



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MARCH 10, 2020

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

AGENDA

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 6:00 PM
2. EXECUTIVE SESSION
 - 2.A (6:05 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, 30 Minutes
3. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:35 PM
4. PUBLIC COMMENT - 6:40 PM
5. MAYOR'S REPORT - 6:55 PM
6. CITY MANAGER'S REPORT - 7:00 PM
7. FUTURE COUNCIL AGENDAS
 - 7.A (7:05 PM) Future Council Agendas, 15 Minutes
 - 2020 List of Pending Council Meeting Topics.pdf
 - 2020 List of Proposed Future Council Topics.pdf
 - 031720 City Council Study Session.pdf
 - 032420 City Council Regular Business Meeting.pdf
 - 040720 City Council Study Session.pdf
8. UNFINISHED BUSINESS
 - 8.A (7:20 PM) Schedule a Public Hearing on Ordinance No. 2020-09, 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

- 8.B (7:40 PM) Wyatt Way Reconstruction Project Contract Award - Public Works, 10 Minutes**
Wyatt Way Presentation 031020.pptx
Wyatt Way Reconstruction Budget Report.pdf
Bid Tab Wyatt Way_KGREVISED.xlsx
Wyatt Contract Seton DRAFT
- 8.C (7:50 PM) Ordinance No. 2020-10 Relating to an Interim Zoning Control Suspending BIMC 18.12.030.E. and Related Provisions Regarding Floor Area Ratio Bonus Density Options, Except for Sections E.1. and E.6. of BIMC 18.12.030.E. - , 20 Minutes**
Ordinance No. 2020-10 Adopting an Interim Zoning Control Related to Use of Bonus Density.docx
Resolution No. 2001-54 Relating to Distribution of Funds from FAR
Resolution No. 2003-25 Designating the City Council as the Decision Making Authority for Proposals to Construct Public Amenities in Exchange for FAR Bonuses
BIMC 18.12.030 FAR BONUS OPTIONS.docx
Ordinance No. 2019-26 Extending the Development Moratorium Approved 092419

9. NEW BUSINESS

- 9.A (8:10 PM) Creation of a Term-Limited Position Dedicated to Public Records Response - Executive, 10 Minutes**
Presentation - Request to Add Term-Limited Position CC 03102020
Staff Memorandum - Exec Staffing Request for Term-Limited PRR Position
- 9.B (8:20 PM) Ordinance No. 2020-07, Amending Ch. 2.41 BIMC Relating to the Human Services Funding Advisory Committee, Executive - 10 Minutes**
Ordinance No. 2020-07, Amending Chapter 2.41 BIMC Relating to the Human Services Funding Advisory Committee
- 9.C (8:30 PM) Ordinance No. 2020-08, Amending Ch. 2.43 BIMC Relating to the Cultural Funding Advisory Committee - Executive, 10 Minutes**
Ordinance No. 2020-08, Amending Chapter 2.43 BIMC Relating to the Cultural Funding Advisory Committee
- 9.D (8:40 PM) Interlocal Agreement with Kitsap County Regarding for Emergency Vehicle Operation Course (EVOC) Training - Police, 5 Minutes**
Interlocal Agreement with Kitsap County Regarding for Emergency Vehicle Operation Course (EVOC) Training
- 9.E (8:45 PM) Memorandum of Understanding with Olympic Educational Service District Regarding the Regional Student Threat Assessment Level II Team Program - Police, 5 Minutes**
Memorandum of Understanding with Olympic Educational Service District Regarding the Regional Student Threat Assessment Level II Team Program
- 9.F (8:50 PM) Janitorial Contract Award - Public Works, 5 Minutes**

Janitorial Agreement 2020

- 9.G **(8:55 PM) Utility Van Procurement - Public Works,** 5 Minutes
Columbia Ford Utility Van Quote.pdf
- 9.H **(9:00 PM) Appointment to the Race Equity Task Force - Mayor Schneider,** 5 Minutes
Race Equity Task Force Prior Applications - Redacted (March 2020 Appointment)
- 9.I **(9:05 PM) Appointments to the Green Building Task Force - Mayor Schneider,** 5 Minutes
Green Building Task Force Applications (Redacted).pdf

10. COUNCIL DISCUSSION

- 10.A **(9:10 PM) Role of Council Liaisons - Councilmember Medina,** 10 Minutes
Councilmember Liaison Job Description draft 2-23-20 redlined
Councilmember Liaison Job Description draft 2-23-20 clean.docx
- 10.B **(9:20 PM) Task Force on Land Use Review Procedures,** 5 Minutes

11. CONSENT AGENDA

- 11.A **(9:25 PM) Agenda Bill for Consent Agenda,** 5 Minutes
- 11.B **Accounts Payable and Payroll**
Payroll.pdf
Report to Council of Cash Disbursements 03-11-20.pdf
- 11.C **City Council Business Meeting Minutes, February 25, 2020**
City Council Regular Business Meeting Minutes February 25, 2020
- 11.D **Ordinance No. 2020-06, Amending the 2020 Budget to Carry Forward Funding for Work Funded in 2019 but to be Performed in 2020 - Finance,** 5 Minutes
2019_Budget_Carry_over_into_2020_Transmittal_Memo
Ordinance No. 2020-06 Amending the 2020 Budget to Carry Forward 2019 Items.docx
Ord 2020-06 Attachment A - Carryover Request Final.xlsx
- 11.E **Appointment to the Design Review Board - Mayor Schneider,** 5 Minutes
Design Review Board Applications (Redacted).pdf

12. COMMITTEE REPORTS

- 12.A **(9:30 PM) Committee Reports, Executive,** 5 Minutes
Climate Change Advisory Committee Minutes, January 27, 2020
Environmental Technical Advisory Committee Minutes, January 9, 2020
Race Equity Task Force Minutes, February 6, 2020

13. FOR THE GOOD OF THE ORDER - 9:35 PM

14. ADJOURNMENT - 9:45 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (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,

SUMMARY: Executive session pursuant to RCW 42.30.110(1)(i).

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Hold Executive Session.

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: March 10, 2020

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:05 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:

[2020 List of Pending Council Meeting Topics.pdf](#)

[2020 List of Proposed Future Council Topics.pdf](#)

[031720 City Council Study Session.pdf](#)

[032420 City Council Regular Business Meeting.pdf](#)

[040720 City Council Study Session.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

MEMORANDUM

Date: 2/28/2020
To: City Council
From: Morgan Smith, City Manager
Subject: Pending City Council Topics

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

TOPIC	NOTES
Options for City Academy and Quarterly programs	Information developed to respond to Council request to City Manager from May, 2019 Council retreat.



CITY OF
BAINBRIDGE ISLAND

MEMORANDUM

Date: 1/31/2020
To: City Council
From: Morgan Smith, City Manager
Subject: Proposed Future City Council Topics

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

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



CITY OF
BAINBRIDGE ISLAND

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

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

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
 - 2.A **(6:05 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, 15 Minutes**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **MAYOR'S REPORT**
5. **FUTURE COUNCIL AGENDAS**
 - 5.A **Future Council Agendas, 15 Minutes**
6. **PRESENTATIONS**
 - 6.A **Overview of Draft Climate Action Plan Goals and Strategies, Climate Change Advisory Committee - 30 Minutes**
7. **UNFINISHED BUSINESS**
 - 7.A **Sustainable Transportation Plan Update - Public Works, 15 Minutes**
 - 7.B **2021-26 Capital Improvement Plan Development Discussion - Public Works, 60 Minutes**
Presentation - 2021-26 CIP Discussion Part 1 of 3_DRAFT.pptx

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

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

7.E **Resolution No. 2020-05 relating to Climate Emergency - Deputy Mayor Nassar**, 10 Minutes

8. NEW BUSINESS

8.A **Transportation Projects for Regional and Countrywide Federal Funding Discussion** 15 Minutes
PSRC Regional Competition.pdf
PSRC Countywide Competition.pdf
2020 KRCC Countywide-Regionwide_Presentation.pptx

9. CITY COUNCIL DISCUSSION

10. FOR THE GOOD OF THE ORDER

11. ADJOURNMENT

GUIDING PRINCIPLES

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CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MARCH 24, 2020

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

AGENDA

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 6:00 PM
2. EXECUTIVE SESSION
3. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PUBLIC COMMENT
5. MAYOR'S REPORT
6. CITY MANAGER'S REPORT
7. FUTURE COUNCIL AGENDAS
 - 7.A [Future Council Agendas](#), 15 Minutes
8. PRESENTATION(S)
 - 8.A [Proclamation for Trans Visibility Day - Mayor Schneider](#), 5 Minutes
 - 8.B [\(x PM\) Public Safety Quarterly Briefing - Police](#), 20 Minutes
9. PUBLIC HEARING(S)
 - 9.A [\(x PM\) Public Hearing on Ordinance No. 2020-XX, Related to Extending the Moratorium on Certain Development Activities - Planning](#), 10 Minutes
[Development Moratorium Handout 20191204.pdf](#)
10. UNFINISHED BUSINESS

10.A Self Storage Moratorium Discussion 20 Minutes

10.B Proposal from Bainbridge Island Metropolitan Park and Recreation District (BIMPRD) for Management Services at City Dock - Executive, 15 Minutes

10.C Sportsman Club Road New Brooklyn Intersection Improvements Discussion - Public Works, 15 Minutes

10.D Janitorial Contract PLACEHOLDER 10 Minutes

11. NEW BUSINESS

11.A Update on Hearing Examiner Conditions Related to Public Amenities at Harbor Square Condominiums and Bainbridge Landing 15 Minutes

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

11.C Utility Advisory Committee Work Plan Update and Recommendations - Public Works, 20 Minutes

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

11.E Consider Public Art Committee (PAC) Recommendation for New Public Art Programming, AHB/PAC, Executive - 15 Minutes

11.F Cooperative Purchasing Community Interlocal Agreement 10 Minutes

11.G Bucket Truck Procurement - Public Works, 10 Minutes

12. CONSENT AGENDA

12.A Agenda Bill for Consent Agenda, 5 Minutes

12.B City Council Study Session Minutes, March 3, 2020

12.C City Council Special Meeting Minutes, March 6, 2020

13. COMMITTEE REPORTS

14. FOR THE GOOD OF THE ORDER

15. ADJOURNMENT

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CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, APRIL 07, 2020**

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

AGENDA

1. CALL TO ORDER / ROLL CALL - 6:00 PM
2. EXECUTIVE SESSION
3. APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE
4. MAYOR'S REPORT
5. PRESENTATIONS
6. UNFINISHED BUSINESS
 - 6.A **Sustainable Transportation Plan Update - Public Works**, 15 Minutes
7. NEW BUSINESS
 - 7.A **Lower Lovell Beach Main Replacement Project Discussion - Public Works** 20 Minutes
8. CITY COUNCIL DISCUSSION
9. FUTURE COUNCIL AGENDAS
10. FOR THE GOOD OF THE ORDER
11. ADJOURNMENT

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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:20 PM) Schedule a Public Hearing on Ordinance No. 2020-09, Related to Extending the Moratorium on Certain Development Activities - Planning,

SUMMARY: This item relates to the general development moratorium that the City Council initially imposed via Ordinance No. 2018-02 on January 9, 2018. (Note: This moratorium is different than the separate moratorium that relates specifically to self-service storage facilities, which was imposed by the Council via Ordinance No. 2019-40 on November 26, 2019.)

This item is to schedule a public hearing on a proposed ordinance, Ordinance No. 2020-09, to extend the existing moratorium on certain development activities for six months. The current moratorium is set to expire on April 3, 2020. The proposed ordinance will be available with the official notice that will be published regarding the public hearing.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to schedule a public hearing on March 24, 2020, related to Ordinance No. 2020-09, which would extend the moratorium on certain development activities for six months.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: On March 3, 2020, as part of the monthly moratorium update, the City Council requested that staff schedule the public hearing to consider extending the development moratorium. This agenda item is in response to that request.

The two attachments are 1) the existing development moratorium ordinance, 2) a description on the types of development exempt and subject to the moratorium and 3) the latest moratorium workplan update.

ATTACHMENTS:

[Development Moratorium Handout](#)

[Moratorium Extension Ordinance No. 2019-26](#)

[20200221 Abbreviated moratorium work program status report.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

December 4, 2019

DEVELOPMENT MORATORIUM SUMMARY: Effective beginning January 9, 2018 through December 3, 2019. A narrowed development moratorium will be in effect beginning December 4, 2019 until April 3, 2020

On September 24, 2019 the City Council approved Ordinance 2019-26, which extended the development moratorium **AS IS through December 3, 2019**. On December 4, the development moratorium will be narrowed, but in effect until April 3, 2020. The development moratorium before and after December 3, 2019 is described below.

Development Activity PROHIBITED During the Narrowed Moratorium (December 4, 2019-April 3, 2020)

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

EXCEPTIONS to the Above Development Activities Prohibited During the Narrowed Moratorium:

Exclusions.

1. The moratorium shall not apply in the Mixed-Use Town Center/Central Core Overlay District.
2. The moratorium shall not apply to development proposals that include 10% or more of total residential units designated as affordable housing. "Affordable housing" means affordable housing as governed by Chapters 18.21 and 18.12 of the Bainbridge Island Municipal Code ("BIMC"), as well as BIMC 18.36.030.
3. The moratorium shall not apply to subdivisions.
4. The moratorium shall not apply to permits and approvals for affordable housing projects that qualify as Housing Design Demonstration Project (HDDP) Tier 3 projects pursuant to BIMC 2.16.020.S. and Table 2.16.020.S-1.
5. The moratorium shall not apply to permits and approvals for government facilities and structures; educational facilities and preschools; wireless communication facilities; and emergency medical and disaster relief facilities.

ORDINANCE NO. 2019-26

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. Exclusions.

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

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

(3) The moratorium shall not apply to subdivisions.

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

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

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

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

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



Kol Medina, Mayor

ATTEST/AUTHENTICATE:


Christine Brown, CMC, City Clerk

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

Attached:

Exhibit A (Work Plan)

Exhibit B (Winslow Master Plan Study Area)

Exhibit A

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

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

Moratorium on Accepting Certain Development Applications: ABBREVIATED Work Program Status Report – February 21, 2020

Moratorium Topic	Status	Timeline
Critical Areas Ordinance (CAO)	Incomplete.	The City received a response from the Dept. of Ecology (DOE) on December 9, 2019. DOE determined that the amendment is largely consistent but have identified elements that appear inconsistent with applicable laws and rules. Staff will return to Council on March 17, 2020 to discuss Ecology's inconsistent elements before beginning the legislative process to update the SMP to integrate the CAO.
Status on February 21, 2020:	Complete: CAO update effective outside shoreline jurisdiction. Incomplete: Adoption of the new CAO within the SMP.	
Moratorium Topic	Status	Timeline
Subdivisions	Complete.	A public hearing with the City Council was held on August 27, 2019, with a second held on September 24, 2019. After closing the hearing, the City Council approved Ordinance 2019-03.
Status on February 21, 2020:	Complete: Ordinance 2018-20 approved by the City Council on December 11, 2018, related to revisions to land use review procedures for major projects, including subdivisions. New subdivision standards and design guidelines were approved on September 24, 2019 (Ordinance 2019-03). Subdivisions are now able to be submitted citywide. The City amended the Administrative Manual to incorporate the changes in the subdivision requirements on December 10, 2019. The City is working on a handbook to assist the public in understanding the new regulations.	
Moratorium Topic	Status	Timeline
Design Guidelines Update (related to Site Plan and Design Review and Conditional Use Permits).	Complete.	On September 24, the City Council held a public hearing on Ordinance 2019-25, adopting new design guidelines, Design for Bainbridge. After closing the public hearing, the City Council approved Ordinance 2019-25.
Status on February 21, 2020:	Complete: Adopted new Design for Bainbridge design guidelines on September 24, 2019.	

Moratorium Topic	Status	Timeline
Review Process for Land Use Permits (related to Subdivisions, Site Plan and Design Review, and Conditional Use Permits).	Complete	Ordinance 2019-24 revising the Decision Criteria for SPRs and CUPs was discussed by the City Council on November 26 and approved by the City Council on December 10, 2019.
<p>Status on February 21, 2020:</p> <p>Complete: Ordinance 2018-20 approved by the City Council on December 11, 2018, related to new roles and responsibilities for the Planning Commission and Design Review Board, review procedures for subdivisions, site plan and design review, and conditional use permits, and revisions to the legislative review process for amending the BIMC. Ordinance 2019-24 revising Chapter 2.16 BIMC related to decision criteria for site plan and design review and conditional use permits was approved by the City Council on December 10, 2019.</p>		
Moratorium Topic	Status	Timeline
Affordable Housing	Incomplete.	<p>Inclusionary Zoning: The City Council had a presentation from ECONorthwest on September 17, 2019 to discuss inclusionary zoning regulations and a multifamily property tax exemption program. The Council asked for additional information, and discussed the topic at the February 4, 2020 study session. The Council expressed an interest in pursuing Inclusionary Zoning in the MUTC Central Core, Ferry Terminal, Gateway and High School Road districts. The Council also expressed an interest in improving the City's Transfer of Development Rights (TDR) program in tandem with an inclusionary zoning program. These topics will be discussed again at the City Council, likely in April 2020.</p> <p>Common Ownership for ADUs: The City Council completed their policy discussion regarding common ownership of ADUs at their October 22, 2019 meeting.</p> <p>The Planning Commission discussed Ordinance 2019-09 on December 12, 2019 and held a public hearing on the ordinance (now Ordinance 2020-02) on January 9, 2020. The Planning Commission formed a</p>

Moratorium Topic	Status	Timeline
		<p>subcommittee to further discuss a variety of ADU regulations, and are further revising the ordinance. Another public hearing on Ordinance 2020-02 will be held on March 12. Staff anticipates that Ordinance 2020-02 will be discussed by the City Council starting in April 2020.</p> <p>Recreational Vehicles as dwellings & Tiny Home Communities: The City Council last discussed RV's and tiny home communities at their October 22, 2019 meeting. The City Council will further discuss developing policy for both RVs and tiny home communities in Q2 2020. Any policy direction from the City Council will then be forwarded to the Planning Commission as part of the legislative process.</p>
<p>Status on February 21, 2020:</p>	<p>Complete: City Council discussion and endorsement of Priority and Quick Wins recommendations from the AHTF Report and City Manager's approach for implementation.</p> <p>Incomplete: Implementation/approval of AHTF recommendations, including adoption of inclusionary zoning regulations. The City has secured additional consultant services to assist with this task. The Council will discuss inclusionary zoning again, together with the TDR program, at a study session, likely in April 2020.</p>	



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:40 PM) Wyatt Way Reconstruction Project Contract Award - Public Works,

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

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to forward the Wyatt Way Reconstruction project contract award to Seton Construction in the amount of \$2,860,154.64, and a 1st quarter budget amendment for the water fund portion of the project in the amount of \$45,000.00, for approval with the March 24, 2020 Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$0.00
Ongoing Cost:	
One-Time Cost:	\$0.00
Included in Current Budget?	Yes

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

Bid alternates include #1 – cement concrete pavement, #2 – colored cement concrete pavement, and #3 – cement concrete pavement with exposed aggregate.

Bids were solicited through the area newspapers, Seattle Daily Journal of Commerce, City's bid posting webpage and listserv. The bid opening was held on February 24, 2020 and four (4) bids were received. Seton Construction is the apparent lowest responsive bidder in the base bid amount of \$2,825,524.64 including three

alternatives for a grand total of \$2,860,154.64. The engineer's estimate is \$3,180,000.00. See attached bid form.

On February 25, 2020, the staff recommended awarding the contract to the lowest bidder, Port Madison Construction, but later determined that their bid was not responsive. After further evaluation of the second lowest bidder, Seton Construction, the staff determined that the lowest risk option, and one that would best serve the public, would be to award to the contract to the second lowest bidder - in lieu of re-bidding the contract, which would cost considerable time and resources and may not result in lower costs. Therefore, city staff have reviewed the apparent responsive low bidder's proposal documents and contractor's qualifications and recommend awarding this project to Seton Construction.

ATTACHMENTS:

[Wyatt Way Presentation 031020.pptx](#)

[Wyatt Way Reconstruction Budget Report.pdf](#)

[Bid Tab Wyatt Way KGREVISED.xlsx](#)

[Wyatt Contract Seton DRAFT](#)

FISCAL DETAILS: The adopted CIP includes \$3,700,000 in the General Fund and \$150,000 in the Water Fund for a total of \$3,850,000 for this project. On January 16, 2020 Council approved two proposed project budget changes that will increase the General Fund Budget by \$308,251 for a total of \$4,008,251, and increase the Water Fund by \$127,500 for a total of \$277,500.

The revised total project budget will be \$4,285,751 and presented to Council for final approval along with all other pending adjustments in the First Quarter 2020 Budget Amendment and CIP update in April 2020.

As illustrated in the attached slide presentation, the streets portion of this contract award is under the available budget by 16%, however, the water portion of the contract award is over the available budget by 6%. Therefore, we are requesting that the Council authorize a first quarter budget amendment to increase the water fund portion of the project by \$45,000.00 to cover the cost of the contract plus approximately 10% in water-related contingency funds.

Fund Name(s): Capital Construction Fund

Coding: CIP Project 00708

Wyatt Way Project Update – Apparent Responsive Low Bid (Seton Construction)

Streets

Current Remaining Budget: \$3,022,680

Bid Amount: \$2,596,422 Balance Remaining: \$426,258 (16%)

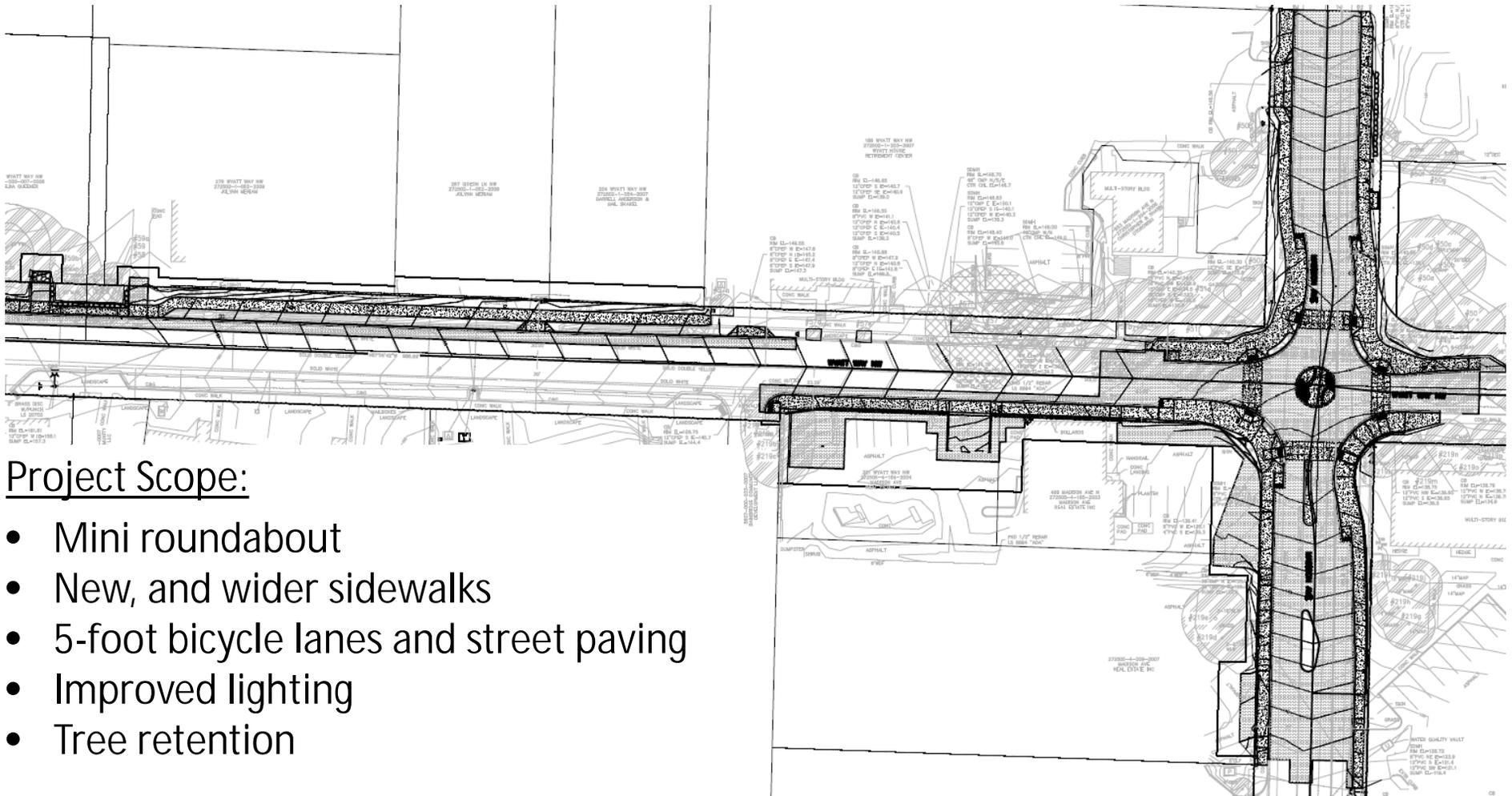
Water

Current Remaining Budget: \$247,500

Bid Amount: \$263,732 Over Budget: \$16,232

Budget Amendment Request (overage +10%) \$45,000

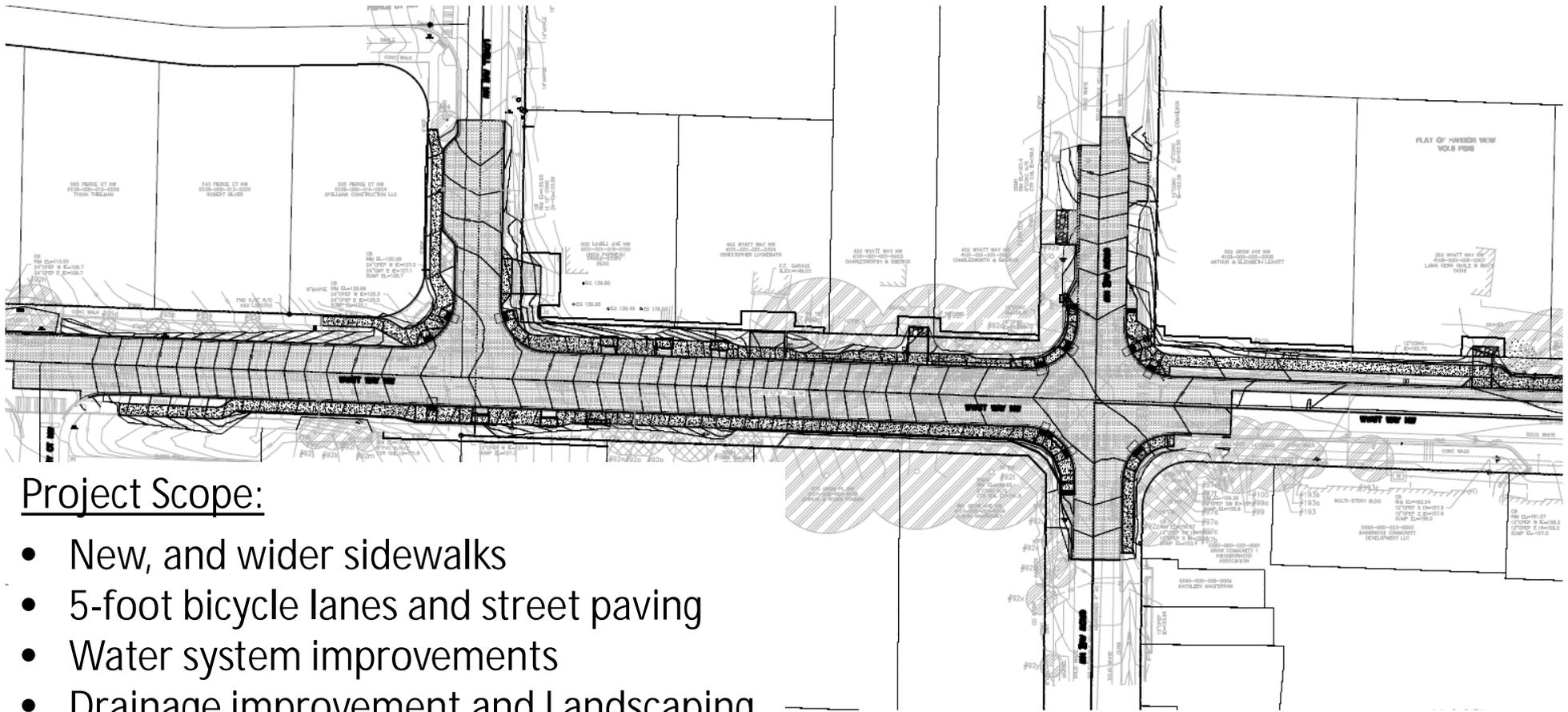
Wyatt Way Project Update – Project Overview



Project Scope:

- Mini roundabout
- New, and wider sidewalks
- 5-foot bicycle lanes and street paving
- Improved lighting
- Tree retention

Wyatt Way Project Update – Project Overview



Project Scope:

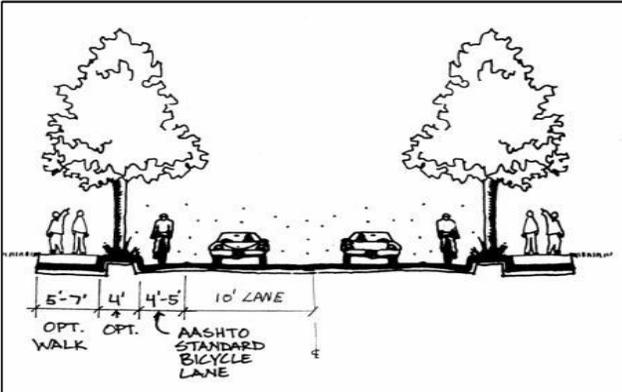
- New, and wider sidewalks
- 5-foot bicycle lanes and street paving
- Water system improvements
- Drainage improvement and Landscaping

Project: Wyatt Way Reconstruction

Location: Madison to Lovell

00708

Project Description



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

Capital Funding (1000's)

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

Budget Notes

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

Financial Update Spending through February 10, 2020

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

Current Project Status

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



Wyatt Way Reconstruction Project

BID TABULATION

Bid Opening Date: February 24, 2020

ITEM NO.	DESCRIPTION	Qty	UNITS	Engineer's Estimate		Port Madison Enterprises		Seton Construction		Sound Pacific		Redside Construction	
				UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE
PREPARATION													
1	Mobilization	1.00	LS	219,000.00	219,000.00	90,500.00	90,500.00	187,000.00	187,000.00	260,000.00	260,000.00	398,000.00	398,000.00
2	Roadway Surveying	1.00	LS	40,000.00	40,000.00	17,600.00	17,600.00	35,000.00	35,000.00	35,000.00	35,000.00	82,000.00	82,000.00
3	Structure Surveying	1.00	LS	8,000.00	8,000.00	11,750.00	11,750.00	28,780.00	28,780.00	8,500.00	8,500.00	50,000.00	50,000.00
4	SPCC Plan	1.00	LS	1,000.00	1,000.00	461.00	461.00	975.00	975.00	1,000.00	1,000.00	500.00	500.00
5	Project Temporary Traffic Control	1.00	LS	150,000.00	150,000.00	167,250.00	167,250.00	122,925.00	122,925.00	185,000.00	185,000.00	268,000.00	268,000.00
6	Portable Changeable Message Sign	3,360.00	HR	5.50	18,480.00	12.75	42,840.00	7.40	24,864.00	12.00	40,320.00	5.00	16,800.00
7	Clearing and Grubbing	0.75	ACRE	25,000.00	18,750.00	13,500.00	10,125.00	8,500.00	6,375.00	44,000.00	33,000.00	30,000.00	22,500.00
8	Removal and Disposal of Asbestos Material	1.00	LS	4,000.00	4,000.00	15,000.00	15,000.00	12,785.00	12,785.00	1,000.00	1,000.00	10,000.00	10,000.00
9	Remove Asphalt Pavement	6,425.00	SY	15.00	96,375.00	3.88	24,929.00	2.65	17,026.25	11.00	70,675.00	18.00	115,650.00
10	Remove Cement Conc. Sidewalk	710.00	SY	25.00	17,750.00	8.80	6,248.00	15.00	10,650.00	14.00	9,940.00	70.00	49,700.00
11	Remove Cement Conc. Pavement	85.00	SY	25.00	2,125.00	39.60	3,366.00	17.00	1,445.00	34.00	2,890.00	75.00	6,375.00
12	Remove Cement Conc. Curb/Curb and Gutter	1,810.00	LF	20.00	36,200.00	7.75	14,027.50	3.00	5,430.00	4.00	7,240.00	25.00	45,250.00
13	Remove Fence	460.00	LF	12.00	5,520.00	4.10	1,886.00	1.75	805.00	3.00	1,380.00	4.00	1,840.00
14	Removal of Structures and Obstructions	1.00	LS	25,000.00	25,000.00	26,750.00	26,750.00	25,000.00	25,000.00	12,000.00	12,000.00	300,000.00	300,000.00
15	Abandon Existing Catch Basin	3.00	EA	750.00	2,250.00	530.00	1,590.00	650.00	1,950.00	600.00	1,800.00	500.00	1,500.00
16	Remove Drainage Structure	7.00	EA	1,000.00	7,000.00	805.00	5,635.00	550.00	3,850.00	800.00	5,600.00	600.00	4,200.00
17	Remove Tree > 12 Inch Diam.	8.00	EA	1,400.00	11,200.00	3,680.00	29,440.00	850.00	6,800.00	2,100.00	16,800.00	500.00	4,000.00
18	Tree, Vegetation and Soil Protection	1.00	LS	30,000.00	30,000.00	26,175.00	26,175.00	8,750.00	8,750.00	18,000.00	18,000.00	12,000.00	12,000.00
19	Shoring or Extra Excavation Cl. B	1.00	LS	20,000.00	20,000.00	7,450.00	7,450.00	33,500.00	33,500.00	18,000.00	18,000.00	70,000.00	70,000.00
20	Roadside Cleanup	1.00	FA	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
GRADING					722,650.00		513,022.50		543,910.25		738,145.00		1,468,315.00
21	Roadway Excavation Incl. Haul	550.00	CY	45.00	24,750.00	23.10	12,705.00	45.00	24,750.00	48.00	26,400.00	26.00	14,300.00
22	Structure Excavation Class A Incl. Haul	525.00	CY	55.00	28,875.00	21.83	11,460.75	50.00	26,250.00	35.00	18,375.00	26.00	13,650.00
23	Temporary Structural Support of Utility Pole	1.00	LS	5,000.00	5,000.00	900.00	900.00	7,500.00	7,500.00	8,000.00	8,000.00	800.00	800.00
24	Gravel Borrow Incl. Haul	2,750.00	CY	30.00	82,500.00	16.40	45,100.00	22.00	60,500.00	47.00	129,250.00	28.00	77,000.00
25	Gravel Backfill for Walls	65.00	CY	45.00	2,925.00	76.40	4,966.00	40.00	2,600.00	38.00	2,470.00	32.00	2,080.00
26	Embankment Compaction	2,750.00	CY	5.00	13,750.00	8.10	22,275.00	4.00	11,000.00	2.50	6,875.00	1.50	4,125.00
27	Control Density Fill	32.00	CY	205.00	6,560.00	190.00	6,080.00	175.00	5,600.00	200.00	6,400.00	225.00	7,200.00
28	Concrete Retaining Wall	3,620.00	SF	125.00	452,500.00	58.98	213,507.60	88.50	320,370.00	100.00	362,000.00	120.00	434,400.00
29	Rockery	90.00	SF	25.00	2,250.00	29.50	2,655.00	38.00	3,420.00	190.00	17,100.00	75.00	6,750.00
30	Two-Man Boulder	24.00	EA	100.00	2,400.00	322.00	7,728.00	105.00	2,520.00	550.00	13,200.00	200.00	4,800.00

STORM SEWER				621,510.00	327,377.35	464,510.00	590,070.00	565,105.00						
31	Solid Wall PVC Storm Sewer Pipe, 24 In Diam.	538.00	LF	100.00	53,800.00	147.84	79,537.92	107.00	57,566.00	115.00	61,870.00	280.00	150,640.00	
32	Solid Wall PVC Storm Sewer Pipe, 18 In Diam.	437.00	LF	80.00	34,960.00	84.91	37,105.67	87.00	38,019.00	80.00	34,960.00	275.00	120,175.00	
33	Solid Wall PVC Storm Sewer Pipe, 12 In Diam.	347.00	LF	60.00	20,820.00	98.09	34,037.23	50.25	17,436.75	63.00	21,861.00	250.00	86,750.00	
34	Solid Wall PVC Storm Sewer Pipe, 8 In Diam.	244.00	LF	50.00	12,200.00	89.35	21,801.40	38.00	9,272.00	47.00	11,468.00	250.00	61,000.00	
35	Solid Wall PVC Storm Sewer Pipe, 6 In Diam.	230.00	LF	45.00	10,350.00	87.50	20,125.00	32.00	7,360.00	45.00	10,350.00	180.00	41,400.00	
36	Ductile Iron Storm Sewer Pipe 8 In. Diam.	251.00	LF	70.00	17,570.00	107.65	27,020.15	65.00	16,315.00	59.00	14,809.00	400.00	100,400.00	
37	Ductile Iron Storm Sewer Pipe 12 In. Diam.	13.00	LF	90.00	1,170.00	125.60	1,632.80	82.00	1,066.00	81.00	1,053.00	600.00	7,800.00	
38	Ductile Iron Storm Sewer Pipe 24 In. Diam.	64.00	LF	150.00	9,600.00	167.73	10,734.72	149.00	9,536.00	137.00	8,768.00	850.00	54,400.00	
39	Drain Pipe 4 In. Diam.	41.00	LF	40.00	1,640.00	68.26	2,798.66	25.00	1,025.00	39.00	1,599.00	35.00	1,435.00	
40	Catch Basin Type 1	13.00	EA	2,200.00	28,600.00	1,456.00	18,928.00	1,250.00	16,250.00	1,500.00	19,500.00	650.00	8,450.00	
41	Catch Basin Type 2 48 In. Diam.	3.00	EA	5,400.00	16,200.00	3,101.00	9,303.00	2,978.00	8,934.00	2,900.00	8,700.00	1,200.00	3,600.00	
42	Concrete Inlet	7.00	EA	2,250.00	15,750.00	1,524.00	10,668.00	1,250.00	8,750.00	1,300.00	9,100.00	850.00	5,950.00	
43	Manhole 48 In. Diam. Type 1	11.00	EA	4,500.00	49,500.00	3,001.00	33,011.00	3,050.00	33,550.00	3,800.00	41,800.00	16,000.00	176,000.00	
44	Manhole 72 In. Diam. Type 1	1.00	EA	12,500.00	12,500.00	6,520.00	6,520.00	6,374.00	6,374.00	6,600.00	6,600.00	22,000.00	22,000.00	
45	Stormfilter Catch Basin - 2 Cartridge	1.00	EA	11,000.00	11,000.00	20,195.00	20,195.00	18,470.00	18,470.00	21,000.00	21,000.00	17,000.00	17,000.00	
46	Stormfilter Catch Basin - 3 Cartridge	1.00	EA	13,000.00	13,000.00	25,447.00	25,447.00	24,450.00	24,450.00	26,000.00	26,000.00	20,000.00	20,000.00	
47	Stormfilter Manhole 60 In. - 2 Cartridge	2.00	EA	21,000.00	42,000.00	24,961.00	49,922.00	23,260.00	46,520.00	29,000.00	58,000.00	23,000.00	46,000.00	
48	Stormfilter Manhole 72 In. - 5 Cartridge	2.00	EA	26,000.00	52,000.00	38,132.00	76,264.00	19,350.00	38,700.00	40,000.00	80,000.00	30,000.00	60,000.00	
49	Stormfilter Manhole 72 In. - 7 Cartridge	1.00	EA	27,500.00	27,500.00	45,917.00	45,917.00	73,060.00	73,060.00	49,000.00	49,000.00	36,000.00	36,000.00	
50	Underdrain Pipe 4 In. Diam.	644.00	LF	50.00	32,200.00	39.76	25,605.44	30.00	19,320.00	36.00	23,184.00	12.00	7,728.00	
51	Area Drain	4.00	EA	1,000.00	4,000.00	804.00	3,216.00	1,200.00	4,800.00	1,300.00	5,200.00	600.00	2,400.00	
52	Storm Drain Cleanout	4.00	EA	400.00	1,600.00	649.00	2,596.00	950.00	3,800.00	900.00	3,600.00	500.00	2,000.00	
53	Connection to Drainage Structure	4.00	EA	250.00	1,000.00	1,555.00	6,220.00	750.00	3,000.00	1,300.00	5,200.00	500.00	2,000.00	
SURFACING				468,960.00	568,605.99	463,573.75	523,622.00	1,033,128.00						
54	Crushed Surfacing Top Course	1,000.00	TON	40.00	40,000.00	49.00	49,000.00	30.00	30,000.00	40.00	40,000.00	29.00	29,000.00	
55	Crushed Surfacing Base Course	2,050.00	TON	40.00	82,000.00	39.47	80,913.50	28.00	57,400.00	36.00	73,800.00	26.00	53,300.00	
56	Permeable Ballast	35.00	TON	80.00	2,800.00	66.00	2,310.00	55.00	1,925.00	38.00	1,330.00	26.00	910.00	
57	Gravel Backfill for Drains	20.00	TON	40.00	800.00	61.00	1,220.00	50.00	1,000.00	35.00	700.00	30.00	600.00	
HOT MIX ASPHALT				125,600.00	133,443.50	90,325.00	115,830.00	83,810.00						
58	HMA Cl. 1/2" PG 64-22	1,240.00	TON	130.00	161,200.00	171.93	213,193.20	160.00	198,400.00	130.00	161,200.00	142.00	176,080.00	
59	Planing Bituminous Pavement	1,970.00	SY	10.00	19,700.00	10.00	19,700.00	2.75	5,417.50	6.00	11,820.00	3.00	5,910.00	
CEMENT CONCRETE PAVEMENT				180,900.00	232,893.20	203,817.50	173,020.00	181,990.00						
60	Cement Conc. Pavement	32.00	SY	200.00	6,400.00	141.55	4,529.60	137.25	4,392.00	138.00	4,416.00	480.00	15,360.00	
IRRIGATION SYSTEMS				6,400.00	4,529.60	4,392.00	4,416.00	15,360.00						
61	Irrigation System	1.00	LS	10,000.00	10,000.00	88,500.00	88,500.00	31,775.00	31,775.00	14,000.00	14,000.00	25,000.00	25,000.00	
EROSION CONTROL AND ROADSIDE PLANTING				10,000.00	88,500.00	31,775.00	14,000.00	25,000.00						
62	Erosion/Water Pollution Control	1.00	LS	80,000.00	80,000.00	7,725.00	7,725.00	31,000.00	31,000.00	20,000.00	20,000.00	26,000.00	26,000.00	
63	Topsoil Type A - For Planting Bed Areas	292.00	CY	60.00	17,520.00	77.00	22,484.00	78.00	22,776.00	63.00	18,396.00	65.00	18,980.00	
64	Topsoil Type A - For Seeded Lawn Areas	84.00	CY	60.00	5,040.00	77.00	6,468.00	75.00	6,300.00	63.00	5,292.00	65.00	5,460.00	
65	Arborist Wood Chip Mulch	77.00	CY	77.00	5,929.00	89.00	6,853.00	61.00	4,697.00	54.00	4,158.00	60.00	4,620.00	
66	PSIPE - 2.5 In. Cal. Tree	41.00	EA	450.00	18,450.00	650.00	26,650.00	1,700.00	69,700.00	855.00	35,055.00	850.00	34,850.00	

67	PSIPE - 8 Ft.-10 Ft. Ht. Tree	12.00	EA	300.00	3,600.00	650.00	7,800.00	1,120.00	13,440.00	360.00	4,320.00	400.00	4,800.00
68	PSIPE - 4 Ft.-5 Ft. Ht. Tree	14.00	EA	125.00	1,750.00	650.00	9,100.00	840.00	11,760.00	280.00	3,920.00	300.00	4,200.00
69	PSIPE - 5 Gal. Container	161.00	EA	85.00	13,685.00	89.00	14,329.00	39.20	6,311.20	115.00	18,515.00	120.00	19,320.00
70	PSIPE - 2 Gal. Container	143.00	EA	66.00	9,438.00	29.50	4,218.50	39.20	5,605.60	63.00	9,009.00	70.00	10,010.00
71	PSIPE - 1 Gal. Container	139.00	EA	25.50	3,544.50	23.60	3,280.40	39.20	5,448.80	26.00	3,614.00	30.00	4,170.00
72	PSIPE - 4" Container	80.00	EA	12.00	960.00	23.60	1,888.00	39.20	3,136.00	11.00	880.00	20.00	1,600.00
73	Root Barrier	630.00	LF	14.00	8,820.00	6.00	3,780.00	39.20	24,696.00	14.00	8,820.00	2.00	1,260.00
74	Seeded Lawn Installation	846.00	SY	4.00	3,384.00	1.20	1,015.20	2.55	2,157.30	2.50	2,115.00	6.00	5,076.00
75	Silva Cell System	5.00	EA	1,500.00	7,500.00	1,800.00	9,000.00	3,750.00	18,750.00	2,200.00	11,000.00	8,500.00	42,500.00
TRAFFIC					179,620.50		124,591.10		225,777.90		145,094.00		182,846.00
76	Cement Conc. Traffic Curb and Gutter	3,370.00	LF	50.00	168,500.00	22.65	76,330.50	19.70	66,389.00	31.00	104,470.00	40.00	134,800.00
77	Cement Conc. Traffic Curb	158.00	LF	45.00	7,110.00	35.72	5,643.76	30.25	4,779.50	42.00	6,636.00	40.00	6,320.00
78	Cement Conc. Pedestrian Curb	177.00	LF	40.00	7,080.00	33.37	5,906.49	27.00	4,779.00	26.00	4,602.00	40.00	7,080.00
79	Roundabout Cement Conc. Curb	147.00	LF	50.00	7,350.00	35.73	5,252.31	31.00	4,557.00	43.00	6,321.00	175.00	25,725.00
80	Cement Conc. Driveway Entrance	300.00	SY	110.00	33,000.00	63.26	18,978.00	57.00	17,100.00	58.00	17,400.00	30.00	9,000.00
81	Cement Conc. Sidewalk	1,725.00	SY	80.00	138,000.00	50.29	86,750.25	43.50	75,037.50	39.00	67,275.00	75.00	129,375.00
82	Cement Conc. Curb Ramp Type Perpendicular	10.00	EA	3,500.00	35,000.00	1,280.00	12,800.00	1,900.00	19,000.00	3,000.00	30,000.00	800.00	8,000.00
83	Cement Conc. Curb Ramp Type Single Direction	1.00	EA	2,500.00	2,500.00	2,106.00	2,106.00	2,700.00	2,700.00	3,000.00	3,000.00	800.00	800.00
84	Cement Conc. Curb Ramp Type Parallel	5.00	EA	3,000.00	15,000.00	1,990.00	9,950.00	2,600.00	13,000.00	2,600.00	13,000.00	800.00	4,000.00
85	Cement Conc. Curb Ramp Type Combination	4.00	EA	3,500.00	14,000.00	1,988.00	7,952.00	2,600.00	10,400.00	3,100.00	12,400.00	800.00	3,200.00
86	Detectable Warning Surface	72.00	SF	50.00	3,600.00	53.00	3,816.00	50.25	3,618.00	46.00	3,312.00	25.00	1,800.00
87	Permanent Signing	1.00	LS	10,000.00	10,000.00	20,730.00	20,730.00	21,850.00	21,850.00	18,000.00	18,000.00	40,000.00	40,000.00
88	Paint Line	2,290.00	LF	1.50	3,435.00	0.59	1,351.10	0.60	1,374.00	0.60	1,374.00	2.25	5,152.50
89	Painted Wide Lane Line	3,845.00	LF	1.50	5,767.50	0.88	3,383.60	0.90	3,460.50	0.80	3,076.00	2.00	7,690.00
90	Plastic Crosswalk Line	840.00	SF	12.00	10,080.00	9.44	7,929.60	9.25	7,770.00	9.00	7,560.00	2.00	1,680.00
91	Painted Wide Dotted Lane Line	90.00	LF	1.00	90.00	2.36	212.40	2.40	216.00	2.20	198.00	2.00	180.00
92	Plastic Yield Line Symbol	21.00	EA	175.00	3,675.00	88.47	1,857.87	90.00	1,890.00	80.00	1,680.00	75.00	1,575.00
93	Plastic Stop Line	65.00	LF	25.00	1,625.00	21.23	1,379.95	21.00	1,365.00	20.00	1,300.00	25.00	1,625.00
94	Plastic Bicycle Lane Symbol	16.00	EA	300.00	4,800.00	501.33	8,021.28	500.00	8,000.00	430.00	6,880.00	225.00	3,600.00
95	Plastic Line	290.00	LF	10.00	2,900.00	5.90	1,711.00	5.75	1,667.50	5.50	1,595.00	12.00	3,480.00
96	Beam Guardrail Type 31 7 Ft. Post Length	25.00	LF	200.00	5,000.00	60.00	1,500.00	284.00	7,100.00	160.00	4,000.00	300.00	7,500.00
OTHER ITEMS					478,512.50		283,562.11		276,053.00		314,079.00		402,582.50
97	Pedestrian Guardrail	642.00	LF	175.00	112,350.00	294.90	189,325.80	281.00	180,402.00	260.00	166,920.00	250.00	160,500.00
98	Wood Fence	736.00	LF	40.00	29,440.00	72.25	53,176.00	69.00	50,784.00	63.00	46,368.00	115.00	84,640.00
99	Chain Link Fence Type 4	116.00	LF	50.00	5,800.00	52.13	6,047.08	46.70	5,417.20	46.00	5,336.00	65.00	7,540.00
100	Mailbox Support	8.00	EA	200.00	1,600.00	669.00	5,352.00	550.00	4,400.00	550.00	4,400.00	250.00	2,000.00
101	Monument Case and Cover	2.00	EA	1,700.00	3,400.00	590.00	1,180.00	975.00	1,950.00	3,000.00	6,000.00	300.00	600.00
102	Adjust Monument Case and Cover	1.00	EA	1,300.00	1,300.00	281.00	281.00	695.00	695.00	2,800.00	2,800.00	250.00	250.00
103	Adjust Manhole	6.00	EA	1,000.00	6,000.00	561.00	3,366.00	695.00	4,170.00	700.00	4,200.00	1,200.00	7,200.00
104	Adjust Catch Basin	5.00	EA	750.00	3,750.00	421.00	2,105.00	575.00	2,875.00	700.00	3,500.00	500.00	2,500.00
105	Adjust Water Valve Box	14.00	EA	500.00	7,000.00	281.00	3,934.00	400.00	5,600.00	550.00	7,700.00	250.00	3,500.00
106	Adjust Cleanout	3.00	EA	400.00	1,200.00	281.00	843.00	455.00	1,365.00	475.00	1,425.00	300.00	900.00

WATER LINES				171,840.00	265,609.88	257,658.20	248,649.00	269,630.00					
107	Ductile Iron Pipe for Water Main 4 In. Diam	10.00	LF	80.00	800.00	79.21	792.10	90.00	900.00	175.00	1,750.00	60.00	600.00
108	Ductile Iron Pipe for Water Main 8 In. Diam	865.00	LF	85.00	73,525.00	87.69	75,851.85	77.00	66,605.00	60.00	51,900.00	400.00	346,000.00
109	Gate Valve 8 In.	7.00	EA	2,000.00	14,000.00	1,525.00	10,675.00	1,875.00	13,125.00	1,500.00	10,500.00	2,500.00	17,500.00
110	Gate Valve 6 In.	1.00	EA	1,500.00	1,500.00	1,112.00	1,112.00	1,990.00	1,990.00	1,100.00	1,100.00	850.00	850.00
111	Resetting Existing Hydrant	1.00	EA	4,000.00	4,000.00	1,645.00	1,645.00	1,000.00	1,000.00	3,300.00	3,300.00	1,250.00	1,250.00
112	Moving Existing Hydrant	1.00	EA	5,000.00	5,000.00	1,640.00	1,640.00	1,000.00	1,000.00	5,800.00	5,800.00	1,250.00	1,250.00
113	Adjust Water Meter Box	8.00	EA	1,000.00	8,000.00	219.00	1,752.00	425.00	3,400.00	350.00	2,800.00	500.00	4,000.00
114	Service Connection, 1 In. Diam.	3.00	EA	1,500.00	4,500.00	1,095.00	3,285.00	1,152.00	3,456.00	1,400.00	4,200.00	600.00	1,800.00
115	Service Connection, 3/4 In. Diam.	6.00	EA	1,500.00	9,000.00	1,090.00	6,540.00	985.00	5,910.00	1,100.00	6,600.00	600.00	3,600.00
116	Hydrant Assembly	1.00	EA	5,500.00	5,500.00	6,180.00	6,180.00	5,620.00	5,620.00	7,000.00	7,000.00	1,500.00	1,500.00
117	Pressure Reducing Assembly and Vault (6" X 2")	1.00	EA	80,000.00	80,000.00	87,250.00	87,250.00	138,950.00	138,950.00	66,000.00	66,000.00	90,000.00	90,000.00
ALTERNATE BID ITEMS				205,825.00	196,722.95	241,956.00	160,950.00	468,350.00					
118	Cement Conc. Pavement	112.00	SY	200.00	22,400.00	209.27	23,438.24	215.00	24,080.00	140.00	15,680.00	400.00	44,800.00
119	Cement Conc. Pavement Colored	6.00	SY	225.00	1,350.00	862.11	5,172.66	800.00	4,800.00	430.00	2,580.00	680.00	4,080.00
120	Cement Conc. Pavement Exposed Aggregate	10.00	SY	250.00	2,500.00	633.47	6,334.70	575.00	5,750.00	360.00	3,600.00	525.00	5,250.00
Line A: Subtotal of Items that Include WA State Sales Tax				2,965,993.00		2,542,135.23		2,561,792.60		2,866,925.00		4,227,766.50	
Line B: Subtotal of Items that Do Not Include WA State Sales Tax				205,825.00		196,722.95		241,956.00		160,950.00		468,350.00	
Line C: WA State Sales Tax @ 9.0% (applied to Line B only)				18,524.25		17,705.07		21,776.04		14,485.50		42,151.50	
Line D: Subtotal of Lines B and C				224,349.25		214,428.02		263,732.04		175,435.50		510,501.50	
Base Bid Total (Total of Lines A and D)				3,190,342.25		2,756,563.25		2,825,524.64		3,042,360.50		4,738,268.00	
Base Bid plus Alternate 1 Total				3,212,742.25		2,780,001.49		2,849,604.64		3,058,040.50		4,783,068.00	
Base Bid plus Alternate 1 plus Alternate 2 Total				3,214,092.25		2,785,174.15		2,854,404.64		3,060,620.50		4,787,148.00	
Base Bid plus Alternate 1 plus Alternate 2 plus Alternate 3 Total				3,216,592.25		2,791,508.85		2,860,154.64		3,064,220.50		4,792,398.00	

Contract

CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT (“Contract”), made the 24th, day of March 2020, by and between the City of Bainbridge Island (“City” and/or “CONTRACTING AGENCY”) and SETON CONSTRUCTION, INC. (“CONTRACTOR”).

WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings, and other contract documents to be prepared for certain Work as described therein, known as the **WYATT WAY RECONSTRUCTION PROJECT**, and

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

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of Two Million Eight Hundred Sixty Thousand One Hundred and Fifty-four Dollars and Sixty-four Cents. (\$2,860,154.64) (“Contract Price”) for the fulfillment of the Work and the performance of the covenants set forth herein.

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

1. This Contract, including the form “Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices”
2. The Standard Specifications for Road, Bridge, and Municipal Construction, 2020 edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter “Standard Specifications”)
3. Amendments to the Standard Specifications
4. Indemnity and Insurance Agreement
5. Special Indemnity and Insurance Agreement
6. Prevailing Wage Schedules and Regulations
7. Specifications, Drawings, Details, and all other Documents contained in and made applicable by this Contract and the Project Manual
8. Certification of Compliance with Wage Payment Statutes
9. All Plans, Drawings, Specifications, and Addenda issued prior to the Bid Opening Date.

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

CONTRACTOR’s Initials: _____

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

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

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

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

CONTRACTOR: SETON CONSTRUCTION, INC.

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: March 10, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:50 PM) Ordinance No. 2020-10 Relating to an Interim Zoning Control Suspending BIMC 18.12.030.E. and Related Provisions Regarding Floor Area Ratio Bonus Density Options, Except for Sections E.1. and E.6. of BIMC 18.12.030.E. - ,

SUMMARY: By motion on March 3, 2020, the Council directed the City Manager to prepare an interim control ordinance to suspend the applicability and use of BIMC 18.12.030.E., except that subsections E.1. (related to Optional Affordable Housing) and E.6. (related to Historic Structure Preservation) would not be suspended. That ordinance has been prepared and is attached to this agenda item. If enacted as presented, the ordinance, as an emergency ordinance, would be effective immediately upon passage.

The ordinance would also suspend 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 being suspended in BIMC 18.12.030.E.

