



**SPECIAL CITY COUNCIL MEETING
TUESDAY, DECEMBER 10, 2019**

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

AGENDA

1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 5:00 PM**
2. **APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE**
3. **RECOGNITION OF OUTGOING COUNCIL MEMBERS**
 - 3.A **(5:05 PM) Recognition of Outgoing Council Members - Executive, 30 Minutes**
4. **PUBLIC COMMENT - 5:35 PM**
5. **PRESENTATION(S)**
 - 5.A **(5:50 PM) Proposed 2020 Work Plan for Race Equity Task Force - RETF Representatives and Councilmembers Deets and Nassar, 15 Minutes**
RETF - 2020 Scope of Work Proposal
6. **MAYOR'S REPORT - 6:05 PM**
7. **CITY MANAGER'S REPORT - 6:10 PM**
8. **EXECUTIVE SESSION**
 - 8.A **(6:15 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, 15 Minutes**
9. **UNFINISHED BUSINESS**

- 9.A (6:30 PM) Proposed Workplan for Green Building Code Options - Planning, 15 Minutes**
Staff Memo 20191210
Presentation Green Building Discussion (20191105)
- 9.B (6:45 PM) Ordinance No. 2019-32 Amending BIMC 2.16.020.S. Housing Design Demonstration Projects (HDDP) Program - Planning, 20 Minutes**
20191204 Staff Memo.docx
Ordinance No. 2019-32 Extending HDDP Program
20191203 Exhibit A BIMC 2.16.020.S HDDP Program.docx
Planning Commission Minutes DRAFT 110719
Planning Commission Rationale for HDDP Sunset 111819
HDDP Program Summary
BIMC 2.16.020.S HDDP Program
Comp Plan Goals and Policies to support HDDP
Ordinance No. 2018-31 Limiting the Housing Design Demonstration Project Program to Affordable Housing Approved 082818
Planning Commission Minutes 062118
- 9.C (7:05 PM) Sustainable Transportation Plan Goals Discussion - Public Works, 15 Minutes**
- 9.D (7:20 PM) Sustainable Transportation Professional Services Agreement Award and Budget Amendment - Public Works, 10 Minutes**
Professional Services Agreement - Nelson Nygaard
- 9.E (7:30 PM) Police and Court Project Update and Sustainability Discussion - Public Works, 15 Minutes**
Presentation - Police and Court Project Sustainability Update
LEED BD_C COBI Police and Court
LEED ID_C COBI Police and Court
- 9.F (7:45 PM) Downtown Wayfinding Signage Project Funding Request - Public Works, 10 Minutes**
BI Downtown Wayfinding Signage LTAC Application
Chamber of Commerce Wayfinding Support Letter 082119
BIDA Letter of Support for Wayfinding Signage
- 9.G (7:55 PM) Proposal for Matching Funds for Dana's Trail - Councilmember Schneider, 10 Minutes**
Squeaky Wheels Offer for Dana's Trail
Dana's Trail Key Points and Cost Summary
Dana's Trail Detailed Cost Estimate
Dana's Trail Map
Dana's Trail Schools Map

10. NEW BUSINESS

- 10.A (8:05 PM) Winter Weather Preparedness Briefing - Executive, 10 Minutes**
12102019 EM Presentation to CC Winter Weather.pptx

- 10.B (8:15 PM) Comprehensive Emergency Management Plan (CEMP) Overview - Executive, 10 Minutes**
12102019 EM Presentation to CC CEMP.pptx
2019 CEMP Final
- 10.C (8:25 PM) Memorandum of Understanding with Seattle Police Department Regarding Agency Participation in the Internet Crimes Against Children (ICAC) Multi-Jurisdictional Task Force - Police, 10 Minutes**
NW Regional Task Force Memorandum of Understanding
- 10.D (8:35 PM) Information Technology Division Position Change to Full-Time - Executive, 5 Minutes**
Request to increase IT position FTE for CC 12102019
- 10.E (8:40 PM) Collective Bargaining Agreement between the City of Bainbridge Island and the International Association of Machinists and Aerospace Workers - Executive, 10 Minutes**
IAM Collective Bargaining Agreement 2020-2022
IAM Contract Summary
- 10.F (8:50 PM) Set Public Hearing on Ordinance No. 2019-40, Adopting a Moratorium on Self-Service Storage Facilities - Planning, 10 Minutes**
Ordinance No 2019-40 Adopting a Moratorium on Self-Storage Facilities Approved 112619

11. CITY COUNCIL DISCUSSION

- 11.A (9:00 PM) Review Council Ad Hoc Committees - Mayor Medina, 10 Minutes**
Council Ad Hoc Committee Spreadsheet
Affordable Housing Ad Hoc Committee Formation Request
Suzuki Development Partner Ad Hoc Committee Formation Request
Youth Mental Health Workshop Ad Hoc Committee Formation Request

12. CONSENT AGENDA

- 12.A (9:10 PM) Agenda Bill for Consent Agenda, 5 Minutes**
- 12.B Accounts Payable and Payroll**
Report to Council of Cash Disbursements 12-11-19.pdf
Payroll.pdf
- 12.C City Council Study Session Minutes, November 19, 2019**
City Council Study Session Minutes, November 19, 2019
- 12.D City Council Regular Business Meeting Minutes, November 26, 2019**
City Council Business Meeting Minutes, November 26, 2019.pdf
- 12.E Ordinance No. 2019-39 Extending the Landmark Tree Ordinance, Ordinance No. 2019-17 - Planning, 5 Minutes**
Ordinance No. 2019-39 Extending Landmark Tree Regulations Winslow Area
Exhibit A Work Plan

Exhibit B Winslow Master Plan Study Area

- 12.F Point Monroe Street Vacation, portion of, and Consideration of Ordinance No. 2019-34 - Public Works** 5 Minutes
STAFF REPORT Robbins-Newlon Street Vacation - Point Monroe
Ordinance No. 2019-34 Pt. Monroe Street Vacation - Robbins-Newlon
Street Vacation Application - Pt. Monroe
Pt. Monroe Street Vacation Comments to Date
- 12.G Cultural Funding Advisory Committee 2020-21 Funding Recommendations - Executive** 5 Minutes
Recommendation_for_2020-21_Cultural_Funding_for_CC_11262019-2
- 12.H Ordinance No. 2019-36 Relating to 2019 4th Quarter Budget and Updated Capital Improvement Plan Amendments - Finance,** 5 Minutes
Staff 2019 4th QTR Budget Amendments Transmittal Memo.docx
Ord 2019-36 2019 4th Qtr Budget Amendments
Ord 2019-36 Attachment A - Q4 Budget Amendments
- 12.I Video Inspection Camera Procurement - Public Works,** 5 Minutes
Cues QUOTE.pdf
Video Camera Bid Form.pdf
Video Camera Proposed Purchase Order
- 12.J Ordinance 2019-24 Updating Bainbridge Island Municipal Code Sections 2.16.040, 2.16.050, 2.16.070, 2.16.110, 18.09.020, 18.09.030, and 18.36.030 Related to Public Participation Meetings for Short Plats, and Decision Criteria for Site Plan and Design Review and Conditional Use Permits - Planning,** 5 Minutes
PC Staff Memo re Ord 2019-24
Ord 2019-24 - Revisions to BIMC 2.16, 18.09, and 18.36
Exhibit A Title 2 Changes
Exhibit A Clean
Exhibit B 18.09 Use Table
Revised Exhibit C Use Specific Standards
- 12.K Resolution No. 2019-29, Updating the Administrative Manual to Reflect the New Subdivision Standards and the New Design Standards and Guidelines - Planning,** 5 Minutes
Resolution No. 2019-29 PCD Administrative Manual Updates for Ord 2019-03 and 2019-25
Resolution No. 2019-29 Exhibit A Admin Manual Updated - City Council
- 12.L Resolution No. 2019-30 Relating to Clean Fuel Standard Endorsement - Councilmember Peltier,** 5 Minutes
Resolution 2019-30 Relating to Clean Fuel Standards
- 12.M Old Treatment Plant Pump Station Replacement Project Final Change Order- Public Works,** 10 Minutes
OTP Final Change Order
OTP Worksheet.pdf

13. COMMITTEE REPORTS

13.A (9:15 PM) Committee Reports, 5 Minutes
Race Equity Task Force Meeting Minutes, November 7, 2019

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

15. ADJOURNMENT - 9:30 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (5:05 PM) Recognition of Outgoing Council Members - Executive,

SUMMARY: Councilmembers Sarah Blossom (South Ward) and Ron Peltier (At Large) will be recognized for their service.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION: Presentation.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (5:50 PM) Proposed 2020 Work Plan for Race Equity Task Force - RETF Representatives and Councilmembers Deets and Nassar,

SUMMARY: Representatives from the Race Equity Task Force will present their proposed 2020 work plan.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[RETF - 2020 Scope of Work Proposal](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Race Equity Task Force - 2020 Scope of Work Proposal

December 2019

The objectives of the 2020 scope are:

- **To ensure that the Task Force has a meaningful seat at the table:** The Task Force's November recommendation to the city council explicitly states that "those most impacted by structural racial inequity need to be meaningfully involved in the creation and implementation of the institutional policies and practices that impact their lives." To that effect, we believe it is of critical importance for the Task Force, who designed the recommendation to partner with GARE, be active participants in supporting the success of the work. Having a "seat at the table" allows the Task Force to be involved in crucial decision points as well as provide citizen oversight of the work.
- **To authentically represent people of color (POC) on the Island:** As part of the 2020 GARE engagement, we recommended that "key members of the community" participate in the workshops alongside the city. We imagine these "key members" to be representatives from community stakeholders such as Bainbridge Pride, the Interfaith Council, Chamber of Commerce, Helpline House, etc. The Task Force can act as liaisons with participating community groups to ensure transparency, accountability, and equitable representation of the needs of POC when working with the city.
- **To "carry the torch" at the conclusion of the workshops:** The primary deliverable of the 2020 workshops will be a long term racial equity action plan. In all likelihood, the city will need a Task Force or committee to support the successful implementation of the action plan once it is approved. It is of crucial importance that the Task Force be at the table during the conception of the plan so it can be best equipped to support its implementation down the line. No one likes to "inherit" a plan that they did not get to contribute to. By engaging the Task Force throughout the GARE partnership, the city will be in an optimal position to hit the ground running when it comes time for long term implementation of the equity plan.

Proposed 2020 Race Equity Task Force Scope of Work:

1. Develop a series of events through the end of the year designed to promote awareness of the city's partnership with the Government Alliance on Race and Equity (GARE), and raise the community's level of engagement around race to encourage a dialogue between Bainbridge Islanders and its elected officials on this topic.
2. Join the 2020 GARE workshops as full participants alongside key city staff and community members with a goal of: acquiring first hand education and training on this body of work as necessary to support outreach efforts; serve as support for city staff in between workshops to build out and provide feedback on draft collateral; and, act as representatives of and liaisons to the community at large by ensuring that the voices of people of color are heard and acknowledged throughout the course of the workshops.
3. In coordination and running parallel to the GARE partnership, provide a series of recommendations to the City Council on ways in which the City can help the community become a more inclusive and responsive community when it comes to addressing racial inequities.

DRAFT: 2020 Outreach Plan and Proposed Budget

Goal: A minimum of one event per quarter

Total Estimated Costs: \$9,400

- **Quarter 1: Projected Costs - \$1,550**
 - January 19, 2020: Martin Luther King Jr. event
 - Partner with Bainbridge Island Museum of Art
 - Costs: Table \$50, Honorariums \$1,500
 - RETF Informational Presentation alongside organizations such as Swerve and Rotary.
- **Quarter 2: Projected Costs - \$5,000**
 - Partner with Bainbridge Pride for Pride month celebrations
 - A Night of Poetry - Partnership with Bainbridge Island Museum of Art
 - Evening of poetry featuring poets of color from the surrounding Kitsap Peninsula. These poets would be presented alongside notable Seattle poet headliners (i.e. Anis Modjani, Nikita Oliver, Ebo Barton or Mavin Gardner).
 - Estimated Budget:
 - Promotion of the event. RETF will promote this as a solo event.
 - BIMA auditorium fee - \$250
 - Light appetizers catered by local company - \$1,000
 - Headline poets - \$1,200
 - Local poets - \$50 X 6 = \$300
 - Printing fees (poems will be displayed through the museum – 3 feet tall) - \$1,200
 - Incidentals - \$150
 - Promotion - \$900
- **Quarter 3: Projected Costs - \$850**
 - Grand Old Fourth Booth - \$250
 - Multicultural Advisory Committee Event - \$500
 - Bainbridge Arts & Humanities Event
 - Community Engagement Workshop – City Hall \$100
 - 2020 Farmers Market (~25 Saturdays)
- **Quarter 4: Projected Costs - TBD**
 - Community Open House - GARE Report
 - Information session detailing milestones, lessons learned, Race Equity toolkit, etc.
 - 2020 Farmers Market (~25 Saturdays)

- **Promotional Items and Outreach Assets: Projected Costs - \$2,000**
 - Literature development (i.e. pamphlet) - What is Race Equity and Why is it Important for Bainbridge Island?
 - Postcard fliers (design and print cost estimate)
 - Signage/Posters
 - Ongoing misc print costs



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:15 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency,

SUMMARY: Executive session.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Executive session discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:30 PM) Proposed Workplan for Green Building Code Options - Planning,

SUMMARY: This item was discussed by the City Council on November 5, 2019. There was general consensus to form a green building committee and discussion about setting a goal of "Carbon Neutral by 2040 for New Buildings" to guide the policy discussion.

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to approve the proposed work plan and approach for the project to develop Green Building Code options.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: This item was discussed by the City Council on November 5, 2019. There was general consensus to form a green building committee and discussion about setting a goal and proposed "Carbon Neutral by 2040 for New Buildings." The purpose of this meeting is to continue the discussion on how we proceed on drafting a green building ordinance.

The first item we are seeking agreement on is the members of a green building committee, if the Council agrees they would like to form such a committee in 2020. On November 5, it was agreed that three Council members would serve on the Committee, and it was generally agreed that the Design Review Board (DRB), Planning Commission (PC), and Historic Preservation Commission (HPC) members would be represented. The Council also suggested participation from representatives of other City advisory groups, including the Utility Advisory Committee (UAC) and the Environmental Technical Advisory Committee (ETAC). The opportunity for participation from community members/stakeholders should also be discussed/confirmed.

The second item staff is seeking clarification on is the guiding goal for the Committee. Would the Council like to continue with the goal of "Carbon Neutral Buildings by 2040"?

ATTACHMENTS:

[Staff Memo 20191210](#)

[Presentation Green Building Discussion \(20191105\)](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Department of Planning and Community Development

Memorandum

Date: December 10, 2010
To: City Manager
City Council
From: Todd Cunningham, Building Official
Heather Wright, Planning Director
Subject: Green Building Code Discussion

I. BACKGROUND

At the November 5, 2019 Study Session, staff presented a memo and provided a briefing outlining a proposed workplan to complete the Green Building Code effort. City staff proposed three components of a Green Building program including recommendation on projects that would be subject to mandatory requirements, voluntary incentives that would be offered to encourage greater use of Green Building features, and model green building code (or codes) that the City could adopt or build from.

Following the presentation, Council discussed the composition of the Green Building Committee and the setting of a goal to guide the creation of a model green building code.

II. GREEN BUILDING COMMITTEE

Below is a summary of items discussed at the November 5, 2019 meeting:

- Consensus to form a Green Building Committee and continued discussion on who should be on that Committee.
- Staff proposed members from the Design Review Board (DRB), Climate Change Advisory Committee (CCAC), Planning Commission (PC), City Council (CC), Historic Preservation (HPC) and Staff (Planning and Building departments).
- Council agreed that they would participate in the form of an Ad Hoc committee (with three designated Councilmembers).
- Council agreed that the Green Building Committee would provide frequent (monthly) check ins with the Council by having a standing staff update on the agenda.
- Council proposed including the Environmental Technical Advisory Committee (ETAC) and the Utility Advisory Committee (UAC).

- Additional Staff consideration, should members of the public be part of the Committee?

Staff is seeking a determination from Council on who should be on the Green Building Committee?

III. Goal of the Green Building Committee Green

To help frame the discussion by the Green Building Committee, the Council discussed establishing a goal for the Committee. Questions asked by the Council included “What do we want to get out of a green building ordinance - energy reduction, production or reduction of carbon use? What does success look like?”

At the meeting, it was proposed that a goal for the Committee to guide policy decisions could be “Carbon Neutral Buildings by 2040”.

Staff is seeking a determination from Council on a goal for the Committee. Would the Council like to continue with the goal of “Carbon Neutral Buildings by 2040”?

Green Building Discussion

November 5, 2019

Todd Cunningham, Building Official

Heather Wright, Director of Planning



Tonight's Discussion



EXISTING
REGULATIONS
COMP PLAN
POLICIES



PROGRAM
RECOMMENDATIONS:
MANDATORY
VOLUNTARY
MODEL CODE



PROPOSED WORK
PLAN & TIMELINE

Comprehensive Plan

Supporting Policies

- EC 3.1: Encourage use of green building materials and techniques in all types of construction, as well as design approaches that are responsive to changing conditions.
- EN 10.4: Ensure beneficial indoor air quality in all renovations and new construction of City-owned facilities.
- U 14.5: New taxpayer-funded buildings shall use carbon-neutral energy for heating, cooling, and operational use to the maximum extent practical.
- EC 10.2: Partner with island architects, landscape architects, builders and related construction professionals to draft development standards and practices that incorporate green building practices and context sensitive design.

Mandatory



Commercial/Multifamily

- Square footage threshold, over 5,000 square feet?



Remodels

- Square footage and percentage of area remodeled threshold



Public Buildings

- Square footage threshold, over 5,000 square feet?



Residential

- Square footage threshold

Voluntary



Planning

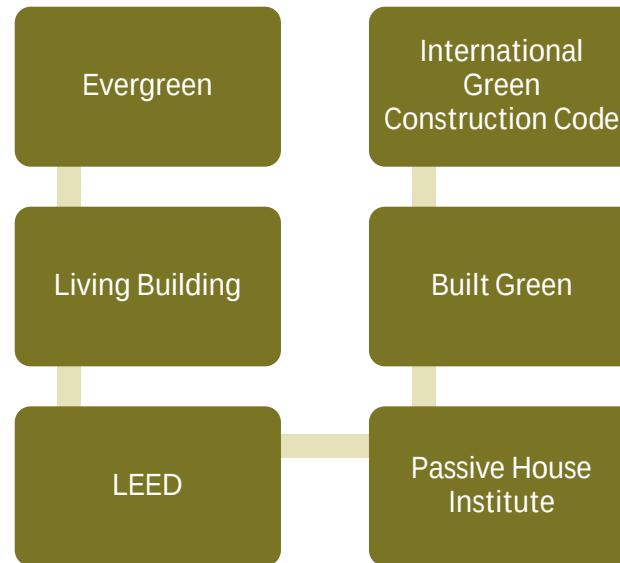
- Increase:
 - density
 - floor area
 - height



Building Permit

- Expedited Review
- Reduced Fee

Existing Green Building Regulations

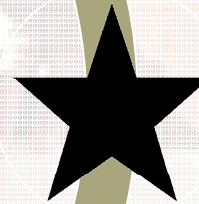


Green Building Code Option

Built Green Project Map
https://www.builtgreen.net/BuiltGreenMap__c.aspx



2005

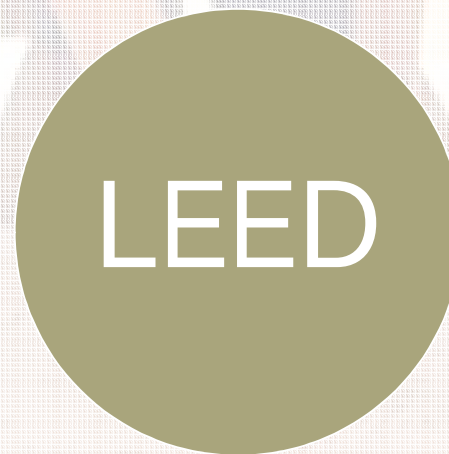


5 star -30%
4 star – 20%
3 star – 10%
Emerald Star – Net
Zero Construction



City of Kirkland
Seattle
King County
Bainbridge Island

Green Building Code Option



1998

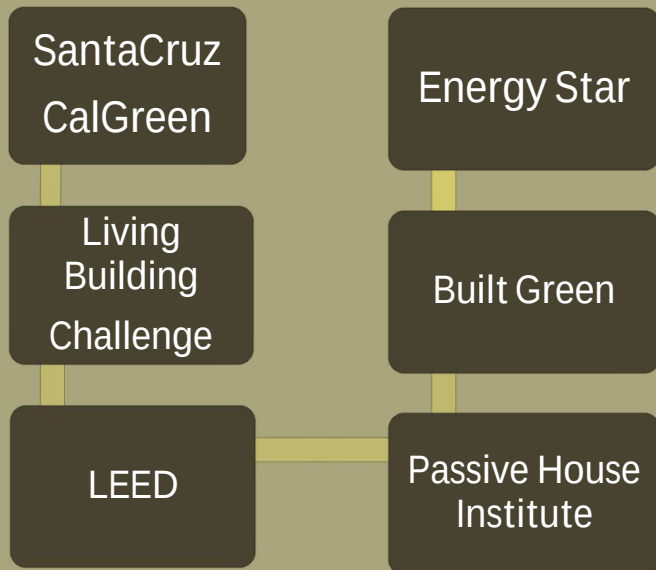


Certified
Silver
Gold
Platinum



Washington State
King County
City of Seattle
City of Kirkland
Redmond
Issaquah
Bainbridge Island

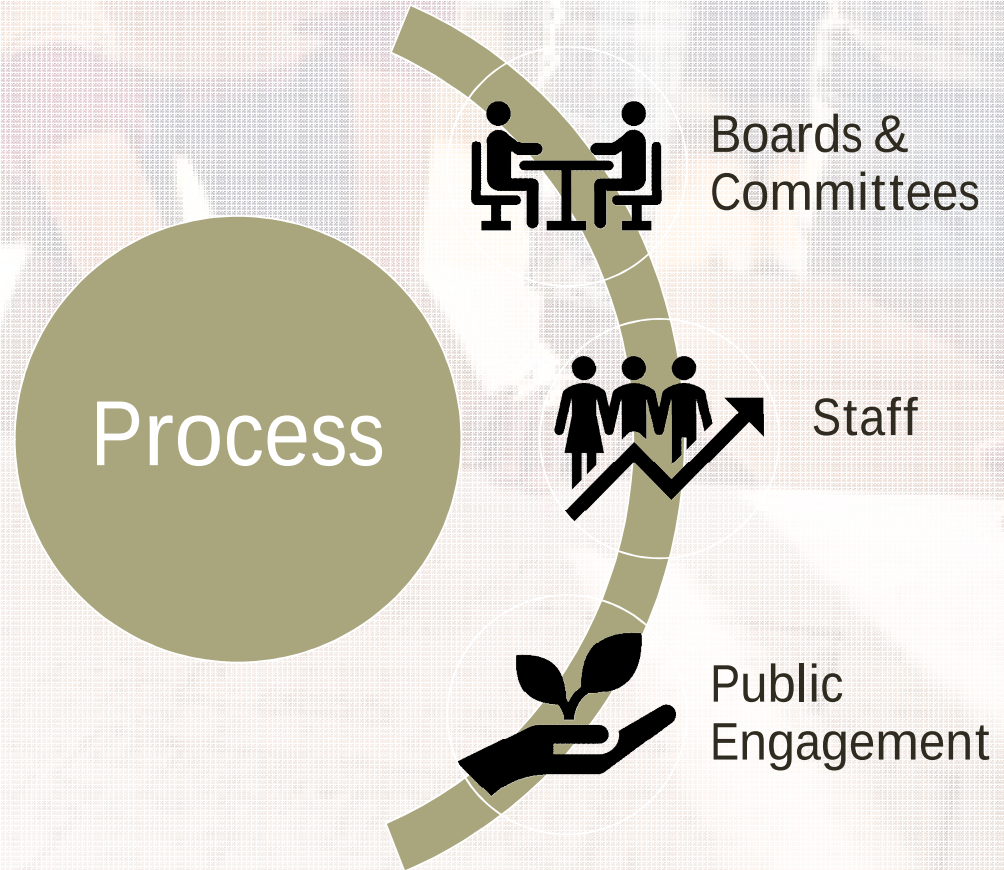
Potential Green Building Options



Work Plan and Timeline

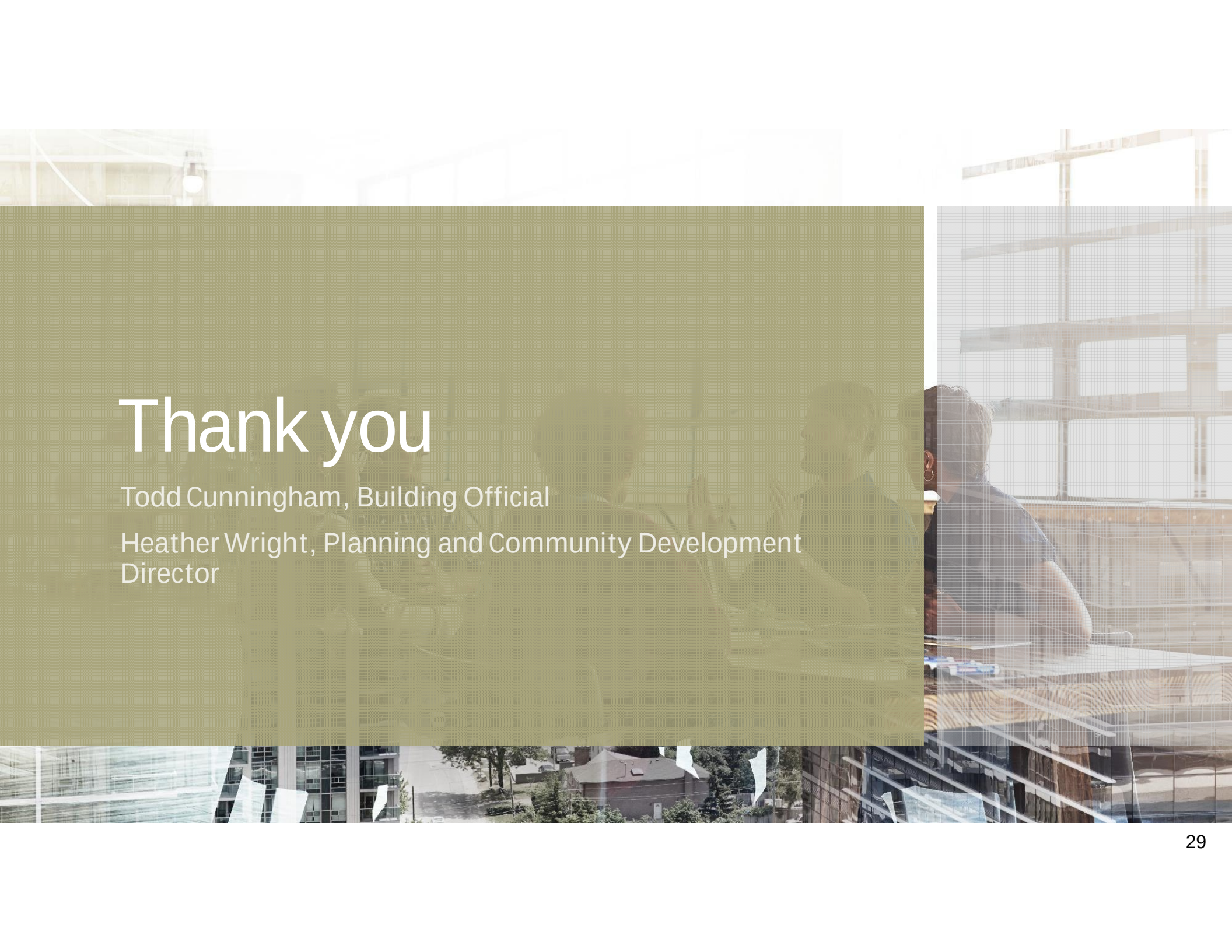


Green Building Committee



Green Building Code Ordinance Proposed Work Plan & Timeline





Thank you

Todd Cunningham, Building Official

Heather Wright, Planning and Community Development
Director



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (6:45 PM) Ordinance No. 2019-32 Amending BIMC 2.16.020.S. Housing Design Demonstration Projects (HDDP) Program - Planning,

SUMMARY: On October 1 and 22, 2019, the City Council discussed next steps for the Suzuki Affordable Housing project, which is currently being planned as a HDDP project. During that discussion, a majority of the Council indicated support to extend the HDDP program and remove the provision added in 2018 with approval of Ordinance No. 2018-31 (see below, and attached) and directed the Planning Commission to review such an ordinance. Ordinance No. 2019-32 as proposed removes the sentence that was added by Ordinance No. 2018-31. Without an extension, the HDDP program is set to expire on December 31, 2019. Ordinance No. 2019-32 proposes to extend the program until December 31, 2021.

The Planning Commission considered Ordinance No. 2019-32 on October 24, 2019 and held a public hearing on the ordinance on November 7, 2019. After closing the public hearing, the Planning Commission voted 5-2 to recommend denial of Ordinance No. 2019-32 to the City Council, which would result in the HDDP program expiring at the end of 2019.

After the Planning Commission completed their recommendation on Ordinance No. 2019-32, the Commission voted 6-1 to recommend to the City Council that they direct the Planning Commission and staff to draft an interim affordable housing ordinance that includes density incentives to promote affordable housing and green building (see attached draft meeting minutes for the November 7 Planning Commission and November 14 Commission recommendation rationale).

On November 26, 2019, the City Council directed staff to revise Ordinance 2019-32 to continue the program with only the current Tier 3 provisions, eliminating Tiers 1, 2 and 4, and to require that designated affordable housing units remain affordable in perpetuity (the current requirement is 50 years). This ordinance would restore Tier 3 of the HDDP program to the form it was previously, requiring Tier 3 HDDP development projects to have at least 50% (rather than 100%) of units to be designated as affordable housing. Ordinance No. 2019-32 also corrects terminology and cross-references for consistency with the new subdivision regulations, approved with Ordinance No. 2019-03 on September 24, 2019.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

I move to approve Ordinance No. 2019-32.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: Ordinance No. 2018-31 (see attached) was approved by the City Council on August 28, 2018. That ordinance limited application of the HDDP program to projects in which 100% of the units were designated as affordable housing. This change was recommended by the Planning Commission and approved by the Council as a suspension of the HDDP program until the City's update to subdivision standards was completed. See attached Planning Commission Minutes from the June 21, 2018 meeting. The City's new subdivision standards were approved by the Council on September 24, 2019 (via Ordinance No. 2019-03).

See the attached summary of the HDDP program and projects submitted to date, and BIMC 2.16.020.S, which is the HDDP program codified. See also the attached Comprehensive Plan goals and policies that support the HDDP program.

ATTACHMENTS:

[20191204 Staff Memo.docx](#)

[Ordinance No. 2019-32 Extending HDDP Program](#)

[20191203 Exhibit A BIMC 2.16.020.S HDDP Program.docx](#)

[Planning Commission Minutes DRAFT 110719](#)

[Planning Commission Rationale for HDDP Sunset 111819](#)

[HDDP Program Summary](#)

[BIMC 2.16.020.S HDDP Program](#)

[Comp Plan Goals and Policies to support HDDP](#)

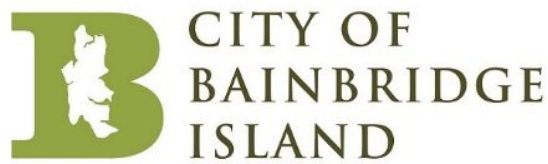
[Ordinance No. 2018-31 Limiting the Housing Design Demonstration Project Program to Affordable Housing Approved 082818](#)

[Planning Commission Minutes 062118](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Department of Planning and Community Development

Memorandum

Date: December 10, 2019
To: City Manager
City Council
From: Jennifer Sutton, AICP
Senior Planner
Subject: Ordinance 2019-32: Revising and Extending HDDP program (BIMC 2.16.020.S)

I. BACKGROUND

On October 1 and 22, 2019, the City Council discussed next steps for the Suzuki Affordable Housing project, which is currently being planned as a Tier 3 Housing Design Demonstration Project (HDDP) project. During that discussion, a majority of the Council indicated support to extend the HDDP program and remove the provision added in 2018 with approval of Ordinance No. 2018-31 (see attached) and directed the Planning Commission to review such an ordinance. Ordinance No. 2019-32 as proposed removes the sentence that was added by Ordinance No. 2018-31.

The Planning Commission discussed Ordinance No. 2019-32 on October 24, 2019 and held a public hearing on the ordinance on November 7, 2019. After closing the public hearing, the Planning Commission voted 5-2 to recommend denial of Ordinance No. 2019-32 to the City Council, which would result in the HDDP program expiring at the end of 2019. Also during their November 7 meeting, after the Planning Commission completed their recommendation on Ordinance No. 2019-32, the Commission voted 6-1 to recommend to the City Council that they direct the Planning Commission and staff to draft an interim affordable housing ordinance that includes density incentives to promote affordable housing and green building. At their November 14 meeting, the Planning Commission discussed again their HDDP related recommendations on November 7, and discussed and agreed to a written rationale for their recommendations. The draft Planning Commission November 7 meeting minutes and November 14 written rationale are attached.

On November 26, the City Council discussed Ordinance 2019-32 and the Commission's recommendations related to the program. A majority of the Council requested that staff amend Ordinance 2019-32 to:

- To remove Tiers 1, 2 and 4 from the HDDP program, leaving the provisions for Tier 3 HDDP projects; Tier 3 projects require at least 50% of units to be designated as affordable housing.
- To increase the duration that designated affordable housing units must remain "affordable" from 50 years to perpetuity.

Those changes have been made to Ordinance 2019-32, which the City Council will discuss further on December 10. See below.

For additional background information, see the attached summary of the HDDP program and projects submitted to date, and BIMC 2.16.020.S, which is the HDDP program codified, and Comprehensive Plan goals and policies that support the HDDP program.

II. ORDINANCE 2019-32

The changes to the HDDP program (BIMC Section 2.16.020.S) requested by the City Council are shown in Exhibit A to Ordinance 2019-32, and are described below. Page numbers cross referenced below refer to Exhibit A. Changes in Exhibit A are highlighted in yellow.

- To remove the sentence added in 2018 with approval of Ordinance No. 2018-31 to limit HDDP projects to those providing 100% affordable housing. Page 1
- To remove Tiers 1, 2 and 4 from the HDDP program, leaving the existing provisions for Tier 3 HDDP projects; Tier 3 projects require at least 50% of units to be designated as affordable housing. Pages 1, 3, 4, 5, 7-8 (re: lot coverage), and 9 (Table 2.16.020.S-4)
- To increase the duration that designated affordable housing units must remain “affordable” from 50 years to perpetuity. Pages 4 and 6
- To extend the program from December 31, 2019 to 2021. Page 10
- Corrects of terminology (e.g. “open space” now called “natural area”) and cross-references related to recently updated subdivision regulations (Ordinance 2019-03), including that new subdivision regulations now permit subdivisions and have standards for subdivisions in the Mixed Use Town Center and High School Road zoning districts. Pages 7, 8 and 9.

ORDINANCE NO. 2019-32

AN ORDINANCE of the City of Bainbridge Island, Washington, amending Bainbridge Island Municipal Code Section 2.16.020.S. to thereby revise and extend the Housing Design Demonstration Project program.

WHEREAS, on August 12, 2009, the City Council adopted Ordinance No. 2009-06, establishing a pilot Housing Design Demonstration Project (“HDDP”) program to allow for the development of projects to increase the variety of housing choices available to residents of all economic segments and to encourage sustainable development through the use of development standard incentives; and

WHEREAS, Ordinance No. 2009-06 established a sunset date of August 26, 2012, for the HDDP program; and

WHEREAS, on July 18, 2012, the City Council approved Ordinance No. 2012-09, extending the HDDP program until December 31, 2013, to allow time for the City to further evaluate the program; and

WHEREAS, the City Council convened an Ad Hoc Committee made up of a Planning Commissioner, three City Councilmembers, a member of the Design Review Board, and a representative from the Housing Resources Board to evaluate and make recommendations on the HDDP program; and

WHEREAS, the Ad Hoc Committee recommended changes to the HDDP program, including extending the HDDP program until the end of 2016 to allow time for the construction of approved projects; and

WHEREAS, on December 11, 2013, the City Council adopted those recommendations with the approval of Ordinance No. 2013-25, extending the HDDP program to December 31, 2016; and

WHEREAS, on September 27, 2016, the City Council adopted Ordinance No. 2016-27, extending the HDDP program until December 31, 2019, to allow time to review the program and compare it to other affordable housing tools the City may choose to utilize, as envisioned by the draft 2016 Comprehensive Plan; and

WHEREAS, on February 28, 2017, the City Council adopted Ordinance No. 2017-01, approving the 2016 Comprehensive Plan; and

WHEREAS, the 2016 Comprehensive Plan includes several policies related to promotion of sustainable development and affordable housing; and

WHEREAS, the purpose of the existing HDDP program is to allow the development of housing design demonstration projects that increase the variety of housing choices available to residents across underserved portions of the socioeconomic spectrum, promote compact, low-

impact development where it is most appropriate, and encourage high quality and innovation in building design, site development, and “green” building practices; and

WHEREAS, the Affordable Housing Task Force was created by the City Council on May 9, 2017, and was instructed to make recommendations for specific actions, programs, and strategies the City of Bainbridge Island and the City Council can take in the near-term to improve access to affordable housing across the economic spectrum; and

WHEREAS, Ordinance No. 2018-02 imposed a temporary six-month moratorium on the acceptance of certain development (“development moratorium”), stating the City Council’s concerns regarding likely adverse impacts related to growth and development under existing regulations; and

WHEREAS, Tier 3 HDDP projects require that 50% of dwelling units be designated for affordable housing and these Tier 3 HDDP projects are exempt from the development moratorium; and

WHEREAS, in 2018 and early 2019, the Design Review Board and Planning Commission worked on revisions to Title 17 of the Bainbridge Island Municipal Code (“BIMC”) relating to subdivisions to improve consistency between subdivision development and the City’s Comprehensive Plan; and

WHEREAS, in 2017-2018, the Planning Commission expressed concern during project review and recommendation meetings related to HDDP land use applications that the existing HDDP program is difficult to implement and is not achieving its stated purpose and goals; and

WHEREAS, on June 21, 2018, the Planning Commission recommended that the City Council suspend the existing HDDP program until work on revisions to Title 17 BIMC are completed; and

WHEREAS, on July 24, 2018, the City Council discussed the issue of suspending the HDDP program as recommended by the Planning Commission, and held a public hearing on and approved Ordinance No. 2018-31 on August 28, 2018; and

WHEREAS, Ordinance No. 2018-31 suspended the HDDP program except for projects that produced 100% of units as affordable housing, exceeding the underlying Tier 3 HDDP provisions that require at least 50% of units be designated as affordable housing; and

WHEREAS, on September 24, 2019, the City Council approved updated subdivision standards via Ordinance No. 2019-03 and thereby satisfied a basis for suspending the HDDP program; and

WHEREAS, this Ordinance No. 2019-32 will restore Tier 3 of the HDDP program to the form it was previously by removing the sentence that was added by Ordinance No. 2018-31, and with removal of that sentence Tier 3 HDDP development projects will revert back to requiring at least 50% (rather than 100%) of units to be designated as affordable housing; and

WHEREAS, the City's Affordable Housing Task Force issued a final report in July 2018 with many recommendations on how to increase housing affordability and diversity on Bainbridge Island, which include similar goals as the HDDP program described above; and

WHEREAS, the City is still working to accomplish many of the recommendations made by the Task Force's final report and to implement City green building standards, and both affordable housing and green building are required as part of the HDDP program; and

WHEREAS, the HDDP program is currently set to expire on December 31, 2019; and

WHEREAS, on October 1 and 22, 2019, a majority of the City Council indicated support for extending the HDDP program until December 31, 2021; and

WHEREAS, the Planning Commission discussed this Ordinance No. 2019-32 on October 24, 2019 and held a public hearing on November 7, 2019, and after closing the public hearing, voted 5-2 to recommend denial of Ordinance No. 2019-32 to the City Council; and

WHEREAS, after the Planning Commission completed their recommendation on Ordinance No. 2019-32, the Commission voted 6-1 to recommend to the City Council that they direct the Planning Commission and staff to draft an interim affordable housing ordinance that includes density incentives to promote affordable housing and green building; and

WHEREAS, notice was given on November 5, 2019 to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106 related to this Ordinance No. 2019-32; and

WHEREAS, the City Council considered versions of this Ordinance No. 2019-32 on October 22, November 26, and December 10, 2019, and desires to extend the HDDP program for Tier 3 projects only, also increasing the duration of affordability from 50 years to perpetuity; and

WHEREAS, Ordinance No. 2019-32 also corrects municipal code references and terminology for consistency with the new subdivision regulations, approved with Ordinance No. 2019-03 on September 24, 2019.

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

Section 1. Section 2.16.020.S. of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit A, which is incorporated herein.

Section 2. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

PASSED BY THE CITY COUNCIL this ____ day of _____, 2019.

APPROVED BY THE MAYOR this ____ day of _____, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	October 15, 2019
PASSED BY THE CITY COUNCIL:	
PUBLISHED:	
EFFECTIVE DATE:	
ORDINANCE NUMBER:	2019-32

Attachment: Exhibit A

EXHIBIT A

2.16.020 General provisions.

S. Housing Design Demonstration Projects.

1. Purpose and Goals. The purpose of this subsection S is to allow the development of housing design demonstration projects that increase the variety of housing choices available to residents across underserved portions of the socio-economic spectrum, and to promote compact, low-impact development where it is most appropriate. Further, its purpose is to encourage high quality and innovation in building design, site development, and “green” building practices.

The goals of this program are to increase the housing supply and the choice of housing styles available in the community; to promote socio-economic diversity by adding to the stock of income-qualified housing; to encourage development of smaller homes, at reasonable prices, in neighborhoods attractive to a mix of income and age levels; and to demonstrate that innovative design and building techniques (conserving water and energy, using sustainably sourced materials, limiting environmental impacts) are compatible with market considerations.

2. Applicability. This subsection S is applicable to all properties located within the Winslow sanitary sewer system service area. An application for a housing design demonstration project may be applied to single-family residential subdivisions, mixed-use/multifamily and multifamily developments. The city will only accept applications for housing design demonstration projects where 100 percent of the housing units created will constitute affordable housing, as defined by BIMC 18.36.030.16, for one or more of the income groups defined in BIMC 18.21.020.A. Since the purpose is to provide housing projects as demonstrations, the city will accept projects for consideration and approval prior to the sunset date of the ordinance codified in this chapter. The city will limit acceptance of Tier 3 and 4 projects outlined in this section to two three projects after the effective date of Ordinance 2019-32 in each tier.

3. Review and Approval Process. Housing design demonstration project applications shall be reviewed as specified in the same manner as other applications for the same type of underlying land use permit (see BIMC 2.16.030 through 2.16.210), with additional review steps done in the order below as outlined in this subsection.

a. Conceptual Proposal Review. Applicants proposing a demonstration project shall meet with city staff during the conceptual phase to discuss the goals and evaluation parameters of the proposed project. The conceptual proposal review is an informal discussion between the applicant and city staff regarding a proposed project. There are no required application materials for this stage. Applicants shall contact the planning department staff to request a meeting, and the meeting shall be scheduled by staff for no more than three weeks after the request date. The purpose of the conceptual proposal review is to determine if the proposal is eligible to be considered as an application for a housing design demonstration project and to assist the applicant by identifying (i) requirements for submittal, including types of supplemental materials for application; (ii) compliance with applicable city plans, goals, policies, codes, or guidelines and possible revisions to the project that will enhance the proposal with respect to these requirements; (iii) areas of BIMC Title 18, Zoning, and BIMC Title 17, subdivisions, where the applicant seeks flexibility; and (iv) required plans, studies, reports, and/or other materials specific to the proposal that will provide necessary information for staff and the design review board, and to review the project under the criteria outlined in subsection S.4 of this section.

b. Public Participation Program. The applicant is required to participate in one or more community meetings, either through the city’s (i) public participation program following the procedures outlined in Resolution Nos. 2010-32 and 2001-11, or (ii) an equivalent public meeting that includes participation by city staff, as approved by the director.

c. Preapplication Conference. The applicant shall apply for a preapplication conference pursuant to subsection I of this section. Housing design demonstration projects shall be reviewed by both staff and the design review board, pursuant to subsection F of this section. The applicant shall submit a HDDP proposal consistent with the

EXHIBIT A

requirements in the administrative manual. The applicant shall consider input received during the public meetings and conceptual review with city staff in crafting the proposal. The proposal will be evaluated pursuant to subsection S.4 of this section by city staff with the design review board serving in an advisory role, in addition to their review of applicable design guidelines. The director shall prepare written findings of facts, and applicants will receive preliminary notification from the director whether the proposal will qualify as a housing design demonstration project, or feedback about how to improve the proposal to qualify. If the applicant changes the proposal in any significant manner other than a response to feedback from the public meeting, conceptual review, or the preapplication review, an additional preapplication conference may be required.

d. Application Submittal. An applicant may submit a land use permit application (subdivision, site plan and design review, or conditional use permit) for a housing design demonstration project after completion of a required conceptual and preapplication review and notification by the city that the proposal qualifies as a housing design demonstration project. Upon receipt of an application, the director shall provide notice to the applicant and public in accordance with subsection M of this section, and commence the application review process. Housing design demonstration projects that require more than one land use permit must utilize the consolidated project review process outlined in BIMC 2.16.170. All housing design demonstration project applications, including subdivisions, shall be reviewed by the design review board and the planning commission at public meetings. The design review board and the planning commission shall make recommendations on all housing design demonstration projects.

e. Permit Decision. The decision to approve or deny a housing design demonstration project shall be made as part of underlying land use permit approval. The decision shall be based upon the decision criteria of the underlying planning permit, and the decision criteria outlined in subsection S.5 of this section. Housing design demonstration project approval conditions shall be included in the final permit approval and shall address any ongoing compliance requirements including compliance with approved design plans. The city may require that the applicant record covenants to ensure ongoing compliance or maintenance for required project components.

f. Building Permit. The applicant shall submit a building permit that is consistent with all conditions of the land use permit approval. The applicant shall also submit documentation that the project has applied for required certification by a green building rating system, such as Evergreen Sustainable Development, LEED, or BuiltGreen. Proof of ongoing certification shall be required during construction and project certification must be completed prior to final occupancy.

g. Living Building Challenge. For projects pursuing the Living Building Challenge standard of the International Living Building Institute, the applicant must show proof of pursuing ongoing certification during construction for all required elements. After construction and prior to issuance of the certificate of occupancy, the applicant must show proof of initial project compliance as to the Site, Materials, Indoor Quality and Beauty/Inspiration components of the Living Building Challenge and that the project is likely to achieve the elements of energy and water following 12 months of occupancy as required under Living Building Challenge certification. For those elements of energy and water that require occupancy of the building for 12 months for Living Building Challenge certification, the applicant must submit a report to the city following 12 months of occupancy, demonstrating its progress towards meeting these remaining elements of the Living Building Challenge standard. If certification of those elements has not been achieved, the applicant must provide quarterly reports of progress towards certification of these elements, including additional steps and timeline that will be taken to achieve certification.

4. Evaluation Method. Each project will be evaluated for innovation and achievement of the goals of this subsection S of this section using a number of factors. The evaluation factors are divided into three categories. Examples of sustainable development methods do not limit other mechanisms of meeting the evaluation factor. Projects that

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qualify as housing design demonstration projects are eligible to use the flexible development standard incentives outlined in subsections S.6 and 7 of this section, and, Projects qualifying as a Tier 2, 3, or 4 project are eligible for the residential incentives outlined below and in subsection S.8 of this section. Tables 2.16.020.S-1, S-2, and S-3 show how projects are scored to qualify for different tiers in the housing design demonstration project program.

Table 2.16.020.S-1: Housing Design Demonstration Project Scoring System		
Requirements to Receive Incentives		
Density Incentives	Green Building and Innovative Site Development	Housing Diversity
Tier 4		
2.5 x Base Density OR Max. Bonus Mixed-Use FAR	Living Building Challenge (ILFI) OR Passive House (Passive House Institute US/International)	Home size not greater than 1,600 sq. ft.
	30 Points in Innovative Site Development Practices	10 pts/10% of units affordable housing
Tier 3		
2.5 x Base Density OR Max. Bonus Mixed-Use FAR	LEED Silver, BuiltGreen 4, or Evergreen Sustainable Development	50% affordable housing
	25 Points in Innovative Site Development Practices	Home size not larger than 1,600 sq. ft.
Tier 2		
1.5 x Base Density (R-8 and R-14); OR 2.0 x Base Density not to exceed R-8 density (R-2, R-2.9, R-3.5, and R-4.3); OR Max. Bonus Mixed-Use FAR	LEED Silver, BuiltGreen 4, or Evergreen Sustainable Development	Home size not greater than 1,600 sq. ft.
		10% of units affordable housing
		25 Points in Innovative Site Development Practices
Tier 1		
No Density Bonus	LEED Certification, BuiltGreen 4, or Evergreen Sustainable Development	Home size not greater than 1,600 sq. ft.
		4 points (projects with < 20 units) in “Housing Diversity” category
	14 Points in Innovative Site Development Practices	5 points (projects with ≥ 20 units) in “Housing Diversity” category
		Projects with ≥ 20 units must get 2 points in “Unit Type” category
NOTE: For Tiers 2 and 3 required affordable housing units: Home ownership projects: 50% of required affordable house units should serve ≤ 80% AMI Rental projects: 50% of required affordable house units should serve ≤ 60% AMI.		

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Table 2.16.020.S-2 Housing Diversity Scoring Method								
		Affordable Housing			Unit Size		Unit Type	
		Project includes a number of housing units that are designated affordable in perpetuity for a period of 50 years to the spectrum of income levels as defined by BIMC 18.36.030.16 and 18.21.020.A. Rental housing is encouraged by awarding more points for the creation of rental housing.			Project includes a variety of unit sizes, excluding garages, that provide for a broad mix of income levels and family size. In order to score a point in a unit size range, the project shall provide at least 10% of the total number of units in that range. For example, in a 40-unit development, at least 4 units sized between 1,001 and 1,200 ft² would be needed to score points in that range.		Unit type: Project includes a variety of housing unit types (i.e., single-family style, townhouse, flat, age-in-place, ADUs, cottages) or innovative type of housing. In order to score points for different unit types, the project shall provide at least 10% of the total number units of that type. For example, in a 40-unit development of townhomes and duplexes, at least 4 units of townhomes would be needed to score points for having 2 different unit types.	
		Affordable Units	Ownership Value	Rental Value	Unit Size Range	Value	Number of Different Unit Types	Value
TIER	Total Housing Diversity Points Required	10%	10	12	< 800 ft²	1	2	2
		11 – 15%	12	14	801 – 1,000 ft²	1	3	3
		16 – 20%	14	16	1,001 – 1,200 ft²	1	4	4
		21 – 25%	16	18	1,201 – 1,400 ft²	1	5	5
		> than 25%	20	22	1,401 – 1,600 ft²	1	Min. Pts. Required	
		Minimum % Required			Size Requirement	Min. Pts. Required		
4	10 pts	10%			Max. home size 1,600 ft²	NA	NA	
3	20 pts	50%			Max. home size 1,600 ft²	NA	NA	
2	12 pts (projects < 20 units) 15 pts (projects ≥ 20 units)	10%			Max. home size 1,600 ft²	NA	Projects ≥ 20 units must get 3 pts in “unit type”	
1	4 pts (projects < 20 units) 5 pts (projects ≥ 20 units)	NA			Max. home size 1,600 ft²	NA	Projects ≥ 20 units must get 2 pts in “unit type”	

Table 2.16.020.S-3 Innovative Site Development Scoring Method						
TIER	Minimum Site Development Point Requirement	WATER QUALITY & CONSERVATION Projects use methods to decrease water usage and improve stormwater runoff quality through an integrated approach to stormwater management such as greywater use, stormwater collection in cisterns, green roofs and covered parking. All HDDP projects will follow the stormwater manual adopted in Chapter 15.20 BIMC.		LANDSCAPING & OPEN SPACE Project provides well-designed common open space, with at least 5 percent of the gross land area, set aside as open space and designed as an integrated part of the project rather than an isolated element. The common open space must be outside of critical areas and their buffers and required roadside buffers. Appropriate community amenities such as playgrounds, composting and neighborhood gardens promoting the production of locally grown food are encouraged. Resident neighborhood community gardens can be in common open space areas, and shall be appropriately located for solar exposure, and include water availability, soil amenities, and storage for garden tools. Required growing space for neighborhood gardens is 60 square feet per dwelling unit, not including any existing orchard area. Open space dedicated to the public pursuant to the standards of BIMC Sections 17.12.030. A1, A2, A3, A6 & A7 is encouraged.		TRANSPORTATION Project design provides enhanced sensitivity to pedestrian and bicycle travel to promote the people getting around without a car, a reduced carbon footprint, improved health of humans, and lower pollution levels. Project internally preserves existing informal internal connection to external non-motorized facilities, furthering the Island-wide Transportation Plan (IWTP) and using such solutions as woonerfs, green streets, and natural trails and paths. Project reduces reliance on automobiles and trip counts, and promotes alternative transportation, such as integrating parking and charging facilities for electric cars, or bus shelters.
4	30	REQUIREMENT		VALUE		
		Number of dwelling units that integrate greywater reuse components into building design:				
		10%	1			
		11-20%	2			
3	25	21-30%		3		
		Over 31%		4		
		Percentage of total roof area qualifying as “green roofs”:				
		15-30%	2			
2	25	Over 31%		4		
		Project integrates cisterns: % of total roof area directed to cisterns:				
		15-30%	2			
		Over 31%	4			
1	14	Percentage of total parking spaces that are covered (i.e. parking garage, carport):				
		5-20%	1			
		21-40%	2			
		41-60%	3			
		61-80%	4			
		Over 81%	5			

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a. Housing Diversity. Evaluation will review:

- i. Unit Type. The project includes a variety of unit types, for example, single-family, townhomes, flats, duplex, cottages, age-in-place or accessory dwelling units;
- ii. Unit Size. The project includes a variety of housing unit sizes that provide for a broad mix of income levels and family size; and
- iii. Affordable Housing. The project includes housing units that are affordable to the spectrum of income levels as defined described in Chapter 18.21 BIMC, Affordable Housing and 18.36.030.16, except that affordable housing units required for a housing design demonstration project must use the Bremerton-Silverdale Average Median Income (AMI). Designated affordable housing shall remain affordable in perpetuity for 50 years from the time of final inspection on the affordable unit. The applicant shall record covenants that demonstrate how the unit will remain affordable and be managed in perpetuity for 50 years.

b. Innovative Site Development. Evaluation will review:

- i. Water Quality and Conservation. Projects use methods to decrease water usage and improve stormwater runoff quality through an integrated approach to stormwater management such as greywater use, stormwater collection in cisterns, vegetated roofs and covered parking. All HDDP projects will follow the Department of Ecology's 2012 Stormwater Management Manual for Western Washington, as amended in December 2014.
- ii. Landscaping. The project uses low maintenance landscaping that integrates a high proportion of native plants or drought-tolerant plants that are climate appropriate. The project limits the amount of "lawn" in private yards in favor of common open space. Projects are encouraged to use cisterns to collect rainwater for irrigation or garden use.
- iii. Common Open Space. The project provides connected common open space area set aside as active open space and designed and integrated into the project. The open space could include active elements such as a neighborhood garden/pea patch and composting facilities, or a playground. Critical areas and their buffers and required roadside buffers do not contribute to "common open space" under the housing design demonstration project program.
- iv. Transportation. The project (A) uses a design that provides enhanced sensitivity to pedestrian travel; (B) internally preserves existing informal, internal connection to external trail(s), or creates new connections where appropriate, to implement the Island-wide Transportation Plan (IWTP); (C) reduces reliance on automobiles and trip counts, and promotes alternative transportation and public transit; (D) minimizes the visual dominance of automobiles throughout the project; or (E) the project accommodates needs of alternative vehicles through techniques such as parking and charging facilities for electric cars, locating rechargeable electric vehicle (EV) parking in a conspicuous and preferred location close to a main building entrance, and integrating a parking space for a vehicle sharing program, such as Zipcar™.

c. Innovative Building Design. The project is constructed under a green building certification program that requires third-party verification such as the Evergreen Sustainable Development,

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Living Building Challenge standard of the International Living Building Institute, Passive House Institute US/International, LEED or the BuiltGreen Program of the Master Builders of King and Snohomish Counties.

5. Approval Criteria. In addition to decision criteria required by the underlying planning permit or approval, an application for a housing design demonstration project may be approved if the following criteria are met:

- a. The applicant clearly demonstrates evaluation factors listed in subsection S.4 of this section as shown in the housing design demonstration project scoring system as evaluated by the planning department;
- b. The applicant has demonstrated how relief from specific development standards, including setback reductions, lot coverage and/or design guidelines, is needed to achieve the desired innovative design and the goals of this chapter;
- c. The project does not adversely impact existing public service levels for surrounding properties;
- d. The project complies with all other portions of the BIMC, except as modified through this housing design demonstration project process;
- e. If a project will be phased, each phase of a proposed project must contain adequate infrastructure, open space, recreational facilities, landscaping and all other conditions of the project to stand alone if no other subsequent phases are developed; and
- f. The applicant is meeting required housing diversity standards.

6. Development Standard Incentives ~~for~~ Development Projects in the Mixed-Use Town Center. The applicant may request that development standards from BIMC Titles 17 and 18 be modified as part of a housing design demonstration project. The city will review the request to modify development standards through the project review process outlined in subsection S.3 of this section. Requirements of BIMC Title 16 may not be modified. The following development standards may be modified:

- a. Minimum Lot Dimensions and Size. Reductions in lot size or dimensions are subject to approval by Kitsap County health district.
- b. Maximum Lot Coverage. Maximum lot coverage can be increased by five percent for Tier 1 projects, and 10 percent for Tier 2 projects. For example, for a Tier 1 project in the Madison overlay district, the 35 percent lot coverage limit may be increased to 40 percent. Tier 3 and 4 projects may increase lot coverage above zoning district requirements with no maximum.
- c. Natural Area Open Space. For MUTC projects developed under BIMC Title 17, flexible lot subdivision, the prescriptive open space natural area requirements in BIMC 17.12.030.A Table 17.12.070-1 do not apply. Instead, the project shall integrate at least 50 square feet of open space natural area per unit. ~~The open space shall be located along a public or private street or driveway, or public walkway.~~
- d. Residential Parking. The parking requirements outlined in BIMC 18.15.020 may be modified to require one parking space for homes under 800 square feet and 1.5 parking spaces for

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homes between 800 and 1,200 square feet. This reduction may not be combined with any other reductions to result in less than one space per unit, and additional guest parking may be required pursuant to BIMC Table 18.15.020-1. A limited number of parking spaces may be designed to accommodate alternative fuel or sub-compact vehicles such as Smart™ cars, with parking stall dimensional standards reduced from the standards outlined in BIMC 18.15.020.J. The applicants are encouraged to work with neighboring property owners to ensure street parking is not overburdened. If the project is requesting a reduction in required parking through the housing design demonstration project program, then the development shall integrate at least one guest parking space for every five dwelling units.

e. Setbacks. Unless required for public safety purposes, such as sight distance, setbacks required by BIMC Title 18 in any district other than the Mixed-Use Town Center or the High School Road zoning district may be reduced as described below. This section does not supersede lesser setback requirements in the MUTC/HS Road district zones, as outlined in Tables 18.12.020-2-3 and 17.12.070-1, as applicable.

i. Zoning Setback Reductions.

(A) Front setback within project: 10 feet.

(B) Rear setback within project: minimum of five feet.

(C)-Side setback within project: minimum of five feet.

ii. Subdivision Setback Reductions.

(A) All interior subdivision setbacks: zero feet.

(B) Building to exterior subdivision boundary: five feet.

(C) Building to right-of-way or on-site private access: 10 feet.

f. Building Height. Buildings within the Mixed-Use Town Center or High School Road districts may achieve a maximum building height not to exceed the optional height outlined in Table 18.12.020-2-3.

7. Development Standard Incentives – for Development Projects in Residential Zones. The applicant may request that development standards from BIMC Titles 17 and 18 be modified as part of a housing design demonstration project. The city will review the request to modify development standards through the project review process outlined in subsection S.3 of this section. Requirements of BIMC Title 16 may not be modified. The following development standards may be modified:

a. Minimum Lot Dimensions and Size. Reductions in lot size or dimensions are subject to approval by Kitsap County health district.

b. Maximum Lot Coverage. Maximum lot coverage can be increased by five percent for Tier 1 projects, and 10 percent for Tier 2 projects. For example, for Tier 1 projects in the R-4.3 district, the 25 percent lot coverage limit may be increased to 30 percent. Tier 3 and 4 projects may increase lot coverage above zoning district requirements with no maximum.

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c. **Natural Area Open Space.** For residentially zoned projects developed under BIMC Title 17, flexible lot subdivision, the prescriptive **open space natural area** requirements in **BIMC 17.12.030. A Table 17.12.070-1** do not apply. Instead, the project shall integrate at least 400 square feet of **open space natural area** per unit. **The open space shall be located along a public or private street or driveway, or public walkway. This common consolidated open space would be in addition to any protected critical areas or buffers.**

d. **Residential Parking.** The parking requirements outlined in BIMC 18.15.020 may be modified to require one parking space for homes under 800 square feet and 1.5 parking spaces for homes between 800 and 1,200 square feet. This reduction may not be combined with any other reductions to result in less than one space per unit, and additional guest parking may be required pursuant to Table 18.15.020-1. A limited number of parking spaces may be designed to accommodate alternative fuel or sub-compact vehicles such as Smart™ cars, with parking stall dimensional standards reduced from the standards outlined in BIMC 18.15.020.J. The applicants are encouraged to work with neighboring property owners to ensure street parking is not overburdened. If the project is requesting a reduction in required parking through the housing design demonstration project, then the development shall integrate at least one guest parking space for every five dwelling units.

e. **Setbacks.** Unless required for public safety purposes, such as sight distance, zoning and subdivision setbacks **required by BIMC Title 18** may be reduced as described below. **This section does not supersede lesser setback requirements as outlined in Tables 18.12.020-1 and 17.12.070-1, as applicable.** Additional vegetative landscaping screen may be required by the director when reducing setbacks.

i. **Zoning Setback Reductions.**

(A) Front setback to on-site access: 10 feet.

ii. **Subdivision Setback Reductions.**

(A) All interior subdivision setbacks: zero feet.

(B) Building to on-site access: 10 feet.

8. **Density Bonus Incentives.** An increase in residential base density may be permitted as outlined in Table 2.16.020.S-4.

Table 2.16.020.S-4: Housing Diversity Program Project Density Bonuses	
Tier 4	
2.5 x Base Density OR Max. Bonus Mixed-Use FAR (all residential)	
Tier 3	
2.5 x Base Density OR Max. Bonus Mixed-Use FAR (all residential)	
Tier 2	
• 1.5 x Base Density (R-8 and R-14) OR • 2.0 x Base Density not to exceed R-8 density (for R-2, R-2.9, R-3.5, and R-4.3) OR • Max. Bonus Mixed-Use FAR (all residential)	
Tier 1	
No Density Bonus	

EXHIBIT A

9. Housing Project Visit. In order to learn from the innovative design practices used, all projects completed under this subsection S shall allow city staff to conduct occasional site tours. City staff will make a request of the property owner prior to conducting a tour and will not access the properties for tours more than once every three months. The site tours will be limited to the exterior and common grounds of the property, and conducted during regular business hours. Visits will be coordinated through the staff and property owner, and the owner will receive written notice no less than two weeks in advance of each visit. Any additional access to private property or at alternative times shall be at the permission and cooperation of the individual homeowner only.

10. Demonstration Period. This subsection S and related provisions of BIMC Titles 2, 17, and 18 shall expire on December 31, ~~2021-2019~~. (Ord. 2018-20 § 6, 2018; Ord. 2018-31 § 1, 2018; Ord. 2018-24 § 1, 2018; Ord. 2018-08 §§ 2 – 6, 2018; Ord. 2017-03 § 1, 2017; Ord. 2016-28 §§ 2, 3 (Exh. A), 2016; Ord. 2016-27 §§ 1 – 5, 2016; Ord. 2013-25 §§ 2, 3, 2013; Ord. 2012-09 § 1, 2012; Ord. 2011-02 § 2 (Exh. A), 2011)



Planning Commission Public Hearing Thursday, November 7, 2019

Meeting Minutes

1) CALL TO ORDER/ROLL CALL

2) PUBLIC COMMENT ON OFF AGENDA ITEMS

Amy Aspell spoke about Affordable Housing providing the seven recommendations from the Community Housing Coalition

3) PUBLIC HEARING

3.a Ordinance No. 2019-32 Amending BIMC 2.16.020.S. Housing Design Demonstration Projects (HDDP) Program,

Chair Chester began the topic with a 30-minute study session.

Public Hearing opened.

Jane Rein supported sunsetting the HDDP program.

Joe Dunstan, Design Review Board Chair, said he had not seen a quality HDDP project come before the DRB yet. As a citizen, he supported sunsetting the HDDP Program.

Holly Brewer spoke in support of affordable housing being close to public transportation and providing walkability.

Marshall Tappan spoke in support of sunsetting the HDDP Program.

Jonathan Davis spoke in support of the HDDP Program.

Ron Peltier spoke as a citizen and asked if the HDDP Program was supported by the Comprehensive Plan.

Public Hearing closed at 7:47 PM.

Long Range Senior Planner Jennifer Sutton began discussion with a draft provided by Commissioner McCormick Osmond.

MOTION: Planning Commission recommends that the HDDP Program should sunset as scheduled by December 31, 2019. Further, the Planning Commission recommends that the draft Ordinance 2019-32 should not go forward.

Quitslund/Pearl: Motion carried 5 - 2

AYES: Mack Pearl, Jon Quitslund, Lisa Macchio, Kim McCormick-Osmond, Don Doman

NOES: Joe Paar, William Chester

ABSENT: None

ABSTAIN: None

MOTION: The Planning Commission recommends that the City Council direct the Planning Commission and staff to draft an interim affordable housing ordinance that includes density incentives to promote green building and affordable housing.

McCormick Osmond/Quitslund: Motion carried 5 - 1

AYES: Mack Pearl, Jon Quitslund, Kim McCormick-Osmond, Don Doman, Joe Paar

NOES: Lisa Macchio

ABSENT: None

ABSTAIN: William Chester

4) PLANNING DIRECTOR'S REPORT

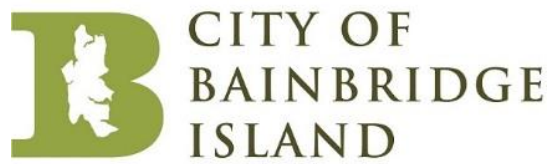
Planning & Community Development Director Heather Wright provided an update on City Council actions of interest to the Planning Commission.

5) ADJOURNMENT

Meeting adjourned at 8:09 PM.

William Chester, Chair

Jane Rasely, Administrative Specialist



DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

MEMORANDUM

Date: November 18, 2019
To: City Council
From: Planning Commission
Subject: HDDP Sunset Recommendation

At the November 14, 2019 Planning Commission meeting, Planning Commissioners drafted the following rationale for their November 7, 2019 HDDP Sunset and continue to require 100% affordable housing until sunset date.

1. The HDDP as written has fundamental flaws that the PC has been noting for over a year and were the basis for repeated requests by the PC to review and revise the HDDP. Those flaws have resulted in projects that do not further the Comprehensive Plan goals and policies that were the basis for creating the HDDP.
2. The HDDP was intended to promote affordable housing and green building techniques by providing builders with additional density in return. The HDDP's flaws have allowed builders additional density but have not consistently provided the intended community benefits of affordable housing and green building techniques to adequately offset that density.

Rationale for recommending a standalone affordable housing ordinance to allow the Suzuki project planning effort to continue:

1. Existing Tier 3 of the HDDP could be used as a template, with revisions, for a standalone affordable housing ordinance that would allow the Suzuki project planning to continue to move forward in the short term.
2. A comprehensive affordable housing ordinance and a comprehensive green building ordinance are both on the City Council workplan and will provide code provisions that further the Comprehensive Plan goals and policies for affordable housing and green building. The HDDP as currently written does not do that.

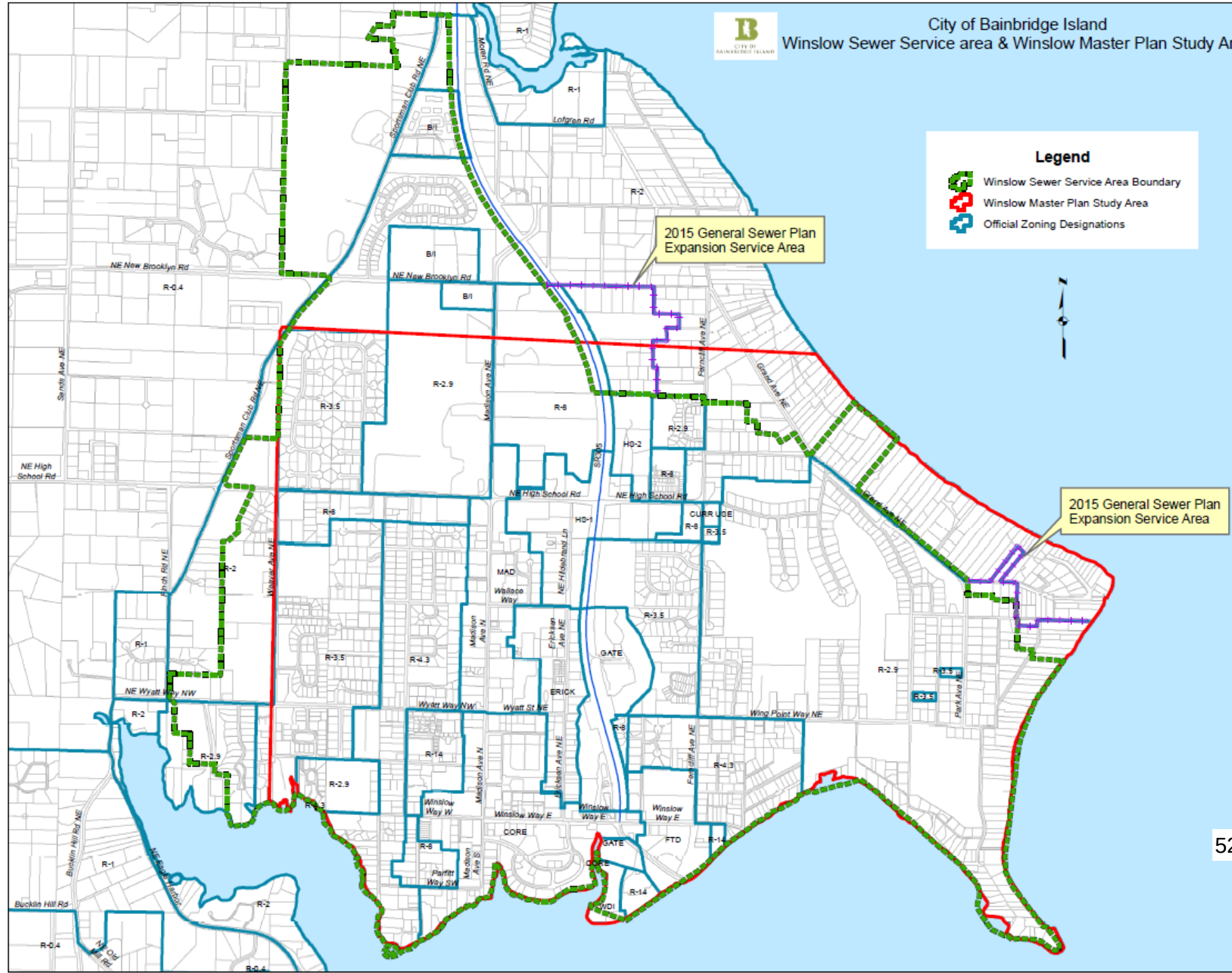
Housing Design Demonstration Project (HDDP) Program

OVERVIEW

- **2009 3-year Pilot Program applies in the greater Winslow area Revised in 2013; Revised in 2016 to reflect LID requirements, extended until 2019.**
- **Promotes green building, sustainable site development, and housing diversity & affordability using development standard flexibility & density incentives**
- **4 Tiers: Density incentives scaled to amount of Green Building and Infrastructure, and Housing Diversity**
- **1,600 square foot maximum dwelling unit size for all HDDP units**
- **June 2018 recommendation by Planning Commission to Council to suspend program pending subdivision regulation update**
- **In lieu of suspending, the Council approved Ordinance 2018-31, limiting HDDP to those with 100% affordable housing.**

Legend

-  Winslow Sewer Service Area Boundary
-  Winslow Master Plan Study Area
-  Official Zoning Designations



HDDP Program Available to Properties located:

- in the WMP Study Area
- or
- in the Winslow Sewer Service Area

Excerpt Table 2.16.020.Q-1: Housing Design Demonstration Project Scoring System		
Density Incentives	Requirements to Receive Incentives	
	Green Building and Innovative Site Development	Housing Diversity
Tier 4		
2.5 x Base Density OR Max. Bonus Mixed-Use FAR	Living Building Challenge (ILFI) OR Passive House (Passive House Institute US/International)	Home size not greater than 1,600 sq. ft.
	30 Points in Innovative Site Development Practices	10 pts/10% of units affordable housing
Tier 3		
2.5 x Base Density OR Max. Bonus Mixed-Use FAR	LEED Silver, BuiltGreen 4, or Evergreen Sustainable Development	50% affordable housing
	25 Points in Innovative Site Development Practices	Home size not larger than 1,600 sq. ft.
Tier 2		
1.5 x Base Density (R-8 and R-14); OR	LEED Silver, BuiltGreen 4, or Evergreen Sustainable Development	Home size not larger than 1,600 sq. ft.
2.0 x Base Density not to exceed R-8 density (R-2, R-2.9, R-3.5, and R-4.3); OR		10% of units affordable housing
Max. Bonus Mixed-Use FAR	25 Points in Innovative Site Development Practices	Projects with ≥ 20 units must get 3 points in “Unit Type” category
Tier 1		
No Density Bonus	LEED Certification, BuiltGreen 4, or Evergreen Sustainable Development	•Home size not larger than 1,600 sq. ft.
		•4 points (projects with < 20 units) in “Housing Diversity” category
	14 Points in Innovative Site Development Practices	•5 points (projects with ≥ 20 units) in 53 “Housing Diversity” category
		•Projects with ≥ 20 units must get 2 points in “Unit Type” category

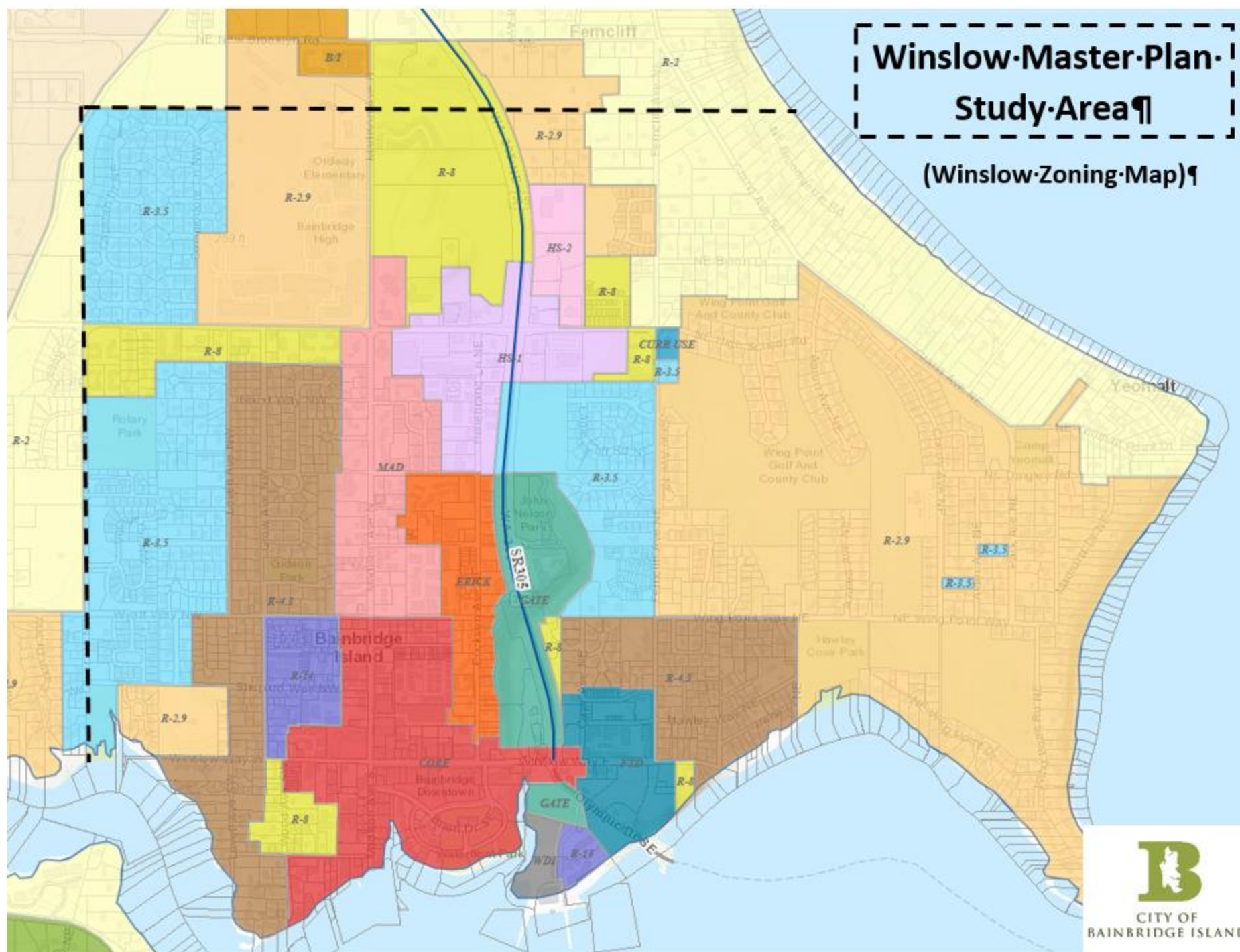
Table 2.16.020.S-2 Housing Diversity Scoring Method								
		Affordable Housing			Unit Size		Unit Type	
		Project includes a number of housing units that are designated affordable for a period of 50 years to the spectrum of income levels as defined by BIMC 18.36.030.16 and 18.21.020.A. Rental housing is encouraged by awarding more points for the creation of rental housing.			Project includes a variety of unit sizes, excluding garages, that provide for a broad mix of income levels and family size. In order to score a point in a unit size range, the project shall provide at least 10% of the total number of units in that range. For example, in a 40-unit development, at least 4 units sized between 1,001 and 1,200 ft ² would be needed to score points in that range.		Unit type: Project includes a variety of housing unit types (i.e., single-family style, townhouse, flat, age-in-place, ADUs, cottages) or innovative type of housing. In order to score points for different unit types, the project shall provide at least 10% of the total number units of that type. For example, in a 40-unit development of townhomes and duplexes, at least 4 units of townhomes would be needed to score points for having 2 different unit types.	
TIER	Total Housing Diversity Points Required	Affordable Units	Ownership Value	Rental Value	Unit Size Range	Value	Number of Different Unit Types	Value
		10%	10	12	< 800 ft ²	1	2	2
		11 – 15%	12	14	801 – 1,000 ft ²	1	3	3
		16 – 20%	14	16	1,001 – 1,200 ft ²	1	4	4
		21 – 25%	16	18	1,201 – 1,400 ft ²	1	5	5
		> than 25%	20	22	1,401 – 1,600 ft ²	1	Min. Pts. Required	
		Minimum % Required			Size Requirement	Min. Pts. Required		
4	10 pts	10%			Max. home size 1,600 ft ²	NA	NA	
3	20 pts	50%			Max. home size 1,600 ft ²	NA	NA	
2	12 pts (projects < 20 units) 15 pts (projects ≥ 20 units)	10%			Max. home size 1,600 ft ²	NA	Projects ≥ 20 units must get 3 pts in “unit type”	
1	4 pts (projects < 20 units) 5 pts (projects ≥ 20 units)	NA			Max. home size 1,600 ft ²	NA	Projects ≥ 20 units must get 2 pts in “unit type”	

Table 2.16.020.S-3 Innovative Site Development Scoring Method

TIER	Minimum Site Development Point Requirement	WATER QUALITY & CONSERVATION		LANDSCAPING & OPEN SPACE			TRANSPORTATION	
		Projects use methods to decrease water usage and improve stormwater runoff quality through an integrated approach to stormwater management such as greywater use, stormwater collection in cisterns, green roofs and covered parking. All HDDP projects will follow the stormwater manual adopted in Chapter 15.20 BIMC.		Project provides well-designed common open space, with at least 5 percent of the gross land area, set aside as open space and designed as an integrated part of the project rather than an isolated element. The common open space must be outside of critical areas and their buffers and required roadside buffers. Appropriate community amenities such as playgrounds, composting and neighborhood gardens promoting the production of locally grown food are encouraged. Resident neighborhood community gardens can be in common open space areas, and shall be appropriately located for solar exposure, and include water availability, soil amenities, and storage for garden tools. Required growing space for neighborhood gardens is 60 square feet per dwelling unit, not including any existing orchard area. Open space dedicated to the public pursuant to the standards of BIMC Sections 17.12.030. A1, A2, A3, A6 & A7 is encouraged.			Project design provides enhanced sensitivity to pedestrian and bicycle travel to promote the people getting around without a car, a reduced carbon footprint, improved health of humans, and lower pollution levels. Project internally preserves existing informal internal connection to external non-motorized facilities, furthering the Island-wide Transportation Plan (IWTP) and using such solutions as woonerfs, green streets, and natural trails and paths. Project reduces reliance on automobiles and trip counts, and promotes alternative transportation, such as integrating parking and charging facilities for electric cars, or bus shelters.	
4	30	REQUIREMENT	VALUE					
		Number of dwelling units that integrate greywater reuse components into building design:		% OF OPEN SPACE	VALUE	VALUE IF PUBLIC	TRANSPORTATION COMPONENTS	VALUE
3	25	10%	1	5-10%	2	4	Project preserves, creates or integrates internal and external non-motorized connections.	2
		11-20%	2	11-15%	4	6	Provides public walkways, separated paths, or bike lanes. No points for facilities required by IWTP.	3
		21-30%	3	16-20%	6	8	On-site car sharing program	1 per each car
		Over 31%	4	21-25%	8	10	Electric vehicle charging stations for 3% of vehicle parking capacity.	3
		Percentage of total roof area qualifying as "green roofs":		Greater than 25%	10	12	Covered, consolidated bike parking for subdivisions	3
2	25	15-30%	2	Incorporates neighborhood garden	2		Bus Shelter	2
		Over 31%	4	Preserves tree that qualifies as a "Heritage tree" under City Program. The tree is not otherwise required to be preserved.	2 per tree			
		Project integrates cisterns: % of total roof area directed to cisterns:		All Private yard areas ≤ 20% turf	4			
1	14	15-30%	2	Project landscaping integrates at least 60% native or drought tolerant plants	4			
		Over 31%	4					
		Percentage of total parking spaces that are covered (i.e. parking garage, carport):						
		5-20%	1					
		21-40%	2					
		41-60%	3					
		61-80%	4					
		Over 81%	5					

Summary of HDDP Projects							
HDDP Project	Tier	Zone	Max. Base Density	# & Type of Dwelling units	Green Building Certification Requirement	# of Affordable (AH) Units	Status
**Ferncliff Village (HRB)	3	R-3.5	20	40: Single-family (SF) & Townhomes (TH)	Evergreen Sustainable Development	40	Completed
**Grow Community	2	R-14	112	149: SF, Apartments (Apts.), Condos & Townhomes	Built Green 5	0	Mostly Built
Ericksen Urban Cottages	1	MUTC/ Ericksen	0.6 Res. FAR	16 SF	LEED Certified Required, Achieved LEED Platinum	0	Completed
Madrona Townhomes (The Walk)	1	MUTC/ Core	1.0 Res. FAR	52 SF TH & ADUs	LEED Certified	5	Under Construction
Bainbridge Landing	1	MUTC/ Ferry TD	1.1 Res. FAR	140: SF TH, Apts.& Age-in-Place	LEED Certified or Built Green 4	0	Under Construction
**Wallace Cottages	2	R-4.3	10	19 SF & Age-in-Place	LEED Silver or Built Green 4	2	Under Construction
Madison Place	1	MUTC/ Madison	0.6 Res. FAR	18 SF & Duplexes	LEED Certified or Built Green 4	0	Under Construction
Ericksen Gardens	1	MUTC/ Ericksen	0.6 Res. FAR	5 SF (including 1 ADU)	LEED Certified or Built Green 4	0	Under Construction ⁵⁶
Total HDDP Units Permitted				439	Total Designated AH Units	47	
**# of Bonus Units Achieved Through HDDP				66			

(Winslow-Zoning-Map)¶



2.16.020 General provisions.

S. Housing Design Demonstration Projects.

1. Purpose and Goals. The purpose of this subsection S is to allow the development of housing design demonstration projects that increase the variety of housing choices available to residents across underserved portions of the socio-economic spectrum, and to promote compact, low-impact development where it is most appropriate. Further, its purpose is to encourage high quality and innovation in building design, site development, and “green” building practices.

The goals of this program are to increase the housing supply and the choice of housing styles available in the community; to promote socio-economic diversity by adding to the stock of income-qualified housing; to encourage development of smaller homes, at reasonable prices, in neighborhoods attractive to a mix of income and age levels; and to demonstrate that innovative design and building techniques (conserving water and energy, using sustainably sourced materials, limiting environmental impacts) are compatible with market considerations.

2. Applicability. This subsection S is applicable to all properties located within the Winslow sanitary sewer system service area. An application for a housing design demonstration project may be applied to single-family residential subdivisions, mixed-use/multifamily and multifamily developments. The city will only accept applications for housing design demonstration projects where 100 percent of the housing units created will constitute affordable housing, as defined by BIMC 18.36.030.16, for one or more of the income groups defined in BIMC 18.21.020.A. Since the purpose is to provide housing projects as demonstrations, the city will accept projects for consideration and approval prior to the sunset date of the ordinance codified in this chapter. The city will limit acceptance of Tier 3 and 4 projects outlined in this section to three projects in each tier.

3. Review and Approval Process. Housing design demonstration project applications shall be reviewed as specified in the same manner as other applications for the same type of underlying land use permit (see BIMC 2.16.030 through 2.16.210), with additional review steps done in the order below as outlined in this subsection.

a. Conceptual Proposal Review. Applicants proposing a demonstration project shall meet with city staff during the conceptual phase to discuss the goals and evaluation parameters of the proposed project. The conceptual proposal review is an informal discussion between the applicant and city staff regarding a proposed project. There are no required application materials for this stage. Applicants shall contact the planning department staff to request a meeting, and the meeting shall be scheduled by staff for no more than three weeks after the request date. The purpose of the conceptual proposal review is to determine if the proposal is eligible to be considered as an application for a housing design demonstration project and to assist the applicant by identifying (i) requirements for submittal, including types of supplemental materials for application; (ii) compliance with applicable city plans, goals, policies, codes, or guidelines and possible revisions to the project that will enhance the proposal with respect to these requirements; (iii) areas of BIMC Title 18, Zoning, and BIMC Title 17, subdivisions, where the applicant seeks flexibility; and (iv) required plans, studies, reports, and/or other materials specific to the proposal that will provide necessary information for staff and the design review board, and to review the project under the criteria outlined in subsection S.4 of this section.

b. Public Participation Program. The applicant is required to participate in one or more community meetings, either through the city’s (i) public participation program following the procedures outlined in Resolution Nos. 2010-32 and 2001-11, or (ii) an equivalent public meeting that includes participation by city staff, as approved by the director.

c. Preapplication Conference. The applicant shall apply for a preapplication conference pursuant to subsection I of this section. Housing design demonstration projects shall be reviewed by both staff and the design review board, pursuant to subsection F of this section. The applicant shall submit a HDDP proposal consistent with the requirements in the administrative manual. The applicant shall consider input received during the public meetings and conceptual review with city staff in crafting the proposal. The proposal will be evaluated pursuant to subsection S.4 of this section by city staff with the design review board serving in an advisory role, in addition to their review of applicable design guidelines. The director shall prepare written findings of facts, and

applicants will receive preliminary notification from the director whether the proposal will qualify as a housing design demonstration project, or feedback about how to improve the proposal to qualify. If the applicant changes the proposal in any significant manner other than a response to feedback from the public meeting, conceptual review, or the preapplication review, an additional preapplication conference may be required.

d. Application Submittal. An applicant may submit a land use permit application (subdivision, site plan and design review, or conditional use permit) for a housing design demonstration project after completion of a required conceptual and preapplication review and notification by the city that the proposal qualifies as a housing design demonstration project. Upon receipt of an application, the director shall provide notice to the applicant and public in accordance with subsection M of this section, and commence the application review process. Housing design demonstration projects that require more than one land use permit must utilize the consolidated project review process outlined in BIMC 2.16.170. All housing design demonstration project applications, including subdivisions, shall be reviewed by the design review board and the planning commission at public meetings. The design review board and the planning commission shall make recommendations on all housing design demonstration projects.

e. Permit Decision. The decision to approve or deny a housing design demonstration project shall be made as part of underlying land use permit approval. The decision shall be based upon the decision criteria of the underlying planning permit, and the decision criteria outlined in subsection S.5 of this section. Housing design demonstration project approval conditions shall be included in the final permit approval and shall address any ongoing compliance requirements including compliance with approved design plans. The city may require that the applicant record covenants to ensure ongoing compliance or maintenance for required project components.

f. Building Permit. The applicant shall submit a building permit that is consistent with all conditions of the land use permit approval. The applicant shall also submit documentation that the project has applied for required certification by a green building rating system, such as Evergreen Sustainable Development, LEED, or BuiltGreen. Proof of ongoing certification shall be required during construction and project certification must be completed prior to final occupancy.

g. Living Building Challenge. For projects pursuing the Living Building Challenge standard of the International Living Building Institute, the applicant must show proof of pursuing ongoing certification during construction for all required elements. After construction and prior to issuance of the certificate of occupancy, the applicant must show proof of initial project compliance as to the Site, Materials, Indoor Quality and Beauty/Inspiration components of the Living Building Challenge and that the project is likely to achieve the elements of energy and water following 12 months of occupancy as required under Living Building Challenge certification. For those elements of energy and water that require occupancy of the building for 12 months for Living Building Challenge certification, the applicant must submit a report to the city following 12 months of occupancy, demonstrating its progress towards meeting these remaining elements of the Living Building Challenge standard. If certification of those elements has not been achieved, the applicant must provide quarterly reports of progress towards certification of these elements, including additional steps and timeline that will be taken to achieve certification.

4. Evaluation Method. Each project will be evaluated for innovation and achievement of the goals of this subsection S of this section using a number of factors. The evaluation factors are divided into three categories. Examples of sustainable development methods do not limit other mechanisms of meeting the evaluation factor. Projects that qualify as housing design demonstration projects are eligible to use the flexible development standard incentives outlined in subsections S.6 and 7 of this section. Projects qualifying as a Tier 2, 3, or 4 project are eligible for the residential incentives outlined below and in subsection S.8 of this section. Tables 2.16.020.S-1, S-2, and S-3 show how projects are scored to qualify for different tiers in the housing design demonstration project program.

Table 2.16.020.S-1: Housing Design Demonstration Project Scoring System

Requirements to Receive Incentives		
Density Incentives	Green Building and Innovative Site Development	Housing Diversity
Tier 4		
2.5 x Base Density OR Max. Bonus Mixed-Use FAR	Living Building Challenge (ILFI) OR Passive House (Passive House Institute US/International)	Home size not greater than 1,600 sq. ft.
	30 Points in Innovative Site Development Practices	10 pts/10% of units affordable housing
Tier 3		
2.5 x Base Density OR Max. Bonus Mixed-Use FAR	LEED Silver, BuiltGreen 4, or Evergreen Sustainable Development	50% affordable housing
	25 Points in Innovative Site Development Practices	Home size not larger than 1,600 sq. ft.
Tier 2		
1.5 x Base Density (R-8 and R-14); OR 2.0 x Base Density not to exceed R- 8 density (R-2, R-2.9, R-3.5, and R- 4.3); OR Max. Bonus Mixed-Use FAR	LEED Silver, BuiltGreen 4, or Evergreen Sustainable Development	Home size not greater than 1,600 sq. ft.
		10% of units affordable housing
		25 Points in Innovative Site Development Practices
Tier 1		
No Density Bonus	LEED Certification, BuiltGreen 4, or Evergreen Sustainable Development	Home size not greater than 1,600 sq. ft.
		4 points (projects with < 20 units) in “Housing Diversity” category
	14 Points in Innovative Site Development Practices	5 points (projects with ≥ 20 units) in “Housing Diversity” category
		Projects with ≥ 20 units must get 2 points in “Unit Type” category
NOTE: For Tiers 2 and 3 required affordable housing units: Home ownership projects: 50% of required affordable house units should serve ≤ 80% AMI Rental projects: 50% of required affordable house units should serve ≤ 60% AMI.		

