REGULAR CITY COUNCIL STUDY SESSION
TUESDAY, SEPTEMBER 2, 2014
LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE NORTH, BAINBRIDGE ISLAND, WA 98110

1. 7:00 PM CALL TO ORDER / ROLL CALL

2. 7:05 PM ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

3. 7:10 PM CITY MANAGER'S REPORT

4. 7:15 PM STAFF INTENSIVE

   A. 7:15 PM Tree Ordinance Ad Hoc Committee Recommendations

      Documents: 090214 Ad Hoc Tree Committee Recommendations Agenda Bill.docx, 090214 Expanded Summary Of Ad Hoc Committee Recommendations.pdf

   B. 7:30 PM Resolution 2014-19, Modifying Review Authority for the Heritage Tree Program

      Documents: 090214 Resolution No. 2014-19 Agenda Bill.docx, 090214 2014 Heritage Tree Nomination Form.pdf, 090214 Resolution No. 2014-19 Transferring Heritage Tree Program Authority To HPC.doc

   C. 7:40 PM PEG (Public, Educational and Governmental) Channel Update

      Documents: 090214 Bainbridge Island Needs Assessment Report (Final 081114).Pdf, 090214 PEG Needs Assessment Agenda Bill.docx

5. 7:45 PM COUNCIL DISCUSSION

A. 7:45 PM SMP Monitoring Program

Documents: 090214 SMP Monitoring Agenda Bill.docx, 090214 SMP Monitoring Framework Draft 082714 For Council.doc, 090214 SMP Monitoring Seven Year Monitoring Budget.xlsx

B. 8:00 PM Sierra Club Op-Ed Statement - Rethinking Coal Power

Documents: 090214 Sierra Club OpEd Statement Agenda Bill.docx, 090214 Sierra Club OpEd Statement.docx

6. 8:10 PM COMMITTEE REPORTS

7. 8:15 PM REVIEW OF UPCOMING COUNCIL MEETING AGENDAS

A. 8:15 PM Review Upcoming Council Meeting Agendas

Documents: 090214 Review Upcoming Council Meeting Agendas.pdf

8. 8:20 PM FOR THE GOOD OF THE ORDER

9. 8:25 PM ADJOURNMENT

Times listed on this agenda are appropriate. Public Comment may be limited to allow time for Council to deliberate.

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

CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION	
Subject: Tree Ordinance Ad Hoc Committee Recommendations	Date: September 2, 2014
Agenda Item: Staff Intensive	Bill No.: 14-135
Proposed By: Tree Ordinance Ad Hoc Committee & Special Project Planner Jennifer Sutton	

BUDGET INFORMATION		
Depart/Fund:		
Expenditure Req:	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW		
Ad Hoc Committee: August 26, 2014	Recommendation: Accept Committee Recommendations	
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☐Yes ☐ No N/A	Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

Discuss the changes to the City's landscaping and tree regulations recommended by the Tree Ordinance Ad Hoc Committee, which are summarized in the attached table. Staff recommends that the Council should accept or modify the recommendations, and direct staff to begin work on two ordinances. The first ordinance modifies BIMC Ch. 15.18 *Land Clearing*. The second ordinance would revise landscaping regulations in BIMC Title 18. It should be noted that the resolution modifying the Heritage Tree Program being discussed by the Council tonight is also a Committee recommendation.

Background:

The City Council authorized the creation of an Ad Hoc Committee to review the City's tree and landscaping regulations in early January, 2014. The Ad Hoc Committee is comprised of three Councilmembers and two Planning Commissioners:

Councilmember David Ward — Commissioner Jon Quitslund
Councilmember Sarah Blossom — Commissioner Mack Pearl
Councilmember Roger Townsend

The Ad Hoc Committee has met eleven times since the first meeting on January 28th. Realizing that reviewing the regulations in their entirety is a large task, the Committee organized their work by first focusing on tree and landscaping regulations that apply to the Mixed Use Town Center/ High School Road zoning districts. The attached recommendations reflect that focus, in addition to some general landscaping and process changes. The Ad Hoc Committee will now begin to review the regulations that apply to residential, Business/ Industrial, and Neighborhood Service Center zoning districts, and will bring those recommendations to the City Council at a later date.

RECOMMENDED ACTION

Motion:

I move to accept the changes to the City's landscaping and tree regulations recommended by the Tree Ordinance Ad Hoc Committee, and direct City Planning staff to draft ordinances to implement those changes.

Summary of Ad Hoc Committee Recommendations

Recommendation No.	Topic	Code Citation
	Heritage Tree Program	Resolution 2006-11
1	Add “Heritage Tree” definition to zoning regulations.	BIMC Sec. 18.36.030
2	Highlight Heritage Trees more in the BIMC, including clarifying that a preservation of a Heritage Tree is a public amenity eligible for Bonus FAR in the Mixed Use Town Center/ High School Road zoning districts	Add to BIMC 18.12.030.E.3 *Bonus FAR*; BIMC 15.18 *Land Clearing*
3	Consider nominating more publicly owned trees as “Heritage Trees”.	
4	Transfer review and approval authority for the Heritage Tree Program to the Historic Preservation Commission.	New Resolution 2014-19 on 9/2 City Council agenda
	Tree Unit Requirements	BIMC 18.15.010.G
5	Change the smallest diameter of existing tree eligible for scoring tree units from 1 inch to 3 inches.	BIMC Table 18.15.010-7
6	Repeat or summarize the *Purpose statement* overall *Landscaping* chapter (BIMC 18.15.010.A in the *Tree Unit Requirement* section so as to encourage thoughtful preservation of existing trees through development planning.	BIMC 18.15.010.G
7	New trees planted to meet parking lot landscaping requirements should not count as towards meeting tree unit requirements.	BIMC 18.15.010.G
8	The existing tree unit requirements give a weighted tree unit score (1.2 x) for retaining trees in a “tree stand” (defined in BIMC 18.36.030). The Committee recommends that the “tree stand bonus” should not be applied to stands of trees that must be retained anyway , for instance, trees in a roadside or wetland buffer area.	BIMC 18.15.010.G.5.b

Recommendation No.	Topic	Code Citation
	Increase Trees in the MUTC/ HS Road Zoning Districts	
9	The City Council should consider creating and funding a proactive *Street Tree Program* that includes funding planting new street trees in the right-of-way within the downtown areas.	Budget Process/ CFP/ CIP
10	Change definition of “Significant Tree” for trees in the MUTC/ HS road to be any tree 8” dbh or greater “Significant Tree” is currently 10” dbh for evergreen trees and 12” dbh for deciduous trees. Require a clearing permit for removing any “significant tree” in those districts and only allow removal if applicant can meet strict criteria such as: • The tree is diseased, dead or otherwise determined to be a hazard tree • It is necessary to enable construction or reasonable use of the property, and no other alternative is feasible • It is necessary to maintain utilities or fulfill the terms of a previously recorded covenant or easement Current regulations require a clearing permit when removing 6 or more significant trees, and will be approved if the trees are not otherwise protected. This recommendation would mostly impact older developed properties in the MUTC/ HS Road areas that don’t otherwise have required landscaping because they were built prior to City landscaping rules were in effect.	BIMC 18.15.010.C *Tree Retention, Protection & Replacement* BIMC 18.36.030 *Definitions* BIMC 15.18 *Land Clearing*
	Changes to *Land Clearing (Clearing Permit)* Regulations	BIMC Chapter 15.18
11	City Code Compliance Officer Greg Vause suggested changes to BIMC Chapter 15.18 *Land Clearing* to create more visibility to shoreline and critical area regulations, clarify enforcement and remedies, and create a separate “after the fact” clearing permit. Clearing permits are currently free, and it was suggested that a new “after the fact” permit require a fee. The Committee agreed to support the recommended changes, and additionally, suggested that the chapter be moved from BIMC *Title 15 Buildings and Construction* to BIMC *Title 16 Environment.* The Committee also recommend to City Council to move	New (future) BIMC Chapter 16.18

Recommendation No.	Topic	Code Citation
11 (cot'd)	forward with stand alone ordinance with these changes to Ch. 15.18 in advance of a separate tree ordinance amending BIMC Section 18.15.010.	
Soil/ Infrastructure Requirements		
12	Consider strengthening requirements to limit soil compaction and encourage the use of innovative methods- i.e. silva cells and structured soils. For trees planted or preserved along new hard surfaces such as sidewalks or driveways.	BIMC 18.15.010.C.4 & H.2
13	Clarify that soil amendment/ compost standards of BIMC 18.15.010.H.2 are required to be described or shown in landscaping plans.	Administrative Manual Part 2.D *Submittal Requirements*
Other Recommendations		
14	Required landscaping plans should clearly show trees to be retained and removed vs. new trees	Administrative Manual Part 2.D *Submittal Requirements*
15	The current *Maintenance Assurance* period is 3 years. Consider lengthening *Maintenance Assurance* period for required landscaping and trees until they are well established.	BIMC 18.15.010.H.4
16	Strengthen regulation for roadside nuisance vegetation that creates a safety hazard for drivers/pedestrians	BIMC Ch. 12.04 *Street Obstructions*
17	The Non-Motorized Transportation Plan (NMTP) identifies what type of non-motorized facility should be developed and where, for instance, sidewalks AND bike lanes along Madison Avenue in downtown. A currently planned City capital project to improve drainage and create a sidewalk on the north side of Knechtal Way sidewalk would remove some trees in the resultant right-of-way. Clarify policy in NMTP about when existing vegetation should be considered in the design of new public facilities.	NMTP

Recommendation No.	Topic	Code Citation
TBD	The International Society of Arboriculture (ISA) has a method of tree valuation (in dollars). That method is currently utilized in BIMC 18.15.010.C.3 *Enforcement and Penalties.* The Committee is still discussing whether or not to incorporate this method to encourage or require other ways tree preservation in the downtown area. The next committee meeting is **Tuesday 9/9 at 3pm.**	

CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION

Subject: Resolution No. 2014-19, Modifying Review Authority for the Heritage Tree Program	Date: September 2, 2014
Agenda Item: Study Session	Bill No.: 14-136
Proposed By: Tree Ordinance Ad Hoc Committee and Special Project Planner Jennifer Sutton	

BUDGET INFORMATION

Depart/Fund:		
Expenditure Req:	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

Ad Hoc Committee: August 26, 2014	Recommendation: Forward to September 9, 2014 consent agenda	
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒Yes ☐ No N/A	Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider forwarding Resolution No. 2014-19, modifying review authority for the Heritage Tree Program, to the September 9, 2014 consent agenda.

Background:

The Heritage Tree Program was created in 2006 with the approval of Resolution No. 2006-11. This voluntary program was established to enhance the community's awareness of the value of trees. The City Council authorized the creation of an Ad Hoc Committee to review the City's tree and landscaping regulations in early January, 2014. The Ad Hoc Committee is comprised of three Councilmembers and two Planning Commissioners:

Councilmember David Ward	Commissioner Jon Quitslund
Councilmember Sarah Blossom	Commissioner Mack Pearl
Councilmember Roger Townsend	

The Ad Hoc Committee has met eleven times since the first meeting on January 28, 2014. The Committee recommended promoting the Heritage Tree Program, and transferring review and approval to the Historic Preservation Commission. The "Heritage Tree Program" is designed to recognize trees that are remarkable in one of many ways, such as uncommon species or cultivar, size, or historical/cultural significance. The Ad Hoc Committee decided that the Historic Preservation Commission was the best City body to review and approve applications for the Heritage Tree Program, with assistance from City staff and the applicant. The Historic Preservation Commission agreed to accept the responsibility at their May 1, 2014 meeting.

RECOMMENDED ACTION

Motion: I move that the City Council forward Resolution 2014-19 to the September 9, 2014 consent agenda.