As a result of this interim ordinance, residential floor area ratio bonus could only be achieved through: (1) providing affordable housing; (2) transferring floor area ratio from the Islander Mobile Home Park (only available to Mixed Use Town Center properties); or (3) preserving a historic structure and using it as housing. Commercial floor area ratio bonus could only be achieved if a site has an historic structure and proposes to continue to use it as commercial.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to approve Ordinance No. 2020-10, relating to an interim zoning control to hereby suspend BIMC 18.12.030.E. and related provisions as described in the ordinance regarding floor area ratio bonus density options, except for Sections E.1. and E.6. of BIMC 18.12.030.E.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: Following several discussions, including on February 4, February 11, and February 25, 2020, the City Council on March 3 directed the City Manager to prepare an interim zoning control related to BIMC

18.12.030.E. to suspend the applicability and use of that Section E., except that subsections E.1. (related to Optional Affordable Housing) and E.6. (related to Historic Structure Preservation) would not be suspended.

Attached is Ordinance No. 2020-10, which is intended to accomplish what was directed by the Council's motion. If enacted as presented, the ordinance, as an emergency ordinance, would be effective immediately upon passage.

The ordinance would also suspend 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 being suspended in BIMC 18.12.030.E.

Regarding the option to purchase bonus Floor Area Ratio ("FAR"), the fees for FAR have been established by resolution (Resolution Nos. 2001-02 & 2006-50 -- attached) and are included within the City's Fee Schedule. The fees are \$18 per square foot for residential development, \$25 per square foot for mixed use development, and \$34 per square foot for commercial development. The funds are split between public amenities (40%) and farm/agriculture (60%).

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

For background, attached are:

- Proposed Ordinance No. 2020-10
- Resolution No. 2001-54 relating to distribution of FAR funds
- Resolution No. 2003-25 relating to designation of the Council as the decision-making authority for proposals to construct public amenities related to FAR
- BIMC 18.12.030.E.
- Ordinance No. 2019-26 extending the moratorium to April 3, 2020, on development related to certain Major Site Plan and Design Review and Major Conditional Use Permit proposals for development within the Winslow Master Plan Study Area

ATTACHMENTS:

[Ordinance No. 2020-10 Adopting an Interim Zoning Control Related to Use of Bonus Density.docx](#)

[Resolution No. 2001-54 Relating to Distribution of Funds from FAR](#)

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

[BIMC 18.12.030 FAR BONUS OPTIONS.docx](#)

[Ordinance No. 2019-26 Extending the Development Moratorium Approved 092419](#)

FISCAL DETAILS: As of year end 2019, there is roughly \$85,000 in the FAR Farmland Preservation fund and \$15,000 in the FAR Winslow Amenities fund, as provided for in BIMC 18.12.030.E.2, Purchase of Development Rights.

Fund Name(s):

Coding:

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 City’s affordable housing bonus density program has had limited success because of competing bonus density options such as the option for direct purchase of bonus density; and

WHEREAS, the effect of these competing bonus density options is to create a socioeconomic environment in downtown Winslow that is at odds with the Guiding Principles, the Housing Element, and other Elements of the City’s Comprehensive Plan; 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).

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:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: March 6, 2020
PASSED BY THE CITY COUNCIL: March 10, 2020
PUBLISHED: _____, 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									
Commercial and Other Nonresidential Uses	0.6	0.4	0.3	0.15	0.1	0.3	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									
Commercial and Other Nonresidential Uses	1.0	0.6	0.6	0.3	0.2	0.6	Bonus densities require compliance with BIMC 18.12.030.D	N/A	N/A
	Bonus densities require compliance with BIMC 18.12.030.E								
Residential	1.0	0.6	0.6	1.0	1.1	0.6		N/A	N/A
	Bonus densities require compliance with BIMC 18.12.030.E								
Mixed Use [2]	1.5	1.0	1.0	1.0	1.3 (1.5 pursuant to note [3])	1.0		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					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									
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> <ul style="list-style-type: none"> (a) Chapter 16.12 BIMC, Shoreline Master Program; or (b) Chapter 16.20 BIMC, Critical Areas; or (c) BIMC 16.28.040, mining regulations; or (d) BIMC 18.09.030, Use Specific Standards; or (e) BIMC 18.12.030.F, Shoreline Structure Setbacks. 									

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	Ericksen 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	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD	Avenue or Ericksen Avenue overlay districts	the Central Core or Ericksen 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	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD									
Bonus 3 Structure Height	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.								

[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, reference 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. 2001-54

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

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

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

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

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

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

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

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

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

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

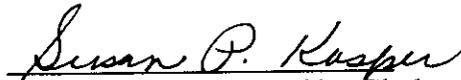
Section 3. For the purposes of this resolution, public amenities are defined as pocket parks, pedestrian connections, traffic calming treatments, street trees, street furniture and other features, which enhance the livability of Winslow.

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

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


Dwight Sutton, Mayor

ATTEST/AUTHENTICATE


SUSAN P. KASPER, City Clerk

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

RESOLUTION NO. 2003-25

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

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

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

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

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

Resolution 2001-54 shall be amended as follows:

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

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

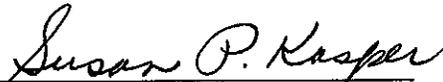
Section 2. Proposals to construct public amenities and/or infrastructure projects for the purpose of obtaining a floor area ratio bonus shall be reviewed and approved by the Public Works and Transportation Committee, upon recommendation of the Director of Public Works, and approved by Resolution of the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

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

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


DARLENE KORDONOWY, Mayor

ATTEST/AUTHENTICATE


SUSAN P. KASPER, City Clerk

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

August 6, 2003
August 13, 2003
2003-25

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	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

Table 18.12.030: Optional Affordable Housing Bonus Summary Table

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

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

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

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

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

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

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

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

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

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

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

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

ORDINANCE NO. 2019-26

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (1) Revise review procedures for preliminary subdivisions to include the Design Review Board and Planning Commission in process; and
- (2) Analyze alternatives to decision-making authority for the Design Review Board, Planning Commission, and Hearing Examiner for subdivisions, conditional use permits, and site plan and design review; and
- (3) Identify specific development standards to review/revise in Chapters 18.12 and 18.15 of the Bainbridge Island Municipal Code; and
- (4) Initiate rewrite of subdivision design standards in Chapter 17.12 of the Bainbridge Island Municipal Code; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. Exclusions.

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

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

(3) The moratorium shall not apply to subdivisions.

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

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

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

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

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



Kol Medina, Mayor

ATTEST/AUTHENTICATE:


Christine Brown, CMC, City Clerk

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

Attached:

Exhibit A (Work Plan)

Exhibit B (Winslow Master Plan Study Area)

Exhibit A

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

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:10 PM) Creation of a Term-Limited Position Dedicated to Public Records Response - Executive,

SUMMARY: The City is receiving a growing number of increasingly complex public records requests. In order to provide more staff support to respond to these requests, the City Manager recommends creation of a term-limited position, Public Records Specialist or a similar title, for 12 months. Additional discussion of staffing and the potential to add a regular, ongoing position, will be part of the upcoming biennial budget discussions.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to forward for approval with the Consent Agenda for the March 24, 2020, Council meeting creation of a term-limited position to support public records response.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	\$45,000
Ongoing Cost:	
One-Time Cost:	\$45,000
Included in Current Budget?	Yes

BACKGROUND: See the attached memo for additional information.

ATTACHMENTS:

[Presentation - Request to Add Term-Limited Position CC 03102020](#)

[Staff Memorandum - Exec Staffing Request for Term-Limited PRR Position](#)

FISCAL DETAILS: The 2020 cost is estimated to be \$45,000, which is salary and benefits for 6 months of a position in Range 14.

Based on historical spending compared to budget, the City Manager proposes to use funding from the Professional Services line in the Executive Department. 91

Fund Name(s):

Coding:

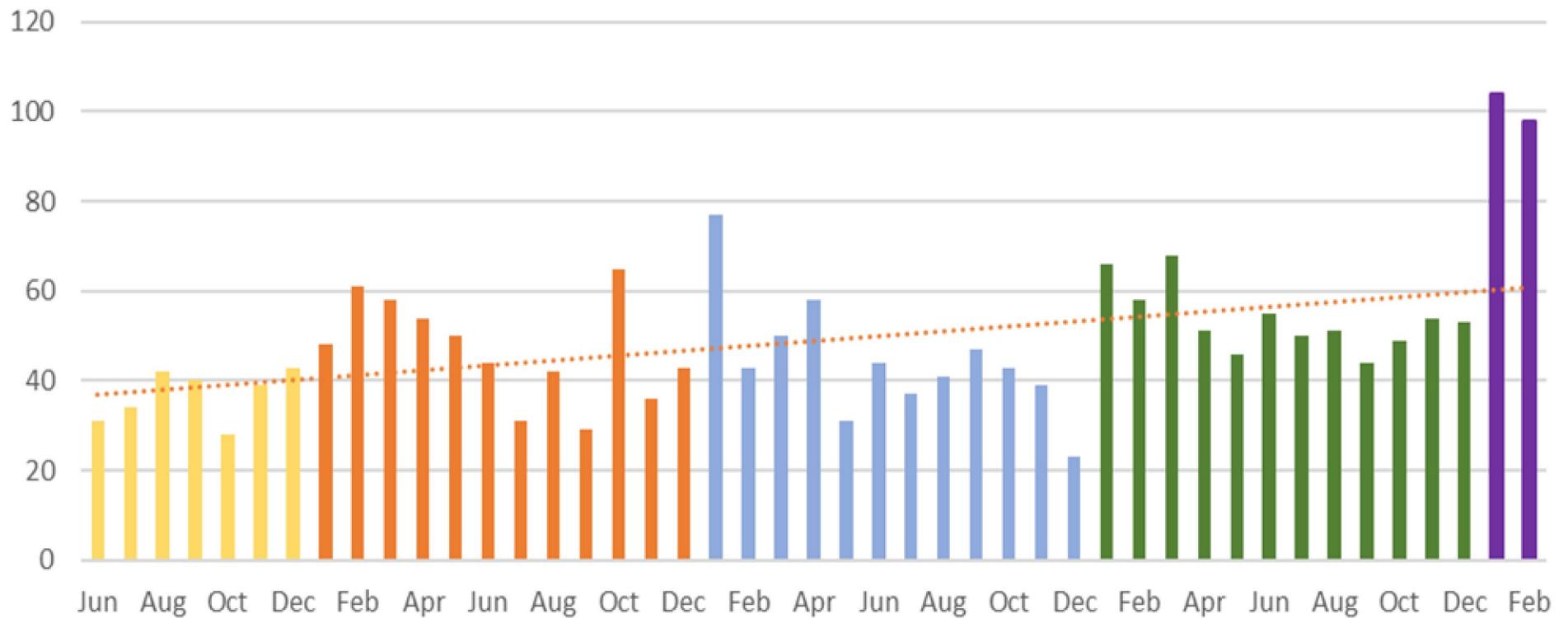


CITY OF
BAINBRIDGE
ISLAND

Request to
add term-
limited
public
records
specialist
position

MARCH 10, 2020

Number of Requests by Month (excluding Police)
 2016 - yellow; 2017 - orange; 2018 - blue; 2019 - green; 2020 - purple

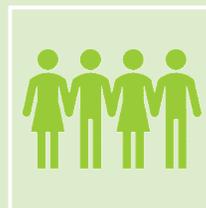


Annual Number of Public Records Requests Increasing

Expected Outcomes of Adding Term-Limited Position



Higher level of service

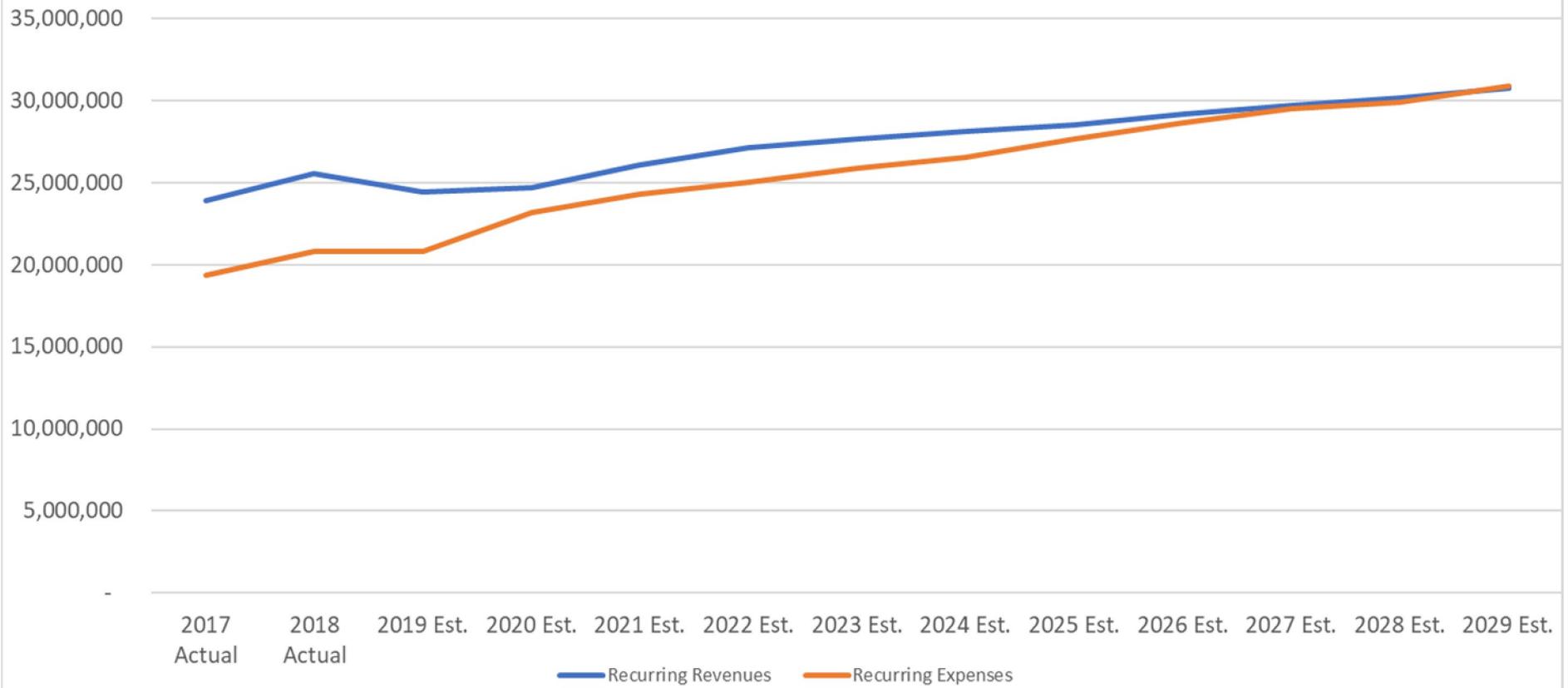


Redundancy/back up capacity



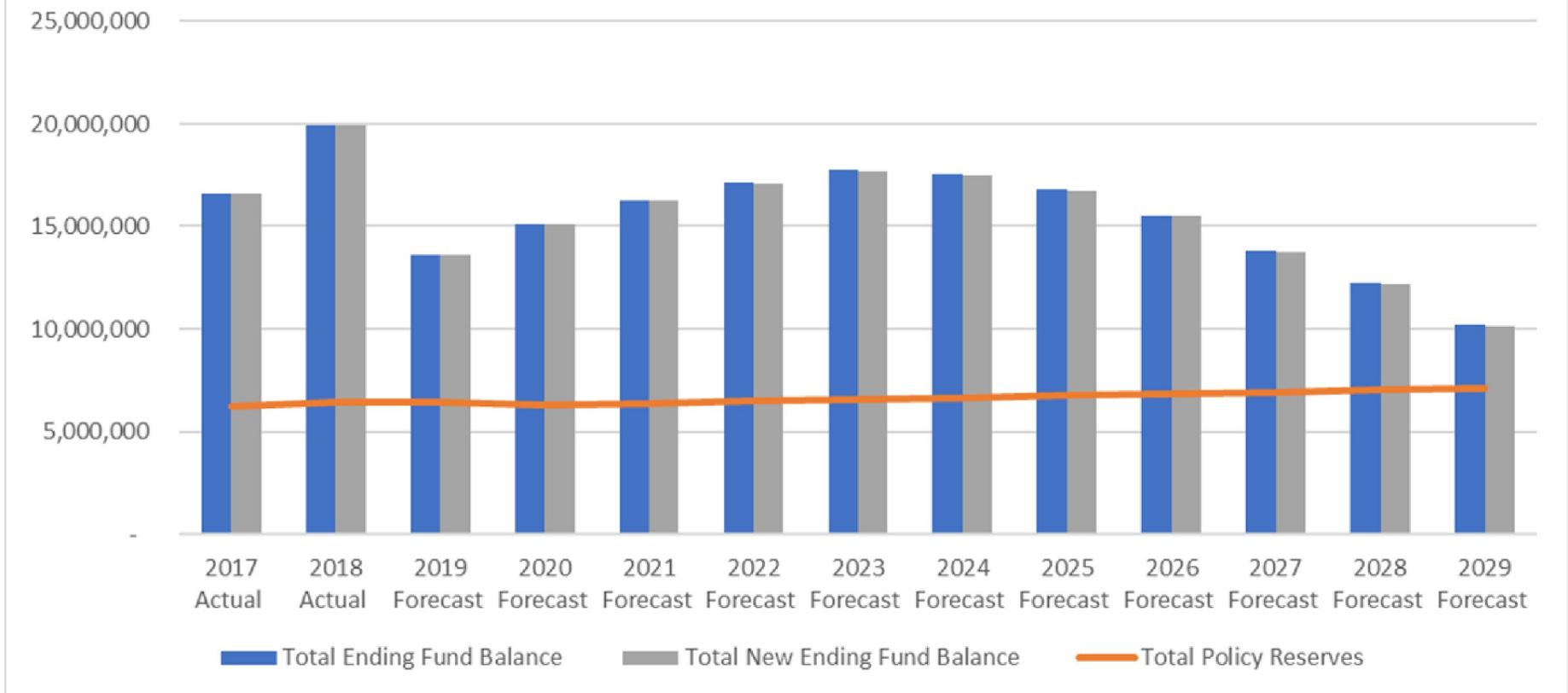
Ability to address deferred policy priorities

RECURRING REVENUES & RECURRING EXPENDITURES FOR MAJOR TAX - SUPPORTED FUNDS



Recurring Revenue/Expense with Requested New Spending

ENDING FUND BALANCE & RESERVE TARGET (GENERAL, STREETS, REET, & B&DS FUNDS)



Ending Fund Balance with Requested New Spending

Questions?

Discussion





CITY OF
BAINBRIDGE ISLAND

Executive Department Memorandum

Date: March 10, 2020

To: City Council
Morgan Smith, City Manager

From: Ellen Schroer, Deputy City Manager

Subject: Executive Department staffing for public records responses

This memo requests approval for a limited-term staff position in the Executive Department to provide additional staffing for public records response. This position would be supervised by the City Clerk with work responsibilities related to identifying and compiling records responsive to public records requests received by the City. New funding is not requested; I believe that we can support this incremental position by transferring budget from professional services in the Executive Admin and Executive Legal divisions. The proposed transfer may constrain spending at the end of 2020, which could require deferring some emerging professional services work to 2021 or requesting a budget amendment in the fall.

[Staffing Request Detail](#)

In 2020, the workload for the City Attorney, Deputy City Attorney, City Clerk, and Deputy City Clerk continues to be very high. After considerable discussion, review of workload, and as part of planning for a sustainable approach, I recommend that we add additional staffing dedicated to public records response. The proposal is for a 12-month term-limited position, with additional evaluation through the upcoming budget cycle.

Options considered for additional staffing in the near term:

1. Contract for or add term-limited public records staffing to support public records function and provide dedicated hours for public records response under leadership of City Clerk. To address current situation, consider this to be a 12-month position with opportunity to review as part of budget development.
2. Contract for or add temporary legal staff to perform contracts administration and other tasks as delegated by the City Attorney to provide more time for Deputy City Attorney to dedicate to public records requests.
3. Rebalance Deputy City Clerk time to allow for more public records work. This change would shift work to other departments.

I recommend the addition of a term-limited or contract position dedicated to public records response. This addition provides support for existing staff, acknowledges that current and expected future workload exceeds current staffing, and allows for redundancy in the public records function. The City Attorney's office is fully programmed at this time, so significantly adding to the workload of the City Attorney or Deputy City Attorney would create delay for other staff and/or additional expense due to more work being delegated to outside legal counsel. The current Deputy City Clerk can support the Clerk and perform records management but does not have capacity to add significant public records response duties.

This position will report to the City Clerk, with work directed by the Clerk, who is also the City's Public Records Officer. The new employee will work exclusively on public records requests, with duties to include reviewing records for responsiveness to requests (including email, text messages, and social media posts), corresponding with requesters, identifying material that is exempt from release under the Public Records Act, redacting records in the public records portal, and working with staff in other departments to identify files and electronic records responsive to requests.

Regarding the cost to meet this important need, I estimate, based on a monthly salary of \$5,300 which is roughly the middle of Range 14, that six months of a fulltime term-limited position will cost between \$40,000 and \$45,000. More detailed cost estimates will be available when a position description has been finalized. The position will be supervised at least on a temporary basis by the City Clerk.

The Executive Department budget was not built to include this position, however, I believe that for the balance of 2020, we do not need to request new appropriation authority to add this term-limited position. The Executive Department currently has one vacancy in the Information Technology Division; recruitment is actively underway for this position so it's unlikely that there will be ongoing salary savings against which we can budget this position, however there will be some savings from the position that will be vacant for approximately three months. We have in some years underspent for professional services, so this would be a possible place from which to transfer budget authority. Alternatively, we could request additional spending authority through a budget amendment.

As 2020 progresses, the efficiency and effectiveness of this new position should be evaluated and considered for inclusion as a regular position in the 2021-2022 budget development process.

[Public Records Request Volume Detail](#)

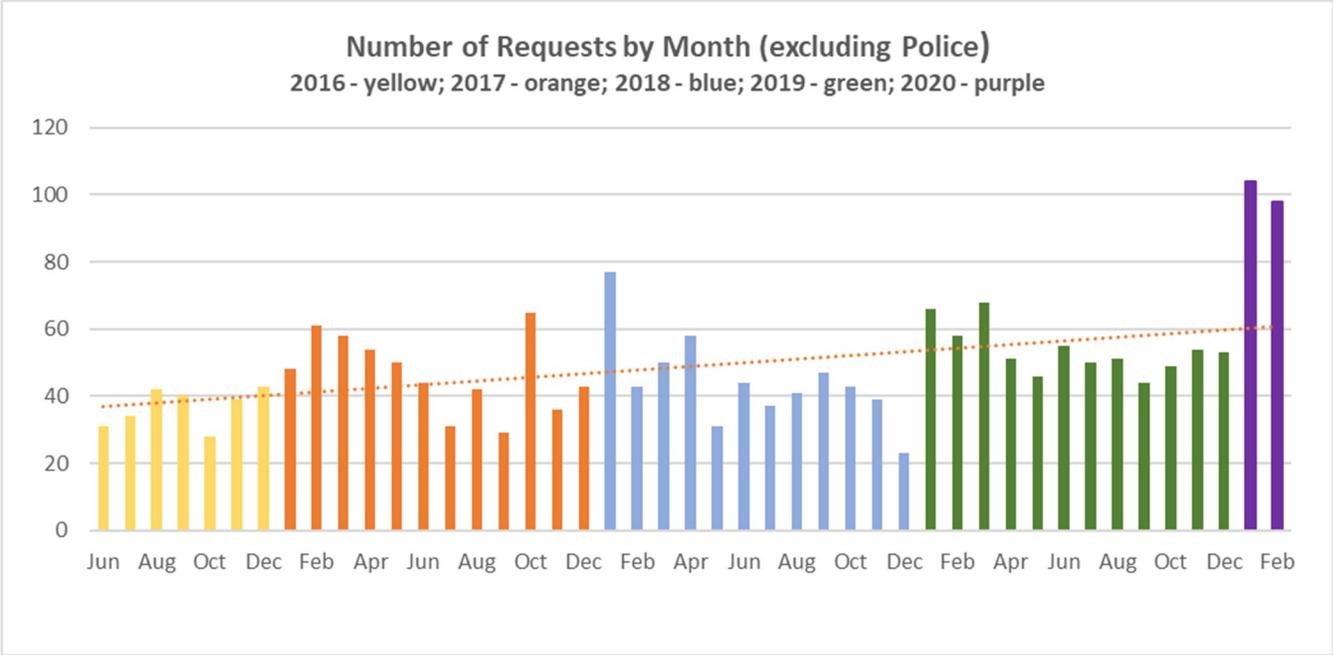
The information below provides background information on the volume of public records requests since the implementation of the NextRequest public records web portal in the middle of 2016.

Public records requests, both in terms of number and complexity, are increasing. We expect this to continue based on our recent experience and trend analysis. The increase in requests leads to an increase in the need for time, including related to:

- The demand for response exceeds the supply of available hours.
- Currently, response to records requests that cannot be completed with minimal research are being scheduled roughly four to six weeks out. Requesters with multiple requests pending have a first installment scheduled 3 months out. The most complex requests are taking two years or more to complete.

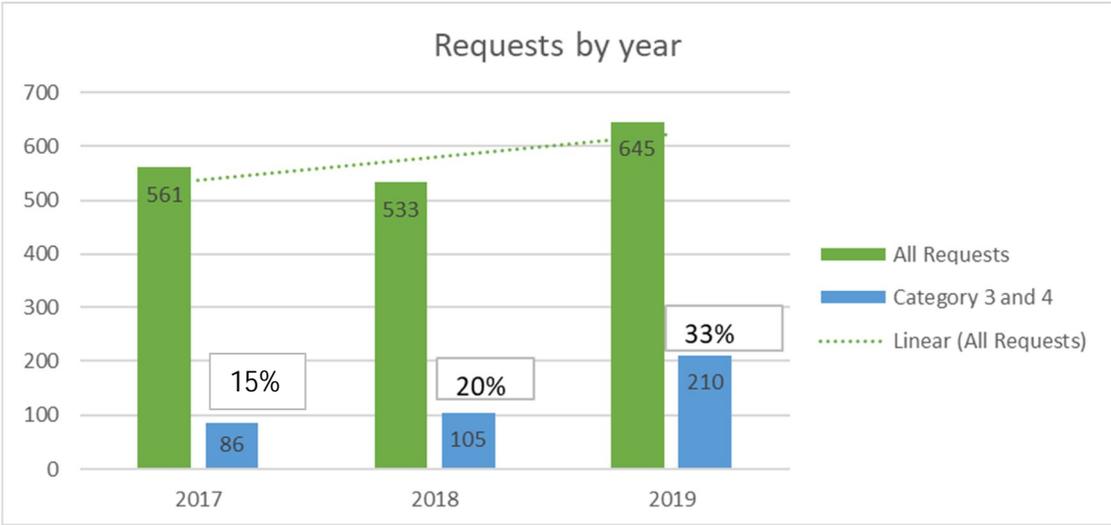
The chart below shows the growth over time of the requests tracked in the NextRequest web portal. January of 2020 is the highest month since we began recording the number of requests and February is the second highest, suggesting that 2020 overall request numbers will exceed all previous years.

Note that the Public Records Officer handles the complex requests for the Police Department; data which is not captured below.



In addition to the total number of requests, the nature of the work is growing more complex and time consuming.

- As of the end of February, there were 147 open requests, of which 46 (31%) are Category 4 (most complex) and 61 (41%) are Category 3 (complex). Requests continue to come in at a rate that is higher than previously experienced.
- The number of complex requests is increasing at a faster rate than any other category.
- The average number of new requests per month was 46 from late 2016 through 2019. In January and February of 2020, the City received 202 requests, or an average of 101 per month. This is roughly double the three-year average.



Addressing this staffing need for the balance of 2020 with term-limited staff will allow the City to assess options going forward. It will also provide needed back up and support to the Public Records Officer and staff in the Executive Department.

Thank you for your consideration of this request. I welcome any questions or feedback.

- cc: Christine Brown, City Clerk
- Joe Levan, City Attorney
- DeWayne Pitts, Finance Director
- Kate Brown, Human Resources Manager



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:20 PM) Ordinance No. 2020-07, Amending Ch. 2.41 BIMC Relating to the Human Services Funding Advisory Committee, Executive -

SUMMARY: The City of Bainbridge Island convenes a group of community representatives every two years to develop recommendations for City funding to support human services activities. The Bainbridge Island Municipal Code currently refers to this group as a "committee," so needs to be updated to refer to the group as a "task force," as decided by the City Council on June 11, 2019.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to forward Ordinance No. 2020-07 for approval with the March 24, 2020 Consent Agenda.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

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

BACKGROUND: The City of Bainbridge Island provides significant funding to local human services organizations through an award cycle held every two years. In order to incorporate community representation in the process used to develop recommendations for City funding to support human services, the City has determined it will use a group of community representatives to develop a set of funding recommendations to be presented to the City Council.

The group was originally called a "committee" but in June 2019, the Council determined it is most effective to have a "task force" of limited duration to perform this work. The task force is appointed by the Council in June of every other year and serves until the recommendations are finalized in the fall of that year for the next two-year award cycle.

The attached ordinance updates the relevant code chapter, BIMC 2.41, to make this change.

ATTACHMENTS:

[Ordinance No. 2020-07, Amending Chapter 2.41 BIMC Relating to the Human Services Funding Advisory Committee](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2020-07

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the City's Human Services Funding Advisory Committee; amending Chapter 2.41 of the Bainbridge Island Municipal Code (BIMC) to change the committee into a task force with a specified term of service.

WHEREAS, the Human Services Element of the City's Comprehensive Plan identifies as an overriding principle that Bainbridge Island will function as a caring community that strives to maintain the well-being of all its members, a community where all members feel connected to the community, and where each individual has opportunities to contribute to the community; and

WHEREAS, the City desires to further this principle through many avenues, including the provision of significant financial support to community partners to meet the human services needs of residents, now and in the future; and

WHEREAS, the City desires to provide financial support to qualified recipient organizations in a manner that reflects current City goals and also allows a high degree of transparency and accountability for the results and impacts of the City funding; and

WHEREAS, the City wishes to incorporate community representation in the process used to develop recommendations for City funding to support human services; and

WHEREAS, on June 11, 2019, the City Council determined that such community representation is most effectively performed by a task force with a specified term of service rather than by a standing committee; and

WHEREAS, Chapter 2.41 BIMC outlines the makeup and duties of the Human Services Funding Advisory Committee; and

WHEREAS, Chapter 2.41 BIMC now needs to be amended to reflect the Council's desire that the community representation take the form of a task force with a specified term of service rather than a standing committee.

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

Section 1. Chapter 2.41 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Chapter 2.41
Human Services Funding Advisory ~~Committee~~ Task Force

Sections:

- 2.41.010 Created – Membership, appointment, term, and compensation.
- 2.41.020 Vacancies – Removal.
- 2.41.030 Duties and responsibilities.
- 2.41.040 Meetings, officers, records, and quorum.

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

A. There is created a human services funding advisory ~~committee~~ task force for the city, hereinafter called the “the ~~committee~~ task force.” The ~~committee~~ task force shall consist of seven voting members who shall be appointed by the mayor and confirmed by vote of the city council. Members of the task force shall serve for a single term, to be specified at the time of appointment, that coincides with the city’s work to review proposals for funding from community organizations. A member may be reappointed to a separate, subsequent term, but no member of the task force shall be appointed to more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.

B. Members shall not be employees or officers of the city or appointed to another city of Bainbridge Island ~~city advisory group committee, board or commission~~, except for city advisory groups that require special expertise or are of a specialized ~~committees or task forces~~ of limited duration. Members shall not be employees or officers of any organization which will request or receive city funding for human services.

C. Periodically, members shall be appointed to the task force to review proposals for funding from community organizations and develop funding recommendations for consideration by the city council. Members of the committee shall serve for a single term to be specified at the time of appointment that coincides with the City’s work to review proposals for funding from community organizations. A member may be reappointed to a separate, subsequent term. No member shall serve more than three consecutive terms

~~unless the city council determines that special expertise is required, or there are no other qualified applicants.~~

D. Members shall serve without compensation.

2.41.020 Vacancies – Removal.

In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. The removal and resignation of members shall be governed by Chapter 2.01 BIMC.

2.41.030 Duties and responsibilities.

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

2.41.040 Meetings, officers, records, and quorum.

A. The ~~committee~~ task force shall meet as needed to complete its review of qualified proposals and to develop a complete funding recommendation for consideration by the city council. Meetings of the task force shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW).

B. ~~The committee shall select from among its members a chairperson at the first regular meeting of each year. Demotion of the chairperson shall be governed by Chapter 2.01 BIMC. At least one city councilmember shall serve as the liaison to the task force and shall also serve as the nonvoting chair of the task force.~~

C. ~~For meetings consisting of a majority of the then serving voting members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary chair, or their designee, and approved by the task force~~

and signed by the chair at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the ~~committee~~task force. The approved meeting minutes shall be posted on the city's ~~web site~~website.

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

E. A majority of the ~~voting~~ members then serving on the ~~committee~~task force shall constitute a quorum.

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:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER:

2020-07



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:30 PM) Ordinance No. 2020-08, Amending Ch. 2.43 BIMC Relating to the Cultural Funding Advisory Committee - Executive,

SUMMARY: The City of Bainbridge Island convenes a group of community representatives every two years to develop recommendations for City funding to support activities related to the Cultural and Economic Elements of the Comprehensive Plan. The Bainbridge Island Municipal Code currently refers to this group as a "committee," so needs to be updated to refer to the group as a "task force," as decided by the City Council on June 11, 2019.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to forward Ordinance No. 2020-08 for approval with the March 24, 2020 Consent Agenda.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

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

BACKGROUND: The City of Bainbridge Island provides significant funding to local arts and culture organizations through an award cycle held every two years. In order to incorporate community representation in the process used to develop recommendations for City funding, the City has determined it will use a group of community representatives to develop a set of funding recommendations to be presented to the City Council.

The group was originally called a "committee" but in June 2019, the Council determined it is most effective to have a "task force" of limited duration to perform this work. The task force is appointed by the Council in June of every other year and serves until the recommendations are finalized in the fall of that year for the next two-year award cycle.

The attached ordinance updates the relevant code chapter, BIMC 2.43, to make this change.

ATTACHMENTS:

[Ordinance No. 2020-08, Amending Chapter 2.43 BIMC Relating to the Cultural Funding Advisory Committee](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2020-08

AN ORDINANCE of the City Council of Bainbridge Island, Washington, relating to the City’s Cultural Funding Advisory Committee; amending Chapter 2.43 of the Bainbridge Island Municipal Code (BIMC) to change the committee into a task force with a specified term of service.

WHEREAS, the Cultural Element of the City’s Comprehensive Plan states that the economic identity and vibrancy of Bainbridge Island is based upon its unique cultural values; and

WHEREAS, the Cultural Element recognizes that the arts and humanities significantly contribute to the City’s identity, sense of place, and economy; and

WHEREAS, the Economic Element of the City’s Comprehensive Plan includes the goal that the City will continue to promote the arts as a significant component of the Bainbridge Island economy; and

WHEREAS, the City desires to further these principles through many avenues, including the provision of significant financial support to community partners, now and in the future; and

WHEREAS, the City desires to provide financial support to qualified recipient organizations in a manner that reflects current City goals and also allows a high degree of transparency and accountability for the results and impacts of the City funding; and

WHEREAS, the City wishes to incorporate community representation in the process used to develop recommendations for City funding to support cultural and economic activities; and

WHEREAS, on June 11, 2019, the City Council determined that such community representation is most effectively performed by a task force with a specified term of service rather than by a standing committee; and

WHEREAS, Chapter 2.43 BIMC outlines the makeup and duties of the Cultural Funding Advisory Committee; and

WHEREAS, Chapter 2.43 BIMC now needs to be amended to reflect the Council’s desire that the community representation take the form of a task force with a specified term of service rather than a standing committee.

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

Section 1. Chapter 2.43 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Chapter 2.43
Cultural Funding Advisory ~~Committee~~ Task Force

Sections:

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

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

A. There is created a cultural funding advisory ~~committee~~ task force for the city, hereinafter called the ~~committee~~ “task force” for the purposes of this chapter. The ~~committee~~ task force shall consist of seven voting members who shall be appointed by the mayor and confirmed by vote of the city council. Members of the task force shall serve for a single term, to be specified at the time of appointment, that coincides with the city’s work to review proposals for funding from community organizations. A member may be reappointed to a separate, subsequent term, but no member of the task force shall be appointed to more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.

B. Members shall not be employees or officers of the city or appointed to another city of Bainbridge Island city advisory ~~group~~ committee, board or commission, except for city advisory groups that require special expertise or are of a specialized committee or task force of limited duration. Members shall not be ~~staff members, board members, or officers or employees~~ of any organization which will request or receive city funding for cultural funding.

C. Periodically, members shall be appointed to the task force to review proposals for funding from community organizations and develop funding recommendations for consideration by the city council. Members of the committee shall serve for a single term to be specified at the time of appointment that coincides with the city’s work to review proposals for funding from cultural organizations. A member may be reappointed to a separate, subsequent term, and shall hold office until his or her successor has been deemed qualified and been appointed. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.

D. Members shall serve without compensation.

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

2.43.020 Vacancies – Removal.

In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. The removal and resignation of members shall be governed by Chapter 2.01 BIMC.

2.43.030 Duties and Responsibilities.

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

2.43.040 Meetings, officers, records, and quorum.

A. The ~~committee~~ task force shall meet as necessary to develop its review of qualified proposals and to develop a complete funding recommendation for consideration by the city council. Meetings of the task force shall be open to the public and held in accordance with the Open Public Meetings Act (chapter 42.30 RCW).

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

C. At least one city councilmember shall serve as the liaison to the ~~committee~~ task force and shall also serve as the nonvoting chair of the ~~committee~~ task force.

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

~~committee task force~~. The approved meeting minutes shall be posted on the city's ~~web site~~ website.

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

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:

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NUMBER: 2020-08



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:40 PM) Interlocal Agreement with Kitsap County Regarding for Emergency Vehicle Operation Course (EVOC) Training - Police,

SUMMARY:

Consider the renewal of an existing agreement with Kitsap County for Emergency Vehicle Operations Course (EVOC) training, an essential requirement for sworn law enforcement personnel and a required element of continued agency accreditation.

AGENDA CATEGORY: Interlocal Agreement **PROPOSED BY:** Police

RECOMMENDED MOTION:

I move to forward the Interlocal Agreement with Kitsap County for Emergency Vehicle Operation Course Training for approval with the March 24, 2020 Consent Agenda.

STRATEGIC PRIORITY: Safe City

FISCAL IMPACT:

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

BACKGROUND: Kitsap County provides EVOC training for regional law enforcement agencies to increase officer safety in multi-jurisdictional responses and pursuits. Conducting this training collaboratively is an economical and efficient use of resources. The Bainbridge Island Police Department wishes to execute this agreement to memorialize the terms and conditions of the program and continue participation for its sworn personnel in exchange for fees calculated on the actual costs of providing the program.

ATTACHMENTS:

[Interlocal Agreement with Kitsap County Regarding for Emergency Vehicle Operation Course \(EVOC\) Training](#)

FISCAL DETAILS: There is \$21,000 in the 2020 Police Safety training budget sufficient to cover these costs.

Fund Name(s): General Fund

Coding: 53011212/443410

**INTERLOCAL COOPERATION AGREEMENT FOR
EMERGENCY VEHICLE OPERATIONS COURSE (EVOC) TRAINING**

THIS INTERLOCAL AGREEMENT FOR EMERGENCY VEHICLE OPERATIONS COURSE (EVOC) TRAINING (“Agreement”) is entered by and among, Kitsap County (“County”), and the identified Cities and Counties, each of which is a municipal corporation of Washington state, and Tribes, which are federally recognized tribes, all collectively referred to herein as the “Parties” and individually as a “Party”.

City of Bainbridge Island
City of Bremerton
City of Gig Harbor
City of Fircrest
City of Forks
City of Port Angeles
City of Port Orchard
City of Poulsbo

City of Ruston
City of Shelton
City of Sequim
City of Westport
Clallam County
Jefferson County
Suquamish Tribe

RECITALS

- A. The Interlocal Cooperation Act, Chapter 39.34 RCW, allows public agencies to enter into cooperative agreements to jointly perform any governmental services, activity, or undertaking which it is authorized by law to perform.
- B. Emergency vehicle operations course training is essential and required for sworn law enforcement personnel. Providing this training collaboratively with other law enforcement agencies increases officer safety in multi-jurisdictional responses and pursuits and is an economical efficient use of resources.
- C. The Parties desire to execute this Agreement to memorialize the terms and conditions of the Program.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, and mutual promises and covenants, the Parties agree as follows:

- 1. **AUTHORITY.** This Agreement is entered into pursuant to chapter 39.34 RCW.
- 2. **ESTABLISHMENT OF EVOC TRAINING PROGRAM.** The Parties through this Agreement hereby establish the EVOC Training program (“EVOC” or “Program”) for the purposes identified in this Agreement.
- 3. **PURPOSE.** The purpose of this Agreement is to provide for the joint and cooperative undertaking of the Parties to establish, implement, and manage an EVOC Program, identify

those persons responsible for administering the Program, and define responsibilities as contemplated in RCW 39.34.030.

4. ORGANIZATION. No separate legal or administrative entity is created by this Agreement nor do the Parties intend to create through this Agreement a separate legal or administrative entity subject to suit.
5. ADMINISTRATOR. The Kitsap County Sheriff's Office (KCSO) shall function as the administrator of the Program, in coordination and cooperation with the Parties. By functioning in this capacity, the County is not assuming responsibility or liability for the actions or failures to act by the other Parties and/or their respective employees, representatives or agents.
6. EFFECTIVE DATE, DURATION. This Agreement shall be effective from the date the Agreement is executed by at least two Parties and shall remain in effect for five (5) years, unless terminated or extended. This Agreement may be extended for additional consecutive terms upon the written agreement of the Parties.
7. EVOC PROGRAM AND RESPONSIBILITIES
 - A. KCSO will be responsible for the coordination of the Program, which includes Program organization, operation, budget, staffing, and training, in cooperation with the other Parties. A KCSO sergeant shall function as the Program Coordinator. In no event shall the coordination of the Program by KCSO be considered an allocation of liability to KCSO under RCW 10.93.040.
 - B. EVOC training will be provided twice annually in three (3) hours blocks, generally in April and October. By December 31st of each year, KCSO will announce the training dates for the subsequent year and advise when classes will be open for registration.
 - C. KCSO will arrange for the use of sufficient training facilities to conduct the EVOC training. The Parties agree to work cooperatively to provide waivers that may be required for the use of such space. The cost of the training facilities will be incorporated into the Program attendee fees.
 - D. Each Program attendee will receive three (3) hours of EVOC training per year. Pursuit Immobilization Technique (PIT) instructions will be provided to attendees only when such maneuvers are authorized by the attendee's department policy. The Program attendee is responsible for advising his/her instructor when PIT maneuverers are not authorized by the attendee's employing agency.
 - E. Each Party shall keep a current copy of its pursuit policy on file with the Program Coordinator. Program attendees will also be required to bring a copy of the pursuit policy to training for discussion.

- F. Each Party will be responsible for providing the vehicles and fuel to be used by its Program attendees for training purposes. Each Party shall be responsible for any insurance, repairs, fuel, maintenance, damage or loss to its equipment and vehicles operated by its employees while participating in Program activities and shall hold the other Parties harmless for the same.
- G. KCSO will provide chase and PIT instruction vehicles for Program use but encourages the Parties to make additional vehicles available to the Program for such use.
- H. The Program Coordinator or his/her designee shall have the authority, in his/her sole discretion, to remove or prohibit any attendee from participating in training activities due to unprofessional, unsafe conduct, or other inappropriate conduct. The attendee's employing agency will be advised accordingly.
- I. The Parties agree to work cooperatively together in good faith in coordinating the Program activities and performing their obligations under this Agreement.

8. PROGRAM INSTRUCTORS

- A. All EVOC instructors will be required to have successfully completed the basic Emergency Vehicle Operations Instructor training course provided by the Washington State Criminal Justice Training Commission or the equivalent.
- B. The Parties will work cooperatively to ensure that there are sufficient qualified EVOC instructors available to meet the needs of the Program. While KCSO will provide EVOC instructors for the Program, each Party is also required to provide EVOC instructors for the Program with the required number of instructors based on the size and training needs of the Party. Each Party reserves the right to make changes in its personnel assigned, which includes the number of personnel assigned. The Parties will work cooperatively with the Program Coordinator for purposes of scheduling instructors and Program attendees.
- C. All persons functioning as EVOC instructors for the Program will be expected to remain for the entire duration of the session for which they are providing instruction.
- D. The Program Coordinator or his/her designee shall have the authority, in his/her sole discretion, to remove or prohibit an instructor(s) from participating in instruction activities based on performance, attendance, teaching ability, unsafe conduct, unprofessional, or other inappropriate behavior. The instructor's employing agency will be advised accordingly.
- E. Nothing in this Agreement shall prohibit or otherwise prevent a Party from sending designated supervisory personnel to any training for the purposes of monitoring and/or evaluating their agency's personnel, training, or equipment.

9. FEES

- A. Each Party will be required to pay KCSO a fee for every Program attendee the Party sends to participate in the Program. The fees will be calculated based on the actual costs of providing the Program.
- B. KCSO will invoice each Party for all attendee fees. Invoices shall be paid within 30 days of the invoice date. Any Party failing to pay the invoice amount may be excluded from participation in the Program.

10. TRAINING RECORDS. Upon successful completion of Program training, each Party will receive verification of its employees Program attendance. Each Party shall be responsible for the maintenance and retention of training records for its employees.

11. TERMINATION, DISSOLUTION, PROPERTY DISPOSITION. Any Party may terminate their participation in this Agreement for any reason upon 60-days prior written notice to the other Parties. The termination of a Party shall not automatically result in dissolution of this Agreement. A terminated Party assumes no responsibility for the acts or omissions occurring after the effective termination date but shall remain liable for acts or omissions occurring prior to the effective date of termination. The Program may be dissolved in its entirety by unanimous agreement of all Parties. Upon termination or dissolution, all property provided by the Party or Parties for Program use will be returned to the respective contributing agencies unless otherwise agreed.

12. INDEPENDENT CAPACITY, RESPONSIBILITIES.

- A. Each Party and its respective employees or agents shall act an independent contractor and continue to be the employees or agents of that Party (the primary commissioning agency) which shall be solely and exclusively responsible for that employee or agent and shall not be considered for any purpose whatsoever to be employees or agents of another Party to this Agreement. No Party shall have the authority to bind another Party nor control the employees, agents, or contractors of another Party to this Agreement. All rights, duties and obligations of the employer shall remain with the primary commissioning Agency. Each Party agrees to indemnify, defend and hold harmless the other Parties in any action arising from or related to the negligence of its own employees, including all costs of defense and attorney's fees.
- B. Each Party shall be solely and exclusively responsible for the compensation, benefits, training expenses, equipment, costs, and all other costs and expenses for its employees. Each Party will be responsible for ensuring compliance with all applicable laws, collective bargaining agreements, and civil service rules and regulations regarding its own employees. No Party shall have the authority to bind another Party nor control the employees, agents or contractors of another Party to this Agreement. All rights, duties, and obligations of a Party shall remain with that Party.

13. INSURANCE

- A. Each Party will maintain sufficient insurance coverage to cover any and all hazards, damages, costs and liabilities associated with the Program activities, which shall at minimum include the following coverage:
 - i. General Liability insurance with minimum combined single limits of one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) aggregate. The policy will be applicable to all premises and operations. The policy will include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall not contain any exclusions which relate to or arise out of the Program activities under this Agreement. The policy will contain a severability of interests' provision.
 - ii. Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000) each occurrence with respect to each of Party's owned, hired and non-owned vehicles on the premises at the EVOC training. The policy will contain a severability of interests' provision.

14. INDEMNIFICATION

- A. Each Party shall indemnify, defend, and hold harmless the other Parties, and the other Parties' officers, employees, and agents from any and all allegations, complaints, losses, claims, damages, attorneys' fees, or costs for wrongful and/or negligent acts or omissions of the Party and/or its officers, employees, or agents relating to or arising out of Program activities. In the case of allegations, complaints, losses, claims, damages, attorneys' fees, or costs against more than one Party, any damages allowed shall be levied in proportion to the percentage of fault attributable to each Party, and each Party shall have the right to seek contribution from each of the other Parties in proportion to the percentage of fault attributable to each of the other Parties. The Parties shall cooperate and jointly defend any such matter to the fullest extent allowed by law. Nothing in this Agreement is intended to waive any defense under Title 51 RCW.
- B. A Party's obligation to defend, indemnify, and hold harmless the other Party shall not be eliminated or reduced by any alleged concurrent negligence by the other Party. Any damages allowed shall be levied in proportion to the percentage of fault attributable to each Party, and each Party shall have the right to seek contribution from each of the other Parties in proportion to the percentage of fault attributable to each of the other Parties. Moreover, the Parties agree to cooperate and jointly defend any such matter to the fullest extent allowed by law. A Party that has withdrawn assumes no responsibility for the actions of the remaining members arising after the date of withdrawal but shall remain liable for claims of loss or liability arising prior to the effective date of withdrawal.

15. **NONDISCRIMINATION.** No Party shall discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Title VI of the Civil Rights Act of 1964, P.L. 88-354 and Americans with Disabilities Act of 1990 in the performance of this Agreement.
16. **GOVERNING LAW, VENUE, WAIVER OF IMMUNITY**
- A. This Agreement shall be governed by the laws of the State of Washington. Each Party consents to the personal jurisdiction of the Superior Court of the State of Washington for all Party claims, disputes, proceedings or actions in any way arising under, or relating to, this agreement or the subject matter of this agreement. Venue for any such claim shall be exclusively in the Kitsap County Superior Court. Each Tribe hereby expressly grants a limited waiver of sovereign immunity to suit solely for the purposes of this provision. The Tribes will neither direct nor authorize their respective insurers to raise defenses of sovereign immunity or treaty rights on behalf of the Tribes for Party claims authorized by this provision.
- B. Nothing in this Agreement shall be construed to authorize any suit, execution, attachment, or judicial process against the persons or property of the Tribe or any of its officers, agents, or employees, or against the Tribal Council or any member thereof, other than as specifically provided herein. In no event shall this Agreement be construed to authorize attachment, execution or other judicial process against real property of the Tribe, any property held in trust by the United States or subject to a restriction against alienation imposed by federal law, or any funds held by or on behalf of the Tribe and derived from federal or state grants or contracts.
- C. The provisions of this section shall survive for three (3) years after the expiration or termination of this Agreement.
17. **FILING.** Prior to its entry into force, this Agreement shall be filed with the Kitsap County Auditor's Office or, alternatively, listed by subject on the web site or other electronically retrievable public source in compliance with RCW 39.34.040.
18. **ADDITIONAL PARTIES.** Additional governmental entities may to be added as a party to this Agreement in the future by executing an addendum to this Agreement executed by the party requesting to begin participation in the Program and all current Parties to this Agreement. The Addendum must be filed with the Kitsap County Auditor's Office in compliance with RCW 39.34.040.
19. **NOTICE.** All notices under this Agreement may be delivered or mailed to the Sheriff or Chief of the other Parties' law enforcement agency. All notices mailed by regular post (including first class) shall be deemed to have been given on the second business day following the date of mailing, if properly mailed and addressed. Notices sent by certified or

registered mail shall be deemed to have been given on the day next following the date of mailing, if properly mailed and addressed. For all types of mail, the postmark affixed by the United States Postal Service shall be conclusive evidence of the date of mailing.

20. **COMPLIANCE WITH LAWS.** The Parties shall at all times exercise their rights and perform their respective obligations under this Agreement in full compliance with all applicable laws, ordinances, rules, and regulations of any public authority having jurisdiction.
21. **NO JOINT VENTURE.** Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture, or other joint enterprise between the Parties.
22. **INTEGRATION.** This Agreement contains all terms and conditions agreed upon by the Parties, except necessary operational agreements between Participating Agencies in furtherance hereof and supersedes any other agreement or understanding of the Parties relating to the subject matter of this Agreement. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the Parties.
23. **AMENDMENT.** This Agreement may be amended from time to time as deemed appropriate by the Parties, provided, any such amendment shall not become effective unless written and signed by all Participating Agencies with the same formality as this Agreement.
24. **IMPLIED CONTRACT TERMS.** Each provision of law and any terms required by law to be in the Agreement are made a part of the Agreement as if fully stated in it.
25. **NO THIRD-PARTY BENEFICIARY.** It is the specific intent of the Parties that this Agreement shall not confer third-party beneficiary status on any non-party, including but not limited to the citizens of any Party's jurisdiction.
26. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, all such counterparts shall be deemed to constitute one and the same instrument, with each counterpart deemed an original. In the event that fewer than all named parties execute this Agreement, the Agreement, when filed as provided herein, shall be effective as between the Parties that have executed the Agreement to the same extent as if no other parties had been named.
27. **ASSIGNMENT.** This Agreement shall not be assigned in whole or in part by any Party to this Agreement. Any attempt to assign this Agreement shall be void.
28. **WAIVER.** A failure by any Party to exercise its rights under this Agreement shall not preclude that Party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the Party.

29. SEVERABILITY. The provisions of this Agreement are severable. Any term or condition of this Agreement or application thereof deemed to be illegal, invalid or unenforceable, in whole or in part, shall not affect any other term or condition of the Agreement and the Parties' rights and obligations will be construed and enforced as if the Agreement did not contain the particular provision.
30. SURVIVAL. The rights and obligations of the Parties shall survive the term of this Agreement to the extent that any performance is required under this Agreement after the expiration or termination of this Agreement, or extension thereof.
31. HEADINGS. Headings of this Agreement are for convenience only and shall not affect the interpretation of this Agreement.
32. ENTIRE AGREEMENT. This Agreement contains the entire understanding of the Parties and supersedes any other agreement or understanding of the Parties relating to the subject matter of this Agreement.
33. AUTHORIZATION. Any authorizations, actions required, or permitted to be taken, and any document required or permitted to be executed under this Agreement will be taken or executed only by a duly authorized representative of the party. Each party warrants and represents to the other that the person signing below has been properly authorized and empowered to execute this Agreement on behalf of the Party for whom they sign and, if applicable, to waive sovereign immunity as required by this Agreement.

[Signatures appear on the following pages]

Approved and executed this ___ day of _____, 2019

COUNTY OF KITSAP

APPROVED:

APPROVED AS TO FORM:

GARY SIMPSON
Kitsap County Sheriff

CHAD ENRIGHT
Kitsap County Prosecuting Attorney

APPROVED:

KITSAP COUNTY BOARD OF COMMISSIONERS
PORT ORCHARD, WASHINGTON

ROBERT GELDER, Chair

Dated: _____

EDWARD E. WOLFE, Commissioner

Dated: _____

CHARLOTTE GARRIDO, Commissioner

Dated: _____

ATTEST

DANA DANIELS, Clerk of the Board

Approved and executed this ___ day of _____, 2019

COUNTY OF CLALLAM

APPROVED:

APPROVED AS TO FORM:

Clallam County Sheriff

Clallam County Prosecuting Attorney

APPROVED:

CLALLAM COUNTY BOARD OF COMMISSIONERS

_____, Chair

Dated: _____

_____, Commissioner

Dated: _____

_____, Commissioner

Dated: _____

ATTEST

_____, Clerk of the Board

Approved and executed this ___ day of _____, 2019

COUNTY OF JEFFERSON

APPROVED:

APPROVED AS TO FORM:

Jefferson County Sheriff

Jefferson County Prosecuting Attorney

APPROVED:

JEFFERSON COUNTY BOARD OF COMMISSIONERS

_____, Chair

Dated: _____

_____, Commissioner

Dated: _____

_____, Commissioner

Dated: _____

ATTEST

_____, Clerk of the Board

Approved and executed this ___ day of _____, 2019

CITY OF PORT ORCHARD

APPROVED:

Chief of Police

APPROVED:

ROBERT PUTAANSUU
Mayor

APPROVED AS TO FORM:

SHARON CATES, City Attorney

ATTEST:

BRANDY RINEARSON, City Clerk

Approved and executed this ___ day of _____, 2019

CITY OF POULSBO

By: _____
DAN SCHOONMAKER
Chief of Police

By: _____
BECKY ERICKSON, Mayor

APPROVED AS TO FORM

ATTEST

JAMES HANEY, City Attorney

RHIANNON FERNANDEZ, City Clerk

DRAFT

Approved and executed this ___ day of _____, 2019

CITY OF BREMERTON

APPROVED:

APPROVED:

JIM BURCHETT
Chief of Police

GREG WHEELER
Mayor

APPROVED AS TO FORM:

ATTEST:

ROGER LUBOVICH, City Attorney

_____, City Clerk

Approved and executed this ___ day of _____, 2019

CITY OF BAINBRIDGE ISLAND

APPROVED:

MORGAN SMITH
City Manager

Approved and executed this ____ day of _____, 2020

CITY OF GIG HARBOR

APPROVED:

Chief of Police

Dated: _____

APPROVED AS TO FORM:

_____, City Attorney

APPROVED:

Mayor

Dated: _____

ATTEST:

_____, City Clerk

Approved and executed this ___ day of _____, 2019

CITY OF PORT ANGELES

APPROVED:

APPROVED:

Chief of Police

Mayor

Dated: _____

Dated: _____

APPROVED AS TO FORM:

ATTEST:

_____, City Attorney

_____, City Clerk

Approved and executed this ____ day of _____, 2019

CITY OF FIRCREST

APPROVED:

APPROVED:

Chief of Police

Mayor

Dated: _____

Dated: _____

APPROVED AS TO FORM:

ATTEST:

_____, City Attorney

_____, City Clerk

Approved and executed this ____ day of _____, 2019

CITY OF FORKS

APPROVED:

APPROVED:

Chief of Police

Mayor

Dated: _____

Dated: _____

APPROVED AS TO FORM:

ATTEST:

_____, City Attorney

_____, City Clerk

Approved and executed this ____ day of _____, 2019

CITY OF RUSTON

APPROVED:

APPROVED:

Chief of Police

Mayor

Dated: _____

Dated: _____

APPROVED AS TO FORM:

ATTEST:

_____, City Attorney

_____, City Clerk

Approved and executed this ___ day of _____, 2019

CITY OF SHELTON

APPROVED:

APPROVED:

Chief of Police

Mayor

Dated: _____

Dated: _____

APPROVED AS TO FORM:

ATTEST:

_____, City Attorney

_____, City Clerk

Approved and executed this ____ day of _____, 2019

CITY OF SEQUIM

APPROVED:

APPROVED:

Chief of Police

Mayor

Dated: _____

Dated: _____

APPROVED AS TO FORM:

ATTEST:

_____, City Attorney

_____, City Clerk

Approved and executed this ____ day of _____, 2019

CITY OF WESTPORT

APPROVED:

APPROVED:

Chief of Police

Mayor

Dated: _____

Dated: _____

APPROVED AS TO FORM:

ATTEST:

_____, City Attorney

_____, City Clerk

Approved and executed this ___ day of _____, 2019

SUQUAMISH TRIBE

By: _____

Title: _____

DRAFT

DRAFT



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:45 PM) Memorandum of Understanding with Olympic Educational Service District Regarding the Regional Student Threat Assessment Level II Team Program - Police,

SUMMARY: Consider support of the OESD's Regional Student Threat Assessment Program by allocating a portion of time and resources of a Bainbridge Island Police detective to participate in program activities.