Table 2.16.020.S-2 Housing Diversity Scoring Method

		Affordable Housing			Unit Size		Unit Type	
		Project includes a number of housing units that are designated affordable for a period of 50 years to the spectrum of income levels as defined by BIMC 18.36.030.16 and 18.21.020.A. Rental housing is encouraged by awarding more points for the creation of rental housing.			Project includes a variety of unit sizes, excluding garages, that provide for a broad mix of income levels and family size. In order to score a point in a unit size range, the project shall provide at least 10% of the total number of units in that range. For example, in a 40-unit development, at least 4 units sized between 1,001 and 1,200 ft ² would be needed to score points in that range.		Unit type: Project includes a variety of housing unit types (i.e., single-family style, townhouse, flat, age-in-place, ADUs, cottages) or innovative type of housing. In order to score points for different unit types, the project shall provide at least 10% of the total number units of that type. For example, in a 40-unit development of townhomes and duplexes, at least 4 units of townhomes would be needed to score points for having 2 different unit types.	
TIER	Total Housing Diversity Points Required	Affordable Units	Ownership Value	Rental Value	Unit Size Range	Value	Number of Different Unit Types	Value
		10%	10	12	< 800 ft ²	1	2	2
		11 – 15%	12	14	801 – 1,000 ft ²	1	3	3
		16 – 20%	14	16	1,001 – 1,200 ft ²	1	4	4
		21 – 25%	16	18	1,201 – 1,400 ft ²	1	5	5
		> than 25%	20	22	1,401 – 1,600 ft ²	1	Min. Pts. Required	
		Minimum % Required			Size Requirement	Min. Pts. Required		
4	10 pts	10%			Max. home size 1,600 ft ²	NA	NA	
3	20 pts	50%			Max. home size 1,600 ft ²	NA	NA	
2	12 pts (projects < 20 units) 15 pts (projects ≥ 20 units)	10%			Max. home size 1,600 ft ²	NA	Projects ≥ 20 units must get 3 pts in “unit type”	
1	4 pts (projects < 20 units) 5 pts (projects ≥ 20 units)	NA			Max. home size 1,600 ft ²	NA	Projects ≥ 20 units must get 2 pts in “unit type”	

Table 2.16.020.S-3 Innovative Site Development Scoring Method

TIER	Minimum Site Development Point Requirement	WATER QUALITY & CONSERVATION Projects use methods to decrease water usage and improve stormwater runoff quality through an integrated approach to stormwater management such as greywater use, stormwater collection in cisterns, green roofs and covered parking. All HDDP projects will follow the stormwater manual adopted in Chapter 15.20 BIMC.		LANDSCAPING & OPEN SPACE Project provides well-designed common open space, with at least 5 percent of the gross land area, set aside as open space and designed as an integrated part of the project rather than an isolated element. The common open space must be outside of critical areas and their buffers and required roadside buffers. Appropriate community amenities such as playgrounds, composting and neighborhood gardens promoting the production of locally grown food are encouraged. Resident neighborhood community gardens can be in common open space areas, and shall be appropriately located for solar exposure, and include water availability, soil amenities, and storage for garden tools. Required growing space for neighborhood gardens is 60 square feet per dwelling unit, not including any existing orchard area. Open space dedicated to the public pursuant to the standards of BIMC Sections 17.12.030. A1, A2, A3, A6 & A7 is encouraged.			TRANSPORTATION Project design provides enhanced sensitivity to pedestrian and bicycle travel to promote the people getting around without a car, a reduced carbon footprint, improved health of humans, and lower pollution levels. Project internally preserves existing informal internal connection to external non-motorized facilities, furthering the Island-wide Transportation Plan (IWTP) and using such solutions as woonerfs, green streets, and natural trails and paths. Project reduces reliance on automobiles and trip counts, and promotes alternative transportation, such as integrating parking and charging facilities for electric cars, or bus shelters.													
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2	25	<table><tbody><tr><td>Project integrates cisterns: % of total roof area directed to cisterns:</td><td></td></tr><tr><td>15-30%</td><td>2</td></tr><tr><td>Over 31%</td><td>4</td></tr></tbody></table>		Project integrates cisterns: % of total roof area directed to cisterns:		15-30%	2	Over 31%	4											
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1	14	<table><tbody><tr><td>Percentage of total parking spaces that are covered (i.e. parking garage, carport):</td><td></td></tr><tr><td>5-20%</td><td>1</td></tr><tr><td>21-40%</td><td>2</td></tr><tr><td>41-60%</td><td>3</td></tr><tr><td>61-80%</td><td>4</td></tr><tr><td>Over 81%</td><td>5</td></tr></tbody></table>		Percentage of total parking spaces that are covered (i.e. parking garage, carport):		5-20%	1	21-40%	2	41-60%	3	61-80%	4	Over 81%	5					
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5-20%	1																			
21-40%	2																			
41-60%	3																			
61-80%	4																			
Over 81%	5																			

a. Housing Diversity. Evaluation will review:

- i. Unit Type. The project includes a variety of unit types, for example, single-family, townhomes, flats, duplex, cottages, age-in-place or accessory dwelling units;
- ii. Unit Size. The project includes a variety of housing unit sizes that provide for a broad mix of income levels and family size; and
- iii. Affordable Housing. The project includes housing units that are affordable to the spectrum of income levels as defined in Chapter 18.21 BIMC, Affordable Housing, except that affordable housing units required for a housing design demonstration project must use the Bremerton-Silverdale Average Median Income (AMI). Designated affordable housing shall remain affordable for 50 years from the time of final inspection on the affordable unit. The applicant shall record covenants that demonstrate how the unit will remain affordable and be managed for 50 years.

b. Innovative Site Development. Evaluation will review:

- i. Water Quality and Conservation. Projects use methods to decrease water usage and improve stormwater runoff quality through an integrated approach to stormwater management such as greywater use, stormwater collection in cisterns, vegetated roofs and covered parking. All HDDP projects will follow the Department of Ecology's 2012 Stormwater Management Manual for Western Washington, as amended in December 2014.
- ii. Landscaping. The project uses low maintenance landscaping that integrates a high proportion of native plants or drought-tolerant plants that are climate appropriate. The project limits the amount of "lawn" in private yards in favor of common open space. Projects are encouraged to use cisterns to collect rainwater for irrigation or garden use.
- iii. Common Open Space. The project provides connected common open space area set aside as active open space and designed and integrated into the project. The open space could include active elements such as a neighborhood garden/pea patch and composting facilities, or a playground. Critical areas and their buffers and required roadside buffers do not contribute to "common open space" under the housing design demonstration project program.
- iv. Transportation. The project (A) uses a design that provides enhanced sensitivity to pedestrian travel; (B) internally preserves existing informal, internal connection to external trail(s), or creates new connections where appropriate, to implement the Island-wide Transportation Plan (IWTP); (C) reduces reliance on automobiles and trip counts, and promotes alternative transportation and public transit; (D) minimizes the visual dominance of automobiles throughout the project; or (E) the project accommodates needs of alternative vehicles through techniques such as parking and charging facilities for electric cars, locating rechargeable electric vehicle (EV) parking in a conspicuous and preferred location close to a main building entrance, and integrating a parking space for a vehicle sharing program, such as Zipcar™.

c. Innovative Building Design. The project is constructed under a green building certification program that requires third-party verification such as the Evergreen Sustainable Development, Living Building Challenge standard of the International Living Building Institute, Passive House

Institute US/International, LEED or the BuiltGreen Program of the Master Builders of King and Snohomish Counties.

5. Approval Criteria. In addition to decision criteria required by the underlying planning permit or approval, an application for a housing design demonstration project may be approved if the following criteria are met:

- a. The applicant clearly demonstrates evaluation factors listed in subsection S.4 of this section as shown in the housing design demonstration project scoring system as evaluated by the planning department;
- b. The applicant has demonstrated how relief from specific development standards, including setback reductions, lot coverage and/or design guidelines, is needed to achieve the desired innovative design and the goals of this chapter;
- c. The project does not adversely impact existing public service levels for surrounding properties;
- d. The project complies with all other portions of the BIMC, except as modified through this housing design demonstration project process;
- e. If a project will be phased, each phase of a proposed project must contain adequate infrastructure, open space, recreational facilities, landscaping and all other conditions of the project to stand alone if no other subsequent phases are developed; and
- f. The applicant is meeting required housing diversity standards.

6. Development Standard Incentives – Development Projects in the Mixed-Use Town Center. The applicant may request that development standards from BIMC Titles 17 and 18 be modified as part of a housing design demonstration project. The city will review the request to modify development standards through the project review process outlined in subsection S.3 of this section. Requirements of BIMC Title 16 may not be modified. The following development standards may be modified:

- a. Minimum Lot Dimensions and Size. Reductions in lot size or dimensions are subject to approval by Kitsap County health district.
- b. Maximum Lot Coverage. Maximum lot coverage can be increased by five percent for Tier 1 projects, and 10 percent for Tier 2 projects. For example, for a Tier 1 project in the Madison overlay district, the 35 percent lot coverage limit may be increased to 40 percent. Tier 3 and 4 projects may increase lot coverage above zoning district requirements with no maximum.
- c. Open Space. For MUTC projects developed under BIMC Title 17, flexible lot subdivision, the prescriptive open space requirements in BIMC 17.12.030.A do not apply. Instead, the project shall integrate at least 50 square feet of open space per unit. The open space shall be located along a public or private street or driveway, or public walkway.
- d. Residential Parking. The parking requirements outlined in BIMC 18.15.020 may be modified to require one parking space for homes under 800 square feet and 1.5 parking spaces for homes between 800 and 1,200 square feet. This reduction may not be combined with any other reductions to result in less than one space per unit, and additional guest parking may be

required pursuant to BIMC Table 18.15.020-1. A limited number of parking spaces may be designed to accommodate alternative fuel or sub-compact vehicles such as Smart™ cars, with parking stall dimensional standards reduced from the standards outlined in BIMC 18.15.020.J. The applicants are encouraged to work with neighboring property owners to ensure street parking is not overburdened. If the project is requesting a reduction in required parking through the housing design demonstration project program, then the development shall integrate at least one guest parking space for every five dwelling units.

e. Setbacks. Unless required for public safety purposes, such as sight distance, setbacks required by BIMC Title 18 in any district other than the Mixed-Use Town Center or the High School Road zoning district may be reduced as described below. This section does not supersede lesser setback requirements in the MUTC/HS Road district zones, as outlined in Table 18.12.020-3.

i. Zoning Setback Reductions.

(A) Front setback within project: 10 feet.

(B) Rear setback within project: minimum of five feet.

(C) Side setback within project: minimum of five feet.

ii. Subdivision Setback Reductions.

(A) All interior subdivision setbacks: zero feet.

(B) Building to exterior subdivision boundary: five feet.

(C) Building to right-of-way or on-site private access: 10 feet.

f. Building Height. Buildings within the Mixed-Use Town Center or High School Road districts may achieve a maximum building height not to exceed the optional height outlined in Table 18.12.020-3.

7. Development Standard Incentives – Development Projects in Residential Zones. The applicant may request that development standards from BIMC Titles 17 and 18 be modified as part of a housing design demonstration project. The city will review the request to modify development standards through the project review process outlined in subsection S.3 of this section. Requirements of BIMC Title 16 may not be modified. The following development standards may be modified:

a. Minimum Lot Dimensions and Size. Reductions in lot size or dimensions are subject to approval by Kitsap County health district.

b. Maximum Lot Coverage. Maximum lot coverage can be increased by five percent for Tier 1 projects, and 10 percent for Tier 2 projects. For example, for Tier 1 projects in the R-4.3 district, the 25 percent lot coverage limit may be increased to 30 percent. Tier 3 and 4 projects may increase lot coverage above zoning district requirements with no maximum.

c. Open Space. For residentially zoned projects developed under BIMC Title 17, flexible lot subdivision, the prescriptive open space requirements in BIMC 17.12.030.A do not apply.

Instead, the project shall integrate at least 400 square feet of open space per unit. The open space shall be located along a public or private street or driveway, or public walkway. This common consolidated open space would be in addition to any protected critical areas or buffers.

d. Residential Parking. The parking requirements outlined in BIMC 18.15.020 may be modified to require one parking space for homes under 800 square feet and 1.5 parking spaces for homes between 800 and 1,200 square feet. This reduction may not be combined with any other reductions to result in less than one space per unit, and additional guest parking may be required pursuant to Table 18.15.020-1. A limited number of parking spaces may be designed to accommodate alternative fuel or sub-compact vehicles such as Smart™ cars, with parking stall dimensional standards reduced from the standards outlined in BIMC 18.15.020.J. The applicants are encouraged to work with neighboring property owners to ensure street parking is not overburdened. If the project is requesting a reduction in required parking through the housing design demonstration project, then the development shall integrate at least one guest parking space for every five dwelling units.

e. Setbacks. Unless required for public safety purposes, such as sight distance, zoning and subdivision setbacks required by BIMC Title 18 may be reduced as described below. Additional vegetative landscaping screen may be required by the director when reducing setbacks.

i. Zoning Setback Reductions.

(A) Front setback to on-site access: 10 feet.

ii. Subdivision Setback Reductions.

(A) All interior subdivision setbacks: zero feet.

(B) Building to on-site access: 10 feet.

8. Density Bonus Incentives. An increase in residential base density may be permitted as outlined in Table 2.16.020.S-4.

Table 2.16.020.S-4: Housing Diversity Program Project Density Bonuses	
Tier 4	
2.5 x Base Density OR Max. Bonus Mixed-Use FAR (all residential)	
Tier 3	
2.5 x Base Density OR Max. Bonus Mixed-Use FAR (all residential)	
Tier 2	
• 1.5 x Base Density (R-8 and R-14) OR • 2.0 x Base Density not to exceed R-8 density (for R-2, R-2.9, R-3.5, and R-4.3) OR • Max. Bonus Mixed-Use FAR (all residential)	
Tier 1	
No Density Bonus	

9. Housing Project Visit. In order to learn from the innovative design practices used, all projects completed under this subsection S shall allow city staff to conduct occasional site tours. City staff will make a request of the property owner prior to conducting a tour and will not access the properties for tours more than once every three months. The site tours will be limited to the exterior and common grounds of the property, and conducted during regular business hours. Visits will be coordinated through the staff and property owner, and the owner will receive written notice no less than two weeks in advance of each visit. Any additional access to private property or at alternative times shall be at the permission and cooperation of the individual homeowner only.

10. Demonstration Period. This subsection S and related provisions of BIMC Titles 2, 17, and 18 shall expire on December 31, 2019. (Ord. 2018-20 § 6, 2018; Ord. 2018-31 § 1, 2018; Ord. 2018-24 § 1, 2018; Ord. 2018-08 §§ 2 – 6, 2018; Ord. 2017-03 § 1, 2017; Ord. 2016-28 §§ 2, 3 (Exh. A), 2016; Ord. 2016-27 §§ 1 – 5, 2016; Ord. 2013-25 §§ 2, 3, 2013; Ord. 2012-09 § 1, 2012; Ord. 2011-02 § 2 (Exh. A), 2011)



COMPREHENSIVE PLAN INTRODUCTION

Guiding Principle #3

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

Guiding Policy 3.1

Ensure a variety of housing choices to meet the needs of present and future residents in all economic segments and promote plans, projects and proposals to create *affordable housing*.

Guiding Principle #5

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

Guiding Policy 5.2

Recognize that the sustainable use of the Island's finite land base is served by *green building* practices.

LAND USE ELEMENT

Policy LU 5.1

Winslow is the urban core of the Island while the Neighborhood Centers are smaller-scale mixed-use centers. In order to achieve the *goals* of the GMA this Plan:

- Encourages development in areas where *public facilities* and services exist or can be provided in an efficient and effective manner.
- Provides a vibrant, pedestrian-oriented core.
- Reduces sprawl.
- Provides choice of housing location and lifestyle.
- Maintains and protects environmentally sensitive and resource lands.
- Encourages the retention of open space.
- Maintains and enhances fish and wildlife habitat.

Policy LU 5.5

Implement a *green building* code.

Policy LU 5.8

Adopt *development standards* and program public improvements to encourage walkability within each *designated center* and to the surrounding areas.

LU Action #3 Amend the City's development code to implement green building codes. Utilize lessons learned from communities of comparable environmental and socio-economic characteristics to implement green building codes which address issues such as site sustainability, water use efficiency, energy use efficiency, indoor environmental quality, and the impact on the atmosphere, materials and resources by buildings.

ECONOMIC ELEMENT

DIVERSIFIED ECONOMY

GOAL EC-1

Promote economic vitality, growth and stability.

Bainbridge Island has the opportunity to create a robust, resilient and durable economy by demonstrating early leadership and acknowledging the changes that will affect our economy. Planning for these changes and taking actions that support and encourage a local economy will help reduce community vulnerability to issues such as aging demographics, housing availability, transportation constraints, and *climate change*.

By providing enterprises that both serve and employ local residents, Bainbridge Island will be better able to withstand fluctuations in the larger regional economy. In addition, people who live and work in their community are available to invest time and money in their families, organizations, and community life. A key to a healthy, stable and vital economy is to create and undertake business opportunities that anticipate and respond to conditions that affect our community. This would include identifying emerging needs and markets so that Bainbridge Island businesses benefit from being on the leading edge of change.

Policy EC 3.1

Encourage the use of *green building* materials and techniques in all types of construction, as well as design approaches that are responsive to changing conditions.

JOBS/HOUSING BALANCE

GOAL EC-5

Provide a variety of *affordable housing* choices so that more people who work on Bainbridge Island can live here.

The Housing Element of the *comprehensive plan* provides several options for the development of *affordable housing* on the Island.

Policy EC 5.1

Continue to monitor the progress in implementing the Housing Element and evaluate new ways of providing *affordable housing*.

Policy EC 5.2

In concert with the Housing Element's Goals and Policies, pursue a housing strategy that seeks to accommodate a wide variety of housing options, both in design and affordability, to meet the demands of the full range of the population including service sector employees, retirees, students, artists, farmers and craftspeople.

Policy EC 9.1

Increase availability of housing to enable service sector employees to live on the Island.

ENVIRONMENTAL ELEMENT

Goal EN-4

Encourage sustainable development that maintains diversity of healthy, functioning ecosystems that are essential for maintaining our quality of life and economic viability into the future.

Policy EN 4.1

Employ conservation design methods and principles such as *low impact development* techniques for managing storm and waste water, *green building* materials, high-efficiency heating and lighting systems.

Policy EN 12.2

Facilitate the improvement and convenience of low carbon mass transit and increased car-sharing, cycling, walking and the development of alternative vehicle infrastructure (e.g., charging stations) to reduce *greenhouse gas* emissions.

Policy EN 12.3

Strive for reduced *greenhouse gas* emissions by, among other actions, integrating *climate change* into the city planning process, including *land use* and transportation planning and management, and making *climate change* considerations and meeting *greenhouse gas* emission reduction goals a component of city decision making.

EN Action #2 Integrate sustainability and conservation into regulations.

UTILITIES ELEMENT

Policy U 13.5

Minimize disruption and/or degradation of natural drainage systems, minimize impervious areas by restricting site coverage, and encourage site permeability by retaining natural vegetation and buffers, and specifying use of permeable materials.

Policy U 14.2

Encourage the conservation of electrical energy, especially during periods of peak usage, and encourage energy saving building code strategies, local renewable energy, and other cost effective approaches to meeting the island's energy needs, including distributed energy systems.

HOUSING ELEMENT

GOAL HO-1

Make steady progress toward the following aspirational targets for increasing the diversity of *housing types* and the supply of *affordable housing*.

Policy HO 1.1

Decrease to 20% or less the number of cost burdened families living in rental housing (down from 40%).

Policy HO 1.2

Decrease to 18% or less the number of cost burdened families owning homes (down from 34%).

Policy HO 1.3

Increase rental housing units to at least 11% of total housing units (up from 7%).

Policy HO 1.7

Achieve a jobs-housing balance of .8 (up from 0.59).

GOAL HO-3

Promote and maintain a variety of *housing types* to meet the needs of present and future Bainbridge Island residents at all economic segments in a way that is compatible with the character of the Island and encourages more socio-economic diversity. Partner with community non-profit organizations and local and regional private and public entities in carrying out the following policies.

Policy HO 3.1

Encourage innovative zoning regulations that increase the variety of *housing types* and choices suitable to a range of household sizes and incomes in a way that is compatible with the character of existing neighborhoods. Examples of innovative approaches are *cottage housing* development, *conservation villages*, stacked or common-wall housing, *tiny houses* and *accessory dwelling units*.

Policy HO 3.4

Partner with non-profit housing organizations, churches, the development community, local lending institutions, elected officials and the community at large to assist in meeting *affordable housing goals* and implementing strategies.

Policy HO 3.5

Support the efforts of community non-profit housing organizations and local and regional public and private entities in developing and managing *affordable housing* on Bainbridge Island.

Policy HO 3.6

Develop standards to encourage development of small to mid-size single-family housing units. These provisions may include a framework to permit small-unit housing development such as *tiny houses*, *micro units* and *cottage housing*.

GOAL HO-6

Facilitate the provision of a diverse *affordable housing* stock in all geographic areas of the community.

Policy HO 6.1

Encourage housing created by agencies such as a community land trust.

Policy HO 6.2

In order to provide for permanently *affordable housing* pursue effective strategies to reduce the land cost component of *affordable housing* which may include alternative land use zoning, *density bonuses* and other incentives.

Policy HO 6.3

Maintain an innovative housing program and clarify or adopt new flexible permit processes in all *designated centers* to promote an increase in the supply, diversity and access to housing including *affordable housing*.

Policy HO 6.7

Support the development of *livable neighborhoods*.

GOAL HO-7

Promote and facilitate the provision of rental and for-purchase housing that is affordable to *income-qualified* households with a variety of income levels.

Policy HO 9.5

Consider the options for making City-owned land or air-space available through long-term leases or other mechanisms for the purpose of creating income-qualified housing and support other public entities that wish to use publicly-owned land for this purpose. Take into consideration however, the full range of uses that City-owned properties may serve over the long-term.

HIGH PRIORITY ACTIONS

HO Action #2 Amend the City's development code to facilitate an increase in the diversity of housing types and supply of affordable housing.

HO Action #3 Partner with other jurisdictions, the development community, and non-profit organizations to increase the diversity of housing types and supply of affordable housing.

MEDIUM PRIORITY ACTIONS

HO Action #7 Focus additional city and other financial resources to help increase the supply of affordable housing.

HUMAN SERVICES ELEMENT

HOUSING AND HUMAN SERVICES

GOAL HS-3

Recognize the interrelationship between housing and human services. The human services sector not only provides support services for those living in *affordable housing* but also enables people at risk or in crisis situations to remain in their existing housing.

The Human Services Element complements the Housing Element, which deals primarily with the development, retention and construction of *affordable housing*.

Policy HS 3.2

Promote the creation of a mix of housing alternatives and services for people at different levels of independence.

MEDIUM PRIORITY ACTIONS

HS Action #3

Amend the City's development code and create public/private partnerships to increase the diversity of housing types and supply of affordable housing.

NOTE: Same Action in Housing Element.

ORDINANCE NO. 2018-31

AN ORDINANCE of the City of Bainbridge Island, Washington, limiting the Housing Design Demonstration Project program to projects consisting entirely of affordable housing.

WHEREAS, on August 12, 2009, the City Council adopted Ordinance No. 2009-06, establishing a pilot Housing Design Demonstration Project (HDDP) program to allow for the development of projects to increase the variety of housing choices available to residents of all economic segments and to encourage sustainable development through the use of development standard incentives; and

WHEREAS, Ordinance No. 2009-06 established a sunset date of August 26, 2012, for the HDDP program; and

WHEREAS, on July 18, 2012, the City Council approved Ordinance No. 2012-09, extending the HDDP program until December 31, 2013, to allow time for the City to further evaluate the program; and

WHEREAS, the City Council convened an Ad Hoc Committee made up of a Planning Commissioner, three City Councilmembers, a member of the Design Review Board, and a representative from the Housing Resources Board to evaluate and make recommendations on the HDDP program; and

WHEREAS, the Ad Hoc Committee recommended changes to the HDDP program, including extending the HDDP program until the end of 2016 to allow time for the construction of approved projects; and

WHEREAS, on December 11, 2013, the City Council adopted those recommendations with the approval of Ordinance No. 2013-25, extending the HDDP program to December 31, 2016; and

WHEREAS, on September 27, 2016, the City Council adopted Ordinance No. 2016-27, extending the HDDP program until December 31, 2019, to allow time to review the program and compare it to other affordable housing tools the City may choose to utilize, as envisioned by the draft 2016 Comprehensive Plan; and

WHEREAS, on February 28, 2017, the City Council adopted Ordinance No. 2017-01, approving the 2016 Comprehensive Plan; and

WHEREAS, the 2016 Comprehensive Plan includes several policies related to promotion of sustainable development and affordable housing; and

WHEREAS, the purpose of the existing HDDP program is to allow the development of housing design demonstration projects that increase the variety of housing choices available to residents across underserved portions of the socio-economic spectrum, promote compact, low-impact development where it is most appropriate, and encourage high quality and innovation in building design, site development, and “green” building practices; and

WHEREAS, the goals of the existing HDDP program are to increase the housing supply and the choice of housing styles available in the community, to promote socio-economic diversity by adding to the stock of income-qualified housing, to encourage development of smaller homes, at reasonable prices, in neighborhoods attractive to a mix of income and age levels, and to demonstrate that innovative design and building techniques (conserving water and energy, using sustainably sourced materials, limiting environmental impacts) are compatible with market considerations; and

WHEREAS, the Affordable Housing Task Force (AHTF) was created by the City Council on May 9, 2017, and was instructed to make recommendations for specific actions, programs, and strategies the City of Bainbridge Island and the City Council can take in the near-term to improve access to affordable housing across the economic spectrum; and

WHEREAS, the City Council has expressed significant concerns about development and growth in the City under current regulations in the context of the vision and goals of the City's Comprehensive Plan, and wishes to revise development regulations to best accommodate growth and development in both general and specific ways; and

WHEREAS, Ordinance No. 2018-02 imposed a temporary six-month moratorium on the acceptance of certain development (development moratorium), stating the City Council's concerns regarding likely adverse impacts related to growth and development under existing regulations; and

WHEREAS, Tier 3 HDDP projects require 50% of dwelling units be designated for affordable housing and these Tier 3 HDDP projects are exempt from the development moratorium; and

WHEREAS, the Planning Commission and Design Review Board are working on revisions to Title 17 of the Bainbridge Island Municipal Code (BIMC) relating to subdivisions to improve consistency between subdivision development and the City's Comprehensive Plan; and

WHEREAS, the Planning Commission expressed concern during project review and recommendation meetings related to HDDP land use applications that the existing

HDDP program is difficult to implement and is not achieving its stated purpose and goals; and

WHEREAS, on June 21, 2018, the Planning Commission recommended that the City Council suspend the existing HDDP program until work on revisions to Title 17 BIMC are completed; and

WHEREAS, the AHTF Final Report, as accepted by the City Council on July 24, 2018, contains several priority recommendations including amending the BIMC to facilitate an increase in the diversity of housing types and supply of affordable housing; and

WHEREAS, on August 28, 2018, the City Council discussed the issue of suspending the HDDP program, as recommended by the Planning Commission, and held a public hearing on Ordinance No. 2018-31; and

WHEREAS, on August 13, 2018, notice was given to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106.

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

Section 1. Section 2.16.020.Q.2 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

2. Applicability. This subsection Q is applicable to all properties located within the Winslow sanitary sewer system service area. An application for a housing design demonstration project may be applied to single-family residential subdivisions, mixed-use/multifamily and multifamily developments. The city will only accept applications for housing design demonstration projects where 100% of the housing units created will constitute affordable housing, as defined by BIMC 18.36.030.16, for one or more of the income groups defined in BIMC 18.21.020.A. Since the purpose is to provide housing projects as demonstrations, the city will accept projects for consideration and approval prior to the sunset date of the ordinance codified in this chapter. The city will limit acceptance of Tier 3 and 4 projects outlined in this section to three projects in each tier.

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

PASSED BY THE CITY COUNCIL this 28th day of August, 2018.

APPROVED BY THE MAYOR this 28th day of August, 2018.


Kol Medina, Mayor

ATTEST/AUTHENTICATE:


Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	August 24, 2018
PASSED BY THE CITY COUNCIL:	August 28, 2018
PUBLISHED:	September 7, 2018
EFFECTIVE DATE:	September 12, 2018
ORDINANCE NUMBER:	2018-31

CALL TO ORDER – Call to Order, Agenda Review, Conflict Disclosure
ORDINANCE 2018-20 SUBDIVISION DESIGN STANDARDS AND PROCESS – Study
Session/Recommendation
PUBLIC COMMENT
NEW/OLD BUSINESS
ADJOURN

CALL TO ORDER – Call to Order, Agenda Review, Conflict Disclosure

Chair J. Mack Pearl called the meeting to order at 6:33 PM. Planning Commissioners in attendance were William Chester, Jon Quitslund, Michael Killion, Lisa Macchio, Don Doman and Kimberly McCormick Osmond. City Staff present were Planning Director Gary Christensen, Long Range Senior Planner Christy Carr and Administrative Specialist Jane Rasely who monitored recording and prepared minutes.

The agenda was reviewed. There were not any conflicts noted.

The Planning Commission decided William Chester would become Chair in July and J. Mack Pearl would become Vice-Chair.

**ORDINANCE 2018-20 SUBDIVISION DESIGN STANDARDS AND PROCESS – Study
Session/Recommendation**

Senior Long Range Planner Christy Carr led the discussion beginning with BIMC 2.14.

Motion: I move to recommend to move to the City Council the changes that we have made to Chapter 2.14, the changes we have made to the table in 2.16 and any conforming changes in the text of 2.16 to reflect the changes in the table.

McCormick Osmond/Killion – Passed Unanimously

Motion: We move to recommend to the Council that they suspend the HDDP Ordinance until we have had a chance to review the proposed design guidelines in conjunction with the existing HDDP Ordinance.

McCormick Osmond/Quitslund – Passed Unanimously

Commissioner Macchio asked for clarification on timing of the above motion. It was decided the suspension of the HDDP Ordinance was requested until the Planning Commission had completed their review of the subdivision guidelines.

Motion: I move to amend 2.16.180 to conform the language to the scope of review the Planning Commission is currently undertaking.

McCormick Osmond/Chester – Passed Unanimously

PUBLIC COMMENT

Sarah Blossom, Citizen – Spoke about short plats and whether the Planning Commission would be able to handle the volume and to take into consideration the balance of what they want to achieve with the costs to property owners.

Betty Wiese, Citizen – Spoke about the code being the biggest part of the foundation and not who makes the decisions.

NEW/OLD BUSINESS

None.

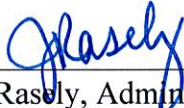
ADJOURN

The meeting was adjourned at 9:24 PM.

Approved by:



J. Mack Pearl, Chair



Jane Rasely, Administrative Specialist



CITY OF
BAINBRIDGE ISLAND

Planning Commission Special Meeting
Thursday, June 21, 2018
7:00 pm – 9:00 pm

PLEASE PRINT

Name	Address	Phone/ E-Mail	Join ListServ Yes/No

2018 Planning Commission Project Schedule

PROJECT	JUNE		JULY		AUGUST		STAFF
	21	28	12	26	9	23	
LEGISLATIVE WORK							
Tree Regulations BIMC 16.18 & 18.15.010				SS/R			Jennifer Sutton
SMP Amendment Phase 2			SS	SS	SS	SS	Christy Carr
Subdivision Design Guidelines & Standards	SS/R		SS/R				Christy Carr
AHTF Recommendations					B		Jennifer Sutton
Capital Improvement Plan Update			B/PH				Finance/PW
Island Center Subarea Planning						B	Jennifer Sutton
Green Building							James Weaver
DEVELOPMENT PROJECTS TO REVIEW							
CKCB Madison SPR/SSDP							Olivia Sontag

PACKETS DUE AT NOON ON FRIDAY BEFORE MEETING

SS = Study Session W = Workshop PH = Public Hearing PM = Public Meeting R = Recommendation
A = Action P = Process B = Briefing D = Decision JM = Joint Meeting OH = Open House

Last modified: June 21, 2018



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:05 PM) Sustainable Transportation Plan Goals Discussion - Public Works,

SUMMARY: The City Council has expressed an interest in discussing and developing goals for the Sustainable Transportation Plan prior to considering approval of the project contract award.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to approve that the goal for the Sustainable Transportation Plan is to develop a transportation network for the island that achieves a 90% reduction in greenhouse gas emissions by 2040, as compared to 2014 levels.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: At the City Council Study Session on November 19, 2019, the Council expressed an interest in developing goals for the Sustainable Transportation Plan. The goals that were brought up for consideration included net zero greenhouse gas emissions, safety considerations, and addressing the needs of all genders, ages and abilities.

Subsequently, at the City Council Dec. 3 study session, the Climate Change Advisory Committee (CCAC) discussed the CCAC's proposed goal for the forthcoming Climate Action Plan for the City, which aimed to reduce community greenhouse gas emissions by 90% by 2040, compared to 2014 levels. A proposed motion is presented here to align the goal of the Sustainable Transportation Plan project with the proposed goal for the Climate Action Plan.

ATTACHMENTS:

FISCAL DETAILS: N/A

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:20 PM) Sustainable Transportation Professional Services Agreement Award and Budget Amendment - Public Works,

SUMMARY: Following the presentation from City Staff and Consultant Nelson/Nygaard during the November 19, 2019 Study Session, City staff recommends moving forward with the award of the professional services agreement for the Sustainable Transportation Plan.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to forward the Sustainable Transportation Professional Services Agreement award, and a budget amendment in the amount of \$134,000 in additional funds from the City Council contingency funds, to the January 14, 2020 Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$268,000.00
Ongoing Cost:	
One-Time Cost:	\$268,000.00
Included in Current Budget?	No

BACKGROUND: On January 22, 2019, the Council reviewed the final form of a document developed by Councilmembers to describe a Sustainable Transportation project and directed staff to prepare a Request for Qualifications (RFQ) based on the activities identified in the Sustainable Transportation Proposal.

During several Council discussions in March 2019, the RFQ and selection process were discussed and modified. The City Council approved an RFQ on March 26, 2019. The RFQ was advertised in early April 2019 and three firms – Alta, Toole, and Nelson/Nygaard - submitted their qualifications. All three firms were interviewed on May 15, 2019, and Nelson/Nygaard was selected as the most qualified consultant for this project.

On June 18, 2019, Staff and Nelson/Nygaard prepared a preliminary scope and budget, based on the tasks identified in the RFQ, for discussion with Council. The Council directed staff to perform “best practices”

research and create a new scope of work to evaluate and achieve the desired outcomes of the Sustainable Transportation Proposal.

At the July 9, 2019 Business Meeting, the City Council approved a "scoping scope of work" for consultant Nelson/Nygaard to conduct best practices research and prepare a revised scope of work for the ensuing Sustainable Transportation project.

At the August 6, 2019 Study Session, Consultant Nelson/Nygaard led a City Council discussion about setting goals for the Sustainable Transportation Plan.

At the November 19, 2019 Study Session, City staff and Consultant Nelson/Nygaard presented to City Council results from their best practices research and a Scope, Schedule, and Budget for the Sustainable Transportation Plan. Council made no changes to the Scope of Work but requested additional meetings to update Council on project progress. The revised project budget of \$268,000 reflects additional time necessary for the Consultant to attend Council meetings for the anticipated project duration.

The proposed work will be completed in two phases generally, with the first phase consisting of developing and implementing a community engagement plan to confirm goals and a prioritization framework. The second phase will consist generally of gap analyses of the existing transportation infrastructure and transportation options, development of proposed projects and policies to further community goals, and development of implementation scenarios.

City staff recommends approval of the professional services agreement with Nelson/Nygaard and budget amendment for the Sustainable Transportation Plan.

Upon Council approval, a budget amendment in the amount of \$134,000.00 will be included in the next quarter budget adjustment reporting.

ATTACHMENTS:

[Professional Services Agreement - Nelson Nygaard](#)

FISCAL DETAILS: The 2019-2020 biennial budget included \$150,000 for this item under Non-Motorized Transportation planning in the Streets Fund. The current phase has expended approximately \$16,000, leaving a balance of \$134,000. To support the project cost of \$268,000, a budget amendment in the amount of an additional \$134,000 would be needed for this project in its presented form.

At the Nov. 19 meeting, City Council indicated support for the use of Council Contingency funds for this additional funding.

The Council has previously approved total spending of \$10,300 from 2019 Council contingency funds, leaving available Council contingency funds of \$289,700 (per the 2019 Approved Budget of \$300,000). This item proposes to use \$134,000 of these remaining funds, leaving a balance in 2019 Council contingency of \$155,700.

Fund Name(s): Streets Fund

Coding:

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is entered into between the City of Bainbridge Island, a Washington State municipal corporation, ("City") and Nelson\Nygaard Consulting Associates, Inc., a California State corporation ("Consultant").

WHEREAS, the City needs professional services in connection with preparing sustainable transportation planning; and

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

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

1. SERVICES BY CONSULTANT

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

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until **February 28, 2021**, unless sooner terminated by either party as provided below.

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

3. PAYMENT

A. The City shall pay the Consultant for such services:

[X] Hourly, plus actual expenses, in accordance with **Attachment A**, but not more than a total of two hundred sixty-eight thousand dollars (\$268,000.00);

[] Fixed Sum: a total amount of \$_____;

[] Other: \$_____, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

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

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

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

4. INSPECTION AND AUDIT

The Consultant shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts, and records if necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

5. INDEPENDENT CONTRACTOR

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

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

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

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

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

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

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

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

7. OWNERSHIP OF WORK PRODUCT

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

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

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

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided

herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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

10. INSURANCE

The Consultant shall maintain insurance as follows:

- ☒ Commercial General Liability as described in **Attachment B**.
- ☒ Professional Liability as described in **Attachment B**.
- ☒ Automobile Liability as described in **Attachment B**.
- ☒ Workers' Compensation as described in **Attachment B**.
- ☐ None.

11. SUBLETTING OR ASSIGNING CONTRACT

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

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

14. FAIR MEANING

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

15. NONWAIVER

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

16. NOTICES

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

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

To the Consultant: Nelson\Nygaard Consulting Associates, Inc.
 2 Bryant Street, Suite 300
 San Francisco, CA 94105
 Attention: Managing Director

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

17. SURVIVAL

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

18. GOVERNING LAW

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

19. VENUE

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

20. COUNTERPARTS

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

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

NELSONNYGAARD
CONSULTING ASSOCIATES, INC.

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Morgan Smith, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

ATTACHMENT A SCOPE OF SERVICES

SCOPE OF WORK

Bainbridge Island Sustainable Transportation Planning

November 21, 2019

Definitions:

- *City* – City of Bainbridge Island Project Manager
- *Consultant* – Nelson\Nygaard and EnviroIssues
- *PTAT* – Project Technical Advisory Team (internal City of Bainbridge Island staff)
- *PAC* – Project Advisory Committee

TASK 1 PROJECT KICKOFF, MEETINGS, AND ONGOING MANAGEMENT

Task 1.1 Project Kickoff

A project kickoff meeting will be held with the Consultant team and the City of Bainbridge Island Project Technical Advisory Team (PTAT) to discuss goals, expectations, key issues, and communications protocols to ensure a smooth project from start to finish. Specific tasks to be included in this meeting are the following:

- Discuss project goals, potential obstacles, logistics, and key decision makers
- Finalize the project timeline
- Establish roles, communication protocols, and expectations; discuss invoice requirements
- Confirm plans and future projects for review (Task 4.1)
- Discuss available sources of data for existing conditions analysis; begin a discussion of network criteria and remaining data needs
- Identify key stakeholders and composition of Project Advisory Committee (PAC)
- Discuss the public engagement strategy and outreach formats, schedule, and key events for inclusion in the Engagement Plan (Task 2.1); identify social media strategies and existing outlets

Task 1.2 Bi-Weekly Calls and Ongoing Project Management

The Consultant team will work with the PTAT to set up standing 45-minute calls every other week. On each call, the Consultant will discuss current project work, upcoming tasks, or deliverable review. The Consultant PM and the City PM will maintain regular contact throughout the project to ensure day-to-day management is smooth and coordinated. The Consultant will submit monthly invoices and progress reports throughout the project.

Task 1.3 *City Council Meetings*

The Consultant team and the City PM will provide quarterly updates to City Council at key project milestones. The project team anticipates engaging the Council shortly after project kickoff to inform development of the engagement strategy, confirm project goals, and advise on development of objectives, performance measures, and potential evaluation criteria (Task 3). The second check-in will follow the review of existing plans and completion of the gap analysis, and the third will occur after initial evaluation and project prioritization to inform scenario development (Task 6.1). The final Council meeting will involve review of costs, funding, phasing, and the implementation plan (Task 7.2) to inform development of the near-term action plan (Task 8). Up to eight additional meetings with Council are budgeted for monthly updates.

City Deliverables:

- Planning for kickoff meeting; provide kickoff meeting space
- Scheduling, coordination, and submittal of materials for City Council meetings

Consultant Deliverables:

- Kickoff summary notes with decisions made, project schedule, and data requested
- Bi-weekly call agendas and summary notes (assuming a 12-month project duration)
- Monthly invoices and progress reports
- Presentations and materials for up to twelve (12) City Council meetings

TASK 2 COMMUNITY OUTREACH AND ENGAGEMENT

Task 2.1 *Develop Engagement Plan*

The success of the Sustainable Transportation Plan will hinge on inclusive community engagement and consensus. The Consultant will integrate public and stakeholder participation throughout the planning process to ensure that the project reflects the shared values, needs, and priorities of the community. Shortly after the project kickoff meeting, our team will finalize the community engagement plan that details:

- Outreach objectives
- Key messages and communication strategies
- Potential stakeholders
- Proposed outreach event locations, dates, and times

We anticipate working with the City of Bainbridge Island to finalize the Engagement Plan. We will use a variety of approaches to connect with residents and stakeholders.

Task 2.2 *Advisory Committee Meetings*

The City Project Manager and PTAT will invite and appoint a PAC to guide development of the Sustainable Transportation Plan and ensure that the project benefits from strong support, feedback, and stewardship throughout the planning and implementation process. The PAC will meet no more than six (6) times throughout the duration of the project. The committee will be comprised of community members and stakeholders with a focus on including underrepresented groups such as youth, older adults, people with disabilities, and low-income populations on Bainbridge Island as well as inter-agency stakeholders, including Kitsap Transit, WSDOT, and

Washington State Ferries. Committee meetings will be designed to solicit information that responds to core questions and to allow open-ended conversation.

Task 2.3 Engagement 1: Sustainable Transportation Goal Confirmation, Needs, and Priorities

Phase 1 engagement will focus on confirming plan goals and gathering community feedback on the top mobility priorities for the Sustainable Transportation Plan. This input will inform the development of plan objectives and evaluation criteria to flesh out plan goals. Understanding what goals tangibly mean to community members and how investments can improve their day-to-day mobility experiences will inform how investments are prioritized through the plan.

Engagement will be proactively inclusive, employing targeted strategies to gather feedback from voices typically underrepresented in planning processes, such as youth, older adults, people with disabilities, and low-income populations.

Phase 1 engagement includes the following strategies:

- One (1) community open house to kick-off the project
- Online open house and survey following the in-person open house
- Three (3) pop-up engagement events at pre-existing community events focused on reaching traditionally underrepresented communities
- Outreach-in-a-box for stakeholder and community organizations to engage their member networks on sustainable transportation values and priorities
- Associated engagement materials development, including project information for posting on City-hosted project website

Task 2.4 Engagement 2: Feedback on Priority Projects, Programs, and Policy Packages

Following initial project and program prioritization (Task 6), the Consultant team in partnership with the PTAT and PAC will conduct a second round of engagement to gather feedback on initial prioritization results. Evaluation results will be presented as packages of goal-focused, high-priority projects, programs, and policies, with the mix of investments maximizing benefit to achieve plan goals.

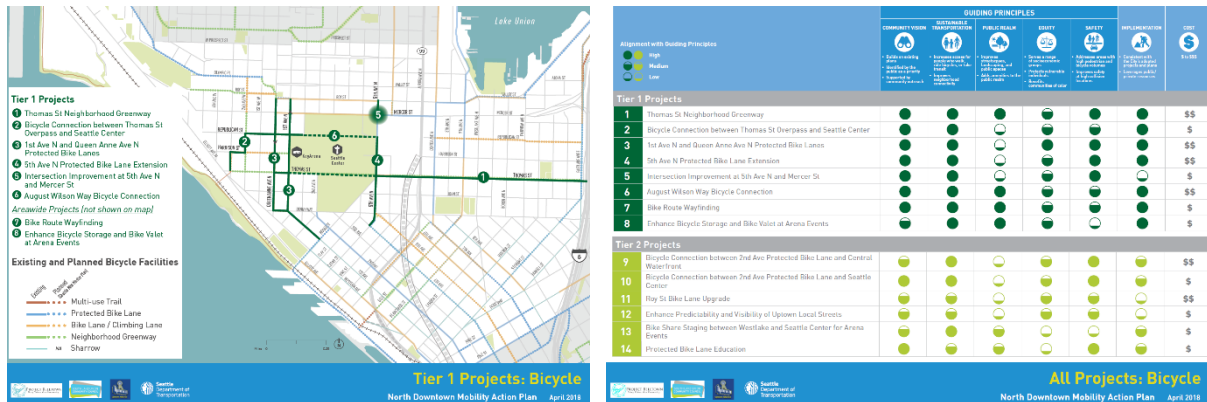
The intent of the second phase of engagement is to confirm whether the mix of priority projects, programs, and policies accurately reflect and advance the community's top mobility needs. This round of engagement will also gather feedback on the timing and phasing of investments (e.g., What do we invest in first with limited resources?).

Through PAC feedback, and both digital/online and limited in-person engagement, the Consultant will design and administer a trade-off exercise where participants must choose how to spend a limited amount of money in the first five years to implement plan priorities and advance the Island's sustainable transportation goals.

Figure 1 Example of engagement materials for feedback on objectives and performance measures (North Downtown Mobility Action Plan)



Figure 2 Sample engagement materials depicting project scoring based on plan goals
(North Downtown Mobility Action Plan)



Phase 2 engagement includes the following strategies:

- One (1) open house—co-hosted by the PAC and Council—to engage in a trade-off exercise
- Online open house and survey to replicate trade-off exercise and pop-up questions
- Three (3) pop-up engagement events at pre-existing community events focused on reaching traditionally underrepresented communities
- Outreach-in-a-box for stakeholder and community organizations to engage their member networks on prioritized investments
- Associated engagement materials development, including project information for posting on City-hosted project website

Task 2.5 Engagement Summary

The Consultant will summarize the community feedback received throughout the project in a brief memo. The memo will include the compilation of feedback received during in-person engagement, online survey responses, and feedback from outreach-in-a-box engagement led by stakeholders. Engagement results and feedback will be also be featured prominently in the Near-Term Action Plan (Task 8).

City Deliverables:

- Invitations, coordination, and scheduling with PAC members
- Space reservations and logistics support for open house and engagement events
- Staffing for events and meetings
- City website for project

Consultant Deliverables:

- Community engagement plan
- Event plan, presentation, activities, supporting materials, and staffing for open houses
- Supporting materials and staffing for three pop-up engagement events at pre-existing community events

- Outreach-in-a-Box kit
- Online open house and surveys
- Engagement Summary Memo

TASK 3 GOALS AND EVALUATION FRAMEWORK

Task 3.1 Confirm Vision, Goals, and Performance Measures

Building upon the Council-established goals for the Sustainable Transportation Plan (see draft goals below), the Consultant will work with the City Project Manager, PTAT, and PAC to identify a preliminary set of objectives and performance measures to operationalize the goals. The vision and goals will serve as a foundation for the development of the Sustainable Transportation Plan. The development of the objectives and performance measures will be supported by a community engagement effort to understand what these goals mean to members of the Bainbridge Island community (Task 2.3).

- Goal 1: Present a unifying vision for the future of transportation on Bainbridge Island
- Goal 2: Create a holistic, inclusive definition of sustainable mobility with a suite of practical solutions
- Goal 3: Integrate the island's transportation and land use visions
- Goal 4: Complete missing links and make first/last mile connections
- Goal 5: Build a toolbox of facility types and solutions tailored to people of all ages and abilities and the island's unique contexts
- Goal 6: Demonstrate transparent decision-making based on community values, with a clear link to implementation planning, investments, and subsequent funding requests

Task 3.2 Evaluation and Prioritization Framework

The Consultant will integrate community feedback on mobility needs and priorities as well as the plan objectives and performance measures into a weighted project prioritization framework to screen projects. Evaluation criteria will be established for each plan goal to elevate investments that deliver the highest value in advancing the Sustainable Transportation Plan vision. Evaluation criteria weighting will be consistent with community priorities and top needs expressed during Phase 1 engagement, and the PAC will advise on the final weighting of project prioritization framework.

Consultant Deliverables:

- Goals, Objectives, and Performance Measures memo
- Evaluation and Prioritization Framework memo

TASK 4 INVENTORY OF EXISTING CONDITIONS, PROJECTS, AND GAPS

Task 4.1 Existing Plans and Future Projects Review

To build upon the extensive planning work done by the City and Bainbridge Island community members, the Consultant will review existing plans and studies. The focus will be on identified/planned projects, unmet mobility needs, and existing conditions, including island-wide travel patterns, current/planned networks and facilities, multimodal performance and use metrics, and current/future land use characteristics. The Consultant will

assemble a cohesive, comprehensive inventory of plans completed and projects identified, supplemented by an assembly of existing conditions. This inventory of plans and projects will be analyzed and prioritized in the following tasks.

Existing plans and studies for review include:

- Island-wide Transportation Plan (ITWP) (2017)
- Climate Action Plan (CAP)
- Olympic Drive Non-Motorized Improvements Project (2014 and under construction in 2019)
- Bainbridge Island Comprehensive Plan (2017)
- Kitsap Transit Comprehensive Route Analysis (2019)
- SR 305 Safety Improvements Project (ongoing)
- Existing bicycle, pedestrian, and paved trail facilities
- Programmed and planned bicycle, pedestrian, and paved trail facilities
- Recent and future land use planning efforts

Task 4.2 *Gap Analysis*

The Consultant will analyze the comprehensive inventory of planned networks and projects identified in previous planning efforts based on their alignment with Sustainable Transportation Plan goals and objectives to reveal any gaps where existing plans and projects do not address priority needs and goals. Based on the priorities expressed by the community during Phase 1 engagement and solidified in the evaluation framework (Task 3.2), the Consultant will work the PTAT to determine supplementary analyses necessary to identify projects to fill gaps and address plan goals.

Supplementary analyses could include approximately three (3) of the following (up to a not-to-exceed budget amount as indicated in the attached budget):

- Equity analysis to understand where low-income populations, youth and older adults, and communities of color may experience mobility barriers or disproportionate burden
- Systemic safety analysis: collision patterns and analysis of roadway factors commonly present in collisions involving people walking and bicycling
- Analysis of travel patterns and commute trips by mode
- Travel demand index based on current and future land use analysis
- First/last mile connections to transit
- Transit ridership, travel sheds, and new mobility opportunities
- Bicycle level of traffic stress, pedestrian level of comfort

Task 4.3 *Project Identification*

Informed by the supplementary analyses, the Consultant will identify additional projects or areas of investment to address gaps and advance plan goals. Potential new projects will be reviewed and vetted with both the PTAT and PAC.

City Deliverables:

- Assembly and transmittal of all plans and projects for Consultant review

- Other data needs as requested

Consultant Deliverables:

- Comprehensive matrix/database of plans and projects identified to date
- Gap analysis memo documenting initial findings on planned networks and project alignment with Sustainable Transportation Plan goals
- Supplementary analysis to identify investments to fill gaps
- Updated matrix/database of projects for screening and evaluation

TASK 5 PROGRAMS AND POLICIES

Task 5.1 Supportive Programs and Policies

In addition to the projects and network investments identified in previous plans and the new projects identified during the Gap Analysis, the Consultant will assemble a list of supportive programs and policies to meet plan goals and address mobility needs and priorities expressed during community feedback. Programmatic investments will be included in initial project prioritization to gauge alignment and return on investment in advancing plan goals. Potential programs and policies for the Sustainable Transportation Plan could include:

- Vision Zero policy and supportive programs
- Safe Routes to School program
- Safety education and encouragement programs
- Parking pricing, residential parking permit program, and/or elimination of parking minimums
- Multimodal level of service, transportation impact fees, and concurrency policy assessment and revision recommendations
- Transportation demand management program
- Transit investments including speed and reliability improvements, first/last mile transit access program, and formal partnerships with local transit agencies for implementation

Consultant Deliverables:

- Supportive Programs and Policies memo aligned with community feedback and plan goals

TASK 6 PRIORITIZATION AND SCENARIO DEVELOPMENT

Task 6.1 Evaluation and Prioritization of Projects, Programs, and Policies

The Consultant will use the evaluation framework developed in Task 3 to score each project, program, and policy identified from previous plans (Task 4.1) and through the gap analysis and project identification (Tasks 4.2 and 4.3). The scores will be reported in tiers—rather than as absolutes—to help PTAT and PAC understand which investments can help to make the most progress toward specific goals. The results of this evaluation will be used to create goal-focused scenarios.

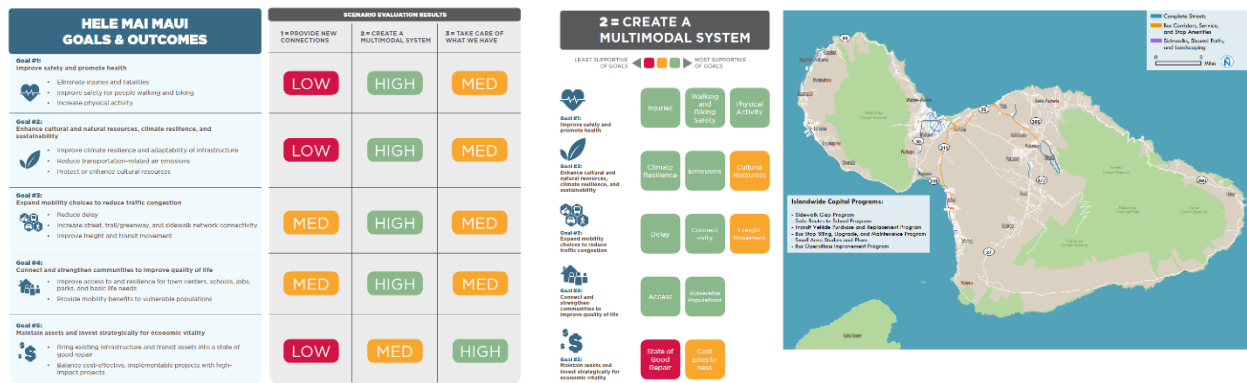
Task 6.2 Develop Scenarios

The Consultant will develop three scenarios, focused on different plan goals and maximizing different types of investments, to convey the opportunities presented in the Sustainable Transportation Plan. These three scenarios will be distinct in scale and approach and will form the basis of Phase 2 engagement. The intention of depicting a mix of investments as scenarios is to frame a community conversation about trade-offs and using investments to emphasize priorities. Each scenario will include a mix of projects, programs, and policies and will be communicated graphically with maps and icons to support public review (see Figure 3).

Consultant Deliverables:

- Matrix of project and program evaluation scores by tier
- Draft and final memo with descriptions and supporting graphics for three (3) scenarios

Figure 3 Example of scenarios depicting mixes of investments with different emphases on plan goals (Hele Mai Maui Long-Range Transportation Plan)



TASK 7 IMPLEMENTATION PLAN

Task 7.1 Final Package of Priority Investments

Following Phase 2 engagement, the Consultant will work with the PTAT and PAC to assemble the final package of priority investments. This final package will likely be a hybrid of the three scenarios developed in Task 6.2. Changes between the initial project prioritization and scenarios and the final package will be documented as part of the Sustainable Transportation Plan.

Task 7.2 Costs, Funding, Phasing, and Implementation Plan

Planning-level costs will be developed for the final priority package of projects, programs, and policies to inform the implementation plan and phasing. The Consultant will work with the PTAT to establish a realistic amount of financial and human resources to inform the timeframe and amount of investment per year for the implementation plan. The Consultant will inventory potential implementation partners and local, state, federal and grant-based funding sources to support Sustainable Transportation Plan implementation.

City Deliverables:

- Identification of available resources

Consultant Deliverables:

- Final package of priority investments per plan goal with planning-level costs

- Implementation Plan memo with funding, phasing, and partnerships

TASK 8 NEAR-TERM ACTION PLAN

Task 8.1 *Near-Term Action Plan*

The Consultant will create a highly visual public-facing Near-Term Action Plan detailing the first five years of Sustainable Transportation Plan implementation. This document will function as a robust executive summary and vision document rather than as a comprehensive master plan. All deliverables from previous tasks will be available to the public as supporting appendices.

The Near-Term Action Plan will visually depict the plan development process, including documenting community feedback received along the way. Central to the Near-Term Action Plan will be the highest priority investments that are needed to make the most progress toward plan goals in the first five years.

In collaboration with PTAT and the PAC, the Consultant will select one priority project, program, and policy (three highlights total) to develop and depict in further detail in the Near-Term Action Plan as marquee investments.

City Deliverables:

- Identification of highest-priority project, program, and policy as features in Near-Term Action Plan
- One set of non-conflicting comments on the draft Near-Term Action Plan

Consultant Deliverables:

- Draft and final Near-Term Action Plan (no more than 20 pages/10 spreads of highly graphic content) with detailed highest-priority investments (three total)

Task Description		Nelson\Nygaard Labor Costs							Subconsultant Costs							Total Labor Hours	Total Labor Costs	Total Direct Expenses	Total Costs				
		Jennifer Wieland	Lauren Squires	Brendan Rahman	Briana Weisgerber	Associate 1	Drusilla van Hengel	Hours	NN Labor Cost	Envirol\Issues					Envirol\Issues Labor								
										Susan Hayman	Associate 2	Project Coord	Designer	Online Systems									
																				Sr Associate	Associate 2	Project Coord	Designer
Total Billing Rate	Principal 5	Associate 2	Associate 2	Associate Engineer 1	Associate 1	Principal 6	Hours	Cost	\$204.00	\$112.00	\$88.00	\$158.00	\$158.00	Hours	Cost								
1 Project Kickoff, Meetings, and Ongoing Management																							
1.1	Project Kickoff	6	6			6	2	20	\$3,420	6				6	\$1,224	26	\$4,644	\$24	\$4,668				
1.2	Biweekly Calls & Ongoing Project Management	30	42		12	12	6	102	\$17,160	20	24			44	\$6,768	146	\$23,928		\$23,928				
1.3	City Council Meetings (12)	48	48			48	12	156	\$26,280	8				8	\$1,632	164	\$27,912	\$100	\$28,012				
	Task Total	84	96	0	12	66	20	278	\$46,860	34	24	0	0	58	\$9,624	336	\$56,484	\$124	\$56,608				
2 Community Outreach and Engagement																							
2.1	Develop Engagement Plan	2	4					6	\$1,020	4	12			16	\$2,160	22	\$3,180		\$3,180				
2.2	Stakeholder Task Force (6)	24	16			30	6	76	\$12,700	12	6	48		66	\$7,344	142	\$20,044	\$400	\$20,444				
2.3 Engagement 1: Goal Confirmation, Needs, and Priorities																							
2.31	Community Open House (1)	8	16	16		16		56	\$7,760	8	16	24		48	\$5,536	104	\$13,296	\$800	\$14,096				
2.32	Online Open House + Survey (1)	2	4	2		8		16	\$2,080	4	16		6	68	\$10,192	84	\$12,272		\$12,272				
2.33	Pop-Up Engagement (3)		4	4		8		16	\$1,840	2	24	36		62	\$6,264	78	\$8,104	\$700	\$8,804				
2.34	Outreach-in-a-Box Kit and Engagement Materials	2	4	8		8		22	\$2,860	4	12			16	\$2,160	38	\$5,020	\$300	\$5,320				
2.4 Engagement 2: Feedback on Priority Projects, Programs, and Policy Packages																							
2.41	Community Open House (1)	8	16	16		16		56	\$7,760	8	16	24		48	\$5,536	104	\$13,296	\$800	\$14,096				
2.42	Online Open House + Survey (1)	2	4	2		8		16	\$2,080	4	16		6	68	\$10,192	84	\$12,272		\$12,272				
2.43	Pop-Up Engagement (3)		4	4		8		16	\$1,840	2	24	36		62	\$6,264	78	\$8,104	\$700	\$8,804				
2.44	Outreach-in-a-Box Kit and Engagement Materials	2	4	10		8		24	\$3,120	4	12			16	\$2,160	40	\$5,280	\$300	\$5,580				
2.5	Engagement Summary	2	4	6		8		20	\$2,600	4	8	16		28	\$3,120	48	\$5,720		\$5,720				
	Task Total	50	76	68	0	118	6	318	\$44,640	52	150	184	12	84	\$8,768	800	\$103,408	\$4,000	\$107,408				
3 Goals and Evaluation Framework																							
3.1	Confirm Vision, Goals, and Performance Measures	8	12	2		24	2	48	\$6,760					0	\$0	48	\$6,760		\$6,760				
3.2	Evaluation and Prioritization Framework	4	8		8	32	2	54	\$6,700					0	\$0	54	\$6,700		\$6,700				
	Task Total	12	20	2	8	56	4	102	\$13,460	0	0	0	0	0	\$0	102	\$13,460	\$0	\$13,460				
4 Inventory of Existing Conditions, Projects, and Gaps																							
4.1	Existing Plans and Future Projects Review	4	8		16	40	2	70	\$8,420	4				4	\$816	74	\$9,236		\$9,236				
4.2	Gap Analysis	8	16	4	32	80	6	146	\$17,900					0	\$0	146	\$17,900		\$17,900				
4.3	Project Identification	4	12		20	20	2	58	\$7,400					0	\$0	58	\$7,400		\$7,400				
	Task Total	16	36	4	68	140	10	274	\$33,720	4	0	0	0	4	\$816	278	\$34,536	\$0	\$34,536				
5 Programs and Policies																							
5.1	Supportive Programs and Policies	4	8			40	2	54	\$6,580	2				2	\$408	56	\$6,988		\$6,988				
	Task Total	4	8	0	0	40	2	54	\$6,580	2	0	0	0	2	\$408	56	\$6,988	\$0	\$6,988				
6 Prioritization and Scenario Development																							
6.1	Evaluation and Prioritization of Projects, Programs, and Policies	4	12		16	40	2	74	\$8,940					0	\$0	74	\$8,940		\$8,940				
6.2	Develop Scenarios	6	8	12		24	2	52	\$7,040	2				2	\$408	52	\$7,040		\$7,040				
	Task Total	10	20	12	16	64	4	126	\$15,980	2	0	0	0	2	\$408	128	\$16,388	\$0	\$16,388				
7 Implementation Plan																							
7.1	Final Package of Priority Investments	2	4	4		12		22	\$2,740	2				2	\$408	22	\$2,740		\$2,740				
7.2	Costs, Funding, Phasing, and Implementation Plan	4	8	12	32	40	4	100	\$12,360	2				2	\$408	100	\$12,360		\$12,360				
	Task Total	6	12	16	32	52	4	122	\$15,100	4	0	0	0	4	\$816	126	\$15,916	\$0	\$15,916				
8 Near-Term Action Plan																							
8.1	Near-Term Action Plan	8	12	40	16	40	4	120	\$15,680	4				4	\$816	124	\$16,496	\$200	\$16,696				
	Task Total	8	12	40	16	40	4	120	\$15,680	4	0	0	0	4	\$816	124	\$16,496	\$200	\$16,696				
TOTAL HOURS		190	280	142	152	576	54	1,394		102	174	184	12	84	556	1,950							
TOTAL LABOR COST		\$47,500	\$36,400	\$18,460	\$17,480	\$57,600	\$14,580		\$192,020	\$20,808	\$19,488	\$16,192	\$1,896	\$13,272		\$71,656	\$263,676	\$4,324	\$268,000				
SUBCONSULTANT MARKUP																	\$0						
TOTAL COSTS															\$71,656				\$268,000				

ATTACHMENT B INSURANCE REQUIREMENTS

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

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

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 Products/Completed Operations Aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit, as applicable.

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

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

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella

liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:30 PM) Police and Court Project Update and Sustainability Discussion - Public Works,

SUMMARY:

The status of design development will be discussed for the new facility, as well as potential options for increasing sustainability goals for the project.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to authorize the City Manager to continue with the current approach related to project design and sustainability features.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: The project was presented to the Design Review Board on June 3, 2019, and the DRB suggested that the City "think about sustainability and improving the performance of the building (e.g., Increasing the R-value of insulation.)" There was a discussion at City Council on October 15, 2019 where design plans, sustainability features, and options were discussed, and the commitment was made to return at a later date to present any additional recommendations. The project was presented again to the DRB at their December, 2, 2019 meeting and was approved by that board.

The attached LEED scoring sheets show the project team's best approximation of scoring under current design intent for LEED evaluations under both the New Construction and Major Renovation and Interior Design and Construction standards.

ATTACHMENTS:

FISCAL DETAILS: The project has a current approved budget of \$20.0 million which includes design, site acquisition, construction, and project management. Pursuing LEED or other certification for the building will increase design and construction costs and was not included in the current budget estimate.

Fund Name(s): Capital Construction Fund

Coding:



CITY OF
BAINBRIDGE
ISLAND

Police and Court Project Sustainability Discussion

December 10, 2019

Project Status Update

- Permit issued and construction begun on relocation of CHI to Virginia Mason building
 - CHI plans to vacate current building in time to close sale by January 28, 2020 according to agreement
- Permitting and design in progress for Police and Court conversion of existing building
 - Design Review Board approved project at December 2nd meeting
 - Plan to completed design in Spring 2020
 - Estimate Construction start in summer 2020
 - Approximately 1-year construction period

Green Building Design Elements

- Building Materials

- Responsible sourcing
- Life-cycle analysis

COMP PLAN GOAL CF-4

Public facilities constructed on Bainbridge Island meet appropriate safety, construction, energy conservation, durability and *sustainability* standards

- Energy Efficiency

- Insulation and windows
- Efficient systems
- Natural daylight use
- Solar power systems

Comp Plan Policy CF 4.4

Require public facilities to incorporate energy generation when and where possible.

- Water Conservation

- Efficient fixtures and equipment
- Rainwater harvesting or groundwater recharge

- Healthy Environment

- Indoor air quality
- Support for healthy lifestyle
- Non-toxic materials

Existing Building Features

- Beneficial re-use of existing Medical Building Constructed in 2014
 - Limited changes planned to current building shell
 - Meets 2012 Washington State Energy Code
 - Insulation: Roof R-12 and R-38, Walls R-21
 - Doors and Windows: $U=0.37$
 - Roof reflectivity
 - Green Stormwater Infrastructure
 - Rain garden
 - Permeable pavement
 - Stormfilter system
 - Protection of existing wetland
 - Proximity to public transit and non-motorized facilities

Standards for Interior Renovation

- Comply with 2015 Washington State Energy Code
 - Occupancy and daylight sensing lighting controls
 - Programmable controls
 - High-efficiency fixtures
- Indoor water use efficiency (ASHRAE Standard 189.1)
 - Low-flow fixtures
 - Potential reduction of water service due to reduced fixture count
- Efficient HVAC controls (ASHRAE Standard 90.1)
 - Programmable DDC controls
 - Occupancy and equipment runtime schedules
 - Temperature setpoint controls
 - Minimum outside air requirements

Standards for Interior Renovation (cont'd)

- Materials Sourcing
 - Environmental Product Declaration (EPD) sources
 - Responsible sourcing of raw materials
 - Recycled content
 - Low VOC
- Demolition waste reduction
 - Identifying re-use opportunities
- Assess for Solar Power opportunities
 - Would require roof structural upgrade (uplift forces)
 - Not ideal orientation for solar exposure
- Install electric vehicle charging

LEED or Other Certification

- Estimate \$150k additional for design cost and to prepare application materials
- Estimate approximately 10% increase in construction costs
 - Current Construction Cost Estimate - \$6.6M
 - 10% increase = \$660K
- Potential Increased Project Cost of >\$800K to achieve Certification
- Attached rough draft scoring sheets indicate approximate scoring at this time



Questions?

Discussion

October 15, 2019



LEED v4 for BD+C: New Construction and Major Renovation

Project Checklist

Project Name: COBI Police/Court

Date: 12/5/2019

Y ? N

			Credit	Integrative Process	1
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0	7	0	Location and Transportation			16
			Credit	LEED for Neighborhood Development Location		16
	1		Credit	Sensitive Land Protection		1
			Credit	High Priority Site		2
	2		Credit	Surrounding Density and Diverse Uses		5
	1		Credit	Access to Quality Transit		5
	1		Credit	Bicycle Facilities		1
	1		Credit	Reduced Parking Footprint		1
	1		Credit	Green Vehicles		1

0	3	0	Sustainable Sites			10
Y			Prereq	Construction Activity Pollution Prevention		Required
	1		Credit	Site Assessment		1
			Credit	Site Development - Protect or Restore Habitat		2
	1		Credit	Open Space		1
	1		Credit	Rainwater Management		3
			Credit	Heat Island Reduction		2
			Credit	Light Pollution Reduction		1

0	7	0	Water Efficiency			11
Y			Prereq	Outdoor Water Use Reduction		Required
Y			Prereq	Indoor Water Use Reduction		Required
Y			Prereq	Building-Level Water Metering		Required
			Credit	Outdoor Water Use Reduction		2
	6		Credit	Indoor Water Use Reduction		6
			Credit	Cooling Tower Water Use		2
	1		Credit	Water Metering		1

0	2	0	Energy and Atmosphere			33
Y			Prereq	Fundamental Commissioning and Verification		Required
Y			Prereq	Minimum Energy Performance		Required
Y			Prereq	Building-Level Energy Metering		Required
Y			Prereq	Fundamental Refrigerant Management		Required
			Credit	Enhanced Commissioning		6
			Credit	Optimize Energy Performance		18
			Credit	Advanced Energy Metering		1
			Credit	Demand Response		2
			Credit	Renewable Energy Production		3
			Credit	Enhanced Refrigerant Management		1
	2		Credit	Green Power and Carbon Offsets		2

0	4	0	Materials and Resources			13
Y			Prereq	Storage and Collection of Recyclables		Required
Y			Prereq	Construction and Demolition Waste Management Planning		Required
	2		Credit	Building Life-Cycle Impact Reduction		5
			Credit	Building Product Disclosure and Optimization - Environmental Product Declarations		2
			Credit	Building Product Disclosure and Optimization - Sourcing of Raw Materials		2
			Credit	Building Product Disclosure and Optimization - Material Ingredients		2
	2		Credit	Construction and Demolition Waste Management		2

0	8	0	Indoor Environmental Quality			16
Y			Prereq	Minimum Indoor Air Quality Performance		Required
Y			Prereq	Environmental Tobacco Smoke Control		Required
	2		Credit	Enhanced Indoor Air Quality Strategies		2
	2		Credit	Low-Emitting Materials		3
	1		Credit	Construction Indoor Air Quality Management Plan		1
	1		Credit	Indoor Air Quality Assessment		2
	1		Credit	Thermal Comfort		1
	1		Credit	Interior Lighting		2
			Credit	Daylight		3
			Credit	Quality Views		1
			Credit	Acoustic Performance		1

0	3	0	Innovation			6
	2		Credit	Innovation		5
	1		Credit	LEED Accredited Professional		1

0	2	0	Regional Priority			4
	1		Credit	Regional Priority: Specific Credit		1
	1		Credit	Regional Priority: Specific Credit		1
			Credit	Regional Priority: Specific Credit		1
			Credit	Regional Priority: Specific Credit		1

0	36	0	TOTALS				Possible Points:	110
Certified: 40 to 49 points, Silver: 50 to 59 points, Gold: 60 to 79 points, Platinum: 80 to 110								



LEED v4 for ID+C: Commercial Interiors with minimum points to coordinate with UIC Climate Action Implementation Plan so

Project Checklist

Project Name: COBI Police/Court

Date: 12/5/2019

Y ? N

			Credit	Integrative Process	2
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10	6	0	Location and Transportation		18
			Credit	LEED for Neighborhood Development Location	18
	2		Credit	Surrounding Density and Diverse Uses	8
7	2		Credit	Access to Quality Transit	7
1	1		Credit	Bicycle Facilities	1
2	1		Credit	Reduced Parking Footprint	2

12	12	0	Water Efficiency		12
Y			Prereq	Indoor Water Use Reduction	Required
12	12		Credit	Indoor Water Use Reduction	12

30	2	0	Energy and Atmosphere		38
Y			Prereq	Fundamental Commissioning and Verification	Required
Y			Prereq	Minimum Energy Performance	Required
Y			Prereq	Fundamental Refrigerant Management	Required
			Credit	Enhanced Commissioning	5
25			Credit	Optimize Energy Performance	25
1			Credit	Advanced Energy Metering	2
2			Credit	Renewable Energy Production	3
1			Credit	Enhanced Refrigerant Management	1
1	2		Credit	Green Power and Carbon Offsets	2

6	6	0	Materials and Resources		13
Y			Prereq	Storage and Collection of Recyclables	Required
Y			Prereq	Construction and Demolition Waste Management Planning	Required
			Credit	Long-Term Commitment	1
1	2		Credit	Interiors Life-Cycle Impact Reduction	4
1	2		Credit	Building Product Disclosure and Optimization - Environmental Product Declarations	2
1			Credit	Building Product Disclosure and Optimization - Sourcing of Raw Materials	2
1			Credit	Building Product Disclosure and Optimization - Material Ingredients	2
2	2		Credit	Construction and Demolition Waste Management	2

1	8	0	Indoor Environmental Quality		17
Y			Prereq	Minimum Indoor Air Quality Performance	Required
Y			Prereq	Environmental Tobacco Smoke Control	Required
	2		Credit	Enhanced Indoor Air Quality Strategies	2
	2		Credit	Low-Emitting Materials	3
	1		Credit	Construction Indoor Air Quality Management Plan	1
	1		Credit	Indoor Air Quality Assessment	2
	1		Credit	Thermal Comfort	1
	1		Credit	Interior Lighting	2
			Credit	Daylight	3
1			Credit	Quality Views	1
			Credit	Acoustic Performance	2

0	3	0	Innovation	6
	2		Credit Innovation	5
	1		Credit LEED Accredited Professional	1

0	2	0	Regional Priority		4
	1		Credit	Regional Priority: Specific Credit	1
	1		Credit	Regional Priority: Specific Credit	1
			Credit	Regional Priority: Specific Credit	1
			Credit	Regional Priority: Specific Credit	1

59	39	0	TOTALS	Possible Points:	110
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Certified: 40 to 49 points, Silver: 50 to 59 points, Gold: 60 to 79 points, Platinum: 80+





CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:45 PM) Downtown Wayfinding Signage Project Funding Request - Public Works,

SUMMARY:

City staff requested \$36,000 from the Lodging Tax Advisory Committee (LTAC) for the Downtown Wayfinding Signage grant application. At the November 12, 2019 Business Meeting, \$12,000 was recommended for approval. The Council has requested that the remaining balance of \$24,000 be funded from the 2020 City Council contingency funds.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to approve funding the balance of the Downtown Wayfinding Signage Project with \$24,000 from the 2020 City Council contingency fund.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$24,000
Ongoing Cost:	
One-Time Cost:	\$24,000
Included in Current Budget?	No

BACKGROUND:

At the direction of the City Council, Public Works staff submitted an Lodging Tax Advisory Committee (LTAC) proposal requesting funding for wayfinding signage in the downtown business core area.

The purpose of the wayfinding signage is to direct both visitors and residents alike to businesses, attractions (parks and museums), and facilities (government buildings and public restrooms). The proposed signage is intended to improve efficiency for pedestrians, reduce sidewalk congestion, and optimize recognition of businesses and attractions.

Upon approval of the proposed grant application, Public Works staff will procure and install the proposed signage in coordination with the Chamber of Commerce and the Bainbridge Island Downtown Association (BIDA) to finalize the new signage and signage updates.

This proposal includes twelve (12) wayfinding signs with a budget of \$36,000.00. The goal is to have the wayfinding signs placed before the 2020 summer tourist season. For further details, see the attached application.

ATTACHMENTS:

[BI Downtown Wayfinding Signage LTAC Application](#)

[Chamber of Commerce Wayfinding Support Letter 082119](#)

[BIDA Letter of Support for Wayfinding Signage](#)

FISCAL DETAILS: The Council has requested that the remaining balance of \$24,000 be funded from the 2020 City Council contingency fund.

The Council has previously approved total spending of \$72,000 from 2020 Council contingency funds, leaving available Council contingency funds of \$228,000 (per the 2020 Approved Budget of \$300,000).

If Council approves the use of \$24,000 in contingency funds for the wayfinding project, that would reduce the balance in 2020 Council contingency funds to \$204,000.

Fund Name(s): General Fund

Coding:

**CITY OF BAINBRIDGE ISLAND
2020 LODGING/TOURISM FUND PROPOSAL
COVER SHEET**

Project Name: Downtown Bainbridge Island Wayfinding Signs

Name of Applicant Organization:

City of Bainbridge Island Public Works Department

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

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

Primary Contact:

Chris Hammer, PE, PMP - Traffic Engineer

Mailing Address:

Email(s): chammer@bainbridgewa.gov

Day phone: 206-780-3740 Cell phone: _____

Please indicate the type of project described in your proposal:

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

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

Lodging/ Tourism Fund Application

Applicant information

1. Description

At the direction of the City Council, the City of Bainbridge Island Public Works Department is requesting funding for wayfinding signage in Downtown Bainbridge Island. The purpose of the wayfinding signage is to direct both visitors and residents to businesses, attractions (parks and museums), and facilities (government buildings and public restrooms). Signage is intended to improve efficiency for pedestrians by reducing sidewalk congestion and optimizing recognition of businesses and attractions.

Downtown Bainbridge Island/Winslow is the commercial service and retail hub for Bainbridge Island serving 24,846 residents (July 1, 2018 US census) and visitors. Downtown Bainbridge Island is connected to the regional center of Seattle by ferry with the highest number of walk-on passengers in the system and is a growing tourist destination. Washington State Ferries reported that in 2017, there were 4,548,800 walk-on passengers for the Seattle to Bainbridge Route. This number is expected to grow to 6,422,500 by the year 2040 (January 2019 WSF Long Range Plan). Reflected in this number is a growing number of tourist trips. Improved wayfinding signage is needed to accommodate both the current and growing number of visitors and residents.

2. Partnerships

The City is collaborating with the Bainbridge Island Chamber of Commerce (CoC) and the Bainbridge Island Downtown Business Association (BIDA) on wayfinding signage and the development of this proposal. Refer to the attached letters of support (*support letters to be forthcoming*). The business community and the community at large have raised concerns about current signage and identified opportunities for improving signage. The proposed wayfinding signage is part of a broader effort by the City Council to revamp signage regulations to address concerns and improve signage for businesses. The City has also made large investments in complete street projects (examples: Winslow Way Reconstruction, Olympic Drive Non-motorized Improvements) to improve pedestrian accommodation and experience in the Downtown Core.

The current proposal has been informed by past efforts of the CoC and BIDA. The City of Bainbridge Island Public Works Department will procure and install the signage. CoC and BIDA will work with businesses to finalize the new signage and will be responsible for updating the signage.

3. Past Awards

Not applicable.

4. Past Reports

Not applicable.

Project Information

1. Describe the Proposed Project

a. Scope

Up to 12 wayfinding signs are proposed. Refer to the attached figures showing examples.

Each wayfinding sign's location will include scan code (QR code) applications to allow pedestrians to access maps on the City's web site on their mobile devices.

Signs will be located within the Central Core Overlay District as designated in City zoning maps.

b. Budget

\$36,000 dollars is requested for the fabrication and installation of the signs. Refer to the attached documents for unit costs. Project may be scaled back to meet budget needs and/or implemented over multiple funding years. If the implementation is phased, emphasis will be on providing signage starting from the Ferry Terminal.

c. Schedule

The goal is to have signs in place before the 2020 summer tourist season.

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

- a. Not applicable.
- b. Not applicable
- c. Improves awareness of and direction to lodging, meals, tours, gifts, and souvenirs.
- d. Not applicable.
- e. Public Works Department staff provides for the installation and maintenance of over 1800 signs.
- f. Wayfinding signage requested by CoC and BIDA representing the business community.
- g. Utilizes latest graphics and multi-media technologies.
- h. Not applicable.
- i. Physical and permanent improvement. Signs will be periodically updated by CoC/BIDA.
- j. Upon installation, signs can be observed. The effectiveness of signage to achieve awareness of businesses, attractions, and facilities is more subjective. Information could be gathered in future surveys by the City or other project partners to help best manage these assets.
- k. Match not proposed. The City is providing staff to manage the project design and construction and administer the grant. CoC/BIDA providing for periodic updates.

Supporting Documentation

Refer to letters from project partners.



City of Bainbridge Island

PUBLIC WORKS ENGINEERING
MEMORANDUM

DATE: August 14, 2019

FROM: Chris Hammer

SUBJECT: Wayfinding Signage Proposal for LTAC

1. Existing Wayfinding Signage

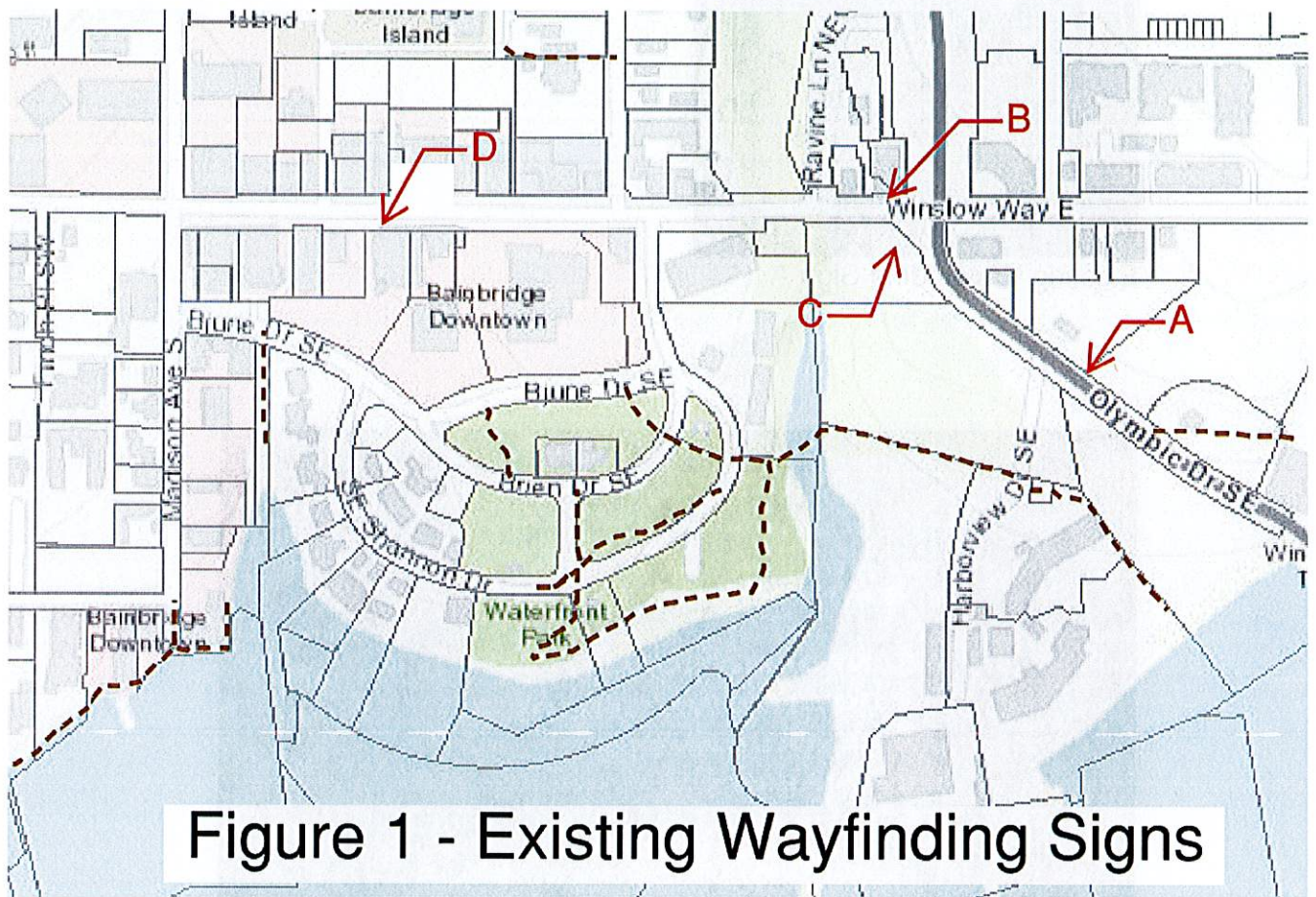


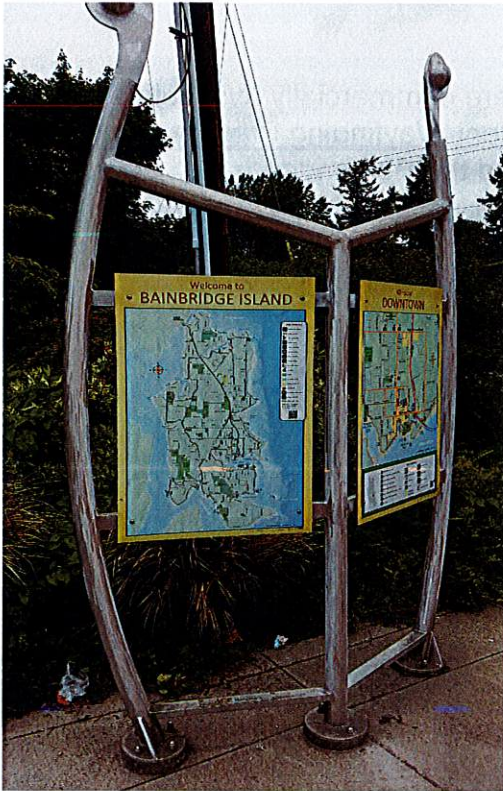
Figure 1 - Existing Wayfinding Signs



Existing Wayfinding Sign A



Existing Wayfinding Sign B



Existing Wayfinding Sign C

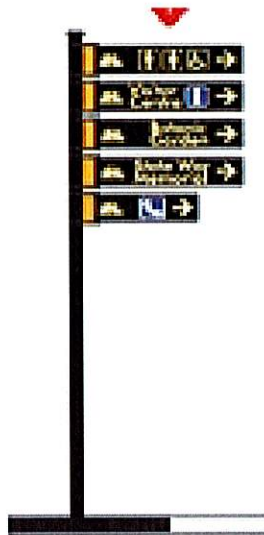


Existing Wayfinding Sign D

2. Proposed Signage

The images shown are examples of signs that are commercially available and relatively low cost. The images are from the recent Wayfinding Presentation by the Bainbridge Island Downtown Association and the Bainbridge Island Chamber of Commerce.

Example 1

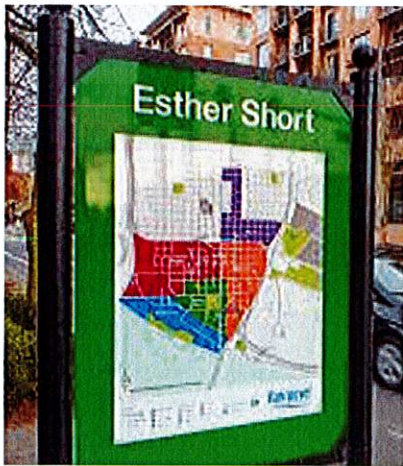


Example 2



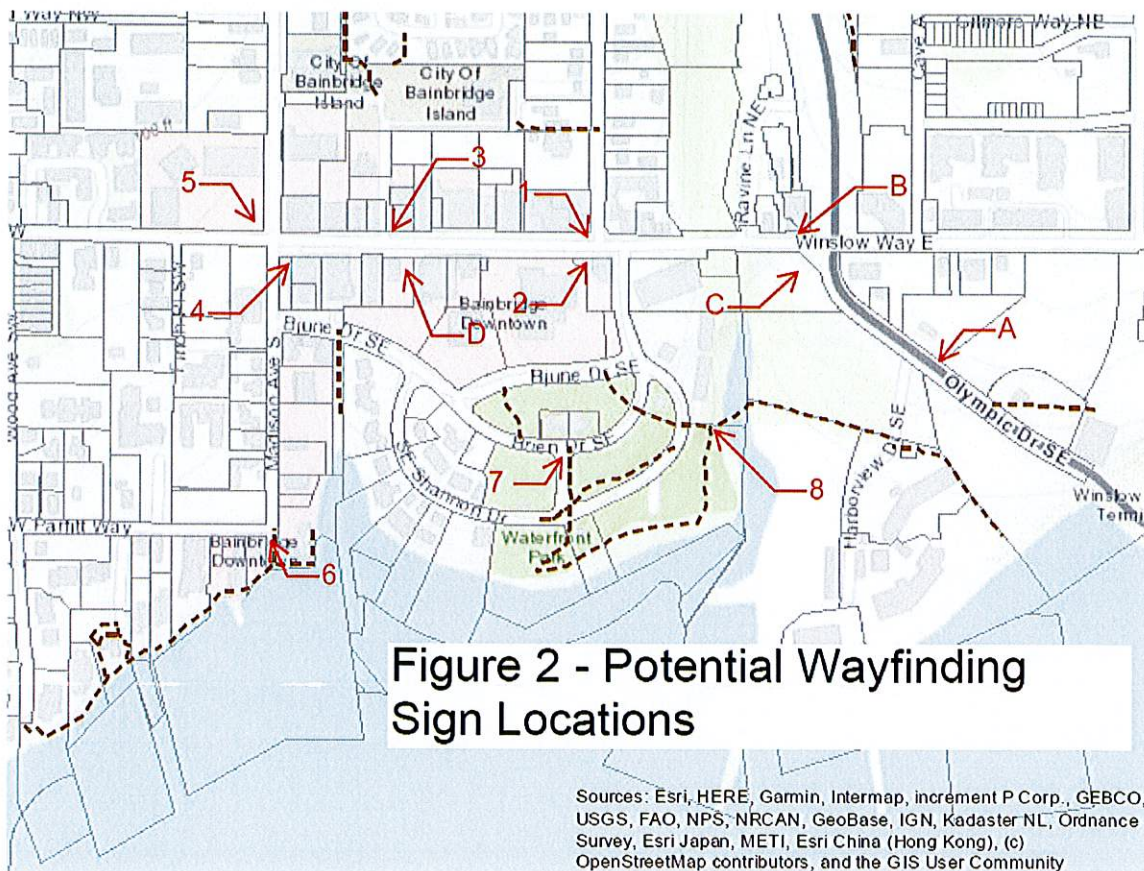
The City received quotes for signs similar to those shown above from Fast Signs. Fast Signs is a vendor that the City has worked with for providing custom signs. For these types of signs, the graphic art is provided by Fast Signs and included in the price. The cost for Example 1 is up to \$1,500 each. The cost for Example 2 is up to \$2,000 each. The cost for installation is estimated to be \$1,000 for each location.

Fast signs can also provide more elaborate signage using graphics provided by the customer. Graphics for items such as the City logo or maps would need to be provided to the vendor. Refer to Example 3. For use of maps there is an additional cost for hiring a graphic designer. The costs for the sign shown in Example 3 would be about the same costs as Example 2 or up to \$2,000 each.



Example 3

3. Potential locations for both replacing existing signs and for signs at new locations are illustrated in Figure 2.



Existing sign locations are shown with letters. New sign locations are shown with numbers. Providing eight additional signs, and replace 4 existing signs, for a total of up to 12 new signs at a cost not to exceed \$36,000. This project estimate assumes that administration of the signs (selecting which businesses go on which sign and updating the signage as businesses change) is assumed to be a task that will be managed by an entity outside of the City.

BAINBRIDGE ISLAND CHAMBER OF COMMERCE

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Puget Sound Energy

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HomeStreet Bank

Rotary Club of Bainbridge

Sears & Associates

TILZ Soils & Compost

Town & Country Market

August 12, 2019

To: Lodging Tax Advisory Committee
Re: City of Bainbridge Island
Downtown Bainbridge Island Way Finding Signage.

Committee Members,

This letter is presented in support of the proposed project.

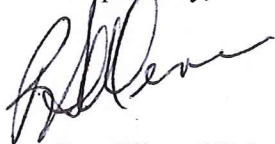
Over the past several years, attempts have been made to create wayfinding signage on Bainbridge Island. The proposal before you, prepared at the direction of the City Council, from your Traffic Engineer, Chris Hammer, is a timely and welcomed offering of a solution for this problem.

