 880661, 1989 WL 164553 *4 (Board of Ind. Ins. Appeals 1989) (Goers was
 22 "legally entitled to recover" from the uninsured tortfeasor only because there is an exception for UIM
 coverage in RCW 51.24.030; otherwise her action would have been barred and she would have been
 unable to claim UIM benefits).

23 ⁵⁰112 Wn.2d 575, 773 P.2d 56 (1989).

24 ⁵¹*Barcom*, 112 Wn.2d at 581 (emphasis in decision).

25 ⁵²*McIllwain v. State Farm Mut. Auto Ins. Co.*, 133 Wn. App. 439, 447, 136 P.3d 135 (2006), *rev. den.*
 159 Wn.2d 1020 (2007).

26 ⁵³*See Mencel v. Farmers Ins. Co. of Washington*, 86 Wn. App. 480, 485, 937 P.2d 627 (1997).



1 **3. UIM Does Not Cover Elements of Damages a UIM Insured Cannot**
 2 **Recover From the Tortfeasor.**

3 In similar fashion, Washington law also mandates that if an element of damages is not
 4 recoverable against the tortfeasor, there is no UIM coverage for those damages. In *Dayton v.*
 5 *Farmers Ins. Group*,⁵⁴ for example, the Washington Supreme Court confirmed that the UIM
 6 insured was not entitled to UIM coverage for attorney's fees awarded in a damages
 7 arbitration. The court pointed out that when a tortfeasor has insurance, and is sued by the
 8 UIM insured, each party bears his or her own attorney fees. The UIM insurer stands in the
 9 shoes of the uninsured tortfeasor, and therefore each party must still bear his or her own
 10 attorney fees.⁵⁵ To hold otherwise would not be "consistent with the purpose of UIM
 11 insurance, or the statutes governing UIM coverage. . . . [t]he injured party is not entitled to be
 12 put in a better position by having been struck by an uninsured motorist as opposed to an
 13 insured motorist."⁵⁶

14 The Third Circuit Court of Appeals reviewed similar circumstances under
 15 Pennsylvania law and applied this same reasoning.⁵⁷ In *Willett*, the court considered whether
 16 damages exceeding those awardable under the pertinent tort law could be damages the UIM
 17 insured was "legally entitled to recover" and therefore payable under the UIM coverage. The
 18 court held that the answer was clear:

19 "[T]he policy language limiting recovery to damages that the [UIM insured]
 20 was 'legally entitled' to recover from [the tortfeasor] . . . clearly and
 21 unambiguously states that coverage depends upon the [UIM insured's] legal

22 ⁵⁴124 Wn.2d 277, 281, 876 P. 2d 896 (1994).

23 ⁵⁵*Id.*

24 ⁵⁶*Dayton*, 124 Wn.2d at 281.

25 ⁵⁷*Willett ex rel. Willett v. Allstate Ins. Co.*, 359 Fed. Appx. 349, 351 (3d Cir. 2009). At issue was a
 26 UIM policy issued to a Pennsylvania insured; the Pennsylvania UIM statute mirrors in pertinent part
 the Washington code section; the policy reviewed mirrored the Safeco policy's restriction of coverage
 to damages the UIM insured is "legally entitled to recover" from the tortfeasor.



1 right to damages from [the tortfeasor]. . . . In short, Allstate’s contractual
 2 liability, as established by the provisions of its policy, is derivative of [the
 tortfeasor’s] tort liability.”⁵⁸

3 The Third Circuit then turned to the law of Maine, where the accident happened and
 4 which law, therefore, governed the tort. Maine law provided “caps” for certain non-
 5 economic damages, and the estate of the UIM insured conceded that it had already recovered
 6 all damages allowable under that law from the tortfeasor.⁵⁹ As such, the Third Circuit
 7 confirmed the district court’s ruling that the UIM insured was not “legally entitled” to recover
 8 those amounts from the tortfeasor, and therefore was not entitled to UIM benefits for those
 9 amounts.⁶⁰

10 This reasoning can be applied to this case. When the arbitrator awarded damages over
 11 \$250,000, he awarded damages that Schmid had waived before arbitration. The result should
 12 be no different than if the arbitrator awarded excess damages comprised of attorney’s fees or
 13 unrecoverable economic damages. The conclusion to be drawn from all of the case authority
 14 is that Schmid cannot recover damages from Safeco that he could not have recovered from
 15 Foss had Foss been “fully” insured.

16 IV. CONCLUSION

17 Whether one considers the private Stipulation to have created a court of limited
 18 jurisdiction such that Schmid waived any award in excess of \$250,000, to have granted Foss
 19 limited immunity against amounts awarded over \$250,000, or to have restricted Schmid’s
 20 enforceable damages, it cannot be disputed that Schmid was not legally entitled to recover any
 21 more than \$250,000 from Foss. It is undisputed that Schmid has already recovered that
 22

23
 24 ⁵⁸ *Willett*, 359 Fed. Appx. at 351.

25 ⁵⁹ *Willett*, 359 Fed. Appx. at fn 3 (Maine statute caps awards for loss of consortium to \$400,000).

26 ⁶⁰ *Willett*, 359 Fed. Appx. at 351.



1 \$250,000 from Foss. Safeco may not be “compelled to pay when the same recovery could not
2 have been obtained from” Foss.⁶¹ Therefore, as a matter of law, the UIM coverage in the
3 Safeco Policy has not been triggered, and Safeco owes Foss no benefits. Safeco is entitled to
4 entry of summary judgment in its favor.

5
6 DATED this 11th of January 2018.

7 WILSON SMITH COCHRAN DICKERSON

8
9 By: s/Lisa C. Neal

10 John M. Silk, WSBA No. 15035
11 Lisa C. Neal, WSBA No. 25686
12 Wilson Smith Cochran Dickerson
13 901 Fifth Avenue, Suite 1700
14 Seattle, WA 98164
15 Phone: 206-623-4100
16 Fax: 206-623-9273
17 Email: silk@wscd.com; neal@wscd.com

18 Attorneys for Plaintiff Safeco
19 Insurance Company of Illinois
20
21
22
23
24
25

26 ⁶¹*Dayton*, 124 Wn.2d at 281.

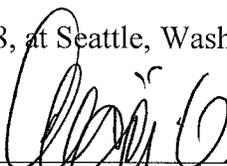
CERTIFICATE OF SERVICE

The undersigned certifies that under penalty of perjury under the laws of the State of Washington that on the below date I caused to be served the foregoing document on:

Attorney for Plaintiff

Kari Lester
OGDEN MURPHY WALLACE
901 Fifth Avenue, Suite 3500
Seattle, WA 98164
 Via U.S. Mail
 Via Facsimile: 206-447-0215
 Via Hand Delivery
 Via Email: klester@omwlaw.com

SIGNED this 11th day of Janaury, 2018, at Seattle, Washington.



Alicia Ossenkop

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Court of Appeals
Division III
State of Washington
3/18/2019 2:21 PM
COA NO. 365948

IN THE COURT OF APPEALS
OF THE STATE OF WASHINGTON
DIVISION III

EVETTE BURGESS,

Petitioner,

v.

LITHIA MOTORS, INC.; BMW OF SPOKANE d/b/a CAMP
AUTOMOTIVE, INC. d/b/a BMW OF SPOKANE,

Respondent.

RESPONDENT'S RESPONSE TO PETITIONER'S MOTION FOR
DISCRETIONARY REVIEW

John M. Silk, WSBA #15035
Gabriella Wagner, WSBA# 42898
Lisa C. Neal, WSBA# 25686
WILSON SMITH COCHRAN DICKERSON
901 Fifth Avenue, Suite 1700
Seattle, WA 98164
(206)623-4100
(206)623-9273 facsimile
Attorneys for Respondent Lithia Motors

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I. IDENTITY OF RESPONDENT

Respondent Lithia Motors, Inc., BMW of Spokane d/b/a Camp Automotive Inc., d/b/a BMW of Spokane (“Lithia Motors”) opposes Petitioner’s motion for discretionary review.

II. DECISION BELOW

The Petitioner Evette Burgess seeks discretionary review of the trial court’s February 4, 2019 Order Denying Plaintiff’s Motion to Vacate an Arbitrator’s Order and Terminate Arbitration and Certifying Matter for Appeal.¹

The trial court’s rulings were correct. Having found that Burgess agreed to submit employment disputes to arbitration, and having found that Burgess thereafter agreed to transfer the instant dispute to arbitration, the trial court declined to overrule the arbitrator’s discovery ruling, or to remove the matter from arbitration at Burgess’s unilateral request. The trial court properly declined to allow Burgess to forum shop.

The trial court certified the following issue for immediate review under RAP 2.3(b)(4):

Does the superior court have jurisdiction to address an employee’s contractual breach argument based upon acts alleged in the course of binding arbitration, or is the superior court’s jurisdiction in a contractual arbitration limited to issues occurring before and after -- but not during -- the proceeding. Specifically, is the superior court’s

¹ Petitioner’s Appendix (“Appx.”) 1 at Burgess Bates 00006-00011 (hereafter “Burgess X” only).

jurisdiction limited to ruling on whether there is an enforceable arbitration clause at the inception of arbitration and addressing the arbitration award at its conclusion?

The answer to the specific question is yes. The applicable law is clear: once a matter is transferred to arbitration, the trial court's authority is limited to confirming, vacating, or modifying (as allowed under the contract or statute) the arbitration award. The trial court properly declined to review the arbitrator's actions during the litigation.

III. ISSUES PRESENTED

1. Whether discretionary review of the certified question is available under RAP 2.3(b)(4), given that the jurisdictional question has not been shown to be a controlling question of law?
2. Whether discretionary review of the certified question is available under RAP 2.3(b)(4), given that there is no difference of opinion regarding the trial court's authority?
3. Whether discretionary review of the certified question is available under RAP 2.3(b)(4), given that deciding this issue now will not materially advance the ultimate termination of the litigation?

IV. STATEMENT OF THE CASE

Burgess was hired as an employee by Camp Automotive d/b/a BMW of Spokane, a wholly owned subsidiary of Lithia Motors, Inc., (hereinafter collectively referred to as "Lithia"). As a condition of Burgess's employment, Lithia required her to sign an arbitration agreement waiving her right to sue Lithia and agreeing to binding arbitration under the Federal Arbitration Act ("FAA") to resolve any disputes.²

² Burgess 6-7.

Despite having agreed to the arbitration forum for disputes, Petitioner filed her claim against Lithia in the Superior Court. After Petitioner filed suit, Lithia demanded arbitration, and Petitioner agreed to arbitrate her claims.³ The parties jointly selected the Honorable Kenneth Kato, a retired appellate judge, to serve as Arbitrator.⁴ As required by the arbitration contract, the arbitration went forward under the Federal Rules of Civil Procedure.⁵

Thereafter, Petitioner moved to compel discovery, and Judge Kato denied the motion on September 18, 2018.⁶ Petitioner then filed in the Superior Court a Motion to Vacate the Arbitrator's Order Denying Discovery, Terminate Arbitration and Issue a Case Scheduling Order.⁷ The trial court denied the motion, finding that "Washington law appears to prohibit the court from addressing [litigation disputes] that arose during the arbitration proceeding."⁸ In its order, the court certified the matter for review under RAP 2.3(b)(4).⁹

³ *Id.* at 7.

⁴ *Id.*

⁵ *Id.* at 8.

⁶ *Id.* Lithia does not agree with Petitioner's argument regarding the underlying discovery dispute, but the details of that dispute are irrelevant to the issue before the Court.

⁷ *Id.*

⁸ *Id.* at 9, Conclusion of Law No. 4.

⁹ *Id.* at 10.

V. LEGAL ARGUMENT

a. Grounds for review.

Petitioner reports that the trial court certified the question set out above under RAP 2.3(b)(4), but fails to provide any factual or legal support for immediate review. Review is allowed only if all three criteria for certification are present.¹⁰ Even if all three requirements were satisfied, review is discretionary.¹¹ Discretionary review is disfavored, because it lends itself to piecemeal, multiple appeals.¹² As discussed below, the trial court's ruling does not meet the three criteria found in RAP 2.3(b)(4). Petitioner's motion should be denied.

b. Whether discretionary review is available under RAP 2.3(b)(4), given that the scope of jurisdiction question has not been shown to be a controlling question of law?

The requisite "controlling question of law" has not been shown. Petitioner is incorrect that whether the trial court had the authority to overrule the arbitrator is the "controlling question of law." The forum in which the underlying dispute is heard will not affect the outcome of the case. The substantive rights of the parties are unaffected by the forum. As such, the question of where the dispute is heard is not a controlling question of law.

¹⁰ RAP 2.3(b) (review may be granted only where criteria are present).

¹¹ *Id.*

¹² *Right-Price Recreation, LLC v. Connells Prairie Cmty. Council*, 146 Wn.2d 3780, 380, 46 P.3d 789 (2002).

c. Whether discretionary review is available under RAP 2.3(b)(4), given that there is no difference of opinion regarding the scope of jurisdiction question certified?

Even if the scope of the trial court's authority were a controlling question of law, there is no demonstrated difference of opinion regarding whether or not the trial court may weigh in during the arbitration to review the arbitrator's rulings. As concluded by the trial court:

Washington law indicates that once a party enters arbitration, then whether or not that arbitration agreement is violated or is followed is the decision of the arbitrator; this court can rule initially whether or not there is, in fact, an arbitration clause, which there is in this case, and then can address the arbitration award on the other end.¹³

Neither the trial court, nor Petitioner, provided any contrary case authority that would support not following this general rule. It should be recalled that the parties agreed that the arbitration would be governed by the rules enacted by the FAA. The FAA manifests a federal policy favoring arbitration agreements, and is intended to facilitate streamlined proceedings.¹⁴ Federal law governs the enforcement of arbitration agreements that, like the one in this case, are subject to the FAA.¹⁵ Federal law on this issue, therefore, controls the question presented by the trial court.

¹³ Burgess 9, Conclusion of Law 3.

¹⁴ *Savers Prop. & Cas. Ins. Co. v. Nat'l Union Fire Ins. Co.*, 748 F.3d 708, 717 (6th Cir. 2014).

¹⁵ *Southland Corp. v. Keating*, 465 U.S. 1, 16, 104 S. Ct. 852, 861, (1984); *Schuster v. Prestige Senior Mgmt., L.L.C.*, 193 Wn. App. 616, 627, 376 P.3d 412 (2016).

The FAA allows courts to become involved in arbitration proceedings at only two stages.¹⁶ The first stage is “gateway” issues of arbitrability, such as whether a valid arbitration agreement exists.¹⁷ The second stage is at the end of the arbitration, at which point a court may confirm, vacate, or modify an award.¹⁸ Judicial intervention at these stages is codified in the FAA itself.¹⁹

Although the FAA is silent on the issue of interlocutory appeal, the federal circuit courts are not. The circuit courts have concluded that it is “plainly improper” for a trial court to intervene in an arbitration proceeding,²⁰ and that “[r]eview comes at the beginning or the end, but not in the middle.”²¹ Federal courts have therefore rejected in clear terms the same claims that Petitioner is making now – claims “that essentially go to

¹⁶ *Savers Prop. & Cas. Ins.*, 748 F.3d at 717.

¹⁷ *Savers Prop. & Cas. Ins.*, 748 F.3d at 717. *See also Verbeek Properties, LLC v. GreenCo Envtl., Inc.*, 159 Wn. App. 82, 87-88, 246 P.3d 205 (2010) (court may confirm whether an enforceable agreement to arbitrate exists and enforce it).

¹⁸ *Savers Prop. & Cas. Ins.*, 748 F.3d at 717; *see also Barnett v. Hicks*, 119 Wn.2d 151, 156-57, 829 P.2d 1087 (1992) (court may only confirm, vacate, modify or correct an arbitrator’s award).

¹⁹ *See, e.g.*, 9 U.S.C. §§ 3-4 (allowing courts to grant motions to stay judicial proceedings or to compel arbitration), §§ 9-11 (allowing for the confirmation, vacation, or modification of an arbitration award).

²⁰ *Savers Prop. & Cas. Ins.*, 748 F.3d at 718.

²¹ *Blue Cross Blue Shield of Massachusetts, Inc. v. BCS Ins. Co.*, 671 F.3d 635, 638 (7th Cir. 2011).

the procedure of arbitration” and to “alleged unfairness.”²² Before an arbitration award has been issued, there is “no authority under the FAA for a court to entertain such challenges.”²³

Petitioner implies that Washington courts have allowed a trial court’s intervention into an arbitration proceeding, citing to *Everett Shipyard, Inc. v. Puget Sound Envtl. Corp.*²⁴ In *Everett Shipyard*, however, the trial court first dismissed the superior court case because the arbitrator had closed the arbitration for lack of funds, then vacated the dismissal because it believed it lacked subject matter jurisdiction. The court of appeals simply confirmed Washington law providing that the superior court determines arbitrability; transfers the matter to arbitration and stays any claims that have been transferred; and later confirms, modifies, corrects or vacates the award.²⁵ As such, the trial court had jurisdiction over the matter, including the authority to dismiss the case. This authority does not support grant of Petitioner’s motion.

