



**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JUNE 22, 2021**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **PUBLIC COMMENT**
 - 3.A **(6:10 PM) Instructions and Guidelines for Providing Public Comment - City Clerk,** 15 Minutes
[Instructions for Providing Public Comment at Remote Meetings.pdf](#)
4. **CITY MANAGER'S REPORT - 6:25 PM**
5. **CONSENT AGENDA**
 - 5.A **(6:30 PM) Agenda Bill for Consent Agenda,** 5 Minutes
 - 5.B **Consider Approval of Accounts Payable and Payroll,**
[AP Report to Council of Cash Disbursements 06-23-21.pdf](#)
[Council Report 6-20-21-signed.pdf](#)
 - 5.C **Consider Approval of City Council Meeting Minutes,**
[City Council Study Session Minutes, June 1, 2021.pdf](#)
[City Council Regular Business Meeting Minutes, June 8, 2021.pdf](#)
 - 5.D **Approve Haggar-Scribner Properties Foundation Bench Donation Agreement on Winslow Way - Public Works,**
[Donation Bench Agreement - 380 Winslow.docx](#)
[Attachment A - bench description.pdf](#)

Attachment B - bench location plan.pdf

5.E Consider Appointments to the Climate Change Advisory Committee - Council, 5 Minutes

Broekhoff - CCAC (Redacted).pdf

Cox - CCAC (Redacted).pdf

Hansen - CCAC (Redacted).pdf

Harmon - CCAC (Redacted).pdf

Kydd - CCAC (Redacted).pdf

Richard - CCAC (Redacted).pdf

5.F Consider Appointments to the Planning Commission - Council, 5 Minutes

Birtley - Planning Commission (Redacted).pdf

Mathews - Planning Commission (Redacted).pdf

Neal - Planning Commission (Redacted).pdf

Shapiro - Planning Commission (Redacted).pdf

Stevens - Planning Commission (Redacted).pdf

Subramanian - Planning Commission (Redacted).pdf

Weise - Planning Commission (Redacted).pdf

5.G Consider Appointments to the Design Review Board - Council, 5 Minutes

Clayton - DRB (Redacted).pdf

Dunstan - DRB (Redacted).pdf

5.H Approve Joint Council and Ethics Board Subcommittee Form

Joint Council and Ethics Board Subcommittee.docx

5.I Consider Authorizing Public Works Trust Fund (PWTF) Loan Application - Public Works, 5 Minutes

PWB_All_Loan_Programs_2021_Guidelines.pdf

Water Tank_Wood Ave CIP.pdf

6. FUTURE COUNCIL AGENDAS

6.A (6:35 PM) Review Future Council Agendas, 10 Minutes

Council Agenda Topics for Upcoming Meetings.pdf

7. UNFINISHED BUSINESS

7.A (6:45 PM) Consider Adoption of Plastics Ordinance No. 2021-18 - Executive, 15 Minutes

Ordinance 2021-18.docx

7.B (7:00 PM) Consider Professional Services Agreement with the Kitsap Small Business Development Center in the Amount of \$10,000 - Executive, 10 Minutes

WWU_SBDC_PSA.docx

7.C (7:10 PM) Review Draft Letter to Department of Natural Resources (DNR) re: Reclamation of "Triangle Property" - Planning, 15 Minutes

Triangle_Property_Draft_Letter_to_DNR_06222021

Surface Mining Reclamation Permit No. 70-013120.pdf

7.D (7:25 PM) Appointments to the Ethics Board - Mayor Nassar, Councilmember Fantroy-Johnson 20 Minutes

Bonker - Ethics Board (Redacted).pdf
Davison - Ethics Board (Redacted).pdf
Godwin - Ethics Board (Redacted).pdf
McFadden - Ethics Board (Redacted).pdf
Neal - Ethics Board (Redacted).pdf
Hollinger - Ethics Board (Redacted).pdf
Mallon - Ethics Board (Redacted).pdf

8. NEW BUSINESS

8.A (7:45 PM) Appoint Deputy Mayor - Council, 10 Minutes

8.B (7:55 PM) Consider Rescinding Proclamation of Local Emergency - Council, 10 Minutes

8.C (8:05 PM) Consider Approval of COVID Cleaning Professional Services Agreement Amendment No. 4 and Budget Amendment; \$24,624 - Public Works, 5 Minutes

Amendment No. 4 COVID Cleaning Contract.docx
Janitorial COVID Original Agreement.pdf
Janitorial COVID PSA Amend No. 1.pdf
Janitorial COVID PSA Amend No. 2.pdf
Janitorial COVID Amend No. 3 Pending.pdf
Resolution_No._2020-06_COVID-19 Emerg Proclamation_031020.pdf

9. COUNCIL DISCUSSION

9.A (8:10 PM) Discuss and Identify Items that may be Removed from the Council's 2021 Workplan - Council, Executive, 30 Minutes

Workplan Transmittal memo for CC 06222021
2021 Workplan 06-2021 for CC 06222021

9.B (8:40 PM) Review Council Ad Hoc Committees and Subcommittees - Executive, 10 Minutes

Council Ad Hoc and Subcommittee Spreadsheet.pdf

10. COMMITTEE REPORTS - 8:50 PM

11. FOR THE GOOD OF THE ORDER - 8:55 PM

12. ADJOURNMENT - 9:05 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:10 PM) Instructions and Guidelines for Providing Public Comment - City Clerk,

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

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

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

FISCAL DETAILS:

Fund Name(s):

Coding:

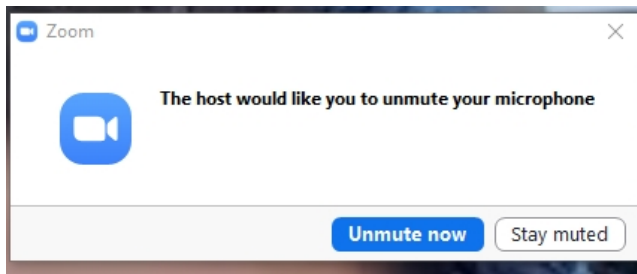


CITY CLERK'S OFFICE

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

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT IN REMOTE MEETINGS

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



5. Attendee will appear on screen with other panelists, but without video, just name.

IMPORTANT NOTE: If you do not have the latest version of Zoom, the Clerk will promote you to panelist. You will then appear with video enabled. Look for the video icon in the bottom left-hand corner of the screen to turn off your video.

6. Attendee provides their comment.
7. A timer on the screen will track your time.
8. Stop speaking when the timer reaches the 3-minute mark.
9. Attendee is returned to attendee group, and microphone is muted.
10. As always, public comment is simply received by the Council, with no response.

Excerpt from the Governance Manual regarding public comment:

5.6 Respect and Decorum

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff, and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt, or interrupt the proceedings of the Council, nor engage in any of the prohibited behavior described below.

Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

5.6.1 Orderly Behavior and Civility in Remarks

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a point of order by the Presiding Officer or a Councilmember pursuant to the Council's parliamentary rules, or a recess, forced removal, or adjournment as described elsewhere in this manual. Disruptive behavior includes, but is not limited to, the following:

- (a) Speaking without being recognized by the Presiding Officer.
- (b) Continuing to speak after the allotted time has expired.
- (c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.
- (d) Throwing objects.
- (e) Speaking on an issue that is not within the jurisdiction of the City Council or is otherwise irrelevant to Council business.
- (f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.
- (g) Impersonating a City Councilmember or a member of the City staff.
- (h) Shouting or otherwise engaging in loud or boisterous behavior.
- (i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.
- (j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.
- (k) Booing, hissing, or otherwise disrupting the comments of another speaker.

- (l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, or any other words considered “fighting words” under constitutional law.
- (m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

5.6.2 Permission Required to Address the Council

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and introduction by the Presiding Officer of the meeting.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:30 PM) Agenda Bill for Consent Agenda,

SUMMARY: Consider approval of the following Consent Agenda items:

- B. Accounts Payable and Payroll
- C. City Council Meeting Minutes
- D. Approve Haggar-Scribner Properties Foundation Bench Donation Agreement on Winslow Way
- E. Consider Appointments to the Climate Change Advisory Committee
- F. Consider Appointments to the Planning Commission
- G. Consider Appointments to the Design Review Board
- H. Approve Joint Council and Ethics Board Subcommittee Form
- I. Consider Authorizing Public Works Trust Fund (PWTF) Loan Application

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: June 22, 2021

ESTIMATED TIME:

AGENDA ITEM: Consider Approval of Accounts Payable and Payroll,

SUMMARY: Consider approval of payroll and accounts payable.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with the Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[AP Report to Council of Cash Disbursements 06-23-21.pdf](#)

[Council Report 6-20-21-signed.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: June 07, 2021 - June 21, 2021

CITY COUNCIL: June 08, 2021 - June 22, 2021

Last check from previous run: 356580 dated 06/9/2021 issued to Island Fitness for \$5,000.00.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH	6/16/21	441	FIN/Crystal Reporting Solutions/Financial reporting changes	165.00
ACH	6/16/21	442	ENG/Unconfined Solutions/GWMP development	8,559.00
VOID	6/2/21	356410	CenturyLink/Positive pay error	N/A
Manual	6/9/21	356581	US Bank/Credit card purchases - May 2021	20,519.25
Manual	6/9/21	356582	CenturyLink/Citywide telemetry - May & June 2021 reissue	4,225.22
Manual	6/9/21	356583	Puget Sound Energy/Citywide electricity - May 2021	31,864.41
Manual	6/9/21	356584	ENG/Wood Environmental/Third party geotechnical reviews	682.51
Manual	6/11/21	356585	PW/Island Hands/Janitorial services - May 2021	22,078.09
Manual	6/16/21	356586	Bainbridge Disposal/Citywide disposal services - May 2021	2,639.31
Manual	6/16/21	356587	CenturyLink/additional citywide telemetry - June 2021	448.47
Manual	6/16/21	356588	Kelley Connect/Copier leases	1,184.84
Manual	6/16/21	356589	Pitney Bowes/Postage machine lease	1,129.33
Manual	6/16/21	356590	Puget Sound Energy/Rockaway intertie PRV	17.54
Manual	6/16/21	356591	Verizon Wireless/Citywide wireless charges	8,365.26

Total Manual Checks and Electronic Disbursements	101,878.23
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Regular Run	6/23/21	356592-356677	Total Regular Check Run	394,070.53
Total Disbursements				495,948.76

Retainage Release	N/A	N/A		N/A
Travel Advance	N/A	N/A		N/A

Prepared and Reviewed by  Carrie Freitas, Senior Accounting Technician

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



6/16/2021

Karl R. Shaw, Accounting Manager

Date

6/16/2021
EFT



06/16/2021 08:45
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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															
441	06/16/2021	EFT	6101 E & S BRYAN INC	248780	2995	05/31/2021		06/20/21					165.00		
Invoice: 2995				165.00	41011141 541100	CAFR REPORTING CHANGES									
						FIN - C/E ADMIN PROF SERVICES									
								CHECK	441 TOTAL:			165.00			
442	06/16/2021	EFT	9694 MAUREEN SUE WHALEN	248781	053121	06/01/2021		06/20/21					8,559.00		
Invoice: 053121				8,559.00	72011494 541100	DEVELOPMENT OF GRDWTR MGMT PLA									
						GWMP-PROF SVCS									
								CHECK	442 TOTAL:			8,559.00			
NUMBER OF CHECKS						2	*** CASH ACCOUNT TOTAL ***						8,724.00		
						COUNT		AMOUNT							
TOTAL EFT'S						2	8,724.00								
												*** GRAND TOTAL ***		8,724.00	

06/16/2021 08:45
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CLERK: cfreitas

JOURNAL ENTRIES TO BE CREATED

YEAR	PER	JNL	SRC	ACCOUNT	EFF	DATE	JNL	DESC	REF	1	REF	2	REF	3	ACCOUNT	DESC	LINE	DESC	T	OB	DEBIT	CREDIT
2021	6	159																				
APP	001-213000				06/16/2021	06/20/21	EFT								GENERAL - ACCOUNTS PAYABLE						8,724.00	
APP	635-111100				06/16/2021	06/20/21	EFT								AP CASH DISBURSEMENTS JOURNAL							
															CASH							8,724.00
															AP CASH DISBURSEMENTS JOURNAL							
															GENERAL LEDGER TOTAL						8,724.00	8,724.00
APP	631-130000				06/16/2021	06/20/21	EFT								DUE TO/FROM CLEARING						8,724.00	
APP	001-130000				06/16/2021	06/20/21	EFT								GENERAL - DUE TO/FROM CLEARING							8,724.00
															SYSTEM GENERATED ENTRIES TOTAL						8,724.00	8,724.00
															JOURNAL 2021/06/159	TOTAL					17,448.00	17,448.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 6	159	06/16/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	8,724.00	8,724.00
				FUND TOTAL	8,724.00	8,724.00
631 CLEARING FUND 631-130000 635-111100	2021 6	159	06/16/2021	DUE TO/FROM CLEARING CASH	8,724.00	8,724.00
				FUND TOTAL	8,724.00	8,724.00

06/16/2021 08:45
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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		8,724.00
631	CLEARING FUND	8,724.00	
TOTAL		8,724.00	8,724.00

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

VOID



6/8/2021

6/16/2021

06/08/2021 14:06
cfreitasCITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNALP 1
apcshdsbCASH ACCOUNT: 635
CHECK NO CHK DATE111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

356410 06/02/2021 VOID	551 CENTURYLINK	248539	0399MAY21	05/23/2021	-3,046.97
Invoice: 0399MAY21				CITYWIDE TELEMETRY & FAX SERVICE	
		-1,565.74	91425358 542100	GG-WWTP-TELEPHONE/FAX	
		-850.60	91411891 542100	GG-WTR-FAC-PHONE	
		-79.34	91011755 542100	GG-C/E-COMMONS-PHONE	
		-162.44	91011189 542100	GG-C/E-CITY HALL-PHONE	
		-247.43	91011897 542100	GG-C/E-O&M YARD FAC-PHONE	
		-77.02	91011255 542100	GG-C/E-COURT BLDG-PHONE	
		-64.40	91011215 542100	GG-C/E-PD-PHONE	

Positive pay was not completed in time for this payment to clear the bank. Void for reissue on 6/9/2021.

CHECK 356410 TOTAL: -3,046.97

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -3,046.97

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	3,046.97

*** GRAND TOTAL *** -3,046.97

06/08/2021 14:06
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CLERK: cfreitas

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021 6 57 APP 402-213000	06/08/2021	356410	VOID			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			1,565.74
APP 635-111100	06/08/2021	356410	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		1,565.74	
APP 401-213000	06/08/2021	356410	VOID			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			850.60
APP 635-111100	06/08/2021	356410	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		850.60	
APP 001-213000	06/08/2021	356410	VOID			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			630.63
APP 635-111100	06/08/2021	356410	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		630.63	
GENERAL LEDGER TOTAL								3,046.97	3,046.97
APP 631-130000	06/08/2021	M060221	VOID			DUE TO/FROM CLEARING			3,046.97
APP 402-130000	06/08/2021	M060221	VOID			DUE TO/FROM CLEARING		1,565.74	
APP 401-130000	06/08/2021	M060221	VOID			DUE TO/FROM CLEARING		850.60	
APP 001-130000	06/08/2021	M060221	VOID			GENERAL - DUE TO/FROM CLEARING		630.63	
SYSTEM GENERATED ENTRIES TOTAL								3,046.97	3,046.97
JOURNAL 2021/06/57 TOTAL								6,093.94	6,093.94

06/08/2021 14:06
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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 001-130000 001-213000	2021 6	57	06/08/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	630.63	630.63
				FUND TOTAL	630.63	630.63
401 WATER OPERATING FUND 401-130000 401-213000	2021 6	57	06/08/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	850.60	850.60
				FUND TOTAL	850.60	850.60
402 SEWER OPERATING FUND 402-130000 402-213000	2021 6	57	06/08/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,565.74	1,565.74
				FUND TOTAL	1,565.74	1,565.74
631 CLEARING FUND 631-130000 635-111100	2021 6	57	06/08/2021	DUE TO/FROM CLEARING CASH	3,046.97	3,046.97
				FUND TOTAL	3,046.97	3,046.97

06/08/2021 14:06
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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		630.63
401	WATER OPERATING FUND		850.60
402	SEWER OPERATING FUND		1,565.74
631	CLEARING FUND		
		3,046.97	
TOTAL		3,046.97	3,046.97

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



06/09/2021 12:17 CITY OF BAINBRIDGE ISLAND
cfreitas A/P CASH DISBURSEMENTS JOURNAL

P 1
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CASH ACCOUNT: 635		111100	CASH			INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC			
356581	06/09/2021	PRTD	7314 US BANK	248558	04/30/21-JB	05/25/2021		USB0521	47.94
	Invoice: 04/30/21-JB			47.94	53011212 531100	POL/AMAZON/2-WAY RADIO EAR BUDS			
	Invoice: 05/18/21-JB			248559	05/18/21-JB	05/25/2021		USB0521	592.31
	Invoice: 04/30/21-CB			592.31	54025212 532000	POL/BROWNSVILLE MARINA/M8 FUEL			
	Invoice: 05/01/21-CB			248560	04/30/21-CB	05/25/2021		USB0521	299.00
	Invoice: 05/05/21-ZB			299.00	11011116 443410	CC/AMERICAN SOLAR ENERGY/CONF: DEETS			
	Invoice: 05/05/21-ZB-A			248561	05/01/21-CB	05/25/2021		USB0521	150.00
	Invoice: 05/13/21-ZB			150.00	11011116 443410	CC/SGR/CONF: BFJ			
	Invoice: 04/29/21-BB			248562	05/05/21-ZB	05/25/2021		USB0521	113.70
	Invoice: 05/02/21-BB			113.70	53011212 531100	POL/GALLS/TACTICAL FLASHLIGHT			
	Invoice: 05/06/21-BB			248563	05/05/21-ZB-A	05/25/2021		USB0521	17.25
	Invoice: 05/11/21-BB			17.25	53011212 54110000962	POL/SALTY DOG WASH/NAIL TRIM			
	Invoice: 05/14/21-BB			248564	05/13/21-ZB	05/25/2021		USB0521	64.36
				64.36	53011212 53110000962	POL/CHEWY/K9 FOOD			
				248565	04/29/21-BB	05/25/2021		USB0521	99.50
				99.50	51011191 531100	POL/TRI-TECH/EVIDENCE BAGS			
				248566	05/02/21-BB	05/25/2021		USB0521	342.00
				342.00	53011212 545000	POL/RELIABLE STORAGE/UNIT RENT			
				248567	04/30/21-BB	05/25/2021		USB0521	96.70
				96.70	51011211 531100	POL/AMAZON/STORAGE SHELF			
				248568	05/06/21-BB	05/25/2021		USB0521	6.53
				6.53	51011211 531100	POL/AMAZON/LAMINATING POUCH CARRIERS			
				248569	05/11/21-BB	05/25/2021		USB0521	7.86
				7.86	51011211 531100	POL/AMAZON/LAMINATING POUCH CARRIERS			
				248570	05/14/21-BB	05/25/2021		USB0521	249.00
				249.00	53011212 443410	POL/SAVAGE TRAINING/REG: KOON			
						POLICE - C/E PATROL TRAINING			

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 05/14/21-BB-A				248571	05/14/21-BB-A	05/25/2021		USB0521	7.99
				7.99	51011211 531100	POL/AMAZON/WALL PLATE			
						PD-C/E-ADM-SUPPLIES			
Invoice: 05/21/21-BB				248572	05/21/21-BB	05/25/2021		USB0521	22.00
				22.00	55011757 541100	POL/WSP/BACKGROUND CHECKS: DUOWM			
						PD-HARBORMASTER-PROF SVCS			
Invoice: 05/21/21-BB-A				248573	05/21/21-BB-A	05/25/2021		USB0521	11.00
				11.00	55011757 541100	POL/WSP/BACKGROUND CHECK: DOCK HOSTS			
						PD-HARBORMASTER-PROF SVCS			
Invoice: 05/22/21-BB				248574	05/22/21-BB	05/25/2021		USB0521	31.95
				31.95	52011212 541100	POL/SPEAKWRITE/TRANSCRIPTION SVCS			
						POLICE - C/E INVEST PROF SVCS			
Invoice: 05/12/21-JC				248575	05/12/21-JC	05/25/2021		USB0521	425.00
				425.00	51011214 443410	POL/IACP/CONF REG			
						PD-C/E-ADMIN-TRAINING			
Invoice: 05/20/21-JC				248576	05/20/21-JC	05/25/2021		USB0521	252.20
				252.20	51011214 443410	POL/DELTA/AIRFARE			
						PD-C/E-ADMIN-TRAINING			
Invoice: 05/24/21-JC				248577	05/24/21-JC	05/25/2021		USB0521	68.64
				68.64	51011214 443410	POL/CHEVRON/FUEL			
						PD-C/E-ADMIN-TRAINING			
Invoice: 04/27/21-MD				248578	04/27/21-MD	05/25/2021		USB0521	32.69
				32.69	81011881 535100	IT/ADOBE/SUBX			
						IT - C/E COMPUTER SOFTWARE			
Invoice: 04/29/21-MD				248579	04/29/21-MD	05/25/2021		USB0521	261.47
				261.47	81011881 443410	IT/LINKEDIN/TRAINING			
						IT - C/E TRAINING			
Invoice: 05/02/21-MD				248580	05/02/21-MD	05/25/2021		USB0521	1,852.61
				1,852.61	81011252 53510001069	IT/ZOOM/VIDEO CONF SOFTWARE			
						COVID19-SOFTWARE			
Invoice: 04/30/21-MD				248581	04/30/21-MD	05/25/2021		USB0521	38.14
				38.14	81011881 531100	IT/AMAZON/MONITOR STAND			
						IT - C/E SUPPLIES			
Invoice: 05/03/21-MD				248582	05/03/21-MD	05/25/2021		USB0521	62.62
				62.62	81031881 53550000567	IT/AMAZON/TOOLS FOR CHAMBER AV			
						PEG CAP FUNDING-NON CAP ITEMS			
Invoice: 05/06/21-MD				248583	05/06/21-MD	05/25/2021		USB0521	86.47
				86.47	81011881 542500	IT/FEDEX/SHIPPING			
						IT-C/E-ADM-POSTAGE			

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
Invoice: 05/06/21-MD-A	248584 05/06/21-MD-A	05/25/2021		USB0521	90.08
	90.08 81011881 531100	IT/AMAZON/MONITOR MOUNT IT - C/E SUPPLIES			
Invoice: 05/09/21-MD	248585 05/09/21-MD	05/25/2021		USB0521	29.74
	29.74 81011881 531100	IT/AMAZON/IPHONE CASES IT - C/E SUPPLIES			
Invoice: 05/09/21-MD-A	248586 05/09/21-MD-A	05/25/2021		USB0521	708.45
	708.45 81011252 53550001069	IT/AMAZON/MONITORS X5 COVID19-COMPUTER HARDWARE			
Invoice: 05/10/21-MD	248587 05/10/21-MD	05/25/2021		USB0521	458.30
	458.30 81011881 535100	IT/SOLARWINDS/NW MAPPING MGMT IT - C/E COMPUTER SOFTWARE			
Invoice: 05/10/21-MD-A	248588 05/10/21-MD-A	05/25/2021		USB0521	54.49
	54.49 81031881 53550000567	IT/AMAZON/AV ROOM THERMOMETER PEG CAP FUNDING-NON CAP ITEMS			
Invoice: 05/12/21-MD	248589 05/12/21-MD	05/25/2021		USB0521	14.06
	14.06 81011252 53510001069	IT/ZOOM/VIDEOCONF SVC COVID19-SOFTWARE			
Invoice: 05/15/21-MD	248590 05/15/21-MD	05/25/2021		USB0521	217.98
	217.98 81011252 53550001069	IT/AMAZON/WEBCAMS COVID19-COMPUTER HARDWARE			
Invoice: 05/17/21-MD	248591 05/17/21-MD	05/25/2021		USB0521	155.10
	155.10 81011881 531100	IT/AMAZON/IPHONE CASES IT - C/E SUPPLIES			
Invoice: 05/18/21-MD	248592 05/18/21-MD	05/25/2021		USB0521	54.49
	54.49 81011881 531100	IT/AMAZON/TONER IT - C/E SUPPLIES			
Invoice: 05/18/21-MD-A	248593 05/18/21-MD-A	05/25/2021		USB0521	163.40
	163.40 81011881 531100	IT/AMAZON/IPHONE CASES IT - C/E SUPPLIES			
Invoice: 05/18/21-MD-B	248594 05/18/21-MD-B	05/25/2021		USB0521	100.94
	100.94 81011881 531100	IT/AMAZON/MICE, LIGHT, SPEAKERS: BK IT - C/E SUPPLIES			
Invoice: 05/18/21-MD-C	248595 05/18/21-MD-C	05/25/2021		USB0521	19.80
	19.80 81011881 535100	IT/SCREENCAST-O-MATIC/RECORDING SW IT - C/E COMPUTER SOFTWARE			
Invoice: 05/21/21-MD	248596 05/21/21-MD	05/25/2021		USB0521	181.86
	181.86 81011881 535500	IT/AMAZON/SURGE PROTECTORS IT - C/E COMPUTER PARTS & EQ			

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
Invoice: 05/23/21-MD	248597 05/23/21-MD	05/25/2021		USB0521	117.69
	117.69 73411345 53110000986	IT/AMAZON/IPAD CASES METER REPL-METER PURCHASES			
Invoice: 05/23/21-MD-A	248598 05/23/21-MD-A	05/25/2021		USB0521	489.30
	489.30 81011881 535500	IT/AMAZON/PRINTER: BK IT - C/E COMPUTER PARTS & EQ			
Invoice: 04/29/21-KD	248599 04/29/21-KD	05/25/2021		USB0521	1.00
	1.00 31011572 531100	EX/CANVA/PHOTO FOR CMR EX-GF-OUTREACH-SUPPLIES			
Invoice: 04/30/21-KD	248600 04/30/21-KD	05/25/2021		USB0521	1.00
	1.00 31011572 549100	EX/KITSAP SUN/DIG. SUBX OUTREACH DUES, SUBS& MEMBER			
Invoice: 05/05/21-KD	248601 05/05/21-KD	05/25/2021		USB0521	1.00
	1.00 31011572 53110001069	EX/CANVA/PHOTO FOR CMR COVID19-SUPPLIES			
Invoice: 05/08/21-KD	248602 05/08/21-KD	05/25/2021		USB0521	76.30
	76.30 31011572 549100	EX/CONSTANT CONTACT/CMR SUBX OUTREACH DUES, SUBS& MEMBER			
Invoice: 04/30/21-KD-A	248603 04/30/21-KD-A	05/25/2021		USB0521	445.00
	445.00 41011141 549100	FIN/GFOA/BUDGET PRES. AWARD FEE FIN-C/E-DUES, SUBS, MEMBERSHIPS			
Invoice: 05/01/21-DH	248604 05/01/21-DH	05/25/2021		USB0521	85.66
	85.66 21011125 531100	CRT/OFFICE DEPOT/FILE CABINET COURT - SUPPLIES			
Invoice: 05/03/21-GK	248605 05/03/21-GK	05/25/2021		USB0521	28.10
	28.10 51011211 539100	POL/CHEVRON/FOOR FOR CIT SUBJECT PD-C/E-ADM-WORKED MEALS			
Invoice: 04/26/21-RL-A	248607 04/26/21-RL-A	05/25/2021		USB0521	106.68
	56.68 31011131 531100	EX/ANS/RENEWAL SUPPLIES & BOND			
	50.00 31029476 546000	EX-GF-SUPPLIES EX-INS SFUND-MISC INS			
Invoice: 05/09/21-RL	248608 05/09/21-RL	05/25/2021		USB0521	63.56
	63.56 31011131 531100	EX/AMAZON/FRAMES EX-GF-SUPPLIES			
Invoice: 05/11/21-RL	248609 05/11/21-RL	05/25/2021		USB0521	603.48
	603.48 32011152 549100	LEGAL/THOMSON WEST/INFO SERVICES LGL-GF-DUES & SUBSCRIPTIONS			
Invoice: 05/12/21-RL	248610 05/12/21-RL	05/25/2021		USB0521	30.00
	30.00 31011131 549100	EX/DOL/NOTARY LICENSE EX-GF-DUES/SUBCR/MEMBERSH			

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
Invoice: 05/12/21-RL-A	248611 05/12/21-RL-A	05/25/2021		USB0521	269.90
	269.90 31011131 531100	EX/STATIONARY EXPRESS/THANK YOU CARDS			
		EX-GF-SUPPLIES			
Invoice: 05/11/21-RL-A	248612 05/11/21-RL-A	05/25/2021		USB0521	39.00
	39.00 31011131 549100	EX/BAINBRIDGE REVIEW/SUBX RENEWAL			
		EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 05/13/21-RL	248613 05/13/21-RL	05/25/2021		USB0521	27.24
	27.24 36011143 531100	EXCC/AMAZON/RULES OF ORDER			
		CLERK-C/E SUPPLIES			
Invoice: 05/22/21-RL	248614 05/22/21-RL	05/25/2021		USB0521	1,063.86
	1,063.86 31011131 531100	EX/NBF/CREDENZA: BK			
		EX-GF-SUPPLIES			
Invoice: 05/07/21-AL	248615 05/07/21-AL	05/25/2021		USB0521	888.00
	888.00 31011283 54110001069	EX/NCSI/BG CHECKS FOR VOLUNTEERS			
		COVID19-IMMUNIZATION-PROF SVCS			
Invoice: 05/11/21-AL	248616 05/11/21-AL	05/25/2021		USB0521	69.92
	69.92 31011256 531100	EX/AMAZON/FOLDERS			
		EX-GF-EMERG PREP-SUPPLIES			
Invoice: 05/17/21-AL	248617 05/17/21-AL	05/25/2021		USB0521	55.00
	55.00 31011283 53110001069	EX/CUPS/GIFT CARDS FOR VOLUNTEERS			
		COVID19-IMMUNIZATION-SUPPLIES			
Invoice: 05/17/21-AL-A	248618 05/17/21-AL-A	05/25/2021		USB0521	75.00
	75.00 31011283 53110001069	EX/STARBUCKS/GIFT CARDS FOR VOLUNTEERS			
		COVID19-IMMUNIZATION-SUPPLIES			
Invoice: 05/20/21-AL	248619 05/20/21-AL	05/25/2021		USB0521	109.00
	109.00 31011256 531100	EX/ZEBRA CARD STUDIO/ID CARD SOFTWARE			
		EX-GF-EMERG PREP-SUPPLIES			
Invoice: 05/21/21-AL	248620 05/21/21-AL	05/25/2021		USB0521	94.84
	94.84 31011256 531100	EX/EOC SUPPLIES			
		EX-GF-EMERG PREP-SUPPLIES			
Invoice: 05/24/21-AL	248621 05/24/21-AL	05/25/2021		USB0521	110.27
	110.27 31011256 531100	EX/SPREADSHIRT/BP GEAR			
		EX-GF-EMERG PREP-SUPPLIES			
Invoice: 05/24/21-AL-A	248622 05/24/21-AL-A	05/25/2021		USB0521	50.00
	50.00 31011283 53110001069	EX/COQUETTE/GIFT CARDS FOR VOLUNTEERS			
		COVID19-IMMUNIZATION-SUPPLIES			
Invoice: 05/24/21-AL-B	248623 05/24/21-AL-B	05/25/2021		USB0521	50.00
	50.00 31011283 53110001069	EX/BLACKBIRD/GIFT CARDS FOR VOLUNTEERS			
		COVID19-IMMUNIZATION-SUPPLIES			

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
Invoice: 04/30/21-CL	248624 04/30/21-CL	05/25/2021		USB0521	62.23
	62.23 63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE		POSTCARDS	
		CUR-DEV-ZONING-ADV			
Invoice: 05/18/21-CL	248625 05/18/21-CL	05/25/2021		USB0521	12.45
	12.45 63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE		POSTCARDS	
		CUR-DEV-ZONING-ADV			
Invoice: 05/05/21-DM	248626 05/05/21-DM	05/25/2021		USB0521	18.48
	18.48 73421355 531100	PW/AMAZON/FUSES			
		WIN COLL-SUPPLIES			
Invoice: 05/09/21-DM	248627 05/09/21-DM	05/25/2021		USB0521	149.49
	149.49 73421355 531100	PW/AMAZON/DIE GRINDER			
		WIN COLL-SUPPLIES			
Invoice: 05/11/21-DM	248628 05/11/21-DM	05/25/2021		USB0521	482.64
	482.64 73421355 531100	PW/AMAZON/DSL MODEM			
		WIN COLL-SUPPLIES			
Invoice: 05/11/21-DM-A	248629 05/11/21-DM-A	05/25/2021		USB0521	94.23
	94.23 73011252 53110001069	PW/AMAZON/PPE FOR CREW			
		COVID19-SUPPLIES			
Invoice: 05/13/21-DM	248630 05/13/21-DM	05/25/2021		USB0521	87.20
	87.20 73637891 531100	PW/AMAZON/STORAGE TOTES			
		OFFICE SUPPLIES			
Invoice: 05/18/21-DM	248631 05/18/21-DM	05/25/2021		USB0521	162.75
	162.75 73111427 531100	PW/ALLEN SHEARER TRUCKING/FUEL			
		OFFICE SUPPLIES			
Invoice: 05/19/21-DM	248632 05/19/21-DM	05/25/2021		USB0521	539.30
	539.30 73111427 531100	PW/AMAZON/TREE WATERING BAGS			
		OFFICE SUPPLIES			
Invoice: 05/20/21-DM	248633 05/20/21-DM	05/25/2021		USB0521	327.00
	327.00 81031881 53550000567	IT/LOWES/PORTABLE AC			
		PEG CAP FUNDING-NON CAP ITEMS			
Invoice: 05/23/21-CM	248634 05/23/21-CM	05/25/2021		USB0521	23.00
	23.00 53011212 443410	POL/BOB'S CLASSIC/MEAL			
		POLICE - C/E PATROL TRAINING			
Invoice: 05/24/21-CM	248635 05/24/21-CM	05/25/2021		USB0521	12.78
	12.78 53011212 443410	POL/THREE LAKES GRILL/MEAL			
		POLICE - C/E PATROL TRAINING			
Invoice: 05/24/21-CM-A	248636 05/24/21-CM-A	05/25/2021		USB0521	33.30
	33.30 53011212 443410	POL/BOB'S CLASSIC/MEAL			
		POLICE - C/E PATROL TRAINING			

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
Invoice: 05/22/21-BN	248637 05/22/21-BN	05/25/2021		USB0521	26.00
	26.00 54025212 443410	POL/NASBLA/MEMBERSHIP FEE			
		MARINE - TRAINING			
Invoice: 05/23/21-BN	248638 05/23/21-BN	05/25/2021		USB0521	55.88
	55.88 54025212 443410	POL/HITCHING POST/FUEL			
		MARINE - TRAINING			
Invoice: 05/23/21-BN-A	248639 05/23/21-BN-A	05/25/2021		USB0521	51.27
	51.27 54025212 443410	POL/CEDARS @ THE PIER/MEAL			
		MARINE - TRAINING			
Invoice: 05/12/21-EP	248640 05/12/21-EP	05/25/2021		USB0521	147.13
	147.13 54025212 520000	POL/WHISTLE WORKWEAR/TACTICAL PANTS			
		MARINE - BENEFITS			
Invoice: 05/23/21-EP	248641 05/23/21-EP	05/25/2021		USB0521	22.75
	22.75 54025212 443410	POL/BOB'S BURGERS/MEAL			
		MARINE - TRAINING			
Invoice: 05/24/21-EP	248642 05/24/21-EP	05/25/2021		USB0521	20.38
	20.38 54025212 443410	POL/ICE HARBOR BREWING/MEAL			
		MARINE - TRAINING			
Invoice: 05/23/21-EP-A	248643 05/23/21-EP-A	05/25/2021		USB0521	23.81
	23.81 54025212 443410	POL/SAFEWAY/FUEL			
		MARINE - TRAINING			
Invoice: 05/24/21-EP-A	248644 05/24/21-EP-A	05/25/2021		USB0521	6.00
	6.00 54025212 443410	POL/WSDOT/TOLL			
		MARINE - TRAINING			
Invoice: 05/24/21-EP-B	248645 05/24/21-EP-B	05/25/2021		USB0521	10.64
	10.64 54025212 443410	POL/PANDA EXPRESS/MEAL			
		MARINE - TRAINING			
Invoice: 05/01/21-JR	248646 05/01/21-JR	05/25/2021		USB0521	900.00
	900.00 61470581 545000	PCD/STORAGE98110/ARCHIVE RENT			
		PCD - DEV ADMIN RENTS & LEASES			
Invoice: 04/27/21-JR	248647 04/27/21-JR	05/25/2021		USB0521	30.00
	30.00 61011584 443410	PCD/WWU/TRAINING: BEST			
		PCD - C/E ADM TRAINING			
Invoice: 04/27/21-JR-A	248648 04/27/21-JR-A	05/25/2021		USB0521	63.74
	63.74 61011581 531100	PCD/AMAZON/CULTURE CLUB BASKETS			
		PCD - C/E ADMIN SUPPLIES			
Invoice: 04/27/21-JR-B	248649 04/27/21-JR-B	05/25/2021		USB0521	93.78
	93.78 63011586 443410	PCD/DOE/TRAINING: LANT			
		CUR - C/E TRAINING TRAVEL			

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
Invoice: 05/06/21-JR	248650 05/06/21-JR	05/25/2021		USB0521	42.00
	42.00 61011581 531100	PCD/BELLA BELLA/BABY SHOWER DESSERT			
		PCD - C/E ADMIN SUPPLIES			
Invoice: 05/06/21-JR-A	248651 05/06/21-JR-A	05/25/2021		USB0521	21.78
	21.78 61011581 531100	PCD/COSTCO/FLOWERS FOR BABY SHOWER			
		PCD - C/E ADMIN SUPPLIES			
Invoice: 05/01/21-BS	248652 05/01/21-BS	05/25/2021		USB0521	13.39
	13.39 54025212 443410	POL/DOL/DRIVING ABSTRACT			
		MARINE - TRAINING			
Invoice: 05/08/21-BS	248653 05/08/21-BS	05/25/2021		USB0521	42.25
	42.25 54025212 443410	POL/DOL/CDL PERMIT FEE			
		MARINE - TRAINING			
Invoice: 05/08/21-BS-A	248654 05/08/21-BS-A	05/25/2021		USB0521	37.25
	37.25 54025212 443410	POL/DOL/CDL TEST FEE			
		MARINE - TRAINING			
Invoice: 04/25/21-TZ	248655 04/25/21-TZ	05/25/2021		USB0521	575.00
	575.00 53011212 443410	POL/FBI NATL ACADEMY/CONF REG			
		POLICE - C/E PATROL TRAINING			
Invoice: 05/10/21-TZ	248656 05/10/21-TZ	05/25/2021		USB0521	541.80
	541.80 53011212 443410	POL/DELTA/AIRFARE			
		POLICE - C/E PATROL TRAINING			
Invoice: 05/03/21-TZ	248657 05/03/21-TZ	05/25/2021		USB0521	40.80
	40.80 51011211 543100	POL/WSDOT/FERRY			
		PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
Invoice: 05/04/21-TZ	248658 05/04/21-TZ	05/25/2021		USB0521	61.62
	61.62 51011211 543100	POL/CHEVRON/FUEL			
		PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
Invoice: 05/06/21-KB	248659 05/06/21-KB	05/25/2021		USB0521	25.00
	25.00 33011164 443410	HR/MRSC/WEBINAR			
		HR-C/E-TRAINING EXP			
Invoice: 05/07/21-KB	248660 05/07/21-KB	05/25/2021		USB0521	360.00
	360.00 33011161 531100	HR/WORLD TRUST/DIGITAL LICENSE			
		HR-C/E-SUPPLIES			
Invoice: 05/10/21-KB	248661 05/10/21-KB	05/25/2021		USB0521	25.00
	25.00 33011164 443410	HR/AWC/WEBINAR			
		HR-C/E-TRAINING EXP			
Invoice: 05/11/21-KB	248662 05/11/21-KB	05/25/2021		USB0521	125.00
	125.00 33011161 544000	HR/NEOGOV/AD: CODE COMPL OFFICER			
		HR-C/E-ADVERTISING			

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
Invoice: 05/11/21-KB-A	248663 05/11/21-KB-A	05/25/2021	USB0521		125.00
	125.00 33011161 544000	HR/NEOGOV/AD: CLIMATE OFFICER			
		HR-C/E-ADVERTISING			
Invoice: 05/12/21-KB	248664 05/12/21-KB	05/25/2021	USB0521		497.00
	497.00 33011161 544000	HR/YOURMEMBERSHIP/AD: CLIMATE OFFICER			
		HR-C/E-ADVERTISING			
Invoice: 05/12/21-KB-A	248665 05/12/21-KB-A	05/25/2021	USB0521		75.00
	75.00 33011161 544000	HR/ICMA/AD: CLIMATE OFFICER			
		HR-C/E-ADVERTISING			
Invoice: 05/12/21-KB-B	248666 05/12/21-KB-B	05/25/2021	USB0521		45.00
	45.00 33011161 544000	HR/CRAIGSLIST/AD: CLIMATE OFFICER			
		HR-C/E-ADVERTISING			
Invoice: 05/12/21-KB-C	248667 05/12/21-KB-C	05/25/2021	USB0521		45.00
	45.00 33011161 544000	HR/CRAIGSLIST/AD: CODE COMPL. OFFICER			
		HR-C/E-ADVERTISING			
Invoice: 05/19/21-KB	248668 05/19/21-KB	05/25/2021	USB0521		125.00
	125.00 33011161 544000	HR/NEOGOV/AD: MAINT TECH			
		HR-C/E-ADVERTISING			
Invoice: 05/19/21-KB-A	248669 05/19/21-KB-A	05/25/2021	USB0521		125.00
	125.00 33011161 544000	HR/NEOGOV/AD: UTILITY TECH			
		HR-C/E-ADVERTISING			
Invoice: 05/20/21-KB	248670 05/20/21-KB	05/25/2021	USB0521		45.00
	45.00 33011161 544000	HR/CRAIGSLIST/AD: WWTP OP III			
		HR-C/E-ADVERTISING			
Invoice: 05/20/21-KB-A	248671 05/20/21-KB-A	05/25/2021	USB0521		90.00
	90.00 33011161 544000	HR/CRAIGSLIST/AD: MAINT TECH			
		HR-C/E-ADVERTISING			
Invoice: 05/25/21-KB	248672 05/25/21-KB	05/25/2021	USB0521		130.00
	130.00 33011161 544000	HR/NEOGOV/AD: CLIMATE OFFICER			
		HR-C/E-ADVERTISING			
Invoice: 05/19/21-KB-B	248673 05/19/21-KB-B	05/25/2021	USB0521		125.00
	125.00 33011161 544000	HR/NEOGOV/AD: WWTP OP III			
		HR-C/E-ADVERTISING			
Invoice: 05/01/21-KS	248674 05/01/21-KS	05/25/2021	USB0521		86.10
	86.10 41011141 531100	FIN/COSTCO/PRINTER INK			
		FIN - C/E ADMIN SUPPLIES			
Invoice: 05/05/21-KS	248675 05/05/21-KS	05/25/2021	USB0521		25.00
	25.00 41011144 443410	FIN/MRSC/POST-PANDEMIC REOPENING			
		FIN - C/E TRAINING			

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
Invoice: 05/10/21-KS	248676 05/10/21-KS	05/25/2021		USB0521	85.00
	85.00 41011144 443410	FIN/GFOA/LEASE ACCOUNTING			
		FIN - C/E TRAINING			
Invoice: 05/14/21-KS	248677 05/14/21-KS	05/25/2021		USB0521	25.00
	25.00 41011144 443410	FIN/MRSC/POST-PANDEMIC REOPENING			
		FIN - C/E TRAINING			
Invoice: 04/29/21-KG	248678 04/29/21-KG	05/25/2021		USB0521	-16.00
	-16.00 72011321 531100	ENG/APW/REFUND			
		ENG - C/E ADMIN SUPPLIES			
Invoice: 05/07/21-KG	248679 05/07/21-KG	05/25/2021		USB0521	116.00
	116.00 71011321 549100	PW/DOL/PROF LIC RENEWAL: CM			
		PWADM-C/E-DUES/SUBSCR/MEMBRSH			
Invoice: 05/07/21-KG-A	248680 05/07/21-KG-A	05/25/2021		USB0521	48.00
	48.00 72431832 549100	ENG/ENG NEWS RECORD/ANNUAL SUBX: MM			
		DUES/SUBSCRIPTIONS			
Invoice: 04/29/21-CK	248681 04/29/21-CK	05/25/2021		USB0521	70.00
	70.00 73637891 443410	PW/EVENT STRATEGIES/WEBINAR			
		O&M-ALLOC ADM-TRAINING EXP			
Invoice: 04/30/21-CK	248682 04/30/21-CK	05/25/2021		USB0521	302.93
	302.93 73637891 531100	PW/COSTCO/WATER			
		OFFICE SUPPLIES			
Invoice: 05/01/21-CK	248683 05/01/21-CK	05/25/2021		USB0521	300.00
	300.00 73011189 545000	PW/STORAGE98110/E204 RENT			
		O&M - C/E FACIL RENTS & LEASES			
Invoice: 05/07/21-CK	248684 05/07/21-CK	05/25/2021		USB0521	16.34
	16.34 73411345 549100	PW/ADOBE/PRO SUBX			
		DUES/SUBSCRIPTIONS			
Invoice: 05/11/21-CK	248685 05/11/21-CK	05/25/2021		USB0521	57.00
	57.00 73501448 66400001109	PW/DOL/LIC FEES: PRJ 01109			
		2021 TRACTOR EXCAVATOR			
Invoice: 05/12/21-CK	248686 05/12/21-CK	05/25/2021		USB0521	65.00
	65.00 73425358 531100	PW/AMAZON/WWTP TEST PLUG			
		O&M-WWTP-SUPPLIES			
Invoice: 05/14/21-CK	248687 05/14/21-CK	05/25/2021		USB0521	16.34
	16.34 73411345 549100	PW/ADOBE/PRO SUBX			
		DUES/SUBSCRIPTIONS			
Invoice: 05/20/21-KB-C	248688 05/20/21-KB-C	05/25/2021		USB0521	90.00
	90.00 33011161 544000	HR/CRAIGSLIST/UTIL TECH			
		HR-C/E-ADVERTISING			

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK 356581 TOTAL: 20,519.25

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 20,519.25

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	20,519.25

*** GRAND TOTAL *** 20,519.25

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CLERK: cfreitas

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021 6 69									
APP 001-213000	06/09/2021	USB0521	USB CC			GENERAL - ACCOUNTS PAYABLE		17,411.41	
APP 635-111100	06/09/2021	USB0521	USB CC			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000	06/09/2021	USB0521	USB CC			CASH			20,519.25
APP 407-213000	06/09/2021	USB0521	USB CC			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000	06/09/2021	USB0521	USB CC			ACCOUNTS PAYABLE		150.37	
APP 631-213000	06/09/2021	USB0521	USB CC			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000	06/09/2021	USB0521	USB CC			ACCOUNTS PAYABLE		974.68	
APP 403-213000	06/09/2021	USB0521	USB CC			AP CASH DISBURSEMENTS JOURNAL			
APP 501-213000	06/09/2021	USB0521	USB CC			ACCOUNTS PAYABLE		715.61	
						AP CASH DISBURSEMENTS JOURNAL			
						ACCOUNTS PAYABLE		460.13	
						STREETS - ACCOUNTS PAYABLE		702.05	
						AP CASH DISBURSEMENTS JOURNAL			
						ACCOUNTS PAYABLE		48.00	
						AP CASH DISBURSEMENTS JOURNAL			
						ER&R-ACCOUNTS PAYABLE		57.00	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								20,519.25	20,519.25
APP 631-130000	06/09/2021	USB0521	USB CC			DUE TO/FROM CLEARING		20,059.12	
APP 001-130000	06/09/2021	USB0521	USB CC			GENERAL - DUE TO/FROM CLEARING			17,411.41
APP 401-130000	06/09/2021	USB0521	USB CC			DUE TO/FROM CLEARING			150.37
APP 407-130000	06/09/2021	USB0521	USB CC			DUE TO/FROM CLEARING			974.68
APP 402-130000	06/09/2021	USB0521	USB CC			DUE TO/FROM CLEARING			715.61
APP 101-130000	06/09/2021	USB0521	USB CC			STREETS - DUE TO/FROM CLEARING			702.05
APP 403-130000	06/09/2021	USB0521	USB CC			DUE TO/FROM CLEARING			48.00
APP 501-130000	06/09/2021	USB0521	USB CC			ER&R-DUE TO/FROM CLEARING			57.00
SYSTEM GENERATED ENTRIES TOTAL								20,059.12	20,059.12
JOURNAL 2021/06/69 TOTAL								40,578.37	40,578.37

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 6	69	06/09/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	17,411.41	17,411.41
				FUND TOTAL	17,411.41	17,411.41
101 STREET FUND 101-130000 101-213000	2021 6	69	06/09/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	702.05	702.05
				FUND TOTAL	702.05	702.05
401 WATER OPERATING FUND 401-130000 401-213000	2021 6	69	06/09/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	150.37	150.37
				FUND TOTAL	150.37	150.37
402 SEWER OPERATING FUND 402-130000 402-213000	2021 6	69	06/09/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	715.61	715.61
				FUND TOTAL	715.61	715.61
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 6	69	06/09/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	48.00	48.00
				FUND TOTAL	48.00	48.00
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2021 6	69	06/09/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	974.68	974.68
				FUND TOTAL	974.68	974.68
501 EQUIPMENT RENTAL & REVOLVING 501-130000 501-213000	2021 6	69	06/09/2021	ER&R-DUE TO/FROM CLEARING ER&R-ACCOUNTS PAYABLE	57.00	57.00
				FUND TOTAL	57.00	57.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2021 6	69	06/09/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	20,059.12 460.13	20,519.25
				FUND TOTAL	20,519.25	20,519.25

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		17,411.41
101	STREET FUND		702.05
401	WATER OPERATING FUND		150.37
402	SEWER OPERATING FUND		715.61
403	STORM & SURFACE WATER FUND		48.00
407	BUILDING & DEVELOPMENT FUND		974.68
501	EQUIPMENT RENTAL & REVOLVING		57.00
631	CLEARING FUND		
		20,059.12	
	TOTAL	20,059.12	20,059.12

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

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CASH ACCOUNT: 635		111100	CASH			INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC			
356582	06/09/2021	PRTD	551 CENTURYLINK	248539	0399MAY21	05/23/2021	M060921		3,046.97
	Invoice: 0399MAY21					CITYWIDE TELEMETRY & FAX SERVICE			
				1,565.74	91425358 542100	GG-WWTP-TELEPHONE/FAX			
				850.60	91411891 542100	GG-WTR-FAC-PHONE			
				79.34	91011755 542100	GG-C/E-COMMONS-PHONE			
				162.44	91011189 542100	GG-C/E-CITY HALL-PHONE			
				247.43	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
				77.02	91011255 542100	GG-C/E-COURT BLDG-PHONE			
				64.40	91011215 542100	GG-C/E-PD-PHONE			
	Invoice: 0225JUN21			248689	0225JUN21	06/02/2021	M060921		129.48
				129.48	91011897 542100	O&M FIRE ALARM MONIT			
						GG-C/E-O&M YARD FAC-PHONE			
	Invoice: 0456JUN21			248690	0456JUN21	06/02/2021	M060921		84.99
				84.99	91421891 542100	VILLAGE SEWER PUMP			
						GG-SWR-FAC-PHONE			
	Invoice: 0754JUN21			248691	0754JUN21	06/02/2021	M060921		65.94
				65.94	91411891 542100	FLETCHER BAY WELL TELEM			
						GG-WTR-FAC-PHONE			
	Invoice: 1745JUN21			248692	1745JUN21	06/02/2021	M060921		61.02
				61.02	91011189 542100	CH ELEVATOR SVC LINE			
						GG-C/E-CITY HALL-PHONE			
	Invoice: 3736JUN21			248693	3736JUN21	06/02/2021	M060921		129.48
				129.48	91011189 542100	CH FIRE ALARM MONIT			
						GG-C/E-CITY HALL-PHONE			
	Invoice: 5211JUN21			248694	5211JUN21	06/02/2021	M060921		220.44
				220.44	91011215 542100	POL PHN SVCS			
						GG-C/E-PD-PHONE			
	Invoice: 8731JUN21			248695	8731JUN21	06/02/2021	M060921		65.22
				65.22	91011755 542100	COMMONS FIRE ALARM MONIT			
						GG-C/E-COMMONS-PHONE			
	Invoice: 9136JUN21			248696	9136JUN21	06/02/2021	M060921		167.59
				167.59	91011189 542100	CH SECURITY ALARM MONIT			
						GG-C/E-CITY HALL-PHONE			
	Invoice: 9791JUN21			248697	9791JUN21	06/02/2021	M060921		137.80
				137.80	91011215 542100	POL TI MANDUS			
						GG-C/E-PD-PHONE			
	Invoice: 9840JUN21			248698	9840JUN21	06/02/2021	M060921		65.94
				65.94	91411891 542100	HEAD OF BAY WELL TELEM			
						GG-WTR-FAC-PHONE			
	Invoice: 9858JUN21			248699	9858JUN21	06/02/2021	M060921		50.35
						SANDS AVE WELL TELEM			

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CASH ACCOUNT: 635		111100	CASH			INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC			
				50.35	91411891 542100	GG-WTR-FAC-PHONE			
						CHECK	356582	TOTAL:	4,225.22
356583	06/09/2021	PRTD	1205 PUGET SOUND ENERGY	248700	0727APR21	05/28/2021		M060921	11.05
	Invoice: 0727APR21			11.05	91011739 547100	184 WINSLOW WAY E			
						COMM EVENTS-ELECTRICITY			
	Invoice: 828MAY21			248702	828MAY21	06/01/2021		M060921	237.48
				237.48	91415345 547100	TAYLOR WELLS LID17 PH1			
						GG-ROCKAWAY BCH-UTILITIES			
	Invoice: IL3MAY21			248703	IL3MAY21	06/01/2021		M060921	25.08
				25.08	91111263 547100	ROUNDAABOUT HS/MADISON IMPR			
						GG-STRT-STREET LIGHTING-UTIL			
	Invoice: 647MAY21			248704	647MAY21	06/01/2021		M060921	49.39
				49.39	91111263 547100	ST LT/TRAFFIC CONTR			
						GG-STRT-STREET LIGHTING-UTIL			
	Invoice: IL9MAY21			248705	IL9MAY21	06/01/2021		M060921	77.63
				77.63	91111263 547100	MADISON AVE S			
						GG-STRT-STREET LIGHTING-UTIL			
	Invoice: 285MAY21			248706	285MAY21	06/01/2021		M060921	277.72
				277.72	91421355 547100	SPS NORTHTOWN/SPORTSMAN			
						GG-SWR-ELECTRIC			
	Invoice: 735MAY21			248707	735MAY21	06/01/2021		M060921	51.71
				51.71	91011768 547100	SHANNON DR/WFP DOCK			
						GG-C/E-PARKS-ELECTRIC			
	Invoice: 182MAY21			248708	182MAY21	06/01/2021		M060921	58.20
				58.20	91011255 547100	MUNI COURT - METER E6			
						GG-C/E-COURT BLDG-ELECTRIC			
	Invoice: 058MAY21			248709	058MAY21	06/01/2021		M060921	37.69
				37.69	91011897 547100	NE HIDDEN COVE: SHOP			
						GG-C/E-O&M YARD FAC-ELECTRIC			
	Invoice: 973MAY21			248710	973MAY21	06/01/2021		M060921	12.64
				12.64	91415345 547100	OC RESERVOIR LIF17 PH2			
						GG-ROCKAWAY BCH-UTILITIES			
	Invoice: 558MAY21			248711	558MAY21	06/01/2021		M060921	2,305.49
				2,305.49	91011897 547100	7315 HIDDEN COVE RD			
						GG-C/E-O&M YARD FAC-ELECTRIC			
	Invoice: 336MAY21			248712	336MAY21	06/01/2021		M060921	110.92
				110.92	91421355 547100	SLS-9 ISLAND TERRACE			
						GG-SWR-ELECTRIC			

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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					
Invoice: IL11MAY21	248713 IL11MAY21	06/01/2021		M060921	21.51
	21.51 91111263 547100	ST LTS WW MAD TO 305			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: 520-330MAY21	248714 520-330MAY21	06/01/2021		M060921	75.88
	75.88 91011768 547100	210 WINSLOW WAY E IRRIGATION			
		GG-C/E-PARKS-ELECTRIC			
Invoice: 682-B-MAY21	248715 682-B-MAY21	06/01/2021		M060921	31.16
	31.16 91111263 547100	MUNI PARKING LOT: MADISON/MADRONA			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: 736MAY21	248716 736MAY21	06/01/2021		M060921	76.52
	76.52 91011768 547100	SHANNON DR/WFP RESTROOM			
		GG-C/E-PARKS-ELECTRIC			
Invoice: 040-581MAY21	248717 040-581MAY21	06/01/2021		M060921	147.54
	147.54 91421355 547100	3900 HALLS HILL RD PUMP			
		GG-SWR-ELECTRIC			
Invoice: 884MAY21	248718 884MAY21	06/01/2021		M060921	97.93
	97.93 91421355 547100	SLS FERRY TERMINAL			
		GG-SWR-ELECTRIC			
Invoice: 111MAY21	248719 111MAY21	06/01/2021		M060921	391.08
	391.08 91011215 547100	POL STN METER 2			
		GG-C/E-PD-ELECTRIC			
Invoice: 717MAY21	248720 717MAY21	06/01/2021		M060921	197.35
	197.35 91011215 547100	POL STN METER 1			
		GG-C/E-PD-ELECTRIC			
Invoice: 520-374MAY21	248721 520-374MAY21	06/01/2021		M060921	58.01
	58.01 91111264 547100	SIGNAL @ 108 OLY DR SE			
		GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 520-136MAY21	248722 520-136MAY21	06/01/2021		M060921	2,193.14
	2,193.14 91411345 547100	HOB BOOSTER PUMP/WELL			
		GG-WTR-ELECTRIC			
Invoice: IL5MAY21	248723 IL5MAY21	06/01/2021		M060921	109.33
	109.33 91111263 547100	COMMODORE OFF HS @ OLY			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: 291MAY21	248724 291MAY21	06/01/2021		M060921	15.66
	15.66 91411345 547100	HEAD OF BAY WELL FIELD			
		GG-WTR-ELECTRIC			
Invoice: 031MAY21	248725 031MAY21	06/01/2021		M060921	137.41
	137.41 91421355 547100	SLS-6 LOVELL LOWER			
		GG-SWR-ELECTRIC			

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
Invoice: IL12MAY21	248726 IL12MAY21	06/01/2021		M060921	55.45
	55.45 91111263 547100	ST LTS WW 305 - FERNCLIFF			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: 040-714MAY21	248727 040-714MAY21	06/01/2021		M060921	13.33
	13.33 91021182 547100	7095 NE TWIN PONDS RD			
		GG-OS-PROP MNGT-ELECTRIC			
Invoice: 206MAY21	248728 206MAY21	06/01/2021		M060921	404.69
	404.69 91421355 547100	4586 PT WHT DR NE			
		GG-SWR-ELECTRIC			
Invoice: 256MAY21	248729 256MAY21	06/01/2021		M060921	354.26
	354.26 91421355 547100	SLS-8 HWY 305/HARBORVIEW			
		GG-SWR-ELECTRIC			
Invoice: 636MAY21	248730 636MAY21	06/01/2021		M060921	83.34
	83.34 91421355 547100	SLS-7 WING PT WAY			
		GG-SWR-ELECTRIC			
Invoice: 888MAY21	248731 888MAY21	06/01/2021		M060921	183.73
	183.73 91411345 547100	NE HS RD PUMP			
		GG-WTR-ELECTRIC			
Invoice: 658MAY21	248732 658MAY21	06/01/2021		M060921	89.62
	89.62 91421355 547100	SLS-4 IRENE/LOWER HAWLEY			
		GG-SWR-ELECTRIC			
Invoice: 520-298MAY21	248733 520-298MAY21	06/01/2021		M060921	297.63
	297.63 91421355 547100	SLS-5 WW/SUNDAY COVE			
		GG-SWR-ELECTRIC			
Invoice: 640MAY21	248734 640MAY21	06/01/2021		M060921	14.58
	14.58 91011768 547100	BRIEN DR S/BOOTH EL PANEL			
		GG-C/E-PARKS-ELECTRIC			
Invoice: 983MAY21	248735 983MAY21	06/01/2021		M060921	12.04
	12.04 91111264 547100	MILLER RD NE BEACON			
		GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 067MAY21	248736 067MAY21	06/01/2021		M060921	11.05
	11.05 91111263 547100	MADISON PARKING LOT			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL7MAY21	248737 IL7MAY21	06/01/2021		M060921	67.21
	67.21 91111263 547100	MADISON PRJ HS TO WINSLOW II			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: 466MAY21	248738 466MAY21	06/01/2021		M060921	11.59
	11.59 91111264 547100	MADISON/HS RAINBRINGER			
		GG-STREET-TRAF CONTROL-UTILITY			

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL	DESC		
Invoice: 093MAY21		248739	093MAY21	06/01/2021		M060921	2,828.52
		2,828.52	91411345 547100	FLETCHER BAY WELL FIELD	GG-WTR-ELECTRIC		
Invoice: 444MAY21		248740	444MAY21	06/01/2021		M060921	321.89
		321.89	91011755 547100	BI COMMONS	GG-C/E-COMMONS-ELECTRIC		
Invoice: 461MAY21		248741	461MAY21	06/01/2021		M060921	6,146.51
		6,146.51	91425358 547100	WWTP	GG-WWTP-ELECTRIC		
Invoice: WW&305MAY21		248742	WW&305MAY21	06/01/2021		M060921	338.68
		338.68	91111264 547100	WINSLOW WAY & 305	GG-STREET-TRAF CONTROL-UTILITY		
Invoice: 831MAY21		248743	831MAY21	06/01/2021		M060921	3,174.52
		3,174.52	91411345 547100	SANCE AVE NE WELL FIELD	GG-WTR-ELECTRIC		
Invoice: 797MAY21		248744	797MAY21	06/01/2021		M060921	133.59
		133.59	91011255 547100	MUNI COURT METER E3	GG-C/E-COURT BLDG-ELECTRIC		
Invoice: 247MAY21		248745	247MAY21	06/01/2021		M060921	12.76
		12.76	91435838 547100	SSWM/DECANT FAC	GG-DECANT-ELECTRIC		
Invoice: 143MAY21		248746	143MAY21	06/01/2021		M060921	11.05
		11.05	91111264 547100	REITAN RD/WELCOME TO BI	GG-STREET-TRAF CONTROL-UTILITY		
Invoice: IL1MAY21		248747	IL1MAY21	06/01/2021		M060921	166.64
		166.64	91111263 547100	ERCKSN/MDSN/WNSLW/KNTCHL	GG-STRT-STREET LIGHTING-UTIL		
Invoice: 710MAY21		248748	710MAY21	06/01/2021		M060921	190.32
		190.32	91421355 547100	SLS-2 VILLAGE CENTER	GG-SWR-ELECTRIC		
Invoice: 893MAY21		248749	893MAY21	06/01/2021		M060921	751.44
		751.44	91111263 547100	MUNI ST LIGHTING	GG-STRT-STREET LIGHTING-UTIL		
Invoice: 040-751MAY21		248750	040-751MAY21	06/01/2021		M060921	11.81
		11.81	91411345 547100	520 ERICKSEN AVE PRV	GG-WTR-ELECTRIC		
Invoice: SPRINGMAY21		248751	SPRINGMAY21	06/01/2021		M060921	37.36
		37.36	91111263 547100	SPRINGRIDGE RD/HANSEN HILL	GG-STRT-STREET LIGHTING-UTIL		

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
Invoice: LYNCTRMAY21	248752 LYNCTRMAY21	06/01/2021		M060921	58.27
	58.27 91111263 547100	BLOSSOM HILL			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: BKLYN@MADMAY21	248753 BKLYN@MADMAY21	06/01/2021		M060921	14.95
	14.95 91111263 547100	N. BROOKLYN & MAD AVE ST LT			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: 2360-MADMAY21	248754 2360-MADMAY21	06/01/2021		M060921	14.95
	14.95 91111263 547100	2360 MAD AVE N - E ENTRANCE ST LT			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: MAD&ORDMAY21	248755 MAD&ORDMAY21	06/01/2021		M060921	14.95
	14.95 91111263 547100	MADISON AVE/ORDWAY CROSS ST LT			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: BKLYN&NTOWNMAY21	248756 BKLYN&NTOWNMAY21	06/01/2021		M060921	14.95
	14.95 91111263 547100	N/ BROOKLYN & N. TOWN ST LT			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: WING&AZALEAMAY21	248757 WING&AZALEAMAY21	06/01/2021		M060921	12.36
	12.36 91111263 547100	WING PT & AZALEA ST LT			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: W.OFMAD-PH2MAY21	248758 W.OFMAD-PH2MAY21	06/01/2021		M060921	992.71
	992.71 91111263 547100	W. OF MADISON - BAINBRIDGE CO PH1			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: E.OFMAD-PH2MAY21	248759 E.OFMAD-PH2MAY21	06/01/2021		M060921	1,970.87
	1,970.87 91111263 547100	E. OF MADISON BAINBRIDGE CO PH2			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: MAD&H.S.MAY21	248760 MAD&H.S.MAY21	06/01/2021		M060921	45.69
	45.69 91111263 547100	MADISON AVE/HS AVE ST LT			
		GG-STRT-STREET LIGHTING-UTIL			
Invoice: 2665MAY21	248761 2665MAY21	06/01/2021		M060921	33.78
	33.78 91011768 547100	WFP			
		GG-C/E-PARKS-ELECTRIC			
Invoice: 2681MAY21	248762 2681MAY21	06/01/2021		M060921	11.05
	11.05 91011768 547100	WFP EL PANEL #4			
		GG-C/E-PARKS-ELECTRIC			
Invoice: 2996MAY21	248763 2996MAY21	06/01/2021		M060921	17.33
	17.33 91411345 547100	965 WEAVER RD NW			
		GG-WTR-ELECTRIC			
Invoice: 3010MAY21	248764 3010MAY21	06/01/2021		M060921	11.05
	11.05 91011768 547100	WPF EL PANEL #3			
		GG-C/E-PARKS-ELECTRIC			

