



CITY OF  
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION  
TUESDAY, FEBRUARY 02, 2021**

REMOTE MEETING ON ZOOM

LINK TO JOIN WEBINAR:  
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/94196474037](https://bainbridgewa.zoom.us/j/94196474037)  
OR TELEPHONE: 1-253-215-8782  
WEBINAR ID: 941 9647 4037

**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,** 45 Minutes
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE - 6:50 PM**
4. **FUTURE COUNCIL AGENDAS**
  - 4.A **(6:55 PM) Future Council Agendas,** 10 Minutes  
[February 9 City Council Regular Business Meeting.pdf](#)  
[February 16 City Council Study Session.pdf](#)  
[February 23 City Council Regular Business Meeting.pdf](#)  
[2021 List of Proposed Future Council Topics for 02022021.docx](#)
5. **PRESENTATIONS**
  - 5.A **(7:05 PM) WSDOT Presentation on the SR 305 Adas Will/Agatewood Roundabout Project - Public Works,** 15 Minutes  
[SR 305 COBI Pres 20201207 v3.pdf](#)
  - 5.B **(7:20 PM) Proclamation Declaring February 2021 as "Black History Month" - Mayor Nassar,** 5 Minutes

## Black History Month Proclamation 2021

### 6. UNFINISHED BUSINESS

#### 6.A (7:25 PM) Interim Green Building Program - Planning, 10 Minutes

Staff Memo Update

Attachment 1 - Activity Log

Attachment 2 - GBTF Roster

Attachment 3 - City Green Building Policies

Attachment 4 - GHG Inventory Fact Sheet.pdf

Attachment 5 - GHG Target Charts

Attachment 6 - Energy Demand & Conservation

Attachment 7 - GBTF Road Map Recommendation

Attachment 8 - First Steps Recommendation

#### 6.B (7:35 PM) Recommendations and Update from the Climate Change Advisory Committee, 30 Minutes

City Council February 2nd City Council Meeting CCAC Briefing.pptx

Draft CCAC Recommendations to City Council on Carbon Reduction for BI Police and Court Building December 22nd 2020.docx

CCAC 2020 Progress Report and 2021 Workplan January 27th 2021.docx

Status of immediate actions January 27th 2021.docx

### 7. CITY COUNCIL DISCUSSION

#### 7.A (8:05 PM) Revise Governance Manual - Mayor Nassar, 20 Minutes

Proposal from Mayor Nassar.docx

Duties of the Chair .docx

### 8. FOR THE GOOD OF THE ORDER - 8:25 PM

### 9. ADJOURNMENT - 8:35 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

## City Council Study Session Agenda Bill

**MEETING DATE:** February 2, 2021

**ESTIMATED TIME:** 45 Minutes

**AGENDA ITEM:** (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,

**SUMMARY:** Hold Executive Session.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Discussion only.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** February 2, 2021

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (6:55 PM) Future Council Agendas,

**SUMMARY:** Council will review future Council agendas.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Discussion.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[February 9 City Council Regular Business Meeting.pdf](#)

[February 16 City Council Study Session.pdf](#)

[February 23 City Council Regular Business Meeting.pdf](#)

[2021 List of Proposed Future Council Topics for 02022021.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, FEBRUARY 09, 2021

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, 30 Minutes
3. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PUBLIC COMMENT
  - 4.A (x PM) Instructions for Providing Public Comment - City Clerk, 15 Minutes  
Instructions for Providing Public Comment at Remote Meetings.docx
5. CITY MANAGER'S REPORT
6. FUTURE COUNCIL AGENDAS
  - 6.A (x PM) Future Council Agendas, 10 Minutes
  - 6.B (x PM) Discussion of Potential Future Council Agenda Items - Police/Court Facility Costs, 10 Minutes
7. PRESENTATION(S)
8. PUBLIC HEARING(S)
9. UNFINISHED BUSINESS
  - 9.A Schedule Public Hearing on Ordinance No. 2021-09, Bonus FAR Interim Control, 6 Month Extension

- **Planning**, 10 Minutes

Ordinance No. 2021-09 Extending Interim Zoning Control Related to Bonus Density.docx

Ordinance No. 2020-20 Extending Interim Zoning Control Related to Bonus Density Approved 082520.pdf

20201117 City Council Mtg Minutes.pdf

DRAFT Ordinance No. 2021-10 formerly 2020-16.docx

Exhibit\_A Ord. 2021-10.docx

## 10. NEW BUSINESS

### 10.A (x PM) Ordinance No. 2021-05 (Formerly Ordinance No. 2020-04), Adopting Small Wireless Facility Design Standards, 30 Minutes

Ordinance No. 2021-05, Adopting Small Wireless Facility Design Standards - CC Public Hearing Draft

Ordinance No. 2020-04, Adopting Small Wireless Facility Design Standards - PC Public Hearing Draft

SWF Planning Commission Minutes 20201308

### 10.B (x PM) Ordinance No. 2021-06, Terminating the Interim Wireless Communications Facilities Ordinance No. 2020-22 5 Minutes

Ordinance No. 2021-06 Terminating Interim Official Control SWFs.

### 10.C (x PM) Ordinance No. 2021-01 Amending Chapter 20.04 BIMC Relating to City Fire Code - Public Works, 5 Minutes

Ordinance No. 2021-01 Updating City Fire Code - Final for 2-9-21.docx

Fire Code 2021 Slides\_jm\_020921.pptx

UAC Fire Code Memo 050918.pdf

### 10.D (x PM) Ordinance No. 2021-02 Amending Chapter 13.10 BIMC Relating to Regulation of Fire Hydrants & Water Mains - Public Works, 5 Minutes

Ordinance No. 2021-02 Ch 13.10 BIMC Fire Hydrants and Water Mains - Final for 2-9-21.docx

### 10.E (x PM) Schedule the Public Hearing on Ordinance 2021-03 Joint City Council/Planning Commission Land Use Subcommittee Phase I "Triage" Code Changes, 20 Minutes

Ordinance\_No\_2021-03\_Triage\_Code\_Updates\_HW edits

Ord 2021-03 Exhibit A.docx

ORD 2020-40 Planning Commission Recorded Motion 121020

Background Planning Commission Workplan for Joint Land Use Subcommittee Recommendations

Background Joint Land Use Subcommittee Memorandum Initial Recommendations

Background Joint Land Use Subcommittee Attachment A Table

### 10.F Extension of Salary Commission Review Period 5 Minutes

## 11. CONSENT AGENDA

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

### 11.B Accounts Payable and Payroll,

- 11.C **City Hall Repairs Change Order - Public Works**, 10 Minutes  
CO #2 FORMAL.xlsx  
City Hall Roof Repair CO Pictures.docx
- 11.D **Resolution No. 2021-02 - Small Water System Policies - Public Works**, 5 Minutes  
Resolution 2021-02 Small Water System Policy  
UAC Water System Memo 092320.pdf
- 11.E **Ordinance No. 2021-04 Amending BIMC 15.04 Relating to City Building Code - Planning**, 5 Minutes  
Ordinance No. 2021-04 Building Code Update

12. **COMMITTEE REPORTS**

13. **FOR THE GOOD OF THE ORDER**

14. **ADJOURNMENT**

**GUIDING PRINCIPLES**

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CITY OF  
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**CITY COUNCIL STUDY SESSION  
TUESDAY, FEBRUARY 16, 2021**

REMOTE MEETING ON ZOOM

**AGENDA**

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2. **EXECUTIVE SESSION**
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3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **FUTURE COUNCIL AGENDAS**
5. **PRESENTATIONS**
  - 5.A **Public Art Committee Update and Budget Request - Public Art Committee, 10 Minutes**
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
  - 7.A **Puget Sound Energy Franchise Agreement Proposed Timeline and Community Engagement Plan 15 Minutes**
8. **CITY COUNCIL DISCUSSION**
  - 8.A **Discussion of Joint City Council and Planning Commission Land Use Committee - Council, 30 Minutes**
  - 8.B **(x PM) Feedback on Proposed Changes to Governance Manual - Council, 10 Minutes**

9. FOR THE GOOD OF THE ORDER

10. ADJOURNMENT

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CITY OF  
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**CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, FEBRUARY 23, 2021**

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, 30 Minutes**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**
  - 4.A **(x PM) Instructions for Providing Public Comment - City Clerk, 15 Minutes**  
[Instructions for Providing Public Comment at Remote Meetings.docx](#)
5. **CITY MANAGER'S REPORT**
6. **FUTURE COUNCIL AGENDAS**
7. **PRESENTATION(S)**
8. **PUBLIC HEARING(S)**
  - 8.A **Ordinance 2021-03 Joint City Council/Planning Commission Land Use Subcommittee Phase I "Triage" Code Changes, Public Hearing 20 Minutes**  
[Ordinance No 2021-03 Triage Code Updates.docx](#)  
[Ord 2021-03 Exhibit A.docx](#)  
[ORD 2020-40 Planning Commission Recorded Motion 121020.pdf](#)  
[20201029 Planning Commission Workplan for Joint Land Use Subcommittee Recommendations.pdf](#)  
[20201013\\_Joint\\_Land\\_Use\\_Subcommittee\\_Memorandum\\_Initial\\_Recommendations\\_Recovered.pdf](#)  
[20201013 Joint Land Use Subcommittee Attachment A Table.pdf](#)
  - 8.B **Conduct Public Hearing on Ordinance No. 2021-09, Bonus FAR Interim Control, 6 Month Extension -**

**Planning, 10 Minutes**

Ordinance No. 2021-09 Extending Interim Zoning Control Related to Bonus Density.docx

Ordinance No. 2020-20 Extending Interim Zoning Control Related to Bonus Density Approved 082520.pdf

20201117 City Council Mtg Minutes.pdf

DRAFT Ordinance No. 2021-10 formerly 2020-16.docx

Exhibit\_A Ord. 2021-10.docx

**9. UNFINISHED BUSINESS**

**9.A Economic Recovery Grants - Finance, 10 Minutes**

Resolution\_No.\_2021-05\_Establishing\_Small Business Relief Grant Program.docx

KEDA - COBI Grant Program Contract - DRAFT.docx

Web and Applicant Text for Bainbridge Grant Program.docx

Bainbridge Business Grants - draft grant application v3.pdf

**9.B Ordinance No. 2021-07, Amending the Tree and Vegetation Chapters of the Municipal Code, per the Landmark Tree Ordinance Work Plan - Planning, 10 Minutes**

ORD 2021-07 Exhibit A-Chapter 16.18 BIMC (Tree Removal, Forest Stewardship, and Vegetation Maintenance) DRAFT 12112020.docx

ORD 2021-07 Exhibit B-Chapter 16.32 BIMC (Protection of Landmark Trees) DRAFT 12112020.docx

ORD 2021-07 Exhibit C-Section 18.15.010 BIMC (Landscaping, screening, and tree retention, protection and replacement) DRAFT 01212021.docx

ORD 2021-07 Exhibit D-Section 16.20.100 BIMC (Aquifer Recharge Areas) DRAFT 01212021.docx

ORD 2021-07 Exhibit E-Community Forest Best Management Practices Manual DRAFT 12112020.docx

Ordinance No. 2021-07 01212021 DRAFT.docx

SEPA DNS for 2021-07 .pdf

Ord 2021-07 SEPA checklist.pdf

PC Public Hearing 2021-07 (2020-28)- submitted written comments and staff response.docx

**10. NEW BUSINESS**

**10.A Ordinance No. 2021-08, Amending the 2021 Budget to Carry Forward Funding for Work Funded in 2020 but to be Performed in 2021 - Finance, 10 Minutes**

Ordinance No. 2021-08 Amending the 2021 Budget to Carry Forward 2020 Items.docx

**10.B Resolution 2021-03 - Designation of Fund Balance - \$600,000 High Priority Sustainable Transportation Projects - Finance, 5 Minutes**

**10.C Resolution 2021-04 - Designation of General Fund balance - \$500,000 Climate Action Plan Implementation - Finance, 5 Minutes**

**10.D Race Equity Welcoming Sign Approval and Budget Amendment - Public Works, 10 Minutes**

**11. CONSENT AGENDA**

11.A ( PM) Agenda Bill for Consent Agenda, 5 Minutes

11.B Accounts Payable and Payroll,

11.C Chlorine Generator Replacement Contract - Public Works, 5 Minutes  
Contract ProForma.docx

11.D Police Vehicles Procurement 5 Minutes

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

14. ADJOURNMENT

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CITY OF  
BAINBRIDGE ISLAND

## Memorandum

Date: February 2, 2021  
To: City Council  
From: Ellen Schroer, Interim City Manager  
Subject: Proposed Future City Council Topics

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The table below provides a list of potential future City Council topics that have been identified by one or more councilmembers but have not yet been placed on an agenda, or added to an agenda for consideration of placement.