²² *Gulf Guar. Life Ins. Co. v. Connecticut Gen. Life Ins. Co.*, 304 F.3d 476, 488 (5th Cir. 2002).

²³ *Gulf Guar. Life Ins.*, 304 F.3d at 488.

²⁴ 155 Wn. App. 761, 769, 231 P.3d 200 (2010).

²⁵ *Everett Shipyard*, 155 Wn. App. at 767. Petitioner seems to argue that that fact that the trial court failed to stay the suit pending arbitration somehow overrides Washington and federal law. No authority for this notion is cited, and Lithia asks the Commission to reject the argument.

In addition to the federal law precluding immediate appeal, a Washington decision not cited by Petitioner supports denial of her motion. In *Clype v. Michels Pipeline Const., Inc.*,²⁶ the Washington Court of Appeals declined review under RAP 2.3(b)(4) of a question regarding a contract at issue in the underlying litigation, noting the issue “does not warrant discretionary review as a controlling question of law.”²⁷ Getting into the details on whether or not the parties or the arbitrator are complying with the arbitration agreement is similarly not a controlling question of law.

Further, Petitioner’s argument that because the trial court retains jurisdiction over the case, and was initially authorized to enforce any arbitration agreement, it retained the authority to review the arbitrator’s discovery order in order to “enforce” the arbitration agreement lacks support. No authority is cited for this proposition. If Petitioner is correct, every decision by an arbitrator is subject to immediate interlocutory review. Such a result would complicate and make more expensive what is contemplated as a more streamlined process. Lithia asks the Commissioner to reject this argument.

Finally, Petitioner contends that her request for rescission of the arbitration agreement itself also falls within the trial court’s authority because it has to do with “enforcement” of the arbitration agreement.

²⁶ 154 Wn. App. 573, 225 P.3d 492, 496 (2010).

²⁷ *Clype*, 154 Wn. App. at 580.

First, Petitioner never argued for rescission before the trial court transferred the matter to arbitration, and it is too late to do so now in order to escape what Petitioner evidently views as an unfavorable forum.

Second, even if Petitioner had provided this Court with authority supporting her argument that the trial court may intervene to review matters of rescission of the arbitration contract, Petitioner does not really argue for rescission. Petitioner's claim here is really that the arbitrator is not enforcing the Civil Rules or that Lithia is not complying with the Civil Rules.

The fact that Petitioner does not argue for rescission is illustrated by Petitioner's Statement of the Case, where Petitioner argues: 1) the parties agreed that the Federal Rules of Civil Procedure would apply; and 2) the arbitrator has failed to apply those rules to the discovery dispute. Petitioner seeks review of a discovery order, not the remedy of rescission.

Petitioner does not even attempt to argue that the limited circumstances allowing interlocutory review of discovery orders are present here.²⁸ Lithia urges the Court to restrict its consideration to the Rule's requirements, including whether there is any difference of opinion.

²⁸ See, e.g., *Admiral Ins. Co. v. United States Dist. Court*, 881 F.2d 1486, 1491 (9th Cir. 1989) (granting petition for writ of mandamus from order compelling defendant to producing allegedly privileged documents); *T.S. v. Boy Scouts of Am.*, 157 Wn.2d 416, 423, 138 P.3d 1053 (2006) (interlocutory review granted regarding discovery order that allegedly violated third parties' constitutional rights).

There is no difference of opinion on whether the trial court was authorized to review the arbitrator’s discovery order – it was not. Absent such a “difference of opinion”, the requirements of RAP 2.3 (b)(4) are not satisfied, and review is premature.

d. Whether discretionary review is available under RAP 2.3(b)(4), given that deciding this issue now will not materially advance the ultimate termination of the litigation?

The trial court finally concluded that appealing both the authority question and the ultimate arbitration decision appealed at the same would be wasteful.²⁹ Streamlining a case is not sufficient grounds for interlocutory review.³⁰ For example, in *Minehart v. Morning Star Boys Ranch, Inc.*³¹ the court of appeals declined to review a myriad of evidentiary rulings despite the potential for a “wasted trial.”³²

Similarly, when considering discretionary review under RAP 2.3(b)(2) in *State v. Howland*, a commissioner of the Supreme Court has

²⁹ Burgess 9-10, Conclusion of Law 6.

³⁰ See, e.g., *Minehart v. Morning Star Boys Ranch, Inc.*, 156 Wn. App. 457, 462, 232 P.3d 591, *rev. denied*, 169 Wn.2d 1029 (2010) (applying parameters of RAP 2.3(b) to case to determine whether the alleged error’s certainty had the requisite impact on the litigation to allow interlocutory review); see also *Bartusch v. Oregon State Bd. of Higher Educ.*, 131 Wn. App. 298, 303, 126 P.3d 840 (2006) (interlocutory review accepted under RAP 2.3(b)(1) and (2) regarding personal jurisdiction).

³¹ 156 Wn. App. 457, 232 P.3d 591, *review denied*, 169 Wn.2d 1029 (2010).

³² *Minehart*, 156 Wn. App. at 462.

noted that review was not appropriate unless the decision appealed would “have immediate effect outside the courtroom.”³³ As explained by the Court of Appeals in *Howland*:

[W]here a trial court’s action merely alters the status of the litigation itself or limits the freedom of a party to act in the conduct of the lawsuit, even if the trial court’s action is probably erroneous, it is not sufficient to invoke review under RAP 2.3(b)(2).³⁴

Here, of course, the trial court’s order did not affect anything outside the courtroom, but rather maintained the status quo, precluding immediate appeal.

In fact, should this court remand to the trial court and direct it to rule on Petitioner’s motion to vacate the arbitration agreement, that order will be immediately appealable as of right regardless of the decision.³⁵ The grant of Petitioner’s motion below will be immediately appealable, as it will terminate the proceeding in arbitration.³⁶ Similarly, Washington courts have held that review of a court’s denial of a motion to compel arbitration or stay the litigation pending arbitration is allowed under RAP 2.2(a)(3) when the trial court’s ruling effectively terminates the arbitration

³³ *State v. Howland*, 182 Wn.2d 1008, *3 (2015) (denying review on other grounds).

³⁴ 180 Wn. App. 196, 206-07, 321 P.3d 303 (2014), *review denied*, 182 Wn.2d 1008 (2015).

³⁵ *See, e.g., Adler v. Fred Lind Manor*, 153 Wn.2d 331, 340-41, 103 P.3d 773 (2004) (order compelling party to arbitrate appealable under RAP 2.3(b)(2)).

³⁶ *See Adler*, 153 Wn.2d at 340-41.

proceeding.³⁷ Therefore, rather than materially advancing the litigation, reviewing this issue now will guarantee another round of procedural appeals before the merits may be addressed. It is clear that no benefit would result from immediate review, and the Petitioner's motion should be denied.³⁸

VI. CONCLUSION

For the reasons stated above, the Court should deny Petitioner Evette Burgess's Motion for Discretionary Review.

DATED and respectfully submitted this 18th day of March, 2019.

By: s/ Lisa C. Neal
John M. Silk, WSBA #15035
Gabiella Wagner, WSBA# 42898
Lisa C. Neal, WSBA# 25686
WILSON SMITH COCHRAN
DICKERSON
901 Fifth Avenue, Suite 1700
Seattle, WA 98164
(206)623-4100
(206)623-9273 facsimile
Attorneys for Respondent Lithia
Motors
Electronic mail: l.neal@wscd.com

³⁷ See, e.g., *Stein v. Geonerco, Inc.*, 105 Wn. App. 41, 4--45, 17 P.3d 1266 (2001) (denial of motion to compel arbitration precluded arbitration); *Herzog v. Foster & Marshall, Inc.*, 56 Wn. App. 437, 443, 783 P.2d 1124 (1989) (denial of motion to stay litigation pending arbitration effectively precluded arbitration).

³⁸ See *Boone v. City of Seattle*, noted at 193 Wn. App. 1042, 2016 WL 1735487 at *1 (2016) (unpublished) (where not clear what benefit would result from immediate review, review should not have been granted).

CERTIFICATE OF SERVICE

The undersigned certifies, under penalty of perjury under the laws of the State of Washington, that on the below date I caused to be filed with Division III of the Court of Appeals of the State of Washington, and arranged for service of true and correct copies of the foregoing RESPONDENT'S RESPONSE TO PETITIONER'S MOTION FOR DISCRETIONARY REVIEW upon the following:

VIA electronic ECF filing

Mary Schultz
Mary Schultz Law, P.S.
2111 E. Red Barn Ln.
Spangle, WA 99031-5005
Mary@Mschultz.com

Dated this 18th day of March, 2019.

s/ Alicia Ossenkop
Legal Secretary

WILSON SMITH COCHRAN DICKERSON

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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	Andi O'Rourke
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Dillon O'Rourke S.P.C.
Current Position	Owner/Horticulturalist
I am interested in serving on one of the following City advisory groups (select all that apply):	Ethics Board (6 positions), LEOFF 1 Disability Board, Salary Commission (7 positions)
Experience & Qualifications	
Have you served on any City advisory groups in the past?	Yes
If so, please indicate which groups:	Village of Buffalo Grove Student Advisory Committee, 2001-2002, 2002-2003
Please share your qualifications for this appointment (skills,	I obtained a broad, interdisciplinary Liberal Arts and Sciences education as a graduate of Utrecht University and have used those skills to do work in journalism, political communications,

activities, training, education) if any:

and community advocacy. I'd like to have the opportunity to use my critical thinking skills and understanding of networks and systems to further the best interests of the Bainbridge Island community at large.

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 Manager's Report (e-newsletter)

Other

Field not completed.

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City Advisory Group Application

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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 Corban Hunter Quigg

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Amazon.com

Current Position Senior Account Manager

I am interested in serving on one of the following City advisory groups (select all that apply):

Climate Change Advisory Committee , Ethics Board, Human Services Funding Task Force , Kitsap County Grant Recommendation Committee (Capital), Kitsap County Grant Recommendation Committee (Services)

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, activities, training, education) if any:

BA in Political Science (with coursework in public administration), numerous corporate positions, including quality control documentation and writing/reviewing of test methods standards. MA in Theology/Philosophy.

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

I'm interested in serving the community of Bainbridge in any capacity.

Feel free to attach your resume (optional):

Type the Year

2020

How did you hear about the volunteer opportunity?

Bainbridge Review Newspaper

Other

Field not completed.



CORBAN QUIGG

SUMMARY

High-energy, high-impact Business Development Professional in Software and Technical Sales. Proven skills formulating go-to-market strategies, and identifying and converting leads through the consultative sales process. Top sales performer offering 10+ years' experience in software and technical sales, with an entrepreneurial spirit in each role I undertake.

SKILLS

- Business development (Consultative Sales)
 - Marketing strategy and execution
 - Sales leadership and training
 - Microsoft Office Suite (2019/365)
 - On-site and virtual software demonstrations
 - 3P Marketplaces and Integrations for Retail
 - eCommerce channel management/data optimization
 - SaaS sales, implementation, and support
-

EXPERIENCE

Strategic Account Manager / Feedonomics – Los Angeles, CA

01/2020 – Present

- Tripled my sales quota goal in first month (Feb. 2020).
- Prospecting, engaging, contracting, and retaining 200+ clients (agencies and end-users) in role.
- Business development for niche verticals in travel, automotive, real estate, etc.
- SaaS sales role focused on eCommerce results for ad agencies and end-user retail.

Senior Platform/Marketing Manager / McGraw-Hill Education - Glendale, CA

03/2018 – 01/2020

- Increased platform users 15% in 1.5 years.
- Collaborate with software engineering team to assist clients with emergent technical issues to develop effective solutions, including UX design and feature enhancements.
- Establish and maintain key relationships with business stakeholders (internal sales force and key customers) to promote future opportunities.
- Conduct live demos of software to prospective customers virtually and on-site. Travel 40% annually.

Technical Consultant / Self Employed - Glendale, CA

01/2013 – 01/2020

- Independent auditor, consultant, and business development contact for product certification bodies, testing labs, and inspection agencies. (Serve as US contact for an Australian-based firm.)
- Audit manufacturing facilities under ISO 9001 for Quality Management Systems or similar standards.
- Authored quality managed systems, guidelines, and manuals.
- Certified under ISO 17021, ISO 17020, and ISO 17025.

Consultant/Director of Business Development / NTA, Inc - Nappanee, IN

05/2017 - 03/2018

- Crafted sales and marketing strategy for company - primarily in the building product division.
- Increased building division YOY revenue more than 25%.
- CRM admin (SalesForce) and sales manager over two technical engineers
- Negotiated strategic partnerships with trade associations and government entities, and expanded the business, which allowed the owner to sell upon my departure.

Learning Technology Representative / McGraw Hill Higher Education - San Diego, CA

02/2014 - 03/2016

- Partnered with 12 universities and colleges in the San Diego area managing 3M in annual revenue, selling software solutions to educators in business, economics, and computer information technology.
- 4th highest earning company sales representative in 2015. Increased territory revenue by more than \$800K.

Director of Business Development / CertMark International - Irvine, CA

07/2013 - 01/2014

- Business development, operations, and company manager of CertMark International, a startup under the Australian-based, parent company.
- Focused on consultative sales, marketing, accounting, etc., as well as the ISO 17025 system used in company's accreditation process.

Director of Business Development, Operations / RADCO - Long Beach, CA

03/2009 - 07/2013

- Directed a company division in an engineering, consulting firm, with 6 direct reports and 40 staff in department.
 - Focused on business development and operations.
 - Increased YOY revenue by 15%, during height of construction industry recession.
-

EDUCATION AND TRAINING

Biola University - La Mirada, CA

Master of Arts: Philosophy and Religious Studies

Biola University - La Mirada, CA

Bachelor of Arts: Political Science and Government

CERTIFICATIONS

- ISO 17020: Requirements for the operation of various types of bodies performing inspection
- ISO 17025: General requirements for the competence of testing and calibration laboratories
- ISO 17021: Conformity assessment - Requirements for bodies providing audit and certification of management systems
- McGraw-Hill, Microsoft Office Certification in MS Word, PowerPoint, Excel, and Access for Office 2019/365



CITY OF BAINBRIDGE ISLAND

City Advisory Group Application

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

I am interested in serving on one of the following advisory groups (select all that apply):

- Ethics Board (deadline: 4 pm Feb 21, 2020)
- LEOFF 1 Disability Board
- Salary Commission (deadline: 4 pm Mar 31, 2020)

First Name: JUDITH

Last Name: TINGLEY

Current Employer: I am retired Position: _____

Have you served on any other City advisory group? (Please circle one) Yes No

Please share your qualifications for this appointment (skills, activities, training, education) if any: I AM A RETIRED Ph.D. PSYCHOLOGIST; A THERAPIST, A RESEARCHER AND AN ADVISOR AND CONSULTANT TO LARGE ORGANIZATIONS; ETHICS AND COMMUNICATION - THE MOST IMPORTANT TOPICS ASKED FOR! THE BOARD OF EXAMINERS FOR PSYCHOLOGY FOCUSED ON VIOLATIONS OF THE ETHICS NORMS AND RULES. VIOLATIONS BY Ph.D. PSYCHOLOGIST RESULT IN LOSS OF CERTIFICATION, I DID NOT LOSE MY CERTIFICATION.

Please share your community interests (groups, committees, organizations, special activities) if any: PAST BOARD OF DIRECTORS: BPL, BLSCC, TREASURER, CHURCH LEADERSHIP, CLIMATE CHANGE COMMITTEE, ZERO WASTE, GATHER CLOTHING FOR HOMELESS PEOPLE IN SEATTLE,



Feel free to attach your resume (optional)

How did you hear about the volunteer opportunity? (Please circle one)

City Website Notify Me (email notification) City Manager's Report (e-
newsletter)
COBI Connects Social Media Newspaper (Bainbridge
Review or Bainbridge Islander)
Other : ANNE BLAIR

Thank you for your interest!

Please return your application and resume to the Executive Department:

Email cityadmin@bainbridgewa.gov

Fax (206) 780-8600

Mail City of Bainbridge Island, Executive Department, 280 Madison Avenue North,
Bainbridge Island, WA 98110

Feel free to contact us with any questions (206) 842-2545.

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City Advisory Group Application

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Applicant Name Tyler Weaver

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer Calfo Eakes LLP

Current Position Attorney

I am interested in serving on one of the following City advisory groups (select all that apply): Ethics Board

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, activities, training, education) if any:

I have been a lawyer for 22 years, and a resident of Bainbridge Island for 19. For most of my career, i have been involved in litigation, which is necessary a practice in both conflict and conflict resolution, and one that is closely regulated by rules of ethics. I have personally witnessed what happens when strong advocacy turns into personal disagreements and unfounded accusations. I always strive to avoid crossing that line, and I think my ability to navigate conflict and search for common ground would be a valuable asset for the Ethics Board and the City. In addition, I believe that being a lawyer would also help me both understand and communicate effectively with others about the various ethical rules and restrictions that come with being a public servant.