AGENDA CATEGORY: Interlocal Agreement **PROPOSED BY:** Police

RECOMMENDED MOTION: I move to forward the Memorandum of Understanding with Olympic Educational Service District Regarding the Regional Student Threat Assessment Level II Team Program for approval with the March 24, 2020 Consent Agenda.

STRATEGIC PRIORITY: Safe City

FISCAL IMPACT:

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

BACKGROUND: The Olympic Educational Service District 114 (OESD) Regional Threat Assessment Level II Team Program is a multi-disciplinary team dedicated to the prevention of targeted acts of violence. Through the cooperative sharing of information, resources and the knowledge gained through training with leading experts in the field of threat assessment, the Program will case consult, provide resource and referral information and advice where the risk of violence is imminent and/or anticipated.

ATTACHMENTS:

[Memorandum of Understanding with Olympic Educational Service District Regarding the Regional Student Threat Assessment Level II Team Program](#)

FISCAL DETAILS: N/A - There is no additional budget needed since the program allocates a small percentage of an existing police detective's salary and benefits toward this program.

Fund Name(s): General Fund

Coding:

**Olympic Educational Service District
Regional Student Threat Assessment Level II Team Program
Memorandum of Understanding with School Districts' Community Partners**

I. BACKGROUND

The Olympic Educational Service District 114 (OESD) Regional Threat Assessment Level II Team Program is a multi-disciplinary team dedicated to the prevention of targeted acts of violence. Through the cooperative sharing of information, resources and the knowledge gained through training with leading experts in the field of threat assessment, the Program will case consult, provide resource and referral information and advice where the risk of violence is imminent and/or anticipated.

The Program is comprised of representatives from participating school districts and Olympic Educational Service District, as well as other public and non-profit agencies. This Agreement refers to all participating entities as "Agencies" and individual team members as "Representatives." This Agreement shall be signed by the administrative authority of each Agency, and Representatives, as employees of each Agency, are bound by the terms of this Agreement. Each Agency is responsible for ensuring their Representative has a copy of and understands the confidentiality requirements of this MOU. The Agencies initially participating in the Program include the Olympic Educational Service District (OESD), Local School Districts, County Sheriff Offices and City Police, Non Profit Mental Health Centers and Threat Assessment Consultant(s).

As provided below in Section VI, additional Agencies may be added as additional parties to this MOU as more partners in the work of the OESD Regional Threat Assessment Level II Team Program are identified.

II. PURPOSE & SCOPE

This Memorandum of Understanding (MOU) is an expression of intent among the parties to build and maintain a regional student threat assessment community (level II) team program. All parties involved agree:

1. Controlling school violence is a community responsibility and that sharing resources through collaboration of community agencies is the best way to address it;
2. The Program will follow the OESD Regional Threat Assessment community (Level II) team management system processes that assist with identifying and managing potentially dangerous and lethal circumstances in the local schools.
3. All parties are committed to identifying and sharing resources, where feasible, to improve coordination;
4. It is the understanding of all parties that certain roles in serving children and youth are required by law, and that these laws serve as the foundation for defining the role and responsibility of each participating Agency;
5. All obligations stated or implied in this MOU shall be interpreted in light of, and consistent with, governing state and federal laws; and
6. It is understood that each Representative's first responsibility is to the best interests of its own organization, provided that in no case will the confidentiality of information that is obtained as a result of the Agency's participation in the Threat Assessment Program be compromised in furtherance of an Agency's best interests. The parties and their Representatives agree to be sensitive to other participating agency issues, such as: jurisdictions, chains of command, agency business and policy, media and public perception.

III. RESPONSIBILITIES UNDER THIS MOU

The parties understand that the Representatives acting as a team, have no authority to develop, issue or disseminate policy or procedure that is in any way binding or contractual upon any of the participating Agencies.

However, since each Representative shares a responsibility to the other Agencies and Representatives and to the success of the team's objectives, the parties agree to the following responsibilities:

1. **Designation of Representatives:** The administrative authority of each participating Agency has sole authority for selection of which individual(s) will serve as that agency's Representative(s) to the team. To the extent possible, the Agency should consider consistency and stability in selection and retention of Representatives. To the extent possible, Agencies should ensure that each Agency consistently provides the same Representatives.
2. **Attendance:** Representatives shall attend scheduled meetings responsibly and be available for emergency consultation when necessary. If an Agency's regular Representative is unable to attend, the Agency will send an alternative Representative from their agency when feasible.
3. **Reporting to Agency:** Representatives will keep their Agency's administrative authority fully advised of the team's activities in a manner satisfactory to the administrative authority.
4. **Confidentiality.** All parties will strictly comply with matters of confidentiality in a manner consistent with the Agency's own policies and rules dealing with confidential material and as required under the Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. § 300gg and 29 U.S.C § 1181 et seq. and 42 USC 1320d et seq., the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, federal regulations regarding disclosure of an individual's drug and alcohol abuse, 42 C.F.R. Part 2, and any other applicable state or federal law. See Section V, below, regarding confidentiality restrictions. Case Files: The confidentiality and custody of all case files are the responsibility of the Representative and Agency who brought the case to the team. All Representatives and Agencies must adhere to the confidentiality provisions set forth in Section V.
5. **Training.** Representatives will continue to pursue additional training and knowledge in the area of threat assessment and management and share this information with other Representatives. Representatives will attend and complete training to be provided by the Program or through outside sources when available and feasible (for new Agencies and their Representatives).
6. **Conflicts.** All parties will immediately report to the Program any situations regarding conflicts of interest between the business of the team, the Representative, or with the Agency.
7. **Insurance.** Each Agency is responsible for ensuring that it has adequate insurance at its own expense for its own individual exposure to liability or loss.
8. **Personal Benefit.** Representatives shall not seek or accept personal gain resulting from either the training or knowledge received by virtue of participating in the Program. This prohibition does not include the Representative's salary and/or employment wages received from the Representative's participating Agency, or reimbursements for travel or other expenses the Representative might incur as the result of attending or presenting trainings relating to the Program. Exceptions to this restriction are permitted only with the knowledge and authorization of all Representatives and the Representative's Agency and only when such would benefit the Program and its participating Agencies.

IV. CASE MANAGEMENT

1. **Case Initiation.** Any of the Representatives from an Agency can designate a case to be assessed by the Program. However, subject to the confidentiality restrictions outlined elsewhere in this MOU, if a Representative becomes aware of a threat posed for an Agency, that Representative would immediately advise the Representative of the Agency. It would then be the decision of the Agency district whether to handle the case internally or bring it to all Representatives to address.

2. **Case Files:** While all Representatives are bound by the confidentiality provisions of this Agreement, maintaining security and physical custody of all case files are the responsibility of the Representative who brought the case to the team.
3. **Sources of Information.** Any Representative bringing a case to all Program Representatives to address is welcome and is encouraged to bring whatever sources of information he/she believes would benefit the team in either assessing or managing the case. Those sources of information might include (but are not limited to) reports, documents, recordings, and/or persons such as probation officers, school resource officers, or victim advocates.
4. **Management Decisions.** While other Representatives may offer suggestions, resources or assistance, the determination of how a case will be managed is ultimately the responsibility of the Representative who referred the case to the Program.
5. **Internal Operations.** Barring specific directions from the administrative authorities of the participating Agencies, decisions regarding the internal operations of the Program will be made by consensus of the Representatives, provided they are not in conflict with this MOU. Barring consensus, decisions will be made by majority vote with each participating agency having a single vote.
6. **Program Consultants.** The Program benefits greatly from the availability of individuals who provide consultation, advice, and assistance. These consultants may or may not be employees of participating Agencies and they may attend Program meetings at the invitation of OESD staff(s) designated as Regional Threat Assessment Community (Level II) Program Facilitator/Coordinator. All consultants must sign a confidentiality agreement, and abide by the requirements of FERPA and HIPAA, as set forth in Section V, below. The OESD Regional Threat Assessment Community (Level II) Program Facilitator/Coordinator (s) will review the confidentiality requirements with all consultants.

V. CONFIDENTIALITY RESTRICTIONS

A. Restrictions on Disclosing Information Protected by HIPAA

1. **HIPAA Applicability.** All parties to this memorandum of understanding acknowledge that many of the parties are subject to the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Pub. Law No. 104-191, codified at 42 U.S.C. § 300gg and 29 U.S.C § 1181 et seq. and 42 USC 1320d et seq. In order for the parties to perform threat assessments under this MOU, it may be necessary for some parties to make available without written patient authorization certain protected health information protected by the HIPAA privacy rule. "Protected health information" has the same meaning as the term in 45 C.F.R. 164.501, but for purposes of this MOU, the definition is limited to information created or received by a party on behalf of another party to this MOU for purposes of the Program. "Protected health information" does not include health information contained in "education records" as defined by FERPA and below in Section V.B. To the extent health information is contained in education records, it is protected by FERPA, rather than HIPAA.
2. **Treatment of Protected Health Information.** HIPAA requires protected health information to be afforded special treatment and protection. The information can be used for the purposes of the Program and can be re-disclosed only in accordance with the HIPAA Privacy Rule. In accordance with the HIPAA Privacy Rule, all parties to this agreement agree to use or disclose protected health information obtained under this agreement only with the authorization of the party who disclosed the information unless otherwise authorized by the HIPAA Privacy Rule. Any Representative who becomes aware of any use or disclosure of protected health information inconsistent with this MOU shall report the unauthorized use or disclosure to the Agency which originally disclosed the protected health information for Program purposes. The parties anticipate that all file records will be stored by the representing Agency that brings the case to the Program as noted in Section IV. However in the even 145

of termination of this MOU, each party must, to the extent feasible, return to the source Agency or destroy all protected health information received by virtue of participation in the Program, if other records were kept and not stored with the source Agency.

- 3. Possible disclosure to avert imminent threat.** Under the HIPAA Privacy Rule, a covered entity may disclose protected health information if the covered entity, in good faith, believes it is necessary to prevent or lessen a serious or imminent threat to the health or safety of a person or the public. Any such disclosure must be to a person reasonably able to prevent or lessen the threat, which could include the target of the threat. The disclosure must be limited to the minimum amount of information necessary to avert the threat.

B. Restrictions on Disclosing Information Protected by FERPA

- 1. FERPA Applicability.** All parties to this memorandum of understanding acknowledge that each participating school district is governed by the Family Educational Rights and Privacy Act (FERPA), 20 USC § 1232g and 34 C.F.R. Part 99, which governs the disclosure of personally identifiable information in protected education records. Education records mean (1) materials that contain information directly related to a student; and (2) materials that are maintained by an educational agency or institution or by a person acting for such agency or institution.
- 2. Treatment of Personally Identifiable Information.** FERPA requires education records, and personally identifiable information obtained from education records, to be afforded special treatment and protection. Education records and personally identifiable information can be disclosed only in accordance FERPA. Each Agency and Representative agrees not to disclose information obtained as a result of the Agency's participation in the Threat Assessment Program except to the extent specifically authorized by FERPA. All parties to this memorandum understand that in the context of the Threat Assessment Program, Representatives will act as volunteers or contracted consultants providing services to a school district, and are considered "school officials" with legitimate educational interests pursuant to FERPA. 34 C.F.R. § 99.31. In accordance with FERPA, all parties agree to use information obtained as a result of participation in the Program only for the purposes of the Program.
- 3. Re-disclosure.** All parties agree not to re-disclose FERPA-protected information obtained as a result of participation in the Program to any person except as authorized by this MOU and FERPA. Re-disclosure of the information is authorized only when: (i) the parents and/or students have given consent, or (ii) when it is reasonably necessary to protect any person from an immediate risk to the person's health or safety. When information is disclosed to protect a person's health or safety, the disclosure must be made to a person reasonably able to prevent or lessen the threat, which could include the target of the threat. The disclosure must be limited to the minimum amount of information necessary to avert the threat.

C. Restrictions on Disclosing Drug and Alcohol Abuse

- 1. Applicability.** The confidentiality of alcohol and drug abuse patient records maintained by a federally-assisted program holding itself out as providing drug and alcohol abuse diagnosis, treatment, or referral for treatment is protected by federal law, 42 C.F.R. Part 2. Federal law prohibits disclosure of information obtained by such a program if that information would identify that the individual abuses drugs or alcohol.

2. **Permissible Disclosure.** Information identified as protected in Section V.C.1 above may be disclosed only as permitted by 42 C.F.R. Part 2, which permits disclosure when: (1) the program obtains written parental consent (or, if parental consent not required under chapter 70.96A RCW and 42 C.F.R. § 2.14, the consent of the patient); (2) the disclosure is permitted by court order; or (3) the disclosure is made to medical personnel for the purpose of treating a condition which poses an immediate threat to the health of any individual and requires immediate medical intervention.

VI. ADMINISTRATIVE

- A. **Renewal.** This agreement shall be in effect as of the date of execution and will remain in effect until August 31, 2017, at which time it will automatically renew for a one year term. This agreement shall renew automatically on August 31 of each succeeding year unless otherwise modified or terminated.
- B. **Termination.** It is expressly understood that any of the parties may terminate their participation in this agreement for whatever reason by giving sixty (60) days' written notice to the other parties; provided, however, that the parties shall continue to be bound by the confidentiality provisions of this Agreement, Section V, notwithstanding termination.
- C. **Counterparts.** This agreement may be signed in counterparts, each of which will be deemed an original, and all of which, taken together, will be deemed one and the same document.
- D. **Additional parties.** The parties anticipate that additional agencies may be identified for participation in the Program after execution of this agreement. The parties agree that additional Agencies may sign the Agreement by executing a signature page in counterparts. The participation of additional Agencies will not affect the validity of the agreement as to existing parties. All parties shall be notified of the additional Agencies that become a party to this Agreement.
- E. **Modification.** Modification shall be made in writing and signed by all parties.
- F. **Choice of Law and Venue.** In the event that any party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties hereto agree that any such action or proceeding will be brought in a court of competent jurisdiction in Washington. The laws of the State of Washington will apply to this Agreement.
- G. **Assignment.** No party may assign its rights or responsibilities under this MOU without the written authorization of the other parties. Subject to the foregoing, this MOU will be binding upon, enforceable by, and inure to the benefit of, the parties and their successors and assigns.
- H. **Waiver.** The failure of any party to this Agreement to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option or right conferred by this Agreement, in any one or more instances will not be construed to be a waiver or relinquishment of any such option or right or of any other covenants or agreements which will remain in full force and effect.
- I. **Severability.** The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the parties will be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
- J. **No new entity created.** No separate administrative or legal entity is created as a product of this Agreement. No property will be held or transferred in furtherance of the Program.

VII. PARTICIPATING AGENCY/ORGANIZATION/SCHOOL DISTRICT

All parties to this agreement acknowledge that this agreement does not preclude or preempt each of the agencies individually entering an agreement with one or more parties to this agreement. Such agreements shall not nullify the force and effect of this agreement. This agreement does not remove any other obligations imposed by laws to share information with other agencies.

<p>BAINBRIDGE ISLAND POLICE DEPARTMENT</p> <p>Signed this date _____</p> <hr/> <p>Morgan Smith, City Manager</p>	<p>OLYMPIC EDUCATIONAL SERVICE DISTRICT 114</p> <p>Signed this date _____</p> <hr/> <p>Administrative Authority Gregory J. Lynch, Superintendent</p> <hr/> <p>Kristin Schutte, Executive Director, Student Services</p> <hr/> <p>Jennifer Acuna, Special Services Director</p> <hr/> <p>Jeff Allen, Youth Services Programs Director</p> <hr/> <p>Michelle Dower, Student Services Program Manager</p> <hr/> <p>Malorie Woods, Student Services Threat Assessment Coordinator</p>
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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:50 PM) Janitorial Contract Award - Public Works,

SUMMARY: The proposed contract includes janitorial services for City Hall, Police, Municipal Court, Wastewater Treatment Plant, Public Works Operations and Maintenance and the Waterfront Park Restrooms facilities for a period of three years.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to forward consideration of the Janitorial Contract Award to the March 24, 2020 Unfinished Business agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$TBD
Ongoing Cost:	\$TBD
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: The proposed contract includes janitorial services for City Hall, Police, Municipal Court, Wastewater Treatment Plant, Public Works Operations and Maintenance and the Waterfront Park Restrooms facilities for a period of three years. In order to prevent a gap in service (which would occur on April 15), upon completion of the competitive quote process, staff will forward the results for Council consideration as part of the March 24, 2020 Unfinished Business agenda.

ATTACHMENTS:

[Janitorial Agreement 2020](#)

FISCAL DETAILS: There is \$143,200 in the Facilities maintenance budget for this service with \$50,200 spent and \$93,000 remaining.

Fund Name(s): General Fund

Coding:

AGREEMENT FOR PURCHASED SERVICES

THIS AGREEMENT FOR PURCHASED SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation, (“City”) and _____, a _____ corporation (“Vendor”).

WHEREAS, the City desires to obtain janitorial services, which the City regards as nonprofessional services, for City facilities, including City Hall, Police, Senior Center, Waterfront Park Bathroom, Wastewater Treatment Plant, Municipal Court and Public Works-Operations & Maintenance; and

WHEREAS, the Vendor has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Vendor as follows:

1. SERVICES BY VENDOR

The Vendor shall provide the purchased services as defined in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment A** and incorporated herein by this reference as if set forth in full. The Vendor shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until April 15, 2023 unless sooner terminated by either party as provided below.

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

3. PREVAILING WAGES

In that the City is contracting for janitorial services under this Agreement, pursuant to RCW 39.12.020 and WAC 296-127-023, the City regards the work herein to be subject to Washington State Department of Labor and Industries (“L&I”) prevailing wage rates. The applicable rates in initiating this Agreement are the rates in effect on the date in which the proposals were required to be submitted to the City, which date is March 24, 2020. The applicable prevailing wage rates can be found at L&I’s prevailing wage website (see <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>).

4. PAYMENT

A. The City shall pay the Vendor for such services: (check one)

- Hourly, plus equipment cost plus markup, in accordance with **Attachment A**, but not more than a total of [write out the total payment for services] (\$_____) per year;
- Fixed Sum: a total amount per month of _____ DOLLARS (\$_____); The City shall pay _____ (\$_____) per month for daily daily/weekly cleaning services performed and _____ (\$_____) per month for monthly/annual services after the work has been satisfactorily completed in accordance with Attachment A and A-1. A ____% cost increase will increase the total amount on January 1, 2021 and again on January 1, 2022.
- Other:

B. The Vendor shall submit, in a format acceptable to the City, monthly invoices for services performed in a previous calendar month. Each project and each task within a project shall be the subject of a separate invoice. The Vendor shall maintain time and expense records and provide them to the City upon request.

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Vendor.

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

5. INSPECTION AND AUDIT

The Vendor shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Vendor shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts, and records if necessary, to conduct or document an audit. The Vendor shall preserve and make available all such books of account and records for a period of three (3)

years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Vendor shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

6. INDEPENDENT CONTRACTOR

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

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

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

D. The Vendor shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

7. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Vendor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The Vendor shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

8. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda, and other documents developed under this Agreement, whether finished or not, shall become the property of the City and shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

9. GENERAL ADMINISTRATION AND MANAGEMENT

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

10. HOLD HARMLESS AND INDEMNIFICATION

A. The Vendor shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the acts, errors, or omissions of the Vendor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Vendor and the City, its officers, officials, employees, and volunteers, the Vendor's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Vendor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Vendor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

C. The City's inspection or acceptance of any of the Vendor's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.

D. Nothing contained in this Agreement shall be construed to create a liability or a right of indemnification in any third party.

11. INSURANCE

The Vendor shall maintain insurance as follows:

Commercial General Liability as described in **Attachment B**.

Professional Liability as described in **Attachment B**.

Automobile Liability as described in **Attachment B**.

Workers' Compensation as described in **Attachment B**.

None.

12. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Vendor to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Vendor as stated herein.

13. EXTENT OF AGREEMENT/MODIFICATION

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

14. SEVERABILITY

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

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

15. FAIR MEANING

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

16. NON-WAIVER

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

17. NOTICES

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

To the City:

City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
Attention: City Manager

To the Vendor:

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

18. SURVIVAL

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

19. GOVERNING LAW

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

20. VENUE

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

21. COUNTERPARTS

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

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

VENDOR

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Morgan Smith, City Manager

Title _____

Tax I.D. #

ATTACHMENT A

SCOPE OF WORK

GENERAL

Upon award, the Vendor shall assign a supervisor to oversee all work. The Vendor shall coordinate day-to-day activities with the City's designated contact on an ongoing basis. The Vendor's supervisor and City's designated contact shall hold regularly scheduled meetings to coordinate work and supplies. The first week of every month the Vendor's supervisor will meet with the City's designated contact to draft the monthly janitorial report. The report will be performance-based with proposed areas of improvement and include on-site observations, interviews, and a review of customer complaints.

SUPPLIES

The City shall provide consumables that include: toilet paper, paper towels (roll and tri-fold), plastic bags, urinal mats, urinal blocks, soap, etc. The Vendor shall be responsible for delivering supplies from the supply storage area at the Operations and Maintenance shop to the facilities described in this scope of work and maintaining an accountability record of supplies used as required by the City. The Vendor shall supply cleaning products, equipment and tools to accomplish the work.

SITE SECURITY

While on City's premises, the Vendor, its agents, employees, or subcontractors shall comply in all respects with physical, fire, or other security regulations. Failure to comply with any part of facility security or confidentiality is a violation of the contract specifications, terms and conditions and may result in termination of the Agreement. The following shall apply:

General

Vendor's personnel shall conduct themselves on site in a workmanlike manner at all times. Personnel shall be courteous, neat in appearance, and wear visible vendor identification. Vendor employees are not allowed to move and read papers on desks, open desk drawers and cabinets, and use telephones and office equipment at the City's facilities. The Vendor shall not allow children and non-employees on the premises.

Security Plans

Vendor is to adhere to the City's security plans. Prior to working in any City facilities employees shall provide information including full name, address, driver's license, and fingerprints. The Police Department shall review/approve all potential employees prior to working in City facilities. The City reserves the right to deny any potential employee for past criminal activity and security concerns. Following the approval by the Police Department potential employees shall undergo online security training and present the Police Department with a certification of completion.

The Vendor shall not leave windows or doors propped open for any length of time without supervision. The vendor and his/her employees may not use City property, including telephones, for personal use unless given permission by an authorized City representative. All doors are to

be secured upon Vendor's departure from the facility. Smoking in any City building is not allowed.

Keys

Keys and access codes to City property issued to the Vendor must not be reproduced or given to another person. The Vendor will be responsible for obtaining any keys provided to employees who terminate employment with Vendor and returning them to the City. Keys or access codes shall be safeguarded and accounted for. The Vendor shall be held financially responsible for any damage and loss due to misappropriation, loss of keys, and compromise of access codes. In those cases, the Vendor may also be responsible for, but not limited to, all costs incurred, including re-keying of all locks, re-configuring electronic access systems, and reissuing new keys.

False Security Alarms

The City's designated contact will brief the Vendor on operation of the alarm system (police and/or fire), to stop false alarms from occurring. If an employee of the Vendor, by his/her actions or omissions causes a false alarm to occur, which results in a charge for the false alarm, the Vendor shall be liable for those charges, and the City will generate an invoice to the Vendor for those charges. The City reserves the right to hold payment for services until the Vendor pays the false alarm charge.

Hazardous Conditions/Damage Reporting

The Vendor's or his employees shall call 911 when drugs or needles are found on City property. The employee shall take precautions to not to touch or remove drugs/needles. The Vendor shall let the Police Department handle and dispose of drugs/needles properly. Other hazardous conditions shall be immediately secured, Vendor supervisor and City contacted to prevent damage and protect from injury.

Vendor's or his/her employees shall report any damaged or broken plumbing, glass or windows, light fixtures, furniture, lavatory fixtures, toilet stoppages, any security violations, vandalism, hazardous conditions, problems with heating and ventilating equipment, or any other condition to be considered unsafe, that may require attention for repairs, adjustment, replacement or correction within 24 hours.

HAZARDOUS MATERIALS

Right-to-know legislation requires the Department of Labor and Industries to establish a program to make employers and employees more aware of chemicals and hazardous substances in their work environment. The Vendor must include a complete material safety data sheet (MSDS) for each chemical material and the location each material is stored. Additionally, each container of hazardous materials must be appropriately labeled with:

1. The identity of the hazardous material,
2. Appropriate hazard warnings, and
3. Name and address of the chemical manufacturer, importer, or other responsible party.

The Vendor is responsible for the appropriate disposal of all waste products generated by the Vendor per all applicable Federal, State and local regulations.

Notification to the City’s designated contact must be submitted in writing at least one week in advance by the Vendor when non-standard janitorial services are being conducted such as carpet cleaning, window washing, etc. prior to use of chemicals that may irritate chemically sensitive employees. This notification is to ensure facility employees are aware of changes in their environment.

SAFETY TRAINING

Vendor shall be responsible for all necessary safety training in compliance with local, state and federal regulations, including, but not limited to, the Occupational Safety and Health Administration rules and regulations.

SCHEDULING

The schedule below may be adjusted by mutual agreement of both parties. For example, an annual cleaning scheduled in April may be changed to May if both parties agree in writing at least one month prior to the scheduled service. The Vendor shall schedule annual work at least two weeks in advance of the planned start date. The schedule shall be in writing and sent to the City’s designated contact.

City Hall has various after hours meetings scheduled during the week day and weekends. City Hall is normally not occupied from 11:00 PM to 5:00 AM. If the Vendor arrives when a meeting room or office is occupied they should start on the portion of the building that is not occupied. The Vendor shall not skip areas without permission from the City contact.

In the event the City deems it necessary to add, subtract or change a service frequency, the Vendor and the City will negotiate the terms of said change.

REPORT OF WORK COMPLETED

Vendor shall submit a report of work completed to the City on a monthly basis and in a form mutually agreed upon by both parties. A separate form shall be submitted for each site.

TASK DESCRIPTIONS AND STANDARDS

Section 1-Common Areas, Office Areas, Lobbies, Meeting Rooms, Hallway’s, Lunchrooms		
Daily Services		
#	Title	Description
1.01	Vacuum Carpet	All carpet areas of lobbies, hallway corridors, meeting rooms, offices, cubicles, and entrances are to be thoroughly vacuumed. Portable objects (chair, wastebaskets, etc.) are to be moved to provide for vacuuming (not to include roll mats or objects over 50 lbs).
1.02	Neatly Arrange Furniture	All furniture and wastebaskets are to be placed back in their appropriate places.
1.03	Empty Trash & Recycle Bins, Replace Liners,	All trash receptacles, compost and recycles bins (including exterior cans immediately outside the building) shall be emptied completely in the appropriate receptacles and a clean, appropriately sized liner installed. Co-mingled recycle bins to maintain separation from trash

	Restock paper products	and be emptied in recycle bins provided. All paper products shall be restocked as needed. Special care shall be made to separate compost, recycled products and trash.
1.04	Sweep Floors	All resilient floors (rubber, tile, concrete, stairs) shall be swept with a broom or dry mopped so as to leave the floor in a dirt/dust free state.
1.05	Damp Mop Floors	All resilient floor (rubber, tile, concrete) surfaces shall be damp mopped to remove any and all spills. Scuffmarks or stains are not expected to be removed with damp mopping.
1.06	Clean Entry Glass	Main lobby, participation glass, as well as exterior door glass to each space is to be clean and streak free.
1.07	Dust Horizontal Surfaces	All benches, tables, countertops, reception desks, window ledges, blinds, picture frames and the like are to be dust free.
1.08	Fill All Paper Towels, Soap Dispenser	All paper towels and soap dispensers will be filled and restocked to make sure adequate supplies.
1.09	Wipe/Clean Drinking Fountains	Stainless steel fountains are to be cleaned with a stainless cleaner, inside and out, as well as fixtures. Porcelain fountains are to be cleaned with a mild abrasive. Fountains are to be free of water spots, stains and smudges.
1.10	Wipe Counters and Appliances	All drain boards, Formica counters, tables and appliances (refrigerator, stove, and microwave) are to be cleaned so as to remove finger marks, smudges, and left in a dust/dirt free condition.
1.11	Clean Interior Glass	Interior glass (door glass, wall glass, etc.) within the offices shall be cleaned and left streak-free.
1.12	Elevator Cleaning	The elevator doors and control panel shall be cleaned with a non-scratching cleaner. The sliding door tracks and floor shall be vacuumed.
1.13	City Hall ART	The wood counter tops can accommodate any normal cleaner. Concrete counter and tile should be cleaned with a nonabrasive cleaning agent. The metal gate and hand rails shall be dry dusted and cleaned with aluminum greaseless solvent and polished with brass/bronze with brasso. The concrete floor at on the 1 st floor shall be cleaned with a mild abrasive and the wax should be a low sheen approved by the City contact.
1.14	Sanitize Touch Surfaces	Door touch pads, light, electrical switch plates and outlet covers, door handles or latches shall be sanitized.

Weekly Services		
#	Title	Description

1.15	Spot Clean Carpet	All carpet is to be kept in a stain free condition. The City Contact and Vendor shall agree as to whether carpet shampooing/extraction supersedes spot cleaning.
1.16	Spot Clean Walls, Doors, Fixtures	Finger marks, furniture rubs, etc. are to be removed from walls, doors, door handles, electrical switch plates and outlet covers.
1.17	Wipe/Clean Waste Receptacles	All wastebaskets, trash containers and garbage cans shall be cleaned inside and out as needed to remove stains, smudges and dried refuse. Common areas the outside containers shall be once a week.
1.18	Clean Picture Glass	All glass picture frames are to be cleaned with a damp lint-free rag so as not to leave water spots or streaks.

Monthly Services		
#	Title	Description
1.19	Vacuum with Edging Tool-All Corners	All carpet edges and corners where floor and wall interest, where floor and thresholds meet or around the base of any object permanently placed on a carpet surface.
1.20	Buff Floors	Resilient tile and concrete floors shall be spray buffed or burnished as to produce a shiny finish.
1.21	High Dust; Vents, Lights, etc.	High dusting shall be anything over six feet from the floor. HVAC vents, ceiling fans, light fixtures, tops of doors doorframes included.
1.22	Re-wax/Buff Floors	All resilient tile and concrete floor surfaces shall be topped cleaned with an effective detergent cleaner, neutralized and new wax applied. Floor should be buffed/burnished.
1.23	Florescent Light Fixtures	All debris, dust and dirt shall be cleared from fluorescent light fixtures.
1.24	Machine Scrub floors	Anti-skid and unfinished concrete floors are be machined scrubbed with an aggressive pad as to produce a clean and dirt free appearance.

Quarterly Services		
#	Title	Description
1.25	Wash Interior Windows	All interior wall windows are to be washed inside and out, and left in a streak/fog free condition.
1.26	Wash Exterior Windows	All outside wall windows are to be washed, inside and out and left in a streak/fog free condition.
1.27	Carpet Shampoo/Extraction Common Areas	Hallways and entrance carpets shall be shampooed and an extraction completed. Following extraction, the hallways and entrance carpets shall be bonneted to clean the surface.

Annual Services		
#	Title	Description
1.28	Strip, Seal, Buff Floors	All resilient tile and concrete floor surfaces are to be stripped with an aggressive pad so as to remove all wax and sealer. The floors then shall be resealed with two coats of sealer followed by two coats of wax. All sealer and wax must be pre-approved as to type by the City Contact.
1.29	Carpet Shampoo/Extraction- All Areas	The carpet shampoo, extraction and bonneting in all areas shall be completed. Specifically, for City Hall this task should be done in phases over four weeks that include: second floor, planning department, public works department and council chambers/conference room/hallway.
1.30	City Hall Skylights	Skylights are to be washed inside/outside and left streak/fog free condition.

Section 2-Restrooms, Locker Rooms, Shower Rooms, Kitchen Areas		
Daily Services		
#	Title	Description
2.01	Empty Trash/Recycle/Replace Liner	All trash, compost and recycle receptacles shall be emptied completely and a clean, appropriately sized liner installed.
2.02	Clean/Disinfect All sinks, toilets and urinals	All porcelain and stainless steel wash basins, toilets and urinals as well as shower stalls are to be cleaned and sanitized with disinfectant.
2.03	Restock Paper/Soap/Toilet Seat Covers	Paper towels and tissue dispensers are to be checked and filled whenever the product remaining is 30% or less. In restrooms of high usage, new rolls of tissue will be installed and the 30% or partial roll shall be placed on the dispenser. Soap is to be checked and filled or cartridge replaced less than 1/3 of the product remains.
2.04	Clean Mirrors	Mirrors shall be kept clean, fog and streak free.
2.05	Clean Fixtures	All sinks shall be cleaned and free of rust deposits, stains, soap scum, etc. Toilets and urinals shall be cleaned and sanitized so as to remove any deposits, stains or odors. Where bowl blocks are used, the blocks will be removed prior to cleaning and new blocks installed when applicable.
2.06	Clean/Disinfect Partitions, and Doors.	Toilet room partitions, partition doors, entry doors, shower doors, shall be cleaned/disinfected. Walls shall be spot cleaned as necessary.

2.07	Sweep Floors	Floors shall be swept so as to remove gum, dirt and debris. Dry mops should be sprayed with a dust mop treatment chemical prior to use.
2.08	Damp Mop Floors	All resilient floor surfaces shall be damp mopped to remove any and all spills. Scuff marks or stains are not expected to be removed with a damp mop.
2.09	Dust Horizontal Surfaces	This includes counter tops, tops of partitions, mirrors dispensers, toilets and urinals. Counters should be spot cleaned when applicable.
2.10	Clean/Polish Fixture Exteriors	All plumbing under sinks and surrounding toilets and urinals are to be cleaned and polished so as to produce a shiny appearance.
2.11	Wipe/Clean Waste Receptacles	All wastebaskets, trash containers and garbage cans shall be cleaned inside and out so as to remove stains, smudges and dried refuse.
2.12	Restock Urinal blocks and mats	The urinal blocks and mats shall be disposed of and replaced.
2.13	Machine Scrub Floors	Tile and concrete floors are to be machined scrubbed and water extracted with an aggressive pad and grout shall be cleaned so as to produce a clean, dirt free appearance.
2.14	Clean Appliances	All kitchen type appliances (microwave, stove top, oven, fridge and toaster shall be cleaned and sanitized inside and out produce a clean appearance.

Monthly Services		
#	Title	Description
2.15	High Dust Vents, Lights, etc.	High dusting shall be anything over six foot from the floor HVAC vents, ceiling fans, light fixtures, and tops of doors and doorframes included.
2.16	Machine Scrub Floors	Tile and concrete floors are to be machined scrubbed and water extracted with an aggressive pad and grout shall be cleaned so as to produce a clean, dirt free appearance.

Annual Services		
#	Title	Description
2.17	Strip, Seal, Buff Floors	All resilient floor surfaces are to be stripped with an aggressive pad so as to remove all wax and sealer. The floors then shall be resealed with two coats of sealer followed by two coats of wax. All sealer and

		wax must be pre-approved as to the type by the City Contact. The floor then shall be burnished to provide a high gloss.
--	--	---

ATTACHMENT A-1

See attached daily, weekly, monthly, quarterly, and annual frequencies listed by facility.

**ATTACHMENT B
INSURANCE REQUIREMENTS**

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

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

D. Minimum Amounts of Insurance

The Vendors shall maintain the following insurance limits:

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

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

Before commencing work and services, the Vendor shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Vendor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Vendor before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Vendor Limits

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:55 PM) Utility Van Procurement - Public Works,

SUMMARY: City Council to consider forwarding the Utility Van Procurement for approval with the March 24, 2020 Consent Agenda.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to forward the Utility Van Procurement in the amount of \$100,623.38 for approval with the March 24, 2020 Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$100,623.38
Ongoing Cost:	
One-Time Cost:	\$100,623.38
Included in Current Budget?	Yes

BACKGROUND: Utility vans are used by Public Works Operations & Maintenance for city infrastructure maintenance and utilities use. This proposed purchase replaces two utility vans (#28 & #47) which are listed on the CIP for replacement.

The Public Works Department utilizes the State of Washington bid program to purchase new vehicles whenever possible, making use of volume pricing discounts.

Public Works staff has worked with Colombia Ford using the Washington State Department of Enterprise Services under contract #05916 for the purchase of two 2020 Ford Cargo Utility Vans in the combined amount of \$100,623.38. The Capital Improvement Program Equipment budget for the two vans is \$131,000.00. The remaining budget will be used to upfit the utility vans.

RCW 43.19.648 generally requires that, to the extent practicable, local governmental vehicles must be fueled by electricity or bio-fuel and this purchase meets that requirement due to the 2.0 liter I-4 diesel engine which accepts bio-diesel.

ATTACHMENTS:

[Columbia Ford Utility Van Quote.pdf](#)

FISCAL DETAILS: There is Budget in the CIP totaling \$130,000 (\$63,000 Water and \$68,000 Sewer). After these vehicles have been purchased there will be \$30,377 left for upfitting the vehicles.

Fund Name(s): Sewer Fund

Coding:

Joel Goodwin

From: NOREPLY@des.wa.gov
Sent: Friday, February 21, 2020 6:56 AM
To: orders@colford.com
Cc: Joel Goodwin
Subject: Vehicle Purchase Request - 2020-2-260 - BAINBRIDGE ISLAND, CITY OF - 21804

This is **NOT** a purchase order.

You must contact the dealer to discuss the purchase and provide a purchase order number before the vehicle will be ordered.

Contract & Dealer Information

Contract #: 05916 - Motor Vehicles

Dealer: Columbia Ford
700 7th Avenue
Longview WA 98632

Dealer Contact: Marie Tellinghiusen
Dealer Phone: (360) 423-4321 Ext: 187
Dealer Email: orders@colford.com

Organization Information

Organization: BAINBRIDGE ISLAND, CITY OF - 21804

Order Contact: Joel Goodwin
Contact Phone: 206.780.3583

Contact Email: jgoodwin@bainbridgewa.gov

Organization Reference #: 21804

Vehicle Location: BAINBRIDGE ISLAND

Quote #: 2020-2-260

Comments: Please substitute item number 2020-0418-114 with 2020-0418-115 because I have selected the diesel motor upgrade.

Color Options

Oxford White (YZ) - 2

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2020-0418-001	2020 Ford Transit Full-Size Cargo Van	2	\$24,695.00	\$49,390.00
2020-0418-023	BLOCK B: MEDIUM ROOF (Select B1, B2 or B3)	2	\$0.00	\$0.00
2020-0418-028	B2: MEDIUM ROOF T25, 9070# GVWR, Regular Length, 130in WB, 220in OL, 100.8in OH (R1C/101A/130WB)	2	\$4,325.00	\$8,650.00
2020-0418-076	Alternative Engine, 2.0L I-4 Diesel (Includes Auto Start-Stop Technology, 10-Speed Automatic Overdrive Transmission w/ SelectShift and Auxiliary Transmission Oil Cooler, PTC Heater, Dual AGM Batteries #63E, Engine Hour Meter, SEIC capability and Engine Block Heater #41H) (Not available w/ All-Wheel Drive models) (Not available w/ T15 models, any roof height) (Not available w/ T35 models w/ Medium or High Roof height) (Only available w/ model codes: R1Y, R1Z, R1C, R1D, R1X, R1V, R3X, W3X, F4X, S4X) (99A/44U)	2	\$3,818.00	\$7,636.00
2020-0418-077	NEW: Biodiesel Engine Prep Package (Must also order 2.0L EcoBlue Bi-Turbo I4 Diesel Engine #99A) (98B)	2	\$300.00	\$600.00
2020-0418-079	Manual Regen Initiation with Active Regen Inhibitor (Only available w/ diesel) (98E)	2	\$358.00	\$716.00

2020-0418-082	NEW: Vehicle Maintenance Monitor (Includes Engine Hour Meter) (depending on engine, will display engine hour meter, oil life, oil level, tire pressure, water in fuel, DEF information and exhaust filter status) (61C)	2	\$43.00	\$86.00
2020-0418-086	Daytime Running Lights (942)	2	\$43.00	\$86.00
2020-0418-093	Cruise Control (Includes Adjustable Speed Limiting Device - ASLD) (60C)	2	\$311.00	\$622.00
2020-0418-106	Trailer Tow Package (Includes Tow/Haul Mode w/ Trailer Wiring Provisions #53D, 4/7-pin connector assembly, relay system for back-up/B+/running lights, frame-mounted hitch receiver) (deletes Rear Recovery Hook) (Does not include Trailer Brake Controller, must be ordered separately if desired) (53B)	2	\$465.00	\$930.00
2020-0418-107	Trailer Brake Controller (Must also order Trailer Tow Package #53B or Tow/Haul Mode #53D) (Must also order Cruise Control #60C or Adaptive Cruise Control #60D)(67D)	2	\$387.00	\$774.00
2020-0418-112	12V Powerpoint (located in rear cargo area) (87A)	2	\$14.00	\$28.00
2020-0418-114	NEW: Power Outlet - 110V/400W (High-power outlets deliver up to 400 watts of power, allowing drivers to easily charge smaller corded tools, battery chargers or mobile devices on-site) (Includes Dual AGM Batteries #63E) (Not compatible with Push Down Manual Parking Brake #90G, Programmable Battery Guard/Enhanced Cut-off Relay #59C or Front/Rear Aux A/C and Heater #57G) (90D)	2	\$454.00	\$908.00
2020-0418-116	High-Capacity Upfitter Switches (Includes Large Center Console w/ integrated Shifter #67E and Auxiliary Fuse Panel w/ High Spec interface Connector #87E) (Not available w/ Dual Passenger Seat options #212, 213, 216 or 217) (67C)	2	\$583.00	\$1,166.00
2020-0418-123	Limited Slip Rear Axle (call dealer for availability)(XXL)	2	\$311.00	\$622.00
2020-0418-124	NEW - HD Front Axle (41E)	2	\$300.00	\$600.00
2020-0418-125	Exterior Upgrade Package (for SRW only) (Includes chrome headlamp trim and three-bar grille w/ chrome surround) (16in Steel Wheel w/ Full Silver Wheel Covers for standard front axle configurations, or 16in Silver Steel Wheels w/ Exposed Lug Nuts for HD Front Axle configurations) (18D)	2	\$345.00	\$690.00
2020-0418-142	Seats: Vinyl (Dark Palazzo Grey), 2-way manual (fore/aft/recline) driver and passenger with inboard armrests (includes driver/passenger front and thorax airbags, plus front curtain airbags) -- this option adds front passenger inboard armrest (base vehicle includes driver side armrest only) (21P)	2	\$43.00	\$86.00
2020-0418-160	HD Cargo Flooring (130WB, Regular Length) (also includes HD Rear Scuff Plate Kit #85B to be installed by dealer/upfitter) (Not available with Dual Sliding Side Cargo Doors #59B or Crew Van Seating options) (60B)	2	\$712.00	\$1,424.00
2020-0418-205	Service Manual, CD (DLR)	2	\$221.00	\$442.00
2020-0418-206	Service Manual, Wiring Diagram, Paper (DLR)	2	\$87.00	\$174.00
2020-0418-207	Undercoating (Wheel Wells)(DLR)	2	\$135.00	\$270.00
2020-0418-210	Mud flaps, front and rear (DLR)	2	\$144.00	\$288.00
2020-0418-211	Floor mats, HD rubber molded, Front (WeatherTech) (DLR)	2	\$155.00	\$310.00
2020-0418-340	Adrian Steel Locksmith Package (Fits Medium Roof Van Only) (ADR 5274TM) (ABW340)	2	\$6,281.00	\$12,562.00
2020-0418-451	Lighting - Federal Signal surface mounted Micropulse Ultra amber warning lights installed 2 in the front and two in the rear (total of 4) wired to one lighted switch on the dash (ALL FED MPS1200U) (ABW451)	2	\$1,194.00	\$2,388.00
2020-0418-455	Lighting - Two (2) High (1500) Lumen LED Cargo Lights installed on ceiling wired to toggle switch installed on partition (must be ordered with partition) (ALL FDT-LEDCLPKG) (ABW455)	2	\$689.00	\$1,378.00

Request Totals

	Total Vehicles:	2
	Sub Total:	\$92,826.00
	8.400 % Sales Tax:	\$7,797.38
	Request Total:	\$100,623.38



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:00 PM) Appointment to the Race Equity Task Force - Mayor Schneider,

SUMMARY: In late January, 2020, a member of the Race Equity Task Force stepped down, creating a vacancy in Position 2. Applications received during a prior call for participation have been reviewed and task force members and Council liaisons are recommending that Erin Phillips be appointed to Position 2 for a term ending on December 31, 2020.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to forward for approval with the Consent Agenda at the March 24, 2020 City Council meeting the appointment of Erin Phillips to serve on the Race Equity Task Force, Position 2, through December 31, 2020.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Race Equity Task Force Prior Applications - Redacted \(March 2020 Appointment\)](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 23, 2019 1:10:30 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	Chris Albright
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110-2339
Current Employer	Leoona Inc dba Audiosocket
Current Position	Licensing & Supervision
I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force
Experience & Qualifications	
Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills,	I earned a BA in Arts, Entertainment, Media, Management at Columbia College Chicago. My current position is Licensing & Supervision at the music licensing company Audiosocket. I've

activities, training, education) if any:

lived on Bainbridge for two years and have been looking to get more involved in the community. This is an issue that is near and dear to my heart so I want to help in anyway that I can. I don't have experience in working with a task force, however, I am committed to ensuring that no one in this community feels marginalized by their race. Thank you for your consideration.
Cheers, Chris Albright

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

Bloedel Reserve and Island Fitness.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Newspaper

Other

Field not completed.

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



EXPERIENCE

AUDIOSOCKET/REVEL REVIVAL

LICENSING & SUPERVISION | AUGUST 2015 - PRESENT

- Liaison between artist roster and over 1,000 music supervisor, producers, editors and creative directors.
- Launched the exclusive music roster and increased the artist payments by 200% in the first year.
- Music placement highlights: Amazon, HP, eos, AMEX, Macy's, Progressive, Volvo, Snapchat and VICE.

VICTORY RECORDS/ANOTHER VICTORY PUBLISHING

MUSIC LICENSING/PUBLISHING SPECIALIST | APRIL 2011 - JULY 2015

- Negotiate contract terms and administer master and synchronization licenses.
- Music placement highlights: Nike, Hollister, Burton, Sony Pictures, MGM, CBS, Fox, NBC and Ubisoft.
- Oversee all PRO and copyright registration and administration.
- Coordinate with international sub-publishers on all new release registrations and marketing points.

REVOLUTION 9

HEAD OF A&R | MARCH 2010 - APRIL 2011

- Managed artist roster and increased library by 40%.
- Assisted Creative Director in new client target marketing meetings.
- Edited music to picture as well as created unique sync edits for over 11,000 songs using Pro Tools.
- Music placement highlights: Twentieth Century Fox, Lionsgate, Warner Bros, NBC, HBO, USA and MTV.

UNCOMMON TRAX

MUSIC LICENSING COORDINATOR | SEPTEMBER 2006 - MARCH 2010

- Pitched music for sync opportunities including selecting the signature song for Shoe Carnival's 2009 campaign.
- Edited and synced music to picture for client spots using Pro Tools.
- Assisted Creative Director in client contract negotiations.
- Expanded and strengthened music library catalog by 50%.



EDUCATION

COLUMBIA COLLEGE CHICAGO | SEPTEMBER 2002 - MAY 2006

- Bachelor of Arts: Arts, Entertainment, and Media Management - Music Business



SKILLS

- Music Licensing/Publishing/Supervision
- Sales
- Music Editing
- Copyrighting
- Record Label/Publishing Administration
- Contract Negotiation



SOFTWARE

- Pro Tools/Logic
- Salesforce
- iMovie/Quicktime Pro
- Filemaker
- Microsoft Office Suite
- Counterpoint

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 18, 2019 11:00:45 AM

Citizen Advisory Group Application

Step 1

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

Applicant Name	Karen Anderson
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Boeing Retired
Current Position	Consultant
I am interested in serving on one of the following advisory groups (select all that apply):	LEOFF 1 Disability Board, Race Equity Task Force
Experience & Qualifications	
Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills,	Experience in business management, process improvement and process re-engineering, training, event management. UW BA, plus post grad, English teacher at North Kitsao, basic computing

activities, training, education) if any:

skills instructor at Seattle CC.

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?

Other - See below

Other

City of BI online newsletter

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

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, January 5, 2019 6:05:41 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 ElsaMarie Butler

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer self

Current Position teacher

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, Have worked with, taught and lived with persons of color. Have a B.A. in Communication Studies, Cal State University, Long Beach, Calif.

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?

City Website

Other

Field not completed.

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

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 3, 2019 12:57:19 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 James Cash

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer N/A

Current Position N/A

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

Experience & Qualifications

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

If so, please indicate which groups: Arts & Humanities Grant Advisory Cmtte -2017-2019;
Infrastructure Ballot Measure TF - 2017-2018

Please share your qualifications for this appointment (skills, Former Minority/Female/Disadvantaged Business liaison for -
City of Long Beach /Gas Department(CA); City of Santa Ana.
Operations Manager - Mama*s Kitchen, San Diego (CA) (AIDS

activities, training, education) if any:	Services Organization). Community Organizer - One in Long Beach (CA) Pride Parade/Festival; Bainbridge Pride Picnic.
Please share your community interests (groups, committees, organizations) if any:	Member - Kitsap County Human Rights Council - 2019 - pres. Volunteer Reviewer - Pride Foundation/GSBA Scholarship - 2007 - present; Pride Foundation - 2018; Thurgood Marshall Foundation Scholarship - 2018; 2019/20 Kitsap County Homeless Services Grant Review Committee (at large) - 2018 - 2020. Volunteer - Seattle Human Rights Campaign Banquet/Fundraiser - 2018
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Social Media
Other	<i>Field not completed.</i>

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

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 4, 2019 10:41:05 AM

Citizen Advisory Group Application

Step 1

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

Applicant Name heide madden de quintero

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer self

Current Position farmer

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, bi-racial marriage for 7 years, raised bi-racial daughter, lived as a race minority for 2 years in another country , and actively studying the subject of race relations on my own time.

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?

Other - See below

Other

friend

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

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 4, 2019 12:44:12 AM

Citizen Advisory Group Application

Step 1

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

Applicant Name Salvatore DeRosalia

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Bainbridge Strength

Current Position Owner/Trainer

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I have lived here nearly two decades and owned a business on Bainbridge for at least 15 of those. I am a founding member of the newly formed Race Equity Network of Bainbridge Island and

activities, training, education) if any:	have dedicated my personal and professional life to pursuing a diverse and inclusive Bainbridge Island for everyone. By serving on the task force, I would work to advance that cause.
Please share your community interests (groups, committees, organizations) if any:	I served as a volunteer FF/EMT for COBI for 7 years. I recently provided tech support and web development to the Bainbridge Island Sportsmen's Club. Before that I served on the boards of Make Some Noise, Cure for Cancer and Bainbridge Youth Services. As a life long volunteer, I have looked to serve the community I live in as part of my regular life.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Social Media
Other	Facebook post by COBI

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 17, 2019 5:01:53 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 Tatiana Epanchin

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer School Leader Lab

Current Position Co-Founder, Head of Progam

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I have dedicated my life to working in service of Diversity, Equity and Inclusion. I am a veteran educator and social worker. I believe it is my job, my obligation, and my duty to stand

activities, training, education) if any:

alongside and amplify the voices of people who are systemically marginalized by systems and policies. I must leverage the package that I come in to be a true ally. As the superintendent of Aspire Public Schools in CA, I was charged with bringing DEI work to and through our organization at every level- Student, Staff, Home Office, and Senior Leadership. In founding the organization I currently work in, I hold DEI at the center of our organizational health and that of all our programming for school leaders. Currently, I am working to start a school in Bremerton in which we are working with and engaging with community to design a school that will keep all students and young people at the center by cultivating an environment where scholar critical consciousness can be developed, cultivated and leveraged to affect change.

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

Board Member for Impact Public Schools in Tukwilla, WA Co-Founder of Catalyst Public Schools in Bremerton Wilkes School Site Council (former)

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Social Media

Other

Field not completed.

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

Tatiana Epanchin-Troyan

EDUCATION

- M.Ed. California State University, East Bay / New Leaders for New Schools
Educational Leadership
- M.S.W. California State University, Sacramento
Community Organizing, Planning, Administration
- B.A. University of California, Santa Barbara
Sociology

PROFESSIONAL EXPERIENCE

- 2017-
Present ***Co-Founder: Catalyst Public Schools***
Designer of Catalyst Public Schools, a new and innovative network of charter schools launching in Kitsap County in the fall of 2020.
- 2016-
Present ***Co-Founder and Head of Program: School Leader Lab***
Design, develop and deliver programming to school leaders across the school site leadership trajectory: teacher leader through principal manager to build leadership capacity and to create retention strategy across the DC charter sector
- Build and author business and content program from creation through launch
 - Design and develop the leadership program as it aligns to instructional leadership in partnership with Relay GSE
 - Construct and facilitate Learning Labs for deep and authentic practice opportunities for school leaders
 - Coach school leaders in instructional and adaptive leadership challenges bi-weekly
 - Own and codify learning for the organization as pertains to Diversity, Equity and Inclusiveness
- 2014-2015 ***Senior Vice President: Regional Operations, Teach For America***
Provided critical strategic and operations support on the fiscal, academic, teaching, and leadership outcomes of 8 regions across the United States to ensure that educational inequities are addressed
- Oversaw and approved development plans and fiscal year budgeting for the regions
 - Managed and coached executive directors and their regional leadership teams on culture, financials, adaptive leadership, data-driven decision making, action planning, work stream execution
 - Built relationships with local boards, community members, and TFA Alumni and Corps Members
 - Synthesized, analyzed, and managed data from multiple national teams ; collaborated with national team members in support of regions
Participated on TFA’s operating committee to develop the strategic plan for the organization

2010-2014

Superintendent: Bay Area, Aspire Public Schools

Responsible for the academic, logistic, and fiscal results of 10 schools in Oakland and East Palo Alto

- Member of Aspire Public Schools' Senior Leadership Team
- Created and disseminated professional development centered on equity for Senior Leadership Team, Principals, Directors, Lead Teachers and 37 schools. As Aspire's Equity Priority Owner, these efforts promoted and increased the retention of a diverse and culturally competent work force to better meet the needs of our diverse student body, and to more competently serve in the areas we have presence. Modeled and promoted using an equity lens when considering data, patterns, issues of access and equity for students.
- Selected, developed and evaluated 13 principals, 2-4 resident principals; developed and supported 45-50 lead teachers in their roles as instructional leaders and site managers to ensure high quality implementation of instruction and service.
- Determined cultural, staffing, financial and academic priorities for the 10 school regions and managed the regional office team to achieve deliverables.
- Managed the opening of new schools in the region including all operations, from charter petition to first day (procurement, hiring, contracts, student recruitment, and principal capacity building).
- Cultivated and maintained relationships with local district officials and community leaders to further Aspire and individual school goals within four charter authorizing districts including collaborations on literacy, best practices and teacher effectiveness.
- Collaborated with University of California faculty to provide strategic leadership to Cal Prep.
- Defended existing and new charter petitions through renewal/approval process at district and county levels: 100% success rate: 7 renewals; 2 new charters

2009-2010

Founding Principal: Aspire ERES Academy, Aspire Public Schools

Principal and instructional leader to ensure academic growth of 220 students grades K- 8 (100% students of color, 95% free/reduced lunch, 90% ELL)

- Academic Performance Index Point growth from 2009-2010: 101 points (state average in same time period: 13 points)
- Projected resource needs and hired 100% of staff and faculty for schools in partnership with families and the community; 90% of staff and faculty retained through year two.
- Planned and executed all professional development for staff and teaching faculty .
- Established school wide systems and traditions for culture including that of student, faculty, and family; 93% of families stated that they would give the school an A or B and 95% of families stated that they would recommend the school to family or friends.
- Partnered with departments within Aspire Public Schools, Dolores Huerta Learning Academy, and Oakland Unified School District to ensure smooth transition from the existing charter school to a new charter school.
- Fostered the practice of using various data to drive instruction and create a culture of continuous improvement.

