



CITY OF
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING
TUESDAY, MAY 19, 2020**

THE CITY COUNCIL WILL HOLD THIS MEETING USING A VIRTUAL, ZOOM WEBINAR PLATFORM, PER GOVERNOR INSLEE'S "STAY HOME, STAY HEALTHY" ORDERS. MEMBERS OF THE PUBLIC WHO DO NOT WISH TO VIEW THE MEETING VIA THE BKAT BROADCAST OR THE CITY'S WEBSITE STREAMING WILL BE ABLE TO CALL IN TO THE ZOOM MEETING.

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/91002260082](https://bainbridgewa.zoom.us/j/91002260082)

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DIAL(FOR HIGHER QUALITY, DIAL A NUMBER BASED ON YOUR CURRENT LOCATION):

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WEBINAR ID: 910 0226 0082

AGENDA

1. **CALL TO ORDER/ROLL CALL - 5:00 PM**
2. **APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE - 5:05 PM**
3. **PUBLIC COMMENT - 5:10 PM**
4. **MAYOR'S REPORT - 5:25 PM**
5. **CITY MANAGER'S REPORT - 5:30 PM**
6. **FUTURE COUNCIL AGENDAS - 5:35 PM**
 - 6.A **Future Council Agendas**, 10 Minutes
 - [May 26 Special City Council Meeting.docx](#)
 - [June 2 City Council Study Session.docx](#)
 - [June 9 City Council Regular Business Meeting.docx](#)
 - [June 16 City Council Study Session.docx](#)

7. UNFINISHED BUSINESS

- 7.A (5:45 PM) 2020 Fiscal Impacts and Revenue and Expenses Forecasts - Executive, 15 Minutes**
COVID-19 Fiscal Impacts to 2020 Budget - May 19 CC Update.pdf
- 7.B (6:00 PM) Impacts to 2020 Citywide Workplan Priorities - Executive, 30 Minutes**
Impacts to 2020 Citywide Workplan Priorities.pdf
- 7.C (6:30 PM) Sportsman Club/New Brooklyn Intersection Improvements Grant Acceptance and Budget Amendment - Public Works, 30 Minutes**
2020-03-19 Sportsman New Brooklyn Intersection Memo.pdf
BAIN_31 Revised_Concept.pdf
Sportsman_NB Presentation.pptx
- 7.D (7:00 PM) Wyatt Way Reconstruction Design Professional Services Agreement Amendment No. 5 - Public Works, 10 Minutes**
Wyatt Way PSA Amendment No 5.docx
Wyatt Way PSA Amend5 Scope of Work.pdf

8. NEW BUSINESS

- 8.A (7:10 PM) Cooper Creek Fish Barrier Removal Grant Opportunity - Public Works, 10 Minutes**
FBRB Full Submittal Packet_Cooper Creek.pdf
Stormwater CIP_2019-21 Budget.pdf
Cooper Creek Presentation.pptx

9. COUNCIL DISCUSSION

- 9.A (7:20 PM) Review Council Liaison Appointments to Local and City Committees - Mayor Schneider, 10 Minutes**
2020 Council Assignments
- 9.B (7:30 PM) FAQ on Executive Sessions - City Attorney, 10 Minutes**
- 9.C (7:40 PM) Policy for Councilmember Communication with City Advisory Groups - Mayor Schneider, 20 Minutes**
- 9.D (8:00 PM) Resolution on COVID-19 and Democracy - Deputy Mayor Nassar, 10 Minutes**
Resolution on Covid and Democracy 5.11.20.docx

10. COMMITTEE REPORTS - 8:10 PM

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

12. ADJOURNMENT - 8:30 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.

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CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 19, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: Future Council Agendas,

SUMMARY: Council will review future Council agendas.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:

Ongoing Cost:

One-Time Cost:

Included in Current Budget?

BACKGROUND:

ATTACHMENTS:

[May 26 Special City Council Meeting.docx](#)

[June 2 City Council Study Session.docx](#)

[June 9 City Council Regular Business Meeting.docx](#)

[June 16 City Council Study Session.docx](#)

[June 23 City Council Regular Business Meeting .docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING
TUESDAY, MAY 26, 2020**

REMOTE MEETING ON ZOOM

AGENDA

1. **CALL TO ORDER/ROLL CALL - 5:00 PM**
2. **APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE**
3. **PUBLIC COMMENT**
4. **MAYOR'S REPORT**
5. **CITY MANAGER'S REPORT**
6. **FUTURE COUNCIL AGENDAS**
7. **PRESENTATION(S)**
 - 7.A (x PM) Proclamation Declaring June 2020 as Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Pride Month - Mayor Schneider, 5 Minutes
[LGBTQ Pride Month Proclamation 2020.docx](#)
 - 7.B (XX PM) Overview of Draft Climate Action Plan Goals and Strategies - Climate Change Advisory Committee, 30 Minutes
March 17th City Council Briefing Draft CAP Background Document
Presentation: City Council Study Session March 17th Draft Climate Action Plan
8. **UNFINISHED BUSINESS**
 - 8.A [2021-26 Capital Improvement Program \(CIP\) Discussion/Workshop - Public Works](#), 60 Minutes
 - 8.B (XX PM) Resolution No. 2020-05 relating to Climate Emergency - Deputy Mayor Nassar, 10 Minutes
[Climate Change Emergency Resolution Marked.pdf](#)
[Climate Emergency Resolution CCAC Recommendations 2-25-20.docx](#)
9. **NEW BUSINESS**
10. **CITY COUNCIL DISCUSSION**

10.A [Affirm Council Priorities from March 6, 2020 Retreat - Mayor Schneider](#), 10 Minutes

10.B [Creation of Council Ad Hoc Committee on Land Use Review - Mayor Schneider](#), 10 Minutes

11. CONSENT AGENDA

11.A [Agenda Bill for Consent Agenda](#), 5 Minutes

11.B [Accounts Payable and Payroll](#)

11.C [Special City Council Meeting Minutes, May 5, 2020](#)

11.D [Special City Council Meeting Minutes, May 12, 2020](#)

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

14. ADJOURNMENT

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CITY OF
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**CITY COUNCIL STUDY SESSION
TUESDAY, JUNE 02, 2020**

REMOTE MEETING ON ZOOM

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **MAYOR'S REPORT**
5. **PUBLIC COMMENT**
6. **PRESENTATIONS**
7. **UNFINISHED BUSINESS**
 - 7.A (x PM) Update on the Development Moratorium - Planning, 10 Minutes
 - 7.B Sustainable Transportation Plan Next Steps Discussion - Public Works, 60 Minutes
 - 7.C (X:XX PM) Police and Court Project Update and Sustainability Discussion - Public Works, 30 Minutes
Cost Estimate Summary - Police and Court Harrison Building - Coates - 07072018
8. **NEW BUSINESS**
 - 8.A 2020 Kitsap Regional Coordinating Council (KRCC) ILA Amendment 5 Minutes
KRCC ILA - 2020 Proposed Amendment - Clean
KRCC ILA 2020 Amendment - Redline
9. **CITY COUNCIL DISCUSSION**
10. **FUTURE COUNCIL AGENDAS**
11. **FOR THE GOOD OF THE ORDER**
12. **ADJOURNMENT**

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CITY OF
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**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JUNE 09, 2020**

REMOTE MEETING ON ZOOM

AGENDA

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**
5. **MAYOR'S REPORT**
6. **CITY MANAGER'S REPORT**
7. **PRESENTATION(S)**
8. **PUBLIC HEARING(S)**
9. **UNFINISHED BUSINESS**
 - 9.A (x PM) [Green Building Task Force Update and Next Steps- Planning](#), 30 Minutes
[2020 01 28 CC Staff Memo January Update](#)
10. **NEW BUSINESS**
 - 10.A [Financial Policies Presentation - Finance](#), 20 Minutes
 - 10.B [Ordinance No. 2020-XX Relating to 2020 1st Quarter Budget and Updated Capital Improvement Plan Amendments - Finance](#) 10 Minutes
[ORD_2020-XX_2020_1st_QTR_Budget_Amendments.docx](#)
 - 10.C [Annual Road Striping Contract - Public Works](#), 10 Minutes
 - 10.D [Water & Sewer Telemetry Upgrade Professional Services Agreement Amendment No. 1 - Public Works](#), 10 Minutes

10.E Public Works 2020 Fleet Purchases - Public Works, 10 Minutes

10.F City Hall Repairs Contract Award 5 Minutes
City Hall Repairs Contract.docx

11. CONSENT AGENDA

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

14. ADJOURNMENT

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CITY OF
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**CITY COUNCIL STUDY SESSION
TUESDAY, JUNE 16, 2020**

REMOTE MEETING ON ZOOM

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
 2. **EXECUTIVE SESSION**
 3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
 4. **MAYOR'S REPORT**
 5. **PRESENTATIONS**
 - 5.A [2020 Communications Plan](#) 30 Minutes
 6. **UNFINISHED BUSINESS**
 - 6.A [Self Service Storage Moratorium \(Ord 2020-12\)- Work Plan Discussion](#) 30 Minutes
 - 6.B [Inclusionary Zoning \(IZ\)/Floor Area Ratio \(FAR\)/Transfer of Development Right \(TDR\) Policy Discussion](#) 45 Minutes
 7. **NEW BUSINESS**
 8. **CITY COUNCIL DISCUSSION**
 9. **FUTURE COUNCIL AGENDAS**
 10. **FOR THE GOOD OF THE ORDER**
 11. **ADJOURNMENT**
- .PUBLIC COMMENT**

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**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JUNE 23, 2020**

REMOTE MEETING ON ZOOM

AGENDA

- 1. CALL TO ORDER/ROLL CALL - 6:00 PM**
- 2. EXECUTIVE SESSION**
 - 2.A (6:05 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, 20 Minutes
- 3. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
- 4. PUBLIC COMMENT**
- 5. MAYOR'S REPORT**
- 6. CITY MANAGER'S REPORT**
- 7. PRESENTATION(S)**
- 8. PUBLIC HEARING(S)**
- 9. UNFINISHED BUSINESS**
 - 9.A (x PM) Shoreline Management Program (SMP) Amendment for Critical Areas Ordinance Integration - Planning, 30 Minutes
Staff Memo re SMP Amendment - CAO Integration - 072018
Public Participation Program
Draft Work Plan 20180111
SMP Revisions to Public Hearing Draft 20180607
- 10. NEW BUSINESS**
 - 10.A Discuss Cost Allocation Methodology Overview for Budget preparation 20 Minutes

- 10.B [2020 Asphalt Repairs Project- Public Works, 10 Minutes](#)

- 10.C [Ordinance 2020-03 "Housekeeping" Changes: Revising Chapters 2.14, 2.16, 18.09, 18.12, 18.15, and 18.36 BIMC - Planning, 10 Minutes](#)
[20200623 CC Staff Memo.docx](#)
[Ord_2020-03.docx](#)
[Title 2 Changes Summary Table](#)
[Title 18 Changes Summary Table](#)
[Exhibit A Title 2 Housekeeping Changes](#)
[Exhibit B BIMC 18.09.020 Use Table Excerpt Temporary Uses](#)
[Exhibit C Title 18 Housekeeping Changes](#)
[PLANNING COMMISSION MINUTES 102419.pdf](#)

- 10.D (PM) [Ordinance No. 2020-02 Relating to Accessory Dwelling Units \(ADUs\) - Planning, 20 Minutes](#)
[20200623 Staff Memo on ADUs.docx](#)
[20200511 Ordinance 2020-02 DRAFT.docx](#)
[October 2018 Legal Memo on ADUs](#)
[March 12, 2020 Planning Commission Minutes](#)
[Planning Commission Subcommittee Recommendations Regarding ADUs](#)
[ADU Use Specific Standards 18.09.030](#)
[Building Official Memo re Tiny Home Appendix Q Adoption](#)

- 10.E [Resolution No. 2020-04 Amending the City's Fee Schedule to add a "Temporary Construction Staging Permit" fee - Planning, 5 Minutes](#)
[Resolution No. 2020-04 Amending Fee Schedule to Add Temp Construction Staging Permit.docx](#)

- 10.F [Appointment of Deputy Mayor for July through December, 2020, 10 Minutes](#)

11. CONSENT AGENDA

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

14. ADJOURNMENT

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CITY OF
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Special City Council Meeting Agenda Bill

MEETING DATE: May 19, 2020

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (5:45 PM) 2020 Fiscal Impacts and Revenue and Expenses Forecasts - Executive,

SUMMARY: At the May 12, 2020 City Council meeting, Council received a briefing on the estimated impacts to the City's tax-supported revenue streams due to COVID-19 closures and events. The briefing presented a planned approach to address the forecast shortfall of roughly \$4.5 million during the remainder of 2020. The approach proposes to achieve roughly \$1.3 million in savings by holding most City vacancies open until 12/31/20, to defer roughly \$1.4 million in other discretionary spending, and to anticipate using roughly \$1.8 million in available fund balance.

City staff will monitor the status of revenue and expenditure plans going forward and will provide Council with monthly updates for the remainder of 2020.

Additional detail is provided in the attached briefing.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to authorize the City Manager to pursue the approach proposed as part of this agenda item to address emerging fiscal impacts to the 2020 budget.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[COVID-19 Fiscal Impacts to 2020 Budget - May 19 CC Update.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

2020 Fiscal Update: Revenue and Expense Forecasts

May 19, 2020

Overview

- Introduction/Summary
- Current Revenue Forecast
- Expenditure Recommendations
- Emerging Issues
- Next Steps

What Makes Cities Vulnerable?

- Revenue side
 - ✓ Reliance on hotel/motel
 - ✓ Reliance on sales tax
 - ✓ Reliance on user fees
 - ✓ Reserve levels
- Expenditure side
 - ✓ Public safety expenditure
 - ✓ Other personnel status
 - ✓ Debt levels

Impacts are Primarily Non-Utility

- Tonight's presentation will focus on the "tax-supported," non-utility funds.
- Utility revenues largely unchanged
- Utility expenditures on track and unchanged

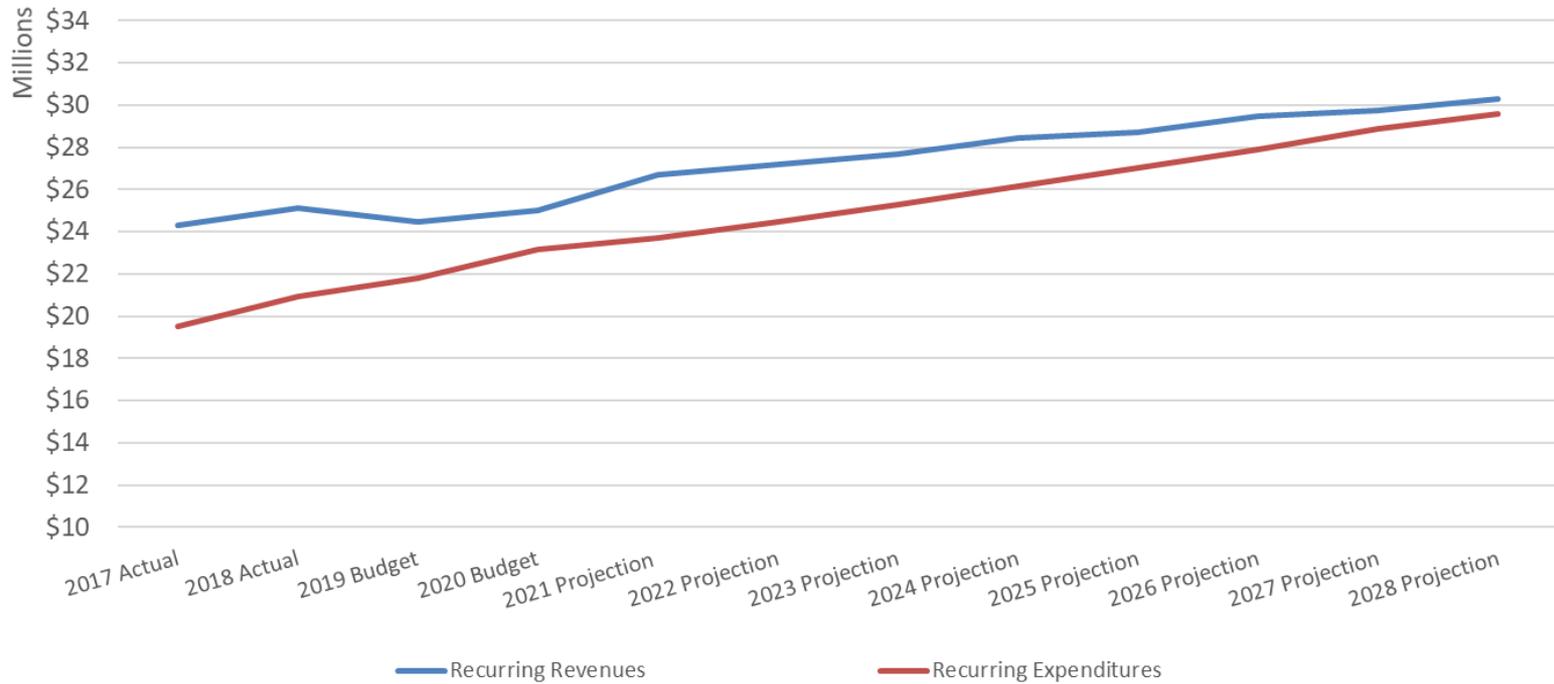
Summary

- City revenue policies have developed over time, and have benefited from intentional management and a long-range perspective
- In general, City's primary revenue sources are typically stable
- Means revenue is less vulnerable to downturns than some other cities

