



CITY OF  
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION  
TUESDAY, JUNE 15, 2021**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:  
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)  
OR TELEPHONE: US: +1 253 215 8782  
WEBINAR ID: 929 4733 8351

**AGENDA**

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **FUTURE COUNCIL AGENDAS**
  - 3.A **(6:10 PM) Review Future Council Agendas, 10 Minutes**  
[Council Agenda Topics for Upcoming Meetings.pdf](#)
4. **PRESENTATIONS**
  - 4.A **(6:20 PM) Receive Report on Climate Action Plan - Climate Change Advisory Committee, 30 Minutes**  
[CAP Status update - CC 06152021](#)  
[CAP Implementation Matrix June 5, 2021 for CC 06152021.pdf](#)
  - 4.B **(6:50 PM) Receive Comments and Recommendations from the Climate Change Advisory Committee on Council Direction on Sea Level Rise Amendments as part of the Shoreline Master Program Periodic Review - CCAC Members, 10 Minutes**  
[Approach to Sea Level Rise - CC 06152021.pptx](#)  
[CCAC Recommendations on Sea Level Rise assessment June 5, 2021](#)  
[CCAC Sea Level Rise Response - Staff memo for CC 06152021](#)
5. **UNFINISHED BUSINESS**
  - 5.A **(7:00 PM) Review Revised Draft Plastics Ordinance No. 2021-18 - Executive, 30 Minutes**

- 5.B (7:30 PM) Receive Update on Wyatt Way and Madison Avenue Mini-Roundabout - Public Works, 20 Minutes

6. NEW BUSINESS

- 6.A (7:50 PM) Review Funding Criteria for American Rescue Plan Act (ARPA) Grant - Finance, 45 Minutes  
[Slides\\_for\\_CC\\_06152021 -Draft3.pptx](#)

7. FOR THE GOOD OF THE ORDER - 8:35 PM

8. ADJOURNMENT - 8:45 PM

### GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (6:10 PM) Review 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:**

[Council Agenda Topics for Upcoming Meetings.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**ITEMS TENTATIVELY SCHEDULED FOR FUTURE COUNCIL AGENDAS - SUBJECT TO CHANGE**

Last updated 6/11/2021

**June 22, 2021 Business Meeting**

#	Agenda Section	Item	Staff Lead
1	Unfinished business	Adopt Plastics Ordinance	Levan
2	Unfinished business	Consider Professional Services Agreement with Kitsap Small Business Development Center in the amount of \$10,000	Schroer
3	Unfinished business	Approve a Comment Letter to the Washington Department of Natural Resources concerning the restoration of the Triangle Property	Wright
4	Unfinished business	Consider appointments to Ethics Board and formation of joint Ethics Board and Council subcommittee	Levan
5	New business	Appointment of Deputy Mayor	Brown
6	New business	Consider rescinding Declaration of Emergency	LeSage
7	New business	Consider approval of COVID Cleaning Professional Services Agreement Amendment No. 3	Wierzbicki
8	New business	Consider authorizing Public Works Trust Fund Loan Application	Wierzbicki
9	New business	Consider Resolution to set Public Hearing for Unnamed Path of Chautauqua 2021	Wierzbicki
10	Council discussion	Review Council Ad Hoc Committees	Brown
11	Council discussion	Discuss and identify items that may be removed from the Council's 2021 workplan	King, Schroer
12	Consent	Approve Hagggar-Scribner Properties Foundation Bench Donation Agreement on Winslow Way	Wierzbicki
13	Consent	Approve appointments to CCAC	Lassoff
14	Consent	Approve appointments to Planning Commission	Lassoff
15	Consent	Approve appointments to Design Review Board	Lassoff

**July 6, 2021 Study Session**

#	Agenda Section	Item	Staff Lead
1	Presentation	Receive presentation from PSE on proposed transmission line	Wierzbicki
2	Unfinished business	Receive 2017-2020 Housing Data Report in accordance with Comprehensive Plan Housing Element Goal 2	Wright
3	Unfinished business	Bonus FAR Discussion: Consider Purchase of Mobile Home Park FAR	Wright

**July 13, 2021 Business Meeting**

#	Agenda Section	Item	Staff Lead
1	Unfinished business	Consider LTAC Criteria and Appoint LTAC Members	Schroer
3	New business	Consider Public Works LTAC Project	Wierzbicki
4	Consent	Approve City Hall Repair Change Order #3	Wierzbicki
5	Consent	Annual Roads Program contract award	Wierzbicki

**July 20, 2021 Study Session**

#	Agenda Section	Item	Staff Lead
1	New business	Introduce Building and Development Study and Authorize Public Review of Building and Community Development Fees	Wright

**July 27, 2021 Business Meeting**

#	Agenda Section	Item	Staff Lead
1	New business	Consider Historic Preservation Commission 2021 Work Plan and 2020 Work Plan Summary	Tayara/Wright
2	New business	Consider Complete Streets Ordinance	Wierzbicki
3	New business	Discuss Ferncliff Water Line Extension	Wierzbicki
4	New business	Consider response to Puget Sound Energy's proposed transmission line project	Wierzbicki
5	New business	Consider Springbrook Creek Fish Passage Grant Acceptance and Budget Amendment	Wierzbicki

**August 3, 2021 Study Session**

#	Agenda Section	Item	Staff Lead
1			
2			
3			

**August 10, 2021 Business Meeting**

#	Agenda Section	Item	Staff Lead
1	New business	Discuss Ferncliff Avenue Water Line Extension Rate Structure Recommendation and Code Revision	Wierzbicki
2			
3			

**August 17, 2021 Study Session**

#	Agenda Section	Item	Staff Lead
1	Unfinished business	Discuss Madison Avenue Sidewalk Project Scope	Wierzbicki
2	New business	Discuss Groundwater Management Plan Kickoff	Wierzbicki
3			

**August 24, 2021 Business Meeting**

#	Agenda Section	Item	Staff Lead
1	Consent	Ordinance No. 2021-XX Relating to 2021 2nd Quarter Budget and Updated Capital Improvement Plan Amendments	Duncombe
2			
3			

**September 7, 2021 Study Session**

#	Agenda Section	Item	Staff Lead
1	Unfinished business	Discuss Traffic Calming and Safety Project Part 1	Wierzbicki
2			
3			

**September 14, 2021 Business Meeting**

#	Agenda Section	Item	Staff Lead
1			
2			
3			

**September 21, 2021 Study Session**

#	Agenda Section	Item	Staff Lead
1	Presentation	Receive Presentation from Suquamish Tribal Chairman	King

2			
3			

**UNSCHEDULED AT THIS TIME**

**City Council Initiated Items**

#	Agenda Section	Item	Staff Lead
1	New business	Review Affordable Housing Work Plan Components	Wright, Schroer
2	New business	Floor Area Ratio Policy Topics	Wright
3	New business	Termination of Hazard Pay Ordinance	Levan
4	New business	Review Approach and Recommendations for Police/Court Facility Project	King
5	New business	Review Puget Sound Regional Council Growth Allocation	Wright
6	New business	Consider Ordinance adopting MFTE program, Title 3	Wright
7	Presentation	Receive Update from Kitsap Public Facilities District Representative	Schroer
8	Presentation	Receive report from Joint REAC/CCAC Subcommittee	Schroer
9	Presentation	Receive Quarterly Public Safety Presentation	Clark
10	New business	Consider Resolution on Proclamation/Recognition Policy	Levan
11	Unfinished business	Receive Update from Farmland Ad Hoc Committee	Schroer
12	Council discussion	Consider proposal regarding Ethics Program from Councilmember Pollock	Levan
13	Council discussion	Consider proposal for Climate Change Advisory Committee to vet community ideas and forward recommendations to Council	Schroer
14	Unfinished business	Review definitions and use standards to determine if hotels can comply with Comprehensive Plan in Central Core, Gateway, and Ferry Terminal Districts	Wright
15	Unfinished business	Appoint Ethics Board members	Lasoff
16	Unfinished business	Consider Suquamish Welcome Pole	Wierzbicki
17	Unfinished business	Consider Transfer of Development Rights (TDR) Program	Wright
18	Unfinished business	Consider resolution to update the Governance Manual related to Council complaints	Levan
19	Unfinished business	Consider criteria to rescind Declaration of Emergency	King, LeSage, Levan
20	New business	Consider policy for co-sponsorship of City events	Schroer
21	New Business	Protection of Landmark Trees Ordinance, Sunset Landmark Tree Ordinance	Snyder, Wright
22	New Business	Triage Phase II: Pre-application Phase Process Change	Greetham

**All Other Items**

#	Agenda Section	Item	Staff Lead
1	Unfinished business	Update on Eagle Harbor Phase I Project Options	Wierzbicki
2	New business	Consider Settlement with Sewer District 7	Pitts, Wierzbicki, Levan
3	New business	Review Island Center Subarea Plan Recommendation	Wright, Sutton
4	New business	Consider Ordinance adopting Small Wireless Facility Design Standards	Wright, Levan
5	New business	Receive mid-year financial reporting	Pitts, Dunscombe
6	New business	Receive 2020 financial report	Pitts
7	New business	Consider Sportsman Club/New Brooklyn Intersection Improvements Contract Award in the Amount of \$ XXX	Wierzbicki
8	New Business	Receive and File Annual Audit	Pitts
9	Unfinished business	Consider revisions to sign code	Wright
10	New Business	Consider redistricting process	King, Levan



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME:** 30 Minutes

**AGENDA ITEM:** (6:20 PM) Receive Report on Climate Action Plan - Climate Change Advisory Committee,

**SUMMARY:** Representatives from the Climate Change Advisory Committee will present an update on the Climate Action Plan.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Information only.

**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:** On November 10, 2020, the Bainbridge Island City Council approved the Bainbridge Island Climate Action Plan. The plan is the result of a three-year effort by the Climate Change Advisory Committee (CCAC) working with City staff, consultants, community stakeholders, and the public.

The CAP has three overarching 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. Adaptation: 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.

The CAP contains over 170 actions and includes 18 immediate actions the CCAC believes are important to initiate over the next 12 months to help kick start implementation of the CAP. Examples of the 18 immediate actions include 1) develop a “climate lens” that can be used by the City when making decisions; 2) hire a Climate Mitigation and Adaptation Officer to help in the implementation of the CAP; 3) develop a Clean Energy and Building Fund to provide resources to residents and businesses to make their homes and businesses



more energy efficient; 4) develop a plan to transition the City fleet to all electric vehicles; and 5) develop an ordinance to ban single-use plastics.

The information presented at the Council meeting tonight is an update on the progress year to date on the CAP.