### TOPIC

- Review position descriptions for the Climate Officer and Natural Resources Planner
- Discuss Council policy and workplan priorities for 2021
- Ethics Program



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** February 2, 2021

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (7:05 PM) WSDOT Presentation on the SR 305 Adas Will/Agatewood Roundabout Project - Public Works,

**SUMMARY:** The Washington State Department of Transportation will give a presentation on the SR 305 Adas Will/Agatewood Roundabout Project.

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Information only.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

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

**BACKGROUND:** The Washington State Department of Transportation will give a presentation on the SR 305 Adas Will/Agatewood Roundabout Project, and answer questions from the Council. The attached presentation provides an overview of the project scope, which is planned for construction in Summer 2021.

**ATTACHMENTS:**

[SR 305 COBI Pres 20201207 v3.pdf](#)

**FISCAL DETAILS:** N/A

**Fund Name(s):**

**Coding:**

# SR 305 Winslow Ferry to Hostmark Street – Safety Improvements

**Bainbridge Island City Council Meeting  
January 19, 2021**

Ioanna Kladou, Project Manager  
Lone Moody PE, Project Engineer



# SR 305, Winslow to Hostmark

## Presentation

**Meeting Purpose:** Brief the Council on status of proposed corridor improvements with focus on upcoming construction of: West Port Madison, Agatewood Rd, Adas Will Ln Safety Improvements.

- **Project Background**
- **Corridor Priorities and Improvements**
- **Delivery Plan**
- **Design Update**
- **Questions and Discussion**





## Purpose and Need:

Congestion along the SR 305 Corridor from Poulsbo to the Winslow Ferry terminal affects travel times, traveler safety and economic vitality.

## Legislative Description

Constructs safety and mobility improvements on SR 305 from the Bainbridge Ferry Terminal to Hostmark Street.



# SR 305, Winslow to Hostmark

## Legislative Description

Constructs safety and mobility improvements on SR 305 from the Bainbridge Ferry Terminal to Hostmark Street.

## Purpose and Need:

Congestion along the SR 305 Corridor from Poulsbo to the Winslow Ferry terminal affects travel times, traveler safety and economic vitality. Performance based strategies are needed to:

- Improve corridor safety and mobility
- Address the constraints of the existing Agate Pass bridge
- Provide multi-modal incorporation through and across the corridor
- Increase the ability to move people and improve the corridor capacity overall
- Provide travel time reduction and reliability
- Address access needs for adjacent properties
- Protect and enhance the environment

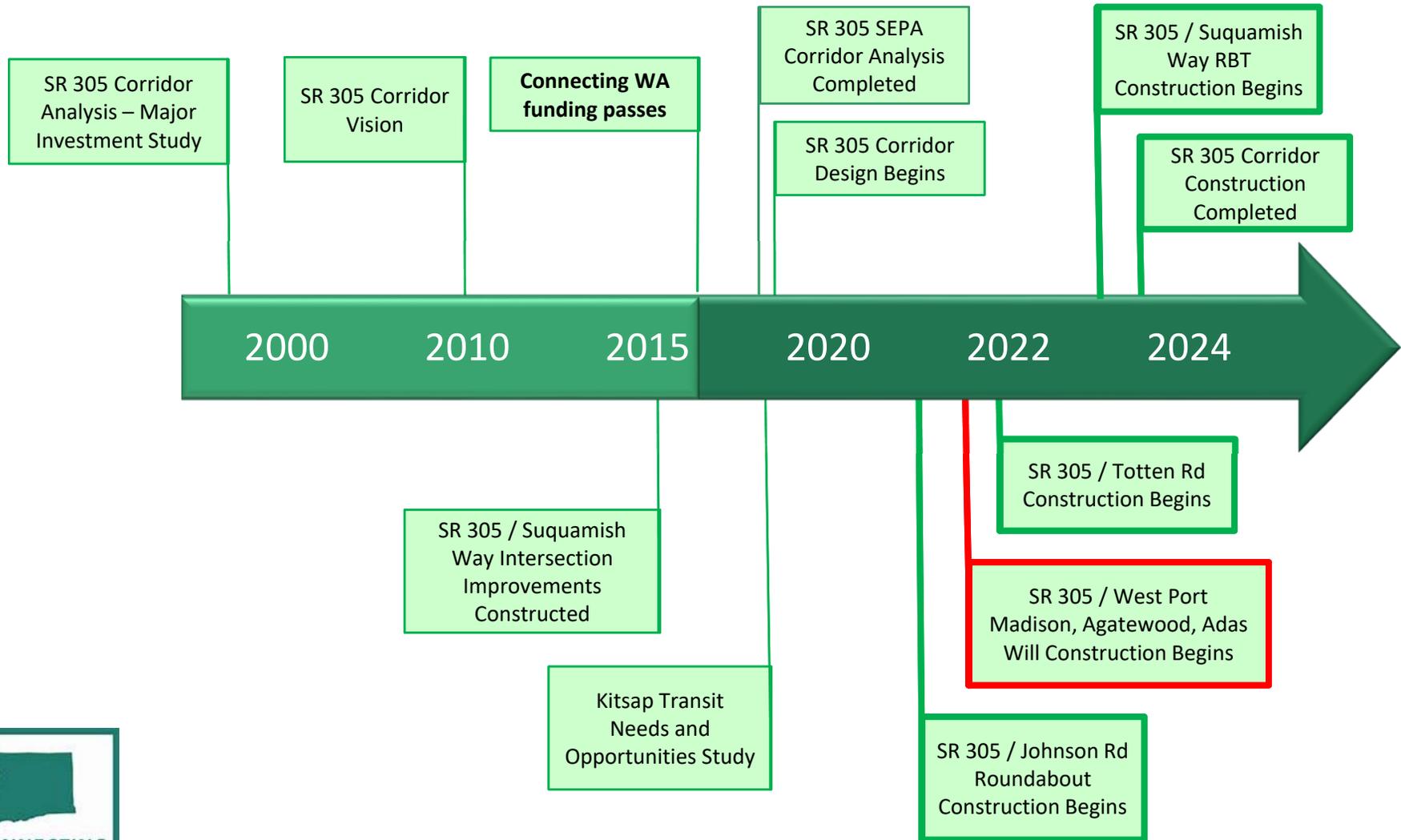


# Corridor Project Benefits

- Improves safety by reducing conflict points and potential for collisions
- Improves traffic flow and access
- Safer Intersections for pedestrians and bicyclists
- Corrects three fish passage barriers and improves water quality to protect and restore salmon runs



# Project History and Timeline



# Community Outreach History

## City of Bainbridge Island

Outreach Activity	2017	2018	2019	2020	2021	2022	2023
Stakeholder Meetings	1 - 3 month Frequency						
Open Houses (6)*	3		3				
Bainbridge Island City Council							
Agatewood Community							
Adas Will Community							
Non-Motorized Interest Group							
Bainbridge Island Trust							
West Port Madison, Agatewood, Adas Will				Design		Construction	

\*6 Open Houses were conducted: 3 in October 2017 and 3 in April 2019



# HIGHEST PERFORMING IMPROVEMENTS



Score	Improvements	Construction Phase
<p>Highest</p> <p>Lower</p>	Suquamish Way <u>Roundabout*</u>	3
	Day Road	2
	Adas Will/Agatewood Road	2
	Johnson Road	1
	Port Madison Road	2
	Totten Road	3
	Seminole Road	2
	Masi Shop/Sandy Hook	3
	Noll Road	2
	Sol Vei/Tollefson/Delate	2
	Sportsman Club Road Left Turn Lane	3
	Suquamish Way <u>Left Turn Lane*</u>	3
	Access Modifications	3

## \$36.5M Total Budget

- Scores based on achieving corridor goals
- Implementation schedule based on readiness and budget availability

## Corridor Performance Goals

**Congestion**  
Reduce congestion and improve mobility

**Transit**  
Improve transit travel time and reliability

**Access**  
Manage needs through access management

**Safety**  
Improves safety

**Non-motorized**  
Improves non-motorized safety

**Environment**  
Improves the environment

*\*1 of the 2 Suquamish Way options will be implemented.*

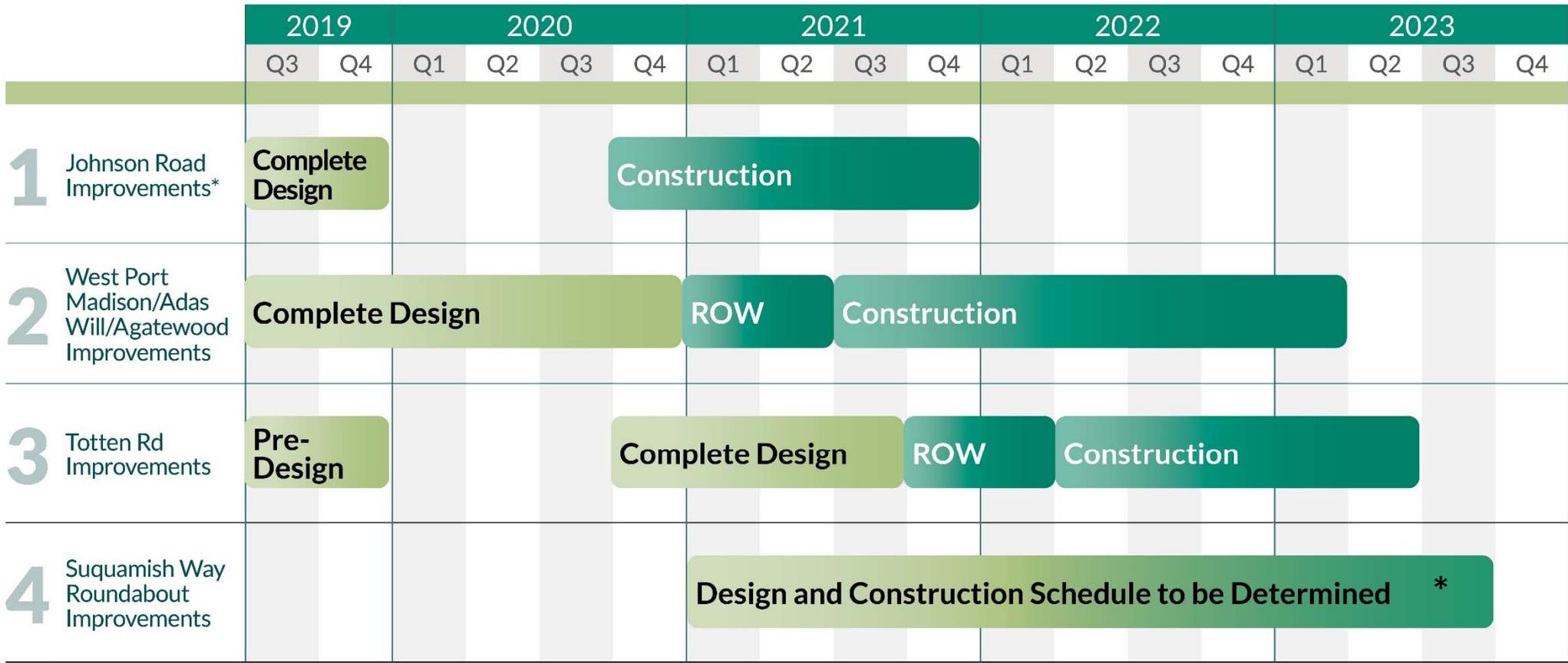


# Corridor Improvements



# SR 305, Winslow to Hostmark

## Delivery Plan - Schedule



\*Additional funds will be required



# Adas-Will, Agatewood, West Port Madison Overview



- Implements 2 of the top 5 priority projects in the corridor
- Crash history
- 3 intersections work together as a complete system providing safety and access control
- U-turns improve safety and reduces delay (eliminates left turns)
- This set of improvements are compatible with and compliment future projects in the corridor

# SR 305 Existing Conditions

Adas-Will  
Looking north



Agatewood  
Looking north



West Port Madison  
Looking north



- Stop controlled intersections
- Hazardous left turns with significant delay due to congestion
- Segments of narrow shoulders (<6 ft)
- No pedestrian facilities to support transit stops or crossing SR305
- Bus stops only on one side for Adas Will and Agatewood
- History of collisions
- No water quality or flow control facilities