Partnering with The Chamber and the Bainbridge Island Downtown Association, COBI's proposal will create signage that will help residents, visitors and tourists find their way around Downtown Bainbridge Island. From the Ferry Terminal proceeding up Olympic Way and down Winslow, the proposed Wayfinding Signage will point out the places of interest along the way.

Upon the completion of the project, BICC and BIDA will assume the role of guardians of the signage and keep everything up to date and all information relevant and timely.

Again, we wish to express our support for this project.

Respectfully,



Rex Oliver, IOM
President/CEO
Bainbridge Island Chamber of Commerce

August 22, 2019

To: 2020 Lodging Tax Advisory Committee

From: Jerri Lane, Executive Director, Bainbridge Island Downtown Association

Re: Letter of support for City of Bainbridge Island 2020 LTAC proposal

I would like to offer our support for the City of Bainbridge Island's 2020 application for Lodging Tax funds. Specifically their work initiating twelve Downtown Bainbridge Wayfinding signs.

The solid partnership between COBI and the Bainbridge Island Downtown Association will enable us to address a long standing process and will launch a cohesive Wayfinding strategy.

Thank you for your consideration.

Jerri Lane, Executive Director
Bainbridge Island Downtown Association



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:55 PM) Proposal for Matching Funds for Dana's Trail - Councilmember Schneider,

SUMMARY: The Council will discuss a request from Squeaky Wheels for City funding and staff support for a proposed project, "Dana's Trail," to be constructed on Bainbridge Island School District property.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to authorize City support for the Squeaky Wheels proposal related to improvements on a segment of the "Dana's Trail" project located on Bainbridge Island School District property, contingent on the support of the Bainbridge Island School District for the project.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: At the Nov. 26 Council meeting, Council discussed a proposal from Squeaky Wheels related to improvements related to nonmotorized access on Bainbridge Island School District property. Squeaky Wheels has provided the following information to inform the Council's discussion:

1. "Key points and cost summary" which states briefly why the trail is important (supports Safe Routes to School, reduces Bainbridge schools' carbon footprint) and briefly summarizes expected completion costs
2. "Detailed cost estimate for Dana's trail" which provides photos of proposed improvements as well as a detailed cost breakdown
3. Map of Dana's Trail
4. Map of Dana's Trail showing school connections

ATTACHMENTS:

[Squeaky Wheels Offer for Dana's Trail](#)

[Dana's Trail Key Points and Cost Summary](#)

[Dana's Trail Detailed Cost Estimate](#)

[Dana's Trail Map](#)

[Dana's Trail Schools Map](#)

FISCAL DETAILS: Additional detail on the structure of a proposed agreement or commitment with either Squeaky Wheels or the Bainbridge Island School District is needed for City staff to properly assess financial impacts and legal issues.

Fund Name(s):

Coding:



Dear Ms. Smith

Squeaky Wheels—a non-profit 501-c-3 organization supporting cycling on Bainbridge—is offering to commit up to \$30,000 in cash to the City of Bainbridge Island towards the completion of the section of Dana’s trail between Madison Avenue and New Brooklyn.

Our commitment is contingent upon the city’s commitment of a sum equal to or greater than \$30,000: reflecting a COBI-Squeaky Wheels partnership in completing this segment of the trail. Squeaky Wheels funding would cover: a) signs, trail marking and striping and small community trail work (such as clearing brush etc); and b) education and outreach to the BI community. We request that COBI’s contribution pay for any major construction or infrastructure projects such as sidewalk completion and curb cuts as well as any engineering design costs.

Squeaky Wheels’ funding is dependent upon the following issues outlined below. We expect that all of these issues can be easily accommodated and resolved in future discussions:

1. The Madison-New Brooklyn section of Dana’s trail must be completed on or before December 31, 2020. In addition, an MOU, outlining the commitment between COBI and Squeaky Wheels shall be signed on or before December 31, 2019. Sufficient progress on the trail should be made by May 2020 in time for Bike to School Day celebrations.
2. The trail will be named Dana’s Trail in honor of Dana Berg, a founding member and president of Squeaky Wheels, as well as a prominent business member of the Bainbridge Community. Dana’s hard work led to the development of much of the current infrastructure of the trail. Sadly she passed away in 2015 before her work could be completed. Squeaky Wheels believes that her dedication and love of the Bainbridge Island community should be recognized.

In addition to the above, it is important that COBI recognizes that the Madison-New Brooklyn section is only a portion of a much larger cycling and walking trail that will ultimately extend from Highway 305 to the Sakai intermediate school. The current section is under the jurisdiction of the Bainbridge School District. The Parks District is in its final stages of designing a trail across the Sakai property from 305 to Madison, which they expect will connect directly to the section of Dana’s trail described above. Any work on the current section must be integrated with the Parks District, the School District and any other organizations that are working on the larger trail system.

Paula Holmes-Eber, President

Dana's trail completion plan:

Key points regarding the Madison-New Brooklyn section

1. Currently there are **no** official Safe Routes to School on Bainbridge Island despite a national and Washington state initiative promoting the development of such routes to reduce our carbon footprint and improve student fitness and health
<https://www.wsdot.wa.gov/LocalPrograms/SafeRoutes/default.htm>
2. A paved trail exists between Madison Ave and New Brooklyn Ave that would enable students to easily bike and walk between *five* Bainbridge Schools: Ordway, Commodore, Bainbridge High School, Woodward and Sakai. However, while the trail is 95% complete and many students and adults do use it informally, the trail is not marked and is not official. As a result, the route fails to meet the Safe Routes to School test.
3. Fortunately, with a very tiny budget, this trail could easily be completed and upgraded, enabling Bainbridge and its schools to take action on climate change and offer an environmentally friendly alternative to driving to school (a practice that results in an unacceptably high carbon footprint by the schools and causes major traffic congestion on Highway 305, at the Madison roundabout, and at the intersection of Sportsman's Club and New Brooklyn several times a day).
4. The trail improvements are simple:

A) Add signage	\$3,000
B) Add striping and pavement marking	\$5,000
C) Add a curb, finish a sidewalk and create an official trail around the gate at the entrance from New Brooklyn	\$20,000
D) Improve the paving in front of Bainbridge Youth Services (optional)	\$15,000
Total estimated cost	\$43,000
Total estimated cost without paving	\$28,000

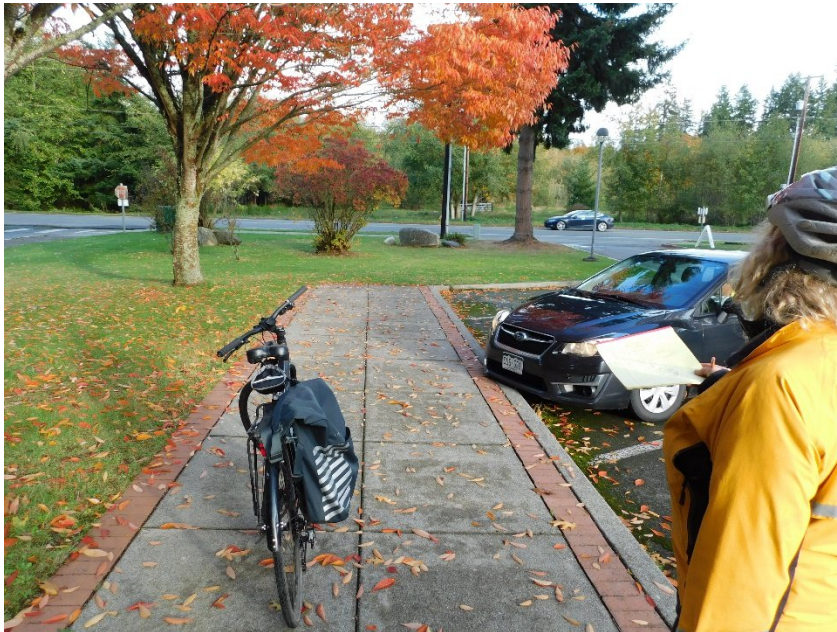
Recommended improvements: Dana's Trail

Phase 1: Madison to New Brooklyn

Madison entrance

1) 75 Linear feet (LF) New 5' wide Concrete Sidewalk

\$15K



2) Curb transition

\$3K



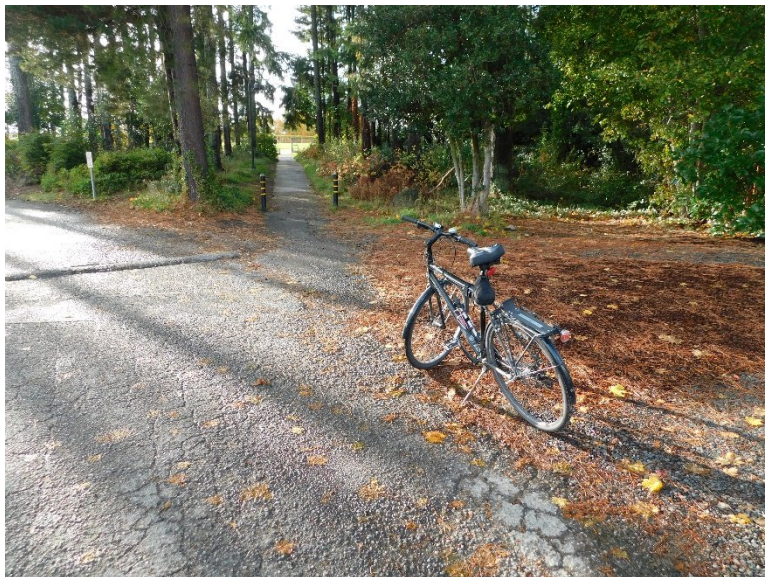
3) 150' LF new 5' wide Asphalt Shoulder (optional)

\$15K

And/or

3a). 300' LF Pavement marking and Bike Symbols

\$3K



New Brooklyn entrance

4) 200' LF Pavement marking and Bike Symbols

\$2K



5) Trail around gate

\$2K



Throughout trail

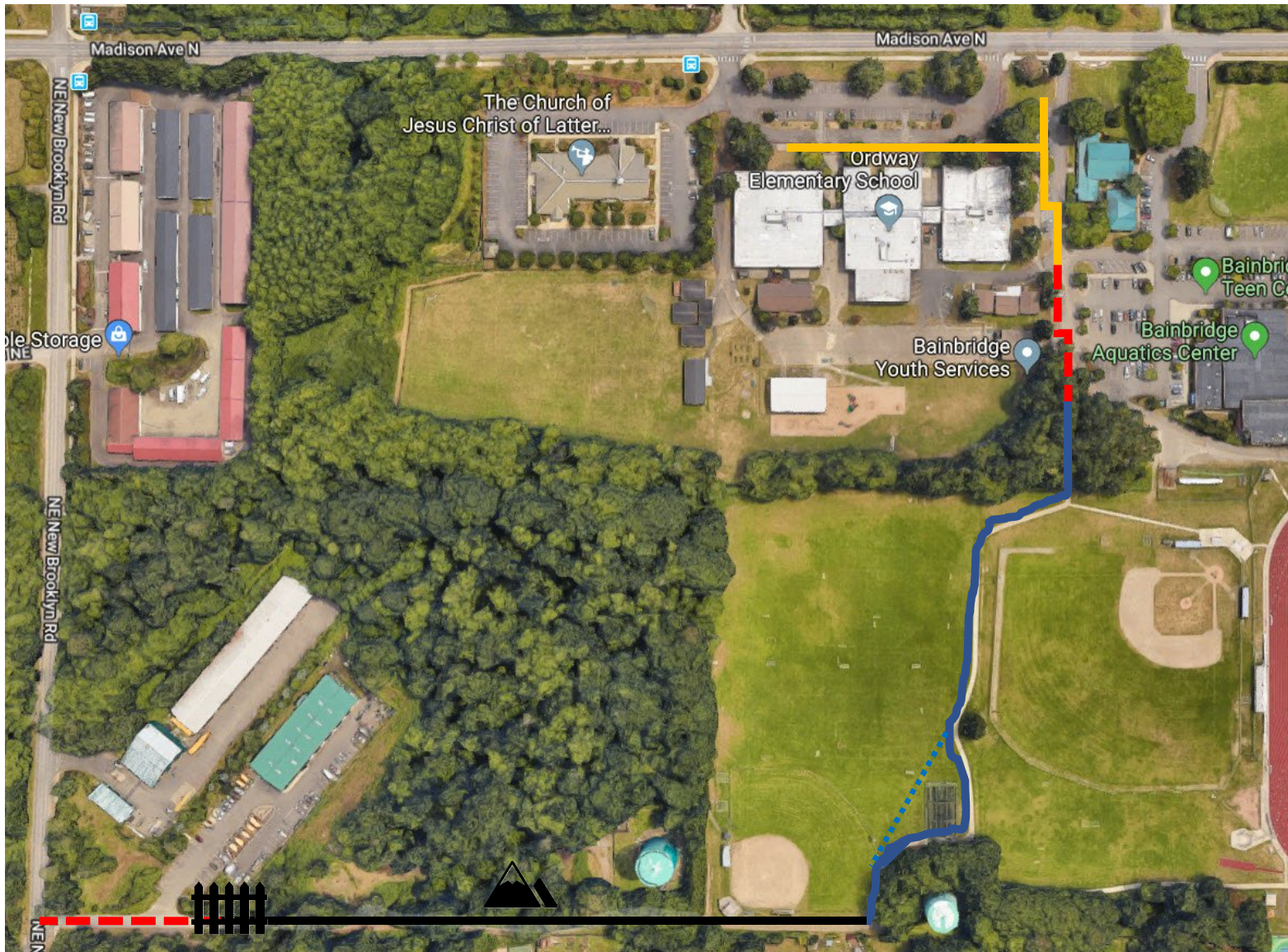
6) Proposed guide signs—QTY 7.

\$3K for all



Total estimated cost \$43 K





Dana's trail:
Existing Condition

Existing paved walkway

Existing Gravel road

Unmarked low-volume roadway

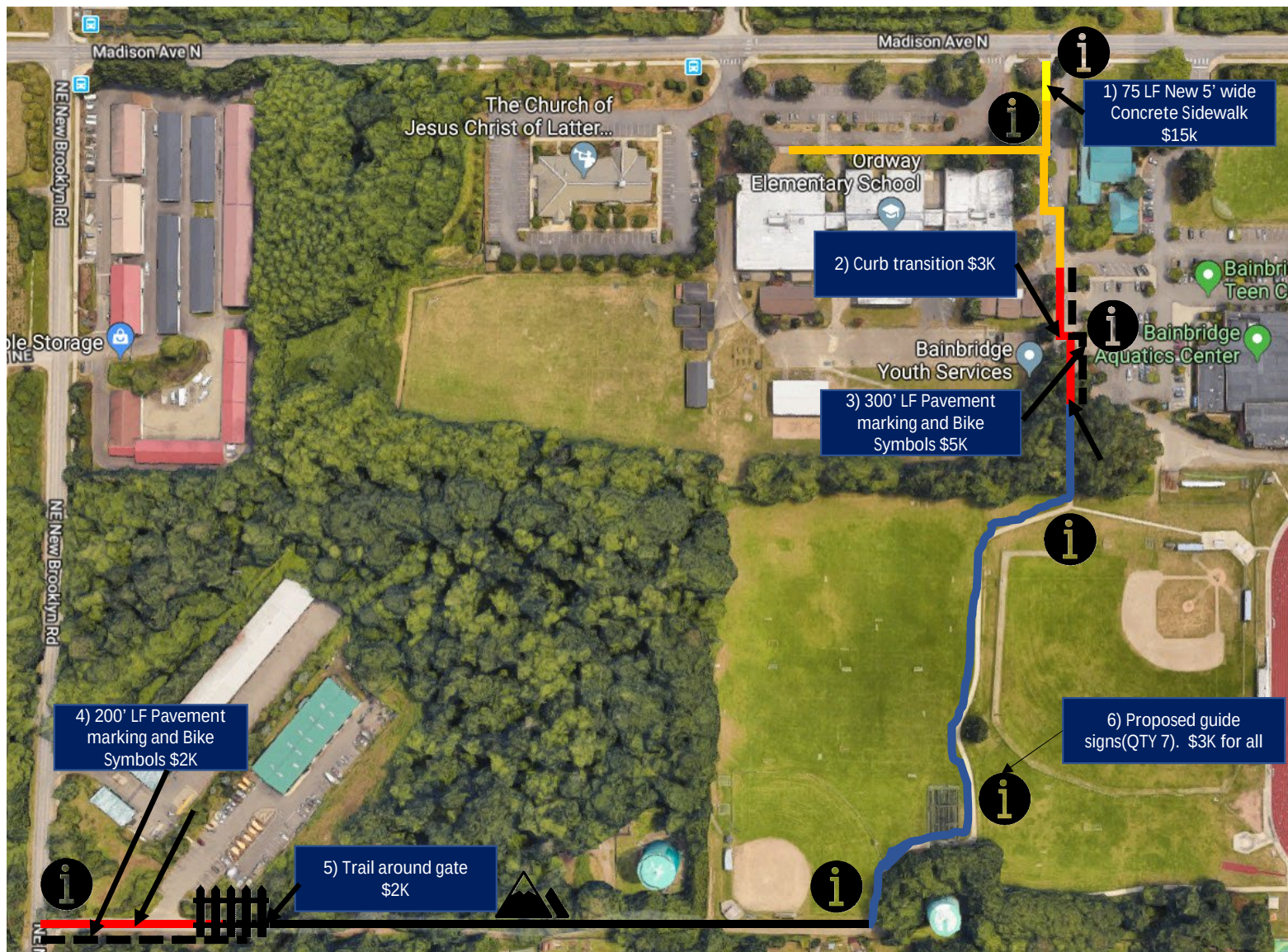
Existing Sidewalk

Unofficial use track

Existing Closed
Gate

Existing Hill





Dana's trail: Proposed completion

New Concrete Sidewalk

Improved Shoulder

New Pavement Marking

Proposed guide sign

Existing Closed gate

Existing Hill





CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:05 PM) Winter Weather Preparedness Briefing - Executive,

SUMMARY:

For City Staff to provide an update on winter weather preparedness efforts including plans for severe weather centers/overnight shelters.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Safe City

FISCAL IMPACT:

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

BACKGROUND:

Overall, City response to the February 2019 snow events was well coordinated. There were a few lessons learned highlighted throughout that response process that staff have been working on since that time. One major effort includes the establishment of four locations on the island that may be used as severe weather centers or overnight emergency shelters in severe weather events.

ATTACHMENTS:

[12102019 EM Presentation to CC Winter Weather.pptx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Emergency Management Winter Weather Preparedness Briefing

Shaping The Future of
Community
Preparedness:

A Whole Community
Approach on
Bainbridge Island



Agenda



February Freeze 2019 Summary



Winter Weather Preparedness



Severe Weather Center Planning

February Freeze 2019 Summary

- Snowiest February in Washington in 70 years
- Two snowfall events (February 3 - 4 and February 8 – 10)
- City Hall closed 3 different days
- Multiple power outages (2/3 of island without power at one point)
- Extremely poor road conditions
 - 24/7 response from Operations and Maintenance (8 days)
- Emergency Operations Center (EOC) activated twice
- Activated warming center at Senior Center once (three visitors)
- 51 Nixle (COBI) Alerts to Community
- Formal After Action Review (AAR)



February Freeze 2019 After Action Review

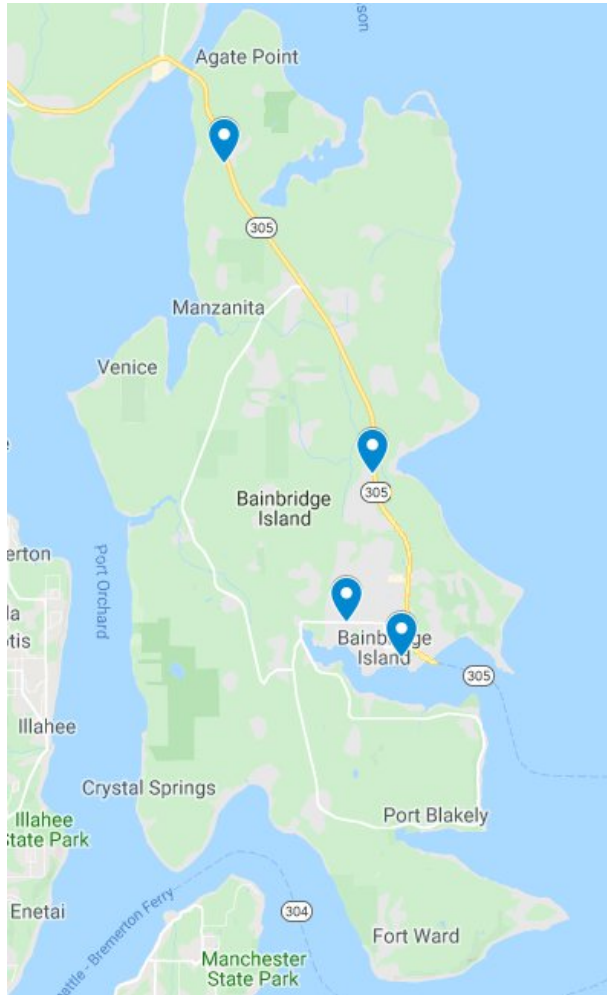
- Additional training for City Staff and Emergency Operations Center Staff – COMPLETED
- Add Fire Station and Police Station Parking Lots to Priority 1 Routes for Snow Plowing – COMPLETED
- Development of Severe Weather Center Plan – COMPLETED
- Shelter Fundamentals Training for Volunteers – COMPLETED
- Agreements in place for four Severe Weather Center Locations – COMPLETED



Winter Weather Preparedness

- Attended the National Weather Service Winter Weather Briefing - October 1st
- Messaging in December COBI Connects and City Manager's Report
 - Individual preparedness
 - Sidewalk clearing
- Updated Inclement Weather Page:
<https://www.bainbridgewa.gov/1133/Inclement-Weather>
- Established Plan for Severe Weather Center/Overnight Emergency Shelter Operations

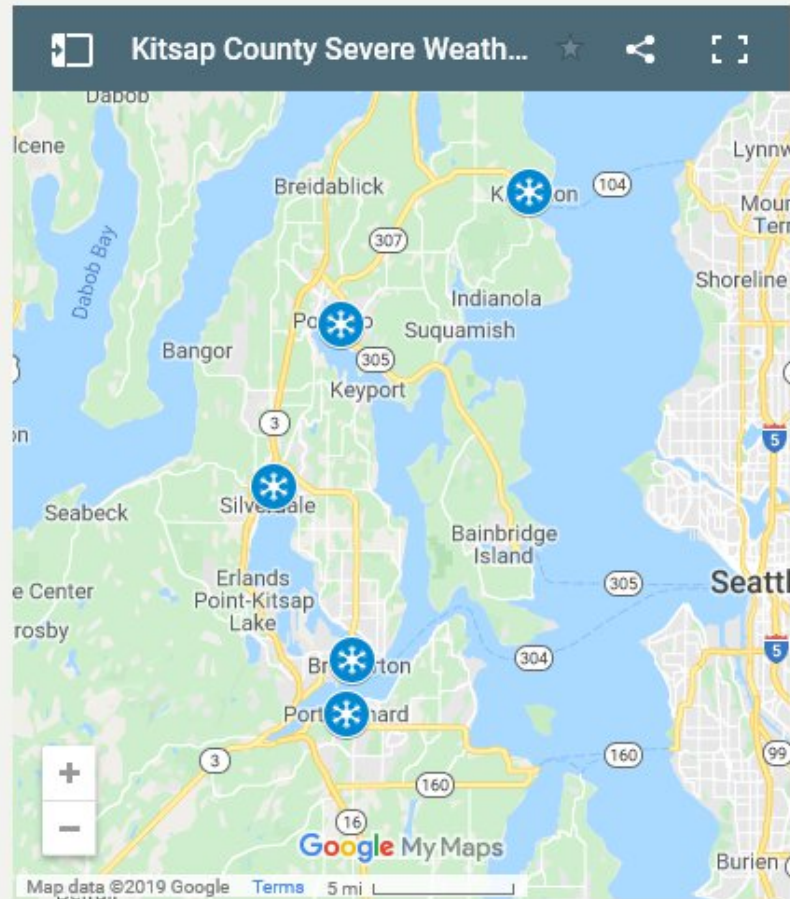




Bainbridge Island Severe Weather Center Locations

- Island Church
9624 Sportsman Club Rd NE
- Seabold United Methodist Church
6894 NE Seabold Church Rd
- Senior Center
370 Brien Dr SE
- St. Barnabas Episcopal Church
21187 Wyatt Way NW

Severe Weather Shelter Locations



Other Kitsap County Locations

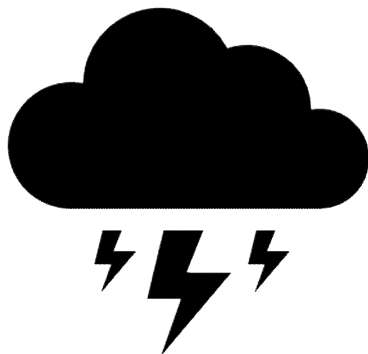
- Poulsbo – Gateway Fellowship
- Kingston – Village Green Community Center
- Silverdale – United Methodist Church
- Bremerton – Salvation Army
- Port Orchard – United Methodist Church

Severe Weather Center Activation



- Forecasted weather at or below 32 degrees for four or more hours during daytime hours (8 a.m. – 5 p.m.) and/or
- Extended power outage (expected for more than four hours) during forecasted weather at or below 32 degrees and/or
- Other times when wind chill, ice, flooding, or other factors represent a threat to those who are exposed

Overnight Emergency Shelter Activation



- Forecasted weather at or below 32 degrees for four or more hours and one or more successive days and/or
- Snow accumulation is expected to exceed one inch or more for more than two days and/or
- There are two or more successive days of one inch or more of rain
- Shelters may also activate when high wind warnings are issued

Process for Activation

- Emergency Management Coordinator works with locations to determine which site is available to activate
- Nixle alert sent to volunteers to create staffing schedule
- Email notification sent to Kitsap County and 211 regarding activation
- Nixle alert sent out to community regarding activation, location, and hours of operation of daytime severe weather center and overnight emergency shelter, if needed



Questions?

- Anne LeSage
- alesage@bainbridgewa.gov
- 206.780.8629



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:15 PM) Comprehensive Emergency Management Plan (CEMP) Overview - Executive,

SUMMARY:

The City of Bainbridge Island Emergency Management Coordinator, in partnership with the Police Department, Fire Department, Bainbridge Prepares, and numerous other community stakeholders recently developed the Comprehensive Emergency Management Plan (CEMP). The CEMP is the overall guiding document for how the City coordinates emergency response and recovery efforts after an emergency or disaster has impacted the island.

The CEMP is divided into four components: the base plan which lays the foundation for post-disaster coordination and communication and three functional annexes (population protection, resource management, and critical infrastructure). The Plan was submitted for review to the Washington State Emergency Management Division in October 2019.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION:

For discussion and informational purposes.

STRATEGIC PRIORITY: Safe City

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[12102019 EM Presentation to CC CEMP.pptx](#)

[2019 CEMP Final](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Comprehensive Emergency Management Plan (CEMP) Briefing

Shaping The Future of
Community
Preparedness:

A Whole Community
Approach on
Bainbridge Island



Bainbridge Island-Specific Comprehensive Emergency Management Plan (CEMP)

- One of the first in Washington using the new state format
- May - began development of the plan
- June – October - drafts submitted to stakeholders for review and input
- October - Submitted to Washington State Emergency Management Division for feedback
- November & December – Reviewed and Approved by the City Manager

Agencies Providing Input Into CEMP

- COBI Departments (Exec, Finance, Planning/Community Development, Police, Public Works)
- Bainbridge Island Fire Department
- Bainbridge Island Metro Parks and Recreation District
- Bainbridge Island School District
- Bainbridge Prepares
- Kitsap County Department of Emergency Management
- Kitsap Public Health District
- Northwest Healthcare Response Network
- Washington State Department of Transportation/Washington State Ferries

CEMP Plan Components

- Base Plan
- Functional Annexes
 - Population Protection
 - Resource Management
 - Critical Infrastructure
- Hazard-specific Annexes
 - Wildfire Response and Evacuation

Why the CEMP Matters

- Serves as the guiding document for emergency preparedness and response on Bainbridge
- Lays out specific roles and responsibilities of primary and supporting agencies
- Required for eligibility for Emergency Management Program Grant funding and other funding opportunities

Questions?

- Anne LeSage
- alesage@bainbridgewa.gov
- 206.780.8629

CITY OF BAINBRIDGE ISLAND WASHINGTON



**CITY OF
BAINBRIDGE ISLAND**

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

December 2019

Emergency Contact Numbers

If immediate emergency or disaster assistance is required, contact Kitsap 911.

24-hour Emergency Telephone: 911

For non-emergency assistance:

Kitsap 911: (360) 307-5800

Kitsap County Emergency Management: (360) 307-5871

KCDEM 24HR Duty Phone: (360) 535-9988

Bainbridge Island Fire Department: (206) 842-7686

Bainbridge Island Police Department: (206) 842-5211

Bainbridge Island Emergency Management: (206) 780-8629

This City of Bainbridge Island Comprehensive Emergency Management Plan will be distributed to the necessary agencies involved and made available to the public.

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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INTRODUCTORY MATERIAL

CITY OF BAINBRIDGE ISLAND, WASHINGTON COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

June 2019

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Promulgation Statement

CITY OF BAINBRIDGE ISLAND
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN PROMULGATION

The primary role of government is to provide for the safety and welfare of its citizens. The safety and welfare of citizens is never more threatened than during emergencies and disaster situations. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

Under RCW 38.52.070, the City of Bainbridge Island (COBI) is authorized to establish an emergency management organization for the purposes of addressing preparedness, mitigation, response, and recovery activities both before and in the event of an emergency or disaster situation. In accordance with Chapter 118.30 of the Washington Administrative Code (WAC), COBI requires a Comprehensive Emergency Management Plan (CEMP) to prepare and respond to the effects of an emergency or disaster situation. Such a plan must comply with the National Planning Frameworks, National Incident Management System (NIMS) including the Incident Command System (ICS), and be consistent with the Washington State CEMP. This document shall serve as the City of Bainbridge Island Comprehensive Emergency Management Plan.

The COBI CEMP provides a comprehensive framework for Bainbridge Island-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, county, state, federal, and private organizations and resources that may be activated to address disasters and emergencies on Bainbridge Island.

Therefore, in recognition of the emergency management responsibilities of the City of Bainbridge Island and with the authority vested in me as the City Manager, I hereby promulgate the City of Bainbridge Island Comprehensive Emergency Management Plan.

Morgan Smith
City Manager, City of Bainbridge Island

Date

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Approval and Implementation

The City of Bainbridge Island (COBI) sincerely appreciates the cooperation and support from those agencies, departments, and local jurisdictions that have contributed to the development and publication of the 2019 COBI Comprehensive Emergency Management Plan (CEMP).

Coordination of the CEMP represents a committed and concerted effort by the City of Bainbridge Island, the Bainbridge Island Fire Department, Bainbridge Prepares, the Kitsap County Department of Emergency Management, and numerous other community partners in emergency management. The CEMP demonstrates the ability of many agencies and their representatives to work together to achieve a common goal.

The CEMP is one of many efforts to prepare island residents for emergencies and disasters and is meant as a tool for use by the COBI during an emergency that requires the mobilization of its emergency management organization and stakeholders. It is meant to cover situations occurring within and around its borders that are reasonably suspected to physically affect its community. It is also meant to serve as a guiding tool for when a regional emergency or disaster occurs that requires the COBI to provide aid to other agencies.

This plan, as presented herein, supersedes any and all existing Comprehensive Emergency Management Plans developed for and approved by COBI.

The authority to activate this plan rests with the City Manager but may be delegated to the Emergency Management Coordinator during times of crisis. Changes to this plan will be made by the Emergency Management Coordinator and must be approved by the City Manager prior to implementation and dispersal.

Anne LeSage
Emergency Management Coordinator
City of Bainbridge Island

Date

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Record of Changes and Corrections

Change #	Date of Change	Affected Changed	Initials

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Record of Distribution

Agency / Organization / Department	Position Name	Date of Delivery: MM/YYYY	Format
COBI	City Manager		Electronic Copy
	Deputy City Manager		Electronic Copy
	Public Works Director		Electronic Copy
	Planning & Community Development Director		Electronic Copy
	Finance Director		Electronic Copy
BI Police Department	Police Chief		Electronic Copy
	Deputy Chief		Electronic Copy
BI Fire Department	Fire Chief		Electronic Copy
	Deputy Chief		Electronic Copy
Bainbridge Prepares	Executive Director		Electronic Copy
	Program Director		Electronic Copy
Other Key Stakeholders	BI School District Superintendent		Electronic Copy
	BI Metro Park and Recreation District Executive Director		Electronic Copy
	Kitsap Public Health District PHEPR Program Manager		Electronic Copy
	Kitsap County Department of Emergency Management Director		Electronic Copy
	Kitsap Transit		Electronic Copy
	Washington State Department of Transportation Olympic Region Emergency Manager		Electronic Copy

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BASIC PLAN

CITY OF BAINBRIDGE ISLAND, WASHINGTON COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

December 2019

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1.0 INTRODUCTION

1.1 Mission

It is the responsibility of the City of Bainbridge Island (COBI), with the assistance and support of its citizens, to protect the lives, property, and economy of the community, and to take action to mitigate the effects of emergencies and disasters. This Comprehensive Emergency Management Plan (CEMP) defines the cooperation of the different elements of the community to carry out preparedness and mitigation activities, respond to natural and man-made emergencies and disasters, and coordinate the recovery efforts for such events.

1.2 Purpose

The purpose of this plan is to guide COBI organizational behavior before, during, and after a disaster. It develops and describes a comprehensive program that defines who does what, when, where, and how in order to mitigate, prepare for, respond to, and recover from the effects of natural, technological, and human-caused emergencies and disasters.

The CEMP:

1. Establishes command and control responsibilities in case of a disaster.
2. Clearly designates disaster-related functions assigned to government agencies based upon capabilities and mandated responsibilities.
3. Identifies resources, personnel, and equipment available from government agencies to utilize during disaster events.
4. Identifies resources, personnel, and equipment available from the private sector and the general public to aid during disasters.
5. Identifies and clarifies funding sources of personnel and other resources during disasters.
6. Provides coordination between agencies to achieve assigned functions.
7. Organizes volunteers when it is determined that there is a need to do so.

This plan has been written to comply with requirements of Chapter 2.44 of the Bainbridge Island Municipal Code (BIMC), Chapter 38.52 of the Revised Code of Washington (RCW), the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 for the National Response Framework (NRF), the Americans with Disabilities Act (ADA), the National Incident Management System (NIMS), and for consistency with the Kitsap County CEMP and Washington State CEMP.

1.3 Scope

This CEMP is a local level emergency management plan designed to describe the emergency and disaster response of the City of Bainbridge Island, Washington. This CEMP incorporates all

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major incidents, emergencies, and disasters, which occur on Bainbridge Island, and those situations, which may involve other adjacent, off-island jurisdictions and require activation of special procedures for the coordination of shared resources. All policies and procedures prescribed herein, and the concept of operation established for disaster response and recovery, will apply to all hazards described in the Kitsap County Hazard Mitigation Plan, City of Bainbridge Island Annex (2019) and the Bainbridge Island Hazard Identification and Vulnerability Assessment (2012), regardless of nature and scope.

1.4 Planning Assumptions

Bainbridge Island is vulnerable to numerous natural, technological, and human-caused hazards. These hazards include wind, rain, snowstorms, earthquakes, floods, volcanic ash, landslides, common and private carrier accidents, urban search and rescue emergencies, civil disturbances, terrorist activities, explosions, structural collapses, hazardous material incidents, major fires, and major energy and/or utility system failures. It is assumed that any of the noted situations could create significant property damage, injury, loss of life, and disruption of essential services on Bainbridge Island. These situations may also create significant financial, psychological, and sociological impacts on island residents.

- In certain incidents such as storms and floods, time may allow for advance warnings to enable some preparation prior to the event. Other disasters, such as earthquakes, can occur with no advance warning.
- In the event of a major disaster, it is assumed that the COBI may not receive any significant assistance from nearby communities, or from county, state, or federal agencies for a week or longer. In this situation, the initial response activities will rely on available COBI resources and those of private organizations, businesses, and residents.
- All emergency response operations will be in coordination with the Kitsap County Department of Emergency Management (KCDEM) and conducted by COBI personnel and Bainbridge Island Fire Department (BIFD). Those efforts will be supplemented as necessary by trained Bainbridge Prepares (BP) volunteers and by the workforce available within the local area.
- When local resources have been exhausted or overwhelmed, the City Emergency Operations Center (EOC) may request state and federal resources through KCDEM.
- All COBI departments are delegated the responsibility for providing personnel and equipment in support of disaster preparedness, mitigation, response, and recovery operations and activities as directed by the City Manager.
- In order to carry out the responsibilities identified above, all COBI department heads are directed to establish emergency organizations within their respective departments, ready and capable of fulfilling disaster missions, as specified in this plan.
- Every individual or head of household living within the City of Bainbridge Island boundaries is encouraged to develop a personal or family disaster plan and maintain

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the essential supplies to be self-sufficient for a minimum of two weeks, in accordance with the state's current recommendation.

- Using the "Map Your Neighborhood" guidance, neighborhood, apartment, or homeowners' associations will form disaster groups to derive maximum benefit from resources and skills available close to home. Businesses are expected to develop internal emergency and continuity plans that will integrate and be compatible with COBI resources and the CEMP.
- Faith-based and community-based organizations are expected to supplement the efforts of groups and individuals to increase community preparedness.
- The City of Bainbridge Island (City) assures that no person shall, on the grounds of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity. The City further assures every effort will be made to ensure nondiscrimination in all of its programs or activities, whether those programs and activities are federally funded or not.
- Local activities pursuant to the federal and state Agreement for major disaster recovery will be carried out in accordance with RCW 49.60.400 (Discrimination, Preferential Treatment Prohibited) and Title 44, CFR § 206.11 (Nondiscrimination in disaster assistance).

1.5 Situation Overview

- Bainbridge Island is a city in the Puget Sound region of western Washington. The Bainbridge Island community is located adjacent to the Kitsap Peninsula, approximately 7 miles west of Seattle. Nearby cities include Poulsbo, located to the northwest, and Bremerton and Port Orchard, located to the southwest. The Port Madison Indian Reservation and the Suquamish Tribe is located to the northwest of Bainbridge Island and is the closest accessible jurisdiction.
- Bainbridge Island is connected to the Kitsap Peninsula by a single bridge, the Agate Pass Bridge, at the north end of the Island, and to the Greater Seattle Area by a single ferry route that docks at the Winslow Ferry Terminal located in downtown Bainbridge Island, central to the Island.
- The Island has limited means for evacuation due to the limited number and vulnerability of access points. The Island is also at risk of complete isolation from county, state, and federal resources should an emergency or disaster event disrupt ferry service, and/or disable the bridge.
- Bainbridge Island has an area of 26 square miles and an estimated population of 25,000.

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- Kitsap Transit provides local bus service to Bainbridge Island and surrounding areas, and the Washington State Department of Transportation/Washington State Ferries system provides ferry service from downtown Seattle.
- Kitsap 911 Communications, located in Bremerton, WA, provides dispatching services for police, fire, and other emergency responders.
- The COBI Public Works Operations and Maintenance office is located at 7305 Hidden Cove Road, and is responsible for water, sewer, storm, street, fleet, and facilities infrastructure within the City of Bainbridge Island.
- There are three elementary schools (Wilkes, Blakely, and Ordway), two middle schools (Woodward and Sakai), and one high school (Bainbridge Island High School) within Bainbridge Island School District (BISD).
- Commodore Options is the BISD umbrella for Odyssey Multi-Age, Eagle Harbor High School and Mosaic Home Education Partnership).
- There are six independently operated private schools on Bainbridge island (Cardon Country School, Island School, Hyla Middle School, Madrona School, Montessori Country School, and St. Cecilia Catholic School).
- The primary industries providing employment in the City of Bainbridge Island are education, retail, health, business, engineering, and accounting.
- The closest hospital is Harrison Medical Center Silverdale, located at 1800 NW Myhre Rd, Silverdale, and is approximately 21 miles from Bainbridge Island.
- The closest level 1 trauma center is Harborview Medical Center in downtown Seattle, accessible via the Washington State Ferries system or Airlift Northwest helicopter transport.
- Bainbridge Island has two primary care medical clinics on the island: Swedish and Virginia Mason. CHI Franciscan operates CityMD; which offers urgent care services 7 days per week.
- There is one rehabilitation and nursing facility and four senior living communities offering independent living, assisted living, short term care, and memory care on Bainbridge Island.
- The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan that a perfect response to all incidents will be practical or possible. As Bainbridge Island's response resources may be overwhelmed and essential systems may be dysfunctional in major emergencies and disasters, the COBI and BIFD can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.
- If the COBI and BIFD are not able to meet all emergency needs of its residents and guests stranded on the island under these extreme circumstances, the COBI and BIFD will prioritize the delivery of assistance based on the greatest need as apparent at the time.

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1.6 Hazard Assessment

The City of Bainbridge Island is a signatory jurisdiction to the Kitsap County Hazard Mitigation Plan.

Based on the Regional Risk Assessment and the local risk assessment, the following natural hazards pose the greatest threat to Bainbridge Island: earthquakes, wildfires, flooding, landslides, severe storms, and tsunamis/seiches. Additional technological and human-caused hazards include radiological and other hazardous materials, terrorism, transportation related mass casualty incidents, and public health epidemics.

See the full Kitsap County Hazard Mitigation Plan on the [Kitsap County Department of Emergency Management website](#) for more information on potential hazards which have threatened or could possibly threaten Bainbridge Island.

2.0 Concept of Operations

While emergencies and disasters themselves may vary in scale and significance, the population size and diversity, island geography, and concentration of critical infrastructure within the City of Bainbridge Island can also magnify the impacts of the disaster to the community. Responses to these emergencies and disasters take a “Whole Community” approach. Effective decision-making and resource management structures, along with coordination among health and medical service providers and supporting agencies is critical to successfully addressing the consequences of emergencies and disasters.

The “Whole Community” includes individuals, families, and households, communities, the private and nonprofit sectors, faith-based organizations, and local, tribal, state, and federal governments. This plan is committed to communicating with the “Whole Community” as needed during emergency response and disaster recovery operations. The “Whole Community” includes, but is not limited to, populations with Limited English Proficiency (LEP), and individuals with disabilities and Access and Functional Needs (AFN). Any agency or organization that receives federal funding is required to have a plan or policy for addressing the needs of individuals with LEP, pursuant to Title VI of the Civil Rights Act. The Washington State Emergency Management Division (EMD) expects all agencies and organizations to comply with federal law. For more information on how each agency or organization complies with federal law, please contact the individual agency or organization.

This Concept of Operations acknowledges that members of the community may have challenges from emergency and disaster impacts covered by provisions in the Americans with Disabilities Act. Every effort will be made to accommodate their needs with resources as they are available.

Some members of our community – including, but not limited to seniors, children, persons living with disabilities or experiencing homelessness, non-native English speakers, families of low-income, or those otherwise in need of additional support – will be more vulnerable during and after an emergency or disaster. The City of Bainbridge Island will work collaboratively with community and county partners to:

- Monitor disproportionate impacts to individuals with unique access and functional needs.
- Develop strategies and operations that ensure equal access to care.
- Mitigate barriers that may prevent access to care.
- Address communication of medical, mental health, and other healthcare needs of these most vulnerable residents.
- All efforts will be made with the assistance of community members, KCDEM, and other state and local resources in communicating with those with LEP and access and functional needs, and will comply with the Americans with Disabilities Act.

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- Coordinate with community-based organizations and local media outlets to communicate and gain situational awareness about health impacts related to the disaster.
- Develop and distribute language and graphic translations of health messaging.
- Many of those who live in the community have household pets or are assisted by service animals. The City advises residents to not only prepare themselves, but also prepare their pets and/or animals for emergencies which could last two weeks or longer.
- There are current efforts in place with Homeland Security Region 2 and KCDEM to put into place a plan for those with LEP. This is also a requirement by state law outlined in Chapter 38.52 RCW. While the City does not meet the threshold for an LEP plan, the City will continue to monitor the changing demographics of the community and will keep in mind any county resources that are developed to address this need.

2.1 Direction and Control

The direction and control sections provide for the effective supervision, authority, coordination, and cooperation of emergency management activities and to ensure the continued operation of essential government services during and after emergencies or disasters. Direction and control of emergency management functions is primarily the responsibility of the City Manager as the executive head of the City under Chapter 2.44 of the Bainbridge Island Municipal Code (BIMC). The City Council also has a role, and the Mayor may have a role (i.e., if the City Manager and all successors are unable to discharge the duties set forth in Chapter 2.44 BIMC). Depending on the size, scope, and/or complexity of the emergency or disaster, elected and appointed officials will be available to the EOC to provide proper direction and control and aid in overall management or coordination of response and recovery activities.

Incident Command System

The City of Bainbridge Island shall use the Incident Command System (ICS) to establish an appropriate response to emergency and disaster situations. This system includes a command structure and organization to provide oversight, gather and disseminate incident information, and request and allocate resources to aid response and recovery activities. If needed, a Unified Command Structure may also be utilized. This structure would support multiple incident command posts (ICPs) and can facilitate the management of response and recovery activities associated with events that are large, complex, or that affect multiple jurisdictions. Very large or complex incidents may require the utilization of an Incident Management Team (IMT) to properly manage response and recovery activities.

On-Scene Command

On-Scene Incident Commanders shall establish command posts and should use established accountability systems to track all personnel assigned to the incident. Operational departments and agencies (such as law enforcement, fire service, emergency medical services,

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and public works) that are accustomed to dealing with a variety of recurring minor emergencies, have established and practiced procedures or suggested operational guidelines in place to manage these types of incidents. However, larger incidents are characterized by the need to mobilize, direct, and control a much more substantial response effort, likely requiring the participation of personnel from the county or state.

On-Scene Incident Commanders will direct response and recovery operations in the field and request additional resources (including mutual aid) through normal methods. Multi-departmental responses will require the establishment of a Unified Command Organization.

Depending on the requirements of the situation, the On-Scene Incident Commander may:

1. Request that the Emergency Management Coordinator facilitate the acquisition of resources needed to adequately respond to the incident.
2. Request activation of the EOC.

Large events involving multiple locations may require multiple Command Posts. Overall coordination, allocation of resources, and dissemination of public information will be the responsibility of the EOC.

Emergency Operations Center

The Bainbridge Island Emergency Operations Center, located at 280 Madison Avenue North (City Hall), is the central coordination point of emergency and disaster response operations for Bainbridge Island. The backup EOC is located at the Bainbridge Island Fire Department, Station 21.

Based on situational demands, the strategic goals listed below should be the primary focus during EOC activations:

- Personal safety of emergency responders.
- Saving and protecting the greatest number of people at risk.
- Saving and protecting as many residential, business, and industrial properties as possible.
- Saving and protecting as much vital government infrastructure as possible.
- Restraining the spread of environmental damage.
- Minimizing human hardship and economic interruptions.

Depending on the situation, implementation of the above-listed strategic goals may include any or all the following:

- Proclamation of Local Emergency.
- Providing and coordinating emergency alerts and/or warnings and public information.
- Collecting and managing information.
- Overseeing the effective use and allocation of available local resources.

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- Determining specific requirements that are vital but beyond local means to acquire and referring such needs to the county or state for supplemental assistance.
- Coordinating inter-departmental activities.
- Coordinating continuity of government operations.
- Coordinating damage assessment and recovery activities.

The Bainbridge Island EOC is equipped with laptop computers, office supplies, internal communications, and support equipment to help ensure efficient operation of the facility. Backup power generation is maintained to ensure continued operations.

The EOC may be activated to any level deemed appropriate for the level of disaster operations. It will be staffed by members of the City staff and volunteers as required. Initial establishment of the EOC following activation will be the responsibility of the Emergency Management Coordinator.

EOC Activation Level	Description and Incident Examples
3 – Standby/Monitor (Minor Emergency)	Severe Weather Watch Large incident involving 2+ departments or 2+ incidents Moderate fire/earthquake Civil disturbance Small to moderate Search and Rescue (SAR) mission Amber Alert
2 –Partial Activation (Major Emergency)	Severe Weather Warning 2+ departments impacted with large # of resource requests Major fire/earthquake Major City, County, Regional incident Mass Casualty/Mass Fatality Incident Civil disturbance Large SAR Mission State declaration
1 – Full Activation (Catastrophic Event/ Disaster)	Catastrophic incident Multiple departments/jurisdictions with heavy resource involvement Incident requires significant outside assistance (mutual aid) Presidential declaration

2.2 Mitigation and Preparedness

Mitigation activities reduce or eliminate the effects of future disasters upon people, property, the environment, and the economy. The hazards listed in the Kitsap County Hazard Mitigation Plan and City of Bainbridge Island Annex, published separately in the current 2019 plan, provide the basis for mitigation strategies, as well as data gathered following disaster declarations and

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input from various county agencies, the private sector, and the public. The Kitsap County Hazard Mitigation Plan discusses these strategies in detail.

Preparedness activities encourage and support a state of readiness in individuals, businesses, community organizations, and within the City and other government agencies on-island for all potential hazards. City preparedness also includes assuring operational capabilities before an event occurs.

These activities include:

- Develop and maintain the City of Bainbridge Island CEMP, and Continuity of Operations Plan.
- Review hazard and risk analysis and develop capabilities and resources to enhance disaster response abilities.
- Develop appropriate contingency plans in support of the CEMP.
- Establish and maintain an inventory of department personnel, facilities, equipment, and resources within the COBI.
- Coordinate with other local, state, and federal agencies to assure cohesive working relationships and compatible emergency plans.
- Coordinate with volunteer organizations to assure cohesive working relationships and coordinated responses.
- Conduct activities to protect City supplies, services, and properties as appropriate.
- Conduct training activities to enhance response capabilities.
- Conduct public education to enhance citizen self-sufficiency.

Public Health and Safety

Initial safety efforts should focus on actions to prevent or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by the Kitsap Public Health District, in partnership with city, county, and state officials.

Responder Health and Safety

The safety and health of responders is also a priority. Actions essential to limit their risks include full integration of deployed health and safety assets and expertise, risk assessments based upon timely and accurate data, and situational awareness that considers responder and recovery worker safety. A comprehensive location and/or operational response safety and health plan is critical to mitigating the hazards faced by responders. These efforts include incident hazard identification and characterization; implementation and monitoring of personal protective equipment selection, use, and decontamination; exposure sampling and analysis; worker health

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and safety risk analysis; health and safety monitoring; and development/ongoing evolution of the site-specific safety and health plan.

Property and the Environment: Responders may also take mitigation actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood or marine booming of environmentally sensitive areas in response to a potential oil spill.

2.3 Increased Readiness and Response Phase

Increased Readiness

The City of Bainbridge Island operates under the council-manager form of government. The Continuity of Government Act (Chapter 42.14 RCW) establishes provisions for the continuation of government in the event its leadership is incapacitated. A Continuity of Operations Plan will be developed in the future to outline continuity of COBI operations, and how essential services will be restored and maintained after a disaster.

During an emergency or disaster, the City's Emergency Management Coordinator will activate the EOC, as well as determine the staffing needs required for the situation and initiate actions to place emergency plans into effect.

Response

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community. In the context of a terrorist threat, simultaneous activities are initiated to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

During an emergency or disaster situation, the Director of each department, with concurrence of the Emergency Management Coordinator and the EOC, shall:

- Assess the impact of the event on department personnel, facilities, equipment, and capabilities.
- Report any observed damage through the respective department's chain of command to the EOC on a continuing basis.
- Keep complete records of costs, expenditures, overtime, repairs, and other disaster-related expenditures.
- In coordination with the EOC, direct the execution of emergency operations plans and perform appropriate incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

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- In the context of a single incident, once immediate response missions and lifesaving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation.
- Some response activities include:
 - Initiate actions necessary to preserve life, environment, and property utilizing available resources.
 - Carry out initial damage assessment and evaluate overall situation.
 - Coordinate response and support functions with outside agencies and volunteer organizations.
 - Coordinate operations, logistics, and planning functions.
 - Compile event status information and report to appropriate agencies.
 - Prepare and maintain detailed documentation of events and activities.
 - Provide public information and warning as appropriate.
 - Prepare Proclamation of Local Emergency as appropriate.

Overall direction, control, and coordination will normally be conducted through the EOC in order to support the overall community response and recovery to the emergency or disaster situation, and to best coordinate efforts with county, state, and federal agencies.

In the event of a widespread emergency or disaster that necessitates the activation of the EOC, the following procedures shall be followed:

- During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work.
- During work hours: Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in this CEMP.
- Managers from each department will authorize time away from the EOC in exceptional.
- The City Manager, Emergency Management Coordinator, Police Chief, Fire Chief, or designees may activate the EOC. Additionally, the EOC may be activated at the request of an outside agency, such as Washington State Department of Emergency Management, to support their operations subject to approval by the City Manager, EMC, Police Chief, Fire Chief, or designees when required for the level of operations. Designated staff will report to the EOC to coordinate response efforts and support field operations. All or part of the EOC may be activated during an emergency or disaster.

In the event of communications failure during an emergency or disaster, any City facility or temporarily established site may act as a remote EOC for its local area until coordination can be established from the EOC. Each site may serve as a command post, staging area, triage station, communications center, or in any other functional capacity appropriate for the situation.

2.4 Recovery Phase

Recovery involves actions needed to help individuals and communities return to normal as quickly as possible and when feasible. In a federal level event, the Joint Field Office is the central coordination point for recovery assistance programs among local, state, federal, and tribal agencies, as well as volunteer organizations. In a smaller event, this might be a Volunteer Coordination Center, Family Assistance Center, and/or a Disaster Assistance Center.

All response and recovery activities are detailed in appropriate state and federal recovery guidelines. The ICS guides the process for collecting and analyzing data, developing objectives and action plans, and documenting critical incident information.

Following an event, each COBI Department Director, at the direction of the Disaster Manager, shall:

- Continue to report any observed damage and assess community needs.
- Prioritize recovery projects and assign functions accordingly.
- Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
- Prepare documentation of response and recovery operations, including the event log, cost analysis, and estimated recovery costs.
- Assist in establishing disaster assistance offices to aid private businesses and citizens with individual recovery.
- Assess special community needs and provide information and assistance, as deemed appropriate.
- Incorporate Bainbridge Island community plans into recovery and reconstruction activities.

2.5 Organization

General Emergency Management

The City of Bainbridge Island Emergency Management program is compatible with the existing COBI organization, and provides clear lines of authority and communication channels. It will provide for the incorporation of existing staff having emergency response capabilities, those having support roles, volunteers enrolled during an emergency or disaster, and all groups, organizations, and persons who may be enlisted by agreement or by operation of law.

2.6 Emergency and Disaster Coordination

The Emergency Management Coordinator provides direction and coordination for CEMP development, ongoing maintenance, and related activities within the City in conjunction with the City Manager. The Emergency Management Coordinator provides for coordination with outside agencies and organizations involved in emergency planning.

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The Emergency Management Coordinator manages the EOC during activation and interacts with outside agencies to coordinate emergency support activities. The following list of management priorities, in order of importance, is provided to guide policy decisions during a disaster:

1. Protect life and health.
2. Protect public and private property.
3. Protect the environment.
4. Develop and disseminate public information.
5. Restore essential services and facilities.
6. Minimize economic disruption to the community.

The City Manager, in conjunction with the Emergency Management Coordinator, is responsible for the overall direction and control of the emergency management activities for COBI. Chapter 38.52 RCW provides the authority for direction and control of the organization and administration of the emergency management program.

The City Manager, in conjunction with the Emergency Management Coordinator, is responsible for ensuring that the emergency preparedness activities, response to emergencies and disasters, and the coordination of the recovery from emergencies and disasters are effectively carried out within the City of Bainbridge Island.

The City Council is responsible for policy decisions as set forth in Chapter 2.44 BIMC. The Emergency Management Coordinator and/or EOC staff provides policy recommendations to the City Manager and the City Council during times of emergency and disaster response and recovery operations.

The Emergency Management Coordinator is responsible for the coordination of emergency management activities among local, county, state, federal, and private-sector agencies on Bainbridge Island.

Each COBI department shall provide personnel to staff the EOC upon request and shall establish a call out list for rapid mobilization of EOC personnel.

The City Manager, in cooperation with the City Attorney, shall be responsible for the preparation of local emergency proclamations. The Emergency Management Coordinator is responsible for notifying the appropriate county, state, and federal agencies following the Proclamation of Local Emergency.

- The Proclamation of Local Emergency is made by the City Manager, and is the legal method that authorizes the use of extraordinary measures to accomplish tasks associated with emergency and disaster response operations pursuant to Chapter 2.44 BIMC and other legal authority (e.g., RCW 35A.34.140 and RCW 38.52.070). The Proclamation is normally a prerequisite to state and federal disaster assistance. The

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Proclamation of Local Emergency must be ratified by the City Council as soon as practicable following the emergency or disaster event. In the absence of the City Manager, such proclamation may be made by the Deputy City Manager or the Acting City Manager.

- The Proclamation authorizes the City to take necessary measures to combat an emergency or disaster situation, protect persons and property, provide emergency assistance to victims, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (except mandatory constitutional requirements).

3.0 Responsibilities

As of January 2019, the City of Bainbridge Island is responsible for coordinating local emergency and disaster mitigation, preparedness, response, and recovery efforts, with support from the Kitsap County Department of Emergency Management pursuant to Chapter 118 WAC, Chapter 38.52 RCW, Chapter 35A.34 RCW, and any agreement or contract for services and support.

The Bainbridge Island Fire Department provides fire protection, Basic Life Support (BLS) and Advance Life Support (ALS) emergency medical services, and technical rescue.

Disaster operations will be in coordination with KCDEM and conducted by personnel from COBI, BIFD, and trained volunteer personnel. Resources obtained from the county, state, and federal agencies may also be utilized.

The City of Bainbridge Island Emergency Management Coordinator has been delegated the responsibility for the development and maintenance of the CEMP, along with the coordination of emergency and disaster preparedness and management activities within the City.

Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this CEMP.

Outline of Responsibilities

1. City of Bainbridge Island
 - a. City Council
 - i. Provide visible leadership to the community.
 - ii. Appropriate funds to meet emergency needs.
 - iii. Maintain continuity of government.
 - iv. Appropriate funds to provide emergency preparedness programs and mitigation activities within the city.
 - v. Approve Proclamation of Local Emergency, as soon as feasible.
 - b. City Manager
 - i. Provide overall direction and control of City operations. Direct emergency efforts through the Emergency Management Coordinator and the EOC.
 - ii. Sign Proclamation of Local Emergency and send to City Council for approval.
 - iii. Request assistance, when necessary, from the Washington State Emergency Management Division and the Federal Emergency Management Agency via the KCDEM.
 - iv. Provide representative to the EOC.
 - c. Emergency Management Coordinator

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- i. Provide for the development and maintenance of the city's CEMP in conjunction with the City Manager.
 - ii. Manage the EOC during activation.
 - iii. Prepare Proclamation of Local Emergency for signature of City Manager.
 - iv. Coordinate staff training, public information, and education on emergency preparedness.
 - v. Coordinate the dissemination of emergency warning information through the Nixle emergency notification system, social media, and other available means. Available city resources may also be used.
 - vi. Coordinate mitigation and preparedness activities as appropriate.
 - vii. Submit completed disaster assistance paperwork to the City Manager for submittal to appropriate state and federal agencies.
 - viii. Provide representative to the EOC.
- d. City Attorney
 - i. Provide legal advice to all COBI departments as it pertains to disaster response and recovery.
 - ii. Review contracts for emergency work and procurement.
 - iii. Provide legal review of emergency plans and supporting documents to ensure compliance with local, state and federal laws.
 - iv. Provide representative to the EOC.
- e. City Clerk/Records Management Coordinator
 - i. Provide for the identification and preservation of essential department and other COBI records.
 - ii. Provide information and direction to departments on requirements for the identification and preservation of essential COBI records.
 - iii. Provide representative to the EOC.
- f. Communications Coordinator
 - i. Act as press liaison or appoints a press liaison in preparation and dissemination of information to the public and the media.
 - ii. Coordinate additional messaging to the community related to disaster response and recovery operations.
 - iii. Provide representative to the EOC.
- g. Finance Director
 - i. Assist other departments with the compilation of disaster-related financial information.
 - ii. Assist in identifying sources of disaster funds if departmental budgets are exceeded.
 - iii. Coordinate disaster-related purchases and expenditures.

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- iv. Document activities and costs.
- v. Coordinate documentation of department activities and costs.
- vi. Provide representative to the EOC.

h. Building Official

- i. Provide initial damage assessment for both residential and business structures within the community.
- ii. Determine building safety and recommends evacuation as appropriate.
- iii. Provide expertise and recommendation for reconstruction, demolition, and structural mitigation during recovery period.
- iv. Provide support to Public Works in the damage assessment of city infrastructure.
- v. Provide for the identification and preservation of essential department records.
- vi. Document activities and costs.
- vii. Provide representative to the EOC.

i. Planning Department

- i. Lead the coordination of hazard mitigation activities as they relate to land use planning, enforcement of codes, inspection process and the issuing of permits related to zoning, etc.
- ii. Provide support and staffing assistance to the Building Official in collecting, collating, posting, and evaluating disaster information gathered in the field from damage assessment teams.
- iii. Coordinate issues pertaining to planning and zoning code issues during the disaster recovery process.
- iv. Document activities and costs.
- v. Provide representative to the EOC.

j. Police Department

- i. Provide law enforcement activities within the City.
- ii. Provide command and control for field operations through established command posts as appropriate.
- iii. Provide direction and control for search and rescue activities.
- iv. Provide emergency traffic control.
- v. Provide direction and control for evacuation efforts as appropriate.
- vi. Provide for reconnaissance of disaster impacted areas and other emergency response missions.
- vii. Provide support to the Kitsap County Coroner in the identification of the deceased.
- viii. Provide support for the dissemination of emergency warning information to the public.

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- ix. Provide active security at the EOC during activation.
- x. Document costs and activities.
- xi. Provide representative to the EOC.

k. Public Works

- i. Provide damage assessment, debris removal, emergency measures, emergency and temporary repairs, and/or construction for City owned buildings, vehicles, equipment, and public works infrastructure.
- ii. Provide light equipment and supplies, heavy equipment as available or through contracts or rentals.
- iii. Perform or contract for major recovery work as appropriate.
- iv. Provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures and devices, and operational control of traffic signals.
- v. Provide support to citywide evacuation planning, and assist in evacuation efforts as appropriate.
- vi. Provide engineering services for public works infrastructure.
- vii. Provide field communications support through existing communications equipment.
- viii. Provide expertise and recommendation for reconstructions, demolition, and mitigation during recovery period.
- ix. Provide support to the fire department in hazardous material incident response to city sewers and streets.
- x. Provide support for electric and other utility providers, as requested.
- xi. Provide for the identification and preservation of essential department records.
- xii. Provide damage assessment for city facilities and sensitive or unstable ground areas within the city.
- xiii. Document costs and activities.
- xiv. Provide representatives to the EOC.

l. Emergency Operations Center

- i. Implement employee notification and support during disaster activities.
- ii. Coordinate emergency feeding and sheltering for city staff during disaster activities.
- iii. Coordinate the registration of temporary emergency workers and volunteers.
- iv. Provide for the identification and preservation of essential department records.
- v. Coordinate with community groups in the utilization of and staffing of facilities for temporary emergency shelters.

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- vi. Coordinate with city, county, state, and federal partners, community organizations, and private sector partners during activations.
- vii. Document costs and activities.

2. Local/County

a. American Red Cross (ARC)

- i. Upon request, the ARC will activate, manage, and support public mass care shelters.
- ii. Provide additional mass care services to both disaster victims and relief workers in the form of fixed and mobile feeding sites and to victims in the form of blankets, first aid, disaster welfare inquiry, and disaster-related mental health services.

b. Bainbridge Island Fire Department

- i. Provide command and control for field operations through established command posts as appropriate.
- ii. Provide fire suppression services.
- iii. Provide hazardous materials incident response. Coordinate response of outside agencies as appropriate.
- iv. Provide light and limited heavy rescue. Coordinate response of outside agencies as appropriate.
- v. Provide emergency medical services and medical evacuation transportation.
- vi. Provide support for citywide structural damage assessments, traffic control, emergency warnings, road closure, and protection of property.
- vii. Provide direction, assistance, and control for evacuation efforts as appropriate.
- viii. Provide support to the EOC in the dissemination of emergency warning information to the public.
- ix. Document costs and activities.
- x. Provide a representative to the EOC.

c. Bainbridge Island Metropolitan Park and Recreation District

- i. Coordinate the use of parks as staging areas for disaster response operations including: Hubs support, spontaneous camping, tent cities, staging areas, command posts, helipads, helicopter drop areas, boat launches, debris staging, and temporary morgues.
- ii. Provide personnel to coordinate overall logistics support and resource management.
- iii. Provide personnel and Park District equipment for priority use in emergency response operations.
- iv. Document costs and activities.

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- v. Provide a representative to the EOC; if requested and available.
- d. Bainbridge Island School District
 - i. Provide support for Child Safety and Family Reunification center.
 - ii. Provide public shelters; if requested and as resources allow.
 - iii. Assist with transportation; if requested and as resources allow.
 - iv. Document costs and activities.
 - v. Provide a representative in the EOC; if requested and available.
- e. Bainbridge Prepares (BP)
 - i. Provide volunteer support for the City EOC.
 - ii. Serve as primary liaison with activated Bainbridge Prepares response teams including Community Emergency Response Team (CERT), Bainbridge Island Emergency Medical Responders (BIEMRs), Medical Reserve Corps (MRC), HAM Radio Team, Citizen Flotilla, and Hub staff support for information and shelter locations.
 - iii. Hubs infrastructure includes additional support from the following BP teams: Access and Functional Needs, Child Safety and Family Reunification, Domestic Animal Care, Interpretation, Psychological First Aid, and Wellness.
- f. Communications – Kitsap 911 (contracted)
 - i. Provide emergency 911 services to the City of Bainbridge Island.
 - ii. Provide radio dispatch services for the City of Bainbridge Island Police Department and the Bainbridge Island Fire Department.
 - iii. Coordinate reestablishment of E-911 system if disrupted.
- g. Kitsap County Coroner
 - i. Responsible for all activities relating to the identification, removal, transportation, and disposition of human remains.
 - ii. Coordinate with the Police Department for the handling of human remains in the city.
- h. Kitsap County Department of Emergency Management
 - i. Serve as primary point of contact for all County preparedness, response, and recovery.
 - ii. Coordinate the acquisition of county and state mutual aid resources in support of emergency response and recovery on Bainbridge Island.
 - iii. Activate the County EOC as a central direction and control point for all County activities related to emergency response operations.
 - iv. Forward the Proclamation of Local Emergency to the State EOC when executed.

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- v. Keep the City of Bainbridge Island Emergency Management Coordinator apprised of the status of state or federal declaration of emergency or disaster.
- i. Kitsap County Sheriff's Office
 - i. Provide crime prevention and detection programs, crowd and traffic control, search and rescue operations, and other law enforcement activities; if requested and as resources allow.
- j. Kitsap Public Health District
 - i. Assist first responders to ensure the health and safety of the general public.
 - ii. Coordinate the investigation and control activities (e.g. isolation or quarantine) for communicable disease outbreaks or instances of high consequence infectious disease.
 - iii. Coordinate or support response activities related to an environmental health (sewage spill, contaminated drinking water, etc.) concern.
 - iv. Coordinate the dispensing of medical countermeasures (medications, vaccines, etc.).
 - v. Provide a liaison to the City EOC, if requested and as resources allow.
- k. Kitsap Transit
 - i. Provide transportation resources in support of emergency response operations. This coordination will be conducted through KCDEM.
 - ii. Conduct damage assessment of transit facilities on Bainbridge Island and report status to the EOC.
- l. Puget Sound Energy
 - i. Provide power distribution, outage impact predictions, and service restoration.
 - ii. Conduct damage assessment for PSE facilities and electrical infrastructure, and provide status reports to the EOC; as appropriate.
 - iii. Maintain communication with the Bainbridge Island EOC and restore service to critical facilities and priorities as resources permit.
- m. Private Agencies
 - i. Assume emergency response roles and coordinate activities within the City as needed, in support of emergency response operations.

3. State

- a. Emergency Management Division

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- i. Coordinate all emergency management activities of the state through the Washington State CEMP and the state EOC.
- ii. Take appropriate actions and allocate resources to mitigate the effects of, prepare for, respond to, and in support of state and local government emergency response operations.
- iii. Coordinate requests for various services such as specialized skills, equipment, and resources in support of state and local government emergency response operations.

b. Northwest Healthcare Response Network

- i. Maintain a 24/7 duty officer program to support healthcare response.
- ii. Coordinate with healthcare organizations, EMS agencies, and local partners related to healthcare response and recovery strategies.
- iii. Coordinate with Public Health and local/county EOCs for healthcare situational awareness and healthcare response support.
- iv. Coordinate healthcare resource requests, including facilitations of healthcare mutual aid/healthcare resource sharing and support local EOCs as requested.
- v. Coordinate community patient movement and patient tracking with healthcare and local partners.
- vi. Coordinate healthcare policy and clinical partners to support response
- vii. Provide WATrac support to partners as appropriate.

c. Washington State Department of Transportation (WSDOT)/Washington State Ferries

- i. Provide transportation assessments, maintenance, repair, or traffic control resources in support of emergency response through KCDEM and Washington EMD.
- ii. Coordinate priority of transportation route assessments, maintenance, and repair with WSDOT Olympic Region (roadway) and WSDOT Ferries Division (maritime terminal) for state-responsible routes.

4. Federal

a. Federal Emergency Management Agency

- i. Aid the saving of lives and protection of property, the economy, and the environment.
- ii. Facilitate the delivery of all types of federal response assistance to state and local governments.
- iii. Assist states in recovering from an emergency or disaster.

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5. Citizens

- a. Be prepared to self-care for at least two weeks and up to one month or longer, depending on the scope and scale of the emergency or disaster and as government resources may be limited.

4.0 Communications

Leadership, at the incident level and in the EOC, facilitates communication through the development and use of a common communications plan, interoperable communications processes, and systems that include voice and data links. Integrated communications provide and maintain contact among and between response resources, enable connectivity between various levels of government, achieve situational awareness, and facilitate information sharing. Planning, both in advance of and during an emergency or disaster situation, addresses equipment, systems, and protocols necessary to achieve integrated voice and data communications.

4.1 Interoperable Communications

Kitsap 911, the county's Public Safety Answering Point (PSAP), can establish a common tactical channel for interoperability between the Bainbridge Island Police Department and Fire Department, or between local and off-island jurisdictions, based on operational needs for a given use case. The City maintains some land mobile frequencies outside of those licensed through Kitsap 911 which may also be used for interoperability between City agencies. Additional communications support may be requested using amateur radio operators.

Other available forms of communication include wireless/cellular phones, email, Nixle text alerts, and social media. All Police and Fire cell phones are on FirstNet. Additionally, all COBI provided cell phones are enrolled in Wireless Priority Service (WPS).

4.2 Emergency Communication to the Community At-Large

In the event of an emergency or disaster situation that poses an immediate threat to the health or safety of the community, the City has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an immediate threat to the community. These methods of communication include Nixle emergency text messaging, e-mail, social media (Facebook and Twitter), and the COBI website.

5.0 Administration

The Governor, Washington Military Department, Emergency Management Division (EMD), and other governmental officials require information concerning the nature, magnitude, and impact of a disaster or emergency. This information allows for evaluating and providing the most efficient and appropriate distribution of resources and services during emergency response and recovery operations from a disaster or emergency. State agencies, local jurisdictions, and other organizations provide these reports including:

- Situation Reports;
- Requests for local emergency proclamations;
- Requests for Assistance;
- Costs/Expenditures Reports;
- Damage Assessment Reports; and/or
- After Action Reports.

It will be the responsibility of the Emergency Management Coordinator to coordinate with the EOC and community partners in the preparation of all required reports and ensure they are delivered to the appropriate agencies.

5.1 Documentation and Retention

Records will be kept in such a manner to separately identify response-related expenditures and obligations from general programs and activities of local jurisdictions or organizations. Complete and accurate records are necessary to document requests for assistance, for reimbursement under approved applications pertaining to declared emergencies or major disasters, and for audit reports.

The City of Bainbridge Island follows the Local Government Common Records Retention Schedule per the Washington State Secretary of State.

5.2 Preservation

The City of Bainbridge Island Information Technology Division is responsible for backing up all electronic records on the City network to the cloud daily. Paper documentation specific to disaster response will be scanned into PDF format and stored on the City shared drive.

6.0 Finance

It is COBI policy that each City department will assign personnel to be responsible for documentation of disaster costs and to utilize effective administrative methods to keep accurate detailed records distinguishing emergency or disaster operational expenditures from day to day expenditures.

The City of Bainbridge Island will incur disaster expenses from currently appropriated local funds in accordance with RCW 38.52.070, Chapter 35A.34 RCW, and other applicable law. The City Manager or his/her designee, in coordination with the City Clerk and the Finance Director, will be responsible for identifying the other sources of funds to meet emergency or disaster-related expenses if departmental budgets are exceeded.

6.1 Resource Request Process

The resource request process is used to acquire resources from outside the City or to assign City resources for purposes other than their standard usage. Overall, the General Staff sections perform the following functions in the resource request process:

- EOC Manager – approves or denies resource requests over \$20,000.
- Operations Section – determines the resources needed to meet the demands of emergency response operations.
- Planning Section – maintains the status of resources supplied through the EOC on status boards and in reports.
- Logistics Section – determines the source and cost of resources and acquires approved resources.
- Finance Section – tracks total expenditures.

Most resource requests will come from a field Incident Commander, a City department or a special purpose district with jurisdiction on Bainbridge Island (e.g., school district, fire district, metropolitan park and recreation district) or from within the EOC. Any resource request that comes to the EOC from the field should be directed to the Operations Section. The resource request process is described below.

When a City department or a district as above described requires additional resources above and beyond normal purchasing authority, requisition type, or quantity to conduct emergency response operations, a request will be submitted to the EOC. The Operations Section will work with the requestor to determine resource availability.

If a requested resource is readily available or the City can acquire it through purchase order, existing contracts, or a request to an external agency or organization, the Operations Section will initiate the resource request approval process by filling out a resource request form. Next, the Logistics Section will determine the cost and estimated delivery date and time.

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Finally, the EOC Manager will determine whether to approve the request (if total exceeds \$20,000). Purchases over \$50,000 require City Council approval unless otherwise directed at the onset of the response.

If a resource request is approved, the Logistics Section will procure the resource, the Planning Section Resource Status and Tracking Unit will note the resource status in the appropriate incident documentation, and the Operations Section will update the requestor or requesting unit. If a resource request is denied, the Operations Section will work with the requestor or requesting unit to identify alternate task or resource needs. Finally, the Finance Section Cost Unit tracks all expenditures related to the incident, including resource requests.

If a Proclamation of Local Emergency has been issued by the City Manager, or designee, the following rules regarding procurement are in effect per Bainbridge Island City Municipal Code 2.44.110 Emergency procurements.

- A. *Upon proclamation of an emergency, and during the existence of such emergency, the executive head, alternates as defined in BIMC [2.44.070](#), or the Finance Director, is authorized to make emergency procurements where the city may suffer a substantial loss or damage to property, bodily injury, or loss of life by reason of the time required for following the regular purchasing procedures.*
- B. *Such authorization for emergency procurement shall be presented to the City Council for ratification and confirmation, modification or rejection. Emergency procurements shall be considered in full force and effect until the City Council acts. (Ord. 2013-09 § 2, 2013).*

6.2 Cost Recovery

Emergency and disaster-related expenditures and obligations of state agencies, local jurisdictions, and other organizations may be reimbursed under several federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

Federal Assistance Programs

FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a Presidential disaster declaration. PA provides grants to state, tribal, territorial, and local governments, and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies. Through the program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly owned facilities, and the facilities of

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certain PNP organizations. The PA program also encourages protection of these damaged facilities from future events by providing aid for hazard mitigation measures during the recovery process. The federal share of assistance is not less than 75% of the eligible cost. The Recipient (usually the state) determines how the non-federal share (up to 25%) is split with the subrecipients (eligible applicants).

FEMA provides aid to individuals and households through the Individual Assistance Program, which includes the following:

- Mass Care and Emergency Assistance (MC/EA);
- Crisis Counseling Assistance and Training Program (CCP);
- Disaster Unemployment Assistance (DUA);
- Disaster Legal Services (DLS);
- Disaster Case Management (DCM); and
- Individuals and Households Program (IHP).

State Assistance Programs

The Public Assistance (PA) State Administrative Plan (SAP) provides procedures used by the Military Department, Emergency Management Division staff (as Grantee) to administer the Public Assistance Program. Audits of state and local jurisdiction emergency expenditures will be conducted in the normal course of state and local government audits. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

Individual Assistance (IA) and Other Needs Assistance (ONA) Programs

The Individual Assistance (IA) State Administrative Plan (SAP) for the Other Needs Assistance (ONA) Program is used by the State Emergency Management Division staff (as Grantee) to administer the Individual Assistance Program. The IA SAP sets forth the organization, staffing, and procedures for administration of the Individuals and Households Program, Other Needs Assistance, in Washington State subsequent to a major disaster declaration by the President.

7.0 Logistics

When a major emergency or disaster occurs, it is anticipated that departments and other responding organizations will organize their areas of responsibilities under the ICS. If agency resources cannot be met, additional assistance may be requested through existing mutual aid agreements or through the Kitsap County Emergency Operations Center. In the event of a Proclamation of Local Emergency, the deployment of resources will normally be coordinated through the EOC. Resources to support City operations may be placed at staging areas until specific assignments can be made.

Available resources during an emergency or disaster may be limited. If there were specialized or specific resource needs, or there were resource needs that exceeded those available to the city, the EOC would contact the Kitsap County EOC, or neighboring counties or cities for resource availability and assistance.

Various city departments have personnel and other resources, including specialized vehicles and heavy construction equipment, available to deploy during disasters and emergencies.

It is COBI policy that all departments prepare and maintain an updated list of their personnel, facilities, and equipment resources as part of this plan. Any or all these resources may be called upon during emergency response operations.

The City Manager and the Emergency Management Coordinator are authorized to contract with any person, firm, corporation, or entity to provide construction work on an agreed upon cost basis during emergency response operations.

The Emergency Management Coordinator implements the Bainbridge Island Emergency Management Volunteer credentialing process. Volunteers are to pre-register through an application process, and at which time COBI completes a background check, verifies training certifications, and issues an “emergency management volunteer” ID number and photo ID card. A process for registering spontaneous volunteers will be implemented as needed to accommodate the response needs of the emergency or disaster situation.

Additional governmental resources may be called upon for assistance using existing mutual aid agreements. The Emergency Management Coordinator may request additional resources from the emergency management office of other cities or counties and/or the Washington Division of Emergency Management.

8.0 Development and Maintenance

This plan shall be reviewed on a four-year cycle commencing one year from its effective date, which shall be the date as approved by the Bainbridge Island City Manager. The cycle may be adjusted to comply with future guidance from the Washington State Emergency Management Division.

The Basic Plan will be reviewed, as specified above for cyclic review, and within six months of the most recent EOC activation. Lessons learned or best practices will be recommended for incorporation via the City of Bainbridge Island Emergency Management Advisory Committee (EMAC). The plan review following an EOC activation will satisfy the cyclic review if the review is scheduled to occur within a twenty-four-month period following activation.

Generally, cyclic reviews will be submitted to the Bainbridge Island City Council for approval. However, revisions which clarify existing portions of the plan that reflect changes in state or federal requirements, or that adjust responsibilities to better reflect organizational capabilities or structure, may be made if both of the following conditions are met:

1. The revisions are agreed to by the City of Bainbridge Island EMAC
2. The revisions cannot be construed as establishing or changing City policy.

Occasionally there are changes to the law. It is during these changes that this plan will be updated on a yearly basis to meet these new regulations.

8.1 Training and Exercise Program

Within one year from the effective date of this plan, the Emergency Management Coordinator shall develop and implement a training program for City staff that creates and maintains both heightened awareness of the contents of this plan and enhances their preparedness to conduct emergency and disaster management activities.

This plan will be exercised annually to provide controlled practical experience to those individuals who have emergency and disaster response and recovery responsibilities, and to assess any weaknesses in the plan. At a minimum, exercise schedule and type will comply with state and federal requirements.

8.2 After Action

After Action Reports (AARs) are a way to identify areas of strength and needed corrections following an emergency or disaster situation. AARs give a structure to make a corrective action plan so future responses follow best practices. Future training and exercise plans can be based off gaps found in emergency response operations during an emergency or disaster.

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All incidents that require the activation of the City's EOC require completion of an AAR and written report. The complexity of the process and report are linked to the complexity of the emergency or disaster.

Following exercises and emergency response operations, the Emergency Management Coordinator will facilitate an AAR for the continuing improvement of response and recovery measures. The review process will include all City departments and applicable special purpose districts, contract and service organizations involved in the response, and may include liaisons from adjacent jurisdictions, mutual aid partners, volunteers and volunteer organizations, residents, and businesses within the City of Bainbridge Island.

All activations of the City's EOC benefit from a standardized review of the emergency actions taken by the City. Whether short or long, complex or simple, the review process will consist of four steps:

1. Collection of information
2. Analysis of the information
3. Reporting of the findings
4. Distribution of the report

Collection of information includes gathering feedback from the people in the EOC when the EOC activation is first demobilized. This is called the "hot wash." The hot wash gathers thoughts and impressions while the event is still fresh in the minds of the participants. It is informally structured and conducted by the Disaster Manager or the EOC Manager. The Planning Section Chief or designee captures notes from the hot wash.

A formal debriefing is often conducted for emergencies of longer duration or where the emergency was more complex. Invitations are sent to all people who served in the EOC during the emergency and to agencies that may have interacted with the EOC during the emergency. This may include elected officials and volunteers. This debriefing allows the participants to think about the emergency and suggestions for improvement. A formal agenda is usually distributed before the debriefing with specific topics or areas that may need to be addressed.

Community forums are related to the formal debriefing but to a different target audience. The community forums are conducted to solicit feedback from the private sector. Where these forums are conducted, they usually are led by the Disaster Manager, Incident Commander, and/or the Public Information Officer (PIO). Public notice must be provided in a manner like any other public meeting conducted by COBI. Usually, community forums are conducted where municipal services have been interrupted or damage to public or private property still exist at the time of the forum. The community forum may be structured or informal. Not all emergencies or disasters require a community forum.

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Once information has been collected, a panel appropriate to the topics identified in the collection process may be formed to analyze the information and generate a report. If formed, the panel will be appointed by the City Manager. At minimum, the report will include what the emergency or disaster was, what human and critical infrastructure impacts occurred, what the city response was, what worked well, and what needs improvement. The minimum report is the executive summary. The more formal report is the Homeland Security Exercise and Evaluation Program (HSEEP) format which contains considerable detail related to the emergency or disaster.

When the AAR has been generated and approved by the City Manager, the report should be made available to a group identified by the City Manager. An abbreviated finding of the AAR will be made available to the public upon request.

The formal AAR includes an improvement plan and corrective action tracking. At a minimum, the improvement plan should identify: the problem/need/issue, the identified solution, a person assigned to complete the improvement, the status of the improvement, and the completion deadline. The City Manager will be apprised of progress on improvements.

Often, improvements will include the need for the update or improvement of plans or procedures. Where this is necessary, the improvement should include: revision of the necessary document, approval of the revisions, training for those with assignment changes, and testing of the revised document assumptions or directives. The City Manager will ensure improvements are completed in a timely fashion.

This plan will be made available to the public in both hard and electronic copy when requested.

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FUNCTIONAL ANNEXES

CITY OF BAINBRIDGE ISLAND, WASHINGTON COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

December 2019

Population Protection

Introduction

This annex provides guidance for incidents requiring protective measures with little or no notice. The purpose of this annex is to identify the capabilities, processes, and responsibilities for emergency services, mass care and shelter, public health and medical services coordination, evacuation, and emergency public information.

Policies

See Appendix 3: Legal Authority for listed policies related to this annex.

Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan. Due to limited on-island resources available for emergency response, mutual aid, contract services, access to state or regional resources, etc. will be needed to respond to the needs of the community.

Concept of Operations

Emergency Medical Services and Firefighting

The Bainbridge Island Fire Department (BIFD) is the lead agency responsible for the organization and mobilization of pre-hospital emergency medical services and firefighting response operations.

BIFD shall establish a system to expand emergency medical services capability and provide support to local clinics and hospitals. BIFD will work with the EOC in the coordination and establishment of expanded medical care needs during an emergency. When activated, the Fire Department will work with the EOC to coordinate expansion of hospital care to field operations when needed.

In the event of structural failure or inaccessibility of medical clinics and hospitals in a disaster, any city facility or temporarily established site may act as a remote emergency clinic, temporary hospital, or morgue for its local area until coordination of more permanent facilities can be established by the City of Bainbridge Island EOC, and partnering with local resources, if available.

Any site designated by the Incident Commander may serve as a command post, staging area, triage, treatment, transportation station, communications center, medical clinic, temporary hospital, temporary morgue, or in any other functional capacity appropriate for the situation.

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BIFD is the primary response agency on Bainbridge Island for firefighting operations. In an expanded incident, mutual aid may be requested from nearby fire districts including: South Kitsap Fire and Rescue, Central Kitsap Fire and Rescue, North Kitsap Fire and Rescue, Poulsbo Fire Department, Bremerton Fire Department, and Navy Region Northwest. Mutual aid is also available regionally and through Statewide mobilization.

BIFD may establish a Department Operations Center (DOC) to triage and prioritize calls, if necessary. Containing the fire as small as possible is a priority along with using only as much water is necessary to completely extinguish the fire. The fire department is equipped with a complement of engines and tenders to deliver water. In the event of a failure of the water supply infrastructure, the fire department has a boat capable of delivering a limited water supply from Puget Sound.

Mass Care and Shelter

In the event of a need for mass care, the Emergency Management Coordinator will activate the Care and Shelter/Hubs Team. The Care and Shelter Team is comprised of local volunteers who have been trained in shelter fundamentals and can establish shelters at pre-determined locations throughout the City. Services offered at shelter locations may include emergency food and water, shelter, medical care, psychological first aid, domestic animal care, and related support services.

If City volunteer resources are insufficient to support mass care efforts, additional assistance may be requested through the County Department of Emergency Management. KCDEM is responsible for requesting additional assistance from organizations capable of providing mass care and individual assistance services during and immediately following a disaster.

The Emergency Management Coordinator is the lead for staffing City facilities needed for staging areas and temporary shelters, and for coordinating mass care assistance from other human service organizations, churches, schools, and private businesses.

The City of Bainbridge Island is working to establish a network of shelters, also known as “hubs,” around the island. Hub locations will be pre-staged with emergency food, water, medical supplies, and cots over the next several years.

Individual assistance to disaster victims will be provided primarily by local organizations and various county, state, and federal government agencies. The range of services needed by disaster victims will depend on the emergency, and could include temporary housing, furniture, building/repair supplies, and occupational and mental health services.

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In the event of a Presidential Disaster Declaration, additional emergency welfare services may become available to eligible disaster victims. These services are normally coordinated through a state, or federal disaster assistance center established following a disaster declaration.

The Emergency Management Coordinator, in coordination with the KCDEM, shall coordinate county, state and federal services needed for shelter and recovery services when appropriate.

Public information regarding shelter availability and locations shall be coordinated through the designated Public Information Officer (PIO).

Public Health and Medical Services Coordination

Kitsap Public Health District provides public health services to Bainbridge Island and would continue to provide these services during an emergency. The Health District's emergency response plan describes how it mobilizes and coordinates resources to address a public health emergency. Topics include communicable disease response, urgent public health information, and medical countermeasures administration and dispensing.

The Health District is also the Emergency Support Function, or ESF, #8 (Health and Medical Services) Coordinator for all of Kitsap County, as described in the Kitsap CEMP. ESF #8 includes public health, healthcare, mortuary services, and mental health.

The Health District partners with the Northwest Healthcare Response Network, the regional healthcare coalition, for healthcare emergency coordination. The Network's response activities include healthcare situational awareness, patient movement, and the facilitation of healthcare resource-sharing. More details can be found in the Network's Healthcare System Emergency Response Plan.

In the event of a public health emergency, the Health District may activate its public health Emergency Coordination Center (ECC). If staffing allows, they may send representatives to the County and/or City EOCs as needed. If resources are limited, or if access to the island is limited, the Health District would provide consultation and support from its offices or ECC. This also applies to ESF 8 coordination.

The Network may activate its Healthcare Emergency Coordination Center (HECC) to support healthcare emergency response. If they are unable to send a representative to the County or City EOC, they will provide healthcare emergency response coordination through their HECC. They work under the County's ESF 8 structure.

Evacuation

In the event of an incident requiring the evacuation of all or part of the City of Bainbridge Island, the individual ordering an evacuation shall request notification of the Emergency Management Coordinator and the activation of the EOC any time there is a need to evacuate

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individuals to public shelters or across jurisdictional boundaries. KCDEM shall be notified in the event of an evacuation.

The evacuation of people from areas of risk in the City of Bainbridge Island may involve the emergency response of more than one government jurisdiction. The movement of people may be across jurisdictional boundaries and on public streets, roads, and highways under the supervision and control of one or more jurisdictions including cities, different counties, and state government.

The Bainbridge Island Police Department will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the EOC.

Evacuation information should be as clear and direct as possible in order to provide immediate response by the affected population. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel when possible.

Provisions for the evacuation of individuals with access and functional needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the specific needs of the situation.

Planning efforts are underway within the county that address the evacuation of those with Limited English Proficiency, as well as Access and Functional Needs. These planning efforts also recognize the need to address the accommodation of pets and services animals as outlined in the Pets Evacuation and Transportation Standards Act (PETS).

Emergency Public Information

Emergency communication related to evacuation, sheltering, emergency lockdowns, food and water, public health protection, road closures, and other hazards are coordinated directly by the City of Bainbridge Island Emergency Management Coordinator and the Communications Coordinator.

The City's Communications Coordinator acts as the official PIO for coordinating the dissemination of emergency public information through the EOC. Additional City staff have been designated as backup PIOs to assist in the EOC in the event the Communications Coordinator is not available.

Emergency public information shall be coordinated through the EOC. The PIO will coordinate with the EOC Manager to prepare and coordinate the release of emergency public information. When the situation warrants, the PIO shall appoint an Assistant PIO when media briefings are required from multiple locations or the situation requires it.

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Media briefings will normally take place at the Bainbridge Island City Hall. If this location is not functional, or communications are inadequate, an alternate location will be identified and announced by the PIO.

Any or all of the following methods may be utilized to relay emergency information to the public during all phases of response and recovery:

1. COBI Nixle mass notifications (text and email to subscribers)
2. Kitsap County AlertSense mass notifications
3. Wireless Emergency Alerts (coordinated through Kitsap County)
4. City website and social media sites (Facebook and Twitter)
5. Police and Fire vehicle public address systems
6. Print, radio, and television media
7. Printed educational/informational material
8. Message boards at City facilities
9. Amateur Radio System (Ham Radio Operators)
10. Emergency Alert System (EAS)

The Nixle mass notification system is a method used to warn the public of hazardous situations within the city. This message can be sent out by the Emergency Management Coordinator, Communications Coordinator, and other selected City personnel. AlertSense and Wireless Emergency Alert (WEA) mass notifications are issued by the Kitsap County Department of Emergency Management. The Emergency Management Coordinator may request additional alerting capability through an official request to KCDEM.

The City may use its official website and social media pages on Facebook and Twitter to disseminate official emergency response information. Printed education and information materials are available through the City, KCDEM, and the Washington State Emergency Management Division.

It is anticipated that in some circumstances emergency public information may need to be released from field command posts. In this event, the individual in charge at the location shall notify the Emergency Operations Center in a timely manner and provide detailed information regarding information released.

The Emergency Alert System (EAS), which provides emergency information to the public via local radio and television stations, may be activated by contacting KCDEM. Alternative activation would be through the Kitsap 911 Communications.

If local emergency warning systems are inoperable, notification of citizens regarding emergency information and instructions may be through the Emergency Alert System, door-to-door by

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uniformed City personnel, mobile loudspeakers, message boards at City entrances, or any other means available at the time.

The City of Bainbridge Island is aware of the need to provide continuous and accessible public information throughout all phases of emergency management and to the whole community. The emergency notifications sent out by the city prior to, during, or after an emergency or disaster will take all measures to ensure that all community members, including those with LEP and AFN be notified using all available resource in communication. The resources used may include any of the methods mentioned previously and other notification resources available in the community.