HERITAGE TREE NOMINATION FORM

The City of Bainbridge Island welcomes your interest in nominating a tree for the Heritage Tree Program. Preserving a community's unique, cultural or historic resources is an autobiographical undertaking which provides a lasting reference of place for future generations.

A Heritage Tree is a tree or stand of trees that is particularly desirable because it has valued, unique characteristics that set it apart from other similar trees. Valued characteristics include uncommon genus, species, cultivar, form, size or location; historic, cultural, or habitat significance; or other desirable features.

Any individual may nominate a tree or tree stand for Heritage status; however, the owner of the property on which the nominated tree is located must agree to the nomination by signing a consent statement on the attached nominating form.

The City of Bainbridge Island will consider Heritage Tree nominations using the attached Heritage Tree Designation Guidance document to make their recommendation. Upon acceptance of a nomination, the City will list the tree or tree stand on the register and the City will provide the owner with a professional arborist's assessment of the tree or tree stand.

A Heritage Tree or stand of trees is retained by the property owner and does not become the property or responsibility of the City. The property owner is responsible for all maintenance and liability issues pertaining to the tree or trees. Prior to removal of a Heritage Tree or tree stand, a property owner must consult with the City of Bainbridge Island. However, a Heritage Tree designation does not prohibit a property owner from developing a property and/or removing a Heritage Tree.

Please submit the enclosed forms with the required information and photos to:

Jennifer Sutton
Planning and Community Development
City of Bainbridge Island
280 Madison Ave. N
Bainbridge Island, WA 98110

For help or information call the Department of Planning and Community Development at:
(206) 780-3772 or email: pcd@bainbridgewa.gov .

NOMINATOR INFORMATION:

Property nominated by: Property owner _____ City _____ Other _____

Names(s): ____

Mailing Address: ____

____

Telephone: __________________ Email Address: ________________________________

PROPERTY OWNER(S) INFORMATION:

Names(s): ____

Mailing Address: ____

____

Telephone: ____

Email Address: ____

PROPERTY INFORMATION:

Address or Location ____

Tax Parcel # ____

I/we are the owners of said property and hereby acknowledge this nomination. I/we understand I/we reserve the right to withdraw this tree or tree stand from the register at any time we so choose.

Signed: ____________________________________ Date: ____________________
Printed: ____________________________________

Signed: ____________________________________ Date: ____________________
Printed: ____________________________________

TYPE OF TREE OR TREE STAND:

Genus:______________________________ Species:__________________________________

Diameter at Breast Height (DbH):______________ Estimated Age of Tree:____________

HERITAGE SIGNIFICANCE NARRATIVE: (Describe reasons for nomination as a Heritage Tree or tree stand. Please see the attached Heritage Tree Designation Guide for help with this section).

DOCUMENTATION: Attach any supporting information or evidence:

Required:
Assessor's Map: Mark location of tree or tree stands on property. A copy of this map may be obtained from the Department of Planning and Community Development between the hours of 8:00 AM and 4:00 PM, Monday through Friday.

Photographs: Include a 4 x 6 photograph of nominated tree.

Optional:
Written Sources: Attach, in proper bibliographical form, any books, magazines, newspapers, videos, or movies that you used to research/establish significance.

Oral History/Interviews: Attach/include in proper bibliographical form, oral histories/interviews, etc., you used to research/establish significance.

Historic Maps and Photographs: List names and/or types of maps used in research. Include copies and photographs when possible.

Heritage Tree Designation Guide

Individual trees or tree stands may be designated Heritage Trees because they exhibit valued, unique characteristics that set them apart from other similar trees. Valued, unique characteristics include uncommon genus, species, form, size, location, historic significance or other desirable feature(s).

Heritage Trees may be designated for any of the following characteristics:

Specimen. A tree of exceptional size, form or rarity.

Size. Any tree with a dBH of 36 inches or more.

Species. Locally important native trees or trees and tree stands that are associated with the character of the community. Species that are rare in the area, with the exception of non-native, invasive tree species.

Age. Trees of exceptional age.

Historic, Cultural or Habitat Significance. Trees associated with notable local or regional historical or cultural events, persons, structures or landscapes. Trees planted as commemorative trees. Trees that serve as important habitat for valued wildlife.

Ecological Value. Trees or tree stands with high ecological value due to their location, size, species and/or condition.

Aesthetics. A tree with special aesthetic value due to its form or function it serves in the landscape (for example, a landmark pair of trees that frame an entrance).

Location. Trees valued for their particular location.

RESOLUTION NO. 2014 -19

A RESOLUTION of the City Council of the City of Bainbridge Island, Washington, repealing Resolution No. 2006-11 and passing Resolution No. 2014–19 continuing the Heritage Tree Program and transferring application review and approval authority from the Community Forestry Commission to the Historic Preservation Commission.

WHEREAS, Resolution No. 2006-11 established the Heritage Tree Program for the City of Bainbridge Island; and

WHEREAS, Resolution No. 2006-11 vested application review and approval authority for the Heritage Tree Program with the Community Forestry Commission; and

WHEREAS, the Community Forestry Commission is not currently meeting; and

WHEREAS, in early January, 2014, the City Council authorized the creation of an Ad Hoc Committee to review the City's tree and landscaping regulations; and

WHEREAS, because the Heritage Tree Program is designed to recognize trees that, among other things, have historical or cultural significance, the Ad Hoc Committee recommended the transfer of application review and approval authority for the Heritage Tree Program to the Historic Preservation Commission; and

WHEREAS, on May 1, 2014, the Historic Preservation Commission agreed to accept the transfer of application review and approval authority of the Heritage Tree Program; now, therefore,

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

Section 1. Resolution No. 2006-11 is hereby repealed in its entirety.

Section 2. The purpose of the Heritage Tree Program shall be to accomplish the following:

A. Increase public awareness of trees in general;

B. Draw attention to and protect those trees that are unique examples of genus, species or cultivar, form, size or other desirable features;

C. Provide publicity for increased awareness of the purpose and activities of the City of Bainbridge Island and the Historic Preservation Commission;

D. Encourage public participation in the identification and perpetuation of Heritage Trees throughout the City.

Section 3. The definition of “Heritage Tree” is a tree or stand of trees that is particularly desirable because it has valued, unique characteristics that set it apart from other similar trees. Valued, unique characteristics include uncommon genus, species, cultivar, form, size, or location; historic, cultural, or habitat significance; or other desirable features.

Section 4. The process for nomination shall be as follows:

A. Any individual interested in identifying and preserving heritage trees may nominate a tree or trees on any Bainbridge Island property for Heritage Tree status.

B. The City Council may nominate a tree or stand of trees on City property for Heritage Tree status.

C. Heritage Tree nominations shall be submitted to the Historic Preservation Commission on forms provided by the City.

D. The nomination shall include (1) a description of the tree nominated; (2) the characteristics that merit the tree being designated for Heritage Tree status, including the history of the tree, if known; (3) a photograph of the tree; and (4) a map locating the tree.

E. The owner of the property on which the nominated tree is located shall agree to the nomination by signing the consent statement on the nominating form.

F. The owner of the property on which the nominated tree is located must agree in writing to allow the tree to be placed on a City map of Heritage Trees and for the City to install a plaque or other appropriate identification (1) selected by the City with concurrence of the owner and (2) paid for and installed by the City.

G. To inform future property owners, the owner of the property will be encouraged to record a notice to title indicating the location of the Heritage Tree on the property.

H. Upon recommendation by the Historic Preservation Commission, the Council may remove designation of any tree as a Heritage Tree if it finds that such designation is no longer appropriate.

Section 5. The authority and process for designation of Heritage Trees shall be as follows:

A. The Historic Preservation Commission shall consider Heritage Tree nominations at their regular monthly meetings, using the Heritage Tree Designation Guidance Document to make their determination. No tree may be given Heritage Tree status unless a quorum of Commission members discuss and vote in favor of the Heritage Tree nomination.

B. Criteria to be considered by the Historic Preservation Commission for recommending a nomination for Heritage Tree status shall include the following:

i. The tree(s) nominated shall be a specimen tree that exhibits exceptional characteristics worthy of standards for such trees in the City.

ii. The tree nominated shall exhibit unique features that are notable (e.g., unique specimen of a genus, species, form, size, location, or significant historical, cultural, or habitat features).

iii. The owner of the tree agrees in writing to the Heritage Tree designation and has complied with the nomination steps set forth above in Section 3.

C. All Heritage Trees will be identified and recorded in a register maintained by the Historic Preservation Commission.

D. Notice of all trees identified as Heritage Trees by the Historic Preservation Commission shall be forwarded to the Mayor. All designated trees, including names of the nominator and the property owner, will then be acknowledged in a Mayoral Proclamation at a City Council meeting.

Section 6. The City will provide the owner with a professional arborist's assessment of the health of the tree and recommendations for maintaining the tree according to accepted pruning and care standards.

Section 7. A Heritage Tree or stand of Heritage Trees is retained by the property owner and does not become the property or responsibility of the City. The property owner is responsible for all maintenance and liability issues pertaining to the tree or trees. Prior to removal of a Heritage Tree, a property owner must consult with the Historic Preservation Commission. However, a Heritage Tree designation does not prohibit a property owner from developing a property and/or removing the Heritage Tree or Trees subject to the City's Tree Retention Regulations. If a property owner removes a Heritage Tree or stand of Heritage Trees, the plaque or identification marker shall be returned to the City.

PASSED by the City Council this _____ day of September, 2014.

APPROVED by the Mayor this _____ day of September, 2014.

By: ______________________________
Anne S. Blair, Mayor

ATTEST/AUTHENTICATE

____
Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK: August 27, 2014
PASSED BY THE CITY COUNCIL:
RESOLUTION NUMBER: 2014-19

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PUBLIC, EDUCATIONAL AND GOVERNMENTAL ACCESS NEEDS ASSESSMENT FOR THE CITY OF BAINBRIDGE ISLAND

By

CBG Communications, Inc.
Thomas G. Robinson, President

Carson Hamlin, Media Integration Specialist

August 11, 2014

Table of Contents

PUBLIC, EDUCATIONAL AND GOVERNMENTAL ACCESS NEEDS ASSESSMENT

Introduction and Overview

CBG Communications, Inc. (CBG), and its Team Partner Carson Hamlin, Media Integration Specialist, conducted a cable-related Public, Educational and Governmental (PEG) Access Needs and Interests Assessment within the Comcast franchise area serving the City of Bainbridge Island, Washington (City).

Key stakeholders in the City were contacted to provide input via in-person interviews and onsite reviews of facilities and equipment. Those who participated in the interviews included the City Manager and IT Director, Bremerton Kitsap Access Television's (BKAT) Production Administrator and the Communications Director for the Bainbridge Island Public Schools. In addition, CBG and Mr. Hamlin reviewed a variety of documents provided by the City pertaining to PEG Access.

The analysis of the PEG Access-related findings obtained from the above Needs Assessment activities was factored into development of facility, equipment, capacity, distribution, and associated funding projections to meet the needs assessed. These are reflected in the ensuing narrative and in the Conclusions and Recommendations found at the end of this report. These projections include appropriate phasing and priorities for equipment and facility upgrades needed over a projected 10-year time frame, with replacements of equipment projected initially forecast later in the timeframe.

Overall, our review and analysis of the document review, interviews, and onsite facilities and equipment review resulted in the findings and recommendations concerning necessary support for PEG Access going forward that are detailed below.

Findings

Overview of Bainbridge Island (PEG Access) Channel 12

Channel 12 is the Bainbridge Island Channel, providing public, educational and governmental (PEG) Access to the Comcast cable television subscribers on Bainbridge Island. In the past, this channel was programmed by BITV (Bainbridge Island Television) and provided both coverage of City Council and other government meetings, as well as a significant amount of programming produced by individuals and organizations residing on Bainbridge Island. BITV, however, was decertified and the channel is now facilitated by the City and BKAT (Bremerton Kitsap Access Television). BKAT uses facilities and equipment owned by the City in addition to equipment owned by BKAT to produce live and replayed City Council meetings over Channel 12. Other programming, including Kitsap County meetings and a variety of public/community access shows, is provided on Channel 12 by BKAT. This type of programming is the same that BKAT provides Countywide to other jurisdictions in Kitsap County.

