



**SPECIAL CITY COUNCIL MEETING
TUESDAY, APRIL 07, 2020**

VIRTUAL ZOOM MEETING - SEE AGENDA FOR DETAILS.

AGENDA

1. **INSTRUCTIONS FOR REMOTE PARTICIPATION**
 - 1.A **Instructions for Remote Participation - City Clerk, 5 Minutes**
2. **CALL TO ORDER/ROLL CALL - 5:00 PM**
3. **APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE**
4. **MAYOR'S REPORT - 5:05 PM**
5. **PRESENTATION**
 - 5.A **(5:10 PM) Update on COVID-19 Response Activities - Executive, 45 Minutes**
Meeting Presentation - COVID-19 Update CC 7 Apr 2020
6. **FOR THE GOOD OF THE ORDER - 5:55 PM**
7. **ADJOURNMENT - 6:05 PM**

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 7, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Instructions for Remote Participation - City Clerk,

SUMMARY: The City Council will be holding its April 7 Study Session using a virtual, Zoom meeting platform, per Governor Inslee's "Stay Home, Stay Healthy" orders. For members of the public who do not wish to view the meeting via the BKAT broadcast or the City's website streaming, another option will be to call in to the Zoom meeting as a participant. For this meeting, members of the public who participate via Zoom will be allowed to listen but not participate/comment.

Instructions to join the City of Bainbridge Virtual Council Meeting:

To stream online only (via BKAT Feed, with no interaction possible)

<https://www.bainbridgewa.gov/1101/City-Council-Agendas>

By computer, smartphone, or tablet (includes the ability to interact, which will be offered after the April 7 meeting):

1. Click on the link: <https://zoom.us/s/390722177> (if you can't click, copy and paste the URL into the address bar of your browser)
2. Depending on your browser you may be prompted to click on "Open Zoom Meetings" or "Open zoom.us". Enter your name and be connected to the meeting.

By phone only (the ability to listen only):

1. Dial one of the access numbers below:
+1 (312) 626-6799 or
+1 (301) 715-8592 or
+1 (346) 248-7799 or
+1 (253) 215-8782
2. When prompted enter the meeting number: 390 722 177

For additional methods to connect and more detailed instructions please see Zoom's help page.

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:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 7, 2020

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: (5:10 PM) Update on COVID-19 Response Activities - Executive,

SUMMARY: City Manager's update on COVID-19.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion only.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Meeting Presentation - COVID-19 Update CC 7 Apr 2020](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

COVID-19 Response Update to City Council

City of Bainbridge Island

April 7, 2020

Overview

<https://www.bainbridgewa.gov/COVID19>

- ▶ Public Health Status
- ▶ Status of City Services
- ▶ Emergency Response Activities
- ▶ Economic Mitigation
- ▶ Looking Ahead

Public Health Status

- ▶ On Mar. 23, Gov. Jay Inslee initiated extensive closures and restrictions statewide via “Stay Home, Stay Healthy” orders
- ▶ Last week, orders were extended through Monday, May 4
- ▶ Washington K-12 schools are closed for the remainder of the school year

Public Health Status

- ▶ Non-essential activities are strongly discouraged
- ▶ Orders prohibit all people in Washington State from leaving their homes or participating in social, spiritual and recreational gatherings of any kind regardless of the number of participants, and all non-essential businesses in Washington State from conducting business.

Public Health Status

- ▶ Forecast for the United States, as well as, Washington State estimate peak hospitalizations is mid-April.
- ▶ As of 4/7/20, there are 8,682 positive cases in Washington State and 394 reported deaths.
- ▶ To date, Washington State hospitals have been able to keep up with the demand for hospital beds and ventilators.
- ▶ There continues to be a statewide/nationwide shortage of Personal Protective Equipment (PPE).

Public Health Status

- ▶ Confirmed Kitsap County cases continue to increase, but at a manageable pace.
- ▶ The Kitsap Public Health Officer has stated that Kitsap County may peak at the end of April, early May.
- ▶ Kitsap area hospital capacity for intensive care and other needs remains satisfactory.

Public Health Status

- ▶ As of 4/7/20, Kitsap County positive tests are 119, of which 11 are Bainbridge Island residents.
- ▶ There is one reported death in Kitsap County.
- ▶ Some of these tests results are now several weeks old, and therefore the data includes some individuals who have recovered.