**ATTACHMENTS:**

[CAP Status update - CC 06152021](#)

[CAP Implementation Matrix June 5, 2021 for CC 06152021.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

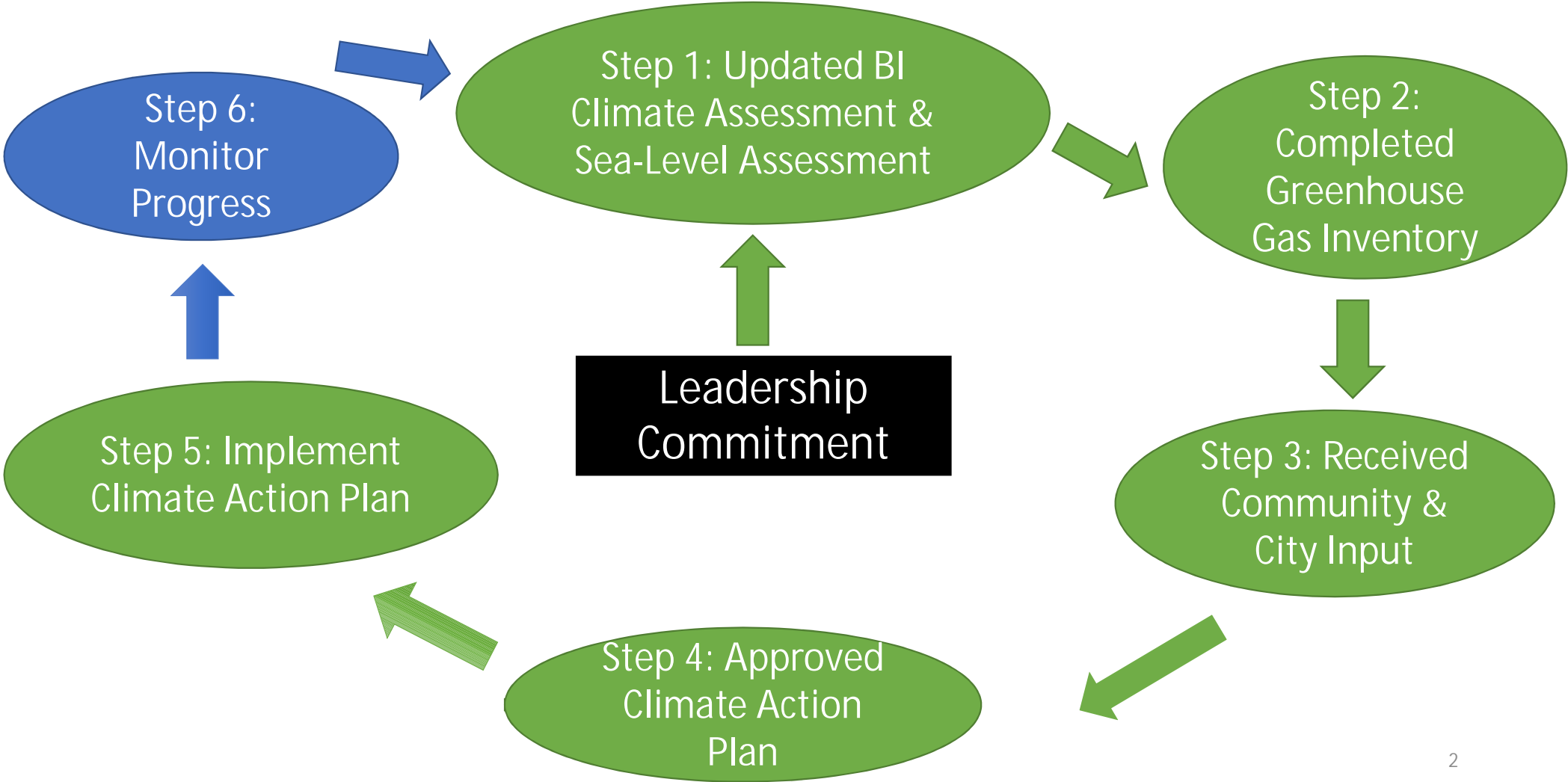
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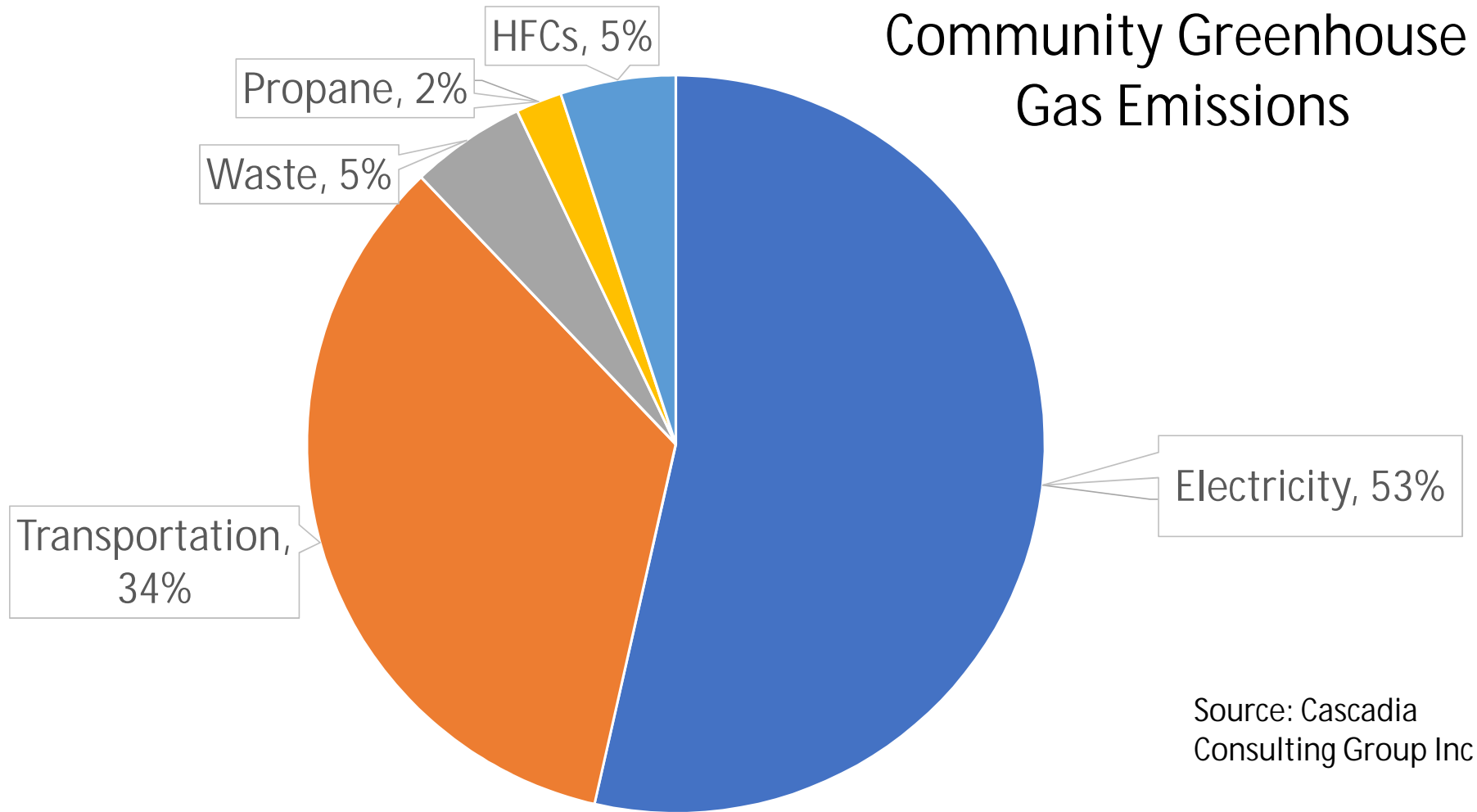
# Climate Action Plan Status of 18 Immediate Actions

City Council Study Session  
June 15<sup>th</sup>, 2021

# Climate Action Plan Status



# Community Greenhouse Gas Emissions

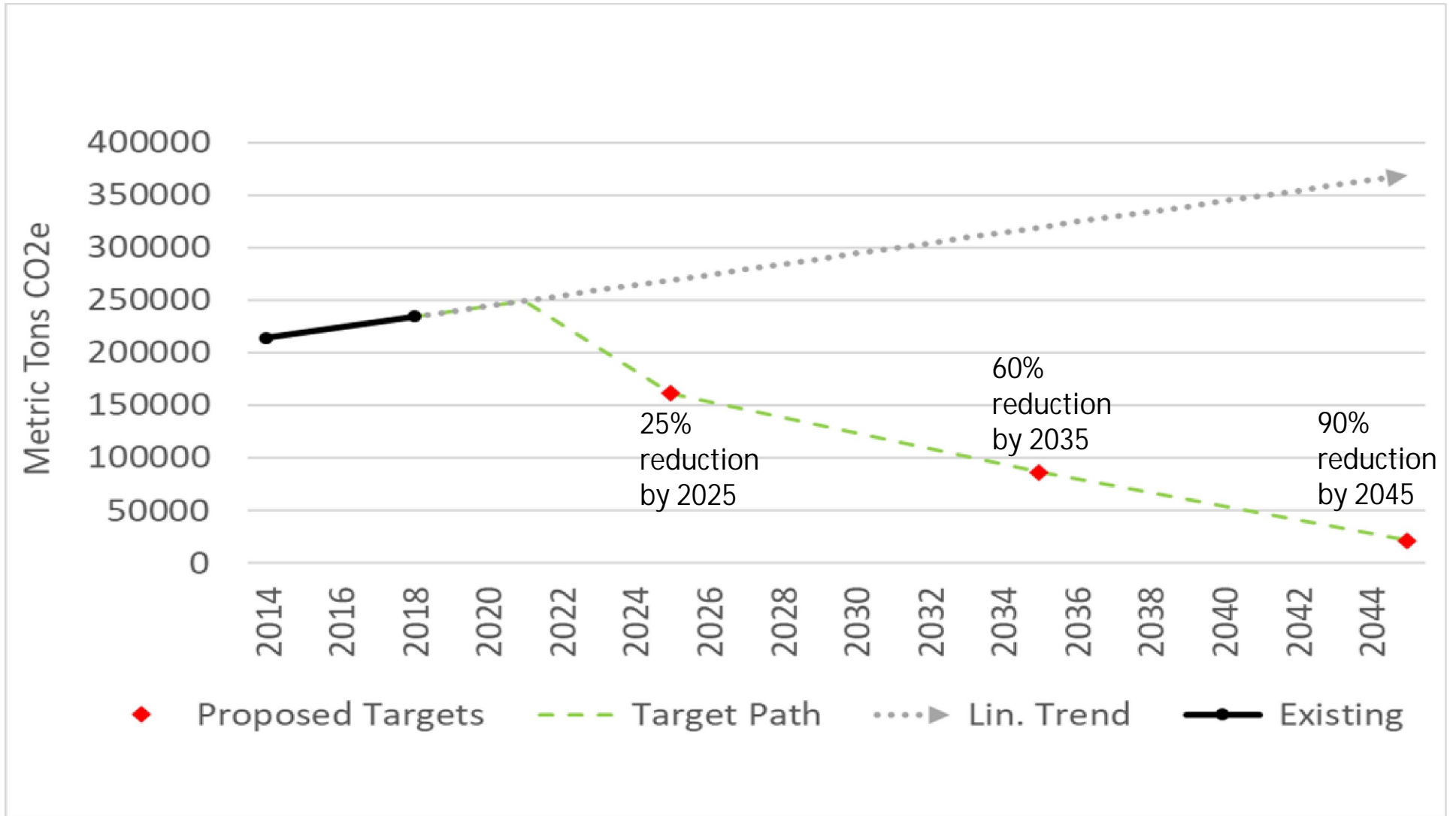


Source: Cascadia Consulting Group Inc

■ Electricity ■ Transportation ■ Waste ■ Propane ■ HFCs

Area	Overarching Goals
Mitigation	<p>By 2045 reduce GHG emissions by 90% compared to 2014 levels</p> <p>Interim goals: Reduce GHG emissions 25% by 2025 and 60% by 2035 compared to 2014 levels.</p>
Adaptation	<p>Bainbridge Island is climate savvy and can withstand the impacts of climate change.</p>
Community Engagement	<p>COBI inspires action across the community and partners with local/regional organizations to take meaningful climate change mitigation and adaptation actions.</p>