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 3028MAY21		248765	3028MAY21	06/01/2021		M060921	12.43
		12.43	91011768 547100	WFP EL PANEL #2			
				GG-C/E-PARKS-ELECTRIC			
Invoice: 3044MAY21		248766	3044MAY21	06/01/2021		M060921	11.05
		11.05	91011739 547100	278 WINSLOW WAY E #KIOSK			
				COMM EVENTS-ELECTRICITY			
Invoice: 3051MAY21		248767	3051MAY21	06/01/2021		M060921	11.05
		11.05	91011768 547100	WFP EL PANEL #1			
				GG-C/E-PARKS-ELECTRIC			
Invoice: 5760MAY21		248768	5760MAY21	06/01/2021		M060921	82.05
		82.05	91421355 547100	TREATMENT PLANT LS #3			
				GG-SWR-ELECTRIC			
Invoice: 0909MAY21		248769	0909MAY21	06/01/2021		M060921	3,327.16
		3,327.16	71011183 54710000724	8804 N MADISON			
				PD/COURT BLDG NON CAP-ELECTRIC			
Invoice: 0120MAY21		248770	0120MAY21	06/01/2021		M060921	17.02
		17.02	91111263 547100	220 OLY DR ST LTS			
				GG-STRT-STREET LIGHTING-UTIL			
Invoice: 9485MAY21		248771	9485MAY21	06/01/2021		M060921	2,579.79
		2,579.79	91011189 547100	280 MADISON AVE N			
				GG-C/E-CITY HALL-ELECTRIC			
Invoice: 8808MAY21		248772	8808MAY21	06/01/2021		M060921	30.81
		30.81	91011557 547100	9229 NE DAY RD E - FOF			
				FARMS-ELECTRIC			
Invoice: 1182MAY21		248773	1182MAY21	06/01/2021		M060921	20.62
		20.62	73416345 547100	CASEY ST WATER			
				CASEY STREET WTR-ELECTRICITY			
Invoice: 1977MAY21		248774	1977MAY21	06/01/2021		M060921	14.88
		14.88	91411345 547100	LOVELL AVE NW PRV			
				GG-WTR-ELECTRIC			
Invoice: 573MAY21		248775	573MAY21	06/01/2021		M060921	13.51
		13.51	91411345 547100	COMMODORE/HS RESERVOIR			
				GG-WTR-ELECTRIC			
				CHECK	356583	TOTAL:	31,864.41
356584 06/09/2021 PRD	6488 WOOD ENVIRONMENT & I	248701	S51702679	04/14/2021		M060921	682.51
Invoice: S51702679		682.51	72655860 58600000370	3RD PARTY GEOTECHNICAL REVIEW			
				GEO TECCH-3RD PARTY REVIEWS			

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	CHECK	356584	TOTAL :	682.51
NUMBER OF CHECKS	3	*** CASH ACCOUNT TOTAL ***		36,772.14
		COUNT	AMOUNT	
TOTAL PRINTED CHECKS		3	36,772.14	
		*** GRAND TOTAL ***		36,772.14

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JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021 6 70 APP 402-213000	06/09/2021	M060921	060921			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		10,070.67	
APP 635-111100	06/09/2021	M060921	060921			CASH AP CASH DISBURSEMENTS JOURNAL			36,772.14
APP 401-213000	06/09/2021	M060921	060921			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		9,756.67	
APP 001-213000	06/09/2021	M060921	060921			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		11,258.19	
APP 101-213000	06/09/2021	M060921	060921			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		4,991.34	
APP 403-213000	06/09/2021	M060921	060921			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		12.76	
APP 650-213000	06/09/2021	M060921	060921			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		682.51	
GENERAL LEDGER TOTAL								36,772.14	36,772.14
APP 631-130000	06/09/2021	M060921	060921			DUE TO/FROM CLEARING		36,772.14	
APP 402-130000	06/09/2021	M060921	060921			DUE TO/FROM CLEARING			10,070.67
APP 401-130000	06/09/2021	M060921	060921			DUE TO/FROM CLEARING			9,756.67
APP 001-130000	06/09/2021	M060921	060921			GENERAL - DUE TO/FROM CLEARING			11,258.19
APP 101-130000	06/09/2021	M060921	060921			STREETS - DUE TO/FROM CLEARING			4,991.34
APP 403-130000	06/09/2021	M060921	060921			DUE TO/FROM CLEARING			12.76
APP 650-130000	06/09/2021	M060921	060921			DUE TO/FROM CLEARING			682.51
SYSTEM GENERATED ENTRIES TOTAL								36,772.14	36,772.14
JOURNAL 2021/06/70 TOTAL								73,544.28	73,544.28

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 6	70	06/09/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	11,258.19	11,258.19
				FUND TOTAL	11,258.19	11,258.19
101 STREET FUND 101-130000 101-213000	2021 6	70	06/09/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	4,991.34	4,991.34
				FUND TOTAL	4,991.34	4,991.34
401 WATER OPERATING FUND 401-130000 401-213000	2021 6	70	06/09/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9,756.67	9,756.67
				FUND TOTAL	9,756.67	9,756.67
402 SEWER OPERATING FUND 402-130000 402-213000	2021 6	70	06/09/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	10,070.67	10,070.67
				FUND TOTAL	10,070.67	10,070.67
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 6	70	06/09/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	12.76	12.76
				FUND TOTAL	12.76	12.76
631 CLEARING FUND 631-130000 635-111100	2021 6	70	06/09/2021	DUE TO/FROM CLEARING CASH	36,772.14	36,772.14
				FUND TOTAL	36,772.14	36,772.14
650 AGENCY FUND 650-130000 650-213000	2021 6	70	06/09/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	682.51	682.51
				FUND TOTAL	682.51	682.51

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		11,258.19
101	STREET FUND		4,991.34
401	WATER OPERATING FUND		9,756.67
402	SEWER OPERATING FUND		10,070.67
403	STORM & SURFACE WATER FUND		12.76
631	CLEARING FUND	36,772.14	
650	AGENCY FUND		682.51
TOTAL		36,772.14	36,772.14

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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																
356585	06/11/2021	PRTD	8646	ISLAND HANDS		248777	2023	05/20/2021		M061121					8,208.00	
Invoice: 2023								EMERGENCY JANITORIAL - COVID-19								
						7,961.76	73011183	54810101069	COVID19-EXTRA JANITORIAL							
						246.24	73425358	54810101069	COVID19-SWR-EXTRA JANITORIAL							
						248779	2024	05/20/2021		M061121					13,870.09	
Invoice: 2024								2020-2023 JANITORIAL CONTRACT								
						13,662.93	73011183	54110000269	JANITORIAL CONTRACT-PRO SVCS							
						207.16	73425358	54110000269	JANITORIAL CONTRACT-PRO SVCS							
										CHECK	356585	TOTAL:				22,078.09
										NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***				22,078.09
										COUNT	AMOUNT					
TOTAL PRINTED CHECKS										1	22,078.09					
												*** GRAND TOTAL ***				22,078.09

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JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T 0B	DEBIT	CREDIT
2021 6 119 APP 001-213000	06/11/2021	M061121	061121			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		21,624.69	
APP 635-111100	06/11/2021	M061121	061121			CASH AP CASH DISBURSEMENTS JOURNAL			22,078.09
APP 402-213000	06/11/2021	M061121	061121			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		453.40	
GENERAL LEDGER TOTAL								22,078.09	22,078.09
APP 631-130000	06/11/2021	M061121	061121			DUE TO/FROM CLEARING		22,078.09	
APP 001-130000	06/11/2021	M061121	061121			GENERAL - DUE TO/FROM CLEARING			21,624.69
APP 402-130000	06/11/2021	M061121	061121			DUE TO/FROM CLEARING			453.40
SYSTEM GENERATED ENTRIES TOTAL								22,078.09	22,078.09
JOURNAL 2021/06/119 TOTAL								44,156.18	44,156.18

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 6	119	06/11/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	21,624.69	21,624.69
				FUND TOTAL	21,624.69	21,624.69
402 SEWER OPERATING FUND 402-130000 402-213000	2021 6	119	06/11/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	453.40	453.40
				FUND TOTAL	453.40	453.40
631 CLEARING FUND 631-130000 635-111100	2021 6	119	06/11/2021	DUE TO/FROM CLEARING CASH	22,078.09	22,078.09
				FUND TOTAL	22,078.09	22,078.09

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		21,624.69
402	SEWER OPERATING FUND		453.40
631	CLEARING FUND		
		22,078.09	
TOTAL		22,078.09	22,078.09

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CASH ACCOUNT: 635		111100	CASH			INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC			
356586	06/16/2021	PRTD	47 BAINBRIDGE DISPOSAL	248782	0001091965	05/31/2021	M061621		2,213.39
	Invoice: 0001091965					CITYWIDE DISP SVCS MAY 2021			
				143.70	91011215 547900	GG-C/E-PD-GARBAGE			
				30.00	91111427 547900	GG-STREET-ROADSIDE-GARBAGE			
				477.92	91011768 547900	GG-C/E-PARKS-GARBAGE			
				433.74	91425358 547900	GG-WWTP-GARBAGE(NOT BIOSOLIDS)			
				1,108.07	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
				19.96	91111427 547900	GG-STREET-ROADSIDE-GARBAGE			
				248783	0001092155	05/31/2021	M061621		346.96
	Invoice: 0001092155					CITY HALL DISP SVCS MAY 2021			
				346.96	91011189 547900	GG-C/E-CITY HALL-GARBAGE			
				248784	000109221	05/31/2021	M061621		78.96
	Invoice: 000109221					BIG BELLY DISP SVCS MAY 2021			
				78.96	91011189 547903	BIG BELLY SOLAR GARBAGE CANS			
						CHECK	356586 TOTAL:		2,639.31
356587	06/16/2021	PRTD	551 CENTURYLINK	248810	4953JUN21	06/07/2021	M061621		74.99
	Invoice: 4953JUN21					310 MADISON AVE SLS TELEM			
				74.99	91421891 542100	GG-SWR-FAC-PHONE			
				248811	5127JUN21	06/07/2021	M061621		201.39
	Invoice: 5127JUN21					8804 MADISON AVE			
				201.39	71011183 54210000724	PD/COURT BLDG NON CAP-PHONE			
				248812	5996JUN21	06/07/2021	M061621		97.10
	Invoice: 5996JUN21					E-PHONE @ WFP DOCK			
				97.10	91011757 542100	GG-GF-WFP DOCK-PHONE			
				248813	8834JUN21	06/04/2021	M061621		74.99
	Invoice: 8834JUN21					259 FERNCLIFF PRV TELEM			
				74.99	91411891 542100	GG-WTR-FAC-PHONE			
						CHECK	356587 TOTAL:		448.47
356588	06/16/2021	PRTD	1971 KELLEY CONNECT	248785	29412142	05/31/2021	M061621		318.28
	Invoice: 29412142					ENG/COPIER LEASE			
				318.28	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
				248786	29412144	05/31/2021	M061621		189.66
	Invoice: 29412144					CRT/COPIER LEASE			
				189.66	21011125 545000	COURT - RENTS & LEASES - OPER			
				248787	29412141	05/31/2021	M061621		316.10
	Invoice: 29412141					PCD/COPIER LEASE			
				316.10	61470581 549500	PCDADM-DEV-COPIES/PRINTING			
				248788	29412143	05/31/2021	M061621		360.80

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CASH ACCOUNT: 635		111100	CASH		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME							
INVOICE DTL DESC										
Invoice: 29412143							PCD/COPIER LEASE			
				360.80	61470581	549500	PCDADM-DEV-COPIES/PRINTING			
							CHECK	356588	TOTAL:	1,184.84
356589	06/16/2021	PRTD	420 PITNEY BOWES GLOBAL	248789	3313565886		05/27/2021	M061621		1,129.33
Invoice: 3313565886							0011334337	POSTAGE MACHINE LEASE		
				1,129.33	44011141	545000	RENTS & LEASES - OPERATING			
							CHECK	356589	TOTAL:	1,129.33
356590	06/16/2021	PRTD	1205 PUGET SOUND ENERGY	248814	1716MAY21		06/09/2021	M061621		17.54
Invoice: 1716MAY21							ROCKAWAY INTERTIE PRV			
				17.54	91415345	547100	GG-ROCKAWAY BCH-UTILITIES			
							CHECK	356590	TOTAL:	17.54
356591	06/16/2021	PRTD	1485 VERIZON WIRELESS	248790	9881039530		06/01/2021	M061621		8,365.26
Invoice: 9881039530							CITYWIDE WIRELESS CHARGES			
				3,556.77	91011189	542100	GG-C/E-CITY HALL-PHONE			
				3,269.97	73411345	53110000986	METER REPL-METER PURCHASES			
				1,276.03	91011189	54210001069	COVID19-ADD'L CELL PHONES			
				170.40	73411345	542100	O&M-WTR MAINT-PHONE/POSTAGE			
				92.09	72637319	54210000809	WATER QUAL FLOW MONIT-MODEM			
				248791	9881039531		06/01/2021	M061621		78.96
Invoice: 9881039531							ENG/MODEM LINES C.BERG PRJ			
				78.96	72637319	54210000809	WATER QUAL FLOW MONIT-MODEM			
							CHECK	356591	TOTAL:	8,444.22
					NUMBER OF CHECKS	6	*** CASH ACCOUNT TOTAL ***			13,863.71
							COUNT	AMOUNT		
					TOTAL PRINTED CHECKS		6	13,863.71		
									*** GRAND TOTAL ***	13,863.71

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CLERK: cfreitas

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021 6 178									
APP 001-213000	06/16/2021	M061621	061621			GENERAL - ACCOUNTS PAYABLE		8,924.17	
APP 635-111100	06/16/2021	M061621	061621			AP CASH DISBURSEMENTS JOURNAL			
						CASH			13,863.71
APP 101-213000	06/16/2021	M061621	061621			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000	06/16/2021	M061621	061621			STREETS - ACCOUNTS PAYABLE		49.96	
APP 401-213000	06/16/2021	M061621	061621			AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000	06/16/2021	M061621	061621			ACCOUNTS PAYABLE		508.73	
APP 631-213000	06/16/2021	M061621	061621			AP CASH DISBURSEMENTS JOURNAL			
						ACCOUNTS PAYABLE		3,532.90	
						AP CASH DISBURSEMENTS JOURNAL			
						ACCOUNTS PAYABLE		676.90	
						AP CASH DISBURSEMENTS JOURNAL			
						ACCOUNTS PAYABLE		171.05	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								13,863.71	13,863.71
APP 631-130000	06/16/2021	M061621	061621			DUE TO/FROM CLEARING		13,692.66	
APP 001-130000	06/16/2021	M061621	061621			GENERAL - DUE TO/FROM CLEARING			8,924.17
APP 101-130000	06/16/2021	M061621	061621			STREETS - DUE TO/FROM CLEARING			49.96
APP 402-130000	06/16/2021	M061621	061621			DUE TO/FROM CLEARING			508.73
APP 401-130000	06/16/2021	M061621	061621			DUE TO/FROM CLEARING			3,532.90
APP 407-130000	06/16/2021	M061621	061621			DUE TO/FROM CLEARING			676.90
SYSTEM GENERATED ENTRIES TOTAL								13,692.66	13,692.66
JOURNAL 2021/06/178 TOTAL								27,556.37	27,556.37

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 6	178	06/16/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	8,924.17	8,924.17
				FUND TOTAL	8,924.17	8,924.17
101 STREET FUND 101-130000 101-213000	2021 6	178	06/16/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	49.96	49.96
				FUND TOTAL	49.96	49.96
401 WATER OPERATING FUND 401-130000 401-213000	2021 6	178	06/16/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,532.90	3,532.90
				FUND TOTAL	3,532.90	3,532.90
402 SEWER OPERATING FUND 402-130000 402-213000	2021 6	178	06/16/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	508.73	508.73
				FUND TOTAL	508.73	508.73
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2021 6	178	06/16/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	676.90	676.90
				FUND TOTAL	676.90	676.90
631 CLEARING FUND 631-130000 631-213000 635-111100	2021 6	178	06/16/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	13,692.66 171.05	13,863.71
				FUND TOTAL	13,863.71	13,863.71

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		8,924.17
101	STREET FUND		49.96
401	WATER OPERATING FUND		3,532.90
402	SEWER OPERATING FUND		508.73
407	BUILDING & DEVELOPMENT FUND		676.90
631	CLEARING FUND		
		13,692.66	
TOTAL		13,692.66	13,692.66

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

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CASH ACCOUNT: 635		111100		CASH		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					INVOICE DTL DESC			
356592	06/23/2021	PRTD	9249 911 SUPPLY INC	248792	INV-2-11054			06/09/2021		06/20/21	41.44
	Invoice: INV-2-11054			41.44	53011212 520000			POL/GOLD HASHMARKS			
								POLICE - C/E PATROL BENEFITS			
								CHECK	356592	TOTAL:	41.44
356593	06/23/2021	PRTD	5 ACE HARDWARE	248793	48721/1			05/14/2021		06/20/21	6.53
	Invoice: 48721/1			6.53	73111262 531100			PW/BARBED COUPL 1/2"			
								O&M-RDS-TRAILS-SUPPLIES			
	Invoice: 48769/1			248794	48769/1			05/21/2021		06/20/21	9.74
				9.74	73011755 531100			PW/26W BULBS			
								O&M-COMMONS SUPPLIES			
	Invoice: 48679/1			248795	48679/1			05/10/2021		06/20/21	80.55
				80.55	73425358 531100			PW/WWTP MX SUPPLIES			
								O&M-WWTP-SUPPLIES			
	Invoice: 48796/1			248796	48796/1			05/26/2021		06/20/21	74.08
				74.08	73425358 531100			PW/WWTP MX SUPPLIES			
								O&M-WWTP-SUPPLIES			
	Invoice: 48804/1			248797	48804/1			05/27/2021		06/20/21	63.18
				63.18	73411345 531100			PW/JARS, BAGS, AUGER			
								OFFICE SUPPLIES			
	Invoice: 48808/1			248798	48808/1			05/27/2021		06/20/21	27.20
				27.20	73425358 531100			PW/WIRE CONNECTORS			
								O&M-WWTP-SUPPLIES			
	Invoice: 48811/1			248799	48811/1			05/28/2021		06/20/21	56.66
				56.66	73411345 531100			PW/BATTERIES			
								OFFICE SUPPLIES			
	Invoice: 48816/1			248800	48816/1			05/28/2021		06/20/21	133.98
				133.98	73411345 531100			PW/MX SUPPLIES			
								OFFICE SUPPLIES			
	Invoice: 48847/1			248801	48847/1			06/03/2021		06/20/21	39.75
				39.75	73411345 531100			PW/PRESSURE GAUGES, HAMMER			
								OFFICE SUPPLIES			
	Invoice: 48850/1			248802	48850/1			06/04/2021		06/20/21	15.18
				15.18	55011757 531100			POL/SCREWS			
								PD-HARBORMASTER-SUPPLIES			
								CHECK	356593	TOTAL:	506.85

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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									
356594	06/23/2021	PRTD	7726 AIR MANAGEMENT SOLUT	248805	0001135216	05/19/2021		06/20/21	451.82
	Invoice: 0001135216					PW/EXHAUST FAN BELT REPL			
				451.82	73011897 54810000707	PWY HVAC-REPAIRS			
	Invoice: 0001135217			248806	0001135217	05/19/2021		06/20/21	686.64
				686.64	73011215 54810000707	PW/POL STN HVAC REPR PD HVAC-REPAIRS			
	Invoice: 0001135419			248808	0001135419	05/19/2021		06/20/21	403.30
				403.30	73011897 54810000707	PW/PW AIR COMPR REPR PWY HVAC-REPAIRS			
						CHECK	356594	TOTAL:	1,541.76
356595	06/23/2021	PRTD	7166 AMERICAN MESSAGING	248809	W4104492VF	06/01/2021		06/20/21	94.83
	Invoice: W4104492VF					PW/MESSAGING SVCS			
				94.83	73637891 542100	O&M - ALLOC FACIL TELEPHONE			
						CHECK	356595	TOTAL:	94.83
356596	06/23/2021	PRTD	7821 ARAMARK	248815	512000056623	05/13/2021		06/20/21	60.58
	Invoice: 512000056623					PW/LAUNDRY SERVICE			
				60.58	73638893 589310	LAUNDRY SERVICES			
	Invoice: 512000061255			248816	512000061255	05/20/2021		06/20/21	60.58
				60.58	73638893 589310	PW/LAUNDRY SERVICE LAUNDRY SERVICES			
	Invoice: 512000065655			248817	512000065655	05/27/2021		06/20/21	63.41
				63.41	73638893 589310	PW/LAUNDRY SERVICE LAUNDRY SERVICES			
						CHECK	356596	TOTAL:	184.57
356597	06/23/2021	PRTD	2138 ASPECT CONSULTING LL	248818	41349	06/08/2021		06/20/21	4,272.60
	Invoice: 41349					SUYEMATSU SOIL & GROUNDWATER I			
				4,272.60	73011317 54110000812	SUYEMATSU FUEL RMV - PROF SVC			
						CHECK	356597	TOTAL:	4,272.60
356598	06/23/2021	PRTD	1235 AT&T ONENET SERVICE	248819	1273806290	06/01/2021		06/20/21	16.88
	Invoice: 1273806290					FIN/FAX LONG DIST			
				16.88	91011189 542100	GG-C/E-CITY HALL-PHONE			
	Invoice: 1273814521			248820	1273814521	06/01/2021		06/20/21	.71
				.71	91011189 542100	PCD/FAX LONG DIST GG-C/E-CITY HALL-PHONE			

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
CHECK 356598 TOTAL:									17.59	
356599	06/23/2021	PRTD	4365 AUTOMATIC FUNDS TRAN	248821	121202	05/25/2021		06/20/21	10.17	
Invoice: 121202					UB/FINAL BILL: PRINT & MAIL					
				1.77	43411341 541100	FIN - WATER ADMIN PROF SERVICE				
				1.77	43421351 541100	FIN - SEWER ADMIN PROF SERVICE				
				3.31	91411891 542500	GG-WTR-FAC-POSTAGE				
				3.32	91421891 542500	GG-SWR-FAC-POSTAGE				
Invoice: 121217									108.62	
				19.79	43411341 541100	UB/DELINQUENT INVOICES				
				19.80	43421351 541100	FIN - WATER ADMIN PROF SERVICE				
				34.52	91411891 542500	FIN - SEWER ADMIN PROF SERVICE				
				34.51	91421891 542500	GG-WTR-FAC-POSTAGE				
						GG-SWR-FAC-POSTAGE				
Invoice: BAIN2105028									209.60	
				201.40	41011141 541100	FIN/B&O MAY 2021				
				8.20	41011141 542500	FIN - C/E ADMIN PROF SERVICES				
						FIN-C/E-ADM-POSTAGE/SHIPPING				
Invoice: BAIN2105983									317.00	
				158.50	43411341 541100	UB/PHONE & WEB PMT SVCS				
				158.50	43421351 541100	FIN - WATER ADMIN PROF SERVICE				
						FIN - SEWER ADMIN PROF SERVICE				
CHECK 356599 TOTAL:									645.39	
356600	06/23/2021	PRTD	55 SOUND PUBLISHING, IN	248826	8027417-2572698	05/31/2021		06/20/21	125.00	
Invoice: 8027417-2572698					CC/CITY ADV GROUPS					
				125.00	11011113 544000	COUNCIL - LEGAL NOTICES				
Invoice: 8027417-2575451									125.00	
				125.00	11011113 544000	CC/GRANT COMMITTEE				
						COUNCIL - LEGAL NOTICES				
CHECK 356600 TOTAL:									250.00	
356601	06/23/2021	PRTD	55 SOUND PUBLISHING, IN	248829	BIR927600	05/21/2021		06/20/21	82.17	
Invoice: BIR927600					PCD/NOA: PLN13527C SPT					
				82.17	63470586 544000	CUR-DEV-ZONING-ADV				
Invoice: BIR927704									172.36	
				172.36	11011113 544000	CC/PUB HEARING NOTICE: MFTE				
						COUNCIL - LEGAL NOTICES				
Invoice: BIR928187									80.28	
						PCD/NOA: PLN51498				

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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										
				80.28	63470586 544000	CUR-DEV-ZONING-ADV				
Invoice: BIR928188				248832	BIR928188	05/28/2021		06/20/21	103.89	
				103.89	63470586 544000	PCD/ORD 2021-12				
						CUR-DEV-ZONING-ADV				
Invoice: BIR928276				248833	BIR928276	05/28/2021		06/20/21	43.68	
				43.68	11011113 544000	CC/ORD 2021-15				
						COUNCIL - LEGAL NOTICES				
Invoice: BIR928291				248834	BIR928291	05/28/2021		06/20/21	42.50	
				42.50	11011113 544000	CC/ORD 2021-16				
						COUNCIL - LEGAL NOTICES				
Invoice: BIR928309				248835	BIR928309	05/28/2021		06/20/21	83.82	
				83.82	11011113 544000	CC/PUB HEARINGL ORD 2021-17				
						COUNCIL - LEGAL NOTICES				
						CHECK	356601	TOTAL:	608.70	
356602 06/23/2021 PRD			55 SOUND PUBLISHING, IN	248828	8027629	05/31/2021		06/20/21	344.76	
Invoice: 8027629						HR/ADS: MX TECH, UTIL TECH, WWTP OP				
				344.76	33011161 544000	HR-C/E-ADVERTISING				
						CHECK	356602	TOTAL:	344.76	
356603 06/23/2021 PRD			9501 DIMITRI BALASHOV	248889	LIC FEE REBATE 2021	06/15/2021		06/20/21	10.00	
Invoice: LIC FEE REBATE 2021						TRANSP BENEFOT DIST REBATE				
				10.00	17131 317600	TBF-VEHICLE FEES				
						CHECK	356603	TOTAL:	10.00	
356604 06/23/2021 PRD			7769 BERK & ASSOCIATES, I	248837	10580-04-21	05/18/2021		06/20/21	2,380.00	
Invoice: 10580-04-21						PSE FRANCHISE AGREEMENT - PW				
				2,380.00	72011593 54245001160	PSE FRANCHISE-OUTREACH				
Invoice: 10580-05-21				248838	10580-05-21	05/21/2021		06/20/21	5,915.00	
				5,915.00	72011593 54245001160	PSE FRANCHISE AGREEMENT - PW				
						PSE FRANCHISE-OUTREACH				
						CHECK	356604	TOTAL:	8,295.00	
356605 06/23/2021 PRD			45 BAINBRIDGE ISLAND CH	248841	17080	05/27/2021		06/20/21	8,081.76	
Invoice: 17080						VISITOR INFORMATION CENTER				
				8,081.76	91140573 541100	GG-TOUR-PROF SERVICES				

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
						CHECK	356605	TOTAL:	8,081.76	
356606	06/23/2021	PRTD	50 BAINBRIDGE ISLAND EL	248839	20210055	06/04/2021		06/20/21	328.53	
	Invoice: 20210055					PW/LS CABLE REPAIR				
				328.53	73421355 541100	WIN COLL-PROF SVCS				
						CHECK	356606	TOTAL:	328.53	
356607	06/23/2021	PRTD	9262 BOULDER PARK INC	248844	3583	05/19/2021		06/20/21	8,862.11	
	Invoice: 3583					BOIDLIDS MANAGEMENT/DISPOSAL				
				8,862.11	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL				
						CHECK	356607	TOTAL:	8,862.11	
356608	06/23/2021	PRTD	360 BUILDERS FIRSTSOURCE	248845	83494239	06/01/2021		06/20/21	37.04	
	Invoice: 83494239					PW/BOX TURF W/ COVER				
				37.04	73111262 53110001165	EXTEND STO IRRIGATION-SUPPLIES				
				248846	83495058	06/01/2021		06/20/21	34.23	
	Invoice: 83495058					PW/BRICKS, BLOCKS				
				34.23	73111262 53110001165	EXTEND STO IRRIGATION-SUPPLIES				
						CHECK	356608	TOTAL:	71.27	
356609	06/23/2021	PRTD	9774 CASAL'S CUSTOM SERVI	248847	BLD25630	06/08/2021		06/20/21	38.07	
	Invoice: BLD25630					REFUND: BLD25630 R-PLM				
				38.07	47148 322100	BUILDINGS, STRUCT. & EQ				
						CHECK	356609	TOTAL:	38.07	
356610	06/23/2021	PRTD	8253 CHS NORTHWEST	248849	42307/H	05/21/2021		06/20/21	456.12	
	Invoice: 42307/H					PW/SALT				
				456.12	73411345 531100	OFFICE SUPPLIES				
				248850	42357/H	05/28/2021		06/20/21	456.12	
	Invoice: 42357/H					PW/SALT				
				456.12	73411345 531100	OFFICE SUPPLIES				
						CHECK	356610	TOTAL:	912.24	
356611	06/23/2021	PRTD	9127 CIOX HEALTH	248851	0340118480	06/03/2021		06/20/21	7.39	
	Invoice: 0340118480					POL/RECORDS REQUEST				
				7.39	53011212 541100	POLICE - C/E PATROL PROF SVCS				
				248852	0340121860	06/03/2021		06/20/21	6.02	
	Invoice: 0340121860					POL/RECORDS REQUEST				

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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										
				6.02	53011212 541100	POLICE - C/E PATROL	PROF SVCS			
						CHECK	356611	TOTAL:	13.41	
356612	06/23/2021	PRTD	9019 CITIES DIGITAL, INC.	248853	51734	05/27/2021		06/20/21	5,683.26	
	Invoice: 51734					IT/ANNUAL SOFTWARE MX				
				5,683.26	81011881 535100	IT - C/E COMPUTER SOFTWARE				
						CHECK	356612	TOTAL:	5,683.26	
356613	06/23/2021	PRTD	460 PETTY CASH	248859	POL-2021-05	05/31/2021		06/20/21	7.62	
	Invoice: POL-2021-05					POL/PETTY CASH REPL: SPONGES				
				7.62	51011215 531100	POLICE - C/E FACIL SUPPLIES				
						CHECK	356613	TOTAL:	7.62	
356614	06/23/2021	PRTD	102 CITY OF BAINBRIDGE I	248855	retreq5-911	06/04/2021	20200031	06/20/21	3,132.37	
	Invoice: retreq5-911					2020 CITY HALL RPRS-RET				
				3,132.37	73011183 54810000911	CH REPAIRS-REPAIRS				
						CHECK	356614	TOTAL:	3,132.37	
356615	06/23/2021	PRTD	102 CITY OF BAINBRIDGE I	248858	RETREQFINAL-1051	06/10/2021	20210025	06/20/21	1,335.25	
	Invoice: RETREQFINAL-1051					PENINSULA TREE SERVICE - RET				
				1,335.25	73011768 54810001051	WF PARK TREES-PROF SVCS				
						CHECK	356615	TOTAL:	1,335.25	
356616	06/23/2021	PRTD	104 CITY OF BREMERTON	248860	BKAT000607	06/01/2021		06/20/21	2,932.24	
	Invoice: BKAT000607					IT/CITY MEETING BROADCAST				
				2,932.24	81011881 542420	IT-C/E-TELEVISTED COUNCIL MEET				
				248861	BKAT000611	06/09/2021		06/20/21	262.50	
	Invoice: BKAT000611					IT/MEETING BROADCAST: ETHICS BOARD				
				262.50	81011881 542420	IT-C/E-TELEVISTED COUNCIL MEET				
						CHECK	356616	TOTAL:	3,194.74	
356617	06/23/2021	PRTD	518 CRIMINAL JUSTICE TRA	248862	201135403	05/31/2021		06/20/21	425.00	
	Invoice: 201135403					POL/INSTRUCTOR DVLPM: JB				
				425.00	53011212 443410	POLICE - C/E PATROL TRAINING				
						CHECK	356617	TOTAL:	425.00	

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
356618	06/23/2021	PRTD	9534 COLVOS CONSTRUCTION,	248863	PAYREQ5-911	06/04/2021	20200030	06/20/21	65,153.21	
Invoice: PAYREQ5-911			CITY HALL REPAIRS 2020							
			65,153.21 73011183 54810000911 CH REPAIRS-REPAIRS							
CHECK 356618 TOTAL:									65,153.21	
356619	06/23/2021	PRTD	142 COPIERS NORTHWEST IN	248864	INV2313450	06/10/2021		06/20/21	319.01	
Invoice: INV2313450			PCD,ENG/TYVEK PAPER FOR PLOTTER							
			159.50 61011581 531100 PCD - C/E ADMIN SUPPLIES							
			159.51 72011321 531100 ENG - C/E ADMIN SUPPLIES							
CHECK 356619 TOTAL:									319.01	
356620	06/23/2021	PRTD	5132 CRYSTAL SPRINGS	248865	5228674 060221	06/02/2021		06/20/21	40.67	
Invoice: 5228674 060221			CRT/WATER SUPPLIES & SVC							
			40.67 21011125 531100 COURT - SUPPLIES							
CHECK 356620 TOTAL:									40.67	
356621	06/23/2021	PRTD	6854 CUES, INC.	248868	587536	05/21/2021	20210026	06/20/21	900.00	
Invoice: 587536			GRANITENET BASIC INSPECTION AN							
			450.00 73421355 548500 WIN COLL-PC MAINT							
			450.00 73431835 548500 O&M-SSWM MAINT-PC MAINT/SUPPOR							
CHECK 356621 TOTAL:									900.00	
356622	06/23/2021	PRTD	672 DSC INC	248869	101265	05/21/2021		06/20/21	267.77	
Invoice: 101265			PW/TRAIL MX SUPPLIES							
			267.77 73637958 531100 ROADSIDE MOWER ALLOC-SUPPLIES							
CHECK 356622 TOTAL:									267.77	
356623	06/23/2021	PRTD	1953 FERGUSON ENTERPRISES	248875	WS282074	05/14/2021		06/20/21	261.51	
Invoice: WS282074			PW/COVID SUPPLIES							
			261.51 73011252 53110001069 COVID19-SUPPLIES							
CHECK 356623 TOTAL:									261.51	
356624	06/23/2021	PRTD	1953 FERGUSON ENTERPRISES	248872	0991718-1	05/28/2021		06/20/21	27.86	
Invoice: 0991718-1			PW/METERING SUPPLIES							
			27.86 73411345 531100 OFFICE SUPPLIES							
Invoice: 0993541			248873 0993541							
			1,113.36 73411345 531100 PW/WATER MX SUPPLIES							
			OFFICE SUPPLIES							

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

Invoice: SC50996		248874	SC50996		05/31/2021	06/20/21	17.31
		17.31	73411345	549900	PW/MAY SVC CHARGE O&M-WTR MAINT-MISC		
		CHECK 356624 TOTAL:					1,158.53
356625	06/23/2021 PRTD Invoice: 11-2020	248876	11-2020		11/30/2020	06/20/21	875.00
		875.00	61011586	54110000930	ISLAND CENTER SUBAREA PLANNING COMP PLAN IMPL-PROF SVCS		
Invoice: 12		248877	12		12/31/2020	06/20/21	8,768.75
		8,768.75	61011586	54110000930	ISLAND CENTER SUBAREA PLANNING COMP PLAN IMPL-PROF SVCS		
Invoice: 13		248878	13		03/31/2021	06/20/21	3,261.25
		3,261.25	61011586	54110000930	ISLAND CENTER SUBAREA PLANNING COMP PLAN IMPL-PROF SVCS		
		CHECK 356625 TOTAL:					12,905.00
356626	06/23/2021 PRTD Invoice: 12461287	248880	12461287		05/20/2021	06/20/21	997.53
		997.53	73411345	531100	PW/FLOURIDE OFFICE SUPPLIES		
		CHECK 356626 TOTAL:					997.53
356627	06/23/2021 PRTD Invoice: 20564	248881	20564		06/01/2021	06/20/21	29.92
		29.92	51011211	531100	POL/PLAQUE PD-C/E-ADM-SUPPLIES		
		CHECK 356627 TOTAL:					29.92
356628	06/23/2021 PRTD Invoice: PAYREQFINAL-812	248962	PAYREQFINAL-812		06/02/2021	06/20/21	3,161.00
		3,161.00	73011317	54110000812	SUYEMATSU FUEL TANK MONITORING SUYEMATSU FUEL RMV - PROF SVC		
		CHECK 356628 TOTAL:					3,161.00
356629	06/23/2021 PRTD Invoice: Q-94100	248882	Q-94100		06/07/2021	06/20/21	1,824.66
		1,824.66	81011881	535100	IT/WATER SYST MODELING SW IT - C/E COMPUTER SOFTWARE		
		CHECK 356629 TOTAL:					1,824.66

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
356630	06/23/2021	PRTD	3114 JOHNSON CONTROLS FIR	248883	22287562	05/21/2021		06/20/21	139.57	
Invoice: 22287562						PW/ALARM MONIT: PWY				
				139.57	73011897 54110000390	PWY-ALARM SVCS				
				248884	22287608	05/21/2021		06/20/21	278.47	
Invoice: 22287608						PW/CH ALARM MONIT				
				278.47	73011183 54110000390	FAC BLDG/FIRE ALARM-CITY HALL				
				248885	22287691	05/21/2021		06/20/21	139.57	
Invoice: 22287691						PW/COMMONS ALARM MONIT				
				139.57	73011755 54110000390	FAC BLDG/FIRE ALARM-COMMONS				
CHECK 356630 TOTAL:								557.61		
356631	06/23/2021	PRTD	4740 KITSAP COUNTY PUBLIC	248886	10203	04/21/2021		06/20/21	1,643.83	
Invoice: 10203						ENG/WSSOG Q1-2021				
				1,643.83	72431832 54110000872	H2O/SSWM GROUP-PROF SVCS				
CHECK 356631 TOTAL:								1,643.83		
356632	06/23/2021	PRTD	1496 KITSAP COUNTY SEWER	248887	KCSD7-COBI-2021-JUN	06/01/2021		06/20/21	21,424.46	
Invoice: KCSD7-COBI-2021-JUN						JUNE 2021 352.55 ERUS				
				21,424.46	73426356 551000	SIS-SD#7 PROCESSING CHGS				
CHECK 356632 TOTAL:								21,424.46		
356633	06/23/2021	PRTD	1505 KITSAP COUNTY TREASU	248888	MAY21	05/31/2021		06/20/21	39.58	
Invoice: MAY21						MAY 2021 OUT COURT REMIT				
				32.58	41612860 586000	CRIME VICTIMS-OUT				
				7.00	41613860 586000	COUNTY LAW LIB - DISB OUT				
CHECK 356633 TOTAL:								39.58		
356634	06/23/2021	PRTD	1971 KELLEY CONNECT	248890	IN831721	04/30/2021		06/20/21	517.76	
Invoice: IN831721						CRT/ANNUAL CONTRACT CHARGE				
				517.76	21011125 545000	COURT - RENTS & LEASES - OPER				
CHECK 356634 TOTAL:								517.76		
356635	06/23/2021	PRTD	9565 KATHERINE L KIRKLAND	248891	014	06/08/2021		06/20/21	220.00	
Invoice: 014						EX/TRAFFIC SAFETY GRAPHICS				
				220.00	31011572 541100	EX-GF-OUTREACH-PROF SVCS				
CHECK 356635 TOTAL:								220.00		

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
356636	06/23/2021	PRTD	6531 SURE SERVICES, INC.	248892	8378	06/01/2021		06/20/21	240.00	
	Invoice: 8378			240.00	73425358 541100	PW/WWTP COURIER SVCS				
						O&M-WWTP-PROF SVCS				
						CHECK	356636	TOTAL:	240.00	
356637	06/23/2021	PRTD	694 KITSAP PUD #1	248893	MAR-MAY21	05/16/2021		06/20/21	40.97	
	Invoice: MAR-MAY21			40.97	91011768 547500	WATER/LOT1 BELFAIR AVE				
						GG-C/E-PARKS-WTR/SWR				
						CHECK	356637	TOTAL:	40.97	
356638	06/23/2021	PRTD	7849 LAW OFFICE OF THOMAS	248894	JUN21	06/08/2021		06/20/21	4,484.38	
	Invoice: JUN21			4,484.38	32011281 541113	LEGAL/PUB DEF JUN 2021				
						LGL-PUBLIC DEFENDER				
						CHECK	356638	TOTAL:	4,484.38	
356639	06/23/2021	PRTD	7015 LEXIPOL LLC	248895	INVPR1747	03/16/2021		06/20/21	2,100.00	
	Invoice: INVPR1747			1,680.00	53011212 443410	POL/POLICEONE SUBX				
				420.00	52011212 443410	POLICE - C/E PATROL TRAINING				
						POLICE - C/E INVEST TRAINING				
						CHECK	356639	TOTAL:	2,100.00	
356640	06/23/2021	PRTD	5011 LEXISNEXIS RISK SOLU	248896	1272084-20210531	05/31/2021		06/20/21	163.50	
	Invoice: 1272084-20210531			163.50	52011212 549100	POL/MONTHLY SUBX				
						PD-C/E-INV-DUES/SUBSCR/MEMBRSH				
						CHECK	356640	TOTAL:	163.50	
356641	06/23/2021	PRTD	6279 MENG ANALYSIS	248898	19902	04/30/2021		06/20/21	15,254.25	
	Invoice: 19902			15,254.25	73011183 54110000911	CITY HALL SIDING ANALYSIS				
						CH REPAIRS-PROF SVCS				
						CHECK	356641	TOTAL:	15,254.25	
356642	06/23/2021	PRTD	7038 MOON SECURITY SERVIC	248899	1087149	05/31/2021		06/20/21	248.00	
	Invoice: 1087149			248.00	21011232 545000	CRT/HOUSE ARREST MONIT				
						COURT-ELECT HOME DET'N-EQ RENT				
						CHECK	356642	TOTAL:	248.00	

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CASH ACCOUNT: 635		111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN			NET
INVOICE DTL DESC											
356643	06/23/2021	PRTD	9254 NELSON NYGAARD CONSU	248900	79593	05/10/2021		06/20/21			22,749.50
Invoice: 79593				22,749.50	72111444	54110001018	SUSTAINABLE TRANSPORTATION PLA				
							SUSTAINABLE TRANS-PROF SVC				
				248901	79739	05/28/2021		06/20/21			3,365.00
Invoice: 79739				3,365.00	72111444	54110001018	SUSTAINABLE TRANSPORTATION PLA				
							SUSTAINABLE TRANS-PROF SVC				
							CHECK	356643 TOTAL:			26,114.50
356644	06/23/2021	PRTD	4111 OLYMPIC SPRINGS INC	248902	339420	05/31/2021		06/20/21			80.18
Invoice: 339420				80.18	51011215	531100	POL/PURIFIED WATER				
							POLICE - C/E FACIL SUPPLIES				
				248903	339517	05/31/2021		06/20/21			43.33
Invoice: 339517				43.33	73425358	531100	PW/PURIFIED WATER				
							O&M-WWTP-SUPPLIES				
							CHECK	356644 TOTAL:			123.51
356645	06/23/2021	PRTD	8954 ONE WAY BACKFLOW TES	248905	1099	05/18/2021		06/20/21			75.00
Invoice: 1099				75.00	73111262	54110001165	PW/STO TRAIL BACKFLOW TESTING				
							EXTEND STO IRRIGATION-PROF SVC				
				248909	1100	06/06/2021		06/20/21			75.00
Invoice: 1100				75.00	73111262	54110001165	PW/BF TESTING @ TRAIL VALVE				
							EXTEND STO IRRIGATION-PROF SVC				
							CHECK	356645 TOTAL:			150.00
356646	06/23/2021	PRTD	9219 ORCA RUNNING	248910	06132021	06/13/2021		06/20/21			200.00
Invoice: 06132021				200.00	41622860	586000	FEE DEPOSIT REFUND				
							PARK/DOCK DEPOSITS CUST-OUT				
							CHECK	356646 TOTAL:			200.00
356647	06/23/2021	PRTD	8286 SUPERINTENDENT OF P	248911	16653	06/03/2021		06/20/21			181.00
Invoice: 16653				181.00	41654861	586110	POL/FINGERPRINTING				
							FINGERPRINT DISB TO SPI				
							CHECK	356647 TOTAL:			181.00
356648	06/23/2021	PRTD	9267 PAYGOV	248912	745	06/15/2021		06/20/21			2,589.94
Invoice: 745				2,589.94	91011423	54110001069	FIN/MAY 2021 FEES				
							COVID19-CREDIT CARD PROC FEES				

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CASH ACCOUNT: 635		111100	CASH			INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC			
						CHECK	356648	TOTAL :	2,589.94
356649	06/23/2021	PRTD	8655 PENINSULA TREE SERVI	248913	PAYREQFINAL-1051	06/10/2021		06/20/21	25,369.75
			Invoice: PAYREQFINAL-1051			WFP TREE REMOVAL PH II			
				25,369.75	73011768 54810001051	WF PARK TREES-PROF SVCS			
						CHECK	356649	TOTAL :	25,369.75
356650	06/23/2021	PRTD	8229 PIPER THORNBURGH	248914	06/08/21	06/08/2021		06/20/21	60.00
			Invoice: 06/08/21			CRT/1 HR PRO TEMP			
				60.00	21011125 541210	COURT - JUDGE PRO TEMPORE SVCS			
						CHECK	356650	TOTAL :	60.00
356651	06/23/2021	PRTD	8922 REXEL USA INC.	248915	1P78321	05/27/2021		06/20/21	1,195.84
			Invoice: 1P78321			PW/WWTP MX SUPPLIES			
				1,195.84	73425358 531100	O&M-WWTP-SUPPLIES			
						CHECK	356651	TOTAL :	1,195.84
356652	06/23/2021	PRTD	9440 QBSI-XEROX	248916	IN2605465	05/25/2021		06/20/21	56.00
			Invoice: IN2605465			CRT/COPIER LEASE			
				56.00	21011125 545000	COURT - RENTS & LEASES - OPER			
						CHECK	356652	TOTAL :	56.00
356653	06/23/2021	PRTD	5612 RH2 ENGINEERING INC	248918	82312	06/07/2021		06/20/21	2,128.14
			Invoice: 82312			CHLORINE GENERATOR UPGRADES			
				2,128.14	73414434 64110000987	CHLORINE GEN UPGRADE-PROF SVCS			
			Invoice: 81313			03/08/2021		06/20/21	3,335.62
				3,335.62	73414434 64110000987	CHLORINE GENERATOR UPGRADES			
						CHLORINE GEN UPGRADE-PROF SVCS			
						CHECK	356653	TOTAL :	5,463.76
356654	06/23/2021	PRTD	2409 RIVER OAKS COMMUNICA	248919	060221	06/02/2021		06/20/21	1,563.50
			Invoice: 060221			EX/COMCAST FRANCHISE RENEWAL			
				1,563.50	31011572 541100	EX-GF-OUTREACH-PROF SVCS			
						CHECK	356654	TOTAL :	1,563.50
356655	06/23/2021	PRTD	8035 SHINE QUARRY, LLC	248921	0033814	05/27/2021		06/20/21	2,248.26
			Invoice: 0033814			PW/GRAVEL			
				2,248.26	990 141100	MERCHANDISE			

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK 356655 TOTAL: 2,248.26

356656 06/23/2021 PRTD	7173 SKILLINGS	248923	12928	06/07/2021	06/20/21	37,899.17
Invoice: 12928				ENG DESIGN SVCS		
		475.52	72423434	64110001085	SUNDAY COVE GRAVITY MAIN-PRO S	
		1,327.10	72424435	64110000989	SUNDAY COVE PUMP REHAB-PROF SV	
		2,943.69	72423434	64110001086	LOWER LOVELL SLS-PROF SVCS	
		22,951.09	72423434	64110000990	WOOD AVE PUMP STA-PROF SVCS	
		10,201.77	72423434	64110000820	REHAB WING PT PUMP STATION-DES	

CHECK 356656 TOTAL: 37,899.17

356657 06/23/2021 PRTD	601 SOUND REPROGRAPHICS	248924	06-01-21-FC	06/01/2021	06/20/21	9.32
Invoice: 06-01-21-FC				FINANCE CHARGES		
		9.32	41011141	549900	FIN-C/E-MISC EXP	
Invoice: 83984		248925	83984	05/12/2021	06/20/21	112.60
		112.60	72011321	531100	ENG/BUS CARDS: PC	
				ENG - C/E ADMIN SUPPLIES		

CHECK 356657 TOTAL: 121.92

356658 06/23/2021 PRTD	9065 SOUNDWEST ENGINEERIN	248926	2021-018	06/07/2021	06/20/21	690.00
Invoice: 2021-018				COUNTRY CLUB BULKHEAD SPOT REP		
		690.00	72321955	64110001116	CC BULKHEAD SPOT RPR-PRF SVCS	

CHECK 356658 TOTAL: 690.00

356659 06/23/2021 PRTD	8132 SPECTRA LABORATORIES	248927	21-03883	05/28/2021	06/20/21	458.16
Invoice: 21-03883				PW/CV-WMS TESTING		
		458.16	73435838	54110000391	LAB SVCS-DECANT	
Invoice: 21-03930		248928	21-03930	06/03/2021	06/20/21	42.32
		42.32	73411345	54110000391	PW/ECOLI TESTING	
				LAB SVCS-WATER		

Invoice: 21-04000		248929	21-04000	06/04/2021	06/20/21	21.16
		21.16	73011897	54110000391	PW/ECOLI TESTING PW SINK	
				LAB SVCS-PWY FAC		

Invoice: 21-04001		248930	21-04001	06/04/2021	06/20/21	21.16
		21.16	73415345	54110000391	PW/ROCKAWAY ECOLI TESTING	
				LAB SVCS-WATER ROCKAWAY		

Invoice: 21-04002		248931	21-04002	06/04/2021	06/20/21	211.60
		211.60	73411345	54110000391	PW/ECOLI TESTING	
				LAB SVCS-WATER		

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
CHECK 356659 TOTAL:									754.40	
356660	06/23/2021	PRTD	2467 STAPLES	248933	8062426002	05/29/2021		06/20/21	457.81	
Invoice: 8062426002				EX,FIN,CC,HR,LEGAL/OFFICE SUPPLIES						
				93.91	31011131	531100	EX-GF-SUPPLIES			
				75.17	41011141	531100	FIN - C/E ADMIN SUPPLIES			
				9.00	31011252	531100	01069	COVID19-SUPPLIES		
				9.98	31011131	531100	EX-GF-SUPPLIES			
				7.24	41011141	531100	FIN - C/E ADMIN SUPPLIES			
				8.26	31011131	531100	EX-GF-SUPPLIES			
				8.26	41011141	531100	FIN - C/E ADMIN SUPPLIES			
				28.47	31011131	531100	EX-GF-SUPPLIES			
				6.63	41011141	531100	FIN - C/E ADMIN SUPPLIES			
				10.26	36011143	531100	CLERK-C/E SUPPLIES			
				131.76	31011131	531100	EX-GF-SUPPLIES			
				32.69	41011141	531100	FIN - C/E ADMIN SUPPLIES			
				26.16	33011161	531100	HR-C/E-SUPPLIES			
				10.02	32011152	531100	LGL-GF-SUPPLIES			
CHECK 356660 TOTAL:									565.82	
Invoice: 8062426032				248934	8062426032	05/29/2021		06/20/21	108.01	
				108.01	61011581	531100	PCD/OFFICE SUPPLIES			
				PCD - C/E ADMIN SUPPLIES						
CHECK 356661 TOTAL:									10.36	
356661	06/23/2021	PRTD	2122 STERICYCLE INC	248935	3005578474	05/31/2021		06/20/21	10.36	
Invoice: 3005578474				POL/BIOHAZARD DISP						
				10.36	53011212	541100	POLICE - C/E PATROL PROF SVCS			
CHECK 356662 TOTAL:									10.36	
356662	06/23/2021	PRTD	6714 TOSHIBA FINANCIAL SE	248936	29412139	05/28/2021		06/20/21	224.23	
Invoice: 29412139				PW/COPIER LEASE						
				224.23	73637891	545000	RENTS & LEASES - OPERATING			
CHECK 356663 TOTAL:									224.23	
356663	06/23/2021	PRTD	2190 UNITED PARCEL SERVIC	248938	00028Y3Y1221	05/29/2021		06/20/21	28.56	
Invoice: 00028Y3Y1221				POL/SHIPPING						
				28.56	91011215	542500	GG-C/E-PD-POSTAGE			
CHECK 356664 TOTAL:									28.56	
356664	06/23/2021	PRTD	553 UTILITIES UNDERGROUN	248939	1050119	05/31/2021		06/20/21	245.10	
Invoice: 1050119				PW/EXCAVATION NOTIFICATIONS						
				245.10	73637893	54110000393	O&M ALLOC-LOCATING SVCS			

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
						CHECK	356664	TOTAL:	245.10	
356665	06/23/2021	PRTD	8896 VISIT KITSAP PENINSU	248941	11367	05/26/2021		06/20/21	2,500.00	
Invoice: 11367				2,500.00	91140573 541100	12-MONTH LODGING & TOURISM MAR		GG-TOUR-PROF SERVICES		
						CHECK	356665	TOTAL:	2,500.00	
356666	06/23/2021	PRTD	605 WA ST AUDITOR'S OFFI	248944	L142669	06/09/2021		06/20/21	11,932.05	
Invoice: L142669				7,992.02	91011423 541100	2020 FINANCIAL AUDIT				
				842.80	91111433 541100	FIN-C/E STATE AUDITOR				
				554.81	91411341 541100	FIN-STREET-STATE AUDITOR				
				1,262.70	91421351 541100	GG-WTR-ADM-PROF SVCS				
				453.83	91431383 541100	GG-SWR-ADM-PROF SVCS				
				412.94	91470148 541100	GG-SSWM-ADM-PROF SVCS				
				412.95	91471148 541100	FIN-DEV-STATE AUDITOR				
						FIN-BLDG-STATE AUDITOR				
						CHECK	356666	TOTAL:	11,932.05	
356667	06/23/2021	PRTD	167 WA ST DEPT OF ECOLOG	248942	1T000174-073-AA	03/01/2021		06/20/21	914.98	
Invoice: 1T000174-073-AA				914.98	73011370 54110000261	PW/LANDFILL ENFORCEMENT				
						BI LANDFILL MONITORING-PRO SVC				
Invoice: 1T000174-074-AA				248943	1T000174-074-AA	06/01/2021		06/20/21	83.18	
				83.18	73011370 54110000261	PW/LANDFILL ENFORCEMENT				
						BI LANDFILL MONITORING-PRO SVC				
Invoice: RS-000000203				248945	RS-000000203	05/15/2021		06/20/21	11,201.00	
				11,201.00	91431383 54980000278	2021 ANNUAL SAM: NPDES				
						NPDES PERMIT-SSWM				
						CHECK	356667	TOTAL:	12,199.16	
356668	06/23/2021	PRTD	952 WASHINGTON STATE PAT	248946	I21000083	06/08/2021		06/20/21	198.75	
Invoice: I21000083				198.75	41654861 586100	FIN/BACKGROUND CHECKS				
						AGENCY DISBURSEMENTS				
						CHECK	356668	TOTAL:	198.75	
356669	06/23/2021	PRTD	2251 WA ST TREASURER	248947	MAY21 SBCC	05/31/2021		06/20/21	317.00	
Invoice: MAY21 SBCC				317.00	41652860 586000	MAY 2021 OUT COURT REMIT - SBCC				
						SBCC BLDG.-OUT				
Invoice: MAY21				248948	MAY21	05/31/2021		06/20/21	2,286.79	
						MAY 2021 OUT COURT REMIT				

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE

PO

CHECK RUN

NET

INVOICE DTL DESC

			945.63	41611860	586000	PSEA 60% OUT			
			487.18	41610860	586000	PSEA 30% OUT			
			22.18	41619860	586000	PSEA 3 - STATE DISB OUT			
			119.90	41616860	586000	THEFT PRV&TR BRAIN INJ-OUT			
			49.39	41616860	586000	THEFT PRV&TR BRAIN INJ-OUT			
			308.93	41614860	586000	JUDICIAL INFO SYST.-OUT			
			59.85	41618860	586000	TRAUMA CARE-OUT			
			73.10	41618860	586000	TRAUMA CARE-OUT			
			24.51	41618860	586000	TRAUMA CARE-OUT			
			139.21	41618860	586000	TRAUMA CARE-OUT			
			56.91	41615860	586961	STATE CRIME LAB			
						CHECK	356669	TOTAL:	2,603.79
356670	06/23/2021	PRTD	4010	WA ASSOC OF SHERIFFS	248949	INV029834	05/24/2021	06/20/21	300.00
		Invoice:					POL/SPRING CONF: CLARK		
			300.00	51011214	443410		PD-C/E-ADMIN-TRAINING		
						CHECK	356670	TOTAL:	300.00
356671	06/23/2021	PRTD	5709	WEBCHECK INC	248950	6948	05/31/2021	06/20/21	376.05
		Invoice:					FIN/WEBCHECK SVCS MAY 2021		
			188.02	43411341	541100		FIN - WATER ADMIN PROF SERVICE		
			188.03	43421351	541100		FIN - SEWER ADMIN PROF SERVICE		
						CHECK	356671	TOTAL:	376.05
356672	06/23/2021	PRTD	7046	WESTERN SYSTEMS	248951	47108	05/21/2021	20210015	06/20/21
		Invoice:					SPEEDCHECK - 15 SIGNS		23,751.10
			23,751.10	72171426	531100		TBF-TRAF CONTROL-SUPPLIES		
		Invoice:					05/25/2021	20210015	06/20/21
			248952	47148			SPEEDCHECK - 15 SIGNS		22,767.40
			22,767.40	72171426	531100		TBF-TRAF CONTROL-SUPPLIES		
		Invoice:					05/28/2021	20210015	06/20/21
			248953	47149			SPEEDCHECK - 15 SIGNS		12,173.25
			12,173.25	72171426	531100		TBF-TRAF CONTROL-SUPPLIES		
		Invoice:					05/26/2021	20210015	06/20/21
			248954	47150			SPEEDCHECK - 15 SIGNS		5,824.68
			5,824.68	72171426	531100		TBF-TRAF CONTROL-SUPPLIES		
						CHECK	356672	TOTAL:	64,516.43
356673	06/23/2021	PRTD	8759	WHISTLE WORKWEAR	248955	226893	05/26/2021	06/20/21	555.60
		Invoice:					PW/SAFETY GEAR		
			555.60	73637891	531100		OFFICE SUPPLIES		

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
CHECK 356673 TOTAL:									555.60	
356674	06/23/2021	PRTD	522 WA ST DEPT OF TRANSP	248956	RE-313-ATB10517118	05/17/2021		06/20/21	109.31	
Invoice: RE-313-ATB10517118					ENG/OLY DR ONSITE REVIEW					
				109.31	72334953 66300000596	SR305-OLYMPIC NM-CONSTR				
CHECK 356674 TOTAL:									364.37	
				248958	RE-313-ATB10517137	05/17/2021 20210030		06/20/21	255.06	
Invoice: RE-313-ATB10517137					WSDOT ADMIN FEES - EH PH 2					
				255.06	72334562 66300001077	C40-EAGLE HARBOR PH2-CONSTR				
CHECK 356674 TOTAL:									364.37	
356675	06/23/2021	PRTD	8115 XYLEM WATERING SOLUT	248960	3556B76258	06/10/2021		06/20/21	9,395.80	
Invoice: 3556B76258					PW/WWTP R&M					
				9,395.80	73425358 54810001161	WWTP UV PREV MAINT-R&M				
CHECK 356675 TOTAL:									9,395.80	
356676	06/23/2021	PRTD	7450 XYLEM WATER SOLUTION	248959	3556B71011	04/30/2021		06/20/21	272.50	
Invoice: 3556B71011					PW/LIQUID LEVEL CONTROLLER					
				272.50	73425358 531100	O&M-WWTP-SUPPLIES				
CHECK 356676 TOTAL:									272.50	
356677	06/23/2021	PRTD	2607 ZEE MEDICAL SERVICE	248961	68417920	06/08/2021		06/20/21	148.14	
Invoice: 68417920					CITY HALL FIRST AID RESTOCK					
				148.14	91011183 531100	GG-C/E-CH CLEANING-SUPPLIES				
CHECK 356677 TOTAL:									148.14	
NUMBER OF CHECKS 86 *** CASH ACCOUNT TOTAL ***									394,070.53	
						COUNT	AMOUNT			
TOTAL PRINTED CHECKS						86	394,070.53			
*** GRAND TOTAL ***									394,070.53	

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CLERK: cfreitas

JOURNAL ENTRIES TO BE CREATED

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021 6 185									
APP 001-213000	06/23/2021	06/20/21	062321			GENERAL - ACCOUNTS PAYABLE		176,318.64	
APP 635-111100	06/23/2021	06/20/21	062321			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000	06/23/2021	06/20/21	062321			CASH			394,070.53
APP 402-213000	06/23/2021	06/20/21	062321			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000	06/23/2021	06/20/21	062321			STREETS - ACCOUNTS PAYABLE		27,185.10	
APP 631-213000	06/23/2021	06/20/21	062321			AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000	06/23/2021	06/20/21	062321			ACCOUNTS PAYABLE		81,962.20	
APP 171-213000	06/23/2021	06/20/21	062321			AP CASH DISBURSEMENTS JOURNAL			
APP 104-213000	06/23/2021	06/20/21	062321			ACCOUNTS PAYABLE		10,061.43	
APP 403-213000	06/23/2021	06/20/21	062321			AP CASH DISBURSEMENTS JOURNAL			
APP 650-213000	06/23/2021	06/20/21	062321			ACCOUNTS PAYABLE		1,572.10	
APP 622-213000	06/23/2021	06/20/21	062321			AP CASH DISBURSEMENTS JOURNAL			
APP 901-213000	06/23/2021	06/20/21	062321			ACCOUNTS PAYABLE		1,130.30	
APP 301-213000	06/23/2021	06/20/21	062321			AP CASH DISBURSEMENTS JOURNAL			
	06/23/2021	06/20/21	062321			TBF-A/P		64,526.43	
	06/23/2021	06/20/21	062321			AP CASH DISBURSEMENTS JOURNAL			
	06/23/2021	06/20/21	062321			CIVIC IMPR - ACCOUNTS PAYABLE		10,581.76	
	06/23/2021	06/20/21	062321			AP CASH DISBURSEMENTS JOURNAL			
	06/23/2021	06/20/21	062321			ACCOUNTS PAYABLE		14,206.82	
	06/23/2021	06/20/21	062321			AP CASH DISBURSEMENTS JOURNAL			
	06/23/2021	06/20/21	062321			ACCOUNTS PAYABLE		3,023.12	
	06/23/2021	06/20/21	062321			AP CASH DISBURSEMENTS JOURNAL			
	06/23/2021	06/20/21	062321			ACCOUNTS PAYABLE		200.00	
	06/23/2021	06/20/21	062321			AP CASH DISBURSEMENTS JOURNAL			
	06/23/2021	06/20/21	062321			ACCOUNTS PAYABLE		2,248.26	
	06/23/2021	06/20/21	062321			AP CASH DISBURSEMENTS JOURNAL			
	06/23/2021	06/20/21	062321			ACCOUNTS PAYABLE		1,054.37	
	06/23/2021	06/20/21	062321			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								394,070.53	394,070.53
APP 631-130000	06/23/2021	06/20/21	062321			DUE TO/FROM CLEARING		392,498.43	
APP 001-130000	06/23/2021	06/20/21	062321			GENERAL - DUE TO/FROM CLEARING			176,318.64
APP 101-130000	06/23/2021	06/20/21	062321			STREETS - DUE TO/FROM CLEARING			27,185.10
APP 402-130000	06/23/2021	06/20/21	062321			DUE TO/FROM CLEARING			81,962.20
APP 401-130000	06/23/2021	06/20/21	062321			DUE TO/FROM CLEARING			10,061.43
APP 407-130000	06/23/2021	06/20/21	062321			DUE TO/FROM CLEARING			1,130.30
APP 171-130000	06/23/2021	06/20/21	062321			TBF-DUE TO/FROM CLEARING			64,526.43
APP 104-130000	06/23/2021	06/20/21	062321			CIVIC IMPR DUE TO/FROM CLEAR'G			10,581.76

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JOURNAL ENTRIES TO BE CREATED

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T 0B	DEBIT	CREDIT
APP 403-130000	06/23/2021	06/20/21	062321			DUE TO/FROM CLEARING			14,206.82
APP 650-130000	06/23/2021	06/20/21	062321			DUE TO/FROM CLEARING			3,023.12
APP 622-130000	06/23/2021	06/20/21	062321			DUE TO/FROM CLEARING			200.00
APP 901-130000	06/23/2021	06/20/21	062321			DUE TO/FROM CLEARING			2,248.26
APP 301-130000	06/23/2021	06/20/21	062321			DUE TO/FROM CLEARING			1,054.37
	06/23/2021	06/20/21	062321						
SYSTEM GENERATED ENTRIES TOTAL								392,498.43	392,498.43
JOURNAL 2021/06/185 TOTAL								786,568.96	786,568.96

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 6	185	06/23/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	176,318.64	176,318.64
				FUND TOTAL	176,318.64	176,318.64
101 STREET FUND 101-130000 101-213000	2021 6	185	06/23/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	27,185.10	27,185.10
				FUND TOTAL	27,185.10	27,185.10
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2021 6	185	06/23/2021	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	10,581.76	10,581.76
				FUND TOTAL	10,581.76	10,581.76
171 TRANSP BEN FUND 171-130000 171-213000	2021 6	185	06/23/2021	TBF-DUE TO/FROM CLEARING TBF-A/P	64,526.43	64,526.43
				FUND TOTAL	64,526.43	64,526.43
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2021 6	185	06/23/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,054.37	1,054.37
				FUND TOTAL	1,054.37	1,054.37
401 WATER OPERATING FUND 401-130000 401-213000	2021 6	185	06/23/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	10,061.43	10,061.43
				FUND TOTAL	10,061.43	10,061.43
402 SEWER OPERATING FUND 402-130000 402-213000	2021 6	185	06/23/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	81,962.20	81,962.20
				FUND TOTAL	81,962.20	81,962.20
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 6	185	06/23/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	14,206.82	14,206.82
				FUND TOTAL	14,206.82	14,206.82
407 BUILDING & DEVELOPMENT FUND	2021 6	185	06/23/2021			

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
407-130000 407-213000				DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,130.30	1,130.30
				FUND TOTAL	1,130.30	1,130.30
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2021 6	185	06/23/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	200.00	200.00
				FUND TOTAL	200.00	200.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2021 6	185	06/23/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	392,498.43 1,572.10	394,070.53
				FUND TOTAL	394,070.53	394,070.53
650 AGENCY FUND 650-130000 650-213000	2021 6	185	06/23/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,023.12	3,023.12
				FUND TOTAL	3,023.12	3,023.12
901 CITY-WIDE REPORTING FUND 901-130000 901-213000	2021 6	185	06/23/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,248.26	2,248.26
				FUND TOTAL	2,248.26	2,248.26

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		176,318.64
101	STREET FUND		27,185.10
104	CIVIC IMPROVEMENT FUND		10,581.76
171	TRANSP BEN FUND		64,526.43
301	CAPITAL CONSTRUCTION FUND		1,054.37
401	WATER OPERATING FUND		10,061.43
402	SEWER OPERATING FUND		81,962.20
403	STORM & SURFACE WATER FUND		14,206.82
407	BUILDING & DEVELOPMENT FUND		1,130.30
622	EXPENDABLE TRUST FUND		200.00
631	CLEARING FUND	392,498.43	
650	AGENCY FUND		3,023.12
901	CITY-WIDE REPORTING FUND		2,248.26
TOTAL		392,498.43	392,498.43

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

PAYROLL

PAYROLL CHECK RUN: 6 - 21 - 2021

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	6/21/2021	51247 - 51374	Regular check run (Direct Dep)	337,011.42
Normal	6/21/2021	109626 - 109627	Regular check run (Paper Checks)	3,490.49
Vendor	6/21/2021	109628 -109635	Vendor check run (Paper Checks)	127,170.04
EFTPS	6/21/2021	N/A	Federal Tax Electronic Transfer	127,004.66
			TOTAL:	594,676.61

Prepared and Reviewed by: Brenda Landolt Date 06/18/21
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.