Public Health Status

- ▶ Washington State Dept. of Health (DOH) daily updates on statewide data:

<https://www.doh.wa.gov/Emergencies/Coronavirus>

- ▶ Kitsap Public Health District (KPHD) daily updates on county data:

<https://kitsappublichealth.org/CommunityHealth/CoronaVirus.php>

- ▶ U. of Washington-IHME forecasts for US and each state:

<https://covid19.healthdata.org/united-states-of-america>

Status of Critical Community Services

- ▶ Police services are functioning well and to date have not experienced significant staffing impacts.
- ▶ Calls for service are relatively low.
- ▶ This helps to maintain availability for priority calls and also helps to minimize contact with the public/lower the risk of infection for first responders.
- ▶ Police officers are using PPE according to current guidance.

Status of Critical Community Services

- ▶ Bainbridge Island Fire Department (BIFD) is functioning well, using adjusted protocols for response.
- ▶ BIFD has partnered with other agencies to secure COVID-19 testing for emergency responders. BIFD is the point of contact for the BI Police Department for any testing needs.
- ▶ Fire Administration will be closed for non-emergency business, working virtually, at least until May 4.
- ▶ Per direction of the Governor's Office, the new building and fire code adoption process has been delayed from July until November.

Status of Critical Community Services

- ▶ Bainbridge Island School District (BISD) has implemented distance learning initiatives for all students.
- ▶ BISD continues to provide extensive food services to students, serving over 700 students per day, two meals per visit (a lunch and a breakfast).
- ▶ Food service continues this week (Spring Break) and has adjusted to a 4 days/5 meals delivery schedule.

Status of Critical Community Services

- ▶ Bainbridge Island Metropolitan Park and Recreation District (BIMPRD) is working to balance community access with intent of Governor's orders.
- ▶ BIMPRD has closed all parking areas to vehicle access. Closure will now apply to all BIMPRD properties (parking lots, trailheads, etc.)
- ▶ COBI is supporting enforcement of this closure via Police emphasis patrols, the use of warning tickets, and targeted communication.
- ▶ BIMPRD continues to provide free childcare to families in public sector, health care sector, first responders.

Status of Critical Community Services

- ▶ Wastewater Treatment Plant (WWTP). WWTP is a critical aspect of City services and requires 24/7 operations staffed by certified personnel.
- ▶ To support staffing, City has hired an additional certified WWTP operator to provide part-time, temporary coverage as needed.
- ▶ The City and other regional agencies are working within a mutual aid framework as WWTP personnel are both essential and difficult to substitute for in the event of staffing impacts.
- ▶ Sewer District 7 reports no changes in operations or additional needs.

Status of Critical Community Services

- ▶ City of Bainbridge Island facilities are closed to the public through May 4.
- ▶ Some City services are available via online access.
- ▶ For a listing of available services by department, please see “City Operations” tab of City COVID-19 webpage:

<https://www.bainbridgewa.gov/COVID19>

Status of Critical Community Services

- ▶ City of Bainbridge Island services are being provided to the degree feasible within the limitations of the Governor's orders and our staff capacity.
- ▶ Online options and work-at-home changes for City staff seem to be functioning well at this point.
- ▶ We will be able to report more fully on this later in April.