## Reductions in GHG Emissions Needed to Meet Targets





# Climate Action Plan: Six Focus Areas



Energy



Buildings



Transportation



Natural Environment

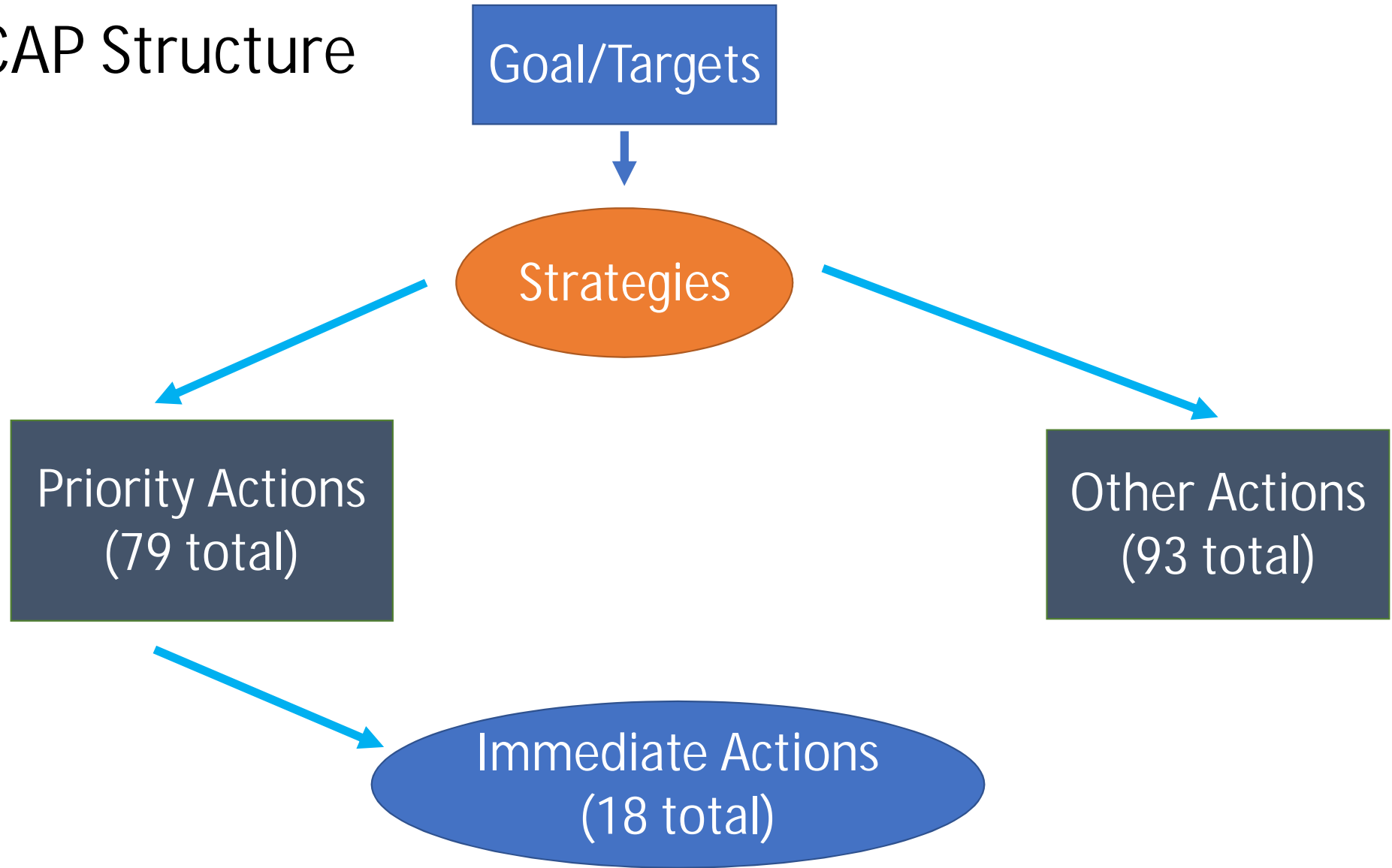


Waste



Community Engagement

# CAP Structure





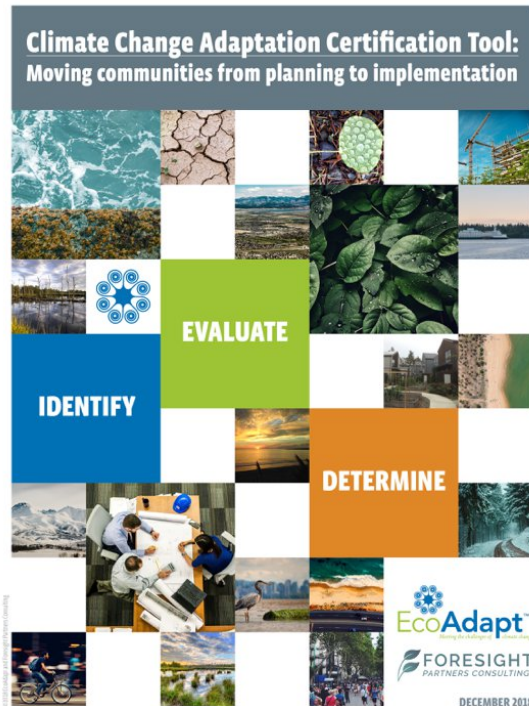
# Climate and Equity Lens

## #1: Climate Lens

Pilot - Senior Center Remodel

## #2: Equity Lens

Working with REAC



# Staffing

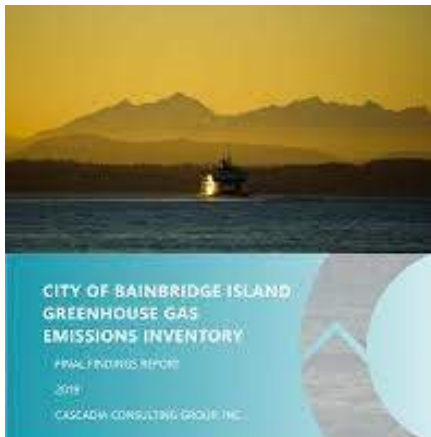


#3: Climate Officer  
Closed June 2nd

#4: Develop Cost Estimates/Staffing Needs  
Draft implementation matrix (in package)

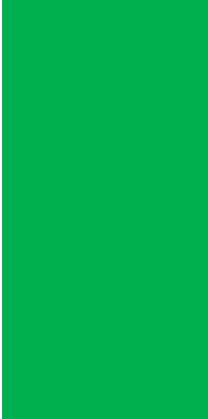



#5: Update GHG Emission Inventory

- Updating Municipal Inventory
- Discussing Community inventory.



BI Climate Action Plan: Status of 18 Immediate Actions (June 5th, 2021)

Green = initiated, Grey = TBD

#	Section	CAP Action #	Description	Milestones	Initiated	Completed	Status
1	Buildings	5.A.1.b	Require all new and renovated buildings to apply the EcoAdapt Climate Change Adaptation Certification Tool or similar tool, to identify and avoid climate risks as part of the permitting process.	Apply tool to all building projects			Senior Center Pilot initiated
2	Implementation	9.b.1.a	Consider and minimize the potential for unintended and/or inequitable impacts from each action prior to implementation.	Develop a decision tool that can be used to evaluate actions in the CAP.			CCAC working with REAC

Section 2: GHG Inventory: Goals, Priority Actions, Milestones and Timelines (June 5<sup>th</sup>, 2021)

Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
		Initiate Action: Light Green								
		Complete Action: Dark Green								
		Implement Action: Blue								
Goal A: Implement a GHG emission tracking plan to monitor the CAP GHG emissions reduction goals										
GHG Inventory	2.A.1.a	COBI will work with the CCAC to improve the accuracy and site-specificity of data for GHG emission categories that are currently based on regional models (particularly vehicles and air travel).	Identify possible avenues to collect more local data for next inventory and start local data collection							
GHG Inventory	2.A.2.a	COBI will complete the next GHG emissions inventory by 2022 for the year 2021. Complete the next GHG emissions inventory for the year 2025 by 2026 and then complete a GHG emissions inventory every 5 years thereafter.	Begin next GHG inventory and then every 5 years							
Goal B: Re-evaluate the forest sequestration analysis										
GHG Inventory	2.B.1.a	COBI, working with the CCAC, will approach academic institutions for assistance to plan more rigorous analysis methods, including ground-truthing of tree inventories.	Discuss possible strategies at CCAC meetings and decide on action.							

# Energy and Buildings

## #6: Green our Energy Supply

- PSE Franchise Agreement
- Local Generation (e.g., community solar, biodigester)



## #7: Reduce our Energy Demand

- PSE Demand Reduction Program
- Green Building Task Force (GBTf)



## #8: Prohibit combustible fuels (e.g., propane)

TBD



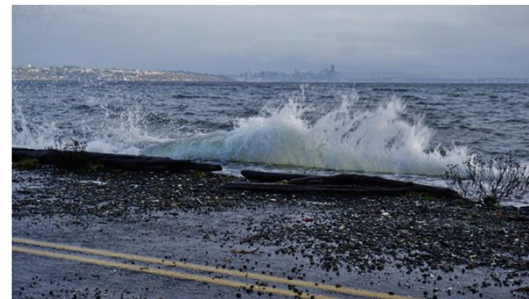
# Energy and Buildings

#9: Coordinate with GBTF  
Support Staff

#10: Initiate Green Energy/Building Fund  
Road map developed & provided to City



#11: Expand Sea-level Rise Assessment  
CCAC recommendations (in package)



# Sea Level Rise (SLR): Recommendations

- May 4<sup>th</sup> Council Direction  
“Direct staff to remove this topic from the periodic review. Have new climate change staff, with assistance from the climate change advisory committee, take up this work in 2022.”
- Continue SLR work, do not wait until 2022.
- Use three step process proposed by Staff.
  - First Steps Legislation.
  - Pilot Implementation and Learning.
  - Second Step Legislation.
- Work remains w/Planning Department; support from Climate Officer and CCAC.
- Develop robust public engagement process.



# Transportation

#12: Coordinate with STTF  
Provide support



#13: Transition COBI's Fleet  
to electric vehicles/biofuels  
Road map developed & provided to City



#14: Improve Electric Transportation Infrastructure  
TBD





# Natural Environment and Waste

## #15: Forest Management

Participated in Island Conference on  
Forest and Climate Change



#16: Ordinance for single-use plastics  
Ordinance introduced to Council



# Community Engagement

## #17: Develop a Web Presence

- Road map developed and provided to City.
- Working w/Staff on COBI Connects & City Manager reports



## #18: Emergency Preparedness Met with Bainbridge Prepared and PSE



# Our Choices



# Next Steps for CCAC

- Council questions on CCAC SLR recommendations.
- Brief new City Manager on CAP, if requested.
- Support on-boarding for Climate Officer.
- Continue to work with City Staff (e.g., PSE Franchise).
- Develop recommendations for biodigester project.

# Questions

## **Read Me (June 5th 2021)**

This spreadsheet contains the status of the 18 immediate action identified in the November 2020 final Climate Action Plan.

It also contains the goals, priority action, milestones, and timetables for the 79 priority actions identified in the November 2020 final Climate Action Plan by focus area.

It also contains a spreadsheet that contains a detailed evaluation of each of the priority actions in the CAP. The purpose of this spreadsheet is to provide staff and the new climate officer a starting point for a detailed evaluation of each of the priority actions.

**BI Climate Action Plan: Status of 18 Immediate Actions (June 5th, 2021)**

Green = initiated, Grey = TBD

#	Section	CAP Action #	Description	Milestones	Initiated	Completed	Status
1	Buildings	5.A.1.b	Require all new and renovated buildings to apply the EcoAdapt Climate Change Adaptation Certification Tool , or similar tool, to identify and avoid climate risks as part of the permitting process.	Apply tool to all building projects			Senior Center Pilot initiated
2	Implementation	9.b.1.a	Consider and minimize the potential for unintended and/or inequitable impacts from each action prior to implementation.	Develop a decision tool that can be used to evaluate actions in the CAP.			CCAC working with REAC
3	Community Engagement	8.C.1.b	Hire a COBI Climate Mitigation/Adaptation Officer to coordinate activities between and among the various city offices, inspect for compliance with climate related code compliance, and serve as a City staff liaison with the CCAC.	Hire by end of 2020 retain permanent staff in this position thereafter			Position description closed June 2nd
4	Implementation	9.D.1.a	Develop cost estimates for the highest priority CAP actions and staffing requirements and list potential funding sources (in year 1).	Initiate development for immediate actions and then for priority actions in CAP.			Draft implementation matrix developed during CAP development but needs updating
5	GHG Inventory	2.A.2.a	COBI will complete the next GHG emissions inventory by 2022 for the year 2021. Complete the next GHG emissions inventory for the year 2025 by 2026 and then complete a GHG emissions inventory every 5 years thereafter.	Begin next GHG inventory and then every 5 years			Staff updating municipal inventory and discussing community inventory.
6	Energy	3.B.1.a	Work collaboratively with PSE, via the PSE Franchise agreement update and other mechanisms, to move towards a 100% carbon-free electrical supply, preferably sooner than the Washington State mandated goals.	Begin to compile relevant options/approaches and complete by 2021			CCAC and UAC recommendations provided to COBI in November 2020. Working with COBI staff on Franchise Agreement and Partnership Agreement
7	Buildings	3.A.1.b	Work with PSE to: 1) raise awareness about existing rebate and assistance programs that will increase access to energy conservation and efficiency programs, focusing on low-income households and nonprofit organizations; and 2) explore creating new incentive/rebate programs.	PSE works with community to implement program.			PSE to roll out Demand Reduction program in June 2021.