The Bainbridge Island City Council meetings are shown live 4 times a month, and are typically up to 3 hours long. The live cablecasts are transported by analog fiber optic links from City Hall through BKAT's main access facility and then on to Comcast's local headend in Bremerton. When this live transport link is activated, it cuts off the countywide signal from BKAT and enables the live program to be placed on Channel 12 for viewership by Bainbridge Island subscribers. When the meetings are over, the live transport link is disabled and Countywide BKAT programming returns to Channel 12.

Typically, BKAT facilitates 2 replays of each meeting. When the City Council meetings are replayed, they are seen on both Bainbridge Island Channel 12 as well as BKAT's Countywide Channel.

As part of the cable related needs assessment, the City expressed a need and interest in developing additional programming for Channel 12 that would be more Bainbridge Island–

centric. The potential for the development of such programming and the support that would be needed, are detailed below in the remainder of the Findings section.

Government Access

Multiple meetings were held with Bainbridge Island's City Manager and additional meetings were held that included the City's IT Director and the BKAT Operations Director concerning current and future PEG-related needs.

Regarding government access, the following findings were made:

- **Equipment enhancements are needed concerning the production equipment in the City Council Chambers** – Discussions with City staff and on-site review indicated that the current production operation involves 2 cameras. Review indicates that 3 cameras are needed and a fourth one is desired, but it would need to be placed so that it is not a distraction to the Council or the audience.

  Additionally, the current lighting includes both standard room lighting and natural light, with theatrical spot lights for enhancement. To enhance the productions, it is important that more traditional television lighting, such as LED panels, be pursued as replacements.

  Additionally, the lighting should be placed so that it provides the ability to set up 3 separate production spaces: the Council on the Dais; work sessions at the table in front of the Dais; and a potential "talk show type area" that could be developed in the current Council Chambers audience area by removing some of the portable seating and replacing it with portable sets.

  Regarding audio, there needs to be wireless microphones so that they can do work sessions at the table, instead of up on the Dais. Also, there needs to be a larger audio system and additional sound reinforcement to cure the problem with the current "maxed" out audio system as well as a “dead zone” where the City staff currently sit during Council meetings.

- **Enhancements are needed to the Council Chambers Control System** – Discussions indicate that the current “rolling cart” system used for control of the Council Chambers production equipment is not ideal and needs to be changed to a more permanent, fixed control room setup. It is possible that this could be placed in one of 2 equipment rooms that are adjacent to the Council Chambers. In this regard then, a variety of replacement and new equipment is needed. This equipment is described in more detail later in the report, but would be all the equipment needed to set up an ergonomic fixed switcher/board arrangement in one of these rooms.

- **Additional equipment is needed for field and remote productions** – Discussions indicate that at least one traditional field camera package is needed to enable recording of interviews, information, and coverage of City sponsored events, outside of the Council Chambers. Additionally, the Conference Room next to the Council Chambers could be used for coverage of a variety of meetings that profile government initiatives and services as well as provide information on timely, time sensitive and evergreen topics and for both single person and panel interview and talk shows. In this case, a flypack (remote, multi-camera, production system) should be used, or its cameras and lights in conjunction with the fixed Council Chambers control equipment could be used, to produce such programs. Further details are provided on all of the equipment needed to develop such production areas and produce an expanded amount of government access programming later in the report as well as in the spreadsheet attachments.

- **A higher quality transport system is needed to provide Bainbridge Island programming to the Comcast headend** – The current live transport feed utilizes fiber optic connections, but is analog based. This needs to be changed to a digital, high definition (HD), optical transport in order to comport with not only the other high definition equipment that would be procured based on our projections in order to meet the needs assessed, but also to provide such programming in HD to Comcast such that it could further utilize an HD PEG Access channel on the system for provision of the Access programming to subscribers.

- **The City needs to provide more than just live meeting coverage** – Interviewees indicate that the City's goal is to have a continually increasing amount of Government Access content production. Facilities and equipment profiled herein would be utilized in the production of that content. Ultimately, this would include not only expanded live meeting coverage, but also more post-produced programs showcasing City initiatives, programs and services.

- **Other forms of distribution are needed for Government Access programming -** Discussions indicate that while the City also provides the meetings live and on-demand online through their website, they also need to provide this and other Government Access programming that is produced in the future on-demand on the cable system. Additionally, for certain types of programming they want to ensure that SAP (Second Audio Program) capability is available, as well as the ability to interface their cable channel presence with social media.

Public Access

Discussions with City staff, as well as BKAT's Operations Director, provided the following information concerning the potential for public/community access programming to be placed on Channel 12.

- **The City has a need and interest in the return of public/community access programming to Channel 12 -** Discussions with City staff and the BKAT representative noted that there was substantial participation by both individuals and organizations in the old BITV before it was decertified. There are significant indications that such participation would reoccur for Channel 12 if enabled by the City. For example, there are over 400 non-profit organizations on Bainbridge Island and 4 out of 5 residents volunteer with at least one of these non-profits on a regular basis, showing a significant interest in community involvement and community service. When BITV was in operation, it was a robust Channel that covered community events and performances, and provided entertainment programming. Further, there is a community radio group that has just started that is also interested in looking at community television if necessary equipment becomes available to it.

The equipment that was available at BITV is no longer available, nor is the space that the organization utilized. This space is being sold by Comcast.

- **The City would enable the space for public access if equipment was available** - Discussions with the City indicate a viable, efficient and cost effective potential setup to once again enable public access on Bainbridge Island, by having a field/remote production equipment checkout area at the City, which would include 2-3 field camera packages and a shared multi-camera setup. There would also be a space set aside for editing. The equipment needed to facilitate this concept is discussed in more detail later in this Report and the attached spreadsheets.

  Regarding the shared multi-camera equipment, the City believes that the flypack that is projected herein can be utilized for both government access and public/community access, with the appropriate training for the public. Additionally, discussions with the City and BKAT’s Operations Director indicate that a sprinter van should be considered as an option that can be multi-purposed for the production of programming covering both community events and outside meetings of the City Council pertaining to a variety of issues.

- **The City plans to facilitate public/community access as Phase 2 of an overall Channel 12 expansion project** - The City would look at having an AV media person to coordinate community use of the projected public access equipment and provide some level of training. The City is also looking at internships, that would provide the real world experience of observing the government in action while also increasing the interns' video production skills, both of which would be beneficial to participating students. As discussed in the section on Educational Access, both the City and the School District believe that with an increase in School District students participating in video and other multimedia content production, especially youth would take early advantage of using the public access equipment available through the City.

BKAT has also indicated its desire to facilitate additional productions that are Bainbridge Island-centric for the City.

- **Once up and running, advanced delivery platforms are also needed for the public access programming on Channel 12** - Similar to the need expressed for Government Access programming, it will be very important to have access to Comcast's video on demand platform for public/community programming.

Educational Access

The following findings were gleaned from a meeting with the Communications Director for Bainbridge Island Public Schools.

- **Bainbridge Island Public Schools continue to expand activity by school students related to television production -** The Bainbridge Island Public Schools ("Schools" or "District") are seeing an expansion in the production of television content that can translate very well into programming for PEG Access Channel 12. For example, a large amount of content development is occurring at Sakai Intermediate School. The students there are doing a great amount of advanced camera work. Woodward Middle School is also very active in this area. The facilities at the Schools are well used, showing a substantial level of interest by students, although the equipment needs to be upgraded to HD equipment.

  At Bainbridge High School, the Technical Education Department used to have a class devoted to television production, which is currently absent from their curriculum.

However, the District anticipates that as Intermediate School students migrate to the High School this coming year, the television production program will be reinvigorated.

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Regarding current types of productions, at the Intermediate Schools these are curriculum-based productions. However, many of these would be suitable and useful for provision over the Bainbridge Island channel.

- **The District is considering additional development of television content that could be provided over the cable channel** - The District is working on ways to both increase and then sustain the level of original video programming that is currently produced or that would be produced, in order that they could provide a constant flow to the Bainbridge Island Channel. For example, while past Boards of Education have not indicated an interest in being televised, the current School Board most likely would consider revisiting this issue. Also, where there is a focus on coverage of student curriculum in certain areas, such as K-8 Math learning, coverage utilizing television would be well received.

  There is also significant interest in coverage of High School Athletics. Further, the District would contribute to a community bulletin board with School District based announcements.

- **The District needs to modernize some of its production facilities and expand the amount of equipment that could be utilized** - While the District is looking at its own resources for the expanded development of programming that could be placed on channel 12, it would certainly be interested in equipment (such as the equipment also utilized for public/community access) that could be utilized by students to develop educational access programming. This is another reason that it is important to procure enough production and editing equipment for public/community access such that it could also be used for educational access.

Facility and Equipment Projections

Based on all the information gathered, facility and equipment projections were made to meet the needs demonstrated. These are provided in detail in the Attachment and are summarized below and in the Conclusions and Recommendations Section.

PEG Access Equipment Projection Baseline Definition

The goal of the PEG Access Equipment Projection Baseline Definition is to help the City of Bainbridge Island (City) transition to an in-house PEG Access video production environment including high-definition and other digital technology in order to meet the assessed needs. The Needs Assessment Equipment Upgrade and Replacement spreadsheet includes a description of the type and range of equipment needed in order to function adequately at the HD digital level and supply new equipment to achieve in-house production. Some equipment that is not related to digital transition, but is still critical, is also included in the spreadsheet.

It is important to understand the difference between standard definition digital (SD) and high definition digital (HD) equipment. SD equipment can either be a 4x3 or 16x9 aspect ratio, but is in a digital format, not analog. SD could be anything from consumer grade to broadcast quality, whereas HD would always have a 16x9 aspect ratio and usually produces a much higher quality than SD video.

Essentially, just like the television production world has moved over time from black and white to color, VHS to DVD (and now Blu-ray) and from analog to standard definition digital, it has now moved to a more fully high-definition digital environment. This means that little or no standard definition digital production and post-production equipment is left to procure nor will replacement parts to repair existing SD equipment or support from manufacturers, vendors and distributors for such equipment, be available. Additionally, the cost for high-definition equipment continues to fall, meaning that it is now and will continue to be achievable at a reasonable cost during the transition timeframe proposed.

The reason the broadcast, cable and satellite industries have moved to HDTV is because of the obviously better picture quality and sound quality, which consumers have also recognized. As of April 2013, over 75% of US households have at least 1 HD television set, up from 23% in 2007, according to published research. Over the past 6 years, 59% of US households adopted HDTV. According to the research, the percentage of HDTV homes continues to grow rapidly. Currently, the City of Bainbridge Island utilizes an outside entity called Bremerton Kitsap Access Television (BKAT) to televise their City Council meetings. Both staff and equipment resources are used in the production of these meetings. The Bainbridge Island City Manager and staff have expressed an interest in expanding the programming offered to the community. Accordingly, we are recommending new equipment purchases for the City to address this interest. Also, purchases should be HD, but in some cases still SD-compatible based on integration with existing equipment. Keep in mind this is a baseline only. The City may choose to integrate additional options or equipment above and beyond the minimum baseline for its particular PEG Access needs.

The HD digital baseline transition for the major equipment for each type of Access specified in each functional area is as follows:

Bainbridge Island Public Access

Field Acquisition

Field Acquisition is the equipment necessary for video production that will enable Public Access producers to shoot video at remote locations. It allows for a wider range of programming that highlights areas and events around the community.