- 2005-2009 ***Principal: Aspire Monarch Academy, Aspire Public Schools***
 Principal and instructional leader at an Aspire Public School, located in East Oakland, serving 352 students (100% students of color, 95% free/reduced lunch, 80% ELL)
- Academic Performance Index Point growth from 2005 – 2008: 150 points (state average in same time period: 46 points)
 - Served as Mentor Principal for New Leaders for New Schools, 2008-2009
 - National Title 1 award recipient: strongest gains in closing the achievement gap in the state of California, 2007.
 - Planned and led all professional development for staff and teaching faculty
 - Developed and implemented interim assessments to ensure constant improvement
 - Designed and implemented systems to use data to drive instruction and a cycle of continuous improvement in the school.
- 2004-2005 ***New Leaders for New Schools Fellow and Principal Resident: Aspire Lionel Wilson College Preparatory Academy, Aspire Public Schools***
 Administrator and instructional leader at Wilson Prep, located in East Oakland, serving approximately 450 Latino and African American students in grades 6 – 12
- Observed and coached teachers toward mastery across the grades in all areas of curriculum
 - Created and implemented professional development for high school literacy
 - Managed data collection and analysis for various metrics to inform improvement efforts developed in collaboration with staff, students, and families
 - Led math team and fulfilled lead educator responsibilities for team of mathematics educators
 - Modeled teaching strategies and Aspire Guidelines for teachers in their classes
 - Communicated with students and families about policy, college, discipline, and social pragmatics
 - Coordinated and scheduled school-wide testing, Saturday Schools, Exhibitions, 8th grade promotion, celebrations, and school events
- 2001-2004 ***Middle School Teacher and Founding Lead Teacher: Aspire Monarch Academy and Lionel Wilson College Preparatory Academy, Aspire Public Schools***
 Founding Lead Teacher and model classroom in a new Aspire Public School, Lionel Wilson College Preparatory Academy serving students grades 6 – 12
- Facilitated the collaboration of the middle school Humanities teachers
 - Observed and coached teachers in middle school Humanities
 - Wrote policy, school-wide rubrics, and family communication for the school
 - Developed school-wide exhibitions protocols and implementation
 - Taught 6th & 7th grade Humanities, Challenge class, Entrepreneurship and Advisory
 - Modeled lessons providing examples of differentiation and EL strategy

- 1997-2001 ***Family Preservation Therapist: Families First, Inc.***
 Worked on intensive family preservation cases and provided in-home services to families involved with Probation and Social Services in Contra Costa County
- Provided in-home services to families
 - Supervised support counselors assigned to cases
 - Managed referrals of children and their families to non-profit agencies throughout Contra Costa and Alameda Counties
 - Created and implemented a variety of safety plans for members of client families
 - Provided crisis management to children and families, conducted needs assessment
 - Advocated for children and families in court, schools, and therapeutic institutions and oversaw reunification and visitation
 - Authored reports for Contra Costa County court and probation systems
-
- 1996- 1997 ***Coordinator: October 9th Organizing Committee***
 Coordinated activities and secured speakers, including Howard Zinn and Ronald Takaki, for a series of conferences, information sessions, and rallies created to stop Proposition 209 and to support continuation of Affirmative Action in California
- Organized and managed a series of conferences around Affirmative Action, gender, and diversity on the CSUS campus including set-up and maintenance of publicity
 - Created and managed database of event participants and public relations activities
 - Co-authored a procedure manual for organizing on the CSU campus
-
- 1993–1995 ***Teach for America Corps Member: Middle School Teacher (English, History, Special Education 6th, 7th, 8th grades): Orleans Parish and Jefferson Parish, LA***

CREDENTIALS

Residency Administrator Principal WA	527570F
Residency Elementary Teacher WA	527570F
Administrative Services CLEAR Credential CA	140060856
Multiple Subject CLEAR Teaching Credential CA	123206484

CONTRACTS and BOARD MEMBERSHIP

- 1/2017-present *Impact Public Schools- Founding Board Member*
- Advise and provide charter, school leadership, and academic program expertise
- 8/2017-present *LA College Ready Alliance- Leadership Coach*
- Mentor and coach 8 aspiring principals and principals for charter network in LA
- Relay Graduate School of Education: NPAF / NPSA Advisor*
- Evaluate and give feedback on instructional and school culture assessments for school leaders across the country enrolled in Relay’s programming
- 10/2016-5/2017 *Educate 78- Leadership Coach*
- Mentor and coach a School Design Fellow
- 8/2014 – 6/2017 *University of Washington, Danforth School of Education Advocate*
- Mentor and advocate for principal interns as they earn School Leadership Credentials
- 3/2013-6/2016 *One Purpose Charter School- Advisory Board Member*
- Consulted on educational program for charter petition as it is authored
- 3/2013-6/2014 *Startup:Education- Independent Contractor*
- Advised and provided expertise around the charter landscape in the Bay Area – and educational equity, school operation and impact
 - Shared expertise on vulnerable children / foster care, curriculum and instruction, political landscape of starting a charter, etc.
- 8/2010-6/2011 *School Leaders Network- Facilitator*
- Facilitated a School Leaders Network in Oakland, CA for principals serving students in Oakland Unified School District and in local charter schools

MEMBERSHIPS, AWARDS, PUBLICATIONS and PRESENTATIONS

- 2016-17
2015 **Relay Graduate School of Education:** Leverage Leadership Institute Fellow
Darwish, Elise and Epanchin, Tatiana: **Achieving College Dreams: The Face of Opportunity**; Oxford University Press (2016) Chapter 16 From Parallel Tracks to Intertwined Efforts.
- 2014 **Aspen Institute Faculty Contributor-**
Principled Leadership: Understanding the Work and Impact of Effective Public School Principals
- 2009 **Rainwater Leadership Alliance-**
A convergence of thought leaders examining principal preparation programs and the roles they play in reforming education across the country
EPIC Award

- 2009 Effective Practice Incentive Community Silver Gains grant recipient
- 2008 **ASCD Whole Child Pod Cast Participant-**
 “How Urban Schools Work Beyond the Boundaries of Social and Economic Conditions”
- 2008 **EPIC Award**
 Effective Practice Incentive Community Gold Gains grant recipient
- 2008 **NAESP: *Diverse Learning Communities Today-***
 “Monarch Academy, an Urban School Where All Students Achieve”
- 2007 **National Title I Award**
 Making the most progress in the state to decrease the achievement gap in California
- 2007 **Teach For America Alumni Summit Presenter-**
 “Leading the Bay Area's Best Schools: Lessons Learned From Some of the Top Performing Schools that Serve Low-income and Minority Children”
- 2007 **Title I National Conference Presenter-**
 “Distinguished School Leader Panel: Principal Leadership”

Spanish, *Proficient Speaker*

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 10, 2019 3:40:10 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 Ruth Frobe

Email

Phone

Address

City BAINBRIDGE ISLAND

State Washington

Zip 98110

Current Employer self

Current Position Personal Chef

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I have been a resident of Bainbridge for 7 years and have volunteered for several non profits on the island (Helpline House, Arms Around Bainbridge, and the Bainbridge Community

activities, training, education) if any:

Foundation). I have a bachelors and a masters degree in education and have studied social justice issues formally and informally. As a white lesbian, I know that I can never truly understand the experience of a person of color. However, I do understand experiencing oppression and I want this community to be open and welcoming to everyone.

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

I swim with the Bainbridge Masters (BAM) swim club, I am a member of Crossfit Outcome, and I have volunteered with Helpline House, Arms Around Bainbridge, and the Bainbridge Community Foundation. I'm also a member of a book club on the island.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Social Media

Other

Field not completed.

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

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 16, 2019 1:55:02 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 Barbara Golden

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer retired

Current Position retired

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I have extensive experience in creating and leading groups advocating for equity and fairness in education, government and other aspects of society.

activities, training, education) if any:

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

I am an active member of Cedars UU Church and involved with the Justice Network, the Cross Cultural Book Group, and Emergency Preparedness. My Emergency Preparedness work involves co-chairing the committee for the Wild Swan HOA.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Social Media

Other

Field not completed.

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

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 3, 2019 8:45:12 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	Miranda Hersey
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Pen and Press (self)
Current Position	Consulting writer/editor
I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force
Experience & Qualifications	
Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills,	I am the author of three life-design workbooks published by St. Martin's Press, intentionally written to be broadly inclusive and non-assumptive. In two decades of writing and editing, I have

activities, training, education) if any:

provided communications consulting services to nonprofits that improve the lives of the underrepresented and underserved. For the past five years, addressing racial injustice and mass incarceration have been the primary focus of my personal activist efforts. At writers' conferences, I have taken several classes on increasing diversity in creative work. I have read broadly on the topic of race in America, including the work of James Baldwin, Michael Eric Dyson, Austin Channing Brown, Ijeoma Oluo, Catherine Hoke, Kiese Laymon, Maya Angelou, Toni Morrison, Zora Neale Hurston, Angie Thomas, Ernest Gaines, and Ta-Nehisi Coates, among others. For two years, I have proudly displayed a Black Lives Matter placard in the front window of my home on Wyatt Way. Ensuring inclusivity and encouraging diversity on Bainbridge Island is an area about which I am passionate and committed. While I do not maintain a resume, please see more about my work at www.penandpress.com and www.mirandahersey.com.

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

I provided pro bono writing and editorial services to the Bainbridge Healthy Youth Alliance for their first annual "report card" and related website content. I wrote a white paper (paid) for Housing Resources Bainbridge. Bainbridge Community Foundation is a current client. I am an active member of BARN. I have a child at Woodward and one at Sakai. Lastly, I am a temporarily "retired" member of the Bainbridge Island Rotary Club.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Notify Me

Other

Field not completed.

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

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 11, 2019 1:09:14 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	Patty Lyman
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Retired
Current Position	Retired. Vice Chair of Fellowship of Reconciliation National Council
I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	3 years with Non Motorized Transportation Advisory - now known as Multi modal
Please share your qualifications for this	Presently Vice Chair of Fellowship of Reconciliation National Council. Fellowship of Reconciliation (FOR) is an interfaith organization that is focusing this year on reparations for People

appointment (skills, activities, training, education) if any:

of Color. I am also on South Seattle Friends Meeting committee on "Undoing Racism". I am a retired Physician Assistant, previously the Chief PA at VA Puget Sound Health Care System. I was responsible for administrative issues for the PAs who worked there, as well as caring for a panel of spinal cord injured vets. I am interested in identifying what white supremacy aspects are ingrained in our Bainbridge Island culture which prevent us from being an open and welcoming culture for people of color. I am also interested in working with a committee that educational opportunities for citizens of Bainbridge around these issues. We are a very privileged community, and we have an opportunity to use our privilege to help those who are not as privileged.

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

Member South Seattle Friends Meeting. (SSFm) Member of Undoing Racism Committee of SSFM. Member of Finance Committee SSFM. Member Seattle Labor Chorus. Ride Leader for Cascade Bicycle Club. Also lead rides for Bainbridge Island Senior Center. As Vice Chair of FOR National Council, facilitate executive committee meetings.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

City Website

Other

Field not completed.

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

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 3, 2019 4:20:43 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 Chasity J. Malatesta

Email

Phone

Address

City Bainbridge Island

State Wa

Zip 98110

Current Employer Saint Cecilia Catholic School

Current Position STEM Instructor/

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

Experience & Qualifications

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

If so, please indicate which groups: MAC Multicultural Advisory Comity

Please share your qualifications for this appointment (skills, 13 years as secondary science educator and multicultural adviser for student groups. Equity Advisory Salem Keizer School District 1998-2008 College Board Equity Commission for

activities, training, education) if any:

Advanced Placement 2005-2008

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

I currently serve on the MAC committee now and I support the cultural activities on Bainbridge island I have three young sons that are involved in places all over the community and I am committed to supporting equity education here in my community.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

City Website

Other

I attended first city council meeting.

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

Education

M.A.T. Masters of Arts and Teaching George Fox University Secondary Science 2008

B.S. Bachelor of Sciences Biology Warner Pacific Christian College 1990-1995

Minor Teaching

Teaching Experience

- North Salem High School, Salem Oregon Aug 1997- June 2003
- West Salem High School Salem Oregon Aug 2003-2008
- South High School Minneapolis MN Aug 2008-June 2009
- Saint Cecilia Catholic School, Bainbridge Is. Aug 2017- Current

Teacher Licensure

- State of Oregon 1997-2010
- State of Minnesota 2008-2010
- State of Washington 2018- Current Secondary Science Biology

Subject and Research Experience

- Life Science –Biology 1997-2009
- Physical Science, Anatomy and Physiology, Environmental Science
- Inquiry curriculum development
- Problem Based Learning
- STEM Instructor /Curr. Development

Professional Development

- Advanced Placement Biology Inquiry Labs, Bellevue WA
- Advanced placement Biology exam grader
- College Board Equity Member
- Multicultural Advisory Committee BISD August 2017- Current
- Student Multicultural Advisor Students North Salem High School
- Equity Issues Committee 2003-2008

Professional Affiliations/Memberships

- Association of woman in science

References Current:

Melissa Bennet – Current Teacher South High School Science Dept. 612-770-4981
Minneapolis Minnesota

Susan Kilbain - Principal Saint Cecilia Catholic School

Karen Vargus - Racial Equity Network Bainbridge Island, Multicultural Advisory Committee

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 3, 2019 1:24:17 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 Ashley Mathews

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Coldwell Banker Bain

Current Position Marketing

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I sit on the Board of Directors for Treehouse for Kids and one of our tasks for 2019 has been to work on our entire Board viewing our work through the lense of racial equity, admitting we all have

activities, training, education) if any:

biases and working towards being able to talk about them.

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

BIMA-Marketing committee BPA Bainbridge Chorale Bainbridge Island Saddle Club

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Social Media

Other

Field not completed.

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 23, 2019 10:33:54 AM

Citizen Advisory Group Application

Step 1

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

Applicant Name HELENE M MONTROY

Email

Phone

Address

City Bainbridge Is

State WA

Zip 98110

Current Employer retired

Current Position retired

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, retired special education teacher; lived on island for 28 years; race- native american and Jewish; severely hard of hearing

activities, training,
education) if any:

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

volunteer at the west sound wildlife center

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

Police officer Tami Allen asked me to submit an a

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From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 23, 2019 11:30:30 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 Erik Peterson

Email

Phone

Address

City Poulsbo

State WA

Zip 98370

Current Employer Town and Country Market

Current Position Deli

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I grew up on Bainbridge Island, graduating from the public school system here. My awareness of racism on Bainbridge began in elementary school with my close friend's father, Frank Kitamoto,

activities, training, education) if any:

introducing me to the Japanese-American history during WWII. Before earning degrees in visual art I studied American Ethnic Studies at the University of Washington from 1990-92 where we had many of the same discussions that are currently happening across the country. Over the past 27 years, since those undergraduate courses, I have had many conversations with people of all kinds about race. My own ideas continue to evolve, but more importantly my ability to listen, and my interest in knowing the experience of another has only grown. Recently I have become increasingly interested in the island's more distant history with regards to race. Starting with the pushing out of the Suquamish tribe as Blakely Mill and Hall Brother's Shipyard boomed. Eventually leaving tribal members without their island territory the island became an unusually multinational, multi-ethnic community populated by seafaring immigrants.

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

Currently I am developing a personal chef business called Island Larder, which intends to provide customized meal plans and meal starts for clients, while encouraging support and engagement with regional farms and low waste activity. I also lead art activities at BIMA for adults and kids as a part of the museum's Art In Action series. In these activities I encourage participants to develop their perceptual skills with materials in hand. I believe by doing so we can begin to break down mental constructs that prevent us from truly seeing and relating to the people, places, and objects around us. In the past I have worked as an art teacher for colleges, universities, and community art centers on both coasts of the U.S.. For 6 years I volunteered as the director of a Seattle art co-op's panel of residents in the reviewing of artists' membership applications for co-op residency.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Newspaper

Other

Field not completed.

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

Erik Peterson

Education

- 2001 American University, Washington D.C.
Master of Fine Arts, Painting
- 1995 University of Washington, Seattle, Washington
Bachelor of Fine Arts, Painting
Bachelor of Arts, General Art
(Includes an incomplete degree in American Ethnic Studies)
- 1994 University of Washington's Rome Center
Rome, Italy

Teaching Experience

- 11/2015-
Present Bainbridge Island Museum of Art, Bainbridge Island, WA
Drawing Instructor for "Looking +Drawing"
Drawing and Collage Facilitator for "Art In Action"
- 6/2008-
9/2008 Kirkland Art Center, Kirkland, WA
Painting Instructor
- 1/2008-
6/2008 Western Washington University, Bellingham, WA
Adjunct Professor of Painting
- 4/2007-
8/2007 Pratt Fine Art Center, Seattle, WA
Drawing/Painting Instructor
- 5/2006-
6/2006 Seattle Central Senior Center, Seattle, WA
Drawing Instructor
- 9/2001-
4/2002 Maude Kearns Art Center, Eugene, OR
Drawing Instructor
- 7/2000-
5/2001 Maryland College of Art and Design, Silver Spring, MD
Continuing Education Painting Instructor
Continuing Education Drawing Instructor
Undergraduate Color Theory Instructor-of-Record
Undergraduate Drawing Instructor-of Record
- 1/2000-
12/2000 American University, Washington D.C.
Undergraduate Drawing/Painting Teaching Assistant
- 7/1998-
9/1998 Northwest School Summer Program, Seattle, WA
Drawing and Painting Instructor

Exhibition Record

Solo Exhibitions

- 2015 Blur Gallery, Seattle, WA
Solo Show, "Standing Still"
- 2015 Joe Bar, Seattle, WA
Solo Show, "Soft Bricks"
- 2012 Caldera Arts Center, Sisters, OR
Artists in Residence Exhibition
- 2009 SOIL Gallery, Seattle, WA
Solo Show, "Watercolors"
- 2003 BPA Gallery, Bainbridge Island, WA
"Sailors"

Group Exhibitions

- 2011 Tashiro Kaplan Gallery, Seattle, WA
Resident Exhibition
- 2011 Collective Visions Gallery, Bremerton, WA
Juried Exhibition
- 2009 S.A.M. Rental/Sales Gallery, Seattle, WA
"Shelter"
- 2008 SOIL Gallery, Seattle, WA
"Escape or Reflect!?"
- 2007 Pratt Fine Art Center, TK Gallery, Seattle, WA
Faculty Exhibition
- 2004 Center On Contemporary Art, Seattle, WA
"Northwest Annual", Juror: *Ken Lum*
- 2002 Rainshadow Gallery, Bainbridge Island, WA
- 2001 The Maude Kearns Art Center, Eugene, OR
Faculty Exhibition
- 2001 Conner Contemporary Art Gallery, Washington D.C.
Invitational, "Best of M.F.A. Graduates in D.C."
Juror: Jamie L. Smith
- 2001 951 E Street Gallery, Washington D.C.
Invitational, "Regional Best of M.F.A. Graduates"
Juror: *Annie Gawlak*

Other Professional Activities

Artist-In-Residence

- 2012 Caldera Artist In Residence, Sisters, OR
- 2002 Museum of Glass; International Center for Contemporary Art, Tacoma, WA
Visiting Artist/Educator Residency

Awards

- 2012 The Medium's Artist Grant
- 2001 JoAnn Crisp-Ellert Graduate Purchase Prize
- 2001 Graduate Merit Award, American University
- 2000 Graduate Merit Award, American University

Auction Contributions

- 2008 Pioneer Square Community Association, Seattle, WA
- 2007 Pratt Fine Arts Center, Seattle, WA
- 2005 Tashiro Kaplan Artists Lofts, Seattle, WA

Volunteer Experience

- 2004-2012 Tashiro Kaplan Artists Lofts, Seattle, WA
Director of the Artist Portfolio & Community Review Committee
- 2003 Center On Contemporary Art, Seattle, WA
Art Packer and Mover
- 1997 Camp Jabberwocky, Martha's Vineyard, MA
Art Instructor/Counselor

Commercial Art

- 2015 "Bewellaby", Seattle WA. Designed Logo Art
- 2013 Private commission for painted portrait by Scilla Andreen, Seattle, WA

Collections

Watkins Collection, American University, Washington D.C.
Davis-Nearn Collection, London, U.K.

Publications

La Norda Especial, "Vol. 5", October 2009, Seattle, WA "In Defense of Painting"
Rivet, "R7: Illusion Issue", Vol.3 No. 2. Summer 2003, Seattle, WA

Symposium

- 2009 "Seattle Painters' Slide Show, Henry Art Museum, Seattle, WA
- 2004 "Contemporary Art", Western Washington University, Bellingham, WA

Technical Abilities

Adobe Photoshop	Various Wood Shop Tools
Excel/Word	Printmaking Tools

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 25, 2019 9:12:24 AM

Citizen Advisory Group Application

Step 1

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

Applicant Name	Erin Nell Phillips
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Microsoft
Current Position	Event Project Manager
I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force
Experience & Qualifications	
Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills,	Though I am not an employee of a company that implements this type of program, I have done a considerable amount of research in preparation for this task force. I have been in contact with Nora

activities, training, education) if any:

Liu of the NW office of the Government Alliance on Race and Equity (or GARE) for guidance on how to attain our stated goals for this task force. This research has helped me to have a concrete idea of how we might move forward, including the potential costs. My research has revealed that we can first arrange a workshop with all City Council members and key staff that provides an introduction to the role, responsibilities and opportunities for government to advance racial equity. The training focuses on normalizing racial equity as a core value with clear definitions of key terminology, operationalizing racial equity via new policies and institutional practice, and organizing, both internally and in partnership with other institutions and the community. This will help participants gain awareness of the history of race and of implicit and explicit bias and individual, institutional, and structural racism and how it impacts the workplace; gain skill at identifying and addressing institutional and structural racism; and increase capacity to advance racial equity. The workshop will also introduce a racial equity tool that can be used in decisions relating to policies, practices, programs and budget and share effective communications strategies. Second, an organization like GARE can help us design a strategic plan for an outreach effort to our communities of color so we can learn their needs and desires and identify policies to help bring those needs and desires to fruition. Apart from the above, I am trained in bystander training. Moreover, through my work at Microsoft, I have learned how to operationalize diversity and training policies, as this is a key focus for Microsoft because they see better outcomes from having diverse perspectives on their teams. All of the content that we deliver at a bi-annual event that I help plan has to go through a Code of Conduct review, that includes both an HR and Diversity and Inclusion review. This includes all marketing and communications materials. As such, I can help ensure that anything that we put out from a marketing and branding standpoint is representative of the ethos of the task force. With regards to my education, I was a Spanish major. My coursework was mostly centered around Globalization and Latin American Studies. I also studied abroad and have since traveled a great deal through work and for pleasure. I believe this has helped me cultivate a worldview that sees diversity as the norm and a benefit to us all.

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

I am the Founder of We Live Here Too; established to learn about people of color on the island. As such, I created a survey form to capture their experiences as well as learn about their needs. Though I do not believe I have reached a critical mass of submissions, the information that I have received has given me insight into the areas that our communities of color are underserved. Further, I am a member of the Multi-Cultural Advisory Council that advises the school district on issues of diversity and inclusion. Every month, we hear from the schools on the issues they are seeing related to racism as well as what they are doing

in response. I have also come into contact with parents who joined MAC to improve the experience of their children in the schools. Through my membership with MAC, I believe that I have gained some important insight into the state of race equity work in the schools and further ways that we might better address the issues that administrators and teachers are seeing. I recently joined the board of directors at Arts and Humanities Bainbridge. One key reason for my joining was that we agreed to focus on diversity and inclusion in our public art projects and arts in education program. If this is successful, we will have a model that could be applied to art projects that the City supports. Last, I am the founder of the Race Equity Network, an organization that is dedicated to achieving race equity on Bainbridge Island through education and through strengthening the network of organizations in Kitsap County whose mission intersects with ours.

Feel free to attach your resume (optional):	<i>Field not completed.</i>
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Type the Year	2019
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How did you hear about the volunteer opportunity?	Other - See below
---	-------------------

Other	I helped spearhead its creation. :)
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Erin Phillips

Profile

Operations and Project/Client Management professional with 14 years of experience in various industries including creative design and marketing, non-profit, retail, and tech.

Skills

- Team player and effective leader with an optimistic attitude
- Strong project management skills on projects that range from small business to corporate
- Excellent verbal and written communication in both domestic and international settings
- Technical abilities include Office 365, Netsuite ERP, ADP, Basecamp, and Quickbooks
- Strategic and data-driven decision making and quick problem solving
- Fluent in English, proficient in Spanish, beginner in French

Work Experience

EVENT PROJECT MANAGER AND CONTENT OPERATIONS LEAD, MICROSOFT, SEATTLE, WA. – JULY 2014 TO PRESENT

- Serve as project manager for Coaching program, designed to train marketing/sales global staff
- Deliver projects aligned to timeline and within budget through effective resource allocation, risk mitigation, and cross-team communication

INTERNATIONAL FINANCE OFFICER, MERCY CORPS, PORTLAND OR. AND GAZIANTEP, TURKEY – OCTOBER 2010 TO NOVEMBER 2013

- Led monthly reporting effort to measure performance of highly varied revenue models under one department
- Managed annual business and strategic planning process for all departments of private fundraising and marketing arm of organization
- Oversaw Turkish finance staff and effectively managed \$85 million dollar emergency response project for internally displaced people in Syria

OPERATIONS ANALYST AND PURCHASING PLANNER, ZULILY, SEATTLE, WA. – JANUARY 2010 TO AUGUST 2010

- Designed foundational systems and processes as 12th employee of now publicly traded company
- Developed tool to forecast and measure performance of vendor partners

DIRECTOR OF OPERATIONS AND FINANCIAL CONTROLLER, SUPERBIG CREATIVE AND EVIL BIKES, SEATTLE, WA. – JANUARY 2007 TO JANUARY 2010

- Managed all functional areas of two companies under one roof, including Sales/Marketing Management, Project/Client Management, HR, Finance and Accounting, and Logistics
- Managed client projects in a variety of industries such as food and beverage, action sports, music, and retail
- Executed client contracts in InDesign
- Managed projects in a variety of creative disciplines including branding, marketing, interior design, web design and development, graphic design, industrial design, and fine art
- Effectively leveraged project management software to house documents, track communications with clients, track and meet deliverables on time, manage scope creep, and collaborate among team members
- Planned events, such as marketing events, gallery openings, studio tours, and trade shows

Education

Seattle Pacific University – Spanish/European Studies - 2000 to 2004

Other Experience

Race Equity Network - Executive Director - October 25th to Present

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 25, 2019 6:26:00 AM

Citizen Advisory Group Application

Step 1

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

Applicant Name Robert Rauktis

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Boss

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I have a close relationship with many of the employed up at the 4 Corners (305 & High School Road), seeing many of those businesses once a day or every other day. I am a retired MD who

activities, training, education) if any:

has worked in most parts of the country with every color and stripe. I likewise usually gets along better with the underlings. To that end I have attended Thanksgiving in Roxbury and Baptist Churches in Kansas City. I also played basketball against inner-city teams. I taught and observed on the rez. People trust me. My parents look over my shoulder.

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

For starters, the racial task force. I have a very bio intense household.

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.

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

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, January 5, 2019 9:49:39 AM

Citizen Advisory Group Application

Step 1

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

Applicant Name	Kristin Tollefson
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Bainbridge Island Museum of Art
Current Position	Education Director
I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	Design Review Board, 2004-2009
Please share your qualifications for this appointment (skills,	Creative Facilitation Training, Partners for Youth Empowerment, 2018 Creative Advantage Race and Equity Training, 2018 heARTwork Collective Implicit Bias Training (facilitated bringing

activities, training, education) if any:

this to Bainbridge Island Museum of Art; also participated), 2018 First International Teaching Artist Conference, Oslo, Norway, 2012 ArtsWA Roster of Teaching Artists, 2009-present Teaching Artist Training Lab, 2010-2011 Longtime island resident, single mom and artist who has firsthand, invested and long-view experience this place. I also bring work experience with Seattle public schools, as former Education Director at Pratt Fine Arts Center, a practicing teaching artist and public artist with many years of community engagement, education and cultural investment.

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

Career and Technical Advisory Board, Bainbridge Island School District, 2014-present Art Docent Program, Bainbridge Island School District, 2005-2012 (former site coordinator Juror/Panelist for organizations including Seattle Office of Arts & Culture, 4 Culture, ArtsWA Bainbridge Island Public Library volunteer, 2005-present

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

activist colleagues within in the community

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KRISTIN L. TOLLEFSON

EDUCATION

- 1992 MFA, Metalsmithing, Cranbrook Academy of Art, Bloomfield Hills, MI
Icelandic for Foreign Students Program, Háskóli Islands, Reykjavík, Iceland
- 1989 BA, Cum Laude, Sociology/Anthropology & Art History, Carleton College, Northfield, MN
- 1987 Linguaviva Scuola Italiana per Stranieri, Florence, Italy
French & Italian language proficiency certificates

PROFESSIONAL EXPERIENCE

- Current Education Director, Bainbridge Island Museum of Art, Bainbridge Island, WA, since 2013
Owner, *flora/form*: art, education & curatorial consulting, Bainbridge Island, WA, since 2004
- Former Adjunct Faculty, Art Department, Cornish College of the Arts, Seattle, WA, 2009-2013
Lecturer, Integrated Arts & Sciences Program, University of Washington, Tacoma, WA, 2013
Program Coordinator, Arts in Education, Arts Humanities Bainbridge, 2010-2013
Design Review Board, Mayor's Office of the City of Bainbridge Island, WA, 2004-2009
Curator, *Collocation*, ArtSite 2005, Pritchard Park, Bainbridge Island, WA, 2005
Curator, *Transition & Transformation*, City Space Gallery, Seattle, WA, 2004
Lecturer, Listaskólinn og Verkmenntaskólinn í Akureyri, Akureyri, Iceland, 2003
Education Director, Pratt Fine Arts Center, Seattle, WA, 1995-1997

HONORS & AWARDS

- 2018 Finalist, Humanities Washington Speakers Bureau
Outstanding Educator Award, Delta Kappa Gamma
- 2012 Professional Development Grant, ArtsWA
First International Teaching Artist Conference, Oslo, Norway
- 2010 Arts Innovator Award Nominee, Artist Trust
- 2008 Island Treasure Award, Bainbridge Island Arts & Humanities Council
- 2007 Public Art Year in Review, Americans for the Arts, Juried by Miwon Kwon
- 2004 Portable Works Purchase Award, King County Courthouse, 4Culture
John Maul Juror's Honor Award, Oregon State University
New Media Gallery Program Grant, Jack Straw Productions
- 2002 Thor Thors Grant, Iceland, The American-Scandinavian Foundation
- 2001 Artist's Creative Fellowship, Pratt Fine Arts Center
- 1999 Jurors' Choice Award, Northwest Fine Arts Competition, Phinney Center Gallery
- 1997 Grant for Artists Projects (GAP), Artist Trust
Centrum Foundation Artist Residency, Port Townsend, WA
- 1995 Matthew Hansen Endowment, University of Montana
- 1992 Fulbright Travel Grant, Iceland
Thor Thors Fellowship, Iceland, The American-Scandinavian Foundation

PUBLIC ART

- Current Terminal 117 Design Team Artist, Public Access & Habitat Restoration, Port of Seattle, WA
Play Passage Sculptures, with Johnson|Southerland LA, Phinney Neighborhood Association, WA
- 2018 *Burgeon*, Batik Apartments at Yesler 2, Vulcan Properties, Seattle, WA
- 2017 *Ebb/Flow*, Snohomish High School, ArtsWA Art in Public Places Commission, WA

- Conduit*, Adjacent Streets Project at Terminal 117, Seattle City Light and Seattle Mayor's Office of Arts and Culture, WA
- 2016 *Dragonfly & Butterfly Benches*, Owen's Playground, Bainbridge Island, WA
- 2015 *Pod*, City of Bainbridge Island, with Duke Grenier, Bainbridge Island, WA
- 2013 *Butterfly Garden Family Terrace*, Maple Leaf Reservoir Park, Seattle, WA
- 2012 *Celestial Leaves*, Hidden Village, King County Housing Authority, Bellevue, WA
Playful Tree & Donor Wall, Tacoma Children's Museum, Tacoma, WA
- 2010 *Seward Park Playground*, with Johnson|Southerland, LA, Seattle, WA
Raintree, Cromwell Park, with Susan Black & Associates, LA, City of Shoreline, WA
Karmann Vortex Bridge & Birch Tree Mosaic, with Nakano Associates, LA, Birch Creek, King County Housing Authority, WA
Leaf/Boat Benches, Hiawatha Artists Lofts, Seattle, WA
Seed Benches, Ercolini Park, West Seattle, WA
- 2009 *Northeast Neighborhood Park Master Plan*, with Nakano Associates, LA, Redmond, WA
- 2008 *Catch + Release*, Magnolia Branch Library, with SHKS Architects, Seattle, WA
Lace Leaf Bicycle Racks, City of Kent and Kent Downtown Partnership, Kent, WA
- 2007 *WaterLogs + Leaf/Hull*, Montlake Community Center, with Carlson Architects, Seattle, WA
Leaf Boat Benches, Jackson Place Sculpture Park, Hiawatha Artists Lofts, Seattle, WA

INSTALLATIONS & PERFORMANCES

- 2017 *50:50*, Bainbridge Island Library, Bainbridge Island, WA
- 2015 *Affinities*, Vulcan Building Storefront Installation, Seattle, WA
- 2013 *Keepsake*, movement workshop, installation, video and sound collaboration with Christy Fisher, Amy Denio and Ryan Adams, Cancer Lifeline, Seattle, WA
- 2011 *Treasure*, Smoke Farm, Arlington, WA
NEPO House, Don't Walk, Seattle, WA
Pollinatrix, Seattle Storefronts Program, 409 Maynard Avenue, Seattle, WA
Out of Place, Museum of Sound, Camp Long, Art in Nature Festival, West Seattle, WA
- 2010 *Jar*, Bellwether Art Walk, Bellevue, WA
- 2009 *Eddy*, Herbert Bayer Earthworks at Mill Creek Park, Kent, WA, invitational installation
Abundants, Heaven & Earth, Carkeek Park, Seattle, WA
- 2007 *Bead/Flow*, Webster's Woods at Port Angeles Fine Arts Center, Port Angeles, WA
Refuge, Museum of Sound, Camp Long, Art in Nature Festival, West Seattle, WA
- 2006 *SqueezePower*, Art 44:46, invitational performance, Chicago, IL
- 2005 *Haven*, In(n) & Out of Nowhere, Juror: Samantha diRosa, CougarLand Motel, Pullman, WA
Organic Plan, Jack Straw New Media Gallery, solo installation, Seattle, WA

SOLO & TWO-PERSON EXHIBITIONS

- 2018 *Tumescant Cluster*, Featured Artwork, Bellevue Arts Museum, Bellevue, WA
- 2013 *Kristin Tollefson*, Bainbridge Arts & Crafts, Bainbridge Island, WA
- 2011 *Unravel*, Skagit Valley Community College, Mount Vernon, WA
- 2010 *Evidence*, Seward Park Audubon Center, solo exhibition, Seattle, WA
- 2009 *Kristin Tollefson & Joel Sackett*, Bainbridge Arts & Crafts, Bainbridge Island, WA
- 2008 *Two in the Flow*, Kristin Tollefson & David Eisenhour, Port Angeles Fine Arts Center, WA
- 2005 *Organic Plan*, Jack Straw New Media Gallery, Seattle, WA, solo exhibition
- 2003 *Gróandi Linan/The Growing Line*, Deiglan Art Gallery, Akureyri, Iceland
- 2002 *Norway/US:US/Iceland*, Thomas Pihl & Kristin Tollefson, Scandinavia House, NY, NY
- 2000 *Cut from Nature: Kristin Tollefson & Gary Groves*, Bainbridge Arts & Crafts, WA
- 1992 *Kristin Tollefson*, Galleri Portið, Hafnarfjörður, Iceland

SELECTED GROUP EXHIBITIONS

- 2018 *BIMA@5: Selected Works from the Permanent Collection*, Bainbridge Island Museum of Art, WA
- 2016 *Metalmorphosis: Metals Biennial Exhibition*, Bellevue Arts Museum, WA

- 2012 *Art Department Faculty Exhibit*, Cornish College of the Arts, Seattle, WA
 2011 *Seattle Collects*, Office of Arts & Cultural Affairs at the Seattle Art Museum, Seattle, WA
 2009 *Environ*s, Nightengale Gallery, Eastern Oregon University, La Grande, OR
 2007 *N'Djamena Embassy Invitational*, Art in Embassies Program, N'Djamena, Chad, Africa
 2006 *Critical Mass: Metalsmithing Under Gary Griffin*, Cranbrook Academy of Art, Bloomfield Hills, MI
 2005 *Biology-Chemistry-Physics*, Curator: Otto Youngers, Seattle-Tacoma International Airport
 2004 *Spatially Inspired*, Juror: Ilse Bolle, WomanMade Gallery, Chicago, IL
Art About Agriculture, Jurors: Harrison Branch, John Maul, Sue Lynn Thomas, Oregon State University, Corvallis, OR
 2003 *New Works in Metal*, William Traver Gallery, Seattle, WA
The Common Thread, Jurors: Rhonda Brown & Tom Grotta, Westport Art Center, CT
BigLITTLE, Jurors: DiAnne Love, Rachel Osajima & Donna Briskin, The Craft & Cultural Arts Gallery, Oakland, CA
 2001 *All That Blooms and Grows*, Jurors: Eleanor Moty & John Hays, Phoenix Center for the Arts, AZ
 1999 *Pacific Northwest Annual*, Juror: Jon Tupper, Bellevue Art Museum, Bellevue, WA
Metals: The Colorado Connection, Jurors: Reno Carollo & Mimi Moore, Denver International Airport, CO
 1998 *The View from Here: 100 Artists Mark the Centennial of Mt. Rainier National Park*, Seafirst Gallery, Seattle; Shimin Bunka Kaikan, Fujinoma, Japan; MONA, LaConner, WA

RESIDENCIES

- 2019 The Arctic Circle Residency, Svalbard & Longyearbyen, Norway
 2018 La Wayaka Current | Desert, Atacama, Chile
 2003 Gilfelagid Artist Residency, Akureyri, Iceland
 2001 PONCHO Artist Residency, Pratt Fine Arts Center
 1997 Centrum Foundation Artist Residency, Port Townsend, WA
 1992 Straumur Art Commune, Hafnarfjörður, Iceland

SELECTED BIBLIOGRAPHY

- "Bainbridge celebrates return of the Pod," *Bainbridge Review*, October 1, 2015
 "Weekly Art Hit: Catch + Release," Tamara Childress, *Art Beat Blog*, January 16, 2013
 "Students Turn Invasive Weeds Into Art," Tristan Baurick, *Kitsap Sun*, June 2, 2010
Heaven & Earth, Center on Contemporary Arts, Seattle, WA, 2009
 Jake Seniuk, "Two in the Flow," *On Center*, vol. XX, no. 4, July-September 2008
 John Forsen, "Public Art: Kristin Tollefson's WaterLogs + Leaf/Hull," *Seattle Channel Video*, 2007
 Tina Lieu, "Where Land, Art Merge," *Bainbridge Island Review*, Saturday, July 9, 2005, Cover
 Joel Sackett & Candace Jagel, "Kristin Tollefson," *An Island in Time*, Timely Publications, 2005
 Matthew Kangas, "New Works in Metal," *Metalsmith*, Spring 2004
Fiberarts Design Book Seven, edited by Susan Mowery Kieffer, Lark Books, 2003
 Matthew Kangas, "Sculpture Sprouts in Downtown Bellevue," *Seattle Times*, June 28, 2000
 Bragi Ásgeirsson, "Kristin L. Tollefson," *Morgunblaðid (Icelandic Daily News)*, 24 April 1993

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 17, 2019 6:39:16 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 Virginia Velez

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Retired

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I'm Puertorican, multiracial by definition, family runs from black (from free and enslaved Africans) to blond to Native and everything in-between. Was the bilingual Hotline Supervisor at

activities, training, education) if any:

the SF AIDS Foundation, a deportation defense paralegal, and a Teaching Assistant at UW and Stanford, in courses dealing with race, gender, sexuality. MEChA VP at UW; Black Graduate Student Assoc VP at Stanford. Also spent time with Native American Assoc at Stanford, but our Taino tribe was deemed "extinct" (we're still here) ever since Spain owned our island, and we are not recognized by the US. Caribbean Tainos are recognized at the UN. We are descendants of the Arawaks in the Amazon.

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

I'm a disabled senior, I get wonderful assistance from IVC to get around. I'm also on fixed income so I've gotten wonderful assistance from HRB. I've done local voter registration and election organizing, was Precinct Captain for the 2016 caucus, and started a community garden since I moved here 10 yrs ago. I am now elected Treasurer for the 23rd LD Democrats. Attended a couple of potlucks for women of color here - in the 80s when the Native poet Chrystos lived in Fort Ward, recently when one of our few local black women, who is also deaf, hosted one. For over a decade, I was unable to walk far or long, don't drive anymore. It's taken years, but I'm more able to walk (and almost dance!) unassisted without falling now. Working on endurance. Use me, I'm finally "more able," and now that I live in town, I'm near enough to attend meetings without needing a ride or bus service, which doesn't exist at night anyway.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Friends told me and want me to be part of it.

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

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 16, 2019 1:25:07 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 Jesse Ziebart

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Bainbridge Island Museum of Art

Current Position Cultural Programs Manager

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, My background is in corporate sponsorship, live event and television production and the performing arts. I have strong local ties to the arts and entertainment communities and have

activities, training, education) if any: participate in and coordinated cultural events all over the world. -- Highly organized --Strong in logistics, event execution and planning, sponsorship,

Please share your community interests (groups, committees, organizations) if any: The If Project YWCA Kitsap REN Humanities Washington The Suquamish Tribe Women's Correctional Center of Washington Centro Latino Ranier Arts Center

Feel free to attach your resume (optional): *Field not completed.*

Type the Year 2019

How did you hear about the volunteer opportunity? Other - See below

Other Ms. Karen Vargas

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:05 PM) Appointments to the Green Building Task Force - Mayor Schneider,

SUMMARY: A call for participation was issued for volunteers to serve on the Green Building Task Force. Applications were reviewed by Mayor Schneider, Councilmember Deets, and Councilmember Pollock. Mayor Schneider brings forward the following names for Council consideration of approval: Jonathan Davis, Russ Hamlet, Julie Kriegh, Kathleen O'Brien, Richard Perlot, Dave Sale, Marty Sievertson, Kathleen Smith and Jason Wilkinson.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to forward for approval with the March 24, 2020 Consent Agenda the following appointments to the Green Building Task Force: Jonathan Davis, Russ Hamlet, Julie Kriegh, Kathleen O'Brien, Richard Perlot, Dave Sale, Marty Sievertson, Kathleen Smith, and Jason Wilkinson.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Green Building Task Force Applications \(Redacted\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Friday, January 10, 2020 4:55:32 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	Rick Blumenthal
Email	
Phone	
Address	
City	
State	
Zip	
Current Employer	Knauf Insulation, Inc.
Current Position	Building Science Specialist
I am interested in serving on one of the following City advisory groups (select all that apply):	Green Building Task Force (9 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,	Building enclosure assembly design, building analysis and diagnostic testing, critical detailing for high performance, sustainable, durable, healthy and resilient building assemblies.

activities, training, education) if any:

Training and previous certifications as Energy Star Verifier, Built Green Verifier, HERS Rater, BPI Building Analyst, Performance Tested Comfort Systems Diagnostic pressure tester, High Performance Insulation Professionals trainer, Earth Advantage Building Energy Rater, Living Building Challenge ambassador, North American Insulation Manufacturer's Assoc., Certified Mediator, Building Insulation committee chair, BS, Environmental Conservation, minor in Environmental Planning. I provide detailed technical information to architects, engineers and building officials for water and moisture management in buildings, air and thermal boundaries, recommendations for correcting building assembly failures, ventilation strategies and many other expert opinions and analysis of building enclosures.

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

Strong interest in providing information and education on high performance, sustainable construction to the building industry at large including material selections. Groups I am associated with include International Living Future Institute, ICC, ASHRAE, PHIUS, NAIMA.

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

Climate Committee Meeting

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Friday, January 17, 2020 10:49:08 AM

City Advisory Group Application

Step 1

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

Applicant Name	Jonathan Davis
Email	
Phone	
Address	
City	
State	
Zip	
Current Employer	Self - Davis Studio Architecture + Design
Current Position	Owner/Architect
I am interested in serving on one of the following City advisory groups (select all that apply):	Green Building Task Force (9 positions)
Experience & Qualifications	
Have you served on any City advisory groups in the past?	Yes
If so, please indicate which groups:	Affordable Housing Task Force
Please share your qualifications for this appointment (skills,	Licensed Architect. Designed and built our first sustainable house in 1986, most of the homes we build now are net-zero homes, using sustainable, healthy materials. Designed the first

activities, training, education) if any:

built One Planet community in the US (Grow Community) and the first Living Building Net Zero Energy registered community on Bainbridge (The Walk)

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

Sustainable Bainbridge - Board
Assisted COBI with writing the new Subdivision Ordinance
Support HRB and Affordable Housing on Bainbridge

Feel free to attach your resume (optional):

Type the Year

2020

How did you hear about the volunteer opportunity?

Other - See below

Other

Council Meeting

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

Jonathan Davis
Davis Studio Architecture + Design, LLC

Davis Studio Architecture + Design, led by architect Jonathan Davis, has a long history of environmental stewardship and sustainable design. Since 1985, Jonathan has been incorporating sustainable technologies into the buildings he has designed, as well as ensuring that the buildings are suitably located within their environment to take advantage of passive solar and natural ventilation and more importantly having as small an impact on the environment as possible.

Davis Studio Architecture + Design is the principal architect for the award winning, net-zero, multi-generational Grow Community (Phase 1), the largest solar community in the State of Washington. As well as being responsible for the architectural design of all the homes and apartment buildings, Davis Studio Architecture + Design worked closely with the energy engineers to integrate and coordinate all the leading-edge technologies in the homes to achieve the net-zero/zero carbon standards for this One Planet Community.

Davis Studio Architecture + Design projects have been built to LEED, BuiltGreen and One Planet Endorsement. Davis Studio A+D provides architectural and interior design for residential, retail, commercial, institutional, and public buildings as well as urban planning, throughout the U.S.

Licensed Architect:

State of California, C 24323, 1993
State of Washington, 10319, 2011

EXPERIENCE: Professional

2002-
present **davis studio, Architecture + Design**
Bainbridge Island, Washington

PROJECTS - multi-family and communities

ON THE BOARDS

Grow Community - Phase 3, Bainbridge Island, Washington	14 unit net-zero community	2018-present
Big River, Chelan County, Washington	7 unit river front community	2018-present
Ohana, Spokane, Washington	60 unit supportive community	2018-present
Suzuki Farms, Bainbridge Island, Washington	60 unit affordable community	2016-present
The Farm, Manson, Washington	64 unit agri-hood community	2016-present
Infinia Village, Gainesville, Florida	100 unit sustainable community	2016-present

BUILT

The Walk, Bainbridge Island, Washington	38 unit net-zero community	2016-2019
Grow Community, Bainbridge Island, Washington	43 unit sustainable community	2011-13
Wilton Condominiums, Los Angeles, California	12 Unit New Construction	2006-09

PROJECTS - single family

ON THE BOARDS

Upton Residence, Denver, Colorado	Addition to Keats Residence	2018-present
Pet Residence, Orcas Island, Washington	New Home + Guest House	2016-present
Berner Residence, Bainbridge Island, Washington	New Home	2015-present
Stutzman Residence, Bainbridge Island, Washington	New Home	2015-present

BUILT

Fletcher Residence, Bainbridge Island, Washington	Major Remodel	2016-19
Spinak Residence, Bainbridge Island, Washington	Major Remodel	2013-15
Berg Residence, Bainbridge Island, Washington	New Home	2013-14
EcoFab House, San Francisco, California	Modular Show Home	2011-13
Kaner Residence, Mar Vista, California	Modular Addition and Remodel	2008-10
Sears Residence, Venice, California	Modular Addition	2008-10
O'Meara Residence, Playa del Rey, California	New Home	2006-10

EXPERIENCE: Professional, cont:

PROJECTS - policy and ordinance

	City of Bainbridge Island, Washington City of Bainbridge Island, Washington	Subdivision Ordinance Comprehensive Plan	2018-19 2016
1995-2003	Jonathan Davis, Architect Los Angeles, California		
Sept 1991 - May 1995	Frank O. Gehry and Associates Santa Monica, California		

EDUCATION:

1991	MASTER OF ARCHITECTURE Southern California Institute of Architecture
1990	Stadelschule fur Kunst Department of Architecture
1985	Architectural Association School of Architecture
1984	BACHELOR OF SCIENCE IN ARCHITECTURE University of Michigan

PUBLICATIONS and EXHIBITIONS:

Nov 2018	<u>Unlocking opportunities for 'intergenerational living' in our cities</u> by Lucy Wallwork Multibriefs.com Bristol Housing Festival and Grow Community
2018	<u>Living with Wellness</u> CLAD Magazine - Issue 2 Grow Community
June 2017	<u>Designing Sustainable Communities</u> by Avi Friedman Bloomsbury Publisher Grow Community
Nov 2016	<u>It Takes a Village</u> by Amara Holstein Dwell Magazine Grow Community
Dec 2014	<u>Holistic Homes</u> Green Builder Magazine Grow Community
June 2014	<u>Building for Wellness - The Business Case</u> ULI Magazine Grow Community
2014	<u>Prefabulous World</u> by Sheri Koones Abrams Publishers Everett House - Grow Community
Aug 2014	<u>Grow - Bainbridge - Building a Healthy Community from the Inside Out</u> Premier Builder Magazine Grow Community
Nov 2013	<u>Is this the Most Sustainable Neighborhood in the US?</u> by Adele Peters FastCompany.com Grow Community
May 2013	<u>Rising Sun</u> Puget Sound Business Journal Grow Community
Spring 2013	<u>Environmental Innovator</u> Washington Business Magazine Grow Community
Fall 2012	<u>Growing Community</u> by Nancy Goll Bainbridge Island Magazine Grow Community
2012	<u>Prefabulous + Almost Off the Grid</u> by Sheri Koones Abrams EcoFab House

PUBLICATIONS and EXHIBITIONS, cont:

- Oct 2009 **pieceHomes Commits to Modern, Green and Modular** by Robert Mendel
Automated Builder
pieceHomes
- March 2009 **Pushing the Envelope of PreFab** by Claire Anderson
Home Power Magazine
pieceHomes
- April 2008 **pieceHomes pH:for a Balanced Home** by Karen Dodd
Builder/Architect Magazine
Davis Residence + pieceHomes
- Sept 2006 **Urban Tranquility** by John Sovec
Yogi Times Magazine
Davis Residence
- Sept 2001 **A Clear Vision** by Betsy Lehndorff
Rocky Mountain News
Bell Mountain Residence
- 2001 **Frank Gehry, Architect**
Exhibition, Guggenheim Museum, New York
Various projects
- 1998 **Frank O. Gehry, The Complete Works**
The Monacelli Press
Various projects
- 1991 **From the Edge, SCI-ARC Student Work**
Princeton Architectural Press
Topology: Los Angeles, A Topography

HONORS and AWARDS:

- Dec 2014 **Best Community Project**
Green Home of the Year Award
Green Builder Magazine
Grow Community
- Dec 2013 **Sustainable Business of the Year**
Bainbridge Island Chamber of Commerce
- May 2013 **Environmental Innovator Award**
Environmental Excellence Awards
Association of Washington Businesses
Grow Community
- May 1991 **Henry Adams Medal**
A.I.A. Medal for Scholarship and Distinction
Southern California Institute of Architecture
- 1990 **DAAD (Deutscher Akademischer Austausch Dienst)**
Sur Place Grant
for studies in Germany
- 1988 -1989 **Kurt Meyer Scholarship**
Southern California Institute of Architecture
- Jan 1989 -
April 1990 **Graduate Admissions Committee, Student Member**
Southern California Institute of Architecture

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Monday, January 20, 2020 9:01:42 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 Russell S. Hamlet

Email

Phone

Address

City

State

Zip

Current Employer Studio Hamlet Architects

Current Position Owner

I am interested in serving on one of the following City advisory groups (select all that apply): Green Building Task Force (9 positions)

Experience & Qualifications

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

If so, please indicate which groups: Design Review Board
Code users advisory group

Please share your qualifications for this appointment (skills, Architect with an interest in sustainable design. I have lived and worked as an architect on the island since 1991. Starting my own firm in 2004 and since have completed over 200 successful

activities, training, education) if any:

architectural projects on the island. We have done several LEED, BuiltGreen, Build America projects. Past member of US Green Building Council. LEED Accredited Professional for Building and Homes.

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

Strong interest in the workings of the planning and building departments. member Rolling Bay community group. Interests with Sustainable Bainbridge and the Land Trust, schools.

Feel free to attach your resume (optional):

Type the Year

2020

How did you hear about the volunteer opportunity?

Newspaper

Other

Field not completed.

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

Professional Background

2004-present	Studio Hamlet Architects. Bainbridge Island, WA
1998-2004	Marc LaRoche Architects (MLR-A). Bainbridge Island, WA
1996-1998	James Cutler Architects (JCA). Bainbridge Island, WA
1991-1996	Bohlin Cywinski Jackson (BCJ). Seattle, WA
1990-1991	Truex DeGroot Cullins Architects. Burlington, VT
1988-1990	Goldsmith & Morris Architects. Burlington, VT

License / Registration

1994	Vermont State #2060
1994	Washington State #6486

Education

1988	Kansas State University, Bachelor of Architecture (Magna Cum Laude)
1984	Vermont Technical College, Associate Degree in Architecture

- Member American Institute of Architects (AIA), Seattle AIA Chapter
- Certified Sustainable Building Advisor (CSBA)
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP)
- Experienced LEED AP for Homes (LEED AP - Homes)
- Experienced LEED AP for Building Design & Construction (LEED AP - BD+C)
- Member Northwest Ecobuilding Guild
- Member United States Green Building Council (USGBC)
- Member Cascadia Chapter of the USGBC
- Former Member City of Bainbridge Island Code Users Advisory Team
- Former Member City of Bainbridge Island Design Review Board (Chairman)

Project Experience

- Hyla Middle School. Master Planning. Renovations. New Multi-purpose Building. Bainbridge Island, WA
- Montessori Country School Campus Expansion. Master Planning. Bainbridge Island, WA
- Prentice-Makosky. New Residence & Studio. Bainbridge Island, WA
- Parker Boathouse. Bainbridge Island, WA
- Rolling Bay Land Company. Day Road Property. New Residence. Bainbridge Island, WA
- Dayaalu (Yoga & Retreat Center). Addition and Remodel. Bainbridge Island, WA
- Sequim Barn and Glass House. Sequim, WA
- Seybolt Residence. Remodel and Addition. Pittsburgh, PA
- Farrell-Waiss Residence. New Residence. Bainbridge Island, WA
- Mahlum - Franz Residence. Remodel and Addition. Bainbridge Island, WA
- Bressler Houseboat Tender. Portland, OR

- Ramsay Waterfront Beach Cottage. New Residence. Kingston, WA
- Deets Office and Guest Studio. Bainbridge Island, WA
- Walaskay Beach House. Renovation. Bainbridge Island, WA
- Seybolt Residence. Remodel. Pittsburgh, PA
- Kennedy Art Studio. Bainbridge Island, WA
- Smugglers Notch Resort Property Development. Jeffersonville, VT
- Green Floating Home. Portland, OR <http://freshome.com/2010/11/11/impressive-floating-residence-with-charming-country-details/>
- Athens Georgia Student Housing. Athens, GA
- Ericksen Garden Cottages. Bainbridge Island, WA
- Reveley Boathouse. Bainbridge Island, WA
- Wallace - Ringold Studio. Bainbridge Island, WA
- Rolling Bay Cottages. New Homes Development. Bainbridge Island, WA
- Birkland Remodel. Bainbridge Island, WA
- Derzon - Supplee Residence. Addition and Remodel. Bainbridge Island, WA
- Hoberg Residence. Addition. Bainbridge Island, WA
- Jones Residence. ADU. Bainbridge Island, WA
- Rolling Bay Land Company Office. Bainbridge Island, WA
- Community Bus Stop Shelter. Bainbridge Island, WA
- Valentine-Brown Residence. Prineville, OR
- Valley Farm, LEED Gold Certified Home. Bainbridge Island, WA <http://www.rollingbaylandco.com>
<http://www.builtgreen.net/studies/1333.html>
http://studiohamlet.com/publish/FineHomebuilding/MakingtheGreenBuilding/FHB_LEED_H.pdf
- Edwards Residence. Addition. Bainbridge Island, WA
- Leedy Residence. Remodel. Bainbridge Island, WA
- Floating Guest House. Portland, OR
<http://www.finehomebuilding.com/design/articles/big-river-small-house.aspx?nterms=62892&ac=ts&ra=fp>
- Eaton/Chudak. Addition and Remodel. Bainbridge Island, WA
- Parazaider Residence. Addition. Bainbridge Island, WA
- Network Chiropractic Offices. Addition. Bainbridge Island, WA
- Keith Residence. Jericho, VT
- Design Showroom. Tenant Fit-Up. Bainbridge Island, WA
- Skelly Property. Land Planning. Bainbridge Island, WA
- Barber Residence. Remodel. Cambridge, VT
- Osuna-deBoor Studio. Bainbridge Island, WA
- Sodikoff Condominium. Remodel. Bainbridge Island, WA
- D'Annunzio Residence, Remodel. Gig Harbor, WA
- Cardosi Residence. Remodel. Bainbridge Island, WA
- Schmale-Hartley Residence. North River, NY
- Houser Residence. Remodel. Bainbridge Island, WA
- Persephone Farm House. Remodel. Indianola, WA
<http://persephonefarm.com/>
- Holmes-Larsen Studio. Remodel. Bainbridge Island, WA
- Fiepkke Residence. Remodel. Seattle, WA
- Martin/Fabert Residence. Remodel. Bainbridge Island, WA
<http://www.finehomebuilding.com/how-to/articles/small-baths-live-large.aspx?collection=73258>
- Serrurier Residence. Remodel. Portland, OR
- Schneider Residence. Remodel. Bainbridge Island, WA
- Nett/Fritchman Residence. Remodel. Bainbridge Island, WA
- James Residence. Addition. Amherst, MA

- Prentice Residence. Sequim, WA (MLR-A)
- Reisfeld Residence, Bainbridge Island, WA (MLR-A)
- Miner Residence, Kitchen Remodel, San Francisco, CA (MLR-A)
- Lifeso Residence. Mendocino, CA (MLR-A)
- Oakville Ranch. Remodel. Napa, CA (MLR-A)
- RNM Restaurant. San Francisco, CA (MLR-A)
- Miner/Anderson Residence. San Francisco, CA (MLR-A)
- Christman Residence. Southworth, WA (MLR-A)
- Miner Residence. San Francisco, CA (MLR-A)
- Leatham/Steiner Cabin. * Winthrop, WA (JCA)
- Harbor Place. Bainbridge Island, WA (JCA)
- Gates Residence. * Medina, WA (BCJ/JCA, Joint Venture)
- Adirondack House. Lake George, NY (BCJ)

*AIA National Honor Award Project

(MLR-A)	Completed while employed with Marc LaRoche Architects
(JCA)	Completed while employed with James Cutler Architects
(BCJ)	Completed while employed with Bohlin Cywincki Jackson

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Monday, January 13, 2020 10:06:02 AM

City Advisory Group Application

Step 1

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

Applicant Name Joanna Jenkins

Email

Phone

Address

City

State

Zip

Current Employer Alpine Start Consulting

Current Position Sustainable Design Specialist

I am interested in serving on one of the following City advisory groups (select all that apply): Green Building Task Force (9 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, Originally trained as an Architect, my career has focused on green building consulting for the past 15 years. My work is concentrated in guiding projects through the LEED certification

activities, training, education) if any:

process, although I also work in other rating systems including the Living Building Challenge and Enterprise Green Communities as well as BREEAM, Estidama, Fitwell, and Sites. My work includes both commercial and residential projects and I've worked with local governments, school districts, commercial developers, and universities. My credentials include Registered Architect in the State of WA, LEED AP BD+C, LFA, BREEAM AP.