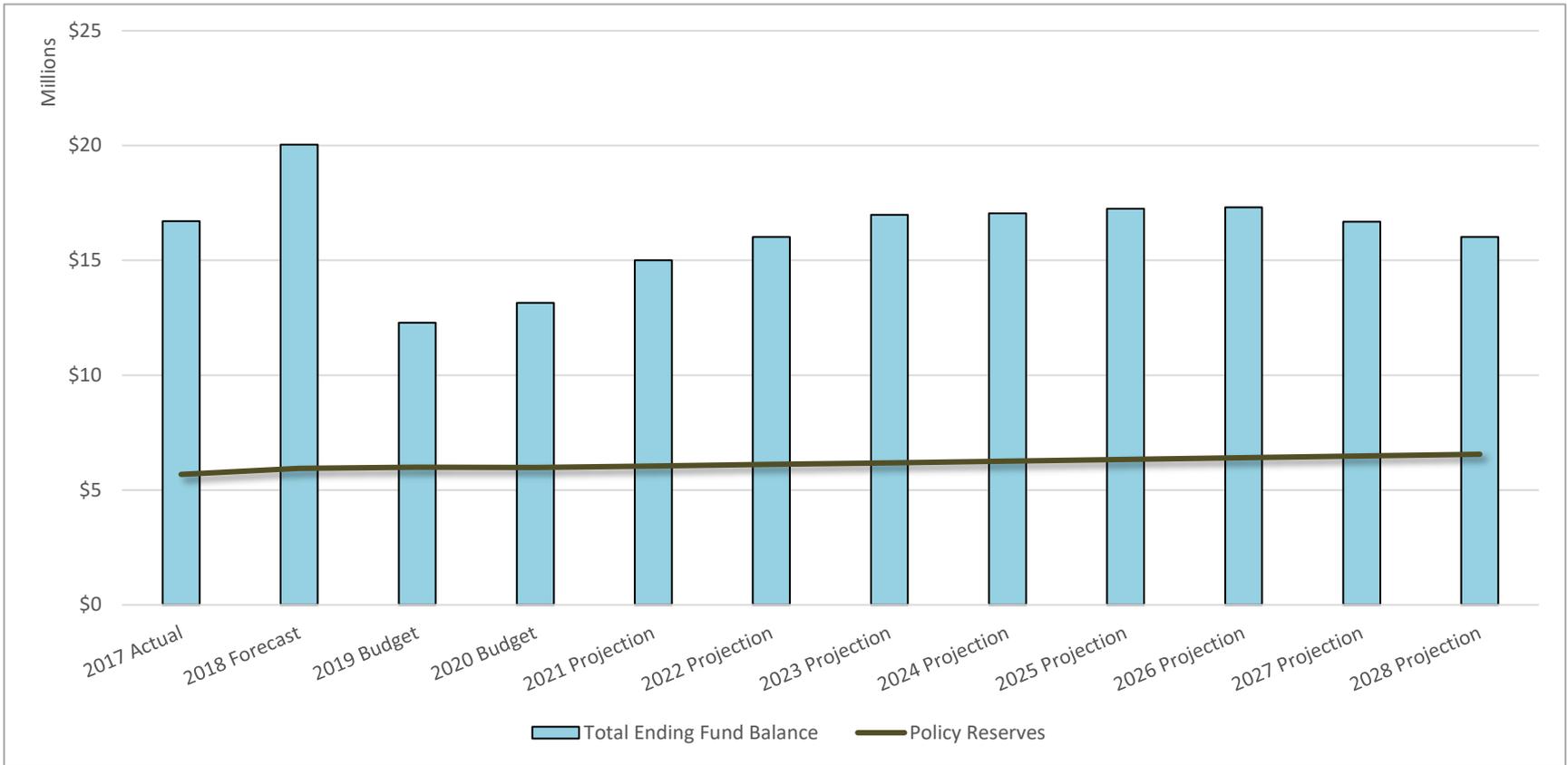
Summary

- 2020 Modified Budget was built assuming moderating revenues (compared to prior years)
- In 2019, Police-Court debt issue sized to use more fund balance and less debt – intentionally creating less ongoing cost
- 2020 Modified Budget met both 10-year sustainability tests
- Q1 actuals are close to plan

MAJOR TAX - SUPPORTED FUNDS
 (Includes all proposed 2020 budget modifications)



2020 Modified Budget (adopted Nov. 2019) met policy: recurring expenditures are fully supported by recurring revenues



2020 Modified Budget (adopted Nov. 2019) met policy: General Fund ending fund balance exceeds policy reserve levels.

Summary

- Revenues now uncertain, but certainly less than planned (estimate = 15 – 20% decrease)
- City can control expenditures and spend less than planned
- City can use available fund balance to support business continuity level services and selected discretionary projects

Summary

- We are well-positioned for these decisions based on reserve policies and fund balance
- We will use next 6 months to gain insight to revenue impacts
- We will develop 2021-2022 budgets to match available/anticipated revenue

Summary

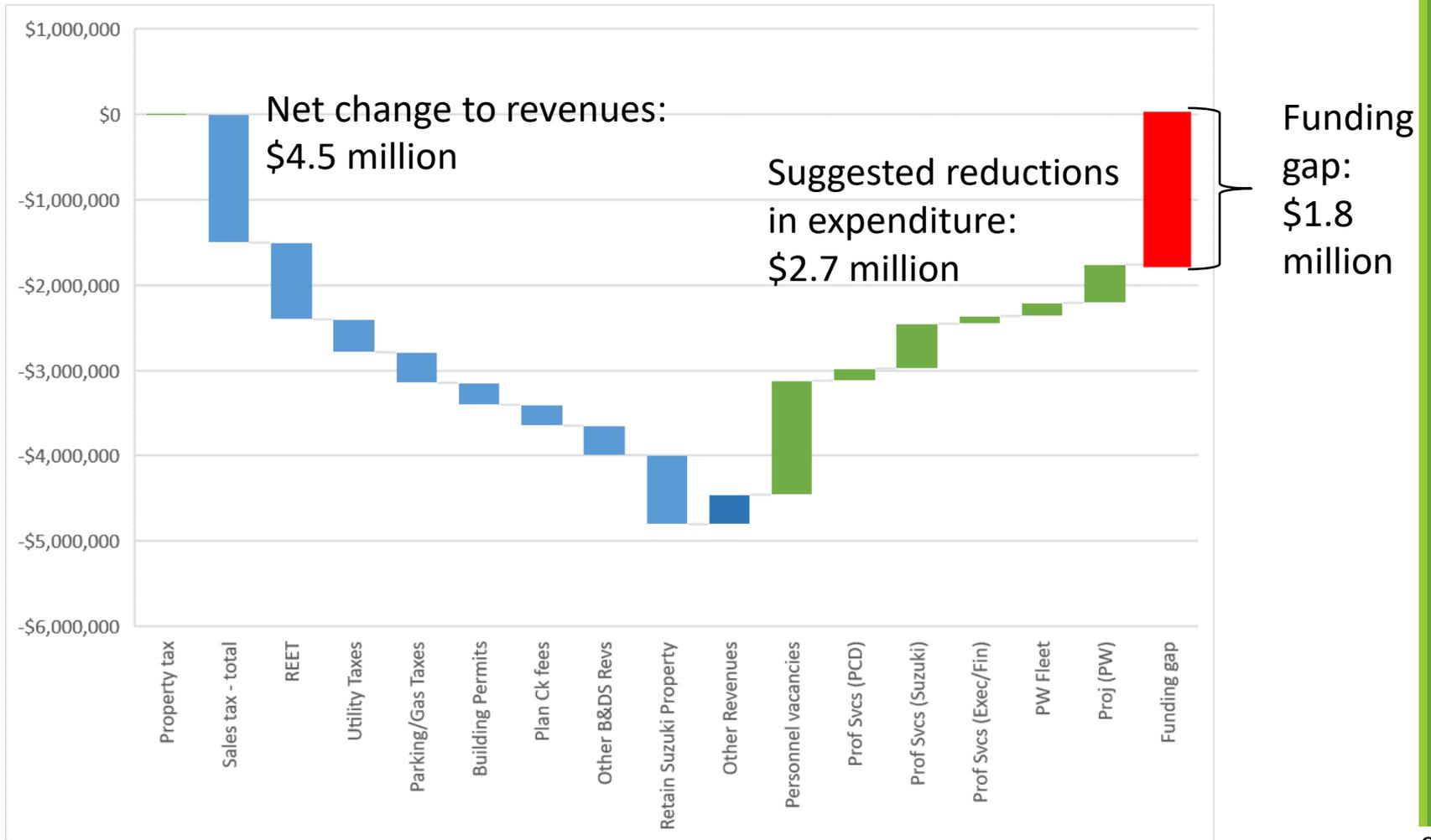
- Great degree of uncertainty given timing delays in key revenue sources
- Current forecasts attempt “mid-range” scenario
- Regionally, other jurisdictions are assuming Q2 and Q3 will be lowest revenue with some recovery beginning in Q4 and continuing into 2021
- Staff will provide monthly updates through the end of the year

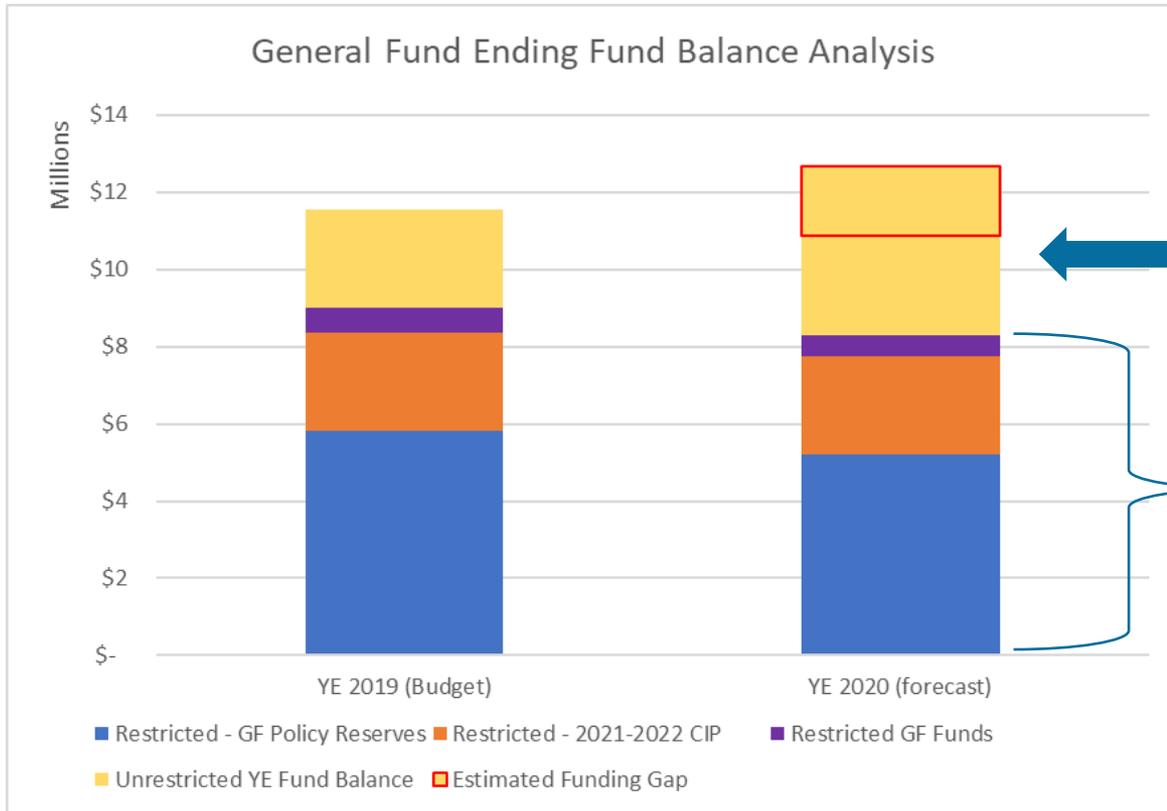
Summary

- Current forecast revenue loss of \$4.5 million
- Cost savings through vacancies of \$1.3 million
- Cost savings through other decisions of \$1.4 million
- Remaining gap = \$1.8 million

Summary

- YE 2020 fund balance of \$12.7 million
 - ❖ policy reserves will be intact at roughly \$8 million
 - ❖ additional fund balance of \$4.7 million
- Estimated gap (\$1.8 million) is less than 15% of available reserves and fund balance





Estimated Ending Fund Balance

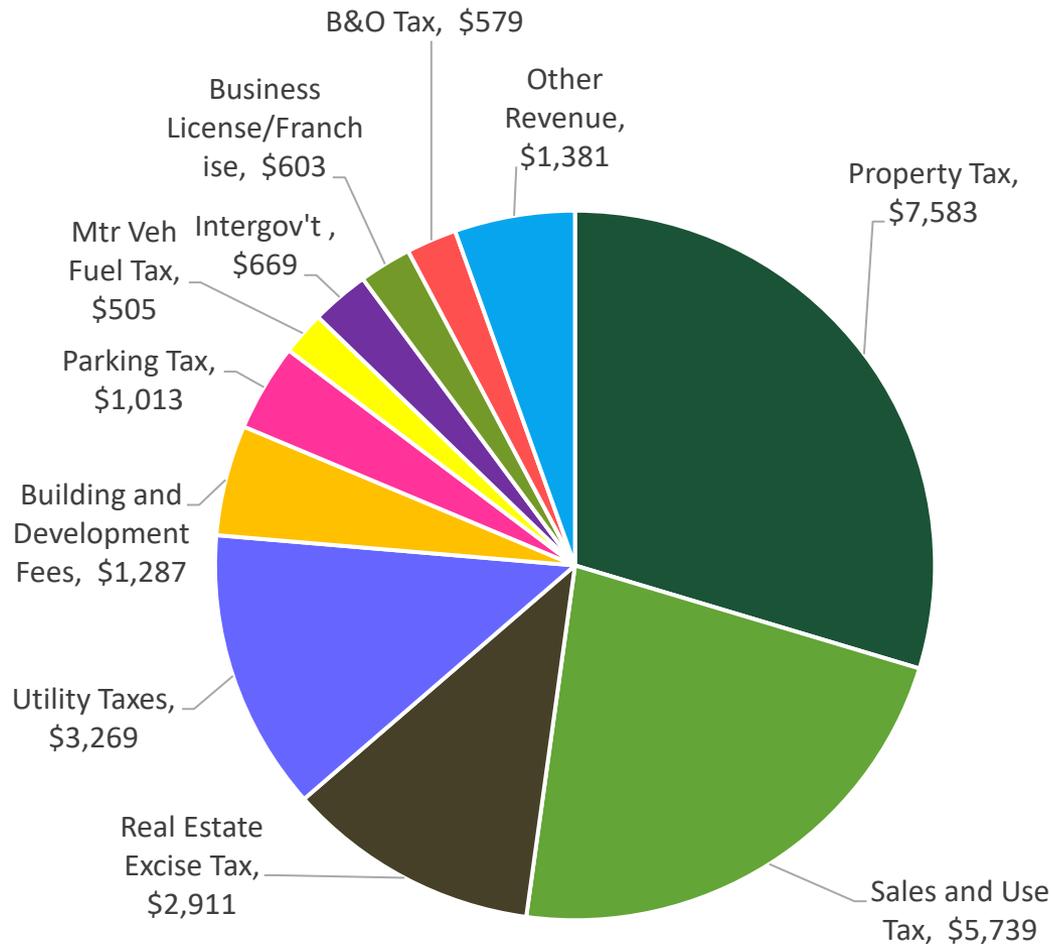
Revenue Forecast

2019 Tax-Supported Revenue

in thousands

Total: \$25.5 million

Four largest revenue sources comprise \$19.5 million, or 76% of total



	When City will have updated information
Property tax	Payment generally in April and October. Expect some delay in first payment as extension offered to some property owners.
Sales tax	Two-month delay between sales and receipt of revenue. Expect to see reduction starting with revenue received in June.
REET	One-month delay between sale and receipt of revenue.
Utility Taxes (Private, City)	Revenue received monthly from utility companies based on prior month's use.
Business Licenses	One-month delay.
B&O	2020 revenue received in Q1.
Parking Tax	One to three-month delay.
Gas Tax	Two-month delay between sale and receipt of revenue.
Building Permits	No delay.
Plan Check fees	No delay.