Kim Dunscombe Date 06/18/2021
Kim Dunscombe, Budget Manager



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME:

AGENDA ITEM: Consider Approval of City Council Meeting Minutes,

SUMMARY: Consider approval of meeting minutes.

AGENDA CATEGORY: Minutes

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with the Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[City Council Study Session Minutes, June 1, 2021.pdf](#)

[City Council Regular Business Meeting Minutes, June 8, 2021.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY COUNCIL STUDY SESSION
TUESDAY, JUNE 1, 2021

MEETING MINUTES

1) CALL TO ORDER / ROLL CALL

Deputy Mayor Hytopoulos called the meeting to order at 6:00 p.m. on the Zoom webinar platform.

Mayor Nassar, Deputy Mayor Hytopoulos, and Councilmembers Carr, Deets, Fantroy-Johnson, Pollock and Schneider were present.

2) APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE

Councilmember Deets moved and Mayor Nassar seconded to approve the agenda as presented. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

3) FUTURE COUNCIL AGENDAS

3.A Review Future Council Agendas

[Cover Page](#)

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

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

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

[2021 List of Proposed Future Council Topics.docx](#)

[USmellit Proposal Analysis 05262021.docx](#)

City Manager Blair reviewed upcoming agendas.

Councilmember Schneider asked to invite Kitsap Transit Executive Director John Clausen to the June 8, 2021 meeting to present the B.I. Ride proposal.

Councilmember Fantroy-Johnson asked to remove the report from Race Equity Advisory Committee and the Climate Change Advisory Committee subcommittee from the June 15, 2021 agenda.

Councilmember Carr asked to have a discussion about items to remove from their workplan. There was consensus to add this to an agenda.

Councilmember Deets asked to add appointments to the Ethics Board to the list of items ready to be scheduled. There was consensus to add the appointments.

Councilmember Deets requested a public safety discussion on a quarterly basis. There was consensus to add the item to a future agenda.

4) NEW BUSINESS

4.A Receive Presentation on Winslow Wastewater Treatment Plant Influent/Effluent Study Results - Public Works

Cover Page

WWTP Study Summary_051721.pdf

WWTP Study Presentation 060121_FINAL.pdf

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided a presentation and addressed Council's questions.

4.B Discuss Criteria for 2022 Lodging Tax Award Cycle and Current Estimated Award Amount of \$350,000 - Executive, Deputy Mayor Hytopoulos and Councilmember Deets

Cover Page

MRSC - Lodging Tax (Hotel-Motel Tax) Accessed 05212021

LTAC Presentation for CC 06012021.pptx

2021 LTAC RFP DRAFT for 2022.docx

LTAC Balance - 30 April 2021 DRAFT.docx

LTAC Award Summary 2019-2021

City Manager King introduced the agenda item. Deputy City Manager Schroer provided a presentation, and Council discussed the criteria.

Council's consensus was to have new criteria for carbon reduction, such as reducing the need for fossil fuels or parking, developed by the committee. The item will return to Council in July.

5) FOR THE GOOD OF THE ORDER

Councilmember Deets provided an update on the American Legion Memorial Day Ceremony.

Councilmember Schneider mentioned the acquisition of 6 electric buses by Kitsap Transit.

6) ADJOURNMENT

Deputy Mayor Hytopoulos adjourned the meeting at 8:08 p.m.

Rasham Nassar, Mayor

Christine Brown, CMC, City Clerk



CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JUNE 8, 2021

MEETING MINUTES

1) **CALL TO ORDER/ROLL CALL**

Mayor Nassar called the meeting to order at 6:00 p.m. on the Zoom webinar platform.

Mayor Nassar, Deputy Mayor Hytopoulos, and Councilmembers Carr, Deets, Pollock, and Schneider were present. Councilmember Fantroy-Johnson was absent and excused.

2) **EXECUTIVE SESSION**

2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
[Cover Page](#)

At 6:01 p.m. Mayor Nassar adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(i). Council returned from executive session at 6:32 p.m., and Mayor Nassar reconvened the meeting at 6:33 p.m.

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

Councilmember Deets moved and Councilmember Carr seconded to approve the agenda as presented. The motion carried unanimously, 6-0.

Councilmember Deets noted that he will not participate in the vote for items 11.B, 11.C, and 11.D.

4) **PUBLIC COMMENT**

4.A Instructions and Guidelines for Providing Public Comment - City Clerk
[Cover Page](#)
[Instructions and Guidelines for Providing Public Comment at Remote Meetings.docx](#)

David Shaw spoke about his concerns with the plastics ordinance.

Diane Landry spoke in favor of the plastics ordinance.

Bob Russell expressed concerns about the Wyatt roundabout.

Cindy Anderson spoke the plastics ordinance and Wyatt roundabout.

Sal DeRosalia spoke in favor of a business commission to advise on City matters and expressed concerns about the roundabout.

Nora Nickum spoke in favor of the plastics ordinance.

Erika Shriner spoke in favor of the plastics ordinance.

Ross Lambert spoke in favor of the Multi Family Tax Exemption program.

Hayes Gori spoke about the Wintergreen townhome project.

Phedra Elliott, Housing Resources Board, spoke in favor of the Wintergreen project's proposal regarding fees.

Dean Nail, Housing Kitsap, spoke in favor of the Wintergreen project's proposal regarding fees.

5) CITY MANAGER'S REPORT

City Manager King mentioned reopening City Hall to the public on July 1, 2021, review of the Police/Court facility and a community workshop, and the Wyatt roundabout.

6) CONSENT AGENDA

6.A Agenda Bill for Consent Agenda

[Cover Page](#)

6.B Consider Approval of Accounts Payable and Payroll

[Cover Page](#)

[AP Report to Council of Cash Disbursements 06-09-21.pdf](#)

[Council Report.pdf](#)

Accounts payable: EFT 437 for \$20,832.33; ACH 438 for \$1,654.14; ACH 439 for \$579.00; manual check numbers 356401 – 356413; total manual checks and electronic disbursements: \$619,057.30; regular run check numbers 356414-356580 for \$450,441.84. Total disbursement = \$1,069,499.14

Payroll: Normal check run numbers 51119-51243 for \$326,685.81; paper check run number 109614 for \$2,119.45; vendor check run 109615-109623 for \$318,775.40; Federal Tax Electronic Transfer for \$124,083.78; miscellaneous check run (direct dep) 51244-51246 for \$2,005.07; vendor check run (paper checks) 109624-109625 for \$3,199.05; Federal tax electronic transfer for \$799.86. Total disbursement = \$777,688.42

6.C Consider Approval of City Council Meeting Minutes

[Cover Page](#)

[City Council Study Session Minutes, May 18, 2021.pdf](#)

[City Council Regular Business Meeting Minutes, May 25, 2021.pdf](#)

[Joint City Council and Ethics Board Meeting Minutes, May 26, 2021.pdf](#)

6.D Consider Approval of Watershed Assessment for Manzanita Professional Services Agreement for Support Services in the Amount of \$187,000.00 – Public Works

[Cover Page](#)

[Manzanita_Professional Services Agreement.docx](#)
[Attachment B.1-Scope of Work.pdf](#)
[Attachment B.2-Budget.pdf](#)
[Attachment B.3-Schedule.pdf](#)
[DOE Manzanita Watershed Planning.pdf](#)

MOTION: I move to approve the Consent Agenda as presented.

Deets/Hytopoulos: The motion carried unanimously, 6-0.

7) FUTURE COUNCIL AGENDAS

7.A Review Future Council Agendas

[Cover Page](#)

[Council Agenda Topics for Upcoming Meetings 060821.pdf](#)

City Manager King highlighted future Council agenda items. Councilmember Deets requested a presentation from Puget Sound Energy on a new transmission line on July 6, 2021, and Council concurred.

8) PRESENTATION(S)

8.A Present Annual Proclamation Declaring June 19, 2021 as the "Day to Celebrate Juneteenth 2021" - Mayor Nassar

[Cover Page](#)

[Juneteenth Proclamation 2021.docx](#)

Councilmember Deets read the proclamation. Chasity Malatesta accepted the proclamation and thanked Council.

9) PUBLIC HEARING(S)

9.A Hold Public Hearing for Proposed Multifamily Tax Exemption Designation Areas - Planning

[Cover Page](#)

[MFTE Memo.docx](#)

[MFTE presentation.pptx](#)

[Map of Greater Winslow Area](#)

[Lynwood Center Area](#)

[2019 Dept of Commerce MFTE Report](#)

[PSRC Summary Multifamily Tax Exemption](#)

[Resolution No. 2021-9-Relating to MFTE Designation Areas-Approved 052521.pdf](#)

[Background PC Transmittal Message to Council](#)

Planning Director Wright introduced the agenda item. Senior Planner Sutton provided a presentation.

Mayor Nassar opened the public hearing at 7:40 p.m.

Phedra Elliott from Housing Resources Bainbridge spoke in favor of the program.

Sal DeRosalia spoke in favor of the program.

Mayor Nassar closed the public hearing at 7:44 p.m.

MOTION: I move to include the following areas as Multifamily Tax Exemption designation areas in a future Multifamily Tax Exemption program ordinance: the Winslow Master Plan Study Area; the Winslow Sewer System Service Area; and within the Lynwood Center area, the Neighborhood Center (NC), NC/R-12, and R-5 zones.

Deets/Hytopoulos: The motion carried unanimously, 6-0.

9.B Hold Public Hearing for Ordinance No. 2021-17 Extending the Landmark Tree Ordinance and Consider Approval - Planning

[Cover Page](#)

[Ordinance No. 2021-17 Extending Landmark Tree Regulations Winslow Area](#)

[Exhibit B](#)

[Exhibit A Work Plan](#)

Planning Director Wright introduced the agenda item. Mayor Nassar opened the public hearing at 7:52 p.m. There was no public comment. Mayor Nassar closed the public hearing at 7:52 p.m.

MOTION: I move to approve Ordinance No. 2021-17.

Pollock/Deets: The motion carried unanimously, 6-0.

10) UNFINISHED BUSINESS

10.A Consider Professional Services Agreement with the Kitsap Small Business Development Center in the Amount of \$10,000 - Executive

[Cover Page](#)

[WWU_SBDC_PSA.docx](#)

City Manager King introduced the item, and Deputy City Manager Schroer provided additional information.

MOTION: I move to authorize the City Manager to enter into a contract with the Kitsap Small Business Development Center in the amount of \$10,000 and execute the agreement substantially in the form attached.

Schneider/Deets: The motion was tabled.

Councilmember Schneider moved and Councilmember Deets seconded to table the motion until all Councilmembers are present. The motion to table the motion passed 6-1 with Councilmember Pollock voting against.

10.B Introduction and Review of Draft Plastics Ordinance No. 2021-18 - Executive

[Cover Page](#)

[Draft Plastics Ordinance No. 2021-18](#)

City Attorney Levan introduced the agenda item and Deputy City Attorney Sletten provided additional information. Council discussed the draft ordinance.

Councilmember Pollock moved and Deputy Mayor Hytopoulos moved to extend debate on the motion. The motion passed unanimously, 6-0.

Council's consensus was to provide for most the restrictive utensil provisions in the draft ordinance.

MOTION: Deputy Mayor Hytopoulos moved and Councilmember Pollock seconded to direct the City Attorney to bring back a new draft ordinance that would apply just to the activities that would otherwise be preempted as of July 1.

Hytopoulos/Pollock: The motion carried unanimously, 6-0.

11) NEW BUSINESS

11.A Consider Approval of SCADA Water & Sewer Telemetry Upgrades Contract Award of \$196,503.05, and a Budget Amendment in the amount of \$141,000.00 - Public Works

Cover Page

SCADA Contract.docx

PM Memo_051821.docx

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to approve the contract award for SCADA Water and Sewer Telemetry Upgrades in the amount of \$196,503.05, and the associated budget amendment in the amount of \$141,000.00.

Pollock/Deets: The motion carried unanimously, 6-0.

11.B Consider Appointments to the Climate Change Advisory Committee - Council

Cover Page

Broekhoff - CCAC (Redacted).pdf

Cox - CCAC (Redacted).pdf

Hansen - CCAC (Redacted).pdf

Harmon - CCAC (Redacted).pdf

Kydd - CCAC (Redacted).pdf

Richard - CCAC (Redacted).pdf

Mayor Nassar introduced the agenda item.

MOTION: I move to forward for approval with the June 22, 2021 Consent Agenda the reappointment to the Climate Change Advisory Committee of Michael Cox to Position 1 through June 2024.

Pollock/Carr: The motion carried 5 – 0.

AYES: Rasham Nassar, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Christy Carr

NOES: None

ABSENT: None

ABSTAIN: Joe Deets

MOTION: I move to forward for approval with the June 22, 2021 Consent Agenda the reappointment to the Climate Change Advisory Committee of Lara Hansen to Position 2 through June 2024.

Pollock/Carr: The motion carried 5 – 0.

AYES: Rasham Nassar, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Christy Carr

NOES: None

ABSENT: None

ABSTAIN: Joe Deets

MOTION: I move to forward for approval with the June 22, 2021 Consent Agenda the reappointment to the Climate Change Advisory Committee of Derik Broekhoff to Position 3 through June 2024.

Pollock/Carr: The motion carried 5 – 0.

AYES: Rasham Nassar, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Christy Carr
NOES: None
ABSENT: None
ABSTAIN: Joe Deets

MOTION: I move to forward for approval with the June 22, 2021 Consent Agenda the appointment to the Climate Change Advisory Committee of Steve Richard to Position 4 through June 2024.

Pollock/Carr: The motion carried 5 – 0.

AYES: Rasham Nassar, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Christy Carr
NOES: None
ABSENT: None
ABSTAIN: Joe Deets

MOTION: I move to forward for approval with the June 22, 2021 Consent Agenda the appointment to the Climate Change Advisory Committee of John Kydd to currently vacant Position 9 to complete an existing term expiring in June 2023.

Pollock/Carr: The motion carried 5 – 0.

AYES: Rasham Nassar, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Christy Carr
NOES: None
ABSENT: None
ABSTAIN: Joe Deets

Mayor Nassar adjourned the meeting for a break at 8:59 p.m. Council returned at 9:05 p.m., and Mayor Nassar reconvened the meeting.

I I.C Consider Appointments to the Planning Commission - Council

Cover Page

Birtley - Planning Commission (Redacted).pdf

Mathews - Planning Commission (Redacted).pdf

Neal - Planning Commission (Redacted).pdf

Shapiro - Planning Commission (Redacted).pdf

Stevens - Planning Commission (Redacted).pdf

Subramanian - Planning Commission (Redacted).pdf

Weise - Planning Commission (Redacted).pdf

Mayor Nassar introduced the agenda item.

MOTION: I move to forward for approval with the June 22, 2021 Consent Agenda the reappointment to the Planning Commission of Ashley Mathews to Position 3 through June 2024.

Pollock/Carr: The motion carried 5 – 0.

AYES: Rasham Nassar, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Christy Carr
NOES: None
ABSENT: None
ABSTAIN: Joe Deets

MOTION: I move to forward for approval with the June 22, 2021 Consent Agenda the appointment to the Planning Commission of Yesh Subramanian to Position 4 through June 2024.

Pollock/Carr: The motion carried 5 – 0.

AYES: Rasham Nassar, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Christy Carr
NOES: None
ABSENT: None
ABSTAIN: Joe Deets

11.D Consider Appointments to the Design Review Board - Council

[Cover Page](#)

[Clayton - DRB \(Redacted\).pdf](#)

[Dunstan - DRB \(Redacted\).pdf](#)

Mayor Nassar introduced the agenda item.

MOTION: I move to forward for approval with the June 22, 2021 Consent Agenda the reappointment to the Design Review Board of Joseph Dunstan to Position 3 through June 2024.

Pollock/Schneider: The motion carried 5 – 0.

AYES: Rasham Nassar, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Christy Carr
NOES: None
ABSENT: None
ABSTAIN: Joe Deets

MOTION: I move to forward for approval with the June 22, 2021 Consent Agenda the reappointment to the Design Review Board of Vicki Clayton to Position 4 through June 2024.

Pollock/Schneider: The motion carried 5 – 0.

AYES: Rasham Nassar, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Christy Carr
NOES: None
ABSENT: None
ABSTAIN: Joe Deets

11.E Consider Appropriation of \$100,000 from Transportation Benefit Fund to Support Engagement Activities Related to B.I. Ride - Executive

[Cover Page](#)

[Resolution No. 2019-06, Directing Use of Additional Vehicle License Fee Revenue Approved 012219](#)

City Manager King provided a presentation on the item. James Cox from The Routing Company provided information on the company's app. Kitsap Transit Executive Director Clauson spoke about the service.

MOTION: I move to appropriate \$100,000 from the Transportation Benefit Fund and to direct the City Manager to use the funding to support communications and engagement related to the B.I. Ride service of Kitsap Transit.

Schneider/Hytopoulos: The motion carried unanimously, 6-0.

12) COMMITTEE REPORTS

There were no committee reports.

13) FOR THE GOOD OF THE ORDER

Councilmember Deets provided an update on the last vaccine clinic. He noted that the Swedish Clinic on Bainbridge is closing.

Deputy Mayor Hytopoulos asked Council to sign the City's COVID-19 vaccine confirmation form.

14) ADJOURNMENT

Mayor Nassar adjourned the meeting at 9:33 p.m.

Rasham Nassar, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME:

AGENDA ITEM: Approve Haggar-Scribner Properties Foundation Bench Donation Agreement on Winslow Way - Public Works,

SUMMARY: The Haggar-Scribner Properties desires to donate two benches to be placed on Winslow Way.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Approve with the Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: The City and the Haggar-Scribner Properties have agreed to place two benches fronting 380 Winslow Way placed side by side parallel to the sidewalk. See Attachment A for bench description and Attachment B for location placement.

The City shall be responsible for the maintenance of the benches and the terms of the Agreements shall be five years or until the property is sold. See attached Agreement for more details.

ATTACHMENTS:

[Donation Bench Agreement - 380 Winslow.docx](#)

[Attachment A - bench description.pdf](#)

[Attachment B - bench location plan.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

DONATION AGREEMENT

THIS DONATION AGREEMENT, entered into this ____ day of _____, 2021 (this “Agreement”), is by and between the City of Bainbridge Island, a Washington municipal corporation (the “City”), and Haggar-Scribner Properties, a Washington Limited Liability Partnership (the “Donor”).

WHEREAS, the Donor and the City recognize the importance of public facilities and amenities; and

WHEREAS, the Donor has offered to donate two benches;

NOW, THEREFORE, the City and the Donor, for the consideration and under the conditions and obligations described below, agree as follows:

Section 1. The donation, which consists of two benches, is donated in its entirety to the citizens of Bainbridge Island to be hereafter owned by the City and managed on behalf of the citizens by the Department of Public Works.

Section 2. **Description:** The items are two identical in appearance, black, custom, 8-foot long glu-lam benches provided by the Donor, one of which is shown in Attachment A.

Space or Facility: City right-of-way fronting at 380 Winslow Way.

Location: Placed side-by-side, in-line, with the long sides parallel to the sidewalk, as depicted in Attachment B.

Additional information: none

Section 3. The initial term of this Agreement shall be five years from the date of this Agreement (the “Initial Term”). At the end of the Initial Term, the City may treat the Donation as it would any other City property similar in nature and may move, remove, and/or retire the Donation.

Section 4. The City shall be responsible for maintenance of the Donation, including any reasonable repairs, and will have the discretion to not replace and/or repair the Donation if it is deemed damaged beyond reasonable repair and/or replacement, and/ or suffers repeated vandalism prior to the end of Initial Term.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth above.

CITY OF BAINBRIDGE ISLAND

DONOR

By:_____

Blair King, City Manager

By:_____

Tom Haggar
Haggar-Scribner Properties
PO Box 10128
Bainbridge Island, WA 98110

Attachment A

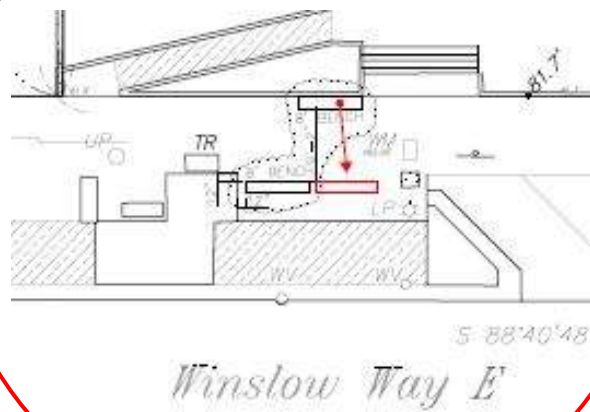
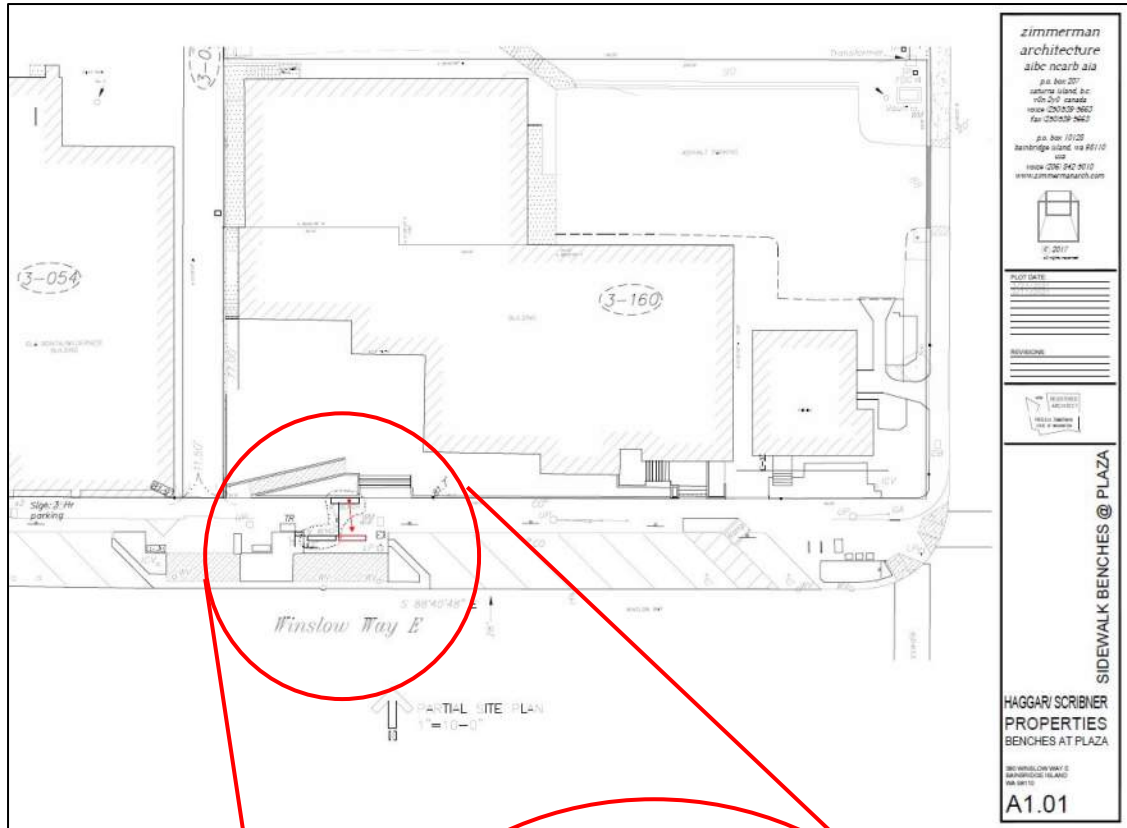
Bench Donation – 380 Winslow Way

8' long, glu-lam wood bench, painted black



Attachment B

Bench Location – 380 Winslow Way



Attachment B - Bench Locations





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Consider Appointments to the Climate Change Advisory Committee - Council,

SUMMARY: A call for participation was issued for volunteers to serve on the Climate Change Advisory Committee. A series of interviews were conducted by the Council Liaisons Deets and Hytopoulos and CCAC Co-Chair McCaughey. The selection panel recommended forwarding to the June 22, 2021 Consent Agenda the appointments as shown in the suggested motions for that meeting, and Council approved those motions at its June 8, 2021 meeting.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve the following appointments and reappointments to the Climate Change Advisory Committee with the Consent Agenda: reappointment of Michael Cox to Position 1 through June 2024, reappointment of Lara Hansen to Position 2 through June 2024, reappointment of Derik Broekhoff to Position 3 through June 2024, appointment of Steve Richard to Position 4 through June 2024, and appointment of John Kydd to currently vacant Position 9 to complete an existing term expiring in June 2023.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Broekhoff - CCAC \(Redacted\).pdf](#)

[Cox - CCAC \(Redacted\).pdf](#)

[Hansen - CCAC \(Redacted\).pdf](#)

[Harmon - CCAC \(Redacted\).pdf](#)

[Kydd - CCAC \(Redacted\).pdf](#)

[Richard - CCAC \(Redacted\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
Sent: Sunday, April 18, 2021 4:36 PM
To: CityAdmin
Subject: Online Form Submittal: Climate Change Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Climate Change Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

Step 1

Climate Change Advisory Committee Volunteer Application

Members should have expertise in climate science, atmospheric science, engineering, energy management, water conservation, planning, policy, environmental law, economics, solid waste management, forestry, systems analysis and communications. The committee serves as a technical and planning advisory committee on issues related to climate change as directed by the City Council. The committee is also focused on the implementation of the Climate Action Plan, which was identified as the City Council's top policy priority in the 2021 – 2022 Adopted Budget.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name Derik Broekhoff

Email

Daytime Phone

Address

City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Stockholm Environment Institute
Current Position	Senior Scientist
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Climate Change Advisory Committee
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I have worked for over 20 years on climate change policy and greenhouse gas accounting, including at the local level. For the past 3 years, I have served on the City of Bainbridge Island's Climate Change Advisory Committee, contributing to the development of the City's first greenhouse gas inventory, development of its climate action plan (including community outreach and assisting with the development of transportation measures), and advising on other matters. I would be honored to continue to serve on the Committee as the City moves forward on implementation the climate action plan, updating its greenhouse gas inventory, and exploring further how to realize its near- and long-term climate action goals.
Please share your community interests (groups, committees, organizations) if any:	climate change mitigation and adaptation, sustainable transportation, renewable energy
Do you have potential conflicts of interest? If so, please explain:	None
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021

DERIK BROEKHOFF

PROFESSIONAL SUMMARY

Derik Broekhoff has over 20 years of experience in energy and climate policy. His current work focuses on the effective design and implementation of environmental market mechanisms, and assessing subnational and local climate mitigation policies. Prior to joining SEI, Derik was Vice President for Policy at the Climate Action Reserve in Los Angeles, where he oversaw development of the Reserve's voluntary carbon offset program and its transition into California's regulatory cap-and-trade program. Before that, he led work for the Greenhouse Gas Protocol Initiative at the World Resources Institute, focusing on how to quantify emission reductions from renewable energy projects. He has advised numerous state, national, and multi-national policy initiatives on carbon accounting and program design, including voluntary and regulatory offset programs and programs to reduce emissions from deforestation and degradation (REDD+). Derik has a master's degree in public policy (MPP) from the University of California at Berkeley, and a bachelor's degree in international relations from Stanford University.

EXPERIENCE

Senior Scientist, Stockholm Environment Institute (July 2015 – Present)

Urban climate policy

- Lead researcher on studies examining the roles of city and national governments in urban climate change mitigation
- Lead author on forthcoming analysis of the role of cities in national efforts to decarbonize the electricity sector
- Leader of modeling efforts to estimate greenhouse gas abatement potential in urban areas globally (for the Coalition for Urban Transitions) and in the United States (for the American Cities Climate Challenge)
- Lead researcher on city-scale policies for reducing consumption-based greenhouse gas emissions

Carbon markets

- Internationally recognized expert on carbon offsets
- Advisor to state and local governments on climate change policy and design of emissions trading systems
- Expert adviser to the World Bank's Partnership for Market Readiness (PMR) on carbon market design, standards, and infrastructure
- Contributor to multiple analyses on the implementation of Article 6 emissions trading mechanisms under the Paris Agreement

Vice President for Policy, Climate Action Reserve (August 2008 – July 2015)

- Led the development of Climate Action Reserve program rules and policies to ensure transparency, equity, rigor, and practicality in the operation of the largest carbon offsets program in North America.
- Worked with California state officials to ensure the successful integration of the Climate Action Reserve program with California's regulatory cap-and-trade system.

- Led the Reserve's efforts to promote climate change policy development, including sharing of expertise on carbon market design and offset standards.
 - Advised the government of Kazakhstan on the design, implementation, and operation of a domestic carbon offset program
 - Advised the World Bank's Partnership for Market Readiness program, including drafting of technical guidance documents and review of country proposals
 - Advised the World Bank's Forest Carbon Partnership Facility, including drafting of options assessments related to REDD+ risk management
 - Advised and authored policy recommendations for the California REDD+ Offset Working Group (ROW)
 - Advised federal, state, and regional (e.g., Western Climate Initiative) regulators and lawmakers on carbon offset standards and program design.
 - Provided expertise and advice to numerous policy dialogues and initiatives including:
 - The Coalition for Agricultural Greenhouse Gases (C-AGG)
 - The Verified Carbon Standard (VCS)
 - The Offset Quality Initiative (OQI)
- Managed seven-person staff responsible for developing and updating standardized, performance-based carbon offset protocols including:
 - A standardized U.S.-wide protocol for quantifying benefits of forest management and conservation activities.
 - The first regulator-approved protocol to quantify the climate benefits of destroying ozone depleting substances.
 - Protocols for quantifying GHG reductions associated with organic waste diversion; landfill methane capture and destruction; livestock methane capture and destruction; urban tree planting; and destruction of N₂O emissions from nitric acid plants.
 - Standardized protocols for mitigation efforts in the agricultural sector, including improved rice cultivation, nitrogen management, and avoided grassland conversion.

Senior Associate, World Resources Institute (September 2004 – July 2008)

- Led work on WRI's *Greenhouse Gas Protocol Initiative*:
 - Co-authored the WRI/WBCSD *Greenhouse Gas Protocol for Project Accounting*, an internationally recognized accounting standard for greenhouse gas reduction projects.
 - Led a two-year multi-stakeholder effort to develop greenhouse gas accounting guidelines for renewable energy projects, and served as primary author of these guidelines.
- Managed WRI Climate Program activities related to emissions trading and carbon market policy development, focusing on carbon offsets and linkages between greenhouse gas trading systems.
- Provided input to U.S. policymakers on cap-and-trade policy and the design of carbon offset programs:
 - Testified twice before the U.S. Congress (House and Senate) on carbon offset regulation and policy.
 - Advised U.S. congressional staff on carbon offset policy design and implementation.
 - Provided technical input to the U.S. Climate Action Partnership on carbon offsets and other cap-and-trade issues.
 - Provided technical input to state policymakers designing the Regional Greenhouse Gas Initiative (RGGI).
 - Served as technical advisor to the Western Climate Initiative's Offsets Subcommittee.
 - Led initial stakeholder discussions on the design of a carbon offsets program for the Midwestern Greenhouse Gas Accord (MGGA).
- Provided input on the design and implementation of international and domestic voluntary carbon offsets programs:
 - Served on the Steering Committee that created the Verified Carbon Standard.
 - Served on the Offsets Committee for the Chicago Climate Exchange.
 - Served on the advisory committee for the development of the Center for Resource Solutions' "Green-e Climate" offset certification standard.
 - Served on the advisory board for the Climate Neutral Network.

- Authored reports and organized international workshops on linking greenhouse gas emissions trading systems.
- Presented at numerous U.S. and international conferences, workshops, and seminars related to greenhouse gas accounting, standards development, carbon offsets policy, emissions trading, and linking of trading systems.
- Published numerous articles, reports, and papers on carbon offsets policy, market design, and standard setting.

Senior Policy Analyst, Trexler Climate + Energy Services, Inc. (November 2001 – August 2004)

- Managed development of financial and economic analytical tools related to:
 - Forecasting international supply and demand for greenhouse gas reductions.
 - Evaluating risk and calculating costs for carbon offset projects.
 - Comparing costs for different climate change mitigation technologies.
 - Analyzing carbon offset project investment portfolios.
 - Assessing the economic and environmental impacts of small-scale cogeneration technologies.
- Prepared reports on climate change policy, CO₂ credit price forecasting, risk management, project evaluation, and business strategy for a wide range of private and public sector clients.
- Made presentations and represented the firm at conferences and business meetings.
- Managed team of three Research Assistants and coordinated information gathering on climate change policies, science, and economics.

Senior Associate, MRW & Associates, Inc. (October 1999 – August 2001)

- Developed financial models to evaluate electric generation projects, value utility assets, and analyze utility rates.
- Provided economic analysis supporting interventions in regulatory proceedings concerning utility procurement costs, disposition of utility assets, and payments to renewable energy Qualifying Facilities.
- Analyzed utility incentives under different regulatory and ratemaking mechanisms.
- Conducted historical price analyses and assisted with price forecasting and production cost modeling.
- Conducted extensive research on utility restructuring in California.

**Graduate Student Instructor, Microeconomics (September 1998 – May 1999)
University of California, Berkeley**

- Led discussion sections for first-year graduate students on microeconomic theory and its application to policy analysis.

Policy Intern, California Public Utilities Commission (Summer 1998)

- Developed a set of performance indicators to inform strategic planning and track emerging trends in the energy and telecommunications industries.
- Presented recommendations for implementing an indicator tracking program to Division Directors.

Research Associate, Trexler and Associates, Inc. (April 1994 – June 1997)

- Conducted library, phone, and on-line research on diverse topics related to energy, forestry, land use, climate change, and climate change mitigation.
- Analyzed quantitative components of climate change mitigation projects.
- Helped write, edit, and format reports, newsletters, and other documents.

- Managed in-house information system and maintained technical and bibliographic computer databases.
- Supervised interns on research and information management projects.

EDUCATION

M.P.P. University of California, Berkeley, 1999

A.B. International Relations and German Studies, Stanford University, 1992

REPORTS AND PUBLICATIONS

Broekhoff, D., Gillenwater, M., Colbert-Sangree, T., and Cage, P. 2019. “Securing Climate Benefit: A Guide to Using Carbon Offsets.” Stockholm Environment Institute & Greenhouse Gas Management Institute. [Offsetguide.org/pdf-download/](https://offsetguide.org/pdf-download/)

Fuessler, J., Broekhoff, D., Kohli, A., Kreibich, N., Lehmann, S. and Spalding-Fecher, R. (2019). Trading up: ensuring that Article 6 promotes ambition in the Paris Agreement. *Carbon Mechanisms Review*, no. 3. 4–11.

La Hoz Theuer, S., Schneider, L. and Broekhoff, D. (2019). When less is more: limits to international transfers under Article 6 of the Paris Agreement. *Climate Policy*, 19(4). 401–13. DOI: 10.1080/14693062.2018.1540341

Schneider, L., Broekhoff, D., Mealey, T. and Soparkar, I. (2019). Avoiding Double Counting for CORSIA. *Carbon Mechanisms Review*, no. 3. 19–25.

Schneider, L., Duan, M., Stavins, R., Kizzier, K., Broekhoff, D., et al. (2019). Double counting and the Paris Agreement rulebook. *Science*, 366(6462). 180–83. DOI: 10.1126/science.aay8750

Schneider, L., Michaelowa, A., Broekhoff, D., Espelage, A. and Siemons, A. (2019). *Lessons Learned from the First Round of Applications by Carbon-Offsetting Programs for Eligibility under CORSIA*. Oeko Institute, Berlin. <https://www.oeko.de/fileadmin/oekodoc/Lessons-learned-from-CORSIA-applications.pdf>

Broekhoff, D., Erickson, P. and Piggot, G. (2019). *Estimating consumption-based greenhouse gas emissions at the city scale: a guide for local governments*. SEI report. Stockholm Environment Institute, U.S. Center, Seattle, WA. <https://www.sei.org/publications/consumption-based-greenhouse-gas-emissions-city-scale/>

Broekhoff, D., Piggot, G. and Erickson, P., 2018. *Building Thriving, Low-Carbon Cities: An Overview of Policy Options for National Governments*. Coalition for Urban Transitions. London and Washington, D.C.

Broekhoff, D., et al., 2017. *Establishing Scaled-up Crediting Program Baselines under the Paris Agreement: Issues and Options*. Partnership for Market Readiness, Technical Note #15. World Bank, Washington, DC. <https://openknowledge.worldbank.org/handle/10986/28785>

La Hoz Theuer, S., L. Schneider, D. Broekhoff, and A. Kollmuss, 2017. *International transfers under Article 6 in the context of diverse ambition of NDCs*. Stockholm Environment Institute, Working Paper No. 2017-10. <https://www.sei-international.org/publications?pid=3248>

Schneider, L., Füssler, J., Kohli, A., Graichen, J., Healy, S., et al., 2017. *Robust Accounting of International Transfers under Article 6 of the Paris Agreement*. German Environment Agency (UBA), Berlin, Germany.

Broekhoff, D., A. Down, and M. Lazarus, 2017. *Using carbon tax revenues to help attain climate goals: Insights for Washington State from existing programs*. Stockholm Environment Institute, Working Paper No. 2016-03. <http://sei-us.org/publications/id/599>

Spalding-Fecher, R., D. Broekhoff, J. Füssler, 2017. *Environmental Integrity and Additionality in the New Context of the Paris Agreement Crediting Mechanisms*. Final report for Swedish Energy Agency. <http://www.energimyndigheten.se/contentassets/2600659ecfa54ec995b835a4c99d75fb/environmental-integrity----final-report-2017.01.24.pdf>

Schneider, L., D. Broekhoff, et al., 2016. *Market Mechanisms in the Paris Agreement – Differences and Commonalities with Kyoto Mechanisms*. Discussion paper published by the German Emissions Trading Authority (DEHSt) at the German Environment Agency. <http://sei-us.org/publications/id/594>

Bailis, R., D. Broekhoff, and C. Lee, 2016. *Supply and Sustainability of Carbon Offsets and Alternative Fuels for International Aviation*. Stockholm Environment Institute, Working Paper No. 2016-03. <http://sei-us.org/publications/id/570>

Broekhoff, D., P. Erickson, and C. Lee, 2015. *What Cities Do Best: Piecing Together an Efficient Global Climate Governance*. Stockholm Environment Institute, Working Paper No. 2015-15. <http://sei-us.org/publications/id/561>

Broekhoff, D., 2015. “There Are Still Promising Alternatives to Carbon Taxes” in *Brink News*, February 18, 2015. Available at: <http://www.brinknews.com/there-are-still-promising-alternatives-to-carbon-taxes/>

Climate Action Reserve and Tetra Tech ES, Inc. 2014. *Kazakhstan Offset Program Policy and Design Recommendations*. United States Agency for International Development. Washington, DC.

Murray, B., D. Broekhoff, and L. Durschinger, 2013. *Using Buffer Mechanisms to Manage Risks for REDD+ Emission Reduction Programs under the Carbon Fund: An Options Assessment*. World Bank Forest Carbon Partnership Facility, Carbon Finance Unit. Washington, DC.

Lazarus, M. and D. Broekhoff, 2013. *Options and Guidance for the Development of Baselines*. World Bank Partnership for Market Readiness, Technical Note #5. Washington, DC.

Schneider, L., D. Broekhoff, et al., 2012. *Standardized Baselines for the CDM – Are We On The Right Track?* Policy paper submitted to the CDM Executive Board, November 20, 2012.

Broekhoff, D., 2012. *The Nuts and Bolts of Baseline Setting: What, Why, and How?* World Bank Partnership for Market Readiness, Technical Note #3. Washington, DC.

Broekhoff, D., 2010. “Offsets Allow Us to Go Further, Faster” in *The Environmental Forum* (Environmental Law Institute), May/June 2010, p. 50.

Broekhoff, D. and K. Zyla, 2008. *Outside the Cap: Opportunities and Limitations of Greenhouse Gas Offsets*. World Resources Institute, Washington, DC.

Broekhoff, D. and K. Zyla, 2008. *Opportunities and Quantification Requirements for Local Government Participation in Greenhouse Gas Emissions Trading Markets*. Prepared for Washington State Department of Ecology. World Resources Institute, Washington, D.C.

Broekhoff, D., 2008. *Creating Jobs With Climate Solutions: How Agriculture And Forestry Can Help Lower Costs In A Low-Carbon Economy*. Testimony before the Senate Subcommittee on Rural Revitalization, Conservation, Forestry, and Credit of the United States Senate Committee on Agriculture, Nutrition, and Forestry, May 21, 2008.

Mace, M.J., et al., 2008. *Analysis of the Legal And Organisational Issues Arising in Linking the EU Emissions Trading Scheme to Other Existing and Emerging Emissions Trading Schemes*. European Commission DG-Environment, Brussels.

Broekhoff, D., 2007. *Expanding Global Emissions Trading: Prospects for Standardized Offset Crediting*. International Emissions Trading Association, Geneva.

Gillenwater, M., D. Broekhoff, et al., 2007, "Policing the Voluntary Carbon Market" in *Nature Reports Climate Change*. Published online 11 October 2007. Available at:
<http://www.nature.com/climate/2007/0711/full/climate.2007.58.html>

Broekhoff, D., 2007. *Voluntary Carbon Offsets – Getting What You Pay For*. Testimony before the House Select Committee on Energy Independence and Global Warming, U.S. House of Representatives, July 18, 2007.

Broekhoff, D., 2007. *Guidelines for Quantifying GHG Reductions from Grid-Connected Electricity Projects*. World Resources Institute / World Business Council for Sustainable Development, Washington, D.C., Geneva.

Broekhoff, D., 2007. "Linking Markets for GHG Reductions: Can It Be Done?" Discussion paper presented to the International Network for Environmental Compliance and Enforcement, Dublin, Ireland, March 8, 2007.

Acharya, M. and D. Broekhoff, 2006. "Striking a Balance – Towards Standardisation," in *Environmental Finance*, May 2006, pp. S55-S57.

Trexler, M., L. Kosloff, and D. Broekhoff, 2006. "Greenhouse Gas Emissions Trading, Environmental Integrity and Project-Based Additionality: A Three-Legged Stool," in *Innovation, Management Systems and Trading Committee Newsletter*, American Bar Association, Vol. 6, No. 2, July 2006.

Trexler, M., D. Broekhoff, and L. Kosloff, 2006. "A Statistically-Driven Approach to Offset-Based GHG Additionality Determinations: What Can We Learn?" in *Sustainable Development Law & Policy*, Volume VI, Issue 2, Winter 2006.

Greenhalgh, S., D. Broekhoff, and F. Daviet, 2005. *The Greenhouse Gas Protocol for Project Accounting*. World Resources Institute and World Business Council for Sustainable Development, Washington, D.C. and Geneva.

Trexler, M. and D. Broekhoff, 2005. "Is Russia's Ratification Enough?" in *Carbon Finance*, February 2005.

Broekhoff, D. and M. Trexler, 2003. "How Additionality Could Drive the Carbon Market," in *Environmental Finance*, July-August 2003, pp. 24-25.

Trexler, M. and D. Broekhoff, 1995. "Arid Lands and Carbon Offsets - A Viable Option?" presented to the United Nations Environment Programme International Workshop: *Combating Global Warming by Combating Land Degradation*, September 4-8, 1995 in Nairobi, Kenya.

Broekhoff, D., 1993. "Sustainable Forestry in Siberia," in *Surviving Together, A Quarterly on Grassroots Cooperation in Eurasia*, Vol. 11, No. 4, Winter 1993, pp. 16-18 (abridged). Republished in *Common Future*, Vol. 1, No. 2, Autumn 1995, pp. 17-20.

From: noreply@civicplus.com
Sent: Monday, March 29, 2021 5:34 PM
To: CityAdmin
Subject: Online Form Submittal: Climate Change Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Climate Change Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

Step 1

Climate Change Advisory Committee Volunteer Application

Members should have expertise in climate science, atmospheric science, engineering, energy management, water conservation, planning, policy, environmental law, economics, solid waste management, forestry, systems analysis and communications. The committee serves as a technical and planning advisory committee on issues related to climate change as directed by the City Council. The committee is also focused on the implementation of the Climate Action Plan, which was identified as the City Council's top policy priority in the 2021 – 2022 Adopted Budget.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name MICHAEL West COX

Email

Daytime Phone

Address

City	BAINBRIDGE IS
State	WA
Zip	98110
Current Employer	Retired
Current Position	Retired
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Planning Commission Non-motorized Transportation Climate Change Advisory Committee
Please share your qualifications for this appointment (skills, activities, training, education) if any?	Worked as EPA Region 10 Climate Change Advisory for 5 years Co-chair of the BI Climate Change Advisory Committee for 2.5 years
Please share your community interests (groups, committees, organizations) if any:	Want to help BI move forward to do its part to reduce GHG emissions and prepare our Island from the impacts of climate change. I am co-chair of Climate Action Bainbridge I coordinate the monthly (pre-COVID) Climate and Energy Forum and Movies that Matter
Do you have potential conflicts of interest? If so, please explain:	No
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	<i>Field not completed.</i>
Type the Year	2021

From: noreply@civicplus.com
Sent: Monday, April 12, 2021 5:50 PM
To: CityAdmin
Subject: Online Form Submittal: Climate Change Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Climate Change Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

Step 1

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Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name Lara J Hansen

Email

Daytime Phone

Address

City	Bainbridge Island
State	WA
Zip	98110
Current Employer	EcoAdapt
Current Position	Chief Scientist & Executive Director
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Climate Change Advisory Committee
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I have been working professionally on climate change exclusively since 2001, with relevant research focus proceeding that. My work is on both the human communities and ecosystems in the U.S. and internationally. This includes guiding communities and building local capacity to incorporate climate change adaptation practices into planning, operations and implementation. I co-authored the Bainbridge Island Climate Impact Assessment and as a member of the Climate Change Advisory Committee, have been active in the creation of the Climate Action Plan. Please see my attached CV for the full scope of my work.
Please share your community interests (groups, committees, organizations) if any:	My interests range from environmental issues (Sustainable Bainbridge, BILT) to art (BARN, BIMA, BPA) to supporting the local schools music and sports programs to local emergency preparedness (neighborhood co-lead through Bainbridge Prepares) to social justice (SPARCC). I have also presented on climate change to many local community organizations.
Do you have potential conflicts of interest? If so, please explain:	I have been hired by the city in the past to provide technical support. It is possible that I might be hired in the future.
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021

EDUCATION

- Ph.D., Ecology, University of California, Davis December 1998
Fields of Oral Examination passed October 7, 1994: Principles of Ecology, Community Ecology, Ecotoxicology, Conservation Ecology, Biomarker Methodologies.
Dissertation: Ultraviolet radiation, amphibian decline and local population adaptation.
Advisor: H. Bradley Shaffer, Ph.D.
- Bachelor of Arts, Biology (marine emphasis), University of California, Santa Cruz June 1992
Independent Senior Thesis: Effects of Ultraviolet B (UVB) radiation on *Pseudomonas perfectomarina* in simulated surface waters of Monterey Bay. Advisor: Bess B. Ward, Ph.D.

Oregon Institute of Marine Biology, University of Oregon, Charleston, OR Summer 1987

RESEARCH EXPERIENCE

- Chief Scientist, Executive Director and Co-Founder, EcoAdapt 2008- present
- Develop climate change strategies, plans and actions with governments, non-governmental organizations and private entities in need of support
 - Train practitioners, planners and managers in the science and philosophy of climate change adaptation
 - Facilitate the creation of a climate change adaptation field and scientific community
 - Co-creation of the Climate Adaptation Knowledge Exchange (CAKEx.org) and National Adaptation Forum.
- Principal, Lara Hansen and Associates 2008-2009
- Provide technical support on climate change adaptation
 - Develop an adaptation framework for the Pacific Rim and Basin, including identifying key players and case studies (Ocean Conservancy and Resource Legacy Fund)
 - Conduct a Climate Camp for MacArthur Foundation Climate Change Grantees in conjunction with the World Conservation Congress, and synthesis a report regarding lessons learned and next steps on adaptation projects for these grantees (WWF-Canada and MacArthur Foundation)
 - Support the State of California Resources Agency Ocean Protection Council in the development of their climate change adaptation strategy on ocean and coastal resources (State of California)
 - Create the Climate Change Adaptation background and recommendations white paper for the Presidential Climate Action Plan (University of Colorado, Denver)
 - Provide technical support on climate change adaptation planning to various foundations (Kendall, Wilburforce, MacArthur & Duke Foundations) and NGOs (Island Press, Defenders, Sierra Club)
 - Provide a climate change informed-scientific basis and adaptation capacity building for Sierra Club and American Rivers conservation planning in the Pacific Northwest (Switzer Foundation)
- Chief Scientist and Director, Climate Change Impacts and Adaptation Program, World Wildlife Fund 2001- 2008
- Director of World Wildlife Fund's Climate Change Impacts and Adaptations Program
 - Expert on climate change issues, developing and advising on case study and research goals for WWF
 - Lead Scientist on research relating to coral reefs (especially bleaching and resource management)
 - Design and implementation of studies to assess vulnerability of biological systems to climate change
 - Design and implementation of studies to assess feasibility and success of climate change adaptation strategies
 - Prepare documents to communicate climate change science to scientists, policymakers and the public

Lara Hansen, Ph.D.

- Post-doctoral Research Ecologist, Gulf Ecology Division, USEPA 1998- 2001
- Photobiology research on coral bleaching, protective pigment induction by population, region and taxa
 - CISNet: Coral bleaching, UV effects and multiple stressors in the Florida Keys project with UCDavis
 - Prepare summaries for briefing international organizations on issues relating to conservation and photobiology
- Doctoral Research, University of California, Davis 1992-1998
- Laboratory experiments to selectively explore the role of factors implicated in amphibian decline, including the biological effects of UVB radiation using biomarkers
 - Local population adaptation to environmental stresses.
 - Project Manager: Managed five undergraduate assistants in field and laboratory experiments, secured funding from outside sources for payroll, trained assistants in areas including anuran natural history, animal collection and care, collection of water quality data, preservation and processing of tissue samples, and ELISA techniques
- Research Scientist, Kasitsna Bay Laboratory, Seldovia, AK April 1995
- Invited member of the Lawrence Berkeley Laboratory/ Oak Ridge National Laboratory Biological Effects of UVB study team
 - Comparison of accuracy and precision of various methods of measuring UVB exposure
 - Design and implement research examining the biological impact on UVB on marine invertebrate larvae
- Aquatic Toxicologist, S.R. Hansen and Associates, Concord, CA 1986-1992
- Toxicity of marine and estuarine water and sediment samples
 - Remediation methods for industrial and municipal effluent treatment
 - Bioaccumulation studies of aquatic toxicants from multiple sources
 - Algal, invertebrate and vertebrate organism culture
- Undergraduate Research, University of California, Santa Cruz 1991-1992
- Ambient UVB exposure experiments with a marine bacterium at depth in a temperate water column, and analyzed growth effects of varying depth and light regimes
 - Quantified UVB dose with chemical actinometers and digital radiometers
- Policy Intern, Office of Environmental Affairs, State of California, Sacramento, CA Summer 1990
- State agency survey for implementation of the California Ocean Resource Management Act (CORMA)
 - Co-facilitated and organized forums for the discussion of CORMA implementation

TEACHING EXPERIENCE

- Climate Camp/Awareness to Action Workshops, Various locations 2006- present
- Visiting Scholar/Lecturer, Scripps Institute of Oceanography, Univ. of California, San Diego 2005- present
- Lecturer in Conservation Biology
- Lecturer, Johns Hopkins University, Baltimore, MD 2001- 2009
- Lecturer in Conservation Biology
- Adjunct Professor, Pensacola State College (Pensacola Junior College), Pensacola, FL Spring 2001
- Instructor for Biological Principles (Lecture and Laboratory)
- Graduate Teaching Experience, Graduate Group in Ecology, University of California, Davis 1995-1997
- Independent Teaching, Marine and estuarine toxicology, and Amphibian decline
 - Course Reader, Conservation and Biology of Fish
 - Teaching Assistant, Introduction to Ecology

SPECIAL TRAINING

NSF Antarctic Biology Course (photobiology and adaptation of Antarctic organisms) 1998-1999

GRANTS, AGREEMENTS AND FELLOWSHIPS

US Geological Survey "Climate Change Adaptation Checklist for Resource Management"	2020-2023
Packard Foundation "Marine Climate Change Adaptation Efficacy Testing & Grantmaking Criteria"	2018-2021
National Science Foundation "Collaborative Research: What Drives Learning and Action in Place-Based Adaptation Workshops?"	2018-2023
Spitzer Foundation "Assessing the State of Climate Adaptation in Marine and Coastal U.S."	2018-2021
Bullitt Foundation "Climate Adaptation Implementation Tools (CAIT) Project"	2017-2018
Commission for Environmental Cooperation "Strengthening Adaptive Capacity for MPAs"	2017-2018
National Geographic "Sustained Access to Climate-Informed Resources in a Shifting Political Climate"	2017-2018
Bainbridge Community Foundation "Climate Savvy Comprehensive Plan Implementation"	2017-2018
Wilburforce Foundation "Adaptation Basics, Communication and Networking"	2017-2018
Kresge Foundation "General Adaptation Support"	2017-2021
National Marine Sanctuary Foundation "Planning for a Resilient National Marine Sanctuary of American Samoa"	2016-2017
Commission for Environmental Cooperation "Rapid vulnerability assessments for MPAs"	2016-2017
Wilburforce Foundation "Adaptation Innovation"	2016-2017
MacArthur Foundation "The 3 rd National Adaptation Forum"	2015-2018
Bullitt Foundation "Creating a model climate-savvy community comprehensive plan to support a climate-savvy Regional Open Space Strategy"	2015-2016
USFWS CFDA Program "Hawaiian Islands Comprehensive Climate Assessment"	2015-2017
Bainbridge Community Foundation "BI Climate Impact Assessment Plan"	2015-2016
Kresge Foundation "Adaptation Innovation for the Community of Practice"	2015-2016
California LCC "Gulf of the Farallones NMS Vulnerability Assessment"	2014-2016
MacArthur Foundation "The 2 nd National Adaptation Forum"	2014-2015
Wilburforce Foundation "Surfing the Crest of the Adaptation Wave"	2013-2015
NOAA COCA Fisheries Management and Climate Change	2013-2015
NW Climate Science Center Region 1 Forest Service Climate Change Planning	2013-2015
Mott Foundation "The State of Adaptation in the Southeastern United States"	2013-2015
California LCC "From A2A: Vulnerability Assessment & Adaptation Strategies for Focal Resources of the Sierra Nevada"	2012-2017
North Pacific LCC "Data Management Platform Focus Groups and Usability Testing"	2012-2013
Mott Foundation "The State of Adaptation in the Great Lakes"	2011-2012
Kresge Foundation "Innovate and Foster Climate Change Adaptation"	2010-2012
Harder Foundation "Building Climate Change into Washington's Marine Spatial Planning Process"	2010-2011
Wilburforce Foundation "Advancing Climate Change Adaptation in Western North America"	2010-2011
Wilburforce Foundation "Building Adaptation into Western North American Conservation"	2009-2010
Kresge Foundation "Building the Community of Climate Adaptation for Ecosystems & Human Well Being: Climate Adaptation Knowledge Exchange"	2009-2010
Moore Foundation "The State of Marine Adaptation to Climate Change in North America: A Synthesis of Emerging Ideas"	2008-2010
Switzer Foundation Leadership Grant	2008-2009
MacArthur Foundation, World Conservation Congress Workshop for MacArthur Fundees	2008
MacArthur Foundation "Integrating Climate Change into Coastal and Marine Conservation in Madagascar: A Vulnerability Assessment"	2007-2009
Batchelor Foundation "Climate Change LEADS: Linking Environmental Analysis to Decision Support- Stakeholder Outreach"	2007-2009

Lara Hansen, Ph.D.

Allianz Foundation for North America “Youth and Climate Change Initiative: Assessing the Vulnerabilities of the Southeastern US and Empowering a Generation of Climate Witnesses” 2007-2009

Hewlett-Packard “Assessing Climate Change Vulnerability in the Bering Sea” 2007-2008

NOAA Grant “Climate Change LEADS: Linking Environmental Analysis to Decision Support 2006-2008

Bringing science and stakeholders together to inform decision making and improve long-range planning to better sustain the Florida Keys coastal environment and the communities that depend on it”

UNEP/GEF MSP “Developing Generalizable Method for Adaptive Management and Protection from Climate Change in Mangrove and Coral Reef Ecosystems” 2006-2009

UK DFID “Constructing a Climate Change Adaptation Strategy for the Mesoamerican Reef” 2006-2009

UNEP/GEF PDF-A “Developing Generalizable Method for Adaptive Management and Protection from Climate Change in Mangrove and Coral Reef Ecosystems” 2003-2004

NOAA Grant “Enhancing Management Effectiveness of Marine Protected Areas and Coral Reef Species Conservation Through Assessment of MAA Content in Populations and Species” 2002-2004

Coral Reef Advisory Group- Coral resistance to climate change- Ofu Island, American Samoa 2002-2003

USEPA Cooperative Agreement on coral reef/climate change adaptation in American Samoa 2002-2004

Graduate Fellowships and Grants 1992-1998

UC Statewide Toxic Substances Research and Teaching Program Graduate Fellowship, Center for Population Biology Graduate Research Traineeship, Center for Population Biology Research Grant, USEPA Center for Ecological Health Research, Research Award, UC Davis Research and Humanities Award, Switzer Environmental Fellow, Jastro-Shields Research Award, University of California Graduate, Declining Amphibian Population Task Force SEED Grant, UC Toxic Substances Research and Teaching Program, Ecotoxicology Program, UC Davis

AWARDS AND HONORS

Wilburforce Foundation Conservation Leadership Award 2015

Women’s Environmental Leadership Award, Unity College 2014

Cool Capitol Challenge, Cool Award 2007

IUCN Woman Fighting Climate Change 2007

EPA Scientific and Technological Achievement Award, Level III 2004

EPA Scientific and Technological Achievement Award, Level III 2003

EPA Bronze Medal 2002

Two EPA Superior Accomplishment Awards 2000

EPA “On-the-Spot” Award 1999

EPA Special Act Award 1999

American Association for Photobiology Associate Member Travel Grant Award 1998

Graduate Student Association Student Travel Award 1998

Herpetologist League, Graduate Student Paper, Finalist 1997

Switzer Environmental Fellow 1995-1996

Association of Women in Science Citation of Merit 1995

PUBLICATIONS

Wick, W.D., B. Maco, **L. Hansen**, P. Bardos, E. Mielbrecht and T. Yasutaka. 2018. Climate Change and Resilience within Contaminated Lands Rehabilitation. *Natural Resources and Environment* 33(2):16-21.

Beier, P., **L.J. Hansen**, L. Helbrecht and D. Behar. 2016. A how-to guide for co-production of actionable science. *Conservation Letters* 10(3):288-296.

McLeod, E., B. Szuster, J. Hinkel, E.L. Tompkins, N. Marshall, T. Downing, S. Wongbusarakum, A. Patwardhan, M. Hamza, C. Anderson, S. Bharwani, **L. Hansen** and P. Rubinoff. 2015. Conservation Organizations Need to Consider Adaptive Capacity: Why Local Input Matters. *Conservation Letters*

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Howard, J., E. Babij, R. Griffis, B. Helmuth, A. Himes-Cornell, P. Niemier, M. Orbach, L. Petes, S. Allen, G. Auad, R. Beard, M. Boatman, N. Bond, T. Boyer, D. Brown, P. Clay, K. Crane, S. Cross, M. Dalton, J. Diamond, R. Diaz, Q. Dortch, E. Duffy, D. Fauquier, W. Fisher, M. Graham, B. Halpern, **L. Hansen**, B. Hayum, S. Herrick, A. Hollowed, D. Hutchins, E. Jewett, D. Jin, N. Knowlton, D. Kotowicz, T. Kristiansen, P. Little, C. Lope, P. Loring, R. Lumpkin, A. Mace, K. Mengerink, J.R. Morrison, J. Murray, K. Norman, J. O'donnell, J. Overland, R. Parsons, N. Pettigrew, L. Pfeiffer, E. Pidgeon, M. Plummer, J. Polovina, J. Quintrell, T. Rowles, J. Runge, M. Rust, E. Sanford, U. Send, M. Singer, C. Speir, D. Stanitski, C. Thornber, C. Wilson and Y. Xue. 2013. Oceans and Marine Resources in a Changing Climate. *Oceanography and Marine Biology: An Annual Review* 51:71-192.

Stein, B.A., A. Staudt, M.S. Cross, N.S. Dubois, C. Enquist, R. Griffis, **L.J. Hansen**, J.J. Hellmann, J.J. Lawler, E.J. Nelson, and A. Pairis. 2013. Preparing for and Managing Change: Climate Adaptation for Biodiversity and Ecosystems. *Frontiers in Ecology and the Environment* 11: 502–510.

Staudt, A., A.K. Leidner, J. Howard, K.A. Brauman, J. Dukes, **L.J. Hansen**, C. Paukert, J. Sabo, L. A. Solórzano and K. Johnson. 2013. The Added Complications of Climate Change: Understanding and Managing Biodiversity, Ecosystems, and Ecosystem Services under Multiple Stressors!. *Frontiers in Ecology and the Environment* 11:494–501.

Cross, M.S., E.S. Zavaleta, D. Bachelet, M.L. Brooks, C.A.F. Enquist, E. Fleishman, L. J. Graumlich, C.R. Groves, L. Hannah, **L. Hansen**, G. Hayward, M. Koopman, J.J. Lawler, J. Malcolm, J. Nordgren, B. Petersen, E. L. Rowland, D. Scott, S.L. Shafer, M.R. Shaw, G.M. Tabor. 2012. The Adaptation for Conservation Targets (ACT) Framework: A Tool for Incorporating Climate Change into Natural Resource Management. *Environmental Management* 50:341–351.

Hansen, L.J., J.R. Hoffman, C. Drews and E.E. Mielbrecht. 2010. Adapting conservation to climate change. *Conservation Biology*. 24:63-68.

Lawler, J.J., T.H. Tear, C. Pyke, M.R. Shaw, P. Gonzalez, P. Kareiva, **L. Hansen**, L. Hannah, K. Klausmeyer, A. Aldous, C. Bienz, and S. Pearsall. 2010. Resource management in a changing and uncertain climate. *Frontiers in Ecology and the Environment*. 8(1):35-43.

Pittock, J., **L.J. Hansen** and R. Abell. 2008. Running dry: freshwater biodiversity, protected areas and climate change. *Biodiversity*. 9(3-4):30-38.

Ficke, A.D., C.A. Myrick and **L.J. Hansen**. 2007. Effects of global climate change freshwater fish and fisheries. *Reviews in Fish Biology and Fisheries*. 17:581-612.

Hansen, L.J. and C.R. Pyke. 2007. Climate Change and Federal Environmental Law. *Sustainable*

Development Law & Policy Journal 7(2):26-29.

Kassem, K.R., M.A. Toscano, K. Casey, K.G. Llewellyn, **L.J. Hansen** and T. Ricketts. Accepted. Absences of coral reef extreme thermal anomalies: Regional implications for conservation. Marine Pollution Bulletin

Malcolm, J.R., C. Liu, R.P. Neilson, **L. Hansen** and L. Hannah. 2006. Global warming and extinctions of endemic species from biodiversity hotspots. Conservation Biology 20(2):538-548.