I've spoken at various green building conferences and was the Chair of a regional green building conference, Gulf Coast Green in 2015. I have also taught LEED and green building as a guest lecturer at Texas Tech University.

Much of my career was spent at a large architecture/engineering firm, but several years ago I opened my own consulting practice on the island. My firm's most recent certification is the BLIS apartment building on Ferncliff, which has reached LEED Gold. I also have single family residential clients on the island, one of which is seeking LEED Platinum.

I have worked with several clients in the development of green building standards, including corporations and universities, and I'm confident I can add value to the proposed 9 person Task Force.

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

Member, Office XPats
Member, Bainbridge Island Chamber of Commerce
Volunteer Podcast host with BCB

Feel free to attach your resume (optional):

Type the Year

2020

How did you hear about the volunteer opportunity?

Other - See below

Other

contacted by Heather Wright and Jason Wilkinson.

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

JOANNA JENKINS

AIA, NCARB, LEED AP BD+C, BREEAM AP, PQP, LFA

Professional Experience

Alpine Start Consulting, LLC
Bainbridge Island, Washington
Sustainable Design Consulting
2015- present

Page Southerland Page, Inc.
Sustainable Design Consulting
2004- 2015

Bricker & Cannady Architects
Project Architect,
2003-2004

Brand + Allen Architects, Inc.
Project Architect,
2002-2003

Manley and Harper Architects
Project Architect,
1999-2002

Education

The Ohio State University,
Austin E. Knowlton School of Architecture,
Masters of Architecture, 1997

Kenyon College,
Bachelor of Arts, History,
Cum Laude, 1994

Registrations | Affiliations

Licensed Architect | Ohio #13814
May 2005
Licensed Architect | Washington #11476
October 2015
NCARB | #78316
1998
LEED AP BD+C
2005
Living Future Accredited
2019
BREEAM AP
2010
Estidama Pearl Qualified Professional
2011

Responsibilities

Write and implement green building certification workplans
Coordinate the work of multiple disciplines to reach project goals
Serve as LEED Online Project Administrator
Perform LEED Calculations- site, water, materials and IAQ credits
Produce LEED documentation, manage the work of others
Communicate progress to Owner through regular written reports
Write green building certification specifications
Respond to RFPs regarding sustainable design
Develop Owner's Project Requirements and Basis of Design

Leadership

Lead firmwide working group to publish white papers
Chair, AIA COTE Gulf Coast Green, 2015
Organize and report on firmwide 2030 Challenge compliance
Conceptualized and lead the firm's annual Green Forum
Taught LEED AP exam prep course online at Texas Tech University

Proficiency | Skills

Word, Excel, InDesign, Powerpoint, Illustrator

Other Work

Programming specialist for projects including radio stations,
academic administration buildings and student centers
Project Manager for FEMA Alignment project for Tulane University

Projects

Bainbridge Landing, targeting LEED Gold
Crystal Springs Remodel, targeting LEED Silver
Discovery Green, LEED Gold
HISD Cunningham Elementary, LEED Gold
HISD North Forest High School, LEED Silver
HISD High School for Law Enforcement and Criminal Justice,
LEED Silver
Abu Dhabi National Oil Company Petroleum Institute
Headquarters, targeting LEED Gold
Petroleum Institute Campus Masterplan, Estidama, 2 Pearls
Harris County Institute for Forensic Sciences, LEED Silver
GSA FBI Regional Headquarters, LEED Certified
University of Houston Cougar Woods Dining, LEED Gold
ExxonMobil Campus Project, Commissioning Liaison
The University of Texas Admin Building, LEED Silver
Data Center, Confidential Client, LEED Certified

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Wednesday, January 29, 2020 4:07:51 PM

City Advisory Group Application

Step 1

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

Applicant Name Julie Kriegh

Email

Phone

Address

City

State

Zip

Current Employer Kriegh Architecture Studios | Design + Research and UW
College of Built Environments

Current Position Principal Architect (KAS) and Research Scientist (UW)

I am interested in serving on one of the following City advisory groups (select all that apply): Green Building Task Force (9 positions)

Experience & Qualifications

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

If so, please indicate which groups: Planning Commission 2000

Please share your qualifications for this Architect and PhD in High Performance Buildings and Occupant Behavior. Passive House Certified Designer, LEED AP. Doctoral work researched two comparison communities on Bainbridge,

appointment (skills, activities, training, education) if any:

WA. Planning the Pacific Northwest, chapter On the Road to Smart Green Growth co-author. ACEEE paper on the Bullitt Center Energy and Occupant Behavior.

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

Passive House Northwest Board, Climate Action Task Force UW, Environmental Design and Research member, AIA member

Feel free to attach your resume (optional):

Type the Year

2020

How did you hear about the volunteer opportunity?

Other - See below

Other

Diane Landry on Sustainable Bainbridge

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ARCHITECTURE STUDIOS



Dr. JULIA ANN KRIEGH

As principal and founder of KRIEGH ARCHITECTURE STUDIOS | Design + Research, Julie Kriegh brings her clients' project goals to fruition while adhering to the values of sustainability, high-performance construction principles, exceptional craft, sophisticated design and attention to detail. These principles apply to custom single-family, multi-family, and residential community developments, as well as religious, medical, educational, and municipal facilities. She offers collaborative, team-oriented architectural services that result in elegant designs that are aligned with her clients' project needs. As a passive house designer, Julie uses state of the art energy modeling software to design and consult on net-positive energy buildings. KRIEGH ARCHITECTURE STUDIOS' designs have won numerous awards including the **AARP** Livable Communities Design Award for the Vineyard Lane Community development in Bainbridge, WA.

Julie and the KRIEGH ARCHITECTURE STUDIOS' team believe that the design of the physical environment and people's relationship with that environment are important factors related to energy conservation and climate change solutions. In this regard, they understand that designing for the mutual benefit of people and planet is key. Their purpose and passion is to innovate, design for the future and create the "Tesla" of architecture—elegant, efficient, and environmentally responsive.

Dr. Kriegh is currently working on several research initiatives at the University of Washington, Seattle. Collaborating with a team of university researchers and industry partners on sustainability issues, Dr. Kriegh is leading work on building and occupant performance, wireless sensing devices and tailored feedback systems on energy use in residential settings. In addition, she belongs to a research consortium between UW, UA, Microsoft and Google researching the future of sustainable Data Centers. Recently, Dr. Kriegh was awarded lead instructor for the 2020 Dean's Interdisciplinary Graduate Design Studio. This class is a year-long collaboration between UPenn, UA, UW, Microsoft, Google, and Aligned Energy to research and develop a Living Building Data Center and a 100% renewable community for multiple climate zones.

Julie holds both a Ph.D. and a Master of Architecture degree from the University of Washington. Her doctoral research focuses on high-performance buildings, building user behavior and environmental psychology. Her dissertation, Life Building Exchange: Investigating the Intersection of Pro-environmental Behavior, Place Meaning, and High-performance Design, received the Environmental Research and Design Association's 2019 Certificate of Research Excellence Award (EDRA CORE) and two American Institute of Architects Upjohn Research Initiative Grants.

EDUCATION

- University of Washington, Seattle, PhD, Interdisciplinary Built Environments Program, Sustainability Track
- University of Washington, Seattle, Master of Architecture
- Duke University, Bachelor of Arts, Cum Laude | Duke University, Marine Laboratory Field Studies

LICENSES and ACCREDITATIONS

- Architect, State of Washington, 5999
- Certified International Passive House Designer | LEED Accredited Professional
- Sustainable Building Advisor | EMERGE for Sustainable Leadership

PROFESSIONAL EXPERIENCE

- Kriegh Architecture Studios | Design + Research, Seattle, WA. Founder, President, Architect, 2000-present
- Weinstein A|U, Seattle, WA, associate architect, 1991-2000
- Miller | Hull Partnership, Seattle, WA, project manager, 1989-1991
- NBBJ, Seattle, WA, technical team, 1986-1989
- University of Washington, Dept of Construction Management, Seattle, WA. Research Scientist, 2019- present
- University of Washington College of Built Environments, Seattle, WA. Teaching experience, 2010- present

RECENT TEACHING EXPERIENCE

- **Scheduled for 2020** Affiliate Instructor, UW Dean's Interdisciplinary Studio, BE 405/505, co-teaching- Designing a Living Building Data Center and 100% Renewable Energy Community (**Kriegh**, Dossick, & Whittington).
- **Scheduled for 2020** UW Research Scientist- Passive House Fundamentals – leading an interdisciplinary class for professional architects, construction managers, and engineers through CERC, Department of Construction Management.
- **2019** Invited lecturer- Arch 588/592 Research Methods - Professors Kate Simonen and Ann Huppert, lecture topic- Case Study Research Methods, CBE, University of Washington.
- **2018-2019** UW Affiliate Instructor, UW Dean's Interdisciplinary Studio, BE 405/505, co-teaching- Creating the 21st Century Neighborhood: Mid-century Modern to High Performance Buildings (**Kriegh**, Sterrett, & Simonen).
- **2015, 2018, 2019** Invited lecturer – Human Experience Place, L ARCH 361/561, Professor Lynne Manzo, lecture topic- Encouraging Pro-environmental Behavior, CBE, University of Washington.
- **2015-2016** UW Green Futures Lab – co-leaders **Kriegh** and Rottle for the Molbak's Garden and Home Garden Center. A detailed report and analysis records the background research, community process and design recommendations in Woodinville Vision 2035 | Town Center | Volumes 1, 2 and 3
- **2015** Autumn University of Washington Department of Landscape Architecture – co-instructors **Kriegh**, Rottle, & Heland for an interdisciplinary seminar: "Collaborative Planning and Design Seminar," Larch 498 C/598L, exploring methods in public participation for neighborhood, and urban design projects.
- **2013-2014** UW Center for Integrated Design Research project – contracted by Burpee, PI, UW Green SEED Grant, UW Office of Sustainability, Building User Audit: Capturing Behavior, Energy, and Culture.
- **2013** UW Green Futures Lab Co-leader, **Kriegh** & Rottle instructing graduate students working with the City of Burlington on an urban planning team producing "Burlington at the Crossroads, Recommendations Report" creating alternatives with the Urban Land Institute for the downtown area of Burlington.
- **2013** UW Green Futures Lab Special Projects – contracted by Urban Planning Professor Sterrett and Landscape Architecture Professor Rottle to create recommendations for a Form Based Code Standard for the City of Edmonds Westlake Special District through the Green Futures Lab.
- **2012-2013** University of Washington Research Assistant – contracted by Dept. Public Policy, Professors Manzo, Ph.D. and Garshick Kleit, Ph.D. to lead field research, serve as a member of the statistical analysis team, and as a co-author for the final report: HOPE VI Redevelopment of Westpark Evaluation Report: Year IV.
- **2012** University of Washington Teaching Assistant, BE 498 – contracted by the Department of Architecture Joel Loveland to facilitate instruction by the International Passive House Academy.
- **2010-2011** University of Washington Special Projects, Dept. Urban Design and Planning – contracted by Urban Planner Sterrett to co-create sustainable design alternatives for the Bainbridge Island Land Trust Hill Top property, Bainbridge, WA.

MEMBERSHIPS | SERVICE

- UW College of the Built Environments Strategic Plan, Climate Action Task Group, current
- American Institute of Architects (AIA) Seattle and National Chapters, AIA Women in Design
- Passive House Northwest (PHNW) Board Member and chair of Education Committee
- Environmental Design and Research Association (EDRA) member
- The Society for Personality and Social Psychology (SPSP), 2020 Conference Sustainability Committee
- Leadership Tomorrow, City of Seattle, class of 2000
- Bainbridge Island Planning Commissioner, two term commissioner, past

RECENT SELECTED SUSTAINABILITY PROJECTS FOR KRIEGH ARCHITECTURE STUDIOS | DESIGN + RESEARCH

- American Samoan United Church of Christ Social Hall, PASSIVE HOUSE feasibility study, Burien, WA
- Wollochet Bay Residence, PASSIVE HOUSE, new construction, in for permitting, Gig Harbor, WA
- Magnolia Residence, PASSIVE HOUSE technology, deep green retrofit, Seattle, WA
- The CORK House on Olympus Beach, Passive House technology remodel, Bainbridge Island, WA
- Point Monroe CARRIAGE HOUSE, Floodplain Resilience, Passive House technology, new construction, Bainbridge, WA

- Sunny Hill Circle Residence with ground source heat pump and green roof technology, Bainbridge, WA
- Vineyard Lane Development AARP Award Winning Sustainable 45 unit, Multi-Family, with 5-Star Built Green
- Yonder- Community Retreat Center, Bainbridge Island, WA
- Master Planning and Community Facilitation Projects:
 - City of Woodinville 2035 Town Center Visioning Design (Molbak's Garden Center and UW Green Futures Lab)
 - City of Burlington Town Center Recommendations (ULI and UW Green Futures Lab)
 - City of Edmonds Special District Form Based Code (Jill Sterrett and UW Green Futures Lab)
 - Community Land Trust Master Planning, MEND, Wenatchee, WA
 - Community Land Trust Master Planning, FERNCLIFF VILLAGE, Bainbridge, WA
 - City of Bainbridge, Winslow Tomorrow Town Center Visioning Project, Bainbridge, WA

PROJECTS, AWARDS AND RECOGNITION FOR DESIGN FOR KRIEGH ARCHITECTURE STUDIOS | DESIGN + RESEARCH

- Vineyard Lane Multi-Family Development - **AARP** Livable Communities Design Award
- Ferncliff Community Land Trust Affordable Housing- AIA recognition: What Makes it Green
- Vineyard Lane Multi-Family Development - **AIA** recognition: What Makes it Green
- Northwest Home Magazine- featured project "Yonder"- Community Retreat Center
- Tour of Architects- featured project "Yonder"- Community Retreat Center

PROJECTS, AWARDS AND RECOGNITION FOR DESIGN with Seattle Firms NBBJ, Miller Hull, Weinstein A|U

- Temple de Hirsch Sinai- Merit Award in Faith & Form Magazine & Excellence in Masonry Design, Masonry Institute of WA
- NewHolly Hope VI, Redevelopment- **AIA** Bronze Design Award and WA Council **AIA** Civic Design award of Merit
- Seattle Tacoma International Airport - **IES** Seattle Chapter Award SeaTac Lighting Master Plan
- Seattle, Technogym USA Office and Showroom, Washington
- Port Townsend Community Center, Washington
- University of Washington Olympic Natural Resource Center- Seattle **AIA** Award of Merit
- Malmstrom Air Force Base Health Clinic, Montana
- Children's Hospital, San Diego, California
- Everett General Hospital Medical Office Building and Parking Garage, Washington
- Port Orchard, Group Health Cooperative Clinic, Washington

RESEARCH GRANTS ON SUSTAINABILITY

- 2020-2021 Earthlab Innovations Grant Application Submitted, University of Washington
- 2019-2020 Data Center Design Studio Funding Request, Google
- 2019-2020 CIRC Research Consortium Funding Pending, University of Arizona
- 2015 Precourt Fellow: Offered by Stanford's Precourt Energy Efficiency Center through the generosity of the Alfred P. Sloan Foundation, Behavior, Energy, Climate Change Conference (BECC), Sacramento, CA
- University of Washington Office of Sustainability | Campus Sustainability Fund, Encouraging Pro-Environmental Behavior Lecture by Dr. Linda Steg, May 2015 (coordinator, funded)
- 2014 UW SEED Research Grant on Sustainable Energy- Building User Audit Procedures
- 2014- 2015 The **AIA** Upjohn Scholars Initiative Research Grant - Principal Investigator
- 2014- 2015 The Puget Sound Energy Survey Research Grant – Principal Investigator

INTERVIEWS

- Architecture Magazine: The Behaviorist: How buildings are used is as important as why. By William Richards for AIA Voices. <http://www.architectmagazine.com/search?q=Julie+Kriegh>, June 19, 2015
- Architecture Magazine: Flexing Forms: A focus on a user's agency in altering and shaping his or her environment defines the 2014 AIA Upjohn Research Initiative grant recipients, by Kim A. O'Connell for AIA Feature. http://www.architectmagazine.com/aia-architect/aiafeature/flexing-forms_o, June 15, 2015

BOOK CHAPTERS | BLIND PEER REVIEWED PAPERS

- LIFEBUILDINGX, Life Building Exchange: Investigating the Intersection of Pro-environmental Behavior, Place Meaning, and High-performance Design (**Kriegh**, 2018). 2019 EDRA Certificate of Research Excellence Award, on-line publication.
- On the Road to Smart Green Growth, in Planning the Pacific Northwest, authors **Kriegh**, Rottle, Pritchett, & James. Eds. Jill Sterrett, et al, APA Planners Press, Washington DC, 2015-2016
- Building User Audit: Capturing Behavior, Energy & Culture, authors Burpee, **Kriegh**, Borhani, Dossick, & Neff. American Council for an Energy-Efficient Economy (ACEEE) Summer Study, Pacific Grove, CA, Aug. 2016
- Occupant-Behavior-Driven Energy Savings at the Bullitt Center in Seattle, WA, authors Gilbride, Loveland, Burpee, **Kriegh**, & Meek. ACEEE Summer Study, Pacific Grove, CA, Aug. 2016

REPORTS

- LIFEBUILDINGX, Life Building Exchange: Investigating the Intersection of Pro-environmental Behavior, Place Meaning, and High-performance Design (**Kriegh**, 2018). 2019 EDRA Certificate of Research Excellence Award, on-line CORE publication.
- Woodinville Vision 2035 | Town Center | Volumes 1, 2 and 3: Green Futures Lab UW, (Rottle, **Kriegh**, Aug. 2016)
- Building User Audit: Capturing Behavior, Energy, and Culture: Center for Integrated Design UW (Heather Burpee, **Julie Kriegh**, Alireza Borhani, Carrie Sturts Dossick, Gina Neff, 2015)
- HOPE VI Redevelopment of Westpark Evaluation: Year IV. (Manzo, Kleit, Dugdal, **Kriegh**, Foster, 2013)
- Evergreen Sustainable Development Standards Website-Fernclyff CLT Eco-Charrette Report, (**Kriegh**, 2009–2010)
- Burlington at the Crossroads, Final Recommendations: Green Futures Lab UW (Rottle, **Kriegh**, et. al, Aug. 2013)
- Edmonds REVISIONING Westgate: District Plan, Form-Based: Green Futures Lab UW (Sterrett, Rottle, **Kriegh**, et. al 2012)
- Bainbridge Island Land Trust Hilltop Property Master Planning, UW, Urban Planning (Sterrett, **Kriegh**, et. al, 2010)

RECENT PRESENTATIONS | INVITED TALKS

- LUCID Technologies Invited Panel Presenter- with Kristin Parineh (R&DE Sustainability, Stanford University), Kyle McDermott (CSF, University of Washington) and Sarah Diegnan (Lucid) - The Role of Occupants in Behavior Change for Energy, Association for the Advancement of Sustainability in Higher Education (AASHE), Spokane, WA, October 2019
- Presenter- LIFEBUILDINGX, Life Building Exchange: Investigating the Intersection of Pro-environmental Behavior, Place Meaning, and High-performance Design, Bainbridge Island Public Library Presentation, Bainbridge, WA, October 2019
- Accepted Presentation- LIFEBUILDINGX, Life Building Exchange: Investigating the Intersection of Pro-environmental Behavior, Place Meaning, and High-performance Design, International Conference Environmental Psychology, Southampton, England, September 2019
- Presenter- with Christopher Meek, Director, UW Center for Integrated Design, Occupant-Behavior-Driven Energy Savings at the Bullitt Center in Seattle, WA; American Institute of Architects, Women in Design, March 2019
- Presenter- LifeBuildingX | Modeling Possibility: Investigating the Intersections among Pro-environmental Behavior, Place Meaning, and High-performance Design. Society for Personality & Social Psychology (SPSP), Portland, OR, February 2019
- Invited Keynote presenter- with University of Washington College of Built Environments Graduate Students, Passive House Northwest (PHNW) Spring Conference, Portland, OR, February 2019
- Invited presenter- with Christopher Meek, Director, UW Center for Integrated Design, Occupant-Behavior-Driven Energy Savings at the Bullitt Center in Seattle, WA; American Council for an Energy-Efficient Economy (ACEEE) Summer Study, Pacific Grove, CA, August 2016
- Invited presenter- Building User Audit: Capturing Behavior, Energy, and Culture; American Council for an Energy-Efficient Economy (ACEEE) Summer Study, Pacific Grove, CA, August 2016
- Presenter- Building User Audit: Capturing Behavior, Energy, and Culture; Behavior, Energy, Climate Change Conference (BECC), Sacramento, CA, October 2015
- Panel presenter- with Lynne Manzo, Ph.D. and Linda Steg, Ph.D., Encouraging Pro-environmental Behavior: PEP, National Environmental Design Research Association (EDRA46) Conference, LA, CA, May 2015
- Invited presenter- People + Energy + Place; University of Groningen Department of Environmental Psychology research lab, Groningen, The Netherlands, August 2015



ARCHITECTURE STUDIOS

FIRM PHILOSOPHY

Founded in 2000, KRIEGH ARCHITECTURE STUDIOS | Design + Research is a *research, design, and consulting firm* located in Seattle and on Bainbridge Island, WA. People. Place. Performance. These words are at the heart of our firm's philosophy. Using research to deepen our understanding, we design in a way to create meaningful places designed and crafted with excellence, model our designs to meet high-performance Passive House energy standards, and design in support of people's pro-environmental behaviors. By linking high-performance energy efficient technologies with a deep understanding of peoples' motivations underpinning pro-environmental behavior, our team provides a transdisciplinary approach necessary to reach net-positive energy goals as are deemed crucial by the Intergovernmental Panel on Climate Change (2018).

We recognize that architectural design requires the coordination and harmonizing of many details in addition to low-energy. Taking a transdisciplinary approach inclusive of clients, architects, artisans, researchers, engineers, planners, builders, developers, and city agencies, KRIEGH ARCHITECTURE STUDIOS coordinates and integrates the details such that they work for both our clients and our environment with insight and attention to the art and science of design excellence.

We offer on a diverse range of services including the programming, planning, and design of new and renovated structures, with special expertise in residential projects and energy modeling. Our team designs for multiple purposes in support of the environment and pro-environmental behavior, for example: a rain garden on site may serve a stormwater management strategy and be a psychological cue for water conservation behaviors by the occupant. A roof top solar collection array may be a renewable energy source to achieve net-positive energy and be a cue for energy conservation behaviors for the user.

Our research suggests that the design of the physical environment and people's relationship with that environment are both important factors related to energy use. We believe that the next frontier in energy conservation centers on user behavior. As energy codes become more stringent and building envelopes improve, it is the energy use under the direct control of the occupant that will have the greatest impact on the environment. Recognizing that an approach incorporating both building science and user behavior is necessary if progress is to be made toward Climate Change goals put forward by the 2015 Paris Agreement, Kriegh Architecture Studios | Research + Design undertook the study, LIFEBUILDINGX® | LIFE BUILDING Exchange: Investigating the Intersection of Pro-environmental Behavior, Place Meaning, and High-performance Design. It is the first in depth, multi-year study on energy use and behavior to be undertaken by this firm and the recipient of the Environmental Design and Research Association 2019 Certification of Research Excellence.

WHAT WE DO (mission statement)

Kriegh Architecture Studios | Design + Research (KAS) actively looks to engage in small custom projects with an emphasis on energy conservation. As architects trained in Passive House, we provide full architectural design services, engage in research initiatives, and consult on energy conservation strategies. Our projects range in size and typology from single family residences (e.g., Gig Harbor Passive House), multi-family developments (e.g., Vineyard Lane), community facilities (e.g., Yonder), and cultural facilities (e.g., SCCC Fellowship Hall). Important to KAS is our research on the impact of reciprocal relationships between natural and built environments coupling high-performance buildings and user behaviors (e.g., research on wireless sensors and tailored energy use feedback systems) for the mutual benefit of the environment and our clients.

WHAT WE BELIEVE (values statement)

The Kriegh Architecture Studios team believes that the design of the physical environment and people's relationship with that environment are important and crucial factors related to energy conservation and climate change solutions. In this regard, we understand that designing for the mutual benefit of people and planet is key. Our purpose and passion is to innovate, design for the future and create the "Tesla" of architecture—elegant, efficient, environmentally responsive and equitable for all.

GROWING CONVERGENCE TEAMS (teaching and research statement)

Taking a trans-disciplinary approach, called Growing Convergence Teams, Dr. Kriegh works at multiple scales across disciplines, departments, Industry and Universities. She initiated the Data Center Design Studio and Seminar course with UW, UA, UPenn, Microsoft, and Google bringing real world questions to graduate level instruction such as, "Can we design future data centers to produce 100% renewable energy and provide 100% carbon sequestration?" She sees Growing Convergence Research and Education as the means to solve vexing environmental and societal problems around Climate Change.

WHAT OUR CLIENTS and PARTNER NETWORKS VALUE

I enjoy working with the team. I admire their expertise and appreciate their individual effort. My 'Rest of Life' house is very important to me and the process is empowering.

The home started as an attempt to bring our values and day-to-day lives more in alignment. However, I've learned so much in the process from the amazing people on the project, I'm beginning to ask the question of how to make healthy, sustainable buildings achievable by people in every income category.

The AIA Seattle "task force wanted you to hear that the proposal [on high-performance buildings, user behavior, pro-environmental values and place meaning] was of great interest."

Julie's ability to bridge disciplines and sensibilities is evident in her work, which is fundamentally interdisciplinary in nature. She draws together her long-time expertise in architecture with a growing expertise in environmental psychology demonstrating an important intellectual flexibility. Julie has an excellent ability to analyze and discuss complex phenomena and data....

Julie ... is passionate about sustainable design, a creative thinker, and a team player as well as having extensive technical and technological skills.

Julie... has deep knowledge of high performance building strategies and brings enthusiasm and passion to ... the topic. High-performance buildings using Passive House principles are not effective unless built properly. Understanding the reasons why, when, and how these details are used is critical to enable construction teams to use installation methods and verification systems for long-term durability and quality construction.

Anyone who knows Julie knows that she is extraordinarily passionate about both architecture and environmental conservation (i.e., high performance buildings). The course she is proposing to teach is a perfect match with these passions and her extraordinary skill set in architectural practice.

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Friday, January 31, 2020 2:35:48 PM

City Advisory Group Application

Step 1

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

Applicant Name Walt McGraw

Email

Phone

Address

City

State

Zip

Current Employer self

Current Position owner

I am interested in serving on one of the following City advisory groups (select all that apply): Green Building Task Force (9 positions), Sustainable Transportation Task Force (15-20 positions)

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, Walt is a grassroots conservationist. Erstwhile board member of Bainbridge Schools Foundation, Walt's two kids are enrolled in Bainbridge public schools. Currently a volunteer with Boy Scout

activities, training, education) if any: Troop 1496, Walt is an Eagle Scout. Winner of Bainbridge Island Land Trust's Phyllis Young Award (2012). Member of the Board: Puget Sound Restoration Fund.

Please share your community interests (groups, committees, organizations) if any: Boy Scout Troop 1496
Bainbridge Island Land Trust
Puget Sound Restoration Fund
Bainbridge Youth Orchestra
Bainbridge Senior Living
Bainbridge Island Senior Center
Bainbridge Schools Foundation (former)

Feel free to attach your resume (optional): *Field not completed.*

Type the Year 2020

How did you hear about the volunteer opportunity? Other - See below

Other referral

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From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Monday, January 13, 2020 11:09:59 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 Kathleen O'Brien

Email

Phone

Address

City

State

Zip

Current Employer Kathleen O'Brien Consulting

Current Position Semi-retired, presently directing the EMERGE Leadership Project w/the International Living Future Institute

I am interested in serving on one of the following City advisory groups (select all that apply): Green Building Task Force (9 positions)

Experience & Qualifications

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

If so, please indicate which groups: Wetland Advisory Committee (late 90s)

Please share your qualifications for this LEED AP, CSBA, MA in Environment & Community (Antioch). Graduate Certificate in Servant Leadership (Gonzaga). 30 plus years as an educator, writer, strategic planner, and project

appointment (skills, activities, training, education) if any:

consultant in the sustainable building field. Co-founder of the NW EcoBuilding Guild, and Cascadia Green Building Council. Recognized in 2008 as a lifetime Cascadia Fellow for my work developing collaborative green building programs, conducting research to support enabling green building policy, coordinating policy demonstration projects, and empowering professionals through tailored continuing education curriculum. Consulted on sustainability features (technical and educational) for the BI City Hall, Sakai Intermediate School, BI High School, Ferncliff HRB project, as well as private projects. Personal home and remodel featured on HGTV (Green Projects) as well as multiple "green" home tours. Because of my lengthy history in the field I would be able to provide assistance through a "long and wide lens." Because I am no longer consulting on projects or policy development I am not vested in specific technologies or policies.

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

Participated on the wetlands advisory committee in the late 90s. Participated in the BI Garden Home Tour, and the Kitsap County Solar Tour. Led Sustainable Building Advisor program at Olympic Community College for several years. More recently participated in the public Climate Change workshops held at City Hall. Attended various public events related to climate change over the years. Provided assistance to EarthArt planner. Participated in Active Hope small group book study 2016-2017. Most recently participated in small group studying racism through the lens of compassionate listening with an eye towards expressly centering equity in sustainability initiatives. Attend St. Cecilia's and Sing in the vigil choir.

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

Two individuals in the community contacted me

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From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Thursday, January 30, 2020 2:40:22 PM

City Advisory Group Application

Step 1

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

Applicant Name	Richard Perlot
Email	
Phone	
Address	
City	
State	
Zip	
Current Employer	Puget Sound Energy
Current Position	Associate Energy Management Engineer
I am interested in serving on one of the following City advisory groups (select all that apply):	Green Building Task Force (9 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,	BPI Building Analyst and Trainer certifications, Sustainable Building Advisor training, Building Operators Certificate level 2. I currently work for PSE's Energy Efficiency Services as

activities, training, education) if any:

engineering support to analyze energy efficiency measure upgrades and write grants to help fund upgrades. Many of which have been awarded to Bainbridge Island businesses. Prior to starting work at PSE in 2014, I ran a building performance auditing and contracting business on B.I. and was one of the four Second Tier building performance auditors for the RePower program.

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

Field not completed.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2020

How did you hear about the volunteer opportunity?

Other - See below

Other

word of mouth

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From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Monday, January 27, 2020 4:57:25 PM

City Advisory Group Application

Step 1

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

Applicant Name David Sale

Email

Phone

Address

City

State

Zip

Current Employer ECO Resource Group

Current Position Natural and Human Systems Ecologist

I am interested in serving on one of the following City advisory groups (select all that apply): Green Building Task Force (9 positions)

Experience & Qualifications

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

If so, please indicate which groups: Chair, Environmental Technical Advisory Committee, 6 years

Please share your qualifications for this appointment (skills, As a Systems Ecologist, David's experience includes energy and building systems analysis and management, use of appropriate technology, climate change adaptation, environmental planning,

activities, training, education) if any:

and social-ecological assessment. As the son of career Bonneville Power scheduler, David developed a lifelong interest in hydropower and energy in general and the Columbia River Power Supply System specifically. His energy experience spans 18 years of research and fieldwork that includes design and analysis of building environmental and energy systems; the use of energy codes in building conservation and efficiency; integration of alternative energy (wind and solar applications) and heat recovery systems into Alaskan and Mexican villages; writing on climate change and energy in the Columbia River Basin; and development of technical guidance and a model code for land development, site planning and Low Impact Development. David has been certified in the WA State Energy code, and has analysed complex commercial building environmental systems.

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

Member of ETAC for 6 years
Founding member of Bainbridge Alliance for Puget Sound
Former Board member, Puget Soundkeeper Alliance

Feel free to attach your resume (optional):

Type the Year

2020

How did you hear about the volunteer opportunity?

Newspaper

Other

Field not completed.

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Resumes



DAVID SALE, ECO RESOURCE GROUP

**SENIOR FACILITATOR, PROJECT MANAGER
ECO PRINCIPAL AND SENIOR SYSTEMS ECOLOGIST**

RELEVANT QUALIFICATIONS

- Puget Sound Water Quality Action Team, Asst. Science Coordinator 1996-1998
- Adaptive EcoSystems, Principal Ecologist, 1992-98
- Alaska Dept. of Env. Conservation, Principal Investigator, Senior Scientist and Project Manager, 1989-1992
- Energy Systems Analyst and Mechanical Field Engineer, Various Firms, 1978-1996

EDUCATION

- Communications, Marketing, and Media, Mt. Hood Community College
- Environmental and Resource Planning and Assessment, BSc, Western Washington University
- Resource Policy and Law, Graduate Studies, University of Alaska
- Developing and Using Scenarios, Global Business Network
- Climate Change Decision Making, University of WA.

PROFESSIONAL ASSOCIATIONS

- International Association for Public Participation (IAP2)

David focuses his work on the integration of human and natural systems, building collaborative bridges between science and technology, community and business development, and environmental protection. For more than 30 years he has studied and facilitated the interaction of people with their environments, through professional experience and research that has included human and natural ecology, engineering, urban planning, network and community dynamics, adaptive resource management, and complex systems analysis. David has had great success facilitating collaboration between professional engineers, contractors, developers, scientists, architects, native groups, property owners, and general citizens.

David is also certified to design and facilitate scenario planning processes. His technical experience includes energy systems analysis for community energy conservation and alternative energy; testing and evaluation of building environmental and energy systems; monitoring and assessment of marine and terrestrial ecosystems; development, evaluation and coordination of natural resource policy; and management of scientific, construction and engineering projects.

RELEVANT EXPERIENCE

David has been working on the integration of science, technology, policy and management in areas such as building environmental systems analysis, energy and facilities management, use of appropriate technology, ecosystem management and monitoring, and building collaboration of stakeholders, business and agencies on environmental, energy, and planning issues for more than 40 years.

The following projects reflect some of the diversity and depth of David's experience with facilitation and energy- and climate-related issues:

Experience with Energy Use, Conservation, and Climate Change

- 18 years of experience in new and retrofit building and energy and environmental systems testing and analysis and field engineering including: evaluation and adjustment of energy management systems; hydronic, pneumatic and digital control design and adjustment; HVAC equipment setup and evaluation;

building commissioning; sound and vibration testing; “sick” building evaluations; and integration of alternative energy use such as passive and active solar, heat recovery, natural ventilation, demand/load evaluation and reduction, into building and facility energy systems.

- Evaluated construction and development projects for permit, code and regulatory compliance, including audits, and for commercial energy efficiency and compliance with WA state non-residential energy code.
- Tested and evaluated heat recovery systems and alternative energy applications in rural Alaskan villages, including providing training on system operation to local village maintenance. Provided consultation to a Mexican village cooperative on trouble shooting a wind power system to replace village generators.
- Written or critically reviewed climate change reports related to environmental impacts, ESA and salmon, water supply, flooding, power production, and Native Alaskan subsistence uses, human adaptations and environmental impacts. Co-authored a paper on *Analysis of Adaptation Strategies for Anticipated Climate Change Impacts on Water Resources and Power Generation in the Columbia River Basin*.
- Facilitated, evaluated and designed climate change adaptation strategies for river basin management in the Columbia and Klamath River Basins, and in Puget Sound and the Strait of Georgia, and worked with stakeholders to facilitate common understanding of climate change impacts and strategies.

Developing and Facilitating Collaborative Processes

- Designed, managed, and facilitated a Science Panel consisting of agency and academic scientists, required by federal law to evaluate water quality and fish passage in the Lake Washington Ship Canal; also coordinated writing of the final report.
- Designed and implemented an extensive stakeholder outreach process in WA, OR, ID and MT for endangered fish in the Upper Columbia Basin, revolving around hydroelectric dam operations, flood control and fisheries. Involved designing and facilitating public meetings, a Corps of Engineers management team, and interactions with local officials and federal agencies.
- Facilitated discussions regarding dam operations and hatchery mitigation programs in the lower Columbia River, culminating in a 2-day workshop to provide input to the Corps of Engineers on hatchery modifications based on actual conditions and requirements of court orders, regulations, accords, and agreements.
- Facilitated a committee of NOAA staff and managers while designing a national Communications Plan for coastal zone management and the re-authorization of the Coastal Zone Management Act.
- Organized, coordinated and facilitated a national working group of federal agencies and conservation practitioners to assess Large Landscape Conservation and Development and the role of federal agencies, that involved researching best practices and writing a report with recommendations for federal action.
- Designed and facilitated a two-day working session for the executive management team and key staff of USEPA Region X to gain a better understanding of potential futures and the key drivers affecting the region, and to develop an approach for gaining consensus on this direction from Washington D.C., including integrated teams to develop scenarios that incorporated social and technical factors.
- Facilitated an advisory group of WA State legislators, agency managers and staff, and other stakeholders in the development of technical guidance and a model code for land development that integrated Low Impact Development (LID) into development regulations, and wrote the technical guidance and code in a final report to the Dept. of Community, Trade and Economic Development (now Commerce).

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Friday, January 31, 2020 11:55:09 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 Marty Sievertson

Email

Phone

Address

City

State

Zip

Current Employer Clark Construction LLC

Current Position project manager

I am interested in serving on one of the following City advisory groups (select all that apply): Green Building Task Force (9 positions)

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I have been involved as a builder in many cutting edge 'green' projects over the last dozen years. my role as contractor/owner/project manager has brought forth many

activities, training, education) if any:

opportunities to work with a wide variety of materials and methods to lighten our footprint. I believe that I could offer practical guidance and cost effective thoughts to the task force. I was project principal on several noteworthy local projects that have all won awards for innovation of green building techniques. BI Art Museum LEED Gold, KidiMu Leed Silver, Vineyard Lane NAHAB most liveable community award, Grow Community five star built green and several more.

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

Currently not on committee but have past been involved on Library Board, BISD long range planning, BIPRD battle point park long range planning, past president of Kiwanis club, 3rd generation islander

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2020

How did you hear about the volunteer opportunity?

City Website

Other

Field not completed.

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Friday, January 31, 2020 11:56:23 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	Kathleen Smith
Email	
Phone	
Address	
City	
State	
Zip	
Current Employer	International Living Future Institute
Current Position	Vice President, Living Buildings
I am interested in serving on one of the following City advisory groups (select all that apply):	Green Building Task Force (9 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,	My entire almost 30 year career has been dedicated sustainable design and construction. I have worked as an architect and a sustainability consultant on hundreds of projects including single

activities, training, education) if any:

family homes, multifamily residential, affordable housing retail, institutional, commercial, and educational. I have also done extensive education work and public speaking in professionals, the public, students in higher education, and k-12 students. an educator and public speaker. I currently work for the International Living Future Institute overseeing the Institute's Living Building Challenge, Living Community Challenge, and Affordable Housing programs. I have also worked extensively with the US Green Building Council as a faculty member, auditor, and consultant. My work in sustainable design and construction has allowed me to develop considerable experience and expertise in green building ordinances, codes, policies, incentive programs, and similar.

In particular related to policy, I have worked on the development of policies, codes, and programs for various institutions and government agencies that have had far reaching impacts in advancing green building beyond a single building, such the City of Seattle Living Building Pilot Program, King County's Sustainable Climate Action Plan and Green Building Goals, Sustainable Action Plan and Climate Action Plan for UC San Francisco; the Green Building Handbook for City of San Francisco; the City of Pasadena LEED Plan Check Process; sustainable tenant improvement guidelines for Goble Properties; and the Marin County Building Energy Efficient Structures Today program.

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

I have lived on Bainbridge for over 16 years, since November of 2003. We moved here when our oldest child was a baby and thank our lucky stars on a regular basis that we have found such a beautiful place to live so connected to nature and with an active, engaging vibrant community. We live in Winslow Cohousing where I am actively involved in the governance and life of the community. I also currently volunteer on the Board of Trustees and the Development Committee for The Island School and volunteer to support Gear Grinders Mountain Biking Club. Previously, I volunteered as a coach for Go Run - a running program for girls on BI.

Over the years I have also volunteered in a leadership role in many organizations that serve the green building and social justice movements such as Architects/Designers/Planners for Social Responsibility, the Northern California Chapter of the USGBC, Cascadia Green Building Council, and Urban Ecology.

I enjoying hiking, biking, walking, climbing, swimming in the Sound and nearby mountain lakes, browsing the shops in our downtown, eating at our lovely cafes and restaurants, and enjoying the library, parks, and community events of BI.

It would be an extreme honor to serve on the Bainbridge Island

Green Building Task Force and bring my experience and expertise to aid in the development of leadership standards for the island. Thank you for your consideration.

Feel free to attach your resume (optional):

Type the Year 2020

How did you hear about the volunteer opportunity? Notify Me

Other *Field not completed.*

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

Kathleen Smith
LEED Fellow, LEED AP BD+C, ID+C, LEED Faculty

Beginnings

When I heard Sim Van der Ryn and Michael Pyatok speak in my first class in undergraduate architecture, I became passionate about and committed to sustainable and socially responsible architecture. This passion and commitment has infused everything I do professionally and personally.

A Passion for Sustainability

I have dedicated my life and career to sustainability – through advocacy, education, design, consultancy, writing, and how I live my daily life. My life is focused on living more sustainably, educating and inspiring others to do so, and working to help make the world more sustainable, healthy, and just for all people. For me green building and sustainability are not just career pursuits that stop at the end of the workday or work week.

Education

Master of Architecture – UC Berkeley, 1998

Bachelor of Art in Architecture – UC Berkeley, 1991

- Graduated Summa Cum Laude, Commencement Speaker
- Minor in Conservation and Resource Studies
- Special Studies at the University of San Miguel de Hidalgo, Michoacán Mexico, 1989

Permaculture Consultant’s Design Certificate – Permaculture Institute, 1995

Employment History Summary

2014 – Present	International Living Future Institute	Vice President, Living Building Challenge
2012 – 2014 Auditor	Ecosmith Architecture & Consulting	Principal, LBC
2003 – 2015 Member	USGBC	LEED Faculty
2010 – 2012	Davis Langdon, An AECOM Company	National Sustainability Service Line Leader
2007 – 2010	Davis Langdon	Senior Associate
2004 – 2007 Consultant	Davis Langdon	Sustainability

2004 - 2007	O'Brien and Company	Sustainability Consultant
2004 - 2007	Ecosmith Architecture & Consulting	Principal
1998 - 2004	Van der Ryn Architects Sustainability	Director of Consulting and Project Manager /Senior Designer for Sustainable Architecture Firm
1997 - 1998	Ecological Design Institute	Program Director
1994 - 1997`	Self-Employed	Designer, Writer, Researcher, University Instructor, and Graduate Student focused on Sustainable Design and Construction
1991-1994	Shared Living Resource Center	Associate Director of Non-Profit offering Sustainable Design, Consulting, Education and Advocacy Services
1991	CES Japan/Permastone Japan	Architect/Contractor of Sustainable Live/Work Complex

Architectural Project Experience Highlights

Kathleen has worked as an architectural designer providing design and project management services on projects ranging in scale and type from single-family remodels and office renovations to new multi-family housing and college classroom buildings. Select examples include:

- Berea College EcoVillage, Berea, Kentucky
- Heron's Head Living Classroom, San Francisco, California
- Institute of Noetic Sciences Office Renovation, Marin County, California
- Citizen's Fireside Housing Project, Mill Valley, California
- Romberg Tiburon Center, Tiburon, California
- Pajara Valley Community Housing, Pajara Valley, California
- Numerous Residences

Consulting Highlights

Kathleen has extensive experience working as a sustainability consultant with specialty in the Living Building Challenge (LBC) and LEED project management and implementation. Kathleen began using the LBC program and the LEED rating systems since the first public versions were launched. Since then she has facilitated integrated design processes on dozens of projects working with a variety of these systems. Select examples include:

- RW Kern Center for Hampshire College, Amherst, MA
- Hitchcock Center for Environmental Studies, Amherst, MA
- Lakeline Learning Center, Austin, TX
- Indian Creek Nature Center, Cedar Rapids, IA
- Hawaii Public Schools, Honolulu, HI
- Stadium East, Seattle, WA
- Kirsch Center for Environmental Studies, De Anza College, Cupertino, CA
- Newark Center for Health Sciences and Technology, Ohlone Community College District, Newark, CA
- Bellevue College Science and Technology Building, Bellevue, WA
- Tacoma Community College Early Learning Center, Tacoma, WA
- Student Support Services Center, Ohlone Community College District, Fremont, CA
- Martin J. Neeb Center (KPLU Public Radio Station) at Pacific Lutheran University Tacoma, WA
- Laguna Honda Hospital, San Francisco, CA
- Sustainable Action Plan and Climate Action Plan for University of California San Francisco
- Green Building Consulting Services to the City and County of San Francisco
- Green Building Consulting Services to the City of Santa Cruz
- Green Building Consulting Services to San Mateo County
- Unico Properties - Green Building Consulting Services
- Goble Properties - Green Building Consulting Services
- CB Richard Ellis - Green Building Consulting Services and Training
- GSA Region 10 - Green Building Training

USGBC and GBCI Experience Highlights

- LEED Faculty - 2003 to 2015.
- Kathleen was hired in the first public round due to her excellent teaching skills, leadership, deep knowledge of LEED and green building, and sustainable design and construction experience
- LEED Assessor - 2006 to 2010
- Kathleen managed Davis Langdon's work with USGBC and GBCI on LEED review work since Davis Langdon's contract began in 2006.
- V3.0 Forms Review - 2009
- Kathleen led Davis Langdon's team in performing technical review of submittal documentation requirements and testing of functionality of LEED 2009 Forms before launch of the new LEED Online system.
- CIR Alignment and Harmonization Process - 2008
- Kathleen led Davis Langdon's team in performing technical review and analysis of current CIRs to determine whether each CIR was precedent setting or clarifying and made recommendations as to what information and language should be incorporated into the new versions of the LEED rating systems.
- Member of various USGBC corresponding committees
- Member of the Faculty and Education Partners Advisory Group - 2011 to Present

Teaching Experience Highlights

Kathleen, in addition to being a LEED Faculty member since 2003, is a passionate educator with extensive experience as a teacher, facilitator, trainer, and lecturer. Kathleen has worked extensively with a wide variety of audiences including children, youth, lay audiences of adults, college students, business people, and building industry professionals to promote knowledge and implementation of sustainable design practices. She has also presented in a variety of settings including lectures, conferences, workshops, interactive charrettes and trainings. Kathleen has developed the curriculum and all materials and handouts for presentations and classes on topics including: green design, sustainable materials, energy efficiency, water conservation, regional mapping, sustainable construction technologies, site planning, and solar design and technology.

Kathleen has literally given several hundred lectures, presentations, workshops and trainings to date. Select examples include:

- Lectures and Conference Speaking Engagements:
 - Keynote at the Multifamily Buildings 2015 conference
 - Greenbuild 2009, 2013, 2014, 2015
 - Two-day intensive boot camp at the Cleveland Clinic on the WELL Standard
 - NESEA 2015
 - Housing Opportunities Conference 2015
 - CleanMed 2015
 - Northwest Concrete Masonry Association
 - Municipal Green Building Conference and Expo
- Living Building Challenge Workshops and Trainings
 - Live Workshops
 - Introduction to the Living Building Challenge
 - Understanding the Living Building Challenge
 - Understanding the Materials Petal Workshop
 - Materials Summit at the Living Product Expo 2015
 - Central Community College of Nebraska in-depth LBC Charrette
 - Online Education
 - Understanding the Living Building Challenge
 - Living Building Challenge for Affordable Housing
 - Materials Petal How-To, Tips and Tricks from LBC Project Teams
- LEED Workshops and Trainings:
 - Greenbuild
 - Every year 2003 - 2011
 - Public Workshops
 - Private Workshops
 - Panel Discussions and Roundtables (Planner and Moderator)
 - Better Bricks
 - Cascadia Region Green Building Council
- Ecological Design Institute.
 - Program Director and Educator. Kathleen led a non-profit focused on environmental education and developed curriculum and education programs, trained educators, and taught to k-12 schools, non-profits, colleges and universities. Select examples include:

- Developed curriculum and led the programs to train all the Santa Cruz Americorps volunteers serving as environmental educators in the k-12 schools
 - Developed and implemented a Green Schoolyard Program incorporating a project based learning approach to studying the built and natural environment for the k -5 Lake School.
- University Teaching:
 - Graduate Student Instructor
 - University of California at Berkeley 1995-1996
 - GSI for ED105, an upper division undergraduate design studio focused on ecological and sustainable design. Visiting Professor Susan Maxman. Spring 1995.
 - Susan Maxman traveled to Berkeley every three weeks to teach this course. In the intervening weeks, Kathleen and one other GSI ran the course delivering all lectures and providing all design studio guidance for the students all of whom were senior undergraduates.
 - GSI for ED1, an introductory course in architecture, landscape architecture, and city planning. Professor Randy Hester. Fall 1995 and 1996.

Volunteer Experience Highlights

- Cascadia Region Green Building Council, 2004 to 2012
- Northern California Chapter of the USGBC, 2002 to 2006
- Urban Ecology, 2000-2003
- Graduate Student Researcher, Embodied Energy Project, Asst. Professor Cassandra Adams, University of California, Berkeley, Spring 1996
- Architects/Designers/Planner for Social Responsibility, 1992-2006
- EcoCity Builders, 1997
- Sustainable Living Project of the Ecological Design Institute, 1994
- Berkeley Ecology Design Group, 1990-1991
- The Academy School, 1990

Key Publications

- **The Northwest Green Home Primer**, published by Timber Press, 2008. (Book co-authored with Kathleen O'Brien)
 - Brimming with ideas, clear and logical, with tips, checklists, and resources for green home planning, construction, remodeling, and maintenance, extensively illustrated with photos and diagrams, this is the essential green home manual for novice and professional alike.
 - 304 pages, 142 b/w photos and 46 line drawings
 - Required text for NW Sustainable Building Advisor Course.
- **Rebuilding Community in America: Housing for Ecological Living, Personal Empowerment, and the New Extended Family**, published by Shared Living Resource Center, 1995. (Book co-authored with Ken Norwood.)
 - One of first books published in US on the topic of cohousing.
 - Won award from American Planning Association
 - Won award from City of Berkeley

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Friday, January 10, 2020 3:48:19 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 Tina Song

Email

Phone

Address

City

State

Zip

Current Employer Clark Construction LLC

Current Position Project Engineer/Manager

I am interested in serving on one of the following City advisory groups (select all that apply): Green Building Task Force (9 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, 2017 thru 2019-managed and completed construction on a Living Building Challenge house remodel on Bainbridge Island

activities, training,
education) if any:

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

2018-Present-Housing Resources Bainbridge, Board Secretary

Feel free to attach your
resume (optional):

Type the Year

2020

How did you hear
about the volunteer
opportunity?

Other - See below

Other

Fellow colleague

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

Dear Sir or Madam,

My background is in construction management, marine manufacturing & ship repair, and architecture design and development. My approach is influenced by my experience with multiple disciplines and industries. I have had firsthand experience working with deck plate workers, designers, architects, managing directors, field supervisors, engineers, cost controls & procurement. My mentors taught me that with an open mind, there can be continual collaboration and workflow with all team members in every job.

My various architectural projects have entailed programmatic design for commercial, medical, residential, public and mixed use. Overall, my work experience in design & construction has encompassed estimating, cost analysis, schedule analysis, detailing, building envelope consulting, and construction management.

Currently, my role is to implement and provide a creative and realistic, cost effective approach to a prestigious Living Building Challenge residential remodel. I am truly privileged to be affiliated with this project and have become a true advocate for sustainable development. In our world of constant changes and intense complexity, understanding the big picture in addition to focus on detail both add value to contributing to an ever-evolving community.

Some of the software applications that I have worked with on a daily basis are: Procore management software, Bluebeam, Building Connect, Computer Ease financial accounting; Earned Value Management reporting, Oracle Primavera P6 scheduling, IFS accounting Global Enterprise software, Revit, Navisworks, AutoCAD, Microsoft Office, Microsoft Project, & Sketch Up. I am currently pursuing research into 3D scanning software and techniques.

In all jobs, planning & controls have proved my most successful tools for managing schedule, costs and manpower. Costs range from 4M to 250M. Within these multiple disciplines, I have been most influenced by Lean Construction methods and Last Planner methodologies. My precursory work with EVMS financial reporting and CPM scheduling, gave me a different view to design, planning, management implementation. In all my experience, I have discovered that last-minute, high priority, and time-sensitive exercises arise daily which requires one to adapt rapidly to new situations, and require one to slow down and organize, in order to work most effectively.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tina Song', with a stylized, cursive flourish.

Tina Song

E D U C A T I O N

- 2002-2003 University of Washington Construction Management Certificate Program
- 1988-1993 Cooper Union for the Advancement of Science and Art in New York, NY-BArch

E X P E R I E N C E

2016-present : Clark Construction LLC in Bainbridge Island, WA

- Project Engineer/manager for residential construction division
- LEED manager for multiple buildings re-purposed into Maker Spaces at the Historic Fort Worden State Park, Port Townsend, WA. Schedule manager for cost loaded schedule and time phase budget to owners.
- Project manager from Pre-construction thru completion for Living Building Challenge remodel at 3.9M, Bainbridge Island, WA. Lead point of contact and responsible for all estimates and change orders, budget financials and cost loaded schedule updates; managed and assisted with coordination of all subcontractors, vendors and staffing for all phases through closeout, operations & maintenance and warranty.
- Supervised and trained team members for future management positions within the company while managing special projects division for one year.