# SR 305 Improvements

Adas-Will  
Looking north



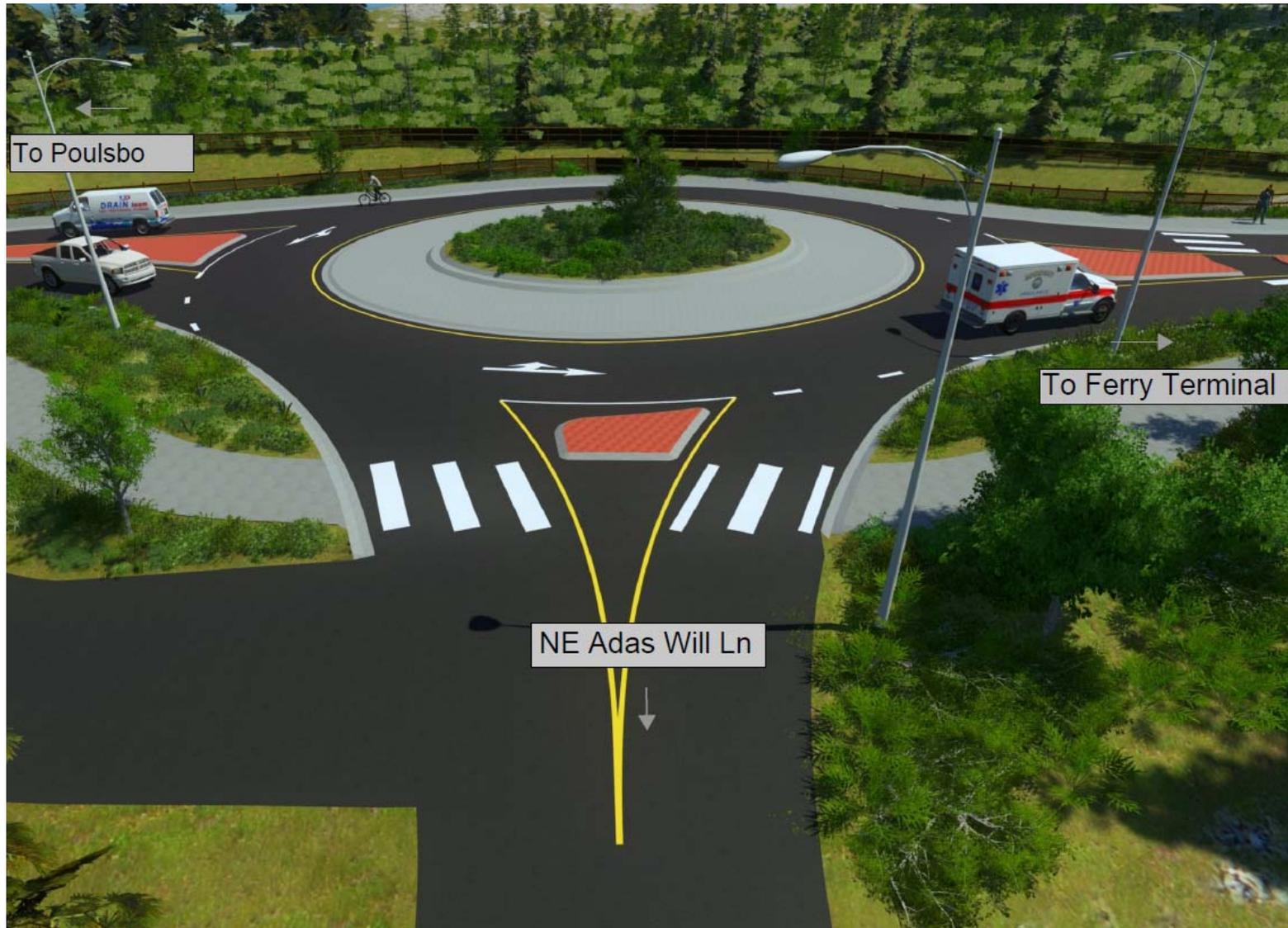
West Port Madison  
Looking north



- \*Roundabouts at Adas-Will and West Port Madison
- Right-in/out at Agatewood with U-turns at Adas Will and West Port Madison
- 10 ft mixed use sidewalks (bikes/peds) buffered from traffic; Crosswalks
- 15 ft sidewalks at Transit stops for shelters
- 8 ft shoulders between Adas Will and West Port Madison
- Paired Bus stops with pullouts at each intersection
- Water quality and flow control facilities

*\*Roundabout = fewer conflict points; lower speeds virtually eliminate head-on crashes and improve reaction time resulting in fewer and less severe crashes*













# SR 305, Winslow to Hostmark

## Questions?



# Thank-you!

## Contacts

[Doug Adamson](#)

WSDOT Media Relations  
360-357-2716

[Lone Moody](#)

WSDOT Port Orchard Project Engineer  
253-538-3360

## Project website:

[www.wsdot.wa.gov/Projects/SR305/winslowferrytohostmarkstsafety/default.htm](http://www.wsdot.wa.gov/Projects/SR305/winslowferrytohostmarkstsafety/default.htm)





CITY OF  
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## City Council Study Session Agenda Bill

**MEETING DATE:** February 2, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:20 PM) Proclamation Declaring February 2021 as "Black History Month" - Mayor Nassar,

**SUMMARY:**

The attached proclamation declares February 2021 as "Black History Month." This proclamation is one of the annual proclamations that the Mayor is authorized to sign without further Council action.

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

Presentation only.

**STRATEGIC PRIORITY:** Healthy and Attractive Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Black History Month Proclamation 2021](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

PROCLAMATION

**A PROCLAMATION** by the City Council of the City of Bainbridge Island, Washington, declaring February 2021 as “Black History Month.”

**WHEREAS**, Black History Month is celebrated throughout the nation during the month of February; and

**WHEREAS**, Black History Month is a time to honor our diverse ancestry and to remember the often hidden history of civic, economic, professional, medical, and artistic achievements of many Black Americans; and also serves as a reminder of the challenges that face all people of color, and that the work to eliminate barriers based on prejudice is ongoing; and

**WHEREAS**, Black Americans continue to make significant contributions to the growth of our nation: in business and philanthropy; as ministers, doctors and nurses; as artists and musicians; as professors and teachers; as lawyers and legislators; as soldiers and leading athletes. Black Americans have earned Olympic Gold Medals; Medals of Honor, and as slaves, built the White House where the first Black President and his family resided from 2009 – 2016; and

**WHEREAS**, we continue to be inspired by the vision of Rev. Dr. Martin Luther King, Jr. and by the vision of local leaders such as former Seattle Mayor Norm Rice, Judge Theodore Spearman, Bishop Lawrence Robertson, Lillian and James Walker; and

**WHEREAS**, Black History Month serves as a reminder of the challenges that face people of color and other marginalized groups. There is still more to be done to ensure equality under the law and equal opportunity; and

**WHEREAS**, Black History Month’s theme for 2021 is “ The Black Family: Representation, Identity, and Diversity;” and

**NOW, THEREFORE**, I, Rasham Nassar, Mayor of the City of Bainbridge Island, Washington, on behalf of the City Council, do hereby proclaim February 2021 as “BLACK HISTORY

MONTH" in the City of Bainbridge Island, and urge all Islanders to join me in this special observance.

SIGNED, this 2nd day of February, 2021.

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Rasham Nassar, Mayor



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** February 2, 2021

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:25 PM) Interim Green Building Program - Planning,

**SUMMARY:** \* Staff review of the previous GBTF recommendations determined that a mandatory "off-the-shelf" program utilizing existing green building certification programs is not feasible under existing state law.  
\* The Council requested information regarding the existing barriers in state law experienced by the City and indicated the Council may decide to use that information to suggest changes to state law.  
\* The GBTF is developing a proposed process and initial alternatives for a green building program that is compatible with existing legal constraints. These will be presented to Council for policy direction at a future study session.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** Decide if/how Council wishes to address barriers in state law to enacting local mandatory green building codes.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** See attached staff memo.

**ATTACHMENTS:**

[Staff Memo Update](#)

[Attachment 1 - Activity Log](#)

[Attachment 2 - GBTF Roster](#)

[Attachment 3 - City Green Building Policies](#)

[Attachment 4 - GHG Inventory Fact Sheet.pdf](#)

[Attachment 5 - GHG Target Charts](#)

[Attachment 6 - Energy Demand & Conservation](#)

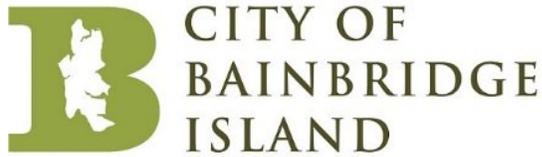
[Attachment 7 - GBTF Road Map Recommendation](#)

[Attachment 8 - First Steps Recommendation](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



Department of Planning and Community Development

## Memorandum

Date: February 2, 2021  
To: City Manager  
City Council  
From: Heather Wright, Planning Director  
Peter Best, Senior Planner  
Subject: Barriers to Local Green Building Codes in State Law

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### I. BACKGROUND

On June 16<sup>th</sup>, the City Council directed the Green Building Task Force (GBTF, Attachment 2) to recommend an interim “off the shelf” green building program (or components of a program) to be implemented before the current development moratorium expires<sup>1</sup> to help with the City’s greenhouse gas (GHG) emission reduction goals while a full Bainbridge Island program is developed. The Council also stated this direction was made within the context of their recent declaration of a climate emergency ([Resolution 2020-05](#)) and reaffirmed their previous direction for the green building initiative to aggressively contribute to GHG emission reductions.

On September 1, 2020, the City Council directed staff to proceed with drafting an ordinance based on the GBTF recommendations and ongoing staff review and legal analysis.

On September 15, 2020, the City Council agreed to a brief delay in the project timeline in order for staff review and legal analysis to be completed. The Council also reiterated the importance of continuing to develop an ambitious local interim green building program and discussed the possibility of seeking legislative changes to state laws that limit local green building programs.

On November 17, 2020, the City Council was informed the GBTF recommendations conflicted with existing state law and that the GBTF would begin working to revise its recommendations. The City Council requested information regarding the existing barriers in state law experienced by the City and indicated the Council may decide to use that information to suggest changes to state law.

Since November, the GBTF has met twice to develop a proposed process and initial alternatives for a green building program that is compatible with existing legal constraints. The GBTF will continue that work at their next meeting on February 9, 2021. When finalized, this framework will be presented to Council for policy direction at a future study session.

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<sup>1</sup> The adopted motion specified October 20, 2020 as the implementation deadline for an interim green building program. However, at the time the motion was adopted, the development moratorium (Ordinance 2020-09) was set to expire on October 3, 2020. The moratorium has since been narrowed and extended to April 3, 2021 (Ord. 2020-24).

### An Important City Priority

Adopting a green building code is (see Attachment 3):

- A City 2020 work plan priority
- A Comprehensive Plan policy
- A Climate Action Plan goal and priority strategy

A green building code will benefit the Bainbridge Island community by:

- Reducing greenhouse gas emissions (see Attachments 4 and 5)
  - The City's goal is to reduce community emissions 90% by 2045 (from 2014 levels)
  - 55% of 2018 community emissions were from building energy use
- Conserving energy (see Attachment 6)
  - Demand is increasing due to transportation electrification (ferries, cars, etc) and growth
  - Capacity is limited and we wish to avoid (or at least delay) building a new substation
- Conserving water
  - Bainbridge Island is a sole source aquifer

## II. GBTF RECOMMENDATIONS

The GBTF recommendations were provided in two deliverables.

Road Map (Attachment 7) – The Road Map outlined a 3-phase process for developing and implementing a comprehensive green building program for Bainbridge Island. The Road Map was guided by five overarching principles and each phase was guided by a general theme.

First Steps (Attachment 8) – These First Steps provided the initial interim program requested by the City Council. These recommendations represented Phase 1 of the Road Map and contained the core elements of the comprehensive green building program.

## III. EXISTING BARRIERS IN STATE LAW

City staff (with legal, planning, and building expertise) reviewed the GBTF recommendations and found their implementation would certainly or likely be blocked by the following state laws.

The City Council expressed an interest in lobbying the State Legislature to allow a jurisdiction to mandate an energy code that is more restrictive than the state energy code. The State legislature is currently meeting and the Council could choose to pursue this option this or next year.