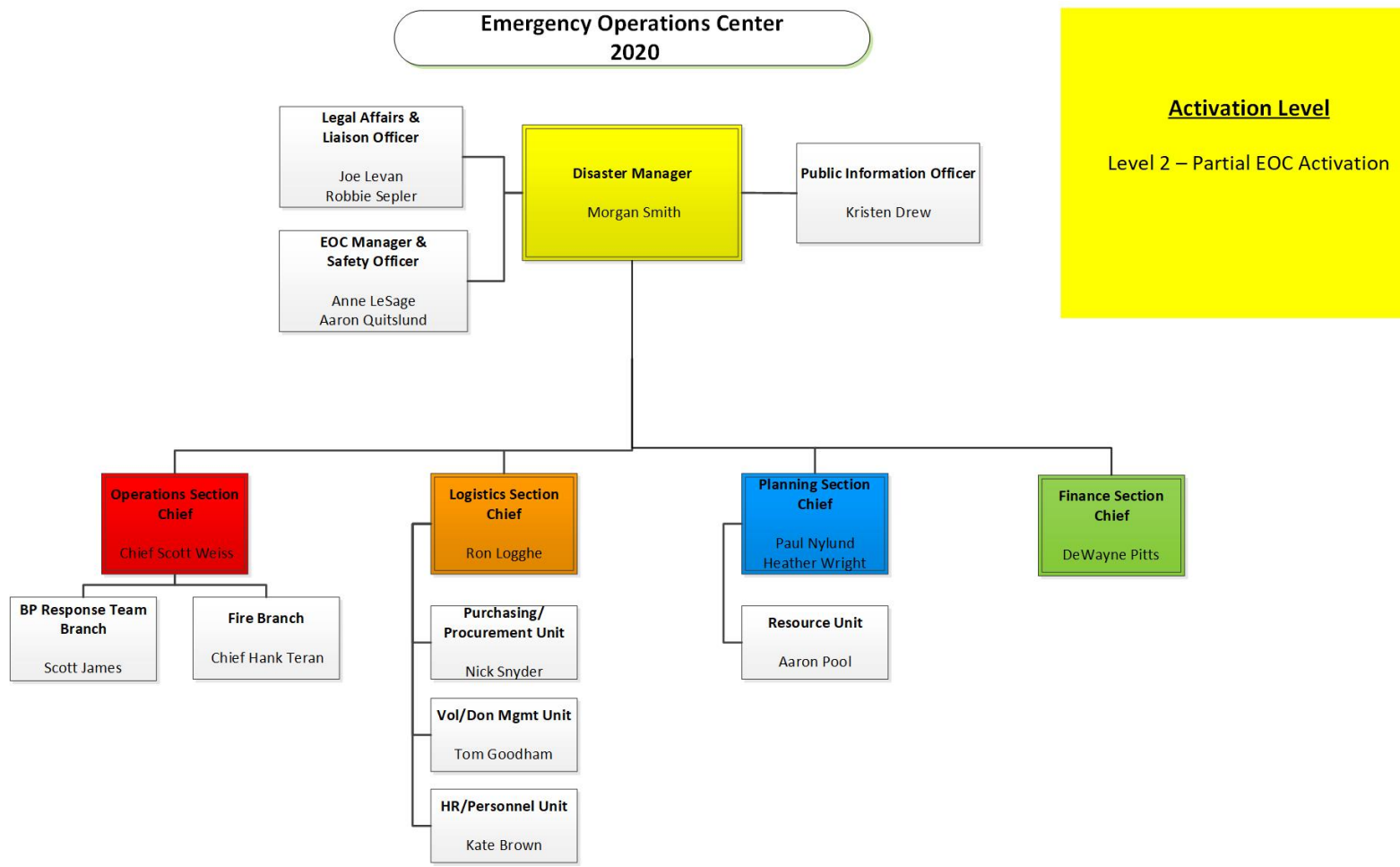
Status of Critical Community Services

- ▶ Per the Governor's orders, all meetings for City advisory groups, task forces, etc. are canceled through at least May 4.
- ▶ Governor's additional guidance on Open Public Meetings Act/Public Records Act includes significant changes to format and process for some aspects of City activities.
- ▶ City staff are implementing remote meeting options to prepare for use in May and beyond.

Emergency Response Activities

City of Bainbridge Island's Emergency Operations Center (EOC):

- ▶ For the entire Bainbridge Island community, the City of Bainbridge Island is the lead agency for emergency response.
- ▶ This response is coordinated through the work of the Emergency Operations Center (EOC).
- ▶ The EOC serves as a clearing house to identify, prioritize and respond to a wide range of community requests for assistance and information.
- ▶ The EOC is supported by City staff and representatives from other community agencies/organizations





Emergency Response Activities

Priorities for current planning period (through May 4) are:

- ▶ Situational Awareness
- ▶ Support resource requests for community organizations
- ▶ Volunteer and Donations Management
- ▶ Support for local businesses and nonprofits

Emergency Response Activities

Frequent communication to monitor roughly 30 essential community services/sites is ongoing:

- ▶ Police, Fire, Public Works
- ▶ BISD, BIMPRD, other public partners
- ▶ Grocery and food stores (n=5)
- ▶ Pharmacies (n=3)
- ▶ Key private sector partners (gas stations, Bainbridge Disposal, etc.)
- ▶ Key non-profit partners (Helpline House, BISCC, IVC, etc.)

Emergency Response Activities

Statewide Coordination & Response Framework

- ▶ Bainbridge Island EOC
- ▶ Kitsap County Department of Emergency Management
- ▶ Kitsap Public Health District
- ▶ Washington State Emergency Management Department

Emergency Response Activities

Support for particularly vulnerable communities:

- ▶ Shared Living Facilities (n=4)
- ▶ Independent Living Seniors
 - ▶ BISCC, IVC and others continue to provide food support and other services to seniors in the community.
 - ▶ EOC staff held a second virtual Town Hall with BISCC members on 3/31/20.