**BI Climate Action Plan: Status of 18 Immediate Actions (June 5th, 2021)**

Green = initiated, Grey = TBD

#	Section	CAP Action #	Description	Milestones	Initiated	Completed	Status
8	Energy	3.B.1.d	Develop incentives for existing commercial, industrial, and residential buildings to replace propane, fuel oil, and wood stoves as their primary heating sources.	Program developed and implemented.			TBD
9	Buildings	5.A.1.a	Adopt Green Building Task Force recommendations on green building practices and standards for all new municipal, commercial, industrial and residential building and all renovations and additions over a certain size.	Green Building Task Force recommendations to adopt green building standards for all new buildings			Providing support to GBTF.
10	Energy	3.A.2.a	Use the Green Energy and Building Fund to provide incentives to building owners and residents to increase electrification conversions and battery storage and to assist in energy audits for residential home projects, including affordable housing (e.g., install energy conservation measures, provide financial incentives for existing building owners to transition from propane, fuel oil, and wood stoves to all electric buildings).	Development of committee and eligibility and scoring criteria			Road map developed and provided to City in November 2020.
11	Natural Env.	6.C.1.a	Ensure that planning for sea level rise on the timeframe relevant to any proposed action's lifetime impact is explicitly incorporated into the Shoreline Master Plan, including incorporating capacity for inundation and change to natural shoreline features, such as planting for shifting vegetative communities, infrastructure movement or abandonment to adapt to habitat loss at shoreline.	SMP review and update has explicitly incorporated sea level rise into document			Recommendations for path forward provided to City Council in June 2021
12	Transportation	4.A.1.a	Through the Sustainable Transportation Planning Process and other means, develop an ambitious plan to create networks of pathways required to achieve a substantial mode shift to biking and walking, including separated or protected biking and walking lanes	Work with STTF to develop plan			Active coordination between CCAC and STTF




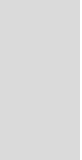
**BI Climate Action Plan: Status of 18 Immediate Actions (June 5th, 2021)**

Green = initiated, Grey = TBD

#	Section	CAP Action #	Description	Milestones	Initiated	Completed	Status
13	Transportation	4.B.1.a	Transition COBI's fleets to primarily electric vehicles and using biofuels where electric vehicles are not an option and encourage other Bainbridge Island taxing districts to also develop a plan.	Develop long-term strategy for transitioning to all electric fleet.			Road map for transition provided to City in November 2020.
14	Transportation	4.B.2.a	Evaluate current code to see if need to modify to increase the number of EV-charge stations ready for all new development, major renovations and that multifamily units and commercial development include EV charging infrastructure.	Establish requirements in permitting for EV charging stations.			TBD
	Transportation	4.B.2.b	Install additional charging stations in commercial centers, including Island Village, Coppertop, Lynwood Center.	Work with PSE and others to add charging stations.			TBD
	Transportation	4.B.3.a	Coordinate with Washington State Ferries, PSE, and other entities as necessary to evaluate the need for, and feasibility of, establishing charging infrastructure on the Island to service ferries.	Develop plan with WSF to ensure infrastructure for charging ferries.			TBD
15	Natural Env.	6.A.2.a	Work with COBI arborist and partnering community groups, as appropriate, to create a preferred list of tree and plant species expected to be favored by climate change projections for use in City planning and restoration efforts. This list can also be used to advise local landowners and be applied to climate savvy development.	Completed list that is updated at regular intervals. List is available on City website, from partnering organizations, and as a brochure			CCAC members helped plan and participate in ABC environmental conference on climate change and forests
16	Waste	7.A.2.a	Adopt an ordinance to reduce the use of single-use plastic food serviceware, including utensils and take-out containers, by all Island food service establishments.	Adopt ordinance and implement			CCAC members helped draft ordinance; now with council and in discussion
17	Community Engagement	8.A.1.a	Develop a dedicated climate change webpage on the City's website including links to climate mitigation/adaptation resources on the CCAC website and make the CAP widely available in on-line and in print formats (copies at the library along with GHG inventory, Sea Level Rise analysis and Bainbridge Island Climate Impact Assessment that will be updated periodically by members of the CCAC).	Within one month of CAP approval and maintained thereafter			Developed and provided road map to City in November 2020. Currently working with Communication Coordinator on pieces in COBI Connects and City Manager weekly report.

**BI Climate Action Plan: Status of 18 Immediate Actions (June 5th, 2021)**

**Green = initiated, Grey = TBD**

#	Section	CAP Action #	Description	Milestones	Initiated	Completed	Status
18	Community Engagement	8.C.2.a	Work with Bainbridge Prepares, the Bainbridge Island Fire Department, and others, to establish community centers for recharging generators, cell phones during outages, and providing emergency food/water.	Initiate 2021, complete by 2022 and maintain thereafter			Meetings initiated with Bainbridge Prepares and PSE

## Section 2: GHG Inventory: Goals, Priority Actions, Milestones and Timelines

Initiate Action: Light Green  
 Complete Action: Dark Green  
 Implement Action: Blue



Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
<b>Goal A: Implement a GHG emission tracking plan to monitor the CAP GHG emissions reduction goals</b>										
GHG Inventory	2.A.1.a	COBI will work with the CCAC to improve the accuracy and site-specificity of data for GHG emission categories that are currently based on regional models (particularly vehicles and air travel).	Identify possible avenues to collect more local data for next inventory and start local data collection	Light Green	Dark Green	Blue	Blue	Blue	Blue	Blue
GHG Inventory	2.A.2.a	COBI will complete the next GHG emissions inventory by 2022 for the year 2021. Complete the next GHG emissions inventory for the year 2025 by 2026 and then complete a GHG emissions inventory every 5 years thereafter.	Begin next GHG inventory and then every 5 years	Light Green	Dark Green	Light Green	Light Green	Light Green	Light Green	Light Green
<b>Goal B: Re-evaluate the forest sequestration analysis</b>										
GHG Inventory	2.B.1.a	COBI, working with the CCAC, will approach academic institutions for assistance to plan more rigorous analysis methods, including ground-truthing of tree inventories. Collaborations may include student apprenticeships, student thesis research opportunities, or collaborative research grant proposals. Consider also joint studies with BILT.	Discuss possible strategies at CCAC meetings and decide on action.	Light Green	Dark Green	Blue	Blue	Blue	Blue	Blue

### Section 3: Energy: Goals, Priority Actions, Milestones and Timelines

**Initiate Action:** Light Green  
**Complete Action:** Dark Green  
**Implement Action:** Blue



Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
<b>Goal A. Increase energy conservation and efficiency throughout the planned and existing built environment, including customer-owned generation.</b>										
Energy	3.A.1.a	All COBI projects (e.g., Police Station, WWTP improvements) adopt requirements to use high-performance retrofit technologies where feasible (e.g., variable frequency drives in HVAC systems, heat recovery systems, and dedicated outdoor air systems).	Council accepted terms	Initiate	Complete	Implement	Implement	Implement	Implement	Implement
Energy	3.A.1.b	Work with PSE to: 1) raise awareness about existing rebate and assistance programs that will increase access to energy conservation and efficiency programs, focusing on low-income households and nonprofit organizations; 2) explore creating new incentive/rebate programs; and 3) develop a local program to encourage homeowners that have sufficient potential to acquire customer-owned generation like roof-top solar and small wind turbines.	Establish new programs and raise awareness of existing programs.	Initiate	Complete	Implement	Implement	Implement	Implement	Implement
Energy	3.A.2.a	Use the Green Energy and Building Fund to provide incentives to building owners and residents to increase electrification conversions and battery storage and to assist in energy audits for residential home projects, including affordable housing (e.g., install energy conservation measures, provide financial incentives for existing building owners to transition from propane, fuel oil, and wood stoves to all electric buildings).	Development of committee and eligibility and scoring criteria	Initiate	Complete	Implement	Implement	Implement	Implement	Implement
<b>Goal B. Eliminate carbon-based energy sources from all energy sectors.</b>										
Energy	3.B.1.a	Work collaboratively with PSE, via the PSE Franchise agreement update and other mechanisms, to move towards a 100% carbon-free electrical supply, preferably sooner than the Washington State mandated goals.	Begin to compile relevant options/approaches and complete by 2021	Initiate	Complete	Implement	Implement	Implement	Implement	Implement
Energy	3.B.1.b	Work with PSE and others to develop incentive programs to increase installation of renewable energy and passive photovoltaic (PV) solar or other technologies on new and existing buildings.	Begin to compile relevant options and approaches	Initiate	Complete	Implement	Implement	Implement	Implement	Implement
Energy	3.B.1.c	Adopt a policy that prohibits propane, fuel oil, and wood stoves as the primary energy source for all new municipal, commercial, industrial, and residential buildings and in renovations and additions over a certain size.	All new buildings all electric	Initiate	Complete	Implement	Implement	Implement	Implement	Implement

### Section 3: Energy: Goals, Priority Actions, Milestones and Timelines

**Initiate Action:** Light Green  
**Complete Action:** Dark Green  
**Implement Action:** Blue



Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
<b>Goal A. Increase energy conservation and efficiency throughout the planned and existing built environment, including customer-owned generation.</b>										
Energy	3.B.1.d	Develop incentives for existing commercial, industrial, and residential buildings to replace propane, fuel oil, and wood stoves as their primary heating sources.	Program developed and implemented.			Light Green	Dark Green		Blue	
Energy	3.B.2.a	Develop and hold trainings/workshops for Island and neighboring communities' builders, contractors, architects, and homeowners that can help Bainbridge Island to implement the fuel-switch from carbon-based to electrification of the building stock.	Work with Green Building Task Force to develop trainings and workshops.		Light Green	Dark Green			Blue	
<b>Goal C. Create energy self-sufficiency for emergency preparedness and increase energy infrastructure reliability and resilience in light of changing climate.</b>										
Energy	3.C.1.a	Work with PSE to develop a local program to encourage homeowners, businesses, and other entities like BISD, BIMPRD, and BIFP to acquire customer-owned generation like roof-top solar and small wind turbines.	Initiate discussions			Light Green	Dark Green		Blue	
Energy	3.C.1.b	Research and develop microgrids for community Bainbridge Disaster Hubs (City Hall, Seniors Center, Bainbridge Island School District (BISD), Island Wood) in partnership with PSE and Bainbridge Prepares	Half of the hubs resilient			Light Green	Dark Green		Blue	
Energy	3.C.2.a	Work with partners (e.g., PSE) to determine the feasibility of developing large-scale neighborhood microgrids with customer-based storage or utility-scale energy storage, or a combined heat and power biodigester sited adjacent to the community pool.	Strong examples established and documented			Light Green	Dark Green		Blue	

## Section 4: Transportation: Goals, Priority Actions, Milestones and Timelines

**Initiate Action:** Light Green  
**Complete Action:** Dark Green  
**Implement Action:** Blue



Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
<b>Goal A. Reduce motorized vehicle miles traveled per capita</b>										
Transportation	4.A.1.a	Through the Sustainable Transportation Planning Process and other means, develop an ambitious plan to create networks of pathways required to achieve a substantial mode shift to biking and walking, including separated or protected biking and walking lanes	Work with STTF to develop plan							
Transportation	4.A.1.b	Increase City staff time or hire a consultant to enhance the City's capacity to identify and apply for sources of funding (such as federal grants for Safe Routes to Schools and public private partnerships for the needed infrastructure).	Identify sources of funds for position and advertise.							
Transportation	4.A.1.c	Explicitly consider climate change mitigation (e.g., greenhouse gas reductions) when evaluating options as the City develops its Sustainable Transportation plan.	Ensure climate change is considered as part of STTF.							
Transportation	4.A.2.a	Require incorporation of non-motorized transportation options into all new development, e.g., by including sidewalks or pedestrian trails linked to existing and planned trail/sidewalk networks; incorporating bicycle lanes and trails; etc.	Incorporate non-motorized requirements in to permitting process.							
Transportation	4.A.2.b	Require all new development, and improve existing connections between developments, to accommodate non-motorized and public transit transportation options (including incorporation of bus shelters and other amenities).	Incorporate non-motorized requirements in to permitting process.							
Transportation	4.A.3.a	In consultation with Kitsap Transit, develop a robust marketing/outreach/educational program to inform island residents and those who traverse the Island from outside about public transit options, including park and rides (including, for example, information for island visitors on bus/transit routes & options).	Work with Kitsap Transit to develop plan.							
Transportation	4.A.4.a	Work with BISS on measures to discourage private-vehicle drop-offs and pick-ups, encourage car-pooling, biking and walking and promote greater use of school buses.	Develop plan with BISS							
<b>Goal B. Reduce emissions from motorized transportation, including through electrification of all modes (on-road, off-road, and ferries) and encourage reduction in air travel.</b>										
Transportation	4.B.1.a	Transition COBI's fleets to primarily electric vehicles and using biofuels where electric vehicles are not an option and encourage other Bainbridge Island taxing districts to also develop a plan.	Develop long-term strategy for transitioning to all electric fleet.							