Responsibilities

Emergency Medical Services and Firefighting

1. Bainbridge Island Fire Department
 - a. Provide command and control for field operations through established command posts as appropriate.
 - b. Provide fire suppression services. Coordinate response of outside agencies as appropriate.
 - c. Provide hazardous materials incident response. Coordinate response of outside agencies as appropriate.
 - d. Provide light and limited heavy rescue. Coordinate response of outside agencies as appropriate.
 - e. Provide emergency medical services with transportation to the hospital.
 - f. Develop an inventory of local medical facilities, clinics, personnel, medical transportation, communication, and supply resources.
 - g. Coordinate mass casualty incident response including triage, treatment, transportation, and set-up of an initial morgue area if needed.
 - h. Provide support for citywide structural damage assessment, traffic control, emergency warnings, road closure, and protection of property.
 - i. Provide direction, assistance, and control for evacuation efforts as appropriate.
 - j. Provide support to the EOC in the dissemination of emergency warning information to the public.
2. Bainbridge Island Emergency Medical Responders (BIEMRs)
 - a. Provide support to BIFD in performing triage and treatment as requested.
3. Kitsap County Coroner
 - a. Coordinate with the Emergency Management Coordinator to provide mortuary services as appropriate for the situation.
 - b. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses, and notification of relatives.

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- c. Coordinate activities with the Emergency Operations Center, morticians, police, and Incident Commander.
- 4. Police Department
 - a. Provide assistance to the medical examiner in the identification of the deceased.
 - b. Provide security to field morgue operations and facilities.
 - c. Provide perimeter control at incident scenes when requested.

Mass Care and Shelter

- 1. Emergency Management Coordinator
 - a. Activates Care and Shelter/Hubs Team to support care and shelter operations.
 - b. Provides coordination with provider agencies and city departments to ensure adequate care and shelter needs are met.
 - c. Work with the Kitsap County EOC to ensure city needs are met.
 - d. Coordinate resources of other providers such as other human service agencies, churches, schools, and private business who can or want to assist relief efforts.
 - e. Coordinate activation of county, state, and federal shelter and recovery services
- 2. Emergency Operations Center
 - a. Provide support to the CAST in care and shelter operations as requested.
 - b. Provide support to ARC in mass care and individual assistance operations as requested.
 - c. Provide assistance to state and federal agencies in the event that disaster assistance centers are activated in Bainbridge Island.
- 3. Care and Shelter/Hubs Team
 - a. Provides support for care and shelter operations at pre-designated Hubs facilities across the City.
 - b. Provides care, shelter, feeding, basic medical care, psychological first aid, access and functional needs, interpretation, domestic animal care, and other support services as requested.
 - c. May also provide support at just-in-time shelter locations as necessary.
- 4. Public Information Officer
 - a. Coordinate the dissemination of public information concerning care and shelter and individual assistance with local, state, and federal government agencies.
- 5. Building Inspector
 - a. When requested or prior to opening, provide building safety inspection of the shelters.
- 6. Police Department

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- a. Establish security, maintain law, and prevent crime at the shelters.
 - b. Provide crowd control at public shelters.
 - c. Assist in identifying safe routes to shelters.
7. Public Works Department
- a. Coordinate disposal of solid waste from shelters as appropriate.
 - b. Assist in emergency repairs at shelters as appropriate.
 - c. Assist in identifying safe routes of travel for shelter staff and transport of supplies.
 - d. Assist in crowd control operations with signage and barricading.
 - e. Assist in providing emergency radio communications between temporary shelters and the EOC.
 - f. Coordinate the utilization of City facilities for use as reception centers/staging areas or shelters and provide staffing as available.
8. Bainbridge Island Metropolitan Park and Recreation District
- a. Coordinate the utilization of Park District facilities for use as reception centers/staging areas or shelters and provide staffing as available.
9. Bainbridge Island School District
- a. Provide school facilities for shelter and feeding, if available.
10. Kitsap County Emergency Management
- a. Notify the American Red Cross (ARC) with details of the emergency and identified services needed when requested by the City of Bainbridge Island EOC.
 - b. Locate suitable sites for Federal Disaster Assistance Centers when requested.
11. American Red Cross (ARC)
- a. Serve as the coordinator and operator of mass care operations when City volunteer resources are not sufficient to meet local needs.
 - b. Provide food, clothing, temporary housing, mobile canteen service, medical services, and other necessities to disaster victims.
 - c. Provide health and welfare inquiry service.
12. All City Departments
- a. Make vehicles available to transport donated mass care supplies to shelters, feeding, or service center sites when requested.
 - b. Provide staff, supplies, equipment and facilities, as required by the extent of the emergency, to assist in providing emergency reception, sheltering, and feeding operations.

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Public Health and Medical Services Coordination

1. Kitsap Public Health District (KPHD)
 - a. Organization and mobilization of public health services during an emergency.
 - b. Coordinates ESF 8 support at the County and/or City Emergency Operations Center, as needed.
 - c. Monitor potential causes of communicable diseases in the wake of a disaster.
 - d. Identify and coordinate activation of additional mental health professionals when needed.
 - e. Establish monitoring facilities for problems regarding public health, water supplies, sanitation, and food needs when appropriate.
 - f. Provide information and instructions to facility managers and the public to safeguard public health, water supplies, sanitation, and food.
 - g. Coordinate emergency mass vaccination or medication dispensing activities
2. Kitsap County Coroner
 - a. Coordinate with the Emergency Management Coordinator to provide mortuary services as appropriate for the situation.
 - b. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses, and notification of relatives.
 - c. Coordinate activities with the Emergency Operations Center, morticians, police, and Incident Commander.
3. Northwest Healthcare Response Network
 - a. Maintain a 24/7 duty officer program to support healthcare response.
 - b. Coordinate with healthcare organizations, EMS agencies, and local partners related to healthcare response and recovery strategies.
 - c. Coordinate with Public Health and local/county EOCs for healthcare situational awareness and healthcare response support.
 - d. Coordinate healthcare resource requests, including facilitations of healthcare mutual aid/healthcare resource sharing, and support local EOCs as requested.
 - e. Coordinate community patient movement and patient tracking with healthcare and local partners.
4. Police Department
 - a. Provide assistance to the medical examiner in the identification of the deceased.
 - b. Provide security to field morgue operations and facilities.
 - c. Provide perimeter control at incident scenes when requested.

Evacuation

1. City Manager
 - a. Issues Proclamation of Local Emergency orders.

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2. Emergency Management Coordinator
 - a. Activates the EOC as appropriate, and provides for coordination of resources for involved agencies.
 - b. Coordinates the dissemination of emergency public information. Coordinates with the emergency messaging with KCDEM; when appropriate.
 - c. Issues evacuation orders in the absence of a higher authority.
 - d. Communicates and coordinates with nearby jurisdictions including KCDEM, Kitsap Transit, and Washington State Department of Emergency Management regarding emergency activities including evacuation routes, destination areas, and reception centers.
 - e. Coordinates mass transit with Bainbridge Island School District and Kitsap Transit through the EOC.
 - f. Direct staff and volunteers to operate emergency shelters.
3. Public Works
 - a. Provides assessment of transportation routes, identifies alternate routes, and provides temporary traffic control measures/devices and operational control of traffic signals.
 - b. Coordinates internal city public transportation resources planned for use in evacuation.
 - c. Provides for the removal of debris, abandoned vehicles, and vehicles having mechanical problems from the evacuation routes when requested.
 - d. Provides for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested.
4. Bainbridge Island Fire Department
 - a. Supports evacuation efforts when requested by BIPD.
 - b. Provides support to the EOC in dissemination of evacuation information to the public.
5. Bainbridge Island Police Department (BIPD)
 - a. Serves as the lead agency for mass evacuation coordination.
 - b. Provides direction and control for evacuation efforts.
 - c. Provides internal and perimeter security of evacuation zone.
 - d. Provides emergency traffic control in and around the evacuation zone.
 - e. Coordinates evacuation activities with law enforcement from adjacent jurisdictions and Washington State Patrol as appropriate.
 - f. Provides dissemination of evacuation information to the public as appropriate.
6. Public Information Officer
 - a. Provides information on emergency services, including evacuation information and routes, staging areas, and public shelters.

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7. Emergency Operations Center
 - a. Coordinates the opening of emergency shelters, when needed.

Emergency Public Information

1. Emergency Management Coordinator
 - a. Coordinate with the Public Information Officer on emergency notifications.
 - b. Coordinate with Kitsap County Emergency Management when additional assistance is needed for message dissemination.
2. Public Information Officer
 - a. Gather and coordinate emergency public information for timely release to the public.
 - b. Notify appropriate agencies to assist in the dissemination of emergency public information.
 - c. Give information briefings to city officials, news media, and the public.
3. City Departments
 - a. Provide timely information to the EOC regarding field activities and emergency public information.
 - b. Coordinate requests for assistance through the EOC.
4. Police Department
 - a. Assist in notification of citizens, if needed, through door to door contacts and mobile loudspeakers.
5. Kitsap County Emergency Management
 - a. Develop and release emergency information via WEA, AlertSense, or other appropriate methods as requested by the City of Bainbridge Island.

Resource Requirements

The Emergency Management Coordinator provides annual education and training on the procedures outlined in this section. If further education and training is needed, City of Bainbridge Island will collaborate with partnering or outside agencies to ensure all responsibilities are understood and well executed should a disaster or emergency happen.

References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

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Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

Resource Management

Introduction

During an emergency or disaster, normal operational capability and resources may quickly be depleted. Processes, agreements, policies, and funding mechanisms are necessary to ensure that extraordinary protective measures for lives and property can be implemented. This annex describes the management of resource needs for emergencies within the City of Bainbridge Island.

Policies

See Appendix 3: Legal Authority for listed policies related to this annex.

Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan. Due to limited on-island resources available for emergency response, mutual aid, contract services, access to state or regional resources, etc. will be needed to respond to the needs of the community.

Concept of Operations

Intrastate Mutual Aid

Mutual aid agreements exist with surrounding fire and law enforcement agencies. Requests for assistance may be through existing mutual aid agreements, the Kitsap County Fire Mutual Aid Plan and/or the Washington Intrastate Mutual Aid System. In situations when mutual aid is not available, requests will be coordinated through the EOC.

Multi-Jurisdictional Coordination

When more than one type of agency is involved in field operations, the preferred method of operation is to have combined or co-located command posts. The on-scene Incident or Unified Commander shall provide regular status reports and coordinate all requests for additional resources through the EOC. A unified command structure will normally be established when fire or law enforcement agencies from outside the City of Bainbridge Island are assisting with incidents inside the City limits.

Emergency Worker Program

The City of Bainbridge Island Emergency Management Coordinator is responsible for the registration and credentialing of Emergency Management Volunteers. Pre-registered/credentialed volunteers fit into one or more of the following categories: Community Emergency Response Team (CERT), BI Emergency Medical Responders (BIEMRs), Care and

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Shelter/Hub Response Team, Amateur Radio Team, EOC Volunteers, Shelter Managers/Hub Leads, General Support Staff, and Medical Reserve Corps (MRC).

Non-profit and faith-based volunteer organizations may be able to provide additional volunteers who can assist in the activities during and following a disaster. The Emergency Management Coordinator is responsible for maintaining a list of community groups and their skill sets; whose members can be mobilized during a disaster. During and immediately after a disaster, individuals and families will need social services such as counseling or childcare. Non-profit and faith-based volunteer organizations can assist in providing these support activities.

The Emergency Management Coordinator is responsible for coordinating and directing volunteers to various tasks and locations during and immediately after a major disaster. Additionally, the EOC has a designated Volunteer and Donations Management unit position in the Logistics Section of the EOC. The EOC will communicate with identified leaders of religious and community organizations to achieve this purpose.

Volunteers will become an important human resource in the event of a disaster. Staging areas should be designated, and persons wishing to volunteer may be directed there for registration and assignments. The EOC will be responsible for the recruitment, registration, and coordination of spontaneous volunteer emergency workers. Volunteers will be registered as temporary emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details.

Resource Typing

Currently, the City of Bainbridge Island does not have the resources available to conduct this task. When resource typing is needed, the city will work with KCDEM to conduct this task.

Inventorying

The City of Bainbridge Island has an inventorying system in place for day-to-day operations. COBI does not have an inventory system available to conduct the inventorying of resources during a disaster or emergency. The city will work closely with outside partners and KCDEM to assist with this task.

Credentialing System

The City of Bainbridge Island Emergency Management Coordinator is responsible for the registration and credentialing of all Emergency Management Volunteers. All volunteers complete an application and background check before verification and approval of their status as an Emergency Management Volunteer. Credentialed and spontaneous volunteers must wear picture ID badges provided by the Emergency Management Coordinator when volunteering in a disaster.

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Health and Medical Logistics

Kitsap Public Health District is responsible for Kitsap County's mass dispensing plan, which includes the requesting, receipt, and distribution of emergency medicines and vaccinations. The Health District will coordinate with the City of Bainbridge Island to conduct emergency mass dispensing operations on the island.

The Kitsap Emergency Operations Center, managed by KCDEM, will process requests for non-medical resources during an emergency. The handling of these requests will be supported, as needed, by the Emergency Support Function 8 or Health and Medical Unit Leader. This role is typically filled by the Health District.

If a healthcare facility on Bainbridge Island needs a medical resource, they can also contact the Northwest Healthcare Response Network. The Network can act as a resource broker between healthcare facilities. Any resource requests not able to be completed with Coalition partners will be sent along to Public Health District to manage with KCDEM.

Responsibilities

Intrastate Mutual Aid

1. Police Department
 - a. Provide law enforcement activities within the city, which includes the enforcement of any special emergency orders issued by the City Manager as the executive head of the City under Chapter 2.44 BIMC.
 - b. Provide emergency traffic control, support for evacuations, windshield surveys, and assist with citywide damage assessment as needed.
 - c. Provide security at incident scenes and the Emergency Operations Center as needed.
 - d. Develop and maintain resource lists for equipment, personnel, and supply sources.
 - e. Coordinate requests for outside assistance through the EOC.
2. Fire Department
 - a. Provide fire suppression and control, emergency medical services, and immediate life safety services within Bainbridge Island.
 - b. Develop a list of resources that includes apparatus, equipment, personnel, and supply sources.
 - c. Implement the Kitsap County Fire Resources Plan when appropriate. (Separately published document).
 - d. Develop departmental procedures for use during major emergencies and disasters.
 - e. Provide regular status reports and information regarding operational and resource needs to the EOC.

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- f. Provide a representative to the EOC to assist in the prioritization and coordination of department-wide response efforts as well as regional coordination with Kitsap County EOC when appropriate.
- 3. Public Works Department
 - a. May provide operational support with light and heavy equipment, manpower, traffic control, and control of utilities during emergencies.

Multi-Jurisdictional Coordination

- 1. Police Department
 - a. Provide law enforcement activities within the City, which includes the enforcement of any special emergency orders issued by the City Manager as the executive head of the City under Chapter 2.44 BIMC.
 - b. Provide emergency traffic control, support for evacuations, windshield surveys, and assist with citywide damage assessment as needed.
 - c. Provide security at incident scenes and the Emergency Operations Center as needed.
 - d. Develop and maintain resource lists for equipment, personnel, and supply sources.
 - e. Coordinate requests for outside assistance through the EOC.
- 2. Fire Department
 - a. Provide fire suppression and control, emergency medical services, and immediate life safety services within Bainbridge Island.
 - b. Develop a list of resources that includes apparatus, equipment, personnel, and supply sources.
 - c. Implement the Kitsap County Fire Resources Plan when appropriate. (Separately published document).
 - d. Develop departmental procedures for use during major emergencies and disasters.
 - e. Provide regular status reports and information regarding operational and resource needs to the EOC.
 - f. Provide a representative to the EOC to assist in the prioritization and coordination of department-wide response efforts as well as regional coordination with Kitsap County EOC when appropriate.
- 3. Public Works Department
 - a. May provide operational support with light and heavy equipment, manpower, traffic control, and control of utilities during emergencies.

Emergency Worker Program

- 1. Emergency Management Coordinator

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- a. Implement Emergency Management Volunteer registration and credentialing process.
 - b. Coordinate with the EOC for volunteer activations.
 - c. Communicate with volunteer and religious organizations regarding need for additional volunteer services.
2. Bainbridge Prepares
 - a. Encourage Bainbridge Prepares volunteers to register with the City as Emergency Management Volunteers.
 - b. Provide a representative to the EOC to serve in the Volunteer and Donations Management Unit.
3. Non-profit and Faith-based Volunteer Organizations
 - a. Contact members and mobilize as requested by the Emergency Management Coordinator.
4. City Manager
 - a. Provide Proclamation of Local Emergency.
 - b. Serve as the primary Disaster Manager when the EOC is activated.
 - c. Coordinate assignment of City employees, as necessary, to make best use of employee resources in disaster response and recovery.
5. City Council
 - a. Approve Proclamation of Local Emergency.
 - b. All Departments
 - c. Develop procedures to utilize all City staff for emergency assignments and identify staff who could be released to assist other departments.
6. Emergency Operations Center
 - a. Work directly with Emergency Management Coordinator to register temporary emergency workers and volunteers as required by emergency circumstances (other than City employees).
 - b. Prioritize needs for human resources help and assign volunteers appropriately.
 - c. Provide necessary emergency temporary worker registration materials, such as registration forms, identification cards, explanation of administrative procedures, etc.
 - d. Process any claims of volunteers registered as emergency workers.

Resource Typing

1. Kitsap County Emergency Management
 - a. Assist with resource typing when requested.

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Inventorying

1. All Departments
 - a. Coordinate with the EOC to assist with the inventorying of supplies and resources when requested.
2. Kitsap County Emergency Management
 - a. Provide support, when needed, in the inventorying of resources and supplies.

Credentialing System

1. Emergency Management Coordinator
 - a. Implement Emergency Management Volunteer registration and credentialing process.
 - b. Coordinate with the EOC to implement registration and credentialing process for spontaneous volunteers.

Health and Medical Logistics

1. Kitsap Public Health District
 - a. Maintain Kitsap County's mass dispensing plan, including the conduct of mass dispensing trainings and exercises.
 - b. Provide support, when needed, in the requesting of medical resources and supplies.
2. Northwest Healthcare Response Network
 - a. Support, when needed, brokering of medical resources among healthcare facilities within its jurisdiction. Coordinate with local Public Health District and KCDEM for all unfulfilled medical resource requests
 - b. Connect all non-medical resource requests to KCDEM.
3. Kitsap County Emergency Management
 - a. Provide support, when needed, in the requesting of medical and non-medical resources and supplies from healthcare organizations.

Resource Requirements

The Emergency Management Coordinator provides annual education and training on the procedures outlined in this section. If further education and training is needed, the City of Bainbridge Island will collaborate with partnering or outside agencies to ensure all responsibilities are understood and well executed should a disaster or emergency happen.

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References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

Terms and Definitions

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Critical Infrastructure

Introduction

One of the most important obligations of government is to maintain public infrastructure. When emergencies destroy, damage, or weaken roadways, power distribution, water, sewer, and garbage or debris removal, the economy and the public health and welfare can be severely impacted. This purpose of this annex is to identify the critical tasks, capability, and process for identifying damage to the City of Bainbridge Island's critical infrastructure and key resources, and the City's ability to prioritize and restore those systems to normal operations or use.

Policies

See Appendix 3: Legal Authority for listed policies related to this annex.

Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan. The City has limited resources for emergency response that may impact the ability to respond to damage to critical infrastructure including: transportation, communications systems, water/wastewater, and power.

Concept of Operations

Transportation

The Kitsap County EOC is the lead agency for the coordination of outside transportation resources (Kitsap Transit). The City of Bainbridge Island Public Works Department will coordinate transportation within the city. Additional resources or assistance may be obtained through existing mutual agreements and/or private contractors.

Public Works will coordinate with city and county agencies to establish transportation routes out of or through the city. The Public Works Department will coordinate with local providers of transportation (school district, etc.) to supply required vehicles for evacuation or relocation. This will be coordinated through the EOC. The Public Works Director shall designate a representative to the EOC. Public Works staff will be mobilized as needed.

The City of Bainbridge Island has also established a City and Citizen Flotilla of volunteer boat owners who may assist with transportation needs on and off the island when the bridge and ferry service are compromised.

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Communications Systems

The primary source of dispatch communications for the Bainbridge Island Fire Department and the Bainbridge Island Police Department is coordinated by Kitsap 911, located at 911 Carver Street W, Bremerton, WA.

The City of Bainbridge Island maintains its own internal VHF radio frequencies, which are normally used for communications by the Public Works and Bainbridge Island Police Departments. In the event of an emergency, these frequencies may be used by the EOC to coordinate and share information with field responders and other City departments.

The Police Department and Information Technology Department work together to provide overall direction and control of the emergency communications support activities of the City during a disaster or emergency situations.

Coordination with the EOC will be critical to the City's ability to coordinate and respond to an emergency.

Partial or total disruption of normal communications may occur during an emergency. Primary and auxiliary modes of communications are vital to any emergency operations activity.

The existing telephone system provided through the general telephone switch network system, along with the City's existing radio systems, will provide the primary modes of communication.

Additional volunteers may be activated as necessary to supplement the City's radio system such as local amateur radio operators. The Bainbridge Island Emergency Auxiliary Radio Service (BEARS) is an established team and may be called upon to support local communications.

The City of Bainbridge Island uses the Nixle mass notification system send out emergency messaging to the community, as well as to city employees, those serving in the EOC, and others involved with response activities. All employees with the City of Bainbridge Island are registered with Nixle and are aware that this system will be used during an emergency.

If the telephone system fails, city cellular phones and employee cellular phones are available for use for the EOC and field operations. All City cell phones are subscribed to Wireless Priority Service (WPS) and the Bainbridge Island Fire Department and Police Department cell phones are a part of the AT&T FirstNet network.

Fax machines are available in the EOC, Bainbridge Island Public Works Operations and Maintenance facility and the Bainbridge Island City Hall. These machines may also be used as a means of communications.

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Water/Wastewater

The Bainbridge Island Public Works Department is the lead agency for the coordination of Public Works activities within the City.

The Public Works Department shall provide damage assessment of Public Works facilities, transportation routes, and essential City owned buildings. The department shall provide for emergency repair of city owned facilities. Priority shall be given to facilities that provide critical and essential services.

The Public Works Department shall coordinate with private utility companies responsible for electricity, telephone, cable, and solid waste collection to ensure all recovery operations are conducted in as orderly a manner as possible.

The Public Works Director shall designate a representative to the Emergency Operations Center.

Additional resources or Public Works assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors.

Public Works staff will be mobilized on a case-by-case basis. This will normally be done through the department's notification procedures.

Utilities

The following utility systems operate in the City of Bainbridge Island:

- Surface Water
- Water (Public Works, Bainbridge Island)
- Sewer (Public Works, Bainbridge Island)
- Electric Power (Puget Sound Energy)
- Telephone (CenturyLink)
- Solid Waste (Bainbridge Disposal)
- Cable T.V. (Comcast)
- Propane (various private supply companies)

The Public Works Department is the lead agency for the coordination of all utility activities within the City of Bainbridge Island.

The Public Works Director shall designate a representative for utilities to the EOC.

Additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts with private contractors.

Public Works staff will be mobilized on a case-by-case basis. This will normally be done by telephone or pager, through the department's notification procedures.

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Public Works shall provide damage assessment of public utilities. Priority shall be given to facilities that provide critical and essential services.

Electric power is maintained by Puget Sound Energy.

Responsibilities

Transportation

1. Public Works
 - a. Act as necessary to provide transportation as required by conditions of critical routes.
 - b. Provide for the safe and effective operations of transportation equipment through coordination with Police and Fire Departments.
 - c. Provide and/or coordinate property restoration of critical transportation systems.
 - d. Provide or contract for transportation services as appropriate through support agencies/businesses.
 - e. Maintain an inventory of public/private transportation suppliers (Kitsap Transit, WSF, school district, fire district, etc.).
 - f. Document costs and activities.
2. Flotilla
 - a. Provide transportation support for EOC and citizen needs through the City and Citizen Flotilla cadre of volunteer boat owners.
3. Emergency Operations Center
 - a. Coordinate with Kitsap Transit, Washington State Department of Transportation, Washington State Ferries, and the Flotilla on transportation needs related to disaster response operations
 - b. Activate the Flotilla to support disaster response operations if access on and off the island is compromised due to bridge closure and ferry service termination

Communications System

1. Police Department
 - a. Direct emergency communications support activities of the City.
 - b. Advise EOC on status and capabilities of emergency communications system.
 - c. Recommend reallocation or redistribution of radio and cellular telephone resources used by City departments as needed to effectively maintain communications in emergency situations.
 - d. Coordinate with Communications Branch in the EOC on use of alternate communications systems if normal channels are inoperable.

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2. Emergency Operations Center
 - a. Coordinate activation of volunteer radio networks as needed.
3. Information Technology
 - a. Arrange additional communications capabilities when needed.
 - b. Establish restoration priorities for emergency telephone and radio systems.

Water/Wastewater

1. Public Works
 - a. Take immediate action as necessary, in conjunction with the Police Department, to protect the public from unsafe conditions and implement detours and/or road closures as directed by the EOC.
 - b. Conduct immediate field assessment of the status of the streets network, and City facilities and report findings to the EOC.
 - c. Provide for the safe and effective operation of streets and walkways through the removal of debris.
 - d. Provide emergency public information through the EOC regarding matters of public health hazards related to damaged facilities.
 - e. Provide for priority restoration of critical facilities.
 - f. Provide or contract for major recovery work and/or service when appropriate.
 - g. Maintain an inventory of equipment (signs, barricades, paint, etc.) that is ready to be used to respond to road closures, detours, route markings, etc.
 - h. Conduct minor street and structure repair whenever it has been decided to perform such service in-house or whenever immediate restoration is critical and possible.
 - i. Assist other City departments when requested and possible.
 - j. Coordinate repair operations with outside agencies and franchise utilities as appropriate.
 - k. Assist with arrangements for alternate locations from which to operate City business as appropriate.
 - l. Document costs and activities.
2. Planning and Community Development Department
 - a. Support the Public Works Department when requested by the Public Works Director.

Energy

1. Public Works
 - a. Coordinate water supply and sewer collection with appropriate purveyors.
 - b. Communicate health and environment issues to the EOC.
 - c. Assist in damage assessment of public and private utilities. Provide for priority restoration of critical facilities through the EOC.

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- d. Coordinate repair operations with franchised utilities and outside agencies as appropriate through the EOC.
- e. Coordinate citywide solid waste collection services.
- f. Operate the public detention systems to control flooding and/or property damage.
- g. Public Works shall coordinate all recovery work with private utilities/businesses responsible for electricity, telephone, water, sewer, and cable through the EOC. The EOC will notify the appropriate agencies.
- h. Document costs and activities.

Attachments

Attachment 1: Bainbridge Island Critical Infrastructure List

Resource Requirements

The Emergency Management Coordinator provides annual education and training on the procedures outlined in this section. If further education and training is needed, City of Bainbridge Island will collaborate with partnering or outside agencies to ensure all responsibilities are understood and well executed should a disaster or emergency happen.

References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

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Attachment 1: Bainbridge Island Critical Infrastructure

City Owned Critical Facilities

1	City Hall	280 Madison Ave	
2	Police Department	625 Winslow Way East	
3	Senior Center/Commons	Waterfront Park	
4	Public Works Facility	7305 H8idden Cove Road	
5	Municipal Court	10255 NE Valley RD	
6	Head of Bay Well Site	7290 Wyatt Way	Wells, treatment, booster pumps
7	Sands Avenue Well Site	8499 Sands Avenue NE	Wells, treatment, booster pumps
8	Fletcher Bay Well Site	5579 N.E. Foster Road	Well, treatment, booster pump
9	Commodore Well Site		Well, treatment, booster pumps
10	1.0 Million Gallon Reservoir	1755 Lewis Place NW	1,000,000 gal above ground tank
11	1.5 Million Gallon Reservoir	1755 Lewis Place NW	1,500,000 gal above ground tank
12	Grand Avenue Reservoir	Cherry Avenue	300,000 gal above ground tank
13	Rockaway Reservoir	1100 Old Creosote Road	132,000 gal above ground tank
14	Rockaway Treatment Facility	1100 Old Creosote Road	Treatment
15	Rockaway Taylor Avenue Well	Taylor Avenue	Well
16	Erickson Avenue PRV	Eriksen and Wyatt	Underground PRV station
17	Cherry Avenue PRV	851 Cherry Avenue	Underground PRV station
18	Grow Avenue PRV	Grow and Wyatt	Underground PRV station
19	Madison/Knechtel PRV	Madison and Knechtel	Underground PRV station
20	Weaver PRV	Weaver between HS & Wyatt	Underground PRV station
21	Madison Avenue PRV	Madison and Madrona	Underground PRV station
22	Ferncliff Avenue PRV	Ferncliff and Wing Point	Underground PRV station
23	Cave Avenue PRV	Cave Avenue	Underground PRV station
24	Highway 305 South	400 Harborview Drive SE	Dry pit pump station
25	Island Terrace	1174 Ferncliff Avenue NE	Dry pit pump station
26	Klickitat	692 Klickitat Place NE	Dry pit pump station
27	Lower Hawley	1195 Irene Place NE	Dry pit pump station
28	Lower Lovell	426 Lovell Avenue SW	Dry pit pump station
29	Lynwood Center	4573 Point White Drive NE	Wet pit pump station
30	North Town Woods	9665 NE North Town Loop	Dry pit pump station
31	Old Treatment Plant	310 Madison Avenue S	Dry pit pump station
32	Sunday Cove	691 Winslow Way West	Dry pit pump station

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33	Village	920 Hildebrand Lance NE	Dry pit pump station
34	Wing Point	6481 Wing Point Drive NE	Dry pit pump station
35	Sakai Village	1879 Sakai Loop	Wet pit pump station
36	Ferry Terminal	Olympic Drive	Wet pit pump station
37	Rockaway	3900 Rockaway Beach Rd	Wet pit pump station
38	Vineyard Lane	682 State Highway 305	Wet pit pump station
39	Woodward School	9125 N.E. Sportsman Club	Wet pit pump station
40	Madrona	Madison and New Brooklyn	Wet pit pump station
41	Wastewater Treatment Plant	1220 Donald Place	Wastewater treatment facilities
42	Vincent Road Landfill	6400 Don Palmer Avenue	Closed landfill
43	Stormwater Decant Facility	6401 Don Palmer Avenue	Stormwater spoils handling facility

Non-City Owned Critical Facilities

1. Agate Pass Bridge
2. Winslow Ferry Terminal
3. Washington State Ferry Maintenance Yard
4. Elementary Schools: Blakey, Ordway, Wilkes, & Odyssey
5. Sakai Intermediate School
6. Woodward Middle School
7. Bainbridge High School
8. Commodore Options School
9. Island School
10. Hyla Middle School
11. Madrona School
12. Montessori Country School
13. St. Cecilia Catholic School
14. Police Station
15. Fire Stations 21, 22, and 23
16. BI Metro Park and Recreation District
 - i. Strawberry Hill facilities
 - ii. Aquatics Center
17. Swedish Medical
18. Virginia Mason Medical
19. CHI Franciscan/City MD
20. Island Health and Rehabilitation
21. BI Historical Museum
22. BI Museum of Art
23. Kitsap Regional Library – Bainbridge Branch
24. Madrona House (BI Senior Living)
25. Madison Avenue House (BI Senior Living)

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26. Winslow Manor (BI Senior Living)
27. Wyatt House (BI Senior Living)
28. IslandWood
29. Fort Ward Wastewater Treatment Plant
30. Two high power transmission lines across Agate Pass
31. Three PSE Sub-stations (Port Madison, Winslow, and Murden Cove)
32. Hubs (shelter) Locations
 - a. Bloedel Reserve
 - b. Island Church
 - c. Seabold United Methodist Church
 - d. Battle Point Park
 - e. Ft. Ward Park

APPENDICES

CITY OF BAINBRIDGE ISLAND, WASHINGTON COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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Terms and Definitions

NAME	DESCRIPTION
AAR	After Action Report
Access and Functional Needs	Those members of the community that may have additional needs before, during and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.
ADA	Americans with Disabilities Act
Administration and Finance Chief	In an incident, responsible for communications flow, record keeping, and financial support.
Advanced Life Support	Refers to services by a paramedic considered “advanced,” such as cardiac monitoring, endotracheal intubation, intravenous therapy, and selected trauma surgical procedures.
AFN	Access and Functional Needs
After Action Report	A narrative report that presents issues found during an incident or exercise along with recommendations on how those issues can be resolved.
All-Hazard	Describing an incident, natural, or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economical activities.
Allocated Resources	Resources dispatched to an incident that have not yet checked in with the Incident Command Center.
ALS	Advanced Life Support
Alternate Facility	An alternate work site that provides the capability to perform minimum essential departmental or jurisdictional functions until normal operations can be resumed.
American Red Cross	The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies.
Animal Shelter	A place where animals are kept when stray, lost, abandoned, or during a time of disaster when owners need a place to keep them.
Annex	The purpose of an annex is to describe operations for a particular function. It defines the function and shows how activities of various participants in the functional organization are coordinated. The annex is action oriented. It is written for, and preferably by, the person responsible for controlling resources available to accomplish the objectives of the function in any large-scale emergency. It is a substantial, freestanding plan that is specific to carry out a task. Examples: Fire Mobilization Plan, Hazmat Plan, Pet Care Plan.

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Appendices	An appendix contains details, methods and technical information that are unique to specific hazards identified as being likely to pose a threat of disaster in the community. Appendices should be attached to functional annexes. Appendices are supplementary, helper documents, frequently changing but without specific direction. Examples, non-critical lists such as phone lists or annual lists of events.
ARC	American Red Cross
Assigned Resources	Resources checked in and available for assignment.
Awareness	The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.
Base	In Incident Command, location at which the primary logistics functions are coordinated and administered. The incident Command Post may be located with the Base. There is only one Base per incident.
Basic Life Support	A specific level of pre-hospital medical care provided by trained responders, including emergency medical technicians, in the absence of advanced medical care.
BLS	Basic Life Support
Branch	That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is the organizational level between Section and Division/Group.
Catastrophic Event	An emergency event that renders a department's or jurisdictions primary facility unusable for a sustained period of up to or exceeding 30 days.
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulations
CISD	Critical Incident Stress Debriefing
Clear Text	The use of plain English in radio communications transmissions. No ten codes or agency-specific codes are used when using clear text.
Code of Federal Regulations	The primary volume regarding the Public Assistance Program under FEMA's direction.
COG	Continuity of Government
Command	The function in the Incident Command System responsible for overall direction and control of the incident.
Command Staff	The command Staff consists of the Safety Officer, Liaison Officer, and Information Officer, who report directly to the Incident Commander.

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Comprehensive Emergency Management Plan	The plan developed by the Division of Emergency Management and participating entities, which addresses the mitigation, preparation, response, and recovery activities associated with emergency/disaster situations.
Comprehensive Preparedness Guide 101	Comprehensive Preparedness Guide 101 provides Federal Emergency Management Agency (FEMA) guidance on the fundamentals of planning and developing emergency operations plans (EOP).
Contingency staff/team	The personnel of the department of jurisdiction who are designated to report to the alternate facility during COOP implementation to ensure that the department or jurisdiction is able to perform its essential functions.
Continuity of Government	Measures taken by a government to continue to perform required functions during and after a severe emergency. COG is a coordinated effort within each branch of government to continue its minimum essential responsibilities in a catastrophic emergency.
Continuity of Operations	An internal effort within individual components of a government to ensure the capabilities exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accident and technological or attack-related emergencies.
COOP	Continuity of Operations Plan
Cooperating Agency	An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (American Red Cross law enforcement, public works, etc.).
Cost Share	A sharing of costs between the Federal and State governments when the President declares a disaster or emergency.
County Organizations	Private entities that are signatories to the CEMP and have a designated responsibility for carrying provisions out within the CEMP.
CPG 101	Comprehensive Preparedness Guide 101
Critical Incident Stress Debriefing	An organized approach to supporting emergency services personnel and survivors who are involved in emergency operations under conditions of extreme stress. The purpose of the debriefing group is to assist in mitigating long-term emotional trauma.
Critical Infrastructure	Assets, systems, and networks, whether physical or virtual, so vital that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters.
Cyber	Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.
Damage Assessment	The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event. Estimation of damages made after a disaster has occurred which

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	serves as the basis of the City Manager's Proclamation of Local Emergency.
Declaration of Disaster, Presidential	Activates certain federal assistance under the provisions of Public Law 93-288 the Robert T. Stafford Disaster Relief Act; made by the President; requested by the Governor.
Declarations of Disaster, local	An indication to the Governor of the State of Washington that local resources have or may soon be exhausted, and that special assistance is required to meet the needs of the emergency; a resolution made by the City Council; necessary prior to direct assistance from the state.
Delegated Authority	An official mandate calling on the individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.
Demobilization	The orderly, safe, and efficient return of an incident resource to its original location and status.
Designated Area	Any county in the state identified with an emergency or major disaster-affected area that has been determined eligible for federal assistance.
Direction and Control	The emergency support function that defines the management of emergency response and recovery.
Direction and Control Exercise	An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.
Disaster	An event, expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.
Disaster Assessment	Estimation of damages made after a disaster has occurred which serves as the basis of a Proclamation of a Local Emergency.
Disaster Field office	(DFO) A temporary location to coordinate disaster response over a prolonged period.
Documentation Unit	Functional unit within the Planning Section. Responsible for recording, collecting, and protecting all documents relevant to the incident.
Donated Resources	Volunteer labor, donated equipment, and donated materials.
EMC; EMAC	Emergency Management Council; Emergency Management Advisory Committee

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Emergency	A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment. "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 92-288)
Emergency Alert System	(EAS) A federally mandated program established to enable the President, federal, state and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Formerly known as the Emergency Broadcast System (EBS), it requires broadcasters to relay emergency information. This system is for immediate action emergencies where the public needs to be informed. Example, dam failure, hazmat chemical cloud.
Emergency Management	Organized analysis, planning, decision-making, and assignment of available resources to mitigate, prepare for, respond to, and recover from the effects of any hazards.
Emergency Medical Services	A national network of services coordinated to provide aid and medical assistance from primary response to definitive care; involves personnel trained in rescue, stabilization, transportation, and advanced treatment of traumatic or medical emergencies.
Emergency Operations Center	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility, or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribe), or some combination thereof.
Emergency Support Function	A grouping of government and certain private sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESF's serve as the primary operation-level mechanism

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	to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions or primary Federal responsibility.
Emergency Worker Compensation	Liability coverage for certain volunteer emergency workers under the provisions of the Revised Code of Washington, Chapter 38.52.
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ESF	Emergency Support Function
Evacuations	Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
Event	A significant event or designated special event requiring security, such as inaugurals, State of the Union addresses, the Olympics, and international summit conferences.
FEMA	Federal Emergency Management Agency
Finance / Administration Section	Section in the Incident Command System responsible for coordination of fiscal control measures, cost tracking, and procurement management.
HAM Radio	Amateur Radio, a licensed citizen radio system which can be used during times of emergency.
Hazard	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Hazard Mitigation	Any action taken to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities.
HHS	Health and Human Services
Homeland Security Exercise and Evaluation Program	Provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.
Hot Wash	The immediate after-action discussion and evaluation of performances of an exercise, training, or real-world event.
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
Incident	An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public

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	health and medical emergencies, and other occurrences requiring and emergency response.
Incident Command System	Nationally recognized emergency management method for the coordination of multiple resources in a complex incident. Adaptable to single jurisdiction/single agency; single jurisdiction/multiple agency; multiple jurisdiction/multiple agencies. Consists of 5 primary components: Command, Operations, Planning, Logistics, and Finance/Administration.
Incident Commander	The person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved.
JFO	Joint Field Office
JIC	Joint Information Center
Joint Field Office	The central coordination point for recovery assistance programs among local, state, Federal, and tribal agencies; as well as, voluntary organization
Joint Information Center	A center established to coordinate the public information activities for a large incident for responding agencies.
Joint Information Center	A facility established to coordinate all incident related public information activities on-scene. It is the central point of contact for all news media at the scene of the incident. Public information officials from participating federal, State, local, and tribal agencies and nongovernmental entities also may co-locate at the JIC.
Jurisdiction	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).
KCDem	Kitsap County Emergency Management
KCSO	Kitsap County Sheriff Office
Kitsap Community Alerts; AlertSense	A mass notification system that allows for the alerting of emergency or non-emergency incidents that may have significant impact to the community.
KPHD	Kitsap Public Health District
LEP	Limited English Proficiency
LEPC	Local Emergency Planning Committee
Limited English Proficiency	A person who is not fluent in the English language and/or may have limited ability to speak, read, write, and understand the English language. Often, English is not their native language.

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Local Emergency Planning Committee	A committee that represents local governments, emergency response officials, environmental and citizen groups, industry and other interested parties in each of the 40 emergency planning districts in Washington state that was established by the State Emergency Response Commission to coordinate hazardous material issues and carry out the mandate of the Emergency Planning and Community Right-to-Know Act of 1986.
Logistics Section	Section in Incident Command System responsible for the acquisition and tracking of personnel, supplies, equipment, transportation resources, facilities, etc.
Mitigation	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often identified by lessons learning from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measure that can take to reduce loss and injury.
Multi-jurisdictional	Planning that entails the planning of multiple jurisdictions and agencies, which may also be outside of the jurisdiction.
Mutual Aid Agreement	Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.
National Incident Management System	A system that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility between Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. They are identified as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.
NGO	Non-Governmental Organization
NIMS	National Incident Management System
Non-Governmental Organization	An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a

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	government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations, American Red Cross, Salvation Army.
NRF	National Response Framework
Operations Section	Section of the Incident Command System responsible for coordination of emergency resources involved in the direct response to the incident including fire, emergency medical services, police, public works, mass care, etc.
PETS	Pets Evacuation and Transportation Standards Act
Pets Evacuation and Transportation Standards Act	Requirement that states seeking Federal Emergency management Agency (FEMA) assistance to accommodate pets and service animals in their plans for evacuating residents facing disasters.
PIO	Public Information Officer
Planning Section	Section of the Incident Command System responsible for operational planning, information management, documentation, etc.
Preparedness	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.
Prevention	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Prevention measures may be implemented prior to, during, or after an incident. Prevention measures are often identified by lessons learned from prior incidents. Prevention involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Prevention can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.
Proclamation of Local Emergency	An indication that extreme measures may be necessary to preserve life and property; a proclamation made by the City Council; activates certain emergency powers.
Public Information Officer	The communications coordinator or spokesperson of certain governmental organizations.
RCW	Revised Code of Washington

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Recovery	The development, coordination, and execution of service and site restoration plans; the reconstruction of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.
Response	Personnel and major items of equipment, supplies, and faculties available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support to supervisory capacities at an incident or at an EOC.
Sit-Rep	Situation Report
Volunteers	Individuals aiding during a disaster. These volunteers can be individuals or organizations.
Whole Community	Principles, themes, and pathways for action presents a foundation for increasing individual preparedness and engaging with member of the community as collaborative resources to enhance the resiliency and security of the community.
WSP	Washington State Patrol

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

References and Supporting Plans

Local

- Bainbridge Island Fire Department Community Wildfire Protection Plan
- City of Bainbridge Island Municipal Code 2.28
- City of Bainbridge Island Hazards Mitigation Plan
- Kitsap County Fire Resource Plan
- Kitsap County Hazard Mitigation Plan
- Kitsap County Comprehensive Emergency Management Plan
- Kitsap County Emergency Operations Center Manual
- Kitsap County Sheriff's Office Standard Operating Policies and Procedures Manuals
- Kitsap County Mass Casualty Incident Plan
- Kitsap County Mass Fatality Plan

State

- Washington State Department of Transportation Disaster
- Washington State Comprehensive Emergency Management Plan
- Washington State Hazard Identification and Vulnerability Assessment
- Washington State Mutual Aid Peace Officers Power Act
- Washington State Fire Services Resources Mobilization Plan
- Washington State Intrastate Mutual Aid System (WAMAS) Operations & Deployment Guide
- Interstate Mutual Aid Compact

Federal

- Homeland Security Presidential Directive
 - Directive 5
 - Directive 8
- FEMA National Prevention Framework
- FEMA National Protection Framework
- FEMA National Mitigation Framework
- FEMA National Response Framework
- FEMA National Disaster Recovery Framework
- FEMA National Preparedness Goal
- FEMA National Incident Management System
- FEMA Comprehensive Preparedness Guide 101, Developing and Maintaining Emergency Operations Plans, Version 2

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

- Presidential Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency
- Presidential Executive Order 13347, Individuals with Disabilities in Emergency Preparedness

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Legal Authority

Local

- Bainbridge Island Municipal Code Chapter 2.44
- Kitsap County Inter-Local Cooperative Agreement for Emergency Management

State

- Revised Code of Washington
 - o 10.93 Washington Mutual Aid Peace Officer Powers Act
 - o 35.33.081, 35A.33.080, 35A.34.140, 36.40.180, Emergency expenditures-Nondebtable emergencies
 - o 38.52, Emergency Management
 - o 39.34, Interlocal Cooperation Act
 - o 42.14 Continuity of Government Act
 - o 43.43.962, Washington State Patrol – State Fire Service Mobilization Plan
 - o 43.43.972, Washington State Law Enforcement Mobilization
 - o 49.60.400, Discrimination, Preferential Treatment Prohibited
- Washington Administrative Code
 - o 118-04, Emergency Worker Program
 - o 118-30, Local Emergency Management/Services Organizations, Plans, and Programs
 - o 296-62, General Occupational Health Standards

Federal

- Title 44, Code of Federal Regulations (CFR), Part 206, *Federal Disaster Assistance*
 - o Title 44, CFR, Section 206.11 – Nondiscrimination in disaster assistance
- Public Law
 - o 81-920, Federal Civil Defense Act of 1950, as amended
 - o 88-352, Civil Rights Act of 1964, as amended
 - o 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - o 96-342, Improved Civil Defense Act of 1980, as amended
 - o 99-499, Superfund Amendments and Reauthorization Act of 1986, Title III, Emergency Planning and Community Right to Know
 - o 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - o 104-321, Emergency Management Assistance Compact
 - o 105-19, Volunteer Protection Act of 1997, as amended
 - o 105-381, Pacific Northwest Emergency Management Arrangement
 - o 107-296, Homeland Security Act of 2002, as amended

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

- o 109-295, Title VI - Post Katrina Emergency Management Reform Act, 2006
- o 109-308, Pets Evacuation and Transportation Standards Act, 2006
- o 110-325, The ADA Amendments Act of 2008, amending the Americans with Disabilities Act of 1990
- o 112-141, Moving Ahead for Progress in the 21st Century Act



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:25 PM) Memorandum of Understanding with Seattle Police Department Regarding Agency Participation in the Internet Crimes Against Children (ICAC) Multi-Jurisdictional Task Force - Police,

SUMMARY: The Bainbridge Island Police Department wishes to become an "Affiliate Agency" of the Internet Crimes Against Children Task Force in order to expand available resources, increase training, and enhance the ability to successfully investigate Internet crimes against children.

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

RECOMMENDED MOTION: I move to forward the Memorandum of Understanding with the Seattle Police Department Regarding Agency Participation in the Internet Crimes Against Children (ICAC) for approval with the January 14, 2020 Consent Agenda.

STRATEGIC PRIORITY: Safe City

FISCAL IMPACT:

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

BACKGROUND: The United States Department of Justice's Office of Juvenile Justice and Delinquency Prevention (OJJDP) have created the Internet Crimes Against Children (ICAC) Task Force Program, a national network of state and local law enforcement cybercrime units. The mission of ICAC is to assist state and local law enforcement agencies in developing an effective response to technology-facilitated child sexual exploitation and Internet crimes against children using a multi-jurisdictional, multi-agency, team approach. The Seattle Police Department has been designated by the OJJDP as the Lead Agency of the ICAC, and as the recipient of a Federal grant, the SPD assists state and local law enforcement agencies (Affiliate Agencies) by increasing their computer forensic capabilities, expanding available resources, and promoting appropriate training to ensure the successful investigation of Internet related crimes against children.

ATTACHMENTS:

[NW Regional Task Force Memorandum of Understanding](#)

FISCAL DETAILS: The BIPD believes participation in the ICAC Task Force will have an indirect and negligible fiscal impact.

Fund Name(s):

Coding:



INTERAGENCY AGREEMENT

BETWEEN

THE WASHINGTON STATE INTERNET
CRIMES AGAINST CHILDREN TASK FORCE
ACTING THROUGH THE CITY
OF SEATTLE POLICE DEPARTMENT

AND

BAINBRIDGE ISLAND POLICE DEPARTMENT

This Interagency Agreement is entered into by and between the Washington State Internet Crimes against Children Task Force (WA ICAC TF), acting through the City of Seattle Police Department and Bainbridge Police Department (Affiliate Agency) acting through its duly authorized representative.

WHEREAS, The United States Department of Justice (DOJ) Office of Juvenile Justice and Delinquency Prevention (OJJDP) have created the Internet Crimes Against Children (ICAC) Task Force Program, which is a national network of state and local law enforcement cybercrime units. The mission of the national ICAC Task Force Program is to assist state and local law enforcement agencies develop an effective response to technology-facilitated child sexual exploitation and Internet crimes against children. This assistance encompasses forensic and investigative components, training and technical assistance, victim services, prevention and community education. Due in large part to the technological aspects of these cases, the ICAC Task Force Program promotes a multi-jurisdictional, multi-agency, team approach to investigating and prosecuting ICAC cases; and

WHEREAS, the ICAC Task Force Program is a national network of 61 coordinated task forces representing more than 3,500 federal, state, and local law enforcement and prosecutorial agencies with each task force having an agency designated by the OJJDP as the "Lead Agency" which is the law enforcement agency that is awarded federal funding to serve as the "Lead" Agency for the corresponding Task Force.

WHEREAS, the SPD has been designated by the OJJDP as the "Lead Agency" to oversee the multi-jurisdictional Washington State Internet Crimes Against Children Task Force (WA ICAC TF) intended to combat crimes related to the sexual exploitation, enticement and victimization of children through the Internet, online communication systems, telecommunications technology and other computer technology; and

WHEREAS, the SPD is the recipient of a Federal grant through the OJJDP to assist in the investigation and prosecution of Internet crimes against children; and

WHEREAS, the SPD will assist law enforcement agencies in Washington State to increase their computer forensic capabilities and receive appropriate training to investigate Internet related cases; and

WHEREAS, agencies that agree to work with the SPD as the “Lead Agency” shall be identified in the program as an “Affiliate” or “Affiliate Agency” will execute this signed agreement under the authorization of the proper authority of said agency following all of the terms, conditions and tenets contained herein.

NOW THEREFORE, the parties hereto agree as follows:

This Interagency Agreement contains thirteen (13) Articles.

ARTICLE I TERM OF AGREEMENT

Affiliate Agencies may withdraw from this Interagency Agreement and new Affiliate Agencies may be added by executing an Interagency Agreement with the SPD in substantially the same form as this Interagency Agreement. The term of this Interagency Agreement shall be in effect until terminated pursuant to the provisions hereof. Either agency may cancel this agreement with (30) thirty days of written notification to the other agency. Said notification must be provided from the appropriate authorized authority within that agency. Upon receipt of the written notification the SPD will permanently remove the agency from Affiliate Agency status with the ICAC Program.

ARTICLE II OPERATIONAL STANDARDS

Affiliate Agencies agree to adhere to the *ICAC Task Force Program Operational and Investigative Standards*, attached to and made part of this Agreement, as Attachment A. The undersigned law enforcement agency agrees to investigate ICAC cases within their jurisdiction, and assist other jurisdictions to investigate these cases.

Affiliate Agencies agree to participate on the Washington Internet Crimes Against Children Task Force that is overseen by the SPD.

Affiliate Agencies agree to use only sworn law enforcement investigators to conduct ICAC investigations. Each investigator involved with undercover operations must receive ICAC Program training prior to initiating proactive investigations and shall submit reports of all undercover activity to the SPD ICAC prior to conducting the investigation.

Affiliate Agencies agree to conduct reactive investigations where subjects are associated within the Affiliate Agencies jurisdiction, including investigations of child pornography, Cybertip (CT) referrals from the National Center for Missing and Exploited Children (NCMEC), Internet Service Provider (ISP) and law enforcement referrals, and other ICAC-related investigations. Additional case initiations may develop from subject interviews,

documented public sources, direct observations of suspicious behavior, public complaints, etc.

Affiliate Agencies agree to record and document all undercover online activity. Any deviations from this policy due to unusual circumstances shall be documented in the relevant case file, reviewed and authorized by the ICAC Unit Commander, or equivalent, for that agency.

Affiliate Agencies agree to provide the SPD with access to all ICAC investigative files including, without limitation, computer records, in order to ensure compliance with all national ICAC standards.

Affiliate Agencies agree to locate its ICAC investigators in a secured space, to be provided by the Affiliate Agency, with controlled access to all equipment, software, and investigative files. At a minimum, information should be maintained in locked cabinets and under control of each Affiliate Agencies ICAC personnel, with restricted access to limited authorized personnel.

Affiliate Agencies agree to conduct education and prevention programs to foster awareness and provide practical, relevant guidance to children, parents, educators, librarians, the business and law enforcement communities, and other individuals concerned about Internet child safety issues. Presenters shall not discuss ongoing investigative techniques and undercover operations utilized by the WA ICAC TF, its Affiliate Agencies or the national ICAC Program.

Affiliate Agencies agree to be responsible for proper maintenance and use of any equipment purchased with OJJDP Grant funds and loaned to an Affiliate Agency by the SPD. Upon termination of this Interagency Agreement, ownership of equipment, hardware, and other non-expendable items will revert to the SPD.

Affiliate Agencies agree to utilize applicable State and Federal laws to prosecute criminal, civil, and forfeiture actions against identified violators, as appropriate.

Affiliate Agencies shall maintain accurate records pertaining to prevention, education and enforcement activities, to be collected and forwarded not less than monthly to the SPD ICAC Strategic Advisor, Seattle Police Department, wa.icac@seattle.gov or entered directly into IDS, for statistical reporting purposes (form provided.)

ARTICLE III SUPERVISION

Each Affiliate Agency will be responsible for the day-to-day operational supervision, administrative control, and personal and professional conduct of its officers and agents assigned to assist the WA ICAC TF. WA ICAC TF investigations are a cooperative effort and investigative decisions will be a joint process guided by the *ICAC Task Force Program Operational and Investigative Standards*.

ARTICLE IV JURISDICTION

The principal sites of WA ICAC TF activities will be in the respective jurisdictional area of each Affiliate Agency. Nothing in this agreement shall otherwise limit or enhance the jurisdiction and powers normally possessed by an Affiliate Agency's employee(s) as a member of the WA ICAC TF. Affiliate Agencies may on occasion be referred investigations that are outside of the physical boundaries of their respective municipalities due to specific needs, capabilities or expertise as identified by the WA ICAC TF Lead Agency. Affiliate Agencies agree to take these referrals and conduct appropriate investigations in conformance with the ICAC Operational Standards, investigative or operational training, and their agency policing policies.

ARTICLE V EVIDENCE

Seized evidence and any other related forfeiture will be handled in a manner consistent with the seizing law enforcement agency's policies.

ARTICLE VI INSURANCE AND LIABILITY

Each Affiliate Agency shall maintain sufficient insurance coverage or a fully funded self-insurance program, approved by the State of Washington, for the protection and handling of the liabilities including injuries to persons and damage to property. Each Affiliate Agency agrees to maintain, at its own expense, insurance or self-insurance coverage for all of its liability exposures for this Agreement and agrees to provide the City of Seattle with at least 30 days prior written notice of any material change in the Affiliate Agency's liability coverage.

ARTICLE VII REPORTING STANDARDS

Using a process provided by the SPD, each Affiliate Agency shall submit monthly statistics to the SPD on all ICAC investigations or other investigative work pertaining to the sexual exploitation of children via the Internet. These statistics shall be submitted in the appropriate format by the 10th day of each successive month that the statistics were acquired and shall include data on all related investigations opened or closed during the month in all of the categories as designated on the provided form.

In addition, a breakdown or summary of basic case data shall be included for each sexual exploitation of a minor (child pornography) case, and/or criminal solicitation of a minor (enticement/traveler) case investigated by an Affiliate Agency along with references to any local media reporting on the investigation. The SPD will be responsible for all required reporting to the OJJDP.

ARTICLE VIII TRAINING

Affiliate Agencies shall make every effort to make investigators designated as Task Force Members available for applicable specialized training provided through the national ICAC Program and other appropriate training programs. The SPD will review training requests and provide funding for ICAC-approved training when appropriate. This funding will include, but is not limited to; WA ICAC TF hosted, or sponsored or facilitated training through the national ICAC Programs authorized vendors.

Affiliate Agencies seeking funding assistance will be required to submit requests at least thirty (30) days in advance in writing and to comply with the procedures set forth in a separate Interagency Agreement for funding requests. A sample of this Interagency Agreement is available upon request but in no way is tacit or expressed authorization of requested funding or financial assistance given in advance. Funding under the Interagency Agreement is limited to the available funds that are received by the SPD under the OJJDP Grant program for the national ICAC program.

ARTICLE IX CONFIDENTIALITY

The parties agree that any confidential information pertaining to investigations of WA ICAC TF will be held in the strictest confidence, and will only be shared with other Affiliate Agencies or other law enforcement agencies not participating in the WA ICAC TF where necessary or as otherwise permitted by federal and/or state law.

ARTICLE X COMPLIANCE WITH EQUAL OPPORTUNITY LAWS

To the extent required by law, the Affiliate Agency shall comply with all applicable laws, standards, orders and regulations regarding equal employment which are applicable to the Affiliate Agency's performance of this Interagency Agreement, including Rules of Practice for Administrative Proceeding to Enforce Equal Opportunity under Executive Order No. 11246, title 41, subtitle B, Chapter 60, part 60-30, which are incorporated herein by reference.

ARTICLE XI GOVERNING LAW AND VENUE

This Interagency Agreement is governed in all respects by applicable local, State, and Federal laws which shall supersede any provisions made in this Interagency Agreement to the contrary. Any provision effected will not negate the rest of the Interagency Agreement. In case any one or more of the provisions contained in this Interagency Agreement shall be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof and this Interagency Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Exclusive venue is in Seattle, King County, Washington.

ARTICLE XII EFFECTIVE DATE

This Interagency Agreement shall be effective when executed and shall continue for three years. Upon expiration of the three years this Interagency Agreement shall automatically be renewed for one (1) additional year until such time as federal funding for the ICAC Task Force Program ends or the Interagency Agreement is canceled by either party upon 30 days' written notice delivered to both parties as delineated in ARTICLE I TERM OF AGREEMENT. This Interagency may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

The additional or deletion of Affiliate Agencies to or from this Interagency Agreement shall not affect the Interagency Agreement with the remaining Affiliate Agencies.

This Interagency Agreement can be amended or replaced in the event of new requirements under the national ICAC Task Force Program or as designated by law or other proper lawful authority.

ARTICLE XIII AMENDMENTS

No modification or amendment of the provisions hereof shall be effective unless in writing and signed by authorized representatives of the parties hereto. The parties hereto expressly reserve the right to modify this Agreement, by mutual agreement.

WASHINGTON STATE
INTERNET CRIMES AGAINST CHILDREN
TASK FORCE

INTERAGENCY AGREEMENT

EXECUTED BY

The SEATTLE POLICE DEPARTMENT,
a department of the City of Seattle, hereinafter referred to as "SPD",
Department Authorization Representative:
Captain Michael Edwards
PO Box 34986
Seattle WA 98124-4986

AND

The BAINBRIDGE POLICE DEPARTMENT
a department of the City of Bainbridge Island, hereinafter referred to as "BIPD"
Department Authorized Representative:
Interim Chief of Police Jeffrey Horn
Bainbridge Island Police Department
625 Winslow Way E.
Bainbridge Island, WA 98110

In Witness Whereof, the parties have executed this Agreement by having their
representatives affix their signatures below.

CITY OF BAINBRIDGE ISLAND

SEATTLE POLICE DEPARTMENT

Morgan Smith, City Manager

Carmen Best, Chief of Police

Date:

Date:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:35 PM) Information Technology Division Position Change to Full-Time - Executive,

SUMMARY: The City's Information Technology division includes two Senior Information Technology Specialist positions, one of which is full-time and one of which is 0.6 FTE. Staff requests Council approval to move the part-time position to full-time, 1.0 FTE.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move that the position currently approved as a part-time Senior Information Technology Specialist be increased to a full-time Senior Information Technology Specialist with a corresponding increase to the authorized budget.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	\$45,000 (maximum annual incremental cost)
Ongoing Cost:	\$45,000
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: The City has received notice that a current employee intends to retire, creating a vacancy in the Information Technology division. The position is currently approved at 0.6 FTE, or 24 hours per week. As staff prepares to advertise and recruit for this important position, we request to increase the position to 1.0 FTE, or 40 hours per week.

There are many reasons for this request, including:

- The candidate pool is likely to be larger
- This position was reduced to part-time about 10 years ago. Since that time the City, as with most organizations, has experienced an increase in their reliance on technology. Projects such as Laserfiche, the City's website, additional hardware, mobile technology, and an increase in information available to the public all resulted in an increased reliance on IT support.

- The number of IT Support Requests has increased by approximately 40% between 2015 (852 requests) and 2019 (projected to be 1,200 requests).
- The incremental FTE can go to high priority citywide efforts such as better support for the website structure, mobile technology, and security. The current IT workload exceeds the authorized staffing level of 3.6 FTEs. There are projects and upgrades that have had to be postponed due to lack of staffing to complete the projects. (i.e. hardware upgrades, documentation, security, etc.)
- As a central service, IT staffing should increase along with the citywide staff that they're supporting. The number of staff requiring IT support has increased by approximately 18% since the position was reduced around 2015 (108.7 staff in 2015 to 127.9 staff in 2020). The number of IT Support staff suggested for an organization the size of the COBI according to the Gartner 2013 Key IT Metrics Report is 6.35 FTE (based on the projected 2020 staffing number of 127 employees).

The attached presentation provides a 10-year perspective on the estimated impact of this proposed increase to City FTE. While the incremental effect in this instance is relatively low, it is important for City leadership to assess decisions like staffing, which have long-term financial impacts, against long-term financial policies and plans.

City staff are requesting City Council approval for this change as a "one-touch" approval process in order to expedite posting of the vacancy and begin recruitment before the incumbent in the position leaves City employment.

ATTACHMENTS:

[Request to increase IT position FTE for CC 12102019](#)

FISCAL DETAILS: This position is currently budgeted at 0.6 FTE. The top step salary for this position, Senior Information Technology Technician is \$51,767 for 0.6 FTE or \$86,279 for 1.0 FTE (2019). The additional salary cost is this \$34,000 when increasing the position's FTE, with associated additional costs for benefits and estimated overtime bringing the estimate to \$45,000 (shared across all City operating funds). If the new employee is hired in at less than the top step, the cost will be less.

Fund Name(s): General Fund

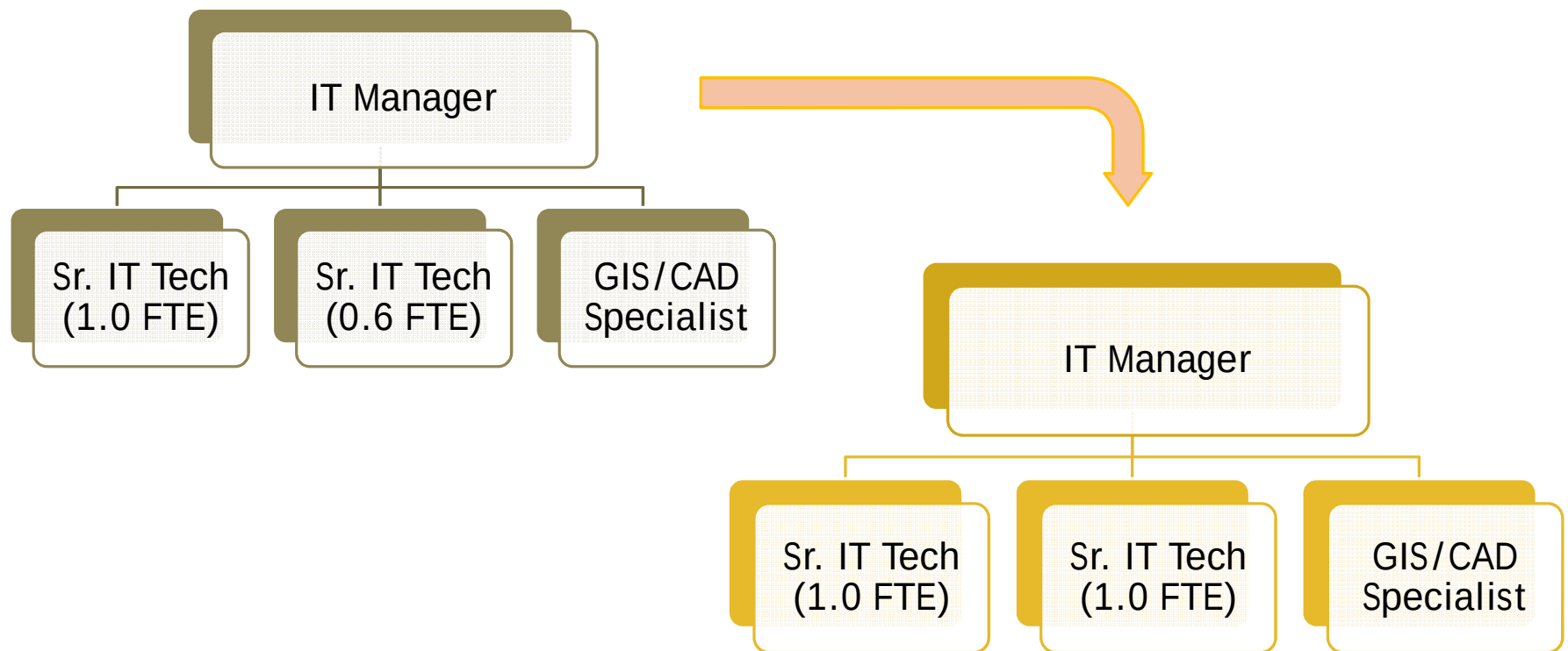
Coding:



Request to increase Sr. Information Technology Specialist to fulltime

December 10, 2019

Current and Requested Staffing for IT Team



DECEMBER 10, 2019

Expected Outcomes of Fulltime Position

Additional support for high priority citywide efforts such as website, mobile technology, and security.

Ability to address some deferred projects

Larger applicant pool

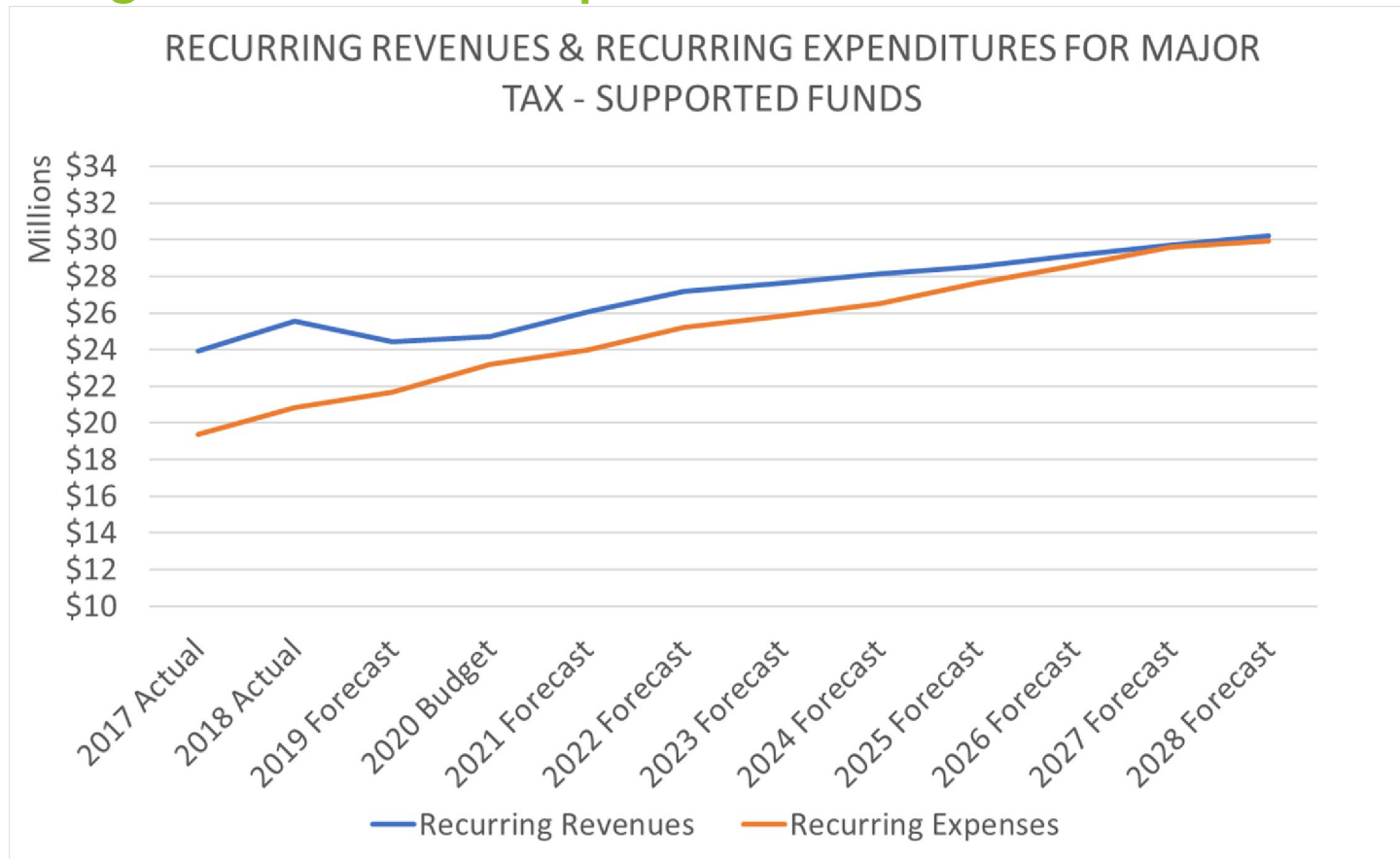
Metrics and Costs

IT requests have increased from 852 in 2015 to an estimated 1,200 in 2019

IT support staff metric for comparably sized organizations would be 6.35 FTE per Gartner Metrics Report (2013)

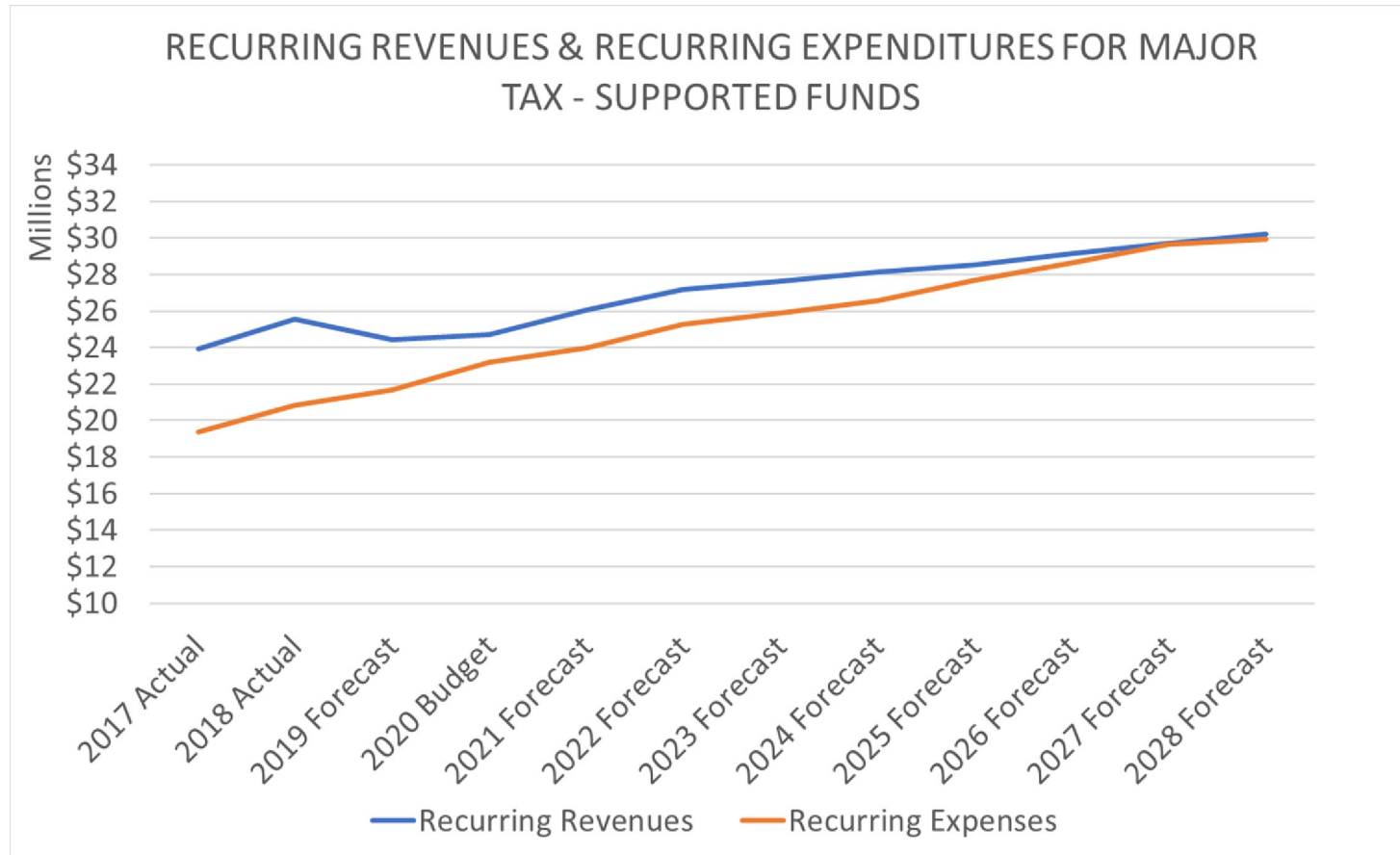
Incremental cost estimate: \$45,000 or less

Recurring Revenue/Expense – Current FTE



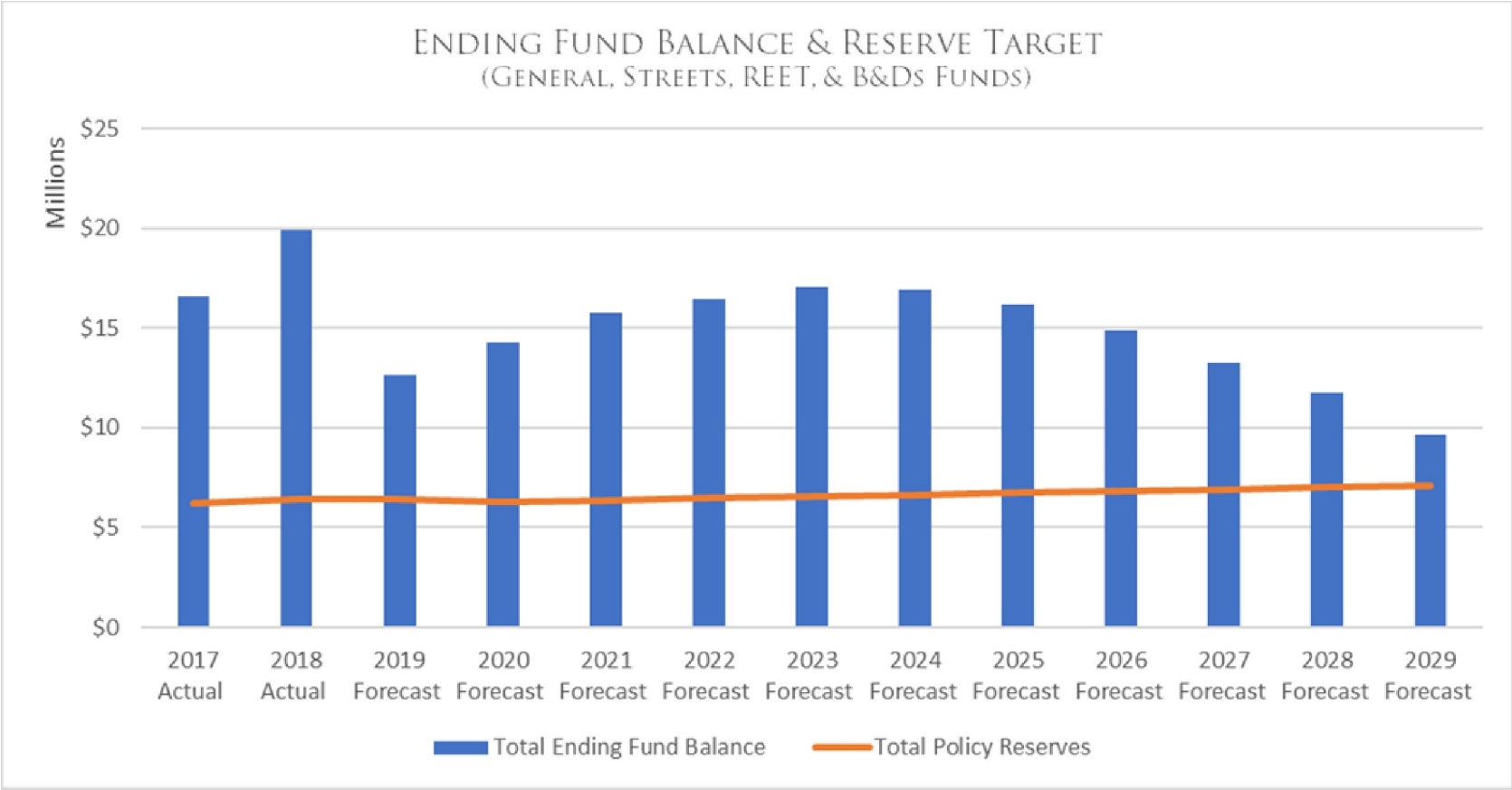
DECEMBER 10, 2019

Recurring Revenue/Expense – Requested FTE

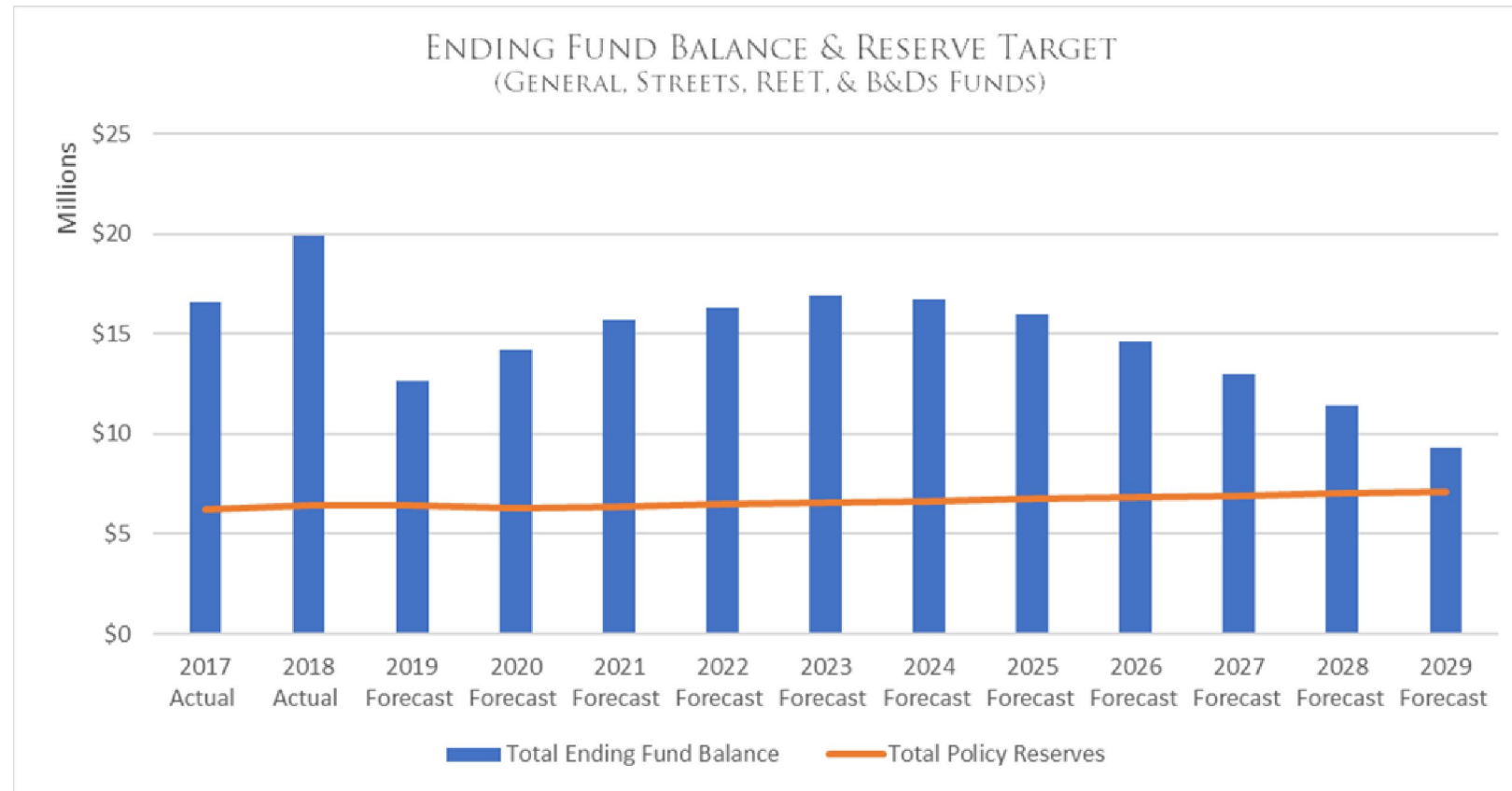


DECEMBER 10, 2019

Ending Fund Balance – Current FTE



Ending Fund Balance – requested FTE



DECEMBER 10, 2019

► Questions?

► Discussion





CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:40 PM) Collective Bargaining Agreement between the City of Bainbridge Island and the International Association of Machinists and Aerospace Workers - Executive,

SUMMARY: Negotiations have concluded with the International Association of Machinists and Aerospace Workers (IAMAW), with contract ratification by their membership on December 30, 2019. Attached is a copy of the collective bargaining agreement between the City and the IAMAW, for the period covering January 1, 2020 through December 31, 2022.

AGENDA CATEGORY: Contract

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to authorize the City Manager to execute the collective bargaining agreement with the International Association of Machinists and Aerospace Workers for the period covering January 1, 2020 through December 31, 2022.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: A three year bargaining agreement for 2020 - 2022 between the City of Bainbridge Island and the IAMAW is attached.

ATTACHMENTS:

[IAM Collective Bargaining Agreement 2020-2022](#)

[IAM Contract Summary](#)

FISCAL DETAILS: The total incremental change to the 2020 Budget for this contract is an increase of \$40,000 affecting various funds. The change to the 2020 budget impact will be brought forward via the 2020 quarter 1 budget modification process.

Fund Name(s): Other

Coding:

A G R E E M E N T

BY AND BETWEEN

CITY OF BAINBRIDGE ISLAND

AND

**INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE
WORKERS DISTRICT LODGE 160**

JANUARY 1, 2020 THROUGH DECEMBER 31, 2022

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BY AND BETWEEN
CITY OF BAINBRIDGE ISLAND
AND
INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS
DISTRICT LODGE 160

PREAMBLE

This Agreement is between the CITY OF BAINBRIDGE ISLAND, WASHINGTON (the "Employer") and the INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS, DISTRICT LODGE NO. 160 (the "Union") for the purposes of setting forth the mutual understanding of the parties as to conditions of employment for those employees for whom the City recognizes the Union as the collective bargaining representative.

ARTICLE 1RECOGNITION AND BARGAINING UNIT

- 1.1 The Employer recognizes the Union as the exclusive bargaining representative for all employees designated by the classifications in Exhibit A to this Agreement as certified by the Public Employment Relations Commission Case No. 8043-E-89-1361, December 17, 1990, excluding elected officials, officials appointed for a fixed term, confidential employees, supervisors and all other employees.

ARTICLE 2MANAGEMENT RIGHTS

- 2.1 **DIRECTION OF WORKFORCE** — The Union recognizes the prerogative of the Employer to operate and manage its affairs in all respects in accordance with its lawful mandate, and the powers of authority which the Employer has not specifically abridged, delegated, or modified by this Agreement are retained by the Employer, including but not limited to the right to contract services of any and all types, in accordance with this Agreement. The direction of its work force is vested exclusively in the Employer. This shall include, but is not limited to, the rights to (a) direct employees, (b) hire, promote, transfer, reclassify, assign and retain employees; (c) suspend, demote, discharge, or take legitimate disciplinary action against employees for just cause; (d) relieve employees from duty because of lack of work or other legitimate reasons; (e) maintain the efficiency of the operation entrusted to the City; (f) determine methods, means and personnel by which such operations are to be conducted; and (g) take any actions necessary in conditions of emergency regardless of prior commitments, to carry out the mission of the agency; provided, however, that items (a) through (g) shall not conflict with City ordinances, personnel rules and the terms of this Agreement.
- 2.2 **EMPLOYER RULES AND REGULATIONS** — The Employer shall have the right to make such reasonable direction, rules and regulations as may be deemed necessary by the Employer for the conduct and the management of the affairs of the Employer, and the Union agrees that the employees shall be bound by and obey such directions, rules, and the regulations insofar as the same do not conflict with the terms of the contract.

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- 2.3 APPLICATION OF RULES — Rules shall be applied in a fair and equitable manner to all employees. Rules and regulations shall be made available by the Employer in writing to all employees.

ARTICLE 3UNION SECURITY

- 3.1 PAYROLL DEDUCTION FOR UNION DUES — The Employer shall deduct monthly dues required of the employees in the Bargaining Unit who voluntarily execute a wage assignment authorization form. The Employer will deposit such dues and shop Agency Fee with Aerospace Industrial District Lodge 160, 9135 - 15th Place South, Seattle, Washington 98108-5190. Upon issuance and transmission of such dues and initiation fees to the Union, the Employer's responsibility shall cease with respect to such deductions. The Union and each employee authorizing the assignment of wages for payment of Union dues hereby undertake to indemnify and hold the Employer harmless from all claims, demands, suits or other forms of liability that may arise against the Employer for or on account of any deduction made from the wages of such employee. Employees who choose not to be members of the Union must notify the Union of this desire via email at dues@iam160.com. After the Employer receives confirmation from the Union that the employee has revoked authorization for dues deductions, the Employer shall end the deduction no later than the second payroll after receipt of the confirmation.
- 3.2 NEW EMPLOYEES — The Employer will notify the Union of all new hires involving Bargaining Unit positions within fourteen calendar (14) days of hire. All newly hired employees shall be introduced to the Chief Steward or designee who will be allowed thirty (30) minutes to brief the new hire on the collective bargaining agreement, Union membership and related matters as part of the new hire orientation.

ARTICLE 4GRIEVANCE PROCEDURE

- 4.1 The purpose of this procedure is to provide an orderly method for resolving grievances. A determined and good faith effort shall be made by Union and City representatives to settle any differences at the lowest possible level of the grievance procedure. The parties further recognize the benefit of attempting to resolve non-grievance disputes by meeting and conferring in good faith.
- 4.2 A grievance shall be defined as an alleged violation of the explicit terms and conditions of this Collective Bargaining Agreement. Grievances shall be processed in strict accordance with the following procedures and stated time limits.
- 4.3 In the grievance procedure, the aggrieved employee shall have the right to represent him or herself or to be represented by a Union representative. The Union has the right, in its own capacity, to act as an aggrieved party in the grievance procedure.
- 4.4 In the event the aggrieved party is an individual employee, the grievance procedure shall begin with Step 1.
- 4.5 A grievance may be initiated by the Union. In the event the Union is the aggrieved party, the procedure shall begin with Step 2.
- 4.6 A grievance may be advanced to any step in the grievance process by mutual written agreement of the parties.

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- 4.7 In the event that a particular matter may be grieved under this Article or appealed to the Bainbridge Island Civil Service Commission under its Civil Service Rules, then the Union and the employee may file a grievance or file an appeal with the Commission -- the Union and the employee may not exercise both approaches.

STEPS IN GRIEVANCE PROCEDURE

- 4.8 STEP 1: ORAL DISCUSSION — The aggrieved employee and/or the employee's Union representative shall meet with the aggrieved employee's immediate supervisor within fourteen (14) calendar days of the occurrence of the alleged grievance to attempt to resolve the difference at that level. The employee and/or the employee's Union representative shall state clearly to the supervisor that the discussion is considered to be Step 1 of the grievance process.
- 4.9 STEP 2 — In the event the grievance is not settled in Step 1, or in the event the Union is the aggrieved party, the grievant or the Union representative of the grievant shall, within thirty (30) calendar days of the occurrence of the alleged grievance, prepare a written grievance document which shall include the following:
- 4.9.1 Statement of the grievance and relevant facts, including:
- (1) Full name(s) of grievant(s);
 - (2) Description of the event giving rise to the grievance;
 - (3) Date and time (if appropriate) of event giving rise to the grievance;
 - (4) Names of employees involved in the event;
 - (5) Names of any and all witnesses, if known at time of filing;
 - (6) Specific provisions(s) of the Agreement violated; and
 - (7) Remedy sought.
- 4.9.2 The written grievance shall be filed with the Department Director or his/her designee. The Director or his/her designee shall conduct an investigation and shall notify the grievant and the Union, in writing, of the decision and the reasons therefore within twenty-one (21) calendar days after receipt of the written grievance. The period during which the Director or designee shall have to investigate and notify the aggrieved party of the decision shall begin on the first working day after such individual receives the grievance.
- 4.9.3 STEP 3 - If the Union is dissatisfied with the decision of the Director, the Union may file the written grievance with and request review by the City Manager or his/her designee. Such request shall be filed with the City Manager or his/her designee within twenty-one (21) calendar days of the Union's receipt of the Director's decision. The City Manager or his/her designee shall conduct an investigation and shall notify the Union, in writing, of the decision and the reasons therefore within twenty-one (21) calendar days after receipt of the written grievance. In the event the City Manager is not available to receive a written grievance, and the City Manager's designee has not been appointed, then such grievance shall be filed upon the City Manager's earliest availability. The period during which the City Manager or his/her designee shall have to investigate and notify the aggrieved party of the decision shall begin on the first working day after such individual receives the grievance.
- 4.10 STEP 4 — ARBITRATION —
- 4.10.1 If the Union is dissatisfied with the decision of the City Manager, or their respective designee, the Union may submit the matter to arbitration within thirty (30) calendar days of receipt of such decision. The Union shall initiate the

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- arbitration process by delivering to the City Manager or their respective designee written notice of the party's intent to submit the grievance to arbitration. The written notice shall identify the basis for grievance (including reported violations of the collective bargaining agreement) and the remedy sought.
- 4.11 SELECTION OF AN ARBITRATOR — Within fourteen (14) calendar days from the date of receipt of the arbitration request, the parties shall confer for the purpose of selecting an arbitrator.
- 4.12 If agreement cannot be reached on the selection of the arbitrator, either party may request the Federal Mediation & Conciliation Service to submit a list of (9) impartial persons qualified to act as arbitrators. Each person on the list must be a current member of the National Academy of Arbitrators and reside in the State of Washington or Oregon. The parties shall confer within fourteen (14) calendar days after the receipt of such list. If the parties cannot mutually agree on one of the listed arbitrators, the parties will each strike one arbitrator's name from the list of seven and shall then repeat this procedure until there is only one name remaining. That person shall be the duly selected arbitrator. The party to strike the first name from the list shall be determined by a coin flip.
- 4.13 The parties shall request that the arbitrator's decision shall be made in writing.
- 4.14 The arbitrator shall have no power to render a decision that will add to, subtract from or alter, change or modify the terms of this Agreement, and the arbitrator's power shall be limited to interpretation and application of the express terms of this Agreement.
- 4.15 The decision of the arbitrator shall be final and binding upon the City, the Union and the employees involved.
- 4.16 The fees, expenses and all other costs of the arbitrator shall be shared equally by the parties. Regardless of the outcome, each party shall bear the cost of presenting its own case, including but not limited to attorney's fees and expenses.
- 4.17 Any time limits stipulated in the grievance procedure shall be strictly adhered to unless extended by mutual agreement.
- 4.18 In the event the City has not responded to the grievance within the specified time limitation of any step in the procedure in this Article, the grievance may be moved to the next step in the procedure.
- 4.19 In the event the grievant or Union does not advance the grievance within the specified time frames, the grievance shall be deemed withdrawn.