I also have (details below) experience serving on boards and committees, including in leadership positions that have required me to navigate group dynamics and mitigate conflict.

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

I am currently the President of the Board at One Call for All, and am entering my fourth year on that board. I have also recently completed a three-year position on the Board of Trustees for Cedars Unitarian Universalist Church. I am also involved in the local theater scene (when there is not a pandemic), and have appeared in various stage productions and founded an improv-comedy group.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2020

How did you hear about the volunteer opportunity?

Other

Other

Friend who was aware of the opening

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Citizen Advisory Group Application

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Applicant Name Joseph Wolfe

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Professor Emeritis University of Tulsa

I am interested in serving on one of the following advisory groups (select all that apply): Ethics Board , Historic Preservation Commission

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 written a number of case studies that dealt with ethics and ethical issues. One of my fields for my doctorate dealt was Business and Economic History. I have visited my historical sites

activities, training,
education) if any:

and museums.

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

I am interested in the Ethics Committee and the Historical
Committee.

Feel free to attach your
resume (optional):

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Other - See below

Other

The new COBI Newsletter

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



Joseph Wolfe, Ph.D. from New York University's Stern School of Business in Management, has actively researched and practiced experiential teaching methods in both their business games and case research forms for over forty years. He is Professor Emeritus, University of Tulsa and President of his consulting firm Experiential Adventures LLC. Dr. Wolfe's work has entailed business game applications in the United States as well as in Russia, Belarus, Ukraine, Poland, Hungary, Thailand, The Netherlands and China. In his role as an advocate of active management education and development techniques he was a Fulbright Lecturer in Strategic Management at Budapest Hungary's International Management Center and has conducted over 45 case research studies on many American and Canadian companies as well as large-scale enterprises in Budapest, Novgorod and Moscow.

Joe is a past President of the Association for Business Simulation and Experiential Learning (ABSEL) and past chair of the Academy of Management's Management Education and Development Division. He has served as Business Section Editor for Simulation & Gaming and also served on the editorial boards of Management Learning, the Case Research Journal and the Journal of Simulation Practice and Theory. Dr. Wolfe also has served or serves on the boards of many academic organizations including the Casewriters Association, the Center for Managerial Learning and Business Simulation at Georgia Southern University, INSEAD's Center for Advanced Learning Technology, Euro Working Group 21 (Delft University), Portland State University's Soviet and East European Business Administration Center, the Kiev Building Institute's School of Managers International Advisory Board and the St. Petersburg Academy of Technology and Economics' Simulation Center Advisory Board.

During his academic career Dr. Wolfe has helped to develop a number of university-based programs in post-socialist economies. His interests have resided in bringing change and development to a nation's managers. First work in this regard began in Central Europe in 1987 when he was part of a simulation symposium conducted at Budapest's Karl Marx University. Later travels took him to Archangelsk, Rostov-on-Don, Tambov, Novgorod, Katowice, Lublin and Moscow where he worked with both embryonic and experienced managers using Russian and Polish translated computer-based business games and specially prepared case studies. He has also delivered faculty symposia on these experiential teaching techniques at INSEAD's Center for Advanced Learning Technologies in Fontainebleau, France and in such Central and Eastern European universities as Humboldt University, Warsaw University, the Kiev Technological University and the St. Petersburg Academy of Technology and Economics. Travels have recently taken him to Beijing, China and Tokyo, Japan where he demonstrated The Global Business Game initially published by South-Western College Publishing in 2000 and 2003. This simulation has now migrated to the Internet in cooperation with Innovative Learning Solutions, Inc.

Over the years temporary faculty appointments have been held in Spring 1990 at Budapest's International Management Center, Central Europe's first private MBA program, and Zelenograd's School of Business in Winter 1995. At both these institutions Dr. Wolfe engaged in curriculum development activities while also developing five teaching case studies on transitioning state-owned enterprises. Three case studies were conducted on two of Hungary's major industrial firms, the Csepel Machine Tool Works and the Taurus Hungarian Rubber Company. In the former Soviet Union Dr. Wolfe studied the Transvit Company of Novogrod, Russia and Moscow's Angstrom Company. The former company is a manufacturer and lightduty transformers while Angstrom is Russia's second largest computer chip manufacturer. Both firms were experiencing the era's typical problems of excess capacity, redundant labor forces, antiquated manufacturing technologies and inadequate capital.

Dr. Wolfe continues his management education and development activities wherever possible. He curated the ABSEL Business Games and Exercises Archive at the University of Tulsa's McFarlin Library, is Chair of the ABSEL Legacy Project and most-recently, Chair of ISAGA 2014's Outstanding Papers Committee and Co-editor of two Simulation & Gaming symposium issues based on papers associated with that association's 2014 Dornbrin Austria conference.

Joe now lives on Bainbridge Island with his wife and two granddaughters, just a short ferryride across Puget Sound from Seattle.

From: [Joseph Wolfe](#)
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, May 2, 2019 4:39:06 PM
Attachments: [Writing Example.docx](#)

Hi Roz:

Many thanks for continuing to let me pursue my desire to serve on the Ethics Board. You asked for an example of my writing ability.

Attached is my most-recent research study that was published in a referred journal. I am sorry that it might be a bit dry but academic writing requires this style. Still, you can see from the Abstract that I had to recognize that a problem existed, had to logically go about creating a research design that investigates the problem in a logical manner, engaged in an analysis for the data collected and lastly stating the results obtained.

Other writing I have accomplished over the years would include the following:

- My Doctoral Dissertation entitled *Increasing Black Entrepreneurship in the Ghetto: An Exploratory Study of a Management Training Program for Harlem Blacks*. As was the case for the attached writing example, this work had to follow the usual requirements for good, readable writing, and was orally defended.
- Over 60 referred journal articles all of which were research-based.
- 46 published case studies, of which three involved ethics, and the treatment of ethics in business situation.

Hoping that I might be allowed to serve on the Ethics Committee.

Joe

Joseph Wolfe PhD
Professor Emeritus
The University of Tulsa
206 201 3216

Sent from [AOL Desktop](#)

In a message dated 5/2/2019 3:08:15 PM Pacific Standard Time, rlassoff@bainbridgewa.gov writes:

Hi Joseph,

Thank you for applying to serve on the Ethics Board. Interviews will be held on Monday, May 20 in the mid-late afternoon (time slots TBD).

One of the important skills for members of the Ethics Board is the ability to write clearly, so please submit a sample of something you've written. Your writing sample should demonstrate problem solving, logical thought, and/or an analytical process. Examples might include a memo outlining a substantive issue, an email you sent to your team or project members, an opinion you prepared for an Op Ed page of a newspaper. Please redact any sensitive details or names that should remain private.

Please submit this information by Thursday, May 9, 2019.

Who Learns in a Business Game: An Objective Single Player Examination

Abstract

Background. After over 60 years of business game usage in higher education, there is still no objective evidence that they teach a course's subject matter.

Aim. The purpose of this study was to directly and objectively measure a player's learning in a game against a strategic management course's teaching/learning objective.

Method. 59 seniors in a capstone strategic management course played a relatively complex game for 12 decision periods after being assigned to single-member companies. Before and after tests were administered of their knowledge of the strategic management field's theories and tools, as applied to the game. Another measure of learning was their Before/After SWOT analyses of their firm's initial competitive prospects and its final position. Each player's online decision-making behaviors were recorded in a clandestine fashion.

Results. A slim majority of the students improved their knowledge scores while another large minority did not. An analysis of those who were high learners found they were more-strongly engaged in the simulation over its duration. They also paid more attention to using the game's reports and gave more attention to their company's functional business areas and also in a more-consistent fashion. Those who were low learners put much less effort into the game and were haphazard regarding the company functions they pursued. Similar results were found between those whose SWOT scores improved the most versus those who showed low or negative improvement.

Conclusions. A business game is able to teach. It cannot be assumed, however, that all game participants are equally committed to their gaming experience and that different learning levels are associated with this commitment and their attention to the game's challenges.

Recommendations. Instructors who use a game should monitor the progress, or lack thereof, of all its players. They should early-on coach those players who spend much time merely viewing their company's operations rather than taking actions that improve their firm's performance. It is believed that playing such games of this type in teams also makes it difficult to know who is learning what from the experience and that additional measures must be employed to detect an individual's amount of learning.

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Thursday, June 11, 2020 12:56:11 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 Terri Bumgardner

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired Environmental/City Planner City of San Diego

Current Position Private Land Use Consult

I am interested in serving on one of the following City advisory groups (select all that apply):

Climate Change Advisory Committee , Environmental Technical Advisory Committee, Historic Preservation Commission

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 over 40 years of Planning, Land Use, Environmental review, and Historical review of Projects.

activities, training, education) if any:

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

I am interested in community service, maintaining and improving the Environmental health of the Island. I love working in Public Service. I am new to the Island but feel I need to become involved and this would give me an opportunity to meet people. (If a resume is needed I would be glad to provide one, however I worked for the City of San Diego from 1988 to 2014 in General Services for 3 years and Planning and Building Department for the rest of my tenure, and as a private Land Use Consultant to present). I can provide references if needed.

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.

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Thursday, May 7, 2020 11:47:49 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	Rick Chandler
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Email	
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Phone	
-------	--

Address	
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City	Bainbridge Island
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State	WA
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Zip	98110
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Current Employer	Self
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Current Position	Handyman
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I am interested in serving on one of the following City advisory groups (select all that apply):	Historic Preservation Commission
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Experience & Qualifications

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

If so, please indicate which groups:	<i>Field not completed.</i>
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Please share your qualifications for this appointment (skills,	<i>Field not completed.</i>
--	-----------------------------

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

Field not completed.

How did you hear
about the volunteer
opportunity?

Field not completed.

Other

Field not completed.

PROFILE: Concurrent experience in project development, management, and construction (22 years) and biological sciences (18 years). Current: Curator, Exhibit Specialist, Facilities Manager at the Bainbridge Island Historical Museum.

EXPERIENCE: BIOLOGICAL SCIENCE AND EDUCATION

Cetacean Creations: Life model exhibits 1994-1998

Whale Research & Visiting Lecturer: Moclips Cetological Society, 1975-1982

Instructor, Marine Mammal Biology: Ocean Research & Education Society, Harvard University Extension, 1976.

Co-founder: Moclips Cetological Society, 1975; Board of Directors 1975-1982; Organized and started Orca Survey, Humpback Whale Survey, and Whale Museum

Biologist in Charge: Pacific Ocean Biological Survey Program, Smithsonian Institution, U.S. National Museum, 1966-1968

Research Naturalist: Wellfleet Bay Wildlife Sanctuary, Massachusetts Audubon Society, Summer 1961, 1965

Field Research Biologist: Museum of Comparative Zoology, Harvard University, Birds of Ecuador, 1964

Ornithologist, American Museum of Natural History, Kalbfleisch Field Research Station 1963

PROJECT DEVELOPMENT AND MANAGEMENT

Construction: Commercial and residential design, construction, and management, 1975-present; projects include Harbour Marina, Harbour Public House, Markwood Residence, Ohmark Beach Home, Orcas Vacation Home, Our Guest House B & B, Volcano Cabin Retreat, Hale O' Kohala Cottage, Winthrop Vacation Lodge, Arizona Pool House, Suquamish Yare House, Methow Valley Retreat, Hawaii Mashiko House.

Management: Bar Harbor Management Corporation, Harbour Marina 1983-1985; Bainbridge Island Historical Museum schoolhouse restoration 2006-2007

Museum/History: Island Center Schoolhouse Restoration Exhibit 2000-2001; "Born Free and Equal"-Ansel Adams' Photographs of Manzanar, 2001; WWII Exhibit 2002; Grow House Root Cellar Restoration Exhibit, 2003; "An Island Story" exhibit, 2006-2007

EDUCATION

University of Washington, Certificate in Project Management, June 2003

University of Washington, Certificate in Museum Studies, June 2001

UCLA, Master's Candidate, Population Ecology, 1968-1970

Cornell University, Bachelor of Science, Vertebrate Zoology, 1966

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Thursday, April 9, 2020 8:33:58 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 Eric Kortum

Email

Phone

Address

City Bainbridge Island

State Wa.

Zip 98110

Current Employer Retired

Current Position None

I am interested in Historic Preservation Commission
serving on one of the
following City advisory
groups (select all that
apply):

Experience & Qualifications

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

If so, please indicate Historic Commission
which groups:

Please share your Historic Commission Chair, Museum Docent, Builder, B.A. in
qualifications for this Kinesiology
appointment (skills,

activities, training,
education) if any:

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

Helpline, Senior Center volunteer

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

Other

Historic Commision E-Mail

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Friday, May 8, 2020 8:28:30 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 Christopher Moreno

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Cultural Geographics Consulting

Current Position Co-Owner/Ethnography Program Manager

I am interested in serving on one of the following City advisory groups (select all that apply):
Historic Preservation Commission

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, Dr. Moreno has nineteen years of professional experience conducting ethnographic research in North America and the Pacific Region and serves as the Ethnography Program Manager

activities, training, education) if any:

for Cultural Geographics Consulting, LLC. Dr. Moreno's ethnographic research specializations include: 1) the relationships between culture, environment, place, and landscape, 2) Traditional Cultural Properties (TCPs) and Traditional Cultural Landscapes (TCLs), 3) traditional land use and subsistence, 4) intangible cultural heritage and sustainable tourism, 5) Native American and ethnic community cultural landscape preservation and management, and 6) community development, health, and resiliency. Dr. Moreno has worked in direct collaboration with several Native American Tribes and heritage communities in conducting outreach and ethnohistoric compilations and ethnographic investigations and analyses of TCPs and TCLs, traditional land use, and intangible cultural heritage in Alaska, Arizona, California, Florida, Mississippi, Nevada, New Mexico, Utah, Washington, and Wyoming. In the Pacific Northwest region, Dr. Moreno has worked directly in collaboration with several Native American Tribes from the Puget Sound and Washington coastal areas in conducting TCP and TCL environmental compliance assessments, treaty rights, and land management planning projects. Dr. Moreno has successfully managed multiple contracts for ethnographic and consultation related projects and services with Native American tribes and heritage communities associated with Section 106/110 of the National Historic Preservation Act (NHPA), National Environmental Protection Act (NEPA), California Environmental Quality Act (CEQA), and Navajo Cultural Resources Protection Act (NCRPA). Dr. Moreno has 10 years of college teaching experience in the disciplines of cultural anthropology and cultural geography and has published numerous articles in international and domestic scholarly journals and edited books. Dr. Moreno currently serves as an adjunct professor in the Department of Geography and research fellow for the Center for Research on Youth, Environments, Society and Space (YESS) at San Diego State University.

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

My two sons are enrolled at the Island School and Island Cooperative Preschool.

Feel free to attach your resume (optional):

Type the Year

2020

How did you hear about the volunteer opportunity?

Notify Me (email notifications)

Other

Field not completed.

Dr. Christopher M. Moreno

Qualifications Statement

Dr. Moreno has eighteen years of academic and professional experience conducting ethnographic research in North America and the Pacific Region and currently serves as Co-Owner/Ethnography Program Manager for Cultural Geographics Consulting, LLC and as an adjunct professor in the Department of Geography and research fellow for the Center for Research on Youth, Environments, Society and Space (YESS) at San Diego State University. Dr. Moreno's research specializations include: 1) collaborative ethnography, 2) the relationships between culture, environment, place, and landscape, 2) indigenous heritage resources management and policy, 3) Native American traditional cultural landscapes, 4) traditional knowledge, and 5) community health and well-being. Dr. Moreno has worked in direct collaboration with several Native American Tribes and heritage communities in designing and implementing participatory and collaborative ethnographic investigations and analyses of Native American traditional cultural landscapes and culture-environment assessments in Alaska, Arizona, California, Florida, Mississippi, Micronesia, Nevada, New Mexico, Utah, Washington, and Wyoming. In the Pacific Northwest region, Dr. Moreno has worked directly in collaboration with several Native American Tribes from the Puget Sound and Washington coastal areas in conducting culture-environment, Native American resources management, U&A treaty rights, and water-land management assessment and planning projects. Dr. Moreno has successfully managed multiple ethnographic and consultation related projects and services with Native American tribes and heritage communities associated with Section 106/110 of the National Historic Preservation Act (NHPA), National Environmental Protection Act (NEPA), California Environmental Quality Act (CEQA), and Navajo Cultural Resources Protection Act (NCRPA). Dr. Moreno also has 10 years of college teaching experience in the disciplines of geography and anthropology and has published numerous articles in international and domestic scholarly journals and edited books.

Education

PhD, Social and Cultural Geography, University of California, Santa Barbara and San Diego State University, 2010.

MA, Applied Cultural Anthropology, San Diego State University, 2004.

BA, Cultural Anthropology, Humboldt State University, 1999.

Employment History

2016 – Present, Co-Owner and Ethnography Program Manager, Cultural Geographics Consulting, LLC.

2012 – Present, Adjunct Faculty, Department of Geography, San Diego State University.