2014-2010 : Vigor Fab in Portland, OR & Vigor Shipyard in Seattle, WA

- Advanced Planner, Scheduler & Estimator for specialized in construction of ocean-going barges and new ship construction Tidewater tugboat and Savage Ammonia Barge; budgets up to \$250M; promotional transfer within company to expand responsibilities as an Estimator, Planner & Scheduler at corporate headquarters in Portland, OR.
- Develop, analyze risks, and facilitate project build strategy from bid phase thru estimating, scheduling, procurement and into execution; incorporated Lean Construction planning & Last Planner methodologies to guide and support the deck plate, Supervisors & upper management during execution with change orders, & project bidding in Seattle, WA
- Key member of Project Management Team for structuring and administering schedule and cost controls for repairs to US Navy Vessels under MISO government contracts; budgets up to \$40M; coordination and monitoring initiated with execution management team on a daily basis.
- Implemented planning, scheduling and software skills to work with Execution Planning department, Project Managers, Superintendents, QA, Safety, Work Test Controls, Procurement and Sub-Contractors to develop detailed activities; developed plan based on proposals, drawings, OQE, estimates, and regular field checks.
- Orchestrated a project plan with logical relationships, realistic duration, and resource loading to create a coherent, detailed, and usable project schedule in Primavera P6 and IFS timekeeping software.
- Monitored schedule and budget with regards to budget allocation of: labor, equipment, material, and subcontractor costs; mapped change orders and other delays involving detailed impact analysis, determination of proposal termination dates, and budget adjustment and maintenance.
- Established routine, customized reports for Project Management including updated cost loaded schedules, "what-if" reports, change delay analysis, manpower curves, trending & forecast cost projections, and budget/schedule variance analysis reports based on Earn Value Management Methodologies requiring extensive data analysis.

2002-2004 : Fairbank Construction Company, Inc. in Bainbridge Island, WA

- Assistant Project Manager and Project Engineer for high end residential construction; direct communication with clients, managers, superintendents, sub-contractors, architects, building officials, consultants, field employees, suppliers and sales tech support through entire duration of jobs.
- Developed and formalized estimates for single family and multifamily projects involving request for pricing, coordination and management of bids, analysis, and produced subsequent value engineering options.
- Assisted management team in generation and distribution of contracts, sub-contracts, purchase orders and invoicing; organized system to monitor, log and track change orders, RFI's, and ASI's

2001-2002 : Olson Sundberg Kundig Allen Architects in Seattle, WA

- Created and organized detailing of multiple projects including condos, museums, wineries, retail TI's and high end residential; involved in schematic design through construction drawing sets; involved working with multiple design teams, contractors, and artists.
- Reviewed and produced specifications for high end residential projects in new construction and remodels.
- Directed coordination of MEP, and structural construction drawing sets.

H O N O R S

1992

Richard Kelly Grant, Illuminating Engineering Society; Housing for Insomniacs. Won first place in national competition for creative thought and activity in the use of light.

1991, 1992

Allwork Scholarships (awarded two years), New York Chapter of the AIA, Additional awards given for outstanding projects during both academic years.

1988-1993

Awarded a Five-year full tuition scholarship, the Cooper Union School of Architecture.

1986

Robert V M. Harrison Full Tuition Scholarship, Mississippi State University School of Architecture-1st place Dean's Scholar at Mississippi State University.
Jostens Leadership Scholarship.

S O F T W A R E

Procore management software, Bluebeam, Building Connect, Computer Ease financial accounting; Earned Value Management reporting, Oracle Primavera P6 scheduling, IFS accounting Global Enterprise software, Revit, Navisworks, AutoCAD, Microsoft Office, Microsoft Project, Smartsheet, Sketch Up, & Cupix application for 360 cameras. Pursuing interest in 3D Scanning technology and software.

A F F I L I A T I O N S

Executive Board Secretary-Housing Resources Bainbridge, an affordable housing non-profit organization, Bainbridge Island, WA

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Friday, January 10, 2020 11:28:22 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	Jason Wilkinson
Email	
Phone	
Address	
City	
State	
Zip	
Current Employer	McLennan Design
Current Position	Architect
I am interested in serving on one of the following City advisory groups (select all that apply):	Green Building Task Force (9 positions)
Experience & Qualifications	
Have you served on any City advisory groups in the past?	Yes
If so, please indicate which groups:	Design Review Board
Please share your qualifications for this appointment (skills,	I am a practicing architect, regenerative design consultant working on multiple projects seeking high performance outcomes. My work has included local private and public projects

activities, training, education) if any:

as well as high profile international projects seeking certification under exemplary programs such as Net-zero Energy Certification, the Living Building Challenge and the WELL Building Standard.

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

As a member of the Design Review Board for 3 years I sought to engage applicants, City Staff and City Advisory Board members in conversations about opportunities to integrate sustainability and green building. I worked at all levels to encourage the City in taking a leadership role on green building requirements to support the achievement of the goals established in the City's Comprehensive Plan.

Feel free to attach your resume (optional):

Type the Year

2020

How did you hear about the volunteer opportunity?

Other - See below

Other

Current DRB member

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



JASON WILKINSON AIA, LEED® AP BD+C

Project Manager

Jason is as a licensed architect and regenerative design consultant with 20 years of experience in implementing sustainable design on numerous internationally recognized projects. He is adept at crafting creative opportunities with teams seeking high-performance outcomes by applying first principles that drive success across various metrics including the Living Building and Living Community Challenge, Green Star and the WELL Building Standard. Jason is skilled at balancing his passion for advancing sustainability with humor, a positive outlook and careful listening. He has a collaborative team attitude and a commitment to delivering high quality results that emphasize practical solutions during all project phases from visioning to construction administration.

Jason is a highly experienced project manager, having managed numerous high-performance Higher Education projects including; Chou Hall at UC Berkeley Haas School of Business*, Barn Project Phases 1 and 2* Detailed Project Program (DPP) at UC Riverside, sustainability benchmarking at Purdue University and his current role as the project manager for the Yale Divinity School Living Village at Yale University. Prior to joining MD, Jason was an Associate with the Higher Education group as well as Office Leader of the Social Responsibility Initiative at Perkins+Will in San Francisco, California.

He is also an energetic volunteer in his community, currently serving as an appointed member of the Bainbridge Island Design Review Board. He has also previously provided pro-bono design services for non-profit organizations dedicated to social justice including several focused on education for at-risk youth and young adults.

Education

B.Arch, University of Oregon

Registrations & Certifications

Licensed Architect, CA, 2013

Associations

American Institute of Architects (AIA)

Select Project Experience

*while with another firm

Yale Divinity School Living Village, Yale University

New Haven, CT
150,000 sq. ft.

Sustainability Benchmarking, Purdue University

West Lafayette, IN

Antioch College Co-housing, Antioch College

Yellow Springs, OH

Kendeda Building for Innovative Sustainable Design, Georgia Tech

Atlanta, GA
peer review

Drawdown Consulting (with Paul Hawken), Confidential Aeronautical Company

Pacific Northwest
multi-campus Sustainability Consulting



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (9:10 PM) Role of Council Liaisons - Councilmember Medina,

SUMMARY: This agenda item continues previous Council discussion regarding the role of Council Liaisons. A revised memo, marked to show changes from the February 8, 2020 retreat, is attached for review and consideration of approval. A clean copy is also attached.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to approve the Councilmember Liaison job description as attached with this agenda item.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Councilmember Liaison Job Description draft 2-23-20 redlined](#)

[Councilmember Liaison Job Description draft 2-23-20 clean.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Councilmember Liaison Job Description

Definition of Liaison

“Liaison”: a person who establishes and maintains communication for mutual understanding and cooperation (Merriam-Webster Dictionary).

Duties and Expectations of a Council Liaison

- 1 A Councilmember acting as a liaison to a Council advisory committee or other body (a “Committee”) is not a member of the Committee. Rather, the Councilmember is a positive resource to support the Committee in the completion of its work subject to the rules stated below.
- 2 A Councilmember liaison is acting as a representative of the full Council and, as such, has no authority to provide any direction or guidance to the Committee other than direction or guidance that clearly represents direction or guidance of the full Council.
- 3 Generally put, the Councilmember liaison shall not attempt to influence the work or recommendations of the Committee. More specifically,
 - the Councilmember shall not take part in the Committee’s deliberations or discussions unless (a) the Committee requests the Councilmember’s participation in a particular discussion (in this situation, the Councilmember must expressly state that she or he is speaking for her or himself, not for the entire Council) or (b) the Councilmember determines that he or she must speak up in order to remind the Committee of Council direction, City policies, or laws including the Open Public Meetings Act and the Public Records Act~~City laws~~; and
 - the Councilmember shall not take part in any votes or decisionmaking of the Committee.
 -
- 4 The Councilmember liaison shall work to ensure that the Committee is only taking actions or doing work that is within the scope of the Committee’s work as determined or approved by Council. The liaison can do this by, for example, reminding the Committee as needed of the scope of work that the Council set for the Committee.
- 5 The Councilmember liaison shall bring to the Council any requests from the Committee, such as the following:
 - (a) questions raised by a Committee about the Committee’s scope of work;
 - (b) requests from the Committee to change the Committee’s scope of work;

- (c) requests for expenditures of City resources to further the Committee’s work (money, staff time, or other resources); and
- (d) requests from the Committee to place an item on a Council meeting agenda.

6 The Councilmember liaison shall work to ensure that the Council is regularly updated on the work of the Committee. To that end, the Council shall on a quarterly basis revisit the work plan of each Committee and hear from each Committee’s liaison a report on the Committee’s progress on the work plan.

Committee Governance and Oversight

If a Committee member or member of the public feels that there is a problem with the manner in which the Committee is being managed or governed, the Committee member or member of the public should speak with the Committee Chair first. If the problem is not resolved by the Chair to the Committee member or member of the public’s satisfaction, then the Committee member or member of the public can speak to the Councilmember liaison about her/his concern(s).

At that juncture, the Councilmember liaison’s duty is to bring the concerns to the Mayor and Deputy Mayor rather than attempt to resolve the problem on her or his own. The Mayor, Deputy Mayor, and liaison shall then decide on what steps to take, if any. These steps could include, for example, deciding that they do not agree that there is a problem; discussing the issue with the Committee Chair; or bringing the issue to the full Council for discussion and a possible Council decision.

Governance Manual Provisions

Section 3.2.6 Council Liaison

With Council approval, a Councilmember may serve for a calendar year as the Council’s Liaison (i.e. representative), to an organization. A Liaison is responsible for facilitating communication, collaboration and coordination with the designated organization, and with regular reporting and accountability to the Council. There are typically Councilmember Liaisons to four types of organizations:

- A county-wide or regional policy or governing body or intergovernmental organization (such as the Kitsap Regional Coordinating Council)
- A community organization (such as an arts, business, or social service organization)
- A governing or inter-agency board functioning in the city (such as the Parks Board or the Intergovernmental Working Group – IGWG); and
- A citizen board, commission, or committee of the City, whether or not the charter calls for an ex officio Council member (such as the Utility Advisory Committee or Lodging Tax Advisory Committee)

Exhibit B, section (c) Liaison Procedures

Individual members of the Council may be assigned as liaisons whose duties involve keeping current with a group or activity by either attending meetings or conferring with members, and keeping Council informed. Liaisons may advocate Council actions on behalf of their assigned group or activity. Care must be taken to avoid an Appearance of Fairness Doctrine violation, or conflict of interest possibilities (i.e.: in the unusual case of a quasi-judicial proceeding). Liaisons' functions and duties may be further defined and/or directed by the Mayor or Mayor Pro Tem with concurrence of Council.

Councilmember Liaison Job Description

Definition of Liaison

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Governance Manual Provisions

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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:20 PM) Task Force on Land Use Review Procedures,

SUMMARY: At the request of Councilmember Kol Medina, the Council will discuss the formation of a task force on land use review procedures.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: At the request of Councilmember Kol Medina, the Council will discuss the formation of a task force on land use review procedures.

STRATEGIC PRIORITY: Green, Well-Planned Community

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: March 10, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:25 PM) Agenda Bill for Consent Agenda,

SUMMARY: Consider approval of the following Consent Agenda items:

- B. Accounts Payable and Payroll
- C. City Council Business Meeting Minutes, February 25, 2020
- D. Ordinance No. 2020-06, Amending the 2020 Budget to Carry Forward Funding for Work Funded in 2019 but to be Performed in 2020
- E. Appointment to the Design Review Board

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: March 10, 2020

ESTIMATED TIME:

AGENDA ITEM: Accounts Payable and Payroll

SUMMARY: Approve with Consent Agenda.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with Consent Agenda

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Payroll.pdf](#)

[Report to Council of Cash Disbursements 03-11-20.pdf](#)

FISCAL DETAILS:

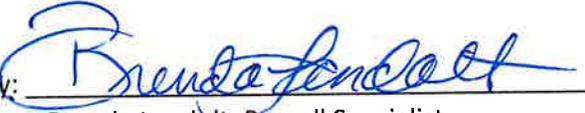
Fund Name(s):

Coding:

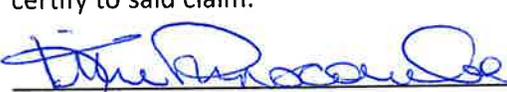
PAYROLL

PAYROLL CHECK RUN: 3 - 05 - 2020

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	3/5/2020	47265 - 47394	Regular check run (Direct Dep)	311,450.90
Normal	3/5/2020	109288	Regular check run (Paper Checks)	2,026.26
Normal	3/5/2020	109289 - 109302	Vendor check run (Paper Checks)	329,386.84
EFTPS	3/5/2020	N/A	Federal Tax Electronic Transfer	117,444.83
Vendor	3/5/2020	N/A	P/R vendor ACH	237.50
			TOTAL:	760,546.33

Prepared and Reviewed by:  Date 3-4-20
 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 3/4/20
 Kimberly M. Dunscombe, Budget Manager

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: February 24, 2020 - March 9, 2020
CITY COUNCIL: February 25, 2020 - March 10, 2020

Last check from previous run: 353013 dated 02/26/2020 issued to South Park Marina for \$379.69.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	2/25/20	380	WA State DOR/Excise taxes - January 2020	6,416.39
ACH	2/25/20	381	COBI/Utility billing - February 2020	7,111.44
ACH	2/25/20	382	WA State DOL/Firearm permits - February 2020	288.00
ACH	2/4/20	383	WA State DOL/Additional firearm permits - February 2020	180.00
VOID	2/12/20	352813	UB/Michael Driscoll/Payee name error	N/A
VOID	2/24/20	353015	POL/Modern Collision/Lost check	N/A
Manual	2/24/20	353014	POL/AT&T/Wireless charges	1,573.69
Manual	2/24/20	353016	PW/Toshiba/Copier lease	224.23
Manual	2/24/20	353017	POL/Modern Collision/Vehicle 235 repair	19,852.66
Manual	2/26/20	353018	CenturyLink/Weaver PRV water telemetry - February 2020	58.32
Manual	2/26/20	353019	LEGAL/Thomas Alpaugh/Public defender services - February 2020	4,484.38
Manual	2/26/20	353020	Puget Sound Energy/Green Power contract - February 2020	849.33
Manual	2/26/20	353021	ENG/Sound Pacific Construction/Olympic Dr NM Improvements	128,729.50
Manual	2/27/20	353022	UB/Sharon Nelson/Utility refund	186.19

Total Manual Checks and Electronic Disbursements	169,954.13
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Regular Run	3/11/20	353023-353121	Total Regular Check Run	356,452.58
Total Disbursements				526,406.71

Retainage Release	3/4/20	183	Anderson Construction/Carport installation & 2018 siding repair	5,882.66
Travel Advance-VOID	2/24/20	87	Michael Tovar/Bank error	N/A
Travel Advance	2/24/20	88	Michael Tovar/Sage International Less Lethal Training	50.00

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

3-4-2020
Date

02/25/2020 14:10
cfreitas

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

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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	2	248									
APP 401-213000			02/25/2020	EFTJAN20	EXCISE			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		339.88	
APP 635-111100			02/25/2020	EFTJAN20	EXCISE			CASH AP CASH DISBURSEMENTS JOURNAL			6,416.39
APP 402-213000			02/25/2020	EFTJAN20	EXCISE			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		5,683.33	
APP 403-213000			02/25/2020	EFTJAN20	EXCISE			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		88.23	
APP 001-213000			02/25/2020	EFTJAN20	EXCISE			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		235.52	
APP 407-213000			02/25/2020	EFTJAN20	EXCISE			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		4.23	
APP 101-213000			02/25/2020	EFTJAN20	EXCISE			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		62.55	
APP 301-213000			02/25/2020	EFTJAN20	EXCISE			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2.65	
GENERAL LEDGER TOTAL										6,416.39	6,416.39
APP 631-130000			02/25/2020	EFTJAN20	EXCISE			DUE TO/FROM CLEARING		6,416.39	
APP 401-130000			02/25/2020	EFTJAN20	EXCISE			DUE TO/FROM CLEARING			339.88
APP 402-130000			02/25/2020	EFTJAN20	EXCISE			DUE TO/FROM CLEARING			5,683.33
APP 403-130000			02/25/2020	EFTJAN20	EXCISE			DUE TO/FROM CLEARING			88.23
APP 001-130000			02/25/2020	EFTJAN20	EXCISE			GENERAL - DUE TO/FROM CLEARING			235.52
APP 407-130000			02/25/2020	EFTJAN20	EXCISE			DUE TO/FROM CLEARING			4.23
APP 101-130000			02/25/2020	EFTJAN20	EXCISE			STREETS - DUE TO/FROM CLEARING			62.55
APP 301-130000			02/25/2020	EFTJAN20	EXCISE			DUE TO/FROM CLEARING			2.65
SYSTEM GENERATED ENTRIES TOTAL										6,416.39	6,416.39
JOURNAL 2020/02/248 TOTAL										12,832.78	12,832.78

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2020	2	248	02/25/2020		
001-130000				GENERAL - DUE TO/FROM CLEARING		235.52
001-213000				GENERAL - ACCOUNTS PAYABLE	235.52	
				FUND TOTAL	235.52	235.52
101 STREET FUND	2020	2	248	02/25/2020		
101-130000				STREETS - DUE TO/FROM CLEARING		62.55
101-213000				STREETS - ACCOUNTS PAYABLE	62.55	
				FUND TOTAL	62.55	62.55
301 CAPITAL CONSTRUCTION FUND	2020	2	248	02/25/2020		
301-130000				DUE TO/FROM CLEARING		2.65
301-213000				ACCOUNTS PAYABLE	2.65	
				FUND TOTAL	2.65	2.65
401 WATER OPERATING FUND	2020	2	248	02/25/2020		
401-130000				DUE TO/FROM CLEARING		339.88
401-213000				ACCOUNTS PAYABLE	339.88	
				FUND TOTAL	339.88	339.88
402 SEWER OPERATING FUND	2020	2	248	02/25/2020		
402-130000				DUE TO/FROM CLEARING		5,683.33
402-213000				ACCOUNTS PAYABLE	5,683.33	
				FUND TOTAL	5,683.33	5,683.33
403 STORM & SURFACE WATER FUND	2020	2	248	02/25/2020		
403-130000				DUE TO/FROM CLEARING		88.23
403-213000				ACCOUNTS PAYABLE	88.23	
				FUND TOTAL	88.23	88.23
407 BUILDING & DEVELOPMENT FUND	2020	2	248	02/25/2020		
407-130000				DUE TO/FROM CLEARING		4.23
407-213000				ACCOUNTS PAYABLE	4.23	
				FUND TOTAL	4.23	4.23
631 CLEARING FUND	2020	2	248	02/25/2020		
631-130000				DUE TO/FROM CLEARING	6,416.39	
635-111100				CASH		6,416.39
				FUND TOTAL	6,416.39	6,416.39

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		235.52
101	STREET FUND		62.55
301	CAPITAL CONSTRUCTION FUND		2.65
401	WATER OPERATING FUND		339.88
402	SEWER OPERATING FUND		5,683.33
403	STORM & SURFACE WATER FUND		88.23
407	BUILDING & DEVELOPMENT FUND		4.23
631	CLEARING FUND	6,416.39	
	TOTAL	6,416.39	6,416.39

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

ACH - UB Feb 2020

KRS 3-4-20

02/25/2020 14:10 | CITY OF BAINBRIDGE ISLAND
 cfreitas | 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
381	02/25/2020	MANL	103 CITY OF BAINBRIDGE I	238445	10717FEB20	02/01/2020		ACH UB02	14.93
						1270 MADISON			
				14.93	91011722 547500	GG-C/E-LIBRARY-COBI WTR/SWR			
				238446	10727FEB20	02/01/2020		ACH UB02	559.82
						1270 MADISON			
				559.82	91011722 547500	GG-C/E-LIBRARY-COBI WTR/SWR			
				238447	11015FEB20	02/01/2020		ACH UB02	5,305.79
						1220 DONALD PL			
				5,305.79	91425358 547500	GG-WWTP-WATER/SEWER			
				238448	11122FEB20	02/01/2020		ACH UB02	347.19
						625 WINSLOW WAY			
				347.19	91011215 547500	GG-C/E-PD-COBI WTR/SWR			
				238449	11762FEB20	02/01/2020		ACH UB02	23.40
						WINSLOW WAY DRINKING FNTN			
				23.40	91011768 547500	GG-C/E-PARKS-WTR/SWR			
				238450	11805FEB20	02/01/2020		ACH UB02	10.76
						HIGH SCHOOL & MADISON			
				10.76	91011768 547500	GG-C/E-PARKS-WTR/SWR			
				238451	11806FEB20	02/01/2020		ACH UB02	8.19
						MADISON & HIGH SCHOOL			
				8.19	91011768 547500	GG-C/E-PARKS-WTR/SWR			
				238452	11982FEB20	02/01/2020		ACH UB02	744.29
						280 MADISON AVE N			
				744.29	91011189 547500	GG-C/E-CITY HALL-COBI WTR/SWR			
				238453	11983FEB20	02/01/2020		ACH UB02	15.07
						280 MADISON AVE N			
				15.07	91011189 547500	GG-C/E-CITY HALL-COBI WTR/SWR			
				238454	12754FEB20	02/01/2020		ACH UB02	8.19
						WINSLOW WAY E			
				8.19	91011768 547500	GG-C/E-PARKS-WTR/SWR			
				238455	13145FEB20	02/01/2020		ACH UB02	8.19
						HWY 305-STO			
				8.19	91111262 547500	GG-STREETS-TRAILS-CITY WTR/SWR			
				238456	13227FEB20	02/01/2020		ACH UB02	65.62
						OLYMPIC DR SE			
				65.62	91111262 547500	GG-STREETS-TRAILS-CITY WTR/SWR			
							CHECK	381 TOTAL:	7,111.44

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

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|apcshdsb

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 7,111.44

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	7,111.44

*** GRAND TOTAL *** 7,111.44

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

|P 3
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2020	2	249									
APP	001-213000		02/25/2020	ACH UB02	UB			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,731.84	
APP	635-111100		02/25/2020	ACH UB02	UB			CASH AP CASH DISBURSEMENTS JOURNAL			7,111.44
APP	402-213000		02/25/2020	ACH UB02	UB			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		5,305.79	
APP	101-213000		02/25/2020	ACH UB02	UB			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		73.81	
GENERAL LEDGER TOTAL										7,111.44	7,111.44
APP	631-130000		02/25/2020	ACH UB02	UB			DUE TO/FROM CLEARING		7,111.44	
APP	001-130000		02/25/2020	ACH UB02	UB			GENERAL - DUE TO/FROM CLEARING			1,731.84
APP	402-130000		02/25/2020	ACH UB02	UB			DUE TO/FROM CLEARING			5,305.79
APP	101-130000		02/25/2020	ACH UB02	UB			STREETS - DUE TO/FROM CLEARING			73.81
SYSTEM GENERATED ENTRIES TOTAL										7,111.44	7,111.44
JOURNAL 2020/02/249 TOTAL										14,222.88	14,222.88

02/25/2020 14:10
cfreitas

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020	2	249	02/25/2020			
001-130000					GENERAL - DUE TO/FROM CLEARING		1,731.84
001-213000					GENERAL - ACCOUNTS PAYABLE	1,731.84	
					FUND TOTAL	1,731.84	1,731.84
101 STREET FUND	2020	2	249	02/25/2020			
101-130000					STREETS - DUE TO/FROM CLEARING		73.81
101-213000					STREETS - ACCOUNTS PAYABLE	73.81	
					FUND TOTAL	73.81	73.81
402 SEWER OPERATING FUND	2020	2	249	02/25/2020			
402-130000					DUE TO/FROM CLEARING		5,305.79
402-213000					ACCOUNTS PAYABLE	5,305.79	
					FUND TOTAL	5,305.79	5,305.79
631 CLEARING FUND	2020	2	249	02/25/2020			
631-130000					DUE TO/FROM CLEARING	7,111.44	
635-111100					CASH		7,111.44
					FUND TOTAL	7,111.44	7,111.44

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			1,731.84
101 STREET FUND			73.81
402 SEWER OPERATING FUND			5,305.79
631 CLEARING FUND		7,111.44	
	TOTAL	7,111.44	7,111.44

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

ACH- FA Feb 2020

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02/25/2020 14:10 |CITY OF BAINBRIDGE ISLAND
cfreitas |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

382 02/25/2020 MANL 969 DEPARTMENT OF LICENS 238457 FEB20CPL 02/24/2020 ACHFA02 288.00

Invoice: FEB20CPL

FEB 2020 FIREARMS

288.00 41654860 586000 GUN PERMIT OUT

CHECK 382 TOTAL: 288.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 288.00

COUNT AMOUNT

TOTAL MANUAL CHECKS 1 288.00

*** GRAND TOTAL *** 288.00

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

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CRÉDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2020 2	250							
APP 650-213000					ACCOUNTS PAYABLE		288.00	
02/25/2020	ACHFA02	CPL			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			288.00
02/25/2020	ACHFA02	CPL			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL							288.00	288.00
APP 631-130000					DUE TO/FROM CLEARING		288.00	
02/25/2020	ACHFA02	CPL						
APP 650-130000					DUE TO/FROM CLEARING			288.00
02/25/2020	ACHFA02	CPL						
SYSTEM GENERATED ENTRIES TOTAL							288.00	288.00
JOURNAL 2020/02/250 TOTAL							576.00	576.00

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND	2020	2	250	02/25/2020			
631-130000					DUE TO/FROM CLEARING	288.00	
635-111100					CASH		288.00
					FUND TOTAL	288.00	288.00
650 AGENCY FUND	2020	2	250	02/25/2020			
650-130000					DUE TO/FROM CLEARING		288.00
650-213000					ACCOUNTS PAYABLE	288.00	
					FUND TOTAL	288.00	288.00

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
631 CLEARING FUND		288.00	
650 AGENCY FUND			288.00
	TOTAL	288.00	288.00

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

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CF 3/5/20

03/05/2020 07:52
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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

383	02/04/2020	MANL	969 DEPARTMENT OF LICENS	238673	FA02-2020	02/04/2020		ACHFA02	180.00
	Invoice: FA02-2020							ADDT'L FIREARMS PMT	
					180.00 41654860 586000			GUN PERMIT OUT	

CHECK 383 TOTAL: 180.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 180.00

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	180.00

*** GRAND TOTAL *** 180.00

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cfreitas

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

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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 2	351								
APP 650-213000					ACCOUNTS PAYABLE			180.00	
	02/04/2020	ACHFA02	FA		AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				180.00
	02/04/2020	ACHFA02	FA		AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL								180.00	180.00
APP 631-130000					DUE TO/FROM CLEARING			180.00	
	02/04/2020	ACHFA02	FA						
APP 650-130000					DUE TO/FROM CLEARING				180.00
	02/04/2020	ACHFA02	FA						
SYSTEM GENERATED ENTRIES TOTAL								180.00	180.00
JOURNAL 2020/02/351 TOTAL								360.00	360.00

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND	2020 2	351	02/04/2020			
631-130000				DUE TO/FROM CLEARING	180.00	
635-111100				CASH		180.00
				FUND TOTAL	180.00	180.00
650 AGENCY FUND	2020 2	351	02/04/2020			
650-130000				DUE TO/FROM CLEARING		180.00
650-213000				ACCOUNTS PAYABLE	180.00	
				FUND TOTAL	180.00	180.00

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
631 CLEARING FUND		180.00	
650 AGENCY FUND			180.00
	TOTAL	180.00	180.00

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

02/27/2020 15:06 | CITY OF BAINBRIDGE ISLAND
 cfreitas | A/P CASH DISBURSEMENTS JOURNAL

VOID KRS
 (CF) 2/27/20 2/27/20

| 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			
352813	02/12/2020	VOID	9396 SHARON NELSON	237838	83935	02/04/2020			-186.19
	Invoice: 83935								
				-186.19	411	122100		UB 12897 464 SEED PATH NW	
								WATER ACCOUNTS RECEIVABLE	
								CHECK 352813 TOTAL:	-186.19
								NUMBER OF CHECKS 1	*** CASH ACCOUNT TOTAL *** -186.19
								COUNT	AMOUNT

								TOTAL VOIDED CHECKS	1 186.19
								*** GRAND TOTAL ***	-186.19

Per voicemail received on 2/14/20 from Ms. Nelson, this check, which was issued to Michael Driscoll, should have been issued to her as it is her home.

When the refund was translated ~~for~~ from UB to A/P in Munis both names were brought over, but Munis doesn't print the second line on the check, which is where her name was.

A/P vendor has been corrected. voided check for re-issue to correct payee.

02/27/2020 15:06
cfreitas

|CITY OF BAINBRIDGE ISLAND
|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					LINE DESC			
2020	2	307								
APP 401-213000		02/27/2020	352813	TA0227			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			186.19
APP 635-111100		02/27/2020	352813	TA0227			CASH AP CASH DISBURSEMENTS JOURNAL	186.19		
GENERAL LEDGER TOTAL									186.19	186.19
APP 631-130000		02/27/2020	02/09/20	TA0227			DUE TO/FROM CLEARING			186.19
APP 401-130000		02/27/2020	02/09/20	TA0227			DUE TO/FROM CLEARING	186.19		
SYSTEM GENERATED ENTRIES TOTAL									186.19	186.19
JOURNAL 2020/02/307 TOTAL									372.38	372.38

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
401	2020	2	307	02/27/2020			
WATER OPERATING FUND							
401-130000					DUE TO/FROM CLEARING	186.19	
401-213000					ACCOUNTS PAYABLE		186.19
					FUND TOTAL	186.19	186.19
631	2020	2	307	02/27/2020			
CLEARING FUND							
631-130000					DUE TO/FROM CLEARING		186.19
635-111100					CASH	186.19	
					FUND TOTAL	186.19	186.19

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

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
-----		-----
401 WATER OPERATING FUND		186.19
631 CLEARING FUND	186.19	
	-----	-----
TOTAL	186.19	186.19

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VOID

CF 2/24/20

KRS

2-25-20

02/24/2020 15:20 | CITY OF BAINBRIDGE ISLAND
cfreitas | A/P CASH DISBURSEMENTS JOURNAL

| P 1
| apcshdsb

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

INVOICE DTL DESC

353015 02/24/2020 VOID 493 MODERN COLLISION REB 238458 16486 10/15/2019 -19,852.66
Invoice: 16486 POL/VEH 235 REPAIR
-19,852.66 53011212 548100 POLICE - C/E PATROL MAINTENANC

CHECK 353015 TOTAL: -19,852.66

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -19,852.66

COUNT AMOUNT

TOTAL VOIDED CHECKS 1 19,852.66

*** GRAND TOTAL *** -19,852.66

Check misplaced after given to requestor. Voided & reissued payment to expedite payment.

02/24/2020 15:20
cfreitas

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

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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 2	238							
APP 001-213000	02/24/2020	353015	VOID			GENERAL - ACCOUNTS PAYABLE		19,852.66
						AP CASH DISBURSEMENTS JOURNAL		
APP 635-111100	02/24/2020	353015	VOID			CASH	19,852.66	
						AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL							19,852.66	19,852.66
APP 631-130000	02/24/2020	M022420	VOID			DUE TO/FROM CLEARING		19,852.66
						GENERAL - DUE TO/FROM CLEARING	19,852.66	
APP 001-130000	02/24/2020	M022420	VOID					
SYSTEM GENERATED ENTRIES TOTAL							19,852.66	19,852.66
JOURNAL 2020/02/238 TOTAL							39,705.32	39,705.32

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020	2	238	02/24/2020			
001-130000					GENERAL - DUE TO/FROM CLEARING	19,852.66	
001-213000					GENERAL - ACCOUNTS PAYABLE		19,852.66
					FUND TOTAL	19,852.66	19,852.66
631 CLEARING FUND	2020	2	238	02/24/2020			
631-130000					DUE TO/FROM CLEARING		19,852.66
635-111100					CASH	19,852.66	
					FUND TOTAL	19,852.66	19,852.66

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			19,852.66
631 CLEARING FUND		19,852.66	
	TOTAL	19,852.66	19,852.66

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 (CF) 2/24/20

02/24/2020 14:16 | CITY OF BAINBRIDGE ISLAND
 cfreitas | A/P CASH DISBURSEMENTS JOURNAL

| P 1
 | apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME						
INVOICE DTL DESC								
353014	02/24/2020	PRTD 6420 AT&T MOBILITY	238460	287287004732X022020	02/11/2020		M022420	1,573.69
		Invoice: 287287004732X022020					POL/WIRELESS CHARGES	
			1,573.69	91011215 542100			GG-C/E-PD-PHONE	
							CHECK 353014 TOTAL:	1,573.69
353015	02/24/2020	PRTD 493 MODERN COLLISION REB	238458	16486	10/15/2019		M022420	19,852.66
		Invoice: 16486					POL/VEH 235 REPAIR	
			19,852.66	53011212 548100			POLICE - C/E PATROL MAINTENANC	
							CHECK 353015 TOTAL:	19,852.66
353016	02/24/2020	PRTD 6714 TOSHIBA FINANCIAL SE	238459	26478117	02/12/2020		M022420	224.23
		Invoice: 26478117					PW/E-STUDIO4515AC LEASE	
			224.23	73637891 545000			RENTS & LEASES - OPERATING	
							CHECK 353016 TOTAL:	224.23
							NUMBER OF CHECKS 3	*** CASH ACCOUNT TOTAL *** 21,650.58
							COUNT	AMOUNT

							TOTAL PRINTED CHECKS 3	21,650.58
							*** GRAND TOTAL ***	21,650.58

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

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC	PER	ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2020	2	237								
APP 001-213000							GENERAL - ACCOUNTS PAYABLE		21,426.35	
		02/24/2020	M022420	022420			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100							CASH			21,650.58
		02/24/2020	M022420	022420			AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000							ACCOUNTS PAYABLE		224.23	
		02/24/2020	M022420	022420			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									21,650.58	21,650.58
APP 631-130000							DUE TO/FROM CLEARING		21,426.35	
		02/24/2020	M022420	022420						
APP 001-130000							GENERAL - DUE TO/FROM CLEARING			21,426.35
		02/24/2020	M022420	022420						
SYSTEM GENERATED ENTRIES TOTAL									21,426.35	21,426.35
JOURNAL 2020/02/237 TOTAL									43,076.93	43,076.93

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

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020	2	237	02/24/2020			
001-130000					GENERAL - DUE TO/FROM CLEARING		21,426.35
001-213000					GENERAL - ACCOUNTS PAYABLE	21,426.35	
					FUND TOTAL	21,426.35	21,426.35
631 CLEARING FUND	2020	2	237	02/24/2020			
631-130000					DUE TO/FROM CLEARING	21,426.35	
631-213000					ACCOUNTS PAYABLE	224.23	
635-111100					CASH		21,650.58
					FUND TOTAL	21,650.58	21,650.58

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			21,426.35
631 CLEARING FUND		21,426.35	
	TOTAL	21,426.35	21,426.35

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

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| apcshdsb

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

INVOICE DTL DESC

353017 02/24/2020 PRD 493 MODERN COLLISION REB 238458 16486 10/15/2019 M022420 19,852.66
Invoice: 16486 POL/VEH 235 REPAIR

19,852.66 53011212 548100 POLICE - C/E PATROL MAINTENANC

CHECK 353017 TOTAL: 19,852.66

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 19,852.66

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 19,852.66

*** GRAND TOTAL *** 19,852.66

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

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	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	2	239											
APP 001-213000								GENERAL - ACCOUNTS PAYABLE				19,852.66	
02/24/2020	M022420		022420					AP CASH DISBURSEMENTS JOURNAL					
APP 635-111100								CASH					19,852.66
02/24/2020	M022420		022420					AP CASH DISBURSEMENTS JOURNAL					
GENERAL LEDGER TOTAL												19,852.66	19,852.66
APP 631-130000								DUE TO/FROM CLEARING				19,852.66	
02/24/2020	M022420		022420										
APP 001-130000								GENERAL - DUE TO/FROM CLEARING					19,852.66
02/24/2020	M022420		022420										
SYSTEM GENERATED ENTRIES TOTAL												19,852.66	19,852.66
JOURNAL 2020/02/239 TOTAL												39,705.32	39,705.32

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020	2	239	02/24/2020			
001-130000					GENERAL - DUE TO/FROM CLEARING		19,852.66
001-213000					GENERAL - ACCOUNTS PAYABLE	19,852.66	
					FUND TOTAL	19,852.66	19,852.66
631 CLEARING FUND	2020	2	239	02/24/2020			
631-130000					DUE TO/FROM CLEARING	19,852.66	
635-111100					CASH		19,852.66
					FUND TOTAL	19,852.66	19,852.66

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			19,852.66
631 CLEARING FUND		19,852.66	
	TOTAL	19,852.66	19,852.66

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

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CF 2/26/20

02/26/2020 13:46 |CITY OF BAINBRIDGE ISLAND
cfreitas |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
353018	02/26/2020	PRTD	551 CENTURYLINK	238495	6124FEB20	02/16/2020		M022520	58.32
	Invoice: 6124FEB20								
				58.32	91411891	542100			
								WEAVER PRV WATER TELEMETRY	
								GG-WTR-FAC-PHONE	
								CHECK 353018 TOTAL:	58.32
353019	02/26/2020	PRTD	7849 LAW OFFICE OF THOMAS	238498	FEB20	02/07/2020		M022520	4,484.38
	Invoice: FEB20								
				4,484.38	32011281	541113			
								LEGAL/FEB 2020 PUB DEF	
								LGL-PUBLIC DEFENDER	
								CHECK 353019 TOTAL:	4,484.38
353020	02/26/2020	PRTD	1205 PUGET SOUND ENERGY	238496	4376FEB20	02/18/2020		M022520	849.33
	Invoice: 4376FEB20								
				849.33	91011189	547100			
								FEB 2020 GREEN POWER CONTRACT	
								GG-C/E-CITY HALL-ELECTRIC	
								CHECK 353020 TOTAL:	849.33
353021	02/26/2020	PRTD	8744 SOUND PACIFIC CONSTR	238497	PAYREQ7-596	02/21/2020		M022520	128,729.50
	Invoice: PAYREQ7-596								
				128,729.50	72334953	66300000596			
								OLYMPIC DRIVE NON MOTORIZED IM	
								SR305-OLYMPIC NM-CONSTR	
								CHECK 353021 TOTAL:	128,729.50
								NUMBER OF CHECKS 4	*** CASH ACCOUNT TOTAL *** 134,121.53
								COUNT	AMOUNT
								-----	-----
								TOTAL PRINTED CHECKS 4	134,121.53
								*** GRAND TOTAL ***	134,121.53

02/26/2020 13:46
 cfreitas

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

|P 2
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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2020	2	282								
APP 401-213000	02/26/2020	M022520	022620			ACCOUNTS PAYABLE			58.32	
						AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	02/26/2020	M022520	022620			CASH				134,121.53
						AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000	02/26/2020	M022520	022620			GENERAL - ACCOUNTS PAYABLE			5,333.71	
						AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000	02/26/2020	M022520	022620			ACCOUNTS PAYABLE			128,729.50	
						AP CASH DISBURSEMENTS JOURNAL				
							GENERAL LEDGER TOTAL		134,121.53	134,121.53
APP 631-130000	02/26/2020	M022520	022620			DUE TO/FROM CLEARING			134,121.53	
APP 401-130000	02/26/2020	M022520	022620			DUE TO/FROM CLEARING				58.32
APP 001-130000	02/26/2020	M022520	022620			GENERAL - DUE TO/FROM CLEARING				5,333.71
APP 301-130000	02/26/2020	M022520	022620			DUE TO/FROM CLEARING				128,729.50
							SYSTEM GENERATED ENTRIES TOTAL		134,121.53	134,121.53
							JOURNAL 2020/02/282 TOTAL		268,243.06	268,243.06

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

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 2	282	02/26/2020			
001-130000				GENERAL - DUE TO/FROM CLEARING		5,333.71
001-213000				GENERAL - ACCOUNTS PAYABLE	5,333.71	
				FUND TOTAL	5,333.71	5,333.71
301 CAPITAL CONSTRUCTION FUND	2020 2	282	02/26/2020			
301-130000				DUE TO/FROM CLEARING		128,729.50
301-213000				ACCOUNTS PAYABLE	128,729.50	
				FUND TOTAL	128,729.50	128,729.50
401 WATER OPERATING FUND	2020 2	282	02/26/2020			
401-130000				DUE TO/FROM CLEARING		58.32
401-213000				ACCOUNTS PAYABLE	58.32	
				FUND TOTAL	58.32	58.32
631 CLEARING FUND	2020 2	282	02/26/2020			
631-130000				DUE TO/FROM CLEARING	134,121.53	
635-111100				CASH		134,121.53
				FUND TOTAL	134,121.53	134,121.53

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			5,333.71
301 CAPITAL CONSTRUCTION FUND			128,729.50
401 WATER OPERATING FUND			58.32
631 CLEARING FUND		134,121.53	
	TOTAL	134,121.53	134,121.53

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

Manual-reprint

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02/27/2020 15:18 | CITY OF BAINBRIDGE ISLAND
cfreitas | A/P CASH DISBURSEMENTS JOURNAL

| P 1
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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

353022 02/27/2020 PRD 9396 SHARON NELSON 237838 83935 02/04/2020 REPRINT 186.19
Invoice: 83935 UB 12897 464 SEED PATH NW

186.19 411 122100 WATER ACCOUNTS RECEIVABLE

CHECK 353022 TOTAL: 186.19

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 186.19

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 186.19

*** GRAND TOTAL *** 186.19

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

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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 2	308					
APP 401-213000					ACCOUNTS PAYABLE	186.19
	02/27/2020 REPRINT	022720			AP CASH DISBURSEMENTS JOURNAL	
APP 635-111100					CASH	186.19
	02/27/2020 REPRINT	022720			AP CASH DISBURSEMENTS JOURNAL	
					GENERAL LEDGER TOTAL	186.19
						186.19
APP 631-130000					DUE TO/FROM CLEARING	186.19
	02/27/2020 REPRINT	022720				
APP 401-130000					DUE TO/FROM CLEARING	186.19
	02/27/2020 REPRINT	022720				
					SYSTEM GENERATED ENTRIES TOTAL	186.19
						186.19
					JOURNAL 2020/02/308 TOTAL	372.38
						372.38

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
401 WATER OPERATING FUND	2020 2	308	02/27/2020			
401-130000				DUE TO/FROM CLEARING		186.19
401-213000				ACCOUNTS PAYABLE	186.19	
				FUND TOTAL	186.19	186.19
631 CLEARING FUND	2020 2	308	02/27/2020			
631-130000				DUE TO/FROM CLEARING	186.19	
635-111100				CASH		186.19
				FUND TOTAL	186.19	186.19

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
401 WATER OPERATING FUND			186.19
631 CLEARING FUND		186.19	
	TOTAL	186.19	186.19

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

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 (CF) 3/4/20

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P 1
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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
353023	03/11/2020	PRTD	5 ACE HARDWARE	238500	46011/1	02/14/2020		03/08/20	34.43
			Invoice: 46011/1						
				34.43	73020769 531100				
			Invoice: 45988/1	238501	45988/1	02/12/2020		03/08/20	18.02
				18.02	73411345 531100				
			Invoice: 45964/1	238502	45964/1	02/11/2020		03/08/20	73.62
				73.62	73011255 531100				
			Invoice: 46105/1	238533	46105/1	02/27/2020		03/08/20	62.10
				62.10	73011897 531100				
			Invoice: 46110/1	238534	46110/1	02/27/2020		03/08/20	34.83
				34.83	73411345 531100				
			Invoice: 46092/1	238535	46092/1	02/26/2020		03/08/20	61.00
				61.00	73011183 531100				
			Invoice: 46078/1	238536	46078/1	02/25/2020		03/08/20	.86
				.86	73411345 531100				
			Invoice: 46060/1	238537	46060/1	02/24/2020		03/08/20	66.83
				66.83	73411345 531100				
			Invoice: 46047/1	238538	46047/1	02/21/2020		03/08/20	128.71
				128.71	73426355 531100				
			Invoice: 46037/1	238539	46037/1	02/21/2020		03/08/20	22.78
				22.78	73411345 531100				
			Invoice: 46040/1	238540	46040/1	02/20/2020		03/08/20	19.65
				19.65	73411345 531100				
			Invoice: 46009/1	238541	46009/1	02/14/2020		03/08/20	9.40
				9.40	73011183 531100				
			Invoice: 46004/1	238542	46004/1	02/14/2020		03/08/20	6.35
				6.35	73011183 531100				

CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME						
INVOICE DTL DESC								
							CHECK 353023 TOTAL:	538.58
353024	03/11/2020	PRTD 863 INTERSTATE BATTERIES	238504	22061129	02/13/2020		03/08/20	130.75
		Invoice: 22061129			PW/BATTERY			
			26.15	73111423	531100	OFFICE SUPPLIES		
			104.60	73111427	531100	OFFICE SUPPLIES		
							CHECK 353024 TOTAL:	130.75
353025	03/11/2020	PRTD 7994 PENINSULA SERVICES	238503	92967	01/31/2020		03/08/20	32.00
		Invoice: 92967			CRT/MOBILE SHREDDING			
			32.00	21011125	541100	COURT - PROFESSIONAL SERVICES		
							CHECK 353025 TOTAL:	32.00
353026	03/11/2020	PRTD 8991 ALLIANCE 2020, INC	238543	575168	02/29/2020		03/08/20	186.73
		Invoice: 575168			HR/BACKGROUND CHECKS			
			186.73	33011161	541100	HR-C/E-PROF SVCS		
							CHECK 353026 TOTAL:	186.73
353027	03/11/2020	PRTD 8672 ALLSTREAM	238544	16687244	03/01/2020		03/08/20	938.48
		Invoice: 16687244			CITYWIDE PHN SVC MAR 2020			
			938.48	41637891	542100	FIN - ALLOC TELEPHONE		
							CHECK 353027 TOTAL:	938.48
353028	03/11/2020	PRTD 4710 ASSOCIATED PETROLEU	238505	0165814-IN	02/07/2020		03/08/20	986.15
		Invoice: 0165814-IN			PW/401 GAL UNLEADED			
			986.15	73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS		
		Invoice: 0165574-IN			PW/131.2 GAL DIESEL			
			375.17	73638893	532000	O&M-FUEL USE-ALLOCATION		
		Invoice: 0170498-IN			PW/75 GAL DIESEL			
			248.10	73638893	532000	O&M-FUEL USE-ALLOCATION		
		Invoice: 0170501-IN			PW/445 GAL UNLEADED			
			1,061.34	73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS		
		Invoice: 0168455-IN			PW/250 GAL UNLEADED			
			612.07	73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS		

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				
						238548	0168444-IN	02/13/2020	03/08/20	214.53
Invoice: 0168444-IN						PW/60 GAL DIESEL				
						214.53	73638893 532000	O&M-FUEL USE-ALLOCATION		
						238550	0168143-IN	02/11/2020	03/08/20	857.22
Invoice: 0168143-IN						PW/350 GAL UNLEADED				
						857.22	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS		
						238551	0168135-IN	02/11/2020	03/08/20	356.13
Invoice: 0168135-IN						PW/125 GAL DIESEL				
						356.13	73638893 532000	O&M-FUEL USE-ALLOCATION		
								CHECK	353028 TOTAL:	4,710.71
353029	03/11/2020	PRTD	7821 AUS WEST LOCKBOX	238507	1991629554	02/13/2020		03/08/20	49.60	
Invoice: 1991629554						PW/LAUNDRY SREVICE				
						49.60	73638893 589310	LAUNDRY SERVICES		
						238552	1991649311	02/27/2020	03/08/20	53.29
Invoice: 1991649311						PW/LAUNDRY SERVICE				
						53.29	73638893 589310	LAUNDRY SERVICES		
						238553	1991639375	02/20/2020	03/08/20	49.60
Invoice: 1991639375						PW/LAUNDRY SERVICE				
						49.60	73638893 589310	LAUNDRY SERVICES		
								CHECK	353029 TOTAL:	152.49
353030	03/11/2020	PRTD	2138 ASPECT CONSULTING LL	238508	36038	02/25/2020		03/08/20	621.00	
Invoice: 36038						WATER QUALITY, MONITORING, CAL				
						621.00	72637319 54110000809	WATER QUAL FLOW MONIT-PRO SVCS		
								CHECK	353030 TOTAL:	621.00
353031	03/11/2020	PRTD	1159 AUTOGLASS PLUS INC	238554	B0042748	02/27/2020		03/08/20	192.91	
Invoice: B0042748						PW/WINDSHIELD REPLCMT				
						192.91	73425358 531100	O&M-WWTP-SUPPLIES		
								CHECK	353031 TOTAL:	192.91
353032	03/11/2020	PRTD	54 BAINBRIDGE RENTAL IN	238509	CON#58643	02/19/2020		03/08/20	34.87	
Invoice: CON#58643						PW/HEARING PROTECTOR				
						34.87	73111427 531100	OFFICE SUPPLIES		
								CHECK	353032 TOTAL:	34.87

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

353033	03/11/2020	PRTD	55 SOUND PUBLISHING, IN	238510	BIR890536	02/14/2020		03/08/20	92.08
	Invoice: BIR890536								
				92.08	63470586 544000				
				238511	BIR890534	02/14/2020		03/08/20	238.47
	Invoice: BIR890534								
				238.47	63470586 544000				
								CHECK 353033 TOTAL:	330.55

353034	03/11/2020	PRTD	5412 BENEFIT ADMINISTRATI	238555	1202509	02/26/2020		03/08/20	258.50
	Invoice: 1202509								
				28.44	21011125 520000				
				46.53	31011131 520000				
				41.36	41011141 520000				
				28.44	51011211 520000				
				23.27	61011581 520000				
				82.70	71011321 520000				
				7.76	81011881 520000				
								CHECK 353034 TOTAL:	258.50

353035	03/11/2020	PRTD	971 BAINBRIDGE ISLAND HI	238512	940	02/21/2020		03/08/20	3,750.00
	Invoice: 940								
				3,750.00	31011732 54110000297				
								CHECK 353035 TOTAL:	3,750.00

353036	03/11/2020	PRTD	5105 BAINBRIDGE ISLAND RO	238556	02/26/20	02/26/2020		03/08/20	150.00
	Invoice: 02/26/20								
				150.00	41625860 586000				
								CHECK 353036 TOTAL:	150.00

353037	03/11/2020	PRTD	9262 BOULDER PARK INC	238558	3234	02/13/2020		03/08/20	10,714.43
	Invoice: 3234								
				10,714.43	73425358 54790100551				
								CHECK 353037 TOTAL:	10,714.43

353038	03/11/2020	PRTD	78 BROWNE WHEELER ENGIN	238559	9758	02/14/2020		03/08/20	4,500.00
	Invoice: 9758								
				4,500.00	72334562 64110000968				

CASH ACCOUNT: 635			111100		CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
								CHECK	353038 TOTAL:	4,500.00
353039	03/11/2020	PRTD	8521 BRADLY A. TURNER	238513	7770	02/11/2020		03/08/20	125.35	
			Invoice: 7770			PW/FLAT REPAIR VEH L17				
				25.07	73111423	531100	OFFICE SUPPLIES			
				100.28	73111427	531100	OFFICE SUPPLIES			
								CHECK	353039 TOTAL:	125.35
353040	03/11/2020	PRTD	360 BUILDERS FIRSTSOURCE	238514	80478876	02/12/2020		03/08/20	31.76	
			Invoice: 80478876			PW/LUMBER FOR ROAD END RPR				
				31.76	73111264	531100	O&M-STREET-TRAF CONTROL-SUPPLY			
								CHECK	353040 TOTAL:	31.76
353041	03/11/2020	PRTD	9414 CADD MICROSYSTEMS	238515	S030021064	02/13/2020		03/08/20	744.75	
			Invoice: S030021064			IT/BLUEBEAM REVU EXTEME: JS				
				744.75	81011881	535100	IT - C/E COMPUTER SOFTWARE			
				238516	S030021020		02/12/2020	03/08/20	1,489.50	
			Invoice: S030021020			IT/BLUEBEAM SOFTWARE: PCD, PW				
				1,489.50	81011881	535100	IT - C/E COMPUTER SOFTWARE			
								CHECK	353041 TOTAL:	2,234.25
353042	03/11/2020	PRTD	9417 ROBERT & MARY CARLSO	238560	BLD20822	02/26/2020		03/08/20	809.00	
			Invoice: BLD20822			GEOLTECH REVIEW FEE PARTIAL REFUND				
				809.00	65538	38600000370	GEO TECH 3RD PARTY REVIEWS			
								CHECK	353042 TOTAL:	809.00
353043	03/11/2020	PRTD	853 KATHRYN M CARRUTHERS	238517	02/25/20	02/25/2020		03/08/20	60.00	
			Invoice: 02/25/20			CRT/1 HR PRO TEMP				
				60.00	21011125	541210	COURT - JUDGE PRO TEMPORE SVCS			
				238518	02/18/20		02/18/2020	03/08/20	180.00	
			Invoice: 02/18/20			CRT/3 HR PRO TEMP				
				180.00	21011125	541210	COURT - JUDGE PRO TEMPORE SVCS			
								CHECK	353043 TOTAL:	240.00
353044	03/11/2020	PRTD	8253 CHS NORTHWEST	238519	37989/H	02/13/2020		03/08/20	912.24	
			Invoice: 37989/H			PW/SALT BAGS (98)				
				912.24	73637892	531100	O&M-ALLOC-WTR-CONSUMABLES			

CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME						
INVOICE DTL DESC								
							CHECK 353044 TOTAL:	912.24
353045	03/11/2020	PRTD 102 CITY OF BAINBRIDGE I	238666	RETREQ1-1051	02/25/2020	21900075	03/08/20	3,547.95
		Invoice: RETREQ1-1051			WFP HZRD TREE RMVL-RET			
			3,547.95	73011768	54810001051	WF PARK TREES-PROF SVCS		
							CHECK 353045 TOTAL:	3,547.95
353046	03/11/2020	PRTD 9405 CITY OF BAINBRIDGE I	238461	22000213	02/12/2020		03/08/20	11,446.00
		Invoice: 22000213			2020 SSWM: 042502-1-108-2000			
			11,446.00	91011897	547400	GG-C/E-O&M YARD FAC-SSWM FEE		
353046	03/11/2020	PRTD 9405 CITY OF BAINBRIDGE I	238462	22000214	02/12/2020		03/08/20	388.00
		Invoice: 22000214			2020 SSWM: 042502-1-109-2009			
			388.00	91011897	547400	GG-C/E-O&M YARD FAC-SSWM FEE		
353046	03/11/2020	PRTD 9405 CITY OF BAINBRIDGE I	238463	22000220	02/12/2020		03/08/20	194.00
		Invoice: 22000220			2020 SSWM: 092502-4-002-2006			
			194.00	91021182	547400	GG-OS-PROP MNGT-SSWM FEES		
353046	03/11/2020	PRTD 9405 CITY OF BAINBRIDGE I	238464	22000223	02/12/2020		03/08/20	1,940.00
		Invoice: 22000223			2020 SSWM: 102502-1-052-2008			
			1,940.00	91021182	547400	GG-OS-PROP MNGT-SSWM FEES		
353046	03/11/2020	PRTD 9405 CITY OF BAINBRIDGE I	238465	22000224	02/12/2020		03/08/20	776.00
		Invoice: 22000224			2020 SSWM: 102502-1-062-2006			
			776.00	91021182	547400	GG-OS-PROP MNGT-SSWM FEES		
353046	03/11/2020	PRTD 9405 CITY OF BAINBRIDGE I	238466	22000239	02/12/2020		03/08/20	194.00
		Invoice: 22000239			2020 SSWM: 202502-1-049-2002			
			194.00	91021182	547400	GG-OS-PROP MNGT-SSWM FEES		
353046	03/11/2020	PRTD 9405 CITY OF BAINBRIDGE I	238467	22000241	02/12/2020		03/08/20	194.00
		Invoice: 22000241			2020 SSWM: 202502-3-010-2003			
			194.00	91411345	547400	GG-WTR-COBI SSWM FEE		
353046	03/11/2020	PRTD 9405 CITY OF BAINBRIDGE I	238468	22000259	02/12/2020		03/08/20	194.00
		Invoice: 22000259			2020 SSWM: 262502-2-007-2004			
			194.00	91421355	547400	GG-SWR-COBI SSWM FEE		
353046	03/11/2020	PRTD 9405 CITY OF BAINBRIDGE I	238469	22000260	02/12/2020		03/08/20	194.00
		Invoice: 22000260			2020 SSWM: 262502-2-016-2003			
			194.00	91011768	547400	GG-C/E-PARKS-COBI SSWM FEE		
353046	03/11/2020	PRTD 9405 CITY OF BAINBRIDGE I	238470	22000268	02/12/2020		03/08/20	1,164.00
		Invoice: 22000268			2020 SSWM: 262502-3-046-2005			
			1,164.00	91011753	547400	GG-C/E-HIST SOC-COBE SSWM FEE		
353046	03/11/2020	PRTD 9405 CITY OF BAINBRIDGE I	238471	22000269	02/12/2020		03/08/20	194.00
		Invoice: 22000269			2020 SSWM: 262502-3-057-2001			