Current HD cameras offer many professional capabilities and are cost-effective, lightweight, easy to use, and can create spectacular images. The camera field packages recommended all include one consumer grade HD camera, one tripod, one lighting package, and one channel of wireless audio and accessories. In the attached spreadsheet, we are recommending that there be a total of three field packages for Public Access on Bainbridge Island.

A flypack is a portable unit that will enable the Public Access program producers on Bainbridge Island to produce a complete multi-camera production in the field or indoors and allow for staff to be flexible and mobile for events from different locations. These locations are an ideal use for combining the flypack with the mobile production vehicle discussed later in this report. The price range varies greatly on flypacks depending on the flexibility needed. We recommend purchasing one new flypack system as shown in the equipment spreadsheet. This flypack system will be capable of multi-camera live switching of either three robotic cameras or traditional field cameras as well as insertion of live graphics. It should be HD capable.

Generally, flypacks are used for indoor purposes, such as coverage of public outreach and community meetings. When coverage of outdoor events is needed, it is generally better to use the flypack in tandem with a mobile production vehicle for the protection of the equipment. Additionally, the temperature around the equipment can be better regulated and it provides a more ergonomic environment for the production crew. We have recommended a sprinter-type vehicle for mobile production as an option to be combined with this equipment.

As further discussed below, the flypack and sprinter van would be housed at the City and be used to facilitate all forms of PEG Access.

<u>Post Production</u>

The major types of equipment involved in the baseline Post Production transition are ingestion, monitoring, digital audio mixing, editing systems, and a portable solid-state recorder. Ingestion is the ability to move video and audio into the computer environment from various sources for editing.

Upon review of Bainbridge Island Public Access editing needs, we have determined that one regular edit system along with two portable edit systems are adequate for such needs.

City of Bainbridge Island Government Access

Field Acquisition

As stated with Public Access, Field Acquisition is the equipment necessary for video production that will enable producers and, in this case, City staff to shoot video at remote locations.
The camera in this type of field package is different from Public Access as it is a higher grade camera meant for a more skilled, professional user.

The camera field package recommended in the attached spreadsheet includes one high-end HD camera, one tripod, one lighting package, and two channels of wireless audio and accessories.

Regarding multi-camera remote production, we recommend that the flypack specified for Public Access also be used for Government access, and where feasible, Educational Access content development.

Post Production

As for Public Access, the major types of equipment involved in the baseline Post Production transition are ingestion, monitoring, digital audio mixing, an editing system, and a portable solid-state recorder.

Upon review of the City of Bainbridge Island editing needs, we have determined that one regular edit system is adequate for Government Access needs.

Council Chambers/Council Chamber Control Room

In the Council Chambers, we have identified these key pieces of replacement or new equipment:

- Cameras
- Microphones (Both Wired and Wireless)
- TV Monitor
- Scan Converter
- LED Lighting System

For Council Chambers Control, which is anticipated to be developed as a more permanent, fixed system in an adjacent room, we have identified these key pieces of replacement and new equipment:

- Switcher
- Robotic Camera Control
- Character Generator
- Digital Audio Mixing Consoles
- Multiviewer Monitoring
- Solid State Recorder
- Engineering/Confidence Monitor
- Miscellaneous D/A's and cabling

It should be noted that the character generator listed for Council Chambers Control may or may not be needed based on the type of switcher purchased. Many of today's switchers have built-in character generator technology and if this type of switcher is purchased, there may be a cost savings.

It should be noted that during the tour of the facility, we observed the lighting system in the Council Chambers was meant for more theatrical-type productions and should be replaced. The new system we are recommending is more conducive to meetings and other types of events that would take place in the Council Chambers Room.

This new production equipment should be adequate for televising regular Council meetings as well as informal work sessions and meetings set up in the audience area (based on reconfiguration of the portable seating).

Additionally, although the entire flypack can certainly be used to produce programming from the adjacent conference room, it is also possible to use just the robotic cameras and lights from the flypack and integrate them with the Council Chambers Control System.

Infrastructure

Infrastructure includes all equipment such as, Optical Transmitters/Receivers, Signal Converters, wiring and cabling needed throughout the facility to produce high-quality HD signals. Since the infrastructure is the backbone for all equipment needed to communicate throughout the facility, it is essential that this functional area have the ability to handle this equipment.

Archival/Storage

As PEG Access in Bainbridge Island grows, produces and provides an ever-expanding amount of programming in HD requiring greater capacity, the need for more archival/storage will increase as well. This enables producers and staff to save and share their work.

Archival and storage is used to house finished programs that can be accessed by citizens for on-demand viewing of programs. Not only can programs be archived, but they can be categorized by subject, producer, event type, or date and can be stored in various file types.
Even though the City already has some storage technology for video on-demand in place, we have included costs for upgrades and growth throughout the 10-year projected timeframe. We are recommending that the City of Bainbridge Island have 20 terabytes over the 10 year replacement schedule. This equates to 400 hours of HD programming stored on the disk per year or 33 hours per month.

Headend/Playback

The production servers need to have the capability for both standard and HD playback, moving to all HD in the future, have the ability to have programs transferred to them over the network (real-time ingestion) and have a robust scheduling capability to enable a well-rounded playback resource. We have estimated costs for new HD equipment to enable the City of Bainbridge Island to cablecast in HD which should also include capability for character generation.

<u>On Demand/Streaming</u>

Both Internet streaming and Video on Demand (VOD) streaming have become an integral part of many production facilities' outreach to the public, especially consumers without cable television services. With this in mind, video streaming equipment needs to be capable of handling signals within the facility, be HD compatible and in most cases, capable of running 24/7. The equipment should also include both live streaming and VOD capability and is included in the cost for the type of playback system we are recommending.

<u>Ancillary Equipment</u>

The purpose of this category is to enable the City of Bainbridge Island to budget for equipment needed that is ancillary to the purchase of new equipment as well as upgrades to existing equipment in the Council Chambers and Control and development of a permanent console-based system in an adjacent Council Chambers Control Room. This type of equipment would include items such as conventional sets, teleprompter equipment, miscellaneous stands, tripods, recorders, plus their consoles, etc and further upgrades and replacements in later years. Basically, it is equipment needed to complete the production facility.

Option

<u>Mobile Production Vehicle</u>

A Mobile Production vehicle is a valuable and flexible resource for any video production facility. Because of this, it is important that the equipment be state of the art and its capabilities match the capabilities used throughout the facility. Consistent with this, we have recommended an optional Mobile Production vehicle that is a sprinter-type van that is capable of housing and transporting the HD flypack and has patch panels and a climate control system. The intention is to share this vehicle with all forms of PEG Access.

Conclusions and Recommendations

After review and analysis of all the data and information gathered from the interviews, onsite facility and equipment reviews, and written documentation and materials during the PEG Access Needs and Interests Assessment, CBG and Team Partner, Carson Hamlin, have developed the following conclusions and recommendations. Ways to fulfill these needs should be pursued with Comcast during franchise renewal negotiations.

1. Access Channel Capacity – Access channel capacity and related channel positions, satisfactory to the City, need to be preserved and expanded as described below. This includes:

a. Continuation of delivery of Channel 12 as the primary PEG Access Channel for Bainbridge Island.

b. The potential for 2 additional channels over the life of the franchise, such that in the long term, 3 separate channel identities could be facilitated, one each for: Government Access (for the City), Public/Community Access (for Bainbridge Island residents and organizations), and K-12 Educational Access (for the Public School District).

c. In addition to the above, over the course of any renewed franchise, and as the amount of HD programming will increase for all PEG program providers, HD capacity will be needed for each of the existing and anticipated PEG Access Channels.

It will be necessary to ensure that each of the HD channels also continues to be provided in an SD version until the entire system may be in HD, so that every subscriber, regardless of their tire of cable service, will be able to receive all of the access channels. It will be equally important to ensure that HD channels are provided in successor formats (such as HD4K) so that the quality of the access channels are always at least equal to the best quality of the other services provided on the system.

As noted further herein, equipment upgrades and replacements will be needed to ensure that the access channels are able to continue migrating to the then current television production industry standard and that they are provided without noticeable degradation or deterioration in quality, from the point of origination at the access channel origination site to delivery to the subscriber.

d. As time shifted viewing continues to increase by subscribers, it will be important to ensure that enough cable-based video on demand capacity is available for PEG Access channel programming that is either highly time sensitive or evergreen so that PEG Access programming can have the highest distribution possible, and the greatest accessibility by subscribers, on the system.

The programming submitted for VOD distribution should be able to be updated and refreshed on a weekly basis, as needed.

2. Access Equipment -- New, upgraded and replacement equipment to facilitate Governmental, Public/Community, and Educational Access programming needs to be provided consistent with the projections shown in the Attachments to this report. Equipment category projections have been made from the information provided by the City, BKAT, and the Bainbridge Island Public Schools, as well as that obtained through onsite review of equipment amounts, types and conditions, along with the projections for expansion in the nature and level of Access content development. Our review indicates that the following Access equipment funding would be needed over the course of a projected 10 year timeframe within any renewed franchise to meet the needs assessed:

- *Government Access* -- To provide new, upgraded and replacement equipment for the City to facilitate Government Access programming produced within City Hall, as well as in the field through single camera other mobile remote operations (shared with public/community access), $497,880 ($414,900 base cost, plus $82,980 installation/training/warranty cost) is needed during the projected 10 year timeframe, to support the government programmatic initiatives indicated by our Assessment findings.

Additionally, a sprinter van, which again would be shared with public/community access, is presented as an option at an additional $95,000.

- *Public/Community Access* -- To provide new, and replacement equipment to facilitate Public/Community Access programming through single camera and mobile, remote operations (shared with the City) as well as both fixed and portable post production activities, $336,720 ($280,600 base cost, plus $56,120 installation/training/warranty cost) will be needed during the projected 10 year timeframe in order to support the Public/Community Access programmatic initiatives indicated by our Assessment findings.
- *K-12 Educational Access* -- Initially, K-12 Educational Access would utilize the facilities and equipment targeted at public/community access plus the facilities available within the Public Schools to support production of K-12 Educational Access programming. However, as School District needs may increase in the future, Capital funding specifically for K-12 Educational Access may be needed. This possibility should be accounted for in any franchise renewal, so that any Capital contribution provided as part of the franchise could be increased to account for future K-12 Education facility and equipment needs.

3. **Capital Support for Facilities and Equipment --** As indicated above, for equipment, the total dollar figure needed over a 10 year period equals $929,600 ($695,000 base cost, plus $139,100 in installation/training/ warranty cost and $95,000 for the optional sprinter van) for Government Access, Public/Community Access and K-12 Educational Access. Note that in some years, the needs are significantly greater than in other years and create a situation where high amounts of funding are needed for that particular year. Examples include Year 2 ($133,560 in equipment), and Year 8 ($163,380 in equipment needs). Depending on how funding is provided, there may be the need for capital fund advances and grants in those years over what may be traditionally provided as PEG support by way of monthly or quarterly PEG Fee payments.

Additionally, a number of the Year 1 requirements may be able to be satisfied by the current balance of the PEG support fund maintained by the City. In this case, this would lessen the amount needed over the 10 year timeframe. Comcast subscribers in the Bainbridge Island area are currently providing a per subscriber, per month PEG Fee of $1.00 per subscriber, per month. Over a 10 year period, if subscribership holds steady at existing levels, and all subscribers in the Bainbridge Island system are factored in, the sum projected to be generated would be approximately $420,000. Even considering the current level of the fund maintained by the City, this would fall short of the PEG Access needs described herein, meaning that there will need to be an increase in the amount of funding currently generated to meet the totality of the needs assessed.