2012 – Present, Research Fellow, San Diego State University - The Young People's Environments, Society and Space Research Center (YESS).

2010 – 2016, Ethnography and Tribal Consultation Program Manager, HDR.

2008 – 2010, Research Associate and Project Advisor, San Diego State University, Center for the Interdisciplinary Studies of Youth and Space.

2009 – 2010, Instructor, Department of Geography, San Diego State University.

2008 – 2010, Adjunct Faculty, Department of Anthropology, Grossmont College.

2007 – 2010, Adjunct Faculty, Department of Geography and Anthropology, Miramar College.

2004 – 2009, Graduate Teaching and Research Associate, Department of Geography, San Diego State University.

2001 – 2004, Graduate Teaching and Research Associate, Department of Anthropology, San Diego State University

2005 – 2006, Qualitative Researcher, NPC Research, Inc.

Research Interests and Specializations

Ethnographic and Qualitative Methods

Culture-Environment Relations

Indigenous Geographies

Indigenous Heritage Resources Management

Traditional Knowledge

Traditional Cultural Properties and Landscapes

Native American Cultural Resources Policy and Law

Tribal and Heritage Community Capacity Building

Community Development, Health, and Resiliency

Disasters and Community Resiliency

Tribal Climate Adaptation Planning

Intangible Cultural Heritage and Tourism

Participatory GIS Mapping

Health Geography

Children's Geographies

Media Geographies

Teaching Experience

Graduate Seminar: Geography Research Design (w/ Dr. Giorgio Curti) (San Diego State University)

United States Geography (San Diego State University)

World Regional Geography (San Diego State University)

Geography of South America (San Diego State University)

Geography of Central America (San Diego State University)

Physical Geography (Miramar College)

Cultural Anthropology (San Diego State University, Grossmont College, Miramar College)

Physical Anthropology (Miramar College)

Teaching Associate Experience

Graduate Seminar: Geographic Thought (San Diego State University)

Introduction to Cultural Geography (San Diego State University)

Cultural Anthropology (San Diego State University and Humboldt State University)

Anthropological Linguistics (San Diego State University)

Training

2016, *Landscape Preservation: Advanced Methods*, National Preservation Institute, Seattle, Washington.

2015, *Social Impact Assessment*, International Association of Impact Assessment, Florence, Italy.

2014, *Tribal Consultation*, U.S. Army Corps of Engineers, Portland, Oregon.

2014, *Native American Cultural Property Law*, National Preservation Institute, Seattle, Washington.

2005, *Teaching College Level Geography*, SDSU. Dept of Geography.

2003, *Teaching College Level Anthropology Graduate Seminar*, SDSU Dept. of Anthropology.

2001, *SDSU Teaching Workshop, Improving Student Performance: Approaches for Experienced Faculty*. SDSU Center for Teaching and Learning.

Selected Awards, Contracts, and Grants

2019

- Pueblo of Zuni: Tribal Climate Adaptation Plan
- Confidential Tribal Client in Pacific Northwest Region: Ethnographic Services.
- Pala Band of Mission Indians and National Park Service: Cupeño Traditional Cultural Landscape Study
- Seattle City Light: Skagit River FERC Re-licensing Project – Ethnography Services
- Rincon Band of Luiseño Indians: Tribal Historic Preservation Office Capacity Building
- San Pasqual Band of Mission Indians: Tribal Historic Preservation Office Capacity Building
- Pala Band of Mission Indians: Tribal Historic Preservation Office Capacity Building

2018

- Tómqav Traditional Cultural Landscape Ethnographic Study, San Diego, CA.
- Hoh River Watershed Traditional Cultural Landscape Study, Jefferson County, Washington.
- Confidential Tribal Client in Pacific Northwest Region – Ethnographic Services.
- Pala Band of Mission Indians – NRHP Documentation and Nomination – Blacktooth House and *Chokla*

2017

- Washington State Department of Transportation: Ballast Island Traditional Cultural Property Study and NRHP Nomination, Seattle, Washington.
- Confidential Tribal Client in the Pacific Northwest Region – Ethnographic Services.
- Stillaguamish Tribe: Mount Higgins Traditional Cultural Property National Register Evaluation, Washington.

2016

- U.S. Army Corps of Engineers: West Cajalco I Pechanga Band of Luiseño Indians Traditional Cultural Landscape Assessment, Riverside, California.
- Bureau of Reclamation: Navajo Generating Station and Kayenta Mine Complex Pueblo of Zuni Traditional Cultural Landscape Inventory and Assessment, Arizona. Teaming Partner: Zuni Cultural Resources Enterprise and Zuni Cultural Resources Advisory Team.

2014

- Bureau of Reclamation: Kayenta Mine Complex *Navajo Nation* Traditional Cultural Landscape Inventory and Northern Arizona University (NAU) Navajo Student Ethnography Training Program, Arizona. Teaming Partners: Navajo Nation Heritage and Historic Preservation Program, Dinè Haitailli Association, and NAU Applied Indigenous Studies Dept.

2013

- HDR Foundation Grant: San Diego Native American Youth Educational Outreach Project. Teaming partners: San Diego State University Research Foundation, Department of Geography, Department of Native American Studies, and Center for the Interdisciplinary Studies of Youth and Space.
- Repsol: Iñupiat Subsistence and Cultural Resources Inventory and Impact Assessment, Colville River Delta, Alaska. Teaming Partners: Native Village of Nuiqsut.
- U.S. Customs Border Protection (CBP): Pechanga Band of Luiseño Indians Traditional Cultural Property Inventory, San Diego, California. Teaming Partner: Pechanga Band of Luiseño Indians.

2012

- HDR Foundation Grant: Kosrae Sustainable Tourism Plan and UNESCO World Heritage Nomination Project, Micronesia. Teaming Partners: Federated States of Micronesia, UNESCO, KnowledgeWell, University of North Carolina, Laverne University, McKim and Creed, Autodesk, R2Sonic, and Skyship Films.

2011

- U.S. Army Corps of Engineers (USACE): Navajo Nation and Pueblo of Zuni Traditional Cultural Property Inventory, Fort Wingate Depot, New Mexico.
- HDR Environmental Operations and Construction (EOC): Pathfinder Crystal Award Winner.

2010

- Wyoming Army National Guard (WYRANG): Tribal Consultation and Traditional Cultural Property Inventory, Camp Guernsey, Wyoming.
- Bureau of Reclamation (BOR): Confederated Tribes of the Colville Reservation Traditional Cultural Property Impact Assessment, Grand Coulee Dam, Washington.
- BP, Inc.: MC 252 Incident and Area of Response (AOR) Traditional Cultural Property and Cultural Landscape Inventory, Gulf of Mexico – Louisiana, Mississippi, Alabama, and Florida, USA.

2009

- Social Geography Award. Sponsored by Center for Interdisciplinary Studies of Youth and Space and Department of Geography at San Diego State University.

Publications: Peer Reviewed Journal Articles

Rossiter, J.S., Curti, G.H, Moreno, C.M. and Lopez-Carr, D. (2015). Marine-Space Assemblages: Towards a Different Praxis of Fisheries Policy and Management, *Applied Geography* 59: 142-149.

Curti, G.H and Moreno, C.M. (eds.) (2014) Traditional Cultural Properties (TCPs) in need of Critical Geography. Special Issue in *Human Geography*.

Curti, G.H. and Moreno, C.M. (2014) Introduction: Traditional Cultural Properties (TCPs) in need of Critical Geographies. Special Issue in *Human Geography* 7(2): 1-10.

Curti, G.H and Moreno, C.M. (2014) Toward a (New) Materialist Politics of Traditional Cultural Properties (TCPs), or Encountering the Rubberbands of Space-Time and Capacities of Place. Special issue in *Human Geography* 7(2): 88-102.

Wilton, R. and Moreno, C.M. (2012) Introduction: Critical Geographies of Drugs and Alcohol. Special Issue in *Social and Cultural Geography* 13(2): 99-108.

Moreno, C. M. and Curti, G.H. (2012) Recovery Spaces and Therapeutic Jurisprudence: A Case of the Family Treatment Drug Courts. Special Issue on Critical Geographies of Drugs and Alcohol in *Social and Cultural Geography* 13(2): 161-183.

Curti, G. H. and Moreno, C. M. (2010) Institutional Borders, Revolutionary Imaginings and the Becoming - Adult of the Child. Special Issue on Mapping North American Youth in *Children's Geographies* (8) 4: 413-428.

Moreno, C. M. (2009) Body Politics and Spaces of Drug Addiction in Darren Aronofsky's Requiem for a Dream, *Geojournal* (74) 3: 219-226.

Moreno, C. M. (2007). Changing Faces of Skagway, Alaska: 'A Story so Far', *Association of Pacific Coast Geographers Yearbook*, American Pacific Coast Geography Association Publishing (69): 133-149.

Publications: Peer Reviewed Edited Books

Moreno, C.M. and Wilton, R. (eds.) (2013) *Using Space: Critical Geographies of Drugs and Alcohol*. Routledge: New York.

Publications: Peer Reviewed Edited Book Chapters

Bosco F. J, and Moreno C.M. (2009) Fieldwork. In Kitchin R, Thrift N (eds.) *International Encyclopedia of Human Geography*, Volume 4, pp. 119–124. Oxford: Elsevier.

Moreno, C.M. and Aitken S. C. (2008) Space Operas and Cultures of Addiction: The Animated Tale of Philip K. Dick's *A Scanner Darkly*, in Anton Escher, Stephan Zimmerman and Chris Lukinbeal (eds.), *The Geography of Cinema - A Cinematic World*. Stuttgart: Franz Steiner Verlag Press, pp. 115-135.

Crotty, S., Moreno, C.M., Aitken, S.C. (2008). Each And Every Single Story About Me ... There's Like A Huge Twist To It": Growing Up At Risk In The United States, In Craig Jeffreys and Jane Dyson (eds.) *Telling Young Lives: Portraits of Global Youth*, Philadelphia: Temple University Press, pp. 97-112.

Publications: Dissertation and Thesis

Moreno, C.M. (2010) *Geographies of Addiction and Recovery: Drugs, Spaces, and Body Politics*. Dissertation, UCSB/SDSU.

Moreno, C. M. (2004) *Tourism, Identity, and Cultural Commodification: Skagway, Alaska*. Anthropology Masters Thesis, SDSU.

Publications: Tribal-Community-Agency Reviewed Consulting Technical Reports

Curti, G.H, Bowker Lee, D., Hoover, A. and Moreno, C.M (2019) *Tómqav Traditional Cultural Landscape Ethnographic Study Report*. Prepared for the Luiseño Cultural Resources Advisory Group.

Curti, G.H, Moreno, C.M, and Bowker Lee, D. (2019) *Hoh River Watershed Traditional Cultural Landscape Study Report*. Prepared for the Hoh Indian Tribe and the Federal Highways Administration, Western Division.

Curti, G.H, Moreno, C.M, and Bowker Lee, D. (2019) *Ballast Island TCP Study Report and NRHP Nomination*. Prepared for Muckleshoot Indian Tribe, Tulalip Tribes of Washington, Snoqualmie Tribe, Suquamish Tribe, Stillaguamish Tribe, and the Washington Department of Transportation (WSDOT).

Curti, G.H, Moreno, C.M, and Bowker Lee, D. (2018). *Ethnographic Report*. Prepared for a Confidential Tribal Client in Pacific Northwest Region.

Curti, G.H, Bowker Lee, D., Blackwell, C. and Moreno, C.M. (2018) *Ethnographic Report and NRHP Nomination – Blacktooth House and Chokla*. Prepared for the Pala Band of Mission Indians and National Park Service.

Curti, G.H and Moreno, C.M (2018) *Jim Creek Traditional Cultural Landscape Study and National Register Evaluation*. Prepared for the Stillaguamish Tribe of Indians.

Curti, G.H, Moreno, C.M, and Bowker Lee, D. (2017). *Ethnographic Report*. Prepared for a Confidential Tribal Client in Pacific Northwest Region.

Curti, G.H, Moreno, C.M, and Bowker Lee, D. (2017) *Zuni Traditional Cultural Landscape (TCL) Assessment of the Navajo Generating Station and Kayenta Mine Complex and Association Facilities, Arizona*.

Curti, G.H and Moreno, C.M. (2017) *Mount Higgins Traditional Cultural Landscape (TCL) Study and National Register Evaluation*. Prepared for the Stillaguamish Tribe of Indians of Washington.

Curti, G.H., Moreno, C.M., and Bowker Lee, D. (2017) *West Cajalco / Pechanga Band of Luiseño Indians Final Report*. Reviewed by: U.S. Army Corps of Engineers, California State Historic Preservation Office, and Pechanga Tribal Historic Preservation Office.

Curti, G.H., Moreno, C.M., and Bowker Lee, D. (2016) *Kayenta Mine Complex Navajo Traditional Cultural Landscape and Traditional Cultural Property Final Report*. Reviewed by: Bureau of Reclamation, Salt River Project, Navajo Nation Heritage and Historic Preservation Department, and Navajo Nation Tribal Historic Preservation Office.

Moreno, C.M, Bowker Lee, B. and Curti, G.H. (2015) *Deepwater Horizon Oil Spill – MC-252 Incident Response: State of Louisiana Traditional Cultural Property Inventory and Cultural Landscape Report*. Reviewed by: Department of Interior, USCG, Louisiana State Historic Preservation Office, and participating Native American Tribes and traditional communities.

Moreno, C.M, Bowker Lee, B. and Curti, G.H. (2015) *Deepwater Horizon Oil Spill – MC-252 Incident Response: State of Mississippi Traditional Cultural Property Inventory and Cultural Landscape Report*. Reviewed by: Department of Interior, USCG, Mississippi State Historic Preservation Office, and participating Native American Tribes and traditional communities.

Moreno, C.M, Bowker Lee, B. and Curti, G.H. (2015) *Deepwater Horizon Oil Spill – MC-252 Incident Response: State of Alabama Traditional Cultural Property Inventory and Cultural Landscape Report*. Reviewed by: Department of Interior, USCG, Alabama State Historic Preservation Office, and participating Native American Tribes and traditional communities.

Moreno, C.M, Bowker Lee, B. and Curti, G.H. (2015) *Deepwater Horizon Oil Spill – MC-252 Incident Response: State of Florida Traditional Cultural Property Inventory and Cultural Landscape Report*. Reviewed by: Department of Interior, USCG, Florida State Historic Preservation Office, and participating Native American Tribes and traditional communities.

Curti G.H, Moreno, C.M. and Richardson-Seacat, H. (2014) *Iñupiat Traditional Ecological Knowledge Study and Subsistence Impact Assessment Report, Colville River Delta, Alaska*. Reviewed by: U.S. Army Corps of Engineers, North Slope Bureau, Native Village of Nuiqsut, and Alaska Department of Fish & Game.

Ryder, S., Moreno, C.M., and Curti G.H. (2014) *Iñupiat Cultural Resources Baseline Technical Report, Colville River Delta, Alaska*. Reviewed by: U.S. Army Corps of Engineers, North Slope Bureau, Native Village of Nuiqsut, Alaska Department of National Resources, Office of History and Archaeology.

Curti, G.H. and Moreno C.M. (2013) *Pechanga Band of Luiseño Indians: Traditional Cultural Property Inventory at BPCHPT – Interstate 15*. Reviewed by: U.S. Customs Border Protection, CA State Historic Preservation Office, and Pechanga Tribal Historic Preservation Office.

Curti, G.H., Richardson-Seacat, H., Moreno, C.M., and Smith, C (2013) *Ethnographic Investigations at Camp Guernsey Wyoming Gray Rocks Ranch, South Training Area, and Smith Ranch Parcel in the North Training Area Report*. Reviewed by: Wyoming Army National Guard, Wyoming State Historic Preservation Office, and 13 Tribal Historic Preservation Offices.

Moreno, C.M (2013) *Kosrae Sustainable Tourism Plan*. Reviewed by Federated States of Micronesia, UNESCO, and Kosrae Governor's Office.

Moreno, C.M., Curti, G.H., and Bowker-Lee, D. (2013) *Diné Traditional Cultural Property Inventory at Fort Wingate Depot Activity Report, New Mexico*. Reviewed by: U.S. Army Corps of Engineers, U.S. Army, New Mexico State Historic Preservation Office, and Navajo Nation Tribal Historic Preservation Office.

Moreno, C.M, Bowker-Lee, B. and Williams, L. (2013) *Deepwater Horizon Oil Spill – MC-252 Incident Response: Traditional Cultural Property Inventory Report*. Reviewed by: Department of Interior, USCG, Louisiana State Historic Preservation Office, Mississippi State Historic Preservation Office, Alabama State Historic Preservation Office, Florida State Historic Preservation Office, and 23 Tribal Historic Preservation Offices.

Moreno, C. and Curti, G. (2011) *John. W. Keys, III Pump Generating Plant Modernization Project, Grand Coulee Dam: Finding of Effects on Traditional Cultural Properties Report*. Reviewed by: Bureau of Reclamation, Washington State Historic Preservation Office, Confederated Tribes of Colville Reservation.