Roessig, J.M., C.M. Woodley, J.J. Cech, Jr. and **L.J. Hansen**. 2004. Effects of global climate change on marine and estuarine fish and fisheries. Reviews in Fish Biology and Fisheries 14(2):251-275.

Hansen, L.J., S.F. Hedtke and W.R. Munns. 2003. Integrated human and ecological risk assessment: A case study of ultraviolet radiation effects on amphibians, coral, humans and oceanic primary productivity. Human and Ecological Risk Assessment. 9(1):359-377.

Hoffman, J.R., **L.J. Hansen**, and T. Klinger. 2003. Interactions between ultraviolet radiation and temperature limit inferences from single-factor experiments. Journal of Phycology. 39(2): 268-272.

Hansen, L.J., A. Whitehead and S.L. Anderson. 2002. Solar UV radiation enhances the toxicity of arsenic in *Ceriodaphnia dubia*. Ecotoxicology. 11:279-287.

Laurance, W.F., G. Powell and **L. Hansen**. 2002. A precarious future for Amazonia. Trends in Ecology and Evolution 17(6): 251-2.

Anderson, S.A., R. Zepp, J. Machula, D. Santavy, **L. Hansen** and E. Mueller. 2001. Indicators of UV exposure in corals and their relevance to global climate change and coral bleaching. Human and Ecological Risk Assessment. 7(5):1271-1282

Hansen L.J., Fabacher D.L., and Calfee R. 2001. The Role of the Egg Jelly Coat in Protecting *Hyla regilla* and *Bufo canorus* Embryos from Ultraviolet B Radiation during Development. ESPR - Environmental Science & Pollution Research-OnlineFirst [DOI: <http://dx.doi.org/10.1065/espr2001.10.097>] [printed in 2002, 9(6):412-416]

Hansen, L.J. and M.B. Johnson. 1999. Conservation and toxicology: Integrating the disciplines. Conservation Biology 13(5):1225-1227. (Also published as Hansen, L.J. and M.B. Johnson. 1999. Conservation and toxicology: The need to integrate the disciplines. Environmental Toxicology and Chemistry 18(10):2121-2122).

Datta, S, **L. Hansen**, L. McConnell, J. Baker, J. LeNoir and J. Seiber. 1998. Pesticides and PCB contaminants in fish and frogs from the Kaweah River Basin, California. Bulletin of Environmental Contamination and Toxicology. 60:829-836.

Hansen, L.J. 1996. Amphibian decline and environmental alterations. Froglog November 1996 (19):3.

Hansen, L.J. 1992. Effects of Ultraviolet B radiation on *Pseudomonas perfectomarina* in simulated surface waters of Monterey Bay. Senior Thesis. University of California, Santa Cruz, CA. 46 p.

BOOKS and BOOK CHAPTERS

Hansen, L.J. 2017. Climate Change Adaptation in Practice: Finding What You Need to Know. In DellaSala, D.A. and M.I. Goldstein (eds.) The Encyclopedia of the Anthropocene Volume 2: 277-279. Elsevier Press, Oxford.

Gregg, R.M., A. Score and **L. Hansen**. 2017. Supporting climate-informed marine fisheries management. Encyclopedia of the Anthropocene. In DellaSala, D.A. and M.I. Goldstein (eds.) The Encyclopedia of the Anthropocene Volume 2. Elsevier Press, Oxford.

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J. Biringer and **L. Hansen**. 2005. Restoring Forest landscapes in the Face of Climate Change. In Mansourian, Stephanie; Vallauri, Daniel; Dudley, Nigel (Eds.) Forest Restoration in Landscapes: Beyond Planting Trees, Springer, New York.

Hannah, L. and **L.J. Hansen**. 2005. Chapter 20: Conservation Responses: Designing Landscapes. In Hannah, L. and T. Lovejoy (Eds.). Biodiversity and Climate Change. Yale University Press.

Hansen, L.J., J.L. Biringer, J.R. Hoffman (editors). 2003. Buying Time: A User's Manual for Building Resistance and Resilience to Climate Change in Natural Systems. WWF.

Hansen, L.J. and J.R. Hoffman. 2001. UV effects on marine and aquatic ecosystems. In Valenzano, D. and T. Coohill (Editors), Photobiology for the 21st Century. Valdenmar Publishing Company

REPORTS & TOOLS

Hansen, L.J., J.B. Hansen and L. Helbrecht. 2021. Climate Change Adaptation Checklist for Climate Savvy Management. EcoAdapt. Bainbridge Island, WA.

Hansen, L.J., J. Kershner and E.E. Mielbrecht. 2021. Rapid Vulnerability & Adaptation Tool for Climate-Informed Community Planning. EcoAdapt. Bainbridge Island, WA. USA.

Stern, M.J., J. Brousseau, C. O'Brien, K. Hurst and **L.J. Hansen**. 2020. Climate adaptation workshop Delphi study report: Facilitators' viewpoints on best practices. Virginia Tech and EcoAdapt.

Hansen, L.J. and M. Ramirez. 2020. Rapid Climate Vulnerability Assessment Tool for Climate-Informed Equitable Community Development. Strong, Prosperous and Resilient Community Challenge.

Nordgren, S.J. and **L.J. Hansen**. 2018. Climate Change Adaptation Certification Tool: Moving communities from planning to implementation. EcoAdapt. Bainbridge Island, WA.

Commission for Environmental Cooperation. 2017. North American Marine Protected Area Rapid Vulnerability Assessment Tool. Montreal, Canada: Commission for Environmental Cooperation. 30 pp.

Prepared by EcoAdapt (Hansen, L., E. Mielbrecht and S. Hutto).

Hansen, L.J., S.J. Nordgren and E.E. Mielbrecht. 2017. Climate Change Adaptation through Local Comprehensive Planning: Guidance for Puget Sound Communities. EcoAdapt. Bainbridge Island, WA.

Hansen, L.J., S.J. Nordgren and E.E. Mielbrecht. 2016. Bainbridge Island Climate Impact Assessment. EcoAdapt. Bainbridge Island, WA.

Nelson, R., M. Cross, **L. Hansen** and G. Tabor. 2016. A Three-Step Decision Support Framework for Climate Adaptation: Selecting Climate-Informed Conservation Goals and Strategies for Native Salmonids in the Northern U.S. Rockies. Wildlife Conservation Society, EcoAdapt, Center for Large Landscape Conservation. Bozeman, MT, USA.

Gregg, R.M., A. Score, D. Pietri, and **L. Hansen**. 2016. The State of Climate Adaptation in U.S. Marine Fisheries Management. EcoAdapt, Bainbridge Island, WA.

Climate-Smart Adaptation Working Group. 2016. Climate-Smart Adaptation for North-central California Coastal Habitats. Report from the Climate-Smart Adaptation Working Group of the Greater Farallones National Marine Sanctuary Advisory Council. San Francisco, CA. March 2016.

Advisory Committee on Climate Change and Natural Resources. 2015. Report to the Secretary of the Interior. March 20, 2015.

Beier P, D. Behar, **L. Hansen**, L. Helbrecht, J. Arnold, C., Duke, M. Farooque, P. Frumhoff, L. Irwin, J. Sullivan, J. Williams (Actionable Science Workgroup of the Advisory Committee on Climate Change and Natural Resource Science). 2015. Guiding principles and recommended practices for co-producing actionable science: a How-To Guide for DOI Climate Science Centers and the National Climate Change and Wildlife Science Center. Report to the Secretary of the Interior: Advisory Committee on Climate Change and Natural Resource Science. Washington, DC.

Reynier, W.A., J.M. Kershner, and **L.J. Hansen**. 2014. A Climate Change Vulnerability Assessment for Resources of the Tongass National Forest. EcoAdapt, Bainbridge Island, WA.

Hansen, L., R.M. Gregg, V. Arroyo, S. Ellsworth, L. Jackson and A. Snover. 2012 (publicly released in 2013). The State of Adaptation in the United States: An Overview. A report for the MacArthur Foundation. EcoAdapt, Bainbridge Island, WA. 123 pp.

Hansen, L.J., Beavers, J. Benoit, D. Bowen, E. Cohen, M. Craghan, S. Emmett-Mattox, Z. Ferdana, K. Fletcher, S. Gill, J. Grannis, R.M. Gregg, J. Hoffman, B. Holland, Z. Johnson, B.L. Preston, D. Marcy, J. Pahl, R. Raynie, and J. Rozum. 2012. Chapter 5: Adaptation and Mitigation. Pages 98-119. In Burkett, V. and M. Davidson (eds.). Coastal Impacts, Adaptation, and Vulnerabilities: 2012 Technical Input Report to the 2013 National Climate Assessment.

Howard, J., E. Babij, R. Griffis, B. Helmuth, A. Himes-Cornell, P. Niemier, M. Orbach, L. Petes, S. Allen, G. Auad, R. Beard, M. Boatman, N. Bond, T. Boyer, D. Brown, P. Clay, K. Crane, S. Cross, M. Dalton, J. Diamond, R. Diaz, E. Duffy, E. Fauquier, W. Fisher, M. Graham, B. Halpern, **L. Hansen**, B. Hayum, S. Herrick, A. Hollowed, D. Hutchins, E. Jewett, D. Jin, N. Knowlton, D. Kotowicz, T. Kristiansen, P. Little, C. Lopez, P. Loring, R. Lumpkin, A. Mace, K. Mengerink, J.R. Morrison, J. Murray, K. Norman, J. O'Donnell, J. Overland, R. Parsons, N. Pettigrew, L. Pfeiffer, E. Pidgeon, M. Plummer, J. Polovina, J. Quintrell, T. Rowles, J. Runge, M. Rust, E.

- Sanford, U. Send, M. Singer, C. Speir, D. Stanitski, C. Thornber, C. Wilson, Y. Xue. 2012. Oceans and Marine Resources in a Changing Climate: 2012 Technical Input Report to the 2013 National Climate Assessment. 235 pp.
- Diamond, J., B. Fisher, B. Halpern, **L. Hansen**, A. Mace, K. Mengerink and J. Quintrell. 2013. Management Challenges, Adaptations, Approaches, and Opportunities. Oceans and Marine Resources in a Changing Climate: Technical Input to the 2013 National Climate Assessment. R. Griffis and J. Howard (eds). Washington, D.C., Island Press.
- Stein, B.A., A. Staudt, M.S. Cross, N. Dubois, C. Enquist, R. Griffis, **L. Hansen**, J. Hellman, J. Lawler, E. Nelson, A. Pairis, D. Beard, R. Bierbaum, E. Girvetz, P. Gonzalez, S. Ruffo, J. Smith. 2012. Chapter 6: Adaptation. In M.D. Staudinger, N.B. Grimm, A. Staudt, S.L. Carter, F.S. Chapin III, P. Kareiva, M. Ruckelshaus, and B.A. Stein (eds). Impacts of Climate Change on Biodiversity, Ecosystems, and Ecosystem Services: Technical Input to the 2013 National Climate Assessment. Cooperative Report to the 2013 National Climate Assessment. 296 p.
- MPA Monitoring Enterprise. 2012. Monitoring climate effects in temperate marine ecosystems. California Ocean Science Trust, Oakland, CA. February 2012. Prepared by EcoAdapt (Score, A., R.M. Gregg and **L.J. Hansen**).
- Mielbrecht, E., **L. Hansen** and A. Score. 2012. The State of Climate Change Adaptation in the Pacific Northwest: Opportunities for the Laird Norton Family Foundation. EcoAdapt, Bainbridge Island, WA. 16 pp.
- Score, A., **L. Hansen** and R. Gregg. 2012. Monitoring Climate Effects on Temperate Marine Ecosystems: A Test Case using California's MPAs. MPA Monitoring Enterprise, California Ocean Science Trust, Oakland, CA. 46 pp.
- Gregg, R.M., **L.J. Hansen**, K.M. Feifel, J.L. Hitt, J.M. Kershner, A. Score, and J.R. Hoffman. 2011. The State of Marine and Coastal Adaptation in North America: A Synthesis of Emerging Ideas. EcoAdapt, Bainbridge Island, WA.
- Graumlich, L., E. Rowland, R. Hebda, **L. Hansen**, and G. Tabor. 2010. Climate Change In The Yellowstone to Yukon Region: What The Science Is Saying and What It Means For Conservation. In: Graumlich, L. and W.L. Francis (Eds.). 2010. Moving Toward Climate Change Adaptation: The Promise of the Yellowstone to Yukon Conservation Initiative for addressing the Region's Vulnerabilities. Yellowstone to Yukon Conservation Initiative. Canmore, AB.
- Hoegh-Guldberg, O., H. Hoegh-Guldberg, J.E.N. Veron, A. Green, E.D. Gomez, J. Lough, M. King, Ambariyanto, **L. Hansen**, J. Cinner, G. Dews, G. Russ, H. Schuttenberg, E.L. Peñaflor, C.M. Eakin, T.R.L. Christensen, M. Abbey, F. Areki, R.A. Kosaka, A. Tewfik and J. Oliver. 2009. The Coral Triangle and Climate Change: Ecosystems, People and Societies at Risk. WWF Australia, Brisbane, Australia. 276 pp.
- Hoffman, J. and **L. Hansen**. 2009. Initial Investments in Adaptation: Building the Future of Conservation. A report by EcoAdapt and WWF-Canada on the 2008 MacArthur Foundation Adaptation Grantees Workshop, Barcelona, Spain.
- Hansen, L.J.** 2008. Adaptation White Paper. Presidential Climate Action Plan. University of Colorado, Denver.
- Hansen, L.J.**, J. Hoffman and E. Mielbrecht. 2008. Toward a Pan-Pacific Strategy to Reduce Vulnerability to the Effects of Climate Change. Prepared for the Ocean Conservancy.
- Janetos, A., **L. Hansen**, D. Inouye, B.P. Kelly, L. Meyerson, B. Peterson and R. Shaw. 2008. Biodiversity. In: The effects of climate change on agriculture, land resources, water resources and biodiversity. Synthesis and Assessment Product 4.3: A Report by the U.S. Climate Change Science Program and the Subcommittee on Global Change Research. Washington DC, USA. 362 pp.

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Jamie Oliver, Paul Marshall, Naneng Setiasih, and **Lara Hansen**. 2004. A Global Protocol for Assessment and Monitoring of Coral Bleaching. WWF.

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Hansen, L. J., S. F. Hedtkke, and W. Munns. 2000. Integrated human and ecological risk assessment. Case study information package 3: Ultraviolet radiation effects on amphibians, coral, humans, and oceanic primary productivity. For the International Programme on Chemical Safety by National Health and Environmental Effects Research Laboratory, Office of Research and Development, U.S. Environmental Protection Agency

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Hansen, L.J., L.M. Oliver, S. Jackson and S.L. Anderson. Multiple taxa comparison of UV exposure responses in hermatypic corals. Coral Reefs.

Anderson, S., S. Jackson, J. Machula, **L. Hansen**, L. Oliver, R. Zepp, H. Brown and G. Cherr. Ultraviolet-B radiation effects on DNA in the coral *Porites porites*.

Hansen, L.J. and E.E. Little. Submitted. Local population adaptation and Ultraviolet B radiation in *Hyla regilla*. Biological Conservation.

Hansen, L.J. and W. Sadinski. UVB tolerance in *Bufo canorus* embryos and tadpoles.

CONGRESSIONAL TESTIMONY

Climate Change and Public Lands: Examining Impacts and Considering Adaptation Opportunities. February 13, 2019. House Committee on Natural Resources, Subcommittee on National Parks, Forests and Public Lands.

Lara Hansen, Ph.D.

Effects of Climate Change and Ocean Acidification on Living Marine Organism. May 10, 2007. Senate Committee on Commerce, Science and Transportation, Subcommittee on Oceans, Atmosphere, Fisheries and Coast Guard.

The Impacts of Climate Change. 2004. Senate Committee on Commerce, Science, and Transportation.

INVITED SEMINARS (excluding teaching)

Climate Adaptation through Local Comprehensive Planning. Sierra Club Resilience Team. December 7, 2020. Online

Get Savvy with Adaptation Action. Day of the Climate Professional. November 24, 2020. Online.

Making Sure Climate Change Doesn't Surprise Us: Making Climate Change Part of Local Planning & Management. Updating Washington's Growth Policy Framework. October 6, 2020. Online.

How will we know if adaptation is working? *In* Defining and Measuring Climate Adaptation "Success" in the Conservation Sector. North American Congress for Conservation Biology. July 29, 2020. Online

Climate Adaptation through Local Comprehensive Planning. Interagency Climate Adaptation Network. April 10, 2018. Olympia, WA, USA.

Bainbridge Waters: Future Through the Climate Lens. Wells to Whales: Protecting our Waters. 16th Bainbridge Environmental Conference. Bainbridge Island, WA, USA.

Adaptation: Making it happen in your own work. Montana Water Summit. March 7, 2018. Helena, MT, USA.

Climate Change Adaptation: The most fascinating sphere of climate change work (especially if you thought you could just change a lightbulb). Open Mic Science. February 6, 2018. Bainbridge Island, WA, USA.

Bainbridge Climate Impact Assessment. Climate and Energy Forum. October 21, 2017. Bainbridge Island, WA, USA.

Three-Step Decision Support Framework for Climate Adaptation. Northwest Climate Conference. October 10, 2017. Tacoma, WA, USA.

Adaptation and Infrastructure: Fisheries and Aquaculture in a Changing Climate. SeaWeb Seafood Summit. June 5, 2017. Seattle, WA, USA.

Belief and Action in Climate Change Adaptation. 3rd National Adaptation Forum. May 9, 2017. Saint Paul, MN, USA.

Bainbridge Island Climate Impact Assessment. Regional Planner's Forum. January 19, 2017. Port Angeles, WA, USA.

Adaptation: Imagining our Future with Climate Change. Climate Change Symposium. Seattle Town Hall. October 18, 2017. Seattle, WA, USA.

Climate change adaptation for Marine World Heritage Sites. 3rd World Heritage Marine Managers Conference. August 29, 2016. Galapagos Islands, Ecuador.

Lara Hansen, Ph.D.

The Four Rs (Resistance, Resilience, Response and Realignment): The What and How, with examples from the field. Society for Conservation Biology. July 18, 2016. Madison, WI, USA.

What to about water: Case studies across North America. Climate Conversations. April 28, 2016. Seattle, WA, USA.

Implications of Climate Change in Contaminated Site Remediation. Sustainable Remediation Forum. March 2, 2016. Pasadena, CA, USA.

Going with the flow: Sea Level Rise, Vulnerability, Adaptation and ACTION. Rising Seas Summit. November 5, 2015. Boston, MA, USA.

Climate Adaptation Knowledge Exchange and CRAVe, in the Innovative Tools and Planning Methodologies Showcase. Rising Seas Summit. November 5, 2015. Boston, MA, USA.

Going with Flow: Climate Change Response on the Mississippi. Mississippi River Cities and Towns Initiative. September 17, 2015. Dubuque, IA, USA.

Aquatic Adaptation Methods and Trends. Metcalf Institute Symposium at the National Adaptation Forum. May 12, 2015. St. Louis, MO, USA.

Climate Savvy: Adapting Conservation and Resource Management to a Changing Climate. USEPA Seminar Series. March 26, 2015. Seattle, WA, USA.

Wicked Tradeoffs - Unavoidable Tradeoffs Between Food, Water, Energy, and Biodiversity Panel. University of California, Santa Cruz Climate and Policy Conference. March 14, 2015. Santa Cruz, CA, USA.

The Challenge and Opportunity of Comprehensive Climate Resilience. Kresge Urban Resilience Convening. January 27, 2015. Berkeley, CA, USA.

What happens once you know the impacts of climate change? National Ecological Observing Network, November 19, 2014. Boulder, CO, USA.

Climbing the Ladder of Adaptation Engagement - a framework for overcoming adaptation inertia. World Parks Congress. November 14, 2014. Sydney, Australia.

Developing climate-savvy conservation campaigns: Models for conservation organizations of all sizes. Society for Conservation Biology. July 16, 2014. Missoula, MT, USA.

Climate Change: What's happening, What to do? Citizens Action Training School, Mid Sound Fisheries Enhancement Group, Puget Sound Partnership. March 26, 2014. Seattle, WA, USA.

Are you Climate Savvy? 2014 Women's Environmental Leadership Award Recipient Lecture. Unity College. April 22, 2014. Unity, ME, USA.

I've got one word, "Adaptation." Fish Bowl Talk. April 22, 2014. Unity College. Unity, ME, USA.

Thinking *Scenarically* in Your Day Job, Crown Managers Partnership Forum. March 18, 2014. Missoula, MT, USA.

Lara Hansen, Ph.D.

Climate Change Adaptation in US National Forests (& other Federal interests). Consultative Group on Biodiversity Webinar. February 25, 2014. Webinar.

The Climate Clock, Pathways to Resilience Meeting. February 12, 2014. Pescadero, CA, USA.

The State of Adaptation in the United States. United States Climate Action Network Annual Conference. May 8, 2013. Atlanta, GA USA.

Adaptation Helpline (with Patrick McCarthy, Healy Hamilton and Amber Pairis). Switzer Fellow Webinar Series. December 11, 2013. Webinar.

Robust Decision Making. Carpe Diem West Academy webinar. November 14, 2012. Webinar.

Adaptation Basics for Communities: Natural, Built and Wherever the Twain Shall Meet. University of Washington, Program on the Environment. October 2012. Seattle, WA USA.

The Use and Misuse of Adaptation: Linking Community and Natural Resources Strategies. North American Congress for Conservation Biology. July 17, 2012. Oakland, CA USA.

Why climate change should be part of monitoring. North American Congress for Conservation Biology. July 16, 2012. Oakland, CA USA.

Making your work climate savvy. Sierra Club Webinar. February 14, 2012. Webinar.

Addressing Climate Change in the Great Lakes and Beyond. National Parks Service Climate Change in America's National Parks webinar series: Climate Science and Changing Cultures in the Great Lakes, March 8, 2012. Webinar.

You are about to enter the most fascinating sphere of environmental and planning work: The world of climate adaptation. The Challenge of Climate Adaptation. University of Pennsylvania. March 22, 2012. Webinar.

Practical Climate Change: How Climate Change is Already Becoming Part of Good Management, NOAA Headquarters, November 19, 2011, Silver Spring, MD, USA.

Are you Climate Savvy?: Getting conservation and resource management on track for climate change. Natural Areas Conference Plenary, November 1, 2011. Tallahassee, FL, USA.

Climate Change And Decision Making for Communities, Grantmakers of Oregon and Southern Washington, October 20, 2011, Portland, OR, USA.

Resources for the Landscape Conservation Cooperatives in the Face of Rapid Climate Change. Landscape Conservation Cooperative webinar, May 23, 2011. Webinar.

Climate Change and Adaptation Planning for Fish, Wildlife and Plants. National Fish, Wildlife and Plant Adaptation Strategy Technical Team Meeting, March 29, 2011. Alexandria, VA USA.

Climate Change Adaptation and the Climate Adaptation Knowledge Exchange. National Conservation Training Center Climate Change Webinar Series, March 23, 2011. Webinar.

Lara Hansen, Ph.D.

Climate change resilience. North Cascades Resilient Habitat Convening. September 2010. Methow Valley, WA USA.

Management in a Changing Climate: Rethinking the Dominant Paradigm. National Wildlife Refuge Town Hall Meeting, October 28, 2009. Okefenokee National Wildlife Refuge, Folkston, GA USA.

Making Funding Climate Smart. Environmental Grantmakers Association. September 30, 2009. Anchorage, AK USA.

Adapting Conservation to Climate Change: Case Study in the Pacific Northwest. Switzer New England Fall Fellows' Retreat. September 12, 2009. Essex, MA USA.

Adaptation Planning for Alaska: Arctic and Tongass. Climate Change Scenarios for Alaska. Wilburforce Foundation, Scenario Network for Alaska Planning and Alaska Center for Climate Assessment and Policy. University of Alaska. July 28 & 29, 2009. Anchorage and Juneau, AK USA.

Climate Change 101: The Facts for Reefs. Florida Keys Climate Change LEADS Program. April 21, 2009. Key West, FL USA.

Conserving Our Natural World in the Face of Climate Change: Flowing Through a Changing Climate. American Rivers April 23, 2009. Seattle, WA USA.

What Can Be Done in a Park to Adapt to Climate Change? George Wright Society Meeting. March 3, 2009. Portland, OR USA.

A Region at Risk: What to do about it. Meltdown: The Impact of Climate Change on the Tibetan Plateau. Asia Society and Council on Foreign Affairs. January 16, 2009. New York City, NY USA.

What Can Be Done in a Park? Developing your own climate change adaptation actions. December 10, 2008 A webinar for BC Parks, Victoria, BC Canada.

21st Century Conservation- What Now? Plenary Panel participant. 9th National Conference on Science, Policy and the Environment. December 8, 2008. Washington, DC USA.

Taking on the challenges of climate change (Changing the climate, changing the paradigm). An Outstanding Woman in Science Lecture. Indiana University. November 11, 2008. Bloomington, IN USA

What Can Be Done in a Park? Developing climate change adaptation actions for coastal and landlocked regions. October 9, 2008 A Webinar for the National Park Service.

Developing the practice, science and field of adaptation for wetlands and beyond: Getting a there there. Wetland Society Annual Meeting. July 17, 2008. Portland, OR USA.

Got Indignation? Use it! A seminar for the Allianz Southeast Climate Witness Program. June 7, 2008. Washington DC USA.

Global Climate Change Impacts on Reefs (USCRTF Panel) and Marine Adaptation and Mitigation (EPA Panel). Capitol Hill Oceans Week, June 3-5, 2008, Washington DC USA.

Water, water won't be where we want it: Climate Change and Water Resources. American Rivers River Action Day, June 2008. Washington DC USA.

A New Ecological Paradigm: How to live, work and conserve in a changing climate. CESU Annual Meeting. June 2008, Washington DC USA.

Lara Hansen, Ph.D.

Adapting Conservation to Climate Change: Rethinking the Dominant Paradigm. 2008 Conservation Leadership Dialogue on Conservation and Climate Change: Building a Framework for Adaptive Management. Lincoln Institute of Land Policy, May 27 & 28, 2008, Washington DC USA

A Climate Change Primer for the MacArthur Foundation. May 7, 2008. Chicago, IL USA.

NOAA Coral Reef Manager's Training. April 2008. Pidgeon Key, FL USA.

Adaptive management methodology incorporating climate change. NOAA Climate Train Planning Conference, March 12, 2008 Charleston, South Carolina USA.

Climate Change: Changing how we do everything. Hewlett-Packard Earth Day Presentation, April 17, 2008. Miami, FL USA.

Hewlett-Packard Roadshow. University of South Florida. April 7, 2008. Tampa, FL USA.

Aspen Institute Environmental Forum. March 27-29, 2008, Aspen, CO USA.

Adaptive Management methodology incorporating climate change. NOAA Climate Train Planning Conference, March 12, 2008 Charleston, SC USA.

Are we prepared for climate change? Adaptation and conservation. November 16, 2007 Santiago, Chile

Adaptation conservation to climate change: Rethinking the dominant paradigm. Innovations in Wildlife Conservation: Reducing the Impact of Global Warming on America's Wildlife. September 27, 2007. Washington DC USA

Adapting conservation to climate change: Guidance and case studies. The Wildlife Society Annual Conference 2007, Tucson, AZ, USA (Hansen and Hoffman)

Adapting conservation (and beyond) to climate change. Adapting to Climate Change: Legal and Institutional Responses to a Changing Environment. March 15, 2007. Environmental Law Institute, Washington DC USA

Impacts of Climate Change on Biodiversity. Testimony for Oceans, Atmosphere, Fisheries and Coast Guard Subcommittee of the Senate Committee on Commerce, Science and Transportation, May 10, 2007. Washington, DC USA

Are we prepared for climate change? Hewlett-Packard Earth Day Seminar. April 23, 2007. Palo Alto, CA USA

Local and Global Climate Action. DC Green Week Earth Day Celebration. April 20, 2007 Washington DC, USA.

NOAA Sea Grant Extension Agent Annual Meeting, April 10, 2007, Charleston, SC USA

Adapting conservation (and beyond) to climate change. Adapting to Climate Change: Legal and Institutional Responses to a Changing Environment. March 15, 2007. Environmental Law Institute, Washington DC USA

More Than Hot Water: Climate Change and the Oceans. Living in a Warmer World: Climate Change and Hong Kong. December 12, 2006. The University of Hong Kong, Hong Kong.

Conservation in the Face of Climate Change. Defenders of Wildlife Carnivore Conference. November 13, 2006. St. Petersburg, FL USA

Discussion on Linking University, Religious and Civic Groups' Efforts. Climate Institute, September 21, 2006, Washington DC USA

Lara Hansen, Ph.D.

Addressing the Effects of Climate Change on Coral Reef Ecosystems. Society for Conservation Biology Annual Meeting, June 27, 2006.

Conservation Strategies for Responding to Climate Change. Arctic Research Consortium of the US Annual Meeting. May 20, 2005. Washington DC USA

Conservation in the Face of Climate Change. Land Grant Unit, Community College of American Samoa. June 2004. Mapusaga, Tutuila, American Samoa

Impacts of Climate Change on Biodiversity. Testimony for Senate Committee on Commerce, Science and Transportation, March 3, 2004. Washington DC USA

Selecting marine protected areas for connectivity and resilience to climate change. World Parks Congress, September 2003, Durban, South Africa.

Non-governmental organization approaches to coral conservation in response to climate change. United States Coral Reef Task Force Coral Bleaching Workshop, Hawaii, USA (co-authors R. Salm, L. Hales and P. Glick)

Climate Change and Marine Biodiversity: Impacts and Responses. February 17, 2003. American Association for the Advancement of Science Annual Meeting. Denver, CO USA

Resistance to coral bleaching: Mitigating climate change impacts through stress reduction and MPA/Network development. December 10, 2002 Responding to the Challenge of Coral Reef Conservation: Beyond the WSSD. World Bank Group launch of Status of Coral Reefs of the World: 2002. Washington, DC USA

Adaptation to Climate Change: Marine Pilot Projects. June 7, 2002. International Society of Ecosystem Health, Climate Change and Biodiversity Working Group. Washington, DC USA

Taking Action: Responding to Climate Change. June 6, 2002. Capitol Hill Oceans Week, House Oceans Caucus. Washington, DC USA

Environmental Contaminants and Global Change: What are the Biodiversity Implications? February 6, 2002, Conservation Biology, Johns Hopkins University, Baltimore, MD USA

Biodiversity and Climate Change. December 4, 2001. Evolution, University of Washington, Tacoma, WA USA

Climate Change Science and Solutions. December 3, 2001. Ecology and the Environment, University of Washington, Bothell, WA USA

The Science of Global Warming: An overview of the research and scientific consensus about global warming and climate change. November 9, 2001, PennFuture and Audubon Pennsylvania meeting, “Global Warming & Climate Change: The coming changes to Pennsylvania’s Natural Heritage and Public Health.” Camp Hill, PA USA

Resource management approaches including climate change and environmental contaminants. June 28, 2001. Environmental Resource Management Program, Pennsylvania State University, State College, PA USA

Amphibian population adaptation to ultraviolet radiation: And some stresses for which adaptation does not exist, lessons for field research. April 11, 2001. University of the Virgin Islands, Charlotte-Amalie, St. Thomas, VI.

Ultraviolet protective compounds as a response to ultraviolet radiation exposure. July 2, 2000. American Society for Photobiology (28th Annual Meeting) and 13th International Congress on Photobiology. San Francisco, CA USA

Ultraviolet radiation, amphibian decline and local population adaptation. June 3, 1999. Bodega Marine Laboratory, John and Mary Louise Riley Seminar Series, Bodega, CA USA

Looking into the light: An overview of photobiology. October 25, 1999. United States Environmental Protection Agency, Gulf Ecology Division, Gulf Breeze, FL USA

Public interest science at the dissertation level: Making it happen. 1997. Public Interest Science Conference. University of Oregon, Eugene, OR USA

ABSTRACTS AND PRESENTATIONS

Hansen, J.B., **L. Hansen** and L. Helbrecht. 2020. Applying the Climate Change Checklist for Climate Savvy Natural Resource Agencies. North American Congress for Conservation Biology. Online.

Cross, M., R. Nelson, **L. Hansen** and G. Tabor. 2017. A three-step decision support framework for linking climate science to adaptation action. National Adaptation Forum. Saint Paul, MN USA.

Hansen, L.J., S.J. Nordgren and E.E. Mielbrecht. 2017. Climate Change Adaptation through Local Comprehensive Planning. National Adaptation Forum. Saint Paul, MN USA.

Hansen, L.J., E.E. Mielbrecht and S.Hutto. 2017. Developing a Rapid Vulnerability Assessment (RVA) Tool. National Adaptation Forum. Saint Paul, MN USA.

Kershner, J., R.M. Gregg, **L. Hansen**, W. Reynier and L. Hilberg. 2016. Decision support tools for integrating climate adaptation information into management plans, programs and projects. Natural Areas Conference. Davis, CA USA.

Hansen, L.J. and A. Pairis. 2013. Building climate change adaptation practice by convening the field. Lessons learned and tips traded at the National Adaptation Forum. 26th International Congress for Conservation Biology. Baltimore, MD USA.

Hansen, L., J. Hitt, and A. Score. 2013. Capacity building adaptation tools: the Climate Adaptation Knowledge Exchange and the Adaptation Marketplace. Climate Adaptation 2013. National Climate Change Adaptation Research Facility, National Adaptation Conference. Sydney, Australia.

Misztal, L., G. Garfin, **L. Hansen**, P. McCarthy, K. Simms and V. Austin. 2012. Sky Island Pirate Radio: Interviews With Ecosystem Adaptation Leaders in the Arizona-Mexico Border Region. Adaptation Futures. Tucson, AZ USA.

Misztal, L., G. Garfin, and **L. Hansen**. 2012. Responding to Climate Change Impacts in the Sky Island region: From Planning to Action. Biodiversity and Management of the Madrean Archipelago III: Merging Science and Management in a Rapidly Changing World. Tucson, AZ USA.

Hansen, L.J. and J.L. Hitt. 2011. National Conference on Climate Change Adaptation. PNW Climate Science Conference. Seattle, WA USA.

Gregg, R., J. Hitt, and **L. Hansen**. 2011. Climate Adaptation Knowledge Exchange (CAKE): Your Online Adaptation Destination. PNW Climate Science Conference. Seattle, WA USA.

Hansen, L., J. Hoffman, E. Mielbrecht, R. Gregg, A. Score, J. Hitt, and J. Kershner. 2011. Getting Climate Savvy. PNW Climate Science Conference. Seattle, WA USA.

Gregg, R., T. Comendant, K. Graves and **L. Hansen**. 2010. Climate Adaptation Knowledge Exchange: Building an Adaptation Community. TWS Annual Meeting. Snowbird, UT USA.

Score, A., E. Mielbrecht, D. Wagner, D. Harrison and **L. Hansen**. 2008. Climate Change LEADS: Linking Environmental Analysis to Decision Support in Florida. International Coral Reef Symposium. Fort Lauderdale, FL USA.

Hansen, L.J., E. Mielbrecht, J. Biringer and J. Hoffman. 2006. Redesigning conservation for climate change. U.S. Climate Change Science Program Workshop: Climate Science in Support of Decision Making. Arlington, VA USA.

Hansen, L.J. 2005. Conservation strategies for responding to climate change. Arctic Forum 2005. Washington DC. The Arctic Research Consortium of the U.S. (ARCUS).

Mielbrecht, E, **L. Hansen**, G. DiDonato, E. DiDonato, N. Adams, R. Zepp. 2004. Assessing the impacts of local and global stressors on coral reefs in American Samoa. Society of Environmental Toxicology and Chemistry. 25th Annual Meeting. Portland, OR. USA.

Hansen, L.J. 2004. Rethinking Conservation to Increase Coral Reef Resilience in the Face of Climate Change. Connectivity: Science, People and Policy in the Florida Keys National Marine Sanctuary, Key West, Florida. USA

Hansen, L.J., J.L. Biringer and J.R. Hoffman. 2004. Conservation Responses to Climate Change. 18th Annual Meeting of the Society for Conservation Biology, New York, New York, USA.

Hansen, L.J. 2003. South Pacific coral reefs: Coral reef adaptation strategy testing in the National Park of American Samoa and Fagatele Bay National Marine Sanctuary. World Parks Congress, Durban, South Africa.

Oglethorpe, J. and **L.J. Hansen**. 2003. Climate change knows no boundaries. 17th Annual Meeting of the Society for Conservation Biology, Duluth, Minnesota, USA.

Hansen, L.J. and S. Moser. 2002. Into the Deep: Shedding some light on the legal and ethical aspects of ocean carbon sequestration. American Society of Limnology and Oceanography/American Geophysical Union, 2002 Ocean Sciences Meeting, Honolulu, Hawaii.

Rogers, J. E., L. M. Oliver and **L.J. Hansen**. 2001 *Symbiodinium* spp. isolates from stony coral: Isolation, growth characteristics and effects of UV irradiation. Phycological Society of America, 55th Annual Meeting, Estes Park, Colorado. Journal of Phycology 37(3 Supplement): 42-43.

Hansen, L.J., L.M. Oliver, S.L. Anderson, J. Machula. 2001. Ultraviolet protective pigments and DNA dimer induction as a response to ultraviolet radiation. American Society of Limnology and Oceanography, 2001 Aquatic Sciences Meeting, Albuquerque, New Mexico.

Anderson, S., R. Zepp, J. Machula, **L. Hansen**, G. Cherr and E. Mueller. 2000. Assessing UV irradiance in Caribbean reef coral and DNA damage in their coral and zooxanthellae. American Society of Limnology and Oceanography, 2001 Aquatic Sciences Meeting, Albuquerque, New Mexico.

Zepp, R. G., E. Davis, S. Anderson, D. Santavy, **L. Hansen** and K. Patterson. 2000. Role of DOM photoreactions in controlling UV exposure of coral assemblages in the Florida Keys. The International Chemical Congress of Pacific Basin Societies, Pacifichem 2000, Honolulu, Hawaii.

Anderson, S., R. Zepp, J. Machula, D. Santavy, **L. Hansen**, G. Cherr and E. Mueller. 2000. Indicators of UV exposure in coral: Relevance to global climate change and coral bleaching. 9th International Coral Reef Symposium, Bali, Indonesia.

Anderson, S., R. Zepp, J. Machula, D. Santavy, **L. Hansen**, G. Cherr and E. Mueller. 2000. Thymine dimers in coral tissue and factors affecting UV penetrations over coral reefs. American Society for Photobiology (28th Annual Meeting) and 13th International Congress on Photobiology. San Francisco, CA.

Vredenburg, V., **L. Hansen**, L. Chan, T. Tunstall, J. Romansic, and R. Knapp. 2000. Combining field and laboratory experiments to test the effect of ultraviolet radiation on egg hatching success in high elevation amphibians. 4th Asian Herpetological Conference. Chengdu, China.

Hansen, L.J., A. Whitehead and S.L. Anderson. 1999. Ultraviolet radiation and arsenic interactions: Effects on cladocerans. American Society for Photobiology. 27th Annual Meeting. Washington DC. Photobiology and Photochemistry 69(S):92S

Hansen, L.J. 1998. Ultraviolet Radiation, amphibian decline and local population adaptation. Society of Environmental Toxicology and Chemistry. 19th Annual Meeting. Charlotte, NC.

Hansen, L.J. 1998. Native amphibian (*Hyla regilla*) population responses to lethal and sublethal UV-Radiation. American Society for Photobiology. 26th Annual Meeting, Snowbird, UT. Photobiology and Photochemistry 67(S):65S

Hansen, L.J. and E.E. Little. 1997. UVB radiation and amphibian decline in California: What does the future hold? Society of Environmental Toxicology and Chemistry. 18th Annual Meeting. San Francisco, CA.

Hansen, L.J. 1997. Measuring lethal and sublethal stress in developing *Hyla regilla* (Pacific Treefrog) tadpoles due to ultraviolet B (UVB) radiation. Joint Herpetology Meetings. Seattle, WA.

Hansen, L.J. 1996. Examining the role of environmental toxicants in regional amphibian decline. University of California Toxic Substances Research and Teaching Program, 9th Annual Research Symposium. Santa Cruz, CA.

Hansen, L.J. 1993. Indications of amphibian population stress: Looking for a biomarker. University of California Toxic Substances Research and Teaching Program, 7th Annual Research Symposium. Santa Cruz, CA.

Hansen, L.J. 1993. Effects of UVB on a marine bacterium. NorCal Society of Environmental Toxicology and Chemistry. 3rd Annual Meeting. Sacramento, CA.

PROFESSIONAL AND COMMUNITY SERVICE

Bainbridge Island Climate Change Advisory Committee	2018-present
NOAA Resilience Ecosystem Advisory Committee	2017-present
DOI/CSC Advisory Committee on Climate Change & Natural Resource Science Member	2013-dissolved
Chairperson, National Adaptation Forum Steering Committee	2012-present
IUCN Commission on Ecosystem Management Member	2009-present
Sustainable Bainbridge Board Member	2014-present
IPCC contributor and reviewer	periodic since 2004
Washington Parks and People Board Member	2007-2010
Alcoa Practitioner Fellow Mentor	2005-2008
Classroom presentations/Community Outreach/Mentoring	1996-present
Ecology Graduate Student Association	
Newsletter Editor, Co-Chair, Professor of the Year Coordinator	1994-1998
Graduate Group in Ecology	

Lara Hansen, Ph.D.

Admissions Committee Member	1996-1997
Ecotoxicology Area of Emphasis Admissions Committee Member	1996,1998

JOURNALS REFEREED

Conservation Biology (Editorial Board Member/Handling Editor)	2009-present
Aquatic Toxicology	2000-2004
Ecological Applications	1996-2006
Bulletin of Environmental Contamination and Toxicology (Editorial Board Member)	1997-2008
Frontiers in Ecology and the Environment	2008
Environmental Science and Pollution Research	2002
Journal of Herpetology (Society for the Study of Amphibians and Reptiles)	1997

OTHER REVIEWS

National Science Foundation Reviewer	2014
IPCC Fifth Assessment Report Working Group 2 Expert Reviewer (US & IPCC)	2012-2013
IPCC Fourth Assessment Report Working Group 2 Expert Reviewer	2005-2007
AAAS Roger Revelle Fellowship Selection Committee	2002-2004
Texas Sea Grant	2003
Organization for Economic Cooperation and Development (OECD) Proposed Guideline on Phototoxicity (<i>In Vitro</i> 3T3 NRU) Reviewer	2000
UC Toxic Substance Research and Teaching Program (Graduate Fellowship Reviewer)	1999
USEPA PrimeNet and other Research Plan Reviewer	1999, 2001, 2003
Hudson River Foundation (Grant Reviewer)	1999
Minnesota Sea Grant (Grant Reviewer)	1997

PROFESSIONAL AFFILIATIONS

American Society of Adaptation Professionals	Society for Conservation Biology
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SPECIAL SKILLS

NAUI Open Water 1/ NITROX/ USEPA Research Diver	State of Florida EMS Agency EMT-B
Sierra-Sacramento Valley EMS Agency EMT 1	Red Cross First Aid and Community CPR Instructor

From: noreply@civicplus.com
Sent: Monday, April 5, 2021 12:22 PM
To: CityAdmin
Subject: Online Form Submittal: Climate Change Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Climate Change Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

Step 1

Climate Change Advisory Committee Volunteer Application

Members should have expertise in climate science, atmospheric science, engineering, energy management, water conservation, planning, policy, environmental law, economics, solid waste management, forestry, systems analysis and communications. The committee serves as a technical and planning advisory committee on issues related to climate change as directed by the City Council. The committee is also focused on the implementation of the Climate Action Plan, which was identified as the City Council's top policy priority in the 2021 – 2022 Adopted Budget.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name Brian Harmon

Email

Daytime Phone

Address

City	Bainbridge Island
State	Washington
Zip	98110
Current Employer	Verdis Group
Current Position	Associate

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?

No

If yes, please indicate which group(s).

Field not completed.

Please share your qualifications for this appointment (skills, activities, training, education) if any?

I am an associate with Verdis Group, a sustainability consulting company that specializes in climate action planning and sustainability master planning. I am the resident GHG specialist. I have experience conducting GHG inventories, forecasting, and wedge analyses for cities and organizations to help set science-based goals in an equitable and open manner. Recent work includes the ongoing Salem OR Climate Action Plan where I conducted a consumption-based GHG inventory and forecasting of the impact of ten target source reduction on GHG emissions for a US Community protocol compliant GHG inventory.

I hold certifications with the GHG Protocol in the Corporate Value Chain and Product Life Cycle protocols.

A select sampling of current projects includes the Seattle Aquarium Sustainability Master Plan (includes a GHG inventory), First National Bank of Omaha Sustainability Master Plan (includes a GHG inventory), City of Salem Oregon (includes Consumption-based inventory, forecasting, strategy development and prioritization).

A select sampling of recently completed projects includes the City of Lincoln, NE, Climate Action Plan; a product-based GHG inventory for Crowd Cow, a Seattle-based meat subscription service, and building a GHG forecasting tool for Millwork Commons District (Omaha NE) for goal setting around future development of a mixed-use development district.

As a Project Analyst with Cascadia Consulting Group in 2017, I

worked on King County's 2015 GHG inventory and the PSCAA inventory of 4 counties including Kitsap. I also provided the City of Bellevue WA with a GPC compliant GHG inventory.

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

As a new resident to Bainbridge, I am not part of any relevant groups or committees.

Do you have potential conflicts of interest? If so, please explain:

No. Verdis Group has not worked with the City of Bainbridge or Kitsap County. I did previously work with Cascadia Consulting Group in 2017.

Feel free to attach a cover letter, resume', or other materials, if you wish (optional):

Field not completed.

Type the Year

2021

From: noreply@civicplus.com
Sent: Tuesday, April 6, 2021 6:31 PM
To: CityAdmin
Subject: Online Form Submittal: Climate Change Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

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Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name John Kydd

Email

Daytime Phone

Address

City	Bainbridge Island
State	Washington
Zip	98110
Current Employer	John W. Kydd PS
Current Position	Attorney

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>

Please share your qualifications for this appointment (skills, activities, training, education) if any?	I do not presume I am qualified for this position. I think that is your call. I do enjoy and have some small success in implementing changes. Perhaps training in Law, Social Work and research has some relevance but I think the proof of the pudding is in the doing. I find myself called to work on helping implement climate change issues. I've tried to assist positive change locally and at larger scales. Experience sometimes enhances skills, sometimes not. Perhaps the more important skills are meeting people where they are and sometimes being able to write clearly. I am a bit of student of inequity and enjoy thinking about what might be done to right the balance. Here we neglect the planets systems to our peril. I am engaged by how this very complex phenomena can be acted upon locally.
Please share your community interests (groups, committees, organizations) if any:	My community interests are simply to assist my community in whatever small ways I can. Over the years I have worked on park and trails issues, church issues (mainly Episcopal) etc. Over the past few years I've been involved with presenting on the need to address climate change and climate justice doing presentations with church groups and community groups on climate. Most recent was a 3/24 event. I interviewed about 200 people to promote the two different carbon tax initiatives and that gave me a range of understanding as to why people find it difficult to address household climate changes needed to reduce their carbon footprint. I have no easy answers. Community implementation is a problem to be worked, one group at a time. Climate change implementation requires addressing climate injustice. Much care must be brought to this realm.. A deeper engagement with past injury will be needed to effect present change. Communities of faith and non faith

communities of service have have much to lend to the effort. I hope to help find ways to bring them together to implement the CAP. I'll do so whether or not I am on the CACC.

Do you have potential conflicts of interest? If so, please explain:

None that I know of but I am not sure what a conflict would be for this position

Feel free to attach a cover letter, resume', or other materials, if you wish (optional):

Type the Year

2021

JOHN W. KYDD MSW JD

EDUCATION

J.D., Seattle University, 1981

M.S.W. and B.A., University of Washington, 1978

PROFESSIONAL REGISTRATIONS

Member, Washington Bar, Federal Bar and Tulalip Bar

PROFESSIONAL EXPERIENCE

1982-1986 Halverson and Strong

1986-1997 Strong and Kydd

1997-2003 Helsell Fetterman LLP

2003-2015 John W. Kydd P.S.

SERVICE

Expert Faculty, ISPCAN (International Society for Prevention of Child Abuse and Neglect) (2001-2009)

Plenary Presenter, “Culture as Prevention” Pan Asian Conference on Child Welfare, Singapore, 2005

Meeting Leader and Consultant, W.H.O.-VIP, For Drafting Multi-Sectoral Guidelines for Prevention of Child Abuse and Neglect (2000-2004)

Meeting Leader and Session Reporter, U.N. Committee on the Rights of the Child Special Session on Family Violence Prevention (Geneva 2001)

Meeting Leader and Rapporteur, World Health Organization (W.H.O.) Working Group on Child Abuse and Neglect Prevention (1999-2003)

Keynote Speaker, David L. Chadwick, M.D., Endowed Lectureship “Creating a Culture of Care” San Diego ISPCAN/APSAC Convention on Responding to Child Maltreatment-2001

CLE Trainer on topics such as Therapist Ethics, Family Mediation, Maintenance, Parenting Plans, and Dispute Resolution for the WSBA, the Minnesota and the North Dakota Bar Associations (1986-2002)

Co-Chair, Program Committee of Second World Congress on Children and Youth (UNICEF, et. al) (1997).

President, Association of Family and Conciliation Courts (1996-97).

Founder, Child Violence Identification and Prevention Project (1995).

Mediation Trainer for Family and Dispute Resolution Center Mediators (1985-1994)

Co-Founder, Seattle King County Dispute Resolution Center (1985).

Co-Founder and first President, Washington State Mediation Consortium (1983).

President’s Award for Service to the Poor, Seattle-King County Bar Association (1985).

Founder, Puget Sound Law Foundation (1981).

RECENT PUBLICATIONS (1991-2010)

- Chapter Author, “Mediation,” *WSBA Family Law Deskbook*, 1989 to 2013
- Chapter Author, Family Mediation *WSBA Alternative Dispute Resolution Deskbook*, 1989 to 2015
- Preventing Child Maltreatment: An Integrated Multisectoral Approach *Health and Human Rights* 6(2) *Harvard School of Public Health* (2003)
- Working Group Report On Child Abuse and Neglect Prevention for W.H.O. (2000)
- “Violence Towards Children, Definition and Prevention,” *Encyclopedia of Violence, Peace and Conflict*, Academic Press (2000)
- Abandoning Our Children: Mother’s Alcohol and Drugs, *Denver University Law Review* 69(3) 1992: 359-479
- Divorce in Washington: A Humane Approach, Lowell Halverson and John Kydd, *Eagle Press* (1991)

From: noreply@civicplus.com
Sent: Wednesday, April 7, 2021 9:00 AM
To: CityAdmin
Subject: Online Form Submittal: Climate Change Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Climate Change Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

Step 1

Climate Change Advisory Committee Volunteer Application

Members should have expertise in climate science, atmospheric science, engineering, energy management, water conservation, planning, policy, environmental law, economics, solid waste management, forestry, systems analysis and communications. The committee serves as a technical and planning advisory committee on issues related to climate change as directed by the City Council. The committee is also focused on the implementation of the Climate Action Plan, which was identified as the City Council's top policy priority in the 2021 – 2022 Adopted Budget.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name Steve Richard

Email

Daytime Phone

Address

City	Bainbridge Island
State	WA
Zip	98110
Current Employer	None
Current Position	n/a

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Lafayette Environmental Task Force (2007-2014). Chair for two years. Lafayette Bike & Pedestrian Advisory Committee (2016-2017) Lafayette Chamber of Commerce Green Committee (2007-2014) Lafayette Chamber of Commerce Board of Directors (2011-2012)
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I have led efforts to address climate change in my previous community of Lafayette, California and across the Bay Area. Lafayette is in the East Bay with a population of 24,000. Specific roles include: Founder & President of Sustainable Lafayette (2007-2015) - started this grassroots non-profit and grew it over many years to have a wide variety of programs and one of the most prominent non-profits in Lafayette. Programs included: sustainability success stories, waste reduction, green schools, green transportation, community garden, annual Earth Day festival, movie nights, and more. I simultaneously started and served on the Chamber Green Committee and city's Environmental Task Force, where we worked on many initiatives, including developing a Green Business recognition program and Lafayette's first Environmental Action Plan. Centrally involved in passing a single use plastic bag ordinance and having Lafayette join Marin Clean Energy - a community choice energy provider. Founder & Co-Chair of the Climate Reality Project Bay Area Chapter (2015-2019) - attended a Climate Reality training in 2015 and then later helped start the first chapter in the country. Grew the chapter to have a large leadership team and over 1000 members. We organized events and initiatives across the

Bay Area, mostly advocating for clean energy policies. Attended further three day training events in Denver, Seattle, and LA, mentoring 60 other climate leaders. Received the Green Ring award from Vice President Al Gore in August 2018.

Professionally, I worked in Silicon Valley for 18 years as a product marketing executive at Hewlett-Packard, Netscape, Lotus, various startups. Also started my own VC-backed software company called ListenPoint. Worked with very technical project and engineering teams to launch new products. Studied Computer Engineering at Iowa State University.

One of my unique skills, that comes from my background in high-tech marketing, is communications and community engagement.

Please share your community interests (groups, committees, organizations) if any:	My wife and I have spent our last five summers on Bainbridge and have just recently moved here permanently. So, we are not yet involved in any community groups, but are interested in cycling, open space, hiking, and look forward to supporting all the great organizations on Bainbridge.
Do you have potential conflicts of interest? If so, please explain:	Not that I'm aware of.
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	<i>Field not completed.</i>
Type the Year	2021



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Consider Appointments to the Planning Commission - Council,

SUMMARY: A call for participation was issued for volunteers to serve on the Planning Commission. A series of interviews were conducted by Council Liaison Carr, Councilmember Pollock, Councilmember Schneider, and Planning Commission Chair McCormick Osmond. Mayor Nassar indicated her consent with the panel's recommendation of the appointments as shown in the motions.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve the reappointment to the Planning Commission of Ashley Mathews to Position 3 through June 2024 and the appointment to the Planning Commission of Yesh Subramanian to Position 4 through June 2024 with the Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Birtley - Planning Commission \(Redacted\).pdf](#)

[Mathews - Planning Commission \(Redacted\).pdf](#)

[Neal - Planning Commission \(Redacted\).pdf](#)

[Shapiro - Planning Commission \(Redacted\).pdf](#)

[Stevens - Planning Commission \(Redacted\).pdf](#)

[Subramanian - Planning Commission \(Redacted\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
Sent: Wednesday, April 21, 2021 3:56 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: 4/21 at 4 pm)

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Planning Commission Volunteer Application (Due: 4/21 at 4 pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

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

BIMC 2.14.020.B Planning commission.

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

1. Participate in the preparation and review of the comprehensive plan for the city;
2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;
3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;
4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

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

Applications are due by 4:00 p.m. on April 21. Interviews will be held in May.

Questions? Please contact Executive Assistant Roz Lassoﬀ at 580-6735 (cell) or by email at cityadmin@bainbridgewa.gov

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name Ariel Birtley

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip	98110
Current Employer	Olympic College
Current Position	Chief Facilities Officer and Capital Projects Manager
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	PAWS
Please share your qualifications for this appointment (skills, activities, training, education) if any:	The opportunity to apply for the position of Planning Commission Volunteer for Bainbridge Island is the embodiment of my research, education, and career. I am a driven and conscientious leader who thrives on innovation and fostering civic engagement through public gatherings and offerings, the built environment, and the careful planning of natural spaces. I have a breadth of experience in fiscal management and business operations. I have over twenty years of experience in architectural design, construction management, land use planning and development, conservation of natural habitat's and public policy development. I hold a Bachelors Degree in Architecture from the University of Oregon and a Masters in Business Administration and Construction Management (Dual Masters in Engineering) from Oregon State University. In my role as Interim Vice President of Administration for Olympic College, I have overseen and navigated through many challenges; the reorganization of critical departments, hiring of key management positions, coming into compliance with federal and local regulations, and development of policies and procedures for ongoing College operations. In my current role as Chief Facilities Officer, I oversee all emergency/weather-related closures and preparations for the campus opening. In addition, I have established and implemented college-wide policies and procedures related to operations throughout the COVID crisis. Finally, I manage capital projects, including critical infrastructure upgrades and oversight of two large projects with budgets that total \$33 Million. Working with the executive team, we analyzed and reduced the College-wide budget (\$50M) by 15 percent and my direct funding by 20 percent (\$9M). This included considerable analysis of staffing, goods and services, travel, and equipment.

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

My community interests are urban design, and restructuring our cities to align with meeting the Paris Climate Agreement. I am extremely interested in design and research around biophilic design and specifically the work by Amanda Sturgeon, as well as the work by Carlos Moreno and the concept of the 15 minute city. I have worked at the County of Marin on the Local Coastal Plan, Policies for the restoration of natural habitats, and future development policies that focused on endangered species and habitat maintenance, Ridgeline preservation, stream and watershed preservation, maintaining natural views. We also looked at development related to farm size and density for housing. This work, combined with my years of architectural experience, my background and understanding of construction and my business acumen I believe poise me perfectly to serve on the planning commission. I am extremely passionate about our island and future development as well as designing public spaces for social justice. I hope that my passion and education and experience will move you to consider me for this important position.

Do you have potential conflicts of interest? If so, please explain:

No

Feel free to attach a cover letter, resume', or other materials, if you wish (optional):

Type the Year

2021



April 21, 2021

RE: City Planning Commission Position City of Bainbridge Island

Dear Hiring Committee:

The opportunity to apply for the position of Planning Commission for the City of Bainbridge Island is the embodiment of my research, education, and career. I am a driven and conscientious leader who thrives on innovation and fostering civic engagement through public gatherings and offerings, the built environment, and the careful planning of natural spaces. I have a breadth of experience in fiscal management and business operations. I have over twenty years of experience in architectural design, construction management, land use planning and development, conservation of natural habitat's and public policy development. In my role as Interim Vice President of Administration for Olympic College, I have overseen and navigated through many challenges; the reorganization of critical departments, hiring of key management positions, coming into compliance with federal and local regulations, and development of policies and procedures for ongoing College operations. In my current role as Chief Facilities Officer, I oversee all emergency/weather-related closures and preparations for the campus opening. In addition, I have established and implemented college-wide policies and procedures related to operations throughout the COVID crisis. Finally, I manage capital projects, including critical infrastructure upgrades and oversight of two large projects with budgets that total \$33 Million. Working with the executive team, we analyzed and reduced the College-wide budget (\$50M) by 15 percent and my direct funding by 20 percent (\$9M). This included considerable analysis of staffing, goods and services, travel, and equipment.

My related experience to this position is as follows:

- In-depth knowledge of Planning and Land Use.
- Prior Experience working with Public Works, Masters degree in Engineering (Construction Management).
- Experience overseeing Capital Projects. Range of projects from \$10M to \$235M.
- Experience overseeing Capital and Operating Budgets (between \$10M and \$50M).
- Oversight of 50 employees.
- Experience in Purchasing, Security, EHS, and Facilities/Infrastructure Management, Capital Projects, Business Operations and Management, Restructuring, and Change management.
- Experience with LEED, Sustainable Planning Practices, Green Building, Developing Policies related to Climate Change.
- Bargaining in good faith union representative and Labor and industries
 - Resolved 15 L&I Violations

My educational background relates closely to this position; I hold a bachelor's degree in Architecture and a Master's degree in Business & Engineering. These are research-heavy degrees that aim to problem-solving

and require an understanding of legal, business development, analysis, accounting, finance, and political culture. My work experience includes overseeing large construction projects up to \$235M; these projects have included managing direct reports, developing and implementing large complex budgets, coordinating with engineers, architects, contractors, state agencies, and clients. At the County of Marin, I gained experience in planning and policy development. During my tenure, I worked on the Countywide plan which won national awards for sustainability and green planning. I also worked on local design and development codes, specific community plans, the local coastal plan, historic resources identification, habitat and endangered species studies, conservation of streams, ridgelines, wetlands, and coastal lands. Finally, I have also worked in affordable housing and development and transportation planning. At Grace College, working closely with the CFO, I gained insight and experience into the requirements to fiscally run an educational and not for profit institution. During my time at Grace, I also completed program reviews for profit and loss, fiscal health analysis, forecasting, staffing reductions, and budget reduction plans. In conjunction with this, I assisted with the oversight and planning for operations, including managing facilities and campus security. I also completed numerous build-outs of academic areas and larger capital projects, including a campus master plan.

During my time at Olympic College, I have worked tirelessly by working sixty (60) to seventy (70) hour weeks (I also strongly believe in working smarter not harder, but sometime one has to do both). I have made enormous improvements to Facilities, Security and Emergency Management, EHS, and Capital Projects. I have worked to bring the College into regulatory compliance, resolve budgetary issues, address overdue maintenance items, address cleanliness standards, respond to nearly fifteen (15) violations with Labor and Industries, and resolve labor relations between managers and union members. Towards this end, I have completed almost sixty (60) critical preventative maintenance and regulatory compliance projects. I have initiated compliance and safety programs in both EHS, Facilities, and Security. I have overseen emergency operations, including oversight of COVID operations wherein our team developed policies, procedures and managed building setup for staff and students to return to campus. Further, I have balanced the annual budget, reducing it by nearly twenty-five percent (25%), evaluated the organizational structure, assessed staffing requirements based on workflow, reviewed procurement methods, and redefined staff responsibilities. Under my stewardship, these departments now have systems in place, and employee relations are restored to successfully move forward and maintain college operations.

As a manager, I seek to build bridges, cultivate employee development, and collaborate across divisions. I have a strong moral compass and lead with heart and integrity. I am a creative and elastic thinker who envisions innovation while harnessing the strategic and analytical tools to identify goals, achieve solutions, and finalize work product. I believe the City of Bainbridge Island is perfectly poised through its demographics and geographic location to make tremendous advances, act as a model for climate change policies and procedures, and provide support for related research. Bainbridge Island offers a think tank of residents who have the knowledge, connections, and financial well-being to be a leader in innovative change towards climate control. My entire career and passion for life revolves around implementing cutting-edge policies and technologies to address the climate change our earth is seeing. I am seeking a key position within a community where I can bring vision and collaboration and create the means to make a difference and impact within this realm.

For myself, the opportunity to serve on the Planning Commission allows me to fulfill these professional and personal goals. If selected, I would seek to provide innovative, affordable housing options, focus on green city design, walkability and bike-ability throughout our entire island, and provide tools and mechanisms for our unique local businesses to flourish, thereby allowing Bainbridge to be a leader as a self-sustainable community. A large portion of my career has involved problem-solving of significant processes, procedures, budgets, and development of educational institutions' built environment. I believe the most innovative

solutions are identified through collaboration with key players, visioning sessions, alignment of needs and goals, and the assessment of available resources. My colleagues and managers have told me that I have limitless energy when devoted to a project; I seek to dedicate this energy to the City of Bainbridge Island. I know that Bainbridge Island is a visionary place. I believe that I will make a tremendous impact in supporting our community members' lives as they pursue their own personal and community-wide aspirations.

I welcome the opportunity to meet and discuss how my education, work experience, and zest for life would be a good fit for the planning commission vacancy.

Sincerely,

A handwritten signature in black ink that reads "Ariel Birtley". The script is fluid and cursive, with the first letters of "Ariel" and "Birtley" being capitalized and prominent.

Ariel Birtley

From: noreply@civicplus.com
Sent: Thursday, March 25, 2021 5:49 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: 4/21 at 4 pm)

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Planning Commission Volunteer Application (Due: 4/21 at 4 pm)

Step 1

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

BIMC 2.14.020.B Planning commission.

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

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2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;
3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;
4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

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7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

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Applications are due by 4:00 p.m. on April 21. Interviews will be held in May.

Questions? Please contact Executive Assistant Roz Lassoﬀ at 580-6735 (cell) or by email at cityadmin@bainbridgewa.gov

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name Ashley Mathews

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip	98110
Current Employer	Windermere Real Estate
Current Position	Broker
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Planning commission
Please share your qualifications for this appointment (skills, activities, training, education) if any:	Been serving since December as a valuable member of the commission.
Please share your community interests (groups, committees, organizations) if any:	BIMA board and DEI committee, Treehouse for Kids board and development chair, Bloedel IDEA committee, Bainbridge Island Saddle Club, NAACP lifetime member and Bremerton chapter political action committee.
Do you have potential conflicts of interest? If so, please explain:	None
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	<i>Field not completed.</i>
Type the Year	2021

From: noreply@civicplus.com
Sent: Wednesday, April 21, 2021 2:38 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: 4/21 at 4 pm)

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If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name Lisa Neal

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip	98110
Current Employer	Self
Current Position	Lawyer

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Island Center Subarea Planning Process Steering Committee, Salary Commission (concluded) and Ethics Board (pending appointment).
Please share your qualifications for this appointment (skills, activities, training, education) if any:	As a lawyer, my education and experience qualify me to understand the BIMC and the Comprehensive Plan. I do not practice "land use law," but my area of practice involves extensive review/analysis/construction of statutes and contracts, as well as their application to "real life" situations. I am familiar not only with the BIMC code sections applicable to the Planning Commission's work, but I have reviewed, and regularly consult, the Planning Permit Requirements Administrative Manual. I was closely involved in the last Comprehensive Plan revisions, working with, among others, Charles Schmid and Olaf Ribeiro in reviewing drafts and providing comments to the Planning Commission and to Council. I alerted Councilmembers to certain elements in the draft Plan that they had also seen and flagged as inaccurate representations of the Island's desires, and these were removed. Recently, I worked with the "Fairy Dell" group to analyze the building permits in that project with regard to the current code, spoke with planners, and with Councilmembers, and advocated for changes to the current code that allowed the creation of that particular project scope (small lots). In that work, I identified gaps in the current building permit process that resulted in unclear canopy retention and lot line clearing requirements/limitations for project owners. Further, as I pay attention to discussions about changes to our land use code, I have alerted Council to errors in their assumptions during discussions regarding proposed Code revisions, such as an assumption that changes applicable to lots under a certain size would only apply in Winslow. As is now known, there are areas on the Island far outside Winslow (largely grouped around prior ferry landings) that were platted long ago, and which contain

quite small lots that developers are now buying up to aggregate for use in building large houses.