#### A. State Energy Code Cannot be Exceeded

Barrier	The state energy code (per RCW 19.27A.015) is established as both the minimum and <u>maximum standard for residential development</u> for the majority of local building codes, including the City of Bainbridge Island. However, it is only established as the minimum standard for non-residential development.
Effect	The vast majority of development on Bainbridge Island is residential. The City <u>cannot mandate</u> standards that exceed the state energy code <u>for residential development</u> , such as “off the shelf” 3 <sup>rd</sup> party green building certification programs (like those recommended by the GBTF) because they conflict with the state energy code by requiring: <ul style="list-style-type: none"> <li>• More energy efficiency buildings; or</li> <li>• Different equipment.</li> </ul> Incentivizing the voluntary use of 3 <sup>rd</sup> party green building certifications is not preempted by the state energy code and is therefore the typical approach currently used to achieve some amount of residential green building development in some local jurisdictions. However, green building incentives for residential development are not expected to achieve the City’s ambitious greenhouse gas reduction and green building policies.
Possible Fix	<u>Strike</u> the language in RCW 19.27A.015 establishing the state energy code as the <u>maximum standard for residential development</u> .

Note: The state energy code is periodically updated to incrementally “help achieve the broader goal of zero fossil-fuel greenhouse gas emission homes and buildings by the year 2031.” [RCW 19.27A.020(2)(a)]

#### B. Delegation of Authority

Barrier	There can be legal uncertainty regarding substantive due process when local governments mandate an applicant to achieve certification from a 3 <sup>rd</sup> party.
Effect	The City assumes some measure of legal risk without clear state authorization and a standard of practice regarding substantive due process.
Possible Fix	Add language to state law authorizing: <ul style="list-style-type: none"> <li>• Local governments to adopt 3<sup>rd</sup> party green building certification programs into local building codes, provided they meet the state’s minimum standards; and</li> <li>• Local building officials to waive a 3<sup>rd</sup> party certification requirement if the 3<sup>rd</sup> party certification program (1) restricts or limits an applicant’s access to administrative review and relief under the program, or (2) has acted arbitrary, capricious, or inconsistent with the program’s standards or procedure.</li> </ul>

#### IV. ATTACHMENTS

1. Green Building Initiative History Log
2. GBTF Roster
3. City Green Building Policies
4. Greenhouse Gas Emission Inventory Fact Sheet
5. Greenhouse Gas Emissions Charts
6. Bainbridge Island Energy Demand & Conservation
7. GBTF Road Map Recommendation
8. GBTF First Steps Recommendation

**Green Building Initiative  
History Log**

<b>Date</b>	<b>Description</b>
7/17/2018	CC study session on a green building incentive program
11/5/2019	CC study session on an approach to a green building code
12/3/2019	CC study session on the 2019 <a href="#">City of Bainbridge Island Greenhouse Gas Emissions Inventory Final Findings Report</a> which documented that 55% of the communities overall emissions came from building energy use.
12/10/2019	CC study session on workplan for green building code options
1/7/2020	CC provided direction on GBTF recruitment and for aggressive GHG reduction
1/16/2020	CC adopted its top priorities for 2020 as well as the <a href="#">2020 Citywide Work Plan</a> which affirmed green building remains a top priority
2/4/2020	CC update on GBTF applications and selection process
3/3/2020	CC update on GBTF applications and appointment process
3/10/2020	CC advanced a slate of GBTF candidates for appointment on 3/24/2020
3/24/2020	CC appointed GBTF members
5/19/2020	CC retained the green building initiative as a City workplan priority
5/26/2020	CC adopted the <a href="#">goals and strategies for the Climate Action Plan presented by the City's Climate Change Advisory Committee</a> , which includes overarching GHG reduction goals as well as goals and strategies related to green building
6/9/2020	CC declared a climate emergency ( <a href="#">Resolution 2020-05</a> )
6/16/2020	CC provided direction to the GBTF to recommend an interim "off the shelf" green building program (or components of a program) to be implemented before the current development moratorium expires (i.e.: Ordinance 2020-09 expires on 10/4/2020) to help with the City's greenhouse gas (GHG) emission reduction goals while a full Bainbridge Island program is developed.
7/7/2020	GBTF meeting #1
7/7/2020	CC update on GBTF schedule and startup
7/21/2020	GBTF meeting #2
8/4/2020	GBTF meeting #3
8/18/2020	GBTF meeting #4 – complete recommendations for multi-phase "Road Map" and "First Steps" ordinance
8/27/2020	GBTF meeting #5 – complete recommendations for multi-phase "Road Map" and "First Steps" ordinance
9/1/2020	CC study session #1 on GBTF recommendations
9/15/2020	CC study session #2 on GBTF recommendations <ul style="list-style-type: none"> <li>Briefly extended project timeline to complete staff review and legal analysis</li> </ul>
12/1/2020	GBTF meeting #6
12/17/2020	GBTF meeting #7

Acronyms

CC = City Council

GBTF = Green Building Task Force

GHG = Greenhouse gas emissions

## GREEN BUILDING TASK FORCE ROSTER



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6/26/2020

## City Priorities and Policies Applicable to Green Building

### 2020 Citywide Workplan Priorities

- Support Council consideration of Green Building Initiatives (Q1 – Q4)
  - to include consideration of proposed solar ordinances

### Comp Plan Goals & Policies

- Policy LU 5.5 - Implement a green building code.
- LU Action #3 - Amend the City's development code to implement green building codes. Utilize lessons learned from communities of comparable environmental and socio-economic characteristics to implement green building codes which address issues such as site sustainability, water use efficiency, energy use efficiency, indoor environmental quality, and the impact on the atmosphere, materials and resources by buildings.

### Applicable to All Types of Buildings

- Policy EC 3.1: Encourage use of green building materials and techniques in all types of construction, as well as design approaches that are responsive to changing conditions.
- Policy EC 10.2: Partner with island architects, landscape architects, builders and related construction professionals to draft development standards and practices that incorporate green building practices and context sensitive design.
- Policy EN 2.3: Use new technologies to reduce environmental impacts such as solar panels, electric and hybrid vehicles, high-efficiency lights and heating systems.
- Goal EN-4: Encourage sustainable development that maintains diversity of healthy, functioning ecosystems that are essential for maintaining our quality of life and economic viability into the future.
- Policy EN 4.1: Employ conservation design methods and principles such as low impact development techniques for managing storm and waste water, green building materials, high-efficiency heating and lighting systems.
- Policy U 14.2: Encourage the conservation of electrical energy, especially during periods of peak usage, and encourage energy saving building code strategies, local renewable energy, and other cost effective approaches to meeting the island's energy needs, including distributed energy systems.

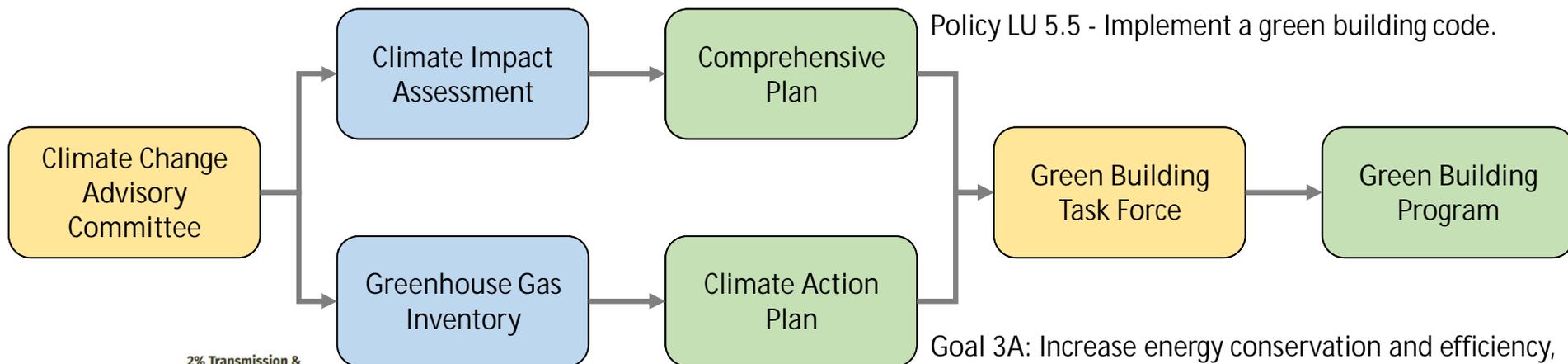
### Applicable to City and Public Facilities Only

- GOAL EN-2: Encourage sustainability in City Government operations.
- Policy EN 2.1: In managing City government operations, take reasonable steps to reduce impacts to the environment and ecosystems upon which we depend. This includes recognizing and preparing for the impacts of climate change.
- Policy U 14.5: New taxpayer-funded buildings shall use carbon-neutral energy for heating, cooling, and operational use to the maximum extent practical.
- Policy EN 10.4: Ensure beneficial indoor air quality in all renovations and new construction of City-owned facilities.
- Policy EN 12.6: Promote energy conservation measures by all government entities including:
  - Retrofitting offices, shops and garages with high-efficiency lighting;
  - Converting vehicles to hybrid fuel vehicles as replacement or new vehicles are acquired;

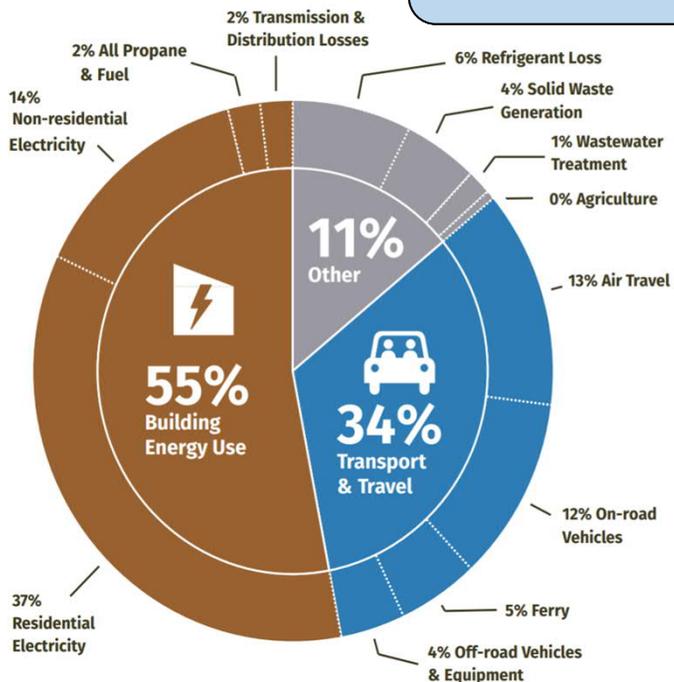
- Converting traffic signals and lighting to the most energy efficient and spectrum appropriate technology available; and
- Adopting incentive programs and design standards that encourage the employment of renewable energy sources and energy efficient appliances on the Island.
- Goal CF-4: Public facilities constructed on Bainbridge Island meet appropriate safety, construction, energy conservation, durability and sustainability standards.
- Policy CF 4.4: Require public facilities to incorporate energy generation when and where possible.

#### **Process Improvements**

- Policy EN 12.3: Strive for reduced greenhouse gas emissions by, among other actions, integrating climate change into the city planning process, including land use and transportation planning and management, and making climate change considerations and meeting greenhouse gas emission reduction goals a component of city decision making.
- Policy EN 12.4: Establish benchmarks, metrics and targets for reduction of greenhouse gas emissions, assess current conditions and progress in reducing greenhouse gas emissions from municipal, commercial, residential and transportation-related land uses, projects and programs.
- Policy EN 12.5: Support the development of a public education program which informs all citizens on the methods and progress for meeting the Island's greenhouse gas emission goals and ways citizens can assist in reaching the reduction goals.
- Policy HO 6.4: Create a new conservation villages permit process to apply outside of designated centers to increase housing choices including affordable housing and requiring green building practices while better conserving open space.



Policy LU 5.5 - Implement a green building code.



Goal 3A: Increase energy conservation and efficiency, including customer-owned generation, across all energy sectors.

Goal 3C: Create energy self-sufficiency for emergency preparedness and increase energy infrastructure reliability and resilience.

Goal 5A: Reduce GHG emissions from all municipal, commercial, industrial and residential buildings.

Goal 6B: Protect and maintain the integrity of our Island's surface and groundwater resources in the face of climate change.

Goal 7B: Increase diversion of waste from the landfill.

Goal 8C: Empower and prepare COBI, Bainbridge Island residents, and Bainbridge Island businesses for climate impacts and emergencies.