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				
						2,910.00	91435838	547400	GG-DECANT-SSWM FEES	
				238485	22000321	02/12/2020		03/08/20	4,462.00	
Invoice:	22000321					2020 SSWM: 352502-1-034-2002				
				4,462.00	91011768	547400		GG-C/E-PARKS-COBI SSWM FEE		
				238486	22000322	02/12/2020		03/08/20	194.00	
Invoice:	22000322					2020 SSWM: 352502-1-035-2001				
				194.00	91011768	547400		GG-C/E-PARKS-COBI SSWM FEE		
				238487	22000326	02/12/2020		03/08/20	2,522.00	
Invoice:	22000326					2020 SSWM: 4114-002-001-0000				
				2,522.00	91011768	547400		GG-C/E-PARKS-COBI SSWM FEE		
				238488	22000327	02/12/2020		03/08/20	388.00	
Invoice:	22000327					2020 SSWM: 4114-002-007-0004				
				388.00	91011755	547400		GG-C/E-COMMONS-COBI SSWM FEE		
				238489	22000328	02/12/2020		03/08/20	388.00	
Invoice:	22000328					2020 SSWM: 4114-002-008-0003				
				388.00	91011755	547400		GG-C/E-COMMONS-COBI SSWM FEE		
				238490	22000329	02/12/2020		03/08/20	3,298.00	
Invoice:	22000329					2020 SSWM: 4115-004-007-0009				
				3,298.00	91425358	547400		GG-WWTP-SSWM FEES		
							CHECK	353046 TOTAL:	41,904.00	
353047	03/11/2020	PRTD	7509 CONSTRUCTION PARTS L	238520	27166	02/10/2020		03/08/20	3,629.70	
Invoice:	27166					PW/PLOW BLADES				
				3,629.70	73111252	531100		O&M-STREET-DIS RESPON-SUPPLIES		
							CHECK	353047 TOTAL:	3,629.70	
353048	03/11/2020	PRTD	142 COPIERS NORTHWEST IN	238561	INV2105182	02/24/2020		03/08/20	794.49	
Invoice:	INV2105182					EX,FIN/IRC7565I OVERAGE				
				397.25	31011131	545000		EX-GF-RENTS & LEASES		
				397.24	41011141	545000		FIN - C/E ADMIN RENTS & LEASES		
							CHECK	353048 TOTAL:	794.49	
353049	03/11/2020	PRTD	502 CORE & MAIN LP	238562	L855724	02/20/2020		03/08/20	2,600.37	
Invoice:	L855724					PW/HYDRANT MX SUPPLIES				
				2,600.37	73411345	531100		OFFICE SUPPLIES		
							CHECK	353049 TOTAL:	2,600.37	

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
									CHECK 353056 TOTAL: 1,200.00
353057	03/11/2020	PRTD	1625 EMP INDUSTRIES, INC	238567	15530	02/24/2020		03/08/20	235.99
			Invoice: 15530			PW/NOZZLE ASSY, DECK FTNG			
				235.99	73011757 531100	O&M-C/E-MARINA-SUPPLIES			
									CHECK 353057 TOTAL: 235.99
353058	03/11/2020	PRTD	8870 EN POINTE TECHNOLOGI	238526	1028541	02/21/2020		03/08/20	531.05
			Invoice: 1028541			IT/VPN LICENSES (5)			
				531.05	81011881 535100	IT - C/E COMPUTER SOFTWARE			
									CHECK 353058 TOTAL: 531.05
353059	03/11/2020	PRTD	4174 ENVIRO-CLEAN EQUIPME	238568	20-50485	02/21/2020		03/08/20	3,161.17
			Invoice: 20-50485			PW/BROOMS FOR 228			
				3,161.17	73637945 531100	O&M ALLOC-SWEEPER-SUPPLIES			
									CHECK 353059 TOTAL: 3,161.17
353060	03/11/2020	PRTD	8336 ENVIROISSUES, INC.	238569	240-004-000-3	02/13/2020		03/08/20	2,299.75
			Invoice: 240-004-000-3			SPORTSMAN CLUB/NEW BROOKLYN IN			
				2,299.75	31321953 64245000715	SP CLUB/NB INTERSECTN-OUTREACH			
									CHECK 353060 TOTAL: 2,299.75
353061	03/11/2020	PRTD	5781 EXTERMINATION SERVIC	238570	34523	02/14/2020		03/08/20	93.74
			Invoice: 34523			PW/POL EXTERM SVC FEB			
				93.74	73011215 548100	O&M-C/E-POLICE FAC-REPAIRS			
									CHECK 353061 TOTAL: 93.74
353062	03/11/2020	PRTD	1953 FERGUSON ENTERPRISES	238527	0848992	02/05/2020		03/08/20	291.57
			Invoice: 0848992			PW/SANDS CHLORINE PUMP MX SUPPLIES			
				291.57	73411345 531100	OFFICE SUPPLIES			
									CHECK 353062 TOTAL: 291.57
353063	03/11/2020	PRTD	9151 FERNCLEIFF VILLAGE AS	238528	2/24/20	02/24/2020		03/08/20	150.00
			Invoice: 2/24/20			DAMAGE DEPOSIT REFUND			
				150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
									CHECK 353063 TOTAL: 150.00
353064	03/11/2020	PRTD	513 GRAINGER	238571	9457065952	02/26/2020		03/08/20	183.81
			Invoice: 9457065952	183.81	73411345 531100	PW/WELL SITE MX SUPPLIES OFFICE SUPPLIES			
			Invoice: 9454218489	238572	9454218489	02/24/2020		03/08/20	372.50
			Invoice: 9449487793	372.50	73411345 531100	PW/WELL SITE MX SUPPLIES OFFICE SUPPLIES			
			Invoice: 9449487793	238573	9449487793	02/19/2020		03/08/20	412.58
			Invoice: 9449487793	412.58	73411345 531100	PW/WATER MX SUPPLIES OFFICE SUPPLIES			
									CHECK 353064 TOTAL: 968.89
353065	03/11/2020	PRTD	6765 GREY CHEVROLET	238530	6089482	02/10/2020		03/08/20	1,563.84
			Invoice: 6089482	1,563.84	53011212 531100	POL/VEH 224 REPAIR PD-C/E-PATROL SUPPLIES			
			Invoice: 5113689	238574	5113689	02/22/2020		03/08/20	193.53
			Invoice: 5113689	193.53	73011581 531100	PW/WEATHERSTRIPS #44 O&M-C/E-PCD VEH WORK-SUPPLIES			
									CHECK 353065 TOTAL: 1,757.37
353066	03/11/2020	PRTD	253 HACH COMPANY	238575	11835164	02/12/2020		03/08/20	2,457.96
			Invoice: 11835164	2,457.96	73425358 531100	PW/PROBE METER STAND O&M-WWTP-SUPPLIES			
									CHECK 353066 TOTAL: 2,457.96
353067	03/11/2020	PRTD	8374 HEARING ADVANTAGE, I	238576	7517	02/19/2020		03/08/20	35.00
			Invoice: 7517	35.00	73637891 541100	PW/OCC HEARING SCREENING: RG PROFESSIONAL SERVICES			
									CHECK 353067 TOTAL: 35.00
353068	03/11/2020	PRTD	8514 HERITAGE-CRYSTAL CLE	238521	16122032	02/05/2020		03/08/20	127.53
			Invoice: 16122032	127.53	91011897 547900	PW/OIL FILTER DISP GG-C/E-O&M YARD FAC-GARBAGE			
									CHECK 353068 TOTAL: 127.53

CASH ACCOUNT: 635 111100 CASH										
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
						INVOICE DTL DESC				
353075	03/11/2020	PRTD	2306 KITSAP COUNTY PROSEC	238585	FEB20	02/04/2020		03/08/20	9,554.69	
Invoice: FEB20					LEGAL/PROSEC SVCS FEB 2020					
				9,554.69	32011521	541112	LGL-OUTSIDE PROSECUTOR			
								CHECK	353075 TOTAL:	9,554.69
353076	03/11/2020	PRTD	1505 KITSAP COUNTY TREASU	238667	FEB20	02/29/2020		03/08/20	49.41	
Invoice: FEB20					KC OUT COURT REMIT FEB 2020					
				49.41	41612860	586000	CRIME VICTIMS-OUT			
								CHECK	353076 TOTAL:	49.41
353077	03/11/2020	PRTD	4198 KENT D BRUCE COMPANY	238586	6122	02/14/2020		03/08/20	374.13	
Invoice: 6122					POL/LIGHT ASSY					
				374.13	53011212	531100	PD-C/E-PATROL SUPPLIES			
				238587	6121		02/14/2020	03/08/20	374.13	
Invoice: 6121					POL/LIGHT ASSY					
				374.13	53011212	531100	PD-C/E-PATROL SUPPLIES			
								CHECK	353077 TOTAL:	748.26
353078	03/11/2020	PRTD	8135 MIDWEST MOTOR SUPPLY	238588	7759505	02/24/2020		03/08/20	928.00	
Invoice: 7759505					PW/MX SUPPLIES					
				928.00	73638935	531100	O&M-STD ALLOCATION-SUPPLIES			
								CHECK	353078 TOTAL:	928.00
353079	03/11/2020	PRTD	1010 PAUL L KING	238589	56911	02/13/2020		03/08/20	354.25	
Invoice: 56911					PW/KEYS, LOCK SUPPLIES					
				354.25	73011215	531100	O&M-C/E-POLICE FAC-SUPPLIES			
								CHECK	353079 TOTAL:	354.25
353080	03/11/2020	PRTD	315 KITSAP HUMANE SOCIET	238590	1875	02/01/2020		03/08/20	5,936.50	
Invoice: 1875					KITSAP HUMANE SOCIETY ANNUAL C					
				5,936.50	91011393	541100	FIN - C/E ANIMAL CONTROL FEES			
								CHECK	353080 TOTAL:	5,936.50
353081	03/11/2020	PRTD	309 KITSAP TIRE CENTER I	238592	226418	02/25/2020		03/08/20	2,008.38	
Invoice: 226418					PW/VEH 228 MX					
				2,008.38	73637945	531100	O&M ALLOC-SWEEPER-SUPPLIES			
				238593	226550		02/26/2020	03/08/20	117.18	

CASH ACCOUNT: 635			111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
									CHECK 353087 TOTAL:	223.20
353088	03/11/2020	PRTD	8433 NEXTREQUEST CO.	238602	1468	02/24/2020		03/08/20	9,161.11	
			Invoice: 1468			IT/PRR MGMT SYST ANNUAL MX				
				9,161.11	81011881 548500	IT - C/E COMPUTER SUPPORT				
									CHECK 353088 TOTAL:	9,161.11
353089	03/11/2020	PRTD	8655 PENINSULA TREE SERVI	238668	PAYREQ1-1051	02/29/2020	21900074	03/08/20	31,931.55	
			Invoice: PAYREQ1-1051			WFP HAZARD TREE REMOVAL				
				31,931.55	73011768 54810001051	WF PARK TREES-PROF SVCS				
									CHECK 353089 TOTAL:	31,931.55
353090	03/11/2020	PRTD	6522 PETERSEN BROTHERS IN	238604	2001101	02/08/2020	20200005	03/08/20	9,138.32	
			Invoice: 2001101			REPAIR GUARDRAIL AT 10390 NE L				
				9,138.32	73111427 548100	O&M-ACCESS RDSIDE R&M				
									CHECK 353090 TOTAL:	9,138.32
353091	03/11/2020	PRTD	7803 PINTO, MICHELLE	238605	384	02/18/2020		03/08/20	166.00	
			Invoice: 384			CRT/INTERPRETER SVCS 1/27/20				
				166.00	21011125 541230	COURT - INTERPRETER				
									CHECK 353091 TOTAL:	166.00
353092	03/11/2020	PRTD	8922 REXEL USA INC.	238606	Y232612	02/13/2020		03/08/20	1,147.55	
			Invoice: Y232612			PW/PW BLDG MX				
				1,147.55	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES				
									CHECK 353092 TOTAL:	1,147.55
353093	03/11/2020	PRTD	7153 PORT MADISON ENTERPR	238607	73922	02/11/2020		03/08/20	230.85	
			Invoice: 73922			PW/GRAVEL				
				230.85	73111423 531100	OFFICE SUPPLIES				
				238608	73933	02/11/2020		03/08/20	283.72	
			Invoice: 73933			PW/GRAVEL				
				283.72	73111423 531100	OFFICE SUPPLIES				
									CHECK 353093 TOTAL:	514.57
353094	03/11/2020	PRTD	8728 POWER TRIP ENERGY CO	238609	02/29/20	02/29/2020		03/08/20	160.00	
			Invoice: 02/29/20			DAMAGE DEPOSIT REFUND				
				160.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME				

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 353094 TOTAL:	160.00
353095	03/11/2020	PRTD	9349 PROPANE NORTHWEST	238610	1501137621	02/26/2020		03/08/20	571.27
			Invoice: 1501137621						
				571.27	91011897 547200				
				238611	1501043757	02/11/2020		03/08/20	602.29
			Invoice: 1501043757						
				602.29	91011897 547200				
								CHECK 353095 TOTAL:	1,173.56
353096	03/11/2020	PRTD	2203 PST INVESTIGATIONS	238612	PSTI20-24	02/14/2020		03/08/20	7,954.76
			Invoice: PSTI20-24						
				7,954.76	33011161 541100				
								CHECK 353096 TOTAL:	7,954.76
353097	03/11/2020	PRTD	7435 KAN MAN INC	238614	1912128	01/30/2020		03/08/20	90.00
			Invoice: 1912128						
				90.00	73011768 545000				
				238615	1912129	01/30/2020		03/08/20	90.00
			Invoice: 1912129						
				90.00	73435838 545000				
				238616	1912127	01/30/2020		03/08/20	180.00
			Invoice: 1912127						
				180.00	73011768 545000				
				238617	1912130	01/30/2020		03/08/20	90.00
			Invoice: 1912130						
				90.00	73011897 545000				
								CHECK 353097 TOTAL:	450.00
353098	03/11/2020	PRTD	408 ROLLING BAY COMMERCIAL	238618	986350	02/24/2020		03/08/20	4,197.30
			Invoice: 986350						
				4,197.30	21011125 545000				
								CHECK 353098 TOTAL:	4,197.30
353099	03/11/2020	PRTD	9418 THE SAILING FOUNDATION	238619	02/29/20	02/29/2020		03/08/20	150.00
			Invoice: 02/29/20						
				150.00	41625860 586000				

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

								CHECK	353099 TOTAL:	150.00
353100	03/11/2020	PRTD	8035 SHINE QUARRY, LLC	238620	0026567	02/11/2020		03/08/20	393.76	
			Invoice: 0026567			PW/GRAVEL				
				393.76	990	141100	MERCHANDISE			
								CHECK	353100 TOTAL:	393.76
353101	03/11/2020	PRTD	2035 SIX ROBBLEES INC	238621	2-725872	02/12/2020		03/08/20	66.88	
			Invoice: 2-725872			PW/STORM PREP SUPPLIES				
				66.88	73111252	53110001055	2020 STORM RESP-STRT-SUPPLIES			
								CHECK	353101 TOTAL:	66.88
353102	03/11/2020	PRTD	7770 SME SOLUTIONS, LLC	238622	292220	02/18/2020		03/08/20	1,480.17	
			Invoice: 292220			PW/DIESEL PUMP REPAIR				
				1,480.17	73011897	548100	O&M-C/E-PWYD FAC-REPAIRS			
								CHECK	353102 TOTAL:	1,480.17
353103	03/11/2020	PRTD	8040 SOLENIS LLC	238623	131585471	02/13/2020		03/08/20	4,468.02	
			Invoice: 131585471			PW/WWTP SUPPLIES				
				4,468.02	73425358	531100	O&M-WWTP-SUPPLIES			
								CHECK	353103 TOTAL:	4,468.02
353104	03/11/2020	PRTD	8132 SPECTRA LABORATORIES	238624	20-01151	02/26/2020		03/08/20	63.02	
			Invoice: 20-01151			PW/ROCKAWAY TESTING				
				63.02	73415345	54110000391	LAB SVCS-WATER ROCKAWAY			
353104	03/11/2020	PRTD	8132 SPECTRA LABORATORIES	238625	20-01150	02/26/2020		03/08/20	93.15	
			Invoice: 20-01150			PW/FLOURIDE TESTING				
				93.15	73411345	54110000391	LAB SVCS-WATER			
353104	03/11/2020	PRTD	8132 SPECTRA LABORATORIES	238626	20-00878	02/13/2020		03/08/20	107.64	
			Invoice: 20-00878			PW/ECOLI TESTING				
				107.64	73411345	54110000391	LAB SVCS-WATER			
353104	03/11/2020	PRTD	8132 SPECTRA LABORATORIES	238631	20-00973	02/20/2020		03/08/20	587.88	
			Invoice: 20-00973			PW/PWY TESTING				
				587.88	73011897	54110000391	LAB SVCS-PWY FAC			
								CHECK	353104 TOTAL:	851.69

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 353111 TOTAL:	410.00
353112	03/11/2020	PRTD	2251 WA ST TREASURER	238669	FEB20	02/29/2020		03/08/20	3,453.21
			Invoice: FEB20					WA OUT COURT REMIT FEB 2020	
				1,458.68	41611860 586000			PSEA 60% OUT	
				614.64	41610860 586000			PSEA 30% OUT	
				33.36	41619860 586000			PSEA 3 - STATE DISB OUT	
				171.82	41616860 586000			THEFT PRV&TR BRAIN INJ-OUT	
				79.93	41616860 586000			THEFT PRV&TR BRAIN INJ-OUT	
				608.05	41614860 586000			JUDICIAL INFO SYST.-OUT	
				.81	41615860 586000			BREATH TEST-CUSTODIAL	
				85.68	41618860 586000			TRAUMA CARE-OUT	
				107.86	41618860 586000			TRAUMA CARE-OUT	
				23.33	41618860 586000			TRAUMA CARE-OUT	
				132.64	41618860 586000			TRAUMA CARE-OUT	
				136.41	41615860 586961			STATE CRIME LAB	
			Invoice: FEB20-SBCC						
				238670	FEB20-SBCC	02/29/2020		03/08/20	186.50
								WA ST OUT COURT REMIT SBCC FEB 2020	
				186.50	41652860 586000			SBCC BLDG.-OUT	
								CHECK 353112 TOTAL:	3,639.71
353113	03/11/2020	PRTD	5271 WASHINGTON WATER SER	238643	4815979187-FEB20	02/20/2020		03/08/20	153.59
			Invoice: 4815979187-FEB20					FEB 2020 DECANT FACILITY WATER	
				153.59	91435838 547500			GG-DECANT-WATER/SEWER	
								CHECK 353113 TOTAL:	153.59
353114	03/11/2020	PRTD	9048 CHANCE WALES & TEMRE	238644	BLD20892-B	02/26/2020		03/08/20	1,071.00
			Invoice: BLD20892-B					BLD20892 GEOTECH FEE PARTIAL REFUND	
				1,071.00	65538 38600000370			GEO TECH 3RD PARTY REVIEWS	
								CHECK 353114 TOTAL:	1,071.00
353115	03/11/2020	PRTD	7551 WASHINGTON TRACTOR I	238645	2017523	02/26/2020		03/08/20	64.56
			Invoice: 2017523					PW/#17 PARTS	
				51.65	73111427 531100			OFFICE SUPPLIES	
				12.91	73111423 531100			OFFICE SUPPLIES	
								CHECK 353115 TOTAL:	64.56
353116	03/11/2020	PRTD	1210 WATER PURVEYORS ASSO	238646	WP2002	01/09/2020		03/08/20	200.00
			Invoice: WP2002					PW/WATERPAK ANNUAL DUES	
				200.00	73411345 549100			DUES/SUBSCRIPTIONS	

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									

								CHECK 353116 TOTAL:	200.00
353117	03/11/2020	PRTD	499 WESTBAY AUTO PARTS I	238648	523771	02/26/2020		03/08/20	84.21
	Invoice: 523771			84.21	990	141100		PW/FUEL, AIR & OIL FILTERS MERCHANDISE	
				238649	523217	02/24/2020		03/08/20	33.48
	Invoice: 523217			33.48	990	141100		PW/SOLVENT MERCHANDISE	
				238650	522549	02/21/2020		03/08/20	11.40
	Invoice: 522549			11.40	990	141100		PW/OIL FILTER, LAMPS MERCHANDISE	
				238651	522681	02/21/2020		03/08/20	43.26
	Invoice: 522681			43.26	990	141100		PW/OIL & AIR FILTERS MERCHANDISE	
				238652	522223	02/20/2020		03/08/20	9.29
	Invoice: 522223			9.29	73011581	531100		PW/ROCKER LED BLK RED O&M-C/E-PCD VEH WORK-SUPPLIES	
				238653	522014	02/19/2020		03/08/20	47.23
	Invoice: 522014			47.23	990	141100		PW/AIR FILTERS MERCHANDISE	
				238654	520826	02/14/2020		03/08/20	-28.86
	Invoice: 520826			-28.86	73638935	531100		PW/SOLENOID RETURN O&M-STD ALLOCATION-SUPPLIES	
				238655	520526	02/13/2020		03/08/20	117.32
	Invoice: 520526			117.32	990	141100		PW/FUEL, AIR & OIL FILTERS MERCHANDISE	
				238656	520091	02/11/2020		03/08/20	120.87
	Invoice: 520091			120.87	990	141100		PW/OIL, FUEL & AIR FILTERS MERCHANDISE	
				238657	520022	02/11/2020		03/08/20	-7.84
	Invoice: 520022			-7.84	73638935	531100		PW/RADIATOR CAP RETURN O&M-STD ALLOCATION-SUPPLIES	
				238658	519785	02/10/2020		03/08/20	25.72
	Invoice: 519785			25.72	990	141100		PW/OIL FILTERS MERCHANDISE	
				238659	518858	02/06/2020		03/08/20	35.07
	Invoice: 518858			35.07	990	141100		PW/AIR & OIL FILTERS MERCHANDISE	
				238660	518329	02/04/2020		03/08/20	13.65

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

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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				
EFF DATE									
2020 3 14									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		162,856.33		
03/11/2020	03/08/20	031120			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			356,452.58	
03/11/2020	03/08/20	031120			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE		8,573.35		
03/11/2020	03/08/20	031120			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE		27,502.53		
03/11/2020	03/08/20	031120			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE		14,502.25		
03/11/2020	03/08/20	031120			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE		15,872.54		
03/11/2020	03/08/20	031120			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE		330.55		
03/11/2020	03/08/20	031120			AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000					ACCOUNTS PAYABLE		760.00		
03/11/2020	03/08/20	031120			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE		116,212.35		
03/11/2020	03/08/20	031120			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE		5,569.12		
03/11/2020	03/08/20	031120			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE		3,347.59		
03/11/2020	03/08/20	031120			AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000					ACCOUNTS PAYABLE		925.97		
03/11/2020	03/08/20	031120			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL							356,452.58	356,452.58	
APP 631-130000					DUE TO/FROM CLEARING		340,580.04		
03/11/2020	03/08/20	031120							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			162,856.33	
03/11/2020	03/08/20	031120							
APP 401-130000					DUE TO/FROM CLEARING			8,573.35	
03/11/2020	03/08/20	031120							
APP 402-130000					DUE TO/FROM CLEARING			27,502.53	
03/11/2020	03/08/20	031120							
APP 101-130000					STREETS - DUE TO/FROM CLEARING			14,502.25	
03/11/2020	03/08/20	031120							
APP 407-130000					DUE TO/FROM CLEARING			330.55	
03/11/2020	03/08/20	031120							
APP 622-130000					DUE TO/FROM CLEARING			760.00	
03/11/2020	03/08/20	031120							
APP 301-130000					DUE TO/FROM CLEARING			116,212.35	
03/11/2020	03/08/20	031120							
APP 650-130000					DUE TO/FROM CLEARING			5,569.12	
03/11/2020	03/08/20	031120							
APP 403-130000					DUE TO/FROM CLEARING			3,347.59	

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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			
APP 901-130000	03/11/2020	03/08/20	031120			DUE TO/FROM CLEARING			925.97
	03/11/2020	03/08/20	031120						
SYSTEM GENERATED ENTRIES TOTAL								340,580.04	340,580.04
JOURNAL 2020/03/14 TOTAL								697,032.62	697,032.62

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2020	3	14	03/11/2020			
001-130000					GENERAL - DUE TO/FROM CLEARING		162,856.33
001-213000					GENERAL - ACCOUNTS PAYABLE	162,856.33	
					FUND TOTAL	162,856.33	162,856.33
101 STREET FUND	2020	3	14	03/11/2020			
101-130000					STREETS - DUE TO/FROM CLEARING		14,502.25
101-213000					STREETS - ACCOUNTS PAYABLE	14,502.25	
					FUND TOTAL	14,502.25	14,502.25
301 CAPITAL CONSTRUCTION FUND	2020	3	14	03/11/2020			
301-130000					DUE TO/FROM CLEARING		116,212.35
301-213000					ACCOUNTS PAYABLE	116,212.35	
					FUND TOTAL	116,212.35	116,212.35
401 WATER OPERATING FUND	2020	3	14	03/11/2020			
401-130000					DUE TO/FROM CLEARING		8,573.35
401-213000					ACCOUNTS PAYABLE	8,573.35	
					FUND TOTAL	8,573.35	8,573.35
402 SEWER OPERATING FUND	2020	3	14	03/11/2020			
402-130000					DUE TO/FROM CLEARING		27,502.53
402-213000					ACCOUNTS PAYABLE	27,502.53	
					FUND TOTAL	27,502.53	27,502.53
403 STORM & SURFACE WATER FUND	2020	3	14	03/11/2020			
403-130000					DUE TO/FROM CLEARING		3,347.59
403-213000					ACCOUNTS PAYABLE	3,347.59	
					FUND TOTAL	3,347.59	3,347.59
407 BUILDING & DEVELOPMENT FUND	2020	3	14	03/11/2020			
407-130000					DUE TO/FROM CLEARING		330.55
407-213000					ACCOUNTS PAYABLE	330.55	
					FUND TOTAL	330.55	330.55
622 EXPENDABLE TRUST FUND	2020	3	14	03/11/2020			
622-130000					DUE TO/FROM CLEARING		760.00
622-213000					ACCOUNTS PAYABLE	760.00	
					FUND TOTAL	760.00	760.00
631 CLEARING FUND	2020	3	14	03/11/2020			

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631-130000				DUE TO/FROM CLEARING	340,580.04	
631-213000				ACCOUNTS PAYABLE	15,872.54	
635-111100				CASH		356,452.58
FUND TOTAL					356,452.58	356,452.58
650 AGENCY FUND	2020 3	14	03/11/2020			
650-130000				DUE TO/FROM CLEARING		5,569.12
650-213000				ACCOUNTS PAYABLE	5,569.12	
FUND TOTAL					5,569.12	5,569.12
901 CITY-WIDE REPORTING FUND	2020 3	14	03/11/2020			
901-130000				DUE TO/FROM CLEARING		925.97
901-213000				ACCOUNTS PAYABLE	925.97	
FUND TOTAL					925.97	925.97

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		162,856.33
101 STREET FUND		14,502.25
301 CAPITAL CONSTRUCTION FUND		116,212.35
401 WATER OPERATING FUND		8,573.35
402 SEWER OPERATING FUND		27,502.53
403 STORM & SURFACE WATER FUND		3,347.59
407 BUILDING & DEVELOPMENT FUND		330.55
622 EXPENDABLE TRUST FUND		760.00
631 CLEARING FUND	340,580.04	
650 AGENCY FUND		5,569.12
901 CITY-WIDE REPORTING FUND		925.97

	TOTAL	-----
	340,580.04	340,580.04

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

Retainage Release

CF 3/4/20

03/04/2020 08:09 | CITY OF BAINBRIDGE ISLAND
cfreitas | A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

CASH ACCOUNT: 628 111100 CASH-RETAINAGE
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

183 03/04/2020 PRD 8604 ANDERSON CONSTRUCTIO 238671 RETREL-811 02/24/2020 RT030320 2,102.17
Invoice: RETREL-811

2,102.17 41628860 586000 RET REL CARPORT PURCH & INSTALL
RETAINAGE RELEASE

238672 RETREL-1035 02/24/2020 RT030320 3,780.49
Invoice: RETREL-1035

3,780.49 41628860 586000 RET REL 2018 SIDING REPAIR
RETAINAGE RELEASE

CHECK 183 TOTAL: 5,882.66

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 5,882.66

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 5,882.66

*** GRAND TOTAL *** 5,882.66

03/04/2020 08:09
cfreitas

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

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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 3	13							
APP 622-213000	03/04/2020	RT030320	RETREL			ACCOUNTS PAYABLE	5,882.66	
						AP CASH DISBURSEMENTS JOURNAL		
APP 628-111100	03/04/2020	RT030320	RETREL			CASH-RETAINAGE		5,882.66
						AP CASH DISBURSEMENTS JOURNAL		
						JOURNAL 2020/03/13		
						TOTAL	5,882.66	5,882.66

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622 EXPENDABLE TRUST FUND	2020 3	13	03/04/2020			
622-213000				ACCOUNTS PAYABLE	5,882.66	
628-111100				CASH-RETAINAGE		5,882.66
				FUND TOTAL	5,882.66	5,882.66

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

Travel Advance

CF 2/24/20

02/24/2020 14:02 |CITY OF BAINBRIDGE ISLAND
cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 013 111100 ADV TRAVEL - CASH

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

INVOICE DTL DESC

87 02/24/2020 PRTD 7358 MICHAEL TOVAR 238493 TRVLMAR20-MT 02/24/2020 TA022420 225.00

Invoice: TRVLMAR20-MT

POL/SAGE INT'L LESS LTHL TRNG

225.00 013 122100 ADV TRAVEL ACCOUNTS RECEIVABLE

CHECK 87 TOTAL: 225.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 225.00

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 225.00

*** GRAND TOTAL *** 225.00

02/24/2020 14:02
cfreitas

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

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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 2	236								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		225.00	
	02/24/2020	TA022420	TRVADV			AP CASH DISBURSEMENTS JOURNAL			
APP 013-111100						ADV TRAVEL - CASH			225.00
	02/24/2020	TA022420	TRVADV			AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2020/02/236	TOTAL	225.00	225.00

02/24/2020 14:02
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|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 2	236	02/24/2020			
001-213000				GENERAL - ACCOUNTS PAYABLE	225.00	
013-111100				ADV TRAVEL - CASH		225.00
				FUND TOTAL	225.00	225.00

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

VOID - Travel Advance

CF 3/4/20

KRS

3.4.20

03/04/2020 09:43 | CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 013 111100 ADV TRAVEL - CASH

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

INVOICE DTL DESC

87 02/24/2020 VOID 7358 MICHAEL TOVAR 238493 TRVLMAR20-MT 02/24/2020 -225.00

Invoice: TRVLMAR20-MT

POL/SAGE INT'L LESS LTHL TRNG

-225.00 013 122100 ADV TRAVEL ACCOUNTS RECEIVABLE

CHECK 87 TOTAL: -225.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -225.00

COUNT AMOUNT

TOTAL VOIDED CHECKS 1 225.00

*** GRAND TOTAL *** -225.00

Due to an issue with positive pay
this check was rejected by the bank.

Waiting to hear back from employee
before reissuing, or voiding invoice.

03/04/2020 09:43
cfreitas

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|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2020 2	346								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE			225.00
02/24/2020	87 VOID					AP CASH DISBURSEMENTS JOURNAL			
APP 013-111100						ADV TRAVEL - CASH		225.00	
02/24/2020	87 VOID					AP CASH DISBURSEMENTS JOURNAL			
							-----	-----	
JOURNAL 2020/02/346							TOTAL	225.00	225.00

03/04/2020 09:43
cfreitas

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 2	346	02/24/2020			
001-213000				GENERAL - ACCOUNTS PAYABLE		225.00
013-111100				ADV TRAVEL - CASH	225.00	
				FUND TOTAL	225.00	225.00

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

Travel
 (CF) 2/27/20

02/27/2020 15:00 | CITY OF BAINBRIDGE ISLAND
 cfreitas | A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 013 111100 ADV TRAVEL - CASH
 CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

 88 02/27/2020 PRD 7358 MICHAEL TOVAR 238532 TRVLMAR20-MT-ADDTL 02/27/2020 TA022720 50.00
 Invoice: TRVLMAR20-MT-ADDTL POL/SAGE INTL LESS LTHL TRNG

50.00 013 122100 ADV TRAVEL ACCOUNTS RECEIVABLE

CHECK 88 TOTAL: 50.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 50.00

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 50.00

*** GRAND TOTAL *** 50.00

02/27/2020 15:00 |CITY OF BAINBRIDGE ISLAND
 cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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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 2	306								
APP 001-213000	02/27/2020	TA022720	TA0227			GENERAL - ACCOUNTS PAYABLE	50.00		
						AP CASH DISBURSEMENTS JOURNAL			
APP 013-111100	02/27/2020	TA022720	TA0227			ADV TRAVEL - CASH		50.00	
						AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2020/02/306	TOTAL	50.00	50.00

02/27/2020 15:00
cfreitas

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 2	306	02/27/2020			
001-213000				GENERAL - ACCOUNTS PAYABLE	50.00	
013-111100				ADV TRAVEL - CASH		50.00
				FUND TOTAL	50.00	50.00

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME:

AGENDA ITEM: City Council Business Meeting Minutes, February 25, 2020

SUMMARY: Consider approval of meeting minutes.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[City Council Regular Business Meeting Minutes February 25, 2020](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, FEBRUARY 25, 2020

MEETING MINUTES

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

Mayor Schneider called the meeting to order at 5:59 p.m. in Council Chambers.

Mayor Schneider, Deputy Mayor Nassar, and Councilmembers Deets, Hytopoulos, Medina, and Tirman were present.

Councilmember Pollock was absent and excused.

2) **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**

Councilmember Deets moved and Councilmember Medina seconded to approve the agenda as presented. The motion was approved unanimously, 6-0. No conflicts of disclosure were disclosed.

3) **PUBLIC COMMENT**

Leslie Daug spoke regarding the 2020 Census and provided handouts for the community.

Ulysses Galvez spoke regarding the 2020 Census.

Maria Mason spoke regarding shoreline clearing and a land slide hazard area near Broomgerrie.

Peter Raffa spoke in favor of using lodging tax funds to support tourism.

4) **MAYOR'S REPORT**

Mayor Schneider mentioned Mardi Gras; the Washington State primary election ballots in the mail; her attending the Chamber banquet on February 29 with Councilmember Deets; and attending the Sustainable Transportation Task Force Meeting on Friday, February 28.

5) **CITY MANAGER'S REPORT**

City Manager Smith reported on the annual flushing of City water mains in Winslow and Fletcher Bay starting the week of March 2; Planning and Community Development will be closed on Thursday, March 12 for a Process Improvement Plan day; and the City is looking to the Kitsap Health District for guidance on the corona virus.

6) FUTURE COUNCIL AGENDAS

6.A Future Council Agendas

[Cover Page](#)

[City Council Study Session March 3, 2020](#)

[City Council Regular Business Meeting March 10, 2020](#)

[City Council Study Session March 17, 2020](#)

[2020 List of Pending Council Meeting Topics](#)

[2020 List of Proposed Future Council Topics](#)

City Council discussed the March 17, 2020 Study Session agenda.

7) PRESENTATIONS

7.A Recognition of Service for Councilmember Tirman

[Cover Page](#)

Mayor Schneider presented Councilmember Tirman with a plaque, and Councilmembers thanked him for his service.

Public Comment

Leslie Daug's thanked Councilmember Tirman for his service.

Sarah Blossom thanked Councilmember Tirman for his service.

Derek Villanueva thanked Councilmember Tirman for his service.

Sal deRosalia thanked Councilmember Tirman for his service.

Councilmember Tirman spoke about his time on Council.

8) UNFINISHED BUSINESS

8.A Discussion of BIMC 18.12.030 relating to Floor Area Ratio Bonus Density Options

[Cover Page](#)

[BIMC 18.12.030 FAR BONUS OPTIONS.docx](#)

[Resolution No. 2001-54 Relating to Distribution of Funds from FAR](#)

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

[Ordinance No. 2019-26 Extending the Development Moratorium Approved 092419](#)

Mayor Schneider introduced the agenda item.

Public Comment

Jane Rein spoke regarding Floor Area Ratio bonus provisions.

Jon Quitslund spoke regarding the Floor Areas Ratio provisions.

Ron Peltier spoke regarding the Floor Areas Ratio provisions and affordable housing.

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

Nassar/Hytopoulos: The motion failed, 2 – 4.

AYES: Nassar, Hytopoulos
NOES: Deets, Medina, Schneider, Tirman
ABSENT: Michael Pollock
ABSTAIN: None

MOTION: I move to direct the City Manager to pursue an interim zoning control related to BIMC 18.12.030.E to have that section be suspended with the exception of section 1 of that section of the Code and section 6.

Nassar/Hytopoulos: The motion failed, 1 – 5.

AYES: Nassar
NOES: Deets, Hytopoulos, Medina, Schneider, Tirman
ABSENT: Michael Pollock
ABSTAIN: None

MOTION: I move to direct the City Manager to work with the Planning Commission and any other appropriate City committees or commissions to bring back to Council as quickly as possible an ordinance that will reform the City's bonus FAR programs so as to only allow bonus FAR in relation to Affordable Housing, Historic Preservation, and Transfer of Development Rights.

Medina/Deets: The motion carried unanimously, 6 – 0.

AYES: Deets, Hytopoulos, Medina, Nassar, Schneider, Tirman
NOES: None
ABSENT: Michael Pollock
ABSTAIN: None

MOTION: I move to direct the City Manager to pursue an interim zoning control related to BIMC 18.12.030.E to have the fee-in-lieu section and the public amenity infrastructure section suspended.

Nassar/Hytopoulos: The motion failed, 3-3.

AYES: Deets, Hytopoulos, Nassar
NOES: Medina, Schneider, Tirman
ABSENT: Michael Pollock
ABSTAIN: None

8.B Wyatt Way Reconstruction Project Contract Award - Public Works

[Cover Page](#)

[Wyatt Way Reconstruction Contract.docx](#)

[Wyatt Way Reconstruction Budget Report.pdf](#)

Public Works Director Wierzbicki introduced the agenda item.

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

Nassar/Deets: The motion carried unanimously, 6 – 0.

AYES: Deets, Hytopoulos, Medina, Nassar, Schneider, Tirman

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

8.C Tree Removal and Vegetation Management Discussion - Planning

[Cover Page](#)

[20200225 Tree Memo to Council](#)

[ORD NO. 2019-39 EXTENDING LANDMARK TREE REGULATION IN THE WINSLOW AREA.pdf](#)

[Consulting Arborists Report 2018-12-28 COBI Tree Protection Code Revision.pdf](#)

[Staff Memo -i.e. Consulting Arborists Report 2019-05-07.pdf](#)

City Arborist Snyder introduced the agenda item.

Public Comment

Ron Peltier spoke regarding the forestry commission and reinstating the commission.

Olaf Ribeiro would also like to see the forestry commission reinstated.

Jon Quitslund stated he is eager to work with City Arborist Snyder.

8.D Sustainable Transportation Plan Update - Public Works

[Cover Page](#)

[BAINBRIDGE STP_Engagement Plan Slides_20200225.pdf](#)

[Visual Work Plan 20200211](#)

Engineering Project Manager Epstein introduced the agenda item.

Jennifer Wieland, Nelson\Nygaard and Susan Hayman, Envirolssues addressed questions from Council.

Public Comment

Ron Peltier spoke regarding the task force.

The next update on will take place on March 3, 2020.

8.E Sustainable Transportation Plan Task Force Member Appointments - Public Works

[Cover Page](#)

[Applicant Matrix](#)

[Sustainable Transportation Task Force \(Redacted Applications\).pdf](#)

Engineering Project Manager Epstein introduced the agenda item.

MOTION: I move to appoint the applicants listed on the attached Applicant Matrix as Sustainable Transportation Task Force Members for a term that will terminate when the Sustainable Transportation Task Force is dissolved by the City Council.

Deets/Tirman: The motion carried unanimously, 6 – 0.

AYES: Deets, Hytopoulos, Medina, Nassar, Schneider, Tirman

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

9) NEW BUSINESS

9.A Ordinance No. 2020-06, Amending the 2020 Budget to Carry Forward Funding for Work Funded in 2019 but to be Performed in 2020 - Finance

[Cover Page](#)

[2019_Budget_Carry_over_into_2020_Transmittal_Memo](#)

[Ordinance No. 2020-06 Amending the 2020 Budget to Carry Forward 2019 Items.docx](#)

[Ord 2020-06 Attachment A - Carryover Request Final.xlsx](#)

Budget Manager Dunscombe introduced the agenda item.

MOTION: I move to forward for approval with the Consent Agenda on March 10, 2020, Ordinance No. 2020-06, amending the 2020 Modified Budget to include carryover items for work funded in 2019 but to be performed in 2020.

Nassar/Deets: The motion carried unanimously, 6 – 0.

AYES: Deets, Hytopoulos, Medina, Nassar, Schneider, Tirman

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

9.B Lodging Tax (LTAC) Eligibility for Affordable Housing - Finance

[Cover Page](#)

[Staff Memo LTAC Affordable Housing 02252020](#)

Finance Director Pitts introduced the agenda item.

Public Comment

Mickey Molnaire of the Bainbridge Island Chamber of Commerce spoke about tourist revenue.

Sal DeRosalia spoke regarding LTAC.

9.C Appointment to the Design Review Board - Mayor Schneider

[Cover Page](#)

[Design Review Board Applications \(Redacted\).pdf](#)

Mayor Schneider introduced the agenda item.

MOTION: I move to forward for approval with the March 10 Consent Agenda the appointment of Vicki Clayton to complete the term of Position 4 of the Design Review Board through June 30, 2021.

Medina/Nassar: The motion carried unanimously 6 – 0.

AYES: Deets, Hytopoulos, Medina, Nassar, Schneider, Tirman

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

9.D Review 2019 Results for Citywide Workplan Priorities and Comprehensive Plan Implementation - Executive

[Cover Page](#)

[2019 Year End Results Memo - CC 25 Feb 2020.pdf](#)

[2019 YE Workplan Results - By Dept - Final.pdf](#)

[2019 YE Workplan Results - By Goal - Final.pdf](#)

[Final - 2019 YE Comp Plan Report.pdf](#)

City Manager Smith introduced the agenda item and gave an overview of the workplan priorities.

10) CONSENT AGENDA

10.A Agenda Bill for Consent Agenda

[Cover Page](#)

10.B Accounts Payable and Payroll

[Cover Page](#)

[Payroll.pdf](#)

[Report to Council of Cash Disbursements 02-26-20.pdf](#)

Payroll: normal direct deposit check sequence 47137 – 47265 = \$324,253.21; regular payroll

check 109277 = \$2,399.05; vendor check run sequence 109278 – 109277 = \$132,134.43.

Federal Tax Electronic Funds Transfer = \$122,970.84; ACH \$237.50. Total disbursement = \$581,995.03.

Accounts Payable: check number 352886 from previous run = \$79,92; manual check number

sequence 352887 - 352908 = \$181,741.05; regular check number sequence 352909 – 353013 =

\$304,266.80; Total disbursement = \$486,007.85.

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

[Cover Page](#)

[City Council Study Session Minutes, February 4, 2020](#)

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

[Cover Page](#)

[Special City Council Meeting Minutes February 8, 2020](#)

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

[Cover Page](#)

[City Council Regular Business Meeting Minutes February 11, 2020](#)

10.F Police and Court Building Project Professional Services Agreement Amendment - Executive

[Cover Page](#)

[Amendment No. 2 to PSA with Coates for Police & Court Building Project Design](#)

10.G Front Broom Sweeper Procurement - Public Works

[Cover Page](#)

[Front Broom Sweeper Sales Order.xls](#)

10.H Police Vehicle Procurement - Public Works

[Cover Page](#)

[Columbia Ford Vehicle Quote.pdf](#)

10.I Police Vehicle Equipment Upfitting Service Agreement- Public Works

[Cover Page](#)

[Police Vehicle Upfitting Agreement for Purchased Services.docx](#)

Deputy Mayor Nassar moved and Councilmember Tirman seconded to approve the Consent Agenda as presented. The motion was approved unanimously, 6-0.

11) COMMITTEE REPORTS

11.A Committee Reports - Executive

[Cover Page](#)

[Utility Advisory Committee Meeting Minutes, February 1, 2020](#)

[Utility Advisory Committee Meeting Minutes, February 5, 2020](#)

Councilmember Hytopoulos reported on the Planning Commission retreat she attended.

12) FOR THE GOOD OF THE ORDER

Mayor Schneider tentatively agreed to accept the position as alternate on the Puget Sound Regional Council Executive Board. Councilmember Medina will take Councilmember Tirman's place on the Housing Kitsap board.

A discussion of the new land use process will be scheduled on a future agenda.

There was a brief discussion on applications for the Ethics Board.

13) ADJOURNMENT

Mayor Schneider adjourned the meeting at 9:35 p.m.

Leslie Schneider, Mayor

Kelly Jahraus, Deputy City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Ordinance No. 2020-06, Amending the 2020 Budget to Carry Forward Funding for Work Funded in 2019 but to be Performed in 2020 - Finance,

SUMMARY: Funding for certain items, as described in the attachment to the ordinance and in the attached memo, was approved in the 2019 budget and the work was started and is still in progress. These funds will be carried over into the 2020 budget to provide funding and allow the planned work to be completed. If approved, these actions will increase authorized 2020 City spending by \$1,635,500 for the General Fund, \$325,967 for the Streets Fund, \$18,004 for the Civic Improvement Fund, \$55,890 for the Affordable Housing Fund, \$197,463 for the Water Fund, \$315,573 for the Sewer Fund, \$322,699 for the Stormwater Fund, and \$50,000 for the Building and Development Services Fund.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	\$2,921,096
Ongoing Cost:	
One-Time Cost:	\$2,921,096
Included in Current Budget?	No

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

ATTACHMENTS:

[2019 Budget Carry over into 2020 Transmittal Memo](#)

[Ordinance No. 2020-06 Amending the 2020 Budget to Carry Forward 2019 Items.docx](#)

[Ord 2020-06 Attachment A - Carryover Request Final.xlsx](#)

FISCAL DETAILS: Please see the attached memo.

Total by fund is listed below:

General Fund: \$1,635,500

Streets Fund: \$325,967

Civic Improvement Fund: \$18,004

Affordable Housing Fund: \$55,890

Water Fund: \$197,463

Sewer Fund: \$315,573

Storm and Surface Water Management Fund: \$322,699

Building and Development Services Fund: \$50,000

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Finance and Administrative Services Department
Memorandum

Date: February 25, 2020
To: City Council
Morgan Smith, City Manager
From: Kim Dunscombe, Budget Manager
Subject: Carryover Budget Amendments

The Finance and Administrative Services Department brings budget adjustments to Council for consideration on a regular basis, the first of which is consideration of updating the operating budget for items which were approved in the previous year. The action proposed in this agenda item officially amends the 2020 budget in accordance with the decisions made in 2019.

This memo provides a detailed overview of the requests for each operating fund. The number of requests and total spending authority is larger than in a typical year due to the wide range of projects for which City work is on-going and will continue into the coming year.

General Fund Carryover Requests – 21 items, \$1.64 million

Ongoing agreements for professional services:

- Suzuki Property Development – This item carries forward the remaining \$544,723 of the \$800,000 provided for this contract for site preparation services in 2018. On June 12, 2018 Council approved a contract with Olympic Property Group in the amount of \$796,600. Total amount spent life to date is \$255,277.
- COBI Connects and Communication Plan – This item carries forward \$107,000 from the Adopted Biennial Budget for a communications plan, to include website improvements.
- National Citizen Survey - This item carries forward \$15,000 from the 2019-2020 Adopted Budget for the City to conduct a survey of island residents.
- Comprehensive Plan Implementation Projects – Inclusionary Zoning and Transfer Development Rights (TDR), Update of City's Design Guidelines, and Island Center Subarea Planning Process are all parts of Comprehensive Plan update. Appropriation authority for these projects was approved and provided for in 2019-2020 Adopted Budget. Projects are still on-going.
 - Inclusionary Zoning and TDR – On June 12, 2018 Council approved a contract with ECO Northwest in the amount of \$87,500 to provide economic analysis of inclusionary zoning programs and revisions to the City's transfer of development rights program. Life to

date we have spent \$55,692, therefore \$31,808 is remaining on the contract. Work is on-going.

- Update of City's Design Guidelines – On October 23, 2018 Council approved a contract with Platform Design LLC in the amount of \$113,573. Life to date we have spent \$102,553, therefore \$11,020 is remaining on the contract. The only task the contractor has remaining is to build the City an interactive web page.
- Island Center Subarea Planning – On September 10, 2019 Council approved a contract with Platform Design LLC of which \$73,332 was encumbered to General Fund. Life to date we have spent \$26,587, therefore \$46,745 is remaining. Work is on-going.
- Dude Solutions On-Line Permit Configuration – This item carries forward \$12,195 of appropriation authority related to online applications through the SmartGov Citizen Portal.
- Elliot Bay Trustee's Funding – On November 3, 2015 City Council accepted Elliott Bay Trustees' funding for maintenance and monitoring activities at Strawberry Cannery Cove and Pritchard Park Bluff East. This item increases the General Fund's 2020 budget by \$97,715 to allow for the spending of the Elliott Bay Trustees' funding which was received in January 2016. The City is committed to spending these funds in 2020.
- Shade Covenant – This item carries forward \$43,249 of appropriation authority related to the Crawford property shade covenant. \$52,000 was appropriated in the 2019-2020 Adopted Budget for this work, of which \$43,249 remains. Discussion on next steps is on-going.
- Water Quality and Flow Monitoring – This item carries forward \$21,975 of appropriation authority in the General Fund related to a contract with Integral Consulting Inc. to organize the City's sediment data into a data management system. Total contract is \$43,950. This work is allocated across three City operating funds as approved in the Cost Allocation Manual as follows: 50% General Fund, 10% Water Fund, and 40% Stormwater Fund.

Continuing projects:

- City Hall Siding and Other Repairs – This item carries forward \$130,032 of funding and provides 2020 budget authority for a major maintenance project to City Hall siding. We did not receive bids on a small package of work for this project in 2019, so will combine some smaller projects into a larger project to be completed in 2020.
- City Hall Fire Sprinklers – This item carries forward funding of \$10,300 and provides 2020 spending authority for a repair to City Hall fire sprinklers.
- City Hall Sound Attenuation - This item carries forward \$28,800 in funding and provides 2020 budget authority for a project related to City Hall acoustics.
- Waterfront Park Tree Service – This item carries forward \$44,000 in funding and provides 2020 budget authority for hazard tree removal and pruning at Bainbridge Island Waterfront Park.
- Waterfront Park Playground Fence – This item carries forward \$52,600 in funding and provides 2020 budget authority for installation of a new fence at WFP playground. Work is anticipated to begin mid-February and will be completed in two phases.
- Morales Farmhouse Repairs – This item carries forward \$36,839 in funding and provides 2020 budget authority for repairs at the Morales Farmhouse. The 2019-2020 Adopted Budget included funding for farm repair and maintenance. This project was allocated a total of \$37,500 of which \$660 has been spent.
- Public Works Well Facility Repair - This item carries forward \$7,658 in funding and provides 2020 budget authority for facility repairs at the Public Works Well Facility.
- Senior Center Commons Facility Repair – This item carries forward \$7,500 in funding and provides 2020 budget authority for facility repairs at the Senior Center.

- Emergency Management Program Grant – This item carries forward \$13,553 of appropriation authority for various emergency management activities, training, and supplies. On June 25, 2019 Council authorized staff to apply for an Emergency Management Program Grant. Staff plans to utilize grant funds in 2020.

Committee and Commission projects:

- Health and Human Services – This item carries forward funding of \$346,331 and provides 2020 budget authority for health and human service contracts. This is the second year of 2-year funding cycle.
- Cultural Community Services – This item carries forward funding of \$26,456 and provides 2020 budget authority for payment completion of six cultural community services contracts to complete payments for 2019 services that were received after year-end close.

Street Fund Requests – 3 items, \$325,967

- Sustainable Transportation – This item carries forward funding of \$283,517 and provides 2020 budget authority for the Sustainable Transportation Initiative. Work is on-going.
- Country Club Bulkhead Repair - This item carries forward funding of \$30,200 for the repair of Country Club Road bulkhead. Project design will be completed in 2020.
- Design and Construction Standards and Specifications – This item carries forward funding of \$12,250 in the Streets Fund for support services related to the comprehensive review of the design and construction standards. Total project budget is \$49,000. Budget is evenly split as follow: 25% Streets Fund, 25% Water Fund, 25% Sewer Fund, and 25% Stormwater Fund. However, actual costs will be direct charged to the corresponding fund.

Civic Improvement Fund Request – 1 item, \$18,004

- Lodging Tax Advisory Committee Contract Awards - This item carries forward funding of \$18,004 and provides 2020 budget authority to complete payments for 2019 services that were received after year-end close: Bainbridge Island Historical Museum for \$6,429, and Bainbridge Island Lodging Association for \$11,575.

Affordable Housing Fund Requests – 1 item, \$55,890

- Emergency Rental Assistance Program - This item carries forward funding and provides 2020 budget authority for emergency rental assistance, administered by Helpline House. On June 25, 2019 City Council directed staff to develop a professional services agreement with Helpline House in the amount of \$100,000 with a scope of work encompassing the emergency rental assistance program proposal.

Water Fund Requests – 4 items, \$197,463

- Water SCADA Upgrades - This item carries forward funding of \$127,780 and provides 2020 budget authority for upgrades to water telemetry systems at various locations.
- Design and Construction Standards and Specifications - This item carries forward funding of \$12,250 in the Water Fund for support services related to the comprehensive review of the design and construction standards. Total project budget is \$49,000. Budget is evenly split as

follow: 25% Streets Fund, 25% Water Fund, 25% Sewer Fund, and 25% Stormwater Fund. However, actual costs will be direct charged to the corresponding fund.

- Water Rights Evaluation Project – This item carries forward funding of \$53,037 and provides 2020 budget authority for required Department of Health Water System Plan applications. The project is to file Department of Ecology water rights change applications for five City water rights to request change of withdrawal points and confirm municipal use water rights. The work includes working with a consultant to research records, perform hydrogeologic analysis, and negotiate changes with the Department of Ecology.
- Water Quality and Flow Monitoring – This item carries forward \$4,395 of appropriation authority in the Water Fund related to Integral Consulting Inc. contract which is to organize the City's sediment data into a data management system. Total contract is \$43,950. This work is allocated across three City operating funds as approved in the Cost Allocation Manual as follows: 50% General Fund, 10% Water Fund, and 40% Stormwater Fund.

Sewer Fund Request – 4 items, \$315,573

- Sewer SCADA Upgrades – This item carries forward funding of \$108,487 and provides 2020 budget authority for upgrades to sewer telemetry systems at various locations.
- Design and Construction Standards and Specifications - This item carries forward funding of \$12,250 in the Sewer Fund for support services related to the comprehensive review of the design and construction standards. Total project budget is \$49,000. Budget is evenly split as follow: 25% Streets Fund, 25% Water Fund, 25% Sewer Fund, and 25% Stormwater Fund. However, actual costs will be direct charged to the corresponding fund.
- Wastewater Treatment Plant Tertiary Study – A study of tertiary treatment at the Wastewater Treatment Plant tertiary study was included in the 2019-2020 Adopted Budget. This project is intended to be scoped and started in mid-2020.
- Winslow Sewer Repair at 380 Winslow Way – This item carries forward funding of \$30,000 for a sewer repair at 380 Winslow Way.

Stormwater Fund Requests – 6 items, \$322,699

- Design and Construction Standards and Specifications - This item carries forward funding of \$12,250 in the Stormwater Fund for support services related to the comprehensive review of the design and construction standards. Total project budget is \$49,000. Budget is evenly split as follow: 25% Streets Fund, 25% Water Fund, 25% Sewer Fund, and 25% Stormwater Fund. However, actual costs will be direct charged to the corresponding fund.
- Island Wide Stormwater Study – This item carries forward funding of \$100,000 for an Island Wide Stormwater Study. This project is intended to be scoped and started mid-2020.
- Pritchard Park Outfall Replacement – This item carries forward funding of \$100,000 for relocation of the Pritchard Park Outfall. Construction was suspended in 2019 due to poor weather conditions and will resume early 2020.
- Culvert Replacements - This item carries forward \$71,832 and provides 2020 budget authority for completion of several culvert repairs around the Island.
- DOE Stormwater Grant - This item increases appropriation authority by \$21,037 related to Department of Ecology (DOE) Stormwater Grant. On May 8, 2018 City Council accepted the \$50,000 DOE Grant as part of 2018 1st Quarter Budget Amendments.

- Water Quality and Flow Monitoring – This item carries forward \$17,580 of appropriation authority in the Stormwater Fund related to Integral Consulting Inc. contract which is to organize the City's sediment data into a data management system. Total contract is \$43,950. This work is allocated across three City operating funds as approved in the Cost Allocation Manual as follows: 50% General Fund, 10% Water Fund, and 40% Stormwater Fund.

Building and Development Services Fund Requests – 1 item, \$50,000

- Rate Study - This item increases appropriation authority related to the Building and Development Services Fund rate study as provided for in the 2019-2020 Adopted Budget.

Thank you for your consideration of these requests.

ORDINANCE NO. 2020-06

AN ORDINANCE of the City of Bainbridge Island, Washington, amending the 2019-2020 biennial budget and providing for funding carryover items for work funded in 2019 but to be performed in 2020.