During my involvement with the Island Center Subarea Planning Process, my suggestions to the Committee regarding mandating affordable housing for any upzoned density under state law, explanations regarding the Comprehensive Plan's requirements for density in Neighborhood Centers (including the conflict with the BIMC), and similar matters have fallen on largely fertile ground. I have advocated for a change to the BIMC to bring the Neighborhood Center Code section in line with the Comprehensive Plan (attached).

I have a deep understanding of the Growth Management Act's requirements, not only regarding Comprehensive Plans, but also regarding the allocation of anticipated population growth. I have researched "the numbers," including actual current population and future assumptions and allocations and buildable lands, and have advocated to our Planning Director that the assumption I have seen in some communications from her office, that we will have to increase density on the Island to meet future population allocations, is erroneous.

In addition to close review of the Affordable Housing Task Force's report and the recent consultant report (ECONorthwest), I have also researched affordable housing measures state- and nationwide over the past several years. In that research, I found that a current Washington state law that would allow us to mandate affordable housing for any upzone in density has never been used on the Island, including in Winslow, or in the last Lynwood Center Subarea Plan. I have interviewed several past Councilmembers and learned they were not aware of the law. I found provisions regarding ADUs in jurisdictions with a similar blend of urban and rural lands that could be useful on Bainbridge Island. I have advocated that this failure not be repeated in the future, most recently in response to the City Council Affordable Housing Ad Hoc Committee's recommendation (my memo attached). I also learned a great deal regarding the failures nationwide of various strategies, and learned of strategies used elsewhere that may not be used here due to Constitutional prohibitions. I have researched the history of our current and prior strategies and learned why they failed.

In short, I am interested in the work, and I have the necessary skill set to work through what are sometimes complex legal issues. I look forward to getting the chance to help my community navigate these issues as a Planning Commissioner.

Please share your community interests (groups, committees, organizations) if any:	I am an advocate for the environment, and a proponent of enforcing the values set out in our Comprehensive Plan, including changing our code where necessary to accomplish that enforcement. I am a constant voice for transparency in government. I work on campaigns for candidates I believe share my values, and support our Council once in office with full and accurate information on the issues.
---	---

Do you have potential conflicts of interest? If so, please explain:	No.
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Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
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Type the Year	2021
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White Paper on Affordable Housing

Review of 4-20-21 Memo from City Council Affordable Housing Ad Hoc Committee

We understand the Memo advised that the City Council “plan to make a plan,” and outlines several actions from the current Work Plan that would fit within such a plan (ADUs, TDRs, etc.). Also understood is that the full extent of any Plan is beyond the scope of the Memo.

Concern: Allowing a consultant to determine the scope of possible solutions will result in a narrow conclusion that ignores non-developer friendly solutions. Absent from the Memo, as well as the Affordable Housing Task Force report, and largely absent from the EcoNorthwest Report, is any discussion of the potential use of RCW 36.70A.540(3)(d) (discussed below). The state statute that enables COBI to make AH a mandatory condition of construction is not even mentioned as one of the possible solutions.

Concern: Using public lands for affordable housing could be allowed under restraints that many have rejected, namely limiting affordable housing to those households making less than 80% of the Island’s median income levels, rather than provided it to those who are better off. I have previously written regarding the Constitutional prohibitions that preclude giving Suzuki away to the well-off.

Concern: [Drafting a Plan] “will provide an opportunity for the community to do pro-active work ahead of likely future state mandates related to density and affordable housing.” What anticipated mandates are meant here? As is shown below, the Island has more than enough room for population mandates. Anticipating mandates that may never come will densify the Island to the detriment of those who already live here, and may never be necessary.

Concern: The NC design guideline that currently allows density bonuses for matters other than affordable housing has been brought to the attention of Council and the Joint Land Use Committee, but I have never received a confirmation that this Code section is slated for revision. This Code section is inconsistent with the Comprehensive Plan (White Paper attached). Before you increase density to the detriment of our quality of life, we request that you first pick the low hanging fruit.

Existing Conditions

Population Allocations Through 2050

Based on the 2014 Buildable Lands Report, as updated with the Office of Financial Management population estimates, we are over the capacity needed to accommodate the population allocation we will likely receive from the regional council. My calculations:

Starting with page 34 of the 2014 BLR
(found here: https://www.kitsapgov.com/dcd/Pages/Buildable_Lands_Report.aspx), our capacity was 6,814 new residents. The BLR relied on the estimated population of 2012.

Removing the estimated increase in population through 2020 from the new resident capacity in the BLR (from page 13 of the Office of Financial Management Report here: https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/aprill/ofm_aprill_poptrends.pdf) (1,980), the current buildable lands number of 4,834. The current estimate of population allocation through 2050 is 4,500 (source – reports from our City Council members to the regional council). As is shown, we exceed the capacity needed at present. In fact, the report confirms we likely will not need the extra density before 2050.

Comprehensive Plan

Relevant to this discussion, our Comprehensive Plan (“Comp Plan”) provides:

Policy EN 1.1

A primary goal of the *Comprehensive Plan* is protecting the Island's natural environment; land use decisions implement this *goal*.

The Housing Element recognizes that the Growth Management Act provides that we “encourage the availability of *affordable housing* to all economic segments . . . “ RCW 36.70A.020(4).

We are, therefore, required to **encourage** “affordable housing,” but we **must** support the goal of protecting the Island's natural resources; we may not fail to protect while encouraging. In other words, protecting the environment is the priority, under the GMA, not the encouragement of AH, which is a secondary consideration. Too much growth lately has been allowed at the expense of the environment.

Groundwater Management Plan

City Council approved hiring a hydrologist to develop a sustainable Groundwater Management Plan in 2018, and the position has recently been filled. We do not presently have a full report on the Island's supply of groundwater, including for the 50% of the Island on private wells, or a plan to maintain sustainability, including an analysis of the carrying capacity. Again, this comes back to preservation of the environment. Any talk of increasing density before we know how much water is down there is premature.

What is “Affordable”?

Median Income

The 2018 median household income for Bainbridge Island (est.) was \$115,230:
<https://www.census.gov/quickfacts/bainbridgeislandcitywashington>

The 2018 median household income for Kitsap County was an estimated \$71,610.

<https://www.census.gov/quickfacts/fact/table/kitsapcountywashington,US/PST045219>

Table 24 to the Housing Needs Assessment provides that the BI median income in 2010 was \$92,558, and Chart M provides income levels for various occupations. Fire Fighting and Prevention, Financial Analysis, Lawyers and Marketing Managers exceeded that number. Teachers, police and fire fighters earned under 80% of the median household income level. Keep in mind, though, these are individual incomes, such that a two-teacher household would have a household income over the median (teacher income \$57,836 x 2 = 125% of 2018 median household income).

The BI 2015 Housing Needs Assessment is found here:

<https://www.bainbridgewa.gov/DocumentCenter/View/6154/Draft-Housing-Needs-Assessment-Dec-2015>)

Incomes have risen, but it seems reasonable to assume the relative nature of the income levels has not changed. The conclusion is that households with two teachers, police officers, or fire fighters (or a combination of these) will have a household income that is well over the median household income.

Affording a Housing Unit

Using 80% of the Kitsap median income, the income level is \$57,300 or less. According to Bankrate.com, assuming current interest rates, assuming a (low) 10k downpayment, insurance of \$1,200/yr, taxes of \$3,000/yr and putting 34% of household gross income toward housing (as provided by HRB, state code provides for 30%), a household bringing in \$57,300 can afford a \$260,000 house.

See: <https://www.bankrate.com/calculators/mortgages/new-house-calculator.aspx>

A household bringing in 80% of the median income level of Bainbridge Island (\$92,184) can afford a house costing \$465,800.

Median Housing Unit Cost – what is available

Table 31 of the Housing Needs Assessment provides that over 82% of the existing (2013 assessed value) housing stock was valued at under \$500,000. The data set included condominiums and mobile homes.

Based on informal review (my own) of assessed value data pulled from Kitsap County, we have 10,960 housing units, and in 2019, 2,637 are valued at \$500,000 or less, and 4,034 were valued at \$600,000 or under.

State Law

COBI May Mandate AH When Upzoning

RCW 36.70A.540(3)(d) provides:

3. Affordable housing incentive programs enacted or expanded under this section may be applied within the jurisdiction to address the need for increased residential

development, consistent with local growth management and housing policies, as follows:

* * *

- (d) The jurisdiction may establish a minimum amount of affordable housing that must be provided by all residential developments being built under the revised regulations, consistent with the requirements of this section.

The full Code section is found here:

<https://apps.leg.wa.gov/Rcw/default.aspx?cite=36.70A.540#:~:text=The%20legislature%20encourages%20cities%2C%20towns,rate%20housing%20developments%20throughout%20the>

Under this Code section, whenever COBI upzones an area (such as with the Winslow Master Plan and the Lynwood Center Subarea Plan amendments) it may require that all of the upzoned density is affordable. We missed opportunities on the two upzones mentioned.

Additional guidance is found at WAC 365-196-870(2)(b)(i)-(iii). “WACs” are regulations enacted by agencies to provide implementation guidance. The full WAC may be found here:

<https://apps.leg.wa.gov/wac/default.aspx?cite=365-196-870>

The regulation states in part:

* * *

- (2) Counties and cities may establish an incentive program that is either required or optional.

* * *

(b) Counties and cities may establish an incentive program that requires a minimum amount of affordable housing that must be provided by all residential developments built under the revised regulations. The minimum amount of affordable housing may be a percentage of the units or floor area in an development or of the development capacity of the site under the revised regulations. These programs may be established as follows:

* * *

- (ii) The city or county adopts revised regulations to increase development capacity through zoning changes, bonus densities, height and bulk increases, parking reductions, or other regulatory changes or other incentives.

* * *

- (c) Counties and cities may choose to offer incentives through development regulations, or through conditions on rezones or permit decisions.

“Affordable” is Defined

The WAC makes clear that the income levels must be consistent with RCW 36.70A.540(2)(b).

WAC Section (4) states “[t]he housing must be affordable to and occupied by low-income households. (a) Low-income renter households are defined as households with incomes of fifty percent or less of the county median family income, adjusted for family size.” For buyers, the prices must be affordable to “low-income first-time homebuyers” under FHA rules. WAC 365-196-870(5)(b). “Affordable” rent means 30% of income is spent on housing. WAC 365-196-870(5)(a). The WAC (section 4(c)) does provide that after hearings, cities and counties may adjust the income levels, but the upper limit is 80% of median income.

RCW 43.185A.1010 further provides that any housing unit that costs 30% of the household's income is “affordable housing.” That does not mean, however, that incentive programs or mandates may be created that require housing over the limits in RCW 36.70A.540.

In other words, there does not appear to be any support in state law for mandating or incentivizing (“encouraging”) housing for those households earning more than 80% of the median income. Restricting housing size, or encouraging ADUs, has been discussed as promoting housing for those earning in this range, but recent ADUs in the Roost sold for over \$500,000, indicating this may not be a viable strategy.

More than Bonus Density May Provide Incentives

Both the Code section and the WAC provide a list of items that can be used as incentives, if a community elects to not require affordable housing. Payment in lieu (WAC 365-196-870(8)); density bonuses, height and bulk bonuses, fee waivers or exemptions, parking reductions, and expedited permitting may be used either solely or in combination combined to create incentive programs. RCW 36.70A.540(1)(a).

For existing zoning that is not being changed, these provisions provide something in addition to density bonuses.

Suggestions

Develop funding sources for grant funds. These funds would be used to maintain/preserve existing affordable housing that is up for transition to market rate, or for rents or purchases by those meeting the income restrictions.

Maintain Existing Affordable Housing

Once we have an updated inventory, we need an analysis of when these properties may transition, and an idea of the cost to purchase or subsidize the purchase by the tenants rather than the conversion to condos that has regularly occurred over the past two decades. Remember Government Way?

Grants To Renters or Purchasers

Grants could be restricted not only to certain income groups, but to those that prioritize current

or past residents, not new residents from elsewhere. Other than keeping those who live here now here (prior section), this is the most direct way to bring in the people we want to include in the community. Michael Pollock has written a White Paper on this issue.

How To Pay For This?

Potential funding sources are:

1. Lodging tax (I have suggested banking these funds for years and giving grants to workforce renters on the Island, but the money always goes back to the business community, despite the fact we all pay a price for tourism. We now see many from elsewhere in our Parks, burdening our roads and parking lots, yet these funds never go to Parks, either. This is more ignored low hanging fruit).
2. Express budget items
3. ??

Encourage ADUs

As mentioned, ADUs will not necessarily be affordable. The level of demand from the wealthy is such that any housing, even tiny tarp-covered RVs, will be bid up beyond affordable levels. We are now experiencing an influx of new, wealthy residents from California, and there is no reason to think this trend will change. Providing funds to build ADUs that are mandated affordable could be a strategy.

What We Can't Do

1. We cannot tax and put the money into an affordable housing fund, because that was tried before. Prior to 2007, the City assessed extra permitting fees to fund an AH trust. The Court of Appeals found the City must justify the fee under the applicable statute for permit costs that allows such fees only to defray actual expenses (RCW 82.02.020). *Home Builders v. City of Bainbridge Island*, 137 Wn. App. 338 (2007).
2. We cannot tax land transfers as happens in some states, because our Constitution prohibits such specific taxes.
3. We cannot give away Suzuki and underwrite infrastructure for Suzuki if the project is not 100% affordable.

Suzuki, and Projects Like It

The City could underwrite the infrastructure for Suzuki, *sans* sewer connections, and allow the purchase of lots. The City would exclude from development the old growth remnant, fern glen and the pond area, and preserve the current trail system. Sales would be made only to those at 80% or less of the median income, preferably a mixture (50% or 80%). The sales price would

be nominal. The lots could also be leased, and rentals could be managed by HRB. On those lots, the new owners would pay for the building of their own house. Given the limitation on what they can afford (see above), tiny homes would be the norm.

This would give the community **both** goals – preservation of open space, and affordable housing at less cost than currently projected in both the terms of money and in terms of density. The notion would likely result in *more* affordable housing than any mixed market rate/affordable development. The project would also be more organic and look more like a neighborhood than a development. This could be an ideal place to try “tiny homes” and pre-approved plans, waiver of permit fees, etc.

WHITE PAPER
BIMC 18.12.030(D)

a. BIMC 18.12.030(D) is inconsistent with prospective BIMC 18.12.030(E), as it allows bonus unit density for reasons other than affordable housing and historical preservation. Land use provisions should be consistent. BIMC 18.12.030(D) provides:

D. Bonus Density in NC District. Bonus density shall be available in the NC district as follows:

1. Three units per acre with the provision of transfer of development rights (TDRs), in accordance with Chapter [18.27](#) BIMC; or
2. Three units per acre with the provision of affordable housing, in accordance with the provisions of Chapter [18.21](#) BIMC; or
3. Three units per acre if the development is commercial/residential mixed use and public sewer and public water are not provided, or five units per acre if the mixed use development is on public water and sewer. The residential units must be located above the ground floor if the building is located on a collector or secondary arterial or higher road classification; however, for mixed use projects, if the building fronts on a local or private street, residential units can be located on the ground floor.
 - a. In instances where a project contains both mixed use and residential-only buildings, the bonus density shall only be calculated based on the mixed use buildings. The residential-only buildings shall not be used to calculate the bonus density; or
4. Five units per acre with the provisions of TDRs and public sewer and water; or
5. Five units per acre with public water and sewer and the provision of affordable housing in accordance with Chapter [18.21](#) BIMC; or
6. Up to 12 units per acre for those specific parcels located in Lynwood Center and so designated on the land use map as NC/R-12 for the Lynwood Center special planning area; provided, that all requirements of this title applicable to the NC are met, and that:
 - a. The development is commercial/residential mixed use with the residential units located above the ground floor if the building is located on a collector or secondary arterial or higher road classification; however, for mixed use projects, if the building fronts on a local or private street, residential units can be located on the ground floor; and
 - b. Public sewer and water are provided; and
 - c. The requirements of Chapters [18.18](#) and [18.21](#) BIMC are met; and
 - d. A community center is constructed that is of similar style and quality to the entire development, is no less than 2,000 square feet, provides kitchen facilities, public rest rooms and outside access. The community center is to be used primarily for community functions.

Conclusion: The code sections should be consistent.

b. BIMC 18.12.030(D) is inconsistent with the Comprehensive Plan. Policy LU- 5.2 sets out the requirements for increasing density in Neighborhood Centers:

Policy LU 5.2

Increased density over and above the existing zoning in the Neighborhood Centers *should* only occur through a shift in *density* from areas identified in the Island-wide Conservation Strategy through *PDRs*, *TDRs* or other mechanisms and through the use of *density bonuses* for *affordable housing*.

(2017 Comprehensive Plan, italics in the original)

Conclusion: BIMC 18.12.303(D) is inconsistent with the Comprehensive Plan, because it allows bonus density that is not transferred in and affordable. To the degree bonus density is provided when density is transferred in, this is contrary to the Comprehensive Plan. The code section should be consistent with the Comprehensive Plan.

c. BIMC 18.12.030(D) is inconsistent with the Comprehensive Plan and the Growth Management Act, because it allows density for reasons other than affordable housing. As background, we are “over-zoned” to meet the anticipated population growth. The current zoning for Bainbridge Island provides approximately 141% of the capability for anticipated population increases through 2050. (Buildable Lands Report, 2014, page 25, reports from Staff regarding anticipated allocation of population growth through 2050 of 4,500)

The Growth Management Act does require that communities encourage affordable housing. The community has developed a comprehensive plan that provides goals for affordable housing. Goal HO-3 (among others). This goal, however, must be balanced against the environment. For example, the Comprehensive Plan includes the goal of preservation of the environment (Goal EN-1) and retention of forests (Goal EN-18). Note that Goal EN-1 is a primary goal, while Housing Goals are not.

Conclusion: It is arguable that any increase in density for affordable housing that degrades the environment is outweighed by primary goal EN-1, and therefore illegal. Code sections allowing increases in density for reasons other than affordable housing are not supported by the Comprehensive Plan, and should be voided. Continuing their application arguably violates the Comprehensive Plan and the Growth Management Act.

Additional Note

I note for your information that there are ways to increase affordable housing without increasing density. I would like to draw your attention to a statute enacted in 2006:

RCW 36.70A.540(3)(d) provides:

3. Affordable housing incentive programs enacted or expanded under this section may be applied within the jurisdiction to address the need for increased residential development, consistent with local growth management and housing policies, as follows:

* * *

(d) The jurisdiction may establish a minimum amount of affordable housing that must be provided by all residential developments being built under the revised regulations, consistent with the requirements of this section.

See also WAC 365-196-870(2)(b)(i)-(iii). “WACs” are regulations enacted by agencies to provide implementation guidance. Both the statute and the WAC provide income limitations on what is “affordable.” These laws also provide for something other than bonus density to be used to incentivize affordable housing.

Conclusion: Whenever and wherever increased density is imposed, COBI may require affordable housing. To our knowledge, COBI has to date failed to take advantage of this law when “upzoning” Lynwood Center (portions are R12, with no requirement for affordable housing) and Winslow (varies, same).

Please review this code section and impose consistency requirements as outlined above.
Thank you.

From: noreply@civicplus.com
Sent: Wednesday, April 21, 2021 9:48 AM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: 4/21 at 4 pm)

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Planning Commission Volunteer Application (Due: 4/21 at 4 pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

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

BIMC 2.14.020.B Planning commission.

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

1. Participate in the preparation and review of the comprehensive plan for the city;
2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;
3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;
4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

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

Applications are due by 4:00 p.m. on April 21. Interviews will be held in May.

Questions? Please contact Executive Assistant Roz Lassoﬀ at 580-6735 (cell) or by email at cityadmin@bainbridgewa.gov

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name Stephen Shapiro

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip	98110
Current Employer	none
Current Position	none
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any:	I am a recently retired commercial real estate appraiser (Stephen Shapiro Commercial Appraisal, LL). In that capacity I was licensed by WA State and was a Designated Member of the Appraisal Institute. I have extensive training in and knowledge of land use issues and valuation. I performed appraisals for jurisdictions including the City of Bainbridge Island as well as organizations including the Bainbridge Land Trust. Clients included land trusts, cities, counties, governmental agencies, attorneys and private individuals in WA, OR and CA.
Please share your community interests (groups, committees, organizations) if any:	I have lived on Bainbridge Island for 32 years. My wife, Marilyn Place, is a retired school teacher. Together we raised two children here. I volunteered extensively in youth sports when my kids were young. However, running my own business did not allow for additional volunteering in the community. Having recently retired I would now like to apply myself to serving the community in a capacity that fits my skills and interests.
Do you have potential conflicts of interest? If so, please explain:	No
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021

STEPHEN SHAPIRO, RETIRED COMMERCIAL APPRAISER

Prior to retirement Stephen Shapiro was licensed as a certified general real estate appraiser by the State of Washington and was listed on the Washington State Department of Transportation's Approved List of Appraisers and Reviewers. He formerly held the highly regarded **MAI** (Designated Member of the Appraisal Institute). In January of 2011, Stephen Shapiro established the firm **Stephen Shapiro Commercial Appraisal, LLC**. Prior to that he worked with Anthony Gibbons in his firm RE•SOLVE from 1999-2010.

Mr. Shapiro has a broad range of appraisal experience over a variety of property types including office and industrial buildings, commercial land, residential subdivision property, natural resource and habitat land, timberland and high-end estate homes. Prior to retirement he appraised numerous properties for conservation easements as well as right of way acquisitions under eminent domain, and provided mediation and expert witness services for legal purposes.

He successfully completed the following Appraisal Institute courses, as well as numerous additional professional seminars:

- Appraisal Principles
- Appraisal Procedures
- Standards of Professional Appraisal Practice
- Highest and Best Use and Market Analysis
- Basic Income Capitalization
- General Applications
- Advanced Sales Comparison and Cost Approaches
- Report Writing and Valuation Analysis
- Advanced Applications
- Advanced Income Capitalization
- Uniform Appraisal Standards for Federal Land Acquisitions
- Condemnation Appraising: Advanced Topics and Applications
- Attacking and Defending an Appraisal in Litigation
- Forestland Road Cost Obligations
- Common Errors and Misconceptions in Yellow Book Assignments
- Valuation of Easements and Other Divided Partial Interests
- Appraisal Review Under UASFLA
- Valuation of Conservation Easements

Education:

University of Washington, B.A. Communications, *Honors*; Major in Journalism with Minor in Economics, 1986

Prior to retirement Mr. Shapiro performed appraisal services for a wide variety of clients, and a partial client list follows:

Law Firms

- Tousley Brain Stephens PLLC
- Ryan, Swanson and Cleveland, PLLC
- Riddell Williams P.S.
- Michael A. Goldfarb Law Office
- Lawler Burroughs & Baker, P.C.
- Preston Gates & Ellis LLP
- Livengood, Fitzgerald & Alskog PLLC
- McGavick Graves Attorneys at Law
- Williams Kaster, Attorneys at Law
- Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S.
- Cullen Law Office LLP
- Rodgers Deutsch & Turner
- Aoki Sakamoto and Grant LLP
- Montgomery Purdue Blankinship & Austin PLLC
- Ogden Murphy Wallace PLLC
- Kenyon P. Kellogg, Attorney at Law
- Mundt MacGregor PLLC
- Oldfield & Helsdon, PLLC
- Faubion, Johnson, Reeder & Fraley, P.S.
- Lee Smart, P.S., Inc.
- Williams & Williams PSC

Municipal and Public

- City of Bainbridge Island
- WA State Department of Natural Resources
- Port of Seattle
- U.S. Forest Service
- Tulalip Tribes
- Central Kitsap School District
- Kitsap County Dept. of Public Works
- Washington State Parks Commission
- City of Port Townsend
- City of Eatonville
- City of Tumwater
- City of Burien
- Kitsap County Dept. Parks and Recreation
- Bainbridge Island Parks and Recreation
- City of Edmonds Parks and Recreation
- WA State Department of Transportation
- Port of Allyn
- Port Gamble S'Klallam Tribe
- Kitsap County Dept. of Admin. Services
- Port of Olympia
- Bainbridge Public Library
- WA State Office of the Attorney General
- King Count Dept. Natural Resources & Parks
- City of Poulsbo
- Colville Confederated Tribes
- Clallam County Department of Public Works

Banks

- American Marine Bank
- Washington First International Bank
- Frontier Bank
- Credit Suisse First Boston
- GMAC Commercial Mortgage
- Kitsap Bank
- Union Bank

Private Companies

- NC Power Systems Co.
- Pope Resources, Inc.
- Harnish Group, Inc
- Development Services of America
- Pacific Investment Co.
- Batavia Holdings LLC
- Kinzer Real Estate Services
- Knowles/Turner Real Estate Group
- Warren G. Harding Temple Board Assoc.
- GEM1 LLC
- American Eagle Communities
- Wal-Mart
- Black Equities Group LTD
- Seattle Yacht Club
- The Ketcham Family
- McCormick Land Company
- Trammell Crow Co.
- Pike Place Market PDA
- MacMillan-Piper, Inc.
- Pacific Medical Center and Clinics
- Madison Ave Real Estate, LLC
- Olympic Property Group
- Prosperity Treatment Center
- The Mountaineers
- Starbucks
- Seattle Automotive Distributors, Inc.
- Puget Sound Real Estate Services
- Puget Sound Energy
- JWJ Group
- Pioneer Human Services

Institutions

- Group Health Cooperative of Puget Sound
- City University
- The Mark A. Robinson Trusts

Conservation Organizations

- Trust For Public Land
- The Nature Conservancy
- Bainbridge Island Land Trust
- Cascade Land Conservancy
- Great Peninsula Conservancy
- Whidbey Camano Land Trust
- Methow Conservancy
- Northwest Watershed Institute
- Open Space Resources
- Kitsap Conservation District
- Capitol Land Trust
- Jefferson Land Trust
- Nisqually Land Trust
- North Olympic Land Trust
- PCC Farmland Trust

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Sent: Tuesday, April 20, 2021 2:13 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: 4/21 at 4 pm)

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7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

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Applications are due by 4:00 p.m. on April 21. Interviews will be held in May.

Questions? Please contact Executive Assistant Roz Lassoﬀ at 580-6735 (cell) or by email at cityadmin@bainbridgewa.gov

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name Rod Stevens

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip	98110
Current Employer	self-employed
Current Position	Principal, Business Street
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any:	More than 35 years of experience in urban development. Expert in real estate analysis and place-based economic development. I have prepared numerous market studies, financial analysis, and development strategies for innovative projects that change the way we live, learn, work and shop.
Please share your community interests (groups, committees, organizations) if any:	Eight years, Bainbridge Aquatic Masters, two as president of the board. Former chairman, Portland City Club Land Use and Transportation Standing Committee. Former member, BISD capital projects committee; have provided ongoing input on school district issues. Instrumental in redirecting the Winslow Tomorrow effort; active in changing the form of government.
Do you have potential conflicts of interest? If so, please explain:	No.
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021

ROD STEVENS

REVITALIZATION STRATEGIST

A tenacious, analytic and creative problem solver with a track record of built projects that work functionally and financially.

SKILLS AND EXPERIENCE

INCLUSIVE LOCAL ECONOMIC DEVELOPMENT

- Identified how zoning changes and new non-motorized connections can foster job growth in an African American neighborhood of Chapel Hill and better connect it to nearby retail and industrial areas.
- Created the strategy for revitalizing an area of old factories and warehouses near Oakland Airport that led to one the largest concentrations of "maker" companies in the Bay Area.
- Brought the city manager of Port Townsend, the school superintendent and the head of the Northwest Maritime Center together to create a vision document for place-based learning and economic development that was then used to raise funding for changes in the K-12 curriculum.

INNOVATIVE REAL ESTATE PROJECTS

- Prepared the master plan and carried out the due diligence investigations that to the revitalization of a failed regional mall as one of Vancouver, BC's major urban centers.
- Coached the City of Kenmore through the turn-around of a town center project that leveraged a \$10 million investment into \$100 million of new residential, commercial and civic space.
- Turned around a large waterfront brownfield redevelopment for Microsoft co-founder Paul Allen, saving him \$10 million. Reined in spending on consultants, managed a public relations crisis with state and local leaders, and negotiated a binding settlement with environmental regulators.

HOUSING AND LIHTC WORK

- Turned around a 300-unit high-rise project with daunting construction and marketing problems.
- Planned and won approvals for a farmworker housing project outside Portland, OR.
- Carried out marketing and financial feasibility studies on dozens of projects.

ORGANIZATIONAL DEVELOPMENT

- Created the business plan for industry and academic collaboration at UC Davis that helped draw Bayer Crop Sciences.
- Advised Sacramento County, one of California's largest municipalities, where to target revitalization investment, how to replace two lawsuits with public/ private partnerships, and what to do with a former Air Force Base.
- Was hired by three clients to help them resolve internal management issues. Have coached and mentored a number of young professionals.

ROD STEVENS, PAGE 2

WORK HISTORY

BUSINESS STREET, Bainbridge Island, WA

Principal, 1996-present

Specialize in jobs-based, urban-economic development that leverages the skills and interests of local residents and workers. Work with top leaders in government and local institutions to create innovative projects that foster pride and prosperity.

GOLUB PACIFIC, Portland

Vice President, 1993-1996

Financed the turn-around of unusual or problem real estate projects that could not obtain conventional financing.

WYSE INVESTMENT SERVICES CO., Portland

Vice President, 1989-1993

Identified and negotiated real estate investments on behalf of the Stoel Rives and Les Schwab pension funds as well as a number of high net-worth investors.

DUTCH INSTITUTIONAL HOLDING CO., Atlanta

Asset Manager, 1986-1988

Turned around \$150 million of problem residential properties.

EDUCATION

BACHELOR OF ARTS (BA), STANFORD UNIVERSITY

MASTERS OF BUSINESS ADMINISTRATION (MBA), Amos Tuck School, DARTMOUTH COLLEGE

PERSONAL

Married 25 years, Two high school-aged children. Lifetime masters swimmer and president of Bainbridge Aquatic Masters. Active in local civic matters, especially those related to planning and development. Enjoy sea kayaking and wilderness experiences.

From: noreply@civicplus.com
Sent: Sunday, April 18, 2021 8:58 AM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: 4/21 at 4 pm)

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Planning Commission Volunteer Application (Due: 4/21 at 4 pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

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

BIMC 2.14.020.B Planning commission.

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

1. Participate in the preparation and review of the comprehensive plan for the city;
2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;
3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;
4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

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Applicant Information

Name	Yesh Subramanian
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Email	
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Daytime Phone	
---------------	--

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

City	Bainbridge Island
------	-------------------

State	WA
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Zip	98110
Current Employer	Mphasis
Current Position	SVP Digital & Cloud
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any:	Stanford MBA with strategic planning experience Significant experience in understanding risk reward through training in Decision Sciences Experience in project planning and financial analysis Formally trained facilitator Substantial experience in building & running virtual communities Strong understanding of bridging competing interests Professional track record in building coalitions and energizing teams Strong understanding and interest in trends https://www.linkedin.com/in/yeshsub/
Please share your community interests (groups, committees, organizations) if any:	Parent support for both my kids active with Climate Coalition Lobby for BI Run my community's local WhatsApp group in BI, at work and for my extended family Founding charter member of Heirs to our oceans, a world wide youth environmental awareness https://h2oo.org/ A genuine interest in helping BI bringing a multi cultural, multi socio economic strata view based on who I am and the amount of reading and podcast listening I do
Do you have potential conflicts of interest? If so, please explain:	None
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	<i>Field not completed.</i>
Type the Year	2021

April 20, 2021

Dear COBI Planning Commission Volunteer Position

Re: Open Position in City Planning

I am applying given an interest to contribute to Bainbridge Island in a significant manner after having lived here for 2.5 years and feeling a strong commitment to the future and betterment of BI. I am a CA native with prior background having grown up in India and Japan (high school) followed by coming to US as an immigrant in 1981.

I apply as I bring a few very targeted skills and capabilities which will be relevant to your charter and needs:

- Experience and ability to serve in advisory capacity courtesy my professional career, membership in advisory boards for non-profits and history dating all the way back to undergraduate student leadership
- Ability conceptually address complex, multi-threaded topics and reach conclusions
- Strong oral and written presentation capabilities
- Strategic planning based on my Stanford MBA and decade of experience at Strategic Decisions Group
- Trained in Decision sciences and quantification of risk reward which will be germane to reviewing, analyzing, and advising City Council
- Strong understanding of technology, socio-economic trends, and current issues
- Understanding of multi-stakeholder perspective from a career in Alliance and Solutions
- Interest and understanding of issues surrounding diversity and economics
- Active and informed on BI issues via active posts on Facebook in community forums
- Experience with non-profits including founding chapter member of Heirs to our Oceans and guiding my own children in Climate Coaling Lobby and my wife's role as Board members in two non-profits.

In summary, I believe I can fulfill your needs to bring in someone who is broadly informed, seasoned, diverse and easy to work with for the rest of the planning commission to effectively fulfill the required obligations of the above position. My resume follows in the next five pages.

Sincerely

Yesh Subramanian

Social Media Profiles: <https://www.linkedin.com/in/yeshsub/> @ysubramanian2 (Digital Yesh)

OBJECTIVE A volunteer position in City of Bainbridge Island Planning Commission to serve in advisory capacity to BI City Council

CORE SKILLS & ABILITIES

- Over two decades between C level and SVP-level positions
- Depth in planning & strategy
- Experience working across multi-stakeholder situations
- Trained facilitator, track record to facilitate complex discussions
- Strong understanding of Tech
- Interest in diversity, community development and environmental issues through non-profits
- Strength in building teams to collaborate, communicate and produce results

EXPERIENCE

SVP DIGITAL BUSINESS – HEAD CLOUD BUSINESS SOLUTIONS, MPHASIS, A BLACKSTONE COMPANY

2019-Present (Seattle area, WA)

Have driven the development of strategic plan and growth of four key public cloud partnerships driving a \$200M TCV business with a \$billion pipeline while positioning Mphasis as an application leader with analysts, building a partner catalog to create scalable solutions and building a cloud community. My team also has won numerous awards internally recognized for its contribution to successful deal support. Continue to be a member of the Mphasis Technology Council. Mphasis is a publicly listed company in the Indian stock exchange.

SVP DIGITAL BUSINESS – STELLIGENT BUSINESS HEAD, MPHASIS

LATE 2019-2020 (Bay Area, CA)

Part of M&A team to target and, acquire Stelligent based on a strategic plan for cloud. Subsequently led the integration of Stelligent portfolio to build Mphasis AWS solutions as automation-led, foundation first solution. Was instrumental to parlay the acquisition to acquire a Premier partnership in AWS firmwide. Focused on stabilizing Stelligent, expanding solutions to include DataOps, MLOps and Security

and building a new book of business through lead gen and deeper integration into Mphasis deals. Designed and executed succession planning.

SVP DIGITAL BUSINESS, MPHASIS

2016-2018 (Bay Area, CA)

Hired by the President, to develop the strategy and grew the digital team of 25 ground up to support a solutions-driven business of a \$300 Million TCV business in three years. Work focuses on building platform-led solutions to digitally transform top 10 Insurance, Banking, Wealth and Logistics firms through Design Thinking, Big Data, AI, and Architecture-led solutions. Focused on complex sales cycles with a business-led approach targeted at CIO, CMO and COO at leading Fortune 100 companies. Focused on engineering differentiated value propositions in deals over six-month sales cycles with average deal size of \$15 Million. Initiated and achieved company's first successful partnership at scale with Pivotal (now VMware Tanzu) along with winning partner of the year in 2019. Was also key member of team in enabling Blackstone Group to invest in Mphasis and rise of Mphasis Digital to be over 70% of its business.

SVP DIGITAL BUSINESS SOLUTIONS HEALTHCARE, PERSISTENT SYSTEMS

2014-15 (Bay Area, CA)

Built strategy and grew the Healthcare vertical for Persistent working as a platform and system integration partner setting the course for a \$15M service revenue trajectory in Salesforce Healthcare deals for 2015-16. Work has resulted in elevating Persistent to become Salesforce's top Go to Partner for Healthcare. Have been instrumental in key deal closures including John Hopkins, City of Hope, NY Presbyterian amongst others. Built the Optum partnership to target Insurance. Built a broad ecosystem of collaboration inside Salesforce. Managed a practice of 150. Tied Persistent's Enterprise Digital Transformation efforts at its C-level to Salesforce initiatives. Persistent is publicly held in the Indian Stock Exchange.

CO-FOUNDER, PRESIDENT & CEO, CLINMET (ANGEL FUNDED)

2011-14 (San Diego CA)

Wrote and executed phase 1 and 2 of the business plan to monetize IP from UCSD by building a highly differentiated, disease focused diagnostic services company to assist Big Pharma drug development in Diabetes & Kidney disease. Structured and closed first three deals establishing two anchor Big Pharma partners. Established the brand, launched company, organized Scientific Advisory Board, and built the initial marketing presence for expansion with a \$1.5M run rate with three biopharma accounts including AbbVie and Boehringer and Stealth BioTherapeutics. Built and managed a fully functional lab supporting a statistical analysis team at Janssen incubator and setup the foundation for a process-driven company before

handing the reins to co-founders. Established the path for creating a self-funding business model.

PRINCIPAL, ASYS PARTNERS (SELF-EMPLOYED, MARKETING CONSULTING)

2010-11 (Bay Area, CA)

Led several consulting engagements traversing B2B and B2C customers focused on messaging, positioning, web, media, and partner-led go to market strategies.

Customers included companies in consulting, software, web, services, and social media companies.

SVP HEAD OF LIFESCIENCES SALES, PERSISTENT SYSTEMS

2009 (Bay Area, CA)

Was instrumental in supporting field force to start solution selling and contribute to revenue growth from \$100M to \$150M. Life Sciences work involved managing a device and instrumentation led book of business of \$25M. Built an alliance with Indiana school of Informatics based on my CEO relationship.

CHIEF MARKETING OFFICER, PERSISTENT SYSTEMS

2008-9 (Bay Area, CA and Pune, India)

Company's first CMO resulting in taking the company towards its IPO. Work involved repositioning the company around innovation and establishing the focus on four pillars of Social, Mobile, Analytics, and Cloud. Was instrumental in introducing solution selling, marketing automation and managed vertically focused collateral supported by media relations across multiple geographies. As a close partner to Sales team, also involved in established the foundational relations with Salesforce.com as one its first platform partner. Built the foundation of inside-sales and Marketo-based lead-generation.

INTERIM HEAD OF MARKETING, APPLIED STRATEGIES

2008 (Bay Area, CA)

Repositioned and redirected sales strategy for a global health decision sciences-based product and services company to serve large global health initiatives around infectious diseases.

EVP MARKETING & BUSINESS DEVELOPMENT, ISGN (ROLL-UP)

2005-07 (Bay Area, CA, Philadelphia, PA, & Mullingar Ireland)

Repositioned and transitioned a traditional IT services business into one of India's largest Mortgage BPOs through acquisition and rollup valued at over \$150M.

Company got funded by NEA. Drove the creation of a unified brand with acquired business units creating strong press coverage. Productized services to build marketing and business development execution to lay foundation for 5x growth in loan processing. Managed a team of marketing vendors in the US and team in India focused on brand, collateral development, channel marketing and lead generation. Managed an acquired Ireland-based business unit.

CO-FOUNDER & VP BUSINESS DEVELOPMENT, EDGE DYNAMICS (FOUNDATION CAPITAL)

2002-05 (Bay Area, CA)

Built a startup focused on pharma demand chain arbitrage alert system that saved Big Pharma manufacturers up to 0.5% of annual revenue. Led sales to close first four major deals with leading pharma (GSK, Eli Lilly, Genentech, Bayer) and laid the marketing and sales foundation for the \$16M company to grow and be eventually acquired.

VP BUSINESS DEVELOPMENT, REDKLAY

2001 (Athens AL)

Repositioned Baan reseller to a B2B collaborative commerce platform for midsized manufacturers and channel partners. Contributed to eventual sale to Full Scope.

DIRECTOR PROMOTED TO VP BIZ DEV, APPLICAST (SIPPL INVESTMENTS)

1999-2001 (Bay Area, CA)

Built and supervised a team to manage an ecosystem of partners (SAP, Siebel/Oracle, Agile software) and built the first pre-SaaS Application Service Provider for mid-market. Exceeded quota and was nominated Siebel's midmarket partner of the year. Drove key partner certifications and system integrator partner programs that resulted in 50% faster development with 30% cost savings. Managed infrastructure partnerships with Compaq, Oracle, Verizon Data Services.

SENIOR ENGAGEMENT MANAGER, STRATEGIC DECISIONS GROUP (SDG)

1997-98 (Multiple US)

Led projects across major F500 clients including Union Pacific Railroad to optimize its railroad network based on BU profitability, and at GM to recast their divisional brand promise, dealership, and web experience for buyers.

ASSOCIATE PROMOTED TO SENIOR ASSOCIATE, SDG

1992-96 (Multiple US, Australia-NZ)

Contributed in projects to build entry, growth, exit and risk mitigation strategies for a variety of F1000 companies including Banca Serfin Mexico (lending risk management), Fletcher Challenge Paper Division NZ (portfolio optimization), SBC Corporation (Defense against ATT market entry), Bristol-Myers Squibb (Plant shutdown), Smith Kline Beecham (Advertising budget optimization), GM (Heads-up display and truck kitting strategy), SoCalGas (R&D Portfolio optimization). Average project revenue impact was \$50-100M.

ANALYST PROMOTED TO SENIOR ASSOCIATE, UBS

1986-89 (NYC, NY)

Analysis of interest rate swap market followed by two years of options analysis and trading managing a \$1B portfolio. Produced sizeable profits in the 1987 crash.

EDUCATION

SOCIAL MEDIA ACADEMY, PALO ALTO CA, CERTIFICATE, 2011

Fine-tuned skills around use of social media for business

GRADUATE SCHOOL OF BUSINESS, STANFORD CA, MBA, 1992

Focus on Strategy & Marketing. Graduated top 20% of class. Student body leader

HARVEY MUDD COLLEGE, CLAREMONT CA, BS & MS ENGINEERING 1985/86

Focus on Electrical & Systems Engineering. Minor in Economics, Graduated top 10% of class. Multiple student body leadership positions including Chairman of Judiciary Board and Representative to Board of Trustees.

ST.MARY'S INTERNATONAL SCHOOL, TOKYO, JAPAN, 1981

International Baccalaureate program. GPA 4.2. Speech and Debate champion

OTHER

Non-profit work includes: Founding chapter member [Heirs to our Oceans](#), Parental support for children involved in Climate Coalition Lobby BI

Passionate about Challenge Selling and seasoned in Social Media (@ysubramanian2, @ysubramanian)

Blog about topics in education and entrepreneurship

Trained facilitator and certified 7 Habits trainer (1990s)

Grew up in Japan. Conversant in Japanese, Hindi, Tamil

U.S. Citizen (since 2000)/OCI (India)

REFERENCES

Available upon request

From: noreply@civicplus.com
Sent: Monday, March 29, 2021 9:25 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: 4/21 at 4 pm)

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4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

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Applicant Information

Name Lori Weise

Email

Daytime Phone

Address

City Bainbridge Island

State Washington

Zip	98110
Current Employer	Self Employed
Current Position	Health Care Planning Consultant
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Historic Preservation Commission
Please share your qualifications for this appointment (skills, activities, training, education) if any:	-Over 35 years experience as health care planner with last 20 years at large academic medical center -experience with facilitating, developing and guiding complex plans involving multi-million dollar capital expenditures -Experience with development agreements, capital and financial planning, projections, and business and strategic planning -Masters in Urban Planning, UCLA
Please share your community interests (groups, committees, organizations) if any:	-Member of Board and incoming President for Congregation Kol Shalom -Member Finance Committee, Bainbridge Island Land Trust -Pro Bono Consultant for 501 Commons/Executive Services Corp
Do you have potential conflicts of interest? If so, please explain:	None
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021

HEALTHCARE STRATEGY EXECUTIVE

Accomplished leader in healthcare strategy and planning leading high impact projects that have driven appropriate growth for organizations.

EXPERIENCE

Weise Healthcare Consulting, 2018 to Present

Principal

In my management consulting practice, I lead and facilitate strategic plans and business development projects to provide direction to healthcare organizations. Project work includes development of strategic plans, business planning, market demand and financial forecasting models, space planning, program and service line development, ambulatory, medical group, surgery center acquisitions and expansion.

Cedars Sinai Health System, 1998-2018

Vice President, Strategic Planning and Business Development

Cedars-Sinai is one of the largest, nonprofit academic medical centers in the US providing high quality clinical and research-based programs ranging from primary care to specialized treatments for complex and advanced illnesses. I was responsible for strategic planning and business plans development, leading processes that provided direction to senior management and the board of directors for the Medical Center, physician practices, the Davis Research Institute and other Cedars-Sinai related entities. I managed a team of seven professionals who operated as internal consultants using sophisticated data mining techniques, strategic facilitation processes, demand and financial modeling.

Selected achievements:

I led the creation of many long-term strategic and master facility plans which help guide overall growth and development. Despite a challenging competitive and reimbursement environment Cedars-Sinai has grown in financial and market strength as measured by net assets increasing 12% per year to \$4.2 billion. The goals outlined in these plans helped drive this growth. Some examples include:

- Developed numerous business plans including demand and financial modeling supporting the expansion of service lines, programs, physician practices, faculty and research recruitments
- Expanded CSHS into over 30 new locations through de novo development and acquisitions over the last fifteen years. These include the development of business plans, purchases of medical practices, negotiation of legal, business and real estate relationships, transition and implementation planning
- Negotiated and implemented joint venture business relationships with for-profit and not-for-profit entities. One project included the shared development of a new 138 bed acute rehabilitation hospital in joint venture partnership with Select Medical and UCLA Health

- Completed the business plan, due diligence and purchase of the 145 bed Marina Del Rey hospital located in a key expansion area for Cedars-Sinai that includes “Silicon Beach” the site of numerous technology companies. Completed the master facility replacement plan for this hospital to meet the community’s growing health needs. Project for new replacement hospital is currently under construction
- Developed business plans, financial models and led space programming for major buildings on the Cedars-Sinai main campus including the 250,000 sf Saperstein Critical Care Tower and the 800,000 sf Advanced Health Sciences Pavilion
- Designed and provided market, demographic, financial and operational forecasts and performance trends in support of strategic and operational recommendations to senior management and the board of directors

OTHER CAREER EXPERIENCE

Citrus Valley Health Partners, Director of Planning, 1993-1998

San Antonio Community Hospital, Manager, Planning and Marketing, 1989-1993

American Medical International, Project Manager, Corporate Market Planning, 1985-1991

Ernst & Whinney, Senior Analyst Health Care Consulting Division, 1982-1985

EDUCATION

University of California, Los Angeles M.A., Urban and Health Planning; B.A. Political Science

INTERESTS

Running, hiking, fitness, travel, cooking for family and friends, Americana and blue grass music



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Consider Appointments to the Design Review Board - Council,

SUMMARY: A call for participation was issued for volunteers to serve on the Design Review Board. Two applications were received for two expiring positions. The selection panel consisted of Councilmember/Liaison Schneider and Councilmember Pollock. The selection panel recommended forwarding to the June 22, 2021 Consent Agenda the appointments as shown in the suggested motions on June 8, 2021, and Council approved those motions.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve the reappointment to the Design Review Board of Joseph Dunstan to Position 3 through June 2024 and Vicki Clayton to Position 4 through June 2024 with the Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Clayton - DRB \(Redacted\).pdf](#)

[Dunstan - DRB \(Redacted\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
Sent: Sunday, April 18, 2021 3:31 PM
To: CityAdmin
Subject: Online Form Submittal: Design Review Board Volunteer Application (Due: 4/21 at 4pm)

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Design Review Board Volunteer Application (Due: 4/21 at 4pm)

Step 1

Design Review Board Volunteer Application

Members should have expertise in the following disciplines and/or groups: landscape architecture, urban design, public art committee or local artist, developers, at-large community member and at least two architects. The board serves as an advisory body to the Planning and Community Development director, Hearing Examiner and Planning Commission, as applicable, regarding site plan and design reviews and conditional use permits.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name Vicki P Clayton

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip	98110
Current Employer	retired
Current Position	former position was VP-Special Projects and Real Estate, Cornish College of the Arts, Seattle

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?

Yes

If yes, please indicate which group(s).

Design Review Board

Please share your qualifications for this appointment (skills, activities, training, education) if any?

Served as Vice President-Special Projects at Cornish College of the Arts in Seattle, 1994-2014. This job included all real estate acquisition and divestiture, overseeing all capital construction projects as well as day-to-day facilities management supervising a team of 35. In that role, managed the development of the College's new South Lake Union campus working directly with the College's President and its Board of Trustees. This relocation entailed the purchase of seven buildings and then managing their accompanying remodels, including both National Register and Seattle Landmark facilities. Served as Cornish's representative on the project team for the construction of its 20-story student housing project which was voted 2015 Building of the Year by the Daily Journal of Commerce.

Have served as a member of the DRB since February 2020 in Position 4. Working closely with the DRB Chair and collaborating with the Planning Commission, have helped shepherd the revamp of the land use review/permit application process soon to be presented to the Council for approval. This revamp will greatly assist the DRB in its review of proposed projects, and also assist the applicant with their development and design decisions. Have become very familiar with Design for Bainbridge, subdivision standards and the Island's Comprehensive Plan. Recently asked to be one of two DRB members appointed to the committee composed of DRB, PC and Council members to tackle the next phase of work related to possible code revisions.

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

Elected member of the Bainbridge Island School Board serving three terms from 1983-1995. Elected as President of the Board five times. Assisted in the development of the District's first Strategic Plan as part of a pilot program for school districts developed by the Boeing Company. This initial Strategic Plan

contained a capital development goal which led the Board to research all available large property sites on the Island with the subsequent acquisition of adequate property for ultimate buildout of the school system in the foreseeable future. An example of one of these acquisitions is the Woodward/Sakai site purchased from Port Blakely Mill Company. One of two Board members to serve on the construction management team for Woodward Middle School. As part of this same capital development goal assisted in achieving implementation of a City ordinance for school impact fees.

After retiring from the Board, returned as a volunteer to aid the District in developing its first Master Capital Plan. Assisted the Board in hiring Mahlum Architects to manage the development of this long-range capital plan. This plan has guided the district through a series of successful capital bond issues to finance the rebuilding of both Wilkes and Blakely Elementary Schools as well as the substantial renovations and additions to the High School.

Do you have potential conflicts of interest? If so, please explain:

No.

Feel free to attach a cover letter, resume', or other materials, if you wish (optional):

Field not completed.

Type the Year

2021

From: noreply@civicplus.com
Sent: Saturday, April 10, 2021 1:32 PM
To: CityAdmin
Subject: Online Form Submittal: Design Review Board Volunteer Application (Due: 4/21 at 4pm)

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Design Review Board Volunteer Application (Due: 4/21 at 4pm)

Step 1

Design Review Board Volunteer Application

Members should have expertise in the following disciplines and/or groups: landscape architecture, urban design, public art committee or local artist, developers, at-large community member and at least two architects. The board serves as an advisory body to the Planning and Community Development director, Hearing Examiner and Planning Commission, as applicable, regarding site plan and design reviews and conditional use permits.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name Joseph C Dunstan

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip	98110
Current Employer	Retired
Current Position	Retired Landscape Architect
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Design Review Board
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I am a licensed landscape architect with 40 years of design, site planning and university teaching experience. I worked for the National Park Service for 23 years. I have a Master's in Landscape Architecture and I have served on the Design Review Board for five years
Please share your community interests (groups, committees, organizations) if any:	I have served on the Design Review Board since 2016. I have served as Chairperson since 2019
Do you have potential conflicts of interest? If so, please explain:	None
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021

April 9, 2021

TO: City Council, Bainbridge Island

RE: Appointment to Design Review Board
Bainbridge Island

Dear Council members:

I am very excited to apply for re-appointment to the Design Review Board for the city of Bainbridge Island. As you can see from my resume I have 40 years of experience in Landscape Architecture and university teaching. I worked for the National Park Service for 23 years. I have been a member of the DRB for five years and have been the DRB chair for the last two years.

During this time I have worked to strengthen the DRB by improving communications with Planning and Community Development, the Planning Commission, and the City Council. In 2018-19 I was part of the team that selected FRAMEWORK to write new design guidelines for the city and worked with them to develop draft and final copies of the book Design for Bainbridge. Since adoption of the twenty-two standards and guidelines in D4B, I have worked very hard to implement them as part of the design review process. I believe these standards are well conceived and are essential for good development in the city going forward. Lastly since becoming chair I have encouraged more women to join the DRB and we have a much more balanced representation than we did five years ago.

In the past two years I have worked closely with the Planning Commission and Planning and Community Development to revise the project review process and to make needed changes to Section 17 and 18 of the COBI code. These revisions will be reviewed by City Council later this spring or early summer.

I am extremely supportive of the Design For Bainbridge Standards and Guidelines and very much enjoy working with the Planning and Community Development team to implement these standards. I would like to serve one more term on the DRB to ensure that the design standards and guidelines adopted in 2019 are well understood and useful to the city and to current and future applicants and developers wanting to build on Bainbridge Island. Thank you for your time and energy in reviewing my application.

Sincerely,

Joseph C. Dunstan

Biographical Sketch

Joseph C. Dunstan

Bainbridge Island, WA 98110

Joe Dunstan is a landscape architect with 40 years of experience in landscape architecture, park and recreation design, urban design, and university teaching. Currently retired, he serves as the Chair of the Design Review Board for the city of Bainbridge Island.

While in private practice he completed numerous commercial and residential master plans in California and Washington. As a landscape architect with the National Park Service for 23 years, he was responsible for the planning, design and construction of visitor/recreation facilities in national parks and historic sites in 54 park units in six western states. Mr. Dunstan has received national recognition for his work in the design of accessible park facilities and for his long time commitment to sustainable building practices. In 1999 he was named NPS Employee of the Year.

He was an assistant professor in the Department of Landscape Architecture at Cal Poly, San Luis Obispo, CA, for eight years. From 1996 to 2001 he taught graduate seminars and design studios focusing on NPS projects as an affiliate assistant professor in Landscape Architecture at the University of Washington, Seattle.

From 1997 to 2003 he was on the Board of Directors of Environmental Works, a non-profit community design center with a staff of six architects, landscape architects, and planners working for low-income groups and Seattle neighborhood associations.

Registration

Landscape Architect, State of Washington #457
Landscape Architect, State of California #2635

Education

Graduate studies in Environmental Ethics,
Philosophy Department, University of Washington,
Seattle. 1983-84

Master's in Landscape Architecture, North Carolina
State University, Raleigh, N.C. 1978

Bachelor of Science, Urban Geography,
Arizona State University, Tempe, AZ 1975

Awards

NPS Director's Award: Leadership in Accessibility, 2007

Pacific West Regional Employee of the Year, 2007

NPS national design award for Accessibility:
Spatter Cones Trail, Craters of the Moon NM, 2006

Employee of the Year, National Park Service, 1999

Regional Director's Award for Natural Resources, Pacific West Region, 1999

National Merit Award, ASLA
Community Development Process, Aurora, N.C. 1976

Affiliations, Boards, and Public Service

Board of Directors, Environmental Works
Community Design Center 1997-2003;
EW Board President 2000-2003.

American Society of Landscape Architects 1976-2015



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME:

AGENDA ITEM: Approve Joint Council and Ethics Board Subcommittee Form

SUMMARY: At the May 26, 2021 special joint City Council and Ethics Board meeting, the Council and the Ethics Board agreed to form a joint subcommittee to provide a recommendation on the process for anonymous complaints. The attached form formalizes the subcommittee.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: City Council

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Joint Council and Ethics Board Subcommittee.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Subcommittee Formation Request Form

REQUEST DATE: REQUESTED BY:

PROCEDURAL AUTHORITY/GOVERNANCE
MANUAL REFERENCE(S):

NAME OF PROPOSED SUBCOMMITTEE:

COUNCIL/COMMITTEES
INVOLVED:

NUMBER OF MEMBERS FROM EACH MEETING BODY:

PURPOSE/SCOPE OF WORK:

SPECIAL TASK DELIVERABLES
(RECOMMENDATIONS,
REPORTS, ETC.):

LINK TO CITY COUNCIL/DEPT. WORK PLAN:

REPORTS TO: CITY COUNCIL ☒ CITY MANAGER ☐ ANTICIPATED SUNSET DATE:

PUBLIC PARTICIPATION/EDUCATION REQUIRED: YES ☐ NO ☐ STAFF SUPPORT REQUIRED: YES ☐ NO ☒

FORM OF STAFF SUPPORT NEEDED:

CITY MANAGER'S COMMENTS:

MEMBERS:

PROPOSED MOTION:

DATE ACTION TAKEN:



JOINT COUNCIL AND ETHICS BOARD SUBCOMMITTEE

SCOPE OF WORK

- Provide a recommendation and clarification on the intent of the program as it relates to the anonymity of process of handling complaints.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Consider Authorizing Public Works Trust Fund (PWTF) Loan Application - Public Works,

SUMMARY: The staff is requesting the Council's approval to apply for a Public Works Trust Fund loan to support City utility projects.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to authorize the City Manager to apply for two Public Works Trust Fund Loans to support the Wood Avenue Pump Station and Force Main project and the Winslow Water Tank Replacement project in the amounts of \$2.5 million and \$4.5 million respectively.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: The Public Works Trust Fund Loan program is a Washington State program that is designed to offer low interest loans for public works projects. The loan applications are due in July, with projects selected in late summer/early fall. Funds supporting construction projects must be completed by early 2027.

The staff is recommending applying for two loans to support sewer and water projects listed in the 2021-26 Capital Improvement Plan (CIP). The Wood Avenue Sewer Pump Station and Force Main project is listed in the CIP as \$3.6 million, and the Winslow Water Tank Replacement project is listed as \$11.6 million (see attached CIP sheets).

The Public Works Trust Fund (PWTF) Loans would support a portion of the project costs - approximately \$2.5 million for the sewer project, and \$4.5 million for the water tank project. The balance of the project costs would be covered by water and sewer fund balance and utility rates.

ATTACHMENTS:

[PWB All Loan Programs 2021 Guidelines.pdf](#)

[Water Tank Wood Ave CIP.pdf](#)

FISCAL DETAILS: The PWTF program is offering loans at 0.94% for construction projects up to \$10 million and design phase projects up to \$1 million. If received, construction loans could be drawn upon for 5 years, with a total term of up to 20 years.

If the PWTF loans are not received in the fall of 2021, the staff will be discussing with the Council alternative options for financing the identified projects. Current municipal bond rates are in the range of 2.5%, and would also include peripheral costs associated with bond council and other staff costs that would not be needed if the City received a PWTF loan.

Fund Name(s): Water Fund

Coding:



Washington State Public Works Board

Traditional Programs
Construction,
Pre-Construction, and
Emergency Construction Loans

Application Guidelines

May 10, 2021

Public Works Board
PO Box 42525
Olympia, WA 98504-2525
www.pwb.wa.gov
(360) 704-9535

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PUBLIC WORKS BOARD LOAN PROGRAMS

The Public Works Board (PWB) is authorized by state statute ([RCW 43.155](#)) to loan money to counties, cities, and special purpose districts to repair, replace, or create domestic water systems, sanitary sewer systems, storm water systems, roads, streets, solid waste and recycling facilities, and bridges.

Note: The maximum amount of funding that the Board may provide for any jurisdiction is \$10M per biennium. This includes Construction and Pre-Construction combined.

The application cycle is open for all programs, starting on May 10, 2021. They are due by midnight on July 9th. Rating and ranking starts on July 12th, and awards go out in August 2021.

Construction

There is approximately \$114 million set aside for Construction applications. Award is based on a competitive process. There is a maximum \$10 million dollar award per jurisdiction per biennium limit, with a loan term of 20 years, including 5 years for completion. The interest rate is stated on page 3.

- Clients meeting the severe hardship criteria may receive 5% loan forgiveness when they have completed the loan's scope of work.
- Clients qualifying and accepting loan forgiveness may have a 2-year loan repayment deferral.
-

Pre-Construction

There is approximately \$ 10 million set aside for Pre-Construction applications. Award is based on a competitive process. There is a maximum \$1 million dollar award per jurisdiction per biennium limit, with a loan term of 5 years, including 2 years for completion. The interest rate is determined prior to each application cycle.

- Clients meeting the severe hardship criteria may receive 20% loan forgiveness when they have completed the loan's scope of work.
- If 30% of the funding is secure for construction of the project, clients may convert from a 5-year to a 20-year term prior to the first principal repayment.

Pre-Construction activities include, but are not limited to: design engineering, bid-document preparation, environmental studies, right-of-way and land acquisition, value planning, permits, cultural and historic resources, and public notification.

Emergency Construction

There is approximately \$ 5 million set-aside for Emergency Construction loan applications. This is an "open cycle" on a first come, first serve basis, until funds are exhausted. There is a maximum \$1 million dollar award per jurisdiction per biennium limit, with a loan term of 20 years or the life of the improvement whichever is less.

- Clients meeting the severe hardship criteria may receive 20% loan forgiveness when they have completed the loan's scope of work.

The Emergency Construction program focuses on the activities that repair, replace, and/or reconstruct a facility that will restore essential services.

Eligible projects are a public works project made necessary by a natural disaster or an immediate and emergent threat to the public health and safety due to unforeseen or unavoidable circumstances.

Eligible uses of funds include all or part of an emergency public works project less any reimbursement from any of the following:

- Federal disaster or emergency funds, including funds from the Federal Emergency Management Agency.
- State disaster or emergency funds.
- Insurance settlements.
- Litigation.

Online application instructions

All applications for Construction, Pre-Construction, and Emergency Construction loans will be submitted electronically through ZoomGrants. Paper copies will not be accepted.

Click [Apply for PWB Pre-Construction/Construction/ Emergency via ZoomGrants](#) to reach the ZoomGrants website. If you have a ZoomGrants account, log in and follow the instructions. If you are a new user, complete the required information for a new ZoomGrants account to create a profile. Please do not use "The" as the first word in the agency name. Once the agency profile has been created, select the Public Works Board Loan you wish to apply for, check the "apply" button, and start your proposal. Answers are automatically saved.

Construction and Pre-Construction loan applications must be submitted to the Board no later than midnight on Friday, July 9, 2021.

Emergency Construction loan applications can be submitted anytime, until funds are exhausted.

The following table describes the loan terms for the May 2021 cycle for all PWB Traditional Programs loan applications. For questions regarding loan terms or any other program clarifications, please contact your Project Manager assigned to your county. Please refer to the Regional area map on page 9.

April 8, 2021 All PWB Traditional Loan Programs – Interest Rates

Loan Limit:	Construction applicants can request up to \$10 million. Pre-Construction and Emergency applicants can request up to \$1,000,000 per jurisdiction per biennium. The total for Pre-Construction and Construction programs combined cannot exceed \$10 million per jurisdiction per biennium.			
Loan Rates / Terms				
Financial Status	Rate	Term	Rate Based System	Non-Rate Based System
			<i>Affordability Index:</i>	<i>Debt Service Coverage Ratio:</i>
Non-Distressed:	0.47%	<5 years or less	N/A	N/A
	0.94%	5 – 20 years*		
Distressed:	0.38%	<5 years or less	2.1% to 3.5%	1.2% to 1.4%
	0.75%	5 – 20 years*		
Severely Distressed:	0.23%	<5 years or less	3.6% or higher**	1.1% or less**
	0.47%	5 – 20 years*		
Local Match Funding:	NONE			
Loan Fee:	NONE			
<i>*The loan term cannot exceed the life of the asset being financed.</i>				
<i>**Applicants with system affordability issues will be offered additional technical assistance regarding sustainable financial management options unique to their community's needs.</i>				

How is the interest rate determined?

During this loan cycle, interest rates are dictated by the Board's statute. Interest rates for non-hardship projects are based on the average daily market interest rate for tax-exempt municipal bonds. The average 11-Bond GO Index rates for the 30-60 day period prior to the application cycle sets the rate based on the length of loan term.

AFFORDABILITY INDEX (Rate based systems – only)

Definition of Affordability

Affordability Index (AI) is a measure of the consumer's financial ability to pay for utility services. Rates are deemed to be affordable if they are less than two (2) percent of the monthly household income. The Environmental Protection Agency's guidance on the affordability of investment in water and wastewater systems uses an average household rate of two (2) percent of the median household income (MHI).

Ability to pay focuses not on whether consumers **will** pay for utility service, but on whether consumers **can** pay for utility service.

The Board has a distinct criterion to determine Affordability Index:

$$\frac{\text{"New Average Utility Rate" } \times 12 \text{ (months)}}{\text{Median Household Income (MHI*)}}$$

"New average utility rate" =

- Current average monthly utility rate per Equivalent Residential Unit (ERU);
- + Current and projected debt service expenses per ERU (only if the debt service is excluded from the current average monthly utility rate);
- + Projected additional annual operating, maintenance, and replacement expenses (OM & R).

Definition of Median Household Income

The Median Household Income (MHI) is the middle value in a list of numbers if the list contains an odd number of entries; or the average of the two middle values in a list of numbers containing an even number of entries.

There are three methods the Board may use to determine the MHI of the jurisdiction or service area:

- 1) MHI of the applicant or the project service area based on the US Census Data. Please visit: <https://www.census.gov/quickfacts/fact/table/WA,US/INC110219>
- 2) MHI data through income surveys of the applicant, or the applicant's project service area (if the project area is outside the applicant's jurisdiction), conducted within the last 3 years by the Rural Community Assistance Corporation (RCAC), the Public Works Board, or third parties which meet the Board's Income Survey Guidelines. www.infracfunding.wa.gov
- 3) MHI data from the latest income survey conducted for other state agencies within the last 3 years, which meets the Board's Income Survey Guidelines.