# UNDERSTANDING OUR IMPACT

## Bainbridge Island's Greenhouse Gas (GHG) Inventory Results

The City of Bainbridge Island (City) recently completed a comprehensive greenhouse gas (GHG) inventory. GHG inventories quantify the amount of climate pollution produced by an entity—in this case, from the Bainbridge Island community and municipal government operations. As the City continues to take action to reduce emissions, these inventories will serve as helpful tools for tracking progress and making improvements along the way.

### What are our emissions?

We estimate that the Bainbridge Island community emitted 233,998 metric tons of carbon dioxide equivalent (MTCO<sub>2e</sub>) in 2018—or 9.4 MTCO<sub>2e</sub> per resident. **Offsetting those emissions would require every Bainbridge resident to grow 11.1 acres of forestland for one year.** The biggest emissions contributors:



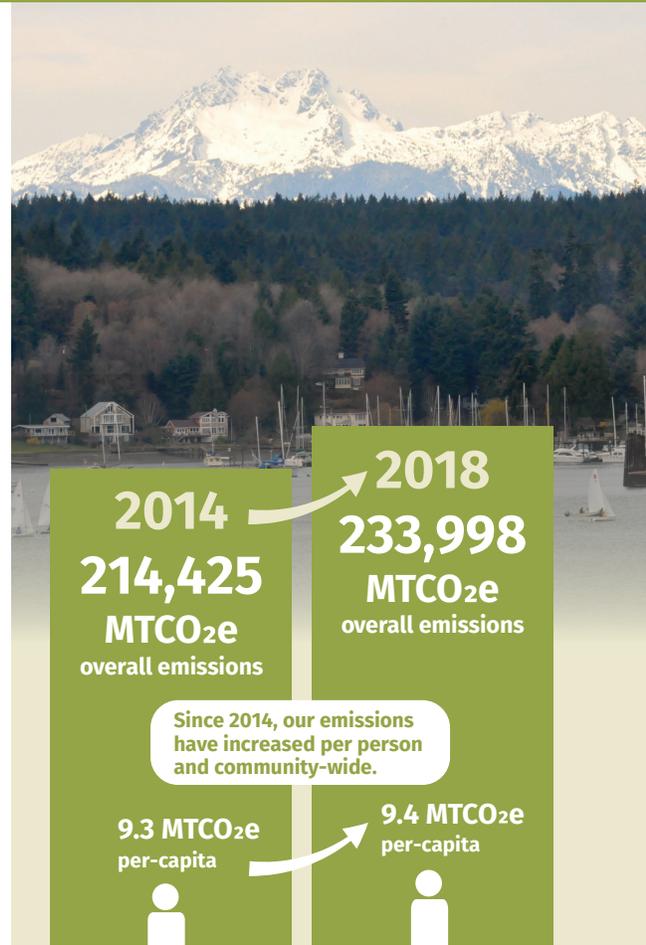
#### Energy use by residential and commercial buildings

55% of our emissions come from building energy use, residential fuels, and transmission and distribution losses.



#### Transportation, mainly on-road vehicles and air travel

34% of our emissions come from on-road and off-road vehicles, air travel, and ferry transportation.



### Trends Over Time...

The 2018 emissions results showed a 9% overall increase over 2014 emissions, but only a 1% increase in per-capita emissions. To meet our goals, we will need to decrease our overall emissions as well as our per-capita emissions.

#### Emissions increases were driven by:

- ↑ Changes in **electricity fuel sources** (e.g., from renewables versus coal)
- ↑ Growth in **population** and employment

#### Emissions increases were limited by:

- ↓ Improvements in **vehicle fuel economy**
- ↓ Reductions in the **distance** each person drives
- ↓ Declining per-household and per-business **energy consumption**

### GHG Inventory Quick Facts

#### Three inventory types



##### Communitywide

Emissions from community activities, like energy use, travel, and waste disposal.



##### City Government Operations

Emissions from everyday government activities.



##### Consumption-based

Emissions associated with our goods and services.



#### Three accepted protocols

The inventories were conducted using widely-accepted tools and protocols, including The Climate Registry's Local Government Operations Protocol, the U.S. Community Protocol, and U.C. Berkeley's CoolClimate Calculator.



#### Two representative years

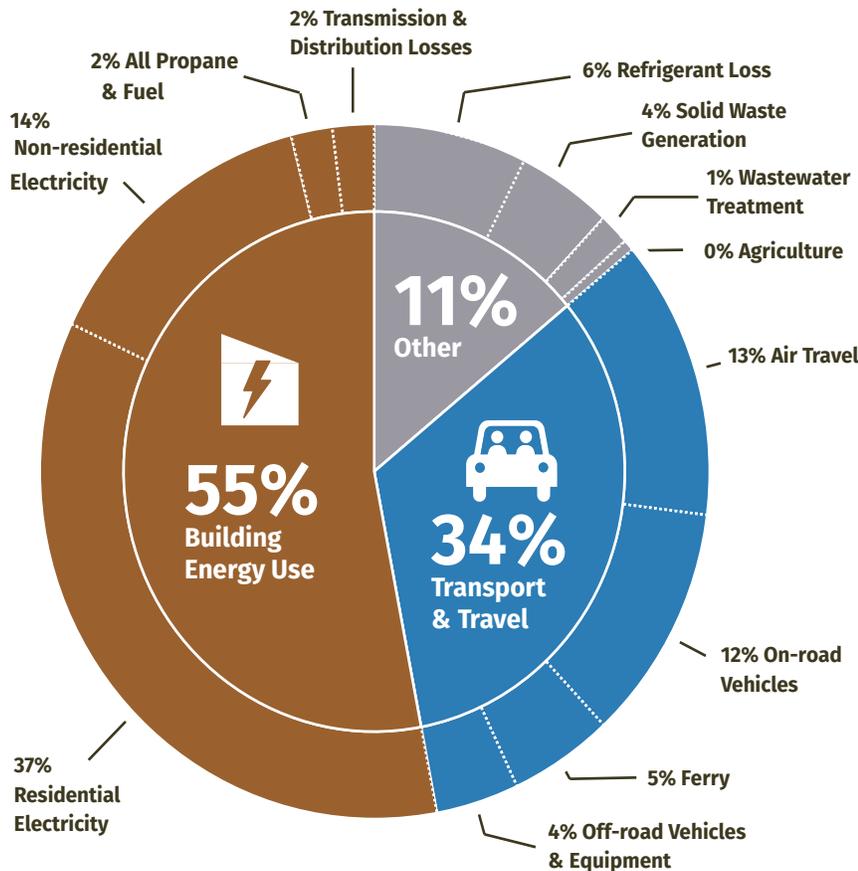
Conducting inventories for both 2014 and 2018 allows us to see whether emissions are trending upward or downward over time.

See full inventory results on the back!



## Community Overall Emissions

# 233,998 MTCO<sub>2</sub>e



The Bainbridge Island community emitted an estimated 233,998 MTCO<sub>2</sub>e in 2018.

That equates to 9.4 MTCO<sub>2</sub>e per person—equivalent to the emissions from driving 50,000 passenger vehicles for a year!

The majority of those emissions are from consumption of energy in homes and commercial buildings.



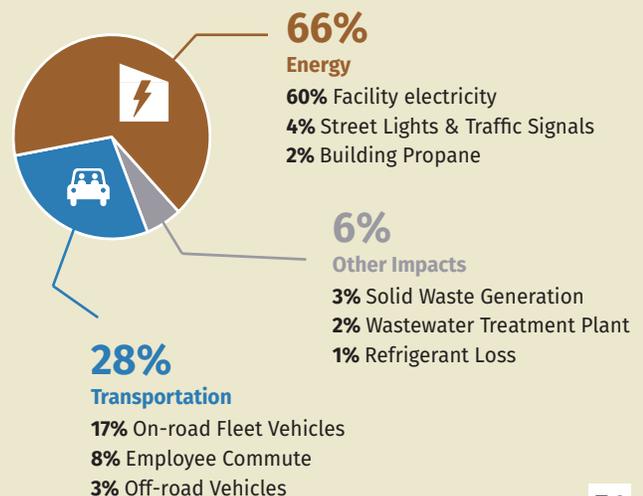
### Be a part of the solution

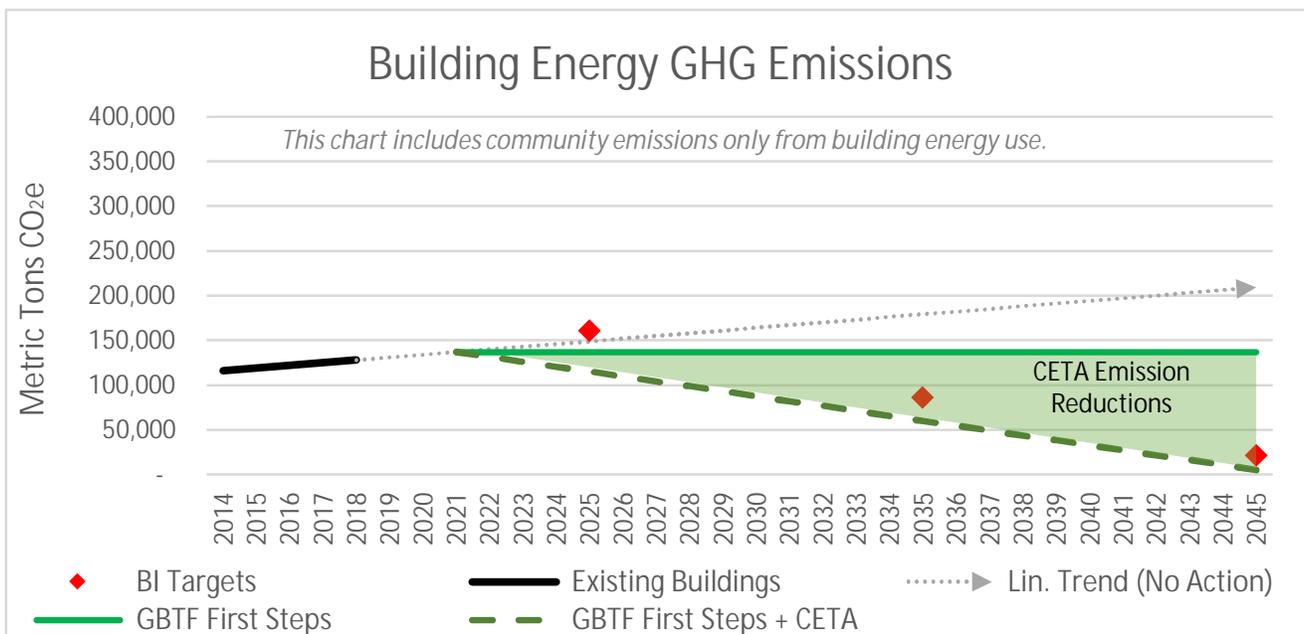
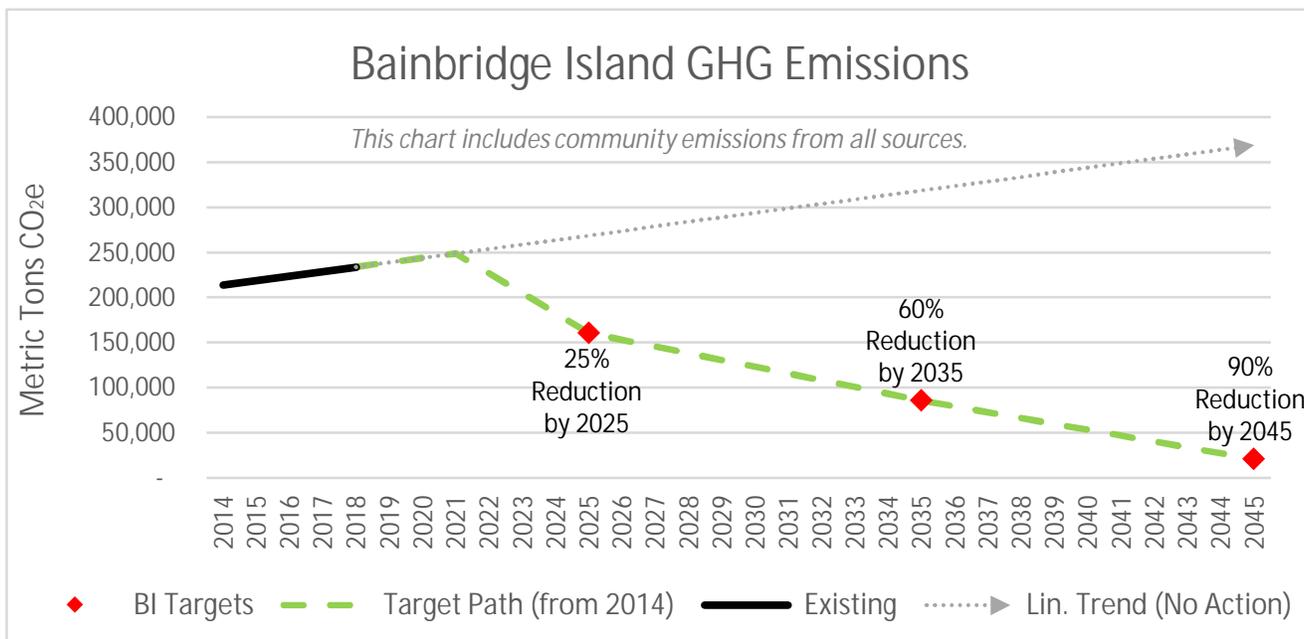
Everyone has a role in reducing Bainbridge Island's greenhouse gas emissions. The things we buy, the way we commute to work, the food we eat, and the way we use energy in our home all have an impact.