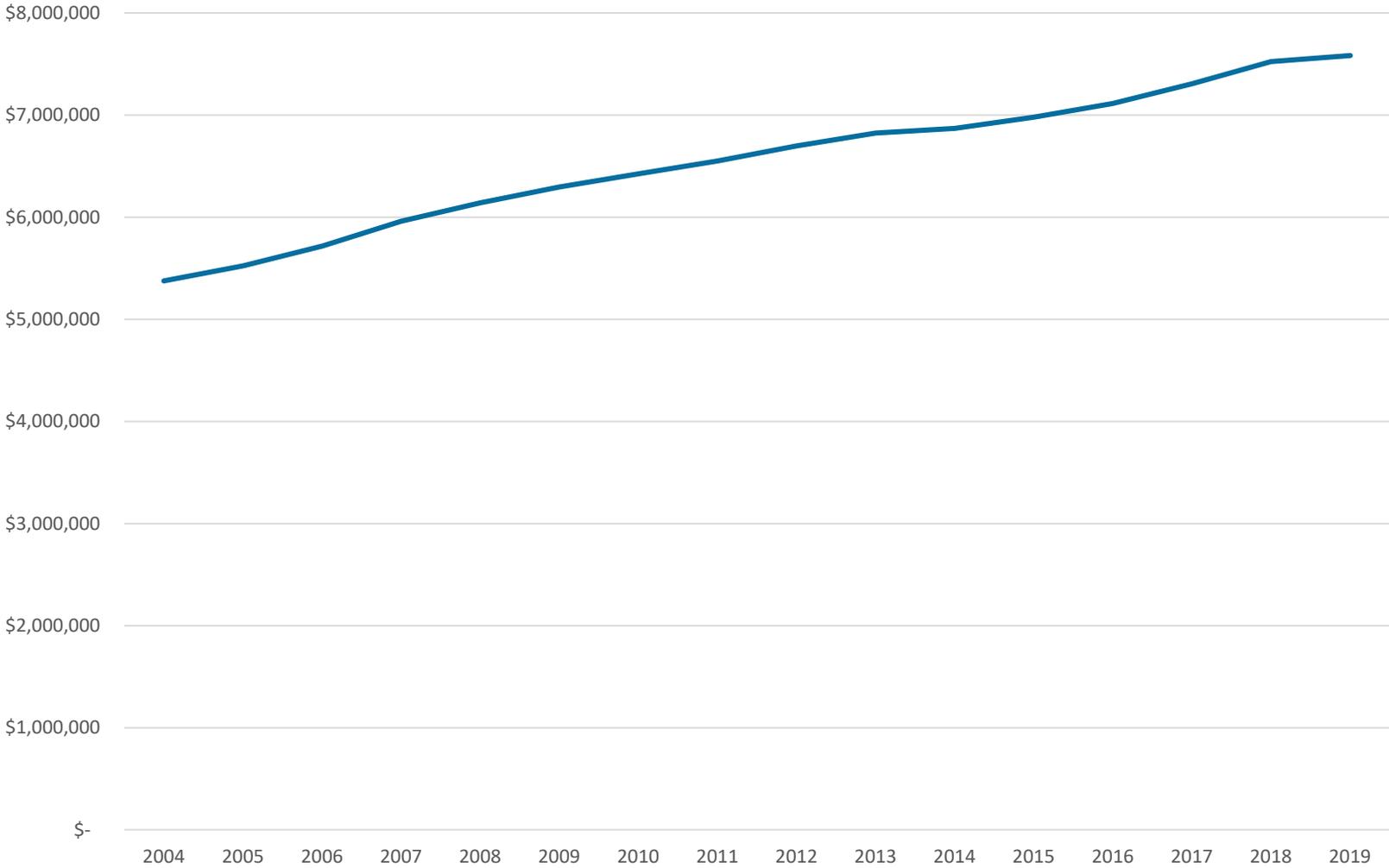
	2020 budget	2020 forecast	2020 change	% change
Property tax	7,698,000	7,700,000	2,000	0%
Sales tax	5,308,000	3,800,000	(1,508,000)	-28%
REET	3,000,000	2,100,000	(900,000)	-30%
Utility taxes	3,454,150	3,079,000	(375,150)	-11%
Sale of Suzuki Property	800,000	0	(800,000)	-100%
Streets Fund	1,411,000	1,054,955	(356,045)	-25%
B&DS Fund	1,663,000	810,000	(853,000)	-51%
<i>Subtotal</i>	<i>22,534,150</i>	<i>18,543,955</i>	<i>(3,990,195)</i>	<i>-18%</i>
Total Tax-Supported Revenues	25,602,450	21,145,313	(4,457,137)	-17%

Major Tax-Supported Revenues

	2020 budget	2020 forecast	Q1 % actual (to forecast)	Q2 % change	Q3 % change	Q4 % change
Property tax	7,698,000	7,700,000	0%	0%	0%	0%
Sales tax	5,308,000	3,800,000	-2%	-30%	-60%	-36%
REET	3,000,000	2,100,000	20%	-65%	-25%	-20%
Utility taxes	3,454,150	3,079,000	-16%	-10%	-10%	8%
Parking tax	851,000	632,000	-4%	-55%	-80%	-10%
Gas tax	525,000	380,000	-2%	-30%	-50%	-10%
Building permits	600,000	345,000	-15%	-90%	-20%	-10%
Plan check fees	500,000	250,000	-17%	-80%	-30%	-10%

Key Revenue Forecast Assumptions

City of Bainbridge Island Property Tax Revenue



Key Forecast Assumptions

- Sales tax
 - ❖ Two-month lag in receipts so expect Q2 to reflect slowing; Q3 to reflect most reduction due to business and construction restrictions in March and April.
 - ❖ City sales tax revenue typically lowest at end of Q1 and during Q2
 - ❖ Forecasting moderating revenue reduction at end of year

Key Forecast Assumptions

- Real Estate Excise Tax (REET)
 - ❖ Forecast expected moderating revenue based on 2018 and 2019 performance.
 - ❖ Expected severe reduction in transactions in Q2, resulting in commensurate revenue reduction
 - ❖ Due to small number of sales, one large transaction results in noticeable change to revenues (e.g., Harrison Building in January 2020, large residential property in March 2020, and large commercial property in October 2019)

Key Forecast Assumptions

- Utility taxes
 - ❖ Based on use of utilities, which generally are less subject to change
 - ❖ Adjusted revenue estimates based on historical patterns
 - ❖ Decisions to avoid shut-offs and penalties reduce revenue in Q2 and Q3

Key Forecast Assumptions

- Street Fund
 - ❖ Commercial Parking Tax
 - ❖ Quarterly payment based on prior quarter
 - ❖ Reduction due to stay-at-home order starting end of Q1
 - ❖ Assumes resumption of ferry lot use in Q3
 - ❖ Gas Tax
 - ❖ Like Sales Tax, reflects two-month lag
 - ❖ Assumes state-wide reduction of travel

Key Forecast Assumptions

- Building and Development Services
 - ❖ Building Permits
 - ❖ Based on Q1 data, expecting lower than budgeted revenues
 - ❖ Q2 assumptions reflect limitations on construction
 - ❖ Q3 and Q4 assumptions reflect continuation of existing projects
 - ❖ Plan Check Fees
 - ❖ Based on Q1 data, expecting lower than budgeted revenues
 - ❖ Q3 and Q4 assumptions reflect resumption of activity, with typical moderation at the back half of the year.

	2020 budget	2020 forecast	2020 Variance	% 2020 Budget
Business Licenses	606,000	579,000	-27,000	-4%
B&O	593,000	641,000	48,000	8%
Intergovernmental	436,600	365,000	-71,600	-16%
Investment Interest	50,000	185,000	135,000	270%
Other GF	517,700	712,313	194,613	38%

General Fund Detail

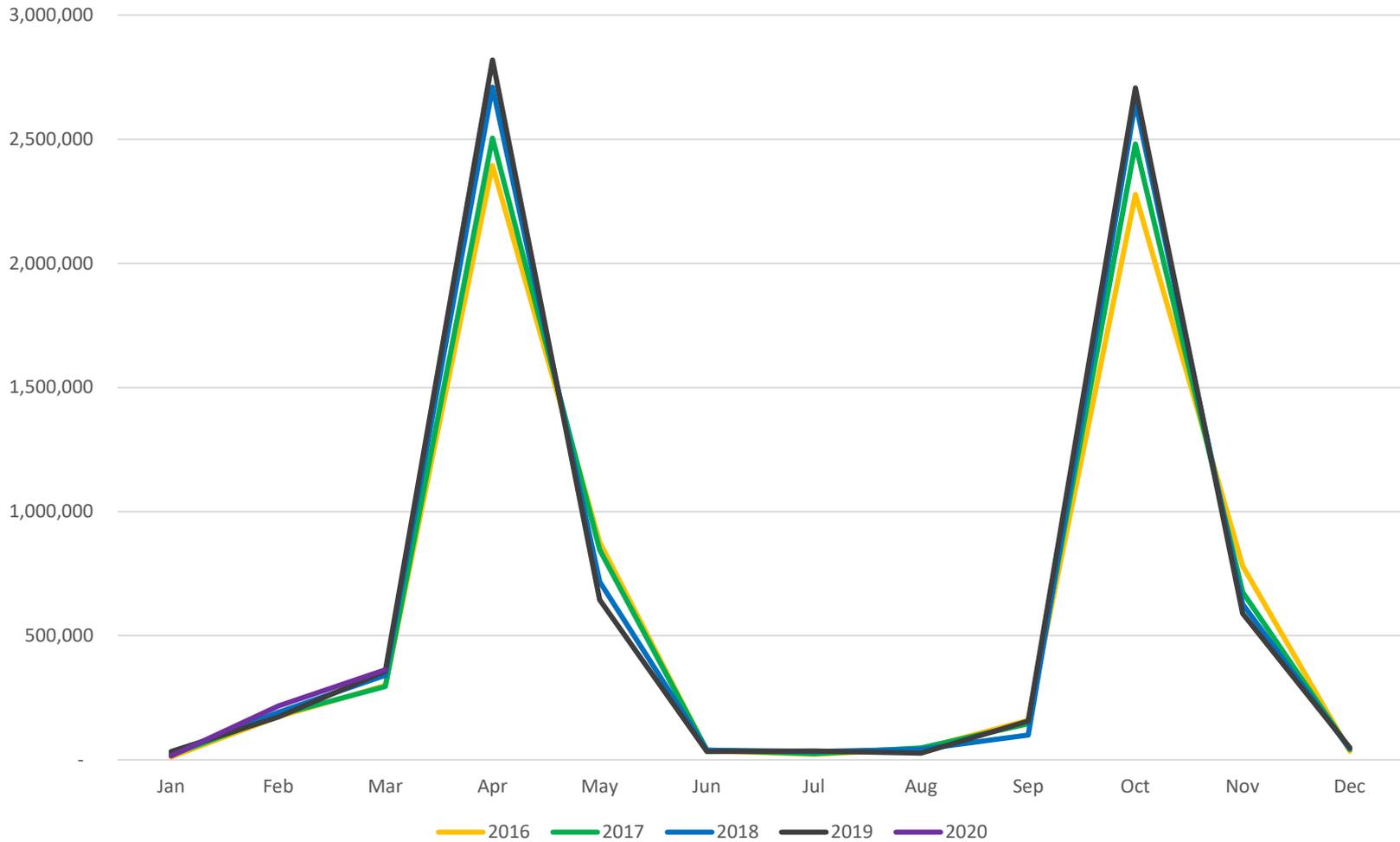
	2020 budget	2020 forecast	2020 Variance	% 2020 Budget
Parking Tax	851,000	632,000	-219,000	-26%
Gas Tax	525,000	380,000	-145,000	-28%
Other Streets	35,000	42,955	7,955	23%
Total Streets	1,411,000	1,054,955	-356,045	-25%

Streets Fund Detail

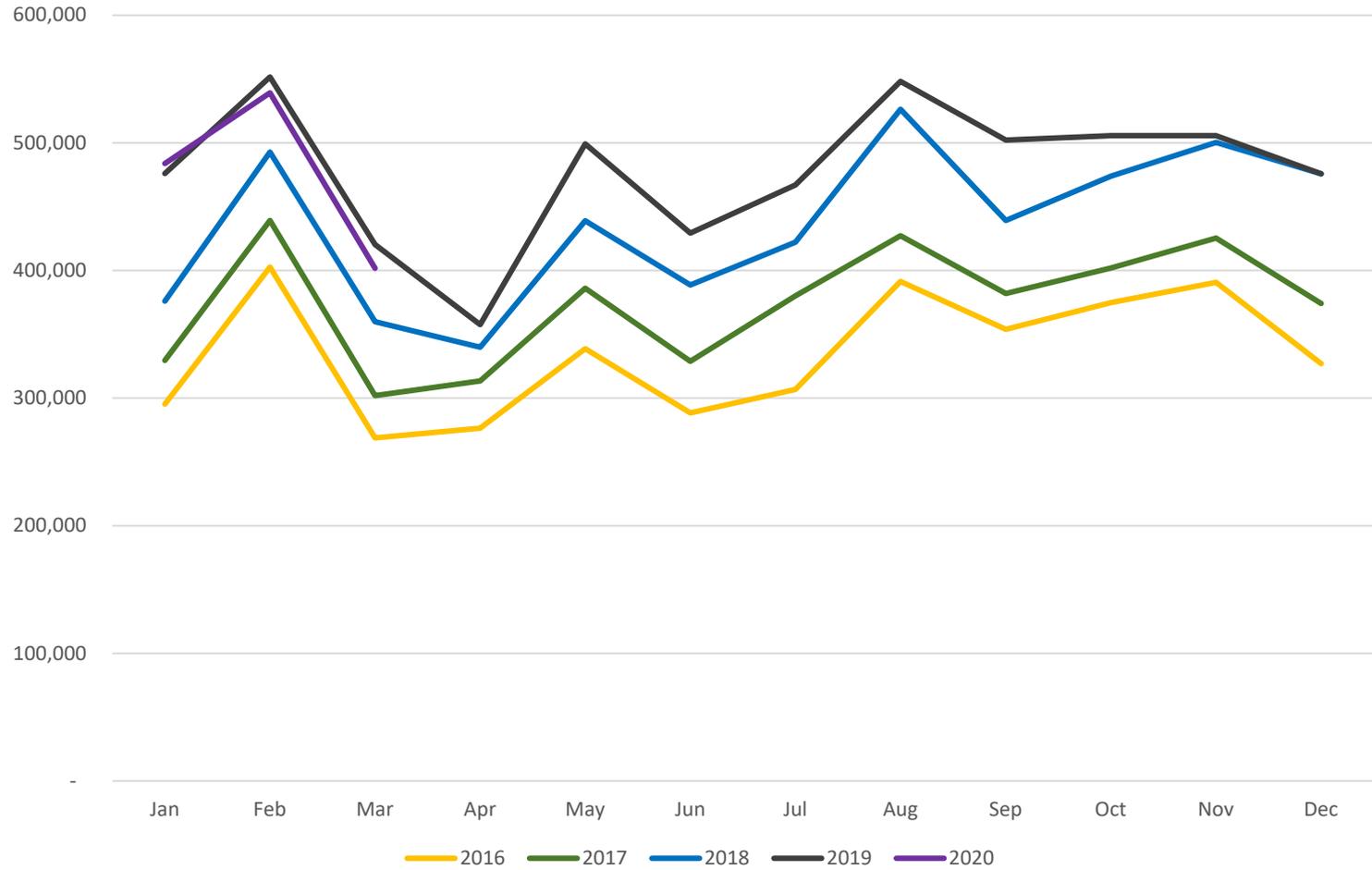
	2020 budget	2020 forecast	2020 Variance	% 2020 Budget
Building Permits	600,000	345,000	-255,000	-43%
Plan Check fees	500,000	250,000	-250,000	-50%
Other B&DS	563,000	215,000	-348,000	-62%
Total B&DS	1,663,000	810,000	-853,000	-51%