ATTACHMENT

CABLE-RELATED PUBLIC, EDUCATIONAL AND GOVERNMENTAL (PEG) ACCESS NEEDS AND INTERESTS ATTACHMENT

Attachment

Public, Educational and Governmental Access Equipment Upgrade, Replacement and Enhancement Projections Overview

The following spreadsheets provide both baseline (one-time transition) equipment replacement, enhancement, and upgrade projections and projections (incorporating the baseline costs) over a ten-year period for various categories of equipment and facilities needed by the Access facilities reviewed. These projections were created from a review of facility inventories as well as physical walkthroughs. Additional information was obtained through interviews and discussions with staff and current and potential Access program providers. The upgrade, enhancement and replacement schedule was constructed to meet the needs and interests identified, taking into account the typical useful life of the equipment specified and the type of facility needed.

It should be noted that technology tends to change quickly and programmatic initiatives shift over time, so actual usage and replacement costs may vary from year to year. This upgrade, enhancement and replacement schedule is meant as a guide for budgetary purposes and will need to be periodically updated so that Access facilities will stay current with technology.

All projections included in this matrix are based on 2014 equipment prices.

Functional Area	Comments*	Unit Cost	Quantity	Extended Costs
Bainbridge Island - Public Access				
Field Acquisition				
Camera Field Packages	One consumer grade HD camera, one channel wireless audio and accessories, one tripod, small lighting package. A 10 year replacement schedule indicates replacement of this equipment be a 5-year replacement as opposed to a 7-year because of anticipated wear and tear.	$6,000	3	$18,000
Flypack (Studio in a Box)	Includes 3 robotic HD cameras, robotic camera controller, portable switcher that includes chromakey/green screen virtual set technology, CG, 8-input audio mixer, portable lighting and tapeless recorder. Housed in a flight case. This is intended to be used at remote locations. Shared unit with the City of Bainbridge Island.	$60,000	1	$60,000
Sub Total-Field Acquisition				**$78,000**
Post Production				
Ingestion	The editing ingestion process needs to match the Field Acquisition technology. The price reflects the cost for ingestion needed for editing.	$2,000	1	$2,000
Digital Audio Mixing Consoles	Price for adding stereo digital audio mixing. This cost reflects the price of a digital mixing console of 8-10 inputs.	$800	1	$800
Monitoring	Capable of at least SDI/HD, or SDI/HDMI inputs. Includes multi-standard, multi-format digital waveform monitor. Prices are per monitor.	$1,500	1	$1,500
Edit Equipment	Price is for a turnkey (including both hardware and software) high-speed computer with I/O card with dual monitors. Performance will be slower when trying to edit HD on older computers. Turnkey systems can vary in cost depending on storage, graphics cards, I/O cards and system RAM needed. Should also include network capability.	$6,000	1	$6,000
Portable Edit Systems	Portable laptop computer system with card reader configured for non-linear editing.	$3,000	2	$6,000
Solid-State Recorder	Capable of multi-format type recording and consistent with entire facility workflow.	$1,000	1	$1,000
Sub Total-Post Production				**$17,300**
Total Public Access				**$95,300**

Functional Area	Comments*	Unit Cost	Quantity	Extended Costs
City of Bainbridge Island				
Field Acquisition				
Camera Field Package	One HD camera, one tripod, lighting package, 2 channels wireless audio and accessories. A 10 year replacement schedule indicates replacement of this equipment be a 5-year replacement as opposed to a 7-year because of anticipated wear and tear.	$15,000	1	$15,000
Sub Total-Field Acquisition				**$15,000**
Post Production				
Ingestion	The editing ingestion process needs to match the Field Acquisition technology. The price reflects the cost for ingestion needed for editing.	$2,000	1	$2,000
Digital Audio Mixing Consoles	Price for adding stereo digital audio mixing. This cost reflects the price of a digital mixing console of 8-10 inputs.	$800	1	$800
Monitoring	Capable of at least SDI/HD, or SDI/HDMI inputs. Includes multi-standard, multi-format digital waveform monitor. Prices are per monitor.	$1,500	1	$1,500
Edit Equipment	Price is for a turnkey (including both hardware and software) high-speed computer with I/O card with dual monitors. Performance will be slower when trying to edit HD on older computers. Turnkey systems can vary in cost depending on storage, graphics cards, I/O cards and system RAM needed. Should also include network capability.	$6,000	1	$6,000
Solid-State Recorder	Capable of multi-format type recording and consistent with entire facility workflow.	$1,000	1	$1,000
Sub Total-Post Production				**$11,300**

Functional Area	Comments*	Unit Cost	Quantity	Extended Costs
Council Chambers				
Cameras	These cameras are HD robotic cameras capable of panning and zooming. Should include camera, lens and robotic head.	$10,000	4	$40,000
Audio Microphones (Wired)	Wired microphones with Mute functions and lectern microphones. $175 each.	$175	14	$2,450
Audio Microphones (Wireless)	Wireless mircophone systems with transmitter and receiver used mainly for work sessions. Wireless gooseneck type microphones, one hand-held and one lapel microphone.	$800	14	$11,200
TV Monitors	55 inch.	$1,000	2	$2,000
Scan Converter	Capable of converting computer output to SDI video. Should be capable of HD output.	$1,000	1	$1,000
LED Lighting System	Includes multiple LED fixtures capable of multi-colored lighting, presets and dimmer control.	$15,000	1	$15,000
Sub Total Council Chambers				**$71,650**

Functional Area	Comments*	Unit Cost	Quantity	Extended Costs
Council Chamber Control Room				
Switcher	Capable of HD production. Includes one M/E capable of upstream and downstream keying, file storage and multi-viewer output.	$22,000	1	$22,000
Robotic Camera Control	Controller should be capable of controlling multiple cameras with the ability of stored presets and camera setup capability	$2,500	1	$2,500
Character Generator	Prices vary greatly depending on features, I/O, and single/multi-channel systems. System would include multiple I/O, built in DVEs, built-in still store and single channel. A separate CG might be optional depending on the type of switcher, as some switchers have this type of functionality built in.	$6,000	1	$15,000
Digital Audio Mixing Consoles	Price includes the cost of DSP audio mixing of 20 channels of Council audio.	$3,500	1	$3,500
Multi-view Monitoring	Monitors to be used to display multiviewer high resolution images. Assuming 48" monitor.	$2,000	2	$4,000
Solid-State Recorder	Capable of multi-format type recording and consistent with entire facility workflow.	$1,000	1	$1,000
Misc. HD D/A's and cabling	This is for miscellaneous distribution of signals from the HD equipment	$5,000	1	$5,000
Engineering/Confidence Monitor	Used for monitoring video output signal. Should incorporate built-in waveform/vector scope. Capable of analyzing digital signals including HD.	$1,500	1	$1,500
Sub Total-Council Chambers Control Room				**$54,500**
Total City and Council				**$152,450**

Functional Area	Comments*	Unit Cost	Quantity	Extended Costs
Whole Facility				
Infrastructure				
IP Encoder	Capable of streaming HD quality video 24/7	$3,000	1	$3,000
Optical Transmitters/Receivers	One per channel. Used for receiving and transmitting encoded signals over fiber optic connection; should include transmitters/receivers.	$2,000	1	$2,000
SDI cabling	Price range is per foot and for regular shielding or plenum (fire-retardant) shielding. Cabling should be able to accept both SD-SDI and HD-SDI signals. Actual costs are dependent on lengths needed, and should be quoted from an integrator. Cost includes cabling and installation.	$2.50	200	$500
SDI routing	Routing and cabling need to have bandwidth capable of HD. Costs vary widely depending on number of inputs and outputs needed. This baseline should provide a 16x16 HD router.	$2,500	1	$2,500
Signal Converters	For up-converting any legacy equipment that is analog or down-converting any newer equipment such as HD to SD. We recommend signal converters that work as "Swiss Army knives", i.e. have the ability to up-convert and down-convert any signal from HD to analog to VGA and even HDMI.	$3,500	1	$3,500
Sub Total-Infrastructure-Whole Facility				**$11,500**

Functional Area	Comments*	Unit Cost	Quantity	Extended Costs
Archival/Storage				
Storage Server	Budgets should account for increased storage costs for HD. Costs on storage can vary widely depending on the number of users, the amount of storage needed, speed, etc. Price per terabyte decreases with the number of terabytes purchased. This price reflects roughly 20 terabytes of storage over the life of the franchise. Assuming $1200/terabyte. Should also have redundant power supplies and be RAID protected.	$24,000	1	$24,000
Sub Total-Archival/Storage Staff Production				**$24,000**
Headend/Playback				
Server-based Playback System	Headend/playback equipment should be HD or HD compatible. Minimum bit rates should be 20 Mb/sec for HD.	$25,000		$25,000
Sub Total-Headend/Playback-Whole Facility				**$25,000**
On Demand/Streaming				
Encoders	Need one encoder per channel for streaming live 24/7 content. Price varies depending on format and performance. Price represents a professional turnkey single-channel encoder system, which includes hardware and software capable of running 24/7.	$1,500	1	$1,500
Sub Total-On Demand Streaming-Whole Facility				**$1,500**
Total-Whole Facility				**$62,000**

Functional Area	Comments*	Unit Cost	Quantity	Extended Costs
Ancillary Equipment				
Ancillary Equipment**				
Ancillary Equipment	Ancillary/ Support Equipment such as teleprompters, stands, tripods, portable production accessories, racks, batteries, cards, physical sets, consoles, etc. will be an aggregated total in the summary spreadsheet.	$10,000	1	$10,000
Sub Total-Ancillary Equipment				**$10,000**
Total-Ancillary Equipment				**$10,000**
SubTotal One Time Transition Cost				**$319,750**
20% Installation/Training/Warranty				**$63,950**
Total One Time Transition Cost				**$383,700**
* Description of type of equipment needed for each major item in a functional area, and brief purpose. Longer form discussion is included in the narrative report. HD costs are based on 1080p format.				
** This is included as a unit cost in the one-time transition cost calculation to ensure that it is reflected. In actuality, the one time cost for ancillary equipment will likely be higher until it reflects the next replacement of each item. The maximum extended costs would be the 10 year total of $100,000 (plus 20% Installation/ Training/Warranty)				
Options				
Mobile Production Vehicle - All PEG				
Mobile Production Van	Customized Sprinter-type van used for housing Flypack (Studio in a Box). Van should include heating and cooling for equipment during productions and also to include cabling pass-through or internal/external patching. Van should also include a generator and is anticipated to be shared with Public Access.	$95,000	1	$95,000
Sub Total-Mobile Production Van	1			**$95,000**

Functional Area	Unit Cost	Quantity	Extended Costs	YR1	YR2	YR3	YR4	YR5	YR6	YR7	YR8	YR9	YR10	10 Year Total
Bainbridge Island - Public Access														
Field Acquisition														
Camera Field Packages	$6,000	3	$18,000		$18,000					$18,000				$36,000
Flypack	$60,000	1	$60,000		$60,000							$60,000		$120,000
Sub Total-Field Acquisition			**$78,000**											
Post Production														
Ingestion	$2,000	1	$2,000		$2,000							$2,000		$4,000
Digital Audio Mixing Consoles	$800	1	$800		$800							$800		$1,600
Monitoring	$1,500	1	$1,500		$1,500							$1,500		$3,000
Edit Equipment	$6,000	1	$6,000		$6,000							$6,000		$12,000
Portable Edit Systems	$3,000	2	$6,000		$6,000							$6,000		$12,000
Solid State Recorder	$1,000	1	$1,000		$1,000							$1,000		$2,000
Sub Total-Post Production			**$17,300**											
Total Public Access			**$95,300**	**$0**	**$95,300**	**$0**	**$0**	**$0**	**$0**	**$18,000**	**$0**	**$77,300**	**$0**	**$190,600**
City of Bainbridge Island														
Field Acquisition														
Camera Field Packages	$15,000	1	$15,000			$15,000							$15,000	$30,000
Sub Total-Field Acquisition			**$15,000**											
Post Production														
Ingestion	$2,000	1	$2,000			$2,000							$2,000	$4,000
Digital Audio Mixing Consoles	$800	1	$800			$800							$800	$1,600
Monitoring	$1,500	1	$1,500			$1,500							$1,500	$3,000
Edit Equipment	$6,000	1	$6,000			$6,000							$6,000	$12,000
Solid State Recorder	$1,000	1	$1,000			$1,000							$1,000	$2,000
Sub Total-Post Production			**$11,300**											
Council Chamber														
Cameras	$10,000	4	$40,000	$40,000							$40,000			$80,000
Audio Microphones (Wired)	$175	14	$2,450	$2,450							$2,450			$4,900
Audio Microphones (Wireless)	$800	14	$11,200	$11,200							$11,200			$22,400
TV Monitors	$1,000	2	$2,000	$2,000							$2,000			$4,000
Scan Converter	$1,000	1	$1,000	$1,000							$1,000			$2,000
LED Lighting System	$15,000	1	$15,000	$15,000							$15,000			$30,000
Sub Total-Council Chamber			**$71,650**											