## City Government Emissions

### 2,291 MTCO<sub>2</sub>e in 2018

Emissions from City of Bainbridge Island activities—which only make up about 1% of the total community emissions—are largely from energy needed to power municipal buildings, equipment, and vehicles.





CETA = Washington State Clean Energy Transformation Act

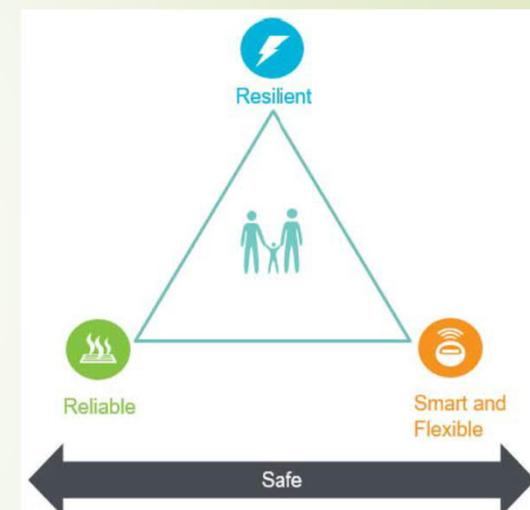
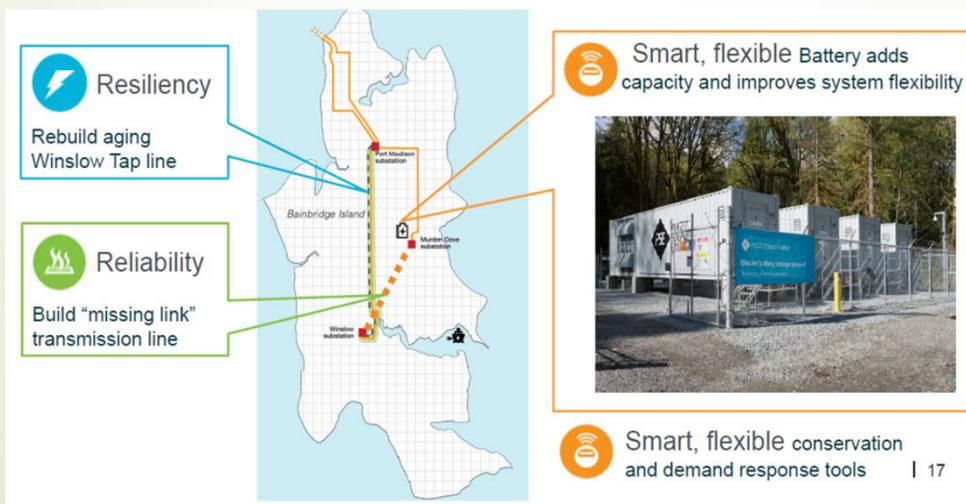
Note: GBTF "First Steps" recommendations would also require offsets for the carbon emissions embodied in new building materials, which is not currently accounted for in the GHG emissions inventory this chart is based on.

Sources:

2019. City of Bainbridge Island Greenhouse Gas Emissions Inventory Final Findings Report. Prepared by Cascadia Consulting Group, INC.

In Prep. City of Bainbridge Island Climate Action Plan. Prepared by City of Bainbridge Island Climate Change Advisory Committee.

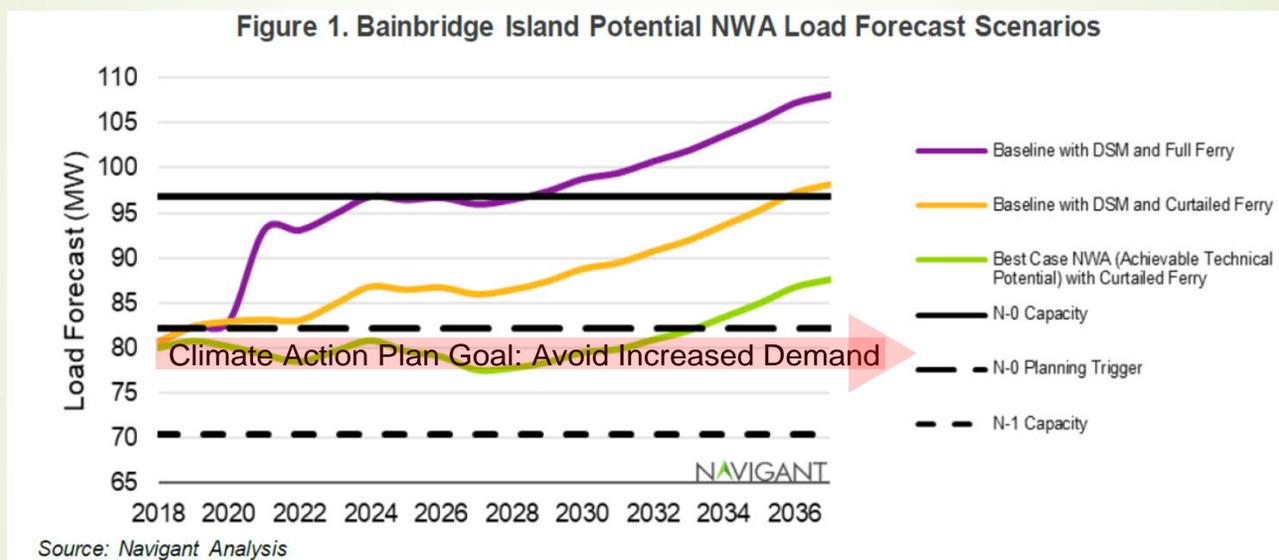
# PSE's Proposed Bainbridge Island Initiative Has Three Key Elements



Source: [PSE's town hall on Oct 17, 2019, final slide deck](#)

\*Source: [PSE's town hall on Oct 17, 2019, Appendix D](#)

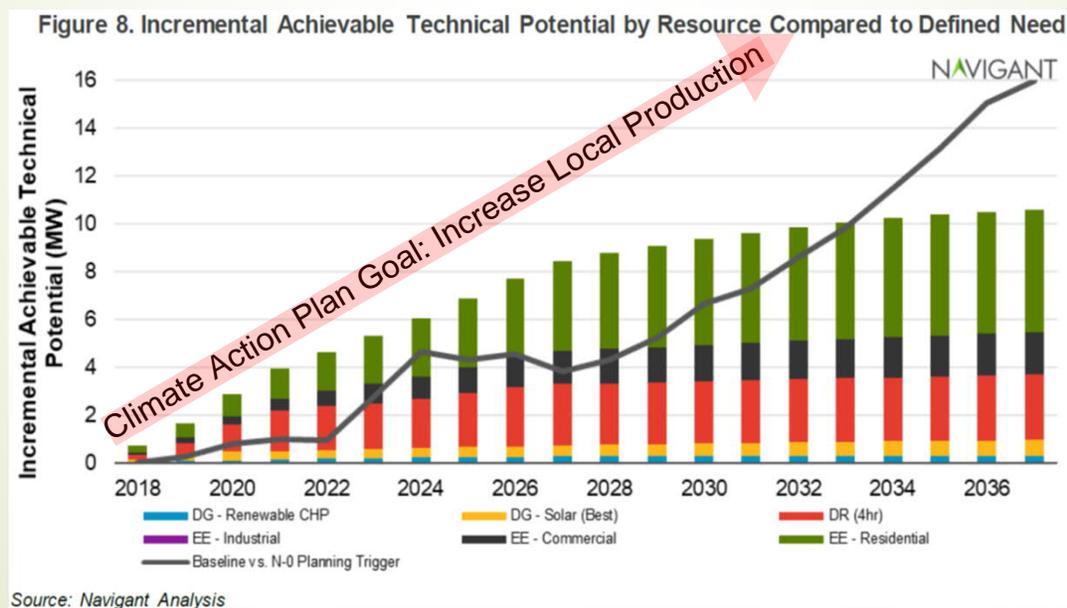
## If Implemented Fully, PSE's Bainbridge Island Initiative Would Defer Grid Upgrades to 2030



Source: [PSE's town hall on Oct 17, 2019, Appendix D](#)

## The Targeted Conservation and Demand Response Tools Require BI Resident's Action

- DERs considered in the analysis include energy efficiency (EE), demand response (DR), customer-sited solar photovoltaics (PV), energy storage, and combined heat and power (CHP) (renewable anaerobic digesters only).



- Note the cost-effective contribution from the anaerobic digester CHP

Source: [PSE's town hall on Oct 17, 2019, Appendix D](#)

## “Road Map” for a Bainbridge Island Green Building Program

Principles

Lead by example

Optimize materials/emissions

Equity/Justice

Wholistic approach/mutual benefits  
(people, environment, & economy)

Future ready (e.g. solar, EV, internet-based system controls/smart grid, battery storage, etc)

Theme

Phase 1 (Interim by Oct)

Carbon Reduction

Rely on prior public engagement and 1 public hearing

Mandatory “baseline” green building programs for all building types

Optional “stretch” green building programs

Scaled to building size

Mature programs & market acceptance

Few additional carbon reduction measures

Phase 2 (Oct - Feb)

Carbon Neutral

Expanded engagement (community & industry)

Economic assessment, incentives, assistance programs (affordability & health equity)

Electric vehicle & solar ready

Embedded carbon reductions (concrete & other materials)

Carbon offsets

Site requirements

Program evaluation process

Phase 3 (+1 year)

Carbon Storage

Adaptive Management (next steps based on program performance)

Components

Green Building Task Force - "First Steps" Interim Green Building Recommendation

The green building programs listed in Table 1 are adopted by the City of Bainbridge Island and organized into green building categories. The programs indicated with:

- "BR" are baseline required programs within that category (choose one if more than one is listed);
- "AR" are required programs within that category in addition to the BR program (choose one if more than one is listed); and
- "O" are optional programs that may be used in addition to a required program but shall not be used instead of a required program.

Table 1 Green Building Categories

Organization	Green Building Program	Green Building Category			Existing Buildings on BI
		A	B	C	
International Living Future Institute	<a href="#">Core Green Building Certification</a>	O	O	AR	Yes
	<a href="#">Zero Carbon Certification</a>	BR	BR	BR	
US Green Building Council	<a href="#">LEED</a> Platinum Certification	O	O	AR	Yes
Other	Other	O	O		Yes

Table 2 Green Building Requirements

Building Type	Building Size	Green Building Category		
		A	B	C
Any Remodel and/or Addition	Up to 500 SF	N/A		
	More than 500 SF	Same category as below for building type and net building size (net = existing + addition)		
Any Residential	Any size	X		
Commercial and Institutional	Up to 5,000 SF		X	
	More than 5,000 SF			X

Table 2 notes:

- For remodels and additions over 500 SF, only the remodel/addition area needs to meet the applicable requirements. The remaining area of the existing building does not need to meet the applicable requirements.
- State funded buildings subject to RCW 39.35D (high-performance public buildings) would be subject to this requirement.
- Affordable housing projects would be subject to this requirement unless they receive funding through the State Housing Trust Fund and are therefore required to meet state mandated green building standards per RCW 39.35D.080.

Other GBTF Recommendations

City Buildings – Lead by example (retroactive to police/court facility)

Possible Incentives (until Phase 2)

- Refund part of building permit fees at final certification (amount TBD)
- Education & outreach
- Puget Sound Energy – many of the existing rebates, grants, and design assistance will apply to green building projects

Additional Carbon Footprint Reduction Measures (pending legal review)

- Heat pumps used whenever possible for space & water heating
- Propane may be used as secondary backup heat, or where heat pumps are not capable of providing for the task (such as for tankless water heaters or high demand boiler systems)
- Do not allow electric resistance elements for space heating



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** February 2, 2021

**ESTIMATED TIME:** 30 Minutes

**AGENDA ITEM:** (7:35 PM) Recommendations and Update from the Climate Change Advisory Committee,

**SUMMARY:** The Climate Change Advisory Committee will give a brief presentation on recommendations on carbon reduction for the Police and Court Facility.