DEBT SERVICE COVERAGE RATIO (Non-rate based systems – only)

Debt service coverage ratio (DSCR) is the applicant's amount of cash available to meet annual principal and interest payments on all debt:

$$\text{Net operating income} / (\text{principal repayments} + \text{interest payments})$$

Net operating income is the difference between the Total Operating Revenue and the Total Operating Expenses: $\text{Total Operating Revenue} - \text{Total Operating Expenses} = \text{Net operating income}$.

Both AI and DSCR are calculated at time of application.

Are there other types of hardship?

Yes. The Board has adopted a policy that allows for special consideration of:

- Projects that are a direct result of a gubernatorial or presidential declared disaster,
- Projects that are a secondary result a gubernatorial or presidential declared disaster, and
- Applicants in gubernatorial or presidential declared disaster areas whose projects are in no way related to the disaster.

These special considerations can be a lower interest rate, an extended repayment period, a deferral period, or another option to be determined.

THRESHOLD REQUIREMENTS

The following threshold requirements are necessary to qualify for funding under the Construction, Pre-Construction and Emergency Construction loan programs. **Failure to meet all threshold requirements will disqualify your application.**

Capital Facilities Plan Standards (Counties and Cities Not Planning under GMA)

Jurisdictions not planning under the GMA (Growth Management Act) must have adopted a Capital Facilities Plan for all systems they own on or before the application deadline. The following standards are the minimum requirements for a Capital Facilities Plan (CFP) as established by the Board.

- a. Inventory major system components, show locations and capabilities, and assess the overall capital needs for the specific system(s) involved;
- b. Forecast future needs for the capital facilities, show location, and capabilities of expanded or new capital facilities;
- c. Identify, prioritize, and coordinate major capital improvement projects over a six-year period;
- d. Estimate capital project costs and identify financing alternatives for each project identified. Transportation projects and funding must be consistent with locally-established service standards;
- e. Must be updated on a regular basis. We recommend at least once every two (2) years. In no case will a plan over six (6) years old be accepted;
- f. Must be consistent with the comprehensive plans of neighboring jurisdictions;
- g. Must have provided opportunity for early and continuous public participation; and
- h. Must be consistent with, and an element of, the comprehensive plan formally adopted by the governing body of the local jurisdiction.

For letter "f" above, the Board will give special interpretation to special purpose districts. Special purpose districts need to show consistency with the Comprehensive Land Use Plan of the counties and/or cities in which they provide services.

Compliance with the Governor's Executive Order 21-02

Archaeological & Cultural Resources

In order to protect the rich cultural heritage of Washington State, Governor Jay Inslee signed Governor's Executive Order 21-02 (GEO 21-02). All projects awarded state capital funds must have consultation conducted with the Department of Archaeology & Historic Preservation (DAHP) and any federally recognized Indian tribes that may have cultural/historic interest or concerns in your project's vicinity.

However, if your project, through federal involvement, will be subject to Section 106 of the National Historic Preservation Act, that approval may satisfy the GEO 21-02 process.

Please remember that the GEO 21-02 process must be completed prior to the start of construction (including pre-construction loans).

Process Administration

- In ZoomGrants, attach the EZ1 form or prior-approved Section 106 documentation.
- The PWB Program Director & Tribal Liaison will conduct the consultation with DAHP and the Tribes.

Greenhouse Gas Policy

[RCW 70.235.070](#) requires the Board to consider, when awarding loan funds, whether the entity receiving funds has adopted policies to reduce greenhouse gas emissions (GHG) and whether the project proposed for funding is consistent with Washington's limits on GHGs, goals to reduce vehicle miles traveled, and applicable federal emissions reduction standards. The Board identifies a Greenhouse Gas policy as a specific policy adopted by the applicant jurisdiction; whereby, the jurisdiction identifies the policies (broadly or narrowly) by which it will reduce consumption of energy including, but not limited to, the reduction of GHGs.

Growth Management Act (GMA) Compliance – *At time of application!*

Applicants planning under GMA must have adopted the Comprehensive Plan and Development Regulations prior to applying for PWB loans. Applicants need to be in GMA compliance with no findings before the Growth Management Hearings Board at the time of application submission to be eligible for funding. Compliance will be verified by Board staff. For questions, contact the Growth Management Services (GMS) unit within the Department of Commerce at (360) 725-3000.

Growth Management Act (GMA) In Conformance – *At time of contract!*

Applicants planning under GMA must have adopted the Comprehensive Plan and Development Regulations prior to contract execution. Applicants that are not in conformance because their periodic update is overdue, have five months to be in conformance. Otherwise, their award letter will be withdrawn. Conformance will be verified by Board staff. For questions, contact the Growth Management Services (GMS) unit within the Department of Commerce at (360) 725-3000.

Puget Sound Partnership: Stormwater and Wastewater projects

Projects designed to address the effects of stormwater or wastewater on Puget Sound may be funded under this section only if the project is not in conflict with the action agenda developed by the Puget Sound partnership under [RCW 90.71.310](#).

Real Estate Excise Tax (REET)

For counties, cities, and towns, the applicant must impose the one-quarter of one-percent REET as allowed by [RCW 82.46.010\(2\)](#) at the time of application. To check your jurisdiction's status, go to:

<https://dor.wa.gov/sites/default/files/legacy/Docs/forms/RealEstExcsTx/RealEstExTxRates.pdf>

Special Purpose District Consistency with Local Comprehensive Land Use Plans

Capital Improvement Plans of special purpose districts must show consistency with the Comprehensive Land Use Plans of the local jurisdiction(s) in which they reside.

Sanitary Sewer Projects—Side Service Sewer Connections

Jurisdictions must adopt an ordinance or resolution declaring such repair and/or replacement that will enhance conservation or the efficiency of sanitary sewer systems. Also, the jurisdiction must have a mechanism in place to meet the charge back provisions of [RCW 35.67.360](#). The ordinance or resolution must be in place prior to contract execution. The ordinance must be related specifically to the area affected by the project being applied for. A copy of the ordinance or resolution must accompany the loan contract.

HOW TO APPLY FOR ALL PWB TRADITIONAL PROGRAMS LOANS

Online Application Instructions

All applications for all PWB Traditional Programs Loans will be submitted electronically through ZoomGrants. Paper copies will not be accepted.

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the agency name. Once the agency profile has been created, select the Public Works Board Loan you wish to apply for, check the "apply" button and start your proposal. Answers are automatically saved.

Construction and Pre-Construction loan applications must be submitted to Public Works Board no later than midnight on Friday, July 9, 2021.

Emergency Construction loan applications can be submitted anytime, until funds are exhausted.

APPLICATION QUESTIONS AND INSTRUCTIONS

The application is divided into the following sections:

- General Application Information
- Threshold Requirements
- Project Need, Readiness to Proceed, and Local Management Effort
- Governor's Executive Order 21-02: Attach prior approved Section 106 or attach EZ-1 form

The proposed Scoring points are divided into the following areas:

- Project overall Need Score a maximum of 70 points
 - System Status – Maximum Score 40 points
 - Situation of Project – Maximum Score 20 points
 - Documentation of Situation – Maximum Score 10 points
- Readiness to Proceed and Local Management Effort can score a maximum of 30 points

A maximum of 100 points may be achieved for the entire application, and the minimum score to meet funding threshold is 65 points.

Who should I contact if I have a questions?

Questions about the content of your application:

Contact Connie Rivera, PWB Program Director, by emailing connie.rivera@commerce.wa.gov or 360-704-9535, or the Project Manager assigned to your county on page 9.

ZoomGrants Technical questions, contact Tech Support Desk:

Questions@ZoomGrants.com

(866) 323-5404 ext. 2

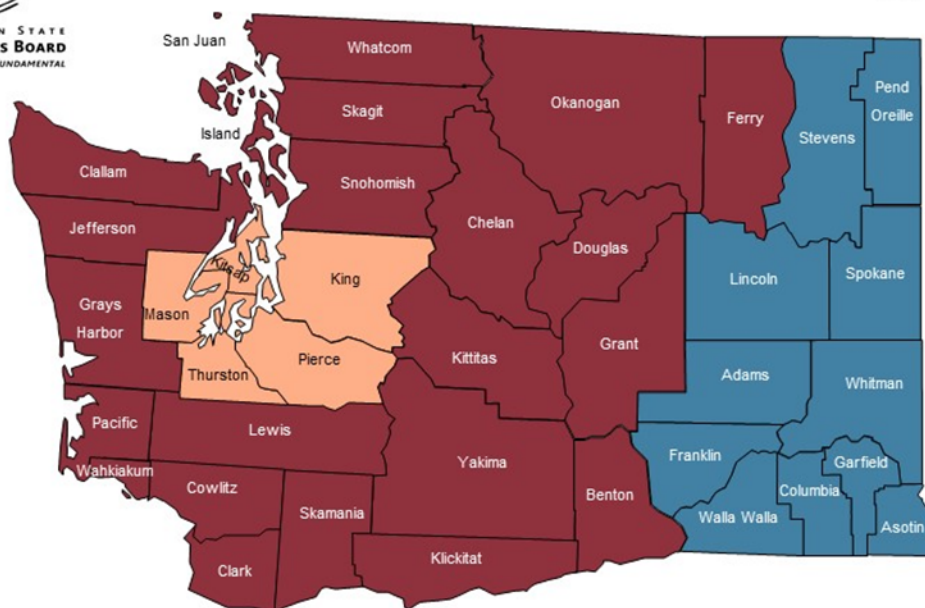
TRADITIONAL PROGRAMS REGIONAL PROJECT MANAGERS MAP

Your Regional Project Manager is your primary contact for all matters dealing with the Board's Traditional Programs loan services, including project development, outlining options for funding, explaining the loan terms, etc.

We welcome the opportunity to work with you to forge new partnerships with other public services, and can help you integrate with other state and federal programs.



Public Works Board—Program Staff Revised 5/16/2020



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Project: Winslow Water Tank Replacement

Number: 00988

Location: New Brooklyn

Project Description



Description: Construct a new 2 million-gallon reservoir to replace both of the existing tanks that are located on an easement near the High School.

Benefit: A new tank built at a sufficient elevation, and to the most recent design standards, will correct several deficiencies associated with existing tanks including: significant dead storage, pressure zone deficiencies, water quality issues, and seismic deficiencies.

Schedule: 2021: Design; 2023: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$1,005	\$535	\$39	\$10,040	\$0	\$0	\$0	\$0	\$11,619
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$1,005	\$535	\$39	\$10,040	\$0	\$0	\$0	\$0	\$11,619
FUNDING USES (1000's)									
Project Management	\$5	\$35	\$39	\$40					\$119
Design/permitting	\$1,000	\$500							\$1,500
Construction				\$10,000					\$10,000
Sub-total	\$1,005	\$535	\$39	\$10,040	\$0	\$0	\$0	\$0	\$11,619

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: Pump Station and Force Main**Number:** 00990**Location:** Wood Ave**Project Description**

Description: This project is part of a suite of projects (Lovell Pump Station; Sunday Cove Pump Station; and Sunday Cove Gravity Sewers) that are planned to facilitate the abandonment of the north and south sewer beach main, which is an aging facility that has reached the end of its useful life. Abandonment of the beach mains was determined to be the best replacement approach due to environmental, maintenance and cost-benefit concerns.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: YR1: design/permitting, YR3: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$753	\$17	\$21	\$2,800	\$0	\$0	\$0	\$0	\$3,591
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$753	\$17	\$21	\$2,800	\$0	\$0	\$0	\$0	\$3,591

FUNDING USES (1000's)

Project Management	\$3	\$17	\$21	\$50					\$91
Design/permitting	\$750								\$750
Construction				\$2,750					\$2,750
Sub-total	\$753	\$17	\$21	\$2,800	\$0	\$0	\$0	\$0	\$3,591

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:35 PM) Review 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:

[Council Agenda Topics for Upcoming Meetings.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ITEMS TENTATIVELY SCHEDULED FOR FUTURE COUNCIL AGENDAS - **SUBJECT TO CHANGE**

Last updated 6/18/2021

July 6, 2021 Study Session

#	Agenda Section	Item	Staff Lead
1	Unfinished business	Receive 2017-2020 Housing Data Report in accordance with Comprehensive Plan Housing Element Goal 2	Wright
2	Unfinished business	Consider proposal for Climate Change Advisory Committee to vet community ideas and forward recommendations to Council	Schroer

July 13, 2021 Business Meeting

#	Agenda Section	Item	Staff Lead
1	Unfinished business	Consider LTAC Criteria and Appoint LTAC Members	Schroer
3	New business	Consider Public Works LTAC Project	Wierzbicki
4	New business	Consider Approval of Bond Delegation Ordinance No. 2021-19 Relating to the refunding of \$2.5 million of 2011 Limited Tax General Obligation Bonds	Pitts
5	Consent	Approve City Hall Repair Change Order #3	Wierzbicki
6	Consent	Approve Annual Roads Program contract award	Wierzbicki

July 20, 2021 Study Session

#	Agenda Section	Item	Staff Lead
1	Presentation	Receive presentation from PSE on proposed transmission line	Wierzbicki
2	Unfinished business	Bonus FAR Discussion: Consider Purchase of Mobile Home Park FAR	Wright
3	New business	Introduce Building and Development Study and Authorize Public Review of Building and Community Development Fees	Wright

July 27, 2021 Business Meeting

#	Agenda Section	Item	Staff Lead
1	New business	Consider Historic Preservation Commission 2021 Work Plan and 2020 Work Plan Summary	Tayara/Wright
2	New business	Consider Complete Streets Ordinance	Wierzbicki
3	New business	Consider Springbrook Creek Fish Passage Grant Acceptance and Budget Amendment	Wierzbicki

August 3, 2021 Study Session

#	Agenda Section	Item	Staff Lead
1			
2			
3			

August 10, 2021 Business Meeting

#	Agenda Section	Item	Staff Lead
1	New business	Discuss Ferncliff Avenue Water Line Extension Rate Structure Recommendation and Code Re	Wierzbicki
2	New business	Consider response to Puget Sound Energy's proposed transmission line project	Wierzbicki

3			

August 17, 2021 Study Session

#	Agenda Section	Item	Staff Lead
1	Unfinished business	Discuss Madison Avenue Sidewalk Project Scope	Wierzbicki
2	New business	Discuss Groundwater Management Plan Kickoff	Wierzbicki
3			

August 24, 2021 Business Meeting

#	Agenda Section	Item	Staff Lead
1	Consent	Ordinance No. 2021-XX Relating to 2021 2nd Quarter Budget and Updated Capital Improvement Plan Amendments	Dunscombe
2			
3			

September 7, 2021 Study Session

#	Agenda Section	Item	Staff Lead
1	Unfinished business	Discuss Traffic Calming and Safety Project Part 1	Wierzbicki
2			
3			

September 14, 2021 Business Meeting

#	Agenda Section	Item	Staff Lead
1			
2			
3			

September 21, 2021 Study Session

#	Agenda Section	Item	Staff Lead
1	Presentation	Receive Presentation from Suquamish Tribal Chairman	King
2			
3			

UNSCHEDULED AT THIS TIME

City Council Initiated Items

#	Agenda Section	Item	Staff Lead
1	New business	Review Affordable Housing Work Plan Components	Wright, Schroer
2	New business	Floor Area Ratio Policy Topics	Wright
3	New business	Termination of Hazard Pay Ordinance	Levan
4	New business	Review Approach and Recommendations for Police/Court Facility Project	King
5	New business	Review Puget Sound Regional Council Growth Allocation	Wright
6	New business	Consider Ordinance adopting MFTE program, Title 3	Wright
7	Presentation	Receive Update from Kitsap Public Facilities District Representative	Schroer
8	Presentation	Receive report from Joint REAC/CCAC Subcommittee	Schroer
9	Presentation	Receive Quarterly Public Safety Presentation	Clark
10	New business	Consider Resolution on Proclamation/Recognition Policy	Levan
11	Unfinished business	Receive Update from Farmland Ad Hoc Committee	Schroer
12	Council discussion	Consider proposal regarding Ethics Program from Councilmember Pollock	Levan
13	Unfinished business	Review definitions and use standards to determine if hotels can comply with Comprehensive Plan in Central Core, Gateway, and Ferry Terminal Districts	Wright
14	Unfinished business	Consider Suquamish Welcome Pole	Wierzbicki
15	Unfinished business	Consider Transfer of Development Rights (TDR) Program	Wright
16	Unfinished business	Consider resolution to update the Governance Manual related to Council complaints	Levan
17	New business	Consider policy for co-sponsorship of City events	Schroer
18	New Business	Protection of Landmark Trees Ordinance, Sunset Landmark Tree Ordinance	Snyder, Wright
19	New Business	Triage Phase II: Pre-application Phase Process Change	Greetham
20	New Business	Receive recommendation from joint subcommittee regarding anonymous complaints to the Ethics Board	King
21			
22			

All Other Items

#	Agenda Section	Item	Staff Lead
1	Unfinished business	Update on Eagle Harbor Phase I Project Options	Wierzbicki
2	New business	Consider Settlement with Sewer District 7	Pitts, Wierzbicki, Levan
3	New business	Review Island Center Subarea Plan Recommendation	Wright, Sutton
4	New business	Consider Ordinance adopting Small Wireless Facility Design Standards	Wright, Levan
5	New business	Receive mid-year financial reporting	Pitts, Dunscombe
6	New business	Receive 2020 financial report	Pitts
7	New business	Consider Sportsman Club/New Brooklyn Intersection Improvements Contract Award in the Amount of \$ XXX	Wierzbicki
8	New Business	Receive and File Annual Audit	Pitts
9	Unfinished business	Consider revisions to sign code	Wright
10	New Business	Consider redistricting process	King, Levan



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:45 PM) Consider Adoption of Plastics Ordinance No. 2021-18 - Executive,

SUMMARY: The City Council will consider a revised, third draft of a proposed ordinance regulating the use of single-use products on Bainbridge Island by retail establishments. This ordinance retitles, amends, and expands Bainbridge Island Municipal Code ("BIMC") Chapter 8.24. The draft is based on feedback provided by the Council at its May 18, 2021 meeting, as well as related to an initial draft ordinance considered by the Council at its meeting on June 8, 2021, as well as related to a second draft ordinance considered by the Council at its meeting on June 15, 2021.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to approve Ordinance No. 2021-18.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: On May 17, 2021, Governor Inslee signed into law E2SSB 5022, a bill concerning management of certain materials to support recycling and waste and litter reduction. The law, in part, relates to plastics and the City's ability to regulate plastics.

At the City Council's May 18, 2021 meeting, the Council directed the City Attorney's Office to bring back a draft plastics ordinance incorporating the five policy points set forth in the agenda materials discussed that evening. Councilmember Carr volunteered to provide a draft, based in part on Bellingham's recently-passed ordinance related to the same topic.

At the Council's June 8, 2021 meeting, the Council directed the City Attorney's Office to bring back a revised draft ordinance narrowed in scope to address activities related to regulation of single-use plastics that may be preempted by E2SSB 5022 as of July 1, 2021.

At the Council's June 15, 2021, study session, the Council considered a second revised draft ordinance and requested that the City Attorney's Office prepare a further revised draft ordinance with a narrowed scope that is substantially similar in form to a draft proposed by Deputy Mayor Hytopoulos. Proposed language related to "unsolicited requests" is in purple in the draft and proposed language related to "customer affirmation" is in green.

Summary of all changes proposed to BIMC 8.24:

The title of Chapter 8.24 BIMC is amended to "SINGLE USE FOODWARE AND WASTE REDUCTION." This amended version of the title is taken from Deputy Mayor Hytopoulos' proposed draft.

BIMC 8.24.005 is added to adopt a more comprehensive set of definitions related to this amended version of Chapter 8.24 BIMC. This amended version of 8.24.005 has a narrower scope of definitions in response to the direction of the Council provided at the June 15, 2021 study session.

BIMC 8.24.010 is repurposed to include existing packaging regulations (as it was in the previous draft).

BIMC 8.24.015 is added to include existing exemptions. This amended version of 8.24.015 was updated in this draft to include each of the exemptions currently found in BIMC 8.24.

BIMC 8.24.020 is repurposed and reserved for future potential regulations. This version of 8.24.020 removes the durable food service wear required in the previous draft.

BIMC 8.24.025 is added to require customers to affirmatively seek single-use food service products from food service businesses and currently contains proposed alternate language related to customer affirmation.

BIMC 8.24.030 is repurposed and reserved for future potential regulations (as it was in the previous draft).

BIMC 8.24.035 is added and reserved for future potential regulations related to single-use products at lodging establishments (as it was in the previous draft).

BIMC 8.24.050 is amended to update the enforcement and penalties for violating the requirements of Chapter 8.24 BIMC (as it was in the previous draft).

BIMC 8.24.060 is added to authorize, at the direction of the City Manager, education and outreach activities related to the implementation of Chapter 8.24 BIMC (as it was in the previous draft).

BIMC 8.24.070 is deleted in this draft (as it was in the previous draft) but can be included in a future ordinance (related to City purchasing and use of single-use products).

ATTACHMENTS:

[Ordinance 2021-18.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2021-18

AN ORDINANCE of the City of Bainbridge Island, Washington, amending Chapter 8.24 and adding new Sections 8.24.005, 8.24.015, 8.24.025, 8.24.035, 8.24.060, and 8.24.070 of the Bainbridge Island Municipal Code.

WHEREAS, the impact of the world's increasing waste stream is unsustainable and detrimental to the future of the world's environment, economy, and the health and safety of its people; and

WHEREAS, the City of Bainbridge Island has been a leader in developing responsible waste management policies including a ban on polystyrene food packaging in 1989 and a ban on single-use plastic bags in 2012; and

WHEREAS, the City of Bainbridge Island currently regulates the use of nonbiodegradable packaging materials in Chapter 8.24 of the Bainbridge Island Municipal Code ("BIMC"); and

WHEREAS, certain exemptions to prohibited materials and items exist in Chapter 8.24 BIMC; and

WHEREAS, single-use plastic food service products contaminate Bainbridge Island's recycling and compost systems, soiling other recyclables, such as paper, and jeopardizing the quality of the community's recycling and compost; and

WHEREAS, single-use plastic items such as utensils, straws, cups, lids, plates, and wrappers are frequently found as street and beach litter in Bainbridge Island and throughout Washington state; and

WHEREAS, plastic is a pollutant that never fully degrades but rather breaks down into smaller nonbiodegradable pieces and particles such as microplastics that are commonly ingested by marine and terrestrial wildlife, with bioaccumulation up the food chain that contaminates soil and water, threatening the health of Bainbridge Island's and the Puget Sound's ecosystems, as well as the health of our own community; and

WHEREAS, microplastics that enter the marine environment are consumed by fish, marine mammals, birds, and other organisms where they may pose a particular burden for endangered species such as salmon and southern resident orcas; and

WHEREAS, among other hazards, plastic debris attract and concentrate ambient pollutants like heavy metals and persistent organic pollutants in seawater and fresh water, which can transfer to fish and other seafood, that is eventually caught and sold for human consumption; and

WHEREAS, the annual worldwide production of plastics (both resins and fibers) increased from 2 million metric tons in 1950 to 380 metric tons in 2015, an annual growth rate of

8.4%, and the use of plastic has increased about two-and-a-half times faster than global gross domestic product annually; and

WHEREAS, only 9% of the plastic produced to date in the United States has been recycled and annual recycling rates in the U.S. have remained at around 9% since 2012; and

WHEREAS, commercial composting services that allow for the processing of “compostable” plastics and wood or fiber-based food service products are not currently available on Bainbridge Island or in Kitsap County; and

WHEREAS, the greenhouse gas inventory recently completed for the City of Bainbridge Island calculated that there was an approximately eleven percent increase in community greenhouse gas emissions from solid waste between 2014 and 2018; and

WHEREAS, that recent greenhouse gas inventory also indicated that four percent of current greenhouse gases are from solid waste generation; and

WHEREAS, each county in the state is required by RCW 70.95.080 to prepare a Comprehensive Solid and Hazardous Waste Management Plan, and

WHEREAS, incorporated cities in Kitsap County, including Bainbridge Island, are participants in the County’s solid waste management planning, and these jurisdictions work with the County to manage solid waste-related materials; and

WHEREAS, one of the essential goals of Kitsap County’s Solid Waste Management Plan is to “Reduce the environmental impacts to climate, air, water, and land that are associated with waste generation, transportation, handling, recycling, and disposal”; and

WHEREAS, one of the key priorities of the Washington State Solid and Hazardous Waste Plan is to “Mitigate climate change through waste reduction, reuse, and recycling”; and

WHEREAS, the City of Bainbridge Island adopted a Climate Action Plan on November 20, 2020; and

WHEREAS, the City’s Climate Action Plan includes as one of its 18 immediate actions for 2021 a recommendation that the City, “Adopt an ordinance to reduce the use of single-use plastic food service ware, including utensils and take-out containers, by all Island food service establishments” (See, Action 7.A.2.a.); and

WHEREAS, significantly reducing single-use plastic food service ware from retail food establishments within the City of Bainbridge Island will reduce litter, contamination of recycling and composting systems, greenhouse gas emissions, and negative environmental impact by avoiding dead-end deposition in a landfill; and

WHEREAS, some single-use plastic products, including plastic straws, need to be available upon request as a reasonable accommodation to ensure equity, inclusivity, and sustainability for those who need them; and

WHEREAS, some alternatives to single-use plastics are not adequate for some people's personal access needs or financial circumstances, and these personal needs and circumstances should be accommodated in a manner that is not stigmatizing; and

WHEREAS, Washington State waste reduction laws provide that it is the responsibility of county and city governments to assume primary responsibility for solid waste management and to develop and implement aggressive and effective waste reduction and source separation strategies; and

WHEREAS, in light of the need to protect Bainbridge Island's sensitive marine environments and mitigate climate change, and with a desire to lead a transition to more environmentally sustainable alternatives, it is the intent of the Bainbridge Island City Council to reduce the use of single-use plastic products, and to take other steps to reduce waste from single-use products; and

WHEREAS, it is the City's desire to phase out the use of single-use plastic food service products as well as single-use, throwaway items of all types and increase the use of more sustainable alternatives; and

WHEREAS, to prevent solid waste generation, it is in the City's interest to discourage the use of single-use beverage cups which can be accomplished through price signals; and

WHEREAS, it is the City's intent to provide education to consumers and businesses regarding the requirements of this ordinance, and on the need for and utility of single-use plastic reduction, and to encourage the use of alternatives, such as compostable and reusable food service products; and

WHEREAS, it is the City's intent to implement, with community partners, a significant education and outreach effort that is suitable for small business owners and diverse ethnic populations, including language-appropriate materials, targeted outreach, and distribution of culturally appropriate materials; and

WHEREAS, it is the City's intent to listen to and work with businesses to implement the provisions of this ordinance in a collaborative fashion; and

WHEREAS, through a greater focus on waste minimization we can conserve resources; reduce greenhouse gas emissions, waste, terrestrial and marine litter, and other pollution; protect public health and welfare today and for future generations of Bainbridge Islanders; and avoid costly environmental damages; and

WHEREAS, the City Council considered an initial draft of this Ordinance No. 2021-18 on June 8, 2021, discussed that draft, and directed the City Attorney's Office to revise the

draft to focus more narrowly on activities that may otherwise be preempted by state law, specifically E2SSB 5022, if the Council doesn't enact such regulations by July 1, 2021 related to single-use food service products; and

WHEREAS, this revised version of Ordinance No. 2021-18 is intended to reflect the City Council's intent to adopt reasonable regulations on this topic prior to July 1, 2021 to ensure that these new regulations are not preempted by state law, including as relates to enacting "an ordinance to reduce pollution from single-use food service products by requiring affirmation that a customer wants single-use food service products from the customer of the food service business or other retail establishment," as set forth in Section 11(5) of E2SSB 5022; and

WHEREAS, the City Council considered and discussed this ordinance at its study session on June 15, 2021; and

WHEREAS, the City Council further considered and discussed this ordinance at its regular business meeting on June 22, 2021; and

WHEREAS, the City Council finds that a reduction in single-use plastic products is in the best interest of public health, safety, and welfare of the persons of Bainbridge Island, the terrestrial environment, and the Puget Sound.

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

Section 1. The title of Chapter 8.24 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

SINGLE USE FOODWARE AND WASTE REDUCTION

Section 2. A new Section 8.24.005 of the Bainbridge Island Municipal Code is hereby added as follows:

8.24.005 Definitions.

A. "Biodegradable materials" means those materials made of cellulose-based or other substances that are capable of being readily attacked, decomposed, assimilated, and otherwise completely oxidized or broken down by bacteria or other natural biological organisms into carbonaceous soil material or water and carbon dioxide within a reasonable period of time.

B. "Food service product" means a product intended for one-time use and used for food or drink offered for sale or use. Food service products include, but are not limited to, containers, plates, bowls, cups, lids, beverage containers, meat trays, deli rounds, utensils, sachets, straws, condiment packaging, clamshells and other hinged or lidded containers, wrap, and portion cups.

C. “Nonbiodegradable materials” means those made in whole or in part of polystyrene plastic.

D. “Packaging” means all food-related wrappings, boxes, containers, and disposable or non-reusable plates, cups, or drinking utensils.

E. “Prepackaged food” means food service products that have been filled with food and sealed by a separate food service business or food manufacturer prior to receipt by the point-of-sale retail establishment. “Prepackaged food” includes a utensil, straw, or other item physically attached for purposes of retail sale to a food service product prior to receipt by the point-of-sale retail establishment.

F. “Retail establishment” means any person, corporation, partnership, business, facility, vendor, organization, or individual that sells or provides merchandise, goods, or materials directly to a customer, including to a “retail food establishment.” Retail establishment includes, but is not limited to, retail food establishments, grocery stores, department stores, hardware stores, home or business delivery services, pharmacies, liquor stores, restaurants, catering trucks, convenience stores, or other retail stores or vendors, including temporary stores or vendors at farmers markets, street fairs, and festivals.

For the purposes of this definition, “retail food establishment” means all sales outlets, stores, shops, or other places of business located within the city, which sell or convey foods directly to the ultimate consumer. Retail food establishment shall include, but not be limited to, any place where food is prepared, mixed, cooked, baked, smoked, preserved, bottled, packaged, handled, stored, manufactured, and sold or offered for sale, including, but not limited to, any fixed or mobile restaurant; drive-in; coffee shop; cafeteria; short-order cafe; delicatessen; luncheonette; grill; sandwich shop; soda fountain; tavern; bar; cocktail lounge; nightclub; roadside stand; take out prepared food establishment; industrial feeding establishment; catering kitchen; commissary; grocery store; public food market; food stand; or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and any other establishment or operation, including homes, where food is processed, prepared, stored, served, or provided for the public for charge.

G. “Reusable” means designed and manufactured to maintain its shape and structure, and to be materially durable for repeated (at least 1,000 times each) sanitizing in water at 171 degrees Fahrenheit for at least 30 continuous seconds, washing via commercial dishwashing machine, and reuse.

H. “Single-use” means a product that is designed to be used once and discarded, and/or is not reusable as defined herein.

I. “Unsolicited request” means a request that is made by a customer of a retail establishment without any prompting by an owner, operator, employee, or agent of a retail establishment.

J. “Utensil” means a product designed to be used by a consumer to facilitate the consumption of food or beverages, including knives, forks, spoons, cocktail picks, chopsticks, splash sticks, and stirrers. “Utensil” does not include plates, bowls, cups, bottles, and other products used to contain food or beverages.

Section 3. Chapter 8.24.010 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

8.24.010 Definitions- Restrictions on Food and Beverage Containers.

~~A. “Biodegradable materials” means those made of cellulose-based or other substances that are capable of being readily attacked, decomposed, assimilated, and otherwise completely oxidized or broken down by bacteria or other natural biological organisms into carbonaceous soil material or water and carbon dioxide within a reasonable period of time.~~

~~B. “Nonbiodegradable materials” means those made in whole or in part of polystyrene plastic.~~

~~C. “Packaging” means all food-related wrappings, boxes, containers and disposable or nonreusable plates, cups, or drinking utensils.~~

~~D. “Retail food establishment” means all sales outlets, stores, shops or other places of business located within the city, which sell or convey foods directly to the ultimate consumer. “Retail food establishment” shall include, but not be limited to, any place where food is prepared, mixed, cooked, baked, smoked, preserved, bottled, packaged, handled, stored, manufactured, and sold or offered for sale, including, but not limited to, any fixed or mobile restaurant; drive-in; coffee shop; cafeteria; short-order cafe; delicatessen; luncheonette; grill; sandwich shop; soda fountain; tavern; bar; cocktail lounge; nightclub; roadside stand; take-out prepared food establishment; industrial feeding establishment; catering kitchen; commissary; grocery store; public food market; food stand; or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and any other establishment or operation, including homes, where food is processed, prepared, stored, served or provided for the public for charge.~~

A. No retail food establishment licensed to do business or required to be licensed within the city shall sell or convey food directly to ultimate consumers within the city unless such food is placed, wrapped, or packed in biodegradable packaging at the conclusion of a sales transaction for the purchase of such food.

B. No retail food establishment licensed to do business or required to be licensed within the city shall sell, give, or provide food containers to any persons within the city if such food container is composed of nonbiodegradable materials.

Section 4. A new Section 8.24.015 of the Bainbridge Island Municipal Code is hereby added as follows:

8.24.015 Exemptions.

A. BIMC 8.24.010 shall not apply to the following items:

1. Any flexible transparent covering;
2. Any food packaging used at hospitals or nursing homes;
3. Any paper or other cellulose-based packaging that is coated with polyethylene plastic on only one side, or wax coated;
4. Any plastic covers, covering material, food containers, or lids that are biodegradable;
5. Any glass container or glass packaging which is recyclable;
6. Any plastic bags dispensed at the request of a customer at the check-out counter of a grocery store for the purpose of carrying groceries, provided that paper bags are customarily dispensed for that purpose;
7. Plastic eating utensils, such as forks, knives or spoons, straws, or beverage container covers; and
8. Any foods sold by a retail food establishment packaged by a wholesale distributor, manufacturer, processor, bakery, or similar wholesaler whose premises is located outside the city; provided that not more than 10 percent of the total volume of food sold at the retail food establishment is packaged in nonbiodegradable packaging.

B. [Reserved.]

Section 5. Chapter 8.24.020 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

~~Prohibition~~ [Reserved.]

~~A. No retail food establishment licensed to do business or required to be licensed within the city shall sell or convey food directly to ultimate consumers within the city unless such food is placed, wrapped, or packed in biodegradable packaging at the conclusion of a sales transaction for the purchase of such food.~~

~~B. No retail food establishment licensed to do business or required to be licensed within the city shall sell, give, or provide food containers to any persons within the city if such food container is composed of nonbiodegradable materials.~~

Section 6. A new Section 8.24.025 of the Bainbridge Island Municipal Code is hereby added as follows:

8.24.025 Single-use food service products at customer's unsolicited request [upon customer's affirmation].

A. A food service business may provide the following single-use food service products only after a customer makes an unsolicited request [upon customer's affirmation] for the below item or items:

1. Utensils;
2. Straws;
3. Condiment in packaging;
4. Beverage cups; and/or
5. Beverage cup lids.

B. A food service business may provide beverage cup lids without a customer request [customer affirmation] for:

1. Hot beverages; or
2. Beverages provided through delivery service, drive-through, or curbside pickup.

C. The products listed in BIMC 8.24.025.A. may not be available to customers in cylinders, bins, dispensers, containers, or other means on a self-service basis for any reason.

D. This chapter shall take effect as of January 1, 2022.

Section 7. Chapter 8.24.030 Bainbridge Island Municipal Code is hereby amended to read as follows:

8.24.030 Exemptions[Reserved.]

BIMC 8.24.020 shall not apply to the following items:

- A. Any flexible transparent covering;
- B. Any food packaging used at hospitals, nursing homes;
- C. Any paper or other cellulose-based packaging that is coated with polyethylene plastic on only one side, or wax coated;
- D. Any plastic covers, covering material, food containers, or lids that are biodegradable;
- E. Any glass container or glass packaging which is recyclable;

~~F. Any plastic bags dispensed at the request of a customer at the check-out counter of a grocery store for the purpose of carrying groceries, provided that paper bags are customarily dispensed for that purpose;~~

~~G. Plastic eating utensils, such as forks, knives or spoons, straws, or beverage container covers; and~~

~~H. Any foods sold by a retail food establishment packaged by a wholesale distributor, manufacturer, processor, bakery or similar wholesaler whose premises is located outside the city; provided, not more than 10 percent of the total volume of food sold at the retail food establishment is packaged in nonbiodegradable packaging. (Ord. 89-03 § 3, 1989).~~

Section 8. A new Section 8.24.035 of the Bainbridge Island Municipal Code is hereby added as follows:

8.24.035 [Reserved.]

Section 9. Chapter 8.24.050 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

8.24.050 Penalties.

A. Prior to imposing penalties or taking other enforcement action as set forth below in subsection B, the city shall attempt to provide written notice to any establishment in violation of this chapter. The notice shall include a description of the item sold or provided by the retail establishment in violation of the requirements of this chapter, the text of the specific code provision(s) that apply, and information on how to comply with the provision(s). The notice shall be provided to the retail establishment by personal service or certified mail, return receipt requested. Such notice is not a formal enforcement action, is not subject to appeal, and is a public record.

B. Any person violating any of the provisions of this chapter shall be deemed ~~guilty of a misdemeanor to have committed a civil infraction~~ and, upon ~~conviction thereof~~, ~~such a finding~~, shall be fined in an amount not exceeding \$500.00, or be imprisoned in the county jail for a period not exceeding six months, or be both so fined and imprisoned. ~~shall be punishable by a fine not to exceed \$250.00 per day for the first 20 days that the violation exists and \$500.00 per day for each day thereafter.~~ Each such violation committed or permitted to continue ~~by the violator~~ shall constitute a separate offense and shall be punishable as such under this section. Each day that an establishment violates any of the provisions of this chapter shall constitute a single, separate violation.

Section 10. A new Section 8.24.060 of the Bainbridge Island Municipal Code is hereby added as follows:

8.24.060 Education.

As necessary, the City Manager, or their designee, and pursuant to BIMC 8.24.040, shall provide, or contract for the provision of, education and outreach activities to inform retail establishments, consumers, and other interested individuals about the requirements of this chapter. Education and outreach will be designed to effectively convey the policies underlying this chapter, describe the actions necessary to gain compliance with its provisions, and minimize the need for formal enforcement action. The city will emphasize education and outreach rather than enforcement to achieve compliance with the requirements of this chapter.

Section 11. 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 12. Implementation.

A. No less than 60 days after final adoption, the city shall post, mail, or deliver a copy of the ordinance adopting this chapter to affected businesses within the city.

B. The city shall use additional outreach and education measures to publicize this chapter and to assist affected persons and businesses with implementation.

PASSED by the City Council this ____ day of _____, 2021.

APPROVED by the Mayor this ____ day of _____, 2021.

Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	June 4, 2021
PASSED BY THE CITY COUNCIL:	_____, 2021
PUBLISHED:	_____, 2021
EFFECTIVE DATE:	_____, 2021
ORDINANCE NO.	2021-18



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:00 PM) Consider Professional Services Agreement with the Kitsap Small Business Development Center in the Amount of \$10,000 - Executive,

SUMMARY: The City Council will consider contributing yearly funding for the Kitsap Small Business Development Center (SBDC). SBDC helps Kitsap small businesses navigate critical resources and develop new strategies to survive and thrive.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to take from the table the proposed contract with the Kitsap Small Business Development Center for services in the amount of \$10,000.

[if that motion succeeds, continue to next motion]

I move to authorize the City Manager to enter into a contract with the Kitsap Small Business Development Center in the amount of \$10,000 and execute the agreement substantially in the form attached.

STRATEGIC PRIORITY: Vibrant Economy

FISCAL IMPACT:

Amount:	\$10,000
Ongoing Cost:	
One-Time Cost:	\$10,000
Included in Current Budget?	No

BACKGROUND: The City Council will consider contributing a year of funding for the Kitsap Small Business Development Center (SBDC). SBDC helps Kitsap small businesses navigate critical resources and develop new strategies to survive and thrive. Poulsbo has provided \$10,000/year for the last three years. SBDC has asked for that type of commitment from other local governments to assure that businesses starting, growing, pivoting, and selling will have a resource of personalized business advising from their local office for the long-term.

Council received information from the SBDC at the April 20th Study Session and directed staff to bring back a scope of services for consideration.

Council discussed this item on June 8, at which time a motion to table the item was passed. The action above would take place in two steps. The first motion is to take the question from the table. If that motion is approved, the second motion is to authorize the City Manager to enter into the Agreement.

ATTACHMENTS:

[WWU_SBDC_PSA.docx](#)

FISCAL DETAILS: This contract represents new General Fund spending and, if approved, will be included in the next quarterly budget amendment ordinance.

Fund Name(s): General Fund

Coding:

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Western Washington University, a Washington State Agency (“Service Provider”).

WHEREAS, the City requires services in connection with small business development; and

WHEREAS, on April 20, 2021, the City Council directed the Interim City Manager to prepare a proposed Professional Services Agreement with the Service Provider; and

WHEREAS, the Service Provider 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 Service Provider as follows:

1. SERVICES BY SERVICE PROVIDER

The Service Provider shall provide the 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 Service Provider 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. The effective date of this Agreement shall be July 1, 2021, and the Agreement shall continue in full force and effect until June 30, 2022, 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 Service Provider pursuant to this Agreement shall be submitted to the City, and the Service Provider shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

3. PAYMENT

A. The City shall pay the Service Provider two thousand five hundred dollars (\$2,500) quarterly for services described in **Attachment A**, “Scope of Services”. The total payment from the City to the Service Provider pursuant to this Agreement shall not exceed ten thousand dollars (\$10,000).

B. The Service Provider shall submit, in a format acceptable to the City, quarterly invoices for services performed in a previous quarter. Quarterly invoices shall be accompanied by a quarterly written report to the City Council, as described in **Attachment A**. The Service Provider shall maintain time and expense records and provide them to the City upon request. The “first quarter” of this Agreement shall begin on the effective date of this Agreement. The “quarters” shall commence on July 1, 2021. The second quarter shall commence October 1, 2021. The third quarter shall commence on January 1, 2022. The final quarter shall commence on April 1, 2022.

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

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

4. INSPECTION AND AUDIT

A. The Service Provider shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement (“books and records”) in accordance with generally accepted accounting practices.

B. All 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 Service Provider shall afford the proper facilities for such inspection and audit.

C. Representatives of the City and/or the Washington State Auditor may copy any books and records if necessary to conduct or document an audit.

D. The Service Provider shall preserve and make available all books and records for a period of three (3) years after final payment under this Agreement.

E. In the event any audit or inspection identifies any discrepancy in the books and records, the Service Provider shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

5. INDEPENDENT CONTRACTOR

A. The Service Provider and the City understand and expressly agree that the Service Provider is an independent contractor in the performance of each and every part of this Agreement. The Service Provider expressly represents, warrants, and agrees that the Service Provider’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 Service Provider, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this

Agreement. The Service Provider shall make no claim of City employment nor shall the Service Provider claim any related employment benefits, social security, and/or retirement benefits.

B. The Service Provider 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 Service Provider 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 Service Provider performs hereunder.

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

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

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

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

7. OWNERSHIP OF WORK PRODUCT

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

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

A. The Service Provider 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 negligent or alleged negligent acts, errors, or omissions of the Service Provider in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. However, 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 Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider'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 Service Provider's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.

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

10. INSURANCE

The Service Provider shall maintain insurance as follows:

- ☒ Commercial General Liability as described in **Attachment B.**
- ☒ Directors and Officers Liability as described in **Attachment B.**
- ☒ Automobile Liability as described in **Attachment B.**
- ☒ Workers' Compensation as described in **Attachment B.**
- ☐ None.

11. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Service Provider 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 Service Provider as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or

agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.

13. SEVERABILITY

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

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

14. FAIR MEANING

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

15. NONWAIVER

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

16. NOTICES

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

To the City:	City of Bainbridge Island 280 Madison Avenue North Bainbridge Island, WA 98110 Attention: City Manager
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To the Service Provider:	WWU Small Business Development Center Western Washington University 1616 Cornwall Avenue, Suite 119, Bellingham WA 98225
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or to such addresses as the parties may hereafter designate in writing. Notices and/or demands

shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

17. SURVIVAL

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

18. GOVERNING LAW

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

19. VENUE

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

20. COUNTERPARTS

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

21. EFFECTIVE DATE

As described in Section 2 above, the effective date of this Agreement shall be July 1, 2021.

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

WWU Small Business Development Center

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

ATTACHMENT A SCOPE OF SERVICES

SCOPE OF WORK 2021 - 2022

WWU Kitsap Small Business Development Center Agreement with Bainbridge Island.

1. Small Business Services

SBDC certified business advisors will offer no fee, confidential, professional advising services to business owners and managers that are located on Bainbridge Island. Technical assistance will include counseling and research support in the following areas:

- Access to capital, loan information and finance packaging
- Accounting & Recordkeeping
- Business Plan Development
- Export Assistance & International Trade Planning
- Financial Analysis & Cost Control
- General Problem Solving
- Government Contracting
- Inventor Assistance
- Labor and Personnel Issue Solutions
- Marketing Plan Development
- Market Research and Analysis
- Strategic Planning
- Succession Planning
- Technology Planning
- Valuing a Business for Sale or Purchase

The WWU SBDC serves for profit, existing small businesses, and startup ventures in all sectors in accordance with SBA guidelines.

The WWU SBDC team serving Bainbridge Island consists of:
Certified Business Advisor – Full time located in Kitsap County
Supported by WWU main campus staff:

WWU SBDC Centers Director
Program Specialist
Part time MBA graduate research assistant

2. Business Advising

1. Deliverables
An SBDC certified business advisor will provide one-on-one business advising to existing business owners and qualified start-ups to improve one or more of the following areas: access to capital, marketing & sales, operational efficiency, human resource issues, financial management and profitability.
2. Measurements

- Hours of business advising provided
- Number of businesses provided one-on-one advising
- Number of jobs created
- Capital formation amount
- New business starts

3. Training

WWU SBDC will participate in and hold training events that provide beneficial educational content; trainings will be available to businesses in Kitsap County.

1. Measurements
- Number of trainings
 - Number of business attendees

4. Research

The WWU SBDC provides year-round research services and technical assistance for local businesses in efforts to support client work.

1. Outcomes/Deliverables
- SBDC will staff one part-time MBA graduate assistant that will focus on supporting financial analysis and in-depth client tailored research
 - SBDC will utilize the SBDC National Clearinghouse at the University of Texas, San Antonio (UTSA), to support planning of growth for existing businesses as well as assist new business start-ups

5. Additional Services

1. Actions/Methods
- Information dissemination will be in the form of walk-in inquiries, phone and web-based inquiries. We will support these inquiries with handouts, web-based resources, referrals to other resources and professional business service providers and conversations with SBDC program staff.
 - Co-advising from other WSBDc certified business providers will be utilized when specific industry and specialization knowledge is required.
 - Pro bono services provided by professional business service providers such as attorneys, CPA's and consultants will be facilitated by CBAs

6. Reporting

The following reports will be required annually:

- a. Four Period Reports shall be submitted with the invoice detailing work completed and progress made in scope of work items above. Reports shall be in narrative form and include status of activities identified in the scope for that period. Provide quantitative data and measurable outcomes. Any data reported should be tied to the narrative and reports should only be reflective of the scope of work. The Port may request back-up documentation from WWU to verify measurements submitted (e.g., businesses counseled).
- b. Occasional meeting of the WWU service providers may be called by the Parties.

ATTACHMENT B – INSURANCE REQUIREMENTS

A. Insurance Term

The Service Provider 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 Service Provider, its agents, representatives, employees, or volunteers.

B. No Limitation

The Service Provider's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Service Provider 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 Service Provider 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 Service Provider'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. Directors and Officers Liability insurance appropriate to the Service Provider's ongoing operations.

D. Minimum Amounts of Insurance

The Service Provider 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. Directors and Officers 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 Service Provider'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 Service Provider'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 Service Provider shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Service Provider 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 Service Provider 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 Service Provider 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 Service Provider 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 Service Provider 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 Service Provider from the City.

J. City Full Availability of Service Provider Limits

If the Service Provider 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 Service Provider, irrespective of whether such limits maintained by the Service Provider 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 Service Provider.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:10 PM) Review Draft Letter to Department of Natural Resources (DNR) re: Reclamation of "Triangle Property" - Planning,

SUMMARY: The site operator for the property commonly referred to as the "Triangle Property" has ended mining operations and is beginning the Reclamation phase. The Department of Planning and Community Development has reviewed the 2009 Surface Mining Reclamation Permit approved by the Department of Natural Resources (DNR) (attached), and DNR's manual and Ecology guidance for reclamation best management practices. The Department has drafted a letter to the DNR in regards to expectations for reclamation efforts and regular communications.

Staff is interested in receiving input and endorsement from the City Council before sending the letter.

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to direct the City Manager to send the attached letter [as amended] to the Department of Natural Resources on behalf of the City of Bainbridge Island.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

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

BACKGROUND: Staff most recently provided a Triangle Property status briefing to the City Council on May 4, 2021. The Council subsequently directed the City Manager to provide comments to the Department of Natural Resources (DNR) regarding site reclamation.

ATTACHMENTS:

[Triangle Property Draft Letter to DNR 06222021](#)

[Surface Mining Reclamation Permit No. 70-013120.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



EXECUTIVE DEPARTMENT MEMORANDUM

Date: June 22, 2021
To: City Council
From: Blair King, City Manager
Subject: Triangle Property Reclamation Draft Letter to Department of Natural Resources (DNR)

At the Direction of City Council, staff has prepared draft correspondence to DNR regarding the reclamation process for the Triangle Property. The purpose of this memo is to share the contents of the draft letter and receive Council feedback prior to finalizing the letter. The contents of the draft letter follow:

DRAFT LETTER TO DNR

Ana Shafer, LG, LEG
Assistant State Geologist
Assistant Director for Surface Mine Reclamation
Washington Geological Survey
Washington Department of Natural Resources
(Transmitted via e-mail to ana.shafer@dnr.wa.gov)

RE: Triangle Property Reclamation, Surface Mine Reclamation Permit No. 70-013120

Dear Ms. Shafer,

Thank you for your recent feedback and correspondence with the City of Bainbridge Island regarding the status of the above permit, and clarification of DNR's permit authority in the Triangle Property site reclamation process. The purpose of this letter is to share the City's input regarding site reclamation and request that communication between DNR and the City remain on-going during the reclamation phase.

Background

It is the City's understanding that the site operator intends to cease mining and transition into a reclamation phase to move toward termination of DNR's reclamation permit and has two years to complete the reclamation process (Reference: March 29, 2021, communication from DNR to site operator Shawn Liden).

It is also the City's understanding that DNR enforces the terms of the 2009 reclamation plan and permit and has exclusive authority to oversee site reclamation activities in accordance with RCW 78.44.050. The City appreciates DNR's willingness to meet with the City and the extensive feedback that DNR has provided in prior meetings and correspondence with the City starting in early 2020. While the focus of prior meetings was primarily related to the on-going mining operation, the City appreciates the opportunity to communicate the following primary concerns regarding the site reclamation phase now underway.

Site Reclamation Fill and Grading

Per the correspondence between the City and DNR over the past 18 months, the City's primary concern relates to long term aquifer protection and minimizing the potential to impact local wells. The Surface Mining Act describes how surface conditions are to be restored upon final reclamation and requires mine pit fill to consist of nonnoxious materials.

As fill material is placed during reclamation, it is the City's request that DNR will also ensure topsoil development is being achieved and decompaction occurs except where required for soil stability. See https://www.dnr.wa.gov/publications/ger_ofr96-2_best_management_practices.pdf (pdf page 78) and <https://ecology.wa.gov/DOE/files/45/4569b90a-217a-40d2-a997-49adb8db5d86.pdf> for BMPs on building topsoil.

Regarding compaction where required for soil stability, the City recommends that the minimum standards for reclamation of surface mine slopes shall be followed in accordance with RCW 78.44.141(4)(vi), including appropriate compaction if significant backfilling is required to produce the final reclaimed slopes.

The City understands that the reclamation plan is intended to restore natural stormwater flows to the extent feasible following reclamation. To assist with recharge, the City also believes final site grading should include small undulations and depressions to encourage recharge.

Revegetation

The Surface Mining Act includes appropriate revegetation as part of a reclamation plan (RCW 78.44.141(7)). The City understands from prior correspondence that disturbed site areas will at a minimum be replanted in grass. The City strongly encourages enforcement of revegetation in

such a way that minimizes opportunities for invasive species to overtake the site following reclamation (e.g., Scotch Broom). The Kitsap County Noxious Weed Control Board partners with Washington State University Extension as a resource for noxious species control; a link to the resource page is provided here as a reference for the site operator:

<https://extension.wsu.edu/kitsap/noxious/>

Noise and Dust

The reclamation plan includes perimeter screening in accordance with RCW 78.44.091(2)(f). The City appreciates DNR's prior site inspections to ensure site activities remain within delineated activity areas, and requests that this oversight continue during the reclamation phase to minimize the potential for adverse noise and dust impacts. Puget Sound Clean Air Agency minimum standards for dust emissions include the following excerpts:

"It shall be unlawful for any person to cause or allow visible emission of fugitive dust..." – PSCCA Reg. 9.15(a).

"Fugitive dust" means a particulate (especially soil/dirt) emission made airborne by forces of nature, man's activity, or both, that leaves the subject site.

Unlawful emissions shall generally be defined as emissions leaving the subject property that are visible to an untrained observer. Where continuous monitoring equipment is used particulate matter concentrations shall be monitored for 10µm particle (PM₁₀) size. The 24-hr average PM₁₀ emissions shall not exceed a concentration equivalent to the EPA Air Quality Index (AQI) of 50 (54µg/m³) and any instantaneous PM₁₀ emissions shall not exceed a concentration equivalent to an AQI of 100 (154µg/m³).

Stormwater

The City understands that Ecology has oversight over stormwater control during site reclamation via the existing Sand and Gravel General Permit (SGGP no. WAG994432) and will continue to correspond with Ecology should any concerns arise.

On-going Communication During Site Reclamation

The City appreciates and understands DNR's authority over site reclamation in accordance with the Surface Mining Act. During the reclamation phase, the City requests that the ongoing and open communication that has occurred between the City and DNR during the past 18 months continue throughout the reclamation phase. The City proposes e-mail and/or telephone check-in (initiated by City staff) with DNR's assigned inspector monthly throughout the reclamation phase. Please let us know if you concur.

King
Memo with Draft Triangle Property Letter
June 22, 2021

Thank you for your consideration. Please do not hesitate to contact Planning Manager David Greetham (dgreetham@bainbridgewa.gov) should you have any questions or wish to meet to discuss the City's comments.

Sincerely,

Blair King
City Manager



WASHINGTON STATE DEPARTMENT OF
Natural Resources

PETER GOLDMARK
Washington State Commissioner of Public Lands

January 30, 2009

Nelson Wood and Glass
4760 Lynnwood Center Road NE
Bainbridge Island, WA 98110

RE: Surface Mining Reclamation Permit Number 70-013120

Ladies and Gentlemen:

Enclosed is Surface Mining Reclamation Permit Number 13120, which authorizes surface mining reclamation within a 4.2-acre portion of the northeast quarter in Section 33, Township 25 North and Range 02 East, Willamette Meridian, Kitsap County. Please refer to the permit number listed above when submitting inquiries or reports.

RCW 78.44 requires that reclamation of each segment of the permitted area shall be completed within two years of cessation of mining in that segment. We strongly recommend, however, that reclamation of each segment occur concurrent with the removal of the minerals.

The Department acknowledges reclamation performance security number 7150-00-53588 issued by Frontier Bank in the amount of \$19,500.00 dated January 27, 2009. This security has been approved and accepted by the Department.

You are required to mail a Permit-Fee Invoice and Reclamation Report (Form SM-7) annually to Washington Department of Natural Resources. The form must be completed and returned to the department with the appropriate annual permit fee prior to the anniversary date of the permit.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew I. Brookshier", written over a horizontal line.

Matthew I. Brookshier
Surface Mining Reclamation Program
Division of Geology & Earth Resources

Enclosures

c: City of Bainbridge Island Planning
William Moore, Landowner
Financial Institution
File No. 70-013120



WASHINGTON STATE DEPARTMENT OF
Natural Resources

**SURFACE MINING
RECLAMATION
PERMIT
(Form SM-9)**

☐ name change ☐ transfer ☐ revision

Permit holder: Nelson Wood and Glass

Mailing address: 4760 Lynnwood Center Road NE, Bainbridge Island, WA 98110

Pursuant to RCW 78.44, a Reclamation Permit is hereby granted to the above-named permit holder to engage in surface mining on the property described in the application and material on file under this permit. The total area to be disturbed by surface mining, including the deposition of surface-mining refuse, shall be in accordance with the reclamation plan filed with and approved by the Department of Natural Resources under this permit, and in accordance with the conditions and descriptions set forth in Exhibit "A" attached hereto and made a part hereof, and RCW 78.44.

TERM OF PERMIT

This permit shall be in effect from the date of issuance and shall remain in effect so long thereafter as the permit holder pays the annual basic fee for each site, complies with the Surface Mining Act and the rules promulgated thereunder, complies with the reclamation plan, and maintains a performance security as required by the Act.

CHANGE OR MODIFICATION OF RECLAMATION PLAN

The permit holder shall obtain written approval from the Department prior to any change or departure from the approved reclamation plan.

PERFORMANCE SECURITY

A performance security shall be submitted to and approved by the Department prior to commencement of surface mining. The permit holder may submit a cash deposit, assignment of a savings account or certificate of deposit, bank letter of credit, negotiable securities, assignments of interest in real property within the state, or a corporate surety bond in the amount specified. The amount of the performance security shall be subject to adjustment according to RCW 78.44.

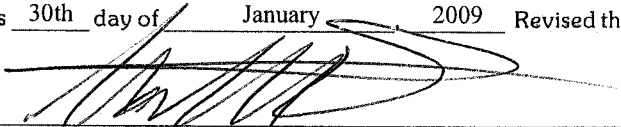
TRANSFER OF PERMIT

The transfer of this permit to another permit holder shall not be made unless approved in writing by the Department. A transfer shall not be approved unless the successor permit holder assumes all duties of the former permit holder to complete the reclamation of the land and the Department approves the successor permit holder's performance security.

PENALTIES

The Department may suspend surface mining or impose civil penalties if the permit holder conducts surface mining in any manner not authorized by RCW 78.44, the rules adopted thereunder, the approved reclamation plan, or this permit.

Permitted this 30th day of January, 2009 Revised this _____ day of _____

Signature  NE $\frac{1}{4}$ Sec 33, T 25 N, R 02 E

Name (type or print) Matthew I. Brookshier $\frac{1}{4}$ Sec _____, T _____ N, R _____

Title Geologist, Surface Mining Reclamation Program $\frac{1}{4}$ Sec _____, T _____ N, R _____

Division of Geology and Earth Resources $\frac{1}{4}$ Sec _____, T _____ N, R _____

TOTAL ACREAGE AND DEPTH OF PERMIT AREA (Include all acreage to be disturbed by mining, setbacks, and buffers, and associated activities during the life of the mine.) (See SM-8A.)

Total area disturbed will be 4.2 acres.

Maximum vertical depth below pre-mining topographic grade is 50 feet

Maximum depth of excavated mine floor is 140 feet relative to mean sea level

DNR Reclamation Permit No.
70 - 013120

EXHIBIT A

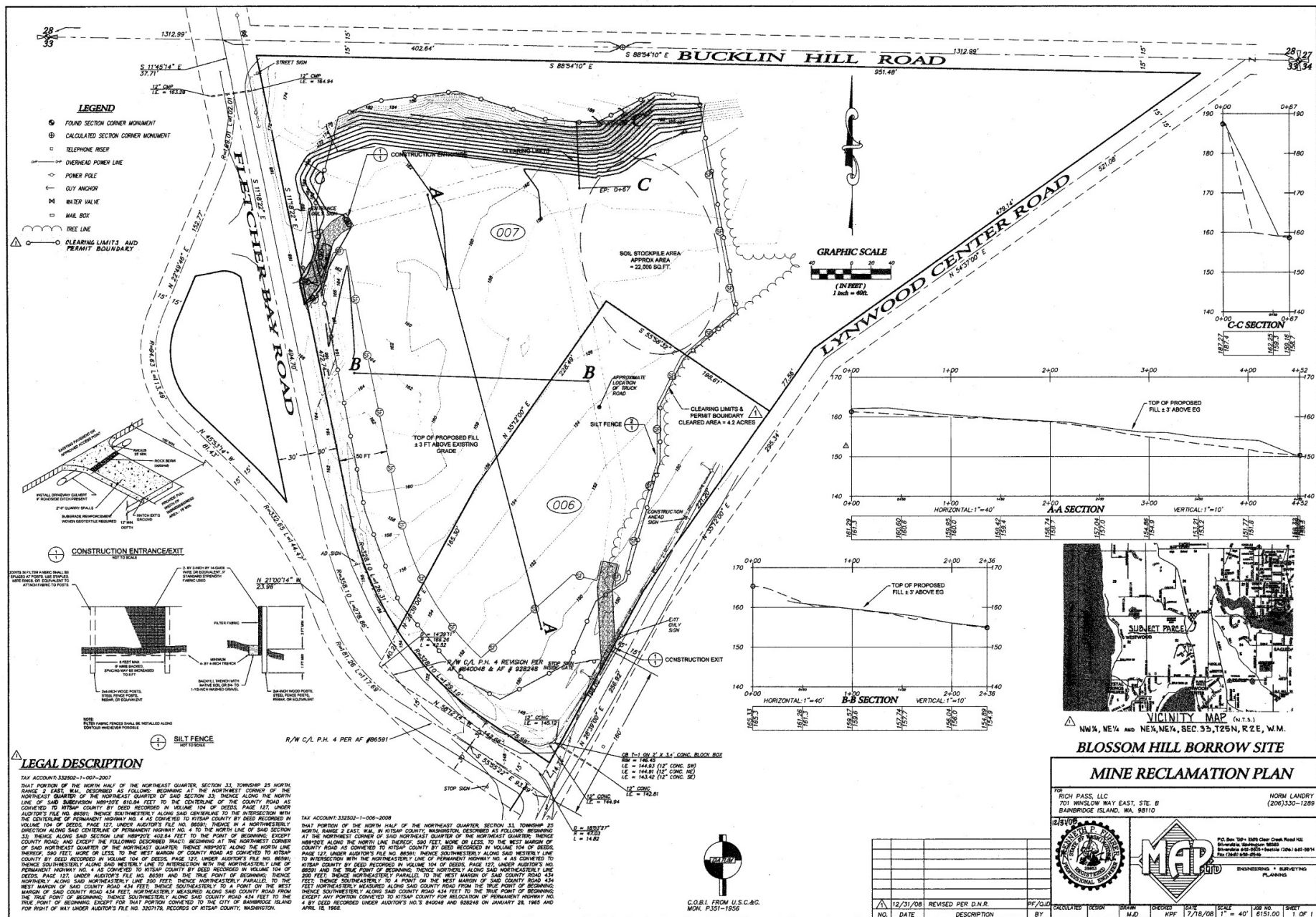
Conditions of the Permit

Surface Mining Reclamation Permit # 70-013120

January 30, 2009

1. This surface mining reclamation permit applies to the following permit area: a 4.2-acre portion of the northeast quarter in Section 33, Township 25 North and Range 02 East, Willamette Meridian, Kitsap County.
2. All mining and reclamation shall comply with the rules and regulations pursuant to Chapter 78.44 RCW and Chapter 332-18 WAC.
3. All mining and reclamation shall comply with the reclamation plan dated September 5, 2008 by the permittee and approved by the Department of Natural Resources on January 30, 2009. Any amendment or change to the plan must be submitted to and approved in writing by the Department. The Reclamation Plan consists of the following documents:
 - Permit Letter, dated January 30, 2009
 - Surface Mining Reclamation Permit (Form SM-9) dated January 30, 2009
 - Exhibit A, listing 13 conditions of the permit
 - Standard Reclamation Plan
 - Application for Reclamation Permit (Form SM-8A) dated by the permittee on September 5, 2008
 - Municipality Approval for Surface Mining (Form SM-6) dated by the permittee on August 26, 2008 and approved by the City of Bainbridge Island on October 9, 2008
 - Three reclamation maps: Sheet 1 of 2 and Sheet 2 of 2 from Aspect Consulting and Sheet 1 of 1 from MAP Ltd date stamped by Geology and Earth on January 15, 2008
4. If there is any conflict between the conditions in Exhibit A and any other language of the approved reclamation permit (which includes the reclamation plan), the language in Exhibit A will prevail.
5. The permit holder shall mark the perimeter of the 4.2-acre permit area with easily visible, permanent metal posts as described in Form SM-8A where the permit boundary is not already fenced. Posts shall be driven into the ground and extend at least three feet above the ground surface. A sufficient number of boundary markers shall be used to delineate the permit boundary enabling the operator, permittee and the Department of Natural Resources (DNR) to monitor the progress of mining and reclamation. Permanent boundary markers shall be visible from one to the next, such that the entire perimeter of the site could be reestablished using the Global Positioning System, if the boundary markers were destroyed. All permit area posts shall be maintained for the duration of this reclamation permit.