Moreno, C., Bowker-Lee, B. and Williams, L. (2011) *Deepwater Horizon Oil Spill MC 252 Incident and Response: Traditional Cultural Properties Inventory and Research Project Status Report*. Reviewed by: Department of Interior, USCG, Louisiana State Historic Preservation Office, Mississippi State Historic Preservation Office, Alabama State Historic Preservation Office, Florida State Historic Preservation Office, and twenty-three (23) Tribal Historic Preservation Offices.

Journal Referee

Aether: The Journal of Media Geography.
Editorial Board.

Geojournal

Social and Cultural Geography

Children's Geographies

Presentations: Academic and Industry Conferences

Participant (2019) 12th Annual Cultural Resources Protection Summit, Suquamish, Washington.

Participant (2018) Washington Department of Historic Preservation Annual Conference, Olympia, Washington.

Participant (2018) 11th Annual Cultural Resources Protection Summit, Suquamish, Washington.

Participant (2017) Preserving the Past Together Series, University of Washington.

Co-Organizer and Panelist (2017) Traditional Cultural Properties, 10th Annual Cultural Resources Protection Summit, Suquamish, Washington.

Co-Organizer and Panelist (2016) Traditional Cultural Properties, 9th Annual Cultural Resources Protection Summit, Suquamish, Washington.

Participant (2015) International Association of Impact Assessment, Annual Conference, Florence Italy.

Participant (2013) *U.S. Army Corps of Engineers Tribal Consultation Training*. Portland Oregon.

Participant (2013) *National Park Service Workshop: National Register of Historic Places, Progress on Updating National Register Bulletin 38 (Traditional Cultural Properties)*.

Participant (2013) *Environmental Protection Agency Workshops: Tribal Adaptation to Climate Change*.

Co-Organizer (2013) Session, Thinking Beyond National Register Bulletin 38: Reflections from the Deepwater Horizon/MC-252 Incident Response. *George Wright Society Conference*, Denver Co.

Panelist (2013) Thinking Beyond National Register Bulletin 38: Reflections from the Deepwater Horizon/MC-252 Incident Response. *George Wright Society Conference*, Denver Co.

Co-Organizer (2013) The National Environmental Policy Act (NEPA) and the Silencing of Native American Worldviews. *National Association of Environmental Professionals Annual Meeting*, Los Angeles Ca.

Panelist (2013) The National Environmental Policy Act (NEPA) and the Silencing of Native American Worldviews. *National Association of Environmental Professionals Annual Meeting*, Los Angeles Ca.

Paper Presentation (2012) Defining "Tangibility" and "Integrity" in Culture-Place Relations and Traditional Cultural Properties (TCPs): Indigenous Worldviews and the Rubber-Bands of Space-Time, in Examining Anthropological and Geographical Intersections of Traditional Cultural Properties, *Annual Meeting of the American Association of Geographers*, New York, New York (w/ Dr. Giorgio Curti).

Co-Organizer (2012) Examining Anthropological and Geographical Intersections of Traditional Cultural Properties, *Annual Meeting of the American Association of Geographers*, New York, New York.

Participant (2010) *Accounting for Traditional Cultural Properties in the BP Oil Spill*. National Park Service, New Orleans, Louisiana.

Paper Presentation (2009) Methodological Issues in Studying Independent Child Migrants in Developing World Contexts, in Advancing Methodologies in Youth Geographies I, *Annual Meeting for the American Association of Geographers*, Las Vegas, Nevada (with Dr. Thomas Herman and Dr. Stuart Aitken).

Participant (2008) *Mapping North American Youth Cultures: Local Settings for Global Lives*, at San Diego State's Center for Interdisciplinary Studies of Youth and Space, San Diego, California.

Panelist (2007) "Things seen are temporal...Things unseen are eternal: San Diego State Labor Dispute Video Ethnography Project, *Annual Meeting for the American Pacific Coast Geographers*, Long Beach, California (w/ Dr. Stuart Aitken).

Participant (2007) *Deleuze Camp*, at Cardiff University's Centre for Critical and Cultural Theory, Cardiff Wales, United Kingdom.

Chair (2007) Geography of Media IV: Journalism, *Annual Meeting for the American Association of Geographers*, San Francisco, California.

Paper Presentation (2006) Nomadism, Difference, and Drug Treatment: From 'Confined' Spaces to Places of 'Becoming'. In Geographies of Addiction: Mapping Terrains of Temptation and Treatment Session, *Annual Meeting for the American Association of Geographers*, Chicago, Illinois.

Organizer (2006) Geographies of Media I: Cinema, *Annual Meeting for the American Association of Geographers*, Chicago, Illinois.

Organizer (Spring 2006) Geographies of Media II: Media and Society, *Annual Meeting for the American Association of Geographers*, Chicago, Illinois.

Chair (2006) Geographies of Media III: Media Spatialities, *Annual Meeting for the American Association of Geographers*, Chicago, Illinois.

Paper Presentation (2005) Places of Tourism, Cultural Commodification and Skagway Alaska: A Critical Approach, in Economic Turn Session, *Annual Meeting for the American Association of Geographers*, Denver, Colorado.

Paper Presentation (2004) Localizing the “Last Frontier”: Cultural Brokering and Touristic Practices in Skagway, Alaska, In Alaska Session, *Annual Meeting for the American Pacific Coast Geographers*, San Luis Obispo, California.

Paper Presentation (2003) Contested Audiences, Trust, and the Nature of Representation within an Applied Constructivist Paradigm: Skagway Alaska, *Annual Meeting for the Society for Applied Anthropology*, Portland, Oregon.

Paper Presentation (2003) Skagway, Tourism, and Cultural Commodification: ‘A History Without Guarantees’, *The 23rd Annual James C. Young Conference*, UC Riverside – Riverside, California.

Invited Presentations and Lectures

San Diego State University (2009-2010) United States Geography, 2 semesters Title: *Globalization and the Last Frontier: Lessons from Southeastern Alaska*.

Consulting Projects

Pueblo of Zuni Tribal Climate Adaptation Plan. Location: Pueblo of Zuni, New Mexico (2019 – present). Contact: Zuni Cultural Resources Enterprise and the Bureau of Indian Affairs. Role: Project Manager/Senior Ethnographer. Under contract with the Zuni Cultural Resources Enterprise, CGC is currently conducting series of workshops, western science and traditional knowledge vulnerability and resiliency assessments, and capacity building and planning activities in collaboration with representatives and stakeholders associated with the Pueblo of Zuni in New Mexico. Finding from this initiative will assist the Zuni tribe in developing a culturally appropriate strategic climate adaptation plan to help them address various climate change impacts and vulnerabilities.

Rincon Band of Luiseño Indians – Tribal Historic Preservation Office On-Call Services. Location: San Diego, California. (2019 – present). Contact: Rincon Band of Luiseño Indians. Role: Project Manager. Under contract with the Rincon Band of Luiseño Indians, CGC is currently providing various capacity building services in order to help develop and implement the THPO program.

Tómqav Ethnographic Study and NRHP Form. Location: San Diego, California (2018 – present). Contact: Luiseño Cultural Resources Advisory Group. Role: Project Manager/Senior Ethnographer. Under contract from the Luiseño Cultural Resources Advisory Group, CGC is currently conducting an ethnographic study in collaboration with five affiliated Luiseño bands documenting various cultural associations to the Tomásqav landform and traditional cultural landscape. Findings from this study will be used to develop and submit a formal NRHP nomination.

San Pasqual Band of Mission Indians – Tribal Historic Preservation Office On-Call Services. Location: San Diego, California. (2018 – present). Contact: San Pasqual Band of Mission Indians. Role: Project Manager. Under contract with the San Pasqual Band of Mission Indians, CGC is currently providing various capacity building services in order to help develop and implement the SPBMI THPO program.

Pala Band of Mission Indians - Tribal Monitoring Program Development. Location: San Diego, California (2018 - present). Contact: Pala Band of Mission Indians. Role: QAQC Reviewer. Under contract with the

Pala Band of Mission Indians, CGC is currently providing various capacity building services in order to help develop and implement the THPO tribal monitoring program.

Confidential Tribal Client in the Pacific Northwest region, Ethnographic Services (2018 – present). Role: Project Manager and Senior Ethnographer.

Hoh River Watershed Traditional Cultural Landscape Study. Location: Hoh, Washington (2018 – 2019). Contact: Hoh Indian Tribe and Federal Highway Administration (FHWA). Role: Project Manager/Senior Ethnographer. Under contract with the Western Federal Lands Highway Division (WFLHD) of the Federal Highway Administration (FHWA), CGC conducted a Traditional Cultural Landscape study in collaboration with the Hoh Tribe to document the extent of the Hoh Watershed TCL, its ongoing religious and cultural significance and its contributing elements and to evaluate the TCL and any other identified and other identified and associated TCPs for NRHP eligibility. Findings from this study were compiled into a draft final report and used to assist in Section 106 compliance and consultation processes.

Ballast Island Traditional Cultural Property Study and National Register of Historic Places Nomination. Location: Seattle, Washington (2017 – 2019). Role: Project Manager and Senior Ethnographer. Under contract with the Washington State – Department of Transportation and HMM, CGC is currently conducting a Traditional Cultural Property study in collaboration with the Muckleshoot Indian Tribe, Tulalip Tribes of Washington, Snoqualmie Tribe, Suquamish Tribe, and Stillaguamish Tribe to document the Native American traditional use and association of Ballast Island and submit a NRHP nomination.

Pala Band of Mission Indians – National Park Service 2018 Underrepresented Communities Grant – Pala Band of Mission Indians Blacktooth House and Chokla NRHP Study. Location: San Diego, California (2018). Role Project Manager and Senior Ethnographer. Under contract with the Pala Band of Mission Indians, CGC conducted an ethnohistoric, ethnographic, historic structure, and cultural geographic study on the Blacktooth House and Chokla in collaboration with the Pala Band of Mission Indians and other affiliated Luiseno Tribes to document the Native American traditional use and association to these two places and submit an NRHP nomination.

Jim Creek Traditional Cultural Landscape Study. Location: Stillaguamish, Washington (2018). Role: Project Manager/Senior Ethnographer. Under contract with the Stillaguamish Tribe, CGC assisted the Stillaguamish Tribal Historic Preservation Officer and Cultural Resources Department staff with the development and implementation of an ethnographic study research design to document the Mount Higgins TCL and in drafting a National Register evaluation. Findings from this study will be used to submit a National Register nomination.

Confidential Tribal Client in the Pacific Northwest Region, Ethnographic Services (2017 – present). Role: Project Manager and Senior Ethnographer.

Mount Higgins Traditional Cultural Landscape Documentation and National Register Evaluation. Location: Stillaguamish, Washington (2017 – 2018). Role: Senior Ethnography/Cultural Geographer. Under contract with the Stillaguamish Tribe, CGC assisted the Stillaguamish Tribal Historic Preservation Officer and Cultural Resources Department staff with the development and implementation of an ethnographic study research design to document the Mount Higgins TCL and in drafting a National Register evaluation. Findings from this study will be used to submit a National Register nomination.

Navajo Generating Station and Kayenta Mine Complex Pueblo of Zuni Traditional Cultural Property and Traditional Cultural Landscape Inventory. Location: Arizona, Utah, and Nevada (2016 – 2017). Role: Project Manager and Senior Ethnographer. Under a contract with ZCRE, and in collaboration with Salt River Project, Bureau of Reclamation, Peabody Energy, and the Pueblo of Zuni and Zuni Cultural Resources Advisory Team (ZCRAT), CGC conducted an inventory of Zuni Traditional Cultural Landscapes (TCLs) and Traditional Cultural Properties (TCPs) associated with the Navajo Generating Station and proposed Kayenta Mine Complex and association facilities and transmission lines. This TCL/TCP inventory is being completed to assist Reclamation be in compliance with the historic property and cultural resources

mandates of the National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA). Responsibilities included development of ethnohistoric and ethnographic methodology and research design, managing ethnohistoric and ethnographic research staff, conducting ethnohistoric and ethnographic research, and co-authoring final report.

West Cajalco / Pechanga Band of Luiseño Indians Traditional Cultural Landscape Inventory and Assessment. Location Riverside, California (2016 – 2017). Role: Senior Ethnographer. In collaboration with the Pechanga Band of Luiseño Indians, U.S. Army Corps of Engineers, California State Historic Preservation Office, CGC conducted an ethnographic investigation on a Traditional Cultural Landscape associated with the Pechanga Band of Luiseño Indians. As part of this project, CGC staff coordinated with the Pechanga Tribal Historic Preservation Office and several religious leaders and traditional practitioners to document Pechanga cultural association and traditional use of the Project area. This TCL assessment was completed to assist the USACE be in compliance with the historic property and cultural resources mandates of the National Historic Preservation Act (NHPA) and National Environmental Policy Act (NEPA). Responsibilities included development of ethnohistoric and ethnographic methodology and research design, conducting ethnohistoric and ethnographic research, and co-authoring final report.

Kayenta Mine Complex Navajo Traditional Cultural Property and Traditional Cultural Landscape Inventory. Location: Kayenta, Arizona (2014 – 2016). Role: Project Manager and Senior Ethnographer. In collaboration with the Salt River Project, Bureau of Reclamation, Peabody Energy, and Navajo Nation, current CGC staff conducted an inventory of Navajo Traditional Cultural Properties and Traditional Cultural Landscapes within the Kayenta Mine Complex lease area. As part of this project, CGC staff coordinated with the Navajo Nation Heritage and Historic Preservation Department (NNHHPD) and Northern Arizona University to develop and integrate a TCP and TCL training program for the purposes of capacity-building and professional cultural resources management development for the Navajo Nation. Inventory highlights included: (1) assisting Reclamation achieve compliance with the historic property and cultural resources mandates of the National Historic Preservation Act (NHPA), the National Environmental Policy Act (NEPA), and the Navajo Nation Cultural Resources Protection Act (CRPA; CMY-19-88); (2) organizing and facilitating project meetings with Reclamation, SRP, PWCC, Navajo Nation Natural Resources Division and Historic Preservation Department, and Navajo Nation THPO; (3) organizing and conducting community outreach and public meetings with 75 tribal representatives from Navajo Nation chapter houses and medicine people associations; (4) conducting site visits, ethnographic interviews, and surveys and evaluations of TCPs and TCLs within KMC lease area with Navajo representatives; (5) providing Reclamation, PWCC, and SRP with a comprehensive document to support proper management of identified Navajo TCPs and TCLs associated with the KMC area and its facilities; and (6) enhancing the internal TCP and TCL identification and evaluation capacities of the NNHHPD through integrated training programs and professional cultural resources management development. Role: Project Manager. Responsibilities included development of ethnohistoric and ethnographic methodology and research design, managing ethnohistoric and ethnographic research staff, conducting ethnohistoric and ethnographic research, and co-authoring final report.

Subsistence Impact Assessment and Traditional Ecological Knowledge (TEK) Study of Colville River Delta – North Slope, Alaska (2013 - 2015). Role: Project Manager. HDR, under contract with Repsol, consulted with representatives from the Native Village of Nuiqsut and other villages with historical and cultural associations to the Colville River Delta region to gather TEK and evaluate the potential impacts that may result from proposed Project activities and alternatives on subsistence resources, harvesting areas/locations, and overlapping cultural practices, values, and beliefs. Information from this study was used to help guide NEPA subsistence impact assessments and analysis. Responsibilities included development of ethnohistoric and ethnographic methodology and research design, managing ethnohistoric and ethnographic research staff, conducting ethnohistoric and ethnographic research, and co-authoring final report.

Traditional Cultural Property (TCP) Inventory of Colville River Delta – North Slope, Alaska (2013). HDR, under contract with Repsol, consulted with the Native Village of Nuiqsut and other Alaska Native villages with historical and cultural associations to the Colville River Delta region, to identify and document TCPs within the Project Area. Information from this study was used to make NRHP eligibility recommendations and evaluate the potential impacts on TCPs that may result from proposed Project activities and alternatives and help guide NEPA and NHPA cultural resource impact assessments and analyses. Role: Project Manager. Responsibilities includes development of ethnohistoric and ethnographic methodology and research design, managing ethnohistoric and ethnographic research staff, conducting ethnohistoric and ethnographic research, and co-authoring final report.

Qugruk Conceptualization Study, Repsol (2013). Role: Senior Ethnographer. Conducted ethnographic and ethnohistoric literature review/data gap analysis on subsistence resources and activities in Project area. Based on available literature and reports, data gaps related to GIS information and maps, Traditional Ecological Knowledge (TEK), cultural affiliation to the project area, and the impacts of contaminants in subsistence foods and community health and wellbeing were identified. Data gaps were also contextualized in relevant and applicable regulations, including NEPA and ANILCA.