Functional Area	Unit Cost	Quantity	Extended Costs	YR1	YR2	YR3	YR4	YR5	YR6	YR7	YR8	YR9	YR10	10 Year Total
Council Chamber Control Room														
Switcher	$22,000	1	$22,000	$22,000							$22,000			$44,000
Robotic Camera Control	$2,500	1	$2,500	$2,500							$2,500			$5,000
Character Generator	$6,000	1	$15,000	$15,000							$15,000			$30,000
Digital Audio Mixing Consoles	$3,500	1	$3,500	$3,500							$3,500			$7,000
Multi-view Monitoring	$2,000	2	$4,000	$4,000							$4,000			$8,000
Solid State Recorder	$1,000	1	$1,000	$1,000							$1,000			$2,000
Misc. HD D/A's and cabling	$5,000	1	$5,000	$5,000							$5,000			$10,000
Engineering\ Confidence Monitor	$1,500	1	$1,500	$1,500							$1,500			$3,000
Sub Total-Council Chambers Control Room			**$54,500**											
Total City and Council			**$152,450**	**$126,150**	**$0**	**$26,300**	**$0**	**$0**	**$0**	**$0**	**$126,150**	**$0**	**$26,300**	**$304,900**

Functional Area	Unit Cost	Quantity	Extended Costs	YR1	YR2	YR3	YR4	YR5	YR6	YR7	YR8	YR9	YR10	10 Year Total
Whole Facility														
Infrastructure														
IP Encoder	$3,000	1	$3,000	$3,000					$3,000					$6,000
Optical Transmitters/ Receivers	$2,000	1	$2,000	$2,000					$2,000					$4,000
SDI cabling	$2.50	200	$500	$500					$500					$1,000
SDI routing	$2,500	1	$2,500	$2,500					$2,500					$5,000
Signal Converters	$3,500	1	$3,500	$3,500					$3,500					$7,000
Sub Total- Infrastructure Whole Facility			**$11,500**											
Archival Storage														
Storage Server	$24,000	1	$24,000		$6,000			$6,000		$6,000			$6,000	$24,000
Sub Total- Archival Storage- Whole Facility			**$24,000**											
Headend- Playback														
Server-based Playback System	$25,000	1	$25,000	$25,000						$25,000				$50,000
Sub Total- Headend- Playback Whole Facility			**$25,000**											
On Demand Streaming														
Encoders	$1,500	1	$1,500	$1,500					$1,500					$3,000
Sub Total-On Demand Streaming Whole Facility			**$1,500**											
Total-Whole Facility			**$62,000**	**$38,000**	**$6,000**	**$0**	**$0**	**$6,000**	**$13,000**	**$31,000**	**$0**	**$0**	**$6,000**	**$100,000**

Functional Area	Unit Cost	Quantity	Extended Costs	YR1	YR2	YR3	YR4	YR5	YR6	YR7	YR8	YR9	YR10	10 Year Total
Ancillary Equipment														
Ancillary Equipment														
Ancillary Equipment	$10,000	1	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$100,000
Sub Total-Ancillary Equipment			**$10,000**											
Total-Ancillary Equipment			**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$100,000**
Yearly Equipment Totals				**$174,150**	**$111,300**	**$36,300**	**$10,000**	**$16,000**	**$23,000**	**$59,000**	**$136,150**	**$87,300**	**$42,300**	**$695,500**
20% Inst/Train/Warranty				**$34,830**	**$22,260**	**$7,260**	**$2,000**	**$3,200**	**$4,600**	**$11,800**	**$27,230**	**$17,460**	**$8,460**	**$139,100**
TOTAL				**$208,980**	**$133,560**	**$43,560**	**$12,000**	**$19,200**	**$27,600**	**$70,800**	**$163,380**	**$104,760**	**$50,760**	**$834,600**
Total One Time Transition Cost			**$319,750**											
20% Inst/Train/Warranty			**$63,950**											
Total One Time Transition Cost			**$383,700**											
Options														
Mobile Production Van	$95,000	1	$95,000			$95,000								$95,000
Sub Total-Options			**$95,000**											

CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION

Subject: PEG (Public, Educational & Government) Channel Equipment Assessment	Date: September 2, 2014
Agenda Item: Staff Intensive	Bill No.: 14-137
Proposed By: City Manager Doug Schulze	

BUDGET INFORMATION

Depart/Fund: General Fund	PEG Equipment Account	
Expenditure Req: TBD	Budgeted? ☒ No	Budget Amend. Req? ☒ Yes

REFERRALS/REVIEW

Study Session: September 2, 2014	Recommendation: Informational – no action required.	
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

No, action is required. The Assessment Report is being presented to the City Council as information and for discussion purposes.

Background:

The City Council has expressed an interest in restoring the local Public, Educational & Governmental Access Channel, known as PEG Channel. As part of the franchise agreement, Comcast is responsible for collecting a fee of $1.00 per subscriber each month, which is dedicated for purchase and replacement of PEG equipment. The PEG Equipment Account will have a balance of approximately $250,000 at the end of 2014. Each year, revenue generated from the PEG capital fee is about $50,000 depending on the number of Comcast subscribers in Bainbridge Island.

The PEG Needs Assessment was conducted by CBG Communications, Inc. in preparation for franchise negotiations with Comcast. In addition, the Assessment provides recommendations for equipment needed to re-establish a local cable television access channel for Bainbridge Island. The recommendations are formatted in a manner that will allow the City to take a phased approach to moving toward a more complete PEG access channel(s), which would include local government content as well as community and educational content over time.

Currently, equipment used for cablecasting City Council meetings is owned by the City of Bainbridge Island, but operated by a staff person provided through a contract with BKAT. The City of Bainbridge Island pays BKAT $30,000 per year to produce the meetings. The equipment is the minimum needed for cablecasting meetings and can only be used in the Council Chambers, which limits opportunities for other types of PEG content.

Next steps will be to discuss the report with a citizen group that has been formed to assist with PEG access. This citizen group has expertise in television production and will be as to review the Needs Assessment. A recommendation for equipment purchases will be brought to the City Council in the next few months.

RECOMMENDED ACTION

Motion: No action needed at this time.

CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION	
Subject: SMP Monitoring Program	Date: September 2, 2014
Agenda Item: Council Discussion	Bill No.: 14-089
Proposed By: Councilmember Ward, ETAC Liaison	Referral(s): ETAC

BUDGET INFORMATION		
Department: Public Works	Fund:	Munis Contract #
Expenditure Req: $102,190 (2014)	Budgeted? ☐ Yes ☒ No	Budget Amend. Req? ☒ Yes ☐ No

REFERRALS/REVIEW		
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☐ Yes ☐ No ☒ N/A	Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider forwarding the funding for the first year of the SMP Monitoring Program in the amount of $102,190 and request a budget amendment using unalloted monies from the General Fund to the September 9, 2014 consent agenda.

History:

On March 18, 2014, a proposal was prepared for ETAC by the Remote Sensing and Geospatial Analysis Lab at the University of Washington. The lab would provide a scientific basis for future regulation and management of shoreline development by creating a baseline report of the spatial distribution of indicators of ecological functions (such as habitat, water quality and water quantity(.

On June 11, 2014, ETAC prepared their recommendations based on the proposal and while they believed this type of data had substantial value, they recommended that several conditions be clearly established with respect to the proposal or any similar proposal to collect and analysis baseline remote sensing data.

On June 16, 2014, Councilmember Ward shared an approach developed by the University of Washington based on similar projects done in Tacoma, Olympia and Seattle. He suggested the City acquire multispectral aerial imagery and LIDAR concurrent with the start of the SMP which would capture conditions of the whole island, shoreline, and near shore conditions and to use these data sets to develop a detailed land use land cover project that is compatible with the City's GIS system. He briefly described what the data could be used for and provided detail on the four-phase project. David Sale, ETAC member, shared the Environmental Technical Advisory Committee's recommendations and a potential process for implementing the monitoring program.

RECOMMENDED ACTION

I move that the City Council forward the funding for the first year of the SMP Monitoring Program in the amount of $102,190 and request a budget amendment using unalloted monies from the General Fund to the September 9, 2014 consent agenda.

A DRAFT FRAMEWORK FOR DEVELOPING A SHORELINE MANAGEMENT PROGRAM TO MEASURE NO NET LOSS OF ECOLOGICAL FUNCTIONS FOR BAINBRIDGE ISLAND

This initial framework for a Shoreline Management Program No Net Loss (NNL) Monitoring addresses the following areas:

1. ***How and what do we measure*** to determine if the SMP is meeting No Net Loss of ecological functions for selected ecological parameters?
2. What would the ***structure*** of an SMP NNL monitoring program look like?
3. What are the ***responsibilities*** for implementing, managing and evaluating an SMP NNL monitoring program?

I. POTENTIAL PARAMETERS FOR MONITORING NNL

1. How and what do we measure to determine if the SMP is meeting No Net Loss of ecological functions for selected ecological parameters?

This question leads to what and how we are going to measure NNL. The following parameters are suggested as resources that may be appropriate and informative to monitor changes over time in order to understand whether the SMP is meeting NNL objectives. This list is not necessarily comprehensive of the full suite of ecological variables that could or should be monitored, but it does include several key ecological resources that are critical to the integrity of our nearshore habitats, and are consistent with several of the resources discussed as important for monitoring in the Bainbridge Island Nearshore Habitat Characterization (Williams et al. 2004; http://www.ci.bainbridge-isl.wa.us/DocumentCenter/View/2555).

- Eelgrass and Kelp: Important Nearshore Subtidal Habitats
- Shoreline Position Changes: Location And Provision Of Physical Habitat Structure
- Intertidal Beach Sediment Supply: Critical Habitat For Juvenile Salmonids, Forage Fish, Shellfish And Eelgrass
- Marine Riparian Vegetation: Shading, Shoreline stabilization and Food Supply to the Nearshore
- Water Quality: Adequate Water Quality for Fish and Nearshore Resources
- Estuarine Emerging Vegetation (salt marsh): Changes in Critical Salt Marsh Habitats

For each parameter, the framework seeks to identify what measures are appropriate to monitor, what tools would be required to gather the necessary information (and thus what resources might be required), and what other information might be available to help offset costs of gathering data.

In addition, this framework also identifies general responsibilities for developing, implementing and managing the program.

Eelgrass and Kelp: Important Nearshore Subtidal Habitats

Overall question:

What is the status and trend for eelgrass and kelp beds?

Measures:

Location and extent of Macroalgal beds; kelp and eelgrass abundance, patterns; seasonal and annual

Amount and type of bulkheads (mileage, etc.) and development near identified eelgrass– new, rebuilt, soft armoring (presence/absence)

Tools:

Aerial photography for areas of seagrass, kelp

Aerial photography for bulkhead and development type, length

Periodic monitoring related to energy events for sediments

Ground and dive surveys

Who else is doing?