Also provided for review is a status update on actions in the Climate Action Plan, a progress report on 2020 workplan items, and a 2021 workplan for review and approval.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** I move to forward the Climate Change Advisory Committee 2021 Workplan for approval with the Consent Agenda on February 9, 2021.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** A Climate Action Plan (CAP) was the highest priority item of the Climate Change Advisory Committee's work plan as set by the City Council for 2020. After several meetings in 2020, the Council approved the CAP as drafted by the CCAC.

The CAP includes recommended actions and strategies to move the City toward three goals:

1. Mitigation – Reduce greenhouse gas emissions by 90% by 2045 compared to 2014 levels with interim milestones of 25% reduction by 2025 and 60% by 2035 compared to 2014 levels.
2. Adaption – Bainbridge Island is climate savvy and can withstand the impacts of climate change.
3. Community Engagement – COBI inspires community action and partners with local and regional organizations to take meaningful and equitable climate change mitigation and adaptation actions.

Part of the presentation at this meeting provides an update on the recommended approach to the CAP. In particular, the CAP identifies 18 “immediate actions,” for which the CCAC is drafting roadmaps, or draft approaches to implementation.

In addition to the CAP status, the CCAC will give a brief presentation on recommendations on carbon reduction for the Police and Court Facility, a progress report on 2020 workplan items, and a 2021 workplan for review and approval with the February 9th Consent Agenda.

**ATTACHMENTS:**

[City Council February 2nd City Council Meeting CCAC Briefing.pptx](#)

[Draft CCAC Recommendations to City Council on Carbon Reduction for BI Police and Court Building December 22nd 2020.docx](#)

[CCAC 2020 Progress Report and 2021 Workplan January 27th 2021.docx](#)

[Status of immediate actions January 27th 2021.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**





# Overview

- Draft CCAC recommendations on carbon reduction for BI Police/Court buildings
- Status of CCAC/UAC recommendations on PSE Franchise Agreement
- CCAC 2020 Progress Report and 2021 Workplan
- FYI: Status on “Road Maps” for 18 immediate actions

# Police/Court Building: Recommendations

CC asked CCAC to develop recommendations to offset carbon (64 metric tons CO<sub>2</sub>/yr) if LEED silver.

## Recommendations

1. Acknowledge use of Harrison building better than constructing new building. Also likely better than existing building but data not available to confirm (Council could request it).
2. Use the GBTF Green Building Standard for comparison of carbon reduction instead of LEED silver.
3. To achieve carbon reduction invest in:
  - Energy efficiency & conservation for low-income housing
  - Community solar projects
4. DO NOT USE OFFSETS that are not direct reductions of on Island GHG emissions from fossil fuel combustion



# Police/Court Building: Next Steps

- Work w/GBTf to determine green building standard to use for comparisons
- Hire consultant to calculate carbon reduction of potential projects (as well as compare to existing) and lifetime cost savings of energy efficient building, as well as identify local offset implementation options, including novel approaches.
- Develop report w/options for carbon reduction including possible pathways to implementation



# PSE Franchise: Background

- CC requested CCAC/UAC provide recommendations on PSE Franchise Agreement
- BI Comprehensive Plan includes goals and nine policies on electrical utility element
- Research
  - National Renewable Energy Lab: Study Franchise Agreements (3600 cities w/25 in PSE service area)
  - World Resources Institute: Paper on City/Utility Partnership Agreements
  - Interviews w/individuals involved with Franchise Agreements in area.

ORDINANCE NO. 2007- 11 CITY OF BAINBRIDGE ISLAND AN ORDINANCE granting to Puget Sound Energy, a Washington public service company, and its successors and assigns, for a period of fifteen ( 15) years, the right, privilege, authority, consent and approval to set, erect.....

Comprehensive Goal: "...ensure adequate, cost effective, reliable, and environmentally responsible electric service to the citizens of Bainbridge Island" (e.g., Policy U 14.9 Explore ways to obtain 100% green electricity including investing in new renewable energy projects).



WORLD  
RESOURCES  
INSTITUTE

# PSE Franchise: Background

Work collaboratively with PSE to achieve goals of:

- Comprehensive Plan
- Climate Action Plan
- Clean Energy Transformation Act

First steps for negotiation

- Identify a shared vision for success
- Agree on set of principles
- Develop a mutual understanding of respective goals



## PSE Franchise: Status

Still working on a few issues:

- Undergrounding
- Carbon Free Electricity Goals
- Additionality

# 2020 Progress Report for CCAC

- Developed first-ever Climate Action Plan (CAP) for City that was approved by City Council.
- Had over 10 meetings with City staff in the development of the CAP.
- Developed “roadmaps” for eight of the 18 immediate actions identified in the CAP.
- Collaborated with the Green Building Task Force (GBTF) and Sustainable Transportation Task Force (STTF) to ensure we were consistent in our approach to addressing climate change and had several meetings with the Chair of the Race Equity Advisory Committee (REAC).
- Worked with the Utilities Advisory Committee (UAC) to develop recommendations for the City regarding the PSE Franchise.
- Provide recommendations to the City Council for off-setting carbon reduction from Police/Court building.
- Provide presentations to several local groups on climate change and the CAP (e.g., Senior Center, Oatmeal Club, and Rotary).

## 2021 Workplan for CCAC

- Participate in Community meetings and general outreach on the CAP and climate change.
- Support COBI in the implementation of the CAP.
- Complete roadmaps for the 18 immediate actions identified in the CAP and propose additional actions.
- Collaborate with other advisory and task forces on the Island and provide input to other taxing districts (e.g., Parks and Schools).
- Respond to requests from City Council

# Questions

## Recommendations from the Climate Change Advisory Community on Carbon Reduction Opportunities In lieu of Achieving LEED Silver for the Bainbridge Island Police and Municipal Court Building (December 22<sup>nd</sup>, 2020)

On June 2, 2020, O'Brien360 provided a project update to the City Council on the cost estimate for achieving a LEED Silver Certification for the new Police and Municipal Court project at the old Harrison Medical Center Building.

O'Brien360 found that the total cost to achieve the LEED silver certification would be about \$975,000 (\$140,00 for LEED soft costs + \$73,000 for additional design costs + \$761,000 to achieve specific LEED credits).

O'Brien360 also estimated that the annual carbon emissions for the current building design would be 174 metric tons of CO<sub>2</sub>e per year. If the Council decided to adopt a LEED Silver Certification the total carbon would be 110 metric tons of CO<sub>2</sub>e per year. A reduction of 64 metric tons CO<sub>2</sub>e per year.

O'Brien360 also estimated that the installation of a 120-kW solar installation on Bainbridge Island that would offset a total of 64 metric tons of carbon per year would be \$360,000. In addition, they estimated that the City could purchase 64 metric tons CO<sub>2</sub>e offsets on the open market for about \$3,600 per year.

The City Council decided to not pursue the LEED Silver Certification but they were still interested in how we could offset the 64 metric tons of CO<sub>2</sub>e per year if we had pursued LEED Silver Certification for the Harrison Building.

Based on this, the City Council asked the Climate Change Advisory Committee (CCAC) the following:

The Council has requested that the CCAC develop a recommendation about ways to seek a local offset of the amount of carbon that would have potentially been eliminated over time if the Council expended the resources to pursue LEED silver certification for that facility. The Council discussed a difference of approximately 64 metric tons CO<sub>2</sub> per year between the facility as designed currently versus a facility that would achieve LEED silver certification.

The CCAC first step was to reach out to the Green Building Task Force (GBTf) to see if we could collaborate on this request. We had several meetings and suggested to the City that the CCAC and the GBTf could hold a "charette" to evaluate what additional green building options might be available to incorporate into the Harrison building design. In the end, the City granted the building permit and the CCAC and GBTf did not pursue the "charette".

## Draft Document: Do not Quote or Cite

After the building permit was issued, the CCAC formed a subgroup to discuss the options for the Harrison Building and recommendations for moving forward. The subgroup's recommendations are below.

### Recommendations

The CCAC subgroup is providing the following recommendations to the full CCAC for their consideration.

1. Acknowledge the Use of the Harrison Building is Better than Constructing a New Building
  - It is important to acknowledge that the Harrison Building is an existing building.
  - Constructing a new building would have required large amounts of carbon.
  - Also, the upgrade to the existing Police and Municipal Court Buildings would have entailed a significant carbon cost.
2. Use the GBTF Green Building Standard as the Baseline of Comparison Instead of LEED Silver in Comparing Carbon Reductions if the GBTF Standard is more stringent than LEED silver
  - LEED Silver was the green building standard used when evaluating options for upgrading the Harrison Building. However, LEED Silver is insufficient to meet the targets established in the recently approved Climate Action Plan.
  - We would suggest a better comparison would be the Zero Carbon Certification Standard that the GBTF is considering.
  - We believe if this is the Green Building standard that the City is asking others to meet, then it should be used as the comparison standard with the Harrison Building instead of LEED Silver.
3. Invest in Energy Efficiency/Conservation for Low-Income Housing to Achieve Carbon Reduction
  - An important element of the recently approved Climate Action Plan was ensuring that all people had access to programs that could make their homes more efficient, conserve energy, reduce greenhouse gas emissions, and save them money. Particular attention should be paid to removing or replacing propane (and other fossil fuel powered) systems for heating (space and water) and cooling, as these emission sources will not be corrected with conversion of the electric power grid by state mandate to renewable, carbon-free power.
  - We recommend working with our local utilities (PSE, KPUD, etc.) to apply City funds to achieve carbon reduction via system conversion and/or improving the energy efficiency and energy conservation for low-income housing in our community. The Housing Resource Board would also be a good partner in this effort, but focus should not be limited to HRB properties.
  - Perhaps most importantly, an "offset" must be additive. This is one of the few options to "offset" the continued emissions associated with the Police Station/Courthouse that will

## Draft Document: Do not Quote or Cite

remove additional emissions from existing on-island sources that would not otherwise be removed.

### 4. Invest in Community Solar Projects to Achieve Carbon Reduction

- As presented by O'Brien360, we would recommend investing in Community Solar projects to help achieve the desired carbon reduction.
- The benefit of this project should not be limited to private investors or city properties. Consider how to use this generated energy to offset energy bills for low income residents or essential services (COBI water, COBI sewer, BIFD, BISD, BIPR) that benefit the community.

### Next Steps

- Discuss at the next CCAC meeting in December.
- If approved by the CCAC, brief the City Council on the recommendations.
- Work with the GBTF to identify the green building standard baseline to use instead of LEED Silver when making comparisons with the current design.
- Hire a consultant to help with the following (we are recommending hiring a consultant as the members of the CCAC do not have the time nor the expertise to complete the analysis suggested below):
  - Establish the carbon reduction needed if the GBTF green building standard is used as the baseline for comparison as opposed to LEED Silver.
  - Estimate the carbon reduction and the cost associated with that reduction for upgrading a typical low-income housing unit to be more efficient (e.g., replace propane with heat pump, more insulation, better windows, etc.).
  - Evaluate the possible carbon reduction, costs and community benefits associated with Community Solar projects to achieve the carbon reduction needed using the GBTF green building standard as the baseline instead of LEED Silver.
- Develop a draft report and present to the City Council for their input.

# Climate Change Advisory Committee: 2020 Progress Report and 2021 Workplan (January 27<sup>th</sup>, 2021)

## 2020 Progress Report

- Developed first-ever Climate Action Plan (CAP) for the City of Bainbridge Island (COBI) that was approved by City Council.
- Had over 10 meetings with City staff in the development of the CAP to receive their input.
- Developed “roadmaps” for eight of the 18 immediate actions identified in the CAP.
- Collaborated with the Green Building Task Force (GBTF) and Sustainable Transportation Task Force (STTF) to ensure we were consistent in our approach to addressing climate change and had several meetings with the Chair of the Race Equity Advisory Committee (REAC).
- Worked with the Utilities Advisory Committee (UAC) to develop recommendations for the City regarding the PSE Franchise.
- Provide presentations to several local groups on climate change and the CAP (e.g., District, Senior Center, Oatmeal Club, and Rotary).