Building Healthier Communities and Pathways to Higher Education with Native American Youth, San Diego, Ca (2013). In collaboration with HDR Foundation, SDSU Foundation, SDSU Department of Geography and Native American Studies, and Center for the Interdisciplinary Studies of Youth and Space, this project exposes Native American students in the San Diego area to educational and career-building activities that intersect traditional Native American cultural practices and preservation values with higher education opportunities. This project specifically will assist three to four San Diego-area Native American youth in developing their own leadership capacities by linking them to leaders in their communities. At the same time, youth will meet with academic mentors over the course of a year to investigate and prepare for different courses of study in an institution of higher education that can aid them in addressing critical social, environmental, and/or economic issues within their communities.

Pechanga Band of Luiseño Indians Traditional Cultural Property, San Diego, CA. (2013). In consultation with the CBP, Pechanga Band of Luiseno Indians, and CA SHPO, performed Section 110 documentation on a traditional cultural property off of CA Interstate 15. Responsibilities include development of ethnohistoric and ethnographic methodology and research design, managing ethnohistoric and ethnographic research staff, conducting ethnohistoric and ethnographic research, and co-authoring final report.

UNESCO Nomination and FSM Strategic Sustainable Tourism Plan, Kosrae, FSM (2012-2013). Role: Senior Ethnographer and Outreach Specialist. In collaboration with KnowledgeWell and North Carolina Business School, this project consists of conducting anthropological research on the Lelu and Nun Madu Ruins on Kosrae and Pohnpei, submitting an application for the Lelu and Nun Madu ruins to be nominated to UNESCO's World Heritage List, and developing a Strategic Sustainable Tourism Plan for the Federated States of Micronesia. Responsibilities include, serving as the cultural heritage tourism and community development/outreach expert for the Knowledge Well research team and co-authoring FSM Strategic Sustainable Tourism Plan and UNESCO Nomination forms.

Properties of Traditional Religious and Cultural Importance Inventory Fort Wingate Depot Activity, Gallup, New Mexico, (2011-2012). In consultation with the Fort Wingate Depot Activity (FWDA) cultural resource manager, NM SHPO, and Pueblo of Zuni and Navajo Nation THPOs and representatives, this ethnohistoric and ethnographic investigation identifies and evaluates Properties of Traditional Religious and Cultural Importance and Ethnographic Landscapes on Fort Wingate Depot for National Register eligibility. Responsibilities include development of ethnohistoric and ethnographic methodology and research design, managing ethnohistoric and ethnographic research staff, overseeing budget and subcontractor, conducting ethnohistoric and ethnographic research, and co-authoring final report.

Multiple Tribal Affiliation Traditional Cultural Property and *Ethnographic Investigation at Camp Guernsey's Gray Rocks Ranch, South Training Area, and Smith Ranch, Guernsey, Washington, (2011-2012)*. Role: Project Manager. In consultation with the Wyoming National Guard's Cultural Resource Director and 33 American Indian tribal representatives, this ethnohistoric and ethnographic investigation identified and evaluated Traditional Cultural Properties and Ethnographic Landscapes located within WYRANG facility for National Register eligibility. Responsibilities included development of ethnohistoric and ethnographic methodology and research design, overseeing ethnohistoric and ethnographic research activities and staff, and co-authoring final report.

John W. Keys III Pump-Generating Plant Modernization Project: Traditional Cultural Property – Finding of Effects Study, Coulee Washington, (2011). Role: Project Manager and Senior Ethnographer. In consultation with the Bureau of Reclamation – Grand Coulee Dam Cultural Resource Manager and Confederated Tribes of Colville Reservation, this ethnohistoric and ethnographic investigation identified and determined effects on Traditional Cultural Properties located within Visual APE of modernization project. Responsibilities included development of research design, conducting ethnohistoric research and authoring final report.

Deepwater Horizon Oil Spill MC 252 Incident and Response: Traditional Cultural Property and Cultural Landscape Inventory Study, Gulf Coast US (2010 – 2013). Role: Project Manager and Senior Ethnographer. In consultation with multiple federal and state agencies, SHPOs, THPOs, and a combined total of over a hundred ethnic, tribal, and fishing communities, this study established baseline ethnohistoric and ethnographic data as well as identified Traditional Cultural Properties located along the coastal areas within the APE of Louisiana, Mississippi, Alabama and panhandle of Florida. This project is considered to be the largest TCP study ever conducted in the United States. Responsibilities include developing research design, data management strategies, data sharing and informed consent processes, participating in Trustee and Community Stakeholder meetings, as well as managing a staff of 15 ethnographers, overseeing project budget, conducting ethnohistoric and ethnographic research, and co-authoring final report.

Center for Interdisciplinary Studies of Youth and Space (ISYS), San Diego CA (2008 – 2010). Role: Project Advisor and Researcher. Responsibilities include student advising, project development, grant writing, project management, conference and public presentations, academic and policy based publications related to the following projects:

- Little Italy Neighborhood Project (2010).
- Qualitative Assessment of School Climate and Prevention Environment in Schools (2010).
- Qualitative Methods and Independent Child Migrants Project (2009).
- Mapping North American Youth Cultures (2008).

NPC Research Inc, Portland OR (2005 – 2006). Role: Qualitative Researcher. Conducted longitudinal qualitative research with hundreds of San Diego families participating in Family Treatment Drug Court Programs. Specific focus of research was to evaluate quality and access to care, family and institutional relations, foster care drift and recidivism. Job responsibilities included participant recruitment, tracking research participants, conducting survey, semi-structured, and open-ended interviews, data management and analysis, project management, including supervisory roles.

Klondike Gold Rush National Historic Park (KGRNHP), Skagway AK (2001 – 2002). Role: Volunteer Ethnographer. Conducted ethnographic research with Tlingit and Alaskan communities of Southeast Alaska documenting their historical ties and contemporary relations with the Curio Trade and Alaskan tourism industry. As part of this research, Dr. Moreno assisted with Native Alaskan and community consultation programs to assess tribal concerns, conducted oral histories and ethnographic interviews, performed participant observation and other visual and geographical documentation of traditional use and tourism related sites/activities.

Professional Affiliations: Academic

American Anthropological Association

International Association of Impact Assessment

Association of American Geographers

The Society for Applied Anthropology

Association of Pacific Coast Geographers

Professional Associations: Federal and State AgenciesAdvisory Council on Historic Preservation
(ACHP)Kosrae State Historic Preservation Office
(KSHPO)Alabama State Historic Preservation Office
(ALSHPO)Louisiana State Historic Preservation Office
(LASHPO)Bureau of Ocean and Energy Management
(BOEM)Mississippi State Historic Preservation Office
(MSSHPO)California State Historic Preservation Office
(CASHPO)

National Preservation Institute (NPI)

Department of Defense (DoD) – U.S. Army,
Wyoming Army National Guard (WYARNG),
New Mexico Army National Guard (NMARNG)New Mexico State Historic Preservation Office
(NMSHPO)Department of Homeland Security (DHS) – U.S.
Customs and Border Protection (CBP)Pacific Northwest Tribal Climate Change
NetworkDepartment of Interior (DOI) – National Park
Service (NPS) and Bureau of Reclamation
(BOR)

Seattle City Light

Department of Transportation – State of
Washington and Federal Highway
Administration

U.S. Army Corps of Engineers (USACE)

Federated States of Micronesia

Washington State Historic Preservation Office
(WASHPO)Florida State Historic Preservation Office
(FLSHPO)Washington State Office of Minority & Women's
Business EnterprisesWyoming State Historic Preservation Office
(WYSHPO)**Professional Associations: Private Industry**

British Petroleum

Repsol

CV Communities

Salt River Project

Minnesota Power

Statoil

Peabody Energy

Professional Associations: Academic InstitutionsHumboldt State University – Department of
AnthropologyNorthern Arizona University – Department of
Applied Indigenous Studies

Northern Arizona University – Native American Cultural Center

University of Washington – Department of Anthropology

San Diego State University – Department of Anthropology

University of Washington – Department of Geography

San Diego State University – Department of Geography

University of California, Santa Barbara, Department of Geography

San Diego State University – American Indian Studies

Professional Associations: Federally Recognized American Indian Tribes

Confederated Tribes of Grand Ronde

Rincon Band of Luiseño Indians

Hoh Indian Tribe

San Luis Rey Band of Mission Indians

Muckleshoot Indian Tribe

San Pasqual Band of Mission Indians

Muscogee Creek Nation of Oklahoma

Snoqualmie Tribe

Native Village of Nuiqsut

Stillaguamish Tribe of Indians

Navajo Nation

The Suquamish Tribe

Pala Band of Mission Indians

Tlingit Tribe

Pechanga Band of Luiseño Indians

Tulalip Tribes of Washington

Pueblo of Zuni

Volunteerism

Knowledgewell, Ethnographer and Project Advisor (2012 – present)

SDSU Applied Anthropology Speaker Series, SDSU (2001) Co-Organizer.

American Pacific Coast Geographers Annual Conference (APCG), San Diego, California (2009) Promotions and Marketing Coordinator.

HSU Anthropology Ethnographic Video Project “Alternative Forms of Technology, Family, Religion, and Nature: A Straw Bale House” Arcata, Ca (1999) Co-Producer and Director.

SDSU and San Diego – Orange County Community College Geography Faculty Meeting (2008) Co-Organizer.

HSU Anthropology Tenure Track Search Committee (1998 – 1999) Student Representative.

Sleepless in San Diego, California, Rescue Mission and Homelessness in San Diego Retreat. (2007) Attendee.

HSU Refugee Extension Program (1998) Educational Tutor – Youth Mentor.

SDSU Jews and Palestinian Dialogue Documentary Film Project (2004) Qualitative Interview Transcriber.

HSU Anthropological Society, HSU (1997 – 1999) Vice President.

SDSU Association of Anthropology Students (2001 – 2003) Head of Fundraising.

SDSU Anthropology Student Life Newsletter (2002) Co-Editor.

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Wednesday, May 6, 2020 3:17:50 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	David Peterson
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Self
Current Position	Owner, David Peterson Historic Resource Consulting
I am interested in serving on one of the following City advisory groups (select all that apply):	Historic Preservation Commission

Experience & Qualifications

Have you served on any City advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills,	Please see attached resume and project list. My education was an M.Arch. at the UW, in the Historic Preservation Program. Since 2007, I have worked (almost entirely in Seattle) as a

activities, training, education) if any:

preservation planning consultant, preparing landmark nominations, or SEPA assessment reports for property owners. I do not work as a preservation architect. I moved to Bainbridge two years ago, so am relatively new to the island and its historic preservation program and would have a bit of a learning curve in that respect.

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

Please see attached resume.

Feel free to attach your resume (optional):

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.](#)

PROFESSIONAL EXPERIENCE

- David Peterson historic resource consulting, principal, Seattle, Washington 2017 - present
Sole proprietorship offering historic surveys and assessments, landmark nominations, and preservation planning.
- Nicholson Kovalchick Architects, project manager & principal, Seattle, Washington 2004 - 2017
30 member collaborative office; projects include urban infill mixed-use buildings, with an emphasis on sustainable and green design. Project manager on small and medium-sized multifamily and resort projects; involved in all project phases. Key staff person in charge of historic resources since 2007; researched, prepared, and presented city historic landmark nominations, and prepared historic resource reports, inventories, and consultations as part of clients' master planning. After 2015, principal in charge of historic resource projects.
- Cardwell Architects, project team member, Seattle, Washington 2003 – 2004
Part of a four-person team on the renovation of the historic Washington State Senate's Cherberg Office Building, part of the capitol complex in Olympia.
- Driscoll Architects, project manager, Seattle, Washington 2000 - 2003
Intern architect and project manager in a 15-20 member firm specializing in large urban mixed-use buildings.
- UW Department of Architecture, adjunct lecturer, Seattle, Washington 1996 - 1999
Adjunct Lecturer, teaching a large auditorium lecture-format survey history course for non-majors.

EDUCATION

- University of Washington, Seattle, Washington
Master of Architecture 1996
Certificate in Historic Preservation 1996
University of Washington Rome Program, Rome, Italy 1993
- Rhodes College, Memphis, Tennessee
Bachelor of Arts in International Relations 1987

MEMBERSHIPS

- DoCoMoMo_WeWa
Historic Seattle, member
Society of Architectural Historians, member
Society of Architectural Historians, Marion Dean Ross PNW Chapter, Secretary (2006 - 2007)
Washington Courts Historical Society, Board Member (2019 - present)
Washington Trust for Historic Preservation, member

SEATTLE HISTORIC LANDMARK NOMINATIONS

2019

Benjamin S. Anderson House (1901)
Albert W. Bash House (1908)
Canterbury Court Apartments (Henry H. Hodgson, 1929)
Avon / Capitol Crest Apartments (William P. White, 1905)
[in collaboration with BOLA Architecture + Planning]
Three healthcare facility properties (1920s – 1980s)
Charlesgate Apartments (Edward T. Osborn, 1922)

Location

University District
University District
University District

Capitol Hill
First Hill
Belltown

2018

100 Roy Apartments (Fred J. Rogers, 1949)
Williams & Co. Potato Chip Factory (George Wellington Stoddard, 1932)
Donahoe Building / Bergman Luggage (Charles Lyman Haynes, 1921)
Pryde/Mariner Building (Philip C. Sawers, 1971)

Lower Queen Anne
Interbay/Smith Cove
Downtown
South Lake Union

2017

H & K Foods (Benjamin Woo, 1958)
Bonney-Watson Funeral Home (Bain & Overturf, 1961-62)
820 John Street (Kenneth St. Clair Ripley, 1954)
Rhodes Brothers/Heiden Building/1929 3rd Avenue (Victor Voorhees, 1921)
Highland Apartments (Stuart & Wheatley, 1924)

Beacon Hill
Capitol Hill
S. Lake Union
Downtown/Belltown
Capitol Hill

2016

Stores for Henry Schuett / Mama's Mexican Kitchen (George W. Stoddard, 1924)
Seven Gables Theater (Eric C. Rising, 1925)
J. W. Kobi Cosmetics / West Coast Printing (Schack, Young & Myers, 1923)
Rodgers Tile Company (1917, 1927)

Belltown
Univ. District
Central District
S. Lake Union

2015

Wayne Apartments (c.1890; Charles Haynes, 1911)
Maritime Building (E.W. Houghton, 1909-10)

Belltown
Downtown

2014

Kelly-Springfield Motor Truck Co. / Value Village / REI (Julian Everett, 1916)
Ames Building (Charles H. Bebb, 1914)
Standard Furniture / Broadacres Building (A. W. Gould, 1908; Arnold Gangnes, 1956)
Henry R. Wold Building (Victor Voorhees, 1924, 1930)
Wiggen & Sons Funeral Home (Ayer & Lamping, 1945; Edward Mahlum, 1961)
Eberharter Garage / Antique Liquidators (Beezer Brothers, 1919)

Capitol Hill
Downtown
Downtown
S. Lake Union
Ballard
S. Lake Union

2013

Greyhound Bus Terminal (1927, 1962)	Downtown
Great Western Motors Building (Victor Voorhees, 1920)	Capitol Hill
Holland Dental Clinic (Paul Kirk, 1952)	West Seattle
Woodland Park Zoo Pony Barn (A.V. Peterson, 1948)	Phinney Ridge
Herzl School / Odessa Brown Clinic (Edward Cushman, 1956)	Central District
Pioneer Sand & Gravel / City People’s Hardware (Austin Company, 1927)	S. Lake Union
Seattle School District Warehouse (John Maloney, Jack Christiansen, 1956)	S. Lake Union
Ainsworth & Dunn Warehouse / Old Spaghetti Factory (Stephen Jennings, 1902)	Belltown/Regrade
McGilvra Elementary School (Edgar Blair, 1913)	Madison Park

2012

777 Thomas garage (George W. Stoddard, 1931)	S. Lake Union
Offices of J. Lister Holmes (Holmes, McClure & Adkison, 1954)	S. Lake Union
Melrose Building / Bauhaus Coffee (John Creutzer, 1915)	Capitol Hill
Pinevue Apartment Hotel / Timken Building (Harry James, 1917)	Capitol Hill

2011

11 th Avenue E. house (1900)	Capitol Hill
Weatherford Antiques (1902; Elizabeth Ayer & Assoc., 1946)	Capitol Hill

2010

John Lund House (1904)	Univ. District
University District Advent Christian Church (1905)	Univ. District

2009

Kenney Seaview Building (Graham & Myers, 1907; Durham, Anderson & Freed, 1959-60)	West Seattle
Kenney Sunrise Building (Durham, Anderson & Freed, 1958-63)	West Seattle
Pacific Science Center (Yamasaki & Associates, NBBJ, 1959-62)	Seattle Center

2008

B & O Espresso (1924)	Capitol Hill
Sunset Bowl (Decker Christenson & Kitchin, Alfred Croonquist, 1956)	Ballard

2007

Charlestown Apartments (W.H. Whiteley, 1927)	West Seattle
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HISTORIC RESOURCE REPORTS

All locations in Seattle, Washington, unless noted otherwise.