Puget Sound Partnership

Kitsap County

PSEMP

UW Friday Harbor Labs

DNR

Shoreline Position Changes: Location And Provision Of Physical Habitat Structure

Overall question:

How is the location of the Ordinary High Water Mark changing with time? Where is the shoreline eroding (feeder bluffs) and at what rates? Where is sediment accretion is expanding the shoreline? *(Note: Historic and current feeder bluffs are already well mapped around BI. Getting erosion rates over short period of time will be difficult as they are episodic and may be 0 or even +X inches or feet over the short term and –X over the long term.)*

Measures:

Mapped position of OHWM

Tools:

Aerial photography

LIDAR

Who else is doing?

NOAA and USGS on outer Washington coast

Beach Sediment Supply: Critical habitat for juvenile salmonids, forage fish, shellfish, and eelgrass

Overall question:

How is the amount and quality of sandy beach habitat changing of time? Where is it being lost? Where gained? What are the rates of change?

Measures:

Presence/Absence and extent of appropriate grain-sized beach sediment.
Presence/Absence and type (hard or soft) of armoring (interrupts sediment supply)
Beach Slopes? Seasonally? Would these really be measured several times of year? Every year?

Tools:

Aerial photography for armoring and beach sediment features
Beach Profiles with grain-size analyses
Forage fish spawning beach surveys (Laser scanning
LIDAR

Who else is doing?

Kitsap County Rich Passage fast ferry study

Marine Riparian Vegetation: Shading, Shoreline Stabilization and Food Supply to the Nearshore

Overall Question

What is the status and trend of marine riparian vegetation (MRV) on Bainbridge Island?

Measures

Percent cover of MRV, evaluated with covariates including:

-geologic shoreform (high bank, low bank, Geologically Hazardous Areas, Barrier Beach, etc;

-shoreline armoring, soft, hard, hybrid

Diversity and community structure of marine riparian vegetation

Abundance of super-canopy trees (raptor nesting)

Percent cover of MRV that is native and invasive

Amount of MRV recruiting to shoreline (recently fallen or anchored at bank but extending across beach

Density of vegetation

Tools

Aerial photography/remote sensing for MRV distribution and typing

Groundtruthing by land and water to verify species identification

Who else is doing?

COBI: has GIS layers on hand for vegetation- unsure of most recent date?

WDFW : bald eagle breeding habitat mapped, could be cross-referenced for super-canopy tree/nesting surveys

Estuarine Emerging Vegetation (salt marsh): Changes in Critical Salt Marsh Habitats

Overall Question
What is the status and trend for salt marsh habitats?

Measures
Areal extent
Species identification

Tools
Aerial Photos
Beach surveys

Who else is doing?
Kitsap Noxious Weed Board: Biological Control of Purple Loostrife in Murden Cove
ECY: Macroalgal survey data for Murden Cove (led to impaired status listing for macroalgal coverage)

Water Quality: Adequate Water Quality for Fish and Nearshore Resources

Overall Question
What is the status and trend of water quality along Bainbridge shorelines (nearshore and upland flows)?

Measures
Standard water quality parameters

Tools

2. SMP NNL monitoring program Structure

Components:

1. **Staffing**

   The program would be primarily staffed by a city staff person (Monitoring Program Coordinator) who would spend approximately 30-50% FTE on development, management and implementation of the program. Tasks would include:
   - Writing monitoring plans
   - Coordinating with other entities
   - Developing and managing contracts with contractors for data collection (as necessary)
   - Preparing documents and briefing Council
   - Providing documents to ETAC for review
   - Volunteer monitoring development and coordination
   - Data collection, QA/QC, data analysis and archiving (including aerial imagery and LIDAR)
   - Support for the community monitoring advisory council
   - Developing grant proposals

2. **Funding (program and monitoring)**

   Funding for the SMP NNL Monitoring Program should be multi-year (as much as possible, for consistency and predictability) and include the FTE for the Monitoring Coordinator, and allocations for other staff and contacts required. Costs would include:
   - FTE for Monitoring Coordinator
   - Equipment budget (as necessary)
   - Allocation for other staff time for program management (i.e., legal opinions related to use of volunteers, other staff participation in monitoring, etc.)
   - Sub-contract costs for other organizations such as volunteer monitoring groups trainings, costs associated with the community advisory committee (facilitator)

3. **Volunteers**

   To make the program cost effective and to integrate the community within the effort, volunteer monitoring will be crucial. This will require
   - Developing relationships with organizations within Puget Sound region that have experience with volunteer monitoring, and developing agreements for training and data collection.

- Oversight of volunteers monitoring to assure they are effectively integrated with city and contractor data collection, and to assure QA/QC plans are followed.

4. **<u>Coordination with other programs</u>**

Important to cost control, scientific rigor, reduction of duplication in data collection, and maximization of resources, the COBI, through the Monitoring Coordinator and existing and new relationships of city management and Council, is coordination with other monitoring programs, and local, university, state and federal jurisdictions doing shoreline monitoring in the West Sound and other places. Several questions can be raised within the context of coordination, and others will arise:

- How closely does COBI follow the developing PSP framework? Do we need to begin potentially before the framework is in place and approved? How do the stressors, drivers and factors match with what Bainbridge Island needs to know for the SMP?
- What information/data can we get from other sources? How would it be used within the monitoring program?
- Ultimately, for efficiencies, the SMP monitoring should be tied (connected) to other monitoring programs within the city.

5. **<u>Data management and reporting</u>**

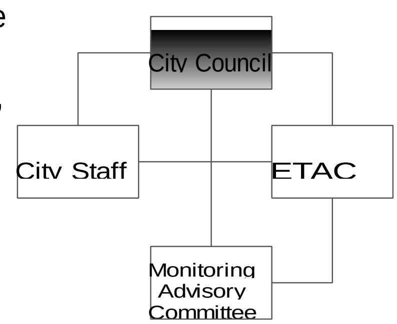
Several aspects of data management and reporting will be important for effective monitoring.

(a) Collection and QA/QC
(b) Where the data will "reside" (be stored)
(c) Integrating other data
(d) Archiving
(e) Development of reports and updates

All of these aspects would be within the responsibility of the Monitoring Coordinator, though certain aspects could be "farmed out" based on sub-contract requirements, volunteer agreements, or other vehicles. In any case it would be the responsibility of the Coordinator to assure that these aspects were addressed. As noted below, ETAC would provide feedback and advice on the best way to manage and report data.

6. **<u>Community Participation</u>**

A community advisory panel of approximately ten people (representative from major community groups, ETAC member, Council member, "free agent" community reps, City staff, Ecology, PSP). The group would be facilitated by (preferably) a neutral party with experience in joint fact finding processes for scientific investigations, and managed by the Monitoring Program Coordinator.



Based on Joint Fact Finding model

- Advisory to ETAC and Council – no decisionmaking
- Help to identify needs and collaboration on veracity of program
- Help to keep program adaptive
- Connect monitoring to community needs
- Engage local citizens in monitoring
- A requirement of membership should be a certain amount of out-of-meeting work to assist Monitoring Coordinator with volunteer development, community outreach and fieldwork.

7. **Oversight (ETAC and others)**
   The Monitoring Program structure would have a primary role for ETAC in oversight and review of the program. While ETAC members can help to develop relationships with other scientists and jurisdictions, it is important to realize that ETACs role would be limited to review and oversight, for a program managed and operated by the city staff and management.

COBI SMP Monitoring Program Timeline

Following is a potential approach to getting the monitoring program developed:

	Date
Develop Straw man framework	Mid-July
Discuss framework from science perspective - ETAC	End-July
Discuss framework with city management and staff	End-July
Attach costs to framework	August/Sept.
Council discuss and approve framework and costs	September
Hire Monitoring Coordinator/staff (or assign existing staff for now)	September?
Begin first year data collection including aerial data	Early Q4 2014
(Peer Science Workshop) Have technical dialogue among ETAC and science peers about framework and specifically (initial) monitoring parameters	September/October
ETAC meet and discuss revised framework	October
Have community meeting about developing plan	November
Identify other available data and volunteer relationships in a report	
Revise Monitoring program plan, and take final plan to Council for approval	
Develop volunteer monitoring relationships	

Begin collecting baseline data	
Develop Community Monitoring Advisory Committee and hold first meeting (involves also engaging a facilitator)	
Develop data and monitoring relationships with other researchers and jurisdiction.	
Provide volunteer training, including training for staff	
Collect /collate other information to add to field data	
Program Review	Annual or Bi-annual

COST ESTIMATE

Potential costs for the SMP NNL Monitoring Program can be broken down as follows:

COBI SMP Monitoring Program Pro Forma Budget							August 27,2014	
Item	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**Notes**
COBI Labor	$ 10,125	$ 40,500	$ 40,500	$ 40,500	$ 40,500	$ 40,500	$ 40,500	2014 - Assumes 60K base and 35% OH 0.5 alllocation
Volunteer Labor	$ 10,000	$ 25,000	$ 25,000	$ 35,000	$ 25,000	$ 25,000	$ 25,000	Non cash amount; could be used as in-kind match for granting purposes
Contracts								
Aerial Data	$ 50,566	$ -	$ -	$ -	$ -	$ 20,000	$ -	2014 - Includes Eel Grass variables
LULC UW	$ 34,499	$ 19,542	$ -	$ -	$ -	$ -	$ -	
Samp. Supplies	$ 5,000	$ 20,000	$ 10,000	$ 10,000	$ 10,000	$ 35,000	$ 10,000	
Travel and Misc	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	
TOTAL	$ 112,190	$ 107,042	$ 77,500	$ 87,500	$ 77,500	$ 122,500	$ 77,500	
Cash Total	$ 102,190	$ 82,042	$ 52,500	$ 52,500	$ 52,500	$ 97,500	$ 52,500	

While much of the (at least) initial funding needs to come from budget commitments by the City, there is a lot of room for grant funding to be able to assist in future year funding. Given that this program is one of a kind among jurisdictions in the state, it is likely to attract interest as it develops.

COBI SMP Monitoriing Program Pro Forma Budget

August 20,2014

Item	2014	2015	2016	2017	2018	2019	2020	
COBI Labor	10,125	40,500	40,500	40,500	40,500	40,500	40,500	
Volunteer Labor	10,000	25,000	25,000	35,000	25,000	25,000	25,000	Non cash amount
Contracts								
Aerial Data	50,566	0	0	0	0	20,000	0	
LULC UW	34,499	19,542	0	0	0	0	0	
Samp. Supplies	5,000	20,000	10,000	10,000	10,000	35,000	10,000	
Travel and Misc	2,000	2,000	2,000	2,000	2,000	2,000	2,000	
TOTAL	112,190	107,042	77,500	87,500	77,500	122,500	77,500	
Cash Total	102,190	82,042	52,500	52,500	52,500	97,500	52,500	

CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION	
Subject: Sierra Club Op-Ed Statement - Rethinking Coal Power	Date: September 2, 2014
Agenda Item: Council Discussion	Bill No.: 14-138
Proposed By: Councilmember Townsend	Referral(s):

BUDGET INFORMATION		
Department:	Fund:	Munis Contract #
Expenditure Req:	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW		
City Manager ☐ Yes ☐ No ☒ N/A	Legal ☐ Yes ☐ No ☒ N/A	Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider authorizing the Sierra Club to identify Bainbridge Island being included in the listed communities in the OpEd article included in the agenda packet.

History:

The adverse impacts of climate change on our environment are well documented, and migrating away from coal power generation is feasible, economically desirable and an important step to mitigate climate change. Puget Sound Energy's coal plant in Colstrip, Montana is a significant greenhouse gas producer. The Sierra Club OpEd is a measured but clear statement encouraging Puget Sound Energy to migrate away from coal for electronic power generation and investing in better energy alternatives.