6. The permitted depth at this site is 50 vertical feet from the original ground surface. No excavation shall occur below an elevation of 140-feet mean sea level (msl). If additional mining depth is anticipated the reclamation plan shall be revised prior to exceeding the permitted depth.
7. All remaining topsoil and subsoil shall be excavated, stockpiled and maintained on site for use in final reclamation. Stockpiles shall be seeded with grasses during storage to prevent erosion. Soil shall not be removed or sold as a product from the permit area. Soil shall be replaced as described in the SM-8A subsequent to ripping over-compacted native material.
8. Best Management Practices shall be implemented to prevent erosion and loss of topsoil stockpiles. Adjacent properties to the permit area shall not be accessed to perform reclamation activities. Permit holder shall ensure that adequate area is left in the setback to perform earthwork activities.
9. Soil material imported into the permit area shall include only natural soil material, clay, silt, sand, gravel and rock. Contaminated material, concrete, asphalt, wood waste, construction or demolition debris is prohibited from importation to the site for use in reclamation. Any imported material determined by the Department to be unacceptable shall be removed from the permit area within 72-hours of a Department directive to do so.
10. Reclaimed slopes shall vary between 2-feet horizontal to 1-foot vertical (2:1) and 3:1 and shall not exceed 2:1. Reclaimed slope faces shall not be straight or planar and shall incorporate a break in slope ratio, or other best management practice, to dissipate runoff energy. Slopes and benches in basalt shall be constructed such that the overall gradient does not exceed 2:1 from the top of the slope to the bottom of the slope. Slope faces shall be sinuous and variable and right angles and shall be eliminated. All reclaimed slopes must remain stable upon completion of reclamation.
11. The total area disturbed, at any one time, is to be minimized by progressive reclamation and slope construction. Reclamation activities shall be, to the extent feasible, conducted simultaneously with the surface mining.
12. Revegetation shall be completed as detailed in Form SM-8A. Revegetation shall commence during the first proper growing season after slope creation and topsoil distribution. Noxious weeds shall not be considered acceptable vegetation and natural revegetation only shall not be deemed satisfactory.
13. The permit holder or operator shall maintain a complete copy of this permit, including these conditions and the approved reclamation plan with additions and amendments, at the mine site during all mining and reclamation activities.



RECEIVED

JAN 15 2009

Geology and Earth



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:25 PM) Appointments to the Ethics Board - Mayor Nassar, Councilmember Fantroy-Johnson

SUMMARY: A call for participation was issued for volunteers to serve on the Ethics Board in March and April of 2021. A series of interviews were conducted and recommendations of appointments were made.

The recommendations shall require a majority plus one vote of the entire membership of the Council for approval.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to confirm the appointment to the Ethics Board of Donna Davison to currently vacant Position 5 to complete an existing term expiring in June 2022.

I move to confirm the appointment to the Ethics Board of Lisa Neal to currently vacant Position 6 to complete an existing term expiring in June 2022.

I move to confirm the reappointment to the Ethics Board of David Mallon to Position 3 for a three year term expiring in June 2024 and that this term will be effective as of July 1, 2021.

I move to confirm the appointment to the Ethics Board of Rosemary Hollinger to Position 4 for a three year term expiring in June 2024 and that this term will be effective as of July 1, 2021.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Bonker - Ethics Board \(Redacted\).pdf](#)

[Davison - Ethics Board \(Redacted\).pdf](#)

[Godwin - Ethics Board \(Redacted\).pdf](#)

[McFadden - Ethics Board \(Redacted\).pdf](#)

[Neal - Ethics Board \(Redacted\).pdf](#)

[Hollinger - Ethics Board \(Redacted\).pdf](#)

[Mallon - Ethics Board \(Redacted\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
Sent: Monday, March 1, 2021 9:20 AM
To: CityAdmin
Subject: Online Form Submittal: Ethics Board Volunteer Application

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Ethics Board Volunteer Application

Step 1

Ethics Board Volunteer Application Form

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Application Deadline – Friday, March 19, 2021 at 4 pm. Applicants must be available in April for interviews.

Applicant Information

Name Don Bonker

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position former U.S. Congressman

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any?	Served as elected official (County Auditor, Congressman) for 22 years. Author of A Higher Calling - Faith and Politics in the Public Square. Theme: In public life, placing public interest and common good above self interest and political advantage. Book signing at Eagle Harbor Book Store, article in Bainbridge Review.
Please share your community interests (groups, committees, organizations) if any:	Not involved in local community groups. Served 10 years on the Columbia Gorge NSA Commission, presently on the Jane Weber Arboretum in Vancouver.
Do you have potential conflicts of interest? If so, please explain:	No conflicts
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021

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FAITH, POLITICS AND PARTISANSHIP

Former congressman's memoir recounts pursuit of 'A Higher Calling'

BY LUCIANO MARANO

Kitsap News Group

Former congressman Don Bonker is looking back to look ahead.

The Bainbridge Island resident's new memoir, "A Higher Calling," is a reflection on the man's own time in government, a demand for "moral leadership and decency" in Washington, D.C., and a challenge to the next generation of political leaders.

He will visit Eagle Harbor Book Company at 3 p.m. Sunday, Jan. 26 to discuss the book, his career, and the state of government today. The event is free and open to all; visit www.eagleharborbooks.com for more information.

Bonker, a Washington Democrat, served as a member of the U.S. House of Representatives from 1975 to 1989, representing Washington's 3rd Congressional district.

During his time in the House, Bonker was a senior member of the House Foreign Affairs Committee and chairman of the Subcommittee on International Economic Policy and Trade. He also served on the President's Export Council and headed former House Speaker Tip O'Neill's Trade Task Force, which led to passage of the 1988 Omnibus Trade Act. Also, he helped establish the Grays Harbor National Wildlife Refuge and the Mount Saint Helens National Volcanic Monument, added Protection Island to the National Wildlife Refuge system, preserved the Point of Arches in the Olympic National Park, added some 250,000 acres to the 1984 Washington Wilderness Act and banned the export of Western red cedar.

Recently, Bonker, 82, chatted with the Review about writing, the role of faith in public service, climate change, impeachment, and the upcoming election.

** This interview has been edited for length and clarity.*

BIR: Do you have an ideal reader in mind for this book? You mentioned it began as something through which your younger relatives and descendants could know you, but did that change as it grew in scope?

DB: It started as a memoir of sorts, a family legacy with great-grandchildren one day ask-

ing, "He was a congressman, what was that all about?" It took on more meaning as I dug through the stacks of files and news clips covering my 22 years in public service. Along the way plenty of serendipity that shaped my career, way beyond expectations at the outset yet with notable accomplishments that made writing this book more all the more gratifying.

BIR: You've said that the act of re-living one's past is revealing, but, more than a memoir about yourself, the book ultimately became a call to action to be shared. What do you intend for readers take away from "A Higher Calling" and what action do you hope to inspire?

DB: The act of re-living one's past actually helped me to understand who I was and to solidify the ultimate golden question: Why am I here? That line of inquiry led me to a rather creative epiphany: It wasn't so much a memoir but a clarion call for others seeking moral leadership to restore trust and confidence in today's public square. Also, I began to realize how the national leaders I worked closely with had a profound effect on my personal and public life — it was their character, integrity, and how they put the best interest above their self interest.

BIR: A major topic in the book are the conflicts that often arose for you being a Democrat and openly a person of faith, specifically Christian. According to a 2016 National Geographic feature, more people than ever are identifying as atheist, agnostic or "otherwise nonreligious." What role should personal belief play in a public servant's performance of their duty in an increasingly secular world?

DB: Religion and politics are worthy of a good conversation, but to combine them can prove contentious. That's why our founding fathers wisely put the Separation Clause in the U. S. Constitution. To be both a Christian and Democrat put me in a quandary, for sure. My support base included some who were very skeptical, saying, "Is he part of the Moral Majority movement, does he embrace their social agenda?" On the flip side, the Evangelical Right seldom supports a Democrat, even if he or she has a deep personal faith.

It comes down to how we define who we are. It is either a set of principles, a moral compass that guides

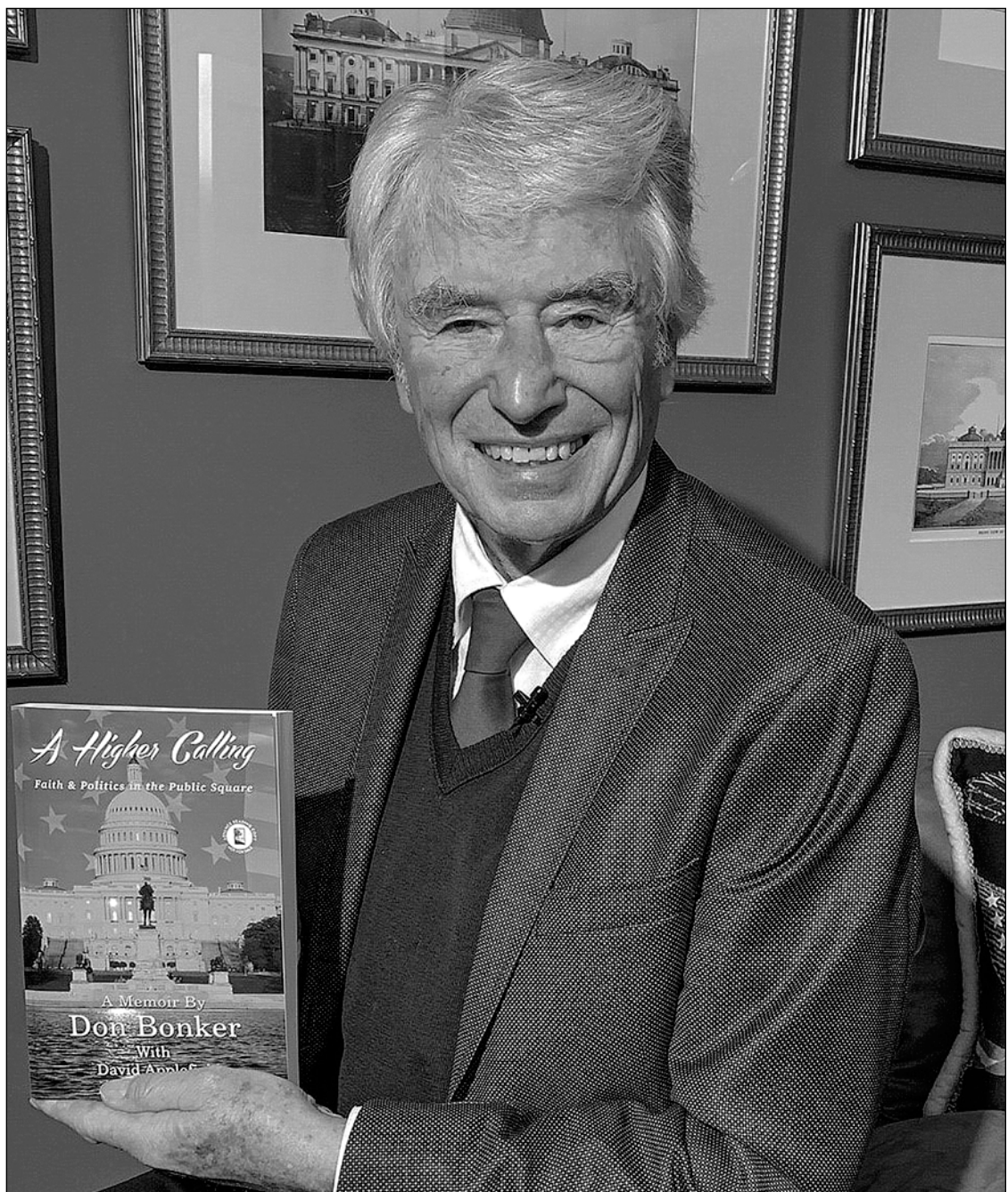


Photo courtesy of Don Bonker

Former congressman, and Bainbridge Island resident, Don Bonker will visit Eagle Harbor Book Company at 3 p.m. Sunday, Jan. 26 to discuss his new memoir "A Higher Calling."

our actions, or it may be the powerful political forces that will shape who we are, how we are perceived and will be remembered. My book is revealing of how faith has made a big difference in both my personal life and public service.

BIR: I know you're especially proud of your work in the field of environmentalism, addressed most prominently in the book in the "Nature's Cathedral" section. What was it like compiling that part of your memoir even as the effects of climate change are being felt?

DB: I represented a district in Southwest Washington that had the state's most pristine national resources. It was also a time when the timber and lumber mills were vital to the area's economy. So protection [of] an area for future generations could also shut down mills and damage local economies. That was another dilemma for me. Yet I had to do what was right and took the lead on legislation to establish the Columbia Gorge National

Scenic Act, the Mount Saint Helens Volcanic Area, Protection Island, Grays Harbor National Wildlife Refuge, and more.

I led the effort in the on the House side but the true hero was Dan Evans, former governor and senator. His Republican base, as well as the Senate and White House leadership, were skeptical and generally opposed, but Sen. Evans made it happen. It was evidence of how bipartisanship and doing what's right can make the difference, get things accomplished.

BIR: You talk expressly in the book about the corrosion of political discourse in America, saying that in "my 14 years in Congress, I witnessed first-hand the civility and trust among the leadership of both political parties that trickled down to the committee rooms and in the House Chamber that lead to notable accomplishments." From the vantage point of 2020, that sounds like pure fantasy. How do we get

back to some semblance of the Washington you remember?

DB: When I served in Congress in the mid-1970s–1980s, it was a different environment. Civility and trust were in evidence at the leadership level, both Republicans and Democrats, and trickled down to the committee rooms and was the norm in both the Senate and House. Regrettably, civility has been replaced by combativeness. Politics reigns over trust. The Senate and House chambers now have become a political battlefield. What makes it worse is the digital culture that's fueling the flow of false and misleading information, replacing the more traditional independent press that is devoted to facts and truthful reporting.

Is this the new reality or do we return to how it was like when I served? It can only happen at the ballot box, electing new leaders who will rise to the high 266,

From: noreply@civicplus.com
Sent: Sunday, March 14, 2021 5:51 PM
To: CityAdmin
Subject: Online Form Submittal: Ethics Board Volunteer Application

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Ethics Board Volunteer Application

Step 1

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Application Deadline – Friday, March 19, 2021 at 4 pm. Applicants must be available in April for interviews.

Applicant Information

Name Donna Davison

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Olympic Medical Center

Current Position Risk & Compliance Officer

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Not with COBI, Yet previously I was a member of the City of Port Angeles Planning Commission and the Clallam County Healthy Families Board.
Please share your qualifications for this appointment (skills, activities, training, education) if any?	My career has been working for public entities; initially with the Clallam County Board of Commissioners, followed by the majority of years with a Public Hospital District. I am currently their Risk & Compliance Officer. In this role I oversee the compliance plan that covers such areas as business ethics, Code of Behavior, business relationships, and conflicts of interest. In my role I develop policies and provide staff education on federal and state regulations relating to my areas of responsibility. I am also the Public Records Officer and the HIPAA Privacy Officer. I have certification as a Professional in Healthcare Risk Management. I've attended trainings over the course of many years in these subjects to include those offered by the Municipal Research and Services Center (MRSC) for governmental agencies. In the past I played a lead role in the development and implementation of the hospital district's first ethics committee. While a good portion of the topics were related to bio-ethics for patient care, we also discussed business ethics. The Public Hospital District where I work has an elected Board of Commissioners. I have attended their meetings regularly for many years and maintain a good understanding of the role public officials perform for the municipality itself and in our communities. I have been in the background of that assisting with adherence to appropriate governmental practices.
Please share your community interests (groups, committees, organizations) if any:	In the past my commute out of the area has limited my opportunities for local involvement. Yet I love B.I. and stay up on city news, activities and events. My spouse is involved in the local arts community and we've volunteered with recycling efforts. Previously I was a member of the Exchange Club, a volunteer organization supporting civic and community service.
Do you have potential conflicts of interest? If so, please explain:	None.

Feel free to attach a cover
letter, resume', or other
materials, if you wish
(optional):

Type the Year

2021

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From: noreply@civicplus.com
Sent: Wednesday, March 3, 2021 12:57 PM
To: CityAdmin
Subject: Online Form Submittal: Ethics Board Volunteer Application

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Application Deadline – Friday, March 19, 2021 at 4 pm. Applicants must be available in April for interviews.

Applicant Information

Name Peter Godwin

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Enog, Inc.

Current Position Owner

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	City of Evanston, Illinois Board of Ethics
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I have served on the Board of Ethics for the City of Evanston for nearly a decade and ran for Mayor of Evanston during our time living in the City. I have been an attorney for nearly 30 years, having worked for law firms, in house with large and small private and public companies, and as a sole practitioner. I am licensed to practice in Georgia, Washington, D.C., and Illinois, and have applied for membership in the Washington State Bar. My legal training has and continues to include matters of ethics and professional responsibility. Every two years I must maintain current with Continuing Legal Education requirements, including at least 6 hours of Professional Responsibility Education. I have a great deal of experience dealing with administrative law matters and the municipal, state and federal level. My educational background: BA Economics and MA Social Science, University of Chicago 1989. JD with Specialization in International Legal Affairs, Cornell Law School, 1992. I'm more than happy to elaborate on any of these qualificaitons.
Please share your community interests (groups, committees, organizations) if any:	Since moving to Bainbridge last year, and despite the COVID pandemic, I have been making every effort to get to know the Island, its residents and local businesses. As a woodworker, I am very much interested in joining BARN (the Bainbridge Artisan Resource Network), although right now is not the best time to do so. As a family (spouse, Hilary, works in the School of Public Health at UW) and Jake (attends Bellevue College, remotely), we have been enjoying exploring the Island, which is fantastic -- we live near Battle Point Park and the Grand Forest. I hope that by joining the Board of Ethics I can learn more about local governance and contribute in any way I can.
Do you have potential conflicts of interest? If so, please explain:	I do not believe I have any potential conflicts of interest, no more than any resident would have.
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	<i>Field not completed.</i>
Type the Year	2021

From: noreply@civicplus.com
Sent: Tuesday, March 9, 2021 1:48 PM
To: CityAdmin
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Ethics Board Volunteer Application

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Application Deadline – Friday, March 19, 2021 at 4 pm. Applicants must be available in April for interviews.

Applicant Information

Name Elizabeth Tilghman McFadden

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer self employed

Current Position CFP, CDFA

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Memphis Collaborative Alliance, Financial Planning Association, Shady Grove Presbyterian Church
Please share your qualifications for this appointment (skills, activities, training, education) if any?	In my professional life, I have been a vocal voice for a uniform fiduciary standard of practice across the financial services industry (currently lacking). As a CFP (Certified Financial Planner), I am bound to this standard of care in both my personal and professional life. I also happen to be a family mediator, trained in alternative conflict resolution and mindful communication, skills that may be beneficial to the City and its various civic groups at large. Additionally, I hold a BA in psychology and I am a CDFA (Certified Divorce Financial Analyst). I have served on various committees, and as an elder, at our former community of faith (Shady Grove Presbyterian Church, Memphis, TN). I am a past board member of the Financial Planning Association of Greater Memphis, a past board member of the Memphis Collaborative Alliance, and a past member of the Financial Planning Association Government Relations Council.
Please share your community interests (groups, committees, organizations) if any:	Bainbridge Island Land Trust, Member of Kitsap Dispute Resolution Center, Member of Collaborative Professionals of Washington State, Member of King County Collaborative Law, former Member, Kitsap Community Foundation Investment Committee.
Do you have potential conflicts of interest? If so, please explain:	None that I'm aware of.
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021

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CIRRICULUM VITAE OF ELIZABETH TILGHMAN MCFADDEN, CFP®

CREDENTIALS

CERTIFIED FINANCIAL PLANNER™ Professional. Awarded in 2004 by the Certified Financial Planner™ Board of Standards. Requires approximately two years of post-baccalaureate study, 6000 professional work hours, a comprehensive two-day, 15-hour examination and 30 hours of continuing education bi-annually.

STATE OF TENNESSEE SUPREME COURT RULE 31 FAMILY MEDIATOR. Awarded in 2015 by the Tennessee State Supreme Court Alternate Dispute Resolution Commission. Requires (A) have a baccalaureate degree with ten years full time work experience in psychiatry, psychology, counseling, family mediation, social work, education, law, or accounting. Full time work experience shall be defined as 35 hours or more of work per week.

(B) be a Certified Public Accountant and have four years of full-time work experience in psychiatry, psychology, counseling, social work, education, law, or accounting. Full time work experience shall be defined as 35 hours or more of work per week.

(C) have a graduate degree and have four years of full-time work experience in psychiatry, psychology, counseling, social work, education, law, or accounting. Full time work experience shall be defined as 35 hours or more of work per week.

Complete and provide proof of attendance of 40 hours of training in family mediation which includes the curriculum components specified by the ADRC for Rule 31 Mediators in family cases and which also includes four hours of training in screening for and dealing with domestic violence in the mediation context; and complete and provide proof of attendance of six additional hours of training in Tennessee family law and court procedure.

CREDENTIALLED COLLABORATIVE PRACTICE FINANCIAL NEUTRAL (2009). Individuals must have attended 5 days of approved collaborative training and must complete not fewer than six continuing education hours per year.

FINRA LICENSED PROFESSIONAL. Series SIE, Series 7, Series 63, Series 65

LICENSED INSURANCE PRODUCER. State of Washington licenses held in Life, Health and Variable lines. 24 CE hours required bi-annually.

PROFESSIONAL EXPERIENCE

Elizabeth T. McFadden, CFP® Divorce Planning and Mediation, | Memphis, TN & Seattle, WA | 2009 – Present.

Divorce Planning, Collaborative Practice, Estate Administration, Financial Therapy and Family Mediation

Heritage Wealth Advisors, | Mercer Island, WA | 2019 – Present

Heritage Manages over \$2B AUM across the Pacific Northwest, California, Oregon and Arizona and serves over 500 HNW client accounts. We provide comprehensive financial planning and investment management advice to HNW individuals and families. I onboard new clients facilitating the financial planning process and am responsible for new business development. Lead financial planner and subject matter expert on divorce planning and working with women and/or families, including intergenerational wealth preservation strategies. I coordinate services with client's CPAs and estate and family law attorneys to reach holistic planning goals. I manage on-going relationship management & annual review process, ensuring clients are meeting their short- and long-term goals. Ensure planning and client service processes adhere to regulatory compliance standards.

Private Wealth Manager, Creative Planning, Inc. | Leawood, KS & Memphis, TN | 2012 – 2014

Creative Planning, named #1 on Barron's List of Independent RIAs, manages over \$50B AUM across all 50 states. Engaged new clients, delivered comprehensive financial planning services, developed investment allocations, recommendations and investment management implementation. Worked with in-house estate-planning attorneys to review estate plans and implement necessary updates and/or changes. Worked with in-house insurance advisors to implement insurance recommendations. Responsible for client investment portfolio performance review. Managed all aspects of the client relationship with the firm & was sole point of contact, service and support for clients. Represented the firm across the middle & eastern United States. Responsible for \$30M of new assets under management in first twelve months of practice. Worked closely with TD Ameritrade advisors to close business through their Advisor Direct Program.

Partner and Vice President, Lifetime Planning, Inc. | Memphis, TN | 2009-2010

Fee-only state-registered RIA. Responsibilities include: Both comprehensive and modular fee-only financial planning for high net-worth individuals and divorce planning clients, including new and existing client engagement, data-gathering, plan input and analysis, plan delivery, implementation and continual monitoring of changing client circumstances.

Director of Financial Planning, Kelman- Lazarov, Inc. | Memphis, TN | 2006-2009

Kelman-Lazarov manages over \$400M AUM to a niche market in Memphis.

Responsibilities include: Working with new and existing investment clients to create both modular and comprehensive financial plans, including client interview and data-gathering, plan input, analysis, presentation and implementation. Worked with principals to develop investment policy statements, risk tolerance and coordination of asset-allocation with investment assets held away from Kelman-Lazarov. Responsibilities also included existing insurance review, coordination of insurance underwriting, estate-planning document review, divorce planning and financial planning software management.

Vice President and Financial Planner, First Horizon Bank | Memphis, TN | 2000-2005

First Horizon (First Tennessee Bank) provides banking, personal financial planning, wealth management and trust services. Responsibilities include client profiling, client data assessment, analysis of client's financial situation, including data gathering, developing a customized financial plan based on individual client circumstances, assessment of client's risk tolerance, coordination of broker, insurance and/or trust officer and client with appropriate execution for product specific implementation. Responsible for training of new

planners for field work, responsible for training of paraplanners with introduction of new software products and marketing and coordination training of retail banking staff.

Sales Assistant, Brookfield Capital Corporation | Memphis, TN | 1998- 2000

Sales assistant: Created and instituted operational plan for broker/dealer, aided in management of NASD compliance & supervisory procedures, oversight of back-office procedures and trade execution, and participated in marketing of private placements.

Weibel Huffman Keegan, Inc. | Memphis, TN | 1997-1998

Operations Assistant

EDUCATION

Rhodes College, Bachelor of Arts, Psychology, 1997.

Denver State Metropolitan College, Certificate in Financial Planning, 2002

Memphis Collaborative Alliance, Collaborative Law Training, 2009

Facilitative Divorce and Mediation, **Tennessee Rule 31 Mediation Training**, 2015

The University of Georgia and The Licensed Marriage and Family Therapist Association of Georgia, Complex Grief and Trauma in Families, 2018

The Institute of Certified Divorce Financial Analysts, CDFA Curriculum, 2021

MEMBERSHIPS

Certified Financial Planner™ Board of Standards

Financial Planning Association (National)

Financial Planning Association of Puget Sound

International Association of Collaborative Professionals

King County Collaborative Law

Kitsap Dispute Resolution Center

Collaborative Professionals of Washington State

The Institute of Divorce Financial Analysts™

PHILANTHROPIC

Kitsap Community Foundation, Investment Committee Member

The Seattle Times Money Makeover, Pro Bono Financial Planner

The University of Memphis Department of Psychology and The Neimeyer Grief and Loss Research Lab

Volunteer Speaker and Guest Series

Shelby County General Sessions Court, The Honorable Deborah Henderson, Memphis, TN, pro bono civil mediator

Junior Achievement, financial literacy volunteer, Memphis City Schools

International Association for Suicide Prevention, District Leader

HONORS

Rhodes College, 2010 Distinguished Alumnus Award Nominee

From: noreply@civicplus.com
Sent: Friday, March 19, 2021 1:34 PM
To: CityAdmin
Subject: Online Form Submittal: Ethics Board Volunteer Application

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Ethics Board Volunteer Application

Step 1

Ethics Board Volunteer Application Form

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Application Deadline – Friday, March 19, 2021 at 4 pm. Applicants must be available in April for interviews.

Applicant Information

Name Lisa Neal

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Self

Current Position Lawyer

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Island Center Subarea Planning Process Steering Committee, Salary Commission
Please share your qualifications for this appointment (skills, activities, training, education) if any?	To the Mayor and any advisory reviewers - I am a lawyer, licensed to practice law since 1992 (Texas) and Washington (1996). I attended law school on a full Dean's Scholarship due to my high LSAT score. I graded onto the school's Law Review (top 10% of 1st year class), and graduated Order of Barons (top 15% of class). In law school, I was elected to the school's Honor Court as a judge. In my capacity as Honor Court judge, I participated in the prosecution of law students for alleged Honor Code violations, and wrote Findings of Fact and Conclusions concerning the cases, once decided. My interest in professional Ethics issues is lifelong, and includes my assisting my Ethics professor with the editing of his book on Ethics. I am no newcomer to this community, having lived on Bainbridge Island for more than 25 years. I have demonstrated my interest in the formation of the Ethics Program over the past several years, exchanging many communications with Councilmembers regarding proposed revisions. Specifically, I communicated with several Council members, with then-Mayor Medina, and with the Council during public comment to oppose revision of the Ethics Program to allow persons to serve on committees without disclosing financial conflicts. My specific example regarding that proposed change was that at least two members on the Island Center Subarea Planning Process Steering Committee are actively seeking expansion of the NC zoning to their properties, including selecting plans that potentially include their properties, without adequately disclosing their personal financial interests in that outcome. The referenced change was proposed by the former Ethics Board, which included Maradel Gale, who is also Chair of the Island Center Committee. While serving on the Island Center Committee as its Vice Chair from Nov 2017 to Aug 18, when I was removed, I repeatedly advocated to the Committee that they fully comply with the Ethics Program, and sought advice from the Council liaison and City Attorney regarding the Committee's repeated failures to adequately disclose interest conflicts. After my removal, changes were made to the disclosures made by the Committee

members.

As I said, I actively opposed the proposed change to the Ethics Program that would have allowed persons to serve on committees without disclosing financial conflicts. Implementing that change would have reduced transparency while benefiting decisionmakers charged with implementing the public's will at Island Center, not to mention the impact on current/future citizen committees. While I do not know exactly why Council decided against the change, the change was not made, and the Island Center committee members who own property subject to upzone remain obligated to fully disclose their potential conflicts.

I have applied for a seat on the Ethics Board 3 times to date, and have been interviewed 3 times, but have never been appointed. I make application once again, this time bearing the personal recommendation of the outgoing Ethics Commission Chair, Jennifer Hodges, who said about my qualifications for her seat: ". . . I specifically recommended you to Mayor Schneider as the ideal candidate to fill my seat.", followed by, "[P]ersonally I feel you'd be a great asset to the Board and that you'd be a great fit for the team."

Thank you for your consideration.

Lisa

Please share your community interests (groups, committees, organizations) if any:	I am interested in governmental transparency, preservation of the quality of life on the Island, and preservation and improvement of the environment.
Do you have potential conflicts of interest? If so, please explain:	No.
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021

Email not displaying correctly?

From: Jennifer Hodges jen@[REDACTED]es.com
Subject: Intro- Lisa Neal, Tyler Weaver
Date: December 22, 2020 at 3:28 PM
To: Lisa Neal neal4law@gmail.com
Cc: was [REDACTED]ot@gmail.com

JH

Hi Lisa,

Just circling back around to let you know that in conjunction with my recent resignation from the Ethics Board, I specifically recommended you to Mayor Schneider as the ideal candidate to fill my seat. She thanked me for the suggestion and told me the Council would likely take the matter up in mid January.

In the meantime, I'd like to introduce you to Tyler Weaver, who has been elected the new Chair. Tyler is a great guy and also an attorney - and I think you'd both really enjoy making each other's acquaintance and (hopefully) working together in the New Year.

Best of luck with your appointment! Personally I feel you'd be a great asset to the Board and that you'd be a great fit for the team, too. But even if it doesn't work out I hope we can stay in touch.

Best,

Jennifer Hodges

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From: noreply@civicplus.com
Sent: Sunday, April 18, 2021 2:19 PM
To: CityAdmin
Subject: Online Form Submittal: Ethics Board Volunteer Application (Due: 4/21 at 4pm)

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Ethics Board Volunteer Application (Due: 4/21 at 4pm)

Step 1

Ethics Board Volunteer Application

Members should represent a diverse set of backgrounds and interests. At least one member of the Ethics Board should be a former judicial officer or have expertise in ethics acquired through education or experience. The Board reviews complaints alleging violations of the Code of Conduct and Code of Ethics.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name	Rosemary Hollinger
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Email	
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Daytime Phone	
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Address	
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City	BAINBRIDGE ISLAND
------	-------------------

State	WA
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Zip	98110
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Current Employer	Rosemary Hollinger
Current Position	Owner, Career Coach, Faculty-Continuing Legal Education
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I am a graduate of Georgetown University Law Center. I worked for most, but not all, of my career for the US Commodity Futures Trading Commission. As the head of the Enforcement program in the Chicago Regional Office, I served as the Ethics Officer. In addition, in 2011, I wrote my Master's Thesis on comparative legal ethics. In addition, as a small business owner, I develop and teach professional responsibility classes mostly to attorneys over Zoom. I have also spoken at numerous conferences about consumer protection issues and I have done a lot of regulator training.
Please share your community interests (groups, committees, organizations) if any:	I joined Rotary almost as soon as we moved here. I have been on the Covid Relief Committee. I also do other volunteer work, but on the national level.
Do you have potential conflicts of interest? If so, please explain:	None.
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021

Rosemary Hollinger

EXPERIENCE

PARTNER UP LLC-2019-present

Owner

Founded company offering career and personal development coaching and professional skills coaching to lawyers and members of the legal profession.

Approved MCLE provider

Developed and delivered courses approved for MCLE including

Taking and Defending Online Depositions

Success Strategies for Women

Lawyers and ADHD

Communicating in the Intergenerational Courthouse

How to be More Inclusive

COMMODITY FUTURES TRADING COMMISSION- 1986-2019

Regional Administrator 2009-2019

Managed regional office with staff of 150 analysts, economists, auditors, lawyers and other professionals

Developed cooperative relationships with other agency heads in Central Region

Fostered a climate where the professional Divisions collaborated and shared scarce resources

Regional Ethics Officer

Developed in-house coaching program and participated as coach

Regional Counsel (Associate Director/Deputy Director) 2002-2019

Supervised Division of Enforcement staff of 25-38 attorneys, investigators, paralegals and support staff in Chicago Regional Office

Developed and taught at in-house training programs

Made presentations before government, industry and professional groups regarding regulation of commodity futures

Planned and directed teams engaged in complex investigations of potential violations of the Commodity Exchange Act

Litigation Manager 1997-2002

Lead litigation teams from units located in Washington, Los Angeles and Chicago

Served as lead counsel in complex cases

Trained new staff in trial and investigative techniques

Team Leader 1988-1997

Supervised trial team composed of 5-10 investigators and lawyers

Investigated and filed cases in federal district court and before CFTC administrative law judges

Drafted appeal briefs to the Commission

Developed in-house training programs
Trial Attorney 1986-1988
Investigated and prosecuted violations of the Commodity Exchange Act

DePaul University College of Law 1985-1998
Lecturer
Taught courses in Basic Trial Advocacy and Advanced Trial Advocacy
Developed and taught class in Complex Litigation

DePaul University School of Public Service 2012-2013
Adjunct Faculty-Capstone course in the Master Degree Program

National Institute for Trial Advocacy 1991-2019
Midwest Deposition Program
Faculty 1991-1996
Team Leader 1997-2008
National and Regional Trial Programs 2000-2008
In-house Trial and Deposition programs 2008-2014
Midwest Regional Trial Advocacy Program 2019-2020

EDUCATION

Loyola University of Chicago
A.B. (Honors Program) Magna Cum Laude
1975

Georgetown University Law Center
Washington, DC
Juris Doctor
1979

DePaul University
School of Public Service
M.S. International Public Service
With Distinction
2011

Associate Certified Coach-International Coach Federation (ICF) 2019
National Futures Association
Arbitrator 2019-
Hearing Committee 2019-2021

From: noreply@civicplus.com
Sent: Monday, April 19, 2021 2:17 PM
To: CityAdmin
Subject: Online Form Submittal: Ethics Board Volunteer Application (Due: 4/21 at 4pm)

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Ethics Board Volunteer Application (Due: 4/21 at 4pm)

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Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name	David Mallon
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Email	
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Daytime Phone	
---------------	--

Address	
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City	Bainbridge Island
------	-------------------

State	WA
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Zip	98110
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Current Employer	Deloitte Consulting LLP
Current Position	Vice President
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Current Ethics Board member
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I have had the honor and privilege to be part of the Ethics Board for the current term. I have found the experience to be quite rewarding and have enjoyed working with my fellow board members. I think that I've been able to contribute meaningfully, bringing a practical voice to the dialogue informed by my career as a human capital consultant and researcher.
Please share your community interests (groups, committees, organizations) if any:	Avid cook and traveler (when possible). Parent to two BI kids (Odyssey and Sakai) who are active in local sports (BIFC, Island Aikido).
Do you have potential conflicts of interest? If so, please explain:	No
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	<i>Field not completed.</i>
Type the Year	2021

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:45 PM) Appoint Deputy Mayor - Council,

SUMMARY: The City Council will appoint a Deputy Mayor for a six-month term beginning July 1, 2021.

AGENDA CATEGORY: Appointment

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to appoint _____ as Deputy Mayor for a six-month term beginning July 1, 2021.

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: June 22, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:55 PM) Consider Rescinding Proclamation of Local Emergency - Council,

SUMMARY: On Monday, March 9, 2020, the City issued a Proclamation of Local Emergency in response to the Kitsap Public Health District's March 8 confirmation of the county's first positive COVID-19 case on Bainbridge Island. The proclamation allows the City to use all resources necessary to prepare for and respond to an outbreak, to adjust City policies and operations if needed, and to access state or federal funds and other resources related to emergency response.

As the City and County COVID case rates continue to decrease, community vaccination rates are above 78%, COVID-related emergency response activities are coming to an end, and Washington State prepares to end COVID-related restrictions on June 30, it is an appropriate time to rescind the City's local proclamation of emergency.

Rescinding the City Manager's March 9, 2020 Proclamation of Emergency and/or Resolution No. 2020-06 will NOT also terminate or repeal the City's hazard pay ordinance for grocery workers. That ordinance, Ordinance No. 2021-13, includes a provision that states that the hazard pay requirement will be in effect for as long as the Council keeps it in effect. The hazard pay requirement will no longer be in effect at the point at which the Council adopts a new ordinance terminating or repealing the requirement.

AGENDA CATEGORY: Review and Recommendation

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to authorize the City Manager to rescind or terminate the Proclamation of Emergency.

STRATEGIC PRIORITY: Safe City

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: June 22, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:05 PM) Consider Approval of COVID Cleaning Professional Services Agreement Amendment No. 4 and Budget Amendment; \$24,624 - Public Works,

SUMMARY: In response to the COVID-19 public health emergency, the City contracted with Island Hands LLC Inc. for additional deep cleaning and disinfection services for city facilities. The proposed Amendment No. 4 is for continued deep cleaning and disinfection services through September 30, 2021.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to forward the COVID Cleaning Professionals Services Agreement Amendment No. 4, and second quarter budget amendment of \$24,624.00, to the July 13, 2021, consent agenda for approval.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

Amount:	\$24,624
Ongoing Cost:	
One-Time Cost:	\$24,624
Included in Current Budget?	No

BACKGROUND: On March 9, 2020, the City Manager issued an Emergency Proclamation in response to the COVID-19 public health emergency and on March 10, 2020, the City Council adopted an Emergency Resolution.

In response to the COVID-19 public health emergency, the City and Island Hands LLC executed a Professional Services Agreement in the amount of \$30,000 on April 30, 2020, for deep cleaning and disinfection services to city facilities.

Amendment No. 1 was executed on June 11, 2020, for continued deep cleaning and disinfection services in the amount of \$55,000 and extending the Agreement through December 31, 2020; bringing the revised total contract amount to \$85,000.

Amendment No. 2 was executed on January 8, 2021, for continued deep cleaning and disinfection services in the amount of \$49,248 and extending the Agreement through June 30, 2021; bringing the revised total contract amount to \$134,248.

Amendment No. 3 will extend the Agreement until September 30, 2021, under the City Manager's signing authority.

This proposed Amendment No. 4 is to continue deep cleaning and disinfection cleaning services in the amount of \$24,624 bringing the revised total contract amount to \$158,872.

Under Section 9.0 of the City's Procurement Policy, City Council approval is required for cost increases exceeding 10% of the original contract cost (or \$50,000, whichever is greater), and is within the approved budget.

The original Agreement was approved by the City Council in March 2020 in the amount of \$30,000. Since that time several amendments have been approved to date for a revised contact amount of \$134,248. Upon approval of this proposed amendment, the revised contract amount will be \$158,872.

A budget amendment of \$24,624 from the general fund and the sewer fund will be needed for this Emergency COVID Cleaning Professionals Services Agreement. Upon Council approval, a proposed budget amendment will be included in the third quarter budget adjustment reporting for 2021.

Pursuant to BIMC 2.44.110, emergency contracts approved by the City Manager must be presented to the City Council for ratification, modification, or rejection. See attached Emergency Resolution No. 2020-06

ATTACHMENTS:

[Amendment No. 4 COVID Cleaning Contract.docx](#)

[Janitorial COVID Original Agreement.pdf](#)

[Janitorial COVID PSA Amend No. 1.pdf](#)

[Janitorial COVID PSA Amend No. 2.pdf](#)

[Janitorial COVID Amend No. 3 Pending.pdf](#)

[Resolution No. 2020-06 COVID-19 Emerg Proclamation 031020.pdf](#)

FISCAL DETAILS: A budget amendment of \$24,624.00 from the general fund and the sewer fund (General fund @ 97% and Sewer Fund at 3%) will be needed for this Emergency COVID Cleaning Professionals Services Agreement. Upon Council approval, a proposed budget amendment will be included in the second quarter budget adjustment reporting for 2021.

Fund Name(s): General Fund

Coding: 73011252 531100 01069

**AMENDMENT NO. 4 TO
AGREEMENT FOR PURCHASED SERVICES**

This Amendment No. 4 to the Agreement for Purchased Services (“Amendment No. 4”) between the City of Bainbridge Island, a Washington state municipal corporation (“City”), and Island Hands, LLC, a Washington state corporation (“Vendor”), amends the Agreement for Purchased Services (“Agreement”) entered into on March 30, 2020, between the City and Vendor.

WHEREAS, March 10, 2020, the City Council adopted Resolution No. 2020-06, affirming the existence of an emergency and ratifying the City Manager’s Proclamation of Emergency issued on March 9, 2020; and

WHEREAS, the City and the Vendor entered into the Agreement to provide deep cleaning and disinfecting of City facilities from March 11, 2020 through June 11, 2020 to reduce the risk of spreading COVID-19 among members of the public, City staff, and City officials, and allow the City to continue to provide essential services during the emergency; and

WHEREAS, pursuant to RCW 39.04.280 and BIMC 2.44.110, public advertising and competitive bidding and procurement requirements of state law and the City’s Procurement Policy, excepting mandatory constitutional requirements, are waived with respect to the solicitation and award of all contracts necessary to address the emergency or imminent threat of an emergency; and

WHEREAS, on June 11, 2020, the City and the Vendor executed Amendment No. 1 to the Agreement and thereby extended the term of the Agreement to December 31, 2020, adjusted the manner in which payment is made under the Agreement, and revised the Scope of Services and the Daily Checklist of the Agreement; and

WHEREAS, on January 8, 2021, the City and the Vendor executed Amendment No. 2 to the Agreement and thereby extended the term of the Agreement to June 30, 2021, adjusted the manner in which payment is made under the Agreement, and revised the Scope of Services and the Daily Checklist of the Agreement; and

WHEREAS, on June ____, 2021 the City and the Vendor executed Amendment No. 3 to the Agreement to extend the term of the Agreement to September 30, 2021; and

WHEREAS, the Vendor is willing to continue to provide such services in exchange for an increase of \$24,624.00 to the maximum amount payable under this Agreement; and

NOW, THEREFORE, the City and the Consultant agree to amend the Agreement as follows:

1. Section 4.A. is hereby amended to read as follows:

A. — The City shall pay the Vendor \$5,130.00 total for all work performed under this Agreement from June 12, 2020, through June 30, 2020, and \$8,208.00 per month for all work performed under this Agreement from July 1, 2020, through December 31, 2020, but not more

~~than the total amount of eighty-five thousand dollars (\$85,000.00) for all work performed under this Agreement.~~

A. ~~The City shall pay the Vendor \$8,208.00 per month for all work performed under this Agreement from January 1, 2021, through June 30, 2021, but not more than the total amount of one hundred thirty-four thousand two hundred forty-eight dollars (\$134,248.00) for all work performed under this Agreement.~~

A. The City shall pay the Vendor \$8,208.00 per month for all work performed under this Agreement, in accordance with the scope of services detailed in Attachment A, from July 1, 2021, through September 30, 2021, but not more than the total amount of one hundred fifty-eight thousand eight hundred seventy-two dollars (\$158,872.00) for all work performed under this Agreement.

Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 4 to the Agreement as of the later of the signature dates included below.

ISLAND HANDS, LLC

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

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 Island Hands, LLC, a Washington corporation ("Vendor").

WHEREAS, Chapter 2.44 BIMC designates the City Manager as the executive head of the City for purposes of emergency management with the authority to proclaim emergencies; and

WHEREAS, on March 9, 2020, the City Manager issued a Proclamation of Emergency in response to the Kitsap Public Health District's March 8, 2020, confirmation of the County's first "presumptive positive" COVID-19 case on Bainbridge Island; and

WHEREAS, on March 10, 2020, the City Council adopted Resolution No. 2020-06, affirming the existence of an emergency and ratifying the City Manager's Proclamation of Emergency; and

WHEREAS, pursuant to RCW 39.04.280 and BIMC 2.44.110, public advertising and competitive bidding and procurement requirements of state law and the City Procurement Policy, excepting mandatory constitutional requirements, are waived for the duration of the emergency with respect to the solicitation and award of all contracts necessary to address the emergency or imminent threat of an emergency; and

WHEREAS, to respond to the COVID-19 public health emergency, the City desires to procure services for deep cleaning and disinfection, which the City regards as nonprofessional services, for City facilities, including City Hall, Police Station, Senior Center, Waterfront Park Bathroom, Wastewater Treatment Plant, Municipal Court, and the Public Works-Operations & Maintenance facilities; and

WHEREAS, deep cleaning and disinfection of City facilities will reduce the risk of spreading COVID-19 among members of the public, City staff, and City officials, allowing the City to continue to provide essential services during the emergency; 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 June 11, 2020 unless sooner terminated by either party as provided below.

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

3. 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 a proposal was requested by the City, which date is March 9, 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 \$30.00 per hour per employee, and the cost of supplies plus 10% in accordance with **Attachment A**, but not more than the total amount of thirty thousand dollars (\$30,000.00).

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:
Island Hands, LLC
18869 Colwood Ave NE
Poulsbo, WA 98370
Attention: Kims Kingombe Embeya

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.

ISLAND HANDS, LLC

CITY OF BAINBRIDGE ISLAND

Date: 04/08/2020

Date: 4/30/2020

By: KIMS KINGOMBE

By: Morgan Smith

Name KIMS KINGOMBE EMBEYA

Morgan Smith, City Manager

Title OWNER

Tax I.D. #

ATTACHMENT A Scope of Services

GENERAL

Upon award, the Vendor shall assign a supervisor to oversee all work. Starting on March 11, 2020 the Vendor and City Contact have daily tracked the employee's hours working on the deep cleaning and disinfection. Starting on April 15, 2020 the Vendor shall complete and submit to the City Contact the daily checklist provided in **Attachment C** to this Agreement that details the facilities, disinfection tasks, names of the employees, and the hours worked.

Janitorial Service shall follow Center for Disease Control and Prevention (CDC) recommendations for environmental cleaning and disinfection. The following items, including all touch surfaces and hard surfaces shall be disinfected using an alcohol solution with at least 70% alcohol and/or EPA-registered disinfectants documented on the N-list: doors, chairs, countertops, cabinets, partitions, tables, benches, fixtures, appliances, windows, glass, floors, etc.

The City and the Vendor acknowledge that, due to the COVID-19 public health emergency, the Vendor began to provide the services specified in this Agreement to the City on March 11, 2020, prior to execution of this written Agreement. The parties intend to formalize their prior oral agreement through execution of this Agreement, and this Agreement formalizes the compensation owed to the Vendor for all services performed prior to execution of this Agreement. As outlined in Section 13 of this Agreement, this Agreement supersedes all prior negotiations, representations, or agreements, either written or oral, between the parties.

Personal Protective Equipment (PPE): The Vendor shall follow the CDC recommendations for PPE's for all of its employees working in City facilities.

Schedule:

For the period beginning on March 11, 2020, and continuing through April 14, 2020, the Vendor will provide services under this Agreement in accordance with the schedule below:

- **City Hall, Senior Center & WF Park**-Tues, Thur, Sat (Schedule Tues/Thur 11:00 PM to 5:00 AM-6 hours each day for at least 2-3 people).
- **Police, Court, Public Works & WWTP**-Mon, Wed, Fri (Schedule: 1:00 AM to 5:00 AM-4 hours each day for at least 2-3 people).

For the period beginning on April 15, 2020, through June 11, 2020, the Vendor will provide services under this Agreement in accordance with the schedule below:

- **City Hall, Senior Center & WF Park**-Tues, Thur, Sat (Schedule Tues/Thur-4 hours each day for at least 2-3 people)
- **Police, Court, Public Works & WWTP**-Mon, Wed, Fri-4 hours each day for at least 2-3 people)

SUPPLIES

The Vendor shall supply all cleaning products, equipment, and tools to needed to provide the services specified in this Agreement. Prior to purchase of any new supplies, the Vendor shall get written approval from the City Contact. The City shall pay for all approved supplies at the Vendor's cost plus 10%. Due to limited supplies available, the City may allow, upon request by the Vendor, use of the City's supply of disinfectant product and personal protection equipment for the duration of this Agreement.

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 Agreement's 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 workman like 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 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 and guidance and recommendations from the CDC and other local, state, and federal health organizations.

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.

ATTACHMENT C

See Attached Daily Checklist.

Attachement C COVID-19 Emergency Contract-Deep Cleaning & Disinfection Checklist				
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
WWTP	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Lab Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Lab Door jam		3x week (Mon, Wed, Fri)		
Office/Lab Chairs		3x week (Mon, Wed, Fri)		
Counters		3x week (Mon, Wed, Fri)		
Tables		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Cabinets		3x week (Mon, Wed, Fri)		
Lab sink		3x week (Mon, Wed, Fri)		
Appliances-Inside/out	1x week (Fri)	2x week (Mon, Wed)		
Bathroom/Shower/Toilet/Sink	1x week (Fri)	2x week (Mon, Wed)		
Door handles, latches	1x week (Fri)	2x week (Mon, Wed)		
Door touch pads	1x week (Fri)	2x week (Mon, Wed)		
Light & electrical switches	1x week (Fri)	2x week (Mon, Wed)		
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Public Works-O&M	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)		
Office/Shop/Lunchroom Chairs		3x week (Mon, Wed, Fri)		
Counters		3x week (Mon, Wed, Fri)		
Tables		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Cabinets		3x week (Mon, Wed, Fri)		
Sink		3x week (Mon, Wed, Fri)		
Printer/Copy Machine (damp rag only)		3x week (Mon, Wed, Fri)		
Appliances-Inside/out	5x week (Mon to Fri)			
Bathroom/Shower/Toilet/Sink	5x week (Mon to Fri)			
Kitchen Sink	5x week (Mon to Fri)			
Door handles, latches	5x week (Mon to Fri)			
Door touch pads	5x week (Mon to Fri)			
Bathroom partitions	5x week (Mon to Fri)			
Light & electrical switches	5x week (Mon to Fri)			

	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Municipal Court	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)		
Office/Courtroom Chairs/Benches		3x week (Mon, Wed, Fri)		
Counters		3x week (Mon, Wed, Fri)		
Tables		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Cabinets		3x week (Mon, Wed, Fri)		
Printer/Copy Machine (damp rag only)		3x week (Mon, Wed, Fri)		
Appliances-Inside/out	5x week (Mon to Fri)			
Bathroom/Toilet/Sink	5x week (Mon to Fri)			
Kitchen Sink	5x week (Mon to Fri)			
Door handles, latches	3x week (Mon, Wed, Fri)			
Door touch pads	3x week (Mon, Wed, Fri)			
Light & electrical switches	3x week (Mon, Wed, Fri)			
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Police Station	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)		
Office/Courtroom Chairs/Benches		3x week (Mon, Wed, Fri)		
Counters		3x week (Mon, Wed, Fri)		
Tables		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Cabinets		3x week (Mon, Wed, Fri)		
Printer/Copy Machine (damp rag only)		3x week (Mon, Wed, Fri)		
Appliances-Inside/out	6x week (Sun to Fri)			
Bathroom/Toilet/Sink	6x week (Sun to Fri)			
Kitchen Sink	6x week (Sun to Fri)			
Door handles, latches	3x week (Mon, Wed, Fri)			
Door touch pads	3x week (Mon, Wed, Fri)			
Light & electrical switches	3x week (Mon, Wed, Fri)			

COVID-19 Emergency Work-Deep Cleaning/Disinfection Summary		
Employees Worked	Hours	The hours worked are for COVID-19 Emergency Contract with the tasks listed above.
Signature Date		

Attachement C COVID-19 Emergency Contract-Deep Cleaning & Disinfection Checklist				
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
City Hall	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Tues, Thur, Sat)		
Interior & Exterior Door jam		3x week (Tues, Thur, Sat)		
Office/Meeting/Lunchroom Chairs		3x week (Tues, Thur, Sat)		
Exterior Tables/Chairs		3x week (Tues, Thur, Sat)		
Handrails		3x week (Tues, Thur, Sat)		
Elevator		3x week (Tues, Thur, Sat)		
Counters		3x week (Tues, Thur, Sat)		
Vending Machines		3x week (Tues, Thur, Sat)		
Tables		3x week (Tues, Thur, Sat)		
Floors		3x week (Tues, Thur, Sat)		
Cabinets		3x week (Tues, Thur, Sat)		
Conference Rooms equipment		3x week (Tues, Thur, Sat)		
Display Cases		3x week (Tues, Thur, Sat)		
Recycling Bins		3x week (Tues, Thur, Sat)		
Eng/PCD Swinging Doors		3x week (Tues, Thur, Sat)		
Sink		3x week (Tues, Thur, Sat)		
Printer/Copy Machine (damp rag only)		3x week (Tues, Thur, Sat)		
Appliances-Inside/out	5x week (Mon to Fri)			
Bathroom/Shower/Locker/Toilet/Sink	5x week (Mon to Fri)			
Kitchen Sink	5x week (Mon to Fri)			
Door handles, latches	5x week (Mon to Fri)			
Door touch pads	5x week (Mon to Fri)			
Bathroom partitions	5x week (Mon to Fri)			
Light & electrical switches	5x week (Mon to Fri)			
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Senior Center	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Tues, Thur, Sat)		
Interior & Exterior Door jam		3x week (Tues, Thur, Sat)		
Office/Chairs/Benches		3x week (Tues, Thur, Sat)		
Counters		3x week (Tues, Thur, Sat)		
Tables		3x week (Tues, Thur, Sat)		

Floors		3x week (Tues, Thur, Sat)		
Cabinets		3x week (Tues, Thur, Sat)		
Printer/Copy Machine (damp rag only)		3x week (Tues, Thur, Sat)		
Appliances-Inside/out	6x week (Sun to Fri)			
Bathroom/Toilet/Sink	6x week (Sun to Fri)			
Bathroom partitions	6x week (Sun to Fri)			
Kitchen Sink	6x week (Sun to Fri)			
Door handles, latches	6x week (Sun to Fri)			
Door touch pads	6x week (Sun to Fri)			
Light & electrical switches	6x week (Sun to Fri)			
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Waterfront Park Bathrooms	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)		
Benches		3x week (Mon, Wed, Fri)		
Walls		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Bathroom/Toilet/Sink	7x week (Sun to Sat)			
Door handles, latches	7x week (Sun to Sat)			
Door touch pads	7x week (Sun to Sat)			
Light & electrical switches	7x week (Sun to Sat)			

COVID-19 Emergency Work-Deep Cleaning/Disinfection Summary

Employees Worked	Hours	The hours worked are for COVID-19 Emergency Contract with the tasks listed above.
Signature		Date

Routing Cover Sheet

General Information

Originating Department: Public Works Division: Engineering
Document/Project Name: Amendment No. 1/Emergency Janitorial Contract-Covid-19
Department Contact: Aaron Claiborne Ext. 3585

Document Type

☐ ILA/MOU ☐ Contract/Agreement ☒ Amendment ☐ Change Order ☐ Other

Notes: Amendment to extend agreement through 12/31/2020

DEPARTMENT INITIAL REVIEW AND ROUTING (For City Manager-Approved Contracts)

Dept. Mgr/Supervisor: _____ Date: _____
PW Admin: Kathrine Gormangus Date: 6/11/2020
Dept. Director: _____ Date: 6/11/20
EXECUTIVE

Executive Admin: Roz Lassoff Date: 6/11/2020
City Attorney: Robbie Sepler Date: 6-11-2020

CITY CLERK (For City Council – Approved Contracts)

Meeting Date: _____
City Clerk: _____
Contract Inventory: _____

DEPARTMENT BUDGET INFO:

Current Budget: \$ _____
Contract/Expenditure Amount: \$ _____
Amount Remaining: \$ _____

PW GRANT INFO:

State Grant?
YES: ☐ NO: ☐
Date Authorized by WSDOT/FWHA: _____
Federal Grant?
YES: ☐ NO: ☐
Date Authorized by WSDOT/FWHA: _____

**AMENDMENT NO. 1 TO
AGREEMENT FOR PURCHASED SERVICES**

THIS AMENDMENT NO. 1 TO THE AGREEMENT FOR PURCHASED SERVICES ("Amendment") amends the Agreement for Purchased Services ("Agreement") entered into on March 30, 2020, by the City of Bainbridge Island, a Washington State municipal corporation, ("City"), and Island Hands, LLC, a Washington corporation ("Vendor").

WHEREAS, March 10, 2020, the City Council adopted Resolution No. 2020-06, affirming the existence of an emergency and ratifying the City Manager's Proclamation of Emergency issued on March 9, 2020; and

WHEREAS, the City and the Vendor entered into the Agreement to provide deep cleaning and disinfection of City facilities from March 11, 2020 through June 11, 2020 to reduce the risk of spreading COVID-19 among members of the public, City staff, and City officials, and allow the City to continue to provide essential services during the emergency; and

WHEREAS, pursuant to RCW 39.04.280 and BIMC 2.44.110, public advertising and competitive bidding and procurement requirements of state law and the City's Procurement Policy, excepting mandatory constitutional requirements, are waived with respect to the solicitation and award of all contracts necessary to address the emergency or imminent threat of an emergency; and

WHEREAS, the City desires that the Vendor continue to provide deep cleaning and disinfection of City facilities through December 31, 2020; and

WHEREAS, the Vendor is willing to continue to provide such services in exchange for an increase of \$55,000.00 to the maximum amount payable under this Agreement; and

WHEREAS, the City and the Vendor desire to change payment under the Agreement from hourly to a monthly lump sum, thereby reducing overall costs to the City and reducing administrative work for both the City and the Vendor .

NOW, THEREFORE, the City and the Consultant agree to amend the Agreement as follows:

1. Section 2.A is hereby amended to read as follows:

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until ~~June 11, 2020~~ December 31, 2020, unless sooner terminated by either party as provided below.

2. Section 4.A is hereby amended to read as follows:

~~A. The City shall pay the Vendor \$30.00 per hour per employee, and the cost of supplies plus 10% in accordance with Attachment A, but not more than the total amount of thirty thousand dollars (\$30,000.00)~~

A. The City shall pay the Vendor \$5,130.00 total for all work performed under this Agreement from June 12, 2020, through June 30, 2020, and \$8,208.00 per month for all work performed under this Agreement from July 1, 2020, through December 31, 2020, but not more than the total amount of eighty-five thousand dollars (\$85,000.00) for all work performed under this Agreement.

3. Attachment A, Scope of Services, to the Agreement is hereby repealed in its entirety and replaced as set forth on attached **Exhibit A**:

4. Attachment C, Daily Checklist, to the Agreement is hereby repealed in its entirety and replaced as set forth on attached **Exhibit B**.

5. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

6. Sections 1, 2, 3, 5, and 6 of this Amendment shall take effect immediately upon execution of this Amendment. Section 4 of this Amendment shall take effect on June 12, 2020.

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

ISLAND HANDS, LLC

Date: 06/10/20

By: KIMS KINGOMBE
ISLAND HANDS LLC

Name KIM KINGOMBE

Title OWNER

Tax I.D. # _____

City Bus. Lic. # _____

CITY OF BAINBRIDGE ISLAND

Date: June 11, 2020

By: [Signature]

Morgan Smith, City Manager

Ellen Schroer, Deputy City Manager

EXHIBIT A: SCOPE OF SERVICES

ATTACHMENT A Scope of Services

GENERAL

Upon award, the Vendor shall assign a supervisor to oversee all work. Starting on June 12, 2020 the Vendor shall complete and submit to the City Contact the daily checklist provided in Exhibit B, **Attachment C** to this Agreement that details the facilities, disinfection tasks and dates worked.

Janitorial Service shall follow Center for Disease Control and Prevention (CDC) recommendations for environmental cleaning and disinfection. The following items, including all touch surfaces and hard surfaces shall be disinfected using an alcohol solution with at least 70% alcohol and/or EPA-registered disinfectants documented on the N-list: doors, chairs, countertops, cabinets, partitions, tables, benches, fixtures, appliances, windows, glass, floors, etc.

The City and the Vendor acknowledge that, due to the COVID-19 public health emergency, the Vendor began to provide the services specified in this Agreement to the City on March 11, 2020, prior to execution of this written Agreement. The parties intend to formalize their prior oral agreement through execution of this Agreement, and this Agreement formalizes the compensation owed to the Vendor for all services performed prior to execution of this Agreement. As outlined in Section 13 of this Agreement, this Agreement supersedes all prior negotiations, representations, or agreements, either written or oral, between the parties.

Personal Protective Equipment (PPE): The Vendor shall follow the CDC recommendations for PPE's for all of its employees working in City facilities.

Schedule:

For the period beginning on March 11, 2020, and continuing through April 14, 2020, the Vendor will provide services under this Agreement in accordance with the schedule below:

- **City Hall, Senior Center & WF Park**-Tues, Thur, Sat (Schedule Tues/Thur 11:00 PM to 5:00 AM-6 hours each day for at least 2-3 people).
- **Police, Court, Public Works & WWTP**-Mon, Wed, Fri (Schedule: 1:00 AM to 5:00 AM-4 hours each day for at least 2-3 people).

For the period beginning on April 15, 2020, through June 11, 2020, the Vendor will provide services under this Agreement in accordance with the schedule below:

- **City Hall, Senior Center & WF Park**-Tues, Thur, Sat (Schedule Tues/Thur-4 hours each day for at least 2-3 people)
- **Police, Court, Public Works & WWTP**-Mon, Wed, Fri-4 hours each day for at least 2-3 people)

For the period beginning on June 12, 2020, through December 31, 2020, the Vendor will provide services under this Agreement in accordance with the schedule below:

- **City Hall, Senior Center & WF Park**-Tues, Thur, Sat (Schedule Tues/Thur-4 hours each day for at least 3 people)
- **Police, Court, Public Works & WWTP**-Mon, Wed, Fri-4 hours each day for at least 3 people)

SUPPLIES

Due to limited supplies available, the City will provide the Vendor disinfectant product and personal protection equipment for the duration of this Agreement. The Vendor shall supply all other cleaning products, equipment, and tools to needed to provide the services specified in this Agreement.

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 Agreement's 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 workman like 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 and guidance and recommendations from the CDC and other local, state, and federal health organizations.

EXHIBIT B DAILY CHECKLIST

Attachement C COVID-19 Emergency Contract-Deep Cleaning & Disinfection Checklist				
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
WWTP	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Lab Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Lab Door jam		3x week (Mon, Wed, Fri)		
Office/Lab Chairs		3x week (Mon, Wed, Fri)		
Counters		3x week (Mon, Wed, Fri)		
Tables		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Cabinets		3x week (Mon, Wed, Fri)		
Lab sink		3x week (Mon, Wed, Fri)		
Appliances-Inside/out	1x week (Fri)	2x week (Mon, Wed)		
Bathroom/Shower/Toilet/Sink	1x week (Fri)	2x week (Mon, Wed)		
Door handles, latches	1x week (Fri)	2x week (Mon, Wed)		
Door touch pads	1x week (Fri)	2x week (Mon, Wed)		
Light & electrical switches	1x week (Fri)	2x week (Mon, Wed)		
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Public Works-O&M	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)		
Office/Shop/Lunchroom Chairs		3x week (Mon, Wed, Fri)		
Counters		3x week (Mon, Wed, Fri)		
Tables		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Cabinets		3x week (Mon, Wed, Fri)		
Sink		3x week (Mon, Wed, Fri)		
Printer/Copy Machine (damp rag only)		3x week (Mon, Wed, Fri)		
Appliances-Inside/out	5x week (Mon to Fri)			
Bathroom/Shower/Toilet/Sink	5x week (Mon to Fri)			
Kitchen Sink	5x week (Mon to Fri)			
Door handles, latches	5x week (Mon to Fri)			
Door touch pads	5x week (Mon to Fri)			
Bathroom partitions	5x week (Mon to Fri)			

Light & electrical switches	5x week (Mon to Fri)			
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Municipal Court	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)		
Office/Courtroom Chairs/Benches		3x week (Mon, Wed, Fri)		
Counters		3x week (Mon, Wed, Fri)		
Tables		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Cabinets		3x week (Mon, Wed, Fri)		
Printer/Copy Machine (damp rag only)		3x week (Mon, Wed, Fri)		
Appliances-Inside/out	5x week (Mon to Fri)			
Bathroom/Toilet/Sink	5x week (Mon to Fri)			
Kitchen Sink	5x week (Mon to Fri)			
Door handles, latches	3x week (Mon, Wed, Fri)			
Door touch pads	3x week (Mon, Wed, Fri)			
Light & electrical switches	3x week (Mon, Wed, Fri)			
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Police Station	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)		
Office/Courtroom Chairs/Benches		3x week (Mon, Wed, Fri)		
Counters		3x week (Mon, Wed, Fri)		
Tables		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Cabinets		3x week (Mon, Wed, Fri)		
Printer/Copy Machine (damp rag only)		3x week (Mon, Wed, Fri)		
Appliances-Inside/out	6x week (Sun to Fri)			
Bathroom/Toilet/Sink	6x week (Sun to Fri)			
Kitchen Sink	6x week (Sun to Fri)			
Door handles, latches	3x week (Mon, Wed, Fri)			
Door touch pads	3x week (Mon, Wed, Fri)			
Light & electrical switches	3x week (Mon, Wed, Fri)			

	3-Year Janitorial Contract	COVID-19 Emergency Contract		
City Hall	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Tues, Thur, Sat)		
Interior & Exterior Door jam		3x week (Tues, Thur, Sat)		
Office/Meeting/Lunchroom Chairs		3x week (Tues, Thur, Sat)		
Exterior Tables/Chairs		3x week (Tues, Thur, Sat)		
Handrails		3x week (Tues, Thur, Sat)		
Elevator		3x week (Tues, Thur, Sat)		
Counters		3x week (Tues, Thur, Sat)		
Vending Machines		3x week (Tues, Thur, Sat)		
Tables		3x week (Tues, Thur, Sat)		
Floors		3x week (Tues, Thur, Sat)		
Cabinets		3x week (Tues, Thur, Sat)		
Conference Rooms equipment		3x week (Tues, Thur, Sat)		
Display Cases		3x week (Tues, Thur, Sat)		
Recycling Bins		3x week (Tues, Thur, Sat)		
Eng/PCD Swinging Doors		3x week (Tues, Thur, Sat)		
Sink		3x week (Tues, Thur, Sat)		
Printer/Copy Machine (damp rag only)		3x week (Tues, Thur, Sat)		
Appliances-Inside/out	5x week (Mon to Fri)			
Bathroom/Shower/Locker/Toilet/Sink	5x week (Mon to Fri)			
Kitchen Sink	5x week (Mon to Fri)			
Door handles, latches	5x week (Mon to Fri)			
Door touch pads	5x week (Mon to Fri)			
Bathroom partitions	5x week (Mon to Fri)			
Light & electrical switches	5x week (Mon to Fri)			
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Senior Center	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Tues, Thur, Sat)		
Interior & Exterior Door jam		3x week (Tues, Thur, Sat)		
Office/Chairs/Benches		3x week (Tues, Thur, Sat)		
Counters		3x week (Tues, Thur, Sat)		
Tables		3x week (Tues, Thur, Sat)		
Floors		3x week (Tues, Thur, Sat)		

Cabinets		3x week (Tues, Thur, Sat)		
Printer/Copy Machine (damp rag only)		3x week (Tues, Thur, Sat)		
Appliances-Inside/out	6x week (Sun to Fri)			
Bathroom/Toilet/Sink	6x week (Sun to Fri)			
Bathroom partitions	6x week (Sun to Fri)			
Kitchen Sink	6x week (Sun to Fri)			
Door handles, latches	6x week (Sun to Fri)			
Door touch pads	6x week (Sun to Fri)			
Light & electrical switches	6x week (Sun to Fri)			
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Waterfront Park Bathrooms	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)		
Benches		3x week (Mon, Wed, Fri)		
Walls		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Bathroom/Toilet/Sink	7x week (Sun to Sat)			
Door handles, latches	7x week (Sun to Sat)			
Door touch pads	7x week (Sun to Sat)			
Light & electrical switches	7x week (Sun to Sat)			

COVID-19 Emergency Work-Deep Cleaning/Disinfection Summary

The date of work was completed with COVID-19 Emergency Contract with the tasks listed above.