Emergency Response Activities

More than 40 community resource needs/requests have been managed through the EOC framework:

- ▶ Bainbridge Pediatrics, Virginia Mason, Island Health and Rehab
- ▶ Bainbridge Senior Living
- ▶ Helpline House
- ▶ All grocery stores, gas stations, and pharmacies
- ▶ Other essential businesses (Bainbridge Disposal, Boys & Girls Club, pet food suppliers, food delivery services, etc.)

Emergency Management Strategic Planning Organizational Chart

Lead Agency



Preparedness Teams

Mitigation
Communication
Strategic Partnerships
Continuity of Governance
Volunteer Management & Credentialing
Critical Infrastructure, Transportation & Logistics

Emergency Response Teams

City Flotilla
Public Safety & Security
Damage Assessment Team
Severe Weather / Overnight Shelter
Emergency Operations Center (EOC)

Partner Agency



Preparedness Teams

FireWise Program
Community Risk Reduction
(CPR, Stop the Bleed, Fire Extinguisher Training, Community Outreach)

Emergency Response Teams

Firefighting
Casualty Collection
Search and Rescue
Emergency Medical Services
Department Operations Center (DOC)

✦ *Disaster Hubs provide the following limited services for a limited duration after a wide-scale disaster. Hubs have a formal relationship with COBI and are staffed by Bainbridge Prepares volunteers.*

Community Nonprofit



Preparedness Teams

Map Your Neighborhood
Ready Congregations
Food & Water Resilience
Access & Functional Needs
Community Outreach & Training

Emergency Response Teams

Citizen Flotilla
Medical Reserve Corps
Emergency Medical Responders
Emergency Auxiliary Radio Service
Community Emergency Response Team

Disaster Hubs Teams ✦

Interpretation (LEP)
Domestic Animal Care
Medical (MRC & BIEMRs)
Psychological First Aid & Wellness
Child Safety & Family Reunification

Emergency Response Activities

BI Medical Reserve Corps (MRC) Providing Support for the Kitsap County Community Based Testing Site:

- ▶ Testing started today 4/7
- ▶ FEMA supported testing site, appointment only
- ▶ Individuals register online, series of screening questions
- ▶ Priority for healthcare, first responders, grocery store workers, childcare workers, and other essential workers
- ▶ Staffed by MRC, Empact NW, West Sound Free Clinic, Kitsap CERT

Emergency Response Activities

- ▶ Maker Space” crews (BARN, Blackmouth, and multiple home-based 3D printers) are supporting production of PPE
- ▶ Community Emergency Response Team (CERT) team members are assigned at City Hall for collection and redistribution of supply donations

Emergency Response Activities

- ▶ Food Resilience team is working on a Victory Gardens campaign
- ▶ Access & Functional Needs (AFN) team is working with populations in private sector facilities (BI Peds, BSL, Health & Rehab) with guidance, volunteers, and N95 mask fit-testing for their staff (and our first responders)

Emergency Response Activities

- ▶ Working with the Chamber, BIDA, and KEDA on creating business continuity resources as we collectively look at the upcoming recovery stage for our economy
- ▶ Wellness and Psychological First Aid teams providing ongoing seminars and offerings for emotional support for both first responders and the general public
- ▶ Emergency Housing request network available

Emergency Response Activities

- ▶ Total volunteer hours: 586
- ▶ Donations received as of 4/6
 - ▶ 1150 N95s
 - ▶ 350 surgical masks
 - ▶ 62 safety goggles
 - ▶ 48 face shields
 - ▶ 110 bottles of hand sanitizer
 - ▶ 415 hand sewn masks
 - ▶ Hundreds of gloves



Emergency Response Activities

- ▶ Local production of hand sewn masks.
- ▶ Local production of hand sanitizer (Bainbridge Organic Distillers and Highside Distillery) and other medical equipment (Black Mouth Manufacturing, BARN members) has begun.
- ▶ Efforts to coordinate and expand local production of useful items will be ongoing.



Emergency Response Activities

- ▶ Kitsap County DEM planning for potential quarantine/isolation sites is ongoing.
- ▶ County has initiated two sites: Pilgrim Firs and Seabeck Convention Center. Total capacity if needed = 160 beds
- ▶ Several Bainbridge Island sites have been considered/assessed.
- ▶ Kitsap County will lead any project with support from COBI and local resources.