ARTICLE 5UNION REPRESENTATION — ACCESS TO EMPLOYEES

- 5.1 The Business Representative of the Union and/or Chief Steward and/or Shop Steward shall be allowed reasonable access to all facilities of the City wherein the employees covered under this contract may be working for the purposes of investigating grievances, provided such representative or steward does not interfere with the normal work processes.
- 5.1.1 No Union member or officer shall conduct any Union business on City time and no Union meetings shall be on City time, except as provided in section 5.1.2.
- 5.1.2 After notifying and receiving permission from the City Manager or his/her designee, which permission shall not be unreasonably withheld, the Chief Steward of the Union or designated stewards may make reasonable use of City time in order to investigate and process grievances, meet with City officials and carry out the business of the Union. In the case of meetings with City officials that are
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- scheduled by the City or for the purpose of contract negotiations, the Chief Steward or designated stewards are not required to provide advance notice to or receive permission from the City Manager or designee, but they must provide advance notice to their immediate supervisor.
- 5.1.3 Normally, Union contact with employees shall occur during the employees' breaks and/or lunch periods, provided there is no suspension of work or interference with the operations of the City.
- 5.1.4 Union members may conduct Union business on City property provided such use conforms to the terms of this Agreement and does not violate any City policies regarding the use of public facilities.
- 5.2 Employees shall not be discharged or unlawfully discriminated against for protected Union activity so long as these activities do not interfere with normal work processes of the Employer.
- 5.3 UNION BULLETIN BOARDS — The Employer shall provide suitable non-public space for the Bargaining Unit to use a bulletin board in each City building staffed by Bargaining Unit employees. Postings by the Bargaining Unit on such boards shall be confined to official business of the Union.
- 5.4 E-MAIL — E-mail may be used to expedite scheduling representation for discipline issues and for notification of a Union meeting. The Union's use of the Employer's e-mail system shall be limited to only that use specifically authorized by the Employer and all such use shall not interfere with the normal work process and operations of the Employer or employees.

ARTICLE 6.....NONDISCRIMINATION

- 6.1 It is mutually agreed that there shall be no unlawful discrimination because of lawful Union activity, race, creed, color, religion, sex, age, marital status, national origin, sexual orientation, or physical, mental or sensory disability that do not prevent proper performance of the job, unless based upon a bona fide occupational qualification. The Union and management representatives shall work cooperatively to assure the achievement of equal employment opportunity. Furthermore, employees who feel they have been unlawfully discriminated against shall be encouraged to use the grievance procedure set up under this Agreement prior to seeking relief through other channels. Grievances under this Article shall not be subject to Step Three of the grievance procedure (arbitration), but may be pursued in a Court of Law.

ARTICLE 7STRIKES OR LOCKOUTS

- 7.1 During the term of this Agreement, neither the Union nor any employee shall cause, engage in, sanction, encourage, direct, request, or assist in a slow-down, work stoppage, interruption of work, strike of any kind, including a sympathy strike, against the Employer. The Union and its representatives will undertake every reasonable measure to prevent and/or terminate all such strikes, slow-downs, or stoppage of work. The Employer may discipline or discharge any employee who violates this Article. This remedy shall not be exclusive of any other remedy available to the Employer. The sole question which may be processed through the grievance and arbitration procedure in the event of discipline or discharge for violation of this Article is whether in fact the employee did violate this Article. During the term of this Agreement, the Employer shall not cause, permit, or engage in any lockout of its employees. Both the employee and Employer shall comply with state law as prescribed by the Revised Code of

Washington 41.56.120 and 41.56.490 as currently enacted or as hereafter amended.

ARTICLE 8SAFETY

- 8.1 MUTUAL OBJECTIVE — It is the mutual objective of both parties to this Agreement to maintain high standards of safety in order to eliminate as far as possible industrial accidents and illness.
- 8.2 SAFETY COMMITTEE — The Safety Committee shall consist of a minimum of four (4) employees, with equal representation from management and labor. The chair of this committee shall be rotated between the Employer and the Union once every year. The Safety Committee shall meet a minimum of once every calendar quarter. The Safety Committee meetings shall be conducted on Employer's paid time and shall not exceed four (4) hours per employee per calendar quarter.
- 8.2.1 The duties of the Safety Committee shall be to advise on matters relating to employee safety as set forth in the State's Division of Occupational Safety and Health (DOSH) laws, review applicable DOSH laws and regulations, and make recommendations for maintenance of proper safety standards. Minutes of the meetings will be taken by an appointed member of the Committee. Copies of the minutes shall be sent to the City Manager's office and to the Union Representative. Available members of the Safety Committee, including at least one (1) designee of the Union shall be invited to accompany DOSH authorities on any walk-around inspections.
- 8.3 SAFETY EQUIPMENT — The Employer shall furnish proper safety devices for all employees as prescribed by DOSH standards. It shall be mandatory that all employees use such devices, and an employee's violation of this requirement may be just cause for disciplinary action.

ARTICLE 9LABOR MANAGEMENT COMMITTEE

- 9.1 LABOR MANAGEMENT — The Employer and the Union agree that a need exists for close cooperation between labor and management, and further, from time to time suggestions and complaints of a general nature affecting the Union and the Employer require consideration. To accomplish this objective, the Employer and the Union agree that no more than four (4) duly authorized representatives of the Union, excluding the business representative, shall function as one-half (½) of a Labor-Management Committee, the other half being no more than four (4) certain representatives of the Employer named for that purpose. The committee shall meet as mutually agreed for the purpose of discussing and facilitating the resolution of all problems which may arise between the parties. Should the Union and Employer mutually agree to change, add, or delete any provision of this Agreement, such change shall be set forth in a Memorandum of Understanding, signed by authorized Employer and Union representatives and added as an addendum to the executed Agreement, with sequential numbering for subsequent Memoranda of Understanding

ARTICLE 10EMPLOYEE PROBATION

- 10.1 PROBATION (FULL TIME) — Regular full time employees shall serve a probation period of (6) six months and shall have no seniority rights during that period. After six (6) months an employee's seniority date shall become the date on which the employee started the probation period. The Union may not question the dismissal of any employee during the probation period nor shall the dismissal be

the subject of a grievance.

- 10.2 PROBATION (PART TIME)- Regular part time employees shall serve a probation period of twelve (12) months and shall have no seniority rights during that period. After twelve (12) months, an employee's seniority date shall become the date on which the employee started the probation period. The Union may not question the dismissal of any employee during the probation period nor shall the dismissal be or become the subject of a grievance.
- 10.3 PROMOTION PROBATION — The probation period for an employee who has been promoted to a new classification shall be three (3) months. If an employee's performance in the new classification is found to be unacceptable, as determined by the Employer, and if the employee is qualified to return to the position from which the employee was promoted, the employee shall have the right to return to the position from which the employee was promoted. The Union may not grieve the Employer's decision to return the employee to his/her previous position.

ARTICLE 11 SENIORITY

- 11.1 DEFINITIONS — Seniority shall be defined as the length of continuous service with the Employer, including the employee's satisfactorily completed probationary period. Seniority shall not be affected by an approved leave of absence of not more than ninety (90) calendar days.
- 11.2 SENIORITY LIST — The Employer shall strive to maintain a seniority list which shall be brought up to date when changes occur in the Bargaining Unit. The order of seniority shall be based on the hire or rehire date of employment, whichever is later.
- 11.3 VACANCIES AND PROMOTIONS — The Employer's intent is to encourage employees to apply for promotional opportunities. As job openings occur, notices shall be distributed through the use of internal e-mail. The final decision shall be posted immediately following selection. Seniority shall be given consideration along with the requirements of the Employer in filling job vacancies and promotions. Seniority within classification shall apply when bona fide occupational qualifications are equal. An employee who meets the minimum qualifications and applies for a position in the bargaining unit shall be included in the pool of applicants through the initial interview.
- 11.4 LAYOFFS— Layoffs due to work force reductions shall be determined strictly by the order of seniority with the employee with the least seniority within classification affected first. Employees who have previously held other classifications shall have the right to return to such classifications if the Employee is still qualified for the position and their overall seniority is greater than other employees who are currently in said classification. Employees shall not accrue seniority while on layoff.
- 11.5 RECLASSIFICATION – Reclassification occurs when the Employer changes an employee's job classification based on the results of an Employer review which indicates that more than 50% of the job duties have changed since initial classification. In the event of a reclassification, the employee shall carry seniority from his/her currently held classification to the new classification. The Employer will select which classifications to review. Results of the review and implementation shall be discussed with the Union prior to implementation. The outcomes for different employees working in the same classification will depend on the results of the review.
- 11.6 RECALL — Laid off or reclassified employees shall be recalled strictly on the basis

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- of seniority to any previously held classification if a vacancy occurs. A laid off or reclassified employee with one (1) year of service but less than three (3) years of service, who is not recalled within one (1) year, shall lose recall rights. A laid off or reclassified employee with three (3) or more years of service, who is not recalled within two (2) years, shall lose recall rights.
- 11.6.1 When an employee is on layoff and a job opening occurs within the City, the laid off employee, if qualified for minimum job requirements, shall have the opportunity to compete for such job.
- 11.7 LOSS OF SENIORITY RIGHTS — An employee shall lose seniority rights for any of the following reasons:
- (a) voluntary resignation;
 - (b) discharge for just cause;
 - (c) failure to report for work within two (2) weeks after receipt of notice of recall from layoff unless mutually extended by the Employer and the employee;
 - (d) exceeding a leave of absence (unless excused in writing or due to extenuating circumstances)
 - (e) giving a false reason for obtaining a leave of absence;
 - (f) accepting employment while on leave of absence unless agreed to in writing by the Employer, with a copy of such writing to be sent to the Union;
 - (g) Expiration of employee's recall rights.

ARTICLE 12EMPLOYEE CLASSIFICATIONS

- 12.1 FULL-TIME REGULAR EMPLOYEES — “Full-time employee” means any position in which the employee regularly works forty (40) hours per week.
- 12.2 PART-TIME REGULAR EMPLOYEES — “Part-time regular employee” means a position in which the employee regularly works at least twenty (20) but less than forty (40) hours per week. Part-time regular employees are eligible for life insurance and employee assistance program benefits. Part-time regular employees shall accrue vacation, sick leave, seniority, and holiday benefits in direct ratio to hours worked. Part-time regular employees are eligible for medical, dental, vision, and long term disability benefits on a pro rata basis. No full time employee shall be displaced by the use of part time regular employees, except by mutual consent of the Employer and the Union.
- 12.3 UNREPRESENTED TEMPORARY EMPLOYEES — Temporary employees are not part of the bargaining unit.
- 12.3.1 PART-TIME NON-REGULAR EMPLOYEES (TEMPORARY) — Temporary part-time non-regular employees may work less than twenty (20) hours per week, occasionally may work more than twenty (20) hours per week, or up to forty (40) hours per week on a seasonal basis, not to exceed eight hundred (800) hours in a calendar year. No full-time employee or regular part-time employee shall be displaced by the use of temporary part-time non-regular employees. Extensions may be granted by mutual agreement.
- 12.3.2 INTERNS — Interns must be actively pursuing a course of study related to the job classification for which they are employed. Employment shall be limited to eight hundred (800) hours per intern, per year. Interns shall not receive benefits or accrue seniority. Interns applying for regular City employment shall not be considered as City employees.
- 12.4 SUPERVISORY PERSONNEL — Supervisors shall be allowed to perform departmental

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- Bargaining Unit work. Supervisors shall not permanently replace Bargaining Unit employees.
- 12.5 NEW CLASSIFICATIONS — Should the Employer establish a new Bargaining Unit classification during the term of this Agreement, the Employer will discuss them with the Union and attempt to arrive at mutual agreement on wage rates for the new Bargaining Unit classification. If no agreement is reached, the Employer shall implement its proposed wage rate. The implemented wage rate may be subject to the grievance procedure.

ARTICLE 13WAGES AND COMPENSATION

- 13.1 WAGES AND COMPENSATION.
- 13.1.1 The wages in effect January 1, 2020 shall be in accordance with attached and incorporated Exhibit A, which reflects an increase in the base rate of pay of 2.5%. If this Agreement is signed after its effective date, retroactive wages will be paid to employees who are on the payroll at the time of payment.
- 13.1.2 Effective January 1, 2021, , the base rate of pay in effect on December 31, 2020 for current employees shall be increased by one hundred percent (100%) of the Seattle-Tacoma-Bellevue, All Items, CPI-U, from June 2019-June 2020 as is supplied by the United States Department of Labor, Bureau of Labor Statistics; provided, however, said increase shall be not less than one and one-half percent (1.5%) nor more than three and one-half percent (3.5%).
- 13.1.3 Effective January 1, 2022, the base rate of pay in effect on December 31, 2021 for current employees shall be increased by one hundred percent (100%) of the Seattle-Tacoma-Bellevue, All Items, CPI-U, from June 2020-June 2021 as is supplied by the United States Department of Labor, Bureau of Labor Statistics; provided, however, said increase shall be not less than one and one-half percent (1.5%) nor more than three and one-half percent (3.5%).
- 13.1.4 Employees shall receive one (1) year step increases on January 1 each year, until they reach the top step. Step advancement shall be based on satisfactory performance.
- 13.2 PROMOTIONS — Any employee who is promoted into a higher classification shall be placed into a step in the higher classification that represents a rate of pay which is not less than five (5) percent above the previous rate of pay that the employee received in the classification from which the employee was promoted.
- 13.3 OVERTIME — All authorized time worked in excess of an employee's regular shift in a day or forty (40) hours in any work period shall be paid at one-and-one-half (1½) times the employee's regular straight time hourly rate of pay. Sick leave shall not apply as time worked for the purpose of earning overtime in a given day. In so far as practical, overtime assignments will be distributed equitably to those employees who are qualified.
- 13.4 COMPENSATORY TIME — All full-time employees may receive compensatory time at one-and one-half (1½) times all overtime hours worked, subject to the approval of the Employer, and 29 CFR Part 553 of the Fair Labor Standards Act. The maximum compensatory time that an employee may accrue is one hundred t w e n t y (120) hours. Employees may request in writing payoff of accrued comp time or any portion thereof in increments of at least eight (8) hours.

On a one-time basis, all hours above the maximum may be cashed out at 120% of the employee's regular straight time hourly rate, in the first paycheck in February

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2020. If an employee elects this cash out, the employee's bank shall thereafter be limited to 120 hours. If an employee does not elect this cash out, the employee shall be permitted to maintain compensatory time accruals above the maximum until the last paycheck in December 2020, at which time all hours above the maximum shall be cashed out at 100% of the employee's regular straight time hourly rate. Employees shall make a written election submitted to payroll no later than January 17, 2020.
- 13.5 CALLBACK — Employees who have left the premises and are called back to work outside their normally scheduled shift shall receive not less than two and one-half (2½) hours' pay at one-and one-half (1½) times the employee's straight time hourly rate of pay for each callback. Callbacks that are the result of employee negligence shall not be compensated in accordance with this section. Should the employee complete their assigned callback duties prior to the completion of the two and one-half (2½) hour minimum, the Employer may require the employee to take on additional assignments for the remainder of the callback period. Callbacks shall not pyramid.
- 13.5.1 Subject to the triggering mechanism of the callback provisions of Section 13.5, whenever additional duties are scheduled after normal work hours, all hours worked between the end of shift and the beginning of the next shift shall be paid at the rate of one-and-one-half (1½) times the employee's straight time hourly rate of pay.
- 13.5.2 Employees who are required to work remotely outside their normally scheduled shift (such as by telephone) shall receive no less than fifteen (15) minutes pay at one and one-half (1½) times the employee's straight time hourly rate of pay.
- 13.6 STANDY-BY — Employees will earn compensatory time when assigned stand-by duties as set forth below. Employees on stand-by shall report to work as soon as possible and no later than one (1) hour from the time a call is made.
- Effective January 1, 2020, all accrued stand-by compensatory hours shall be capped at one hundred sixty (160) hours. On a one-time basis, all hours above the maximum may be cashed out at 120% of the employee's regular straight time hourly rate, in the first paycheck in February 2020. If an employee elects this cash out, the employee's stand-by compensatory bank shall thereafter be limited to 160 hours. If an employee does not elect this cash out, the employee shall be permitted to maintain stand-by compensatory time accruals above the maximum until the last paycheck in December 2020, at which time all hours above the maximum shall be cashed out at 100% of the employee's regular straight time hourly rate. Employees shall make a written election submitted to payroll no later than January 17, 2020.
- 13.6.1 NON-EMERGENCY STAND-BY —Any employee who is required to be on stand-by outside of their normal shift shall receive one (1) hour compensatory time for each work day of stand-by. Should the employee be assigned to seven (7) straight stand-by days, they shall receive one (1) additional hour off, for a total of eight (8) hours.
- 13.6.2 EMERGENCY STAND-BY – Any employee who is required to be on stand-by outside of their normal shift, with less than forty-eight (48) hours' advance notice, shall receive two (2) hours of compensatory time for each work day of stand-by. If the Employer cancels an employee's emergency stand-by, the employee shall still receive two (2) hours of compensatory time for each work day of emergency stand-by cancelled.
- 13.7 DEFERRED COMPENSATION –Regular employees are eligible to receive
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contributions from the Employer into a deferred compensation (457) plan. The Employer contributions are a one-to-one match of up to one hundred dollars (\$100) per month. Employees are responsible for following the plan's procedural requirements and IRS contribution limits.

ARTICLE 14.....HOURS OF WORK

- 14.1 HOURS OF WORK — The normal work week for full-time employees, excluding parking enforcement, shall consist of five (5) work days of eight (8) hours each, Monday through Friday, and the workday shall normally commence between 6:30 am and 8:30 am. A work day begins at 12 am and terminates at 11:59 pm. The Employer and employee may mutually agree in writing to some other work schedule.
- 14.1.1 HOURS OF WORK: PARKING ENFORCEMENT — The normal work week for parking enforcement shall consist of either five (5) work days of eight (8) hours each, or four (4) work days of ten (10) hours each, Sunday through Saturday, and the workday shall normally commence between 5 am and 11 am.
- 14.1.2 PART-TIME SCHEDULES – The Employer will determine the schedule for part-time employees based on the requirements of the position.
- 14.1.2.1 The Court Security Officer and Evidence Technician work non-standard, part-time schedules whereby their regular work schedules vary from day to day and week to week.
- 14.1.2.2 The total number of regular hours worked by the Court Security Officer for the Municipal Court is 30 hours. All authorized time worked in excess of 30 hours in a week shall be paid at one-and-one-half (1½) times the employee's regular straight time hourly rate of pay. The Employer also pays overtime to the Court Security Officer for all hours worked attending City Council meetings and for duties performed as a Reserve Police Officer.
- 14.1.2.3 The total number of regular hours worked per week by the Evidence Technician is 24 hours. All authorized time worked in excess of 24 hours in a week shall be paid at one-and-one-half (1½) times the employee's regular straight time hourly rate of pay.
- 14.1.3 Any change in normal work schedules shall be communicated in writing to affected employees at least ten (10) calendar days prior to the effective date of the change. These notice requirements shall not apply to work schedule changes that are implemented due to an emergency or at the employee's request.
- If a change in normal work schedule is made less than ten (10) calendar days prior to the effective date of the change, the employee shall be paid at the rate of one-and-one-half (1½) times the employee's straight time hourly rate of pay for all hours worked between regularly scheduled shifts, unless the change to the employee's schedule is at the employee's request.
- 14.1.4 All work hours shall be reported in no less than fifteen (15) minute increments.
- 14.2 MEAL & REST PERIODS — The parties agree to meal and rest periods for employees that vary from and supersede WAC 296-126-092.
- a) Meal Periods. Employees who work a shift longer than five (5) hours shall receive an unpaid one-half (½) hour meal period. The meal period will be scheduled at a time mutually agreeable to the employee and the employee's supervisor.
- b) Rest Periods. Employees will receive one paid fifteen (15) minute rest period for each one-half shift that is four or more hours in duration. Where the nature
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of the employee's work allows the employee to take intermittent rest period equivalent to fifteen (15) minutes for each half shift, scheduled rest periods are not required.

An employee who does not receive a meal or rest period should notify a supervisor. Meal and rest periods may not be used for late arrival or early departure from work except with prior approval of the employee's supervisor.

- 14.2.1 All job classifications at the Public Works Operations and Maintenance facility will combine their two (2) fifteen (15) minute rest periods with their one-half (½) hour unpaid lunch period for a one (1) hour lunch period each day. The first one-half (½) hour will be designated as their unpaid lunch period, and the second one-half (½) hour as their two (2) paid rest periods. The two (2) paid rest periods are considered time worked for purposes of calculating leave requests of less than eight (8) hours.
- 14.2.1.1 The combined meal and rest break will be scheduled within one and one-half (1½) hours of the mid-point of the scheduled work shift for Public Works Operations and Maintenance employees. It is recognized that occasionally, due to the requirements and nature of the work performed by these employees, that the employee or employee group will be unable to take the meal period at the scheduled time. In such cases, the meal period will be taken when mutually convenient for the employee(s) and Employer. If this is not possible, the employee(s) may, with supervisory approval:
- a) Choose to forego the unpaid meal period and be credited with thirty (30) minutes of overtime by completing the balance of their scheduled shift; or
 - b) End the work shift one-half (1/2) hour early by foregoing the unpaid meal period and counting this time as time worked towards the employee's regularly scheduled hours of work and receive no overtime; or
 - c) End the work shift one-half (1/2) hour early by foregoing the unpaid meal period and be credited with thirty (30) minutes of overtime by completing the balance of the scheduled shift with one-half (1/2) hour of positive leave pay (vacation, compensatory time or stand-by).
- 14.2.2 All other employees who work a shift that is at least eight (8) hours shall have the option to request that their two (2) fifteen (15) minute rest periods be combined with their one-half (½) hour unpaid lunch period for a one (1) hour lunch period each day. The first one-half (½) hour will be designated as their unpaid lunch period, and the second one-half (½) hour as their two (2) paid rest periods.
- 14.2.2.1 Any such request to combine rest periods with the meal period shall be made in writing to the employee's immediate supervisor. The supervisor shall have the discretion to deny such request if he/she determines that, due to business necessity, the rest periods and meal period should not be combined. The supervisor's approval or denial of such request shall be in writing.
- 14.2.2.2 The purpose of combining the rest periods and meal period is to provide a one (1) hour lunch period, and not for the purpose of allowing the employee to leave early or come in late.
- 14.3 EARLY RELEASE — If early release is imposed, the employee will be paid for the balance of the shift. When employees are not sent home, but are allowed to leave early, or not report to work, the employee may use vacation, compensatory time, or leave without pay.
- 14.4 EMERGENCY CLOSURE — Should the Employer elect to close its offices due to an emergency, the Employer shall pay lost wages to the employees not allowed to
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work to a maximum of forty (40) hours per year, not compounding. Essential employees who are required by the Employer to work during such emergencies shall be given up one hour of compensatory time for every hour worked during such closures, up to a maximum of eight (8) hours per shift and forty (40) hours per year. Employees who are on scheduled leave must use their vacation or compensatory time. Employees who leave work prior to the City's declaration of closure will use vacation, compensatory leave, personal leave or leave without pay for the remainder of their shift. The Employer has the discretion to waive the forty (40) hour maximum.

ARTICLE 15HOLIDAYS

15.1 NUMBER OF PAID HOLIDAYS — All full-time regular employees shall be entitled to compensation at their regular rate of pay for twelve (12) holidays per year as listed below. The holidays herein referred to shall be as follows:

New Year's Day	Veterans Day
Martin Luther King, Jr. Day	Thanksgiving Day
President's Day	The day following Thanksgiving
Memorial Day	Christmas Eve
Fourth of July	Christmas Day
Labor Day	One Floating Holiday

15.2 DATES OF HOLIDAYS — Dates of the above legal holidays will be so designated as celebrated and proclaimed by the State of Washington. The floating holiday shall be chosen by mutual agreement by the employee and the Employer. The floating holiday may not be carried over to the new calendar year.

15.3 ELIGIBILITY — New employees shall be eligible for all holidays except the floating holiday. New employees shall become eligible for the floating holiday after successful completion of probation.

15.3.1 In order to be eligible for a holiday an employee must be in a paid status on the regular workday immediately preceding and immediately following the scheduled holiday.

15.4 WORKED HOLIDAY — If a full-time or part-time regular employee is required to work four (4) hours or more on any holiday, the employee shall then be given an additional "floating holiday" which may be converted to compensatory time. In addition, all time worked on the regular holidays shall be paid at one-and-one-half (1½) times the employee's regular straight time hourly rate of pay.

15.4.1 If a Public Works Operations and Maintenance employee is required by the Employer to work four (4) hours or more on an actual holiday that is different from the designated holiday (e.g., Fourth of July occurs on a Saturday), the employee shall be given an additional "floating holiday" which may be converted to compensatory time. In addition, all time worked on the actual holiday shall be paid at one-and-one-half (1½) times the employee's regular straight time hourly rate of pay.

ARTICLE 16VACATION

16.1 VACATION — All full-time regular employees shall be entitled to the following vacation time with pay during the indicated period of continuous service.

Years of Service	Hours Per Year
0-3	96
4	104
5	112
6-9	120
10-14	144
15-19	168
20-24	184
25+	192

16.2 Each full-time regular employee shall be entitled to accrue unused vacation leave not to exceed a maximum of three hundred and twenty (320) hours. Should the three-hundred-and-twenty (320) hour maximum be exceeded through no fault of the employee, the Employer shall pay the employee for all vacation hours in excess of three hundred and twenty (320) hours. Otherwise such vacation hours shall be forfeited.

16.3 PAYMENT FOR UNUSED VACATION LEAVE UPON SEPARATION —Employees who leave the employment of the Employer shall be paid for all accrued vacation leave not used.

16.4 VACATION SCHEDULING

16.4.1 All vacation leave shall be taken at a time mutually agreeable between the employee and the Employer, and the Employer reserves the right to deny requested vacation leave when such leave would interfere with the operations of the City or create an undue negative impact on accomplishment of work.

The Employer reserves the right to make reasonable modifications to the vacation schedule depending on bona fide operational requirements. Employees shall take at least one leave period of no less than five (5) consecutive work days per year, with the exception of new employees in their first calendar year of employment. Sick leave is not counted as part of the leave period. At the employee's request, the department director may waive this requirement for an employee with less than 80 total hours of vacation, comp and standby leave accrued as of January 1st each year. Except in an emergency, the Employer shall not change the scheduled vacation within thirty (30) days of the scheduled date. For the purposes of this section, "emergency" shall mean an unforeseen circumstance which could not be predicted by a reasonable person. The Employer may not black out any month for vacation scheduling.

16.4.2 VACATION BIDDING AND AWARD – On or before October 15, the Employer will notify employees of their rights to bid for annual vacation leave. The leave calendar shall cover the upcoming calendar year. Employees will submit leave request forms to the work unit supervisor by October 31, or the following work day if this date falls on a weekend.

16.4.2.1 An employee may choose to split their leave requests into multiple time periods, with at least one time period made up of five (5) consecutive days. Employees must submit separate leave request forms for each time period. Each individual request submitted shall be labeled as first, second or third choice.

16.4.2.2 Between October 31 and November 15, the work unit supervisors will review the submitted leave requests. First, second and third choice leave requests will be reconciled within each choice category before moving onto the next choice category. Supervisors will use the following criteria in this order when resolving conflicting requests: 1) minimum staffing levels within each work unit; 2) overall seniority within work unit; and 3) adherence to minimum of five (5) consecutive

days off. Any scheduling conflicts will be identified and resolved with the affected employee(s) before the posting of the leave calendar. The approved annual leave calendar will be posted November 15 or the following work day if this date falls on a weekend. For the purposes of this section, work units in the Public Works Operations and Maintenance division are defined as Streets and Facilities, SSWM (Storm and Surface Water), Fleet, Wastewater Treatment Plant and Water and Wastewater. In other departments/divisions, work units are defined as all employees who report to one supervisor.

- 16.4.2.3 No first-come, first-served leave requests will be accepted until after the publication of the annual leave calendar. All employees requesting leave after the annual leave calendar is published will be approved on a first-come, first-served basis.
- 16.4.2.4 If the employee wishes to cancel an approved leave, the employee will provide the work unit supervisor with written notice of this cancellation. When an employee cancels an approved vacation or leave, and frees up a time slot on the annual leave calendar, employees within that work unit will be notified and allowed to bid on the open time slot. Seniority and operational requirements will be used to determine award of the open time slot.
- 16.4.2.5 If the Employer cancels an employee's approved leave and the employee has incurred unrecoverable deposits, the Employer will reimburse the employee. The employee is required to provide proof of unrecoverable deposits.
- 16.4.3 Department/division annual leave calendars will be maintained electronically.

ARTICLE 17SICK LEAVE

- 17.1 SICK LEAVE ACCRUAL — Sick leave shall be earned at the rate of eight (8) hours per month for full time regular employees including for the month they begin work and the month they terminate, with a minimum of 1 hour of sick leave for every 40 hours worked. Part time regular employees (employees with a regular recurring schedule) will accrue sick leave at a rate equal to the percentage of full-time hours worked, with a minimum of 1 hour of sick leave for every 40 hours worked.
- 17.2 Maximum sick leave carryover from one calendar year to the next shall be one thousand forty (1,040) hours.
- 17.3 SICK LEAVE INCENTIVE — At the end of the calendar year, all sick leave in excess of one thousand forty (1,040) hours will be purchased at fifty percent (50%) of the employee's regular straight time hourly rate of pay.
- 17.4 USE OF SICK LEAVE — Sick leave may be used for any of the following reasons and purposes:
 - (a) An employee's mental or physical illness, injury or health condition
 - (b) To accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition;
 - (c) An employee's need for preventive medical care;
 - (d) To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition;
 - (e) For care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
 - (f) For care of a family member who needs preventive medical care;
 - (g) When the employee's place of business or employee's child's school or place of care has been closed by order of a public official for any health-related

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- reason;
- (h) Attend the birth of the employee's child;
 - (i) Any purpose authorized by the Family and Medical Leave Act;
 - (j) Any purpose authorized by the Washington Family Care Act;
 - (k) Any purpose authorized by the Washington Domestic Violence Leave Act;
 - (l) Disability phase of pregnancy and recovery from childbirth;
 - (m) For any other reasons agreed upon by the parties or provided by law.
- 17.5 For purposes of sick leave, the term "family member" is defined as a child (including biological, adopted, foster, step, legal guardian, or a child to whom the employee stands in loco parentis or is a de facto parent regardless of age or dependency status), parent (including biological, adoptive, de facto, foster, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child) spouse, registered domestic partner, grandparent, grandchild or sibling.

ARTICLE 18EMPLOYEE RIGHTS

- 18.1 **EMPLOYEE PROTECTION** — All employees within the Bargaining Unit shall be entitled to the following protection:
- 18.2 **APPLICATION OF DISCIPLINE** — Any formal discipline of employees shall be applied by the Employer. Formal discipline shall include documented oral warnings, written warnings, suspension or discharge for just cause. No employee covered by this Agreement shall formally discipline another employee, provided however, nothing in this Article shall prevent such employee from directing the workforce, recommending discipline, conducting an investigation which may result in disciplinary action, or advising the employee of any disciplinary action when so assigned by the Employer.
- 18.3 An employee shall have the right, upon request, to have the Union Steward and/or Union Representative present at any meeting during which an employee reasonably believes the meeting might result in disciplinary action; provided, that nothing herein shall be construed as prohibiting, limiting or restricting the Employer's right to discuss with any employee performance and/or other work-related issues which will not result in any formal disciplinary action.
- 18.4 An employee shall be provided a copy of any document to be placed in the employee's personnel file that relates to disciplinary action and shall be given an opportunity to acknowledge, by signature, such document. Should the employee refuse to sign such document, a notation to that effect shall be made and witnessed prior to filing.
- 18.5 **INVESTIGATIONS** — An employee who is the subject of an investigation which may result in disciplinary action shall be provided written notice of the investigation prior to being interviewed or questioned in conjunction with such investigation, which notice shall advise the employee of the nature of the investigation and the fact that the employee is a subject of the investigation.
- 18.6 Any interview of an employee shall be at a reasonable hour, when the employee is on duty unless the exigencies of the investigation dictate otherwise. Where practicable, interviews shall be scheduled for the daytime.
- 18.7 All employee interviews shall take place at an Employer's facility, except when impractical. Where an employee is the subject of an investigation, the employee shall be afforded opportunities and facilities to contact and consult privately with the Union Steward or Union Representative before being interviewed. Upon the

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- employee's request, the Union Steward or a Union Representative shall be present during the interview, if requested, and may provide the employee with full representation.
- 18.8 The interview shall not be overly long and the employee shall be entitled to such reasonable intermissions as the employee shall request for personal necessities, telephone calls, and conference with Union officials.
- 18.9 The employee shall not be subjected to any offensive language, nor shall the employee be threatened with dismissal, transfer or other disciplinary punishment as a guise to attempt to obtain the employee's resignation, nor shall the employee be intimidated in any other manner; provided, however, that nothing herein shall be construed as prohibiting the Employer from advising the employee as to contemplated or potential disciplinary action as set forth in a written notice of pre-disciplinary hearing and anticipated disciplinary action. No promises or rewards shall be made as an inducement to answer questions.
- 18.10 Any employee who is the subject of an investigation may request an attorney of their choosing to be present during such investigation; provided, that such request shall not unreasonably delay or hinder the Employer's investigation. The cost of such attorney shall be paid by the employee requesting such attorney.
- 18.11 POLYGRAPH TESTS — No employee shall be required to take or be subjected to any polygraph as a condition of continued employment.
- 18.12 SUBSTANCE ABUSE TESTS — Employees shall be subject to random alcohol and/or drug testing, as required by federal, state and/or local law. The Employer may also require that an employee submit to post-accident and reasonable suspicion alcohol and/or drug testing. Except as set forth herein and in return-to-work agreements, no employee shall be required to take or be subject to any random alcohol and/or drug testing as a condition of continued employment.

ARTICLE 19DISCIPLINE & DISCHARGE PROCEDURES

- 19.1 The following procedure of progressive discipline shall be applied by the Employer; provided, that the Employer need not follow progressive discipline before suspension of any length or discharge if the suspension or discharge is for: theft; deliberate damage or sabotage to City property; gross insubordination; physical violence and/or threats of physical violence; violation of conflicts of interest laws; unlawful harassment and/or discrimination; or similar offenses. It is recognized that this list is not exhaustive and does not include all offense/violations for which the Employer need not follow progressive discipline.
- 19.2 For those offenses not warranting an immediate suspension and/or discharge, the Employer may implement disciplinary action for just cause according to the following progression:
- 19.2.1 Verbal warning. At the Employer's discretion, the Employer shall verbally warn the employee and shall counsel the employee as to areas of needed improvement. The employee will be provided with written documentation of the areas of improvement discussed in the verbal warning.
- 19.2.2 Written warning/reprimand. At the Employer's discretion, the Employer may issue a written warning to the employee.
- 19.2.3 Suspension. At the Employer's discretion, the employee shall be suspended without pay for up to three (3) days, depending upon the nature of the offense, to be reasonably determined by the Employer.

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- 19.2.4 Further suspension or discharge. At the Employer's discretion, the Employer may impose a further suspension without pay, or may alternatively discharge the employee for just cause.
- 19.3 The Employer shall document the disciplinary action implemented by placing a written summary of such disciplinary action in the employee's personnel file, which summary shall include the date, nature and details of the offense for which the disciplinary action is issued, and the name of the supervisor implementing the disciplinary action. The employee shall be given the opportunity to acknowledge the written summary pursuant to provisions set forth above.
- 19.4 Notwithstanding the progressive disciplinary procedure set forth herein, the Employer may elect to impose a lesser form of discipline than that allowed pursuant to this Agreement; provided, that such election shall not be construed as compromising the Employer's rights to subsequently implement discipline in accordance with this schedule.
- 19.5 Except for the imposition of a documented verbal or written warning, the procedures set forth herein shall be subject to the terms of the grievance procedure.

ARTICLE 20LEAVE OF ABSENCE

- 20.1 MEDICAL LEAVE — An employee who becomes disabled (as defined by applicable federal, state, and/or local law) due to illness, injury or pregnancy, or an employee who suffers an industrial injury or illness shall be granted a medical leave of absence without pay effective the first day of absence from work as required by law or the terms of this Agreement; provided, that the employee shall submit to the Employer as soon as reasonably practical a written claim of such illness or injury along with supporting medical documentation as required by law. The Employer may, at its sole cost and expense, require a second opinion of a doctor of its own choosing to verify illness or injury, and a doctor's statement of fitness to return to work. This does not preclude an employee from using accrued sick leave or vacation pay during medical leave.
- 20.2 FAMILY AND MEDICAL LEAVE — Leave taken pursuant to the federal Family and Medical Leave Act (FMLA) is without pay, except that FMLA leave shall run concurrently with use of accrued leave. Employees shall use accrued, unused sick leave, vacation time, comp time and/or other paid time while on FMLA leave. In the event the employee's accrued leave(s) do not extend for the entire FMLA-qualifying absence, the balance of the FMLA leave shall be unpaid.
- 20.2.1 An employee on FMLA leave who is using paid leave shall continue to accrue leave and seniority benefits.
- 20.2.2 An employee on unpaid FMLA leave shall not accrue leave while on unpaid leave.
- 20.3 PROLONGED DISABILITY — An employee shall not be terminated by the Employer because of a non-job-related injury or prolonged continuous illness or injury, provided; that the period of disability is not longer than six (6) months, and provided, further that on or before the expiration of said six (6) month period, the employee will be able to perform the essential functions of the employee's job. Upon being certified as physically or mentally fit to return to work by the employee's doctor and, if deemed necessary, the Employer's doctor(s), the employee shall be reinstated to the same or substantially equivalent classification if such classification exists. Such employees on prolonged disability shall continue to accumulate seniority during such disability, except that seniority shall not apply towards advancement through the wage step program.

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- 20.3.1 An employee on prolonged absence because of occupational illness or injury incurred in the service of the City, shall not be terminated by the Employer because of such absence for a period of twelve (12) months; provided, that on or before the expiration of such twelve (12) month period the employee will be able to perform the essential functions of the employee's job. Such employees on prolonged disability shall continue to accumulate seniority during such disability, except that seniority shall not apply towards advancement through the wage step program.
- 20.3.2 Prolonged disability leave shall not be taken more than once in a five-year period, unless mutually agreed upon by the parties.
- 20.4 MILITARY LEAVE — Every full-time regular employee shall be entitled to and shall be granted military leave of absence, in accordance with applicable law. During a period of military leave taken pursuant to RCW 38.40.060, the employee shall receive from the Employer his or her normal pay for a period not exceeding twenty-one (21) working days during each twelve (12) month period from October 1 through September 30.
- 20.5 JURY DUTY — Employees who are required by due process of law to render jury service shall receive their regular pay during such period. If any payment, excluding travel pay, is received for jury duty, such pay will be reimbursed to the Employer or deducted from the employee's paycheck.
- 20.6 BEREAVEMENT LEAVE — All employees who suffer a death in their immediate family shall be compensated for and given up to three (3) days off with full pay per incident. Up to an additional two (2) days of bereavement leave may be approved by a supervisor if the employee must travel out of state to attend the funeral service. The Employer may approve additional leave, which shall be deducted from accrued vacation, sick leave, or compensatory time, or which shall be leave without pay.
- 20.6.1 Immediate family shall be defined as spouse, domestic partner, son, daughter, mother, father, brother, son-in-law, daughter-in-law, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, stepson, stepdaughter, stepparents, grandchildren and grandparents on both sides, aunts, uncles, nieces, and nephews.
- 20.6.2 When an employee participates in a funeral or memorial ceremony for a person other than those in the immediate family the employee may, subject to the approval of the Employer, be granted reasonable vacation, or compensatory time off.
- 20.7 LEAVE OF ABSENCE WITHOUT PAY – An employee may apply to the City Manager or his/her designee for a leave of absence without pay. The City Manager or his/her designee shall have sole discretion whether to grant the request, including but not limited to the duration of the leave of absence. A leave of absence without pay may be used only after all other accrued leave has been used except for Union business leave of two (2) weeks or less in duration. Unless otherwise required by law or the terms of this Agreement, an employee shall not receive any benefits and/or wages/pay/compensation nor accrue seniority during such leave of absence. The Employer reserves the right to recall any employee from a previously authorized leave of absence.

ARTICLE 21HEALTH AND BENEFITS

- 21.1 MEDICAL — The Employer shall make available the Regence HealthFirst and Kaiser medical insurance plans for all full-time regular employees, employee's
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spouse/domestic partner, and qualified dependents. The HealthFirst plan offered will be the HealthFirst 250 Plan, and the Kaiser plan offered will be the Kaiser 200 Plan. The Employer shall continue to make available the AWC Regence High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) and the AWC Kaiser High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). The Employer and employee shall share the costs of the medical insurance premiums in accordance with the following:

For the non-HDHP Regence HealthFirst and Kaiser plans, each employee shall pay fifteen percent (15%) of the medical insurance premiums for the employee's spouse/domestic partner and qualified dependents. Each employee shall pay five percent (5%) of medical insurance premium for coverage of themselves.

For the HDHP plans, the Employer will pay 100% of the medical insurance premiums for the employee, the employee's spouse/domestic partner and qualified dependents. In addition, the Employer will contribute into the employee's Health Savings Account the following amount per year paid on a monthly basis, provided that the contribution into the HSA cannot exceed the Affordable Care Act excise tax threshold:

\$2250 for an employee with no dependents

\$3250 for an employee with dependents.

HSA contributions will be prorated for partial-year enrollment.

To begin building funds in a HSA, an employee may elect to have up to \$1000 (employee only) or \$2000 (employee plus one or more dependents) cashed out from accrued vacation or comp time and transferred into the employee's HSA on the first January payday of the first year the employee enrolls in the HDHP, provided that the employee's vacation does not fall below 80 hours. HSA contributions may not exceed IRS limits.

If a health plan offered by the Employer is going to be eliminated or will trigger the Affordable Care Act excise tax, the parties will meet and bargain economics and available plans. If no agreement is reached in time to ensure employees' continuous insurance coverage, the Employer will move employees to the next available plan that does not trigger the excise tax and continue to bargain over the economics and available plans.

The Employer and the Union acknowledge that the optional flexible spending account program may be terminated by the Employer in the event the Affordable Care Act tax is implemented.

- 21.2 DENTAL — The Employer shall make available the Delta Dental of Washington Plan F plus Orthodontia Rider Plan V for all full-time regular employees, and shall pay one hundred percent (100%) of the premiums for employee, employee's spouse and qualified dependents.
- 21.3 VISION — The Employer shall make available the AWC Vision Services Plan for all full-time regular employees, and shall pay one hundred percent (100%) of the premium.
- 21.4 LIFE — The Employer shall make available the Standard Insurance Life Insurance Plan (\$40,000) for all regular employees, and shall pay one hundred percent (100%) of the premium. Life insurance benefits decrease when employees are age 65 and older per the AWC Employee Benefits Trust rules.
- 21.5 LONG TERM DISABILITY – The Employer shall make available the Standard

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- Insurance Long Term Disability Insurance Plan for all full-time regular employees. The Employer shall pay one hundred percent (100%) of the premium.
- 21.6 EMPLOYEE ASSISTANCE PROGRAM — The Employer shall make available the AWC Employee Assistance Plan (EAP) for all regular employees and shall pay one hundred percent (100%) of the premium.
- 21.7 FAMILY AND MEDICAL LEAVE PROGRAM – Eligible employees are covered by Washington’s Family and Medical Leave Program, RCW 50A.04. Premiums for benefits are established by law. Employees will pay the identified employee’s share of premiums through payroll deduction. The Employer will pay the employer’s share of premiums.

ARTICLE 22INDEMNIFICATION OF CITY EMPLOYEES

- 22.1 The City defends and indemnifies City employees in accordance with RCW 4.96.041.

ARTICLE 23SUBCONTRACTING

- 23.1 The Employer shall not subcontract Bargaining Unit work without negotiating the decision and impacts in compliance with the law.

ARTICLE 24OUT OF CLASS PAY

- 24.1 WORK OUT OF CLASSIFICATION — Employees who are assigned to work in any higher classification other than their current classification for eight (8) hours or more shall receive a five percent (5%) increase in pay over and above their current pay for all hours so assigned, provided such assignments are in writing and signed by the Employer.
- 24.2 UTILITY WORK – Maintenance Technicians and Mechanics assigned to perform utilities work shall receive a five percent (5%) premium over base wages for all such hours worked. Utility work premium pay and out of classification pay may not be received at the same time.

ARTICLE 25EDUCATION INCENTIVE

- 25.1 In the sole discretion of the City Manager or designee, the City Manager or designee may authorize an employee to take college classes and upon receiving a passing grade (“C” or better) the Employer shall reimburse the employee for tuition and book expenses associated with the authorized class. The authorization must be in writing and received prior to enrollment in order to be eligible for tuition and book reimbursement.

ARTICLE 26ALLOWANCES AND REIMBURSEMENTS

- 26.1 CLOTHING ALLOWANCE —The Employer will provide an annual clothing allowance of three hundred and fifty dollars (\$350) to each qualified employee in Public Works and Planning who primarily work in the field. Supervisors will determine which employees are qualified for this allowance. The annual clothing allowance will use a calendar year for definition. The clothing purchased will be appropriate work attire for the employee’s job duties, as determined by the supervisor, and shall consist of coats, shirts and pants. Coats and shirts will be black, blue, brown or a high-visibility color. Pants will be blue jean-style. The allowance will be paid to employees in the first pay period of September each year. Employees who leave employment with the City will not be required to pay back the allowance. New employees will receive the allowance upon hire and every September thereafter.

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- 26.2 EMPLOYER-PROVIDED CLOTHING/EQUIPMENT – The Employer will provide reflective vests, ear plugs, eye protection, rain gear, gloves, rubber boots, hard hats and any other required safety equipment as needed, as determined by supervisors.
- 26.2.1 The Employer will provide coveralls for employees in the Mechanic and Treatment Plant Operator classification series for use on a daily basis, and will maintain a stock of coveralls for other employees to use on an as-needed basis. The Employer will pay to have the coveralls laundered.
- 26.2.2 The Employer shall provide employees in the Parking Enforcement Officer classification with uniforms and equipment necessary to perform the job duties. The type and/or brand of specific uniform items shall be determined by the Employer.
- 26.2.3 Should any items listed in section 26.2 and its subsections become unserviceable due to service-related activity or normal wear and term, said items shall be replaced by the Employer. Should any of the items listed above become unserviceable due to a negligent act of the employee, said item shall then be replaced at the employee's expense. Any changes or additions to the uniform required by the Employer shall be purchased by the Employer. All issued items are the property of the Employer and shall be returned to the Employer upon the employee's separation from employment.
- 26.3 CLOTHING REIMBURSEMENT – The Employer will provide reimbursement to employees in classifications within the Public Works Engineering division and the Planning and Community Development department of up to two hundred-fifty dollars (\$250) per calendar year for clothing irreparably damaged while performing City duties. Employees shall be reimbursed upon presentation of the damaged item(s) and providing the Employer with the necessary receipt(s).
- 26.4 BOOT REIMBURSEMENT – The Employer shall provide an annual boot reimbursement of up to two hundred dollars (\$200) to employees who are regularly in situations where safety boots are required. Any unspent funds from one year may be carried over to the next year, for a maximum reimbursement of four hundred dollars (\$400) in a given year. Employees shall be reimbursed upon presentation of the necessary receipts and proof of ASTM International standard (or its successor). Supervisors shall determine which employees are qualified to receive this reimbursement.
- 26.5 TOOLS– The Employer shall provide an annual tool allowance of five hundred dollars (\$500) to all employees in the Mechanic classification series, to be paid with the first pay period each January.
- 26.5.2 Employees will update their tool inventory annually by January 31 and submit it to the Finance Department. The inventory shall include a good faith tool cost estimate. The Employer will provide insurance coverage for tools listed on the employee's tool inventory and located on City property, subject to the terms of the insurance plan. Should a tool be stolen from City property, the employee will obtain a police report.
- 26.5.3 If a tool on an employee's tool inventory is stolen from City property or breaks when in use in the workplace, the Employer will reimburse the employee the replacement cost, provided the tool is not covered under a manufacturer's warranty, is below the insurance deductible limit, and is not covered under the terms of the insurance plan.
- 26.6 VISION REIMBURSEMENT – The Employer shall pay a replacement cost equal to the vision care replacement cost, per incident, for prescription lenses/frames which are lost or damaged while performing City duties, provided that the employee
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shall submit to the Employer a written request for replacement, along with an explanation of occurrence and proof of loss.

ARTICLE 27SAVINGS CLAUSE

- 27.1 Should any term or provision of this Agreement be in conflict with any State or Federal statute or other applicable law or regulation binding upon the Employer, such law or regulation shall prevail. In such event, however, the remaining terms and provisions of this Agreement will continue in full force and effect. No City ordinance or resolution shall modify or change any Article of this Agreement during the life of this Agreement, unless mutually agreed by the Employer and the Union.
- 27.2 If any Article or Section of this Agreement shall be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section shall be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into immediate collective negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

ARTICLE 28 COMPLETE AGREEMENT

- 28.1 The Agreement expressed herein in writing constitutes the entire Agreement between the parties. All matters not specifically covered in the Agreement shall be deemed to have been raised and disposed of as if specifically covered herein. It is agreed that this document contains a full and complete Agreement on all bargainable issues between the parties hereto and for all whose benefit this Agreement is made, and no party shall be required during the term of this Agreement to negotiate or bargain upon any issue specified herein. While those Memorandums of Understanding executed concurrent with this Agreement are not specifically part of this Agreement, they represent a continuing intent of the Employer to abide with their terms during this Agreement. The parties agree that no changes in wages, hours, or working conditions shall be made without negotiating such changes as required by law. Past practices shall not prevail.

ARTICLE 29 TERM OF AGREEMENT

- 29.1 This Agreement shall remain in full force and effect from January 1, 2020 through December 31, 2022; provided, however, that this Agreement shall be subject to change or modification as may be mutually agreed upon by the parties hereto.

DATED this ____ day of _____, 2019

CITY OF BAINBRIDGE ISLAND

INTERNATIONAL ASSOCIATIONS OF
MACHINISTS AND AEROSPACE WORKERS
DISTRICT LODGE 160

By _____
Morgan Smith, City Manager

By Tom Hunt 12/4/19
Tommy Hunt, Business Representative

By [Signature] 12/4/2019
Aaron Quitslund, Chief Steward

By Lara Lant 12/4/2019
Lara Lant, Steward

By Robert Golden 12/4/2019
Robert Golden, Steward

EXHIBIT A

IAM Pay Scale - 2020 (includes 2.5% COLA)

Range	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
11	Maintenance Technician I	4,013	4,129	4,248	4,369	4,495	4,623	4,756	4,893	5,033
11	Parking Enforcement Officer	23.15	23.82	24.51	25.20	25.93	26.67	27.44	28.23	29.04
12	Administrative Specialist II	4,416	4,542	4,672	4,805	4,945	5,086	5,233	5,382	5,537
12	Treatment Plant Operator I									
12	Utilities Technician I	25.48	26.20	26.95	27.72	28.53	29.34	30.19	31.05	31.94
12	Court Security Officer *									
12	Judicial Specialist									
13	Administrative Specialist III *	4,856	4,996	5,139	5,288	5,439	5,595	5,754	5,920	6,091
13	Evidence Technician									
13	Payroll Specialist									
13	Maintenance Technician II	28.02	28.82	29.65	30.51	31.38	32.28	33.20	34.16	35.14
13	Permit Specialist									
13	Senior Accounting Technician									
13	Senior Judicial Specialist									
13	Senior Police Clerk									
14	Building Inspector/Plans Examiner	5,342	5,496	5,654	5,816	5,982	6,154	6,330	6,513	6,702
14	Code Compliance Officer									
14	Mechanic II									
14	Utilities Technician II									
14	Accountant									
14	Arborist									
14	Deputy City Clerk	30.82	31.71	32.62	33.55	34.51	35.50	36.52	37.57	38.67
14	Water Resources Technician									
14	Planner									
14	Signs & Markings Specialist II									
14	Treatment Plant Operator II									

IAM Pay Scale - 2020 (includes 2.5% COLA)

Range	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
15	Construction Inspector	5,876	6,045	6,218	6,396	6,581	6,769	6,965	7,164	7,370
15	Associate Planner									
15	Financial Analyst									
15	GIS/CAD Specialist									
15	Maintenance Technician III	33.90	34.88	35.87	36.90	37.96	39.05	40.18	41.33	42.52
15	Mechanic III									
15	Senior IT Specialist									
16	Engineering Project Manager	6,464	6,649	6,841	7,036	7,239	7,447	7,661	7,880	8,107
16	Treatment Plant Operator III									
16	NPDES Permit Coordinator									
16	Operations Project Manager	37.29	38.36	39.47	40.59	41.76	42.96	44.20	45.46	46.77
16	Utilities Technician III									
16	Hydrogeologist									
16	Senior Planner									
17	Engineer I	7,110	7,315	7,525	7,741	7,962	8,191	8,426	8,667	8,915
17	Survey Program Manager	41.02	42.20	43.41	44.66	45.94	47.25	48.61	50.00	51.44
18	Engineer II	7,822	8,045	8,278	8,514	8,760	9,011	9,269	9,535	9,808
18	Senior Plan Check Engineer	45.13	46.41	47.76	49.12	50.54	51.99	53.48	55.01	56.59

* Employees in these classifications on Jan. 1, 2015 will be red-lined, but will receive future cost-of-living adjustments. Future employees hired into these classifications will be subject to the salary ranges above.

At the time of ratification of this agreement, the following positions are not funded, not filled and not active: Administrative Specialist I, Fiscal Specialist I, IT Technician, Mechanic I, Records Management Coordinator, Signs and Markings Specialist I, Special Project Planner, Storm and Surface Water Technician, Survey Technician, Systems Administrator.

IAM Contract 2020-2022

Costs

	Base Cost	Increase vs. Base Cost	% Cumulative Increase	Increase vs. Budget	% Cumulative Increase
2020	\$7,097,000	\$220,000	3.1%	\$40,000	.5%
2021		\$373,000	5.2%		
2022		\$538,000	7.7%		

Wage increases

- 2020: 2.5%
- 2021: CPI (TBD; anticipated to be approx. 2%)
- 2022: CPI (TBD; anticipated to be approx. 2%)

Changes

- Additional vacation day for those with 10+ years of service
- Reduced limit on compensatory time accrual; new limit on standby compensatory time
- City to pay long term disability insurance premiums
- New classification for Utilities Technician



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:50 PM) Set Public Hearing on Ordinance No. 2019-40, Adopting a Moratorium on Self-Service Storage Facilities - Planning,

SUMMARY:

On November 26, 2019 the City Council imposed a temporary six-month moratorium on the acceptance of building permit or land use permit applications for new self-service storage facilities in the Business/Industrial (B/I) and Neighborhood Service Center (NSC) zoning districts. The moratorium does not apply to permits required for upkeep, repair, or maintenance of existing self-service storage structures. The moratorium is in effect for 6 months, or until May 26, 2020, unless terminated or renewed by the City Council for one or more six month periods.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

I move to hold a public hearing on Ordinance No. 2019-40 as part of the agenda for the January 14, 2020 Council Meeting.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing at a City Council meeting within 60 days of adoption of this ordinance in order to take public testimony and to consider adopting further findings of fact. By setting the date for January 14, 2020, the City will meet this statutory requirement.

ATTACHMENTS:

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

ORDINANCE NO. 2019-40

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; imposing a temporary six-month moratorium on the acceptance of building permit applications or land use applications for self-service storage facilities located, or proposed to be located, in the Business/Industrial or Neighborhood Center districts; setting forth findings of fact in support of this moratorium; imposing the moratorium; stating the effect on vested rights; providing for exclusions; recognizing that a public hearing will be held within 60 days; authorizing interpretative authority; providing for severability; declaring an emergency; setting the duration; and establishing an immediate effective date.

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

WHEREAS, the City Council of the City of Bainbridge Island (“City”) updated the City’s Comprehensive Plan in February of 2017; and

WHEREAS, self-service storage facilities are currently a permitted use in the City’s Business/Industrial (B/I) and Neighborhood Center (NC) districts; and

WHEREAS, the B/I district includes only 109.23 acres of land on Bainbridge Island, which constitutes 0.63% of the total acreage of land on Bainbridge Island; and

WHEREAS, Policy 1.5 of the Economic Element of the City’s Comprehensive Plan states that “[i]n order to provide opportunities for business enterprise, adequate space must be provided for efficient use of existing developed areas near public transportation (e.g., ferry, bus service) and for growth that recognizes and protects the Island’s valued natural amenities, its limits of land and water and the quality of its residential neighborhoods”; and

WHEREAS, given the limited amount of land within the B/I district, the City Council has a significant interest in ensuring that the use of such land provides opportunities for business enterprise within the City; and

WHEREAS, the City Council has significant concerns regarding further development of self-service storage facilities within the B/I district under current regulations in the context of the vision and goals of the City’s Comprehensive Plan; and

WHEREAS, Policy 15.1 of the Economic Element of the City’s Comprehensive Plan is to “[p]romote manufacturing and business/industrial employment as an important source of family wage jobs on Bainbridge Island”; and

WHEREAS, self-service storage facilities have been found in other Washington jurisdictions to employ approximately one person per acre; and

WHEREAS, the City Council has significant concerns regarding whether self-service storage facilities create family wage jobs as compared to other possible permitted uses within the B/I district; and

WHEREAS, the City Council has similar concerns regarding self-service storage facilities located in the NC district as it does with such facilities located in the B/I district; and

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

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

WHEREAS, the moratorium imposed herein promotes the public good and is necessary for the protection of public health, property, safety, and welfare. A public emergency exists requiring that the City's moratorium takes effect immediately upon adoption.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as the City Council's initial findings of fact in support of the moratorium established by this ordinance. The City Council may, in its discretion, adopt additional findings after the public hearing referenced in Section 5 below.

Section 2. Moratorium Imposed. As authorized by the police powers of the City as set forth, for example, in Article XI, Section 11, of the Washington State Constitution, and pursuant to statutory authority set forth, for example, in RCW 36.70A.390 and RCW 35A.63.220, and unless expressly excluded under Section 3 and Section 4 of this ordinance, the City hereby imposes a temporary moratorium, as described in this Section 2, for those properties requesting the following ("Permit Applications"):

All building permit applications or land use applications for self-service storage facilities located, or proposed to be located, in the Business/Industrial or Neighborhood Center districts.

Section 3. Effect on Vested Rights. The moratorium imposed under Section 2 of this ordinance shall apply prospectively only and shall operate to prevent acceptance of Permit Applications submitted after the effective date of this ordinance. Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any permit applicant's vested development rights as defined by state law and City of Bainbridge Island regulations, provided that such a permit applicant has filed a complete Permit Application before the effective date of this ordinance.

Section 4. Exclusions. The moratorium imposed under Section 2 of this ordinance shall not apply to permits required for upkeep, repair, or maintenance of existing self-service storage structures or work mandated by the city to maintain public health and safety.

Section 5. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing at a City Council meeting within 60 days of adoption of this ordinance in order to take public testimony and to consider adopting further findings of fact.

Section 6. Interpretive Authority. The City of Bainbridge Island Director of Planning and Community Development, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 7. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 8. Declaration of Emergency; Effective Date; Duration. This ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, and public peace, shall take effect and be in full force immediately upon its adoption. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration are included in the "Whereas" clauses above, all of which are adopted by reference as findings of fact as if fully set forth herein. This moratorium shall take effect immediately and shall remain effective for six (6) months, unless terminated earlier by the City Council. Provided, that the Council may, at its sole discretion, renew the moratorium for one or more six-month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED by the City Council this 26th day of November, 2019.

APPROVED by the Mayor this 26th day of November, 2019.


Kol Medina, Mayor

ATTEST/AUTHENTICATE:


Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	November 26, 2019
PASSED BY THE CITY COUNCIL:	November 26, 2019
PUBLISHED:	December 6, 2019
EFFECTIVE DATE:	November 26, 2019
ORDINANCE NUMBER:	2019-40



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (9:00 PM) Review Council Ad Hoc Committees - Mayor Medina,

SUMMARY: The Council will review existing Council ad hoc committees and determine if they should continue.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Review status of Council ad hoc committees and consider sunseting committees that are no longer needed.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Council Ad Hoc Committee Spreadsheet](#)

[Affordable Housing Ad Hoc Committee Formation Request](#)

[Suzuki Development Partner Ad Hoc Committee Formation Request](#)

[Youth Mental Health Workshop Ad Hoc Committee Formation Request](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Council Ad Hoc Committees						
	Affiliated Dept	Members	Date Established	Established by	Reports to	Status
Affordable Housing Council Ad Hoc Committee	Planning	Blossom, Schneider, Peltier	12/4/2018	Motion	Council	Ongoing
Suzuki Council Ad Hoc Committee	Legislative	Tirman, Nassar, Blossom	12/4/2018	Motion	Council	3/1/19 sunset
Youth Mental Health Workshop	Executive	Nassar, Tirman, Deets	5/14/2019	Motion	Council	Ongoing
Friends of the Farms Council Ad Hoc Committee	Executive	TBD	TBD		Council	TBD

Ad Hoc Committee Formation Request

Request date: 11-13-2018

Requested by: Councilmember Sarah Blossom

Procedural Authority/Governance Manual Reference(s): Section 3.1.3 of the Governance Manual

Name of Committee Proposed: Affordable Housing

Purpose/Scope of Work: Work with staff to further explore/develop the recommendations of the AHTF, where needed, and housing affordability, in general, and prioritize the implementation of the report.

Specific task deliverable(s) (recommendation, report, etc.): Work plan for AHTF recommendation implementation and policy

Link to Council/Dept work plan: Affordable Housing

Reports to: ☐ City Council ☐ City Manager Public participation/education required? ☒ Yes ☐ No

Staff support required? ☐ Yes ☐ No

Sunset date:

If Yes, in what form (notes, technical, etc.): Planner

City Manager's comments:

Members: Blossom, Schneider, Peltier

Proposed Motion: I move to authorize the formation of a Council ad hoc committee on Affordable Housing

Date action taken: 11-13-2018 and 12-4-18. I move to authorize the formation of a City Council ad hoc committee on affordable housing in accordance with the Council Ad Hoc Committee

AdHoc Committee Formation Request

Request date: 12/4/2018

Requested by: Councilmember Tirman

Procedural Authority/Governance
Manual Reference(s):

Section 3.1.3 of the Governance Manual

Name of Committee
Proposed:

Suzuki Development Partner Ad Hoc Committee

Purpose/
Scope of
Work:

To develop a recommendation for a new development partner for the City's affordable housing project on the Suzuki property.

Specific task deliverable(s)
(recommendation, report, etc.):

Assess options and present a recommendation to Council.

Link to Council/Dept
work plan:

Suzuki Property - Council Priority

Reports to: ☒ City Council ☐ City Manager

Public participation/education required? ☐ Yes ☐ No

Staff support required? ☐ Yes ☐ No

Sunset date: 3/1/2019

If Yes, in what form
(notes, technical, etc.)?

City Manager's
comments:

Ad Hoc members will coordinate with City staff, OPG and HRB.

Members:

Councilmember's Tirman, Nassar, and Blossom

**Proposed
Motion:**

I move to create a Council AdHoc Committee to recommend a qualified affordable housing development partner for the Suzuki affordable housing project.

Date action
taken:

12/04/18. I move to approve the formation of a Council Ad Hoc Committee for the Suzuki project in accordance with the Council Ad Hoc Committee Request form.

Approved 7-0

Ad Hoc Committee Formation Request

Request date: 05-14-19

Requested by: Councilmember Joe Deets

Procedural Authority/Governance Manual Reference(s): Section 3.1.3 of the Governance Manual

Name of Committee Proposed: Youth Mental Health Workshop Proposal

Purpose/Scope of Work: Review the Youth Mental Health Workshop proposal and bring back a recommendation to Council for approval

Specific task deliverable(s) (recommendation, report, etc.): Recommendation for Youth Mental Health Workshop

Link to Council/Dept work plan:

Reports to: ☐ City Council ☐ City Manager Public participation/education required? ☐ Yes ☒ No

Staff support required? ☐ Yes ☐ No

Sunset date:

If Yes, in what form (notes, technical, etc.)?

City Manager's comments:

Members:

Nassar, Deets, Tirman

Proposed Motion:

I move to authorize the formation of a Council ad hoc committee to develop the Youth Mental Health Workshop

Date action taken:

5/14/19 and 5/28/19



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:10 PM) Agenda Bill for Consent Agenda,

SUMMARY: Consider approval of the following Consent Agenda items:

- B. Accounts Payable and Payroll
- C. City Council Study Session Minutes, November 19, 2019
- D. City Council Regular Business Meeting Minutes, November 26, 2019
- E. Ordinance No. 2019-39 Extending the Landmark Tree Ordinance, Ordinance No. 2019-17
- F. Point Monroe Street Vacation, portion of, and Consideration of Ordinance No. 2019-34
- G. Cultural Funding Advisory Committee 2020-21 Funding Recommendations
- H. Ordinance No. 2019-36 Relating to 2019 4th Quarter Budget and Updated Capital Improvement Plan Amendments
- I. Video Inspection Camera Procurement
- J. Ordinance 2019-24 Updating Bainbridge Island Municipal Code Sections 2.16.040, 2.16.050, 2.16.070, 2.16.110, 18.09.020, 18.09.030, and 18.36.030 Related to Public Participation Meetings for Short Plats, and Decision Criteria for Site Plan and Design Review and Conditional Use Permits (Request to pull from Consent Agenda)
- K. Resolution No. 2019-29, Updating the Administrative Manual to Reflect the New Subdivision Standards and the New Design Standards and Guidelines
- L. Resolution No. 2019-30 Relating to Clean Fuel Standard Endorsement
- M. Old Treatment Plant Pump Station Replacement Project Final Change Order (Request to pull from the Consent Agenda)

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to pull items 12.J and 12.M from the Consent Agenda.

I move to approve the Consent Agenda, as amended.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME:

AGENDA ITEM: Accounts Payable and Payroll

SUMMARY: Consider approval of payroll and accounts payable.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Approve with Consent Agenda

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Report to Council of Cash Disbursements 12-11-19.pdf](#)

[Payroll.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: November 25, 2019 - December 09, 2019
CITY COUNCIL: November 26, 2019 - December 10, 2019

Last check from previous run: 352221 dated 11/27/19 issued to Zee Medical Service for \$199.94.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	11/25/19	364	WA State DOR/Excise taxes - October 2019	22,771.79
ACH	11/25/19	365	COBI/Utility billing - November 2019	2,322.09
ACH	11/25/19	366	WA State DOL/Firearm dealer permits - November 2019	219.00
ACH	12/2/19	367	US Bank/December 1 debt service payment: principal & interest	1,136,452.50
Manual	11/22/19	352222	PCD/AWC/Cobra premiums	843.12
Manual	11/22/19	352223	PW/Flying Wrench/Vactor service	1,463.70
Manual	11/25/19	352224	POL/AT&T/Wireless charges	1,774.22
Manual	11/25/19	352225	PW/Kitsap Public Health District/Casey St group B annual permit	75.00
Manual	11/25/19	352226	Puget Sound Energy/Green Power contract	849.33
Manual	11/26/19	352227	CenturyLink/Weaver PRV water telemetry	58.32
Manual	11/26/19	352228	WA Water Service/Decant facility water	160.52
Manual	11/27/19	352229	PW/WA St Dept of Ecology/Water rights extension fee	50.00
Manual	12/2/19	352230	PW/Aqua Tech/Pump house improvements	14,195.13
Manual	12/2/19	352231	PW/COBI/Pump house improvements - retainage	1,577.24
Manual	12/2/19	352232	EX/Good to Go!/Bridge toll	7.00
Manual	12/2/19	352233	LEGAL/Thomas Alpaugh/Public defense services - November 2019	4,484.38
Manual	12/4/19	352234	ENG/Sound Pacific/Olympic Dr non motorized improvements	50,001.22

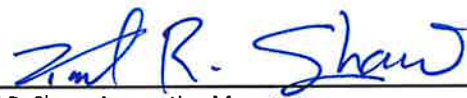
Total Manual Checks and Electronic Disbursements	1,237,304.56
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Regular Run	12/11/19	352235-352318	Total Regular Check Run	180,954.44
Total Disbursements				1,418,259.00

Retainage Release	11/26/19	182	Innovac - Lovell sewer maintenance	1,050.13
Travel Advance	N/A	N/A		N/A

Prepared and Reviewed by  Carrie Freitas, Senior Accounting Technician

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

 12-4-2019
Karl R. Shaw, Accounting Manager Date

EFT-Excise Oct 2019

(CF) 11/22/19

11/22/2019 15:49 |CITY OF BAINBRIDGE ISLAND
cfreitas |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

364	11/25/2019	MANL	124 WA ST DEPT OF REVENU	236239	OCT19	10/31/2019	EFTOCT19	22,771.79
Invoice: OCT19						OCT 2019 EXCISE TAX		
				164.27	91411341 553000	FINANCE - WATER EXTRNL TAXES		
				260.59	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
				3,644.28	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
				24.39	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
				7.69	91411341 553000	FINANCE - WATER EXTRNL TAXES		
				20.33	91411341 553000	FINANCE - WATER EXTRNL TAXES		
				13,888.78	91431383 553000	FINANCE - SSWM - EXTRNL TAXES		
				3,778.73	91411341 553000	FINANCE - WATER EXTRNL TAXES		
				435.85	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
				8.84	33011161 531100	HR-C/E-SUPPLIES		
				10.80	53011212 531100	PD-C/E-PATROL SUPPLIES		
				380.25	53011212 531100	PD-C/E-PATROL SUPPLIES		
				1.07	63470586 544000	CUR-DEV-ZONING-ADV		
				.33	63470586 544000	CUR-DEV-ZONING-ADV		
				3.53	63470586 544000	CUR-DEV-ZONING-ADV		
				.97	63470586 544000	CUR-DEV-ZONING-ADV		
				1.73	63470586 544000	CUR-DEV-ZONING-ADV		
				.67	63470586 544000	CUR-DEV-ZONING-ADV		
				1.63	63470586 544000	CUR-DEV-ZONING-ADV		
				137.06	73111427 531100	OFFICE SUPPLIES		

CHECK 364 TOTAL: 22,771.79

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 22,771.79

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	22,771.79

*** GRAND TOTAL *** 22,771.79

11/22/2019 15:49 |CITY OF HAINBRIDGE ISLAND
cfreitas |A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 11	293								
APP 401-213000						ACCOUNTS PAYABLE		3,971.02	
11/25/2019	EFTOCT19	EXCISE				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			22,771.79
11/25/2019	EFTOCT19	EXCISE				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		4,365.11	
11/25/2019	EFTOCT19	EXCISE				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		13,888.78	
11/25/2019	EFTOCT19	EXCISE				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		399.89	
11/25/2019	EFTOCT19	EXCISE				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		9.93	
11/25/2019	EFTOCT19	EXCISE				AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		137.06	
11/25/2019	EFTOCT19	EXCISE				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								22,771.79	22,771.79
APP 631-130000						DUE TO/FROM CLEARING		22,771.79	
11/25/2019	EFTOCT19	EXCISE							
APP 401-130000						DUE TO/FROM CLEARING			3,971.02
11/25/2019	EFTOCT19	EXCISE							
APP 402-130000						DUE TO/FROM CLEARING			4,365.11
11/25/2019	EFTOCT19	EXCISE							
APP 403-130000						DUE TO/FROM CLEARING			13,888.78
11/25/2019	EFTOCT19	EXCISE							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			399.89
11/25/2019	EFTOCT19	EXCISE							
APP 407-130000						DUE TO/FROM CLEARING			9.93
11/25/2019	EFTOCT19	EXCISE							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			137.06
11/25/2019	EFTOCT19	EXCISE							
SYSTEM GENERATED ENTRIES TOTAL								22,771.79	22,771.79
JOURNAL 2019/11/293 TOTAL								45,543.58	45,543.58

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 11	293	11/25/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		399.89
001-213000				GENERAL - ACCOUNTS PAYABLE	399.89	
				FUND TOTAL	399.89	399.89
101 STREET FUND	2019 11	293	11/25/2019			
101-130000				STREETS - DUE TO/FROM CLEARING		137.06
101-213000				STREETS - ACCOUNTS PAYABLE	137.06	
				FUND TOTAL	137.06	137.06
401 WATER OPERATING FUND	2019 11	293	11/25/2019			
401-130000				DUE TO/FROM CLEARING		3,971.02
401-213000				ACCOUNTS PAYABLE	3,971.02	
				FUND TOTAL	3,971.02	3,971.02
402 SEWER OPERATING FUND	2019 11	293	11/25/2019			
402-130000				DUE TO/FROM CLEARING		4,365.11
402-213000				ACCOUNTS PAYABLE	4,365.11	
				FUND TOTAL	4,365.11	4,365.11
403 STORM & SURFACE WATER FUND	2019 11	293	11/25/2019			
403-130000				DUE TO/FROM CLEARING		13,888.78
403-213000				ACCOUNTS PAYABLE	13,888.78	
				FUND TOTAL	13,888.78	13,888.78
407 BUILDING & DEVELOPMENT FUND	2019 11	293	11/25/2019			
407-130000				DUE TO/FROM CLEARING		9.93
407-213000				ACCOUNTS PAYABLE	9.93	
				FUND TOTAL	9.93	9.93
631 CLEARING FUND	2019 11	293	11/25/2019			
631-130000				DUE TO/FROM CLEARING	22,771.79	
635-111100				CASH		22,771.79
				FUND TOTAL	22,771.79	22,771.79

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		399.89
101 STREET FUND		137.06
401 WATER OPERATING FUND		3,971.02
402 SEWER OPERATING FUND		4,365.11
403 STORM & SURFACE WATER FUND		13,888.78
407 BUILDING & DEVELOPMENT FUND		9.93
631 CLEARING FUND	22,771.79	
TOTAL	22,771.79	22,771.79

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

365	11/25/2019	MANL	103 CITY OF BAINBRIDGE I	236240	13005NOV19	11/01/2019	ACHUB10	464.75
Invoice: 13005NOV19								
				464.75	91011768 547500	309 SHANNON DR		
						GG-C/E-PARKS-WTR/SWR		
				236241	13006NOV19	11/01/2019	ACHUB10	452.56
Invoice: 13006NOV19								
				452.56	91011768 547500	309 SHANNON DR DOCK		
						GG-C/E-PARKS-WTR/SWR		
				236242	10461NOV19	11/01/2019	ACHUB10	695.00
Invoice: 10461NOV19								
				695.00	91011768 547500	289 SHANNON DR		
						GG-C/E-PARKS-WTR/SWR		
				236243	10463NOV19	11/01/2019	ACHUB10	394.70
Invoice: 10463NOV19								
				394.70	91011755 547500	370 BRIEN DR		
						GG-C/E-COMMONS-WTR/SWR		
				236244	10464NOV19	11/01/2019	ACHUB10	297.68
Invoice: 10464NOV19								
				297.68	91011755 547500	402 BRIEN DR		
						GG-C/E-COMMONS-WTR/SWR		
				236245	11573NOV19	11/01/2019	ACHUB10	17.40
Invoice: 11573NOV19								
				17.40	91011768 547500	5350 CREOSOTE PL NE		
						GG-C/E-PARKS-WTR/SWR		

CHECK 365 TOTAL: 2,322.09

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 2,322.09

COUNT AMOUNT

TOTAL MANUAL CHECKS 1 2,322.09

*** GRAND TOTAL *** 2,322.09

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 11	294								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		2,322.09	
11/25/2019	ACHUB10	UB				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			2,322.09
11/25/2019	ACHUB10	UB				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								2,322.09	2,322.09
APP 631-130000						DUE TO/FROM CLEARING		2,322.09	
11/25/2019	ACHUB10	UB							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			2,322.09
11/25/2019	ACHUB10	UB							
SYSTEM GENERATED ENTRIES TOTAL								2,322.09	2,322.09
JOURNAL 2019/11/294 TOTAL								4,644.18	4,644.18

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 11	294	11/25/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		2,322.09
001-213000				GENERAL - ACCOUNTS PAYABLE	2,322.09	
				FUND TOTAL	2,322.09	2,322.09
631 CLEARING FUND	2019 11	294	11/25/2019			
631-130000				DUE TO/FROM CLEARING	2,322.09	
635-111100				CASH		2,322.09
				FUND TOTAL	2,322.09	2,322.09

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			2,322.09
631 CLEARING FUND		2,322.09	
	TOTAL	2,322.09	2,322.09

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ACH-FA

(CP) 11/22/19

11/22/2019 15:50 |CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 635 111100 CASH

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

366	11/25/2019	MANL	969 DEPARTMENT OF LICENS	236246	NOV19CPL	11/22/2019		ACGFA10	219.00
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Invoice: NOV19CPL

NOV 2019 FIREARMS

219.00 41654860 586000 GUN PERMIT OUT

CHECK	366 TOTAL:	219.00
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NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	219.00
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COUNT	AMOUNT
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TOTAL MANUAL CHECKS	1	219.00
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*** GRAND TOTAL ***	219.00
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cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 11	295								
APP 650-213000						ACCOUNTS PAYABLE		219.00	
11/25/2019	ACGFA10	FA				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			219.00
11/25/2019	ACGFA10	FA				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								219.00	219.00
APP 631-130000						DUE TO/FROM CLEARING		219.00	
11/25/2019	ACGFA10	FA							
APP 650-130000						DUE TO/FROM CLEARING			219.00
11/25/2019	ACGFA10	FA							
SYSTEM GENERATED ENTRIES TOTAL								219.00	219.00
JOURNAL 2019/11/295 TOTAL								438.00	438.00

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
631 CLEARING FUND	2019 11	295	11/25/2019			
631-130000				DUE TO/FROM CLEARING	219.00	
635-111100				CASH		219.00
				FUND TOTAL	219.00	219.00
650 AGENCY FUND	2019 11	295	11/25/2019			
650-130000				DUE TO/FROM CLEARING		219.00
650-213000				ACCOUNTS PAYABLE	219.00	
				FUND TOTAL	219.00	219.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
631 CLEARING FUND		219.00	
650 AGENCY FUND			219.00
	TOTAL	219.00	219.00

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

ACH - US Bank Debt Service

(CF) 11/26/19

11/26/2019 10:48 | CITY OF BAINBRIDGE ISLAND
cfreitas | A/P CASH DISBURSEMENTS JOURNAL

| P 1
| apcsbdb

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

367	12/02/2019	MANL	8330 US BANK	236251	1485965	10/10/2019	ACHUSB12	261,040.00
Invoice: 1485965						DEC 1 DEBT SVC '07 - P&I		
				215,000.00	91214195 771000	GG-2007 GO-PRIN REDEMPTION		
				46,040.00	91214295 783000	GG-2007 GO-INT EXPENSE		
				236252	1484939	10/10/2019	ACHUSB12	21,912.50
Invoice: 1484939						DEC 1 DEBT SVC '08 - INT		
				21,912.50	91241276 783000	FIN-2008 LTGO-INTEREST		
				236253	1485972	10/10/2019	ACHUSB12	298,300.00
Invoice: 1485972						DEC 1 DEBT SVC '11 - P&I		
				298,300.00	91422235 77100000086	WWTP 2011 LTGO-PRIN REDEMP		
				236254	1485131	10/10/2019	ACHUSB12	555,200.00
Invoice: 1485131						DEC 1 DEBT SVC '13 - P&I		
				500,000.00	91247189 771000	2013 REFI-PRIN REDEMP		
				55,200.00	91247289 783000	2013 REFI-INTEREST		

CHECK 367 TOTAL: 1,136,452.50

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 1,136,452.50

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	1,136,452.50

*** GRAND TOTAL *** 1,136,452.50

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT									
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2019 12	6								
APP 201-213000					ACCOUNTS PAYABLE			838,152.50	
	12/02/2019 ACHUSB12	DBTSVC			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				1,136,452.50
	12/02/2019 ACHUSB12	DBTSVC			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			298,300.00	
	12/02/2019 ACHUSB12	DBTSVC			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL								1,136,452.50	1,136,452.50
APP 631-130000					DUE TO/FROM CLEARING			1,136,452.50	
	12/02/2019 ACHUSB12	DBTSVC							
APP 201-130000					DUE TO/FROM CLEARING				838,152.50
	12/02/2019 ACHUSB12	DBTSVC							
APP 402-130000					DUE TO/FROM CLEARING				298,300.00
	12/02/2019 ACHUSB12	DBTSVC							
SYSTEM GENERATED ENTRIES TOTAL								1,136,452.50	1,136,452.50
JOURNAL 2019/12/6 TOTAL								2,272,905.00	2,272,905.00

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
201 GO BOND FUND	2019 12	6	12/02/2019		
201-130000			DUE TO/FROM CLEARING		838,152.50
201-213000			ACCOUNTS PAYABLE	838,152.50	
			FUND TOTAL	838,152.50	838,152.50
402 SEWER OPERATING FUND	2019 12	6	12/02/2019		
402-130000			DUE TO/FROM CLEARING		298,300.00
402-213000			ACCOUNTS PAYABLE	298,300.00	
			FUND TOTAL	298,300.00	298,300.00
631 CLEARING FUND	2019 12	6	12/02/2019		
631-130000			DUE TO/FROM CLEARING	1,136,452.50	
635-111100			CASH		1,136,452.50
			FUND TOTAL	1,136,452.50	1,136,452.50

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
201	GO BOND FUND		838,152.50
402	SEWER OPERATING FUND		298,300.00
631	CLEARING FUND	1,136,452.50	
	TOTAL	1,136,452.50	1,136,452.50

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Manual
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cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
352222	11/22/2019	PRTD	37 ASSOCIATION OF WA CI	236238	12/2019	11/18/2019		M112219	843.12
Invoice: 12/2019						PCD/DEC COBRA: GC			
				843.12	61011581 520000	PCD - C/E ADMIN BENEFITS			
								CHECK 352222 TOTAL:	843.12
352223	11/22/2019	PRTD	8292 FLYING WRENCH SERVIC	236237	22463	10/17/2019		M112219	1,463.70
Invoice: 22463						PW/VACTOR SERVICE			
				1,463.70	73637941 548100	VACTOR R&M-REPAIRS			
								CHECK 352223 TOTAL:	1,463.70
NUMBER OF CHECKS 2						*** CASH ACCOUNT TOTAL ***			2,306.82
						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						2	2,306.82		
								*** GRAND TOTAL ***	2,306.82

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 11	284								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		843.12	
11/22/2019	M112219	112219				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			2,306.82
11/22/2019	M112219	112219				AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		1,463.70	
11/22/2019	M112219	112219				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								2,306.82	2,306.82
APP 631-130000						DUE TO/FROM CLEARING		843.12	
11/22/2019	M112219	112219							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			843.12
11/22/2019	M112219	112219							
SYSTEM GENERATED ENTRIES TOTAL								843.12	843.12
JOURNAL 2019/11/284 TOTAL								3,149.94	3,149.94

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 11	284	11/22/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		843.12
001-213000				GENERAL - ACCOUNTS PAYABLE	843.12	
				FUND TOTAL	843.12	843.12
631 CLEARING FUND	2019 11	284	11/22/2019			
631-130000				DUE TO/FROM CLEARING	843.12	
631-213000				ACCOUNTS PAYABLE	1,463.70	
635-111100				CASH		2,306.82
				FUND TOTAL	2,306.82	2,306.82

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cfreitas

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			843.12
631 CLEARING FUND		843.12	
	TOTAL	843.12	843.12

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Manual
CF 11/25/19

11/25/2019 10:53 |CITY OF BAINBRIDGE ISLAND
cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

352224 11/25/2019 PRD 6420 AT&T MOBILITY 236247 287287004732X112019 11/11/2019 M112519 1,757.77
Invoice: 287287004732X112019 POL/WIRELESS CHARGES

1,757.77 91011215 542100 GG-C/E-PD-PHONE

236248 287293538919X112019 11/11/2019 M112519 16.45
Invoice: 287293538919X112019 POL/WIRELESS CHARGES: HUSKA

16.45 91011215 542100 GG-C/E-PD-PHONE

CHECK 352224 TOTAL: 1,774.22

352225 11/25/2019 PRD 2421 KITSAP PUBLIC HEALTH 236250 184065-2020 11/25/2019 M112519 75.00
Invoice: 184065-2020 PW/CASEY ST WATER ANNUAL PERMIT

75.00 73416345 549800 CASEY STREET WTR-PERMITS

CHECK 352225 TOTAL: 75.00

352226 11/25/2019 PRD 1205 PUGET SOUND ENERGY 236249 4376NOV19 11/18/2019 M112519 849.33
Invoice: 4376NOV19 NOV19-GREEN POWER CONTRACT

849.33 91011189 547100 GG-C/E-CITY HALL-ELECTRIC

CHECK 352226 TOTAL: 849.33

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 2,698.55

COUNT AMOUNT

TOTAL PRINTED CHECKS 3 2,698.55

*** GRAND TOTAL *** 2,698.55

11/25/2019 10:53 |CITY OF BAINBRIDGE ISLAND
 cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC		
2019 11	305							
APP 001-213000						GENERAL - ACCOUNTS PAYABLE	2,623.55	
	11/25/2019	M112519	112519			AP CASH DISBURSEMENTS JOURNAL		
APP 635-111100						CASH		2,698.55
	11/25/2019	M112519	112519			AP CASH DISBURSEMENTS JOURNAL		
APP 401-213000						ACCOUNTS PAYABLE	75.00	
	11/25/2019	M112519	112519			AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL							2,698.55	2,698.55
APP 631-130000						DUE TO/FROM CLEARING	2,698.55	
	11/25/2019	M112519	112519					
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		2,623.55
	11/25/2019	M112519	112519					
APP 401-130000						DUE TO/FROM CLEARING		75.00
	11/25/2019	M112519	112519					
SYSTEM GENERATED ENTRIES TOTAL							2,698.55	2,698.55
JOURNAL 2019/11/305 TOTAL							5,397.10	5,397.10

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019 11	305	11/25/2019		
001-130000			GENERAL - DUE TO/FROM CLEARING		2,623.55
001-213000			GENERAL - ACCOUNTS PAYABLE	2,623.55	
			FUND TOTAL	2,623.55	2,623.55
401 WATER OPERATING FUND	2019 11	305	11/25/2019		
401-130000			DUE TO/FROM CLEARING		75.00
401-213000			ACCOUNTS PAYABLE	75.00	
			FUND TOTAL	75.00	75.00
631 CLEARING FUND	2019 11	305	11/25/2019		
631-130000			DUE TO/FROM CLEARING	2,698.55	
635-111100			CASH		2,698.55
			FUND TOTAL	2,698.55	2,698.55

FUND	DUE TO	DUE FROM
001 GENERAL FUND		2,623.55
401 WATER OPERATING FUND		75.00
631 CLEARING FUND	2,698.55	
TOTAL	2,698.55	2,698.55

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
352227	11/26/2019	PRTD	551 CENTURYLINK	236255	6124NOV19	11/16/2019		M112619	58.32
Invoice: 6124NOV19						WEAVER PRV WATER TELEM			
				58.32	91411891 542100	GG-WTR-FAC-PHONE			
								CHECK 352227 TOTAL:	58.32
352228	11/26/2019	PRTD	5271 WASHINGTON WATER SER	236257	4815979187-NOV19	11/18/2019		M112619	160.52
Invoice: 4815979187-NOV19						NOV19 DECANT FAC WATER			
				160.52	91435838 547500	GG-DECANT-WATER/SEWER			
								CHECK 352228 TOTAL:	160.52
				NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***			218.84
						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						2	218.84		
								*** GRAND TOTAL ***	218.84

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC		
2019 11 347								
APP 401-213000						ACCOUNTS PAYABLE	58.32	
	11/26/2019	M112619	112619			AP CASH DISBURSEMENTS JOURNAL		
APP 635-111100						CASH		218.84
	11/26/2019	M112619	112619			AP CASH DISBURSEMENTS JOURNAL		
APP 403-213000						ACCOUNTS PAYABLE	160.52	
	11/26/2019	M112619	112619			AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL							218.84	218.84
APP 631-130000						DUE TO/FROM CLEARING	218.84	
	11/26/2019	M112619	112619					
APP 401-130000						DUE TO/FROM CLEARING		58.32
	11/26/2019	M112619	112619					
APP 403-130000						DUE TO/FROM CLEARING		160.52
	11/26/2019	M112619	112619					
SYSTEM GENERATED ENTRIES TOTAL							218.84	218.84
JOURNAL 2019/11/347 TOTAL							437.68	437.68

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
401 WATER OPERATING FUND	2019 11	347	11/26/2019			
401-130000				DUE TO/FROM CLEARING		58.32
401-213000				ACCOUNTS PAYABLE	58.32	
				FUND TOTAL	58.32	58.32
403 STORM & SURFACE WATER FUND	2019 11	347	11/26/2019			
403-130000				DUE TO/FROM CLEARING		160.52
403-213000				ACCOUNTS PAYABLE	160.52	
				FUND TOTAL	160.52	160.52
631 CLEARING FUND	2019 11	347	11/26/2019			
631-130000				DUE TO/FROM CLEARING	218.84	
635-111100				CASH		218.84
				FUND TOTAL	218.84	218.84

FUND		DUE TO	DUE FROM
401	WATER OPERATING FUND		58.32
403	STORM & SURFACE WATER FUND		160.52
631	CLEARING FUND	218.84	
	TOTAL	218.84	218.84

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
352229	11/27/2019	PRTD	167 WA ST DEPT OF ECOLOG	236334	GI-25614P	11/26/2019		M112719	50.00
Invoice: GI-25614P						PW/WTR RIGHTS EXT FEE			
50.00 73411345 549800						PERMITS-COBI OR OUTSIDE AGENCY			
CHECK 352229 TOTAL:									50.00
NUMBER OF CHECKS						1	*** CASH ACCOUNT TOTAL ***		50.00
						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						1	50.00		
*** GRAND TOTAL ***									50.00

JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 11	361								
APP 401-213000						ACCOUNTS PAYABLE		50.00	
11/27/2019	M112719	112719				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			50.00
11/27/2019	M112719	112719				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								50.00	50.00
APP 631-130000						DUE TO/FROM CLEARING		50.00	
11/27/2019	M112719	112719							
APP 401-130000						DUE TO/FROM CLEARING			50.00
11/27/2019	M112719	112719							
SYSTEM GENERATED ENTRIES TOTAL								50.00	50.00
JOURNAL 2019/11/361 TOTAL								100.00	100.00

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
401 WATER OPERATING FUND	2019 11	361	11/27/2019			
401-130000				DUE TO/FROM CLEARING		50.00
401-213000				ACCOUNTS PAYABLE	50.00	
				FUND TOTAL	50.00	50.00
631 CLEARING FUND	2019 11	361	11/27/2019			
631-130000				DUE TO/FROM CLEARING	50.00	
635-111100				CASH		50.00
				FUND TOTAL	50.00	50.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
401 WATER OPERATING FUND			50.00
631 CLEARING FUND		50.00	
	TOTAL	50.00	50.00

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

INVOICE DTL DESC										
352230	12/02/2019	PRTD	9228	AQUA TECH	236336	PAYREQFINAL-1043	11/12/2019	21900050	M120219	14,195.13
Invoice: PAYREQFINAL-1043					PW PUMP HOUSE IMPROVEMENTS					
					14,195.13	73011897	54810001043	PWY-PUMP HOUSE & WELL-R&M		
									CHECK 352230 TOTAL:	14,195.13
352231	12/02/2019	PRTD	102	CITY OF BAINBRIDGE I	236337	RETREQFINAL-1043	11/12/2019	21900051	M120219	1,577.24
Invoice: RETREQFINAL-1043					PW PUMP HOUSE IMPR-RET					
					1,577.24	73011897	54810001043	PWY-PUMP HOUSE & WELL-R&M		
									CHECK 352231 TOTAL:	1,577.24
352232	12/02/2019	PRTD	7451	GOOD TO GO!	236335	TB-193366559	11/06/2019		M120219	7.00
Invoice: TB-193366559					EX/BRIDGE TOLL: AL 11/6					
					7.00	31011256	542450	EX-GF-EMERG PREP-COMM OUTREACH		
									CHECK 352232 TOTAL:	7.00
352233	12/02/2019	PRTD	7849	LAW OFFICE OF THOMAS	236338	NOV19	11/14/2019		M120219	4,484.38
Invoice: NOV19					LEGAL/PUB DEF SVCS NOV19					
					4,484.38	32011281	541113	LGL-PUBLIC DEFENDER		
									CHECK 352233 TOTAL:	4,484.38
NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL ***										20,263.75
						COUNT	AMOUNT			
						-----	-----			
TOTAL PRINTED CHECKS						4	20,263.75			
*** GRAND TOTAL ***										20,263.75

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 12	10								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		20,263.75	
12/02/2019	M120219	120219				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			20,263.75
12/02/2019	M120219	120219				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		20,263.75	20,263.75
APP 631-130000						DUE TO/FROM CLEARING		20,263.75	
12/02/2019	M120219	120219							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			20,263.75
12/02/2019	M120219	120219							
						SYSTEM GENERATED ENTRIES TOTAL		20,263.75	20,263.75
						JOURNAL 2019/12/10 TOTAL		40,527.50	40,527.50