WHEREAS, on November 27, 2018, the City Council adopted the 2019-2020 biennial budget and subsequently amended the budget; and

WHEREAS, on November 12, 2019, the City Council adopted a modified budget for 2019; and

WHEREAS, funding for certain items was approved in the 2019 budget and this work is continuing in 2020, and these funds now should be carried over into the 2020 budget for work to be completed in this year.

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

Section 1. Ordinance No. 2019-28 and the 2020 budget are each amended as shown on the attached Exhibit A.

Section 2. The City's Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2020 Budget. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

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

PASSED by the City Council this ____ day of March 2020.

APPROVED by the Mayor this ____ day of March 2020.

Leslie Schneider, Mayor

ATTEST / AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: February 14, 2020
PASSED BY THE CITY COUNCIL: March ___, 2020
PUBLISHED: March ___, 2020
EFFECTIVE DATE: March ___, 2020
ORDINANCE NO: 2020-06

Attached: Exhibit A

Exhibit A to Ordinance No. 2020-06

2020 BUDGET AMENDMENTS
 Presented to City Council February 25, 2020
 Approved on DATE _____, 2020

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	On-going
Suzuki	This item carries forward and increases appropriation authority related to site development and preparation work at the Suzuki property.	General Fund / Executive	\$ 544,723	Increase	No
COBI Connects and Communication Plan	This item carries forward funding and provides 2020 budget authority for a communications plan as approved in the 2019-2020 Adopted Biennium Budget.	General Fund / Executive	\$ 107,000	Increase	No
National Citizen Survey	This item carries forward funding and provides 2020 budget authority for the City to conduct a Citizen Survey as approved in the 2019-2020 Adopted Biennium Budget.	General Fund / Executive	\$ 15,000	Increase	No
Inclusionary Zoning and TDR	This item carries forward funding and provides appropriation authority related to ECO Northwest contract.	General Fund / Planning and Community Development	\$ 31,808	Increase	No
Update of City's Design Guidelines	This item carries forward and increases appropriation authority related to updating City's design guidelines.	General Fund / Planning and Community Development	\$ 11,020	Increase	No
Island Center Subarea Planning	This item carries forward and increases appropriation authority related to Island Center Subarea Planning.	General Fund / Planning and Community Development	\$ 46,745	Increase	No
Dude Solutions On-line Permit Configuration	This item carries forward and increases appropriation authority related to online application through the SmartGov Citizen Portal process improvements.	General Fund / Planning and Community Development	\$ 12,195	Increase	No
Elliot Bay Trustee's Funding	This item carries forward and increases appropriation authority related to maintenance and monitoring activities at Strawberry Cannery Cove and Pritchard Park Bluff East.	General Fund / Planning and Community Development	\$ 97,715	Increase	No
Shade Covenant	This item carries forward and increases appropriation authority related to the shade covenant on the Crawford Property.	General Fund / Public Works	\$ 43,249	Increase	No
Water Quality and Flow Monitoring	This item carries forward funding and provides 2020 budget authority for a City sediment data management system.	General Fund / Public Works	\$ 21,975	Increase	No
City Hall Siding Repairs	This item carries forward funding and provides 2020 budget authority for City Hall's siding and various repairs.	General Fund / Public Works	\$ 130,032	Increase	No
City Hall Fire Sprinklers	This item carries forward funding and provides 2020 budget authority for City Hall's Fire Sprinkler repair.	General Fund / Public Works	\$ 10,300	Increase	No
City Hall Sound Attenuation	This item carries forward funding and provides 2020 budget authority for City Hall's Sound Attenuation project.	General Fund / Public Works	\$ 28,800	Increase	No
Waterfront Park Tree Service	This item carries forward funding and provides 2020 budget authority for Waterfront Park Tree Service.	General Fund / Public Works	\$ 44,000	Increase	No
Waterfront Park Playground Fence	This item carries forward funding and provides 2020 budget authority for Waterfront Park Playground Fence.	General Fund / Public Works	\$ 52,600	Increase	No
Morales Farmhouse repairs	This item carries forward funding and provides 2020 budget authority for repairs at the Morales Farmhouse.	General Fund / Public Works	\$ 36,839	Increase	No
Public Works Well Facility repair	This item carries forward funding and provides 2020 budget authority for repairs at the PW Well Facility.	General Fund / Public Works	\$ 7,658	Increase	No

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	On-going
Senior Center Commons Facility Repair	This item carries forward funding and provides 2020 budget authority for facility repairs at the Senior Center Commons.	General Fund / Public Works	\$ 7,500	Increase	No
Emergency Management Program Grant	This item provides 2020 budget authority for the support of various emergency management activities, training, and supplies.	General Fund / Executive	\$ 13,553	Increase	No
Health and Human Services Funding	This item carries forward funding and provides 2020 budget authority for health and human service contracts awarded in the 2020 funding cycle for activities in the community.	General Fund / Executive	\$ 346,331	Increase	No
Cultural Community Services Funding	This item carries forward funding and provides 2020 budget authority for cultural community contracts awarded in 2019 for activities in the community.	General Fund / Executive	\$ 26,456	Increase	No
	TOTAL GENERAL FUND EXPENDITURE INCREASE		\$ 1,635,500		
Sustainable Transportation	This item carries forward funding and provides 2020 budget authority for Council initiative Sustainable Transportation Plan.	Street Fund / Public Works	\$ 283,517	Increase	No
Country Club Bulkhead Repair	This item carries forward funding and provides 2019 budget authority for Country Club Bulkhead repair. Design will be completed in 2020.	Street Fund / Public Works	\$ 30,200	Increase	No
Design and Construction Standards and Specifications	This item carries forward funding and provides 2020 budget authority for support services related to the comprehensive review of the design and construction standards.	Street Fund / Public Works	\$ 12,250	Increase	No
	TOTAL STREET FUND EXPENDITURE INCREASE		\$ 325,967		
Lodging Tax Advisory Committee 2019 Contract Awards	This item carries forward funding and provides 2020 budget authority for LTAC 2019 contract awards.	LTAC Fund / Executive	\$ 18,004	Increase	No
	TOTAL CIVIC IMPROVEMENT FUND EXPENDITURE INCREASE		\$ 18,004		
Emergency Rental Assistance Program - Helpline House	This item carries forward funding and provides 2020 budget authority for Helpline House contract.	Affordable Housing Fund / Executive	\$ 55,890	Increase	No
	TOTAL AFFORDABLE HOUSING FUND EXPENDITURE INCREASE		\$ 55,890		
SCADA Upgrades	This item carries forward funding and provides 2020 budget authority for water telemetry upgrades at various locations.	Water Fund / Public Works	\$ 127,780	Increase	No
Design and Construction Standards and Specifications	This item carries forward funding and provides 2020 budget authority for support services related to the comprehensive review of the design and construction standards.	Water Fund / Public Works	\$ 12,250	Increase	No
Water Rights Evaluation Project	This item carries forward funding and provides 2020 budget authority for required Department of Health Water System Plan water right change applications.	Water Fund / Public Works	\$ 53,037	Increase	No
Water Quality and Flow Monitoring	This item carries forward funding and provides 2020 budget authority for a City sediment data management system.	Water Fund / Public Works	\$ 4,395	Increase	No
	TOTAL WATER FUND EXPENDITURE INCREASE		\$ 197,463		
SCADA Upgrades	This item carries forward funding and provides 2020 budget authority for sewer telemetry upgrades at various locations.	Sewer Fund / Public Works	\$ 108,487	Increase	No
Design and Construction Standards and Specifications	This item carries forward funding and provides 2020 budget authority for support services related to the comprehensive review of the design and construction standards.	Sewer Fund / Public Works	\$ 12,250	Increase	No

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	On-going
WWTP Tertiary Study	Wastewater Treatment Plant tertiary study was Council added work that developed out of the 2019-2020 Biennium Budget process.	Sewer Fund / Public Works	\$ 164,836	Increase	No
Winslow Sewer Repair Project	This item carries forward funding and provides 2020 budget authority for a small sewer repair at 380 Winslow Way.	Sewer Fund / Public Works	\$ 30,000	Increase	No
	TOTAL SEWER FUND EXPENDITURE INCREASE		\$ 315,573		
Design and Construction Standards and Specifications	This item carries forward funding and provides 2020 budget authority for support services related to the comprehensive review of the design and construction standards.	SSWM Fund / Public Works	\$ 12,250	Increase	No
Islandwide stormwater study	Islandwide stormwater study was Council added work that developed out of the 2019-2020 Biennium Budget process.	SSWM Fund / Public Works	\$ 100,000	Increase	No
Pritchard Park Outfall Relocation	This item carries forward funding and provides 2020 budget authority for relocation of the Pritchard Park outfall.	SSWM Fund / Public Works	\$ 100,000	Increase	No
2019 Annual Drainage/Culvert Projects	This item carries forward funding and provides 2020 budget authority for culvert repairs at various locations around the Island.	SSWM Fund / Public Works	\$ 71,832	Increase	No
DOE Stormwater Grant	This item increases appropriation authority related to the Department of Ecology Stormwater Grant.	SSWM Fund / Public Works	\$ 21,037	Increase	No
Water Quality and Flow Monitoring	This item carries forward funding and provides 2020 budget authority for a City sediment data management system.	SSWM Fund / Public Works	\$ 17,580	Increase	No
	TOTAL STORMWATER FUND EXPENDITURE INCREASE		\$ 322,699		
Rate Study	This item increases appropriation authority related to the Building and Development Services Fund rate study as provided for in the 2019-2020 Adopted Budget.	BDS Fund / Planning and Community Development	\$ 50,000	Increase	No
	TOTAL BUILDING AND DEVELOPMENT SERVICES FUND EXPENDITURE INCREASE		\$ 50,000		

\$ 2,921,096



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Appointment to the Design Review Board - Mayor Schneider,

SUMMARY: In late 2019, a call for participation was issued for volunteers to fill a vacant Design Review Board position through June, 2021. Five applications were received and interviews were held. Mayor Schneider recommends that Vicki Clayton be appointed to complete the term of Position 4 through June, 2021.

AGENDA CATEGORY: 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:

[Design Review Board Applications \(Redacted\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Tuesday, December 24, 2019 11:59:52 AM

City Advisory Group Application

Step 1

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

Applicant Name Vicki Clayton

Email

Phone

Address

City Bainbridge islsnd

State WA

Zip 98110

Current Employer Retired

Current Position Formerly VP Speciall Projects

I am interested in serving on one of the following City advisory groups (select all that apply): Design Review Board (1 position)

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, As Chief Operations Officer and then VP Special Projects at Cornish College of the Arts managed the College's relocation to the Denny Triangle In downtown Seattle. Managed acquisition of

activities, training, education) if any:

\$36M in real estate in 2008; sale of 8 properties on Capitol Hill; cooperative development of an underground parking lot next to Kerry Hall again on Capitol Hill. Oversaw remodels of Denny Triangle properties including all coordination with Seattle Landmarks Preservation Board. Managed day to day operations of all these facilities for 15 years. Served as owner's rep including all coordination with architect for Cornish's 21 story student housing building voted as one of best buildings of the year by Puget Sound Business Journal in 2016.

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

Served 12 years on the BI School Board including 5 terms as Board Chair. Helped District write its first Master Campus Plan. Was on the Board that purchased the Woodward/Sakai, Sands Road and Grand Forest school sites.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

City Website

Other

CityManager newsletter

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Tuesday, December 17, 2019 11:36:45 AM

City Advisory Group Application

Step 1

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

Applicant Name	Jonathan Davis
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Self - Davis Studio Architecture + Design
Current Position	Owner/Architect
I am interested in serving on one of the following City advisory groups (select all that apply):	Design Review Board
Experience & Qualifications	
Have you served on any City advisory groups in the past?	Yes
If so, please indicate which groups:	Affordable Housing Task Force
Please share your qualifications for this appointment (skills,	Master of Architecture, Southern California Institute of Architecture (SCI-Arc) 1991. Worked for Frank Gehry 1991 to 1995.

activities, training, education) if any:

Award-winning Architect with own practice since 1995 with focus on residential and community design.
Worked on COBI new subdivision ordinance 2019

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

Board of Sustainable Bainbridge 2013-2016

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Planning Director

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Jonathan Davis
Davis Studio Architecture + Design, LLC

Davis Studio Architecture + Design, led by architect Jonathan Davis, has a long history of environmental stewardship and sustainable design. Since 1985, Jonathan has been incorporating sustainable technologies into the buildings he has designed, as well as ensuring that the buildings are suitably located within their environment to take advantage of passive solar and natural ventilation and more importantly having as small an impact on the environment as possible.

Davis Studio Architecture + Design is the principal architect for the award winning, net-zero, multi-generational Grow Community (Phase 1), the largest solar community in the State of Washington. As well as being responsible for the architectural design of all the homes and apartment buildings, Davis Studio Architecture + Design worked closely with the energy engineers to integrate and coordinate all the leading-edge technologies in the homes to achieve the net-zero/zero carbon standards for this One Planet Community.

Davis Studio Architecture + Design projects have been built to LEED, BuiltGreen and One Planet Endorsement. Davis Studio A+D provides architectural and interior design for residential, retail, commercial, institutional, and public buildings as well as urban planning, throughout the U.S.

Licensed Architect:

State of California, C 24323, 1993
State of Washington, 10319, 2011

EXPERIENCE: Professional

2002-present **davis studio, Architecture + Design**
Bainbridge Island, Washington

PROJECTS - multi-family and communities

ON THE BOARDS

Grow Community - Phase 3, Bainbridge Island, Washington	14 unit net-zero community	2018-present
Big River, Chelan County, Washington	7 unit river front community	2018-present
Ohana, Spokane, Washington	60 unit supportive community	2018-present
Suzuki Farms, Bainbridge Island, Washington	60 unit affordable community	2016-present
The Farm, Manson, Washington	64 unit agri-hood community	2016-present
Infinia Village, Gainesville, Florida	100 unit sustainable community	2016-present

BUILT

The Walk, Bainbridge Island, Washington	38 unit net-zero community	2016-2019
Grow Community, Bainbridge Island, Washington	43 unit sustainable community	2011-13
Wilton Condominiums, Los Angeles, California	12 Unit New Construction	2006-09

PROJECTS - single family

ON THE BOARDS

Upton Residence, Denver, Colorado	Addition to Keats Residence	2018-present
Pet Residence, Orcas Island, Washington	New Home + Guest House	2016-present
Berner Residence, Bainbridge Island, Washington	New Home	2015-present
Stutzman Residence, Bainbridge Island, Washington	New Home	2015-present

BUILT

Fletcher Residence, Bainbridge Island, Washington	Major Remodel	2016-19
Spinak Residence, Bainbridge Island, Washington	Major Remodel	2013-15
Berg Residence, Bainbridge Island, Washington	New Home	2013-14
EcoFab House, San Francisco, California	Modular Show Home	2011-13
Kaner Residence, Mar Vista, California	Modular Addition and Remodel	2008-10
Sears Residence, Venice, California	Modular Addition	2008-10
O'Meara Residence, Playa del Rey, California	New Home	2006-10

EXPERIENCE: Professional, cont:

PROJECTS - policy and ordinance

	City of Bainbridge Island, Washington City of Bainbridge Island, Washington	Subdivision Ordinance Comprehensive Plan	2018-19 2016
1995-2003	Jonathan Davis, Architect Los Angeles, California		
Sept 1991 - May 1995	Frank O. Gehry and Associates Santa Monica, California		

EDUCATION:

1991	MASTER OF ARCHITECTURE Southern California Institute of Architecture
1990	Stadelschule fur Kunst Department of Architecture
1985	Architectural Association School of Architecture
1984	BACHELOR OF SCIENCE IN ARCHITECTURE University of Michigan

PUBLICATIONS and EXHIBITIONS:

Nov 2018	<u>Unlocking opportunities for 'intergenerational living' in our cities</u> by Lucy Wallwork Multibriefs.com Bristol Housing Festival and Grow Community
2018	<u>Living with Wellness</u> CLAD Magazine - Issue 2 Grow Community
June 2017	<u>Designing Sustainable Communities</u> by Avi Friedman Bloomsbury Publisher Grow Community
Nov 2016	<u>It Takes a Village</u> by Amara Holstein Dwell Magazine Grow Community
Dec 2014	<u>Holistic Homes</u> Green Builder Magazine Grow Community
June 2014	<u>Building for Wellness - The Business Case</u> ULI Magazine Grow Community
2014	<u>Prefabulous World</u> by Sheri Koones Abrams Publishers Everett House - Grow Community
Aug 2014	<u>Grow - Bainbridge - Building a Healthy Community from the Inside Out</u> Premier Builder Magazine Grow Community
Nov 2013	<u>Is this the Most Sustainable Neighborhood in the US?</u> by Adele Peters FastCompany.com Grow Community
May 2013	<u>Rising Sun</u> Puget Sound Business Journal Grow Community
Spring 2013	<u>Environmental Innovator</u> Washington Business Magazine Grow Community
Fall 2012	<u>Growing Community</u> by Nancy Goll Bainbridge Island Magazine Grow Community
2012	<u>Prefabulous + Almost Off the Grid</u> by Sheri Koones Abrams EcoFab House

PUBLICATIONS and EXHIBITIONS, cont:

- Oct 2009 **pieceHomes Commits to Modern, Green and Modular** by Robert Mendel
Automated Builder
pieceHomes
- March 2009 **Pushing the Envelope of PreFab** by Claire Anderson
Home Power Magazine
pieceHomes
- April 2008 **pieceHomes pH:for a Balanced Home** by Karen Dodd
Builder/Architect Magazine
Davis Residence + pieceHomes
- Sept 2006 **Urban Tranquility** by John Sovec
Yogi Times Magazine
Davis Residence
- Sept 2001 **A Clear Vision** by Betsy Lehndorff
Rocky Mountain News
Bell Mountain Residence
- 2001 **Frank Gehry, Architect**
Exhibition, Guggenheim Museum, New York
Various projects
- 1998 **Frank O. Gehry, The Complete Works**
The Monacelli Press
Various projects
- 1991 **From the Edge, SCI-ARC Student Work**
Princeton Architectural Press
Topology: Los Angeles, A Topography

HONORS and AWARDS:

- Dec 2014 **Best Community Project**
Green Home of the Year Award
Green Builder Magazine
Grow Community
- Dec 2013 **Sustainable Business of the Year**
Bainbridge Island Chamber of Commerce
- May 2013 **Environmental Innovator Award**
Environmental Excellence Awards
Association of Washington Businesses
Grow Community
- May 1991 **Henry Adams Medal**
A.I.A. Medal for Scholarship and Distinction
Southern California Institute of Architecture
- 1990 **DAAD (Deutscher Akademischer Austausch Dienst)**
Sur Place Grant
for studies in Germany
- 1988 -1989 **Kurt Meyer Scholarship**
Southern California Institute of Architecture
- Jan 1989 -
April 1990 **Graduate Admissions Committee, Student Member**
Southern California Institute of Architecture

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Thursday, December 5, 2019 10:05:34 PM

City Advisory Group Application

Step 1

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

Applicant Name	John Green
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Email	
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Phone	
-------	--

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

City	Bainbridge Island
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State	Washington
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Zip	98110
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Current Employer	Self @ John Green Land Development and Construction.LLC
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Current Position	Owner.....since 1995
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I am interested in serving on one of the following City advisory groups (select all that apply):	Design Review Board, Salary Commission
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Experience & Qualifications

Have you served on any City advisory groups in the past?	Yes
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If so, please indicate which groups:	Design Review Board. Code update Group, Police hiring/review committee(not sure of exact title.)
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Please share your qualifications for this appointment (skills,	Have been involved with City Hall since 1995 in permitting. I also later would sit with Council Members over the years, and discuss current events, at their request. I supervise, in my work up to
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activities, training, education) if any:

thirty subcontractors, responsible for the budget and getting the job done to the City code and architectural standards. In a prior business in LA California.....I built a business from start in 1975 to annual sales of \$65.00 million in 1990. managed about 125 staff in office and warehouse, about 200 independent commissioned sales persons, responsible for all design and licensing of product. I was educated in Africa, Australia and Britain...University of Southampton Warsash, marine academy.

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

I do not belong to any specific organization...within the Community.....I do take an interest in a wide range of topics and discuss among friends, and interested parties. Last six years or so, I have been dealing with a very sick member of family, who recently passed away suffering from cancer.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

staff member at City Hall.....

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JOHN GREEN

PROGRAM & DEVELOPMENT MANAGER

Dynamic project / operations manager with 20+ years of experience. History of generating new business and surpassing all delivery objectives while spearheading eco-friendly residential development projects. Strategic thinker with record of enhancing P&L and increasing quality while reducing costs. Diligent team leader with proven ability to cultivate strong business relationships and leverage a blend of managerial, client / governmental relations, and public speaking expertise.

Property Conservation / Development • Operations • P&L Management • Construction Management
Strategic Planning • Project Management • Relationship Management • Public Speaking • Sales
New Business Development • Cost Control • Regulatory Compliance • Market Analysis
Team Leadership • Program Management • Presentations • Government Relations

PROFESSIONAL EXPERIENCE

JOHN GREEN LAND DEVELOPMENT & CONSTRUCTION, LLC, Bainbridge, Washington • 1994 to present

Premier environmentally-friendly real estate development and construction firm focusing on single-family properties.

President & General Manager

Direct operations / projects and business development for the purchase, construction / development, and sale of residential properties. Manage land clearing, road building, utilities installation, logging, grading, etc. Provide landscaping and ensure compliance with city / homeowners' association guidelines prior to final delivery. Develop and implement strategies to minimize job costs while maximizing quality, safety, revenues, customer satisfaction, and alignment with sustainability / environmental best practices. Contribute "hands on" expertise across numerous project phases. Negotiate favorable contracts and land purchase / sale agreements. Obtain financing, permits, approvals, and environmental clearances; cooperate with State and Local governments. Appear at public hearings to minimize community disruption to projects. Cultivate strong relationships with clients, subcontractors, real estate agents, engineers (environmental, water, etc.), and vendors.

Major Contributions:

- Outperformed quality, customer, schedule, and cost objectives while overseeing projects from land acquisition to final delivery; achieved average project margins of ~ 25%.
- Reduced materials costs 10-15% by soliciting competitive bids and by employing a Just-in-Time product delivery system.
- Positioned the firm to enhance P&L by securing financing for all projects and spearheading major initiatives such as development of a 64-acre, 25-home project (in progress).
- Cut fuel costs through strategic buying (in bulk) and resale of trees cleared from properties.
- Generated ~ \$10M in revenues after establishing the business.
- Prevented possible losses and interruption / cancellation of projects by leveraging public speaking and relationship management skills to argue successfully against anti-development groups at public hearings, coordinate with government officials, and facilitate cooperation between union / nonunion workers.
- Captured referral business by building strong relationships with clients and realtors.

PARADISE GARAGE, Bainbridge Island, Washington • 1991 to 1995

Renowned product artwork, printing, and knitting solutions provider.

CEO & President

Oversaw P&L, operations, new business development, all team members, and a 35-person independent sales force. Directed artwork, printing, and knitting. Devised and deployed strategies to improve sales / revenues, product quality, and the productivity of artistic and sales personnel. Performed market analyses to identify and capitalize on emerging opportunities. Managed the quality assurance (QA) function; conducted inspections.

Major Contributions:

- Provided framework for long-term growth by negotiating product licenses from General Motors (for Chevrolet make and Corvette model), Triumph Motorcycles (United Kingdom), and the Coors Brewery.
- Led the outside sales group in building markets for company products by establishing and maintaining strong relationships with major accounts such as Target, Sears, and Mervyns.

ADDITIONAL CAREER HIGHLIGHTS

THE VILLAGE MEWS. Los Angeles, California

President

- Drove all operations of a retail apparel store and manufacturing wholesaler focusing on English clothing.
- Formed the business, managed all operations / team members, and drove annual sales from zero at inception to \$65M.
- Grew the business from 2 initial retail locations and later successfully transitioned to the U.S.-based manufacture of licensed apparel for global market.
- Obtained seed financing and efficiently managed funds during early stages.
- Earned reputation in the western U.S. as an industry leader.
- Established relationships with numerous global brands, including Coca-Cola, GM, Disney, beer companies, Sears, Mervyns, etc.; negotiated favorable licensing agreements (company retained 90%+) and produced private label apparel for customers.

EDUCATION

*4-Year Merchant Marine Officer Training Course
Served as 3rd Officer on Cruise, Freighter, and Container Ships*

University of Southampton, School of Navigation, Southampton, United Kingdom.

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Friday, December 20, 2019 6:16:00 PM

City Advisory Group Application

Step 1

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

Applicant Name	Deborah Nelson
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Self-employed
Current Position	Artist
I am interested in serving on one of the following City advisory groups (select all that apply):	Design Review Board (1 position)
Experience & Qualifications	
Have you served on any City advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills,	I have a Master's of Architecture degree and worked as an architect for the Pacific Northwest team of the National Park Service. During that time, as you'll see on my resume, I became

activities, training, education) if any:

a project architect and was licensed. I led teams of architects, landscape architects, civil engineers and structural engineers in the design of housing, office buildings, and visitor centers for the national parks.

After my daughter's birth and our move to Tennessee, I worked in the private sector, designing schools and housing.

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

Since moving to the Seattle area five years ago, I have become a stained glass craftsman. I also became a docent at the Japanese Gardens in Seattle, a docent at IslandWood, and a trained volunteer at our BI Wildlife Animal Rescue.

I also tutor a lovely young high schooler from the Congo in algebra and geometry.

You can see that my interests are in protecting and conserving the natural world, animals, and helping young people succeed.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

I heard about this opportunity from a friend.

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

Deborah Nelson

PROFESSIONAL SUMMARY

Good design begins with a knowledge and respect of the natural environment and the cultural ethos of the surrounding area. In my work with the National Park Service, I learned to listen to the people who worked in the parks - who lived in the natural surroundings, and who built well within that environment. Then, our team created plans and structures that would sit gently on the land and maintain a quiet presence within the beauty of each park. A grasp of how to communicate is of paramount importance in creating a project that not only satisfies the needs of the physical project, but also enhances and protects the natural surroundings. We need to be advocates for the natural world - we are here to protect it, not to subdue it.

I am detail-oriented and experienced in working with teams of architects, landscape architects and engineers and contractors to create buildings that will last over time, be timeless in their design, and be a pleasure to use for many years to come.

SKILLS

- Licensed in the states of Colorado and Tennessee
- Rank of GS-12 within the National Park Service
- Complex problem solving experience
- Excellent long-term vision
- Effective expression of information
- Decision making skills
- Critical thinking capabilities

EXPERIENCE

Project Architect

Street, Dixon Rick Architects, 1999 - 2005

- 2004 - Project architect for track, gymnasium, and cafe at Harpeth Hall School for Girls
- 2003 - Project architect for Art Building at Harpeth Hall School for Girls
- 2001 - 2005 - various residences in and around Nashville environs
- 2000 - team architect for Blair School of Music, Vanderbilt University

Architect And Project Architect

National Park Service, Denver Service Center, 1984 - 1993

- I entered the NPS as an intern during my last year of work for my Master's in Architecture. When I graduated, I became a full-time employee of the NPS, and continued there until the birth of my daughter. I grew from a GS-6 to a GS-12, the highest rank attainable for an architect with the NPS, during my time there. I also tested for and received my architectural license during those years, and became licensed in

the states of Colorado and Tennessee.

- 1991-1992 - Project architect - Visitor Center and Paleontological lab - John Day Fossil Beds National Monument
- 1990 - Project architect - Visitor Center and Science lab - Joshua Tree National Park
- 1989 - Maintenance building and offices - John Day Fossil Beds National Monument
- 1988 - Project architect - Maintenance and park office building - San Juan Island National Historic Park
- 1987 - Architect - housing - Saguaro National Park
- 1986 - Architect - Maintenance building - Sequoia National Park
- 1986 - Architect - Renovation and additions to Longmire Inn, Mt. Rainier National Park (renovation was featured in an article in American Bungalow magazine)

EDUCATION

Master's of Architecture

University of Colorado Denver, Denver 1985

Master's in Piano Performance and Chamber Music

University of Colorado Boulder, Boulder 1982

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Saturday, December 14, 2019 2:35:14 PM

City Advisory Group Application

Step 1

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

Applicant Name John G Tawresey

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer KPFF Consulting Engineers - Retired

Current Position Retired

I am interested in Design Review Board
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 affordable housing
which groups:

Please share your I am a licensed Civil and Structural Engineer with 40 years
qualifications for this experience, a Distinguished Member of the American Society of
appointment (skills, Civil Engineers, teaching a class at the University of Washington

activities, training, education) if any:

Civil and Environmental Engineering for 35 years, retired CFO of KPFF Consulting Engineers for 40 years, developed several subdivisions and built several buildings on Bainbridge Island over the last 35 years and at this time have no plans to develop or build. The Design Review Board needs Civil Engineering input on decisions being made.

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

Bainbridge Island School Board 5 years

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Newspaper

Other

Field not completed.

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John G. Tawresey, P.E., S.E.
 KPFF Consulting Engineers - Retired

Education

Masters Business Administration /
 University of Washington, 1978
 MS Theoretical and Applied Mechanics /
 Cornell University, 1968
 BS Civil Engineering, With Distinction /
 Cornell University, 1966

Registration

Civil and Structural Engineer in Washington

Professional Affiliations

Confidential Reporting of Structural Safety,
 Executive Committee
 ASCE 7 Committee Member – Main
 Committee
 SEI – National Technical Programs
 Committee
 Structural Engineering Institute of ASCE
 President, 2001-2003
 Structural Engineering Institute of ASCE
 Board Member, 1998-2001
 SEI - Business and Professional Practice
 Division – Chair Claim Review Program
 Masonry Standards Joint Committee – Main
 Committee
 Structural Engineers Association of
 Washington - Chairman, Professional
 Practices Committee
 SERMC (Structural Engineers Risk
 Management Council) Board of Directors,
 1991 - 1998
 SERMC -- Chairman, Claims Committee,
 1991 - 2002
 SERMC – President, 1995
 Adjunct Professor, University of
 Washington (1985 to present)
 The Masonry Research Foundation -
 Advisory Council, 85-87
 Building Seismic Safety Council (BSSC) -
 Chairman, Committee 12/Masonry, 1987
 The Masonry Society, President: 1984, 1985
 and 1986
 The Masonry Society, 1985 Code
 Commentary Committee
 The Masonry Society - 1985 - 1992,
 Chairman, Design Practices Committee
 The Masonry Society - 1985 - 1992, Editor,
 TMS Journal
 International Standards Organization/TC179
 - Reinforced Masonry
 Tau Beta Pi - Engineering Honorary
 Western States Clay Products Association,
 Technical Committee

John Tawresey, PE, SE has over 37 years experience as a structural engineer with concentration on the design of reinforced hollow brick masonry structures and building curtainwalls. He was the Chief Financial Officer at KPFF Consulting Engineers for 40 years. He is a past president of The Masonry Society, past editor of the Masonry Society Journal, past president of the Structural Engineers Risk Management Council (SERMC), past president of the Structural Engineering Institute of ASCE, current member of TMS 402 Main Committee. He is an adjunct professor at the University of Washington where he has taught a senior level masonry design course for 35 years.

Awards:

Distinguished Member American Society of Civil Engineers, 2017
 Honorary Member The Masonry Society, 2015
 Presidents Award, The Masonry Society, 2013
 American Society of Professional Engineers, Fellow 2013
 Haller Award, The Masonry Society, 2012
 Structural Engineering Institute, Fellow 2012
 Professional Engineer of the Year, Washington Society of Professional Engineers, 2011
 Structural Engineer of the Year Award, Structural Engineers Association of Washington, 1998
 The Presidents Award, The Masonry Society. 1991

Publications

Sharing Claims Experience for Better Engineering,
 STRUCTURE Magazine, June 2019

Structural Brick Masonry in the Western United states, 10th
 Australian Masonry Conference, Sidney Australia, 2017

John G. Tawresey, P.E., S.E.
KPFF Consulting Engineers - Retired

Provisions Update Committee
Building Seismic Safety Council (BSSC)

Applied Equations for Ductility in Reinforced Masonry Elements subject to Seismic Bending Plus Compression, 16th International Brick and Block Masonry Conference, Padova, Italy, July 2016

The Untold Story of the Masonry Industry in the United States, 16th International Brick and Block Masonry Conference, Padova, Italy, July 2016

New Masonry Curtainwall System, Design and Construction, 9th International Masonry Conference, Guimaraes, Portugal, July 2014

Brick Curtainwall for Essential Buildings, Structure Magazine, May 2014

“Warping of Brick Cladding Corners” Article, Structure Magazine, January 2009

“Risk Management – The Easy Things to Do” Structural Engineers Association of California, 2007 Convention.

“Reinforced Hollow Brick Masonry”, Article, Masonry Edge Magazine, Winter 2007.

“Business Practice and Risk Management”, Article, Structure Magazine, June 2007.

“Risk Management – The Simple Things To Do”, Article, Structure Magazine, April 2007

“The Responsibility of the Structural Engineer”, Article, Structure Magazine, February 2007

“Risk Management Defined”, Article, Structure Magazine, December 2006.

“The Culture of Managing Risk”, Article, Structural Engineer Magazine, April 2006.

“Brick Veneer Supported by Steel Studs”, Newsletter for the Light Gauge Steel Engineers, April 2005.

John G. Tawresey, P.E., S.E.
KPFF Consulting Engineers - Retired

“Structural Brick Masonry Walls”, Article, Structure Magazine, December 2004.

“Simplify the Building Codes” Editorial, Structure Magazine, November 2003.

“Structural Brick Masonry Walls,” Article, Structure Magazine, November 2003.

“Cooperation at Last ... Another Look,” Editorial, Structure Magazine, December/January 2003.

“Organizing Your Structural Engineering Firm for Success”, Article, Structure Magazine, April 2001.

“Professional Liability - An Approach that Works,” Proceedings, ASCE Structures Congress XIV, Chicago, IL, April 15-17, 1996.

“Advances in the Design of Clay Masonry Exterior Wall Systems for Multistory Buildings,” Asher, Tawresey, Dean, National Concrete and Masonry Engineering Conference, San Francisco, June 15-17, 1995.

“Case Studies: Design and Construction of Reinforced Brick Veneer,” Proceedings, Seventh Canadian Masonry Symposium, McMaster University, June 5-7, 1995.

“Building Retrofit Strategies Concentrating on Seismic Performance,” Proceedings, Structural Faults & Repair, '93, 5th International Conference and Exhibition, University of Edinburgh, Scotland, July, 1993.

“Strength and Design Stress Factors Determined From the Masonry Stress-Strain Relationship,” Proceedings, The 6th North American Masonry Conference, Drexel University, Philadelphia, PA, June, 1993.

“Creative Solutions In Masonry Design,” Keynote Address, Proceedings, 6th Canadian Masonry Symposium, Saskatoon, Saskatchewan, Canada, June, 1992

“The Structural Curtain,” Civil Engineering Magazine, November, 1991.

John G. Tawresey, P.E., S.E.
KPFF Consulting Engineers - Retired

“A Method for Determining Factors of Safety for Allowable Tensile Strengths in Masonry,” Proceedings, 9th International Brick/Block Masonry Conference, Berlin, Germany, October, 1991,

“Seismic Design of Masonry Buildings in the United States,” Seminars on U.S. Reinforced Masonry Structures presented in Naples, Ancona, Udine, & Vicenza, Italy, October, 1991.

“Factors of Safety for Thin Stone in Building Curtain Walls,” Proceedings, Fifth North American Masonry Conference, University of Illinois, June, 1990.

“Evaluation and Analysis of Continuous Aluminum Kerf Supports of Thin-Stone Curtain Wall Assemblies,” J.G. Tawresey & R.H. Iredale, Proceedings, 5th Canadian Masonry Symposium, Vancouver, B.C., Canada, June 5-7, 1989.

“The Use and Preparation of Curtain Wall Structural Design Drawings,” Proceedings, Exterior Wall Symposium, Tishman Research Corporation, April 10-11, 1989.

“Reinforced Brick Masonry Curtain Wall Test and Design”, Proceedings, 8th International Brick/Block Masonry Conference, Dublin, Ireland, September, 1988.

“Walls With Axial Load Combined With Bending Moment -- Interaction Equations for Masonry,” Proceedings, The Fourth North American Masonry Conference, University of California, Los Angeles, August, 1987.

“Structural Design of Thin Stone Curtain Wall”, Building Stone Magazine, September/October, 1987.

“Seismic Provisions of the Uniform Building Code,” Proceedings, U.S./Peoples Republic of China Joint Workshop on Seismic Resistance, Harbin, PRC, May, 1986.

“Applied Stress Equations -- Walls with Axial Load Combined With Bending Moment”, The Masonry Society Journal, Vol. 5, No. 2, July-December, 1986.

John G. Tawresey, P.E., S.E.
KPFF Consulting Engineers - Retired

“A Review of the New Masonry Chapter of the Uniform Building Code,” Proceedings, 7th International Brick Masonry Conference, Melbourne, Australia, February, 1985.

“Prefabricated Masonry Projects in the Pacific Northwest,” Proceedings, The Third North American Masonry Conference, University of Texas, June, 1985.

“Factors of Safety for Masonry Connections,” Proceedings, Third North American Masonry Conference, University of Texas, June, 1985.

“Masonry Building Codes Background and Recent Developments,” Proceedings, 51st Annual Convention Structural Engineers Association of California, Sacramento, California, 1982.

“Reinforced Brick Masonry Panels,” Proceedings, ASCE Spring Convention and Exhibit, Pittsburgh, Pennsylvania, 1978.

“Design Criteria for 4-inch Reinforced Brick Masonry,” Proceedings, 1st Western Round-Up, Joint Structural Engineers Convention, Sunriver, Oregon, 1975.

“Elastic-Inelastic Buckling of Stiffened Panels Subject to Thermal Gradients,” AIAA Journal of Aircraft, February, 1972.

Projects

Watcom County Court House, 2019 Exterior Envelope Repairs, Bellingham, WA.
Repair of the exterior panelized brick curtainwall

City Creek, Salt Lake City, UT
Design and specification of the brick exterior walls of the redevelopment of two city blocks.

KOIN Center, Portland, OR
Design and specifications for a 30-story building brick curtain wall.

John G. Tawresey, P.E., S.E.
KPFF Consulting Engineers - Retired

Joong Ang Building, Seoul, Korea
Design and specifications for the 25-story office building
stone curtain wall.

Orbanco Building, Portland, OR
Design and specifications for a 23-story office building
glass/aluminum curtain wall.

First Interstate Bank Center, Seattle, WA
Design and specifications for a 48-story office building
granite curtain wall.

5th and Oak, Portland, OR
Design and specifications for a 12-story office building
glass/aluminum curtain wall.

Energy Center II, Denver, CO
Design and specifications for a 40-story office building
glass/aluminum curtain wall.

Boeing Building, Seattle, WA
Design and specifications for a 10-story office building brick
curtain wall.

Dong Bang Building, Seoul, Korea
Design and specifications for a 20-story office building
granite curtain wall.

Westin Hotel, Seattle, WA
Design and specifications for a 30-story hotel glass/aluminum
curtain wall.

Koll Office Building, Bellevue, WA
Design and specifications for a 6-story office building brick
curtain wall.

One Bellevue Center, Bellevue, WA
Design and specifications for a 30-story office building
glass/aluminum curtain wall.

Key Tower, Seattle, WA
Design and specifications for a 40-story office building stone
curtain wall

John G. Tawresey, P.E., S.E.
KPFF Consulting Engineers - Retired

Bellevue Place, Bellevue, WA

Design and specifications for brick panels and laid-in-place reinforced veneer for a 22-story office building.

Washington Mutual Tower, Seattle, WA

Design and specifications for a 55-story office building stone curtain wall.

Gateway Tower, Seattle, WA

Design and specifications for a 60-story office building stone curtain wall.

Seattle Art Museum, Seattle, WA

Design and specifications for exterior wall and building steel frame connections.

Citicorp Plaza II, Los Angeles, CA

52-story office tower. Structural design of aluminum/glass curtain wall

Westside Pavilion, Los Angeles, CA

Structural design of 550' barrel vault skylight.

Citicorp Plaza, Los Angeles, CA

41-story office building - hand set stone system and aluminum/glass curtain wall.

333 Bush Street, San Francisco, CA

40-story office building - prefabricated granite and aluminum/glass curtain wall.

Crocker Center, Los Angeles, CA

54-story north tower, 46-story south tower and 3-story pavilion - structural design of prefabricated granite curtain wall.

Paragon Plaza, Stockton, CA

4-story office building - structural design of prelaid brick panel curtain.

Pike Place Housing Project, Seattle, WA

Structural design of a 12-story masonry load-bearing housing complex.

John G. Tawresey, P.E., S.E.
KPF Consulting Engineers - Retired

Meridian Manor, Seattle, WA

Structural design of a 10-story masonry load-bearing housing project.

Chinook Middle School, Bellevue, WA

Structural engineering services for the reevaluation of the structural masonry walls of this middle school. Work involved detailed masonry wall evaluations and innovative repair procedures, which saved \$1.5 million in renovation costs.

Woodway High School, Edmonds, WA

Principal-in-charge of the structural design of a new 240,000-sf high school with detached theater and gymnasium. The structural system combines a concrete and steel frame with exterior masonry walls. The theater and gymnasium structures are designed with steel and concrete.

Auburn Junior High School Investigation, Auburn, WA

Principal-in-charge of investigation of this load bearing hollow clay masonry building which had developed grout consolidation problems. KPF performed several site visits to analyze the problem, and subsequently prepared a report for the school district and the architect laying out the problems and recommending corrective measures.

UW Mary Gates Hall, Seattle, WA

Principal-in-charge of the renovation of the Old Physics Hall and the construction of a new addition. This complex houses the Center for Undergraduate Education and Student Services. The exterior brick masonry facade of the original structure was duplicated on the new addition to tie the building into one, architecturally compatible building. Extensive engineering analysis of the interaction between the new addition and the existing 1928 and 1948 buildings were completed in order to tie the buildings together to act as one for seismic response.

Test Programs

Test program and development of design methods, architectural details and construction specifications for 4-inch reinforced brick.

John G. Tawresey, P.E., S.E.
KPF Consulting Engineers - Retired

Test program to establish shear allowables for bolts in 4-inch reinforced brick masonry.

Test program to develop design methods for titanium integrally stiffened skins loaded in compression and thermal gradient.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 10, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:30 PM) Committee Reports, Executive,

SUMMARY: Information only.

AGENDA CATEGORY: Report

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Climate Change Advisory Committee Minutes, January 27, 2020](#)

[Environmental Technical Advisory Committee Minutes, January 9, 2020](#)

[Race Equity Task Force Minutes, February 6, 2020](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

CLIMATE CHANGE ADVISORY COMMITTEE

Regular Meeting

Monday, January 27, 2020

MINUTES

Present: Committee members Jens Boemer, Derik Broekhoff, Michael Cox, Lara Hansen, Gary Lagerloef, Julie Matthews, David McCaughey, Nora Ferm Nickum, Deborah Rudnick; Council Liaisons Joe Deets and Kirsten Hytopoulos

City staff: Ellen Schroer, Deputy City Manager

Public/guests/observers: Gloria Saylor, Rick Freeman, Ron Peltier, Maradel Gale
City Council Member Rasham Nassar

1. The meeting was called to order at 6:30 pm.
 - Conflict of interest disclosure: Jens Boemer reminded everyone of his standard statement (see past meeting minutes) – his company works with PSE in various ways.
2. Minutes from the previous meeting (December 18, 2019) were approved.
3. Public Comment
 - No public comment.
4. Updates
 - Monday, Feb. 3: Joint Study Session—UAC and CCAC with Puget Sound Energy
 - We appreciate PSE being willing to participate in an evening meeting with us. This will be a dialogue. The goals of the meeting are to share information, get updates on PSE's plans, ask questions of PSE's subject matter experts, and discuss draft Climate Action Plan strategies.
 - This meeting is open to public observers. There will be a public comment period at the end.
 - Monday, Feb. 24: Next Climate Change Advisory Committee meeting, 6:30-8:30 pm.
 - Committee Co-Chairs: Michael Cox and David McCaughey will continue as co-chairs.
 - Two Task Forces are being formed, applications due Jan. 31:
 - Green Building Task Force
 - Sustainable Transportation Community Task Force
 - Carbon offsets for police station
 - The City Council is looking at how to make the police station energy efficient and sustainable, and whether to do that through upgrades and/or carbon offsets. The City could set an example with this building.
 - Discussion:
 - It would be nice to know what the energy footprint was of the older police and court buildings.
 - The City could potentially do both upgrades and offsets.
 - A key rule of thumb is not to use offsets to justify higher carbon infrastructure investments. They should come at the end, after investing in infrastructure that is low carbon, rather than locking in high carbon infrastructure.
 - It could be hard to renovate this building later, because it will be in operation 24/7.
 - Some of the systems are not otherwise old enough for replacement yet.
 - Buying offsets is not a one-time cost.
 - The current cost of offsets is a false economy – the price doesn't reflect a world that is taking climate change seriously, which we are.

- It's hard to find high-quality carbon offsets.
 - There could be an investment in reducing fossil carbon in another City facility for the same amount of money or the same greenhouse gas emissions reductions.
 - It is important for the City to lead by example and walk the talk. Investing in energy efficiency rather than buying offsets is consistent with our Climate Action Plan and the importance of addressing climate change by taking *real* action.
 - Recommendation: The Committee recommends that the Council invest in energy efficiency upgrades over carbon offsets. The Committee recommends that the City considers the most environmentally friendly way and timing for disposing of the existing system.
- Climate Emergency Declaration
 - The draft resolution aims to define the notion of a "climate lens" and ensure that decisions are consistent with our stated climate goals and processes. It officially recognizes the severity of climate impacts.
 - The Committee supports the intent of this resolution and will follow up with suggested text adjustments. We will discuss the revised draft at the next CCAC meeting and send on to the City Council.
 - We also discussed that the City could potentially institute an internal climate pricing policy. Other local governments are doing this.
5. Climate Action Plan discussion included:
- Criteria for prioritizing actions. Nora, Lara, Mike, and possibly Julie will develop criteria we can all use to prioritize the actions in our sections.
 - Being sure to include water-related actions in all relevant sections.
 - Considering how we will track progress over time with regard to the transportation sector in particular. Gary will develop some goals and actions for section 2 of the CAP. These will outline actions to collect more local data for the transportation section of Inventory.
 - Incorporating verification metrics into the plan.
 - Potential online community action survey (like Jefferson County has done) to track actions and changes at the household level.
 - Having ambitious energy-related goals, not using state goals as a ceiling.
 - Proposed schedule:
 - Everyone will have updated their sections no later than Feb. 10.
 - Mike will work with Ellen to figure out a schedule for City Staff review prior to sending to City Council.
 - Hopefully, at our Feb. 24 meeting, we can approve draft plan for City staff review, and then review City staff comments at our March meeting.
6. Other Business
- On the next City Council agenda, opportunity for public comment: Kitsap Economic Development Alliance's joint letter with organizations from other counties critical of clean fuel standards in Puget Sound. The City pays into the Alliance.
 - Next Movie that Matters: From the Ashes (about coal), Feb. 6 at the library. The one after that is March 5.
7. The meeting was adjourned at 8:35 pm.

 2/24/2020

Co-Chair

Date



MINUTES

Call to Order at 3:06 PM.

Member Attendees: Casey Schmidt, Charlie Kratzer, Karl Shearer, Steve Saepoff, Melanie Keenan (on phone), Jane Hannuksela

Members Absent: Dylan Frazer, Michelle McClure, Juan Rovalo

Council Liaison: Rasham Nassar

Guest: Christian Berg

Minutes from January 9th, 2020 meeting approved.

Council Liaison Report

- There is not a lot of new ETAC-related items to report.
- The Climate Action Committee is developing a climate action plan. They conducted an emissions survey. There is a target reduction of emissions by ~90% for COBI.
- Suzuki: Consensus to honor ecological survey, highlight some environmental goals for the property, potentially submit a new RFP.
 - Rasham will advocate we review the proposal.
 - Development of too many units will damage wildlife corridor.
 - Balanced approach moving forward.

Chair Report on Activities since October 17th, 2019 meeting

- Hydrogeologist position will be re-advertised.
- The BI Review article on groundwater hydrology was discussed including the many errors in the article. It was agreed that ETAC should focus on the groundwater fact sheet.
- The chair discussed an upcoming presentation to the Bainbridge Island Woman's Club
 - The presentation will focus on stream discharge reductions from groundwater consumption.
 - Focus on reductions in recharge due to impervious surfaces.
 - Recharge is more important than pumping.
 - Talked about 2020 work plan, should we present the PowerPoint at council.
 - Talked about announcing the fact sheet in COBI Connect Newsletter.

HMP Review of Antibes Project

- The HMP sub-committee's evaluation was discussed in this meeting.
- The sub-committee generally agreed that the plan was adequate with the following exceptions.
 - There was a discussion of climate change impacts on the shoreline and increased sea level. It was suggested that we look at the elevations more closely.
 - The appropriateness of the vegetation was questioned. There was concern whether ferns were appropriate for stabilizing the banks.
 - It was agreed that we would develop a joint comment for the next meeting to be voted on.



CITY OF
BAINBRIDGE ISLAND

ENVIRONMENTAL TECHNICAL
ADVISORY COMMITTEE
SPECIAL MEETING
JANUARY 9, 2020

The content of the BIWC presentation was approved by a unanimous vote. This vote covers the presentation contents, but not necessarily the chair's comments in a question and answer session because these are impossible for ETAC to review.

It was discussed that we should invite Jason Flowers to next meeting to discuss the wastewater treatment project.

The 2019 Activities and 2020 Workplan were approved by a unanimous vote.

There was a discussion on the possibility of changing the meeting time to the evening.

Meeting adjourned at 4:34 PM.


Charlie Kratzer, Chair

2/27/20
Date

**RACE EQUITY TASK FORCE MEETING MINUTES
FEBRUARY 6, 2020**

1. CALL TO ORDER / ROLL CALL / ACCEPT OR MODIFY AGENDA / ACCEPT OR MODIFY MINUTES / CONFLICT OF INTEREST DISCLOSURE - 6:30 PM

- a. Motion to modify agenda accepted (moving Public Comments to item #3)
- b. Motion to accept minutes as written
- c. No conflicts of interest

MEMBERS: JAMES FRIDAY, SUSAN WILMOT, BRENDA FANTROY-JOHNSON, JANNA CHAN, SAVANNA ROVELSTAD, PEGGI ERICKSON

COUNCILMEMBER LIAISONS: JOE DEETS, RASHAM NASSAR

2. ANNUAL OPEN GOVERNMENT TRAINING WITH DEPUTY CITY ATTORNEY SEPLER

3. PUBLIC COMMENTS

4. ELECT NEW OFFICERS / FILL OPEN ROLE ON TASK FORCE

- a. Electing new officers
 - i. This is Janna's last meeting as secretary
 - ii. Motion to name Janna as co-chair passes
 - iii. Motion to keep James as chair passes
 - iv. Motion to name Sue as secretary passes
 - 1. Responsibility for taking notes will rotate
 - v. Council Member Nassar: You could choose not to have the secretary role and have that be a rotating position then the chair is responsible for submitting the minutes.
 - vi. Council Member Deets: There is a lot of value to the secretary role. That person gets to put their personal style on the notes.
 - vii. James: We had talked about a role for a historian. Can we ask the city to save RETF minutes in perpetuity?
 - 1. Council Member Nassar: We can ask.
- b. Filling open role on RETF
 - i. Brenda: I propose that we open applications again because the previous list is too old; that was a point in time.
 - ii. James: We need to look at the initial list and see if there's someone interested and available now. It will take a long time to recruit again.

c. Action Steps:

- i. Council Member Nassar will ask the city if they can save RETF minutes in perpetuity
- ii. Council Member Deets will send the initial list of applicants to RETF
- iii. **RETF will make recommendations for consideration to James by 2/13**

5. EVENT UPDATES

- a. MLK Event - takeaways? (Brenda and Peggi)
 - i. Brenda: It was awesome. From beginning to end we had all kinds of public support
 - ii. Peggi: I would like to thank everyone who came out. Ultimately, we need \$400 for the main speaker fee and an additional \$400 to compensate 4 additional speakers. I forwarded the invoice to Council Member Deets and he passed it onto the city.
 - iii. Council Member Deets: I don't know how long it takes the city to process checks, but they did confirm that there were no issues with the invoices.
 - iv. **Action Step:** Peggi will add expenses to the budget tracker.
- b. Pride Festival (Sue and Savanna)

- i. Sue: We sat down with Derek to talk about partnering. We talked about creating a cultural calendar that perhaps the city can produce. Feb 1 there was a mixer at Camp Yeomalt. We are welcome to host a booth at the Pride festival, but it may conflict with Juneteenth. If so, we can split up. May 9 is the spring mixer, May 2 is the queer prom, March 31 Trans Visibility Day, March 21 will be a gender training at the library. Pride partners with Greater Seattle Business Association (GSBA) to promote the Island as a place to visit. We also talked about signage and having businesses present a decal. We also asked Derek to recommend people to take part in the GARE workshops.
 - 1. Derek: Our goal is to pack the calendar with events; we don't have any queer POC events currently on the schedule; there are a coalition of businesses partnering with the GSBA to draw more tourism (not in the busy season)
 - 2. Savanna: I would love to see a queer POC represented at Pride; there's a lot of crossover here. I'll come up with some ideas.
- c. Night of Poetry - next steps (Brenda)
 - i. Brenda: I have secured 5 poets. I need to talk to the budget subcommittee to discuss budget. Can we reallocate unused funds? BIMA will shoulder more of the costs than anticipated. The whole month of April will be poetry month so BIMA will take on some costs.
 - ii. James: Can we propose an amended budget?
 - 1. Council Member Nassar: I will look into this. Items under \$50k go to the city manager.
 - iii. Council Member Nassar: I need to meet with the subcommittee as I have specific feedback from the city manager on how to implement expenses.
- d. Event and Budget Tracking (Janna) - <http://bit.ly/RETFBudge>
 - i. **Action Step:** Include council approval date and "budgeted and actual" on the form
- e. **Action Steps:**
 - i. Budget subcommittee:
 - 1. Schedule meeting with Council Member Nassar in the next two weeks to discuss Night of Poetry event.
 - 2. Meet and evaluate annual events and expected costs.
 - ii. Council Member Nassar: Will investigate whether or not we can reallocate approved funds.

6. GARE WORKSHOP UPDATES (Council Member Deets and Council Member Nassar)

- a. Council Member Nassar: There is no update from Morgan. Nora (GARE) has transferred the Bainbridge Island case file to her supervisor. Morgan is trying to schedule time to speak with the new project lead; she provided questions to GARE. Things are currently on hold.
- b. Janna: I spoke with Nora (GARE) last week and she gave me an update on her last conversation with Morgan. She said that Morgan wants to adjust the proposal to be three separate events. Nora's interpretation of the call was that Morgan believed that the task force did not have the full capacity to do this work. She wants GARE to help the task force to understand how the government works. Morgan's preference for the events:
 - i. GARE training for staff - 20 people, 3 sessions in 4 - 6-month increments
 - ii. Capacity Building for RETF and community so the community doesn't run into blind spots
 - iii. Large community event
- c. Council Member Deets: There needs to be mutual respect here. Morgan is committed to doing this work. We're talking about the "how" now.
 - i. *Council Member Deets requested to add this comment after receiving a draft of the minutes:* Morgan is engaging with GARE to determine how the program can be tailored to the City of Bainbridge Island. I believe that she is, like all of us who are part of RETF, fully committed to doing this work. I have seen her be transparent in these efforts, noting that she has consistently said to me that anything she does will be coming before Council for review.
- d. Council Member Nassar: It's clear that Morgan has suggested amendments to the process. I hope that GARE will smooth over concerns raised by Morgan.
- e. James: I'm baffled to how the city manager can take something approved by the council and change it.

- f. Council Member Nassar: I'm concerned about conversations happening behind closed doors. If changes are proposed it will need to be brought back to the council and discussed openly. You have my personal commitment that this will continue to move through the proper channels

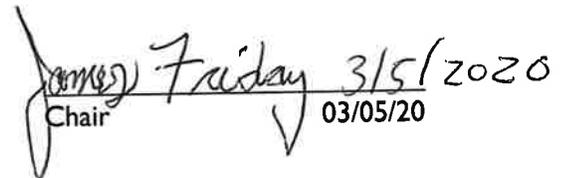
7. AGENDA ITEMS FOR 3/5 MEETING

- a. **Action item:** Email agenda items to Sue

8. COMMENTS FOR THE GOOD OF THE ORDER

- a. Ann Lovejoy: I would love to create a stronger relationship with GARE and the Senior Center. We'll be doing a film festival and series of multi-cultural field trips. We have a four-track plan to create diversity in services and offerings. We have some budget and were given a grant exclusively for cultural programming. The next meeting of a new Inclusion Study Group (ISG) we created will be on March 6. We're reviewing past programming and upcoming programming with a DEI lens.
 - i. James: I will be touching base with you.
 - ii. Motion to create a subcommittee to engage with the ISG passes: Sue and Brenda
- b. Michael Pollock: New city council member. I want to support this organization with whatever you need. I am very interested to hear about this work because it's important to take action on these issues as early possible.
 - i. Peggi: I recommend that you look at the original footage of the meeting where community members testified to the racism they've experienced on Bainbridge. That meeting triggered the creation of this task force.
- c. Bob Hessinger: If you're interested in having a permanent record you should talk to the BI Historical Museum. I can connect you with them.

9. ADJOURNMENT – 8:23 PM


Chair 3/5/2020
03/05/20