Emergency Response Activities

- ▶ The City's EOC is now operating with roughly half of personnel on-site and half working remotely.
- ▶ The EOC continues to be staffed four hours/day, five days/week.
- ▶ Plan is to continue EOC operations through May 4 in support of the Governor's "Stay Home, Stay Healthy" order

Economic Mitigation

- ▶ Economic impacts to island households, businesses, and non-profits are extensive.
- ▶ Closures and restrictions will continue for several more weeks, which means that these impacts will continue to expand across the community during the next planning period.

Economic Mitigation

- ▶ Near-term focus for the City will be on support to address food insecurity and housing insecurity for residents.
- ▶ At this time, Helpline House is the primary provider for both of these areas of service.

If you can help, or need help, contact Helpline House:

- ▶ <https://www.helplinehouse.org>
- ▶ Phone: (206) 842.7621

Economic Mitigation

In the near term, the City will continue to support BIDA, the Chamber of Commerce, and KEDA in efforts to:

- 1) promote and stabilize local businesses that are still in operation,
- 2) provide user-friendly, current information on federal and state support programs.

Bainbridge Recovers: <https://bainbridgeislandcovid19.recovers.org/>

Economic Mitigation

Kitsap Economic Development Alliance (KEDA):

<http://kitsapeda.org/>



Economic Mitigation

Bainbridge Island Downtown Alliance (BIDA)
Bainbridge Island Chamber of Commerce

New program for local gift card purchases

Help Support Bainbridge Businesses

BUY GIFT CARDS NOW!

BUY HERE:

www.supportlocal.usatoday.com

Visit one site to
support your
favorite businesses
with gift card
purchases

Visit our websites for current business status;
online orders, pickup and delivery options.



BAINBRIDGE ISLAND
DOWNTOWN ASSOCIATION

bainbridgedowntown.org
bainbridgechamber.com



Economic Mitigation

City of Bainbridge Island support for City customers:

- ▶ **Utility Payments - City of Bainbridge Island Water and Sewer Services Will Not Be Shut Off During This Outbreak.** Bainbridge Island utility customers who have been financially impacted by the coronavirus can request information on setting up payment plans and waiving late fees on their bills.
- ▶ **City will pay credit card fees on payments.** During the time of the declared emergency, the City of Bainbridge Island will pay the credit card fees charged by the third-party vendor for City charges and fees.
- ▶ **City of Bainbridge Island Suspends Late Payment Fees on Delayed Business Tax Filings.** Effective immediately, the City of Bainbridge Island Department of Finance is waiving late payment fees for businesses that fail to file taxes and renew their business license as a result of the coronavirus.

Economic Mitigation

Other key relief measures:

- ▶ **Electric Services Will Not Be Disconnected During This Outbreak.** Puget Sound Energy (PSE) will not disconnect utility services due to the public health emergency caused by COVID-19. PSE is waiving late fees for customers.
- ▶ **Residential Evictions:** On March 18, Governor Inslee issued a 30-day Moratorium on Evictions for residential tenants. According to the proclamation, residential landlords are not allowed to serve a notice of unlawful detainer for default payment of rent.

Economic Mitigation

- ▶ In the near term, the City will assess options to respond to needs of non-profit funding partners in our cultural funding, human services funding, and LTAC funding programs.
- ▶ In partnership with Bainbridge Community Foundation (BCF), the City has encouraged local nonprofit partners to use a BCF survey tool to articulate their immediate needs and organizational status. This information has been provided by 56 organizations. City staff are reviewing and assessing responses for the roughly 30 nonprofits partners that currently receive City funding.

Looking Ahead

- ▶ The City's current planning period is through May 4. During this period, resources will be focused on addressing the near-term tasks and issues identified above.
- ▶ If the community's public health needs remain near status quo, the City can begin work during April to prepare for mid-term planning and activities that would begin in May. These would begin with work to evaluate and reset City workplans and budgets for the remainder of 2020.

Looking Ahead

Estimated City Financial Expenditures (as of April 1):

- ▶ City staff time - \$230,000
- ▶ City other direct expenditures - \$95,000
- ▶ Potential FEMA reimbursement - \$100,000

Looking Ahead

- ▶ City Council will hold weekly remote meetings in April:

- ▶ April 14
- ▶ April 21
- ▶ April 28

- ▶ City Council Vacancy – South Ward

<https://www.bainbridgewa.gov/217/City-Council>

QUESTIONS/COMMENTS?