Building and Development Services Fund Detail

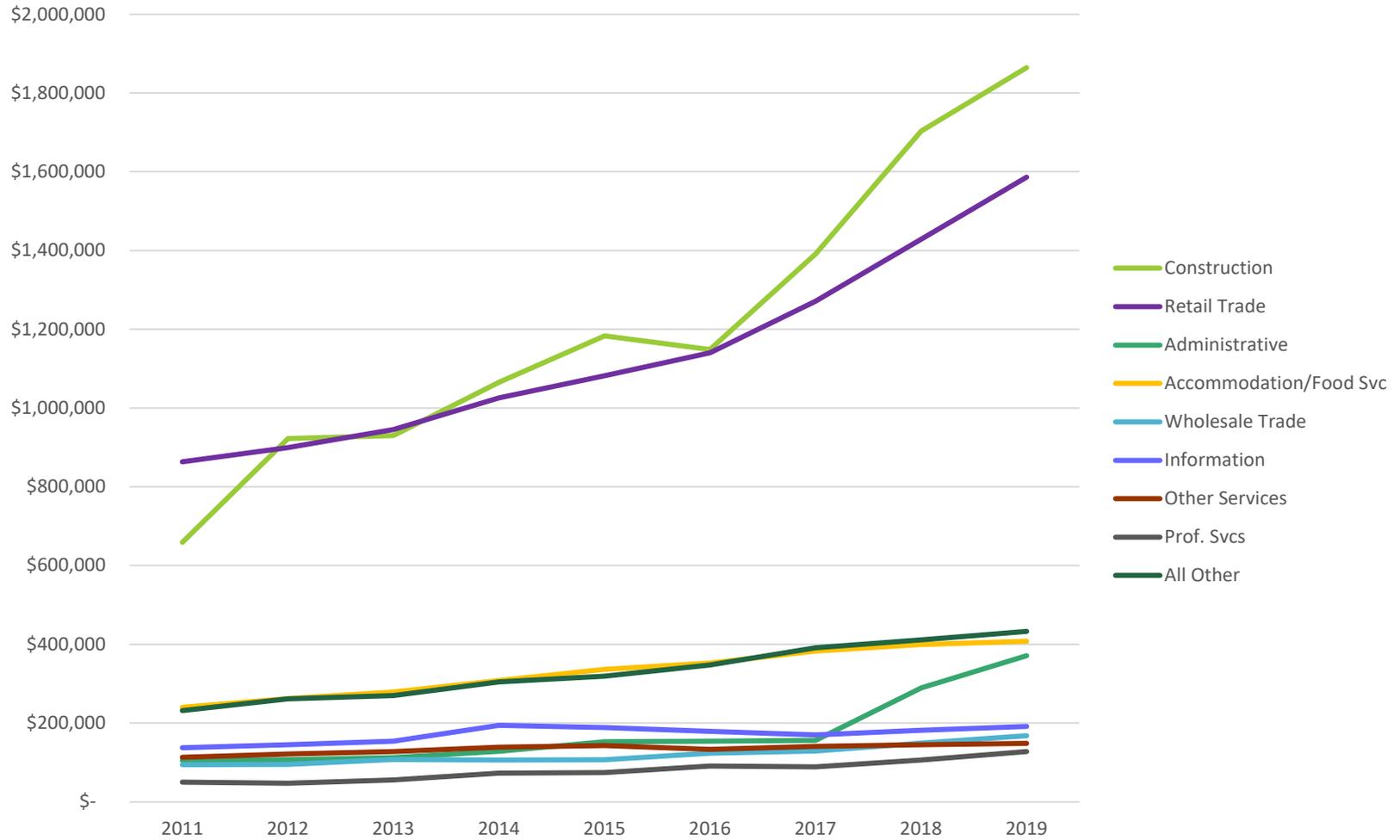
Monthly Property Tax Revenue 2016-2020



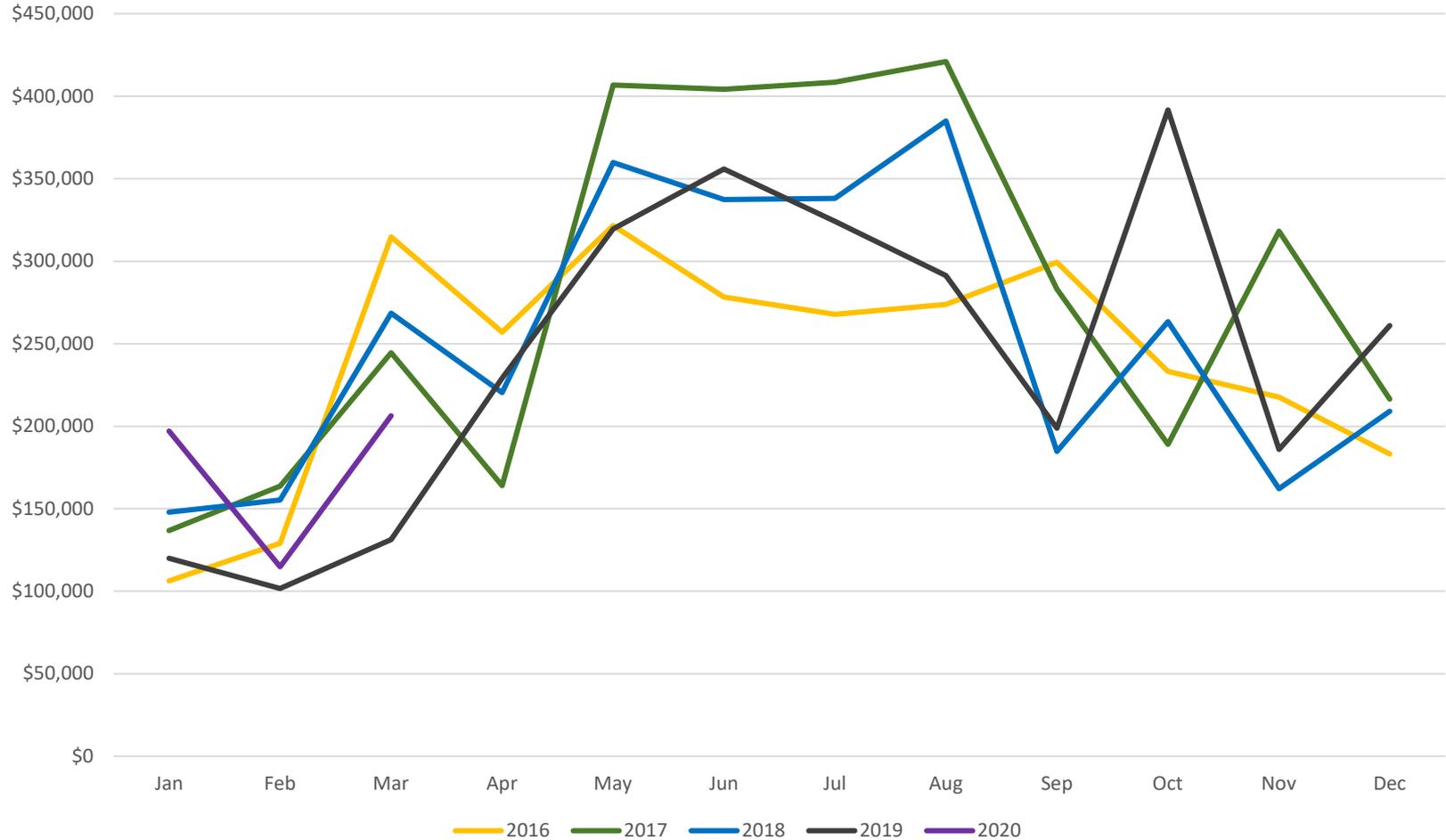
Monthly Sales Tax Revenue 2016-2020



Sales Tax by Sector 2011-2019



Monthly REET Revenue



Expenditure Forecast

Recommended Approach

- Maintain essential services and business continuity
- Maintain commitment to asset maintenance and planned replacement schedules
- Continue with high priority capital and community projects with significant prior investment

Recommended Approach

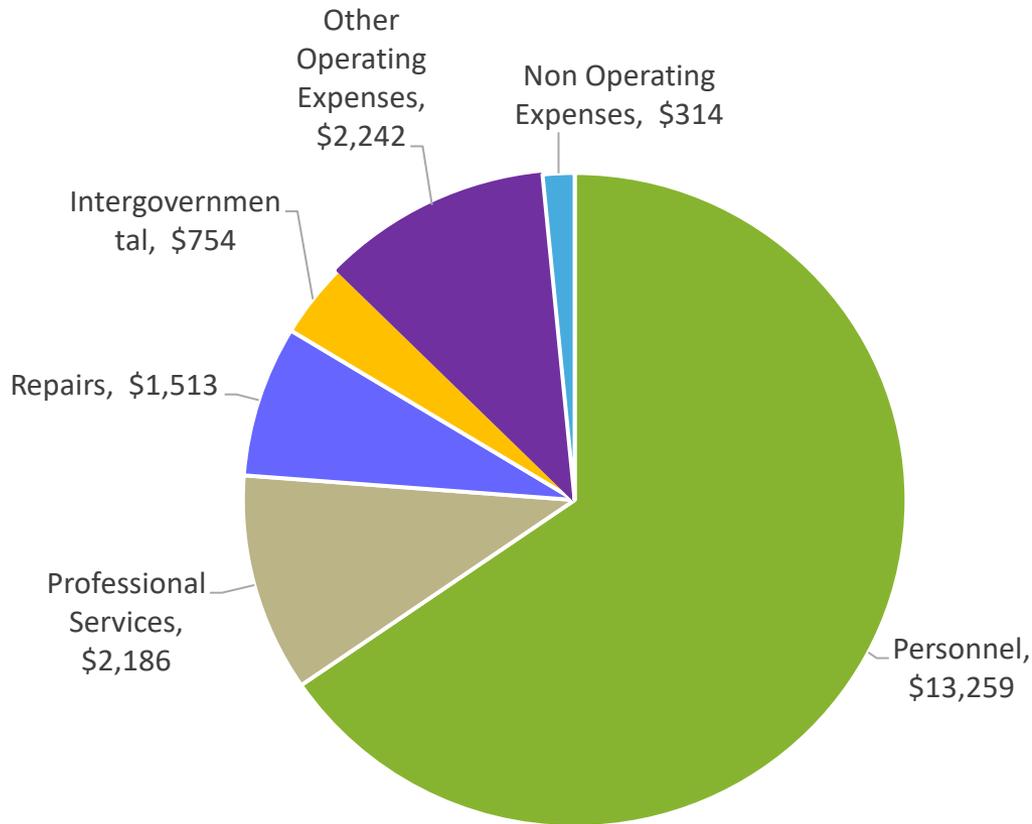
- Hold positions vacant to the degree possible while supporting business continuity
- Identify non-personnel items that can be deferred
- Monitor and adjust throughout the year

2019 Tax-Supported Expenses

in thousands

Total: \$20.2 million

Personnel = 65%



Personnel savings

- Personnel is the City's single biggest expense.
- Decisions to hold a position vacant have real impact to ability to deliver services.
- Staffing levels should be set to maintain business continuity.

Approved City FTE 2008-2020

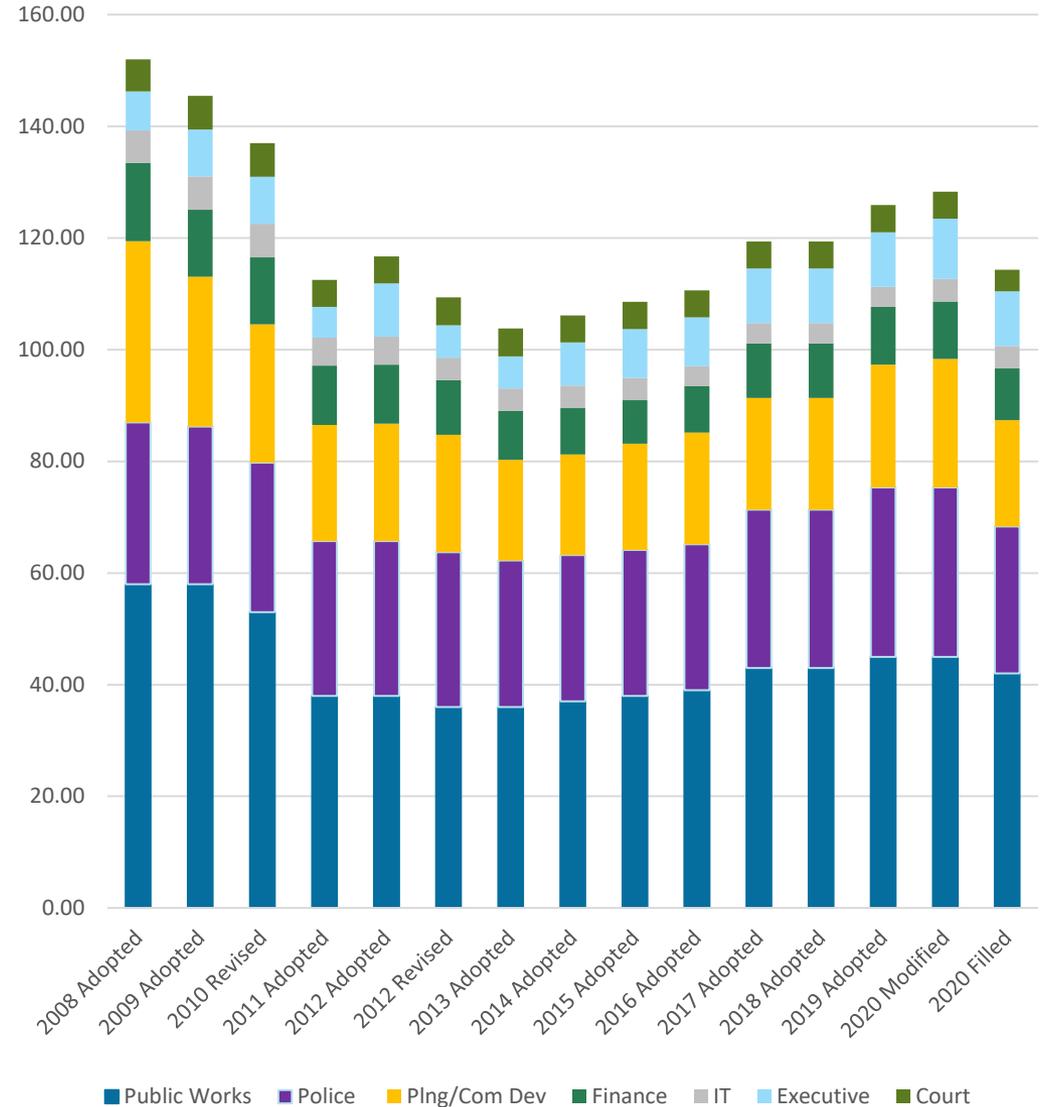
2008 – highest approved
152.00

2020 – approved total 128.3

2020 – current filled 113.3

HOLDS STAFFING TO
ROUGHLY 2012 LEVELS

Approved City FTE 2008 - 2020



Personnel Savings

- 15 positions vacant as of June 1
- Recommend holding 12 vacancies
- Recommend hiring two Police officers
- Recommend hiring PW Development Engineer with 6/1 start date

Department	2020 Vacant	2020 Vac Rate	2020 Filled
Public Works	4.00	9%	41.00
Police	4.00	13%	26.35
Planning/Com Development	4.00	17%	19.00
Finance	1.00	10%	9.30
Info. Tech.	0.00	0%	4.00
Executive	1.00	9%	9.80
Court	1.00	21%	3.85
Total	15.00	13%	113.30

Position
vacancies by
department

Personnel Savings

- Holding these vacancies through the end of December generates \$1.3 million in savings to tax-supported funds
- Calculations assume salaries and benefits

Item	Dept	Tax-Supported Funds	Water	Sewer	SSWM
POLICE DEPT VACANCY SAVINGS	PD	-200,000	0	0	0
SR PLANNER (TL)	PCD	-168,000	0	0	0
HYDROGEOLOGIST (TL)	PW	-161,000	0	0	0
PLANNER	PCD	-133,000	0	0	0
PLANNER	PCD	-133,000	0	0	0
ENGINEERING MANAGER	PW	-127,000	-9,000	-21,000	-20,000
SR PLAN CHECK ENG	PCD	-123,750	0	0	-2,250
FINANCE ANALYST	FIN	-102,000	-5,000	-11,000	-10,000
MAINT TECH II	PW	-87,000	0	0	0
COURT ADMINISTRATOR	Court	-54,000	0	0	0
PUBLIC RECORDS (TL)	EXEC	-50,000	0	0	0
Total		(\$1,335,000)	(\$14,000)	(\$32,000)	(\$32,250)

Estimated savings for vacant positions

Going forward

- If financially feasible, will restart hiring for Public Works vacancies in Q4:
 - ✓ Hydrogeologist
 - ✓ Engineering Manager
 - ✓ Maintenance Technician
- Any additional vacancies will be assessed for business continuity

Criteria for other expenditures

- Completion of projects with significant previous investment.
- Projects that support ongoing asset preservation and maintenance
- Projects that can be supported with current staffing levels

Item	Total (Annual)	Tax-Supported Funds	Water	Sewer	SSWM
Police/Court Facility	\$ 9,731,000	\$ 9,731,000	\$ -	\$ -	\$ -
Wyatt Way construction	\$ 699,170	\$ 406,670	\$ 292,500	-	-
Total	\$ 10,430,170	\$ 10,137,670	\$ 292,500	\$ -	\$ -

Priority items that will continue – capital projects

Item	Total (Annual)	Tax-Supported Funds	Water	Sewer	SSWM
2020 road preservation	\$ 450,000	\$ 450,000	-	-	-
Road Striping	\$ 230,000	\$ 230,000	-	-	-
Maintenance projects (Facilities)	\$ 372,000	\$ 372,000	-	-	-
Maintenance projects (Farms)	\$ 60,000	\$ 60,000	-	-	-
Traffic calming projects	\$ 66,000	\$ 66,000	-	-	-
Sustainable Transportation Project	\$ 212,250	\$ 212,250	-	-	-
Winslow Wayfinding	\$ 24,000	\$ 24,000	-	-	-
Brien Drive undergrounding	\$ 75,000	\$ 75,000	-	-	-
Total	\$ 1,489,250	\$ 1,489,250	\$ -	\$ -	\$ -

Priority items that will continue –
Public Works projects

Item	Total (Annual)	Tax-Supported Funds	Water	Sewer	SSWM
O&M Seasonal workers	\$ 84,000	\$ 50,000	\$ 4,000	\$ 5,000	\$ 25,000
Vehicle - Dump Truck	\$ 276,000	\$ 138,000			\$138,000
Vehicle - Manlift	\$ 325,000	\$ 325,000			
Total	\$ 685,000	\$ 513,000	\$ 4,000	\$ 5,000	\$163,000

Priority items that will continue – Public Works seasonal employees and fleet

Item	Total (Annual)	Tax-Supported Funds	Water	Sewer	SSWM
B&DS Fee Study	\$ 49,000	\$ 49,000	-	-	-
Island Center Subarea Planning Process	\$ 46,000	\$ 46,000			
Bluebeam/SmartGov	\$ 30,000	\$ 30,000	-	-	-
Inclusionary Zoning	\$ 24,000	\$ 24,000	-	-	-
Wetland Consultant	\$ 10,000	\$ 10,000	-	-	-
Total	\$ 159,000	\$ 159,000	\$ -	\$ -	\$ -

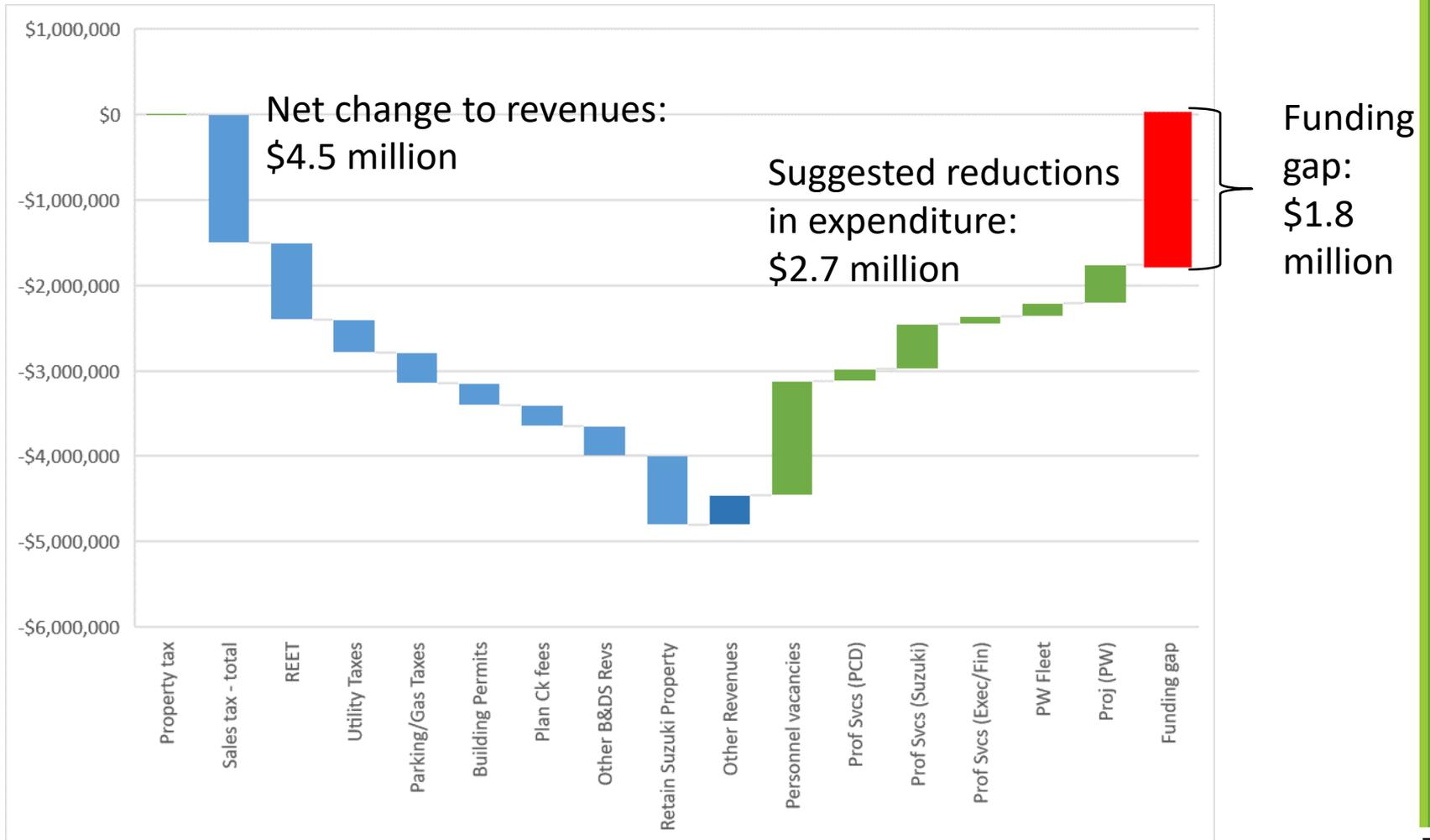
Priority items that will continue – Planning and Community Development projects