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 12	10	12/02/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		20,263.75
001-213000				GENERAL - ACCOUNTS PAYABLE	20,263.75	
				FUND TOTAL	20,263.75	20,263.75
631 CLEARING FUND	2019 12	10	12/02/2019			
631-130000				DUE TO/FROM CLEARING	20,263.75	
635-111100				CASH		20,263.75
				FUND TOTAL	20,263.75	20,263.75

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			20,263.75
631 CLEARING FUND		20,263.75	
	TOTAL	20,263.75	20,263.75

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

INVOICE DTL DESC

352234	12/04/2019	PRTD	8744 SOUND PACIFIC CONSTR	236401	PAYREQ6-596	11/26/2019		M120419	50,001.22
Invoice: PAYREQ6-596						OLYMPIC DRIVE NON MOTORIZED IM			
50,001.22						72334953 66300000596 SR305-OLYMPIC NM-CONSTR			

CHECK 352234 TOTAL: 50,001.22

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 50,001.22

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	50,001.22

*** GRAND TOTAL *** 50,001.22

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 12 19									
APP 301-213000						ACCOUNTS PAYABLE		50,001.22	
	12/04/2019	M120419	120419			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			50,001.22
	12/04/2019	M120419	120419			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								50,001.22	50,001.22
APP 631-130000						DUE TO/FROM CLEARING		50,001.22	
	12/04/2019	M120419	120419						
APP 301-130000						DUE TO/FROM CLEARING			50,001.22
	12/04/2019	M120419	120419						
SYSTEM GENERATED ENTRIES TOTAL								50,001.22	50,001.22
JOURNAL 2019/12/19 TOTAL								100,002.44	100,002.44

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
301 CAPITAL CONSTRUCTION FUND	2019 12	19	12/04/2019			
301-130000				DUE TO/FROM CLEARING		50,001.22
301-213000				ACCOUNTS PAYABLE	50,001.22	
				FUND TOTAL	50,001.22	50,001.22
631 CLEARING FUND	2019 12	19	12/04/2019			
631-130000				DUE TO/FROM CLEARING	50,001.22	
635-111100				CASH		50,001.22
				FUND TOTAL	50,001.22	50,001.22

FUND		DUE TO	DUE FROM
301 CAPITAL CONSTRUCTION FUND			50,001.22
631 CLEARING FUND		50,001.22	
	TOTAL	50,001.22	50,001.22

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CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE DTL DESC					
352235	12/11/2019	PRTD 5 ACE HARDWARE	236259	45243/1	11/15/2019		12/08/19	-16.34
		Invoice: 45243/1			PW/FUSE CART RETURN			
			-16.34	73421355 531100	WIN COLL-SUPPLIES			
		Invoice: 45228/1	236260	45228/1	11/14/2019		12/08/19	-15.25
					PW/VAC BRKR RETURN			
			-15.25	73435838 531100	O&M-DECANT-SUPPLIES			
		Invoice: 45227/1	236261	45227/1	11/14/2019		12/08/19	32.68
					PW/FUSE CARTS			
			32.68	73421355 531100	WIN COLL-SUPPLIES			
		Invoice: 45223/1	236262	45223/1	11/14/2019		12/08/19	195.10
					PW/WELL SITE MAINT			
			195.10	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
		Invoice: 45081/1	236263	45081/1	10/25/2019		12/08/19	176.48
					PW/TARPS, VAC BRKR, HOSE CAPS			
			176.48	73435838 531100	O&M-DECANT-SUPPLIES			
		Invoice: 45059/1-A	236264	45059/1-A	10/23/2019		12/08/19	.02
					PW/INV 45059 SHORT PMT			
			.02	73411345 531100	OFFICE SUPPLIES			
		Invoice: 44578/1-A	236265	44578/1-A	08/23/2019		12/08/19	.20
					PW/INV44578 SHORT PMT			
			.20	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
		Invoice: 45294/1	236298	45294/1	11/22/2019		12/08/19	26.13
					PW/MASKING TAPE			
			26.13	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
		Invoice: 45275/1	236299	45275/1	11/20/2019		12/08/19	14.16
					PW/LED BULBS			
			14.16	73011215 531100	O&M-C/E-POLICE FAC-SUPPLIES			
		Invoice: 45252/1	236300	45252/1	11/18/2019		12/08/19	69.74
					PW/WORK PAD-CUSHION			
			69.74	73421355 531100	WIN COLL-SUPPLIES			
		Invoice: 45241/1	236301	45241/1	11/15/2019		12/08/19	21.79
					PW/WALL CLOCK			
			21.79	73425358 531100	O&M-WWTP-SUPPLIES			
CHECK 352235 TOTAL:								504.71
352236	12/11/2019	PRTD 7994 PENINSULA SERVICES	236266	91903	10/31/2019		12/08/19	32.00
		Invoice: 91903			CRT/MOBILE SHREDDING			
			32.00	21011125 541100	COURT - PROFESSIONAL SERVICES			
			236373	91904	10/31/2019		12/08/19	64.00

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 91904						POL/MOBILE SHREDDING			
						PD-C/E-ADM-PROF SVCS			
64.00 51011211 541100									
						CHECK	352236	TOTAL:	96.00
352237	12/11/2019	PRTD	8672 ALLSTREAM	236339	16513513	12/01/2019		12/08/19	911.12
Invoice: 16513513						CITYWIDE PHN SVCS DEC19			
						FIN - ALLOC TELEPHONE			
911.12 41637891 542100									
						CHECK	352237	TOTAL:	911.12
352238	12/11/2019	PRTD	8604 ANDERSON CONSTRUCTIO	236268	PAYREQ1-811	11/12/2019	21900023	12/08/19	18,912.70
Invoice: PAYREQ1-811						CARPORT PURCHASE & INSTALL			
						O&M FUEL SYS CAP IMPR-EQUIP			
18,912.70 73311448 66400000811									
						CHECK	352238	TOTAL:	18,912.70
352239	12/11/2019	PRTD	4710 ASSOCIATED PETROLEU	236269	0119048-IN-A	10/03/2019		12/08/19	81.96
Invoice: 0119048-IN-A						PW/INV 119048 SHORT PMT			
						O&M-FUEL USE-ALLOCATION			
81.96 73638893 532000									
						CHECK	352239	TOTAL:	81.96
352240	12/11/2019	PRTD	7821 AUS WEST LOCKBOX	236270	1991501986	11/14/2019		12/08/19	53.99
Invoice: 1991501986						PW/LAUNDRY SVCS			
						LAUNDRY SERVICES			
53.99 73638893 589310									
						CHECK	352240	TOTAL:	53.99
352241	12/11/2019	PRTD	4365 AUTOMATIC FUNDS TRAN	236271	112228	11/07/2019		12/08/19	7.55
Invoice: 112228						UB/FINAL BILL: PRINT & MAIL			
1.27 43411341 541100						FIN - WATER ADMIN PROF SERVICE			
1.28 43421351 541100						FIN - SEWER ADMIN PROF SERVICE			
2.50 91411891 542500						GG-WTR-FAC-POSTAGE			
2.50 91421891 542500						GG-SWR-FAC-POSTAGE			
236272 112099						11/01/2019 12/08/19			
Invoice: 112099						UB/STATEMENT PREP & MAIL			
162.18 43411341 541100						FIN - WATER ADMIN PROF SERVICE			
162.19 43421351 541100						FIN - SEWER ADMIN PROF SERVICE			
227.23 91411891 542500						GG-WTR-FAC-POSTAGE			
227.24 91421891 542500						GG-SWR-FAC-POSTAGE			
						CHECK	352241	TOTAL:	786.39

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CASH ACCOUNT: 635 111100 CASH

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

352242	12/11/2019	PRTD	55 SOUND PUBLISHING, IN	236273	BIR881056	11/15/2019		12/08/19	62.57
Invoice: BIR881056						CC/ORD 2019-27			
				62.57	11011113 544000	COUNCIL - LEGAL NOTICES			
				236274	BIR880857	11/15/2019		12/08/19	76.74
Invoice: BIR880857						CC/ORD 2019-39			
				76.74	11011113 544000	COUNCIL - LEGAL NOTICES			
				236275	BIR881054	11/15/2019		12/08/19	49.58
Invoice: BIR881054						CC/ORD 2019-28			
				49.58	11011113 544000	COUNCIL - LEGAL NOTICES			
				236276	BIR881034	11/15/2019		12/08/19	82.64
Invoice: BIR881034						PCD/NOA: PLN51524 CUPA/SPRA			
				82.64	63470586 544000	CUR-DEV-ZONING-ADV			

CHECK 352242 TOTAL: 271.53

352243	12/11/2019	PRTD	57 BAY HAY & FEED	231981	1435311	06/04/2019		12/08/19	-98.05
Invoice: 1435311						ENG/DEC 2018 OVERPAYMENT			
				-98.05	72637319 53110000809	WATER QUAL FLOW MONIT-SUPPLIES			
				235170	1471382	10/10/2019		12/08/19	14.12
Invoice: 1471382						PW/HAY BALE			
				14.12	73431835 531100	OFFICE SUPPLIES			
				236370	1469080	10/01/2019		12/08/19	35.92
Invoice: 1469080						PCD/BOOTS: CW			
				35.92	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
				236403	1476158	10/30/2019		12/08/19	52.73
Invoice: 1476158						PW/16.4 GAL PROPANE			
				52.73	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			

CHECK 352243 TOTAL: 4.72

352244	12/11/2019	PRTD	5412 BENEFIT ADMINISTRATI	236340	1911513	11/22/2019		12/08/19	253.00
Invoice: 1911513						HSA CARD SERVICES NOV 2019			
				27.83	21011125 520000	COURT - BENEFITS			
				45.54	31011131 520000	EX-GF-BEN			
				35.42	41011141 520000	FIN - C/E ADMIN BENEFITS			
				22.77	51011211 520000	PD-C/E ADMIN-BENEFITS			
				35.42	61011581 520000	PCD - C/E ADMIN BENEFITS			
				80.96	71011321 520000	PW - C/E BENEFITS			
				5.06	81011881 520000	IT - C/E ADMIN BENEFITS			

CHECK 352244 TOTAL: 253.00

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

352245	12/11/2019	PRTD	9337 BAINBRIDGE ISLAND MO	236371	11/27/19	11/27/2019		12/08/19									150.00	
Invoice: 11/27/19						SS/DAMAGE DEP REFUND												
				150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME												
								CHECK	352245	TOTAL:							150.00	
352246	12/11/2019	PRTD	360 BUILDERS FIRSTSOURCE	236278	80018430	11/14/2019		12/08/19									55.52	
Invoice: 80018430						PW/HEMLOCK ROUNDS												
				55.52	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY												
								CHECK	352246	TOTAL:							55.52	
352247	12/11/2019	PRTD	1847 CATALYST WORKPLACE A	236303	293075	11/22/2019	21900043	12/08/19									4,333.67	
Invoice: 293075						3 HERMAN MILLER ADJUSTABLE DES												
				4,333.67	73011183 531100	O&M-C/E-CH FAC-SUPPLIES												
								CHECK	352247	TOTAL:							4,333.67	
352248	12/11/2019	PRTD	460 CITY OF BAINBRIDGE I	236374	POL-2019-11	11/30/2019		12/08/19									15.00	
Invoice: POL-2019-11						POL/PETTY CASH NOV 2019												
				15.00	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES												
								CHECK	352248	TOTAL:							15.00	
352249	12/11/2019	PRTD	102 CITY OF BAINBRIDGE I	236280	RETREQ1-811	11/12/2019	21900024	12/08/19									2,101.41	
Invoice: RETREQ1-811						CARPORT PRCHS & INSTLL-RET												
				2,101.41	73311448 66400000811	O&M FUEL SYS CAP IMPR-EQUIP												
								CHECK	352249	TOTAL:							2,101.41	
352250	12/11/2019	PRTD	104 CITY OF BREMERTON	236281	BKAT000511	11/01/2019		12/08/19									2,840.75	
Invoice: BKAT000511						IT/BKAT SVCS NOV19												
				2,840.75	81011881 542420	IT-C/E-TELEVISTED COUNCIL MEET												
								CHECK	352250	TOTAL:							2,840.75	
352251	12/11/2019	PRTD	7823 CIVICPLUS	236375	194208	11/30/2019		12/08/19									625.00	
Invoice: 194208						IT/WEBSITE TRAINING: CITY STAFF												
				625.00	81011881 443410	IT - C/E TRAINING												
								CHECK	352251	TOTAL:							625.00	

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

352252	12/11/2019	PRTD	518 WA ST CRIMINAL JUSTI	236394	201133537	11/18/2019	12/08/19	95.00		
Invoice: 201133537						POL/TRAINING: C. KAZER				
			95.00	53011212	443410	POLICE - C/E PATROL TRAINING				
						CHECK	352252 TOTAL:	95.00		
352253	12/11/2019	PRTD	9334 NICHOLAS CLOKE	236341	BLD23053	11/27/2019	12/08/19	1,310.00		
Invoice: BLD23053						BLD23053 PARTIAL REFUND				
			1,310.00	65538	38600000370	GEO TECH 3RD PARTY REVIEWS				
						CHECK	352253 TOTAL:	1,310.00		
352254	12/11/2019	PRTD	8435 COATES DESIGN INC	236284	124178	11/20/2019	12/08/19	61,481.07		
Invoice: 124178						DESIGN SERVICES-POLICE & COURT				
			61,481.07	72311942	64110000724	PD/COURT BLDG-PROF SVCS/DESIGN				
						CHECK	352254 TOTAL:	61,481.07		
352255	12/11/2019	PRTD	142 COPIERS NORTHWEST IN	236304	INV2056652	11/22/2019	12/08/19	1,169.08		
Invoice: INV2056652						EX,FIN/COPIER OVERAGE				
			584.54	31011131	545000	EX-GF-RENTS & LEASES				
			584.54	41011141	545000	FIN - C/E ADMIN RENTS & LEASES				
						CHECK	352255 TOTAL:	1,169.08		
352256	12/11/2019	PRTD	9335 EDWARD CORDING	236342	PLN50061 SSDE	11/27/2019	12/08/19	952.00		
Invoice: PLN50061 SSDE						PLN50061 SSDE PARTIAL REFUND				
			952.00	65538	38600000370	GEO TECH 3RD PARTY REVIEWS				
						CHECK	352256 TOTAL:	952.00		
352257	12/11/2019	PRTD	6363 LN CURTIS & SONS	236377	INV335176	11/12/2019	12/08/19	213.55		
Invoice: INV335176						POL/UNIFORMS: SHIELDS, JOHNSON				
			213.55	53011212	520000	POLICE - C/E PATROL BENEFITS				
			236378	INV337754		11/21/2019	12/08/19	93.49		
Invoice: INV337754						POL/UNIFORM PANTS: NOEL				
			93.49	53011212	520000	POLICE - C/E PATROL BENEFITS				
						CHECK	352257 TOTAL:	307.04		
352258	12/11/2019	PRTD	4192 DMCMA	236285	2020-TD	11/25/2019	12/08/19	150.00		
Invoice: 2020-TD						CRT/MEMBERSHIP: DE GROEN				
			150.00	21011125	549100	COURT-DUES/SUBSCR/MEMBERSHIPS				

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CASH ACCOUNT: 635		111100	CASH			INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE				
INVOICE DTL DESC									
CHECK 352258 TOTAL:									150.00
352259	12/11/2019	PRTD	7357 THE DOCTORS CLINIC	236286	OMF6 OCT19	11/15/2019	12/08/19		254.00
Invoice: OMF6 OCT19				179.00	53011212 541100	POL&PW/PRE-EMPL TESTING			
				75.00	73637891 541100	POLICE - C/E PATROL PROF SVCS			
								PROFESSIONAL SERVICES	
CHECK 352259 TOTAL:									254.00
352260	12/11/2019	PRTD	7144 DTMICRO, INC	236288	4691	11/15/2019	12/08/19		136.25
Invoice: 4691				136.25	91011215 542100	POL NETWORK CONNECT W/ KITSAP NOV 19			
								GG-C/E-PD-PHONE	
CHECK 352260 TOTAL:									136.25
352261	12/11/2019	PRTD	8975 ECONORTHWEST	236290	21816	10/31/2019	12/08/19		2,100.00
Invoice: 21816				2,100.00	61011586 54110000930	INCLUSIONARY ZONING AND TDR			
								COMP PLAN IMPL-PROF SVCS	
CHECK 352261 TOTAL:									2,100.00
352262	12/11/2019	PRTD	8870 EN POINTE TECHNOLOGI	236379	900847761	11/15/2019	12/08/19		231.34
Invoice: 900847761				231.34	81011881 535100	IT/POWER BI PRO: ADD USERS (2)			
								IT - C/E COMPUTER SOFTWARE	
CHECK 352262 TOTAL:									231.34
352263	12/11/2019	PRTD	6374 FILEONQ INC	236380	8056	11/20/2019	12/08/19		4,038.01
Invoice: 8056				1,211.40	52011212 548500	POL/ANNUAL SOFTWARE SUPPORT			
				2,826.61	53011212 548500	PD-C/E-INV-COMPUTER SUPT MAINT			
								PD-C/E-PATROL-COMP SPT MAINT	
CHECK 352263 TOTAL:									4,038.01
352264	12/11/2019	PRTD	7451 GOOD TO GO!	236404	TB-193463914	11/13/2019	12/08/19		14.00
Invoice: TB-193463914				14.00	71011321 543100	PW/TACOMA NARROWS TOLL VEH 245			
								PW - C/E TRAVEL EXPENSE	
CHECK 352264 TOTAL:									14.00
352265	12/11/2019	PRTD	252 H.D. FOWLER COMPANY	236306	I5333234	11/12/2019	12/08/19		133.04
Invoice: I5333234				133.04	73435838 531100	PW/DECANT FAC SUPPLIES			
								O&M-DECANT-SUPPLIES	

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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INVOICE DTL DESC

						CHECK	352265 TOTAL:	133.04
352266	12/11/2019	PRTD	8374 HEARING ADVANTAGE, I	236291	7088	11/06/2019	12/08/19	175.00
	Invoice: 7088					PW/HEARING SCREENINGS		
				175.00	73637891 541100	PROFESSIONAL SERVICES		
						CHECK	352266 TOTAL:	175.00
352267	12/11/2019	PRTD	8027 INFORMATION STATION	236343	1171910-A	11/22/2019	12/08/19	350.00
	Invoice: 1171910-A					NEX/NOV-DEC 2019 RENTAL		
				350.00	31011256 54500000830	EMERG AM RADIO STATION-RENTS		
						CHECK	352267 TOTAL:	350.00
352268	12/11/2019	PRTD	9161 ISLAND TIME ACTIVITI	236293	4595	10/31/2019	12/08/19	2,500.00
	Invoice: 4595					Q3 2019 COMMUNITY SERVICES FUN		
				2,500.00	31017686 54110000297	HOPE HS/BI SP NEEDS/ISLANDTIME		
						CHECK	352268 TOTAL:	2,500.00
352269	12/11/2019	PRTD	333 KITSAP COUNTY AUDITO	236294	465483	10/22/2019	12/08/19	108.50
	Invoice: 465483					ENG/STORMWATER COVENANT		
				108.50	72431831 541100	ENG - SSWM ADM PROF SVCS		
				236295	463357	10/07/2019	12/08/19	107.50
	Invoice: 463357					ENG/AGREEMENT: MAD AVE REAL ESTATE		
				107.50	72321952 66100000708	WYATT-MAD TO LOVELL-ROW ACQ		
				236296	462912	10/03/2019	12/08/19	111.50
	Invoice: 462912					ENG/UTIL EASEMENT AGMT		
				55.75	72411341 541100	ENG - WATER ADMIN PROF SERVICE		
				55.75	72421351 541100	ENG - SEWER ADMIN PROF SERVICE		
						CHECK	352269 TOTAL:	327.50
352270	12/11/2019	PRTD	2306 KITSAP COUNTY PROSEC	236344	NOV19	11/04/2019	12/08/19	9,412.33
	Invoice: NOV19					EX/NOV19 PROSECUTION SVCS		
				9,412.33	32011521 541112	LGL-OUTSIDE PROSECUTOR		
						CHECK	352270 TOTAL:	9,412.33
352271	12/11/2019	PRTD	4740 KITSAP COUNTY PUBLIC	236307	2803	11/18/2019	12/08/19	869.50
	Invoice: 2803					PW/3-WAY LIGHT @ BUCKLIN-BLAKELY		
				869.50	73111264 548100	O&M-STREET-TRAF CONTROL-R&M		

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
								CHECK	352271 TOTAL:	869.50
352272	12/11/2019	PRTD	338 KITSAP COUNTY SHERIF	236381	20190077	11/22/2019		12/08/19	5,550.15	
Invoice: 20190077						POL/PRISONER BOARD				
5,550.15 51011236 551000						POLICE - C/E PRISONER DETENT'N				
								CHECK	352272 TOTAL:	5,550.15
352273	12/11/2019	PRTD	1505 KITSAP COUNTY TREASU	236382	NOV19	11/30/2019		12/08/19	59.34	
Invoice: NOV19						KC OUT COURT REMIT NOV 209				
31.34 41612860 586000						CRIME VICTIMS-OUT				
28.00 41613860 586000						COUNTY LAW LIB - DISB OUT				
								CHECK	352273 TOTAL:	59.34
352274	12/11/2019	PRTD	8114 KENYON DISEND, PLLC	236345	189447	10/31/2019		12/08/19	194.00	
Invoice: 189447						LEGAL/PROF SVCS OCT 2019				
97.00 32470152 54111100775						LIT-RICH PERMITTING				
97.00 32470152 54111100774						LIT-ROLLING SUNRISE LUPA				
								CHECK	352274 TOTAL:	194.00
352275	12/11/2019	PRTD	315 KITSAP HUMANE SOCIET	236308	1840	11/01/2019		12/08/19	5,764.17	
Invoice: 1840						KITSAP HUMANE SOCIETY ANNUAL C				
5,764.17 91011393 541100						FIN - C/E ANIMAL CONTROL FEES				
								CHECK	352275 TOTAL:	5,764.17
352276	12/11/2019	PRTD	694 KITSAP PUD #1	236383	SEP19-NOV19	11/16/2019		12/08/19	38.83	
Invoice: SEP19-NOV19						WATER/LOT 1 BELFAIR AVE				
38.83 91011768 547500						GG-C/E-PARKS-WTR/SWR				
								CHECK	352276 TOTAL:	38.83
352277	12/11/2019	PRTD	7089 KITSAP SAFETY	236309	15649	11/19/2019		12/08/19	221.16	
Invoice: 15649						PW/H2S SENSOR				
221.16 73421355 531100						WIN COLL-SUPPLIES				
								CHECK	352277 TOTAL:	221.16
352278	12/11/2019	PRTD	9332 GEOFFREY R LANE	236310	11/24/19	11/24/2019		12/08/19	150.00	
Invoice: 11/24/19						SS/DAMAGE DEP REFUND				
150.00 41625860 586000						SC/COMMONS ROOM DEP-DISBURSEME				

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CASH ACCOUNT: 635 111100 CASH

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

									CHECK 352278 TOTAL:	150.00
352279	12/11/2019	PRTD	7984 LAW ENFORCEMENT TECH	236384	1014497717-2019	11/25/2019		12/08/19		47.00
Invoice: 1014497717-2019									POL/ANNUAL SUBX	
									PD-C/E-ADM-DUES/SUBCR/MEMBRSH	
									CHECK 352279 TOTAL:	47.00
352280	12/11/2019	PRTD	9263 BELLEVUE PRINTING LL	236346	50940	11/27/2019		12/08/19		5,795.27
Invoice: 50940									EX/DEC 2019 NEWSLETTER	
									NEWSLETTER-POSTAGE	
									NEWSLETTER-PRINTING	
									CHECK 352280 TOTAL:	5,795.27
352281	12/11/2019	PRTD	2574 NATIONAL BARRICADE C	236311	284373	10/31/2019		12/08/19		661.62
Invoice: 284373									PW/SIGNS, ARROW STICKERS	
									O&M-STREET-TRAF CONTROL-SUPPLY	
									CHECK 352281 TOTAL:	661.62
352282	12/11/2019	PRTD	8888 NATIONAL INTERNAL AF	236385	169	11/15/2019		12/08/19		50.00
Invoice: 169									POL/ANNUAL DUES	
									PD-C/E-INV-DUES/SUBSCR/MEMBRSH	
									CHECK 352282 TOTAL:	50.00
352283	12/11/2019	PRTD	4111 OLYMPIC SPRINGS INC	236388	324816	11/30/2019		12/08/19		88.84
Invoice: 324816									POL/PURIFIED WATER	
									POLICE - C/E FACIL SUPPLIES	
									CHECK 352283 TOTAL:	88.84
352284	12/11/2019	PRTD	7925 OMNIPARK, INC	236386	120909	12/01/2019		12/08/19		379.32
Invoice: 120909									POL/PARKING SYSTEM SUPPORT	
									PD-C/E-PARKING ENF-COMP SUPPOR	
									CHECK 352284 TOTAL:	379.32
352285	12/11/2019	PRTD	9021 OPG NEW BROOKLYN LLC	236348	130006	11/20/2019		12/08/19		337.50
Invoice: 130006									SUZUKI PROPERTY	
									SUZUKI PROP DEV-PROF SVCS	

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CASH ACCOUNT: 635		111100	CASH																							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET																	
INVOICE DTL DESC																										
										CHECK	352285	TOTAL:						337.50								
352286	12/11/2019	PRTD	9336 BRANDON OSBORNE	236372	11/30/19	11/30/2019		12/08/19	150.00																	
Invoice: 11/30/19				150.00	41625860	586000	SS/DAMAGE DEP REFUND SC/COMMONS ROOM DEP-DISBURSEME																			
										CHECK	352286	TOTAL:						150.00								
352287	12/11/2019	PRTD	8286 SUPERINTENDENT OF P	236387	15695	11/15/2019		12/08/19	271.50																	
Invoice: 15695				271.50	65438	386110	POL/FINGERPRINTING AGENCY-FINGERPRINT REV TO SPI																			
										CHECK	352287	TOTAL:						271.50								
352288	12/11/2019	PRTD	4129 OWEN EQUIPMENT COMPA	236312	95688	11/18/2019		12/08/19	1,057.62																	
Invoice: 95688				1,057.62	73421355	531100	PW/SEWER FLUSH, CLEANING NOZZLE WIN COLL-SUPPLIES																			
										CHECK	352288	TOTAL:						1,057.62								
352289	12/11/2019	PRTD	7115 PACE ENGINEERS INC	236313	73099	10/08/2019		12/08/19	792.60																	
Invoice: 73099				792.60	72334951	64110000596	ENG/PROF SVCS SEP 19 - OLY DR NM IMP SR305-OLYMPIC NM-ENG/DESIGN																			
										CHECK	352289	TOTAL:						792.60								
352290	12/11/2019	PRTD	1245 PACIFIC WELDING SUPP	236315	01651522	11/19/2019		12/08/19	79.68																	
Invoice: 01651522				79.68	73411345	531100	PW/PIPES OFFICE SUPPLIES																			
										CHECK	352290	TOTAL:						79.68								
352291	12/11/2019	PRTD	6579 WILLIAM R PEACOCK	236319	2020ERICKSON	11/21/2019		12/08/19	20.00																	
Invoice: 2020ERICKSON				20.00	73421355	549100	PW/CERT RENEWAL: LE WIN COLL-DUES/SUBCRIP																			
Invoice: 2020GOLDEN				20.00	73421355	549100	PW/CERT RENEWAL: RG WIN COLL-DUES/SUBCRIP																			
Invoice: 2020NAVARETTE				20.00	73421355	549100	PW/CERT RENEWAL: RN WIN COLL-DUES/SUBCRIP																			
Invoice: 2020PELETI				20.00	73421355	549100	PW/CERT RENEWAL: TP																			

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CASH ACCOUNT: 635 111100 CASH

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

20.00 73421355 549100 WIN COLL-DUES/SUBCRIP

Invoice: 2020PICKARD

236324 2020PICKARD 11/21/2019 12/08/19 20.00

PW/CERT RENEWAL: SP

20.00 73421355 549100 WIN COLL-DUES/SUBCRIP

Invoice: 2020YETTE

236325 2020YETTE 11/21/2019 12/08/19 20.00

PW/CERT RENEWAL: KY

20.00 73421355 549100 WIN COLL-DUES/SUBCRIP

CHECK 352291 TOTAL: 120.00

352292 12/11/2019 PRD 8655 PENINSULA TREE SERVI 236317 2007 11/22/2019 21900064 12/08/19 13,625.00

Invoice: 2007

TAKE DOWN AND HAUL AWAY THE 4

13,625.00 73111427 54810000354 TREE PRES & REMOVAL-ROADS

Invoice: 2006

236318 2006 11/22/2019 21900065 12/08/19 2,997.50

REMOVE THE LEANING LOCUST TREE

2,997.50 73111427 54810000354 TREE PRES & REMOVAL-ROADS

CHECK 352292 TOTAL: 16,622.50

352293 12/11/2019 PRD 7803 PINTO, MICHELLE 236326 376 11/12/2019 12/08/19 332.00

Invoice: 376

CRT/INTERPRETER SVCS

332.00 21011125 541230 COURT - INTERPRETER

CHECK 352293 TOTAL: 332.00

352294 12/11/2019 PRD 8922 REXEL USA INC. 236327 Y201878 11/14/2019 12/08/19 139.92

Invoice: Y201878

PW/BULBS & BULB BASES

139.92 73011183 531100 O&M-C/E-CH FAC-SUPPLIES

CHECK 352294 TOTAL: 139.92

352295 12/11/2019 PRD 8149 PUD #1 OF KITSAP COU 236328 2993975 11/13/2019 12/08/19 1,000.00

Invoice: 2993975

UB/2019 WATER FESTIVAL

1,000.00 43411342 542450 FIN-WTR-CONSERVATION-OUTREACH

CHECK 352295 TOTAL: 1,000.00

352296 12/11/2019 PRD 394 RED'S ELECTRIC MOTOR 236329 36268 11/14/2019 12/08/19 364.22

Invoice: 36268

PW/SCREW PRESS MOTOR REPAIR

364.22 73425358 548100 O&M-WWTP-REPAIRS

CHECK 352296 TOTAL: 364.22

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

352297	12/11/2019	PRTD	8829 REID PROPERTY MANAGE	236330	11/23/19	11/23/2019		12/08/19	150.00	
Invoice: 11/23/19						SS/DAMAGE DEP REFUND				
				150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME				
						CHECK	352297	TOTAL:	150.00	
352298	12/11/2019	PRTD	617 S & B INC	236332	25249D	11/19/2019		12/08/19	4,604.54	
Invoice: 25249D						WATER/SEWER TELEMETRY SCADA UP				
				4,604.54	72413434 64110000818	SCADA UPGRADES WTR PRF SVC				
						CHECK	352298	TOTAL:	4,604.54	
352299	12/11/2019	PRTD	1670 SEATTLE PUMP & EQUIP	236333	206698-1	09/24/2019		12/08/19	408.49	
Invoice: 206698-1						PW/HOSES				
				408.49	73421355 531100	WIN COLL-SUPPLIES				
						CHECK	352299	TOTAL:	408.49	
352300	12/11/2019	PRTD	7385 CHARLES P. SHANE	236349	002295	11/25/2019		12/08/19	206.25	
Invoice: 002295						LEGAL/PUB DEF CASE #10067945				
				206.25	32011281 541113	LGL-PUBLIC DEFENDER				
						11/25/2019		12/08/19	193.50	
Invoice: 002296						CRT/CASE #23622001				
				193.50	32011281 541113	LGL-PUBLIC DEFENDER				
						CHECK	352300	TOTAL:	399.75	
352301	12/11/2019	PRTD	8738 SPEAKWRITE, LLC	236390	D3B018C0	12/01/2019		12/08/19	48.00	
Invoice: D3B018C0						POL/TRANSCRIPTION				
				48.00	52011212 541100	POLICE - C/E INVEST PROF SVCS				
						CHECK	352301	TOTAL:	48.00	
352302	12/11/2019	PRTD	8132 SPECTRA LABORATORIES	236350	19-08857	11/21/2019		12/08/19	63.48	
Invoice: 19-08857						PW/ECOLI TESTING				
				63.48	73411345 54110000391	LAB SVCS-WATER				
						11/21/2019		12/08/19	42.32	
Invoice: 19-08867						PW/PW ECOLI TESTING				
				42.32	73011897 54110000391	LAB SVCS-PWY FAC				
						CHECK	352302	TOTAL:	105.80	

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

352303 12/11/2019 PRTD 2467 STAPLES 236353 3427278938 10/05/2019 12/08/19 49.26
Invoice: 3427278938 PCD/FOLDERS
49.26 62471591 531100 BLDG - BLDG OFFICE SUPPLIES
CHECK 352303 TOTAL: 49.26

352304 12/11/2019 PRTD 5730 SUMMIT LAW GROUP 236355 109022 11/20/2019 12/08/19 1,291.50
Invoice: 109022 LEGAL/PROF SVCS OCT 2019
1,291.50 32011152 54111000870 LGL-HR (NON-BARGAINING)
236356 109023 11/20/2019 12/08/19 4,914.00
Invoice: 109023 LEGAL/PROF SVCS OCT 2019
4,914.00 32011152 54111000274 LGL-LABOR NEGOTIATIONS
CHECK 352304 TOTAL: 6,205.50

352305 12/11/2019 PRTD 8244 THE HOME DEPOT PRO 236357 522386754 11/14/2019 12/08/19 1,903.66
Invoice: 522386754 PW/FACILITY SUPPLIES
1,903.66 73637948 531100 O&M ALLOC-CITY WIDE SUPPLIES
CHECK 352305 TOTAL: 1,903.66

352306 12/11/2019 PRTD 6714 TOSHIBA FINANCIAL SE 236358 25961678 11/21/2019 12/08/19 188.58
Invoice: 25961678 CRT/E-STUDIO3005AC LEASE
188.58 21011125 545000 COURT - RENTS & LEASES - OPER
CHECK 352306 TOTAL: 188.58

352307 12/11/2019 PRTD 558 TOWN & COUNTRY MARKE 236360 11/21/19 11/21/2019 12/08/19 169.91
Invoice: 11/21/19 HR/POL CHIEF PANELIST LUNCHES
169.91 33011161 531100 HR-C/E-SUPPLIES
CHECK 352307 TOTAL: 169.91

352308 12/11/2019 PRTD 6088 ULINE SHIPPING SUPPL 236391 114155407 11/08/2019 12/08/19 82.71
Invoice: 114155407 POL/4X6 VINYL ENVELOPES
82.71 51011191 531100 PD-C/E-PROP RM-SUPPLIES
CHECK 352308 TOTAL: 82.71

352309 12/11/2019 PRTD 2425 THE UPS STORE #1265 236361 11/22/19 11/22/2019 12/08/19 71.75
Invoice: 11/22/19 PW/SHIPPING
71.75 91411891 542500 GG-WTR-FAC-POSTAGE

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK 352309 TOTAL: 71.75

352310 12/11/2019 PRTD 2251 WA ST TREASURER 236392 NOV19 11/30/2019 12/08/19 2,150.80
Invoice: NOV19 STATE OUT COURT REMIT NOV 2019

874.96 41611860 586000 PSEA 60% OUT
436.14 41610860 586000 PSEA 30% OUT
25.73 41619860 586000 PSEA 3 - STATE DISB OUT
112.56 41616860 586000 THEFT PRV&TR BRAIN INJ-OUT
43.69 41616860 586000 THEFT PRV&TR BRAIN INJ-OUT
419.20 41614860 586000 JUDICIAL INFO SYST.-OUT
1.22 41615860 586000 BREATH TEST-CUSTODIAL
56.09 41618860 586000 TRAUMA CARE-OUT
43.22 41618860 586000 TRAUMA CARE-OUT
11.15 41618860 586000 TRAUMA CARE-OUT
63.53 41618860 586000 TRAUMA CARE-OUT
11.11 41616860 586812 ACCESS COMM ACCT
11.11 41616860 586813 MULTIMODAL ACCT
41.09 41615860 586961 STATE CRIME LAB

236393 NOV19 SBCC 11/30/2019 12/08/19 261.50
Invoice: NOV19 SBCC STATE OUT COURT REMIT NOV 19 SBCC
261.50 41652860 586000 SBCC BLDG.-OUT

CHECK 352310 TOTAL: 2,412.30

352311 12/11/2019 PRTD 9160 WEST SOUND PLUMBING 236362 9491 11/06/2019 12/08/19 168.96
Invoice: 9491 PW/URINAL REPAIR @ SS
168.96 73011755 548100 O&M-COMMONS REPAIRS

CHECK 352311 TOTAL: 168.96

352312 12/11/2019 PRTD 2175 WEST SOUND WILDLIFE 236363 Q3-219 11/26/2019 12/08/19 2,137.50
Invoice: Q3-219 WILDLIFE CONTROL SVCS
2,137.50 91011393 541100 FIN - C/E ANIMAL CONTROL FEES

CHECK 352312 TOTAL: 2,137.50

352313 12/11/2019 PRTD 499 WESTBAY AUTO PARTS I 236364 501584 11/18/2019 12/08/19 56.31
Invoice: 501584 PW/AIR FILTER
56.31 990 141100 MERCHANDISE

236365 498793 11/07/2019 12/08/19 31.48
Invoice: 498793 PW/COOLANT, FUEL FILTER
31.48 990 141100 MERCHANDISE

236366 498217 11/05/2019 12/08/19 83.86
Invoice: 498217 PW/HOSE END, OIL FILTER
83.86 990 141100 MERCHANDISE

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 497936				236367	497936	11/04/2019		12/08/19	31.82
						PW/DIELECTRIC TUNE UP			
				31.82	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
						CHECK	352313	TOTAL:	203.47
352314 12/11/2019 PRTD 9339 DAVID WESTRICK				236402	11/19-11/20/2019	11/19/2019		12/08/19	835.32
Invoice: 11/19-11/20/2019						HR/POL CHIEF CAND. TRAVEL EXP			
				835.32	33011161 543100	HR-C/E-TRAVEL			
						CHECK	352314	TOTAL:	835.32
352315 12/11/2019 PRTD 679 WASHINGTON ASSOCIATI				236396	937	12/01/2019		12/08/19	25.00
Invoice: 937						POL/ANNUAL DUES: EISENHOO			
				25.00	51011120 549100	PD-CLERKS-DUES/MEMBERSHIPS			
Invoice: 938				236397	938	12/01/2019		12/08/19	25.00
						POL/ANNUAL DUES: BURNS			
				25.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
Invoice: 936				236398	936	12/01/2019		12/08/19	25.00
						POL/ANNUAL DUES: HETZLER			
				25.00	51011120 549100	PD-CLERKS-DUES/MEMBERSHIPS			
						CHECK	352315	TOTAL:	75.00
352316 12/11/2019 PRTD 522 WA ST DEPT OF TRANSP				236368	RE-313-ATB91118174	11/18/2019		12/08/19	2,434.55
Invoice: RE-313-ATB91118174						ENG/OLY DR NM IMP PRJ MGMT & INSP			
				2,434.55	72334951 64110000596	SR305-OLYMPIC NM-ENG/DESIGN			
						CHECK	352316	TOTAL:	2,434.55
352317 12/11/2019 PRTD 6920 COMCAST				236400	DEC19	11/20/2019		12/08/19	11.36
Invoice: DEC19						POL/HD CONVERTER BOX			
				11.36	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
						CHECK	352317	TOTAL:	11.36
352318 12/11/2019 PRTD 2607 ZEE MEDICAL SERVICE				236369	68390904	11/27/2019		12/08/19	18.16
Invoice: 68390904						CH FIRST AID RESTOCK			
				18.16	91011183 531100	GG-C/E-CH CLEANING-SUPPLIES			
						CHECK	352318	TOTAL:	18.16

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NUMBER OF CHECKS 84 *** CASH ACCOUNT TOTAL *** 180,954.44

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	84	180,954.44

*** GRAND TOTAL *** 180,954.44

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 12	23								
APP 402-213000						ACCOUNTS PAYABLE		2,728.32	
12/11/2019	12/08/19	121119				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			180,954.44
12/11/2019	12/08/19	121119				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		416.89	
12/11/2019	12/08/19	121119				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		58,228.75	
12/11/2019	12/08/19	121119				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		6,268.40	
12/11/2019	12/08/19	121119				AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		3,134.50	
12/11/2019	12/08/19	121119				AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000						ACCOUNTS PAYABLE		85,829.83	
12/11/2019	12/08/19	121119				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		361.82	
12/11/2019	12/08/19	121119				AP CASH DISBURSEMENTS JOURNAL			
APP 622-213000						ACCOUNTS PAYABLE		600.00	
12/11/2019	12/08/19	121119				AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		18,209.14	
12/11/2019	12/08/19	121119				AP CASH DISBURSEMENTS JOURNAL			
APP 650-213000						ACCOUNTS PAYABLE		5,005.14	
12/11/2019	12/08/19	121119				AP CASH DISBURSEMENTS JOURNAL			
APP 901-213000						ACCOUNTS PAYABLE		171.65	
12/11/2019	12/08/19	121119				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								180,954.44	180,954.44
APP 631-130000						DUE TO/FROM CLEARING		177,819.94	
12/11/2019	12/08/19	121119							
APP 402-130000						DUE TO/FROM CLEARING			2,728.32
12/11/2019	12/08/19	121119							
APP 403-130000						DUE TO/FROM CLEARING			416.89
12/11/2019	12/08/19	121119							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			58,228.75
12/11/2019	12/08/19	121119							
APP 401-130000						DUE TO/FROM CLEARING			6,268.40
12/11/2019	12/08/19	121119							
APP 301-130000						DUE TO/FROM CLEARING			85,829.83
12/11/2019	12/08/19	121119							
APP 407-130000						DUE TO/FROM CLEARING			361.82
12/11/2019	12/08/19	121119							
APP 622-130000						DUE TO/FROM CLEARING			600.00
12/11/2019	12/08/19	121119							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			18,209.14
12/11/2019	12/08/19	121119							
APP 650-130000						DUE TO/FROM CLEARING			5,005.14

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
12/11/2019	12/08/19	121119							
APP 901-130000						DUE TO/FROM CLEARING			171.65
12/11/2019	12/08/19	121119							
						SYSTEM GENERATED ENTRIES TOTAL		177,819.94	177,819.94
						JOURNAL 2019/12/23	TOTAL	358,774.38	358,774.38

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|CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019 12	23	12/11/2019		
001-130000			GENERAL - DUE TO/FROM CLEARING		58,228.75
001-213000			GENERAL - ACCOUNTS PAYABLE	58,228.75	
			FUND TOTAL	58,228.75	58,228.75
101 STREET FUND	2019 12	23	12/11/2019		
101-130000			STREETS - DUE TO/FROM CLEARING		18,209.14
101-213000			STREETS - ACCOUNTS PAYABLE	18,209.14	
			FUND TOTAL	18,209.14	18,209.14
301 CAPITAL CONSTRUCTION FUND	2019 12	23	12/11/2019		
301-130000			DUE TO/FROM CLEARING		85,829.83
301-213000			ACCOUNTS PAYABLE	85,829.83	
			FUND TOTAL	85,829.83	85,829.83
401 WATER OPERATING FUND	2019 12	23	12/11/2019		
401-130000			DUE TO/FROM CLEARING		6,268.40
401-213000			ACCOUNTS PAYABLE	6,268.40	
			FUND TOTAL	6,268.40	6,268.40
402 SEWER OPERATING FUND	2019 12	23	12/11/2019		
402-130000			DUE TO/FROM CLEARING		2,728.32
402-213000			ACCOUNTS PAYABLE	2,728.32	
			FUND TOTAL	2,728.32	2,728.32
403 STORM & SURFACE WATER FUND	2019 12	23	12/11/2019		
403-130000			DUE TO/FROM CLEARING		416.89
403-213000			ACCOUNTS PAYABLE	416.89	
			FUND TOTAL	416.89	416.89
407 BUILDING & DEVELOPMENT FUND	2019 12	23	12/11/2019		
407-130000			DUE TO/FROM CLEARING		361.82
407-213000			ACCOUNTS PAYABLE	361.82	
			FUND TOTAL	361.82	361.82
622 EXPENDABLE TRUST FUND	2019 12	23	12/11/2019		
622-130000			DUE TO/FROM CLEARING		600.00
622-213000			ACCOUNTS PAYABLE	600.00	
			FUND TOTAL	600.00	600.00
631 CLEARING FUND	2019 12	23	12/11/2019		

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CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
631-130000				DUE TO/FROM CLEARING	177,819.94	
631-213000				ACCOUNTS PAYABLE	3,134.50	
635-111100				CASH		180,954.44
				FUND TOTAL	180,954.44	180,954.44
650 AGENCY FUND	2019 12	23	12/11/2019			
650-130000				DUE TO/FROM CLEARING		5,005.14
650-213000				ACCOUNTS PAYABLE	5,005.14	
				FUND TOTAL	5,005.14	5,005.14
901 CITY-WIDE REPORTING FUND	2019 12	23	12/11/2019			
901-130000				DUE TO/FROM CLEARING		171.65
901-213000				ACCOUNTS PAYABLE	171.65	
				FUND TOTAL	171.65	171.65

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		58,228.75
101	STREET FUND		18,209.14
301	CAPITAL CONSTRUCTION FUND		85,829.83
401	WATER OPERATING FUND		6,268.40
402	SEWER OPERATING FUND		2,728.32
403	STORM & SURFACE WATER FUND		416.89
407	BUILDING & DEVELOPMENT FUND		361.82
622	EXPENDABLE TRUST FUND		600.00
631	CLEARING FUND	177,819.94	
650	AGENCY FUND		5,005.14
901	CITY-WIDE REPORTING FUND		171.65
	TOTAL	177,819.94	177,819.94

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

Retainage release

CF 11/26/19

11/26/2019 15:34 |CITY OF BAINBRIDGE ISLAND
cfreitas |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 628 111100 CASH-RETAINAGE

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

182	11/26/2019	PRTD	8498	INNOVAC	236297	RETREL-721-2019	11/22/2019	RT112619	1,050.13
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Invoice: RETREL-721-2019

LOVELL SEWER MAINT-RETAINAGE RELEASE

1,050.13 41628860 586000

RETAINAGE RELEASE

CHECK	182	TOTAL:	1,050.13
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NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	1,050.13
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COUNT	AMOUNT
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TOTAL PRINTED CHECKS	1	1,050.13
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*** GRAND TOTAL *** 1,050.13

11/26/2019 15:34
cfreitas

|CITY OF BAINBRIDGE ISLAND
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CLERK: cfreitas

JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 11	352								
APP 622-213000						ACCOUNTS PAYABLE		1,050.13	
11/26/2019	RT112619	RETREL				AP CASH DISBURSEMENTS JOURNAL			
APP 628-111100						CASH-RETAINAGE			1,050.13
11/26/2019	RT112619	RETREL				AP CASH DISBURSEMENTS JOURNAL			
JOURNAL 2019/11/352 TOTAL								1,050.13	1,050.13

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
622 EXPENDABLE TRUST FUND	2019 11	352	11/26/2019			
622-213000				ACCOUNTS PAYABLE	1,050.13	
628-111100				CASH-RETAINAGE		1,050.13
				FUND TOTAL	1,050.13	1,050.13

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

PAYROLL

PAYROLL CHECK RUN: 12 - 05 - 2019

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	12/5/2019	46491 - 46620	Regular check run (Direct Dep)	315,408.33
Normal	12/6/2019	109204 - 109206	Regular check run (Paper Checks)	4,193.69
Vendor	12/7/2019	109207 - 109219	Vendor check run (Paper Checks)	331,088.57
EFTPS	12/8/2019	N/A	Federal Tax Electronic Transfer	116,044.57
Vendor	12/5/2019	N/A	P/R vendor ACH	237.50
			TOTAL:	766,972.66

Prepared and Reviewed by:


Brenda Landolt, Payroll Specialist

Date 12-4-19

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


Kimberly M. Dunscombe, Budget Manager

Date 12/4/19



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME:

AGENDA ITEM: City Council Study Session Minutes, November 19, 2019

SUMMARY: Consider approval of meeting minutes.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[City Council Study Session Minutes, November 19, 2019](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY COUNCIL STUDY SESSION
TUESDAY, NOVEMBER 19, 2019

MEETING MINUTES

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

Mayor Medina called the meeting to order at 6:01 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Tirman, and Councilmembers Blossom, Deets, Peltier and Schneider were present.

Councilmember Peltier moved, and Deputy Mayor Tirman seconded, to add an executive session to the agenda. The motion carried unanimously, 6-0 with Councilmember Nassar absent from Council Chambers.

2) **CLOSED SESSION AND EXECUTIVE SESSION**

2.A Pursuant to RCW 42.30.140(4), the Council will conduct a closed session related to collective bargaining negotiations.

[Cover Page](#)

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

At 6:02 p.m., Mayor Medina adjourned the meeting for a closed session and an executive session pursuant to RCW 42.30.110(1)(i).

Councilmember Nassar arrived at 6:03 p.m.

Council returned from the closed session and the executive session at 6:36 p.m., and Mayor Medina reconvened the meeting at 6:37 p.m.

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

Councilmember Peltier moved and Councilmember Deets seconded to approve the agenda, as amended. The motion was approved by unanimous consent. There were no conflicts of interest disclosed.

4) [MAYOR'S REPORT](#)

Mayor Medina mentioned the Transgender Awareness Event, the placement of committee assignments on the Council agenda for December 3, 2019, and the potential cancellation of the study session on December 17, 2019.

5) [PRESENTATIONS](#)

5.A [Proclamation Declaring the Week of November 13 - 19 as "Transgender Awareness Week" - Mayor Medina](#)

[Cover Page](#)

[Transgender Week Proclamation 2019](#)

Councilmembers read notes on the deaths of transgender people in 2019. Mayor Medina read the proclamation.

Public Comment

Derek Villanueva thanked Council for their support.

Mike Gray spoke in support of the transgender community.

6) [UNFINISHED BUSINESS](#)

6.A [Process for Fiscal Year \(FY\) 2021-26 Capital Improvement Plan - Public Works](#)

[Cover Page](#)

[CIP Process Presentation_CC 2019-11-19 for packet.pdf](#)

Engineering Project Manager Epstein provided a presentation on the Capital Improvement Plan, and Council discussed the topic.

Council will discuss the potential formation of an ad hoc committee relating to the Capital Improvement Plan in January 2020.

6.B [Sustainable Transportation Scope of Work - Public Works](#)

[Cover Page](#)

[Presentation to Council _2019-11-19.pdf](#)

[Goals and Outcomes Summary.pdf](#)

[Best Practices Review Summary.pdf](#)

[SCOPE_Bainbridge Sustainable Transportation Plan.pdf](#)

[BUDGET_Bainbridge Sustainable Transportation Plan.pdf](#)

[SCHEDULE_Bainbridge Sustainable Transportation Plan.pdf](#)

Engineering Project Manager Epstein introduced Jennifer Wieland from Nelson/Nygaard. She provided a presentation to Council on the Sustainable Transportation Scope of Work.

Council requested that Sustainable Transportation goals be discussed at a future business meeting. Council also requested that staff provide an update to Council every two weeks during the project.

Council discussed the budget for the project. Council's consensus was to forward the contract to the December 10, 2019 business meeting for further discussion and public comment, with funding designated from the Council contingency fund.

Mayor Medina adjourned the meeting for a break at 8:26 p.m. and re-convened the meeting at 8:33 p.m.

7) CITY COUNCIL DISCUSSION

7.A Options for Suzuki Property Affordable Housing Project - Executive
[Cover Page](#)

Councilmember Blossom introduced the agenda item, and Council discussed the revised proposal. There was consensus to forward the item to the December 10, 2019 business meeting for further discussion. Mayor Medina stated that he would contact in-coming Council members for their opinion on the timing of this discussion.

Councilmember Nassar left Council Chambers at 9:05 p.m.

8) FUTURE COUNCIL AGENDAS

8.A Future Council Agendas
[Cover Page](#)
[City Council Regular Business Meeting November 26, 2019](#)
[City Council Study Session December 3, 2019](#)
[City Council Regular Business Meeting December 10, 2019](#)

Councilmember Deets asked to add the Race Equity Task Force's 2020 work plan to the December 10, 2019 agenda.

Councilmember Peltier asked to add the rights of nature ordinance to an upcoming agenda. There was consensus to add it to the December 3, 2019 agenda.

Councilmember Nassar returned to Council Chambers at 9:17 p.m.

9) [FOR THE GOOD OF THE ORDER](#)

Council's consensus was to cancel the December 17, 2019 study session.

10) [ADJOURNMENT](#)

Mayor Medina adjourned the meeting at 9:21 pm.

Kol Medina, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME:

AGENDA ITEM: City Council Regular Business Meeting Minutes, November 26, 2019

SUMMARY: Consider approval of meeting minutes.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[City Council Business Meeting Minutes, November 26, 2019.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, NOVEMBER 26, 2019

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Mayor Medina called the meeting to order at 6:02 p.m.

Mayor Medina, Deputy Mayor Tirman and Councilmembers Blossom, Peltier and Schneider were present. Councilmember Deets was not present for the initial roll call; Councilmember Nassar had not yet connected via phone.

MOTION: I move to add an executive session to the agenda.

Peltier/Blossom: The motion carried 5 – 0.

AYES: Sarah Blossom, Kol Medina, Ron Peltier, Matt Tirman, Leslie Schneider,

NOES: None

ABSENT: Joe Deets, Rasham Nassar

ABSTAIN: None

2) EXECUTIVE SESSION [ADDED]

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

Council returned from Executive Session at 6:20 p.m.

Mayor Medina reconvened the meeting at 6:24 p.m. and mentioned that Councilmember Nassar did take part in the executive session via phone.

3) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

MOTION: I move to add a new item, Ordinance No. 2019-40 Moratorium on Self Storage.

Deets/Peltier: The motion carried 5 – 1.

AYES: Joe Deets, Kol Medina, Ron Peltier, Matt Tirman, Leslie Schneider

NOES: Sarah Blossom

ABSENT: Rasham Nassar

ABSTAIN: None

Councilmember Peltier moved and Councilmember Deets seconded to approve the agenda as amended; The motion was approved by unanimous consent.

4) PUBLIC COMMENT

Larry Koss spoke regarding the departure of Deputy Chief Horn.

Kathy Wolfe thanked staff member Emily Cady for her work on drainage.

Mary Clare Kersten spoke regarding concerns about Councilmember Nassar.

Cynthia Bellas spoke regarding hearing examiner selection.

Angela Cudone-Sheridan spoke regarding hearing examiner process.

Karen Vargas spoke regarding the Race Equity Task Force.

Deanna Martinez spoke regarding xenophobia on the island.

5) MAYOR'S REPORT

Mayor Medina remarked on the very full agenda on December 10 and perhaps starting at 5:00 p.m.

The Bainbridge Island Metropolitan Parks and Recreation District is holding their annual winter wonderland at Waterfront Park.

6) CITY MANAGER'S REPORT

City Manager Smith mentioned the closure for Thanksgiving and Smores with the Squad on Saturday.

7) PUBLIC HEARING(S)

7.A Ordinance No. 2019-39 Extending the Landmark Tree Ordinance, Ordinance No. 2019-17 - Planning

[Cover Page](#)

[Ordinance No. 2019-39 Extending Landmark Tree Regulations Winslow Area](#)

[Exhibit A Work Plan](#)

[Exhibit B Winslow Master Plan Study Area](#)

Panning Director Wright introduced the agenda item.

Mayor Medina opened the public hearing at 6:53 p.m.

Mayor Medina closed the public hearing at 6:53 p.m.

MOTION: I move to forward Ordinance No. 2019-39 to the December 10, 2019 Consent Agenda for consideration for approval.

Tirman/Deets: The motion carried, 7 – 0.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman
NOES: None
ABSENT: None
ABSTAIN: None

7.B Public Hearing on Point Monroe Street Vacation, portion of, and Consideration of Ordinance No. 2019-34 - Public Works

[Cover Page](#)

[STAFF REPORT Robbins-Newlon Street Vacation - Point Monroe](#)

[Ordinance No. 2019-34 Pt. Monroe Street Vacation - Robbins-Newlon](#)

[Street Vacation Application - Pt. Monroe](#)

[Pt. Monroe Street Vacation Comments to Date](#)

Public Works Director Wierzbicki introduced the agenda item.

Mayor Medina opened the public hearing at 6:56 p.m.

Mayor Medina closed the public hearing at 6:56 p.m.

MOTION: I move to forward Ordinance No. 2019-34 for approval with the December 10, 2019 consent agenda.

Tirman/Schneider: The motion carried unanimously.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman
NOES: None
ABSENT: None
ABSTAIN: None

8) UNFINISHED BUSINESS

8.A Ordinance No. 2019-40 Moratorium on Self Storage Units [Added]

Councilmember Deets introduced the agenda item.

MOTION: I move to approve Ordinance No. 2019-40 Moratorium on Self Storage Units.

Deets/Peltier: The motion carried, 5 – 2.

AYES: Ron Peltier, Rasham Nassar, Joe Deets, Leslie Schneider, Kol Medina
NOES: Sarah Blossom, Matt Tirman
ABSENT: None
ABSTAIN: None

8.B Race Equity Task Force Recommendations - RETF members and Council Liaisons

[Cover Page](#)

[RETF 11_5 City Council Proposal_ Memo](#)

[GARE Bainbridge Island Proposal August 2019](#)

[RACE EQUITY TASK FORCE_ GARE Proposal Revised Presentation](#)

[King County Equity and Social Justice Strategic Plan - Executive Summary](#)

Marin County REAP 2017
St Anthony Village Racial Equity Plan 2017

Public Comment

Kerrie Agosta spoke regarding the Race Equity Task Force.

Debbie Haase spoke regarding the Race Equity Task Force.

Robin Hunt spoke regarding the Race Equity Task Force.

Erin Phillips spoke regarding the Race Equity Task Force.

Sal DeRosalia spoke regarding the Race Equity Task Force.

Kamara Blackwell spoke regarding the Race Equity Task Force.

Brenda Fantroy-Johnson regarding the Race Equity Task Force.

Kenza Salem spoke regarding the Race Equity Task Force.

Leslie Daus spoke regarding the census.

MOTION: I move to direct the City Manager to develop an agreement between the City of Bainbridge Island and GARE for technical assistance and to become a member of the GARE network.

Deets/Schneider: The motion carried unanimously.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman

NOES: None

ABSENT: None

ABSTAIN: None

8.C Ordinance No. 2019-32 Amending BIMC 2.16.020.S Housing Design Demonstration Projects (HDDP) Program - Planning

Cover Page

20191126 Staff Memo

Ordinance No. 2019-32 Extending HDDP Program

Planning Commission Rationale for HDDP Sunset 111819

HDDP Program Summary

Planning Commission Minutes DRAFT 110719

BIMC 2.16.020.S HDDP Program

Comp Plan Goals and Policies to support HDDP

Ordinance No. 2018-31 Limiting the Housing Design Demonstration Project Program to Affordable Housing Approved 082818

PLANNING COMMISSION MINUTES 062118

Senior Planner Sutton introduced the agenda item.

Public Comment

Herb Hethcote spoke regarding sun setting the HDDP.

Jane Rein spoke regarding sun setting of the HDDP.

Lisa Macchio spoke for herself, not the planning commission.

Elise Wright spoke regarding lack of affordable housing on Bainbridge Island.

MOTION: I move to direct the City Manager to revise the ordinance to eliminate Tiers 1, 2, and 4 and to eliminate the requirement for 100% affordability in the applicability section, and to add a provision to make units affordable in perpetuity

Blossom/Schneider: The motion carried, 4 – 3.

AYES: Sarah Blossom, Joe Deets, Matt Tirman, Leslie Schneider,

NOES: Ron Peltier, Rasham Nassar, Kol Medina

ABSENT: None

ABSTAIN: None

8.D Resolution No. 2019-26, Updating the City's Ethics Program - Executive

Cover Page

Staff Memo - Potential Discussion Points for City Council Consideration

Revised Code of Conduct and Ethics Program - Track Changes

Resolution No. 2019-26, Updating the City's Ethics Program

Deputy City Attorney Sepler introduced the agenda item and provided a brief overview of changes in the draft resolution.

Public Comment

Stan Rein made comment on the resolution.

MOTION: I move to change “investigation” to “review” in Article III, 5.E.

Deets/Peltier: The motion carried unanimously, 6 – 0.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Ron Peltier, Leslie Schneider, Matt Tirman

NOES: None

ABSENT: Rasham Nassar

ABSTAIN: None

MOTION: I move to approve Resolution No. 2019-26 as amended.

Tirman/Blossom: The motion carried, 5 – 2

AYES: Sarah Blossom, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: Ron Peltier

ABSENT: Rasham Nassar

ABSTAIN: None

8.E Consideration of Options Related to Shade Covenant on the Crawford Property - Executive
[Cover Page](#)
[Staff Memo - Options Regarding Shade Covenant](#)

Deputy City Manager Schroer introduced the agenda item.

MOTION: I move to direct the city manager to move forward with Option 1 to remove all 93 trees over 30 feet tall from the Buffer Area.

Blossom/Tirman: The motion carried, 5 – 2.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Matt Tirman, Leslie Schneider

NOES: Rasham Nassar, Ron Peltier

ABSENT: None

ABSTAIN: None

9) NEW BUSINESS

9.A Cultural Funding Advisory Committee 2020-21 Funding Recommendations - Executive
[Cover Page](#)
[Recommendation_for_2020-21_Cultural_Funding_for_CC_11262019-2](#)

Deputy City Manager Schroer introduced the agenda item.

MOTION: I move to forward the Cultural Funding Advisory Committee's recommendation for 2020 and 2021 funding awards for approval with the December 10, 2019 Consent Agenda, thereby authorizing the City Manager to execute agreements with the recipient organizations to reflect the funding amounts approved by the City Council.

Schneider/Tirman: The motion carried unanimously, 7 – 0.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Rasham Nassar, Ron Peltier, Leslie Schneider, Matt Tirman

NOES: None

ABSENT: None

ABSTAIN: None

Councilmember Nassar absent for remainder of meeting.

9.B Ordinance No. 2019-36 Relating to 2019 4th Quarter Budget and Updated Capital Improvement Plan Amendments - Finance
[Cover Page](#)
[Staff 2019 4th QTR Budget Amendments Transmittal Memo.docx](#)
[Ord 2019-36 2019 4th Qtr Budget Amendments](#)
[Ord 2019-36 Attachment A - Q4 Budget Amendments](#)

MOTION: I move to forward for approval with the Consent Agenda on December 10, 2019, Ordinance No. 2019-36, relating to 2019 4th Quarter budget and updated Capital Improvement Plan amendments.

Schneider/Deets: The motion carried, 6 – 0.

AYES: Sarah Blossom, Joe Deets, Kol Medina, Ron Peltier, Leslie Schneider, Matt Tirman
NOES: None
ABSENT: Rasham Nassar
ABSTAIN: None

9.C Video Inspection Camera Procurement - Public Works

[Cover Page](#)
[Cues QUOTE.pdf](#)
[Video Camera Bid Form.pdf](#)
[Video Camera Proposed Purchase Order](#)

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to forward the procurement of the video inspection camera for approval with the December 10, 2019 Consent Agenda.

Deets/Tirman: The motion carried, 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina
NOES: None
ABSENT: Rasham Nassar
ABSTAIN: None

9.D Waterfront Park Tree Removal Discussion - Public Works

[Cover Page](#)
[Memo_WFP Tree Removal.docx](#)
[Attach A_WFP Hazard Tree Report_2019-11-06.pdf](#)
[Attach B_WFP Tree Removal_2019.pdf](#)

City Arborist Nick Snyder introduced the agenda item for discussion only.

9.E Old Treatment Plant Pump Station Replacement Project Final Change Order- Public Works

[Cover Page](#)
[OTP Pump Station Replacement Change Order Summary Sheet.pdf](#)

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to forward the final change order for the Old Treatment Plant Pump Station Replacement Project for approval with the December 10, 2019 Consent Agenda.

Peltier/Tirman: The motion carried unanimously, 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina
NOES: None
ABSENT: Rasham Nassar
ABSTAIN: None

9.F Ordinance 2019-24 Updating Bainbridge Island Municipal Code Sections 2.16.040, 2.16.050, 2.16.070, 2.16.110, 18.09.020, 18.09.030, and 18.36.030 Related to Public Participation Meetings for Short Plats, and Decision Criteria for Site Plan and Design Review and Conditional Use Permits - Planning

Cover Page
PC Staff Memo re Ord 2019-24
Ord 2019-24 - Revisions to BIMC 2.16, 18.09, and 18.36
Exhibit A Title 2 Changes
Exhibit A Clean
Exhibit B 18.09 Use Table
Exhibit C Use Specific Standards

MOTION: I move to forward Ordinance 2019-24 to the December 10, 2019 Consent Agenda.
Deets/Tirman: The motion carried, 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina
NOES: None
ABSENT: Rasham Nassar
ABSTAIN: None

9.G Resolution No. 2019-29, Updating the Administrative Manual to Reflect the New Subdivision Standards and the New Design Standards and Guidelines - Planning
Cover Page
Resolution No. 2019-29 PCD Administrative Manual Updates for Ord 2019-03 and 2019-25
Resolution No. 2019-29 Exhibit A Admin Manual Updated - City Council

Senior Planner Tayara introduced the agenda item.

MOTION: I move to forward Resolution No. 2019-29 for approval with the Consent Agenda on December 10, 2019.
Tirman/Blossom: The motion carried, 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina
NOES: None
ABSENT: Rasham Nassar
ABSTAIN: None

9.H Resolution No. 2019-30 Relating to Clean Fuel Standard Endorsement - Councilmember Peltier
Cover Page
Resolution 2019-30 Relating to Clean Fuel Standards

Councilmember Peltier introduced the agenda item.

MOTION: I move to forward Resolution No. 2019-30 for approval with the December 10, 2019 Consent Agenda.
Peltier/Deets: The motion carried, 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina
NOES: None
ABSENT: Rasham Nassar
ABSTAIN: None

10) **CONSENT AGENDA**

10.A Agenda Bill for Consent Agenda
[Cover Page](#)

10.B Accounts Payable and Payroll
[Cover Page](#)
[Payroll.pdf](#)
[Report to Council of Cash Disbursements 11-27-19.pdf](#)

Payroll: normal direct deposit check sequence 46361 – 46490 = \$322,405.11; regular payroll check sequence 109190 – 109193 = \$ 5,491.01; vendor check run sequence 109194 – 109203 = \$131,742.64; Federal Tax Electronic Funds Transfer = \$117,990.59; ACH \$237.50. Total disbursement = \$577,866.85.

Accounts Payable: check number 352092 from previous run = \$100.00; manual check number sequence 352093 – 352108 = \$143,628.62; regular check number sequence 352109 – 352221 = \$658,808.82. Total disbursement = \$802,437.44.

10.C City Council Special Meeting Minutes, November 5, 2019
[Cover Page](#)
[City Council Special Study Session Minutes, November 5, 2019](#)

10.D City Council Regular Business Meeting Minutes, November 12, 2019
[Cover Page](#)
[City Council Regular Business Meeting Minutes, November 12, 2019](#)

10.E Public Safety Committee Recommendation on Committee Changes - Councilmembers Deets, Blossom, and Peltier
[Cover Page](#)

10.F Ordinance No. 2019-37, Authorizing Local Sales Tax to Support Affordable and Supportive Housing - Finance
[Cover Page](#)
[Ordinance No. 2019-37, Authorizing Local Sales and Use Tax to Fund Investments in Affordable and Supportive Housing](#)
[AWC Implementing HB 1406](#)
[MRSC - SHB 1406 Understanding the Affordable Housing Sales Tax Credit](#)
[Resolution No. 2019-27 Stating Intent to Implement HB1406 Approved 102219.pdf](#)

10.G Lodging Tax Advisory Committee (LTAC) 2020 Funding Recommendations - Executive
[Cover Page](#)
[2020 LTAC Funding Recommendations - for CC 11122019](#)

10.H Ordinance No. 2019-30, Updating Pass-Through Fee from Retailers to Customers Requesting Bags - Finance
[Cover Page](#)
[Ordinance No. 2019-30, Update of Pass-Through Fee from Retailers to Customers Requesting Bags](#)

- 10.I Ordinance No. 2019-35, Relating to Business and Occupation Taxes (B&O) Changes - Finance**
[Cover Page](#)
[Ordinance No. 2019-35 Implementing State Mandated Changes to Business and Occupation Tax](#)
[AWC 2019 Summary of Changes](#)
- 10.J Interagency Agreement with the Washington State Traffic Safety Commission in Support of Multi-jurisdictional Grant-funded High-visibility Emphasis Activities and Target Zero Campaigns – Police**
[Cover Page](#)
[2020 HVE Region Budget IAA_Region 9.pdf](#)
[2020 HVE Region Budget GRAF_Region 9.pdf](#)
- 10.K Second Amendment to the Interlocal Agreement with Kitsap County Sheriff's Office for the Incarceration of City Prisoners - Police**
[Cover Page](#)
[2020 Jail Contract Amendment](#)
- 10.L West Sound Stormwater Outreach Group Interlocal Agreement - Public Works**
[Cover Page](#)
[2020-2022 West Sound Stormwater Outreach Group ILA, Contract KC-512-19](#)
- 10.M Legal Services Agreement with Kitsap County Prosecuting Attorney's Office for 2020 - Executive**
[Cover Page](#)
[Staff Memo - 2019 Referrals to Kitsap County Prosecuting Attorney's Office](#)
[2020 Legal Services Agreement with Kitsap County Prosecuting Attorney's Office](#)
[2020 Cost Breakdown for Prosecution Services](#)
- 10.N Amendment No. 1 to the Professional Services Agreement with Sound Law Center, LLC, for Hearing Examiner Services - Executive**
[Cover Page](#)
[Amendment No. 1 to PSA with Sound Law Center, LLC, for Hearing Examiner Services](#)
[PSA with Sound Law Center, LLC, for Hearing Examiner Services \(Executed 12-14-17\)](#)
[Sound Law Center HEX Report - January 2018 to October 2019](#)
- 10.O Amendment No. 2 to the Contract for Indigent Defense Services - Executive**
[Cover Page](#)
[Amendment No. 2 to Contract for Indigent Defense Services - THOMAS ALPAUGH](#)
[Amendment No. 1 to Contract for Indigent Defense Services - THOMAS ALPAUGH](#)
[Contract for Indigent Defense Services - THOMAS ALPAUGH](#)
[Q1-Q3 2019 - Public Defender Tracking](#)

Item 10.N was pulled for discussion.

MOTION: I move to approve Item 10.N on the Consent Agenda.

Peltier/Blossom: The motion carried, 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Rasham Nassar
ABSTAIN: None

Councilmember Peltier moved and Councilmember Blossom seconded to approve the consent agenda, as amended. The motion was approved by unanimous consent.

11) COMMITTEE REPORTS

11.A Committee Reports

Cover Page

Climate Change Advisory Committee Meeting Minutes, October 16, 2019

Race Equity Task Force Meeting Minutes, October 3, 2019

Utility Advisory Committee Meeting Minutes, October 9, 2019

12) FOR THE GOOD OF THE ORDER

Councilmember Schneider highlighted an opportunity needing Council discussion: Squeaky Wheels matching funds for Dana's Trail. This item will be placed on the December 3, 2019 Study Session agenda.

13) ADJOURNMENT

Mayor Medina Mayor Medina adjourned the meeting at 10:23 p.m.

Kol Medina, Mayor

Kelly Jahraus, Deputy City Clerk



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Ordinance No. 2019-39 Extending the Landmark Tree Ordinance, Ordinance No. 2019-17 - Planning,

SUMMARY: The interim control initially adopted via Ordinance 2018-25 related to the preservation of Landmark Trees, which was most recently amended by Ordinance No. 2019-17 and which is codified as Chapter 16.32 of the Bainbridge Island Municipal Code, is set to expire on December 26, 2019. This six-month extension will allow staff time to draft additional regulations to provide tree protections.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: On June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control governing the preservation, protection, and retention of Landmark Trees located on Bainbridge Island. The interim official control created a new chapter of the municipal code: Chapter 16.32 BIMC, Protection of Landmark Trees. The interim official control took effect immediately and is proposed to be extended until June 26, 2020, via the adoption of this current ordinance, Ordinance No. 2019-39, unless terminated earlier or extended by the Council. Since being initially adopted, the Council has amended the interim official control adopted by Ordinance No. 2018-25 on August 21, 2018 (via Ordinance No. 2018-32), on October 9, 2018 (via Ordinance No. 2018-42), on December 11, 2018 (via Ordinance 2018-45), and on June 25, 2019 (via Ordinance No. 2019-17).

On November 12, 2019, the City Council set the public hearing on Ordinance No. 2019-39 for November 26, 2019. On November 26, after a public hearing, Council voted to forward this item to the December 10, 2019 Consent Agenda.

ATTACHMENTS:

[Ordinance No. 2019-39 Extending Landmark Tree Regulations Winslow Area](#)

[Exhibit A Work Plan](#)

[Exhibit B Winslow Master Plan Study Area](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

ORDINANCE NO. 2019-39

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

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

WHEREAS, the City Council of the City of Bainbridge Island (“City”) updated the City’s Comprehensive Plan in February of 2017; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPROVED BY THE MAYOR this ____ day of December, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

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



PROTECTION OF LANDMARK TREES

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

INTERIM OFFICIAL CONTROL REGULATIONS – PROTECTION OF LANDMARK TREES:

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

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

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

Fall 2018

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

October 2019

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

February 2020

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

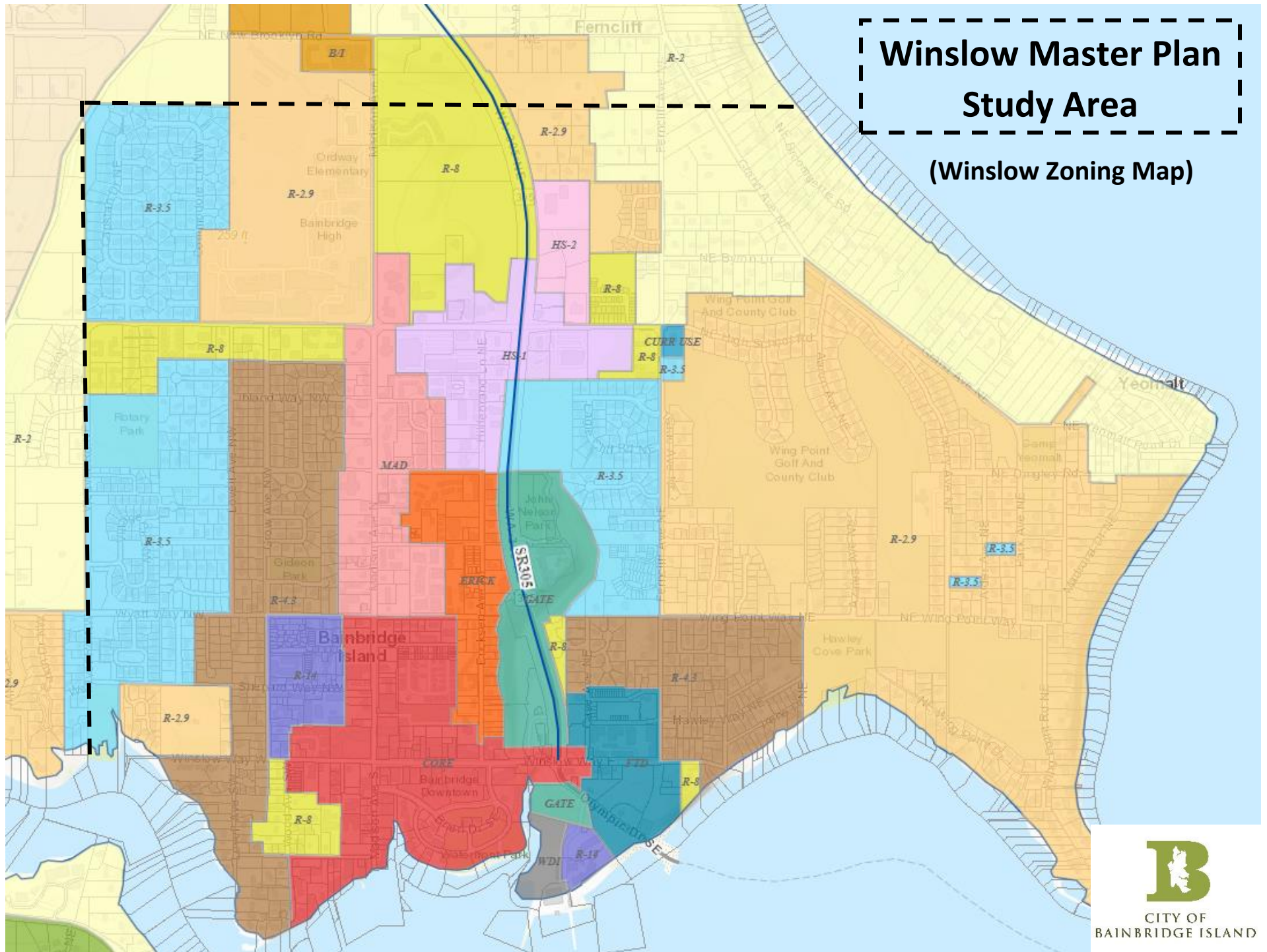
March – April 20

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

May – June 2020

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

EXHIBIT B





CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Point Monroe Street Vacation, portion of, and Consideration of Ordinance No. 2019-34 - Public Works

SUMMARY: City Council to hold public hearing, take public comments, and review staff report. City Council to consider forwarding Ordinance No. 2019-34 to the December 10, 2019 business meeting for approval with the consent agenda for that meeting.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: Significant segments of the existing physical roadway known as Point Monroe Drive are located outside of the platted right-of-way; therefore, various abutting property owners are requesting street vacations to correct the misalignment.

A petition to vacate and dedicate a portion of Point Monroe Drive was received by the City on October 2, 2019 from Petitioners Robbins/Newlons. A public hearing date of November 26, 2019 was set by Resolution No. 2019-28 and all public notices were published, posted, and mailed in accordance with BIMC 12.34.080 and state law.

The Public Works Department recommends approval of this proposed vacation of a portion of Point Monroe Drive. City staff prepared a staff report (attached) and submitted the report to the City Council in advance of the public hearing in accordance with the BIMC and state law. To date, City staff has not received any objections to this proposed street vacation.

Following the public hearing, receipt of the staff report, and consideration of the criteria and other provisions of BIMC 12.34.110, it is recommended that the City Council forward to the December 10, 2019 business meeting for consideration of approval this ordinance and the resultant vacation of a portion of Point Monroe Drive.

ATTACHMENTS:

[STAFF REPORT Robbins-Newlon Street Vacation - Point Monroe](#)

[Ordinance No. 2019-34 Pt. Monroe Street Vacation - Robbins-Newlon](#)

[Street Vacation Application - Pt. Monroe](#)

[Pt. Monroe Street Vacation Comments to Date](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:



Public Works Department
Memorandum

Date: November 19, 2019
To: City Council
From: Chris Wierzbicki, Public Works Director
Subject: Point Monroe, portion of, Street Vacation — Staff Report

Pursuant to BIMC 12.34.070, the Public Works Department has prepared this report concerning the proposed street vacation of the portion of Point Monroe Drive at issue here, which report addresses the criteria (see BIMC 12.34.110) to be considered by the City Council in determining whether to vacate the street, and such other information as deemed appropriate by the Public Works Department. In preparing this report, the Public Works Department has solicited comments from the Department of Planning and Community Development and the Police Department, as well as from other governmental agencies and utility companies having jurisdiction or utilities within the boundaries of the City. The report is being submitted to the City Council not less than five days before the hearing.

Background:

Segments of the existing Point Monroe Drive roadway are located outside of the platted right-of-way; therefore, there is the need to vacate and rededicate various portions of Point Monroe Drive to correct the current situation. Petitioners Robbins and Newlons submitted a petition to vacate and rededicate a portion of Point Monroe Drive which abuts their residences on October 2, 2019. As required by state law, the Public Works Department processed the petition and verifies it to be sufficient.

The City Council approved Resolution No. 2019-28 at their October 22, 2019 meeting and thereby set a public hearing date of November 26, 2019 for the proposed vacation of the portion of Point Monroe Drive at issue here.

The following tax parcels abut the proposed vacation area: Tax Parcel No. 4155-000-046-0100, Tax Parcel No. 4155-000-112-0000, Tax Parcel No. 4155-000-045-0101, Tax Parcel No. 4155-000-113-0009.

Notice of Hearing:

Public notices were published, posted, and mailed in accordance with BIMC 12.34.080.

Easements

There are no specific utility easements recorded within the proposed street vacation area. Any existing utilities located within the proposed right-of-way dedication area would be covered by existing franchise agreements.

Criteria: 12.34.110 – City Council Decision:

Following the hearing and receipt of the staff report, the City Council shall determine whether to vacate the portion of the street at issue here. The determination shall include, but not be limited to, consideration of the following criteria:

Whether a change of use or vacation of the street or alley will better serve the public:

The vacation of this portion of the right-of-way will better serve the public because this vacation, along with the associated right-of-way dedication, will make the legal access match the existing roadway and utilities and clear the encumbered title of abutting landowners.

Whether the street or alley is no longer required for public use or public access:

The street is needed for public use and it will continue to be used as such, but the portion of the street at issue here was not constructed to match the right-of-way. Subsequently, residences and other private improvements were erected thereon, rendering public use of the originally designated right-of-way impossible, so this vacation and rededication will allow the legal access to match the existing roadway.

Whether the substitution of a new and different public way would be more useful to the public:

A substitution matching the roadway and utilities as constructed would be more useful to the public than the current situation, which is why this vacation and rededication is being pursued as identified in documents included in this submittal, to match the legal access to the existing roadway.

Whether conditions may so change in the future as to provide a greater use or need than presently exists:

This vacation of a portion of the street at issue will correct the current condition in which the roadway doesn't match the right-of-way, and that correction will legally clarify the use and need of the roadway. It is not expected that conditions will so change in the future related to this street as to provide a greater use or need than presently exists. The longstanding and ongoing trend on Point Monroe has been to replace small cabins with significantly larger residences. Changes to the physical alignment of the roadway as it exists and is used currently are not expected to be advantageous nor possible.

Protests:

To date, no objections or protests have been received.

Public, Utility, Agency & Departmental Comments:

Comments regarding the proposed right-of-way vacation were solicited and received from other agencies, utility companies, and City departments. The Public Works Department received the following comments to date:

Puget Sound Energy:

PSE has reviewed our electrical facilities in the proposed vacate area adjacent to lots 45, 46, 112, and 113 in the Plat of Madison Beach. At this time, PSE operates overhead powerlines and poles within the current location of Point Monroe Drive and sees no use of the old alignment for our utilities. Therefore, PSE approves to have the current alignment of the road reflect its current location.

Century Link:

CenturyLink does have aerial facilities here, on the PSE poles as shown on your exhibit. If this is included in an easement, CenturyLink has no objections.

Bainbridge Island Fire Department:

The Fire Department does not object to the ROW realignment provided:

- The realignment encompasses at least the existing clear width of the access roadway
 - o *Public Works Department Response: The proposed street vacation will be an equal area swap.*
- Any water lines serving fire hydrants and the hydrants themselves remain located in the ROW or within a utility easement

- o *Public Works Department Response:* Any existing utilities located within the proposed right-of-way dedication area would be covered by existing easement or franchise agreements.
- The realignment incorporates any existing, designated pull outs or fire apparatus turnarounds
 - o *Public Works Department Response:* *There are not designated pull-outs or fire apparatus turnarounds in this proposed street vacation area.*

Bainbridge Island Planning and Community Development:

No objections.

Bainbridge Island Police Department:

No objections.

Bainbridge Island Metro Park & Recreation District:

No objections.

Public Works Department:

The Public Works Department has no objections to the proposed right-of-way vacation and rededication and recommends approval.

Attachments:

Puget Sound Energy

Century Link

Bainbridge Island Fire Department

Bainbridge Island Police Department

Bainbridge Island Metro Park & Recreation District

File

AFTER RECORDING, PLEASE RETURN TO:

Kelly Jahraus
Deputy City Clerk
City of Bainbridge Island
280 Madison Ave. North
Bainbridge Island, WA 98110

ORDINANCE NO. 2019-34

Documents Referenced,
Assigned or Released: N/A

Grantor(s): City of Bainbridge Island, a Washington State municipal corporation

Grantees: Ernest and Gayle Robbins
Thomas and Linda Newlon

Short Legal Description: Tracts 45, 46, 112 & 113, plat Madison Beach, Vol. 5, pg. 14,
records Kitsap County, WA
. City of Bainbridge Island, Kitsap County, Washington,
(Complete legal description on Exhibits B and D)

Assessor's Property Tax
Parcel/Account Number(s): 4155-000-046-0100, 4155-000-112-0000, 4155-000-045-0101,
4155-000-113-0009

ORDINANCE NO. 2019-34

AN ORDINANCE of the City of Bainbridge Island, Washington, vacating a portion of Point Monroe Drive abutting Tax Lot Nos. 4155-000-046-0100 (046), 4155-000-112-0000 (112), 4155-000-045-0101 (045), and 4155-000-113-0009 (113), and requiring the dedication of the existing paved right-of-way in exchange for the vacation.

WHEREAS, on October 2, 2019, Ernest and Gayle Robbins and Thomas and Linda Newlon (“Petitioners”) filed a petition to vacate a portion of dedicated right-of-way along Point Monroe Drive NE (Mountain View Lane per plat) abutting such real property; and

WHEREAS, the vacation of the portion of the street at issue is to correct the alignment of the existing platted right-of-way and the existing paved roadway via an exchange of equal area, depicted on **Exhibit A**, whereby the Petitioners shall record the dedication of right-of-way to align with the existing paved roadway area simultaneously with the recordation of this ordinance; and

WHEREAS, on October 7, 2019, the Director of Public Works certified that the petition was legally sufficient having been signed by 100% of the owners of property abutting said right-of-way, exceeding the two-thirds requirement of Bainbridge Island Municipal Code (“BIMC”) 12.34.060; and

WHEREAS, by Resolution No. 2019-28, the City Council set a public hearing before the Council on the proposed vacation for November 26, 2019; and

WHEREAS, City staff posted, published, and mailed notices of the public hearing in accordance with BIMC 12.34.080; and

WHEREAS, BIMC 12.34.110 authorizes the vacation of the portion of the street at issue here and further authorizes the City Council to retain easements for construction, repair, and maintenance of existing and future utilities and services as well as to condition or limit a street vacation as the Council deems necessary to preserve any desired public use or benefit; and

WHEREAS, the City Council held the public hearing at the scheduled time on November 26, 2019; and

WHEREAS, the City Council has considered any objections to the proposed vacation that were made as part of this process by owners of private property abutting the street or other governmental agencies or members of the general public; and

WHEREAS, a vacation of the right-of-way will better serve the public, and the substitution of a realigned public right-of-way will be more useful to the public;

WHEREAS, the City Council has considered whether conditions may change in the future as to provide a greater use or need than presently exists; and

WHEREAS, the City Council has considered the criteria set forth in BIMC 12.34.110 to determine whether to vacate the portion of Point Monroe Drive at issue here; and

WHEREAS, the City Council desires to vacate the portion of Point Monroe Drive legally described on **Exhibit B** and depicted on **Exhibit C** and to accept the Petitioners' proposal to transfer the real property legally described on **Exhibit D** and depicted on **Exhibit E** in exchange and as compensation for the vacation of the portion of Point Monroe Drive at issue here; and

WHEREAS, upon passage of this ordinance, Petitioners shall submit a signed and notarized deed dedicating the 2,010 square feet of right-of-way to the City in the form attached hereto as **Exhibit F** and made a part hereof by this reference; and

WHEREAS, upon passage of this ordinance, Petitioners shall submit signed and notarized right-of-way deeds in the form attached hereto as **Exhibit F** transferring a portion of Lots 045, 046, 112, and 113 to align such parcels with the new right-of-way.

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

Section 1. Criteria. The City Council considered the criteria set forth in BIMC 12.34.110 to determine whether to vacate the portion of the right-of-way at issue here, including whether the substitution of a new and different public way would be more useful to the public.

Section 2. Findings, Declarations, and Statements. The City Council adopts the following findings, makes the following declarations, and enters the following statements, which address the requirements of BIMC 12.34.110:

A. The vacation of the right-of-way and corresponding dedication of right-of-way to the City at issue is in the public interest and will better serve the public;

B. The portion of the right-of-way being vacated is no longer required for public use or public access because it has been substituted by the existing roadway and attendant area that is being dedicated to the City in fee title;

C. The substitution of the above described public way, which is an existing roadway and attendant area, will be more useful to the public;

D. The City Council does not expect that conditions may so change in the future as to provide a greater use or need than presently exists; and

E. The City Council has considered any objections to the proposed vacation made by owners of private property (exclusive of Petitioners) abutting the street, as well as any objections made by other governmental agencies or members of the general public.

Section 3. Vacation. The right-of-way being vacated is depicted on **Exhibit C**, which is incorporated herein by reference. That portion of Point Monroe Drive abutting Tax Lot Nos. 4155-000-046-0100 and 4155-000-112-000 is vacated to Ernest and Gayle Robbins, and that portion of Point Monroe Drive abutting Tax Lot Nos. 4155-000-045-0101 and 4155-000-113-0009 is vacated to Thomas and Linda Newlon.

Section 4. Reservation of Easements. The City Council conditions the vacation on the reservation and retention of any existing easements benefitting the City in the street vacation area, recognizing, however, that the City isn't aware of any specific utility easements recorded within the street vacation area. Any existing utilities located in the roadway area that will be dedicated to the City as part of this vacation will continue to be governed by franchise or similar agreements.

Section 5. Payment of Compensation. The owners of the subject lots abutting the right-of-way have granted the dedication described in **Exhibit D** to the City in lieu of payment of compensation for the vacation of the right-of-way, in accordance with, for example, BIMC 12.34.135. The Director of Public Works determined that the fair market value of the right-of-way dedication is equivalent to the fair market value of the right-of-way vacated and, therefore, the owners of the lots abutting the right-of-way are not required to pay compensation for the right-of-way vacation because this vacation is regarded as an equal area exchange.

Section 6. Conditions of Approval of Street Vacation. The vacation of the portion of Point Monroe Drive at issue here is conditioned upon receipt of the deed from the Petitioners dedicating the new right-of-way to the City in the form attached hereto as **Exhibit F**. If the Petitioners fail to submit the deed to the City Clerk within twenty (20) days of the passage of this ordinance and the Director of Public Works, at their reasonable discretion, determines that the deed was not submitted in a timely manner, this ordinance shall be null and void.

Section 7. Recording. The City Clerk is authorized and directed to record a certified copy of this ordinance and the deed with the Kitsap County Auditor's office.

Section 8. Effective Date. This ordinance shall be effective five (5) days from and after its passage, approval, and publication as required by law.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED by the Mayor ____ day of _____, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: November 21, 2019
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: 2019-34

ATTACHMENTS: Exhibits A – F

EXHIBIT A
SKETCH
SHOWING BOTH VACATION & DEDICATION AREAS
(attached)

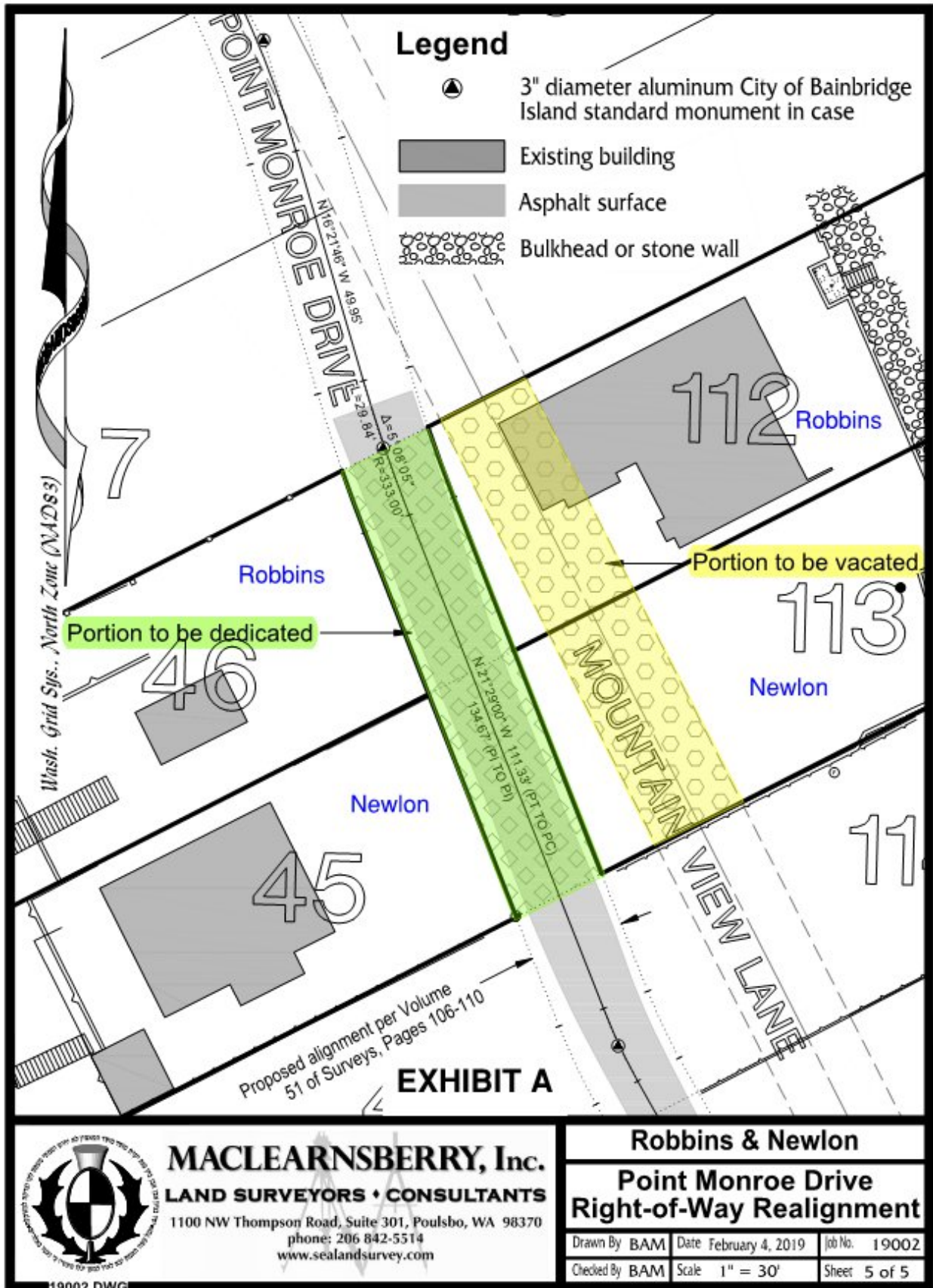


EXHIBIT B

VACATION AREA DESCRIPTION

MACLEARNSBERRY, Inc.