## Section 4: Transportation: Goals, Priority Actions, Milestones and Timelines

**Initiate Action:** Light Green

**Complete Action:** Dark Green

**Implement Action:** Blue



Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
Transportation	4.B.2.a	Evaluate current code to see if need to modify to increase the number of EV-charge stations ready for all new development, major renovations and that multifamily units and commercial development include EV charging infrastructure.	Establish requirements in permitting for EV charging stations.			Light Green	Dark Green			
Transportation	4.B.2.b	Install additional charging stations in commercial centers, including Island Village, Coppertop, Lynwood Center.	Work with PSE and others to add charging stations.			Light Green	Dark Green			
Transportation	4.B.3.a	Coordinate with Washington State Ferries, PSE, and other entities as necessary to evaluate the need for, and feasibility of, establishing charging infrastructure on the Island to service ferries.	Develop plan with WSF to ensure infrastructure for charging ferries.			Light Green	Dark Green			
Transportation	4.C.4.a	Adopt a city-wide anti-idling ordinance that includes an enforcement component and work with the WSF and State Patrol to reduce idling at the ferry parking lots.	Develop ordinance for city-wide anti-idling and with WSF.		Light Green	Dark Green				
Transportation	4.C.5.a	Work with partners (e.g., Climate Action Bainbridge and Puget Sound Clean Air Agency) to provide public information on benefits of reducing air travel.	Hold a forum on air travel in collaboration with the Climate and Energy Forum.		Dark Green					
Transportation	4.C.5.b	Work with service providers to to help our community develop and maintain the digital infrastructure it needs to enable more virtual meetings.	Develop plan with UAC on improving digital infrastructure on the Island.			Light Green	Dark Green			

## Section 5: Buildings: Goals, Priority Actions, Milestones and Timelines

**Initiate Action:** Light Green  
**Complete Action:** Dark Green  
**Implement Action:** Blue



Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
<b>Goal A: Reduce GHG emissions from all municipal, commercial, industrial and residential buildings.</b>										
Buildings	5.A.1.a	Adopt Green Building Task Force recommendations on green building practices and standards for all new municipal, commercial, industrial and residential building and all renovations and additions over a certain size	Green Building Task Force recommendations to adopt green building standards for all new buildings	Light Green	Dark Green	Blue	Blue	Blue	Blue	Blue
Buildings	5.A.1.b	Require all new and renovated buildings to apply the EcoAdapt Climate Change Adaptation Certification Tool , or similar tool, to identify and avoid climate risks as part of the permitting process.	Apply tool to all building projects		Light Green	Dark Green	Blue	Blue	Blue	Blue
Buildings	5.A.2.a	Develop training and outreach programs to provide technical assistance to developers, contractors, architects, landscape architects, city employees, and homeowners on green building that includes the cost/benefit to occupants of green building, use of reused and recycled materials, and the health benefits from green buildings to occupants.	Work with Green Building Task Force and others to develop program and implement.		Light Green	Dark Green	Blue	Blue	Blue	Blue
Buildings	5.A.2.b	Work with the BISD, BIMPD, and BIFD to ensure any new buildings they build consider green building standards and practices adopted by COBI.	Initiative discussions.			Light Green	Blue	Blue	Blue	Blue
<b>Goal B. Establish procedures to ensure buildings and infrastructure are protected from climate change impacts (e.g., higher precipitation, sea level rise, and increased temperatures).</b>										
Buildings	5.B.1.a	As recommended by the 2019 CCAC Report on Sea Level Rise, conduct a systematic, high-resolution analysis of exposure of City assets to sea level rise;	Complete an analysis for all COBI assets at risk from sea level rise.		Light Green	Dark Green	Blue	Blue	Blue	Blue
Buildings	5.B.1.b	As recommended by the 2019 CCAC Report on Sea Level Rise create a prioritized list for addressing COBI assets at high risk of sea level rise (e.g., roadways that are expected in the coming decades to be sufficiently flooded that they will not be functional for motorized transit.)	Complete a prioritized list for COBI assets.			Light Green	Dark Green	Blue	Blue	Blue
Buildings	5.B.1.c	As recommended by the 2019 CCAC Report on Sea Level Rise integrate sea level rise analysis into all City planning to identify and avoid or minimize risk to planned infrastructure and development.	Integrate sea level analysis into City planning decisions as part of the SMP updates.				Light Green	Dark Green	Blue	Blue
Buildings	5.B.2.a	Conduct a high-resolution analysis of all shoreline properties to inform landowners of exposure to sea level rises, make this information widely available for property owners to use in decision-making, and provide guidance on possible solutions and regulatory requirements.	Initiate analysis and complete for SMP updates					Light Green	Dark Green	Blue



**Section 5: Buildings: Goals, Priority Actions, Milestones and Timelines**

**Initiate Action:** Light Green  
**Complete Action:** Dark Green  
**Implement Action:** Blue



Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
Buildings	5.B.2.b	COBI integrates sea-level rise analysis into all City permitting to help applicants identify and avoid or minimize risk to existing infrastructure and land uses and planned infrastructure and development from sea level rise or other climate impacts.	Complete an analysis of vulnerable properties and hold community workshops.					Light Green	Dark Green	Blue
Buildings	5.B.2.c	COBI hosts community workshops on climate impacts, how they might impact buildings, and how to prepare buildings for these impacts.	Initiate workshops.			Light Green	Dark Green	Blue	Blue	Blue

**Section 5: Natural Environment: Goals, Priority Actions, Milestones and Timelines**

**Initiate Action:** Light Green  
**Complete Action:** Dark Green  
**Implement Action:** Blue



Section	Action #	Description	Milestones	2021	2022	2023	2024	2025	2026-2030	2031-2045
<b>Goal A. Steward Bainbridge Island’s natural resources to function as healthy, resilient ecosystems that can continue to provide multiple ecological functions including providing habitat, maintaining the hydrologic cycle, and storing carbon in the face of the added stresses of climate change.</b>										
Natural Env.	6.A.1.a	Ensure that the City is using the most appropriate, relevant and recent data and information about natural resources, climate change and other associated parameters in decision-making. If data sources are missing, identify how to obtain needed information.	Partners identified, once data gaps identified, timeline for addressing data gaps	Light Green	Dark Green	Blue	Blue	Blue	Blue	Blue
Natural Env.	6.A.1.b	Develop and adopt a comprehensive strategy for addressing invasive species on City lands to reduce these significant stressors on ecosystems.	Partners identified	Blue	Blue	Blue	Light Green	Dark Green	Blue	Blue
Natural Env.	6.A.1.c	Evaluate all COBI land acquisition and development decisions for City lands or in City review of private development using the EcoAdapt Climate Change Adaptation Certification Tool (or other similar tool) to ensure decisions are climate informed.	At time of inventory updates, conduct permit and development review to evaluate compliance	Dark Green	Blue	Blue	Blue	Blue	Blue	Blue
Natural Env.	6.A.2.a	Work with COBI arborist and partnering community groups, as appropriate, to create a preferred list of tree and plant species expected to be favored by climate change projections for use in City planning and restoration efforts. This list can also be used to advise local landowners and be applied to climate savvy development.	Completed list that is updated at regular intervals. List is available on City website, from partnering organizations, and as a brochure	Light Green	Dark Green	Blue	Blue	Blue	Blue	Blue
Natural Env.	6.A.3.a	Conduct an assessment of stocking densities on COBI owned lands and evaluate forest health improvements and wildfire risk reduction.	All City owned lands have been assessed and plans for management established and funded	Blue	Blue	Blue	Blue	Light Green	Dark Green	Blue
Natural Env.	6.A.3.b	Ensure that COBI policies prioritize wildfire risk reduction in proximity to homes consistent with FireWise guidelines[i] and strengthen wildfire risk-reduction design guidelines for Island construction (residential and business) using approaches such as reviewing new subdivision standards for opportunities to integrate wildfire risk reduction.	Code review and update to ensure design guidelines are up to date and strengthened to reduce wildfire risk	Light Green	Dark Green	Blue	Blue	Blue	Blue	Blue
<b>Goal B. Protect and maintain the integrity of our Island’s surface and groundwater resources in the face of climate change.</b>										
Natural Env.	6.B.1.a	Incentivize and maximize opportunities for incorporating water conservation features in Green Design and Building Codes (see Buildings Section Goal A).	Code review and update to ensure design guidelines are up to date and strengthened to identify water conservation opportunities	Light Green	Dark Green	Blue	Blue	Blue	Blue	Blue

**Section 5: Natural Environment: Goals, Priority Actions, Milestones and Timelines**

**Initiate Action:** Light Green  
**Complete Action:** Dark Green  
**Implement Action:** Blue



Section	Action #	Description	Milestones	2021	2022	2023	2024	2025	2026-2030	2031-2045
Natural Env.	6.B.1.b	Continue a robust surface water monitoring program that can identify trends in streamflow and water quality to inform adaptive management to protect stream health and integrate into monitoring climate change-sensitive parameters as appropriate.	SW monitoring program is reviewed and identified climate parameters are added to ongoing monitoring	Light Green	Dark Green	Blue	Blue	Blue	Blue	Blue
Natural Env.	6.B.2.a	Complete and implement COBI's Groundwater Management Plan, including incorporation of expected changes to groundwater inputs and outputs under climate change.	Completed GW management plan has been adopted by the City	Light Green	Dark Green	Blue	Blue	Blue	Blue	Blue
<b>Goal C. Steward our Island's shorelines to allow for resilience in the face of climate impacts including sea level rise</b>										
Natural Env.	6.C.1.a	Ensure that planning for sea level rise on the timeframe relevant to any proposed action's lifetime impact is explicitly incorporated into the Shoreline Master Plan, including incorporating capacity for inundation and change to natural shoreline features, such as planting for shifting vegetative communities, infrastructure movement or abandonment to adapt to habitat loss at shoreline.	SMP review and update has explicitly incorporated sea level rise into document	Light Green	Dark Green	Blue	Blue	Blue	Blue	Blue
Natural Env.	6.D.1.a	Work collaboratively with individual farmers and community groups including Friends of the Farms, Master Gardeners, and Kitsap Conservation District to identify and promote agricultural policies that increase carbon storage (e.g., soil sequestration) and hydrologic integrity, and reduce emissions including permaculture and reduced energy inputs (e.g., fertilizer, fossil fuels).	Code review and update to ensure design guidelines are up to date and strengthened to support sustainability of agricultural activities	Light Green	Dark Green	Blue	Blue	Blue	Blue	Blue
Natural Env.	6.D.2.a	Work collaboratively with Kitsap Conservation District to offer technical resources to livestock owners for manure management. Consider development of a memorandum of understanding and funding to support additional manure management efforts.	Manure management is written in to City Code	Light Green	Dark Green	Blue	Blue	Blue	Blue	Blue