Item	Dept	Tax-Supported Funds
Suzuki Contract	EXEC	\$ (530,000)
Communications	Exec	\$ (30,000)
Internal Svcs Professional Services	Exec/Fin/IT	\$ (50,000)
Antenna Project	PW/Exec	\$ (130,000)
Survey Services	PW	\$ (20,000)
Total		\$ (760,000)

Expense reductions in 2020

Item	Dept	Tax-Supported Funds
Green Building/Solar Code	PCD	\$ (30,000)
SMP Update	PCD	\$ (50,000)
Transfer of Development Rights	PCD	\$ (15,000)
Winslow Master Plan	PCD	\$ (50,000)
Sidewalk repair/construct	PW	\$ (148,000)
Farmers Market Cover	PW	\$ (54,000)
Shade Covenant	PW	\$ (45,000)
City Dock Modifications	PW	\$ (30,000)
Traffic Study	PW	\$ (25,000)
Vehicle (Chev. Colorado)	Fleet	\$ (60,000)
Vehicle (Ford F450 Crew Cab)	Fleet	\$ (95,000)
	Total	\$ (602,000)

Projects deferred to 2021 or beyond

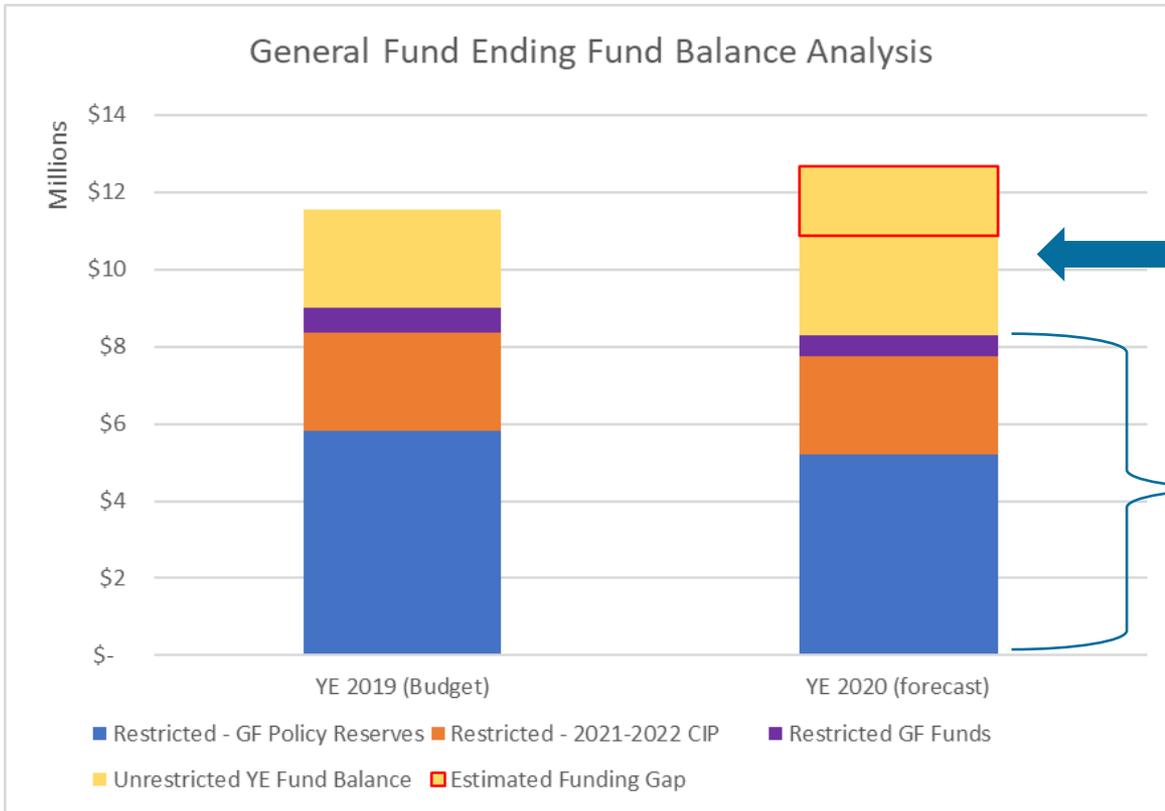


Resources to address \$1.8 million funding gap

- 2019 ended \$2.1 million higher than budgeted, not all of which are new resources
 - Carryforward: \$1.6 million to be spent in 2020
 - Higher revenues: \$300,000
 - REET - \$200,000
 - Parking Tax - \$100,000
 - Lower expenditures: \$200,000
 - Personnel

Resources to address remaining gap

- \$500,000 from higher revenues and lower expenditures in 2019
- \$1.3 million from 2020 unallocated fund balance
- All reserve funds intact at YE 2020 - \$ 8 million
- Additional \$4.7 million in unallocated fund balance



Total Unrestricted Fund Balance, with Funding Gap in red box

Total Restricted and Obligated Fund Balances

Estimated Ending Fund Balance

Emerging Issues

Potential Additional Expenses

Item	Estimated 2020 change (tax-supported)
Sportsman Club/New Brooklyn Project	\$130,000
COVID-related changes	\$250,000
Total	\$380,000

Potential Additional Resources

Announced Washington State allocation of \$300 million in CARES funds:

- Proposed City allocation of \$30 per resident = \$730,000
- Guidance needed on eligible expenses
- Guidance needed on support for other public districts (Fire and Parks)

Next steps

May 12 – presentation

May 19 – Council affirmation of
2020 approach

June through December –
monthly updates to Council



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 19, 2020

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:00 PM) Impacts to 2020 Citywide Workplan Priorities - Executive,

SUMMARY: At the May 12, 2020 City Council meeting, Council received a briefing on the impacts to the City's 2020 workplans due to COVID-19 emergency response activities and required closures. Council will continue the discussion of these impacts, in order to confirm areas of emphasis for City staff during the remainder of 2020.

The report on status and planned timing for previously identified priorities is attached.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to authorize the City Manager to make the proposed adjustments to the City's 2020 Citywide Workplan Priorities as described with this agenda item.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Impacts to 2020 Citywide Workplan Priorities.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



**CITY OF
BAINBRIDGE ISLAND**

Update on Impacts to
2020 Workplan Priorities

May 12, 2020

EXECUTIVE – Priority 1 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Support Council consideration of use of LTAC funds for affordable housing	Complete		N/A	Q1 – Q2
Complete closing for purchase of Harrison property	Complete		N/A	Q1
Police/Court facility: <ul style="list-style-type: none"> • Complete final design • Issue bid docs • Select construction contractor • Initiate construction • Internal transition plans 	Delayed	Scheduled to return to Council on June 2.	Q1 – Q4	Q1 - Q4
Support Council review/adoption of Climate Action Plan	Delayed	Scheduled to return to Council on May 26.	Q1 – Q4	Q1 – Q2
Support Council consideration of I-976 impacts	Delayed	Will plan to incorporate in 2021-2022 Budget Development process.	Q2 – Q4	Q1 – Q4
Review and affirm Communications Plan Initiatives: <ul style="list-style-type: none"> • COBI Connects • Project outreach info • Website improvements • National Citizens Survey 	Delayed	Scheduled for Council briefing on June 16. Direction from Council will assist 2021-2022 budget development. Monthly production of COBI Connects is currently on pause.	Q2 – Q4	Q1
Support Council consideration of public farmland framework	Delayed	Recommendation from Council Ad Hoc committee could assist 2021-2022 budget development.	Q2 – Q4	Q1 – Q4
Support Council plans for workshop on Teen Mental Health	Delayed	Recommendation from Council Ad Hoc committee could assist plans for 2021 human services funding cycle (which will occur in 2020).	TBD	Q1-Q4

EXECUTIVE – Priority 2 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Implement changes to Ethics Program	Delayed	Timing to be determined by Council.	TBD	Q1
Support 2021-2022 Human Services funding cycle	Delayed	Will plan to review RFP with Council in early Q3	Q2 – Q4	Q2
Support 2021 LTAC funding cycle	Delayed	Will plan to review RFP with Council in early Q3	Q2 – Q4	Q2
Support Council decision-making on Suzuki affordable housing project	Delayed	Timing to be determined by Council.	TBD	Q1 – Q4
Plan for 2021 Community Needs Assessment	Delayed	Intention is to issue RFP in Q4 and begin work in 2021.	Q3 – Q4	Q2 - Q3 2020
Complete Code changes to convert Human Services Funding Advisory Committee to a Task Force	Complete			Q1
Complete Code changes to convert Cultural Funding Advisory Committee to a Task Force	Complete			Q1

EXECUTIVE – Priority 3 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Support RETF outreach workplan	Delayed	On hold due to restrictions on public engagement activities.	TBD	Q1 – Q4
Manage GARE technical assistance project	Delayed	Scope and process questions emerged in Q1. Council will need to reconsider to restart, and to respond to current restrictions.	TBD	Q1 – Q4
Support design options and financing for WSDOT/Day Road Project	Delayed	WSDOT project on hold until further notice	TBD	Q1 - Q2
Support installation of 2020 “Something New” public artwork	Delayed	Artwork in place is extended to Fall, 2020	Q3 – Q4	Q1
Facilitate Council review of ongoing funding for Public Art Committee/AHB and plans for “Something New” rotating artwork project	Delayed	AHB has requested additional funding to continue administrative support for PAC.	TBD	Q1
Revise and update City real property surplus process	Delayed	Should proceed as needed to support disposition/planning for Suzuki property.	TBD	Q1
Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD, Verizon, etc.)	Delayed	In progress.	Q1 – Q4	Q1 – Q4
Implement closed captioning for City Council meetings	Delayed	Delayed due to Citywide transition to remote meeting platforms.	TBD	Q1
Revise and update City special event permit process	Delayed	Will move forward as staff capacity allows.	TBD	Q1 - Q3
Consider rules related to Sexually Violent Predator Housing	Delayed	Will move forward as staff capacity allows.	TBD	TBD
Support City participation in opioid lawsuit	Delayed	In progress.	TBD	TBD

EXECUTIVE – Priority 3 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Emergency Preparedness: <ul style="list-style-type: none"> • Continue Map Your Neighborhood outreach • complete MOUs with community partners for Hubs and Shelters • Plan and execute quarterly EOC exercises 	Delayed	Emergency response activities will take precedence for foreseeable future.		Q1 – Q4
Resolve Crawford shade covenant issues	Delayed	Recommend revisit pending staff capacity.	TBD	Q1 – Q2
Complete disposition of designated surplus property (Pritchard, IslandWood Easement, Manitou).	On Track	In progress.	Q1 – Q4	Q1 – Q4
Complete annual update to GHG inventory dataset	On Track	Planned for Q3.	Q3	Q3
Continue to investigate options to improve community cellular service	On Track	Ongoing.	Q1 – Q4	Q1 – Q4
Identify options for WSF viewing platform	Deferred	Recommend do not continue.		TBD
Support Council consideration of “City Academy” project	Deferred	Council declined to review materials in Q1. Recommend do not continue.		Q1
Support Council consideration of BIMPRD option to manage City Dock	Deferred	Recommend do not continue. Next RFP for concession will be issued in Q3.		Q1

FINANCE – 2020 Highest Priorities

Task	Planned
Plan and complete Biennial 2021-2022 Budget	Q1 – Q4
Support Council long-range planning to address I-976 impacts	Q1
Police/Court project tracking and reporting	Q1 – Q4
Develop community information on Prior Year actuals and Current Year budget	Q1 - Q2
Submit 2019 Financial Reporting for Certificate of Excellence in Financial Reporting (CAFR) award	Q2

PLANNING & COMMUNITY DEVELOPMENT – Priority 1 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Land Use Review Procedures	New	Added as part of the Council March Retreat	Q2 - Q4	N/A
FAR - Interim Zoning Control	New	Added per Ordinance 2020-10, IZC ends on September 10, 2020	Q2 - Q4	N/A
Support Council consideration of Green Building Initiatives to include consideration of proposed solar ordinance	Delayed	Task force appointed, scope of work drafted. Need to review schedule with Council in Q2.	Q1 - Q4	Q1 - Q4
Support Council completion of remaining workplan items associated with Development Moratorium (affordable housing)	Delayed	Moratorium extended until October 20, 2020	Q2 - Q3	Q1 - Q2
Support Council consideration of Inclusionary Zoning (IZ) and Multi-family Tax Exemption (MFTE) programs	Delayed	Briefing with Council proposed for June 16, 2020	Q2 - Q4	Q1 - Q4
Complete project to consider TDR Implementation / ARL Designation	Delayed	To be wrapped into Council discussion on IZ/MFTE on June 16, 2020	Q2 - Q4	Q2 - Q4
Support Council consideration of changes to common ownership of ADU's	Delayed	Scheduled to return on June 23, 2020	Q2 - Q4	Q2 - Q4
Support Council review of rules related to self-storage facilities	Delayed	Moratorium extended until November 26, 2020	Q2 - Q4	Q1-Q2

PLANNING & COMMUNITY DEVELOPMENT – Priority 1 Items (continued)

Task	Status	Notes	Revised Qtr	Planned Qtr
Complete Administrative Corrections to Title 18, Complete Clarifications of Use definitions & Develop and implement requirement for off-site construction staging	Delayed	Scheduled for Council on June 23, 2020	Q2 – Q3	Q1
Complete Island Center Subarea Plan	Delayed	Community to determine preferred alternative before legislative process	Q2 - Q4	Q1 - Q4
Complete Building & Development Services Rate Study	Delayed	Consultant to bring a proposal to Council in July 2020	Q1 – Q4	Q1- Q3
Complete SMP Periodic Update	Delayed	Revisit scope and schedule w/Council in July 2020. Intend to hire consultant to assist. Investigating prospect of extension for State deadline (currently mid-2021)	Q2 - 2021	Q1 – Q4
Complete SMP Limited Amendment - Critical Areas & Nonconforming	Delayed	Scheduled to return to Council on June 23, 2020.	Q2 – Q3	Q1
Support Council consideration of HB 1923 affordable housing planning grants	Delayed	House bill 2343 signed by Governor in March 2020 that builds on HB 1923.	Q3 – Q4	Q2

PLANNING & COMMUNITY DEVELOPMENT – Priority 2 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Complete changes to Sign Code	Delayed	Scheduled to return to Planning Commission in June 2020	Q2 - Q3	Q1 - Q2
Complete changes to Code Enforcement	Delayed	Scheduled to return to Council in July/August 2020	Q3	Q1
Complete revisions to Native Vegetation, Landmark Trees Develop and Implement change in noticing requirement for tree clearing	Delayed	LMT Ordinance 2019-39 sunsets June 26, 2020. Extension may be required.	Q3 - Q4	Q1 - Q2

PLANNING & COMMUNITY DEVELOPMENT – Priority 3 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Complete administrative review of Critical Areas Ordinance	Delayed	Planner hired Q1, anticipated deferral due to other priorities	Q3 - Q4	Q1 - Q2
Complete International Building Code Update	Delayed	State extended deadline from June to November 2020	Q4	Q1 - Q4
Complete SMP Limited Amendment - Aquaculture	Delayed	Suggested to include in the Periodic Review rather than pursuing Limited Amendment	Q3 2021	Q1
Support Council consideration of ordinance to allow RV's as permanent housing	Deferred	Scope TBD; defer until 2021	2021	Q2 - Q4
Support Council consideration of rules for tiny home villages	Deferred	Scope TBD; defer until 2021	2021	Q2 - Q4
Review Noise Standards	Deferred	Scope TBD; defer until 2021	2021	TBD
SEPA	Deferred	Scope TBD; defer until 2021	2021	Q3 - Q4
Confirm timing/approach for Winslow Master Plan update	Deferred	Timing TBD; defer until 2021	2021	Q1
Initiate Winslow Master Plan Update	Deferred	Scope and budget TBD; defer until 2021	2021	TBD
Initiate additional Subarea Plan update	Deferred	Scope and budget TBD; defer until 2021	2021	TBD

POLICE – 2020 Highest Priorities

Task	Planned
Camera Systems: <ul style="list-style-type: none"> • Complete implementation of body cameras per MOU 	Q1
Police/Municipal Court Replacement Project: <ul style="list-style-type: none"> • Support completion of final design • Support facility transition plans 	Q1 – Q4
Inventory System: <ul style="list-style-type: none"> • Replace manual inventory system with software to improve tracking and planning for replacement cycles 	Q1 – Q4
Professional Development: <ul style="list-style-type: none"> • Coordinate with CJTC and WASPC to achieve compliance with new I-940 requirements 	Q1 – Q4
Records Management System (RMS): <ul style="list-style-type: none"> • Coordinate as needed per Kitsap County transition to new RMS • Ensure City budget planning for estimate \$200k COBI contribution 	Q1 – Q4
Traffic Emphasis: <ul style="list-style-type: none"> • Continue work to coordinate via a designated traffic improvement officer • Consider purchase of additional hand-held radar gun • Consider purchase of additional speed signs 	Q1 – Q4