Signature

Date



Routing Cover Sheet

General Information

Originating Department: Public Works Division: Operations & Maintenance

Document/Project Name: Emergency Janitorial Contract (Covid-19)

AC Department Contact: Aaron Claiborne Ext.3585

Document Type

☐ ILA/MOU ☐ Contract/Agreement ☒ Amendment ☐ Change Order ☐ Other

Notes:

Emergency contract with Island Hands for extra cleaning and sanitizing during the Covid-19 Crisis

DEPARTMENT INITIAL REVIEW AND ROUTING (For City Manager-Approved Contracts)

Dept. Manager/Supervisor: _____
PW Admin: Kathrine Gorkmanous
Dept. Director: _____

Date: 4/24/2020
Date: 04/28/2020
Date: 4/28/20

EXECUTIVE

Executive Admin: RDL
City Attorney: Robbie Sepler

Date: 4/28/2020
Date: 4-30-2020

CITY CLERK (For City Council – Approved Contracts)

Meeting Date: _____
City Clerk: _____
Contract Inventory: _____

DEPARTMENT BUDGET INFO:

Current Budget:
\$ _____
Contract/Expenditure Amount:
\$ 30,000.00
Amount Remaining:
\$ _____

PW GRANT INFO:

State Grant?
YES: ☐ NO: ☒
Date Authorized by WSDOT/FWHA:

Federal Grant?
YES: ☐ NO: ☒
Date Authorized by WSDOT/FWHA:

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 Island Hands, LLC, a Washington corporation ("Vendor").

WHEREAS, Chapter 2.44 BIMC designates the City Manager as the executive head of the City for purposes of emergency management with the authority to proclaim emergencies; and

WHEREAS, on March 9, 2020, the City Manager issued a Proclamation of Emergency in response to the Kitsap Public Health District's March 8, 2020, confirmation of the County's first "presumptive positive" COVID-19 case on Bainbridge Island; and

WHEREAS, on March 10, 2020, the City Council adopted Resolution No. 2020-06, affirming the existence of an emergency and ratifying the City Manager's Proclamation of Emergency; and

WHEREAS, pursuant to RCW 39.04.280 and BIMC 2.44.110, public advertising and competitive bidding and procurement requirements of state law and the City Procurement Policy, excepting mandatory constitutional requirements, are waived for the duration of the emergency with respect to the solicitation and award of all contracts necessary to address the emergency or imminent threat of an emergency; and

WHEREAS, to respond to the COVID-19 public health emergency, the City desires to procure services for deep cleaning and disinfection, which the City regards as nonprofessional services, for City facilities, including City Hall, Police Station, Senior Center, Waterfront Park Bathroom, Wastewater Treatment Plant, Municipal Court, and the Public Works-Operations & Maintenance facilities; and

WHEREAS, deep cleaning and disinfection of City facilities will reduce the risk of spreading COVID-19 among members of the public, City staff, and City officials, allowing the City to continue to provide essential services during the emergency; 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 June 11, 2020 unless sooner terminated by either party as provided below.

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

3. 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 a proposal was requested by the City, which date is March 9, 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 \$30.00 per hour per employee, and the cost of supplies plus 10% in accordance with **Attachment A**, but not more than the total amount of thirty thousand dollars (\$30,000.00).

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:

Island Hands, LLC
18869 Colwood Ave NE
Poulsbo, WA 98370
Attention: Kims Kingombe Embeya

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.

ISLAND HANDS, LLC

CITY OF BAINBRIDGE ISLAND

Date: 04/08/2020

Date: 4/30/2020

By: KIMS KINGOMBE EMBEYA

By: Morgan Smith

Name KIMS KINGOMBE EMBEYA

Morgan Smith, City Manager

Title OWNER

Tax I.D. #

ATTACHMENT A Scope of Services

GENERAL

Upon award, the Vendor shall assign a supervisor to oversee all work. Starting on March 11, 2020 the Vendor and City Contact have daily tracked the employee's hours working on the deep cleaning and disinfection. Starting on April 15, 2020 the Vendor shall complete and submit to the City Contact the daily checklist provided in **Attachment C** to this Agreement that details the facilities, disinfection tasks, names of the employees, and the hours worked.

Janitorial Service shall follow Center for Disease Control and Prevention (CDC) recommendations for environmental cleaning and disinfection. The following items, including all touch surfaces and hard surfaces shall be disinfected using an alcohol solution with at least 70% alcohol and/or EPA-registered disinfectants documented on the N-list: doors, chairs, countertops, cabinets, partitions, tables, benches, fixtures, appliances, windows, glass, floors, etc.

The City and the Vendor acknowledge that, due to the COVID-19 public health emergency, the Vendor began to provide the services specified in this Agreement to the City on March 11, 2020, prior to execution of this written Agreement. The parties intend to formalize their prior oral agreement through execution of this Agreement, and this Agreement formalizes the compensation owed to the Vendor for all services performed prior to execution of this Agreement. As outlined in Section 13 of this Agreement, this Agreement supersedes all prior negotiations, representations, or agreements, either written or oral, between the parties.

Personal Protective Equipment (PPE): The Vendor shall follow the CDC recommendations for PPE's for all of its employees working in City facilities.

Schedule:

For the period beginning on March 11, 2020, and continuing through April 14, 2020, the Vendor will provide services under this Agreement in accordance with the schedule below:

- **City Hall, Senior Center & WF Park-Tues, Thur, Sat** (Schedule Tues/Thur 11:00 PM to 5:00 AM-6 hours each day for at least 2-3 people).
- **Police, Court, Public Works & WWTP-Mon, Wed, Fri** (Schedule: 1:00 AM to 5:00 AM-4 hours each day for at least 2-3 people).

For the period beginning on April 15, 2020, through June 11, 2020, the Vendor will provide services under this Agreement in accordance with the schedule below:

- **City Hall, Senior Center & WF Park-Tues, Thur, Sat** (Schedule Tues/Thur-4 hours each day for at least 2-3 people)
- **Police, Court, Public Works & WWTP-Mon, Wed, Fri-4 hours each day for at least 2-3 people)**

SUPPLIES

The Vendor shall supply all cleaning products, equipment, and tools to needed to provide the services specified in this Agreement. Prior to purchase of any new supplies, the Vendor shall get written approval from the City Contact. The City shall pay for all approved supplies at the Vendor's cost plus 10%. Due to limited supplies available, the City may allow, upon request by the Vendor, use of the City's supply of disinfectant product and personal protection equipment for the duration of this Agreement.

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 Agreement's 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 workman like 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 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 and guidance and recommendations from the CDC and other local, state, and federal health organizations.

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.

ATTACHMENT C

See Attached Daily Checklist.

Attachement C COVID-19 Emergency Contract-Deep Cleaning & Disinfection Checklist				
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
WWTP	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Lab Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Lab Door jam		3x week (Mon, Wed, Fri)		
Office/Lab Chairs		3x week (Mon, Wed, Fri)		
Counters		3x week (Mon, Wed, Fri)		
Tables		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Cabinets		3x week (Mon, Wed, Fri)		
Lab sink		3x week (Mon, Wed, Fri)		
Appliances-Inside/out	1x week (Fri)	2x week (Mon, Wed)		
Bathroom/Shower/Toilet/Sink	1x week (Fri)	2x week (Mon, Wed)		
Door handles, latches	1x week (Fri)	2x week (Mon, Wed)		
Door touch pads	1x week (Fri)	2x week (Mon, Wed)		
Light & electrical switches	1x week (Fri)	2x week (Mon, Wed)		
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Public Works-O&M	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)		
Office/Shop/Lunchroom Chairs		3x week (Mon, Wed, Fri)		
Counters		3x week (Mon, Wed, Fri)		
Tables		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Cabinets		3x week (Mon, Wed, Fri)		
Sink		3x week (Mon, Wed, Fri)		
Printer/Copy Machine (damp rag only)		3x week (Mon, Wed, Fri)		
Appliances-Inside/out	5x week (Mon to Fri)			
Bathroom/Shower/Toilet/Sink	5x week (Mon to Fri)			
Kitchen Sink	5x week (Mon to Fri)			
Door handles, latches	5x week (Mon to Fri)			
Door touch pads	5x week (Mon to Fri)			
Bathroom partitions	5x week (Mon to Fri)			
Light & electrical switches	5x week (Mon to Fri)			

	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Municipal Court	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)		
Office/Courtroom Chairs/Benches		3x week (Mon, Wed, Fri)		
Counters		3x week (Mon, Wed, Fri)		
Tables		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Cabinets		3x week (Mon, Wed, Fri)		
Printer/Copy Machine (damp rag only)		3x week (Mon, Wed, Fri)		
Appliances-Inside/out	5x week (Mon to Fri)			
Bathroom/Toilet/Sink	5x week (Mon to Fri)			
Kitchen Sink	5x week (Mon to Fri)			
Door handles, latches	3x week (Mon, Wed, Fri)			
Door touch pads	3x week (Mon, Wed, Fri)			
Light & electrical switches	3x week (Mon, Wed, Fri)			
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Police Station	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)		
Office/Courtroom Chairs/Benches		3x week (Mon, Wed, Fri)		
Counters		3x week (Mon, Wed, Fri)		
Tables		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Cabinets		3x week (Mon, Wed, Fri)		
Printer/Copy Machine (damp rag only)		3x week (Mon, Wed, Fri)		
Appliances-Inside/out	6x week (Sun to Fri)			
Bathroom/Toilet/Sink	6x week (Sun to Fri)			
Kitchen Sink	6x week (Sun to Fri)			
Door handles, latches	3x week (Mon, Wed, Fri)			
Door touch pads	3x week (Mon, Wed, Fri)			
Light & electrical switches	3x week (Mon, Wed, Fri)			

COVID-19 Emergency Work-Deep Cleaning/Disinfection Summary		
Employees Worked	Hours	The hours worked are for COVID-19 Emergency Contract with the tasks listed above.
Signature Date		

Attachement C COVID-19 Emergency Contract-Deep Cleaning & Disinfection Checklist				
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
City Hall	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Tues, Thur, Sat)		
Interior & Exterior Door jam		3x week (Tues, Thur, Sat)		
Office/Meeting/Lunchroom Chairs		3x week (Tues, Thur, Sat)		
Exterior Tables/Chairs		3x week (Tues, Thur, Sat)		
Handrails		3x week (Tues, Thur, Sat)		
Elevator		3x week (Tues, Thur, Sat)		
Counters		3x week (Tues, Thur, Sat)		
Vending Machines		3x week (Tues, Thur, Sat)		
Tables		3x week (Tues, Thur, Sat)		
Floors		3x week (Tues, Thur, Sat)		
Cabinets		3x week (Tues, Thur, Sat)		
Conference Rooms equipment		3x week (Tues, Thur, Sat)		
Display Cases		3x week (Tues, Thur, Sat)		
Recycling Bins		3x week (Tues, Thur, Sat)		
Eng/PCD Swinging Doors		3x week (Tues, Thur, Sat)		
Sink		3x week (Tues, Thur, Sat)		
Printer/Copy Machine (damp rag only)		3x week (Tues, Thur, Sat)		
Appliances-Inside/out	5x week (Mon to Fri)			
Bathroom/Shower/Locker/Toilet/Sink	5x week (Mon to Fri)			
Kitchen Sink	5x week (Mon to Fri)			
Door handles, latches	5x week (Mon to Fri)			
Door touch pads	5x week (Mon to Fri)			
Bathroom partitions	5x week (Mon to Fri)			
Light & electrical switches	5x week (Mon to Fri)			
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Senior Center	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Tues, Thur, Sat)		
Interior & Exterior Door jam		3x week (Tues, Thur, Sat)		
Office/Chairs/Benches		3x week (Tues, Thur, Sat)		
Counters		3x week (Tues, Thur, Sat)		
Tables		3x week (Tues, Thur, Sat)		

Floors		3x week (Tues, Thur, Sat)		
Cabinets		3x week (Tues, Thur, Sat)		
Printer/Copy Machine (damp rag only)		3x week (Tues, Thur, Sat)		
Appliances-Inside/out	6x week (Sun to Fri)			
Bathroom/Toilet/Sink	6x week (Sun to Fri)			
Bathroom partitions	6x week (Sun to Fri)			
Kitchen Sink	6x week (Sun to Fri)			
Door handles, latches	6x week (Sun to Fri)			
Door touch pads	6x week (Sun to Fri)			
Light & electrical switches	6x week (Sun to Fri)			
	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Waterfront Park Bathrooms	Disinfect/Sanitize	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)		
Benches		3x week (Mon, Wed, Fri)		
Walls		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Bathroom/Toilet/Sink	7x week (Sun to Sat)			
Door handles, latches	7x week (Sun to Sat)			
Door touch pads	7x week (Sun to Sat)			
Light & electrical switches	7x week (Sun to Sat)			

COVID-19 Emergency Work-Deep Cleaning/Disinfection Summary

Employees Worked	Hours	The hours worked are for COVID-19 Emergency Contract with the tasks listed above.
Signature _____		Date _____

**AMENDMENT NO. 2 TO
AGREEMENT FOR PURCHASED SERVICES**

THIS AMENDMENT NO. 1 TO THE AGREEMENT FOR PURCHASED SERVICES ("Amendment") amends the Agreement for Purchased Services ("Agreement") entered into on March 30, 2020 and amended on June 11, 2020 by the City of Bainbridge Island, a Washington State municipal corporation ("City"), and Island Hands, LLC, a Washington corporation ("Vendor").

WHEREAS, March 10, 2020, the City Council adopted Resolution No. 2020-06, affirming the existence of an emergency and ratifying the City Manager's Proclamation of Emergency issued on March 9, 2020; and

WHEREAS, the City and the Vendor entered into the Agreement to provide deep cleaning and disinfection of City facilities from March 11, 2020 through June 11, 2020 to reduce the risk of spreading COVID-19 among members of the public, City staff, and City officials, and allow the City to continue to provide essential services during the emergency; and

WHEREAS, pursuant to RCW 39.04.280 and BIMC 2.44.110, public advertising and competitive bidding and procurement requirements of state law and the City's Procurement Policy, excepting mandatory constitutional requirements, are waived with respect to the solicitation and award of all contracts necessary to address the emergency or imminent threat of an emergency; and

WHEREAS, on June 11, 2020, the City and the Vendor executed Amendment No. 1 to the Agreement and thereby extended the term of the Agreement to December 31, 2020, adjusted the manner in which payment is made under the Agreement, and revised the Scope of Services and the Daily Checklist of the Agreement; and

WHEREAS, the City desires to have the Vendor continue to provide deep cleaning and disinfection of City facilities through June 30, 2021; and

WHEREAS, the Vendor is willing to continue to provide such services in exchange for an increase of \$49,248.00 to the maximum amount payable under this Agreement; and

WHEREAS, the City and the Vendor also desire to amend the Scope of Services and to repeal and replace the Daily Checklist to reflect the work to be done under this amendment.

NOW, THEREFORE, the City and the Consultant agree to amend the Agreement as follows:

1. Section 2.A is hereby amended to read as follows:

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until ~~December 31, 2020~~ June 30, 2021, unless sooner terminated by either party as provided below.

2. Section 4.A is hereby amended to read as follows:

~~A. The City shall pay the Vendor \$5,130.00 total for all work performed under this Agreement from June 12, 2020, through June 30, 2020, and \$8,208.00 per month for all work performed under this Agreement from July 1, 2020, through December 31, 2020, but not more than the total amount of eighty-five thousand dollars (\$85,000.00) for all work performed under this Agreement.~~

A. The City shall pay the Vendor \$8,208.00 per month for all work performed under this Agreement from January 1, 2021, through June 30, 2021, but not more than the total amount of one hundred thirty-four thousand two hundred forty-eight dollars (\$134,248.00) for all work performed under this Agreement.

3. Attachment A, Scope of Services, to the Agreement shall be amended to include disinfection of all Plexi-glass at City Hall, Court, and Police facilities one day per week in addition to **Exhibit A**.

4. Attachment C, Daily Checklist, to the Agreement is hereby repealed in its entirety and replaced as set forth in attached **Exhibit B**.

5. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

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

ISLAND HANDS, LLC

CITY OF BAINBRIDGE ISLAND

Date: 01/08/2020

Date: 1/6/2021

By: KIMI KINGOMBE

By: Ellen Schroer
Digitally signed by Ellen Schroer
DN: cn=Ellen Schroer, o=City of Bainbridge
Island, ou=Executive Department,
email=eschroer@bainbridgewa.gov, c=US
Date: 2021.01.06 12:59:48 -08'00'

Name KIMS KINGOMBE EMBEYA

Ellen Schroer, Interim City Manager

Title OWNER

Tax I.D. # _____

City Bus. Lic. # _____

**AMENDMENT NO. 3 TO
AGREEMENT FOR PURCHASED SERVICES**

THIS AMENDMENT NO. 3 TO THE AGREEMENT FOR PURCHASED SERVICES ("Amendment") amends the Agreement for Purchased Services ("Agreement") entered into on March 30, 2020, amended on June 11, 2020 and on January 8, 2021 by the City of Bainbridge Island, a Washington State municipal corporation ("City"), and Island Hands, LLC, a Washington corporation ("Vendor").

WHEREAS, March 10, 2020, the City Council adopted Resolution No. 2020-06, affirming the existence of an emergency and ratifying the City Manager's Proclamation of Emergency issued on March 9, 2020; and

WHEREAS, the City and the Vendor entered into the Agreement to provide deep cleaning and disinfection of City facilities from March 11, 2020 through June 11, 2020 to reduce the risk of spreading COVID-19 among members of the public, City staff, and City officials, and allow the City to continue to provide essential services during the emergency; and

WHEREAS, pursuant to RCW 39.04.280 and BIMC 2.44.110, public advertising and competitive bidding and procurement requirements of state law and the City's Procurement Policy, excepting mandatory constitutional requirements, are waived with respect to the solicitation and award of all contracts necessary to address the emergency or imminent threat of an emergency; and

WHEREAS, on June 11, 2020, the City and the Vendor executed Amendment No. 1 to the Agreement and thereby extended the term of the Agreement to December 31, 2020, adjusted the manner in which payment is made under the Agreement, and revised the Scope of Services and the Daily Checklist of the Agreement; and

WHEREAS, on January 8, 2021, the City and the Vendor executed Amendment No. 2 to the Agreement and thereby extended the term of the Agreement to June 30, 2021, adjusted the manner in which payment is made under the Agreement, and revised the Scope of Services and the Daily Checklist of the Agreement; and

WHEREAS, the City desires to have the Vendor continue to provide deep cleaning and disinfection of City facilities through September 30, 2021; and

NOW, THEREFORE, the City and the Consultant agree to amend the Agreement as follows:

1. Section 2.A is hereby amended to read as follows:
 - A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until ~~December 31, 2020~~ June 30, 2021 September 30, 2021, unless sooner terminated by either party as provided below.

3. Attachment A, Scope of Services, to the Agreement is hereby repealed in its entirety and replaced as set forth in attached **Exhibit A**.

4. Attachment C, Daily Checklist, to the Agreement is hereby repealed in its entirety and replaced as set forth in attached **Exhibit B**.

5. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

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

ISLAND HANDS, LLC

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

EXHIBIT A: SCOPE OF SERVICES

ATTACHMENT A Scope of Services

GENERAL

Upon award, the Vendor shall assign a supervisor to oversee all work. Starting on June 12, 2020 the Vendor shall complete and submit to the City Contact the daily checklist provided in, **Attachment C** to this Agreement that details the facilities, disinfection tasks and dates worked.

Janitorial Service shall follow Center for Disease Control and Prevention (CDC) recommendations for environmental cleaning and disinfection. The following items, including all touch surfaces and hard surfaces shall be disinfected using an alcohol solution with at least 70% alcohol and/or EPA-registered disinfectants documented on the N-list: doors, chairs, countertops, cabinets, partitions, tables, benches, fixtures, appliances, windows, glass, floors, etc.

The City and the Vendor acknowledge that, due to the COVID-19 public health emergency, the Vendor began to provide the services specified in this Agreement to the City on March 11, 2020, prior to execution of this written Agreement. The parties intend to formalize their prior oral agreement through execution of this Agreement, and this Agreement formalizes the compensation owed to the Vendor for all services performed prior to execution of this Agreement. As outlined in Section 13 of this Agreement, this Agreement supersedes all prior negotiations, representations, or agreements, either written or oral, between the parties.

Personal Protective Equipment (PPE): The Vendor shall follow the CDC recommendations for PPE's for all of its employees working in City facilities.

Schedule:

For the period beginning on March 11, 2020, and continuing through April 14, 2020, the Vendor will provide services under this Agreement in accordance with the schedule below:

- **City Hall, Senior Center & WF Park**-Tues, Thur, Sat (Schedule Tues/Thur 11:00 PM to 5:00 AM-6 hours each day for at least 2-3 people).
- **Police, Court, Public Works & WWTP**-Mon, Wed, Fri (Schedule: 1:00 AM to 5:00 AM-4 hours each day for at least 2-3 people).

For the period beginning on April 15, 2020, through June 11, 2020, the Vendor will provide services under this Agreement in accordance with the schedule below:

- **City Hall, Senior Center & WF Park**-Tues, Thur, Sat (Schedule Tues/Thur-4 hours each day for at least 2-3 people)
- **Police, Court, Public Works & WWTP**-Mon, Wed, Fri-4 hours each day for at least 2-3 people)

For the period beginning on June 12, 2020, through September 30, 2021, the Vendor will provide services under this Agreement in accordance with the schedule below:

- **City Hall, Senior Center & WF Park**-Tues, Thur, Sat (Schedule Tues/Thur-4 hours each day for at least 3 people)
- **Police, Court, Public Works & WWTP**-Mon, Wed, Fri-4 hours each day for at least 3 people)

SUPPLIES

Due to limited supplies available, the City will provide the Vendor disinfectant product and personal protection equipment for the duration of this Agreement. The Vendor shall supply all other cleaning products, equipment, and tools to needed to provide the services specified in this Agreement.

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 Agreement's 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 workman like 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 and guidance and recommendations from the CDC and other local, state, and federal health organizations.

EXHIBIT C DAILY CHECKLIST

Attachement C COVID-19 Emergency Contract-Deep Cleaning & Disinfection Checklist				
WWTP	3-Year Janitorial Contract		COVID-19 Emergency Contract	
	Disinfect/Sanitize		Disinfect/Sanitize	Initial
Interior & Exterior Lab Doors			3x week (Mon, Wed, Fri)	
Interior & Exterior Lab Door jam			3x week (Mon, Wed, Fri)	
Office/Lab Chairs			3x week (Mon, Wed, Fri)	
Counters			3x week (Mon, Wed, Fri)	
Tables			3x week (Mon, Wed, Fri)	
Floors			3x week (Mon, Wed, Fri)	
Cabinets			3x week (Mon, Wed, Fri)	
Lab sink			3x week (Mon, Wed, Fri)	
Appliances-Inside/out	1x week (Fri)		2x week (Mon, Wed)	
Bathroom/Shower/Toilet/Sink	1x week (Fri)		2x week (Mon, Wed)	
Door handles, latches	1x week (Fri)		2x week (Mon, Wed)	
Door touch pads	1x week (Fri)		2x week (Mon, Wed)	
Light & electrical switches	1x week (Fri)		2x week (Mon, Wed)	
Public Works-O&M	3-Year Janitorial Contract		COVID-19 Emergency Contract	
	Disinfect/Sanitize		Disinfect/Sanitize	Initial
Interior & Exterior Doors			3x week (Mon, Wed, Fri)	
Interior & Exterior Door jam			3x week (Mon, Wed, Fri)	
Office/Shop/Lunchroom Chairs			3x week (Mon, Wed, Fri)	
Counters			3x week (Mon, Wed, Fri)	
Tables			3x week (Mon, Wed, Fri)	
Floors			3x week (Mon, Wed, Fri)	
Cabinets			3x week (Mon, Wed, Fri)	
Sink			3x week (Mon, Wed, Fri)	
Printer/Copy Machine (damp rag only)			3x week (Mon, Wed, Fri)	
Appliances-Inside/out	5x week (Mon to Fri)			
Bathroom/Shower/Toilet/Sink	5x week (Mon to Fri)			
Kitchen Sink	5x week (Mon to Fri)			
Door handles, latches	5x week (Mon to Fri)			
Door touch pads	5x week (Mon to Fri)			
Bathroom partitions	5x week (Mon to Fri)			

Light & electrical switches	5x week (Mon to Fri)	COVID-19 Emergency Contract		
Municipal Court	3-Year Janitorial Contract	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)		
Office/Courtroom Chairs/Benches		3x week (Mon, Wed, Fri)		
Counters		3x week (Mon, Wed, Fri)		
Tables		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Cabinets		3x week (Mon, Wed, Fri)		
Printer/Copy Machine (damp rag only)		3x week (Mon, Wed, Fri)		
Plexi-Glass		1x week		
Appliances-Inside/out	5x week (Mon to Fri)			
Bathroom/Toilet/Sink	5x week (Mon to Fri)			
Kitchen Sink	5x week (Mon to Fri)			
Door handles, latches	3x week (Mon, Wed, Fri)			
Door touch pads	3x week (Mon, Wed, Fri)			
Light & electrical switches	3x week (Mon, Wed, Fri)			
Plex				
Police Station	3-Year Janitorial Contract	Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)		
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)		
Office/Courtroom Chairs/Benches		3x week (Mon, Wed, Fri)		
Counters		3x week (Mon, Wed, Fri)		
Tables		3x week (Mon, Wed, Fri)		
Floors		3x week (Mon, Wed, Fri)		
Cabinets		3x week (Mon, Wed, Fri)		
Printer/Copy Machine (damp rag only)		3x week (Mon, Wed, Fri)		
Plexi-Glass		1x week		
Appliances-Inside/out	6x week (Sun to Fri)			
Bathroom/Toilet/Sink	6x week (Sun to Fri)			
Kitchen Sink	6x week (Sun to Fri)			

Door handles, latches	3x week (Mon, Wed, Fri)	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Door touch pads	3x week (Mon, Wed, Fri)				
Light & electrical switches	3x week (Mon, Wed, Fri)				
City Hall	Disinfect/Sanitize		Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors			3x week (Tues, Thur, Sat)		
Interior & Exterior Door jam			3x week (Tues, Thur, Sat)		
Office/Meeting/Lunchroom Chairs			3x week (Tues, Thur, Sat)		
Exterior Tables/Chairs			3x week (Tues, Thur, Sat)		
Handrails			3x week (Tues, Thur, Sat)		
Elevator			3x week (Tues, Thur, Sat)		
Counters			3x week (Tues, Thur, Sat)		
Vending Machines			3x week (Tues, Thur, Sat)		
Tables			3x week (Tues, Thur, Sat)		
Floors			3x week (Tues, Thur, Sat)		
Cabinets			3x week (Tues, Thur, Sat)		
Conference Rooms equipment			3x week (Tues, Thur, Sat)		
Display Cases			3x week (Tues, Thur, Sat)		
Recycling Bins			3x week (Tues, Thur, Sat)		
Eng/PCD Swinging Doors			3x week (Tues, Thur, Sat)		
Sink			3x week (Tues, Thur, Sat)		
Printer/Copy Machine (damp rag only)			3x week (Tues, Thur, Sat)		
Plexi-Glass			1x week		
Appliances-Inside/out	5x week (Mon to Fri)	3-Year Janitorial Contract	COVID-19 Emergency Contract		
Bathroom/Shower/Locker/Toilet/Sink	5x week (Mon to Fri)				
Kitchen Sink	5x week (Mon to Fri)				
Door handles, latches	5x week (Mon to Fri)				
Door touch pads	5x week (Mon to Fri)				
Bathroom partitions	5x week (Mon to Fri)				
Light & electrical switches	5x week (Mon to Fri)				
Senior Center	Disinfect/Sanitize		Disinfect/Sanitize	Date	Initial
Interior & Exterior Doors			3x week (Tues, Thur, Sat)		
Interior & Exterior Door jam			3x week (Tues, Thur, Sat)		

Office/Chairs/Benches		3x week (Tues, Thur, Sat)	
Counters		3x week (Tues, Thur, Sat)	
Tables		3x week (Tues, Thur, Sat)	
Floors		3x week (Tues, Thur, Sat)	
Cabinets		3x week (Tues, Thur, Sat)	
Printer/Copy Machine (damp rag only)		3x week (Tues, Thur, Sat)	
Appliances-Inside/out	6x week (Sun to Fri)		
Bathroom/Toilet/Sink	6x week (Sun to Fri)		
Bathroom partitions	6x week (Sun to Fri)		
Kitchen Sink	6x week (Sun to Fri)		
Door handles, latches	6x week (Sun to Fri)		
Door touch pads	6x week (Sun to Fri)		
Light & electrical switches	6x week (Sun to Fri)		
COVID-19 Emergency Contract			
Waterfront Park Bathrooms	Disinfect/Sanitize	Disinfect/Sanitize	Initial
Interior & Exterior Doors		3x week (Mon, Wed, Fri)	
Interior & Exterior Door jam		3x week (Mon, Wed, Fri)	
Benches		3x week (Mon, Wed, Fri)	
Walls		3x week (Mon, Wed, Fri)	
Floors		3x week (Mon, Wed, Fri)	
Bathroom/Toilet/Sink	7x week (Sun to Sat)		
Door handles, latches	7x week (Sun to Sat)		
Door touch pads	7x week (Sun to Sat)		
Light & electrical switches	7x week (Sun to Sat)		

COVID-19 Emergency Work-Deep Cleaning/Disinfection Summary

The date of work was completed with COVID-19 Emergency Contract with the tasks listed above.

Signature

Date

RESOLUTION NO. 2020-06

A RESOLUTION of the City Council of Bainbridge Island, Washington, recognizing the existence of an emergency, affirming the Proclamation of Emergency issued by the City Manager, and authorizing the emergency procurement of goods and services to address the emergency.

WHEREAS, the Kitsap Public Health District has been responding to the COVID-19 outbreak since February 3, 2020, including preparations for a possible outbreak in Kitsap County and assessing possible cases of novel coronavirus; and

WHEREAS, on February 29, 2020, Governor Jay Inslee declared a state of emergency in response to the new cases of COVID-19 in Washington State; and

WHEREAS, on March 2, 2020, the City's Emergency Operations Center (EOC) was activated and remains in "Standby" mode in response to the COVID-19 outbreak and continues to actively monitor the situation and coordinate with City staff, community partners, the general public, and local, county, regional, and state governmental partners; and

WHEREAS, on March 3, 2020, the Kitsap Public Health District moved to full activation of their Emergency Coordination Center (ECC), is actively testing for COVID-19, and has received significant resource requests from across Kitsap County; and

WHEREAS, on March 8, 2020, the Kitsap Public Health District was notified of the first Kitsap County resident testing positive for COVID-19, an individual residing on Bainbridge Island; and

WHEREAS, the resident of Bainbridge Island who tested positive is in isolation and is receiving medical care; and

WHEREAS, the Kitsap Public Health District has notified a small group of individuals who were identified as having had close contact with the resident who tested positive for COVID-19 and these individuals have been asked to stay home; and

WHEREAS, as of March 9, 2020, Washington State has 136 confirmed cases of COVID-19, and of those cases, there have been 18 fatalities; and

WHEREAS, the City has direct transportation links to areas of Washington State with active COVID-19 outbreaks; and

WHEREAS, the situation is sufficiently serious that it is necessary to proclaim an emergency within the City due to the possibility that the spread of COVID-19 may become a pandemic; and

WHEREAS, Chapter 2.44 BIMC designates the City Manager as the executive head of the City for purposes of emergency management with the authority to proclaim emergencies; and

WHEREAS, on March 9, 2020, the City Manager issued the Proclamation of Emergency attached as **Exhibit A** to this resolution.

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

Section 1. Existence of Emergency. An emergency, as defined in Chapter 38.52 RCW, RCW 43.06.010(12), RCW 39.04.280(3), and Chapter 2.44 BIMC, or imminent threat of such an emergency, exists within the City of Bainbridge Island.

Section 2. Ratification of Proclamation. The Proclamation of Emergency issued by the City Manager on March 9, 2020, attached as **Exhibit A** to this resolution, ("Proclamation") is hereby ratified and confirmed and shall remain in full force and effect until such time as it is terminated by the City Manager or the City Council.

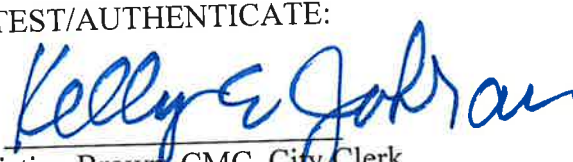
Section 3. Authorization for Emergency Procurements. The authorization for emergency procurements contained in the Proclamation is hereby ratified and confirmed and shall remain in full force and effect until terminated by the City Manager or the City Council. This resolution shall serve as the City Council's written findings of the existence of an emergency for the purposes of RCW 39.04.280.

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:

By:  **DEPUTY CITY CLERK**
Christine Brown, CMC, City Clerk

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

March 9, 2020
March 10, 2020
2020-06

Exhibit A: Proclamation of Emergency

Exhibit A
Proclamation of Emergency

PROCLAMATION OF EMERGENCY

A PROCLAMATION, issued in accordance with Chapter 2.44 of the Bainbridge Island Municipal Code, proclaiming the existence, or imminent threat, of an emergency threatening the public health, safety, and welfare.

WHEREAS, the Kitsap Public Health District has been responding to the COVID-19 outbreak since February 3, 2020, including preparations for a possible outbreak in Kitsap County and assessing possible cases of novel coronavirus; and

WHEREAS, on February 29, 2020, Governor Jay Inslee declared a state of emergency in response to the new cases of COVID-19 in Washington State; and

WHEREAS, on March 2, 2020, the City's Emergency Operations Center (EOC) was activated and remains in "Standby" mode in response to the COVID-19 outbreak and continues to actively monitor the situation and coordinate with City staff, community partners, the general public, and local, county, regional, and state governmental partners; and

WHEREAS, on March 3, 2020, the Kitsap Public Health District moved to full activation of their Emergency Coordination Center (ECC), is actively testing for COVID-19, and has received significant resource requests from across Kitsap County; and

WHEREAS, on March 8, 2020, the Kitsap Public Health District was notified of the first Kitsap County resident testing positive for COVID-19, an individual residing on Bainbridge Island; and

WHEREAS, the resident of Bainbridge Island who tested positive is in isolation and is receiving medical care; and

WHEREAS, the Kitsap Public Health District has notified a small group of individuals who were identified as having had close contact with the resident who tested positive for COVID-19 and these individuals have been asked to stay home; and

WHEREAS, as of March 9, 2020, Washington State has 136 confirmed cases of COVID-19, and of those cases, there have been 18 fatalities; and

WHEREAS, the City has direct transportation links to areas of Washington State with active COVID-19 outbreaks; and

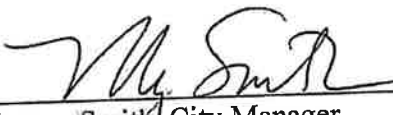
WHEREAS, the situation is sufficiently serious that it is necessary to proclaim an emergency within the City due to the possibility that the spread of COVID-19 may become a pandemic; and

WHEREAS, Chapter 2.44 BIMC designates the City Manager as the executive head of the City for purposes of emergency management with the authority to proclaim emergencies.

NOW, THEREFORE, AS CITY MANAGER OF THE CITY OF BAINBRIDGE ISLAND, I, MORGAN SMITH, HEREBY PROCLAIM AS FOLLOWS:

- Section 1.** An emergency, as defined in Chapter 38.52 RCW, RCW 43.06.010(12), RCW 39.04.280(3), and Chapter 2.44 BIMC, or imminent threat of such an emergency exists within the City of Bainbridge Island.
- Section 2.** The emergency, or imminent threat of an emergency, warrants the activation of the authority and the commencement of the plans and procedures authorized under Chapter 38.52 RCW and Chapter 2.44 BIMC to preserve and protect the public health, safety, and welfare.
- Section 3.** Pursuant to RCW 39.04.280 and BIMC 2.44.110, public advertising and competitive bidding and procurement requirements of state law and the City Procurement Policy, excepting mandatory constitutional requirements, are waived with respect to the solicitation and award of all contracts necessary to address the emergency or imminent threat of an emergency.
- Section 4.** This Proclamation shall continue in force and effect until terminated by the City Manager or rescinded by action of the City Council, whichever occurs first.

DATED this 9th day of March, 2020.


Morgan Smith, City Manager



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (8:10 PM) Discuss and Identify Items that may be Removed from the Council's 2021 Workplan - Council, Executive,

SUMMARY: At the May 25, 2021, City Council study session, it was proposed that Council discuss and identify items that may be removed from the Council's 2021 workplan ahead of the July Council retreat.

Staff has updated the workplan to reflect current information.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: To date in 2021, staff and Council have discussed the City's workplan in three Council meetings, on January 19, March 2, and May 18. The workplan is a list of projects that the City maintains to describe work that is outside the general course of City business, or of particular interest to the Council, staff or the community. Projects can be added by staff, as policy priorities of the Council, or through the budget process. The Council and staff use this document to track progress of certain high priority items. Staff can also use this document to help explain the tradeoffs that must be made when new items emerge. The workplan is a useful way to keep tabs on projects that were started but have not yet been completed, either because they are still in progress or because other projects have assumed a higher priority.

There are currently more than 140 projects represented on the 2021 Workplan project list. Staff are actively working on roughly 90 projects, with an additional 30 projects that are either deferred or pending, and 20 that have been completed in 2021. More information on project status is included in the attachment.

ATTACHMENTS:

[Workplan Transmittal memo for CC 06222021](#)

[2021 Workplan 06-2021 for CC 06222021](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



EXECUTIVE DEPARTMENT MEMORANDUM

Date: June 22, 2021
To: City Council
From: Blair King, City Manager
Subject: Suggested timing and approach to City workplan review

The workplan is a list of projects that the City maintains to describe work that is outside the general course of City business, or of particular interest to the Council, staff or the community. This list is a way for the City Manager to track and communicate about this year's priority work at the City.

I've been asked to prepare for a Council retreat, the cornerstone of which will be a discussion of the nearly 150 projects on the workplan. We are working to schedule this retreat, which will likely be in the middle of July. At the same time, the June 22 Council meeting agenda includes a 30-minute review of the City workplan, with the stated intention of councilmembers making suggestions of which items to remove from the workplan. The June 22 discussion of removing projects from the workplan may be premature given that the retreat is less than a month away.

Staff appreciates and endorses the intention to review and prune the workplan. Given the timing of the upcoming retreat in July, the staff recommendation is that Council delay the removal of specific projects to allow for a full discussion of all current projects during the dedicated retreat and use the agenda time to indicate areas of particular interest and request for follow up. Alternatively, Council can provide guidance of those projects to consider for removal; staff will then provide information for review during the retreat. Also at the retreat, staff can provide recommendations of those projects that might be deferred or removed from the workplan, or those that might be moved from deferred to active status.

Workplan Status

The workplan projects are part of the much larger City set of programs and services. Much of the City's ongoing work is not captured on a project list such as the one presented as the workplan in the agenda packet tonight.

There are currently 143 projects represented on the 2021 Workplan project list. Staff are actively working on 92 projects, with an additional 31 projects that are either deferred or pending, and 20 that have been completed in 2021. More information on project status is included in the attachment.

2021 Workplan Projects

Last updated June 16, 2021

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
NTA Grant for Manzanita Watershed Planning	Active	Consultant contract approval scheduled for Council 6/8	Beginning	PW									medium	Climate/ Natural Resources	Policy
Complete administrative review of Critical Areas Ordinance (CAO)	Active	Phased review: Phase 1 ARPA, Phase 2, Other CA's	Beginning	PCD									medium	Climate/ Natural Resources	Policy
Complete revisions to Native Vegetation, Landmark Trees, noticing requirement for tree clearing	Active	Council provided additional guidance in April. Staff lead on leave, work to be completed in Q3 2021	Midway	PCD									medium	Climate/ Natural Resources	Policy
Shoreline Stewardship Program	Active	Implement the shoreline stewardship program adopted in code. Duty of Sr Natural Resource Planner	Beginning	PCD									medium	Climate/ Natural Resources	Policy
SMP/CAO Monitoring & Program Evaluation	Active	Implement the monitoring and program evaluation requirements adopted in code. Duty of Sr Natural Resource Planner	Beginning	PCD									medium	Climate/ Natural Resources	Policy
Plastics Ordinance	Active	New work responding to state legislation. Part of implementation of Climate Action Plan.	Midway	Exec									medium	Climate/ Natural Resources	Policy
Complete project to consider ARL designation	Deferred		Beginning	PCD									medium	Climate/ Natural Resources	Policy
SEPA Ordinance Update	Deferred		Beginning	PCD									medium	Climate/ Natural Resources	Policy
Support PSE community solar project	Pending	Project driven by PSE schedule	Beginning	PW									medium	Climate/ Natural Resources	Policy
Support Council consideration of Green Building Initiatives	Pending	GBTF initial recommendations inconsistent with state preemption.	Beginning	PCD									medium	Climate/ Natural Resources	Policy

	Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
	Participate in islandwide Cooperative Weed Management Association	Active		Beginning	PW/PCD									medium	Climate/ Natural Resources	Operations
	Pritchard Outfall – Complete design, community outreach and construct	Active	Not yet re-started	Beginning	PW									medium	Climate/ Natural Resources	Operations
	Climate Action Plan implementation	Active	TBD based on support from new climate-focused staff position	Beginning	PW									high	Climate/ Natural Resources	Operations
	Support Groundwater Management Plan	Active	Draft GWMP plan in development; schedule Council review in the late summer/early fall	Beginning	PW									medium	Climate/ Natural Resources	Operations
	Climate Action Plan implementation	Active	TBD based on support from new climate-focused staff position	Beginning	PCD									high	Climate/ Natural Resources	Operations
	Hiring: Climate Mitigation/Adaptation Officer	Active	New position added for 2021. Position has been advertised.	Midway	Exec									low	Climate/ Natural Resources	Operations
	WRIA 15 Watershed Plan Approval	Complete	Approved by Council on 4/13	Complete	PW									medium	Climate/ Natural Resources	Operations
	Complete SMP Limited Amendment - Critical Areas & Nonconforming	Complete	Adopted by Council on November 24, 2020. Ecology approval received on February 19; effective on March 5, 2021.	Complete	PCD									low	Climate/ Natural Resources	Operations
	Complete annual update to GHG inventory dataset	Complete		Complete	Exec									low	Climate/ Natural Resources	Operations

	Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
	Amend Appendix J of the Building Code to address stormwater	Deferred	Amend code to reflect the City's stormwater regulations; deferred until PW hiring completed	Beginning	PW/PCD									medium	Climate/ Natural Resources	Operations
	Support PSE Brien Drive power undergrounding and vehicle charging station	Deferred	Project delay due to PSE scheduling; undetermined start date at this time	Beginning	PW									low	Climate/ Natural Resources	Operations
	Hiring: Senior Natural Resource Planner	Pending	New position added for 2021. Council to provide additional information about scope of work.	Beginning	PCD									low	Climate/ Natural Resources	Operations
	Complete SMP Periodic Review	Active	Adoption planned for August 2022.	Beginning	PCD									high	Climate/ Natural Resources	Required

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Adopt 12 and 20-year Multifamily Tax Exemption (MFTE) program	Active	Public Hearing scheduled for June	Beginning	PCD									high	Land Use/ Housing	Policy
FAR – Zoning Control – Amended Regulations	Active	Briefings planned in July. Interim Control in effect until September 10, 2021.	Midway	PCD									medium	Land Use/ Housing	Policy
Triage – Phase II Code Changes – Code revisions related to meetings and requirements prior to a land use permit	Active	Under discussion at Planning Commission and DRB, not yet scheduled for Council consideration	Beginning	PCD									high	Land Use/ Housing	Policy
Administrative Review of the Development Moratorium	Active	Review and analysis of the code changes that resulted from the development moratorium.	Beginning	PCD									medium	Land Use/ Housing	Policy
Consider approach to developing Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Active	Direction provided by Council on April 20 to add this to workplan.	Beginning	Exec									high	Land Use/ Housing	Policy
Triage – Phase I Code Changes – Code revisions related to certain procedures	Complete	Council action taken in April 2021, Ordinance 2021-03.	Complete	PCD									high	Land Use/ Housing	Policy
Support Council completion of Development Moratorium workplan (CAO/SMP integration)	Complete	Moratorium sunset on April 4, 2021. Final work plan item approved by Ecology with a March 5, 2021 effective date.	Complete	PCD									low	Land Use/ Housing	Policy
FAR - Interim Zoning Control (IZC)- 6 month extension	Complete	Interim control extended to September 10, 2021.	Complete	PCD									low	Land Use/ Housing	Policy
Complete changes to Sign Code	Deferred		Beginning	PCD									low	Land Use/ Housing	Policy
Support Council consideration of ordinance to allow RV's as permanent housing	Deferred		Beginning	PCD									high	Land Use/ Housing	Policy
Support Council consideration of rules for tiny home villages	Deferred		Beginning	PCD									high	Land Use/ Housing	Policy
PSRC Regional Growth Allocation	Pending	Following the completion of the BLR, the City will engage in growth allocation discussions with the County and Cities.	Beginning	PCD									medium	Land Use/ Housing	Policy

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Complete project to consider TDR Implementation	Pending	Briefing with Council on June 16, 2020 on recommendations from AHTF & EcoNorthwest. Sent to the Joint Council Planning Commission Land Use Subcommittee in August 2020. No recommendation to date. New Council subcommittee formed in Feb 2021.	Beginning	PCD									high	Land Use/ Housing	Policy
Decision Criteria – Conditional Use Permit	Pending	Added to work plan in October 2020. Awaiting further direction from the Joint Council Planning Commission Land Use Subcommittee. No specific recommendations to date.	Beginning	PCD									medium	Land Use/ Housing	Policy
Decision Criteria – Subdivision	Pending	Added to work plan in October 2020. Awaiting further direction from the Joint Council Planning Commission Land Use Subcommittee. No specific recommendations to date.	Beginning	PCD									medium	Land Use/ Housing	Policy
Initiate Winslow Master Plan (WMP) Update	Pending	Council has indicated their support for this work plan item but timing decision has not been made.	Beginning	PCD									high	Land Use/ Housing	Policy
Small Lots Regulations	Pending	Support Council policy discussion and regulations specific for small lots. Added to work plan in Jan 2021. Further direction may come from newly-formed Feb 2021 subcommittee.	Beginning	PCD									medium	Land Use/ Housing	Policy

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Support Council consideration of changes to common ownership of ADU's	Pending	Planning Commission Public Hearing held on Ordinance 2020-02 with a recommendation (January 2020) to the City Council. Council discussed on July 14, 2020 and sent to the Joint Council Planning Commission Land Use Subcommittee in August 2020. No recommendation from Committee to date. New subcommittee formed in Feb 2021.	Midway	PCD									medium	Land Use/ Housing	Policy
Support Council consideration of Inclusionary Zoning (IZ)	Pending	Briefing with Council on June 16, 2020 on recommendations from AHTF & EcoNorthwest. Sent to the Joint Council Planning Commission Land Use Subcommittee in August 2020. No recommendation to date. New subcommittee formed in Feb 2021.	Beginning	PCD									medium	Land Use/ Housing	Policy
Buildable Lands Report	Active	County's Buildable Lands Report provides info related to growth trends.	Midway	PCD									medium	Land Use/ Housing	Operations
Complete Island Center Subarea Plan	Active	Subcommittee completed their recommendation in May 2021.	Wrap Up	PCD									medium	Land Use/ Housing	Operations
Implement Island Center Subarea Plan	Pending	Amend municipal code to implement Island Center Subarea Plan.	Beginning	PCD									medium	Land Use/ Housing	Operations

	Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
	Support Sustainable Transportation Project	Active	On schedule for completion in Aug/Sept 21	Midway	PW									high	Mobility	Policy
	Complete Streets Ordinance	Active	Ordinance fbeing prepared for review by Council July	Beginning	PW									medium	Mobility	Policy
	Support multi-jurisdictional sustainable transportation event	Complete		Complete	PW									medium	Mobility	Policy
	Eagle Harbor Drive/McDonald Creek culvert – permit and construct	Active	Design completed, but project on hold to explore mitigation options that will avoid a permit appeal; consultant work started	Beginning	PW									high	Mobility	Capital
	Eagle Harbor PH II Non-Motorized – Complete design and construct	Active	Construction started 6/7	Midway	PW									high	Mobility	Capital
	Sakai Pond Trail – Complete permitting and construct	Active	Construction started 6/7	Midway	PW									medium	Mobility	Capital
	Wyatt Way Roundabout and Improvements - Complete design and construct	Active	Project is substantially complete	Wrap Up	PW									medium	Mobility	Capital
	Madison Avenue Sidewalk project scope evaluation	Active	Consultant selected for early scoping; Proposed Council review in August	Beginning	PW									medium	Mobility	Capital
	Eagle Harbor PH I Non-Motorized – design and right-of-way evaluation	Active	Consultant selected for high-level review of environmental and permitting challenges associated with design options; Proposed Council review in Spetember	Beginning	PW									medium	Mobility	Capital
	Dana's Trail project improvements planned for BISD property	Pending	Project advancement pending BISD	Beginning	PW									medium	Mobility	Capital
	Grand Forest/Miller Road Parking Revisions	Active	Majority of improvements planned for completion by 7/5	Midway	PW									medium	Mobility	Operations

	Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
	Traffic Calming Program Development	Active	Consultant hired to begin program handbook and three project design locations: Grow; Schel Chelb; Grand Forest; Finch; Open house community meetings scheduled for late May/early June; Proposed Council review in August	Beginning	PW									high	Safety	Policy
	Consider rules related to Sexually Violent Predator Housing	Deferred		Beginning	Exec									low	Safety	Policy
	High School Road Safety Improvements - Complete design and construct	Active	Delay due to federal grant agency response; Project design completed; Target advertisement date 7/1	Midway	PW									high	Safety	Capital
	Sportsman Club/New Brooklyn Roundabout – Complete design and construct	Active	Delayed due to WSDOT review; Target advertisement date in June	Beginning	PW									medium	Safety	Capital
	Identified traffic calming projects	Active	Equipment (radar signs) received; to be installed in June	Midway	PW									Medium	Safety	Capital
	Safe Routes to School projects	Complete	Pilot project complete	Complete	PW									medium	Safety	Capital
	Police/Court Facility – Complete design and construct	Pending	Project ready to advertise following input from City Manager	Beginning	PW									high	Safety	Capital
	Traffic Emphasis: · Continue work to coordinate automated data collection with enforcement efforts to address complaints · Consider purchase of additional speed signs - Coordinate enforcement efforts with Public Works' Traffic Calming program	Active	Develop plan to better coordinate automated speed measurement with enforcement activity in targeted areas. Currently collecting data to identify predominant speeding locations.	Beginning	POL									medium	Safety	Operations

	Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
	Blakely Harbor No Wake Zone	Active	BIMC updated December 2020 to expand the "No Wake" zone in Blakely Harbor. Applications to install two marker buoys completed in January 2021. Installation pending final permit approvals.	Midway	POL									medium	Safety	Operations
	Marine Patrol: · Increase visibility and patrol hours during boating season · Coordinate with BIFD to augment staffing during patrols and increase available resources · Increase boater safety inspections	Active	Building work schedules to maximize coverage within existing budget. Cross-training of BIFD personnel in boat operations underway.	Beginning	POL									medium	Safety	Operations
	Cascadia Rising Planning	Active	Plan for City/EOC participation in Cascadia Rising 2022; regional earthquake response exercise	Beginning	Exec									high	Safety	Operations
	Community COVID vaccine distribution	Active	Plan to operate into Q2 2021 or, as needed.	Complete	Exec									high	Safety	Operations
	Hands-free restroom fixture upgrade - construction	Complete	Implemented in City-owned buildings	Complete	PW									low	Safety	Operations
	Community COVID testing site	Complete	Test site at City Hall has completed its scheduled approach. Will reactivate mobile site if needed.	Complete	Exec									low	Safety	Operations
	EM - complete MOUs with community partners for Hubs and Shelters	Deferred	Emergency response activities will take precedence for foreseeable future.	Midway	Exec									low	Safety	Operations
	EM - Continue Map Your Neighborhood outreach	Deferred	Emergency response activities will take precedence for foreseeable future.	Ongoing	Exec									low	Safety	Operations
	EM - Plan and execute quarterly EOC exercises	Deferred	Emergency response activities will take precedence for foreseeable future.	Ongoing	Exec									high	Safety	Operations

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Community business grants	Active	Grant applications closed Mar 28	Midway	FIN									High	Community	Policy
Plan for 2021 Community Needs Assessment	Active		Beginning	Exec									medium	Community	Policy
Support City participation in opioid litigation	Active	The City Attorney is coordinating with outside counsel in the litigation.	Ongoing	Exec									low	Community	Policy
Support Council consideration of public farmland framework	Active	Recommendation from Council Ad Hoc committee forthcoming	Wrap Up	Exec									low	Community	Policy
Develop hazard pay ordinance	Complete		Complete	Exec									low	Community	Policy
Consider Welcome Pole project	Active	Considering possible location and scope	Beginning	PW									low	Community	Capital
BISCC Renovations Project – design and construction	Active	Design work underway	Beginning	PW									high	Community	Capital
Race Equity Advisory Committee Welcoming Signage	Complete	Installed at six locations islandwide	Complete	PW									low	Community	Capital
Farm Irrigation Projects - construction	Active	Pump and well-head maintenance/replacement	Beginning	PW									low	Community	Operations
Support 2022-2023 Cultural Element Funding Cycle	Active		Beginning	Exec									low	Community	Operations
COBI Connects	Active	Production of COBI Connects resumed with January 2021	Ongoing	Exec									medium	Community	Operations
Continue to investigate options to improve cellular service coverage via Master Permits with Verizon and other service providers	Active	Next step is to complete updates to Title 19 BIMC related to Master Permits, and then to pursue such permitting with Verizon and other providers.	Beginning	Exec									medium	Community	Operations
Continue to investigate options to improve community cellular service	Active		Beginning	Exec									medium	Community	Operations
Manage GARE Foundations training	Active	City employees, Council and REAC members attending GARE events	Midway	Exec									low	Community	Operations
Support 2022 LTAC funding cycle	Active	Fall cycle; will start in summer	Beginning	Exec									low	Community	Operations
Support REAC outreach workplan	Active		Ongoing	Exec									medium	Community	Operations

	Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
	Support 2022 Human Services Funding Cycle	Active		Beginning	Exec									low	Community	Operations
	Revise and update City special event permit process	Active	Reviewing within the context of committee-related activities	Beginning	Exec									medium	Community	Operations
	Complete Winslow wayfinding project	Complete		Complete	PW									low	Community	Operations
	Facilitate Council review of ongoing funding for Public Art Committee/AHB and plans for "Something New" rotating artwork project	Complete	City and AHB signed 5-year PSA	Complete	Exec									low	Community	Operations
	Manage GARE technical assistance project	Complete	Programming is not available as previously planned. Pursuing different GARE options.	Complete	Exec									medium	Community	Operations
	Support 2021 LTAC funding cycle	Complete	Award cycle held in Q1	Complete	Exec									low	Community	Operations
	Resolve Crawford shade covenant issues	Pending	Awaiting community response to City inquiry	Beginning	Exec									medium	Community	Operations

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Stormwater Master Plan	Active	Project scope not yet developed	Beginning	PW									medium	Accountability	Policy
Water System Business Plan	Active	Project scope not yet developed	Beginning	PW									high	Accountability	Policy
Achieve reaccreditation from WASPC	Active	Assemble proofs of compliance for mock assessment in June 2021. On-site assesment is expected in August 2021.	Midway	POL									high	Accountability	Policy
Work with Council to implement changes to Ethics Program	Active	Joint Council-Ethics Board meeting held on May 26, 2021. Follow-up work is in progress.	Midway	Exec									medium	Accountability	Policy
Complete study to upgrade WWTP to tertiary treatment	complete	Presented to Council on 6/1; Next steps for Council as part of 2022-23 budget development	complete	PW									medium	Accountability	Policy
Complete changes to Code Compliance	Deferred		Wrap Up	PCD									medium	Accountability	Policy
Review Noise Standards	Deferred		Beginning	PCD									medium	Accountability	Policy
Develop community budget reporting	Deferred		Beginning	FIN									low	Accountability	Policy
Water and Sewer SCADA Upgrades - construct	Active	Council contract award proposed for 6/8	Midway	PW									High	Accountability	Capital
City Hall Repairs	Active	Project completion expected 6/18	Midway	PW									medium	Accountability	Capital
Complete pre-design for Winslow Water Tank replacement; submit to DOH	Active	Delay due to technical issues related to the water system model; Pre-design report estimated complete early Q2; DOH final review Q3	Midway	PW									medium	Accountability	Capital
Country Club road bulkhead "spot" repair – Complete design and construct	Active	Project target advertisement date 7/1	Beginning	PW									medium	Accountability	Capital
Initiate design for Sunday Cove, Lovell, Wood, Wing Point (SLOWW) sewer improvements	Active	30% design review complete 5/1	Beginning	PW									medium	Accountability	Capital

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
City Hall Security – design and construction	Active	On hold while Police/Court facility next steps are determined	Beginning	PW									low	Accountability	Capital
Salt Storage Facility – design and construction	Active	Anticipated start late summer 21	Beginning	PW									low	Accountability	Capital
Village Basin sewer force main project – design and construction	Active	Considering addition of scope to Madison Bike Lanes project	Beginning	PW									high	Accountability	Capital
Wyatt Water Main Extension	Active	Complete project paving week of 6/14	Beginning	PW									medium	Accountability	Capital
2021 Annual drainage program – design and construction	Active	New suite of projects TBD	Beginning	PW									high	Accountability	Operations
Annual fleet and equipment procurement	Active	Projects underway	Beginning	PW									low	Accountability	Operations
2021 Annual road preservation and striping program – design and construction	Active	Road project scope is completed; striping contract awarded	Beginning	PW									high	Accountability	Operations
Hiring: Engineering Manager; Project Engineer	Active	City Engineer hired; Engineering Manager and two open project engineer positions still in recruitment phase	Midway	PW									medium	Accountability	Operations
Respond to and support potential Local Improvement District for Ferncliff HOA	Active	Preliminary cost analysis to be reviewed by UAC on 5/12 and 6/9; Proposed Council review in August	Beginning	PW									medium	Accountability	Operations
Yeomalt Drive slide repair investigation	Active	Evaluating geotechnical conditions to determine next steps	Beginning	PW									medium	Accountability	Operations
Inventory System: Replace manual inventory system with software to improve tracking and planning for replacement cycles	Active	Reviewing existing software to better identify any gaps in meeting department needs for inventory of equipment.	Beginning	POL									medium	Accountability	Operations
Update notification process from Planning Commission to City Council	Active	Bring PC notifications procedures into compliance with BIMC 2.16.080	Beginning	PCD									low	Accountability	Operations
Support development services fee study	Active	Update of building, planning and engineering fees. Last update was in 2007. Council briefing June 2021.	Wrap Up	Fin/PCD									High	Accountability	Operations

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
FEMA Grant compliance and claims	Active	The City is in the process of submitting \$200k for reimbursement related to COVID-19 eligible expenses. Costs ongoing	Midway	FIN									high	Accountability	Operations
ARPA Grant compliance and claims	Active	The City will be receiving \$7.061 million in two payments of \$3.5 million in June/July of 2021 and 2022 from the Federal Government through the State Commerce Dept. Funds must be obligated by December 31, 2024 and spent by December 31, 2016	Beginning	FIN									high	Accountability	Operations
Police/Court Facility - tracking and reporting	Active		Midway	FIN									medium	Accountability	Operations
2011 LTGO Bond Refunding	Active	New - 2011 LTGO bond current refunding of \$2,950,000 of outstanding bonds - Est. NPV savings at \$250k to \$300k	Beginning	FIN									high	Accountability	Operations
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services. The City's current bank, Umpqua no longer has physical presence on the island.	Beginning	FIN									low	Accountability	Operations
Support transition to providing in-person services at City Hall	Active	Dependent on County phase. Develop new service delivery protocols and accompanying policy and procedures	Midway	Exec									high	Accountability	Operations
Complete disposition of designated surplus property (IslandWood Easement)	Active		Wrap Up	Exec									low	Accountability	Operations
National Citizens Survey	Active		Beginning	Exec									low	Accountability	Operations
Yeomalt Drive emergency drainage repair	complete	Substantially complete	complete	PW									medium	Accountability	Operations
Revise and update City real property surplus process	Deferred	Support disposition/ planning for Suzuki property.	Beginning	Exec									low	Accountability	Operations

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Website improvements	Deferred		Beginning	Exec									high	Accountability	Operations
Chlorine Generator Replacement – Complete design and construct	Active	Project construction contract awarded	Midway	PW									medium	Accountability	Required
Comcast Franchise	Active	Negotiations are ongoing, with a goal to reach agreement in the Fall of 2021.	Midway	PW									medium	Accountability	Required
Lead PSE Franchise renewal process	Active	Sending first draft of franchise and Partnership Agreement to PSE by 6/21	Beginning	PW									medium	Accountability	Required
Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	Active	Vendor selected in Q4 2020. Statement of work under development for implementation and transition.	Beginning	POL									medium	Accountability	Required
Coordinate with CJTC and WASPC to achieve compliance with new I-940 requirements	Active	Updated Interlocal agreement for independent investigations pending council action on 4/13. Training occurring to meet complinace.	Wrap Up	POL									medium	Accountability	Required
Small wireless facility ordinance	Active	Interim control extended to Nov. 14, 2021	Midway	PCD									medium	Accountability	Required
Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD)	Active		Beginning	Exec									medium	Accountability	Required
Implement closed captioning for City Council meetings	Active	Equipment purchased. Implementation underway	Midway	Exec									medium	Accountability	Required
Complete changes to Fire Code/Coordination with BIFD	Complete	Completed	Complete	PW									low	Accountability	Required
Complete International Building Code Update	Complete	State extended deadline from June 2020 to February 2021. Complete Feb 2021.	Complete	PCD									medium	Accountability	Required
Support for City Manager search	Complete		Complete	Exec									medium	Accountability	Required



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 22, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:40 PM) Review Council Ad Hoc Committees and Subcommittees - Executive,

SUMMARY: Every six months, staff brings forward the attached list of Council ad hoc committees and subcommittees so that Council may consider sunseting committees for which the scope of work is complete.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Review and possibly sunset Council ad hoc committees and subcommittees.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Council Ad Hoc and Subcommittee Spreadsheet.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Council Ad Hoc Committees						
	Affiliated Dept	Members	Date Established	Established by	Reports to	Status
Public Farmland Council Ad Hoc Committee	Executive	Hytopoulos, Deets, Nassar	1/28/2020	Motion	Council	Ongoing
Economic Recovery	Legislative	Deets, Medina, Schneider	6/9/2020	Motion	Council	
Affordable Housing	Planning	Carr, Hytpoulos, Schneider	2/16/2021	Motion	Council	Ongoing
Hazard Pay for Grocery Workers	Legislative	Fantroy-Johnson, Deets	2/23/2021	Motion	Council	Complete
Proclamation and Recognition Policy	Legislative	Fantroy-Johnson, Hytopoulos	4/6/2021	Consensus	Council	Ongoing

Joint Subcommittees							
	Affiliated Dept	Members	Request Date	Date Established	Established by	Reports to	Status
Joint City Council, Planning Commission, and Design Review Board Land Use Subcommittee	Planning	Carr, Hytopoulos, PC (2) and DRB (2)	2/16/2021	2/16/2021	Motion	Council	Ongoing
Joint City Council and Ethics Board Subcommittee	Executive	Hytopoulos, Deets, Weaver, Keating	5/26/2021	5/26/2021	Motion	Council	Ongoing