## Section 6: Waste: Goals, Priority Actions, Milestones and Timelines

**Initiate Action:** Light Green  
**Complete Action:** Dark Green  
**Implement Action:** Blue



Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
<b>Goal A. Reduce Island residential, commercial, and industrial waste generation</b>										
Waste	7.A.1.a	Centralize purchasing within COBI to increase consistent adherence to COBI's sustainable procurement policy.	Purchasing centralized and review of policy to ensure adherence.	Light Green	Dark Green	Blue	Blue	Blue	Blue	Blue
Waste	7.A.2.a	Adopt an ordinance to reduce the use of single-use plastic food serviceware, including utensils and take-out containers, by all Island food service establishments.	Adopt ordinance and implement	Dark Green	Blue	Blue	Blue	Blue	Blue	Blue
Waste	7.A.3.a	Educate the community about ways to reduce food waste and promote opportunities for viable food to get to those who need it, including food banks and neighborhood giving.	Host a workshop with Climate and Energy Forum on food and food waste.		Dark Green					
<b>Goal B. Increase diversion of waste from the landfill</b>										
Waste	7.B.1.a	Work with BD to offer curbside compost pickup for all commercial facilities as a weekly service.	Formal discussions with BD and work to develop plan.	Light Green	Dark Green	Blue	Blue	Blue	Blue	Blue
Waste	7.B.1.b	Require that all commercial entities participate in the green waste program once established and participate in recycling.	Participate within 3 months after service established and ordinance passed			Light Green	Dark Green	Blue	Blue	Blue
Waste	7.B.2.a	Require, and where appropriate provide incentives for, the reduction, collection and diversion of construction and demolition waste. Seek specific recommendation from the City's Green Building Task Force on this action.	Consultant with the Green Building Task Force on timeline.	Light Green						
<b>Goal C: Optimize collection and disposal systems to minimize GHG emissions</b>										
Waste	7.C.1.a	Evaluate and support opportunities to better accommodate on-island or more local processing of green waste (e.g., through amendments to municipal code and allowed uses).	Location for infrastructure up and running.				Light Green	Dark Green	Blue	Blue
<b>Goal D: Ensure that any new waste-related infrastructure, such as transfer stations and composting facilities, are not sited in current or future hazard areas.</b>										
Waste	7.D.1.a	Apply the EcoAdapt Climate Change Adaptation Certification Tool to any new waste-related infrastructure projects.	Certification applied to any new waste-related infrastructure projects	Light Green	Blue	Blue	Blue	Blue	Blue	Blue

## Section 7: Community Engagement: Goals, Priority Actions, Milestones and Timelines

Initiate Action: Light Green

Complete Action: Dark Green

Implement Action: Blue



Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
<b>Goal A: Increase the Bainbridge community's awareness and knowledge about current and future climate change related impacts and ways to reduce those impacts.</b>										
Community Engagement	8.A.1.a	Develop a dedicated climate change webpage on the City's website including links to climate mitigation/adaptation resources on the CCAC website and make the CAP widely available in on-line and in print formats (copies at the library along with GHG inventory, Sea Level Rise analysis and Bainbridge Island Climate Impact Assessment that will be updated periodically by members of the CCAC).	Within one month of CAP approval and maintained thereafter	Complete	Implement	Implement	Implement	Implement	Implement	Implement
Community Engagement	8.A.1.b	Consult with the Race Equity Advisory Committee to ensure outreach efforts and educational materials are designed and implemented to reach all segments of the Bainbridge Community. See also Section 9: Implementation Action 9.B.1.a.	Completion of outreach materials and materials distributed	Initiate	Complete	Implement	Implement	Implement	Implement	Implement
Community Engagement	8.A.2.a	Include a climate change tip of the [month] as a regular feature in the City Manager's report and on social media.	Begin late 2020 and continuing thereafter	Initiate	Implement	Implement	Implement	Implement	Implement	Implement
<b>Goal B: Inspire action across the community and partner with local and regional organizations to take meaningful climate change mitigation and adaptation actions.</b>										
Community Engagement	8.B.1.a	Declare a climate emergency.	Completed	Complete	Implement	Implement	Implement	Implement	Implement	Implement
Community Engagement	8.A.1.b	Be a regional leader in recognizing the important role that municipal governments can play in taking action to respond to climate change.	Initiate 2020 and ongoing	Initiate	Implement	Implement	Implement	Implement	Implement	Implement
Community Engagement	8.B.1.c	Work cooperatively with other jurisdictions in Kitsap and King Counties (e.g., Poulsbo, Silverdale, Kingston, Bremerton, Seattle) and throughout Puget Sound to find regional solutions including mitigation and adaptation actions that would benefit from economies of scale or the sharing of lessons learned.	Initiate in 2021 and ongoing thereafter	Initiate	Implement	Implement	Implement	Implement	Implement	Implement
Community Engagement	8.B.2.a	Host workshops with hands-on demonstrations for community members to learn how to take specific actions (e.g., building a rain barrel, dehydrate food as part of emergency preparedness, build and use compost bin, use an electric bike, construct a rain garden, assemble an emergency kit, install less resource intensive landscaping).	Begin early 2021 and ongoing thereafter	Initiate	Implement	Implement	Implement	Implement	Implement	Implement

## Section 7: Community Engagement: Goals, Priority Actions, Milestones and Timelines

**Initiate Action:** Light Green

**Complete Action:** Dark Green

**Implement Action:** Blue



Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
Community Engagement	8.B.2.b	Host events for community project(s) to bring people together to work towards mitigation and adaptation (e.g., building a community rain garden, working on a trail, making signs for bike/pedestrian routes, pulling ivy, planting climate resilient plants, and constructing community pea patch).	Begin early 2021 and ongoing thereafter		Light Green	Blue	Blue	Blue		
<b>Goal C. Empower and prepare COBI, Bainbridge Island residents, and Bainbridge Island businesses for climate impacts and emergencies.</b>										
Community Engagement	8.C.1.a	In coordination with the COBI attorney, review existing laws, regulations and policies and revise as needed by asking the following sorts of questions. <ul style="list-style-type: none"> <li>Are current City laws adequate to require, or at least encourage, GHG emission reductions from City regulated or endorsed activities as well as from individual activities?</li> <li>Do they provide sufficient authority/flexibility to respond to impacts and emergencies?</li> <li>Are recommended mitigations/adaptations actions allowed?</li> </ul>	Complete review by Spring 2021 and revise authorities as needed by 2022		Light Green	Dark Green				
Community Engagement	8.C.1.b	Hire a COBI Climate Mitigation/Adaptation Officer to coordinate activities between and among the various city offices, inspect for compliance with climate related code compliance, and serve as a City staff liaison with the CCAC.	Hire by end of 2020 retain permanent staff in this position thereafter	Dark Green						
Community Engagement	8.C.1.c	Include Climate Change related expenditures in the City budget for education, code compliance, mitigation and adaptation action items identified in the CAP.	Include in 2021 budget if possible and maintain sufficient budget thereafter		Light Green	Dark Green				
Community Engagement	8.C.2.a	Work with Bainbridge Prepares, the Bainbridge Island Fire Department, and others, to establish community centers for recharging generators, cell phones during outages, and providing emergency food/water.	Initiate 2021, complete by 2022 and maintain thereafter		Light Green	Dark Green	Blue	Blue		

## Section 8: Implementation: Priority Actions, Milestones and Timelines

**Initiate Action:** Light Green  
**Complete Action:** Dark Green  
**Implement Action:** Blue



Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
Implementation	9.A.1.a	Confirm COBI staff person to liaise with the CCAC until a dedicated Climate Change Mitigation/Adaptation Officer is hired. See Section 8, Action 8.C.1.b.	Confirm climate liaison among current staff	Complete						
Implementation	9.A.1.b	Identify a COBI staff person in each department who will provide information to the City staff liaison (Climate Change Officer) identified in Action 9.A.1.a. This person will provide department-specific information on timelines for completing actions and report on progress on CAP actions led by that department.	Work with Climate Change Officer	Initiate	Complete					
Implementation	9.B.1.a	Consider and minimize the potential for unintended and/or unequitable impacts from each action prior to implementation.	Develop a decision tool that can be used to evaluate actions in the CAP.	Initiate						
Implementation	9.C.1.a	Produce a CAP progress report every year that includes a review of actions undertaken during the year and additional actions needed (including those currently listed as “other” rather than “priority” actions) to meet the CAP goals for reducing GHG emissions and preparing the Island for climate impacts.	Yearly report							
Implementation	9.C.1.b	Update the GHG emissions inventory every three to five years.	Begin next GHG inventory and then every 5 years		Initiate	Complete				
Implementation	9.C.1.c	Update the CAP every five years.	Update 2025 and then every 5 years after							
Implementation	9.C.1.d	Prior to the five-year CAP update, evaluate the effectiveness of implemented actions in terms of progress towards goals and targets, in order to inform adaptive management. Consider creating a dashboard of key metrics as a tool for the evaluation and associated communications.	Develop dashboard of metrics to assist in evaluating progress.		Initiate					
Implementation	9.D.1.a	Develop cost estimates for the highest priority CAP actions and staffing requirements and list potential funding sources (in year 1).	Initiate development for immediate actions and then for priority actions in CAP.	Initiate						
Implementation	9.D.1.b	Include a description in the City Manager’s proposed budget of existing and proposed projects that relate to CAP strategies and actions.	Complete for each budget.		Initiate					

Section	Action #	Description	Type of Action	Other action
GHG Inventory	2.A.1.a	COBI will work with the CCAC to improve the accuracy and site-specificity of data for GHG emission categories that are currently based on regional models (particularly vehicles and air travel).	Data	Funding
GHG Inventory	2.A.1.a		Data	Funding
GHG Inventory	2.A.2.a	COBI will complete the next GHG emissions inventory by 2022 for the year 2021. Complete the next GHG emissions inventory for the year 2025 by 2026 and then complete a GHG emissions inventory every 5 years thereafter.	Funding	
GHG Inventory	2.A.2.a		Funding	
GHG Inventory	2.B.1.a	COBI, working with the CCAC, will approach academic institutions for assistance to plan more rigorous analysis methods, including ground-truthing of tree inventories. Collaborations may include student apprenticeships, student thesis research opportunities, or collaborative research grant proposals. Consider also joint studies with BILT.	Data	Funding
GHG Inventory	2.B.1.a		Data	Funding
Energy	3.A.1.a	All COBI projects (e.g., Police Station, WWTP improvements) adopt requirements to maximize energy efficiency and reduce total energy demand whenever feasible (e.g., variable frequency drives in HVAC systems, heat recovery systems, and dedicated outdoor air systems).	Code change	Funding
Energy	3.A.1.b	Work with PSE to: 1) raise awareness about existing rebate and assistance programs that will increase access to energy conservation and efficiency programs, focusing on low-income households and nonprofit organizations; 2) explore creating new incentive/rebate programs; and 3) develop a local program to encourage homeowners that have sufficient potential to acquire customer-owned generation like rooftop solar and small wind turbines.	Community partnership	policy
Energy	3.A.2.a	Use the Green Energy and Building Fund to provide incentives to building owners and residents to increase electrification conversions and battery storage and to assist in energy audits for residential home projects, including affordable housing (e.g., install energy conservation measures, provide financial incentives for existing building owners to transition from propane, fuel oil, and wood stoves to all electric buildings).	Funding	Education
Energy	3.B.1.a	Work collaboratively with PSE, via the PSE Franchise agreement update and other mechanisms, to move towards a 100% carbon-free electrical supply, preferably sooner than the Washington State mandated goals.	Outreach	Community partnership
Energy	3.B.1.b	Work with PSE and others to develop incentive programs to increase installation of renewable energy and passive photovoltaic (PV) solar or other technologies on new and existing buildings.	Community partnership	Funding
Energy	3.B.1.c	Adopt a policy that prohibits propane, fuel oil, and wood stoves as the primary energy source for all new municipal, commercial, industrial, and residential buildings and in renovations and additions over a certain size.	Code change	Policy
Energy	3.B.1.c		Code change	Policy
Energy	3.B.1.d	Develop incentives for existing commercial, industrial, and residential buildings to replace propane, fuel oil, and wood stoves as their primary heating sources.	Funding	Education