## 2021 Workplan

Participate in Community meetings and general outreach on the CAP and climate change

- CCAC members facilitated two Community meetings in January on the contents of the CAP and answered questions from the Community.
- CCAC members will provide presentations to other Community groups as requested and work with COBI to provide information to the public on the CAP and climate change in general.

Support COBI in the implementation of the CAP

- CCAC members will work in collaboration with COBI to implement the actions identified in the CAP.
- CCAC members will meet with COBI staff when requested to provide information and support in implementation of specific actions.

Complete roadmaps for the 18 immediate actions identified in the CAP and propose additional actions

- CCAC members will complete roadmaps for all 18 immediate actions identified in the CAP.
- CCAC members will identify the next set of actions in the implementation of the CAP and present to the City Council for their review.

Collaborate with other advisory and task forces on the Island

- CCAC members will collaborate with the GBTF and STTF as they develop their strategies.
- CCAC members will work with the REAC to develop a racial equity lens for the Island.
- CCAC members will work with the UAC on the PSE Franchise.

Respond to requests from City Council

- CCAC members will respond to requests by the City Council for specific analysis or advice on issues related to climate change.

If you have questions please contact either Michael Cox or David McCaughey.

## Climate Action Plan: Status of 18 Immediate Actions (January 27<sup>th</sup>, 2020)

Area	Immediate Action	Status	CCAC Lead
Implementation	5.A.1.b/6.A.1.c/7.D.1.a: Use the EcoAdapt Climate Change Adaptation Certification Tool in COBI decision making.	Proposal submitted to City to identify a pilot project to test tool	Lara
	9.B.1.a: Equity implications are addressed in all actions	Proposed a joint meeting with REAC/CCAC to evaluate Portland and Seattle Equity Tool Kit.	Mike
	8.C.1.b/8.C.1.a: Hire City staff to coordinate and lead climate efforts and review existing authorities.	Working with City on job description. City hopes to advertise in 2 <sup>nd</sup> quarter.	Mike
	9.D.1.a: Develop cost estimates and staffing needs for priority actions.	TBD	All
GHG Inventory	2.A.1.a: Improve accuracy of GHG Inventory.	City staff have been revising municipal contributions. Trying to set up meeting to discuss Community inventory and next steps.	Gary
Energy	3.A.1.b: Work with PSE to reduce our energy demand.	PSE put out a request for proposal for demand reduction programs on Bainbridge Island. Several CCAC members working with PSE on DOE Connected Communities grant.	David
	3.B.1.a: Work collaboratively with PSE, via the PSE Franchise to green our energy supply.	CCAC/UAC discussing recommendations at February 2 <sup>nd</sup> City Council meeting.	Mike
	3.B.1.c: Prohibit propane, fuel oil, and wood stoves for primary heating in new buildings.	TBD	Mike
	3.A.2.a: Initiate discussions on establishing a Green Building and Energy Fund	CCAC submitted proposal to City for their consideration. Have not heard back.	David
Transportation	4.A.1.a: Support the recommendations from the Sustainable Transportation Task Force and ensure potential GHG emission reductions are considered in all options considered by Task Force.	Working with Mark Epstein and STTF.	Derik

Area	Immediate Action	Status	CCAC Lead
	4.B.1.a. Transition COBI's fleets to primarily electric vehicles, use biofuels where not an option, and encourage other Bainbridge Island taxing districts to also develop a plan.	CCAC submitted proposal to City for their consideration. Have not heard back.	Derik
	4.B.2.a. Evaluate current code to see if a need to increase the number of EV-charge-ready for all new development/major renovations and multifamily units/commercial development include EV charging infrastructure.	TBD	Derik
Buildings	5.A.1.a: Support the recommendations from the Green Building Task Force.	Coordinating with Peter Best and GBTF.	Mike
	5.B.1.a., b., and c: Build on preliminary sea-level rise assessment endorsed by CCAC.	TBD	Mike
Natural Environment	6.A.2.a: Create list of tree and plant species expected to be favored by climate change that can be used for forest management and restoration actions.	TBD	Deb
Waste	7.A.2.a: Pass an ordinance to reduce single-use plastics.	Former and current CCAC members working with City Council members.	Deb
Community Engagement	8.A.1.a. and b: Develop a web presence for climate change on City website and make climate information widely and easily available to all community members.	Submitted proposal to City for consideration. Have not heard back.	Julie
	8.C.2.a: Establish equitable access to recharging generators and cell phones during outages, and provide emergency food/water/filtered air during poor air quality due to wildfires.	TBD	Lara



CITY OF  
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## City Council Study Session Agenda Bill

**MEETING DATE:** February 2, 2021

**ESTIMATED TIME:** 20 Minutes

**AGENDA ITEM:** (8:05 PM) Revise Governance Manual - Mayor Nassar,

**SUMMARY:** Mayor Nassar will propose revisions to the Governance Manual.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** I move to place on next week's Consent Agenda changes to the Governance Manual as described in Mayor Nassar's proposal.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Proposal from Mayor Nassar.docx](#)

[Duties of the Chair .docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**Proposal** (insertions in boldface, deletions in strikeout):

#### **2.4.6 Council Meeting Agendas Are Set by a Team**

~~Agendas for Council meetings are generally developed and refined by the Council and Administration at City Council meetings and are then arranged by the Mayor, Deputy Mayor, and City Manager at the weekly agenda-setting meeting prior to public notice and distribution of the agenda. Only the Mayor, Deputy Mayor, and City Manager attend the weekly agenda-setting meetings, but exceptions can be made by request of a third Councilmember for a specific issue, or to include consultation with additional staff as needed.~~

The council agenda belongs to the council and it is their responsibility for preparing the agenda. For practical reasons, much of this responsibility may be delegated to the city manager or their designee.

The mayor, deputy mayor and up to one other councilmember shall meet regularly to develop a preliminary agenda, in consultation with the city manager. The two non-mayor members should be regularly rotated through the remaining six council members so as to maximize equitability in agenda-setting duties. The position of deputy mayor shall be rotated on a six month basis, and the third member rotated more frequently, and with an emphasis on providing an opportunity for those who have not yet served as deputy mayor or mayor an opportunity to learn about and participate in agenda-setting, and also to achieve accountability and follow-through on items of particular importance to (e.g., sponsored by) individual councilmembers.

The city manager shall maintain a running list of time-sensitive agenda items requiring council action, and identifying which proposed agenda items have a time-sensitive legal requirement (e.g. a public hearing), which have administrative time-sensitivity and which can be deferred to a later date.

Items not requiring council action, such as presentations, updates, and items of general interest to the public shall be held at administrative debriefing meetings that council members have the option of attending and asking questions. These meetings will be communicated to the public through live streaming and video recordings that are posted to the City's website so they can be viewed in a timely manner by councilmembers and members of the public unable to attend in real time.

Agenda items for study sessions shall generally be reserved for subjects that have been determined by the agenda-setting team to require extended council deliberation and input.

The agenda-setting team shall work to limit expected meeting lengths to no more than two hours, with a maximum of three hours for exceptional circumstances.

Items may be added to an agenda as described below:

· The agenda-setting team shall maintain a list of agenda items proposed by councilmembers. That list shall be included as an item in the “Future Council Agendas” section of council meetings. During this point in the meeting, the councilmember(s) proposing the item may ask the council to consider additional action on the item, such as referring to committee, placing on a future council agenda, discussing during “good of the order”, etc.

· To Add an Item to, or Change, the Current Meeting’s Agenda: Any Councilmember may make a motion at “Approval of the Agenda.” A majority vote amends the current agenda.

· For Regular Council Deliberation at a Future Meeting: Any Councilmember may, during “Future Council Agendas,” request future Council deliberation of agenda items to discuss policy and request staff support. If after discussion there is not clear support for the agenda item, then the chair may call for a vote. If there is general Council support, or a majority vote of Council to proceed, then the City Manager, in consultation with the Mayor and Deputy Mayor, will add the item to an upcoming meeting agenda with adequate lead time for staff support.

~~-For Consideration of Council Attention: For proposed agenda items supported by a minority of Councilmembers, a motion and second may place a limited discussion on the agenda for the next meeting to advocate for further consideration of Council attention, including requested staff support and recommended motions. When this item comes up at the next meeting, after 10 minutes of discussion the Chair calls for a vote on further consideration.~~

~~-For Urgent Action by Council: If an urgent issue or opportunity arises between meetings and is best addressed at the upcoming meeting, three Councilmembers—including the Mayor and Deputy Mayor—must agree to add the item, agree to any necessary staff support, and give direction for recommended motions. Lack of agreement still gives any Councilmember the opportunity to make a motion at “Approval of Agenda” as described above for additions or changes to a current meeting agenda.~~

## **2021 Duties of the Council Chair (“Mayor”)**

### **Duties of chair**

It is the duty of the chair to:

- Follow Robert’s Rules of Order (latest edition) except as modified through council rules (suggestion for Council: simplify Governance Manual).
  - For additional guidance, the chair shall refer to Jurassic Parliament website, the MRSC website and the November, 2020 city council study session on parliamentary procedure.
  - Maintain civil debate at all times, consistent with Robert’s Rules of Order.
    - § Focus council discussion on policies, not personalities.
    - § Prevent ad hominim or personal attacks.
      - Personal attacks are statements that refer to the character, motives or personal feelings a council member may have about another council member.
      - If personal attacks occur, the meeting chair shall immediately intervene and redirect discussion to policy matters. If that is unsuccessful, the chair shall call for a 5-minute recess. If that is unsuccessful in stopping personal attacks, the meeting shall be adjourned.
  - Frame debates around motions.
    - § Discussion of items prior to the making and seconding of a motion shall be minimized, except for the introduction of the motion by the sponsor.
- Designate a parliamentarian who is a member of the council. Otherwise, the Chair (mayor/deputy mayor) is the parliamentarian. The City Attorney is not the parliamentarian.
- Model ethical standards established by the Ethics Program by disclosing all potential conflicts of interest.
  - All council members shall disclose any potential conflicts of interest on matters coming before the council and shall do so publicly, consistent with the Ethics Program.
- Ensure equal access to information by all council members.
  - To the extent possible, all agendas items shall describe the point of origin or sponsor, and legislative history and supporting documentation.

### **Distribution of Council Chair Powers**

- The mayor shall have a term-limit of no longer than one year, shall preside over business meetings and may delegate such authority to another council member.
- The deputy mayor shall have a term-limit of no longer than six months, shall preside over all non-business meetings and may delegate such authority to another council member.
- The mayor shall be referred to as the “council chair” and the deputy mayor as “deputy chair” except where state law requires the use of the term mayor or deputy mayor. In general, the use of the term “mayor” or “deputy mayor” should be avoided except when necessary.

- Mayoral powers shall be distributed to the rest of the council whenever possible. In practice, this means:
  - The philosophy of the chair shall be one of inclusion and collaboration in decision-making at all levels; exclusivity and hierarchical decision-making practices should be avoided
  - Distributing responsibility for the selection of citizen committee members,
  - Serving on committees and representing the City for ceremonial purposes,
  - Setting council agendas
- Items on council agendas should be approved by the council at an earlier meeting.
- Up to 3 council members including the mayor and/or the deputy mayor or their designees shall work in coordination with the city manager to finalize council agendas – TBD.

### **Efficient use of council time**

- The council agenda committee shall design council business meeting agendas so that meetings last no longer than 3 hours and adjourn no later than 9 pm.
  - Council meetings should average between two-three hours, consistent with typical averages of other governments in Kitsap County.
  - Unfinished business items at the end of a meeting, shall carry forward to the next regularly scheduled business meeting, or by vote of the council, to a special meeting prior to the next regularly scheduled business meeting.
  - Time-consuming agenda items shall be referred to an ad hoc committee – TBD.
  - Council agenda shall not include a Mayor’s Report.
  - Clarify purpose of study session and business meeting and adhere to those purposes in setting of agendas.
- Council debriefing meetings established – TBD.
  - For example, staff presentations shall be confined to council debriefing sessions that shall occur outside the council business meetings, preferably on the day of or day prior to council business meetings, similar to the city of Seattle.
  - With consent of the council, staff presentations may also occur during study sessions, but shall generally be brief.
- City Manager works for council (and the people they represent), not vice-versa.
  - The primary purpose is to focus on council policy discussion and required administrative approvals, and to provide direction to staff.
  - Meetings are centered around council debate with staff available to answer questions, not to present.
  - The council shall set their agenda, with advice from the City Manager.
- The origination or sponsorship of all Ordinances, Resolutions and Motions shall be stated in council agendas.
  - Council members are encouraged to develop ordinances and resolutions and may request staff support, subject to approval of the council.