RECOMMENDED ACTION

Motion:

I move that the City Council authorize Sierra Club to include Bainbridge Island in the list of communities as encouraging Puget Sound Energy to rethink its reliance on coal for electric power generation.

Sierra Club Op-Ed Statement

Rethinking Coal Power

If your electricity comes from PSE, it may surprise you to learn that one-third of your supply comes from coal power. And most of that coal power is generated by a single outdated, out-of-state coal plant in Colstrip, Montana. The Colstrip plant is one of our region's largest greenhouse gas polluters and its leaking toxic ash ponds (a byproduct of coal burning) threaten the health of our Montana neighbors.

What does that mean for you? It means your cell phone, laptop, television and refrigerator are powered with highly polluting coal. If you drive an electric vehicle, it means coal is powering part of your investment: your carbon footprint is higher than you think. And it means that our green Northwest is contributing much more to climate change than we think.

The time's ripe for a change. The EPA recently released its clean power proposal, which would address carbon pollution from coal power plants across the nation such as Colstrip. Washington state is also at an energy crossroads: this spring, Governor Inslee unveiled a climate action plan for our state, and transitioning away from coal power is a top priority. In his executive order, the governor specifically identifies out-of-state coal power as an area that needs immediate attention, and he's invited PSE to serve on the state's Carbon Emissions Reduction Taskforce.

Western Washington cities are fortunate to have PSE as a trusted partner and utility provider. An accomplished nationwide leader in wind energy, PSE has earned our respect for its support of energy conservation and clean, renewable energy technology. In this spirit of appreciation, we write now to encourage PSE to take the natural next step towards a better energy future for our communities. As they have in the past, PSE can continue leading the way on clean energy and climate change mitigation by re-thinking its current reliance on coal power.

Economic conditions necessitate a quick move. The national and state-level efforts to curb carbon pollution mean that coal plants are becoming increasingly expensive to maintain and operate, to say nothing of repairing Colstrip's dirty, dangerous and outdated system. In fact, the Washington State Utilities and Transportation Commission has questioned PSE's continued investments in Colstrip. The commissioners have recommended that PSE begin a special process to reexamine its future commitment to coal power.

We urge PSE to take action and start planning today for a post-coal future.

In doing so, PSE can capitalize on opportunities for continued innovation in state-generated clean power. Renewable energy is an expanding field, creating Northwest jobs for the 21st century. Already, the state Department of Ecology has documented more than 47,000 jobs in Washington's green energy sector. Thousands more career wage family jobs will come from the transition away from dirty coal to clean solar, wind, and energy efficiency. Our future lies in this direction.

The bottom line is that we don't need coal. The potential is there for Washington to meet its energy needs with efficiency programs, wind, solar and other technologies. We just need to rise to the occasion.

As public officials, we not only have accountability to our communities today, but also to our children's children who will inherit this world tomorrow. Our families need clean air, clean water and a stable climate. We cannot sacrifice these basic human rights to keep a dying industry on life support.

As we see it, moving away from coal and investing in better energy alternatives will in the long run create new jobs, promote innovation, reduce electricity bills and protect the health of our families. PSE is a forward-thinking company, and we ask that it continue along this path. We respectfully urge PSE to re-think its investment in coal. A coal-free PSE would be better for the people of Bellingham, Olympia and Mercer Island, and for the rest of our communities.

REGULAR BUSINESS MEETING
TUESDAY, SEPTEMBER 9, 2014
LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON

AGENDA

Action

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

Mayor:	Anne Blair	
Deputy Mayor:	Wayne Roth	
Councilmembers:	Sarah Blossom	Roger Townsend
	Steven Bonkowski	David Ward
	Val Tollefson	

2. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
7:05 PM

3. PUBLIC COMMENT
7:10 PM

4. CITY MANAGER'S REPORT
7:20 PM Comprehensive Plan/Navigate Bainbridge Update

5. PRESENTATION
7:25 PM A. Fiscal Health Model (Center for Priority Based Budgeting), AB 14-045 – Finance **(Pg.)** — Information

6. NEW BUSINESS
8:05 PM A. Resolution No. 2014-__, Cave Landing Final Plat Approval, AB 14-___ – Planning **(Pg.)** — Consider Approval

7. UNFINISHED BUSINESS
8:20 PM A. Resolution No. 2014-20, Background Checks for Gun Purchases, AB 14-___ – Mayor Blair **(Pg.)** — Consider Approval

8. CONSENT AGENDA (Pg.)
8:30 PM

A.	Accounts Payable Voucher and Payroll Approval **(Pg.)**	Consider Approval
B.	Regular Study Session Meeting Minutes, July 21, 2014 **(Pg.)**	Consider Approval
C.	Regular Business Meeting Minutes, July 28, 2014 **(Pg.)**	Consider Approval
D.	Regular Study Session Meeting Minutes, August 4, 2014 **(Pg.)**	Consider Approval
E.	Regular Business Meeting Minutes, August 11, 2014 **(Pg.)**	Consider Approval
F.	Regular Study Session Meeting Minutes, August 18, 2014 **(Pg.)**	Consider Approval
G.	Regular Business Meeting Minutes, August 25, 2014 **(Pg.)**	Consider Approval
H.	Regular Study Session Meeting Minutes, September 2, 2014 **(Pg.)**	Consider Approval
I.	Resolution No. 2014-19, Heritage Tree Program, AB 14-136 – Planning **(Pg.)**	Consider Approval
J.	SMP Monitoring Program, AB 14-089 – Councilmember Ward **(Pg.)**	Consider Approval

9. COMMITTEE REPORTS
8:35 PM

10. REVIEW UPCOMING COUNCIL MEETING AGENDAS (Pg.)
8:40 PM

Times listed on this agenda are approximate. Public Comment may be limited to allow time for Council to deliberate.
Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 (cityclerk@bainbridgewa.gov) by noon on the day preceding the Meeting.

11. FOR THE GOOD OF THE ORDER
8:45 PM

12. ADJOURNMENT
8:50 PM

2014 PROPOSED COUNCIL CALENDAR ITEMS

Absences	**Clerk**	Department	Timing (min)	*Study Session 7 pm*	Absences	**Clerk**	Department	Timing (min)	*Business Meeting 7 pm*
	Kelly			**2-Sep**		Roz			**9-Sep**
Doug Amber	Kelly		**25**	**16-Sep**		Roz		**25**	**23-Sep**
									Executive Session - Property Acquisition (Tentative)
		CC	30	Kitsap Health District Presentation (Water Quality Monitoring Program)			EXEC	45	Public Safety Facility Planning (Presentation and Discussion)
		EXEC	15	Kitsap Economic Development Alliance (J. Powers)			FIN	30	2015-16 Proposed Budget (Info)
		PCD	15	Ad Hoc Tree Committee Recommendation (Ordinance Modifying BIMC 15.18, Land Clearing) - 1st Reading			PCD	15	Ordinance Regarding Rezone (Public Hearing)
			15	KRCC Update (R. Gelder)			PD EXEC	15	Police Department Oversight Recommendations
		PCD	10	Ordinance Regarding Rezone (1st Reading)			CC	10	Resolution No. 2014-20 Regarding Initiative 594
		PW	10	DOE Capacity Stormwater Grant Opportunity (Info)			CC	5	Filipino-American History Month Proclamation
		PW	10	**Public Works Contracts**			PW	CA	DOE Capacity Stormwater Grant Opportunity (Approve)
				Biosolids Services Agreement (Info)			PW	CA	Biosolids Services Agreement Award
				Olympic Drive Non-Motorized Improvement Amendment #1 (Info)			PW	CA	Olympic Drive Non-Motorized Improvement Amendment 1 Award
				Sound to Olympic Trail Amendment #1 (Info)			PW	CA	Sound to Olympic Trail Amendment #1 Award
		CC	10	Discuss Commercial Advertising Associated with City Property			PD	CA	Interlocal Agreement between COBI and City of Bremerton - Special Operations Group (SOG) - Approve
		PD	10	Interlocal Agreement between COBI and City of Bremerton - Special Operations Group (Info)				**145**	
		CC	5	Constitution Week Proclamation					
		CC	5	Climate Week Proclamation					
			160						
5th week				**30-Sep**					

2014 PROPOSED COUNCIL CALENDAR ITEMS

Absences	**Clerk**	Department	Timing (min)	*Study Session 7 pm*	Absences	**Clerk**	Department	Timing (min)	*Business Meeting 7 pm*
	Kelly		**25**	**7-Oct**		Roz		**25**	**14-Oct**
		FIN	30	Budget Deliberations			FIN	30	Budget Deliberations
		PCD	?	Ordinance No. 2014-27 Regarding 2015-2020 CFP			PCD	15	Ad Hoc Tree Committee Recommendation (Ordinance Modifying BIMC 15.18, Land Clearing) - Public Hearing (Needs Noticing)
		PCD	15	Resolution on Public Participation Plan for the Comprehensive Plan Update			PCD	CA	Resolution on Public Participation Plan for the Comprehensive Plan Update
		PW	15	Water System Plan Policy PSA (Info)			PW	CA	Water System Plan Policy PSA Award
		PW	10	**Public Works Contracts**			PW	CA	Emergency Generator Connections Contract Award
				Emergency Generator Connections Contract Award (Info)				**70**	
		FIN	10	Ordinance No. 2014-33 Regarding 2015-2016 Budget (1st Reading)					
		FIN	10	Ordinance No. 2014-34 Regarding Property Tax (1st Reading)					
		FIN	10	Ordinance No. 2014-35 Water Rates, Ordinance No. 2014-36 Sewer Rates, Ordinance No. 2014-37 SSWM Rates (1st Reading)					
			125						
	Kelly		**25**	**21-Oct**		Roz		**25**	**28-Oct**
		FIN	30	Budget Deliberations			FIN	30	Budget Deliberations
		EXEC	15	Fletcher Landing Design Alternatives			PCD	?	Ordinance No. 2014-27 Regarding 2015-2020 CFP
		FIN	10	Ordinance Regarding Q3 2014 Budget Adjustments (1st Reading)			FIN	10	Ordinance No. 2014-33 Regarding 2015-2016 Budget (Public Hearing)
		EXEC	10	City's Public Art Program Update (BIAHC)			FIN	10	Ordinance No. 2014-34 Regarding Property Tax (Public Hearing/Consider Approval)
			90				FIN	10	Ordinance No. 2014-35 Regarding Water Rates (Public Hearing/Consider Approval)
							FIN	10	Ordinance No. 2014-36 Regarding Sewer Rates (Public Hearing/Consider Approval)
							FIN	10	Ordinance No. 2014-37 Regarding SSWM Rates (Public Hearing/Consider Approval)
							FIN	CA	Ordinance Regarding Q3 2014 Budget Adjustments (Approve)
								105	

2014 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Clerk	Department	Timing (min)	*Study Session 7 pm*	Absences	Clerk	Department	Timing (min)	*Business Meeting 7 pm*
	Kelly		**25**	**4-Nov**		Roz		**25**	**11-Nov**
		EXEC	15	Kitsap Economic Development Alliance (J. Powers)					
		FIN	30	Budget Deliberations					
			70						
	Kelly		**25**	**18-Nov**		Roz		**25**	**25-Nov**
							FIN	20	Ordinance No. 2014-33 Regarding 2015-2016 Budget (Consider Adoption)
							PCD	?	Ordinance No. 2014-27 Regarding 2015-2020 CFP
							EXEC	10	2015 LTAC Awards: Consider Award Recommendations
								55	
	Kelly		**25**	**2-Dec**				**25**	**9-Dec**
		FIN	10	Ordinance Regarding Q4 2014 Budget Amendments (1st Reading/Info)			FIN	CA	Ordinance Regarding Q4 2014 Budget Amendments
			35					**25**	
	Kelly		**25**	**16-Dec**		Roz		**25**	**23-Dec**