2019

S. Lane Street house in the International Special Review District (1890)	Chinatown/ID
Boat Street marina (1927-52)	University District
NW Market Street light industrial buildings (1940s-1950s)	Ballard
Masonic Home (1927)	Des Moines, WA

2018

Patrick J. Sullivan House (1898)	Capitol Hill
Northgate Mall (John Graham Jr., 1948-50)	Northgate
Tenth Avenue South Hill Craftsman house (1908)	Spokane, WA

2017

Capitol Hill Garage (Bebb & Mendel, 1909)	Capitol Hill
Rhodes Brothers/Heiden Building (Victor Voorhees, 1920)	Belltown/Regrade

2015

Grand Central Garage (James H. Schack, 1919-20)	Downtown
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2014

White Motor Company (Julian F. Everett, 1918)	Capitol Hill
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2012

Davis & Hoffman Building service garage (1915)	Capitol Hill
Phil Smart Mercedes Benz buildings (1909-1958)	Capitol Hill

2011

Tex's Tavern / The Funhouse (1924)	Queen Anne
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2008

The Sorrento Hotel (Harlan Thomas, 1908)	First Hill
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HISTORIC RESEARCH, ASSESSMENTS, AND SEPA APPENDIX A REPORTS

All locations in Seattle, Washington, unless noted otherwise.

2019

Eleven 12 th Avenue NE & Brooklyn Avenue houses and apartment buildings (1901-1961)	University District
Rainier Avenue S. apartment building (William S. Kelton, 1958)	Brighton
Two Broadway Avenue E. houses (1911-1921)	Capitol Hill
Four Dexter & Highland houses and one light industrial building (1906-46)	Queen Anne
Queen Anne Avenue N. commercial building (R. L. Robertson, Henry Bittman, 1919)	Lower Queen Anne
Queen Anne Avenue N. apartment building (James Schack, 1913)	Lower Queen Anne
University of Washington, Northwest Hospital D-Wing Building (E. L. Mills, 1966)	Northgate
NW 57 th Street house (1905)	Ballard
N. 50 th Street house (1936)	Wallingford
E. Union Street house (1900), vertical plank construction investigation	Central District
Crest Home Sanitarium/Greenwood Park Care Center (1954 – 1987)	Broadview

2018

Showbox Theater (H. Buchinger, 1916; Bjarne Moe, 1939)	Downtown
Two Woodlawn Avenue N. houses (1940s)	Licton Springs
One Roosevelt Avenue NE house/hybrid commercial building (1908)	Roosevelt
100 Roy Apartments (Fred J. Rogers, 1949)	Lower Queen Anne
Three houses at Harvard Avenue & Denny Way (1902-03)	Capitol Hill
House and former garage on Martin Luther King Jr. Way S. (1925-28)	Hillman City
Walker Chapel African Methodist Episcopal Church (Leon Bridges, 1971)	Central District
NW 65 th Street triplex (1955)	Ballard
Garage, stores, and warehouse/factory at 12 th Avenue & Yesler Way (1926-49)	Central District
Belmont Avenue E. house (1908)	Capitol Hill
Two California Avenue/Alaska Junction stores (1939-1956)	West Seattle
Greenwood Avenue house/professional building (1906)	Phinney Ridge
Bellevue Avenue N. foursquare house (1906)	Capitol Hill

2017

W. Plymouth Street house (1950)	Magnolia
5 th Avenue N. house (1932)	Queen Anne
Two 20 th Avenue houses (1900s)	Central District
West Seattle Laundry (E. H. Loe, 1914)	West Seattle
Two NE 66 th Street houses (1910s-30s)	Roosevelt
NE 51 st Street / Tosh Road poultry barn (1928)	Redmond, WA
NE 36 th Street farm house (1912)	Redmond, WA
NW 85 th Street house/commercial hybrid (1906, 1949)	Greenwood
Luther Memorial Lutheran Church complex, historic mitigation (Steinhart, Theriault & Anderson, 1957; Grant, Copeland & Chervenak 1962)	Broadview
NW 60 th Street house (1902)	Ballard
Humes Place house (1918-1947)	Queen Anne
NW Leary Way automobile service garage (1928)	Ballard
Three Aurora Avenue N. houses (1910s-1940s)	Fremont

12 th Avenue house (1904)	First Hill
8 th Avenue NE house (1950)	Univ. District
2016	
First Lutheran Church of West Seattle, and school (Lamping Ayer & Lockman, 1949; Durham Anderson & Freed, 1956)	West Seattle
Two 2 nd Avenue NE houses (1910s-20s)	Wallingford
29 th Avenue W. house (1943)	Magnolia
W. Etruria Street duplex (1913)	Queen Anne
S. Jackson Street garage (1948)	Central District
Arbora Court Apartments, historic mitigation	Univ. District
13 th Avenue house (1910)	Capitol Hill
Fremont Avenue N. apartments (1930)	Fremont
N. 105 th Street house (1938)	Northgate
N. 92 nd Street house (1916)	Northgate
Two S. Homer houses (1900s-20s)	Georgetown
10 th Avenue E. house (1910)	Capitol Hill
Three 21 st Avenue W. houses (1910s-50s)	Delridge
East Spruce Street bungalow court apartments (1924)	Central District
St. Thomas Seminary/Bastyr University complex (John Maloney, 1958)	King County, WA
12 th Avenue N. house (1902)	Capitol Hill
25 th Avenue S. house (1915)	Central District
2015	
5 th Avenue N. house (1942)	Queen Anne
Gorman Auto Repair (1945)	Magnolia
13 th Avenue W. house (1919)	Magnolia
Mack Truck Assembly Plant (Henry Bittman, 1922)	S. Lake Union
Friends (Quakers) Memorial Church complex (Ayer & Lamping, 1949-53; D.H. Lindgren, 1964)	Wedgwood
Dempsey's Food Mart / NE Seattle Tool Library (c.1910)	Wedgwood
Five residential-commercial buildings at 45 th Street & Woodlawn Ave. (1900s-20s)	Wallingford
Ballard Dental Arts (Shavey & Schmidt, 1974)	Ballard
Assay Office / German House (1886)	First Hill
S. Hudson Street house/commercial building (1907)	Columbia City
Pacific Mutual Life Insurance / Car Toys (John Graham & Co., 1957)	Belltown
Two houses at NE 65 th Street & 14 th Avenue NE (1910s-30s)	Roosevelt
Four houses at 19 th Avenue & Madison Avenue (1900s)	Central District
Queen Anne Avenue N. commercial building (John O'Brien, 1957)	Queen Anne
Avalon Way SW house/duplex (1944-63)	West Seattle
Roosevelt Avenue NE house/commercial building (1919, 1964)	Roosevelt
NW 65 th Street duplex (1952-56)	Ballard
Former garage / Morningside Academy (1923; 1946)	S. Lake Union
Two NW 64 th Street houses (1900s)	Ballard
9 th Avenue W. house (1949)	Queen Anne
Six houses at 12 th Avenue & E. Spruce Street (1900s)	Squire Park

2014

Two 9 th Avenue commercial buildings (1910s-30s)	S. Lake Union
Rex Land Building (Charles Lyman Haynes, 1928)	S. Lake Union
Seattle Steam Company Post Street plant (Stone & Webster, 1902)	Pioneer Square
15 th Avenue NW house-commercial hybrid building (1944, 1952)	Ballard
1 st Avenue W. office building (Carlson Eley Grevstad, 1962)	Lower Queen Anne
Commercial Body Company / Philco (1919; Bain, Overturf & Turner, 1947)	S. Lake Union
JAFCO / Guitar Center (Bittman & Sanders, 1963)	S. Lake Union
Koenig Candy Company / American National Insurance (1920, 1968)	S. Lake Union
Boren Avenue N. warehouse (1951)	S. Lake Union
Two S. Orcas Street houses (1940s)	Georgetown
Two 11 th Avenue E. houses (1905)	Capitol Hill
Addressograph-Multigraph Building (Bittman, Adams & Sanders, 1954)	S. Lake Union
Roscoe Manufacturing Company addition (1946)	S. Lake Union
Interlocking Tile Corporation (1947)	S. Lake Union
Two 15 th Avenue NE houses (1910s-30s)	Univ. District
Former Fremont Tabernacle Hall / Lakeview Building (1951)	Fremont
Washington Irving Apartments and garage (Willis E. Dwyer, 1923, 1924)	Capitol Hill
Franklin Avenue house (1907)	Eastlake
Three houses at 12 th Avenue & John Street (1900s)	Capitol Hill
Woodlawn Avenue NE house (1915)	Green Lake
Olympic Garage / Central Honda on Olive (1919, 1937)	Downtown
Safeway / Central Honda on Boren (Simonson & Putnam, 1950)	Downtown
Howell Street commercial building (1923)	Downtown
Two Linden Avenue N. houses (1900, 1902)	Fremont

2013

Hospital Central Services / Langendorf Bakery (1916, 1930)	Squire Park
Seattle Arena properties (1910s-50s)	SoDo
Hospital Annex/McGraw Cottage at Seattle Children's Home (1909)	Queen Anne
Three houses on Queen Anne (1900s-20s)	Queen Anne
Market Street house (1955)	Ballard
Three Fremont Avenue North houses (1910s-40s)	Fremont
Former Swedish Bethel Lutheran Church	Ballard
Aloha Street garden apartments (1944)	Capitol Hill
Three Girls / Hostess / Continental Baking Company (William Aitken, 1916, 1941)	S. Lake Union

2012

500 John Street office building (Nelson & Sabin, 1958)	Queen Anne
Seattle Trust & Savings Bank (Boone & Corner, 1906; Doyle & Merriam, 1922; J. Graham Sr., 1929)	Downtown
223 8 th Avenue (Harlan Smith, 1947; Samuel Morrison, 1953)	S. Lake Union
United Way Building (Doyle & Merriam, 1921)	Downtown
Georgetown Brewery (Oscar Beyer, c. 1900)	Georgetown
Fire Engine House #3 (1903)	First Hill
Neptune Theater and Building (Henderson Ryan, 1921)	Univ. District
Seven Gables Theater (Eric C. Rising, 1925)	Univ. District

Emerald Manor Apartments (1905)
Howden-Kennedy Funeral Home (1941)

Capitol Hill
West Seattle

2011

Fashioncraft Building / Recovery Cafe (Henry Bittman, 1929)

Belltown/Regrade



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 25, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Resolution No. 2020-02, Updating the City's Procedure for the Surplus and Sale of City-Owned Real Property - Executive,

SUMMARY:

The City's current procedure governing the surplus and sale of real property, as adopted by Resolution No. 2016-18, contains outdated references to the types of written appraisal reports that may be obtained. Updates are needed related to state law provisions. Additional housekeeping changes are also proposed.

AGENDA CATEGORY: Resolution

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:

On August 23, 2016, the City Council passed Resolution No. 2016-18, adopting the City's current procedure governing the surplus and sale of City-owned real property.

The City's current procedure governing the surplus and sale of real property, as adopted by Resolution No. 2016-18, contains outdated references to the types of written appraisal reports that may be obtained.

Specifically, the practice of real state appraisers in Washington State is regulated by state law. One provision of state law, WAC 308-125-200, adopts the Uniform Standards of Professional Appraisal Practice ("USPAP") of the Appraisal Foundation as the standard of practice governing real estate appraisal activities within Washington State. Prior editions of the USPAP provided for three types of written appraisal reports (i.e.,

self-contained, summary, and restricted). However, the current edition of the USPAP only provides for two types of written appraisal reports (i.e., appraisal report and restricted appraisal report). This change was made in the 2014-15 update to the USPAP. The attached article from the Appraisal Institute summarizes this change in more detail.

Given the changes to the USPAP, updates to the City's procedure are needed.

As drafted, Resolution No. 2020-02 would update the City's procedure for the surplus and sale of City-owned real property to reflect the changes in the USPAP. Specifically, Resolution No. 2020-02 specifies that the City Council will, upon recommendation from staff, determine whether an appraisal is required and if so directs that the City will obtain a written appraisal report from a state certified general appraiser. For the purposes of Resolution No. 2020-02, "appraisal report" means a detailed written report containing the information required under Standards Rule 2-2(a) of the 2020-21 Edition of the USPAP, as may subsequently be amended by the Appraisal Foundation.

Note: Standards Rule 2-2(a) is on pages 20-22 of the virtual manual available for free online at the following link: <https://uspap.org/>.

ATTACHMENTS:

[Resolution No. 2020-02, Updating the City's Procedure for the Surplus and Sale of City-Owned Real Property](#)
[Resolution No. 2016-18, The City's Current Procedure for the Surplus and Sale of City-Owned Real Property](#)
[Appraisal Institute - Summary of 2014-15 USPAP Changes to Written Appraisal Report Types](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2020-02

A RESOLUTION of the City Council of Bainbridge Island, Washington, establishing procedures for the surplus and sale of real property owned by the City of Bainbridge Island.

WHEREAS, on March 11, 2009, the City Council adopted Resolution No. 2009-02, establishing a procedure for the surplus and sale of City-owned real property; and

WHEREAS, on August 11, 2015, the City Council adopted Resolution No. 2015-15, amending the procedure set out in Resolution No. 2009-02; and

WHEREAS, on August 23, 2016, the City Council adopted Resolution No. 2016-18, further amending the procedure originally adopted under Resolution No. 2009-02; and

WHEREAS, WAC 308-125-200 adopts the Uniform Standards of Professional Appraisal Practice (“USPAP”) of the Appraisal Foundation as the standard of practice governing real estate appraisal activities within Washington State; and

WHEREAS, prior editions of the USPAP provided for three types of written appraisal reports (i.e., self-contained, summary, and restricted); and

WHEREAS, the current edition of the USPAP now only provides for two types of written appraisal reports (i.e., appraisal report and restricted appraisal report); and

WHEREAS, the City Council now desires to update the City’s procedure for the surplus and sale of real property owned by the City of Bainbridge Island to reflect the changes in the USPAP, as well as to provide other updates to the procedure.

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

Section 1. Resolution No. 2009-02, Resolution No. 2015-15, and Resolution No. 2016-18 are hereby repealed in their entirety.

Section 2. A new procedure for the surplus and sale of City-owned real property is hereby adopted as shown on **Exhibit A**, attached hereto and incorporated herein by this reference.

Section 3. This resolution shall take effect immediately upon passage by the City Council.

PASSED by the City Council this ____ day of _____, 2020.

APPROVED by the Mayor this ____ day of _____, 2020.

Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: August 7, 2020
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 2020-02

Exhibit A
City of Bainbridge Island
Real Property Surplus and Sale Procedure

1. Surplus Procedure for Real Property

City-owned real property may be declared surplus by the City Council after the procedures outlined in this section have been completed.

1.1 Public Hearing

The City Council shall hold a public hearing as part of its process to consider whether to declare any real property surplus to the needs of the City. Notice of the public hearing shall be given, and a news release disseminated, in accordance with RCW 39.33.020.

1.2 Surplus Declaration

Following conclusion of the public hearing, the City Council shall determine whether the property shall be declared surplus. If such determination is made, the City Council shall pass a resolution declaring the property surplus and making each of the following determinations:

1.2.1 Whether the real property should be sold to, transferred to, or exchanged through one of the procedures outlined in Subsection 2.3 below;

1.2.2 Whether special covenants or restrictions should be imposed as a condition of the sale; and

1.2.3 Whether an appraisal is necessary to obtain the fair market value of the real property.

2. Sale Procedure for Real Property Declared Surplus

Real property declared surplus under Section 1 may be sold, transferred, or exchanged in accordance with the procedure outlined in this section.

2.1 Determination of Market Value.

2.1.1 If the resolution declaring the real property surplus indicates that an appraisal is necessary, then the City Manager shall contract with an appraiser licensed by the State of Washington as a “state certified general appraiser” to conduct the appraisal and prepare a written appraisal report in accordance with the edition of the Uniform Standards of Professional Appraisal Practice of the Appraisal Foundation (“USPAP”) in effect on the date that the appraisal report is issued to the City. For the purposes of this subsection, “appraisal report” means a written report containing the information required under Standards Rule 2-2(a) of the 2020-21 Edition of the USPAP, as may subsequently be amended by the Appraisal Foundation.

2.1.2 If the resolution declaring the real property surplus indicates that the City has sufficient and acceptable information regarding the valuation of the real property, then no appraisal shall be obtained.

2.2 SEPA Review.

The sale, transfer, or exchange of real property that is subject to a specifically designated and authorized public use established by the City and used by the public for that purpose shall be subject to review under the State Environmental Policy Act (“SEPA”), Chapter 43.21C RCW, and the City’s SEPA procedures and policies, Chapter 16.04 BIMC. Under WAC 197-11-800(5), all other sales, transfers, or exchanges of City-owned real property are exempt from review under SEPA.

2.3 Procedures for the Sale, Transfer, or Exchange of Real Property.

If the resolution declaring the real property surplus indicates that the real property should be sold, transferred, or exchanged, then the resolution shall specify one of the following procedures for the sale, transfer, or exchange of the real property. All conveyances of surplus real property shall be made by quit claim deed. Closing costs, including, but not limited to, title insurance, recordation costs, and escrow fees, shall be allocated as agreed by the parties. Each party shall bear its own brokerage costs, if any.