Section	Action #	Co-benefits	Mitigation, Adaptation, or Both	COBI Lead	Resources Needed	CCAC Role	Potential Partners	Timeframe	Milestones and Targets
GHG Inventory	2.A.1.a	NA	Provides information to establish mitigation targets.	Check w/CW	Staff time and possible funding for consultant	Support and review	University of Washington.	Short-term	2021: Identify possible avenues to collect more local data for next inventory.
GHG Inventory	2.A.1.a	NA	Provides information to establish mitigation targets.	Check w/CW	Staff time and possible funding for consultant	Support and review	University of Washington.	Short-term	2021: Start any more local data collection.
GHG Inventory	2.A.2.a	NA	Provides information to establish mitigation targets.	C Berg	Staff time and possible funding for consultant	Support and review	BISD	Medium-term	2021: Work with BISD on their efforts to collect data.
GHG Inventory	2.A.2.a	NA	Provides information to establish mitigation targets.	TBD	Staff time and possible funding for consultant	Support and review	BISD	Medium-term	2021: Begin next GHG inventory.
GHG Inventory	2.B.1.a	NA	Provides information to establish mitigation targets.	N Snyder	staff time estimate	Support and review	BILT, BIMPD, University of Washington.	Long-term	2021: Discuss possible strategies at CCAC meetings.
GHG Inventory	2.B.1.a	NA	Provides information to establish mitigation targets.	N Snyder	staff time estimate	Support and review	BILT, BIMPD, University of Washington.	Long-term	2022: Engage with other partners on conducting analysis.
Energy	3.A.1.a	Air Quality	Mitigation	PW/PDC	Climate Crisis Proclamation	TBD	Shift Zero	2020	2021: Council accepted terms
Energy	3.A.1.b	Air quality and equity	Mitigation	TBD	Marketing and outreach from COBI	Work with PSE and COBI	PSE	Long-term	2020: Establish new programs and raise awareness of existing programs.
Energy	3.A.2.a	Air quality and equity	Both	Finance	Determine source of funding, eligibility for use, tracking, etc.	facilitator, committee position	Creation of nine-person grant committee to build the grantmaking program and fund clean energy community benefits projects	2021	2020: Development of committee and eligibility and scoring criteria
Energy	3.B.1.a	Air quality and equity	Mitigation	Joe Levan/ Morgan Smith		Partner		2021	2020: Begin to compile relevant options/approaches
Energy	3.B.1.b	Equity	Mitigation	Solar use - PCD		Lead	PSE	2021	2021 Q1: Develop comprehensive list of state and local programs
Energy	3.B.1.c	Public health and air quality	Mitigation	Planning	Ordinance to amend BIMC	Attend GBTF and work with COBI staff.	Same as above	Long-term	2023: All new buildings all electric
Energy	3.B.1.c	Public health and air quality	Mitigation	Planning	Ordinance to amend BIMC	Attend GBTF and work with COBI staff.	Same as above	Long-term	2030: All existing buildings all electric
Energy	3.B.1.d	Equity	Mitigation	Planning	Depends on incentive - either new funding or staff	Work with COBI staff.	Same as above	Long-term	2023: Program developed and implemented.

Section	Action #	Description	Type of Action	Other action
Energy	3.B.2.a	Develop and hold trainings/workshops for Island and neighboring communities' builders, contractors, architects, and homeowners that can help Bainbridge Island to implement the fuel-switch from carbon-based to electrification of the building stock.	Outreach	
Energy	3.B.2.a		Outreach	
Energy	3.C.1.a	Work with PSE to develop a local program to encourage homeowners, businesses, and other entities like BIRD, BIMPRD, and BIFP to acquire customer-owned generation like roof-top solar and small wind turbines.	Outreach	
Energy	3.C.1.b	Research and develop microgrids for community Bainbridge Disaster Hubs (City Hall, Seniors Center, Bainbridge Island School District (BIRD), Island Wood) in partnership with PSE and Bainbridge Prepares	Task	
Energy	3.C.2.a	Work with partners (e.g., PSE) to determine the feasibility of developing large-scale neighborhood microgrids with customer-based storage or utility-scale energy storage, or a combined heat and power biodigester sited adjacent to the community pool.	Community partnership	
Transportation	4.A.1.a	Through the Sustainable Transportation Planning Process and other means, develop an ambitious plan to create networks of pathways required to achieve a substantial mode shift to biking and walking, including separated or protected biking and walking lanes	Code change	Funding
Transportation	4.A.1.b	Increase City staff time or hire a consultant to enhance the City's capacity to identify and apply for sources of funding (such as federal grants for Safe Routes to Schools and public private partnerships for the needed infrastructure).	Funding	
Transportation	4.A.1.c	Explicitly consider climate change mitigation (e.g., greenhouse gas reductions) when evaluating options as the City develops its Sustainable Transportation plan.	Task	
Transportation	4.A.2.a	Require incorporation of non-motorized transportation options into all new development, e.g., by including sidewalks or pedestrian trails linked to existing and planned trail/sidewalk networks; incorporating bicycle lanes and trails; etc.	Code change	Funding
Transportation	4.A.2.b	Require all new development, and improve existing connections between developments, to accommodate non-motorized and public transit transportation options (including incorporation of bus shelters and other amenities).	Code change	Funding
Transportation	4.A.3.a	In consultation with Kitsap Transit, develop a robust marketing/outreach/educational program to inform island residents and those who traverse the Island from outside about public transit options, including park and rides (including, for example, information for island visitors on bus/transit routes & options).	Outreach	Community partnership
Transportation	4.A.4.a	Work with BIRD on measures to discourage private-vehicle drop-offs and pick-ups, encourage car-pooling, biking and walking and promote greater use of school buses.	Outreach	Community partnership
Transportation	4.B.1.a	Transition COBI's fleets to primarily electric vehicles and using biofuels where electric vehicles are not an option and encourage other Bainbridge Island taxing districts to also develop a plan.	Funding	
Transportation	4.B.2.a	Evaluate current code to see if need to modify to increase the number of EV-charge stations ready for all new development, major renovations and that multifamily units and commercial development include EV charging infrastructure.	Code change	
Transportation	4.B.2.b	Install additional charging stations in commercial centers, including Island Village, Coppertop, Lynwood Center.	Code change	Funding
Transportation	4.B.3.a	Coordinate with Washington State Ferries, PSE, and other entities as necessary to evaluate the need for, and feasibility of, establishing charging infrastructure on the Island to service ferries.	Outreach	Community partnership
Transportation	4.B.4.a	Adopt a city-wide anti-idling ordinance that includes an enforcement component and work with the WSF and State Patrol to reduce idling at the ferry parking lots.	Ordinance	Outreach
Transportation	4.B.4.a		Ordinance	
Transportation	4.B.5.a	Work with partners (e.g., Climate Action Bainbridge and Puget Sound Clean Air Agency) to provide public information on benefits of reducing air travel.	Outreach	Community partnership
Transportation	4.B.5.b	Work with service providers to to help our community develop and maintain the digital infrastructure it needs to enable more virtual meetings.	Outreach	Community partnership

Section	Action #	Co-benefits	Mitigation, Adaptation, or Both	COBI Lead	Resources Needed	CCAC Role	Potential Partners	Timeframe	Milestones and Targets
Energy	3.B.2.a	Awareness	Both	PCD/Outreach	ASHRAE	Lead	Green Building Comm	2021	2021: Work with Green Building Task Force to develop trainings and workshops.
Energy	3.B.2.a	Awareness	Both		minimal \$\$ for venue and supplies	Lead	Green Building Comm	2021	2022: Ready to rollout
Energy	3.C.1.a	Public health and air quality	Mitigation		in coordination with 3.B.1.b	Lead	PSE	2021	2022: Initiate discussions
Energy	3.C.1.b	Preparedness	Adaptation	Anne LeSage	<a href="#">WSU Energy Program</a>	Facilitator	Bainbridge Prepares	2022	2025: Half of the hubs resilient
Energy	3.C.2.a	Preparedness	Adaptation	PDC/ Communications	IDEA, UW, WSU	Lead	UW, WSU, Dept of Commerce	Medium-term	2030: Strong examples established and documented
Transportation	4.A.1.a	Public health, equity, and quality of life	Both	Planning and Public Works if any City projects		Attend STTF meetings	Bainbridge Greenways, Squeaky wheels	Short-term	2021: Work with STTF to develop plan
Transportation	4.A.1.b	Public health, equity, and quality of life	Both	Finance & Admin	Will need to discuss with COBI staff			Ongoing	2022: Identify sources of funds for position and advertise.
Transportation	4.A.1.c	Public health, equity, and quality of life	Mitigation	Planning		Attend STTF meetings		Ongoing	2021: Ensure climate change is considered as part of STTF.
Transportation	4.A.2.a	Public health, equity, and quality of life	Adaptation	Council, Planning	Will need to discuss with COBI staff	Provide expertise when requested		Short-term	2022: Incorporate non-motorized requirements in to permitting process.
Transportation	4.A.2.b	Public health, equity, and quality of life	Adaptation	Council, Planning		Provide expertise when requested		Short-term	2022: Incorporate non-motorized requirements in to permitting process.
Transportation	4.A.3.a	Public health, equity, and quality of life	Adaptation	Community outreach coordinator	Will need to discuss with COBI staff	Participate in community workshops	Kitsap Transit	Ongoing	2021: Work with Kitsap Transit to develop plan.
Transportation	4.A.4.a	Public health, equity, and quality of life	Both	Community outreach coordinator		Support City in discussion with BISD	BISD, Climate Action Bainbridge	Short-term	2021: Develop plan with BISD
Transportation	4.B.1.a	Public health	Mitigation	Public Works	Will need to discuss with COBI staff	Provide expertise when requested		Long-term	2022: Develop long-term strategy for transitioning to all electric fleet.
Transportation	4.B.2.a	Public health	Both	Council, Planning		Provide expertise when requested	PSE	Short-term	2022: Establish requirements in permitting for EV charging stations.
Transportation	4.B.2.b	Public health	Both	Public Works	Will need to discuss with COBI staff		PSE	Medium-term	2022: Work with PSE and others to add charging stations.
Transportation	4.B.3.a	Public health	Both	Public Works?	Will need to discuss with COBI staff	Provide expertise when requested	WSF	Long-term	2022: Develop plan with WSF to ensure infrastructure for charging ferries.
Transportation	4.B.4.a	Public health	Both	Council	Support from legal	Support development of anti-idling ordinance.	WSF, State Patrol, BISD and Climate Action Bainbridge	Short-term	2021: Develop ordinance for city-wide anti-idling.
Transportation	4.B.4.a	Public health	Both	Council		Support development of anti-idling ordinance.	WSF, State Patrol, BISD and Climate Action Bainbridge	Short-term	2022: Develop ordinance with WSF for ferries.
Transportation	4.B.5.a	Public health	Both	Community outreach coordinator	Will need to discuss with COBI staff	Participate in community workshops	Climate Action Bainbridge and Sustainable Bainbridge	Ongoing	2021: Hold a forum on air travel in collaboration with the Climate and Energy Forum.
Transportation	4.B.5.b	Equity	Adaptation			Work with UAC	Utility Advisory Committee	Ongoing	2022: Develop plan with UAC on improving digital infrastructure on the Island.