PUBLIC WORKS – Priority 1 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Sportsman Club/New Brooklyn Roundabout - Complete design	On-Track	Awaiting scope revision 5/1; confirm w/ Council; if approved, obligate by 12/1	Q2 - Q4	Q1 - Q4
Wyatt Way Roundabout and Improvements - Complete design and construct	On-Track	Notice to proceed to be evaluated after pre-construction meeting 4/23	Q2 - Q4	Q1 - Q4
Complete pre-design for Winslow Water Tank replacement	On-Track	Pre-design report anticipated in Q2; Design contract start Q3	Q2 - Q4	Q1 - Q4
High School Road Safety Improvements - complete design and construct	On-Track	Project design and construction anticipated before end of year	Q2 - Q4	Q1 - Q4
Complete Eagle Harbor Drive/McDonald Creek culvert and 2019 culvert project list	On-Track	Construct this year if no HPA appeal by 4/17 and other permits received by 7/15	Q2 - Q4	Q1 - Q4
Support Sustainable Transportation Project	Delayed	Revisit scope and schedule w/Council; timeline for discussion TBD	Q2 - 21	Q1 - Q4
Lead updates to Citywide Capital Improvement Plan (CIP)	Delayed	Extended engagement w/Council to be reduced; alternatives developed by staff	Q2 - Q4	Q1 - Q4
Initiate design for Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Delayed	Council briefing and public outreach on hold; design contract pending (\$900K)	Q2 - Q4	Q1 - Q4
Complete Country Club road bulkhead repair	Delayed	Council briefing and lane closure on or around 6/1; TBD as part of Council CIP discussion	Q2 - Q4	Q1 - Q4

PUBLIC WORKS – Priority 2 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Complete Winslow wayfinding project	On-Track	Coordination with BIDA/Chamber and design of signs underway	Q1 - Q4	Q1 - Q4
Complete identified traffic calming projects	On-Track	Implementation in coordination with HS Road Safety Project	Q2 - Q4	Q1- Q2
Support Groundwater Management Plan	Delayed	Hiring on hold; confirm work plan and expenditures w/ Council, timeline TBD	Q4	Q1 - Q4
Lead PSE Franchise renewal process - Phase 1	Delayed	Public/agency engagement on hold; exploring extension of current agreement	Q3 - Q4	Q1 - Q4
Complete changes to Fire Code/Coordination with BIFD	Delayed	Code adoption schedule postponed by state agencies until November	Q3 - Q4	Q1 - Q4
Support Council consideration of BIMPRD collaboration on trail projects	Delayed	ILA draft being prepared for Council; consider projects as part of CIP discussion	Q2 - Q4	Q1 - Q2
Complete study to upgrade WWTP to tertiary treatment	Delayed	Support for tertiary options and FOG ordinance on hold until further notice	Q2 - Q4	Q1 - Q4
Support completion of STO trail segment by Visconsi	Delayed	TBD as part of Council CIP discussion; deadlines 8/15 for '20 construction	Q2 - Q4	Q1 - Q3
Support PSE Brien Drive power undergrounding and vehicle charging station	Delayed	Project driven by PSE schedule; anticipated construction start Q3	Q2 - Q4	Q1 - Q3

PUBLIC WORKS – Priority 3 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Support design options and financing for WSDOT/Day Road Project	Delayed	WSDOT project on hold until further notice	TBD	Q1 - Q2
Support PSE community solar project	Delayed	Project driven by PSE schedule; on hold until May/June	Q2 - Q4	Q1 - Q4
Support annual rotation of "Something New" public art program	Delayed	Current artwork will remain in place through Summer 2020	Q3 - Q4	Q1 - Q4
Support Council consideration of design options for Town Square cover	Deferred	TBD as part of Council CIP discussion	2021	Q1 - Q4
Support Council consideration of improvements to BI Senior Community Center (BISCC)	Deferred	TBD as part of Council CIP discussion	2021	Q1 - Q4
Support Council consideration of improvements to City Hall	Deferred	TBD as part of Council CIP discussion	2021	Q1 - Q4
Support Council consideration of City Dock expansion options	Deferred	TBD as part of Council CIP discussion	2021	Q1
Design and complete Dana's Trail project.improvements planned for BISD property	Deferred	Project advancement pending BISD; will likely defer until 2021	2021	Q1 - Q4
Initiate work to assess site options at Vincent Road property	Deferred	Scope and budget TBD; defer until 2021	2021	TBD



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 19, 2020

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:30 PM) Sportsman Club/New Brooklyn Intersection Improvements Grant Acceptance and Budget Amendment - Public Works,

SUMMARY: Following up on the Council discussion of March 3, 2020, Staff will present a revised scope for the Sportsman Club/New Brooklyn intersection and request authorization to accept a revised federal transportation grant award in the amount of \$400,000.00 with a required City match of \$250,000.00, \$126,756.00 of which will require a Q2 general fund budget amendment.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to forward, for approval with the May 26, 2020 Consent Agenda, authorization for the City Manager to accept a revised federal transportation grant award for the Sportsman Club/New Brooklyn Intersection Improvements Project in the amount of \$400,000 and to prepare a 2nd quarter general fund budget amendment for \$126,756 to complete the required project match.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$126,756.00
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: At the March 3, 2020 City Council Study Session, the Council requested that staff inquire with the federal granting authorities about the possibility of extending the Sportsman Club/New Brooklyn grant timeframe and revising the project scope to include only non-motorized improvements to the intersection. In late April, the granting authorities agreed to a grant timeline extension for construction in 2021 and the requested scope revision (see attached memo and design concept prepared by Toole Design).

ATTACHMENTS:

[2020-03-19 Sportsman New Brooklyn Intersection Memo.pdf](#)

[BAIN 31 Revised Concept.pdf](#)

[Sportsman NB Presentation.pptx](#)

FISCAL DETAILS: The revised scope reduces the overall cost of the project, and so the grant amount (for construction only) was reduced from \$703,000 to \$400,000, with a match of \$250,000 provided by the City, for a total remaining project cost of \$650,000.

The Capital improvement Plan (CIP) budget for this project identifies approximately \$123,244 in general funds remaining in the project, therefore a Q2 general fund budget amendment of \$126,756 is required to complete the \$250,000 match.

If the Council were to cancel this project and not accept the grant funds, approximately \$155,000 in federal design grant funds previously expended on the project would need to be returned to the grant authority.

Fund Name(s): General Fund

Coding: CIP Project 00715

MEMORANDUM

To: Chris Munter, PE, PMP, ENV SP

CC: Chris Wierzbicki, PE

From: Craig Schoenberg, PE and Amalia Leighton, PE, AICP

Subject: Intersection Redesign – New Brooklyn Road and Sportsman Club Road

March 19, 2020

Introduction and Purpose

The City of Bainbridge Island is developing plans to make improvements at the intersection of NE New Brooklyn Road and Sportsman Club Road NE. Toole Design has been asked to provide a concept design of the intersection, with a special focus on non-motorized transportation details. The purpose of this memo is supplement the concept design.

General Site Information

The project is located near the North Town Woods development on Bainbridge Island. This area is on the northern edge of the town of Winslow, and is adjacent to Sakai Intermediate School and Woodward Middle School, which share a school campus northwest of the intersection. The intersection is in a wooded area with a ravine on the northwest corner of the intersection (see Figure 1). The wooded ravine includes paved and unpaved trails between the roadway and the schools, and there is an additional trail network connection on the southeast corner of the intersection.



Figure 1 – Aerial View of Intersection (*image courtesy Google*)

The approaches on both roads are signed for a 30 mph speed limit, with a reduction to 20 mph near the intersection when the school speed zone is in effect. Both roads have existing paved shoulders on both sides, which range in width from just a few feet up to approximately four feet. The existing traffic control at the intersection is a four-way stop, with marked crosswalks on three of the four legs of the intersection (see Figure 2, next page).

Sportsman Club Road provides one of the key north-south roadway connections for this area of Bainbridge Island. There is significant large truck traffic that passes through this intersection; Sportsman Club Road is an identified truck route.



Figure 2 – New Brooklyn Road & Sportsman Club Road Intersection, Facing Southeast

The Bainbridge Island Recreational Trails Vision Plan (2014) identifies both New Brooklyn Road and Sportsman Club Road as components of the City of Bainbridge Island Non Motorized transportation network. Additionally, the Trails Vision Plan identifies Sportsman Club Road as part of the City’s “Core 40” network, a program to create a 40-plus mile network of safe roadway routes for cyclists.

The City’s Non-Motorized Transportation Plan (NMTP), a component of the Island-Wide Transportation Plan (itself a component of the City’s Comprehensive Plan), identifies that both New Brooklyn Road and Sportsman Club Road have existing paved shoulders that support the island’s non-motorized transportation network. Both of these roads are specifically identified as components of the NMTP’s bicycle facilities network. Additionally, the NMTP identifies both New Brooklyn Road and Sportsman Club Road as part of the “School Access Overlay”, providing primary school access routes for students who walk or ride their bicycle to school. The NMTP also identifies a need for bicycle climbing lanes to be constructed in both directions of New Brooklyn Road.

These various City plan documents identify that both New Brooklyn Road and Sportsman Club Road are vital components of the City’s overall non-motorized transportation network, and also provide essential connectivity functions to the two adjacent schools. As a result, the plans together identify an on-going need to provide and improve non-motorized connectivity through this intersection on all four legs of the intersection.

Concept Design

Toole Design staff used the topographic survey provided by City of Bainbridge Island to develop a conceptual design of the intersection to maintain traffic operations, with improved access for people walking and bicycling, especially those traveling to/from Woodward Middle School. The concept design is provided in Appendix A of this memorandum.

Design Assumptions

The following assumptions were made for the concept design:

- Due to the expected construction funding, the existing intersection geometry is not modified.
- The existing channelized right turn lane, in the westbound to northbound direction, is assumed to remain. Channelized right turn lanes are sometimes not preferred when considering people walking and bicycling, as they may result in additional exposure to motor vehicles. However, in the specific case of this intersection the angle of skew and the expected vehicle turning (school buses) would result in a much larger corner radius if the channelized right turn lane was removed, with correspondingly longer pedestrian crossings and greater exposure to motor vehicles. As detailed below, some modifications to the channelized right turn lane are recommended. In addition, a raised refuge island is provided for people crossing the channelized right turn.
- To provide traffic calming effects that benefit both motorized and non-motorized travel, motor vehicle lanes are assumed to be 10 feet wide, with an adjacent 1-foot wide gutter; therefore, the distance between vertical curbs is 22 feet on all approaches. The width of the channelized right turn lane is wider to accommodate the school bus turning movement.
- Because it is expected to be used both by people on foot and on bicycles, all sidewalks are assumed to be 8 feet wide where provided. Outside of the immediate intersection, the sidewalks are assumed to end and transition to the existing asphalt shoulders.
- New curb ramps are assumed at the intersection to accommodate all crossing movements; wider ramps are assumed to be necessary for the movements that will be more frequently utilized by people on bicycles.

Design Elements

The concept design consists of the following changes to the existing intersection:

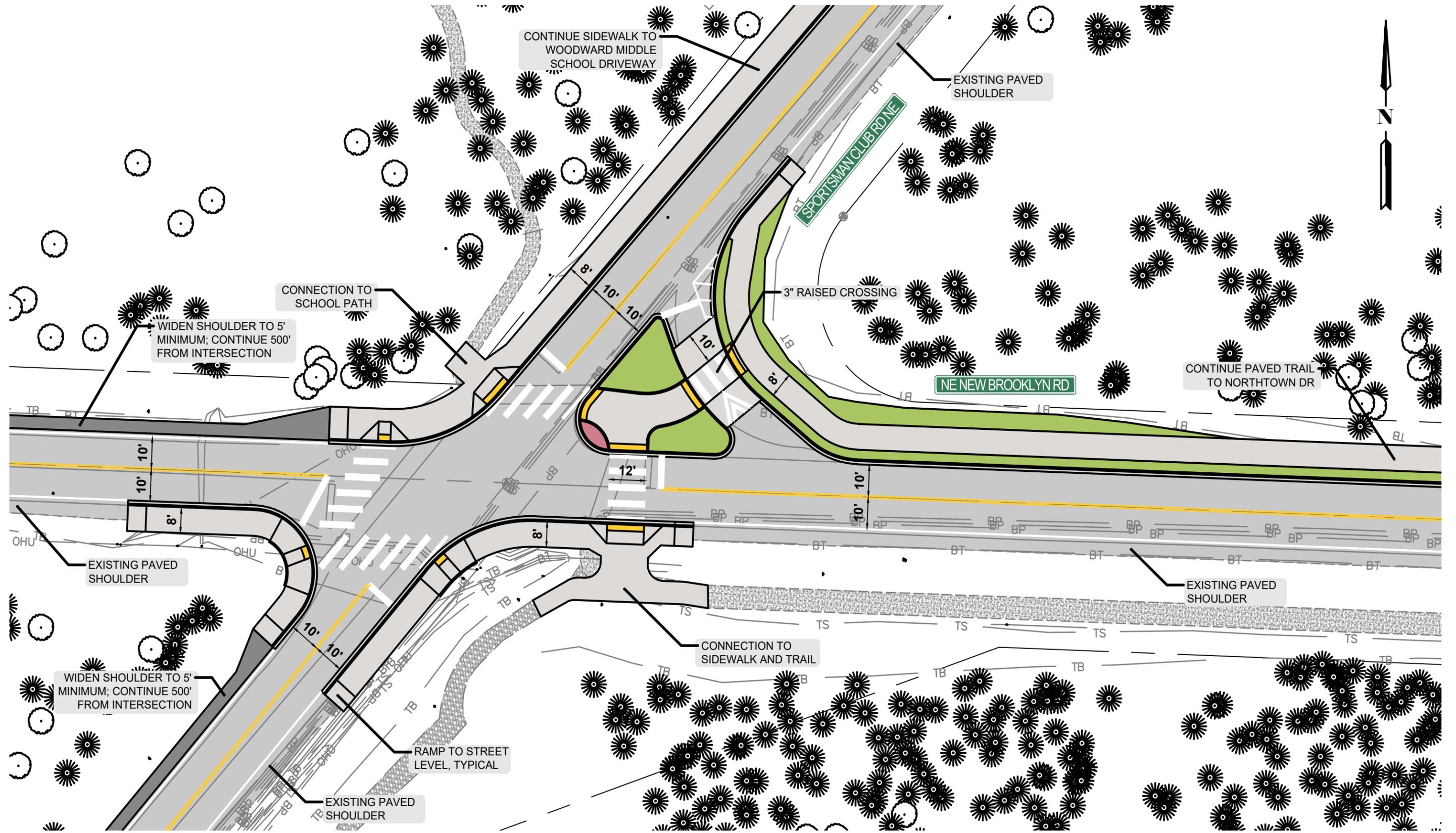
- In the immediate vicinity of the intersection, the asphalt shoulder is removed and replaced with sidewalk, curb and gutter. This provides a physical edge to the roadway that positively contributes to traffic calming effects of the revised intersection. In addition, the new curb lines define a narrower roadway, which reduces the crossing distances and provides additional visual friction for motorists approaching the intersection. The presence of the raised, dedicated sidewalk also provides a stronger visual cue to approaching motorists that the intersection is also frequently used by non-motorized traffic, and that motorists should expect to encounter non-motorized traffic at the intersection.
- The channelized right turn geometry is modified to provide an angle of intersection with Sportsman Road that is approximately 60-degrees. This follows current best practice for the design of a channelized right turn, resulting in a lower motor vehicle turning speed and an improved angle of vision at the merge point.
- A raised crossing is recommended on the channelized right turn lane. This provides improved visibility and priority of the pedestrian and bicycle movement across the channelized right turn lane. The raised crossing is assumed to be approximately 3 inches high, with gentle approach ramps; these conditions should not adversely affect the operation of school buses making this turn. The raised crossing should be supplemented with a warning sign on either side (for instance, a S1-1 school crossing sign).

- Wide curb ramps are provided at the channelized right turn lane crossing, the connection to the Woodward Middle School trail, and the existing sidewalk/trail junction in the southeast corner of the intersection. The ramps provide sufficient space for people riding bicycles to negotiate the intersection.

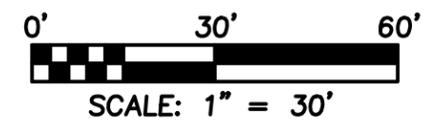
Additional Considerations

The following items are identified for additional design consideration at the next stage of the project:

- Although the improvements focus on non-motorized access to and from the school campus, the Toole Design team also recognizes that other non-motorized traffic frequently passes through this intersection. This additional non-motorized traffic includes commuting and recreational bicyclists, as well as recreational walking. For this reason the Toole Design team recommends providing non-motorized improvements that accommodate all possible non-motorized movements through the intersection.
- An existing stormwater conveyance ditch is located on all sides of the approach legs of the intersection. The concept design will require modifications to this existing ditch and associated culverts.
- The connection to the Woodward Middle School trail will require some modifications to the existing ADA ramp located on the school property; while an accessible path of travel must be maintained, one option is to provide a separate access path for people on bicycles, which can be steeper than a typical ramp.
- The improvements identified on the north side of New Brooklyn, east of the intersection, will require clearing of existing vegetation and regrading of the existing stormwater conveyance ditch and slope to the north.
- The existing street lighting should be analyzed to determine if any modifications or additions are necessary to provide sufficient illumination levels at all crossings on the concept design.