LAND SURVEYORS • CONSULTANTS

1100 NW Thompson Road, Suite 301, Poulsbo, WA 98370
phone: 206 842-5514
www.sealandsurvey.com



Newlon & Robbins Right-of-Way Realignment of portion of Point Monroe Drive Legal Description of portion to be Vacated

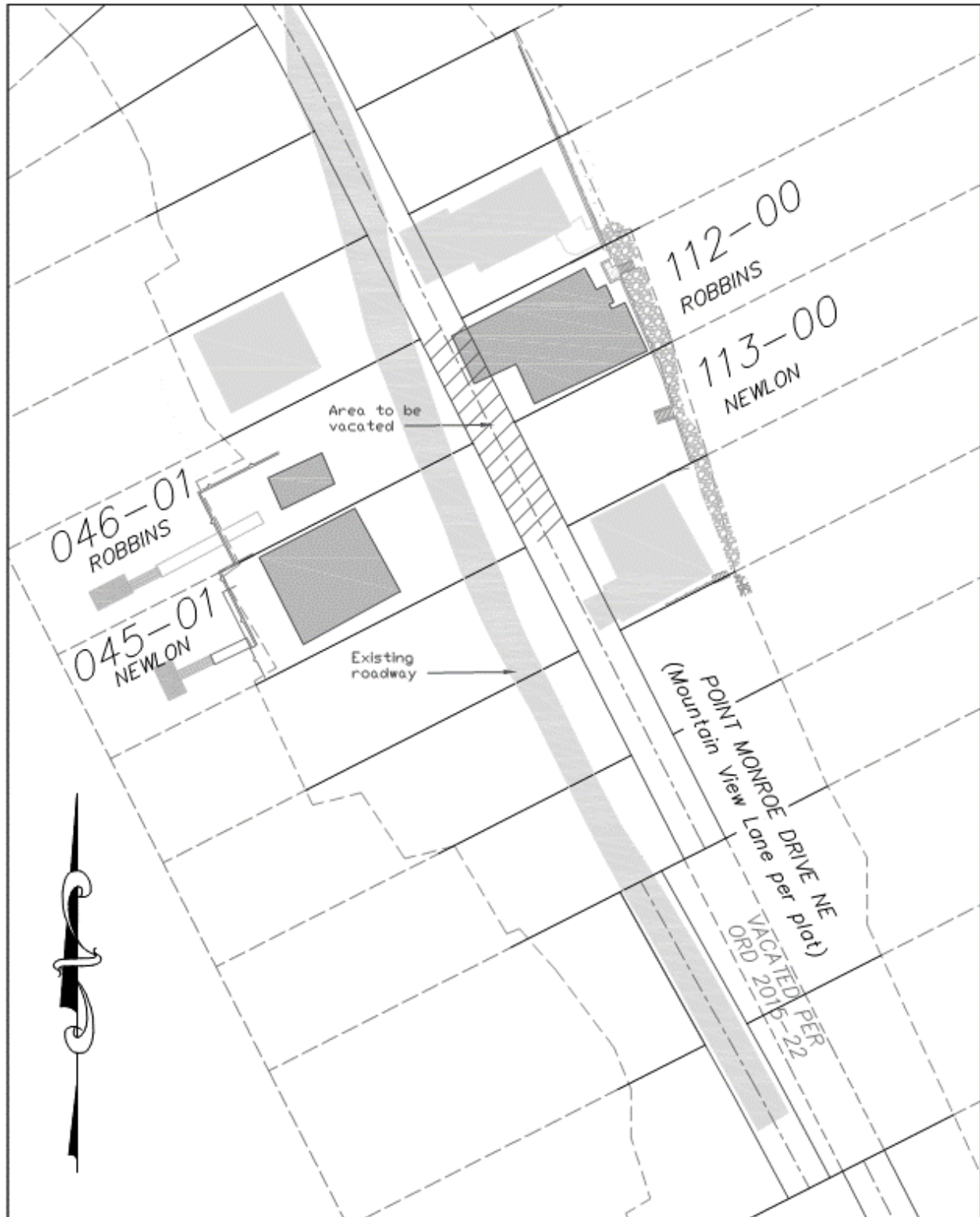
That portion of Mountain View Lane established by Madison Beach per Volume 5, Page 14, records of Kitsap County, Washington, within Government Lot 2, Section 35, Township 26 North, Range 2 East, W.M., on Bainbridge Island, fronting Lots 45, 46, 112 and 113, said plat.



3/5/2019

Area = 2,000 Square Feet

EXHIBIT C
SKETCH
SHOWING AREA TO BE VACATED
(attached)



11-07-2019 DATE	EXHIBIT C Existing Right-of-Way Alignment plat of Madison beach	 CITY OF BAINBRIDGE ISLAND PUBLIC WORKS ENGINEERING DEPARTMENT
1 NUMBER	G.L. 2, Sec. 35, T.26N., R.2E., W.M.	

EXHIBIT D
DESCRIPTION OF AREA TO BE DEDICATED TO THE CITY OF BAINBRIDGE ISLAND
FOR
NE POINT MONORE DRIVE RIGHT-OF-WAY

MACLEARNBERRY, Inc.

LAND SURVEYORS • CONSULTANTS

1100 NW Thompson Road, Suite 301, Poulsbo, WA 98370
phone: 206 842-5514
www.sealandsurvey.com



Newlon & Robbins Right-of-Way Realignment
of portion of
Point Monroe Drive
Legal Description of portion to be Dedicated

That portion of Lots 45 and 46, Madison Beach, per Volume 5 of Plats, Page 14, records of Kitsap County, Washington, within Government Lot 2, Section 35, Township 26 North, Range 2 East, W.M., on Bainbridge Island, being a 20.00 foot wide strip of land, having 10.00 feet of said width on each side of the following described centerline:

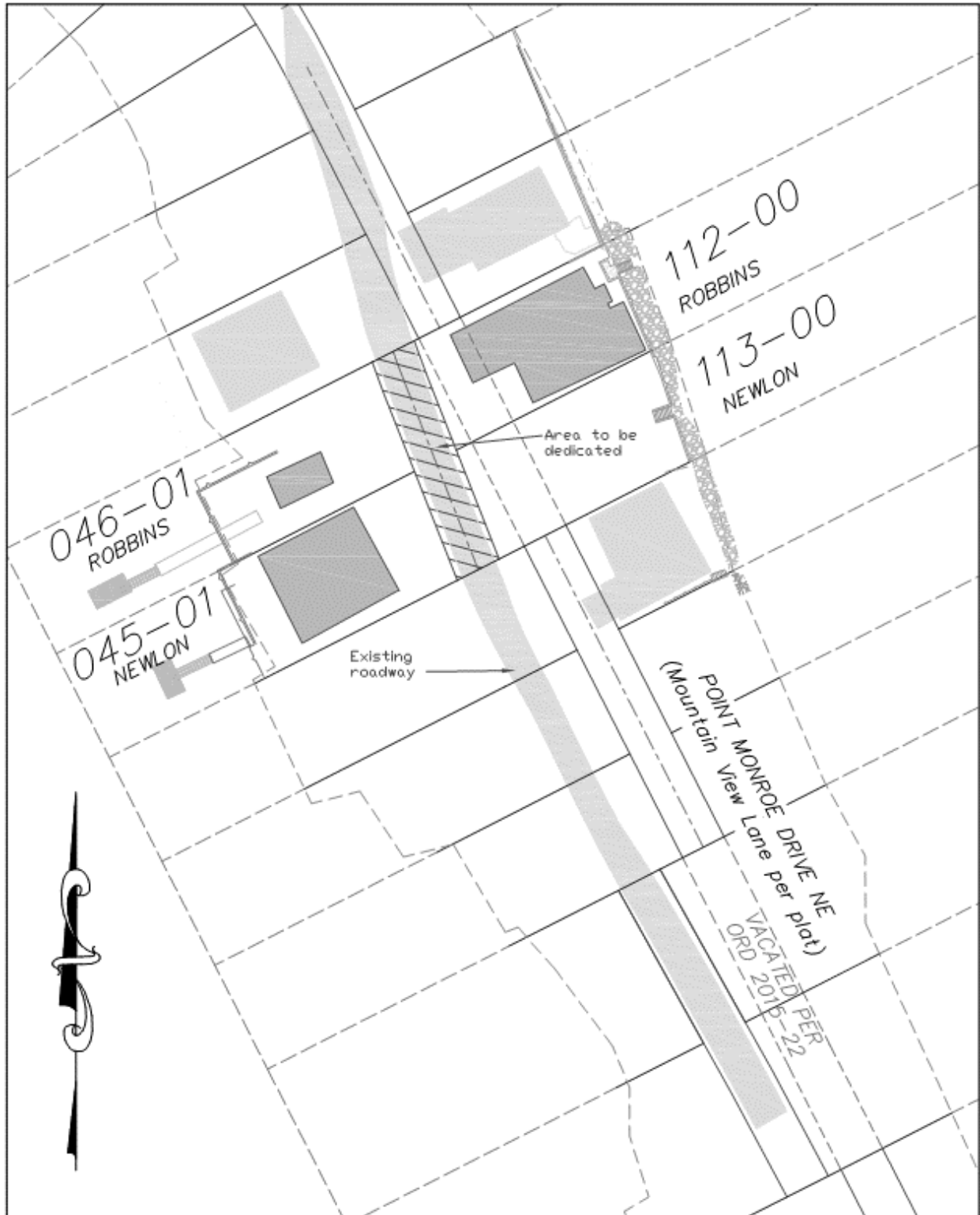
Beginning at a cased road monument set for Volume 51 of Surveys, Pages 106-110, records of said county, which monument lies on or near the boundary common Lots 39 and 40, said plat, and which, according to the meridian of said survey, lies South 29°11'13" East of a P.I. road monument, similarly set for said survey; said point being the True Point of Beginning; thence North 29°11'13" West 207.86 feet to a point of curve; thence along a 125.00 foot radius curve to the right, having a central angle of 7°41'54" and an arc length of 16.80 feet; thence North 21°29'19" West 111.20 feet to a point of curve; thence along a 333.00 foot radius curve to the right, having a central angle of 5°07'14" and an arc length of 29.76 feet to the terminus of this portion of the road centerline.



6/13/2019

Area = 2,010 Square Feet

EXHIBIT E
SKETCH OF DEDICAITON AREA
(attached)



11-07-2019 DATE	EXHIBIT E Right-of-Way Dedication plat of Madison beach G.L. 2, Sec. 35, T.26N., R.2E., W.M.	 CITY OF BAINBRIDGE ISLAND PUBLIC WORKS ENGINEERING DEPARTMENT
1 NUMBER		

EXHIBIT F
FORM OF RIGHT-OF-WAY DEED
(attached)

AFTER RECORDING, PLEASE RETURN TO:

Kelly Jahraus
Deputy City Clerk
City of Bainbridge Island
280 Madison Ave. North
Bainbridge Island, WA 98110

RIGHT-OF-WAY DEED

Documents Referenced,
Assigned or Released: N/A

Grantor(s): [Insert Name of Grantor(s)]

Grantee: City of Bainbridge Island, a Washington State municipal
corporation

Short Legal Description: []
City of Bainbridge Island, Kitsap County, Washington,
(Complete legal description on Exhibit A)

Assessor's Property Tax
Parcel/Account Number(s): []

RIGHT-OF-WAY DEED

THIS RIGHT-OF-WAY DEED (“Deed”) is conveyed by [Insert name of Grantor] (“Grantor”) and accepted by the City of Bainbridge Island, a Washington State municipal corporation, (“City” or “Grantee”) as follows:

A. Grantor is the fee owner of the real property, which is situated in Bainbridge Island, Kitsap County, Washington, and is legally described on **Exhibit A**, which is attached hereto and incorporated herein by this reference (“Grantor’s Property”).

B. Grantor desires to convey to the City a portion of Grantor’s Property for right-of-way purposes, in accordance herewith.

NOW, THEREFORE, the Grantor, for and in consideration of the benefits of a public right-of-way and other good and valuable consideration and in lieu of condemnation, hereby warrants and conveys to the City that portion of Grantor’s Property, which is legally described on **Exhibit B** and depicted on **Exhibit C**, which are both attached hereto and incorporated herein by this reference (“Right-of-Way”), in fee simple and not as an easement, for use and occupancy by the City, including for the construction, development, maintenance, repair, replacement, and public use of: (i) a roadway; (ii) other reasonable and appropriate uses appurtenant to a municipal roadway and utility installation and use, including, without limitation, sidewalks, curbs, gutters, and utility facilities; and (iii) utility facilities for the benefit and use of the City and utility purveyors.

In addition, Grantor further grants to the City a perpetual, nonexclusive easement for making and undertaking all necessary slopes for cuts and fills incident or appurtenant to the construction and maintenance of roadway slopes and stormwater conveyances in excavation and/or embankment for roadway purposes, in conformity with City engineering design and development standards for roadways, over, under, upon, and across the portion of the Grantor’s Property abutting the right-of-way.

IN WITNESS WHEREOF, the Grantor has conveyed, and the City has accepted, this Deed as of the later of the signature dates below.

GRANTOR:

[Grantor’s Name]

By: _____

Title: _____

GRANTEE:

City of Bainbridge Island

By: _____

Chris Wierzbicki
Director of Public Works

STATE OF WASHINGTON)
)ss:
COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Given under my hand and seal this _____
day of _____, 20__.

Notary Public in and for the State of
Washington, residing at _____
My commission expires: _____

STATE OF WASHINGTON)
)ss:
COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that Chris Wierzbicki is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument, and acknowledged it as the Public Works Director of the City of Bainbridge Island to be the free and voluntary act of such entity for the uses and purposes mentioned in the instrument.

Given under my hand and seal this _____
day of _____, 20__.

Notary Public in and for the State of
Washington, residing at _____
My commission expires: _____

EXHIBIT A

LEGAL DESCRIPTION OF GRANTOR'S PROPERTY

EXHIBIT B
DESCRIPTION OF RIGHT-OF-WAY DEED AREA

EXHIBIT C
RIGHT-OF-WAY DEED AREA SKETCH
(attached)



City of Bainbridge Island
Application for Rights-of-Way Vacation

To: City Clerk, City of Bainbridge Island

APPLICANT: **Tom & Linda Newlon, Paul & Gayle Robbins**

ADDRESS: **15667 & 15668 Point Monroe Drive**

Bainbridge Island, WA 98110

Phone: **842-6573 & 842-8116**

Fax: _____

thomas.newlon@stoel.com

Fax: _____ Cell Phone: _____

E-Mail: **sandspitfish@bainbridge.net**

- ☐ Application Fee; Receipt # _____
- ☐ Petition to vacate right-of-way
- ☐ Legal description of area to be vacated
- ☐ Vicinity Map
- ☐ Plat map showing front footage abutting proposed vacation

- ☐ Utility company response letters
- ☐ Exhibit showing area to be vacated
- ☐ Survey
- ☐ Flagging prior to public hearing
- ☐ MAI Certified Appraisal & Compensation prior to final ordinance reading

PARCEL LOCATION: (Give brief description of geographic location) **The subject properties**

straddle Point Monroe Drive about 990 feet northerly of the north boundary of

Fay Bainbridge State Park.

Fronting Street: **Point Monroe Drive**

Adjacent or Nearest Street Intersection: **Point Monroe & Sunrise Drive**

Comprehensive Plan Map Designations: **UR-6**

Current Zoning: **UR-6**

Explain basis for request to vacate the City rights-of-way: Point Monroe Drive as
as constructed does not correspond with the public right-of-way as platted. The
platted right-of-way passes through several houses, including the Robbins.

List any easement and/or existing utilities either public or private that abut or cross the proposed vacation: There are no easements associated with the area proposed to be
vacated. Only residential service lines cross the platted right-of-way. The
primary service lines all run along the physical road.

EXPLANATIONS RELATING TO BIMC 12.34.110:

Explain whether a change of use or vacation of the street or alley will better serve the public: The road and public utilities are largely not covered by a right-of-way, easements
of record or perfected prescriptive easements. This vacation, along with the
associated right-of-way dedication, will make the legal access match the
existing road and utilities and clear the encumbered title of fronting landowners.

Explain whether the street or alley is no longer required for public use or public access: The road was never built to match the right-of-way. Subsequently, residences
and other private improvements were erected thereon, rendering public use of
the originally designated right-of-way impossible.

Explain whether the substitution of a new and different public way would be more useful to the Public: A substitution matching the road and utilities as constructed is proposed
as identified in documents included in this submittal.

Describe whether conditions may so change in the future as to provide a greater use or need than presently exists: The longstanding and ongoing trend on Point Monroe has been
to replace small vacation cabins with significantly larger residences. Changes
to the physical alignment of the road are neither advantageous or possible.

Discuss whether objections to the proposed vacation are made by owners of private property (exclusive of petitioners) abutting the street or alley or other governmental agencies or members of the general public: We are aware of no objections to this proposal.

PROPERTY OWNERS: List names, mailing addresses of all owners of the abutting property(s) that will receive vacated area property:

Tom & Linda Newlon, 15667 Point Monroe Drive NE, Bainbridge Island, WA
Paul & Gayle Robbins, 15668 Point Monroe Drive NE, Bainbridge Island, WA

(Attach additional sheets if necessary)

CONTACT PERSON: (to receive all correspondence, advisory reports, hearing notice, etc. via mail and to be primary phone and correspondence contact):

Name: Bruce MacLearnsberry

Mailing Address: 1100 NW Thompson Road, Suite 301

City: Poulsbo State: WA Zip: 98370

Phone: 842-5514

Fax: _____

Fax: _____ Cell Phone: _____ Email: bruce@sealandsurvey.com

I hereby state that I am the Applicant, or an Agent for the Applicant, listed above and that the foregoing statements and answers herein made, and all information and evidence herein made, and all information and evidence herewith submitted are in all respects and to the best of my knowledge and belief, true and complete. I understand that the filing fee accompanying this application is non-refundable and is only for the purpose of partially defraying the normal administrative expenses of processing the application, and that the payment of said fee does not result in automatic approval of the vacation requested in this application.



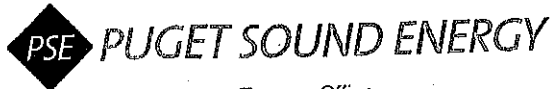
Signature of Applicant

Date

6/26/19

Thomas Newlon & Paul Robbins

Printed Name of Applicant



Tacoma Office
3130 South 38th Street
Tacoma, WA 98409
PSE.com

April 2, 2019

MACLEARNSBERRY, INC
Attn: Bruce
1100 NW THOMPSON RD. STE 301
POULSBO, WA 98370

RE: Realignment of Point Monroe Drive and Vacate

Dear Bruce,

Puget Sound Energy, Inc (PSE), has reviewed our electrical facilities in the proposed vacate area adjacent to lots 45, 46, 112 and 113 in the Plat of Madison Beach. As of this time PSE operates overhead powerlines and poles within the current location of Point Monroe Dr. and see no use of the old alignment for our utilities. Therefore, PSE approves to have the current alignment of the road reflect it current location.

Should you have any questions concerning the our comments please feel free to call, voice mail is available 24hrs a day I can be reached directly at (253)476-6450

Best Regards,

Mr. Shawn R. Greninger, SR/WA
Supervisor Real Estate

Shawn.greninger@PSE.com
(253)476-6098fax

Cc: File

Bruce MacLearnsberry

From: Baker, Brad <Brad.Baker@centurylink.com>
Sent: Friday, May 10, 2019 7:30 AM
To: bruce@sealandsurvey.com
Subject: P815369 CenturyLink facilities on Point Monroe Dr
Attachments: P815369 Point Monroe Dr NE aerial line.jpg

Hi Bruce, CenturyLink does have aerial facilities here, on the PSE poles shown on your exhibit and on the attached photo. If this is included in an easement, CenturyLink has no objections. Let me know if this will suffice, or if you need a letter stating this. Thanks.

Brad Baker
Faulk & Foster | CenturyLink
Network Infrastructure Services
11108 Chennault Beach Rd
Mukilteo WA 98275
cell: 425.286.4017

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Safeguarding lives, property, and the environment through prevention, education, and emergency response.

October 18, 2019

MacLearnsberry, Inc.
1100 NW Thompson Rd, Suite 301
Poulsbo, WA 98370

Dear Bruce:

I am in receipt of your letter dated September 20, 2019 regarding the realignment of Point Monroe Drive in two areas.

The Fire Department does not object to the ROW realignment provided:

- the realignment encompasses at least the existing clear width of the access roadway,
- any water lines serving fire hydrants and the hydrants themselves remain located in the ROW or within a utility easement,
- the realignment incorporates any existing, designated pull outs or fire apparatus turnarounds; and
- does not restrict in any way the existing roadway and the ability for emergency services to utilize the roadway in the future.

Please contact me should you have any further questions.

Sincerely,

Jared Moravec
Deputy Fire Chief/Fire Marshal

Joan Haase

From: Jeff Horn
Sent: Wednesday, October 23, 2019 8:52 AM
To: Joan Haase
Subject: RE: Proposed Road Vacation for a portion of Point Monroe Drive

Hi Joan,

No problems from this side. Thanks for checking.

Have a great day!

JEFF HORN, INTERIM CHIEF OF POLICE

Bainbridge Island Police Department

625 Winslow Way East

Bainbridge Island, WA 98110

www.bainbridgewa.gov

206.842.5211 (Office)

206.780.4688 (Desk)

206.730.7888 (Mobile)



From: Joan Haase <jhaase@bainbridgewa.gov>
Sent: Tuesday, October 22, 2019 2:13 PM
To: Heather Wright <hwright@bainbridgewa.gov>; Jeff Horn <jhorn@bainbridgewa.gov>
Subject: Proposed Road Vacation for a portion of Point Monroe Drive

Planning/Police,

Please let me know if you have any concerns and/or objections to this proposed road vacation so I can incorporate into the Staff Report.

For more information, see October 22, 2019 City Council link below to set the public hearing date.
<https://d2kbbkoa27fdvtw.cloudfront.net/bainbridgewa/7563731d8b6946c7246290570fe771e50.pdf>

Thank-you,

 **CITY OF
BAINBRIDGE
ISLAND**
JOAN HAASE

Joan Haase

From: Perry Barrett <perry@biparks.org>
Sent: Tuesday, November 5, 2019 4:04 PM
To: Joan Haase
Subject: RE: Proposed Road Vacation, Portion of Point Monroe Drive

Joan,
For Robbins, Newlon ROW vacation. We understand that these are road vacations to re-align the right-of-way to match the existing roadway. We have no reason to object.

Thank you for asking us.

Sincerely,

*T. Perry Barrett, AICP
Sr. Planner
Bainbridge Island Metro. Park & Recreation District
206/842-2306 x 119
Cell: 206/488-8209*



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Cultural Funding Advisory Committee 2020-21 Funding Recommendations - Executive

SUMMARY:

Consider scheduling the approval of the Cultural Funding Advisory Committee's recommendation for 2020 and 2021 funding awards on the December 10, 2019, Consent Agenda and thereby authorize the City Manager to execute agreements with the recipient organizations to reflect the funding amounts approved by the City Council.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

Amount:	300,000.00
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: The City of Bainbridge Island provides financial support for cultural activities in the community through funding for local nonprofit organizations that in turn provide a variety of programs and events.

In June, the City appointed seven members to the Cultural Funding Advisory Committee (CFAC). One member later needed to resign the committee. The Council liaisons to the CFAC were Councilmembers Rasham Nassar and Leslie Schneider, and the funding process was facilitated by Anne Katahira from The Giving Practice at Philanthropy Northwest.

On August 13, the City Council approved a Request for Proposals (RFP) to seek requests from community organizations. The City has adopted a two-year funding cycle, and intends to provide total funding of \$300,000 to support activities in 2020 and 2021. The City's RFP sought to encourage projects of all sizes, and identified a minimum award of \$5,000 and a maximum annual award of \$30,000 (to reflect 10% of available funds).

The City received 21 proposals from 19 organizations, with total funding requests of \$498,684. The CFAC reviewed these proposals and arrived at a funding recommendation for consideration by the City Council. The attached report summarizes the committee's review process and presents the CFAC's recommendation for 2020-21 funding awards.

The proposals received by the City are available on the City's website:
<http://www.bainbridgewa.gov/948/City-Funded-Cultural-Activities>

ATTACHMENTS:

[Recommendation for 2020-21 Cultural Funding for CC 11262019-2](#)

FISCAL DETAILS: The 2019-2020 Adopted Budget includes \$300,000 in 2020 for a two-year cultural funding award cycle.

Fund Name(s): General Fund

Coding:



City of Bainbridge Island

Recommendations for 2020-21 Cultural Funding Cultural Funding Advisory Committee November 26, 2019

2019 Cultural Funding Advisory Committee (CFAC)
(Appointed by City Council on June 25, 2019)

Sal DeRosalia	Member, Position 1
James Cash	Member, Position 2
Tara DeCoster	Member, Position 3
Unfilled	Member, Position 4
Steve Rabago	Member, Position 5
Becky Crook	Member, Position 6
Diana Urbaite-Sosonkina	Member, Position 7
Rasham Nassar	City Councilmember, Liaison
Leslie Schneider	City Councilmember, Liaison

Overview

In 2017, the City Council appointed an Ad Hoc Committee and developed a process for distribution of \$300,000 in funding for Cultural Element Implementation as included in the City's biennial budget. At that time, councilmembers, staff and the community developed a process for a funding cycle incorporating an RFP and community committee review process. This process awarded funding for 2019-2020.

In 2019, the City used a process similar to the one developed in 2017 for the 2020-2021 round of the Cultural Funding cycle. Councilmembers Rasham Nassar and Leslie Schneider served as liaisons between the CFAC and City Council. Administrative support for the committee, including facilitation, coordination and analysis, was provided by Anne Katahira of The Giving Practice at Philanthropy Northwest. As she has done for the previous cycle, Ms. Katahira will also assist the City with the ongoing monitoring of the recipient organizations and assessment of funding results throughout 2021 and 2022. (Progress reports from the 2018-19 cycle are available for review on the [City Funded Cultural Activities page](#).)

In the summer of 2019, Council approved and the City issued a [Request for Proposals \(RFP\)](#) to organizations and projects that will use City funds to advance the community objectives identified within the [Cultural Element](#) and/or [Economic Element](#) of the [City's Comprehensive Plan](#).

The City's RFP sought to encourage a wide range of projects and activities of varying sizes that would meet the needs and interests of Bainbridge Island residents. The City identified a minimum annual award of \$5,000 and a maximum annual award of \$30,000 (to reflect 10% of the total available funds). In late September, the City received 21 proposals from 19 organizations for 2020 and 2021 activities. The total amount of funding requested was \$498,684, an increase over the total amount requested in the previous cycle, which made for a more competitive process. A complete proposal for each request reviewed by the CFAC is available on the City's website: [City Funded Cultural Activities](#). (Information about the previous 2018-19 cycle can also be found on this page.)

The CFAC reviewed these proposals independently and came together to discuss and evaluate each proposal against the guidelines, evaluation criteria and priorities outlined in the RFP. Additionally, applicants had the opportunity to present their proposals to the CFAC and reviewers had the chance to ask additional clarifying questions of these organizations to help them make informed decisions about final funding recommendations. Through this process, the CFAC developed a funding recommendation for consideration by City Council. This report outlines the CFAC's recommendations for 2020-21 funding awards.

Eligibility

The funding parameters allowed applicants to apply for awards for project support or general operating support, between a minimum funding amount of \$5,000 and maximum of \$30,000. City funds for this award cycle may be used to cover activities during a two-year period, 2020 and 2021. The City's RFP stipulated eligibility requirements to include organizations with:

- Tax-exempt status under section 501(c)(3) of the Internal Revenue Code status. Alternatively, entities without tax-exempt 501(c)(3) status may apply under the fiscal sponsorship of another organization with the required status. The fiscal sponsor provides fiduciary oversight of the project and must agree to enter into the funding contract with the City
- The majority of services provided on Bainbridge Island or for its residents and visitors
- At least one ongoing cultural program open to the public or that provides services (training, administrative support, technical assistance, and more) to arts professionals on Bainbridge Island
- A minimum two-year history of continuous operation

The City also sought organizations and projects that:

- involve significant community participation;
- create access to cultural activities for underserved or underrepresented communities, or include underrepresented art forms;
- strengthen organizational capacity; and
- foster opportunities for collaboration within the cultural sector.

Organizations with missions that include but are not entirely focused on arts, culture, and heritage could apply for funding. However, requests had to be restricted to the portion of the budget that applies to arts, cultural or heritage projects or activities.

Additional eligibility requirements, as stated in the City's RFP, are as follows:

- Organizations awarded funding shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under any Agreement with the City.
- City of Bainbridge Island funds must be used for a specific public benefit provided to Bainbridge Island residents and visitors. Each organization that receives an award will identify a specific public benefit "deliverable" in their service agreement that they will provide to Bainbridge Island residents and visitors.
- Funded projects and activities must be open to the public and fully accessible to all audiences.

- Organizations with a staff member, board member or officer serving on the Cultural Funding Advisory Committee are not eligible to receive Cultural Funding.
- Organizations awarded funding agree not to discriminate against any employee, applicant for employment, client, or any other person in the performance of any Agreement with the City because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.
- Awards are for services provided during calendar year 2020 and 2021; requests for funding for goods or services to be provided in 2019 or beyond calendar year 2021 will not be considered.

Evaluation Criteria

The CFAC evaluated proposals based on the following criteria and scoring rubric. Scores were not the sole determinant of funding but played a significant role in working toward consensus and prioritization in a competitive process. Other factors included the availability of funds and compatibility with the community objectives of the City of Bainbridge Island.

Area	Indicator	Score
Proposal Statement of Purpose	Should, in 1 page, clearly explain the cultural project or activities for which funding is requested including: • Key goals, objectives and milestones for the 2-year funding period • Key people involved in the project • Explicit articulation of what City funding will allow organization to accomplish and what will happen if funding is not received	25
Advance Community Objectives of the Cultural and/or Economic Elements	Should clearly demonstrate how the proposed project or activities will <i>"contribute to the economic vitality, community character, livability, and quality of life of Bainbridge Island"</i> and, in a meaningful way, <i>advance one or more community objectives identified within the Comprehensive Plan's Cultural Element:</i> • Cultural Activity and Economic Vitality • History and Heritage • The Humanities • Public Art and Community Design or <i>Economic Element (Goal EC-12 and Policies EC 12.1 and 12.2):</i> • Continue to promote the arts as a significant component of the Bainbridge Island economy • Promote the arts community within the region as an economic asset of the Island	20
Community Impact	Should identify public benefit(s), including opportunities for significant community participation and/or improved access: • The most successful applicants will document that proposed activities will reach large audiences and/or new/underserved/ underrepresented segments of the community or include underrepresented art forms, and provide a compelling plan for doing so	25
Organizational Strength	Demonstrates organizational stability and capacity, including successful track record, and commitment to implement the project or activities proposed within the funding period, including: • Clear planning – the proposal refers to the project's goals and organization's strategic objectives • Skilled leadership by key board, artistic and management personnel, paid and unpaid • Effective relationships, communications and outreach to and input from target audiences	10

	• Strong fundraising and financial management skills – demonstrated by well-prepared application and funding plan	
Budget	Proposal should demonstrate feasibility of budget, including: • Proposed budget provides evidence of beneficial public investment and efficient use of City resources • Budget information is realistic, reasonable and aligned to support proposed project and activities and their objectives • Additional and diverse sources of funding for the proposed project or activities are identified, where applicable	10
Achievable Outputs, Outcomes and Assessment	Proposal should succinctly lay out a two-year plan for outputs (such as # served), outcomes (longer-term impact in the community), and a plan for self-assessing the proposed project or activities. Specifically, the proposal should demonstrate how the organization will track its proposed work and continually learn from and improve projects or activities through: • Clear goals and objectives • Measurable success metrics • Description of anticipated growth and continued improvement as a result of receiving City funding, if applicable	10
Total		100

Recommended Funding

The Cultural Funding Advisory Committee recommends the City Council approve the following awards for the two-year 2020-2021 funding cycle:

	Applicant	Request	Amount Requested			Final Recommendation			% of Request
			2020	2021	Total	2020	2021	Total	
1	Arts and Humanities Bainbridge	General Operating Support	\$ 14,500	\$ 14,500	\$ 29,000	\$ 14,500	\$ 14,500	\$ 29,000	100%
2	Bainbridge Artisan Resource Network	General Operating Support	\$ 14,430	\$ 14,751	\$ 29,181	\$ 12,000	\$ 12,262	\$ 24,262	83%
3	Bainbridge Arts and Crafts	General Operating Support	\$ 15,000	\$ 15,000	\$ 30,000	\$ -	\$ -	\$ -	0%
4	Bainbridge Chorale	General Operating Support	\$ 5,000	\$ 5,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 10,000	100%
5	Bainbridge Island Downtown Association	Economic & Cultural Programs	\$ 15,000	\$ 15,000	\$ 30,000	\$ -	\$ -	\$ -	0%
6	Bainbridge Island Historical Museum	Her Vote Her Story and Protest Exhibit	\$ 6,000	\$ 6,000	\$ 12,000	\$ 6,000	\$ 6,000	\$ 12,000	100%
7	Bainbridge Island Historical Museum	General Operating Support	\$ 15,000	\$ 15,000	\$ 30,000	\$ 12,000	\$ 12,000	\$ 24,000	80%
8	Bainbridge Island Japanese American Community	General Operating Support	\$ 10,000	\$ 5,000	\$ 15,000	\$ 10,000	\$ 5,000	\$ 15,000	100%
9	Bainbridge Island Metropolitan Park & Recreation District	ARTLAB Project	\$ 10,765	\$ -	\$ 10,765	\$ -	\$ -	\$ -	0%
10	Bainbridge Island Metropolitan Park & Recreation District	Extending the Sounds of Summer Concert Series	\$ 5,000	\$ 5,000	\$ 10,000	\$ -	\$ -	\$ -	0%
11	Bainbridge Island Museum of Art	Cultural Impact Initiative	\$ 15,000	\$ 15,000	\$ 30,000	\$ 12,000	\$ 12,000	\$ 24,000	80%
12	Center	Senior Cultural Activities	\$ 5,000	\$ 5,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 10,000	100%
13	Bainbridge Performing Arts	General Operating Support	\$ 15,000	\$ 15,000	\$ 30,000	\$ 15,000	\$ 15,000	\$ 30,000	100%
14	Battle Point Astronomical Association	Revitalizing Our Island Observatory	\$ 16,000	\$ 14,000	\$ 30,000	\$ -	\$ -	\$ -	0%
15	Bloedel Reserve	Gratitude Day 2020 & 2021	\$ 15,000	\$ 15,000	\$ 30,000	\$ -	\$ -	\$ -	0%
16	Island Theatre	Ten-Minute Play Festivals	\$ 11,154	\$ 11,584	\$ 22,738	\$ 11,154	\$ 11,584	\$ 22,738	100%
17	Island Time Activities	General Operating Support	\$ 15,000	\$ 15,000	\$ 30,000	\$ 15,000	\$ 15,000	\$ 30,000	100%
18	Kids Discovery Museum	General Operating Support	\$ 15,000	\$ 15,000	\$ 30,000	\$ 12,500	\$ 12,500	\$ 25,000	83%
19	New Life Community Development Agency	The Living Arts Cultural Heritage Project	\$ 15,000	\$ 15,000	\$ 30,000	\$ -	\$ -	\$ -	0%
20	Ovation! Performing Arts Northwest	General Operating Support	\$ 15,000	\$ 15,000	\$ 30,000	\$ 12,000	\$ 12,000	\$ 24,000	80%
21	The Lesser-Know Players	General Operating Support	\$ 10,000	\$ 10,000	\$ 20,000	\$ 10,000	\$ 10,000	\$ 20,000	100%
TOTAL			\$259,869	\$242,856	\$498,684	\$154,174	\$149,867	\$300,000	60%



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Ordinance No. 2019-36 Relating to 2019 4th Quarter Budget and Updated Capital Improvement Plan Amendments - Finance,

SUMMARY: This agenda item is for the City Council to consider 4th quarter amendments to the City's budget and Capital Improvement Plan. This ordinance would amend the 2019 budget and 2019-2024 Capital Improvement Plan of the City and provide for uses or dollar amounts not foreseen at the time the 2019 budget was adopted.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	\$0.00
Ongoing Cost:	
One-Time Cost:	\$231,000
Included in Current Budget?	No

BACKGROUND: Please reference transmittal memo as attached below.

ATTACHMENTS:

[Staff 2019 4th QTR Budget Amendments Transmittal Memo.docx](#)

[Ord 2019-36 2019 4th Qtr Budget Amendments](#)

[Ord 2019-36 Attachment A - Q4 Budget Amendments](#)

FISCAL DETAILS: Total budget increase across all funds is \$231,000. Budget increases and/or decreases by fund are as follows: General Fund increase by \$40,656, Streets Fund increase by \$26,060, Capital Construction Fund increase by \$70,000, Water Fund increase by \$26,037, Sewer Fund increase by \$126,632, Stormwater Fund increase by \$10,113, and Equipment Rental and Revolving decrease by (\$68,498).

Total budget in the Capital Projects Fund for this project before 4th quarter budget amendment for SR 305 Olympic Non-Motorized Project was \$2,813,360. This budget amendment adds \$70,000 for a total budget of \$2,883,360. Grant funding for this project remains at \$2,042,200. Local funding after budget amendment is \$841,160.

Total budget before 4th quarter budget amendment for SR 305 Olympic Drive Water Component Project was \$175,000. This budget amendment adds \$20,000 for a total budget of \$195,000.

Total SR 305 Olympic Drive Project cost is \$3,078,360.

Fund Name(s):

Coding:



Finance and Administrative Services Department
Memorandum

Date: November 26, 2019

To: City Council
Morgan Smith, City Manager

From: Kim Dunscombe, Budget Manager

Subject: 2019 4th QTR Budget Amendments

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

Capital Project Adjustments

- SR 305 Olympic Non-Motorized Project - This item increases appropriation authority by \$90,000 to an overall total of \$3,078,360 and amends the 2019 - 2024 Updated CIP to reflect current project plans and estimates. The budget increase is made up of:
 - o an increase of \$20,000 in the water component of the project to cover the costs associated with the water-related work, specifically dealing with field conditions that did not match the project survey drawings. Water Fund appropriation authority will increase by \$20,000 to a total of \$195,000.
 - o an increase of \$70,000 in the transportation component of the project to cover higher than budgeted costs for construction and additional costs related to an agreement with Puget Sound Energy. This project is eligible for use of Transportation Impact Fee (TIF) funds. TIF appropriation authority will increase by \$70,000 for a total project budget, exclusive of water-related work, of \$2,883,360.
- Lower Lovell Rehabilitate Pump Station - This item moves planned spending from 2023 to 2020 and increases design costs from \$100,000 to \$125,000. This amends the 2019 - 2024 Updated CIP. This project is funded by Sewer Fund.
- Open Water Marina - an additional \$16,000 is needed to cover costs related to enforcing the removal of a buoy that was interfering with the construction of the new marina, the replacement of mid-line floats, additional dive time for missing buoy #5, and related construction support. Current budget for this project is \$167,000. Approval of this amendment would bring total project cost to \$183,000. This project is funded by the General Fund.

Technical Adjustment: Capital Equipment

- As part of the 2019 – 2020 Adopted Budget, fleet purchases as approved in the 2019 – 2024 Capital Improvement plan were in part budgeted in the Equipment Rental and Revolving (ERR) Fund. Following GFOA Best Practices, staff has determined a minimum fund balance policy for the ERR Fund and will delay purchase of fleet equipment from the ERR fund until 2021. Starting in 2021 all fleet purchases will be made from the ERR Fund. This is a technical adjustment that transfers budget authority from the ERR Fund to the originating purchasing fund as shown in the 2019 – 2024 Updated Capital Improvement Plan. This does not increase budgeted fleet costs or overall City spending.

Thank you for your consideration of these requests.

ORDINANCE NO. 2019-36

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to 4th quarter amendments to the 2019-2020 biennial budget and the 2019-2024 update to the Capital Improvement Plan and providing for uses and/or expenditure amounts not foreseen at the time the budget and the Capital Improvement Plan were adopted.

WHEREAS, on October 23, 2018, the City Council adopted the 2019-2024 update to the Capital Improvement Plan via Ordinance No. 2018-36, and

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

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

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

Section 1. Ordinance No. 2018-39 adopting the 2019-2020 biennial budget, and Ordinance 2018-36 adopting the 2019-2024 update to the six-year Capital Improvement Plan, are amended as shown on the attached Exhibit A and as incorporated herein.

Section 2. The City's Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2019-2020 biennial budget and the 2019-2024 update to the Capital Improvement Plan. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

Section 3. This ordinance shall take effect and be in force five days from and after its passage, approval, and publication as required by law.

PASSED by the City Council this ____ day of December 2019.

APPROVED by the Mayor this ____ day of December 2019.

Kol Medina, Mayor

ATTEST / AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	November 15, 2019
PASSED BY THE CITY COUNCIL:	___ __, 2019
PUBLISHED:	___ __, 2019
EFFECTIVE DATE:	___ __, 2019
ORDINANCE NO:	2019-36

Attached: Exhibit A

Exhibit A to Ordinance No. 2019-36

2019 BUDGET AMENDMENTS

Presented to City Council November 26, 2019

Approved on December ____, 2019

SUBJECT	DESCRIPTION	FUND / Department	Change amount requested	Change to Appropriation	On-going
Capital Equipment	A portion of each fleet capital purchase was budgeted in the Equipment Rental and Revolving (ERR) Fund. This item transfers budget authority to the originating fund as approved in the 2019-2024 CIP.	General Fund / Public Works	\$ 24,656	Increase	No
Open Water Marina Buoy	Increase related to buoy removal, the replacement of mid-line floats, and additional dive time for missing buoy #5, and related construction support	General Fund / Public Works	\$ 16,000	Increase	No
	TOTAL GENERAL FUND EXPENDITURE INCREASE		\$ 40,656		
Capital Equipment	A portion of each fleet capital purchase was budgeted in the Equipment Rental and Revolving (ERR) Fund. This item transfers budget authority to the originating fund as approved in the 2019-2024 CIP.	Streets Fund / Public Works	\$ 26,060	Increase	No
	TOTAL STREETS FUND EXPENDITURE INCREASE		\$ 26,060		
SR305 Olympic Drive	This item increases appropriation authority and amends the 2019 Updated CIP to reflect current project plans and estimates. Funding is supported by the Transportation Impact Fee Fund.	Cap Construction / Public Works	\$ 70,000	Increase	No
	TOTAL CAPITAL CONSTRUCTION FUND EXPENDITURE INCREASE		\$ 70,000		
SR305 Olympic Drive	This item increases appropriation authority and amends the 2019 Updated CIP to reflect current project plans and estimates. Funding is supported by the Water Fund.	Water Fund / Public Works	\$ 20,000	Increase	No
Capital Equipment	A portion of each fleet capital purchase was budgeted in the Equipment Rental and Revolving (ERR) Fund. This item transfers budget authority to the originating fund as approved in the 2019-2024 CIP.	Water Fund / Public Works	\$ 6,037	Increase	No
	TOTAL WATER FUND EXPENDITURE INCREASE		\$ 26,037		
Capital Equipment	A portion of each fleet capital purchase was budgeted in the Equipment Rental and Revolving (ERR) Fund. This item transfers budget authority to the originating fund as approved in the 2019-2024 CIP.	Sewer Fund / Public Works	\$ 1,632	Increase	No

SUBJECT	DESCRIPTION	FUND / Department	Change amount requested	Change to Appropriation	On-going
Lower Lovell Rehabilitate Pump	This item increases appropriation authority and amends the 2019-2024 Updated CIP to reflect current project plans and estimates.	Sewer Fund / Public Works	\$ 125,000	Increase	No
	TOTAL SEWER FUND EXPENDITURE INCREASE		\$ 126,632		
Capital Equipment	A portion of each fleet capital purchase was budgeted in the Equipment Rental and Revolving (ERR) Fund. This item transfers budget authority to the originating fund as approved in the 2019-2024 CIP.	SSWM Fund / Public Works	\$ 10,113	Increase	No
	TOTAL STORMWATER FUND EXPENDITURE INCREASE		\$ 10,113		
Capital Equipment	A portion of each fleet capital purchase was budgeted in the Equipment Rental and Revolving (ERR) Fund. This item transfers budget authority to the originating fund as approved in the 2019-2024 CIP.	ERR Fund / Public Works	\$ (68,498)	Decrease	No
	TOTAL EQUIPMENT RENTAL AND REVOLVING FUND DECREASE		\$ (68,498)		
Total All funds			\$ 231,000		



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Video Inspection Camera Procurement - Public Works,

SUMMARY:

Video camera inspection is a cost-effective method to determine the condition of infrastructure pipes. Public Works staff requested quotes from various companies for the procurement of a video inspection camera and recommends award to Cues Inc. in the amount of \$66,849.70; and to forward this award to the December 10, 2019 Consent Agenda.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION:

Approve with Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$66,849.70
Ongoing Cost:	
One-Time Cost:	\$66,849.70
Included in Current Budget?	Yes

BACKGROUND:

Video camera inspection is a cost-effective way of determining the condition and exact location of a sewer or stormwater main possible problem. A sewer or stormwater inspection video camera allows the technician to see if any root intrusion, cracks, punctures, corrosion, or any misaligned pipe sections exist. The camera will also identify grease buildup, leaks and obstructions.

The 2019 Capital Improvement Program equipment budget includes \$70,000 for a video inspection camera. Public Works staff requested quotes from five companies and three quotes were received. City staff reviewed the competitive quotes and recommends awarding to the lowest responsible quote from Cues, Inc. in the amount of \$66,849.70.

Following City Council approval, Operations & Maintenance will prepare a purchase order for the City Manager's signature.

ATTACHMENTS:

[Cues QUOTE.pdf](#)

[Video Camera Bid Form.pdf](#)

[Video Camera Proposed Purchase Order](#)

FISCAL DETAILS: There is \$35,000 in the Storm & Surface Water Management Fund (SSWM) and an additional \$35,000 in the Sewer Fund for a total of \$70,000 for the purchase of a video inspection camera. The funding support for this will be split evenly between the SSWM and Sewer funds.

Fund Name(s): Sewer Fund

Coding: 1/2 - 734244435 & 1/2 - 73434438 664000

"The Standard of the Industry"



CUES

October 17, 2019

City of Bainbridge Island
Ray Navarette
7305 Hidden Cove Road
Bainbridge Island, WA 98110

RE: Portable Mainline Inspection System

Dear Ray,

Here is the pricing information you requested for the K2 Iggy system.

K2

- Electric reel
- 1000' cable
- K2 power supply and monitor box in metal case
- DVR assembly
- Wireless controller
- OZ3 with sonde
- CPR with 8"-15" rubber wheels
- 8" spiked steel wheels
- Tiger tail
- Top roller
- Extension poles and lowering hook
- Gnet Basic with laptop and 1 year support plan
- Delivery
- 2 days training

Grand Total **\$61,330 + WA tax**

9.0% Tax 5,519.70

FOB: Destination
Terms: Net 30
Quote valid for 45 days
Delivery 4-6 weeks

\$66,849.70

Sincerely,

Gillian Wilson
Cues NW Territory Manager



PURCHASE ORDER

CITY OF BAINBRIDGE ISLAND PUBLIC WORKS O&M

280 Madison Avenue North
Bainbridge Island, WA 98110
Phone: 206.842.2016
Fax: 206.780.3710
www.bainbridgewa.gov

P.O. NO. 21900068
DATE November 7, 2019
CUSTOMER ID: 6854
ORG.: 73424435/73434438
OBJECT: 664000
PROJECT: 00980

VENDOR

CUES
PO Box 933258
Atlanta GA 31193

SHIP TO

City of Bainbridge Island
7305 NE Hidden Cove Rd
Bainbridge Island, WA 98110
Phone: 206.842.1212
Fax: 206.780.5104
Attn: Aaron Claiborne

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1		K2 Iggy System video inspection camera		\$ 61,330.00
SUBTOTAL				\$ 61,330.00
Shipping				
9.0% Sales Tax				\$ 5,519.700
TOTAL				\$ 66,849.70

Requested by

Date

Approved by

Date

Accounts Payable:
Accounts Payable Clerk - Carrie Christianson
280 Madison Avenue N.
Bainbridge Island, WA 98110
206.780.8617
accountspayable@bainbridgewa.gov



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Ordinance 2019-24 Updating Bainbridge Island Municipal Code Sections 2.16.040, 2.16.050, 2.16.070, 2.16.110, 18.09.020, 18.09.030, and 18.36.030 Related to Public Participation Meetings for Short Plats, and Decision Criteria for Site Plan and Design Review and Conditional Use Permits - Planning,

SUMMARY: INITIAL NOTE: City staff recommends that the City Council take Ordinance No. 2019-24 off of the Consent Agenda and consider it separately on this meeting's agenda in order to fix a text error in Exhibit C (see highlighted text in REVISED Exhibit C). In Subsection 2 related to BMC 18.09.030.C., the term "public educational facility" was meant to have stated "governmental facility," and the corrected Exhibit C corrects that mistake in the text.

Updating BMC Sections 2.16.040, 2.16.050, 2.16.110, 18.09.020, 18.09.030, and 18.36.030 for Site Plan and Design Review and Conditional Use Permit decision criteria. Updating BMC 2.16.070 to amend the preapplication conference requirement for short plats to remove the public participation requirement. The City Council discussed this ordinance at their meeting on November 26, 2019, and forwarded it to the December 10, 2019 Consent Agenda for approval.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Move to remove Ordinance No. 2019-24 from the Consent Agenda and consider it separately on this meeting's agenda.

I move to approve Ordinance No. 2019-24.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: The City Council adopted a development moratorium in January 2018 on certain land use permits. Since then, City staff have been working to modify the City's Municipal Code to address the concerns identified in the development moratorium. On September 24, 2019, the Council extended the development moratorium "As Is" for 2 additional months, until December 3, 2019. After that date, the moratorium will be

narrowed to apply only in the Winslow Master Plan Study Area, with some exceptions. See the City's development moratorium project website for additional information.

Moratorium related work includes:

- Updated Land Use Review Procedures (Ordinance 2018-20) that were approved at the end of 2018. These changes expanded the role of the Planning Commission and the Design Review Board, particularly as relates to subdivisions and short plats.
- The updated Subdivision Design Standards and Guidelines were approved by the City Council on September 24.
- The updated Design Guidelines Design for Bainbridge were approved by the Council on September 24.
- The Council continued to discuss how to address affordable housing, including inclusionary zoning, most recently at their September 17 meeting. This Council discussion will continue in January, 2020.
- Consideration of revisions to site plan and design review (SPR) and conditional use permit (CUP) decision criteria is a moratorium work plan item. The intent of any potential revisions is to (a) minimize "wiggle room" and subjectivity for the decision maker and (b) ensure that decision criteria result in project outcomes reflective of the City's Comprehensive Plan. This work, together with the Land Use Review procedures changes approved with Ordinance 2018-20, implements Land Use Element Policies LU 6.5 and LU 6.8.

Existing decision criteria for these permits can be found in the following Bainbridge Island Municipal Code (BIMC) provisions:

- o BIMC 2.16.040.F – Site Plan and Design Review
- o BIMC 2.16.050.D – Minor Conditional Use Permit
- o BIMC 2.16.110.F – Major Conditional Use Permit

Related to Section 2 of Ordinance No. 2019-24, as recommended by the Planning Commission, the proposed amendment to BIMC 2.16.070 would amend the preapplication conference requirement for short plats to remove the public participation requirement. As discussed at the end of the staff memo, this change has been merged into Ordinance No. 2019-24 because it is a high priority.

ATTACHMENTS:

[PC Staff Memo re Ord 2019-24](#)

[Ord 2019-24 - Revisions to BIMC 2.16, 18.09, and 18.36](#)

[Exhibit A Title 2 Changes](#)

[Exhibit A Clean](#)

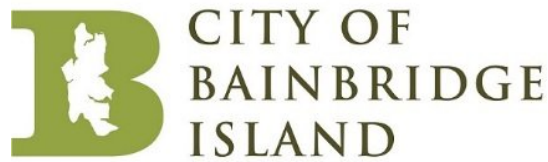
[Exhibit B 18.09 Use Table](#)

[Revised Exhibit C Use Specific Standards](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:



Department of Planning and Community Development

Memorandum

Date: November 26, 2019
To: City Manager
City Council
From: Jennifer Sutton, AICP
Senior Planner
Subject: Development Moratorium Work Plan: Ordinance 2019-24
Site Plan and Design Review and Conditional Use Permit Decision Criteria;

I. BACKGROUND

The City Council adopted a [development moratorium in January 2018 on certain land use permits](#). Since then, City staff have been working to modifying the City Code to address the concerns identified in the development moratorium. On September 24, the City Council extended the development moratorium “As Is” for 2 additional months, until December 3, 2019. After that date, the moratorium will be narrowed to apply only to the Winslow Master Plan Study Area, with some exceptions. See [the City's development moratorium project website](#) for additional information.

Moratorium related work includes:

- Updated Land Use Review Procedures ([Ordinance 2018-20](#)) that were approved at the end of 2018. These changes expanded the role of the Planning Commission and the Design Review Board, particularly as relates to subdivisions and short plats.
- The updated [Subdivision Design Standards and Guidelines](#) were approved by the City Council on September 24.
- The [updated Design Guidelines Design for Bainbridge](#) were approved by the City Council on September 24.
- The City Council continued to discuss how to address affordable housing, including inclusionary zoning, most recently at their [September 17 meeting](#). This City Council discussion will continue in January, 2020.
- Consideration of revisions to site plan and design review (SPR) and conditional use permit (CUP) decision criteria is a moratorium work plan item. The intent of any potential revisions is to (a) minimize “wobble room” and subjectivity for the decision maker and (b) ensure that decision criteria result in project outcomes reflective of the City's Comprehensive Plan. This work, together with the Land Use Review procedures changes approved with [Ordinance 2018-20](#), implements [Land Use Element Policies LU 6.5 and LU 6.8](#).

Existing decision criteria for these permits can be found in the following [Bainbridge Island Municipal Code \(BIMC\)](#) provisions:

- o BIMC 2.16.040.F – Site Plan and Design Review
- o BIMC 2.16.050.D – Minor Conditional Use Permit
- o BIMC 2.16.110.F – Major Conditional Use Permit

II. SPR & CUP OVERVIEW

Site Plan and Design Review ([BIMC 2.16.040](#))

The purpose of the site plan and design review process is to:

“... establish a comprehensive site plan and design review process that ensures compliance with the adopted plans, policies, and ordinances of the city. The overall goal of this chapter is to minimize land alteration, provide greater site development flexibility and consequently provide more creative and imaginative design than generally is possible under conventional zoning regulations. It is further intended to provide for the review of development proposals with respect to overall site design and to provide a means for guiding development in a logical, safe, attractive, and expedient manner, while also allowing property to be developed in phases. An additional purpose is to promote those specific purposes for each zoning district stated in Chapter [18.06](#) BIMC.”

Site plan and design review is required in any of the following circumstances:

- The new construction of a nonresidential building or other structure; or
- The expansion, remodel, or alteration of any building or other structure by more than five percent of its existing floor area, or overall size in cases where floor area is not applicable; or expansion that creates a new dwelling unit; or
- A change of use, where traffic, parking, noise or other impacts are greater than the impacts for the previously existing use, as determined by the Director; or
- The construction of new wireless communications support structures (but not the location of wireless facilities on existing buildings).

Decisions on site plan and design review applications are administrative, made by the Director of Planning Community Development (“Director”). Major SPRs require review and recommendation meetings by the Design Review Board and Planning Commission, both of which are optional for minor SPRs.

Conditional Use Permit – Minor ([BIMC 2.16.050](#))

A minor conditional use permit is a mechanism by which the City may require specific conditions on development or the use of land to ensure that designated uses or activities are compatible with other uses in the same zone and in the vicinity of the subject property. If imposition of conditions will not make a specific proposal compatible, the proposal is to be denied.

The minor conditional use procedure applies to:

- All conditional uses listed as agricultural uses in Table 18.09.020 (*attached for quick reference*);
- Conditional uses listed in Table 18.09.020 other than an educational, cultural, governmental, religious, or health care facility, where the Director determines that the anticipated impacts of those conditional uses will be minor or minimal; or
- Uses that are clearly consistent and compatible with other uses in the same zone or vicinity.

Decisions on minor conditional use applications are administrative, made by the Director. Review and recommendation meetings by the Design Review Board and Planning Commission are optional.

Conditional Use Permit – Major ([BIMC 2.16.110](#))

A major conditional use permit is a mechanism by which the City may require specific conditions on development or the use of land to ensure that designated uses or activities are compatible with other uses in the same zone and in the vicinity of the subject property. If imposition of conditions will not make a specific proposal compatible, the proposal is to be denied.

The major conditional use procedure applies to establishing or expanding a use according to situations that include, but are not limited to:

- Conditional uses listed in Table 18.09.020, including educational, cultural, governmental, religious, or health care facility, where the Director determines that the anticipated impacts of those conditional uses is not minor or minimal; or
- The proposed use or expansion covers 50 percent or greater of the total lot area;
- The proposed use is accessed by a local or private road;
- The proposed use or expansion generates more than 36 total trips per day;
- The proposed use or expansion contains four or more units in a multifamily dwelling (i.e., in zones where multifamily is a conditional use);
- Requests for additional nonresidential building height pursuant to Table 18.12.020-1, 18.12.020-2, or 18.12.020-3.

Decisions on major conditional use permit applications are quasi-judicial, made by the Hearing Examiner. Major CUPs require review and recommendation meetings by the Design Review Board and Planning Commission.

III. REVISIONS TO SPR & CUP DECISION CRITERIA

The intent of any revisions to the decision criteria for these permits is to (a) minimize “wiggle room” and subjectivity for the decision maker and (b) ensure that decision criteria result in project outcomes reflective of the City’s Comprehensive Plan. It is also a good opportunity for “housekeeping” revisions including corrections/clarifications/streamlines (to remove duplication). Potential revisions to achieve these intended results include:

- Eliminate or define subjective terms, such as “harmonious and compatible,” “materially detrimental,” and “intended character and quality of development in the vicinity.”
- Define area of impact – “immediately surrounding area,” “immediate vicinity of project area,” “in the vicinity of the subject property;” for example, are all used.
- Use consistent terms, such as “in accord with” vs. “in conformance with” the Comprehensive Plan.

Note: Additional standards and, where applicable, decision criteria, for specific uses can be found in [BIMC 18.09.030 Use Specific Standards](#). These standards, like all other applicable criteria, must be met under the existing SPR and CUP decision criteria.

IV. PLANNING COMMISSION DISCUSSION OF ORDINANCE 2019-24

The Planning Commission discussed modifying the decision criteria for Site Plan and Design Review during five meetings, March 14, August 8 and 22 (Public Hearing), September 5 and 26, and October 10 (Recommendation). Substantive topics discussed by the Commission are summarized below.

In addition to the clarifying changes that are summarized above, on August 22, the Commission thoroughly discussed the City Engineer portion of decision criteria for SPRs and CUPs in relation to transportation facilities (including nonmotorized facilities), including bike and pedestrian levels of service (see below). Department of Public Works Development Engineering staff was in attendance to answer questions from the Commission. The Commission recommended simplifying the terminology in decision criteria for all three permits, e.g., replacing terms such as “pedestrian ways” with the term “nonmotorized facilities” which includes both pedestrian and bicycle facilities.

Bike and Pedestrian Level of Service

In February 2017, the City Council approved the [Island-wide Transportation Plan \(IWTP\)](#). Discussion of the [IWTP](#) was concurrent with the 2016 Comprehensive Plan Update process, and improvements for bicycling and pedestrian safety was a top community concern. Therefore, the approved [IWTP](#) included new bicycle and pedestrian levels of service (BLOS/PLOS) (see [IWTP Chapter 6 pages 17-18](#)) that are evaluated by City Development Engineers when reviewing land use permits, such as short plats, SPRs, or CUPs. However, the number of land use permits that have been evaluated using the BLOS or PLOS standards is relatively small, since a development moratorium on most land use projects has been in place since January 2018.

Additional Decision Criteria for Institutions in Residential Zones ([BIMC 2.16.110.G](#))

At the September 26, 2019 meeting, the Commission discussed current [BIMC 2.16.110.G.7](#) which modifies lot coverage requirements for institutional uses in residential zones (see bottom of page 5 of Exhibit A (strikeout/underline version)). The Commission recommended moving these code provisions, which can be described as development standards, out of the decision criteria section, and into Title 18 Zoning. As shown in Exhibits B and C, these lot coverage requirements are proposed to be added to the BIMC 18.09.030 *Use Specific Standards* for each of those institutional type uses. See definition of lot coverage below for reference.

BIMC 18.12.050.K. Lot Coverage. “Lot coverage” means that portion of the total lot area covered by buildings, excluding up to 24 inches of eaves on each side of the building, any building or portion of building located below predevelopment and finished grade. Any portion of a slatted or solid deck located more than five feet above grade shall be counted towards lot coverage. Also excluded are ground-mounted accessory small wind energy generators, solar panels, composting bins, rain barrels/cisterns, and covers designed to shade ground-mounted heat pumps and air conditioners to increase their efficiency.

V. INTEGRATING REVISION TO SHORT PLAT PREAPPLICATION PROCESS INTO ORDINANCE 2019-24

Concurrent with their review of Ordinance 2019-24, in the summer and fall of 2018, the Planning Commission also reviewed Ordinance 2019-33, which proposes a number of “housekeeping” or clarifying changes to BIMC Title 2 (Administration, Personnel, and Land Use Procedures) and Title 18 (Zoning). Besides the clarifying changes, Ordinance 2019-33 proposes to remove the portion of the new short plat process ([BIMC 2.16.070.D.3](#)) that was added in December 2018 with the approval of Ordinance 2018-20 to require a public participation meeting at a Planning Commission meeting during the preapplication phase of a project.

Since the public participation meetings are time-sensitive and are scheduled concurrent with a preapplication conference, scheduling these public participation meetings means that other Planning Commission agenda items are postponed or have abbreviated discussions. Since this requirement was approved, the City has taken eight short plat proposals to the Planning Commission for a public participation meeting, and even though these small projects, subdividing into four or fewer lots, do not usually generate much interest or controversy, this requirement takes up City resources for noticing and critical agenda time at Planning Commission meetings. The Planning Commission agreed that public participation meetings were more appropriate for larger projects, and through their work on Ordinance 2019-33, recommended on October 24, 2019 that this new requirement should be repealed in order to ensure Planning Commission agenda time for review of larger development projects and legislative work (see Section 2 of Ordinance 2019-24).

Ordinance 2019-24 will be reviewed by the City Council prior to Ordinance 2019-33, and the Planning Commission desires to promptly remove the requirement that short plats hold a public participation meeting to ensure that the Planning Commission is able to discuss higher priority items on their agenda, and therefore has combined this code amendment to BIMC 2.16.070 (recommended by the Planning Commission with Ordinance 2019-33) into Ordinance 2019-24.

ORDINANCE NO. 2019-24

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to Site Plan and Design Review and Conditional Use Permit Decision Criteria and public participation meetings for short plats, revising Sections 2.16.040, 2.16.050, 2.16.070, 2.16.110, 18.09.020, 18.09.030, and 18.36.030, of the Bainbridge Island Municipal Code.

WHEREAS, the City Council of the City of Bainbridge Island (“City”) updated the City’s Comprehensive Plan in February of 2017; and

WHEREAS, the City Council has expressed significant concerns about development and growth in the City under current regulations in the context of the vision and goals of the City’s Comprehensive Plan, and desires to revise development regulations to best accommodate growth and development in both general and specific ways; and

WHEREAS, Ordinance No. 2018-02 imposed a temporary six-month moratorium on the acceptance of certain development, stating the City Council’s concerns regarding likely adverse impacts related to growth and development under existing regulations; and

WHEREAS, the development moratorium has been extended several times while the City works to complete the moratorium work program to address the issues identified by the development moratorium; and

WHEREAS, Ordinance 2018-20 was approved at the end of 2018, and updated the review procedures for Short Plats, Subdivisions, Site Plan and Design Review, and Conditional Use Permits; and

WHEREAS, in addition to updating standards, guidelines, and procedures, the City is updating decision criteria for Site Plan and Design Review and Conditional Use Permits to ensure that future development is appropriately and thoroughly analyzed; and

WHEREAS, the Planning Commission held a public hearing on this Ordinance 2019-24 on August 22, 2019; and

WHEREAS, the Planning Commission continued to discuss Ordinance 2019-24 on September 26 and October 10, 2019, and recommended approval to the City Council after completing discussion at that meeting; and

WHEREAS, concurrent with their review of this ordinance, in the summer and fall of 2018, the Planning Commission also reviewed Ordinance 2019-33, which proposes a number of “housekeeping” or clarifying changes to BIMC Title 2 and Title 18; and

WHEREAS, the Planning Commission held a public hearing on Ordinance 2019-33 on October 24, 2018; and

WHEREAS, in addition to the clarifying changes, Ordinance 2019-33 proposes to remove the portion of the new short plat process (BIMC 2.16.070) that was added in December 2018 with the approval of Ordinance 2018-20 to require a public participation meeting at the preapplication phase of a project; and

WHEREAS, since the public participation meetings are time-sensitive and are scheduled concurrent with a preapplication conference, scheduling these public participation meetings means that other Planning Commission agenda items are postponed or have abbreviated discussions; and

WHEREAS, since this requirement was approved, the City has taken eight short plat proposals to the Planning Commission for a public participation meeting, and even though these small projects, subdividing into four or fewer lots, do not usually generate much interest or controversy, this requirement takes up City resources for noticing and critical agenda time at Planning Commission meetings; and

WHEREAS, the Planning Commission agreed that public participation meetings were more appropriate for larger projects, and through their work on Ordinance 2019-33, recommended on October 24, 2019 that this new requirement should be repealed in order to ensure Planning Commission agenda time for review of larger development projects and legislative work; and

WHEREAS, Ordinance 2019-24 is being reviewed by the City Council prior to Ordinance 2019-33, and the Planning Commission's recommendation is to promptly remove the requirement that short plats hold a public participation meeting to ensure that the Planning Commission is able to discuss higher priority items on their agenda, and therefore has combined this code amendment to BIMC 2.16.070 into Ordinance 2019-24; and

WHEREAS, notice was given on September 3, 2019, to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106; and

WHEREAS, the City Council discussed Ordinance 2019-24 on November 26 and again on December 10.

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

Section 1. Sections 2.16.040.F., 2.16.050.D., 2.16.050.E., 2.16.110.F., 2.16.110.G., and 2.16.110.H. of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit A.

Section 2. Section 2.16.070.D. of the Bainbridge Island Municipal Code is hereby amended as follows:

3. Preapplication Conference. The applicant shall participate in a preapplication conference in accordance with the provisions and requirements in BIMC 2.16.020.I. ~~As part of the preapplication phase, applicants are required to participate in a community meeting through the city's public participation program outlined in Resolution No. 2010-32, except that the community meeting shall be held at a planning commission meeting. The preapplication conference application shall be provided to the design review board and planning commission.~~

Section 3. Table 18.09.020, *Use Table*, of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit B.

Section 4. Sections 18.09.030.C., *Use Specific Standards*, of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit C.

Section 5. Section 18.36.030, *Definitions*, of the Bainbridge Island Municipal Code is hereby amended as follows:

64. Context Sensitive Design: Site, landscaping, architectural, or engineering design that is compatible with a development's setting, the contours of the land and natural systems on-site and immediately off-site, and that is compatible with the character, location, and configuration of improvements and uses on adjacent properties.

Section 6. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared invalid or unconstitutional for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 7. This ordinance shall take effect and be in force five (5) days after its passage, approval, and publication as required by law.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED by the Mayor this ____ day of _____, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	November 21, 2019
PASSED BY THE CITY COUNCIL:	_____, 2019
PUBLISHED:	_____, 2019
EFFECTIVE DATE:	_____, 2019
ORDINANCE NUMBER:	2019-24

ATTACHMENTS: Exhibits A – C

2.16.040 – Site Plans and Design Review

F. Decision Criteria. The director and planning commission shall base their respective recommendations or decisions on site plan and design review applications on the following criteria:

1. The site plan and design is ~~in conformance~~ consistent with all applicable code provisions of the BIMC and development standards of the applicable zoning district, unless a standard has been modified as a housing design demonstration project pursuant to BIMC 2.16.020.S; and
2. The locations of the buildings and structures, open spaces, and landscaping, pedestrian, bicycle and vehicular circulation systems result in a context sensitive design; and are adequate, safe, efficient and in conformance with the Island-Wide Transportation Plan;
3. The Kitsap County Public Health District has determined that the site plan and design meets the following decision criteria:
 - a. The proposal conforms to current standards regarding domestic water supply and sewage disposal; or if the proposal is not to be served by public sewers, then the lot has sufficient area and soil, topographic and drainage characteristics to permit an on-site sewage disposal system; and
 - b. If the health district recommends approval of the application with respect to those items in subsection ~~EF.3.a~~ of this section, the health district shall so advise the director; and
 - c. If the health district recommends disapproval of the application, it shall provide a written explanation to the director; and
4. The streets and nonmotorized facilities, as proposed, are adequate to accommodate anticipated traffic; and
- ~~5.4.~~ The city engineer has determined that the site plan and design meets the following decision criteria:
 - a. The site plan and design conforms to regulations concerning drainage in Chapters 15.20 and 15.21 BIMC; and
 - b. The site plan and design will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use ~~and enjoyment~~ of properties downstream; and
 - c. The streets, nonmotorized facilities and pedestrian ways, locations of the buildings, structures, and vehicular circulation systems as proposed align with and are otherwise coordinated with streets and nonmotorized facilities serving adjacent properties and are adequate, safe, efficient and consistent with the Island-Wide Transportation Plan; and
 - ~~d. The streets, and pedestrian ways as proposed are adequate to accommodate anticipated traffic; and~~ EDITORIAL NOTE: [MOVE OUT OF CITY ENGINEER SECTION SEE SECTION 4 ABOVE]
 - ~~d.~~ If a traffic study shows that the proposed development will have an adverse impact on traffic, including nonmotorized traffic, the impact shall be mitigated as required by the city engineer; and
 - e. If the site will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the site, and the ~~applicable~~ required service(s) can be made available at the site; and
 - f. The site plan and design conforms to the “City of Bainbridge Island Engineering Design and Construction Standards and Specifications,” unless the city engineer has approved a ~~variation deviation from to the road standards in that document based on his or her determination that the variation meets the purposes of BIMC Title 18; and~~
- ~~6.5.~~ The site plan and design is consistent with all applicable design guidelines in BIMC Title 18, unless strict adherence to a guideline has been modified as a housing design demonstration project pursuant to BIMC 2.16.020.S; and
- ~~7.6.~~ No harmful or unhealthful conditions are likely to result from the proposed site plan; and
- ~~8.7.~~ The site plan and design is consistent in conformance with the comprehensive plan and other applicable adopted community plans; and

- ~~9.8. Any If the subject property subject to site plan and design review that contains a critical area or buffer, as defined in Chapter 16.20 BIMC, the site plan and design review permit conforms to all requirements of that chapter; and~~
- ~~10.9. Any If the subject property subject to site plan and design review that is within the shoreline jurisdiction, as defined in Chapter 16.12 BIMC, the site plan and design review permit conforms to all requirements of that chapter; and~~
- ~~11.10. If the applicant is providing privately owned open space and is requesting credit against dedications for park and recreation facilities required by BIMC 17.20.020.C, the requirements of BIMC 17.20.020.D have been met;~~
- ~~12. The Bainbridge Island Fire Department has reviewed the application and determined that the site plan has been properly designed to ensure fire protection; and~~
- ~~13.11. The site plan and design has been prepared consistent with the purpose and review procedures of this chapter the site design review process and open space goals.~~

2.16.050 – Minor conditional use permit

D. Nonagricultural Minor Conditional Use Decision Criteria. A nonagricultural minor conditional use or an agricultural research facility may be approved if:

- ~~1. The conditional use is consistent with applicable design guidelines in BIMC Title 18. The conditional use is harmonious and compatible in design, character and appearance with the established and intended character of the neighborhood, considering factors that include but are not limited to, hours of operation, the type of activities generated by the use, and the predictable levels of any adverse impacts and quality of development in the vicinity of the subject property and with the physical characteristics of the subject property; provided, that in the case of a housing design demonstration project any differences in design, character or appearance that are in furtherance of the purpose and decision criteria of BIMC 2.16.020.S shall not result in denial of a conditional use permit for the project; and~~
- ~~2. The conditional use will be served by adequate public facilities including roads, water, fire protection, sewage disposal facilities and storm drainage facilities; EDITORIAL NOTE: [DUPLICATIVE WITH CITY ENGINEER/HEALTH DISTRICT SUBSECTIONS]~~
- ~~2.3. The conditional use will not be materially detrimental to uses or property in the immediate vicinity of the subject property; and~~
- ~~3.4. The conditional use is in accord consistent with the comprehensive plan and other applicable adopted community plans, including the Island-Wide Transportation Plan; and~~
- ~~4.5. The conditional use complies with all other applicable provisions of the BIMC, unless a provision has been modified as a housing design demonstration project pursuant to BIMC 2.16.020.S; and~~
- ~~5.6. All necessary measures have been taken to eliminate or reduce to the greatest extent possible the impacts that the proposed use may have on the immediate vicinity of the subject property; and~~
- ~~6.7. Noise levels shall be in compliance with BIMC 16.16.020 and 16.16.040.A; and~~
- ~~7. The streets and nonmotorized facilities as proposed are adequate to accommodate anticipated traffic; and~~
8. The city engineer has determined that the conditional use meets the following decision criteria:
 - a. The conditional use conforms to regulations concerning drainage in Chapters 15.20 and 15.21 BIMC; and
 - b. The conditional use will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; and
 - c. The streets and nonmotorized facilities pedestrian ways as proposed align with and are otherwise coordinated with streets and nonmotorized facilities serving adjacent properties and are adequate, safe, efficient and consistent with the Island-Wide Transportation Plan; and
 - ~~d. The streets and pedestrian ways as proposed are adequate to accommodate anticipated traffic; and~~

- d. If a traffic study shows that the use will have an adverse impact on traffic, including nonmotorized traffic, the impact shall be mitigated as required by the city engineer; and
 - e. If the conditional use will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the conditional use, and the applicable required service(s) can be made available at the site; and
 - f. The conditional use conforms to the “City of Bainbridge Island Engineering Design and Construction Development Standards and Specifications Manual,” unless the city engineer has approved a variation deviation from to the road standards in that document based on his or her determination that the variation meets the purposes of BIMC Title 18; and
9. The Kitsap Public Health District has determined that the conditional use meets the following decision criteria:
- a. The proposal conforms to current standards regarding domestic water supply and sewage disposal; or if the proposal is not to be served by public sewers, then the lot has sufficient area and soil, topographic and drainage characteristics to permit an on-site sewage disposal system; and
 - b. If the health district recommends approval or disapproval of the application the health district shall so advise the director.
10. The Bainbridge Island Fire Department has reviewed the application and determined that the conditional use will be properly designed to ensure fire protection; and
11. 9. If a minor conditional use is processed as a housing design demonstration project pursuant to BIMC 2.16.020.S, the above criteria will be considered in conjunction with the purpose, goals, policies, and decision criteria of BIMC 2.16.020.S; and
12. 10. A conditional use may be approved or approved with conditions. If no reasonable conditions can be imposed that ensure the application meets the decision criteria of this chapter, then the permit application shall be denied.

E. Agricultural Conditional Use Decision Criteria.

1. As agriculture is a preferred use, conditional uses that are listed as agricultural uses in Table 18.09.020 (except for agricultural research facilities) may be approved if:
 - a. The conditional use will not be materially detrimental to uses or property in the immediate vicinity of the subject property; and
 - b. The conditional use is in accord with the comprehensive plan and other applicable adopted community plans, including the Island-Wide Transportation Plan; and
 - c. The conditional use will be served by adequate public facilities including roads, water, fire protection, sewage disposal facilities and storm drainage facilities; and
 - d. The conditional use complies with all other provisions of the BIMC.
2. Animal agricultural conditional uses that are in compliance with an existing conditional use permit may expand any structure or area used in the operation of the conditional use on January 1, 2012 (effective date of adoption), by up to 25 percent without applying for a new conditional use permit.
3. ~~Crop agriculture conditional uses that are in compliance with an existing conditional use permit may expand an unlimited amount without an additional conditional use permit, given they comply with the standards in BIMC Titles 16 and 18.~~

2.16.110 Major conditional use permit

F. Decision Criteria. A conditional use may be approved or approved with conditions if:

1. ~~A conditional use may be approved or approved with conditions if:~~
 - a. ~~The conditional use is consistent with applicable design guidelines in BIMC Title 18. The conditional use is harmonious and compatible in design, character and appearance with the established and intended character of the neighborhood, considering factors that include but are not limited to, hours of operation, the type of activities generated by the use, and the predictable levels of any adverse impacts and quality of development in the vicinity of the subject property and with the physical characteristics of the subject property; provided, that in the case of a housing design demonstration project any differences in design, character or appearance that are in furtherance of the purpose and decision criteria of BIMC 2.16.020.Q shall not result in denial of a conditional use permit for the project; and~~
 - b. ~~The conditional use will be served by adequate public facilities including roads, water, fire protection, sewage disposal facilities and storm drainage facilities; and~~
2. ~~e. The conditional use will not be materially detrimental to uses or property in the vicinity of the subject property; and~~
3. ~~d. The conditional use is in accord~~ consistent with the comprehensive plan and other applicable adopted community plans, including the Island-Wide Transportation Plan; and
4. ~~e. The conditional use complies with all other applicable provisions of the BIMC, unless a provision has been modified as a housing design demonstration project pursuant to BIMC 2.16.020.Q; and~~
5. ~~f. All necessary measures have been taken to eliminate or reduce to the greatest extent possible the impacts that the proposed use may have on the immediate vicinity of the subject property; and~~
6. ~~g. Noise levels shall be in compliance with BIMC 16.16.020 and 16.16.040.A; and~~
- h. ~~The vehicular, pedestrian, and bicycle circulation meets all applicable city standards, unless the city engineer has modified the requirements of BIMC 18.15.020.B.4 and B.5, allows alternate driveway and parking area surfaces, and confirmed that those surfaces meet city requirements for handling surface water and pollutants in accordance with Chapters 15.20 and 15.21 BIMC; and~~
7. The streets and nonmotorized facilities as proposed are adequate to accommodate anticipated traffic; and
8. ~~i. The city engineer has determined that the conditional use meets the following decision criteria:~~
 - a. ~~i. The conditional use conforms to regulations concerning drainage in Chapters 15.20 and 15.21 BIMC; and~~
 - b. ~~ii. The conditional use will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; and~~
 - c. ~~iii. The streets, nonmotorized facilities, and pedestrian ways locations of the buildings, structures, and vehicular circulation systems as proposed align with and are otherwise coordinated with streets and nonmotorized facilities serving adjacent properties and are adequate, safe, efficient and consistent with the Island-Wide Transportation Plan; and~~
 - iv. ~~The streets and pedestrian ways as proposed are adequate to accommodate anticipated traffic; and~~
 - d. If a traffic study shows that the use will have an adverse impact on traffic, including nonmotorized traffic, the impact shall be mitigated as required by the city engineer; and
 - e. ~~v. If the conditional use will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the conditional use, and the applicable required service(s) can be made available at the site; and~~
 - f. ~~vi. The conditional use conforms to the "City of Bainbridge Island Engineering Design and Construction Development Standards and Specifications Manual," unless the city engineer has approved a~~

~~variation deviation to the road standards in that document based on his or her determination that the variation meets the purposes of BIMC Title 17.~~

9. The Kitsap Public Health District has determined that the conditional use meets the following decision criteria:
 - a. The proposal conforms to current standards regarding domestic water supply and sewage disposal; or if the proposal is not to be served by public sewers, then the lot has sufficient area and soil, topographic and drainage characteristics to permit an on-site sewage disposal system; and
 - b. If the health district recommends approval or disapproval of the application the health district shall so advise the director.
 10. The Bainbridge Island Fire Department has reviewed the application and determined that the conditional use will be properly designed to ensure fire protection.
 11. j If a major conditional use is processed as a housing design demonstration project pursuant to BIMC 2.16.020.S, the above criteria will be considered in conjunction with the purpose, goals, policies, and decision criteria of BIMC 2.16.020.S.
 12. 2.A conditional use may be approved, or recommended for approval, with conditions. If no reasonable conditions can be imposed that ensure the application permit meets the decision criteria of this chapter, then the application permit shall be denied.
- G. Additional Decision Criteria for Institutions in Residential Zones. Applications to locate any of those uses categorized as educational facilities, governmental facilities, religious facilities, health care facilities, cultural facilities, or clubs in Table 18.09.020 in residential zones shall be processed as major conditional use permits and shall be required to meet the following criteria, in addition to those in subsection F-D of this section:
1. All sites must front on roads classified as residential suburban, collector, or arterial on the Bainbridge Island functional road classification map.
 2. ~~If the traffic study shows an impact on the level of service, those impacts have been mitigated as required by the city engineer.~~
 3. ~~If the application is located outside of Winslow study area, the project shall provide vegetated perimeter buffers in compliance with BIMC 18.15.010. EDITORIAL NOTE: [DUPLICATIVE- PERIMETER LANDSCAPING REQUIREMENTS IN 18.15.010]~~
 4. ~~The proposal meets the requirements of the commercial/mixed use design guidelines in BIMC 18.18.030.C. EDITORIAL NOTE: [DUPLICATIVE TO DESIGN GUIDELINES CRITERIA ABOVE]~~
 - 2.5. The scale of proposed construction including bulk and height and architectural design features is compatible with the immediately surrounding area, ~~as reviewed with the design guidelines.~~
 - 3.6. If the facility will have attendees and employees numbering fewer than 50 or an assembly seating area of less than 50, the director may waive any or all the above requirements in this subsection G-E, but may not waive those required elsewhere in the BIMC.
 7. ~~Lot coverage does not exceed 50 percent of the allowable lot coverage in the zone in which the institution is located, except that public schools and governmental facilities, as defined in BIMC Title 18, that are located in the R-0.4 zoning district shall be allowed 150 percent of the lot coverage established in the R-0.4 zoning district, and such public schools and governmental facilities located in other zoning districts shall be allowed 100 percent of the lot coverage established in the underlying zoning district in which the facility is located, unless, regardless of which zoning district such a facility is located, conditions are required to limit the lot coverage to mitigate impacts of the use. EDITORIAL NOTE: [MOVED TO USE SPECIFIC STANDARDS SECTIONS, BIMC 18.19.030- SEE EXHIBIT C]~~

H. Approval of Additional Height in ~~Nonresidential Districts~~.

1. In the NC zone district a maximum height of 45 feet ~~for nonresidential uses~~ can be approved through the major conditional use permit process if the director determines that all conditional use permit requirements are met and that: (a) view opportunities are not substantially reduced; (b) fire flow is adequate; and (c) solar access of neighboring lots is not substantially reduced.
2. In the B/I zone district a maximum height of 45 feet can be approved through the major conditional use process if the director determines that all conditional use permit requirements are met and that: (a) view opportunities are not substantially reduced; (b) fire flow is adequate; (c) solar access of neighboring lots is not reduced; and (d) the appearance of the neighborhood will not substantially change.
3. In the WD-I zone district a maximum height of 45 feet can be approved through the major conditional use process if the director determines that all conditional use permit requirements are met and that: (a) view opportunities are not substantially reduced; (b) fire flow is adequate; (c) solar access of neighboring lots is not reduced; and (d) each setback requirement shall be increased one foot for each additional foot of building height allowed. In portions of the WD-I district located within the shoreline jurisdiction regulated by Chapter 16.12 BIMC, a shoreline variance may be needed before additional height can be approved.

2.16.040 – Site Plans and Design Review

- F. Decision Criteria. The director and planning commission shall base their respective recommendations or decisions on site plan and design review applications on the following criteria:
1. The site plan and design is consistent with all applicable provisions of the BIMC; and
 2. The locations of the buildings and structures, open spaces, and landscaping result in a context sensitive design; and;
 3. The Kitsap Public Health District has determined that the site plan and design meets the following decision criteria:
 - a. The proposal conforms to current standards regarding domestic water supply and sewage disposal; or if the proposal is not to be served by public sewers, then the lot has sufficient area and soil, topographic and drainage characteristics to permit an on-site sewage disposal system; and
 - b. If the health district recommends approval of the application with respect to those items in subsection F.3.a of this section, the health district shall so advise the director; and
 - c. If the health district recommends disapproval of the application, it shall provide a written explanation to the director.
 4. The streets and nonmotorized facilities, as proposed, are adequate to accommodate anticipated traffic; and
 5. The city engineer has determined that the site plan and design meets the following decision criteria:
 - a. The site plan and design conforms to regulations concerning drainage in Chapters 15.20 and 15.21 BIMC; and
 - b. The site plan and design will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use of properties downstream; and
 - c. The streets, nonmotorized facilities, locations of the buildings, structures, and vehicular circulation systems as proposed align with and are otherwise coordinated with streets and nonmotorized facilities serving adjacent properties and are adequate, safe, efficient and consistent with the Island-Wide Transportation Plan; and
 - d. If a traffic study shows that the proposed development will have an adverse impact on traffic, including nonmotorized traffic, the impact shall be mitigated as required by the city engineer; and
 - e. If the site will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the site, and the required service(s) can be made available at the site; and
 - f. The site plan and design conforms to the "City of Bainbridge Island Engineering Design and Construction Standards and Specifications," unless the city engineer has approved a deviation from the standards; and
 6. The site plan and design is consistent with applicable design guidelines in BIMC Title 18; and
 7. No harmful or unhealthful conditions are likely to result from the proposed site plan; and
 8. The site plan and design is consistent with the comprehensive plan and other applicable adopted community plans; and
 9. If the subject property contains a critical area or buffer, as defined in Chapter 16.20 BIMC, the site plan and design review permit conforms to all requirements of that chapter; and
 10. If the subject property is within the shoreline jurisdiction, as defined in Chapter 16.12 BIMC, the site plan and design review permit conforms to all requirements of that chapter; and
 11. If the applicant is providing privately owned open space and is requesting credit against dedications for park and recreation facilities required by BIMC 17.20.020.C, the requirements of BIMC 17.20.020.D have been met;
 12. The Bainbridge Island Fire Department has reviewed the application and determined that the site plan has been properly designed to ensure fire protection; and
 13. The site plan and design has been prepared consistent with the purpose and review procedures of this chapter.

2.16.050 – Minor conditional use permit

D. Nonagricultural Minor Conditional Use Decision Criteria. A nonagricultural minor conditional use or an agricultural research facility may be approved if:

1. The conditional use is consistent with applicable design guidelines in BIMC Title 18. The conditional use is compatible with the established and intended character of the neighborhood, considering factors that include but are not limited to, hours of operation, the type of activities generated by the use, and the predictable levels of any adverse impacts; and
2. The conditional use will not be materially detrimental to uses or property in the immediate vicinity of the subject property; and
3. The conditional use is consistent with the comprehensive plan and other applicable adopted community plans, including the Island-Wide Transportation Plan; and
4. The conditional use complies with all other applicable provisions of the BIMC; and
5. All necessary measures have been taken to eliminate or reduce to the greatest extent possible the impacts that the proposed use may have on the immediate vicinity of the subject property; and
6. Noise levels shall be in compliance with BIMC 16.16.020 and 16.16.040.A; and
7. The streets and nonmotorized facilities as proposed are adequate to accommodate anticipated traffic; and
8. The city engineer has determined that the conditional use meets the following decision criteria:
 - a. The conditional use conforms to regulations concerning drainage in Chapters 15.20 and 15.21 BIMC; and
 - b. The conditional use will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use of properties downstream; and
 - c. The streets and nonmotorized facilities as proposed align with and are otherwise coordinated with streets and nonmotorized facilities serving adjacent properties and are adequate, safe, efficient and consistent with the Island-Wide Transportation Plan; and
 - d. If a traffic study shows that the use will have an adverse impact on traffic, including nonmotorized traffic, the impact shall be mitigated as required by the city engineer; and
 - e. If the conditional use will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the conditional use, and the required service(s) can be made available at the site; and
 - f. The conditional use conforms to the "City of Bainbridge Island Engineering Design and Construction Standards and Specifications," unless the city engineer has approved a deviation from the standards; and
9. The Kitsap Public Health District has determined that the conditional use meets the following decision criteria:
 - a. The proposal conforms to current standards regarding domestic water supply and sewage disposal; or if the proposal is not to be served by public sewers, then the lot has sufficient area and soil, topographic and drainage characteristics to permit an on-site sewage disposal system; and
 - b. If the health district recommends approval or disapproval of the application the health district shall so advise the director.
10. The Bainbridge Island Fire Department has reviewed the application and determined that the conditional use will be properly designed to ensure fire protection; and
11. If a minor conditional use is processed as a housing design demonstration project pursuant to BIMC 2.16.020.S, the above criteria will be considered in conjunction with the purpose, goals, policies, and decision criteria of BIMC 2.16.020.S; and
12. A conditional use may be approved or approved with conditions. If no reasonable conditions can be imposed that ensure the application meets the decision criteria of this chapter, then the permit shall be denied.

E. Agricultural Conditional Use Decision Criteria.

1. As agriculture is a preferred use, conditional uses that are listed as agricultural uses in Table 18.09.020 (except for agricultural research facilities) may be approved if:
 - a. The conditional use will not be materially detrimental to uses or property in the immediate vicinity of the subject property; and
 - b. The conditional use is in accord with the comprehensive plan and other applicable adopted community plans, including the Island-Wide Transportation Plan; and
 - c. The conditional use will be served by adequate public facilities including roads, water, fire protection, sewage disposal facilities and storm drainage facilities; and
 - d. The conditional use complies with all other provisions of the BIMC.
2. Animal agricultural conditional uses that are in compliance with an existing conditional use permit may expand any structure or area used in the operation of the conditional use on January 1, 2012 (effective date of adoption), by up to 25 percent without applying for a new conditional use permit.

2.16.110 Major conditional use permit

F. Decision Criteria. A conditional use may be approved or approved with conditions if:

1. The conditional use is consistent with applicable design guidelines in BIMC Title 18. The conditional use is compatible with the established and intended character of the neighborhood, considering factors that include but are not limited to, hours of operation, the type of activities generated by the use, and the predictable levels of any adverse impacts; and
2. The conditional use will not be materially detrimental to uses or property in the vicinity of the subject property; and
3. The conditional use is consistent with the comprehensive plan and other applicable adopted community plans, including the Island-Wide Transportation Plan; and
4. The conditional use complies with all other applicable provisions of the BIMC; and
5. All necessary measures have been taken to eliminate or reduce to the greatest extent possible the impacts that the proposed use may have on the vicinity of the subject property; and
6. Noise levels shall be in compliance with BIMC 16.16.020 and 16.16.040.A; and
7. The streets and nonmotorized facilities as proposed are adequate to accommodate anticipated traffic; and
8. The city engineer has determined that the conditional use meets the following decision criteria:
 - a. The conditional use conforms to regulations concerning drainage in Chapters 15.20 and 15.21 BIMC; and
 - b. The conditional use will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use of properties downstream; and
 - c. The streets, nonmotorized facilities, locations of the buildings, structures, and vehicular circulation systems as proposed align with and are otherwise coordinated with streets and nonmotorized facilities serving adjacent properties and are adequate, safe, efficient and consistent with the Island-Wide Transportation Plan; and
 - d. If a traffic study shows that the use will have an adverse impact on traffic, including nonmotorized traffic, the impact shall be mitigated as required by the city engineer; and
 - e. If the conditional use will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the conditional use, and the required service(s) can be made available at the site; and
 - f. The conditional use conforms to the "City of Bainbridge Island Engineering Design and Construction Standards and Specifications" unless the city engineer has approved a deviation to the standards.