2.3.1 Disposition by Sealed Bid. Where a property is sold by sealed bids, the prevailing bidder must enter into a purchase and sale agreement and make a deposit in the amount agreed by the parties within the time specified by the City. Such deposit shall be deposited into escrow until closing on the purchase of the property, and payment of the remaining amount of the purchase price shall be made within thirty (30) days, unless otherwise agreed by the parties. In the event the prevailing bidder is unable to pay the remaining amount within the required time, the earnest money deposit shall become non-refundable and may be retained by the City as liquidated damages.

2.3.2 Disposition by Auction. Where property is sold at auction, the prevailing bidder must immediately tender a cash deposit or certified check for deposit into escrow as earnest money to the City in an amount acceptable to the City. Payment of the remaining amount of the purchase price shall be made within thirty (30) days, unless otherwise agreed by the parties. In the event the prevailing bidder is unable to pay the remaining amount within the required time, the earnest money deposit shall become non-refundable and may be retained by the City as liquidated damages.

2.3.3 Disposition by Negotiated Sale. Where real property is sold by negotiated sale, the City and the prospective purchaser shall enter into a purchase and sale agreement which will detail, among other issues, the earnest money to be deposited for the subject parcel.

2.3.4 Disposition by Request for Proposal. Where property is sold through a process that includes a request for proposals (“RFP”), a specification document, including criteria for evaluation of applicant proposals, shall be made available to any person or entity which the City determines would be a qualified applicant. Acceptance or rejection of responses to a Request for Proposal shall be in the sole discretion of the City Council. If a responsive proposal is accepted by the Council, the development process will proceed as follows:

2.3.4.1 ENA Stage. Once the City selects a developer related to the property at issue, an Exclusive Negotiating Agreement (“ENA”) will be negotiated between the parties and presented to the Council for approval.

2.3.4.2 DDA Stage. Once the ENA has been negotiated and approved by the Council, a Disposition and Development Agreement (“DDA”) will be negotiated between the parties and presented to the Council for approval. All legal rights and obligations between the selected developer(s), if any, and the City will come into existence only when a DDA is fully executed by the parties and then approved by the Council. The legal rights and obligations of each party shall be only those rights and obligations which are set forth in the DDA and any other documents specifically referred to in that DDA and executed by the parties.

2.3.4.3 Construction Stage. Once all the DDA conditions precedent to property transfer have been met, the City will transfer the site to the developer, and construction will begin shortly thereafter, as mutually agreed upon by the City and the developer.

2.3.5 Special Disposition. In cases where the City Council determines that the public interest in a reasonable return is outweighed by the public benefit, the Council may designate such real property for disposal by special disposition through any procedure authorized by law, including, but not limited to, the sale, transfer, or exchange of the property through one of the procedures outlined above, but for less than fair market value to the extent allowed by law.

2.4 Rules Implementing RCW 39.33.015.

For the purposes of RCW 39.33.015, Sections 1 and 2 shall, in addition to being of general application, also serve as the City’s rules to regulate the disposition of property for “public benefit” purposes, as defined by RCW 39.33.015.

3. City Real Property Inventory

The City Manager, or their designee, shall establish and maintain an inventory and map of City-owned real property, which includes all real property owned by the City or any of the City’s utilities or other special purpose funds. The inventory will include the following information:

- a. Property name;
- b. Street address (if available);
- c. Kitsap Assessor's Office Property Tax Parcel Number;
- d. Current use of property;
- e. Any planned future use;
- f. City fund that currently owns the real property; and
- g. Restrictions on property use or sale (if applicable).

4. Review of City Real Property Holdings

The City Manager, or their designee, shall annually review all of the City's real property holdings with regard to the following:

- a. If the current use is appropriate and necessary;
- b. If the property could be used for another City purpose consistent with its original purchasing fund restrictions, if any;
- c. If the property could be used for another City purpose outside of the original purchasing fund restrictions, if any;
- d. If the property appears to be surplus to the City's needs;
- e. Whether there is evidence of potential interest by anyone in purchasing the property; and
- f. Whether there is an interest by the Bainbridge Island Metropolitan Park & Recreation District, or by any other taxing district operating on Bainbridge Island, in acquiring the property.

5. Surplus Property Report

The City Manager, or their designee, shall prepare an annual written report containing an update on real property previously declared to be surplus. The written report shall be submitted to the City Council in connection with the City's Mid-Year Financial Report.

The report shall also include any recommendations that the City Manager, or their designee, may make as to whether any additional City-owned real property should be declared surplus by the City Council. If the City Manager, or their designee, makes a recommendation that certain real property be declared surplus, then the report shall contain the following information with regard to the real property recommended for surplus:

- a. Description of the location and size of the property;
- b. Description of the circumstances under which the property was obtained;
- c. Description of the funds used to acquire the property and any restrictions on the property's use or disposal;
- d. Description of what municipal use the property has been put to in the past, if any, and what use, if any, for which it might be held;
- e. Whether an appraisal is recommended;
- f. Whether the property is only usable by abutting owners or is of general marketability;

- g. Whether special consideration ought to be given to some other public agency that has a use for the property;
- h. Recommendation as to the procedure through which the property should be sold, transferred, or exchanged;
- i. Recommendation as to whether any special covenants or restrictions should be imposed in conjunction with sale of the property; and
- j. If owned by a City utility, recommendation as to whether the property should be sold or transferred to the City's General Fund prior to being conveyed or sold to a third party.

RESOLUTION NO. 2016-18

A RESOLUTION amending Resolution No. 2009-02 establishing procedures for the surplus and sale process for real property owned by the City of Bainbridge Island.

WHEREAS, on March 11, 2009, the City Council passed Resolution No. 2009-02 establishing procedures for the surplus and sale process for real property owned by the City; and

WHEREAS, on August 11, 2015, the City Council passed Resolution No. 2015-15 amending Resolution No. 2009-02; and

WHEREAS, the City of Bainbridge Island desires to further revise these procedures;

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

1. Amendment

Resolution No. 2009-02 is revised to read as follows:

A. City Real Property Inventory. ~~The Director of Public Works~~ City manager or designee shall establish and maintain an inventory and map of City-owned property. References in this Resolution to “City-owned property” are meant to include any real property owned by the City or any of its utilities or other special-purpose funds. The inventory will include the following information:

1. Property name;
2. Street address (if available);
3. Kitsap Assessor’s Office Property Tax Parcel Number;
4. Use of property;

5. Listing of restrictions, covenants or other limiting attributes;
6. Status of property (active or inactive);
7. Any planned future use;
8. City fund that currently owns the property;
9. Estimated land and improvement value; and
10. Restrictions on property use or sale (if applicable).

~~B. — Establishment of Real Property Review Committee. A real property review committee (the “Committee”) is hereby established which shall advise the City Council with respect to the disposal of real property owned by the City. The Committee shall be composed of the City Manager, the Finance Director, the Public Works Director and the City Attorney.~~

B.C. Annual Review of City Real Property Holdings. The Committee City manager or designee shall annually review all of the City’s current real property holdings with regard to the following:

1. If the current use is appropriate and necessary;
2. If the property could be used for another City purpose consistent with its original purchasing fund responsibility restrictions, if any;
3. If the property could be used for another City purpose outside of the responsibility of original purchasing fund restrictions, if any;
4. If the property appears to be surplus to the City’s needs;
5. Whether there is evidence of potential interest by anyone in purchasing the property; and

6. Whether there is an interest by the Board of the Metropolitan Parks & Recreation District, or by any other Bainbridge Island taxing district, in acquiring ~~having the property transferred to that District.~~

~~C.D.~~ Annual written report. ~~Following its review, not less than once per calendar year the Committee~~ City manager or designee shall prepare an annual written report containing an update on previously surplussed property and recommendations as to whether any additional City real property should be declared surplus by the City Council. The report shall contain the following information with regard to any property ~~that the Committee is recommending to be declared~~ recommended for surplus:

1. Description of the location and size of the property;
2. Description of the circumstances under which the property was obtained;
3. Description of the funds used to acquire the property and any restrictions on the property's use or disposal;
4. ~~Recommendation as to which fund the proceeds from its sale should be credited;~~
- ~~5~~4. Description of what municipal use the property has been put to in the past, if any, and what use, if any, for which it might be held;
- ~~6~~5. ~~The date of any and each prior appraisal of the property, and the value determined by each such appraisal;~~
- ~~7~~5. Estimation of value (pre-appraisal) of the property;
- ~~8~~6. Whether an appraisal is recommended and the type of appraisal;

97. Whether the property is only usable by abutting owners or is of general marketability;
108. Whether special consideration ought to be given to some other public agency that has a use for the property;
119. Whether the property should be sold at auction, by sealed bid, by request for proposal (RFP), or by negotiation;
1210. Recommendation as to whether any special covenants or restrictions; should be imposed in conjunction with sale of the property; and
1311. If owned by a City utility, recommendation as to whether the property should be sold or transferred to the City's General Fund prior to being conveyed or sold to a third party.

The written report shall be submitted to the City Council in connection with the City's Mid-Year Financial Report no later than April 30 of each calendar year.

D.E. Surplus Real Property Declaration. City real property may be declared surplus by the City Council after the following procedures have been completed:

1. The City Council shall hold a public hearing as part of its process to consider whether to declare any real property surplus to the needs of the City. In accordance with RCW Chapter 39.33, notice of said hearing shall be published in the City's official website (or, if legally necessary, in the City's newspaper of record) not less than ten (10) days nor more than twenty-five (25) days prior to the hearing. In

addition, a news release pertaining to the public hearing shall be posted on the city website.

2. Following conclusion of the public hearing, the City Council shall determine whether the property shall be declared surplus. If such determination is made, City Council shall pass a resolution declaring the property surplus and shall also make the following determinations:

- (a) Whether the property should be transferred to another Bainbridge Island taxing district;
- (b) Whether the property should be sold by sealed bid, at auction, by request for proposal (RFP), or through negotiated sale; (including listing with a real estate broker); and
- (c) Whether special covenants or restrictions should be imposed as a condition of the sale.

E.F. Sale Procedures for Surplus Real Property. The following procedures and requirements shall apply to real property sold as surplus by the City:

1. Determination of Market Value. After a property has been declared surplus and prior to its sale or transfer, the city shall order one of the following three types of appraisals based on the ~~Committee's~~ estimate of the property value.

Estimated Property Value	Recommended Report Format	Review Suggested
Up to \$100,000	Limited/Restricted	No
\$100,001 to \$500,000	Limited/Summary	No
\$500,001 to \$3,000,000	Complete/Summary	Yes
\$3,000,001 and above	Complete/Self-Contained	Yes

~~Any~~The appraiser or reviewer hired by the City must be licensed by the State of Washington as a “state certified general appraiser.”

2. SEPA Review. The sale and/or transfer of any surplus real property that is subject to an authorized public use shall be contingent upon completion of a SEPA review process and the expiration of the SEPA appeal period.

3. Processes for sale of real property.

(a) Disposition by Sealed Bid. Where a property is sold by sealed bids, the prevailing bidder must enter into a purchase and sale agreement and make a deposit in the amount agreed by the parties within the time specified by the City. ~~any and all bids submitted must be accompanied by a bid deposit in the form of a cashier check payable to the City of Bainbridge Island in an amount equal to ten percent (10%) of the bid amount.~~ Such deposit accompanying the successful bid shall be deposited into escrow until closing on the purchase of the property, and payment of the remaining amount of the purchase price shall be made within thirty (30) days, unless

otherwise agreed by the parties. In the event the purchaser is unable to pay the remaining amount within the required time, the earnest money deposit shall become non-refundable and may be retained by the City as liquidated damages.

(b) Disposition by Auction. Where property is sold at auction, the prevailing bidder must immediately tender a cash deposit or certified check for deposit into escrow as earnest money to the City of Bainbridge Island in an amount agreed by the parties equal to ten percent (10%) of the bid amount. Payment of the remaining amount of the purchase price shall be made within thirty (30) days, unless otherwise agreed by the parties. In the event the purchaser is unable to pay the remaining amount within the required time, the earnest money deposit shall become non-refundable and may be retained by the City as liquidated damages.

(c) Disposition by Request for Proposal. ~~(including listing with a licensed real estate broker.)~~ Where property is sold through a process that includes a request for proposals (RFP), a specification document (including criteria for evaluation of applicant proposals) shall be made available to any person or entity which the City determines would be a qualified applicant. Acceptance or rejection of responses to a Request for Proposal shall be in the sole discretion of the City

Council. If a responsive proposal is accepted by the Council, the development process will proceed as follows:

(i) ENA Stage. Once the City selects a Developer, it and the Developer will then execute an Exclusive Negotiating Agreement (ENA).

(ii) DDA Stage. Once the ENA has been negotiated and approved by the Council, a Disposition and Development Agreement (DDA) will be negotiated between the parties and presented to the Council for approval. All legal rights and obligations between the selected Developer(s), if any, and the City will come into existence only when a DDA is fully executed by the parties and then approved by the Council. The legal rights and obligations of each party shall be only those rights and obligations which are set forth in the DDA and any other documents specifically referred to in that DDA and executed by the parties.

(iii) Construction Stage. Once all the DDA conditions precedent to property transfer have been met, the City will transfer the site to the Developer, and construction will ~~being~~ begin within a short time thereafter, as mutually agreed upon by the City and the Developer.

(d) Disposition by Negotiated Sale or Sale through a Real Estate Broker. Where property is sold by negotiated sale or through a real estate broker, the purchaser shall deposit earnest money into escrow in an amount agreed by the

~~parties equal to ten percent (10%) of the purchase price~~
within three (3) business days of execution of a purchase and
sale agreement for the purchase of the Subject Property.
Payment of the remaining balance of the purchase price shall
be made within thirty (30) days, unless otherwise specified
in the purchase and sale agreement. In the event the
purchaser is unable to pay the remaining amount within the
required time, the earnest money deposit shall become non-
refundable and may be retained by the City as liquidated
damages.

4. Notification of Sale of Surplus Real Property. Notice of sale of surplus property shall be given in accordance with RCW 39.33.020.
- ~~5. All requests to purchase City property shall be directed to the Finance Director with a copy to the City Attorney.~~
- ~~5.6.~~ Form of Conveyance. All conveyances shall be made by quit claim deed.
- ~~6.7.~~ Closing Costs. Closing including, but not limited to, title insurance, recordation costs, and escrow fees shall be allocated as agreed by the parties. Each party shall bear its own brokerage costs, if any.

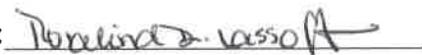
~~F.G.~~ Intergovernmental Transfers. Intergovernmental transfers of real property shall be made in accordance with RCW Chapter 39.33, RCW Section 43.09.210 and/or any other applicable statutes.

PASSED by the City Council this 23rd day of August, 2016.

APPROVED by the Mayor this 23rd day of August, 2016.

By: 
Val Tollefson, Mayor

ATTEST/AUTHENTICATE:

By: 
Rosalind D. Lassoff, CMC
City Clerk

FILED WITH THE CITY CLERK:	July 31, 2016
PASSED BY THE CITY COUNCIL:	August 23, 2016
RESOLUTION NO.	2016-18

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February 2014

USPAP Updates for 2014-15 Simplify Reporting Requirements

Changes for the 2014–15 edition of the Uniform Standards of Professional Appraisal Practice include the usual improvements for clarity and consistency, but primary changes involve broad revisions to reporting requirements and the retirement of two provisions, according to an article published in the Fourth Quarter 2013 issue of Valuation magazine.

For at least six years, the Appraisal Standards Board has been working to improve reporting requirements. Existing USPAP requirements have been lacking because the reporting options were not sufficiently distinctive, and the communication of assignment results prior to and after the issuance of a report were not addressed, among other concerns.

Changes this cycle, however, address weaknesses in the reporting options, primarily the difficulty in adequately distinguishing between language that “summarizes” or “describes,” and the labels applied to the real property appraisal report options (Self-Contained, Summary and Restricted Use).

The ASB eliminated the Self-Contained Report option, and renamed both the Summary Appraisal Report (now known as Appraisal Report) and the Restricted Use Appraisal Report (now known as Restricted Appraisal Report). The newly minted Appraisal Report option for real property appraisals establishes a minimum level of information, placing the responsibility on the appraiser to decide if additional detail or explanation is required. This change is effectively an extension of the concept underlying the Scope of Work Rule — the appraiser is a professional who can best decide the appropriate services and reporting to provide intended users.

The ASB also retired Standards 4 and 5 for real property appraisal consulting, citing concern for clarity, misapplication and enforceability. The definition of “appraisal consulting” also was deleted, and references to appraisal consulting throughout USPAP were removed.

Effectively, most real property appraisal consulting assignments become either appraisal or appraisal review assignments with additional components. For an assignment that is not an appraisal or appraisal review, appraisers will continue to comply with the requirements for ethical and competent performance. When the services include an appraisal or appraisal review, appraisers will continue to comply with the Scope of Work Rule, the Record Keeping Rule and Standards 1–3 and 6–10 (as appropriate).

Read about [additional USPAP changes for 2014-15](#).

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