SPORTSMAN CLUB RD & NEW BROOKLYN RD INTERSECTION IMPROVEMENTS
 PROPOSED ALTERNATE
 3/27/2020



PRELIMINARY CONCEPT - NOT FOR CONSTRUCTION

Sportsman Club & New Brooklyn Intersection Improvements Update

City Council Study Session
May 19, 2020

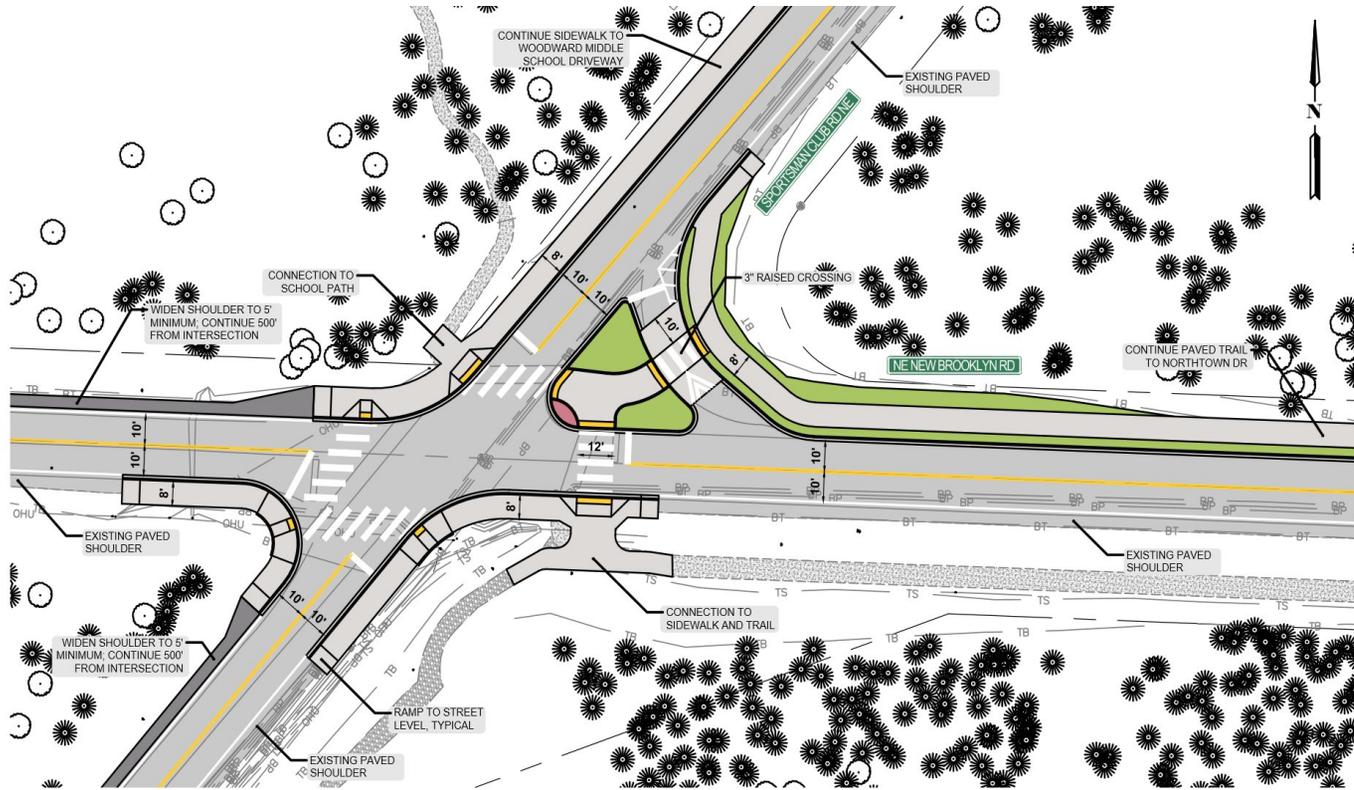


March 3, 2020 Study Session Re-Cap

Council direction included:

- Develop a suite of non-motorized improvements in lieu of a roundabout
- Reduce the project cost
- Request a grant extension for construction in 2021

Design Revisions



- Narrowed vehicle lanes
- Multi-use path and sidewalk extensions
- Raised crosswalk and shortened crossing distances
- Extended bike shoulders (500')
- Lighting/landscaping
- Limited (if any) tree removal



Grant Status

- Timeframe extended for construction in 2021 (construction contract must be awarded before the end of the year)
- Revised project cost = \$650K
- Grant amount reduced from \$703K to \$400K
- Revised City match = \$250K
- Pay back \$155K in spent grant funds if project cancelled

Budget Status

- City budget remaining = \$123K
- Allocate \$127K additional budget (for \$250 total) to meet required match



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 19, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:00 PM) Wyatt Way Reconstruction Design Professional Services Agreement Amendment No. 5 - Public Works,

SUMMARY: Amendment No. 5 to the Design Professional Services Agreement with MIG/SvR, in the amount of \$14,945.00, is needed for construction administration services and design inquiries.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to forward Amendment No. 5 to the Professional Services Agreement for Wyatt Way Reconstruction Project Design for approval with the May 26, 2020 Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$14,945.00
Ongoing Cost:	
One-Time Cost:	\$14,945.00
Included in Current Budget?	Yes

BACKGROUND: The Wyatt Way Reconstruction Phase 1 project consists of roadway resurfacing, intersection capacity improvements at Wyatt and Madison, and sidewalks and bike lanes on each side of the roadway between Madison Avenue and Lovell Avenue.

Amendment No. 5 to the Design Professional Services Agreement is needed for construction administration services. The previous amendment was approved by the City Council at their January 28, 2020 meeting revising the contract amount to \$358,863.00. Amendment No. 5, in the amount of \$14,945.00, will bring the revised contract amount to \$373,808.00.

Under Section 9.0 of the City's Procurement Policy, City Council approval is required before the City Manager may execute an amendment to a professional services agreement that provides for a cost increase exceeding 10% of the original contract cost (or

\$50,000, whichever is greater), and is within the approved budget. Amendment No. 5, given the cumulative amount of prior amendments, triggers the requirement for City Council approval.

ATTACHMENTS:

[Wyatt Way PSA Amendment No 5.docx](#)

[Wyatt Way PSA Amend5 Scope of Work.pdf](#)

FISCAL DETAILS: Following up on the Council's contract award and budget amendment decision of March 24, 2020, the project remaining balance is approximately \$426,248 general fund, and \$28,768 water fund. The current contract amendment will be split 90% general fund \$13,450.50 and 10% water fund \$1,494.50. Once this contract is awarded, the remaining balance will be \$412,797.50 general fund and \$27,273.50 water fund.

No budget amendment is needed at this time,

Fund Name(s): General Fund

Coding: CIP Project 00708

**AMENDMENT NO. 5 TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT NO. 5 TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment”) amends the Agreement for Professional Services (“Agreement”) entered into on June 29, 2016, by the City of Bainbridge Island, a Washington State municipal corporation, (“City”), and Moore Iacofano Goltsman, Inc., d/b/a MIG, a California corporation (“Consultant”).

WHEREAS, the City and the Consultant entered into the Agreement to design the Wyatt Way Reconstruction Project (Madison Ave. to Lovell Ave. NW); and

WHEREAS, on January 22, 2018, the City and the Consultant executed Amendment No. 1 to the Agreement, retaining the Consultant for potholing services, extending the term of the Agreement to January 10, 2020, and increasing the maximum amount payable under the Agreement by \$38,893.00; and

WHEREAS, on February 1, 2019, the City and the Consultant executed Amendment No. 2 to the Agreement, retaining the Consultant to perform an initial redesign of the roundabout, extend the term of the Agreement to January 10, 2021, and to increase the maximum amount payable under the Agreement by \$9,890.00; and

WHEREAS, on June 4, 2019, the City and the Consultant executed Amendment No. 3 to the Agreement, retaining the Consultant to perform a redesign of the storm system and roundabout, and to increase the maximum amount payable under the Agreement by \$41,120.00; and

WHEREAS, on February 3, 2020, the City and the Consultant executed Amendment No. 4 to the Agreement, retaining the Consultant to perform a redesign of areas of full pavement section replacement that will result in construction cost savings and to increase the maximum amount payable under the Agreement by \$10,000.00; and

WHEREAS, the City now desires to retain the Consultant to perform construction administration support and to increase the maximum amount payable under the Agreement by \$14,945.00.

NOW, THEREFORE, the City and the Consultant agree to amend the Agreement as follows:

1. Section 2.A is hereby amended to read as follows:

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

[X] Hourly, plus actual expenses, in accordance with Attachment A, but not more than a total of; ~~Three Hundred Fifty Eight Thousand Eight Hundred Sixty Three Dollars (\$358,863.00);~~ Three-Hundred Seventy-Three Thousand Eight Hundred Eight Dollars (\$373,808.00)

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

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

2. Attachment A, Scope of Services, is hereby amended to include additional work as set forth in attached Exhibit A, which is fully incorporated into this Amendment by this reference.
3. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

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

MOORE IACOFANO GOLTSMAN, INC.

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Morgan Smith, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

Exhibit A

Wyatt Way Street Reconstruction - Construction Administration Support Scope of Work Fee			
- The tasks below provide a limited scope for engineering services to support the City during construction. - This scope does not include time for geotechnical and structural engineering support during construction; however, remaining subconsultant budgets from the design phase will be used during construction to allow minimal hours for structural and geotechnical engineering subconstulants to support the project team.			March 26, 2020
Task 1 - Construction Administration Support		Hours	Subtask Fee
1.1	<u>Project management and coordination</u> - Provides up to 22 hours of project management support including coordination with City and project team and preparing monthly progress reports and invoices. The budget assumes a project length of 6 months.	22	\$ 4,535.00
1.2	<u>Site visits*</u> - Up to 7, one hour site visits as requested by COBI to coordinate for and review proposed improvements. To minimize office support time and maximize use of the City's budget, observations from site visits will be shared with the City via email rather than formal field reports.	11	\$ 2,230.00
1.3	<u>Submittal review support</u> - Technical submittal review led by COBI; this task assumes up to 16 hours for submittal reviews, which may include items such as: water quality structures, silva cells, specialty paving, landscape, irrigation, and other items as requested by the City.	16	\$ 2,100.00
1.4	<u>RFI review and response</u> - Includes up to 20 hours to review and respond to City and Contractor RFIs	20	\$ 2,600.00
1.5	<u>Civil and landscape punchlist</u> - Assumes one 6 hour site visit (includes travel time) for both civil and landscape staff to review substantial completion plus office time to document punchlist items	26	\$ 3,380.00
Subtotal		95	\$ 14,845.00
Reimbursable Expenses			\$ 100.00
TOTAL			\$ 14,945.00
* Assumes site visits will take place either early morning or late afternoon to allow MIG staff that lives on the island to visit the site without billing travel time to the project.			



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 19, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:10 PM) Cooper Creek Fish Barrier Removal Grant Opportunity - Public Works,

SUMMARY:

Request City Council to authorize the City Manager to move forward with a Brian Abbott Fish Barrier Removal grant application for the Cooper Creek Fish Barrier Removal project using Storm and Surface Water Management funds. The total grant request will be \$594,326, with the City providing matching funds from the Storm and Surface Water Management (SSWM) fund in the amount of \$104,881.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to forward authorization for the City Manager to apply for a Brian Abbot Fish Barrier Removal Grant to support the Cooper Creek Fish Barrier Removal Project for approval with the May 26, 2020 Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$104,881.00
Ongoing Cost:	
One-Time Cost:	TBD
Included in Current Budget?	Yes

BACKGROUND: The Washington State Legislature established the grant program of the Brian Abbott Fish Barrier Removal Board in 2014 to identify and remove impediments to salmon and steelhead migration. In January, City staff submitted a screening application for this grant opportunity, highlighting the Cooper Creek Fish Barrier Removal project, which is part of the City's Core 40 Eagle Harbor Drive project in the Capital Improvement Plan (CIP). The screening application was approved by the grant committee, and now staff is recommending that a full application be submitted for funding.

A complete description of the project and the project area can be found in the attached grant submittal memo.

Section 15.1 of the City's Procurement Policy requires City Council authorization before an application is submitted for a grant requiring the City to contribute more than \$50,000 in material matching dollars.

ATTACHMENTS:

[FBRB Full Submittal Packet Cooper Creek.pdf](#)

[Stormwater CIP 2019-21 Budget.pdf](#)

[Cooper Creek Presentation.pptx](#)

FISCAL DETAILS: The Cooper Creek Fish Barrier Removal project is a part of the City's Core 40 Eagle Harbor Drive CIP project, which is listed in the CIP in two parts. The non-motorized portion of the project - widened shoulders from Wyatt Way east along Eagle Harbor Drive - is listed in the CIP with design funding in 2020 and construction funding in 2024. The storm and surface water management (SSWM) portion of the project - culvert replacement and widening at Cooper Creek to facilitate the widened shoulders - is listed in the CIP with \$100K of design funding in 2020 and \$500K of construction in funding in 2023 (see attached).

If this grant is received, the City would be awarded \$594,326 for construction of the SSWM portion of the project, and the City would contribute \$104,881 in budgeted SSWM funds for the 15% match component. The funds would be awarded in June of 2021, with anticipated construction in 2022.

Fund Name(s): SSWM Fund

Coding: CIP Project 00968



**CITY OF BAINBRIDGE ISLAND
PUBLIC WORKS DEPARTMENT**

FBRB – Request for Proposal Questions

1. Project Information

The City of Bainbridge Island is proposing to construct a new fish passage culvert on Cooper Creek with no downstream barriers. There is currently a 30-inch round culvert, but we have determined that increasing the size of this culvert would help to perpetuate and recover salmonid population and benefit ecosystem processes in the nearshore environment, as the existing culvert is highly undersized for both downstream and tidal flows. At high tide the culvert is 1-2 ft underwater, which is especially restrictive to small fish that tend to reside near the surface of the water (Barnard et al 2013). The removal of the barrier will result in restored access to nearly 6000 linear feet of fish-bearing-typed stream channel. Recent field mapping by the Wild Fish Conservancy (image right) indicates a much broader extent of stream channel length than the data currently used in the WDFW SalmonScape GIS tool (image left).



2. Anticipated Costs

The total requested funds for the project are **\$594,326**. The cost of construction, including permitting (as noted in the attached estimates), is \$613,007 including a 20% contingency to address any unforeseen circumstances. The cost for administrative services for the project is estimated to be \$86,200. Therefore, the total cost of the project is estimated to be \$699,207, of which the City is anticipating providing the 15% match, or \$104,881. Estimates were based upon recent similar projects in the area.

3. Project Readiness

This project is currently identified in the City's Capital Facility Plan and is ready to begin final design and construction upon the receipt of grant funding. The design is currently at 30% design and is estimated to be completed for 100% construction documents within a year of grant notification. The current design includes updating the existing 30-inch culvert to at least a 12-foot wide fish passage box culvert while widening the existing narrow road above for safety and adding guard rails on either side to protect the estuary from accidental vehicle entry. The road widening will consist of 5-feet of additional asphalt on either side of the road to make room for bike lanes, as well as space for the added guard rails. During the initial meeting with planning and permitting officials we determined that the permits would be granted within 6-months of submittal date with 60% design drawings being sufficient for the initial permitting submittal. Blackberry removal, and additional mitigation as required by the WDFW for buffer encroachment will be included in the final project design.

The existing culvert is within the road prism and/or city's right-of-way. The property is currently bound by privately owned properties on either side of the existing culvert. Additionally, the city surveyor is currently working on the temporary construction easements and agreements with the adjacent property owners.

4. Habitat Quality

Long term monitoring by the City of Bainbridge Island has shown that the mature, forested, headwater wetlands continue to supply this stream with water exhibiting exceptional quality. The steady, perennial flow continues to meet state standards for temperature, dissolved oxygen, bacteria and nutrients. We are confident that this trend will continue since a large portion of the uplands are owned and maintained by the City of Bainbridge Island and the remainder of the watershed is rural zoned (1 unit/2.5 acres) and heavily forested.



The project will also allow over 9000 sq. ft. of intertidal wetland habitat with robust overhanging vegetation and large woody debris to have access to more regular and natural tidal water exchange, increasing the salinity and restoring estuarine plant species composition. Along with restored plant composition will come important refuge and rearing habitat for forage fish. Furthermore, the stream benefited from a 2009 restocking effort organized by the Bainbridge Island Watershed Council and the Suquamish Tribe. Through countless volunteer hours chum salmon were reintroduced to the stream following the removal of another full barrier structure (upstream of this project) in 2001.

5. Design Approach

Prior to design a site visit was conducted with the Washington Department of Fish and wildlife and the City of Bainbridge Island project team, along with a design consultant. WDFW looked at the existing culvert and explained what would be most beneficial to the fish passage improvement project along with required mitigation measures of the larger road project. The need for new water quality treatment and piping of the adjacent roadway ditch that discharges at the location of the fish passage was discussed and included in the conceptual design. The Suquamish tribe appreciated being contacted early in the design process and would like to be involved as the project progresses.

A stream simulation was conducted to determine the required width of the fish passage. With a bank full width of 8 ft (8 measurements over 450 ft upstream) the simplified stream simulation sizing method requires 11.6 ft ($1.2 \times \text{BFW} + 2$ ft) of width for a new structure. Our design will be at least 12 ft wide, exceeding the minimum requirements. If we receive the grant for construction, we are looking to increase that width to 15 ft wide to allow for additional flow.

In the face of climate change this project will help achieve more sustainable public road infrastructure and support increased stream function by allowing more water to flow in and out of the system and allow increased facilities for cyclists and pedestrians. By designing the width and height of the culvert to fully utilize the allowable space we are exceeding minimum standards and planning for different hydrologic conditions in the future. Following the University of Washington's Climate Robust Culvert Design the culvert is modeled to not exceed its anticipated maximum flows during a 70-year lifetime.

To address a predicted sea level rise of 1.9 feet (modeled, 50% chance under RCP8.5) by the end of the project's lifetime we are designing the culvert to accommodate the predicted higher water levels and increased storm flows as much as the current road grade and surrounding land uses will allow.

To prepare for this anticipated culvert project, Puget Sound Energy recently installed power conduit extra deep to provide addition depth for construction of footings for the new box culvert.

6. Downstream Barriers

There are no downstream fish passage barriers from this project.

7. Anadromous Species Use

This stream system has well documented use by anadromous species. The Wild Fish Conservancy identified wild chum spawning in the stream in 2013. A WDFW barrier assessment in 2014 identified Chum, Coho, Steelhead and Sea Run Cutthroat as anadromous PI species. Also, the WDFW SalmonScape mapping tool identifies Chum, Coho and Coastal Cutthroat habitat. Lastly, the Bainbridge Island Watershed Council has monitored returning adult salmon in the stream since 2005 and witnessed returning chum salmon.