9. The Kitsap Public Health District has determined that the conditional use meets the following decision criteria:
 - a. The proposal conforms to current standards regarding domestic water supply and sewage disposal; or if the proposal is not to be served by public sewers, then the lot has sufficient area and soil, topographic and drainage characteristics to permit an on-site sewage disposal system; and
 - b. If the health district recommends approval or disapproval of the application the health district shall so advise the director.
 10. The Bainbridge Island Fire Department has reviewed the application and determined that the conditional use will ensure fire protection.
 11. If a major conditional use is processed as a housing design demonstration project pursuant to BIMC 2.16.020.S, the above criteria will be considered in conjunction with the purpose, goals, policies, and decision criteria of BIMC 2.16.020.S.
 12. A conditional use may be approved, or recommended for approval, with conditions. If no reasonable conditions can be imposed that ensure the permit meets the decision criteria of this chapter, then the permit shall be denied.
- G. Additional Decision Criteria for Institutions in Residential Zones. Applications to locate any of those uses categorized as educational facilities, governmental facilities, religious facilities, health care facilities, cultural facilities, or clubs in Table 18.09.020 in residential zones shall be processed as major conditional use permits and shall be required to meet the following criteria, in addition to those in subsection F D of this section:
1. All sites must front on roads classified as residential suburban, collector, or arterial on the Bainbridge Island functional road classification map.
 2. The scale of proposed construction including bulk and height and architectural design features is compatible with the surrounding area.
 3. If the facility will have attendees and employees numbering fewer than 50 or an assembly seating area of less than 50, the director may waive any or all the above requirements in this subsection G, but may not waive those required elsewhere in the BIMC.
- H. Approval of Additional Height.
1. In the NC zone district a maximum height of 45 feet can be approved through the major conditional use permit process if the director determines that all conditional use permit requirements are met and that: (a) view opportunities are not substantially reduced; (b) fire flow is adequate; and (c) solar access of neighboring lots is not substantially reduced.
 2. In the B/I zone district a maximum height of 45 feet can be approved through the major conditional use process if the director determines that all conditional use permit requirements are met and that: (a) view opportunities are not substantially reduced; (b) fire flow is adequate; (c) solar access of neighboring lots is not reduced; and (d) the appearance of the neighborhood will not substantially change.
 3. In the WD-I zone district a maximum height of 45 feet can be approved through the major conditional use process if the director determines that all conditional use permit requirements are met and that: (a) view opportunities are not substantially reduced; (b) fire flow is adequate; (c) solar access of neighboring lots is not reduced; and (d) each setback requirement shall be increased one foot for each additional foot of building height allowed. In portions of the WD-I district located within the shoreline jurisdiction regulated by Chapter 16.12 BIMC, a shoreline variance may be needed before additional height can be approved.

EXHIBIT B

Table 18.09.020 Use Table (EXCERPT)

“P” = Permitted Use		“A” = Accessory Use									Additional use restrictions for Chapters 16.12 and 16.20 BIMC may apply to shoreline or critical area properties									
“C” = Conditional Use		“CA” = Conditional Accessory Use																		
Blank = Prohibited Use		“T” = Temporary Use																		
ZONING DISTRICT	R- 0.4	R-1	R-2	R- 2.9	R- 3.5	R- 4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate	Ferry [1]					
PRINCIPAL USES																				
CULTURAL AND ENTERTAINMENT																				
Artist Studio											P	P	P	P	P	P	P	P		
Club	C	C	C	C	C	C	C	C	C	C	P	P	P	P	P	P	P			C-8
Commercial Amusement											P	P	P	P	P	P	C			
Cultural Facility	C	C	C	C	C	C	C	C	C	C	P	P	P	P	P	P	C		C	C-9
Entertainment Facility											P					P	C			

REVISED EXHIBIT C: Amendments Currently Codified in 2.16.110.G.7

BIMC Section 18.09.030.C *Use Specific Standards*: Public and Institutional. Applications to locate uses categorized as educational facilities, governmental facilities, religious facilities, health care facilities, cultural facilities, or clubs in Table 18.09.020 in residential zones shall be processed as major conditional use permits pursuant to BIMC 2.16.110.

1. Educational Facilities.
 - a. *Repealed by Ord. 2018-13.*
 - b. *Repealed by Ord. 2018-13.*
 - c. In the WD-I district, educational facilities are a conditional (“C”) use. Conference centers with overnight accommodations are not permitted.
 - d. In the ferry terminal overlay district educational facilities are only allowed south of Winslow Way.
 - e. Lot coverage for private educational facilities in residential zones is reduced by 50 percent of the allowable lot coverage in the zone where the private educational facility is located. See BIMC Table 18.12.020-2 for lot coverage standards in residential zones.
 - f. Lot coverage for public educational facilities in the R-0.4 zoning district can be increased from 10 percent up to 15 percent. Public educational facilities in all other residential zoning districts shall be allowed 100 percent of the lot coverage established in the underlying zoning district where the public educational facility is located, unless, conditions are required to limit the lot coverage to mitigate impacts of the use. See BIMC Table 18.12.020-2 for lot coverage standards in residential zones.
2. Governmental Facilities.
 - a. In the WD-I district, governmental facilities are a conditional (“C”) use. Conference centers with overnight accommodations are not permitted.
 - b. In the ferry terminal overlay district, governmental facilities are only allowed south of Winslow Way.
 - c. Lot coverage for governmental facilities in the R-0.4 zoning district can be increased from 10 percent up to 15 percent. Governmental facilities in all other residential zoning districts shall be allowed 100 percent of the lot coverage established in the underlying zoning district where the public educational governmental facility is located, unless, conditions are required to limit the lot coverage to mitigate impacts of the use. See BIMC Table 18.12.020-2 for lot coverage standards in residential zones.
3. Religious Facilities.
 - a. In the WD-I district, religious facilities are a conditional (“C”) use. Conference centers with overnight accommodations are not permitted.
 - b. In the ferry terminal overlay district, religious facilities are only allowed south of Winslow Way.
 - c. Lot coverage for religious facilities in residential zones is reduced by 50 percent of the allowable lot coverage in the zone where the religious facility is located. See BIMC Table 18.12.020-2 for lot coverage standards in residential zones.
7. Health Care Facilities.
 - a. In the ferry overlay district, health care facilities are only allowed south of Winslow Way.
 - b. Lot coverage for health care facilities in residential zones is reduced by 50 percent of the allowable lot coverage in the zone where the health care facility is located. See BIMC Table 18.12.020-2 for lot coverage standards in residential zones.
8. Clubs. Lot coverage for clubs in residential zones is reduced by 50 percent of the allowable lot coverage in the zone where the club is located. See BIMC Table 18.12.020-2 for lot coverage standards in residential zones.
9. Cultural Facilities. Lot coverage for cultural facilities in residential zones is reduced by 50 percent of the allowable lot coverage in the zone where the cultural facility is located. See BIMC Table 18.12.020-2 for lot coverage standards in residential zones.



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Resolution No. 2019-29, Updating the Administrative Manual to Reflect the New Subdivision Standards and the New Design Standards and Guidelines - Planning,

SUMMARY: This agenda item relates to updating the Administrative Manual of the Department of Planning and Community Development to address recent amendments enacted through Ordinance No. 2019-03 which revised subdivision standards, and Ordinance No. 2019-25 "Design for Bainbridge," a new manual containing site and building design standards and guidelines.

Major revisions to the Administrative Manual are underlined and highlighted in yellow. Major revisions include additional submittal requirements for the Design Guidance Review meeting, the Preapplication Conference, and the Preliminary Subdivision application. Other minor revisions are included, such as added links to referenced manuals and forms, to improve the usefulness of the manual.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: On September 24, 2019, the City Council enacted Ordinance No. 2019-03, repealing existing subdivision regulations and replacing them with new regulations. Also on September 24, 2019, the Council enacted Ordinance No. 2019-25, repealing existing site and building design standards and adopting "Design for Bainbridge," a new manual containing site and building design standards and guidelines.

The Administrative Manual of the Department of Planning and Community Development ("Administrative Manual") is designed to be a user-friendly manual that contains submittal requirements and supporting documents for land use permits. The resolution with this agenda item proposes to update the Administrative Manual to modify or add submittal requirements as a result of the amended regulations.

ATTACHMENTS:

[Resolution No. 2019-29 PCD Administrative Manual Updates for Ord 2019-03 and 2019-25](#)

[Resolution No. 2019-29 Exhibit A Admin Manual Updated - City Council](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

RESOLUTION NO. 2019-29

A RESOLUTION of the City of Bainbridge Island, Washington, amending the Administrative Manual of the Department of Planning and Community Development to reflect the necessary submittal requirements to implement new subdivision regulations adopted via Ordinance No. 2019-03 and design standards and guidelines adopted via Ordinance No. 2019-25.

WHEREAS, the Administrative Manual of the Department of Planning and Community Development, adopted in November 2011 (“Administrative Manual”), is designed to be a user-friendly manual that contains submittal requirements and supporting documents for land use permits all in one place; and

WHEREAS, on September 24, 2019, the City Council enacted Ordinance No. 2019-03 revising Title 17 of the Bainbridge Island Municipal Code (“BIMC”), related to Subdivisions and Boundary Line Adjustments, Sections 17.04.010, 17.04.020, 17.08.020, Chapter 17.28, repealing Chapter 17.12, and adopting an updated Chapter 17.12, as well as revising Title 18, related to Zoning, Sections 18.09.030, 18.12.040, 18.15.005, 18.15.010, 18.15.020, and 18.36.030, and repealing Table 18.12.020-1; and

WHEREAS, on September 24, 2019, the City Council enacted Ordinance No. 2019-25 amending Chapter 18.18 BIMC, related to Design Standards and Guidelines; and

WHEREAS, the City’s Administrative Manual is hereby being updated via this Resolution No. 2019-29 to implement the changes approved by Ordinance Nos. 2019-03 and 2019-25.

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

Section 1. The Administrative Manual is amended and revised as shown in Exhibit A attached hereto and made a part hereof.

Section 2. This resolution shall take effect as of the effective date provided below.

PASSED by the City Council this _____ day of December, 2019.

APPROVED by the Mayor this _____ day of December, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

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

November 14, 2019

2019-29

Exhibit A: Administrative Manual



CITY OF
BAINBRIDGE ISLAND

ADMINISTRATIVE MANUAL

PLANNING PERMIT SUBMITTAL REQUIREMENTS

Department of Planning and Community Development
January 1, 2012; Last Updated December 2019

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Introduction

This Administrative Manual is designed to supplement the permit processes described in the land use, zoning, and environmental sections of the City of Bainbridge Island Municipal Code (BIMC). This manual identifies documents that applicants must submit in order to have a complete application for development review and decision. Consistent submissions to the City of Bainbridge Island help the efficiency of the review process as well as clarifying requirements for applicants. The procedures required for review and approval of most applications are detailed in BIMC Title 2: Administration, Personnel and Land Use Procedures of the BIMC.

The [Master Land Use Application](#) is required to be submitted with each of the land use permits discussed herein. Please see the application for the number of copies for specific permits. A land use permit shall not be considered complete until the required application, [fee](#), and all supporting materials are submitted to the Department. The applicant shall submit an electronic copy of all required documents at the time of application submittal. The Director may waive specific submittal requirements determined to be unnecessary for review of an application.

Most applications also require a separate fee to the Kitsap Public Health District.

The City's [Fee Schedule](#) can be viewed on the City's website.

Additional links referenced in this document

Link	Website address
City of Bainbridge Island Design and Construction Standards Manual	http://www.ci.bainbridge-isl.wa.us/169
Design for Bainbridge Design Review Manual	https://www.bainbridgewa.gov/DocumentCenter/View/12502
Design for Bainbridge checklist / worksheet	
Island-wide Transportation Plan (IWTP)	https://www.bainbridgewa.gov/708
Landscape Materials Matrix	https://www.bainbridgewa.gov/DocumentCenter/View/12756
Shoreline - Joint Aquatic Resources Permit Application (JARPA)	https://www.epermitting.wa.gov
Shoreline Site Specific Analysis Submittal Requirements	http://www.bainbridgewa.gov/DocumentCenter/View/7306
Shoreline Single-family Residence Mitigation Manual	http://www.bainbridgewa.gov/DocumentCenter/View/5663
Sign Permit Worksheet	http://www.bainbridgewa.gov/DocumentCenter/View/7408
Site Assessment Review (SAR)	http://www.ci.bainbridge-isl.wa.us/882

Basic Site Plan

The site plan must be legible and easily understood by professionals as well as the public. Clearly differentiate between existing and proposed development. The information to help prepare a site plan is readily available to the public through these links:

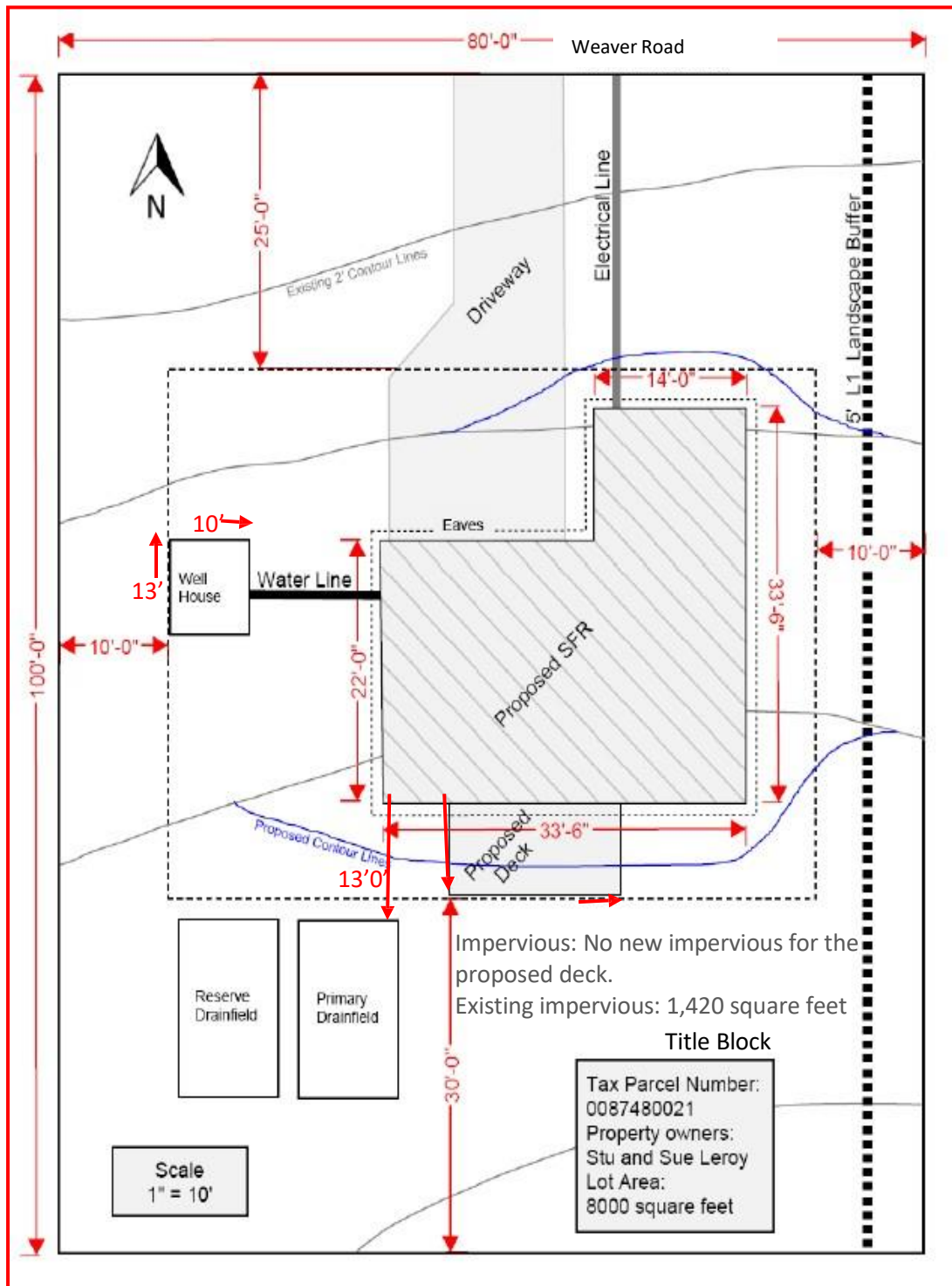
[City Resources](#)

[County Resources](#)

[Public Health District](#)

- ☐ Plan sheet 18" * 24" or 24" * 36" in size
- ☐ Engineer's scale, for example: 1 inch = 20 feet
- ☐ Title block: Project name; owner name; site address, tax parcel number; subdivision name
- ☐ North arrow
- ☐ Vicinity map
- ☐ Quarter section, township and range
- ☐ Depict the entire property and the area within a 150-foot radius of the property
- ☐ Zoning / Comprehensive Plan designation
- ☐ Property boundaries (bold line)
- ☐ Lot size and lot area (BIMC 18.12.050)
- ☐ Easements: Include access, utility, other (e.g. use easements, conservation easements)
- ☐ Zoning setbacks or subdivision setbacks / buffers (as applicable)
- ☐ Contour lines at five foot intervals (existing and proposed)
- ☐ Shoreline jurisdiction: Include OHWM, shoreline structure and side yard setback, shoreline buffer Zones 1 & 2, areas of native vegetation, location and size of significant trees
- ☐ Critical areas and their buffers / setbacks: **Dimension required buffers / setbacks and any proposed modifications.** Label top/toe of slopes greater than 15 percent and top/toe of slopes 40 percent or greater, floodplain, wetlands, streams
- ☐ **Delineate and dimension existing areas of native vegetation**
- ☐ Aquifer Recharge Protection Area (ARPA): **Delineate the and show the area calculations. Document the ARPA development standards in BIMC 16.20.100.D.**
- ☐ **Depict** vegetation protection areas (e.g. "no-build zones", **perimeter and roadside** landscape buffers, designated wildlife corridors)
- ☐ **Depict and dimension the** exterior of all existing and proposed structures: Clearly differentiate between existing and proposed. Label each structure by its use (e.g. garage, landscape / retaining wall, eave, fence, mechanical equipment)
- ☐ Impervious surface areas (existing and proposed): Label and dimension each area (e.g. building, driveway, parking area, patio)
- ☐ Area of disturbance: **Separately delineate and dimension earth disturbance areas**
- ☐ Stormwater facility: Location / management method (e.g. dispersion, infiltration, detention)
- ☐ Sewer / septic system facility: Include lines, primary and reserve drainfields and setbacks
- ☐ Water / well facility: Include lines, water meters, well house, well protection area
- ☐ Other facilities: Include power lines, generators, propane tanks, heat pumps, solar panels
- ☐ Historically significant structures on or adjacent to the property (i.e. constructed over 50 years ago or listed on the local or national historic register)

Sample Site Plan



Utilities Plan

- ☐ Minor (abbreviated) drainage plan for proposals that do not require engineered plans

OR

- ☐ Engineered preliminary drainage plans
- ☐ Engineered preliminary drainage report

AND

- ☐ Plan sheet 18" * 24" or 24" * 36" in size
 - ☐ Engineer's scale, for example: 1 inch = 20 feet
 - ☐ Location of stormwater facilities
 - ☐ Management method (e.g. dispersion, infiltration, detention)
 - ☐ Existing and proposed structures and improvements on the subject property including:
 - ☐ Driveways
 - ☐ Parking areas
 - ☐ Parking space (dimensioned)
 - ☐ Solid waste facility (dimensioned)
 - ☐ Landscape / retaining walls
 - ☐ Fences
 - ☐ Mechanical equipment
 - ☐ Existing and proposed utilities on the subject property including:
 - ☐ Wells / well head protection areas
 - ☐ Water / Sewer lines
 - ☐ Drainfields (primary and reserve)
 - ☐ Septic system setbacks (Health District)
 - ☐ Power lines, utility poles, telecommunication facilities
 - ☐ Existing and proposed structures / utilities within 150 feet of the property including:
 - ☐ Wells / well head protection areas
 - ☐ Water / Sewer lines
 - ☐ Fire hydrants
 - ☐ Adjacent streets
 - ☐ Adjacent right-of-way with road classification
 - ☐ Existing and proposed right-of-way width
 - ☐ Existing driving surface width and type (e.g. gravel, asphalt, pervious concrete)
 - ☐ Roadside facilities (e.g. shoulder, ditch)
 - ☐ Non-motorized facilities width and type (e.g. sidewalks, trails)

Landscape Plan

A Landscape Plan shall be prepared by a landscape architect licensed in the State of Washington, a Washington certified nursery professional or a Washington certified landscaper and a certified arborist (when required) and include the following information, at a minimum.

A helpful [Landscape Materials Matrix](#) is available on the City website.

- ☐ Plan sheet 18" * 24" or 24" * 36" in size
 - ☐ Engineer's scale, for example: 1 inch = 20 feet
 - ☐ North arrow
 - ☐ Title block: Project name; site address, tax parcel number;
 - ☐ Property boundaries (bold line)
- A. Tree and Vegetation Retention Plan. The applicant shall submit a tree and vegetation retention plan concurrent with applicable permit application in to demonstrate compliance with BIMC Section 18.15.010. If multiple permits are required, the applicant must submit the tree retention plan with the first and all subsequent applications. The tree retention plan may be combined with the planting plan (see section 3 below) and shall consist of:
1. A tree survey or aerial photograph that represents current site conditions and identifies the location of all significant trees, tree stands and their associated canopies. The survey needs to include enough information about existing trees on a property to demonstrate compliance with section BIMC Section 18.15.010.G *Total Site Tree Unit Requirements* (if applicable). New planting may be required to meet these requirements (see section 3 below).
 2. For detailed site plans and grading applications, the tree survey may be conducted by a method that locates individual trees and tree stands, their size(s) and species. These trees shall be marked in the field at the time of permit or approval application and maintained through the construction period; and
 3. A development site plan identifying size and species of the trees and tree stands, as defined in BIMC 18.15.010.C, heritage trees, or other existing vegetation that are proposed to be retained.
 4. The International Society of Arboriculture (ISA) valuation for trees:
 - a. Required to be retained for development projects in the R-2.9, R-3.5, R-4.3, R-8, R-14, Mixed Use Town Center (MUTC), High School Road, and Neighborhood Service Center Districts; and
 - b. In all zones where the critical root zone of a tree required to be retained may be impacted by clearing, grading construction, development, or maintenance; and
 5. An analysis prepared by a certified arborist about long-term health and/or viability for trees that will be on the edge of the developed area and "post development" tree health for trees requested for removal in roadside or perimeter buffers. This analysis should also address protection during construction (see below).
 6. Protection during construction strategies for trees and vegetation to be retained.

- B. Description of how the tree retention plan and planting plan meet the *Total Site Tree Unit Requirements*, pursuant to BIMC 18.15.010.G, if applicable.
- C. Planting Plan. All plans must be prepared or approved, by a landscape architect licensed by the state of Washington, a Washington certified nursery professional or a Washington certified landscaper. The proposed landscape planting plan shall be clearly legible and show the following:
 - 1. A title that includes the project name, owner's name, designer's name, date and scale of no less than one inch equals 30 feet. All items shall be labeled, and north shall be oriented towards the top or left of the plan
 - 2. Property boundaries, easements, and ownership as set forth in the legal description;
 - 3. Existing and proposed grades of at least five-foot intervals
 - 4. Rights-of-way, setbacks, streets and utilities within the subject property
 - 5. All proposed construction and planting and any future construction and planting that is not included in the application
 - 6. Location of all existing and proposed buildings, structures, utilities and improvements within the property
 - 7. A plant list for all proposed new planting delineating quantities, scientific and common names and sizes. Names of plants are to follow current edition of the Hortus Third, A Concise Dictionary of Plants Cultivated in the U.S. and Canada; and sizes of plants are to follow the current edition of the American Standard for Nursery Stock, American Association of Nurseryman (AAN).
 - 8. Vegetation clearing strategies
 - 9. Topsoil protection and reuse strategies, including limiting compaction during construction
 - 10. Native soil amendment strategies
 - 11. Planting times and physical limits of construction
 - 12. Areas that require temporary or permanent irrigation

Buffer Enhancement Plan

- A. Basic Site Plan
- B. Terms, conditions, covenants, and agreements under which the subject property is bound
- C. Buffer Enhancement Plan. A buffer enhancement plan prepared in accordance with applicable state and federal agency standards and the requirements in BIMC 16.20.180
- D. Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions;
- E. Any other relevant information and reports that are necessary, in the opinion of the Director, to process and prepare the decision on the application, such as permit applications to other agencies and special studies;
- F. State Environmental Policy Act (SEPA) checklist (if applicable)

Adjustment to an Approved Land Use Permit (Minor & Major)

NOTE: This section does not apply to subdivisions- see Subdivision Alterations below)

A minor adjustment entails small changes in dimensions or siting of structures or the location of public amenities and does not change the intensity or the character of the use. A major adjustment includes modification to the basic design, intensity, density and / or use.

- A. Basic Site Plan
- B. Utilities Plan (as applicable)
- C. Landscape Plan (as applicable) with proposed landscaping as required by BIMC 18.15.010, including any required retention.
- D. Copy of the approved plan
- E. Written description of the proposed change, including a detailed analysis of how the change complies with decision criteria of the application used in the first instance
- F. Authorization of all owners of all lots involved in the change

Administrative Code Interpretation Request

The Director has the authority to provide interpretations of provisions, uses, or definitions in BIMC Titles 16, 17 and 18 and related provisions in BIMC Title 2, and will make these interpretations available to the public. Any person may apply to the director for an interpretation of any provision in these titles. The Director shall provide the interpretation taking into account consistency with the Comprehensive Plan, the nature of the definition or use, and its relationship to the code and its potential impacts, such as:

- A. Whether it involves dwelling units; sales; processing; type of product, storage and amount;
- B. Enclosed or open storage;
- C. Anticipated employment;
- D. Transportation requirements;
- E. Excessive noise, odor, fumes, dust, toxic material, light, glare, and vibration likely to be generated; and
- F. The general requirements for public utilities such as water and sanitary sewer.

The authority to provide an interpretation does not include the authority to add a new permitted ("P") or conditional ("C") use to the use table in BIMC 18.09.020. The Director's interpretation is subject to appeal pursuant to BIMC 2.16.020.P.1.

Agricultural Retail Plan

- A. Basic Site Plan including a delineation of specific use areas (pasture, heavy use area, etc.).
- B. Farm Management Plan, if required pursuant to BIMC 18.09.030.A.1.
- C. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

Boundary Line Adjustment

- A. Basic Site Plan
- B. Survey drawing
 1. Conventional scale and prepared by a surveyor licensed in the State of Washington
 2. Separate sheets depicting existing conditions and resultant conditions
 3. Zoning and Comprehensive Plan designation
 4. Shoreline upland and water environment designations
 5. Proposed method to meet fire flow requirements
 6. Names and locations of adjacent subdivisions
 7. Gross lot size (in square feet) of each existing and resultant lot
 8. Lot area of each existing and resultant lot/tract (As calculated in BIMC 18.12.050.J)
 9. Zoning or subdivision setbacks, as applicable
 10. Ordinary High Water Mark
 11. Required critical areas, their buffers and setbacks
 12. Required vegetation buffers
- C. Existing and proposed terms, conditions, covenants, and agreements on the subject property
- D. Perimeter lot closures for each existing and resultant lot
- E. Title report dated not more than six months prior to application
- F. Property legal description
- G. Draft agreements (e.g. use easement, road maintenance agreement)
- H. Water and sewer availability letters (public water/sewer) for each resultant lot
- I. Other technical reports (as applicable): Wetland delineation and report or wetland determination; Geotechnical report/assessment

Comprehensive Plan Amendment

A comprehensive plan amendment application and fee as established by city council resolution must include the following:

- A. A complete and detailed written statement including the nature of and reason for the amendment request, any specific suggested changes to the plan or appendices;
- B. A description of how the amendment request is consistent with all of the decision criteria specified in BIMC 2.16.190.H;
- C. A completed SEPA checklist including supplemental sheet for nonproject actions; and
- D. Any other reports or studies identified during the preapplication conference (Ord. 2006-13 § 4, 2006).

Conceptual Proposal Review Meeting

- A. Statement of Intent – A written narrative about the property, the neighborhood, and proposed use. Identify the objectives of the land use process, the objectives of the Comprehensive Plan goals and policies, and the objectives of the Design for Bainbridge design review manual, as they apply to the proposal.
- B. Context Map - Provide sufficient information to evaluate the neighborhood or community characteristics, including: aerial photo, adjacent recreation, conservation, or other protected land, streetscape photos to illustrate road frontage character/conditions, adjacent and nearby houses or structures, nearby historic or cultural features that contribute to the character of the area, nearby transit routes and stops, and existing or planned transportation facilities as shown in the Island-wide Transportation Plan (IWTP).
- C. Site Analysis – The site analysis shall be a map used to determine the conservation areas, conservation areas of greatest importance, and development areas. The site analysis shall show: general topography, critical areas and their buffers/setbacks, viewsheds on and off site, individual significant trees, extent and location of priority natural area (e.g., forested land, agricultural land, wildlife corridors, etc.), existing infrastructure or other built features, existing easements, existing trails, unique site characteristics, historic resources.

Conditional Use Permit (Minor & Major)

- A. Basic Site Plan
- B. Utilities Plan
- C. Site Assessment Review (SAR) or SAR Exemption
- D. Landscape Plan
- E. State Environmental Policy Act (SEPA) checklist (if applicable)
- F. A complete and detailed written statement of the intended use of the land and the sequence and timing of the proposed development
- G. The terms, conditions, covenants, and agreements under which the subject property is bound, if any
- H. Affidavit of ownership or agreement to work on the owner's behalf
- I. Land dedicated for park and recreational facilities, if applicable
- J. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting
- K. Written statement describing how the application meets all applicable decision criteria
- L. Institutional development in residential zones shall submit the following items:
 - 1. A traffic report, showing the effects on level of service (LOS) on affected roads
 - 2. A fencing plan or alternative methods to protect the public health, safety and welfare
 - 3. Vehicular, pedestrian, and bicycle access and site circulation

M. Design for Bainbridge checklist / worksheet

Consultation

- A. Property location – 14-digit parcel number or site address.
- B. Basic project information.
- C. List of specific questions.
- D. Conceptual site plan (optional).

Critical Area Permit (Minor and Major)

- A. Basic Site Plan
- B. Terms, conditions, covenants, and agreements under which the subject property is bound
- C. A written narrative describing how the proposal meets the critical area permit review criteria as defined in BIMC 16.20.070.B;
- D. Additional submittal requirements vary depending on the type of critical area. Specific submittal requirements are described in each of the following sections of BIMC 16.20:
 - Trees and vegetation – BIMC 16.20.090.G (minor)
 - Critical aquifer recharge areas – BIMC 16.20.090.B.3 (minor)
 - Fish and wildlife habitat conservation areas – BIMC 16.20.110.D and F (minor or major)
 - Geologically hazardous areas – BIMC 16.20.130.C (minor)
 - Wetlands – BIMC 16.20.140.F (minor or major)
 - Winslow Ravine – BIMC 16.20.150.C (major)
- E. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the decision on the application, such as permit applications to other agencies and special studies;
- F. State Environmental Policy Act (SEPA) checklist (if applicable)
- G. Other plans and drawings deemed necessary by the Director for evaluation of the merits of the proposal.

Design Guidance Review Meeting

A. Schematic Design - This plan is based on the site analysis and context map and shows location, as applicable, of natural area, community space, significant trees to be retained, homesites, vehicle and non-motorized access, location and size of stormwater and septic systems, and lot lines. The proponent is required to bring one or more development concepts or alternatives to indicate possible design options for the site.

B. Project vision summary

C. Design for Bainbridge checklist / worksheet

D. Conceptual floor plan with estimated commercial and residential square footage

E. Aerial and streetscape photographs with streets and site boundaries labeled

F. Basic Site Plan with the following additional requirements

1. Proposed structure footprints and structure entrances
2. Proposed location and description of mechanical equipment
3. Proposed location of trash / recycling structures and accessory structures

G. Preliminary sections: Transverse and longitudinal site sections extending to adjacent buildings within 100 feet of property; section through the most critical area of the structure(s) with property lines, floor to floor heights, overall height, and spot elevations

H. Preliminary Elevations: Main elevations of each structure and of adjacent structures; material and color selections; mechanical screens and venting locations

I. Optional but strongly recommended

1. Renderings: Eye level perspective from major street location; aerial perspective depicting entire project and adjacent buildings in context
2. Exterior Lighting Plan: Location and indication of light spillage at night.

J. Additional requirements for subdivisions

1. Document the four-step design process identified in BIMC 17.12.030
2. Document requested departures from subdivision standards contained in BIMC 17.12.060 and 17.12.070: Address consistency with general purpose of intent of the subdivision chapter, the intent of the four-step design process, and the specific standard from which the departure is requested.
3. Identify [Island-Wide Transportation Plan](#) and [City of Bainbridge Island Design and Construction Standards](#). Document requested deviations.
4. Depict views of proposed houses from exterior roads and abutting properties vis-à-vis natural topography and existing vegetation
5. Additional site plan requirements
 - a. Delineate primary and secondary Natural Areas, provide area calculations for each and proposed form of ownership. Identify the functional characteristics of each Natural Area type in BIMC 17.12.050.A.2.a. i-iii and b. i. – vii.
 - b. Show location of Natural Area fencing and/or signage
 - c. Delineate Community Space, provide area calculation and proposed form of ownership
 - d. Delineate and document Homesite Standards in BIMC 17.12.060 and Table 17.12.060-1, and Subdivision Standards in BIMC 17.12.070 and Table 17.12.070-1

Farm Management Plan

In order to exceed maximum animal density allowances provided for in BIMC 18.09.030, a farm management plan approved by the City, its designee, or a qualified third party must be implemented and maintained. The farm management plan shall contain the following:

- A. Basic site plan, with the following additional information
 - 1. Adjacent residences
 - 2. location and area of all pasture area(s), shelter structure(s), compost and manure storage,
- B. Description of the type of equipment necessary or intended for use in each season and the frequency and duration of anticipated use;
- C. Disclosure of any intent to spray or otherwise apply agricultural chemicals or pesticides, frequency and duration of application, and the plants, diseases, pests or other purposes they are intended for;
- D. Emergency response plan and emergency response contacts
- E. Description of the potential impacts of animal agriculture and use of applicable National Resource Conservation Service (NRCS) conservation practice standards or equivalent measures to mitigate impacts, including:
 - 1. Water Quality and Soils. Impacts of irrigation run-off on adjacent properties, water bodies and environmentally critical areas, and proposed sediment and erosion control measures.
 - 2. Noise and Odor. Impacts related to the location on the lot of the animal pasture and shelter, any trash or compost storage areas, any farm stand or additional accessory structure, and any other noise-generating or odor-generating equipment and practices.
 - 3. Agricultural Chemicals. Impacts related to the use of chemicals, including any manure, fertilizer and pesticide.
 - 4. Mechanical Equipment. Impacts related to the operation of equipment, including noise, odors, and vibration.
 - 5. Traffic and Parking. Impacts related to the number of staff onsite during work hours, and the number of potential visitors regularly associated with the site.
 - 6. Visual Impacts and Screening. Visual impacts relating to the proposed nature, location, design, and size of proposed features, structures and activities, including the location of pasture, composting activities and manure storage, and any existing or proposed screening.

Housing Design Demonstration Project

In addition to any submittal requirements from the underlying land use permitting process, the following additional information is required for a Housing Design Demonstration Project:

- A. Survey prepared by a licensed surveyor, including information showing existing conditions and site information including, but not limited to, topography (contour interval not to exceed 5 feet), an elevation benchmark (located on or within 100 feet of the proposed site), adjacent development, vegetation, utilities, critical areas, property lines, and easements. Whenever possible, survey information should be submitted on City of Bainbridge Island vertical and horizontal datums. All plans must be submitted at an easily reproducible engineering or architectural scale. The survey data should be integrated into all site plans and elevation drawings related to the project and the source of the survey information shall be noted.
- B. Plans descriptive of drawings of the proposed innovative housing types including building footprints and building elevations, floor plans, and roof plans.
- C. A description of the proposed unit type, including proposed square footage, unit mix, and number of bedrooms per unit.
- D. A description of the required development standards, compared with the standards that relief is being requested. This includes, but is not limited to, setbacks, density, or parking requirements. The applicant should explain how relief from specific development standards is needed to achieve the desired innovative design and the goals of this chapter.
- E. Photographs of the subject and adjacent properties key to the basic site plan.
- F. Landscape Plan.
- G. A detailed description of any project phasing.
- H. A description of how the proposed development is consistent with the surrounding neighborhood character.
- I. A description of how the proposed development complies with the goals of BIMC 2.16.020.Q, project evaluation criteria as described in BIMC 2.16.020.Q, and all relevant decision criteria.
- J. A completed green building checklist from Evergreen Sustainable Development, Living Building Challenge standard of the International Living Building Institute, LEED or BuiltGreen programs that require third party verification review with the requisite four and five star levels.

Legislative Review of Development Regulations and Rezoning

Legislative Review of Development Regulations

An application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

- A. A complete and detailed written statement explaining the existing regulations and proposed changes (including specific language, if possible);
- B. A detailed description of how the proposal meets the goals and policies set forth in the Comprehensive Plan; and
- C. A completed SEPA checklist including supplemental sheet for nonproject actions (if applicable); and
- D. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

Rezoning (Site-specific and Area-wide)

A rezone application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

- A. A complete and detailed written statement explaining how the subject property is suitable for the proposed rezone and why the rezone would not be detrimental to surrounding land uses.
- B. A map that shows address topography, streets, adjacent land uses, utilities and other pertinent factors that would justify the proposed rezone;
- C. A detailed description of the proposed use for which the rezone is sought and how such action meets the decision criteria in BIMC 2.16.140;
- D. A legal description of the property(ies) and tax lot number(s);
- E. The names and addresses of all property owners; and
- F. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.
- G. A completed SEPA checklist including supplemental sheet for nonproject actions.

Preapplication Conference

- A. Basic Site Plan
- B. Conceptual Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- C. Conceptual Utilities Plan
- D. Site Assessment Review (SAR) or SAR Exemption
- E. Design for Bainbridge checklist / worksheet
- F. Additional requirements for preapplication review of Subdivisions
 - 1. Lot area of each existing and resultant lot (BIMC 18.12.050.J)
 - 2. Proposed covenants or restrictions
 - 3. Site plan – additional requirements
 - a. Separate sheets depicting existing and resultant conditions
 - b. Zoning and Comprehensive Plan designation for subject and adjacent properties
 - c. Shoreline upland / water environment for subject and adjacent properties
 - d. Proposed method to meet fire flow requirements
 - e. Names and locations of adjacent subdivisions;
 - f. Delineate primary and secondary Natural Areas, provide area calculations for each and proposed form of ownership. Identity the functional characteristics of each Natural Area type in BIMC 17.12.050.A.2.a. i-iii and b. i. – vii.
 - g. Show location of Natural Area fencing and/or signage
 - h. Delineate Community Space, provide area calculation and proposed form of ownership
 - i. Delineate and document Homesite Standards in BIMC 17.12.060 and Table 17.12.060-1
 - j. Delineate and document Subdivision Standards in BIMC 17.12.070 and Table 17.12.070-1
 - 4. Document the four-step design process identified in BIMC 17.12.030
 - 5. Document requested departures from subdivision standards contained in BIMC 17.12.060 and 17.12.070, including BIMC Tables 17.12.060-1 and 17.12.070-1: Address consistency with general purpose of intent of the subdivision chapter, the intent of the four-step design process, and the specific standard from which the departure is requested.
 - 6. Identify [Island-Wide Transportation Plan](#) and [City of Bainbridge Island Design and Construction Standards](#). Document requested deviations.
 - 7. Depict views of proposed houses from exterior roads and abutting properties vis-à-vis natural topography and existing vegetation

Reasonable Use Exception

- A. Basic Site Plan
- B. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
- C. Critical Area Report. A critical areas-report including mitigation plan, if necessary, prepared in accordance with applicable state and federal agency standards. Such studies shall be prepared in accordance with the requirements in BIMC 16.20.180 – Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions;
- D. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the recommendation on the application, such as permit applications to other agencies and special studies;
- E. State Environmental Policy Act (SEPA) checklist (if applicable)
- F. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal; and
- G. A complete and detailed written statement of the reason(s) for requesting the reasonable use exception including a detailed description of how the proposal will meet the reasonable use exception criteria as defined in BIMC 16.20.080:
 - 1. The application of Chapter 16.20 would deny all reasonable use of the property;
 - 2. There is no reasonable alternative to the proposal with less impact to the critical area or its required buffer;
 - 3. The proposal minimizes the impact on critical areas in accordance with mitigation sequencing (BIMC 16.20.030);
 - 4. The proposed impact to the critical area is the minimum necessary to allow reasonable use of the property;
 - 5. The inability of the applicant to derive reasonable use of the property is not the result of actions by the applicant, or of the applicant's predecessor, that occurred after February 20, 1992;
 - 6. The proposed total lot coverage does not exceed 1,200 square feet for residential development;
 - 7. The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the property;
 - 8. Any alterations permitted to the critical area are mitigated in accordance with mitigation requirements applicable to the critical area altered;
 - 9. The proposal protects the critical area functions and values consistent with the best available science and results in no net loss of critical area functions and values;
 - 10. The proposal addresses cumulative impacts of the action; and
 - 11. The proposal is consistent with other applicable regulations and standards.
- H. A copy of the pre-application conference summary letter.

Revision to a Land Use Permit

A revision is required when there are proposed changes to a project after the application has been submitted but has not been approved. This may arise due to differences between the original proposal and application submittals to actual field conditions, or the customer has changed their mind about an aspect of the project. In all cases, a revision to the existing permit must be submitted, reviewed and approved. Please check with your planner prior to submitting revisions: An intake appointment may be required. All submittal requirements applicable to the original application, including number of copies, are required for revisions. Revisions may be subject to additional fees.

- A. Basic Site Plan
- B. Utilities Plan (as applicable)
- C. Landscape Plan (as applicable) with proposed landscaping as required by BIMC 18.15.010, including any required retention.
- D. Revision documents that clearly identify the proposed change, including a description of the proposed change
- E. Written description of the proposed change, including a detailed analysis of how the change complies with decision criteria of the application used in the first instance
- F. Authorization of all owners of all lots involved in the change

Shoreline - Clearing Permit

- A. Basic Site Plan, including:
 - 1. Species and location of trees or other vegetation proposed to be removed
 - 2. Size (dbh) of trees to be removed
 - 3. Area (square feet) of canopy coverage to be removed. Canopy coverage includes trees and shrubs.
 - 4. Erosion control methods, drainage information or plan, pursuant to BIMC 15.20
- B. Supplemental materials, as applicable:
 - 1. Arborist report, for removal of hazard trees, or any vegetation removal within geologically hazardous areas or buffers/setbacks
 - 2. Geotechnical report, for any vegetation removal within geologically hazardous areas or buffers/setbacks
- C. Replanting plan, including:
 - 1. Species, size, quantity, and location of trees or other vegetation proposed to be planted

Shoreline - Substantial Development Permit/Exemption, Variance, Conditional Use

- A. Basic Site Plan, with the following additional information:
1. Location of Ordinary High Water Mark (OHWM);
 2. Location of Shoreline Buffer;
 3. Location of Shoreline Structure View Setback;
 4. Shoreline dimensional setbacks;
 5. Location of native vegetation and significant trees;
 6. If structures have any attachments (e.g. deck, balcony, etc.), include elevation drawings and calculations of grade
 7. For overwater structures or development: littoral boundaries and elevation drawings with tidal elevations development
 8. For mooring buoys the following additional information:
 - a. Location of proposed buoy with latitude and longitude coordinates and swing circle;
 - b. Location of surrounding buoys, floats, or docks;
 - c. Distance measurement of proposed buoy to surrounding buoys, floats, or docks.

B. No Net Loss Documentation

All shoreline development, use and activities, regardless of whether a permit is required, must result in no net loss of ecological functions and processes necessary to sustain shoreline resources. To demonstrate that the no net loss standard is met, and applicant must either submit with application:

1. The [Single-Family Residence Mitigation Manual](#) checklist and supporting documents or
2. A [Site-specific Analysis](#) that is completed by a qualified professional.

C. Narrative explaining how the project meets the decision criteria in BIMC 2.16.165

D. Additional Documents

Depending on existing site conditions and proposed development activities, your application may require additional reports and/or studies to identify and assess potential project impacts. These include:

1. Wetland delineation and categorization (See BIMC 16.12.060.L)
2. Geotechnical Report (See BIMC 16.12.060.K)
3. Bluff Management Plan (See BIMC 16.12.060.K)
4. Utilities Plan
5. Site Assessment Review (SAR) or SAR Exemption
6. State Environmental Policy Act (SEPA) Checklist
7. Shoreline Stabilization Projects have additional submittal requirements listed in the City's Shoreline Master Program Section 6.2.10

8. For Mooring Buoys, the following additional information:
 - a. Cross-Sectional View Worksheet
 - b. Proof of submittal of site plan with latitude and longitude coordinates, vicinity map, and cross-sectional view worksheet to the Suquamish Tribe. A copy of notification e-mail sent to Alison O’Sullivan, Biologist, Suquamish Tribe is acceptable (aosullivan@suquamish.nsn.us).
 - c. Name and contact information of the diver/biologist qualified to install an embedment style anchor
 - i. An aquatic vegetation dive survey is required if a surface style anchor is proposed (Concrete block, Danforth, etc.)
 - d. Signed copy of Attachment E: Aquatic Use Authorization on Department of Natural Resources (DNR)- managed aquatic lands. This form must be submitted to and signed by DNR prior to making application to the City. Please note that Attachment E is not required for buoys that are proposed to be installed on privately held tidelands.
 - e. Attachment E must include DNR signature at time of submittal to the City to verify that DNR has been notified of the proposed buoy location. Attachment E is submitted to DNR along with a Joint Aquatic Resources Permit Application (JARPA). Attachment E and the JARPA form can be found here: https://www.epermitting.wa.gov/site/alias_resourcecenter/9978/default.aspx
Depending on the location of the buoy, your application may require additional submittal documents, including State Environmental Policy Act (SEPA) Checklist (required only if placement location is not on DNR leased land)

Sign Permit

- A. Basic Site Plan
 1. Position of buildings
 2. Landscaped areas
 3. Sign configuration
 4. Sign size
 5. Sign elevation
- B. [Sign Permit Worksheet](#)
- C. Drawing or photo of proposed sign(s) including dimensions and height above ground.
- D. Engineering specifications (if applicable).

Site Plan and Design Review (Major & Minor)

- A. Basic Site Plan
- B. Utilities Plan
- C. Site Assessment Review (SAR) or SAR Exemption
- D. Landscape Plan
- E. Preapplication conference summary (if applicable)
- F. Public participation meeting summary (if applicable)
- G. State Environmental Policy Act (SEPA) checklist (if applicable)
- H. Terms, conditions, covenants, and agreements under which the subject property is bound
- I. Traffic analysis (if applicable)
- J. Design for Bainbridge checklist / worksheet
- K. Narrative: A complete and detailed written statement describing the proposal, including:
 - 1. Intended use of the land
 - 2. Phasing, including the phasing of on- and off-site improvements
 - 3. Sequence and timing of the proposed development
 - 4. Proposed land ownership
 - 5. Commercial and residential components of the project
 - 6. Addressing the decision criteria per BIMC 2.16.040 E
- L. Documentation of Kitsap Public Health District Concurrent Review, if not on public sewer and water;
- M. Non-binding Water and Sewer availability letters (availability and phasing of system extensions)
- N. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
- O. Architectural drawings, including floor plans, uses, building elevations, building sections, and roof plans;
- P. Description of proposed stormwater management system and maintenance and operation. See also Utilities Plan.
- Q. Description of any facilities planned for public dedication, e.g. sewage disposal system, roads, non-motorized facilities, utility lines and facilities, parks.
- R. Any other graphic materials required to adequately describe how the proposal meets specific regulations and guidelines, such as color palettes, material boards, and computerized models;
- S. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting, on the architectural elevations or on a form provided by the department of planning and community development.
- T. A survey may be required depending on project complexity

Subdivision – Preliminary (Short/ Long /Large Lot)

- A. Basic Site Plan
- B. Utilities Plan
- C. Site Assessment Review (SAR) or SAR Exemption
- D. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- E. Preliminary Plat
 - 1. Conventional scale and prepared by a surveyor licensed in the State of Washington
 - 2. Separate sheets depicting existing conditions and resultant conditions
 - 3. Zoning and Comprehensive Plan designation
 - 4. Shoreline upland and water environment designations
 - 5. Proposed method to meet fire flow requirements
 - 6. Names and locations of adjacent subdivisions
 - 7. Gross lot size (in square feet) of each existing and resultant lot
 - 8. Lot area of each existing and resultant lot / tract (BIMC 18.12.050.J)
 - 9. Delineate required critical areas, their buffers and setbacks along with any proposed modifications
 - 10. Aquifer Recharge Protection Area: Clearly show the extent of native vegetation areas. Delineate the ARPA, 12,500 square foot development areas, and show the area calculations. Document the ARPA development standards in BIMC 16.20.100.D.
 - 11. Delineate primary and secondary Natural Areas, provide area calculations for each and proposed form of ownership. Identity the functional characteristics of each Natural Area type in BIMC 17.12.050.A.2.a. i-iii and b. i. – vii.
 - 12. Show location of Natural Area fencing and/or signage
 - 13. Delineate Community Space, provide area calculation and proposed form of ownership
 - 14. Delineate and document Homesite Standards in BIMC 17.12.060 and Table 17.12.060-1
 - 15. Delineate and document Subdivision Standards in BIMC 17.12.070 and Table 17.12.070-1
- F. Design for Bainbridge checklist/worksheet
- G. Document the four-step design process identified in BIMC 17.12.030
- H. Document requested departures from subdivision standards contained in BIMC 17.12.060 and 17.12.070, including BIMC Tables 17.12.060-1 and 17.12.070-1: Address consistency with general purpose of intent of the subdivision chapter, the intent of the four-step design process, and the specific standard from which the departure is requested.
- I. Identify Island-Wide Transportation Plan and City of Bainbridge Island Design and Construction Standards. Document requested deviations.
- J. Depict views of proposed houses from exterior roads and abutting properties vis-à-vis natural topography and existing vegetation

- K. State Environmental Policy Act (SEPA) checklist (if applicable)
- L. Preapplication conference summary letter
- M. Perimeter lot closures for each existing and resultant lot
- N. Title report dated not more than six months prior to application
- O. Property legal description
- P. Draft Natural Area and/or Community Space Management Plan, including maintenance plan and allowed uses for each area type
- Q. Existing and proposed terms, conditions, covenants, and agreements on the subject property (e.g. road maintenance agreement)
- R. Non-binding water and sewer availability letters (for public water / sewer) for each lot
- S. Traffic impact analysis/application for traffic concurrency or concurrency statement
- T. Other technical reports (as applicable):
 - a. Wetland delineation and report or wetland determination
 - b. Geotechnical report/assessment
 - c. Shoreline Site Specific Analysis
 - d. DNR Forestry permit
 - e. Habitat Management Plan
- U. Other special submittal requirements identified in the pre-application conference summary

Subdivision - Alteration (Short/ Long /Large Lot)

- A. Proposed plat alteration
- B. Narrative including a description of the proposed change and a detailed analysis of how the change complies with decision criteria of the application used in the first instance
- C. A copy of the existing final plat
- D. A copy of the natural area / community space / open space management plan, as applicable

Subdivision - Plat Utility Approval (Short/ Long /Large Lot)

Plat utility standards for civil improvements are found in the [City of Bainbridge Island Design and Construction Standards Manual](#). Please review the specific requirements with the assigned City project engineer for large/complex projects.

A. Construction Plans

Plans must be full-scale drawings on 24-inch by 36-inch paper with margins which are set to provide half-scale drawings on 11-inch x 17-inch paper. Two copies of the construction plan set are required. A digital set in PDF or TIFF format must also be submitted with application.

On-site plans for private property improvements must have a vertical scale of one inch equals five feet and a horizontal scale of one inch equals 50 feet. Profiles may be drawn on plan sheets.

Off-site plans for public improvements (i.e. water, sewer, storm drainage, and streets) shall have a vertical scale of one inch equals five feet and a horizontal scale of one inch equals 40 feet. All off-site plans shall have the corresponding plan/profiles on the same sheet.

See also land use standards for plan requirements (e.g. Aquifer Recharge Protection Areas).

General Plan Requirements:

- ☐ North must be up or to the left on plans, and north must not be shown in a different orientation on the same or connecting sheets.
- ☐ Vicinity map of approximately one square mile with the project site centered scaled one inch = 1000 feet. A scale at least one inch long must be on the map. A north arrow must be on the map and the site address must be below the map.
- ☐ City datum with City-established benchmark (BM) number and elevation. BM information is available from the city's right-of-way specialist.
- ☐ A detailed description of the site, including lot number, quarter section, township and range, unless otherwise noted by the City Engineer.
- ☐ Current zoning of site and of adjacent properties
- ☐ Lot size(s) with perimeter distances and bearings of the site shown on the plan
- ☐ Project name in the title block
- ☐ Owner/developer name, address, and phone number in the title block
- ☐ Design engineer's name, address, and phone number in the title block
- ☐ Boundary and topographic survey of existing conditions with a contour interval of no less than five feet (no less than 10 feet for Large Lot Subdivisions)
- ☐ Clearly identify and dimension existing and proposed rights-of-way and easements. Show Kitsap County recording numbers for all existing easements.
- ☐ All pertinent existing and finish elevations
- ☐ Existing natural drainage ways (e.g. swales, ditches) and flow path with arrows and elevations
- ☐ Lakes, rivers, streams, flood plains, wetlands, sensitive slopes, and other sensitive areas
- ☐ Limits and elevations of 100-Year floodplain with floodway and flood fringe delineated
- ☐ General plan notes consistent with the Standards shall be shown on the plan

Individual Plan Sheet Requirements:

Plans may be incorporated on the same sheet where clarity is not affected.

- ☐ Preliminary conditions of approval
- ☐ Grading, Drainage, and Erosion and Sediment Control (GDESC) Plan
- ☐ Street plan or plat road plan
- ☐ Parking plan
- ☐ Utility plan (water, sewer, and dry/franchise utility location and coordination)
- ☐ Significant tree/tree retention plan
- ☐ Open space management plan, where applicable
- ☐ Landscaping plan

B. Reports and Supporting Documentation/Calculations

- ☐ Stormwater management report consistent with BIMC 15.20 and the current adopted Stormwater and Low Impact Development manuals.
- ☐ Drainage design calculations.
- ☐ Soil logs and infiltration rate determination, where applicable.
- ☐ Geotechnical report, where applicable.
- ☐ Domestic (multi-family), commercial and fire flow calculations.
- ☐ Sewer conveyance calculations.

C. Facilities (Water, Sewer, Storm Water and Streets) Extension Agreement Application

The extension agreement application shall be completed by the owner and submitted with the applicable processing fee consistent with BIMC 13.32.

- ☐ Application shall indicate whether a latecomer reimbursement will be requested.
- ☐ Drawings shall be submitted showing generally the proposed location, type, and size of the utility or street improvements.

Subdivision - Final (Short/ Long /Large Lot)

- A. Plat Utilities Plan (engineered drainage plan / report or minor plan as applicable)
- B. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- C. Final terms, conditions, covenants, and agreements (e.g. Natural / Community Space Management Plan, road maintenance agreement)
- D. Statement of compliance listing the plat conditions and how each condition is met
- B. Perimeter lot closures for each existing and resultant lot
- C. Title report dated not more than six months prior to application
- D. Binding water and sewer availability letters (for public water/sewer) for each lot
- E. Final Plat, as modified by conditions of approval
 - 1. Applicable plat conditions of approval
 - 2. Ties to permanent monuments
 - 3. Controlling reference points or monuments
 - 4. Bearing and length of lines
 - 5. Origin of meridian or basis of bearings
 - 6. Surveyor's certificate signed by the surveyor who prepared the final plat:
"I, _____ registered as a professional land surveyor by the State of Washington, certify that this Subdivision is based on an actual survey of the land described herein, conducted by me or under my supervision, during the period of ____, 20__, through ____, 20__ , that the distances, courses, and angles shown hereon correctly; and the lot corners have been staked on the ground as depicted hereon."
 - 7. Disclaimer regarding road maintenance: *"Responsibility and expense for maintenance of streets serving lots within this short plat/subdivision shall rest with the lot owners unless such roads have been accepted by the City."*
 - 8. If plat improvements are assured, a prominent note on the face of the final plat: *"The lots created by this plat are subject to conditions of an assurance device held by the City for the completion of certain necessary facilities. Building permits may not be issued and/or occupancy may not be allowed until such necessary facilities are completed and approved by the City. All purchasers shall satisfy themselves as to the status of completion of the necessary facilities."*
 - 9. Signature and date lines for the City Planning Director
 - 10. Signature and date lines for the Health District (N/A for short plats)
 - 11. County Treasurer and Auditor signature blocks
 - 12. Declaration regarding further subdivision: *"Land in a short subdivision may not be further divided through a short plat within a period of five years recording the final short without meeting the standards of and being reviewed as a long subdivision."*
 - 13. Estimate approved by the City for financial assurance of plat improvements (if applicable)

Tree Removal/Vegetation Maintenance Permit

- A. Basic Site Plan
- B. Trees and vegetation proposed to be removed (also show on Basic Site Plan)
- C. Size (diameter breast height [dbh]) of trees to be removed (Required only for commercial, institutional, multifamily, and mixed-use development and any properties in Mixed Use Town Center, High School Road, R-2.9, R-3.5 and R-4.3 zones. Also show on Basic Site Plan)
- D. Site Assessment Review (SAR) or Exemption (if applicable)
- E. Erosion control methods, drainage information or plan, pursuant to BIMC 15.20 (if applicable).
- F. Planting plan (see Landscape Plan section above) if tree removal brings a property below applicable tree unit requirements (see BIMC Section 18.15.010.G) or is proposed within required vegetation areas (e.g. landscape buffers, no-cut buffers), or any other trees required to be retained through an approved land use permit. Planting plan should ensure that property continues to meet any applicable tree requirements.

Variance – Zoning (Major & Minor)

- A. Basic Site Plan
- B. State Environmental Policy Act (SEPA) checklist (if applicable)
- C. Terms, conditions, covenants, and agreements under which the subject property is bound
- D. Narrative – A complete and detailed written statement describing the proposal, including:
 - 1. Reason for the variance request
 - 2. Detailed description of how the proposal will meet the decision criteria
 - 3. Visual impacts of proposed structures, including proposed screening

Wireless Communication Facility Permit (WCF)

Permit procedures for wireless communication facility permits are detailed in BIMC 18.10.

A. Basic Site Plan

1. Additional requirements
 - a. Location, elevation and dimensions of existing facility components
 - b. Location, elevation and dimensions of proposed facility components
 - c. Existing and proposed site grade
 - d. Area of ground disturbance for construction activities
 - e. Primary viewshed of the proposed WCF
 - f. Proposed height
 - g. Coverage area at proposed height (may be inset map or on separate sheet)
 - h. Inventory of WCF sites in or within a one mile radius of the City that are operated by the applicant

B. Landscape Plan

1. Additional landscape plan information required:
 - a. Type and location of vegetation screen of WCF components in viewshed context
 - b. Height of vegetation screen at maturity (e.g. monopole/tower 2/3 height screening)
 - c. Type and location of topographic or structural screening (e.g. wall, fencing)
 - d. WCF paint/camouflage color scheme in viewshed context
 - e. Security fencing height, vegetation screening and paint/camouflage screening

C. Detail Drawing

1. Antenna
2. Support structure and any protrusion from the support structure
3. Transmission device
4. Equipment shelter

D. Photo/visual simulations of the proposal from affected properties and public rights-of-way at varying distances

E. Narrative

1. An explanation of the need for the proposed WCF
2. Location priority analysis (e.g. co-location vs. commercial building)
3. Height and design of WCF sites in or within one mile of the City
4. Impact of proposal on existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)
5. Feasibility of underground location for equipment facilities
6. Equipment noise evaluation (e.g. dB at nearest property line)

F. Documentation verifying that the proposed WCF complies with Federal Communications Commission and Federal Aviation Administration regulations

- G. Copy of documentation regarding existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)
- H. Additional information required for:
 - 1. Tower modification
 - a. Structural engineering report demonstrating the modification complies with applicable construction/electrical/safety codes including:
 - i. number and types of antennas the tower can support
 - ii. basis for capacity calculation
 - iii. statement that the proposal complies with applicable FCC guidelines and standards
 - 2. Base station modification
 - a. Structural engineering report demonstrating the modification complies with applicable construction/electrical/safety codes
 - 3. Applications for facilities other than Facility I or II
 - a. Documentation of efforts to co-locate on existing facilities
- I. If all or a portion of the WCF will be located upon a city-owned structure, or upon non-right-of-way property which is either city-owned or city-leased, the applicant shall be required to enter into a lease agreement with the city for the use of the city property.
- J. A Master Permit, consistent with Chapter 19.02 and 19.04 BIMC, if all or a portion of the WCF will be located in the right-of-way.

Wireless Eligible Facilities Request Permit (EFR)

Permit procedures for wireless eligible facilities request permits are detailed in BIMC 18.11.

- 1. An assertion that the proposed facilities modification is subject to review under Section 6409 of the Spectrum Act.
- 2. An evaluation of the substantial change criteria as found in BIMC 18.11.010.K.
- 3. Copies of any environmental documents required by any federal agency. These shall include the environmental assessment required by 47 C.F.R. Part 1 (Part 1 – Practice and Procedure), Section 1.1307, as amended, or, in the event that an FCC environmental assessment is not required, a statement that describes the specific factors that obviate the requirement for an environmental assessment.
- 4. If the applicant is not the owner or person in control of the eligible support structure and/or site: An attestation that the owner or person in control of the eligible support structure and/or site has consented to the proposed facilities modification. If the eligible support structure is located in a public right-of-way, the applicant must also attest that applicant has authorization to install, maintain and operate transmission equipment in, under, and above the public right-of-way.
- 5. A request involving co-location of transmission equipment or the replacement of transmission equipment: Complete copies of the underlying land use approvals for siting of the tower or base station proposed to be modified, establishing that, at the time of submittal of the application, such tower or base station constituted an eligible support structure.

6. A request that will result in an increase in height of the eligible support structure: Record drawings, as-built plans, or the equivalent, showing the height of the eligible support structure (a) as originally constructed and granted approval by the city or other applicable local zoning or similar regulatory authority; or (b) as of the most recent modification received by the city, or other local zoning or regulatory approval, prior to the passage of the Spectrum Act, whichever height is greater.
7. A request to an eligible support structure, which structure, or proposed modification of the same, is subject to preexisting restrictions or requirements imposed by a reviewing official or decision-making body pursuant to authority granted under the city code, or an ordinance or a municipal code of another local government authority: A copy of the document (e.g., CUP or SUP) setting forth such preexisting restrictions or requirements together with a certification that the proposed facilities modification conforms to such restrictions or requirements; provided, that such certification shall have no application to the extent the proposed facilities modification relates solely to an increase in height, increase in width, addition of cabinets, or new excavation, that does not result in a substantial change in the physical dimensions of the eligible support structure.
8. A request to an eligible support structure, which structure, or proposed modification of the same, is subject to preexisting concealment restrictions or requirements, or was constructed with concealment elements: Applicant shall set forth the facts and circumstances demonstrating that the proposed modification would not defeat the existing concealment elements of the eligible support structure. If the proposed modification will alter the exterior dimensions or appearance of the eligible support structure, applicant shall include a detailed visual simulation depicting how the eligible support structure will appear after the proposed modification is complete. The visual simulation shall depict to scale the eligible support structure in relation to the trees, landscaping and other structures adjacent to, or in the immediate vicinity of, the eligible support structure.
9. A request that will protrude from the edge of a nontower eligible support structure: Record drawings, as-built plans, or the equivalent, showing at a minimum the edge of the eligible support structure at the location of the proposed modification.
10. A request to an eligible support structure that will (a) include any excavation; (b) would result in a protrusion from the edge of a tower that exceeds an existing protrusion of any transmission equipment attached to a tower; or (c) would protrude from the edge of a nontower eligible support structure: A description of the boundaries of the site together with a scale drawing based on an accurate traverse, with angular and lineal dimensions, depicting the boundaries of the site in relation to the tower or base station proposed to be modified and depicting the proposed location, elevation and dimensions of the new or replacement transmission equipment. The city may require a survey by a land surveyor licensed in the state of Washington when, in the judgment of the approval authority, a survey is reasonably necessary to verify the boundaries of the site to determine if the proposed facilities modification would result in a substantial change in the physical dimensions of the eligible support structure.

11. A request to the eligible support structure that includes hardening through structural enhancement: A technical report by a qualified engineer accredited by the state of Washington, demonstrating that the structural enhancement is performed in connection with and is necessary to support the proposed co-location, removal, or replacement of transmission equipment and conforms to applicable code requirements. The city may retain the services of an independent technical expert to review, evaluate, and provide an opinion regarding the applicant's demonstration of necessity.
12. A request that proposes a modification to a tower: A stamped report by a Washington State-registered professional engineer demonstrating that the tower with the proposed modifications will comply with applicable structural, electrical, and safety codes, including by way of example, and not limitation, EIA/TIA-222-Revision G, published by the American National Standards Institute (as amended), allowable wind speed for the applicable zone in which the tower is located, and describing the general structural capacity of the tower with the proposed modifications, including:
 - a. The number and type of antennas that can be accommodated;
 - b. The basis for the calculation of capacity; and
 - c. A written statement that the proposal complies with all federal guidelines regarding interference and ANSI standards as adopted by the FCC, including but not limited to nonionizing electromagnetic radiation (NIER) standards. The city may retain the services of an independent technical expert to review, evaluate, and provide an opinion regarding the applicant's demonstration of compliance.
13. A request to a base station: A stamped report by a Washington State-registered professional engineer demonstrating that the base station, with the proposed modifications, will comply with applicable structural, electrical, and safety codes.
14. A request requiring alteration to the eligible support structure, excavation, installation of new equipment cabinets, or any other activities impacting or altering the land, existing structures, fencing, or landscaping on the site: A detailed site plan and drawings, showing the true north point, a graphic scale and, drawn to an appropriate decimal scale, indicating and depicting:
 - a. The location, elevation and dimensions of the existing eligible support structure;
 - b. The location, elevation and dimensions of the existing transmission equipment;
 - c. The location, elevation and dimensions of the transmission equipment, if any, proposed to be co-located or that will replace existing transmission equipment;
 - d. The location, elevation and dimensions of any proposed new equipment cabinets and the intended use of each;
 - e. Any proposed modification to the eligible support structure;
 - f. The location of existing structures on the site, including fencing, screening, trees, and other significant site features; and
 - g. The location of any areas where excavation is proposed showing the elevations, depths, and width of the proposed excavation and materials and dimensions of the equipment to be placed in the area excavated.

Small Wireless Facility Permit (SWF)

Permit procedures for small wireless facility permits are detailed in BIMC 19.10.

1. A Master Permit, consistent with Chapter 19.02 and 19.04 BIMC, if the proposed facilities are located in the right-of-way.
2. Associated Permit(s). Applications or check lists required under the Critical Areas, Shoreline, or SEPA ordinances. Applications for deployment of small wireless facilities in Design Zones or for new poles shall comply with the requirements in BIMC 18.10A.060.
3. Specific locational information including GIS coordinates of all proposed small wireless facilities and specify where the small wireless facilities will utilize existing, replacement, or new poles or towers, existing buildings, or other structures. Ground mounted equipment (if authorized pursuant to Chapter 18.10A BIMC), conduit, junction boxes, and fiber and electrical connections necessary for and intended for use in the deployment shall also be specified regardless of whether the additional facilities are to be constructed by the applicant or leased from a third party. Detailed schematics and visual renderings of the small wireless facilities, including engineering and design standards, shall be provided by the applicant. The application shall have sufficient detail to identify:
 - (a) The location of overhead and underground public utility, telecommunication, cable, water, adjacent lighting sewer drainage and other lines and equipment within 50 feet of the proposed project area (which the project area shall include the location of the fiber source and power source). Further, the applicant shall include all existing and proposed improvements related to the proposed location, including but not limited to poles, driveways, ADA ramps, equipment cabinets, street trees and structures within 50 feet from the proposed project area.
 - (b) The specific trees, structures, improvements, facilities, lines and equipment, and obstructions, if any, that applicant proposes to temporarily or permanently remove or relocate and a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed during construction.
 - (c) The construction drawings shall also include the applicant's plan for electric and fiber utilities, all conduits, cables, wires, handholes, junctions, meters, disconnect switches and any other ancillary equipment or construction necessary to construct the small wireless facility, to the extent to which the applicant is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements. Where another party is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements, applicant's construction drawings will include such utilities to the extent known at the time of application, but at a minimum applicant must indicate how it expects to obtain fiber and electric service to the small wireless facility.
 - (d) Compliance with the aesthetic requirements of BIMC 18.10A.050.

4. Written approval from the owner of any pole or structure for the installation of its small wireless facilities on such pole or structure. To extent that the pole or structure is not owned by the applicant, the applicant shall demonstrate in writing that they have authority from the pole owner to install the small wireless facility on the pole or structure. Such written approval shall include approval of the specific pole, engineering and design standards, as well as assurances that the specific pole can withstand wind and seismic loads, from the pole owner, unless the pole owner is the City. Submission of the lease agreement between the pole owner and the applicant is not required. If the proposed small wireless facility is not within the rights-of-way, the applicant must provide written approval from the property owner. For city-owned poles or structures, the applicant must obtain a lease from the City prior to or concurrent with the small wireless permit application and must submit as part of the application the information required in the lease for the City to evaluate the usage of a specific pole.
5. Sworn affidavit signed by an RF Engineer with knowledge of the proposed project affirming that the small wireless facilities will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small wireless facility will operate. If facilities which generate RF radiation necessary to the small wireless facility are to be provided by a third party, then the small wireless permit shall be conditioned on an RF Certification showing the cumulative impact of the RF emissions on the entire installation. The applicant may provide one emissions report for the entire small wireless deployment if the applicant is using the same small wireless facility configuration for all installations within that batch or may submit one emissions report for each subgroup installation identified in the batch.
6. Proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.
7. A professional engineer licensed by the State of Washington shall certify in writing, over his or her seal, that the construction plans of the small wireless facilities and the antenna support structure or pole and foundation are designed to reasonably withstand typical loading requirements as well as wind and seismic loads.
8. Proof of a valid Bainbridge Island business license.
9. Such other information as the Director, in his/her discretion, shall deem appropriate to effectively evaluate the application based on technical, engineering, and aesthetic considerations.

Zoning Verification Letter

- A. Property location – 14-digit parcel number or site address
- B. Any known previously approved land use applications or permits.
- C. List of specific questions.



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Resolution No. 2019-30 Relating to Clean Fuel Standard Endorsement - Councilmember Peltier,

SUMMARY:

At the November 5, 2019 Special City Council Study Session, Councilmember Peltier proposed adoption of the attached resolution relating to clean fuel standards.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: City Council

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Resolution 2019-30 Relating to Clean Fuel Standards](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

RESOLUTION NO. 2019-30

A RESOLUTION of the City Council of Bainbridge Island, Washington, urging the adoption of a Clean Fuel Standard, in order to reduce climate and air pollution by establishing carbon intensity limits for transportation fuels sold in Washington, creating local economic development opportunities by investing in clean, locally produced transportation fuels.

WHEREAS, Bainbridge Island recognizes the need to preserve a safe, healthy environment and a stable climate for our children and future generations of Washingtonians; and

WHEREAS, climate change is the paramount challenge of our generation and has catastrophic long-term consequences for our economy, environment, and public health and safety in the City of Bainbridge Island; and

WHEREAS, residents of Bainbridge Island and the state of Washington are already experiencing the harmful impacts of climate change, including more extreme rainfall events, increased drought and flood risk, sea level rise, more-frequent heat events, and smoke from increasingly severe wildfires; and

WHEREAS, the transportation sector is responsible for 46% of Washington's greenhouse gas emissions; and

WHEREAS, gasoline and diesel used in transportation are responsible for nearly two-thirds of the Puget Sound region's air pollution, which health professionals link directly to asthma, lung cancer, and other respiratory diseases, lost work days, and premature death; and

WHEREAS, over 600,000 Washingtonians live with asthma and thousands more suffer from upper respiratory illnesses and diseases caused, in part, by air pollution; and

WHEREAS, approximately 1,100 people die each year in Washington due to air pollution; and

WHEREAS, people with lower incomes and communities of color disproportionately face greater risks and pay more for climate impacts and pollution; and

WHEREAS, Bainbridge Island supports policies that provide consumers with affordable, clean, more efficient, and healthier transportation fuel choices; and

WHEREAS, dependence on a global oil market leads to highly volatile fuel prices, few clean fuel choices, and costs Washingtonians billions of dollars; and

WHEREAS, Washington has the 2nd least expensive electricity in the nation and the greatest opportunity for fuel cost savings from using electricity as a transportation fuel; and

WHEREAS, Washingtonians spend \$9 billion annually on gasoline and diesel, while many of our locally produced clean fuels are shipped to other states that already have a Clean Fuel Standard; and

WHEREAS, air pollution results in direct and indirect costs for citizens, businesses and state health care institutions approaching \$190 million each year; and

WHEREAS, a technical analysis commissioned by the Puget Sound Clean Air Agency projected savings of up to \$45M from avoided mortality from air pollution, and found that the Puget Sound region would continue to grow by 330,000 jobs by 2030 with a Clean Fuel Standard; and

WHEREAS, a report commissioned by the Washington Office of Financial Management projects that a Clean Fuel Standard in Washington would create up to 15,000 local jobs in the electrification industry and in the production of clean fuels from the agricultural, dairy, waste and forestry sectors; and

WHEREAS, Bainbridge Island is planning for smarter land use, making significant investments in transit, taking steps towards fleet electrification, and supporting green building requirements; and

WHEREAS, Bainbridge Island and Washington state's climate change goals cannot be met without significant reductions in carbon emissions from the transportation sector, which requires regional and state policies to support rapidly replacing gasoline and diesel with cleaner fuels, such as electricity, biofuels, and renewable natural gas; and

WHEREAS, a Clean Fuel Standard for the Puget Sound region that requires refineries and fuel importers to achieve a 25% carbon intensity reduction by 2030 will cut approximately three million tons of carbon pollution annually, and a statewide standard requiring a 20% reduction by 2035 will cut approximately five million tons of carbon pollution annually; and

WHEREAS, Oregon, California and British Columbia all have successful Clean Fuel Standard programs in place today, making Washington the last west-coast jurisdiction without one; and

WHEREAS, a Clean Fuel Standard is supported by a broad coalition of diverse groups including public health organizations, cities, counties and local elected officials, large and small businesses, automobile manufacturers, clean energy businesses, and science and medical professionals.

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

The City Council of Bainbridge Island urges the Puget Sound Clean Air Agency and the Washington State Legislature to adopt a Clean Fuel Standard as an essential component of Bainbridge Island's commitment to reducing harmful air pollution; protecting Washingtonians' health and the well-being of our children; promoting clean energy deployment and investing in our local economy; and achieving greenhouse gas reductions to maintain a stable climate for our future.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED by the Mayor this ____ day of _____, 2019.

By: _____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	November 22, 2019
PASSED BY THE CITY COUNCIL:	
RESOLUTION NO.	2019-30



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: Old Treatment Plant Pump Station Replacement Project Final Change Order- Public Works,

SUMMARY: The Old Treatment Plant Pump Station Replacement project was awarded to Gary Harper Construction Inc. in October 2018. This project is close to completion; however, due to unforeseen circumstances, change orders in excess of 10% over the original contract amount are needed. Per Section 5.13.3 of the City's Procurement Manual, City Council must authorize the City Manager to approve the revised contract amount. A final change order in the amount of \$46,232.06 is needed to close out the project for a revised contract amount of \$415,939.47.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Move to pull this item from the Consent Agenda.

I move to authorize the City Manager to approve the final change order, in the amount of \$ 46,232.06, for the Old Treatment Plant Pump Station Replacement Project and to approve the revised contract amount of \$415,939.47 for the project .

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$ 46,232.06
Ongoing Cost:	
One-Time Cost:	\$ 46,232.06
Included in Current Budget?	Yes

BACKGROUND: NOTE: This item was discussed by the City Council at the November 26, 2019 regular business meeting, and was referred to the December 10, 2019 consent agenda. However, staff is requesting that this item be removed from the Consent Agenda for a separate discussion due to a minor correction in the change order amount - a decrease of \$9,959.61 from the previously approved amount.

The Old Treatment Plant pump station was constructed in the 1950's to serve the Winslow sewer system and is located in the parking lot area of several downtown businesses. The station receives gravity collection and pumped discharged from the Lovell Avenue Pump Station. The project work includes removing and replacing pumps and motors and installing a new 40-kilowatt generator. For more information, please visit project webpage at <https://www.bainbridgewa.gov/1102/> .

The project was awarded to Gary Harper Construction Inc. in the amount of \$339,529.55 at the October 23, 2018 Council meeting. Change Orders 1 through 5 were needed for the following items: upgrade from gate to plug valves and non-rising stems on knife valves, additional steel bollards to protect equipment, addition of a back-up pump and retaining wall and technical assistance when the existing pumps broke down. The proposed final change order includes adding wet well structure, flow meter, mobile generator connection, sidewalk removal and reconstruct and temporary bypass pumping. A final change order in the amount of \$46,232.06 is needed to close out the project for a revised contract amount of \$415,939.47.

Pursuant to Section 5.13.13 of the Procurement Manual, change orders in excess of 10% over the original contract amount need City Council approval to authorize the City Manager to approve the revised contract.

City staff have reviewed change orders to date including the pending final change order and recommends approval. Upon City Council concurrence, city staff will move forward with processing the final change order and the final pay request.

NOTE: This item was discussed by the City Council at the November 26, 2019 regular business meeting, and was referred to the December 10, 2019 consent agenda. However, staff is requesting that this item be removed from the Consent Agenda for a separate discussion due to a minor correction in the change order amount - a decrease of \$9,959.61 from the previously approved amount.

ATTACHMENTS:

[OTP Final Change Order](#)

[OTP Worksheet.pdf](#)

FISCAL DETAILS: There is \$550,000 in budget appropriation in the Sewer fund with \$371,000 spent or committed through October leaving a balance of \$179,000.

Fund Name(s): Sewer Fund

Coding: 72423434 663000 00921

Change Order

Old Treatment Plant Pump Station Replacement

City of Bainbridge Island - Public Works Department

280 Madison Ave. N
Bainbridge Island, WA 98110
206.842.2016 Fax. 206.780.3710
pwadmin@bainbridgewa.gov

Change Order No.	6-Final
DATE	12/06/19
Vendor ID	6190

CONTRACTOR
Gary Harper Construction
14831 223rd St. SE
Snohomish, WA 98296

Contract No.	2190003
PO /Pymt No.	21900007
PO / Ret No.	21900008

CHANGE ORDER DESCRIPTION: The contract is hereby revised as shown below and on any applicable attached detail, sheet, and sheet notes to this Change Order.

[illegible]

	Amount tax incl.	<u>Sales Tax</u>	<u>Total w/ Tax</u>
Original Contract Amount:	\$ 311,495.00	<u>28,034.55</u>	<u>\$339,529.55</u>
Previous Change Orders:	\$ 27,686.11	<u>2,491.75</u>	<u>\$30,177.86</u>
Current Contract Amount:	\$ 339,181.11	<u>30,526.30</u>	<u>\$369,707.41</u>
Net Change This Change Order:	\$ 42,414.73	<u>3,817.33</u>	<u>\$46,232.06</u>
New Contract Amount:	\$ 381,595.84	<u>34,343.63</u>	<u>\$415,939.47</u>

Contractors

Acceptance:

Gary Harper Construction

Date _____

Prepared By:

Chris Munter, Project Engineer

Date _____

Approved By:

Morgan Smith, City Manager

Date _____

Project Financial Spreadsheet - City of Bainbridge Island

Project Name	Old Treatment Plant
Project Number	00921
Contractor Name	Gary Harper Construction
Contract #	2190003
PO #'s	21900007, 21900008

BASE BID w/ Tax included in bid items					Original/ Approved Bid Amount				Change Order #1		Change Order #2		Change Order #3		Change Order #4		Change Order #5		Change Order #6		Revised Contract Amt.		Pay Request #1		Pay Request #2		Pay Request #3		Pay Request #4		Pay Request #5		Pay Req #6		QTY TOTAL	PAID TO DATE TOTAL	Remaining	
Item #	Description	Qty	Unit	Unit Price	Total Price	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	\$5		
1	Mobilization	1	LS	25,000.00	\$ 25,000.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 25,000.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 25,000.00	\$ -
2	disposal	1	LS	12,300.00	\$ 12,300.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 12,300.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 12,300.00	\$ -
3	Project Temporary Traffic Control	1	LS	3,000.00	\$ 3,000.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 3,000.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.70	\$ 3,000.00	\$ -
4	S&B Telemetry and SCADA	1	LS	55,600.00	\$ 55,600.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 55,600.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 55,600.00	\$ 0.00
5	10 hp Drypit Submersible pumps with non-clog impellers 4" suction, 6" discharge, 10 hp premium efficiency motors, explosion proof, 460 v, 3ph, 1800 rpm, equipped with motor protection, full installation & Spare 10 hp pump and motor, identical to pre-approved installed.	2	EACH	28,300.00	\$ 56,600.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	2.00	\$ 56,600.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.28	\$ 56,600.00	\$ 0.00
6	Spare 10 hp pump and motor, identical to pre-approved installed	1	EACH	16,100.00	\$ 16,100.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 16,100.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 16,100.00	\$ -
7	drypit pump station	1	LS	4,900.00	\$ 4,900.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 4,900.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 4,900.00	\$ 0.00
8	gravel base	25	CY	4.00	\$ 100.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	25.00	\$ 100.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	25.00	\$ 100.00	\$ -
9	40 KW Generator, including fuel tank, fuel	1	LS	87,000.00	\$ 87,000.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 87,000.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 87,000.00	\$ (0.00)
10	Install Steel removal bollards, including installation	7	EACH	1,100.00	\$ 7,700.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	7.00	\$ 7,700.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	4.01	\$ 7,700.00	\$ 0.00
11	installation of compacted gravel base	15	CY	293.00	\$ 4,395.00		\$ -		\$ -		\$ -		\$ -		\$ -	(632.88)	15.00	\$ 3,762.12		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.40	\$ 3,762.12	\$ -	
12	By-pass Sanitary Sewer pumping	1	LS	38,300.00	\$ 38,300.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 38,300.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.92	\$ 38,300.00	\$ 0.00
13	Spill Prevention, Control, and Countermeasures Plan	1	LS	500.00	\$ 500.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 500.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 500.00	\$ -
																	\$ -	\$ -																	\$ -	\$ -	\$ -	
CO1	Upgrade from Gate Valves to Plug Valves					1.00	\$ 427.53		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 427.53		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 427.53	\$ -
CO2	Upgrade to Non-rising Stems on Knife Valves						\$ -	1.00	\$ 647.93		\$ -		\$ -		\$ -		\$ -	1.00	\$ 647.93		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 647.93	\$ -
CO3	Additional Steele Bollards to Protect Equipment; Add'l Mark-up						\$ -		\$ -	5.00	\$ 6,655.00		\$ -		\$ -		\$ -	5.00	\$ 6,655.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	5.00	\$ 6,655.00	\$ -
CO4	Existing Pumps Broke Down; City Required Assistance						\$ -		\$ -		\$ -	1.00	\$ 1,478.40		\$ -		\$ -	1.00	\$ 1,478.40		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 1,478.40	\$ -
CO5	GHC #5-Back-up Pump						\$ -		\$ -		\$ -		\$ -	1.00	\$ 7,904.53		\$ -	1.00	\$ 7,904.53		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 7,904.53	\$ -
CO5	GHC #8-Add Retaining Wall						\$ -		\$ -		\$ -		\$ -	1.00	\$ 10,572.72		\$ -	1.00	\$ 10,572.72		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 10,572.72	\$ -
CO6	GHC #6-Wet Well Structure Repair						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 23,081.43	1.00	\$ 23,081.43		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00	\$ 23,081.43	\$ -
CO6	GHC #7-Add Flow Meter						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 2,009.94	1.00	\$ 2,009.94		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00	\$ 2,009.94	\$ -
CO6	GHC#9-Furnish Outlet for Generator Connection						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 1,450.83	1.00	\$ 1,450.83		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00	\$ 1,450.83	\$ -
CO6	GHC#10-Demolish, Dispose & Replace Sidewalk						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 4,827.71	1.00	\$ 4,827.71		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00	\$ 4,827.71	\$ -
CO6	GHC#11-Temporary Bypass Pumpng & Equip Costs						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 10,182.08	1.00	\$ 10,182.08		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00	\$ 10,182.08	\$ -
CO6	GHC#12- S&B to Replace Broken Switch						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 1,495.62		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	1.00	\$ 1,495.62	\$ -
																		\$ -	\$ -																\$ -	\$ -	\$ -	
Subtotal					\$ 311,495.00	\$ 427.53	\$ 647.93	\$ 6,655.00	\$ 1,478.40	\$ 18,477.25	\$ 42,414.73	\$ 381,595.84	\$ 38,256.60	\$ 111,096.19	\$ 37,081.33	\$ 146,229.99	\$ 5,884.12	\$ 43,047.61	\$ 381,595.84	\$ -																		
Retainage @ 5.00%					\$ 15,574.75	\$ 21.38	\$ 32.40	\$ 332.75	\$ 73.92	\$ 923.86	\$ 2,120.74	\$ 19,079.79	\$ 1,912.83	\$ 5,554.81	\$ 1,854.07	\$ 7,311.50																						
Net					\$ 295,920.25	\$ 406.15	\$ 615.53	\$ 6,322.25	\$ 1,404.48	\$ 17,553.39	\$ 40,293.99	\$ 362,516.05	\$ 36,343.77	\$ 105,541.38	\$ 35,227.26	\$ 152,079.19																						
WSST @ 9.00%					\$ 28,034.55	\$ 38.48	\$ 58.31	\$ 598.95	\$ 133.06	\$ 1,662.95	\$ 3,817.33	\$ 34,343.63	\$ 3,443.09	\$ 9,998.66	\$ 3,337.32	\$ 13,160.70	\$ 529.57	\$ 3,874.28	\$ 34,343.63	\$ -																		
Total					\$ 339,529.55	\$ 466.01	\$ 706.24	\$ 7,253.95	\$ 1,611.46	\$ 20,140.20	\$ 46,232.06	\$ 415,939.47	\$ 41,699.69	\$ 121,094.85	\$ 40,418.64	\$ 159,390.69	\$ 6,413.69	\$ 46,921.89	\$ 415,939.47	\$ -																		



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 10, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:15 PM) Committee Reports,

SUMMARY: Recent committee reports are provided for information only.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Race Equity Task Force Meeting Minutes, November 7, 2019](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



MINUTES

1. CALL TO ORDER / ROLL CALL / ACCEPT OR MODIFY AGENDA / ACCEPT OR MODIFY MINUTES / CONFLICT OF INTEREST DISCLOSURE – 6:30 PM

- a. Motion to approve the minutes as amended
 - i. Council Member Deets: vi – strike last two sentences

MEMBERS: JAMES FRIDAY, SUSAN WILMOT, KIAN ASHABI, BRENDA FANTROY-JOHNSON, JANNA CHAN, SAVANNA ROVELSTAD, PEGGI ERICKSON

COUNCILMEMBER LIAISONS: JOE DEETS, RASHAM NASSAR

2. PUBLIC COMMENTS

- a. Charlotte Rovelstad: I want to express my gratitude to you all. I'm impressed with the work you have done even with all the obstacles put in front of you. I love the recommendations you all made and for GARE to come to Bainbridge. Thank you – you are a role model for other efforts happening on the island.

3. CITY COUNCIL PRESENTATION DEBRIEF

- a. Council Member Deets: It was a strong showing all together – you all were able to bring the public and council together. The next conversation will take place on the 11/26 business meeting. People will have the option of providing public comment at the beginning of the meeting or when the item comes up. Voting will take place when the consent agenda happens at the next business meeting after that – it could also happen at the 11/26 meeting.
 - i. **Next steps:**
 - 1. RETF: Provide recommendations for city council on who in the community should be invited to participate in workshops.
 - 2. Council Member Deets: Update RETF on expectations for the 11/26 meeting – will we need to present?
 - a. COBI Connect: will try to add a story about this in the next issue.
 - 3. Peggi to Lead: Community organizing/outreach – invite people to attend and provide public comment or send emails to council members.
 - a. Brenda: will contact Interfaith
 - b. Sue: Unions and other areas
 - c. Peggi: Kitsap Surge, email list, MAC – Peggi to draft
 - 4. James and Savanna: 11/19 and 11/22 – pass out buttons, fliers, engage with community
 - a. James will create stickers with 11/26 meeting info to put on fliers
 - 5. Brenda and Savanna: North Ward Meeting this Saturday, 10am – 12pm, at Seabold Hall. RETF will speak.

4. PROPOSAL TO EXTEND RETF FOR ANOTHER YEAR

- a. Council Member Nassar: Council Member Deets or I will raise a good of the order discussion – it will be logical to extend the RETF for another year with the approval of the workshops.



- b. Sue: Can we ask to be permanent during the extension?
 - i. Council Member Deets: Yes. There's a real reason now to make this group permanent.
 - ii. Council Member Nassar: There's a lot of work ahead – rather than constantly extending this group we should make this a permanent committee. There is likely to be perpetual work coming out of the GARE engagement.
- c. Motion to ask liaisons to extend the task force for another year – approved
 - i. **Next steps:** Council Member Deets will make this proposal at the 11/26 meeting

5. "WELCOME" SIGNAGE UPDATE – NEXT STEPS?

- a. Brenda: I want us to agree on the copy then we will draft a proposal to put this in front of the city council.
- b. Kian: I think putting these signs up before the GARE work kicks off is putting the cart before the horse.
- c. Motion to approve the sign copy as edited
- d. **Next steps:** Brenda to send final copy to Council Members Deets and Nassar

6. EVENTS – ARE THERE ANY UPCOMING OPPORTUNITIES?

- a. North Ward Meeting
- b. Peggi: Kitsap Human Rights Council Event taking place on December 6.
- c. MLK Day Celebration:
 - i. Peggi: There is a MLK planning committee convened by Karen Vargas and I. They are partnering with BIMA who will provide the space. The event will happen on Sunday, 1/19. I think the RETF should become a partner – we would put the word out and host a table at the event. We can also speak to attendees about our work. We can also contribute something to speaker honorariums.
 - 1. Will the city provide funds for collateral? We will wait to make a request after the GARE proposal passes.
 - ii. Brenda: I think we should do it. We need to coordinate outreach items.
 - iii. **Next steps:** Peggi and Brenda will lead planning on behalf of RETF.

7. IDEAS FOR FUTURE PROJECTS

- a. Kian: I think we could go out in groups of 2 or 3 and canvas on Winslow or by the ferry to actively engage with folks about our work. We can give people a way to get involved. This could be good exposure as well as civic involvement.
 - i. I also want us to consider holding an event outside of city hall. Create a popping visual to get people's attention – an open house.
 - ii. Sue: We can hold an open house with the kickoff of GARE.
 - iii. Council Member Deets: I would caution the RETF to tie any community work with the GARE work, so everything is cohesive.

8. AGENDA ITEMS FOR 12/5 MEETING – POTENTIALLY FINAL RETF MEETING

- a. Farmers Market Collateral Update (where is the collateral and how can we use it?)



9. COMMENTS FOR THE GOOD OF THE ORDER

- a. Deanna Martinez: It is good to take out the safe lingo on the sign. Suggests putting up signs and inviting businesses to volunteer as "safe spaces" – businesses can put up decals to indicate their participation.
 - i. No shame intended but understand that asking POC to call the police is the epitome of white privilege. It is not an option for POC. Has had a neighbor call the police on her children for standing at the mailbox. Saw a black woman pulled over by 2 police cars this week. We need a resource other than police.
- b. Charlotte Rovelstad: The task force doesn't have a way of tracking incidents. Perhaps GARE can help.

10. ADJOURNMENT – 8:08 PM


James Friday, Chair

12/5/2019
12/5/19