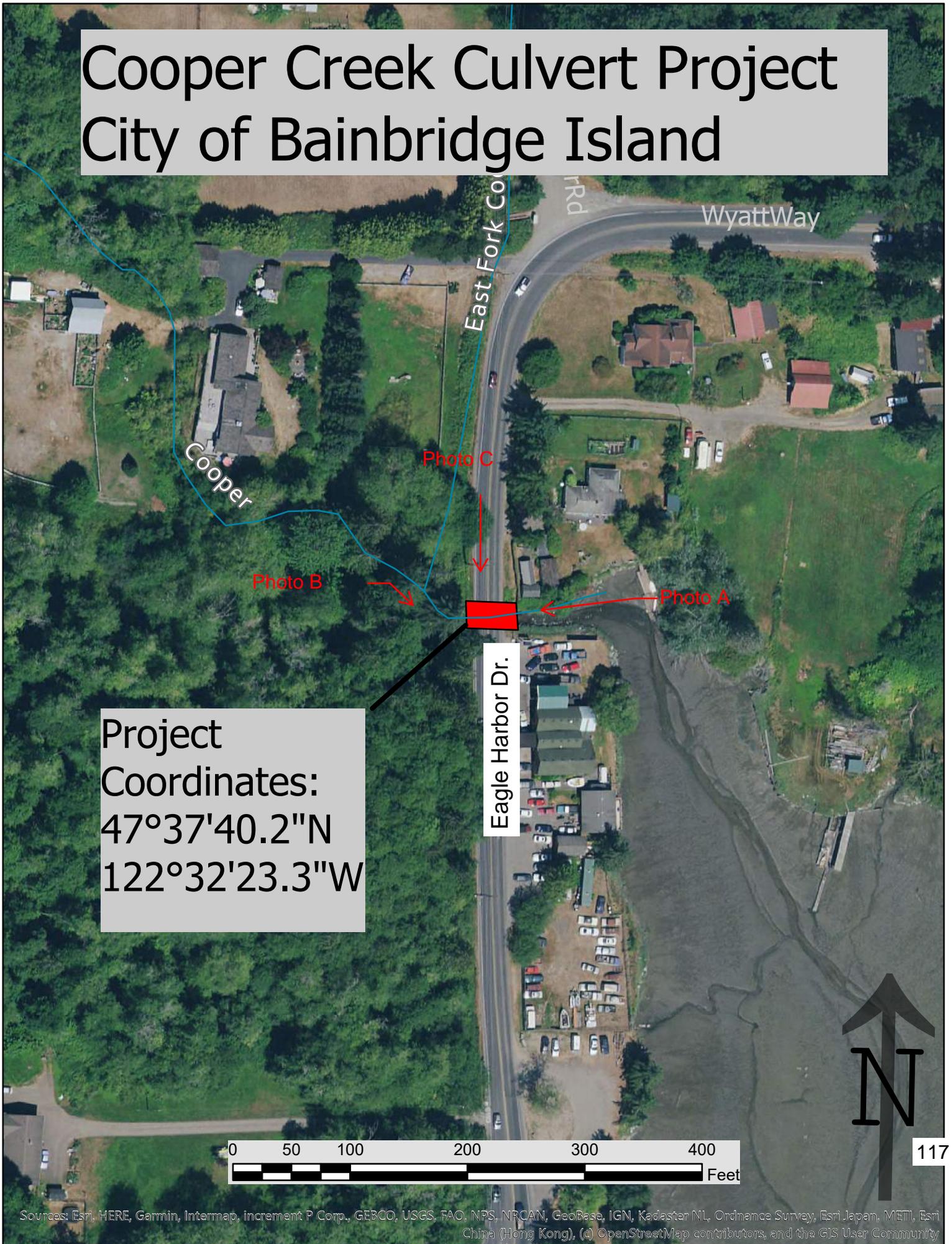
8. Priority Watershed

This project does not occur in a designated priority watershed as defined in Manual 22, Appendix A.

References:

Barnard, R. J., J. Johnson, P. Brooks, K. M. Bates, B. Heiner, J. P. Klavas, D.C. Ponder, P.D. Smith, and P. D. Powers (2013), Water Crossings Design Guidelines, Washington Department of Fish and Wildlife, Olympia, Washington.

Cooper Creek Culvert Project City of Bainbridge Island



Project
Coordinates:
47°37'40.2"N
122°32'23.3"W

Eagle Harbor Dr.

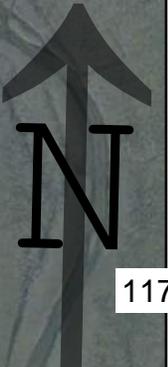




Photo A- Culvert Outlet



Photo B- Upstream Habitat



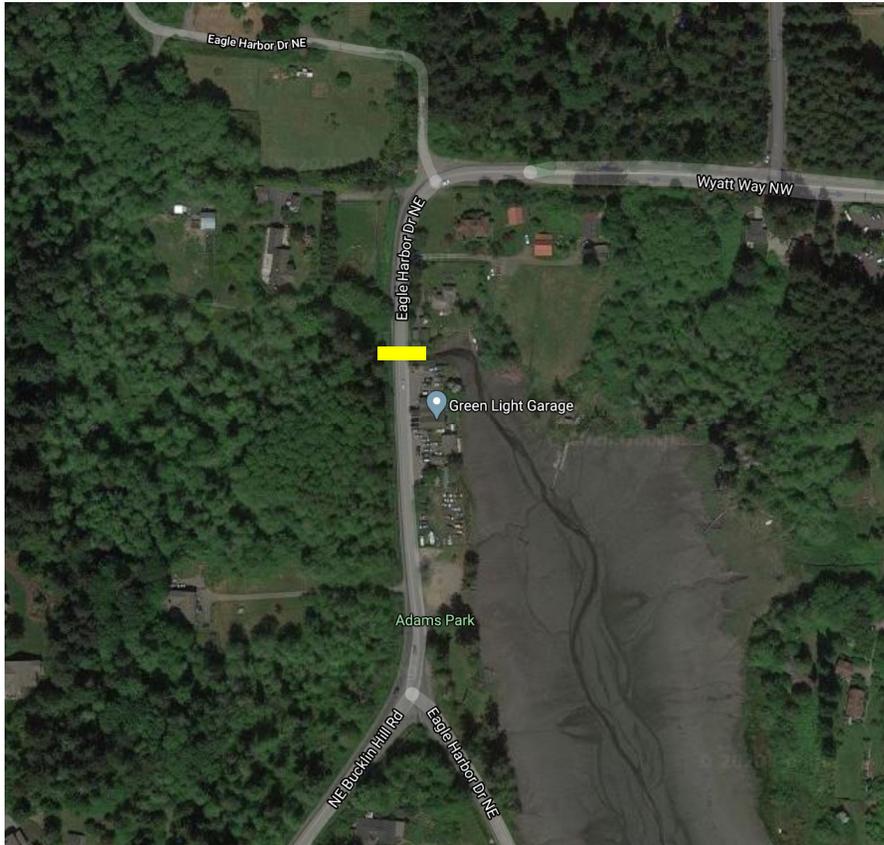
Photo C- Top of Road- Eagle Harbor Dr

CITY OF BAINBRIDGE ISLAND
STORMWATER CIP (2019 - 2024)

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
STORMWATER PROJECTS - 6-YEAR CIP (1000s)																	
Eagle Hrbr. Dr. @ McDonald Creek Culvert			-					Y	200	900	-	-	-	-	-	-	1,100
Yeomalt Area Drainage Improvements			-					Y	60	-	510	-	-	-	-	-	570
Wing Point Culvert			-					Y	-	-	150	-	-	-	-	-	150
Blakely Ave. Drainage Improvements			-					Y	-	-	-	450	-	-	-	-	450
Springbrook Creek Restoration and Culvert Replacement	x		450					Y	-	-	-	-	600	-	-	-	600
Blakely Falls Creek Culvert (Halls Hill)			-					Y	-	-	-	-	-	150	-	-	150
C40 Eagle Harbor Phase I			-	Y				Y	-	-	100	-	-	500	-	-	600
City Funding									260	900	760	450	150	650	-	-	3,170
Grant Totals									-	-	-	-	450	-	-	-	450
TOTALS									260	900	760	450	600	650	-	-	3,620

Cooper Creek Fish Passage Grant Opportunity

Project Location / Details



- Culvert replacement facilitates C-40 Eagle Harbor non-motorized improvements
- Existing 30" metal culvert
- Replace with stream simulation box-culvert
- Open up 6000 LF of fish habitat (wild chum salmon)

Grant Details

- Brian Abbott Fish Barrier Removal Board Grant
- Project screening approved by the Board in April 2020
- Project design/construction cost = \$700K (\$594k Grant; \$106K City match)
- Match funds included in Capital Facilities Plan in 2023 (staff will request funds be moved to current year if grant received)
- Application due May 29, 2020



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 19, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:20 PM) Review Council Liaison Appointments to Local and City Committees - Mayor Schneider,

SUMMARY: The City Council will review the attached matrix of Council liaison appointments following the appointment of Councilmember Carr to the South Ward Council vacancy.

AGENDA CATEGORY: Appointment

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion and potential appointments for vacant assignments.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[2020 Council Assignments](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

LOCAL AND REGIONAL BOARD / COMMITTEE ASSIGNMENTS

Group	Meeting Date	Time	Location	2020 Assignments
Alliance for Youth (formerly Bainbridge Island Healthy Youth Alliance)	Quarterly		Bainbridge	Schneider
Hwy 305 Task Force	As called		Suquamish, usually	Schneider, Medina, Deets
Housing Kitsap Board	1 st and 3 rd Tuesdays	3:15 pm/ 11:00 am	Bremerton	Medina
Intergovernmental Work Group	Quarterly; 3 rd Monday	5:30 PM	Bainbridge	Tirman, Medina
Kitsap 911 Policy Board	1 st Tuesday (some)	12:30 pm	Bremerton	Medina
Kitsap Economic Development Alliance	3 rd Thursday on quarterly basis	3:00 – 6:00 p.m.	Various county locations	Medina, Deets
Kitsap Emergency Management Council	1 st Tuesday (some)	12:30 pm 2:00 pm	Bremerton	Medina
Kitsap Public Health District Board	1 st Tuesday	Varies; 10:30 am or 12:30 pm	Bremerton	Medina

LOCAL AND REGIONAL BOARD / COMMITTEE ASSIGNMENTS

Group	Meeting Date	Time	Location	2020 Assignments
Kitsap Regional Coordinating Council (KRCC) Executive Board	1 st Tuesday	10:15 a.m.	Bremerton	Medina, Tirman
KRCC Transportation Policy Board (TransPOL)	3 rd Thursday (not every month)	3:15 p.m.	Bremerton	Schneider, Tirman (alternate)
KRCC Land Use Policy Board (PlanPOL)	3 rd Tuesday (not every month)	1:30 p.m.	Bremerton	Nassar
Kitsap Transit Board	1 st and 3 rd Tuesdays	8:30 am	Bremerton	Medina
Puget Sound Clean Air Agency Advisory Council	2 nd Wednesdays (5-8 meetings a year)	9:00 am	Seattle	Pollock
Puget Sound Regional Council Transportation Policy Board ¹	2 nd Thursday	9:30 am	Seattle	Pollock
Puget Sound Regional Council Growth Management Policy Board ²	1 st Thursdays with occasional 2 nd Thursday	10:00 am	Seattle	Pollock
West Central Local Integrating Organization	Varies	Varies	Bremerton	Medina
West Sound Alliance	As called		Bremerton	Nassar

¹ Council selects nominee; KRCC approves recommendation and notifies PSRC of representative to PSRC Transportation Policy Board.

² Council selects nominee; KRCC approves recommendation and notifies PSRC of representative to PSRC Growth Management Policy Board

CITY OF BAINBRIDGE ISLAND ADVISORY COMMITTEES AND COMMISSIONS

Group	Meeting Date	Time	2020 Assignments
Climate Change Advisory Committee	3 rd Wednesday	6:15 p.m.	Hytopoulos, Deets
Cultural Funding Advisory Committee – Council member acts as liaison and non-voting Chair	Summer/autumn 2019	TBD	Nassar (Chair), Schneider (Co-chair)
Design Review Board	1 st /3 rd Mondays	2:00 PM	Schneider
Environmental Technical Advisory Committee	2 nd Thursday	3:00 pm	Nassar
Historic Preservation Commission	1 st Thursday	2:00 pm	Hytopoulos
Human Services Funding Advisory Committee	Summer/autumn 2020		Schneider, Tirman
Island Center Subarea Plan Steering Committee	1 st /3 rd Wednesdays	6:00 p.m.	Pollock
LEOFF 1 Disability Board – 2 Council members are members	TBD	TBD	TBD
Lodging Tax Advisory Committee – Council member acts as Chair; second Council member is non-voting Vice-Chair	Spring/Summer		Tirman (Chair) Hytopoulos (Vice Chair)
Planning Commission	2 nd /4 th Thursdays	7:00 pm	Hytopoulos
Public Art Committee	??	??	Schneider
Salary Commission	TBD	TBD	TBD
Utility Advisory Committee	2nd Wednesday	5:00 pm	Nassar

CITY COUNCIL AD HOC COMMITTEES

Group	Meeting Date	Time	2019 Assignments	2020 Assignments
Youth Mental Health Workshop Proposal			Deets, Tirman, Nassar	Deets, Tirman , Nassar

CITY OF BAINBRIDGE ISLAND TASK FORCES

Group	Meeting Date	Time	2019 Assignments	2020 Assignments
Race Equity Task Force – Council members are liaisons	1 st Thursday	6:30 p.m.	Nassar, Deets	Nassar, Deets
Green Building Task Force	TBD	TBD	N/A	Deets, Pollock
Sustainable Transportation Task Force	TBD	TBD	N/A	



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 19, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:30 PM) FAQ on Executive Sessions - City Attorney,

SUMMARY: At the May 12, 2020 City Council meeting, the Council requested that an item be added to a future Council agenda for the City Attorney to provide general information regarding executive sessions. This agenda item is based on that request, and the City Attorney will provide a brief overview to the Council related to the purposes of executive sessions.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Council 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: May 19, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:40 PM) Policy for Councilmember Communication with City Advisory Groups - Mayor Schneider,

SUMMARY: The Council will discuss the policy for Councilmember communication with City advisory groups.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 19, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:00 PM) Resolution on COVID-19 and Democracy - Deputy Mayor Nassar,

SUMMARY: Deputy Mayor Nassar has brought forward the attached Resolution on COVID-19 and democracy for City Council discussion and placement on an upcoming agenda for consideration and potential approval.

AGENDA CATEGORY: Resolution

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Resolution on Covid and Democracy 5.11.20.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2020-XX

A RESOLUTION of the City Council of Bainbridge Island, recognizing the risk to democracy and civil rights resulting from the Covid-19 pandemic, and reaffirming the fundamental rights, principles and values embedded in the Washington State Constitution and the United States Constitutions and the City of Bainbridge Islands' *Manual of City Governance Policies, Procedures, and Guidelines*, and that are essential to the health of our local democracy.

WHEREAS, Bainbridge Island is a Municipal Corporation formed in the State of Washington in the United States of America and therefore bound by the terms of the United States Constitution and laws, the Washington State Constitution and laws; and

WHEREAS, the Bainbridge Island City Council has adopted certain 'Core Values' through its adopted *Manual of City Governance Policies, Procedures, and Guidelines*, a legislative document which serves as both a guide and directive for the conduct of legislative and executive operations on behalf of the Island's citizens; and

WHEREAS; these 'Core Values' are rooted in fundamental democratic principles and values consistent with the United States Constitution and Washington State Constitution, and include provisions for equal and fair opportunities for citizen participation in legislative and municipal processes, and further emphasize civic engagement and collaboration between the elected and executive governmental branches and the public as essential to the health and sustainability of local democratic functioning; and

WHEREAS, the Covid-19 pandemic has caused severe disruptions to democracy and governance worldwide and locally, including placing limits on constitutional rights to assembly, curtailing public participation in government, and suspension of elections; and

WHEREAS, democratic principles are in decline across the globe as people are unable or unwilling to overcome the autocratic inclinations of their leaders, including governments using the Covid-19 pandemic to expand executive power and restrict civil liberties; and

WHEREAS, the Bainbridge Island City Council recognizes the evidential risk to civil liberties caused by the Covid-19 pandemic, including abridging citizens' rights to free speech, freedom of assembly, and freedom of expression; and

WHEREAS, the City Council of the City of Bainbridge Island aims to reinforce democratic vitality at the local level and reaffirm democratic principles and Constitutional guarantees of the United States and the State of Washington that are essential to the health of our local democracy amidst the ongoing Covid-19 pandemic.

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

Section 1. Consistent with their Oaths of Office, the Bainbridge Island City Council hereby accedes to the United States Constitution, which prevents the United States and its subsidiary governments from making laws which restrict certain civil liberties, including freedom of speech and the right to peaceably assemble, except as necessary to protect the public health, safety and welfare.

Section 2. Consistent with their Oaths of Office, the Bainbridge Island City Council hereby accedes to Article 1, Declaration of Rights, of the Constitution of Washington State, which reaffirms protection of basic civil liberties such as the right of petition, the right of assemblage and freedom of speech, and recognizes that ‘all political power is inherent in the people, and governments derive their just powers from the consent of the governed, and are established to protect and maintain individual rights’.

Section 3. The City Council of Bainbridge Island reaffirms that democratic values must be dutifully and consistently exercised by the local elected body in order to maintain the civil liberties guaranteed in the United States Constitution and Article I of the Washington State Constitution, and reaffirmed in the City of Bainbridge Island’s *Manual of City Governance Policies, Procedures, and Guidelines*, and that ‘the people have the right to expect from their elected representatives at all levels of government the utmost of integrity, honesty and fairness in their dealings’.

Section 4. The City Council recognizes that, through its speech, decisions, and actions, it possess the extraordinary and unique power to strengthen local democratic functions and public trust in governance, and hereby commits to responsibly use its granted authority and rights as elected officials to promote, protect, and preserve civil liberties and rights.

Section 5. Consistent with State law and the Governor’s emergency decrees related to the Covid-19 pandemic, the City Council reaffirms and encourages the expression of the rights of Councilmembers to meet with their constituents in a manner of their choosing to fulfill their Oaths of Office and satisfy the expectation of the elected to listen, hear, and represent the will of the people.

Section 6. Consistent with State law and the Governor’s emergency decrees related to the Covid-19 pandemic, the City Council reaffirms and encourages expression of the rights of Councilmembers and members of Committees formed by the City Council to meet and engage with each other in the interest of and with the goal of providing the highest level of service to the people, both as stewards of public trust and resources and as judicious keepers of democracy.

PASSED by the City Council this ____ day of _____, 2020.

APPROVED by the Mayor this ____ day of _____, 2020.

By: _____
Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 2020-__