Section	Action #	Description	Type of Action	Other action
Buildings	5.A.1.a	Adopt Green Building Task Force recommendations on green building practices and standards for all new municipal, commercial, industrial and residential building and all renovations and additions over a certain size	Code change	policy
Buildings	5.A.1.a		Code change	policy
Buildings	5.A.1.b	Require all new and renovated buildings to apply the EcoAdapt Climate Change Adaptation Certification Tool , or similar tool, to identify and avoid climate risks as part of the permitting process.	Code change	Education
Buildings	5.A.2.a	Develop training and outreach programs to provide technical assistance to developers, contractors, architects, landscape architects, city employees, and homeowners on green building that includes the cost/benefit to occupants of green building, use of reused and recycled materials, and the health benefits from green buildings to occupants.	Staff time	Funding
Buildings	5.A.2.b	Work with the BISD, BIMPD, and BIFD to ensure any new buildings they build consider green building standards and practices adopted by COBI.	Community partnership	
Buildings	5.B.1.a	As recommended by the 2019 CCAC Report on Sea Level Rise, conduct a systematic, high-resolution analysis of exposure of City assets to sea level rise;	Task	Funding
Buildings	5.B.1.b	As recommended by the 2019 CCAC Report on Sea Level Rise create a prioritized list for addressing COBI assets at high risk of sea level rise (e.g., roadways that are expected in the coming decades to be sufficiently flooded that they will not be functional for motorized transit.)	Task	Staffing
Buildings	5.B.1.c	As recommended by the 2019 CCAC Report on Sea Level Rise integrate sea level rise analysis into all City planning to identify and avoid or minimize risk to planned infrastructure and development.	Policy	
Buildings	5.B.2.a	Conduct a high-resolution analysis of all shoreline properties to inform landowners of exposure to sea level rises, make this information widely available for property owners to use in decision-making, and provide guidance on possible solutions and regulatory requirements.	Task	
Buildings	5.B.2.b	COBI integrates sea-level rise analysis into all City permitting to help applicants identify and avoid or minimize risk to existing infrastructure and land uses and planned infrastructure and development from sea level rise or other climate impacts.	Code change	Education
Buildings	5.B.2.c	COBI hosts community workshops on climate impacts, how they might impact buildings, and how to prepare buildings for these impacts.	Outreach	Staffing
Natural Env.	6.A.1.a	Ensure that the City is using the most appropriate, relevant and recent data and information about natural resources, climate change and other associated parameters in decision-making. If data sources are missing, identify how to obtain needed information.	Data	
Natural Env.	6.A.1.b	Develop and adopt a comprehensive strategy for addressing invasive species on City lands to reduce these significant stressors on ecosystems.	Policy	Funding
Natural Env.	6.A.1.b	-Comprehensive strategy adopted with targets for eradication and control	Policy	Staffing
Natural Env.	6.A.1.b	-Mapping implemented	Staff time	Funding
Natural Env.	6.A.1.c	Evaluate all COBI land acquisition and development decisions for City lands or in City review of private development using the EcoAdapt Climate Change Adaptation Certification Tool (or other similar tool) to ensure decisions are climate informed.	Code change	policy

Section	Action #	Co-benefits	Mitigation, Adaptation, or Both	COBI Lead	Resources Needed	CCAC Role	Potential Partners	Timeframe	Milestones and Targets
Buildings	5.A.1.a	Air quality	Both	Planning and Public Works if any City projects.	Will need to discuss with COBI staff	Attend GBTF meetings.	Planning Commission, Design Review Board, Affordable Housing Task Force, Housing Resource Board and GBTF	Long-term	2020: Recommendations from GBTF
Buildings	5.A.1.a	Air quality	Both	Planning and Public Works if any City projects.	Will need to discuss with COBI staff	Attend GBTF meetings.	Planning Commission, Design Review Board, Affordable Housing Task Force, Housing Resource Board and GBTF	2022	2022: Adopted Green building standards for all buildings.
Buildings	5.A.1.b	Equity	Both	Planning	Same as above.	Attend GBTF and work with COBI staff	Same as above	Long-term	2023: Apply tool to all building projects
Buildings	5.A.2.a	NA	Both					Medium-term	2021: Work with Green Building Task Force and others to develop program and implement in 2022.
Buildings	5.A.2.b	Public health and equity	Both					Ongoing	2022: Initiative discussions.
Buildings	5.B.1.a	Public health and equity	Adaptation	GIS, Planning and Public Works	Need to discuss with COBI staff	Provide expertise when requested	University of Washington, local experts.	Short-term	2022: Complete an analysis for all COBI assets at risk from sea level rise.
Buildings	5.B.1.b	Public health and equity	Adaptation	GIS, Planning and Public Works	Need to discuss with COBI staff	Provide expertise when requested	University of Washington, local experts.	Short-term	2023: Complete a prioritized list for COBI assets.
Buildings	5.B.1.c	Public health and equity	Adaptation	GIS, Planning and Public Works	Need to discuss with COBI staff	Provide expertise when requested	University of Washington, local experts.	Short-term	2025: Integrate sea level analysis into City decision making as part of the SMP updates.
Buildings	5.B.2.a	Public health	Adaption				Local experts		2024: Initiate analysis and complete for 2025 SMP updates
Buildings	5.B.2.b	Public health and equity	Adaptation	GIS, Planning and Public Works	Need to discuss with COBI staff	Provided expertise when requested.	Local citizen groups.	Short-term	2023: Complete an analysis of vulnerable properties and hold community workshops.
Buildings	5.B.2.c	NA	Adaptation	Community outreach coordinator and Planning.	Need to discuss with COBI staff	Participate in community workshops.	Local citizen groups.	Short-term	2022: Initiate workshops.
Natural Env.	6.A.1.a	biodiversity, conservation management	adaptation	Planning and public works	COBI staff allocation, partnering organizations	Advisory	BILT, BIMPRD, Islandwood, Sustainable Bainbridge	Ongoing	-Partners identified, once data gaps identified, timeline for addressing data gaps
Natural Env.	6.A.1.b	biodiversity, hydrologic integrity, conservation management	both	Public Works	GIS	Advisory	BILT, BIMPRD, Invasive Weed Collective[1]	Ongoing	Partners identified, once data gaps identified, timeline for addressing data gaps
Natural Env.	6.A.1.b	biodiversity, hydrologic integrity, conservation management	both	Public Works	MOUs with appropriate agencies	Advisory		Medium-term	-Comprehensive strategy adopted with targets for eradication and control
Natural Env.	6.A.1.b	biodiversity, hydrologic integrity, conservation management	both	Public Works		Advisory		Short-term	-Mapping implemented
Natural Env.	6.A.1.c	NA	Both	Exec/PCD	CCAC tool	Advisory	EcoAdapt	2021	-At time of inventory updates, conduct permit and development review to evaluate compliance

Section	Action #	Description	Type of Action	Other action
Natural Env.	6.A.2.a	Work with COBI arborist and partnering community groups, as appropriate, to create a preferred list of tree and plant species expected to be favored by climate change projections for use in City planning and restoration efforts. This list can also be used to advise local landowners and be applied to climate savvy development.	Task	
Natural Env.	6.A.3.a	Conduct an assessment of stocking densities on COBI owned lands and evaluate forest health improvements and wildfire risk reduction.	Funding	
Natural Env.	6.A.3.b	Ensure that COBI policies prioritize wildfire risk reduction in proximity to homes consistent with FireWise guidelines[i] and strengthen wildfire risk-reduction design guidelines for Island construction (residential and business) using approaches such as reviewing new subdivision standards for opportunities to integrate wildfire risk reduction.	Policy	
Natural Env.	6.B.1.a	Incentivize and maximize opportunities for incorporating water conservation features in Green Design and Building Codes (see Buildings Section Goal A).	Code change	Education
Natural Env.	6.B.1.b	Continue a robust surface water monitoring program that can identify trends in streamflow and water quality to inform adaptive management to protect stream health and integrate into monitoring climate change-sensitive parameters as appropriate.	Staff time	
Natural Env.	6.B.2.a	Complete and implement COBI's Groundwater Management Plan, including incorporation of expected changes to groundwater inputs and outputs under climate change.	Staff time	Funding
Natural Env.	6.C.1.a	Ensure that planning for sea level rise on the timeframe relevant to any proposed action's lifetime impact is explicitly incorporated into the Shoreline Master Plan, including incorporating capacity for inundation and change to natural shoreline features, such as planting for shifting vegetative communities, infrastructure movement or abandonment to adapt to habitat loss at shoreline.	Code change	Community partnership
Natural Env.	6.D.1.a	Work collaboratively with individual farmers and community groups including Friends of the Farms, Master Gardeners, and Kitsap Conservation District to identify and promote agricultural policies that increase carbon storage (e.g., soil sequestration) and hydrologic integrity, and reduce emissions including permaculture and reduced energy inputs (e.g., fertilizer, fossil fuels).	Staff time	Funding
Natural Env.	6.D.2.a	Work collaboratively with Kitsap Conservation District to offer technical resources to livestock owners for manure management. Consider development of a memorandum of understanding and funding to support additional manure management efforts.	Community partnership	
Waste	7.A.1.a	Centralize purchasing within COBI to increase consistent adherence to COBI's sustainable procurement policy.	Task	
Waste	7.A.1.a		Task	Staffing
Waste	7.A.1.a		Task	Staffing
Waste	7.A.2.a	Adopt an ordinance to reduce the use of single-use plastic food serviceware, including utensils and take-out containers, by all Island food service establishments.	Ordinance	
Waste	7.A.2.a		Ordinance	
Waste	7.A.3.a	Educate the community about ways to reduce food waste and promote opportunities for viable food to get to those who need it, including food banks and neighborhood giving.	Outreach	
Waste	7.B.1.a	Work with BD to offer curbside compost pickup for all commercial facilities as a weekly service.	Community partnership	
Waste	7.B.1.a		Community partnership	
Waste	7.B.1.b	Require that all commercial entities participate in the green waste program once established and participate in recycling.	Ordinance	
Waste	7.B.2.a	Require, and where appropriate provide incentives for, the reduction, collection and diversion of construction and demolition waste. Seek specific recommendation from the City's Green Building Task Force on this action.	Code change	
Waste	7.C.1.a	Evaluate and support opportunities to better accommodate on-island or more local processing of green waste (e.g., through amendments to municipal code and allowed uses).	Code change	

Section	Action #	Co-benefits	Mitigation, Adaptation, or Both	COBI Lead	Resources Needed	CCAC Role	Potential Partners	Timeframe	Milestones and Targets
Natural Env.	6.A.2.a	biodiversity, hydrologic integrity, conservation management	Adaptation	City Arborist	Marketing and dissemination of completed list	Advisory	BILT, BIMPRD, Sustainable Bainbridge	2021	-Completed list that is updated at regular intervals. -List is available on City website, from partnering organizations, and as a brochure
Natural Env.	6.A.3.a	biodiversity, hydrologic integrity, conservation management	Adaptation	City Arborist	Professional contractor may be needed	Advisory	BIFD, BIMPRD, BILT	2025	-All City owned lands have been assessed and plans for management established and funded
Natural Env.	6.A.3.b	NA	adaptation	Emergency Management/PCD		Advisory	BIFD	2022	-Code review and update to ensure design guidelines are up to date and strengthened to reduce wildfire risk
Natural Env.	6.B.1.a	hydrologic integrity, water quantity	adaptation	PCD, Green Building Task Force, PCD, Public Works Water Resources		Advisory (secondary to Green Building Task Force)	Green Building Task Force	2022	-Code review and update to ensure design guidelines are up to date and strengthened to identify water conservation opportunities
Natural Env.	6.B.1.b	biodiversity, hydrologic integrity, conservation management	adaptation	Public Works Water Resources Program	Ongoing funding	Advisory	ETAC, public volunteers, BI Watershed Council	Ongoing	SW monitoring program is reviewed and identified climate parameters are added to ongoing monitoring
Natural Env.	6.B.2.a	biodiversity, hydrologic integrity, conservation management	adaptation	Public Works	Ongoing funding	Advisory	ETAC	2023	-Completed GW management plan has been adopted by the City
Natural Env.	6.C.1.a	biodiversity, conservation management	adaptation	Planning staff		Advisory	ETAC, BILT, BIMPRD, Sustainable Bainbridge	2021	SMP review and update has explicitly incorporated sea level rise into document
Natural Env.	6.D.1.a	Agricultural sustainability, quality of life, economic resilience, hydrologic integrity	Both	Executive, Planning		Advisory	Friends of the Farms, Sound Food, Farmers Market	Ongoing	-Code review and update to ensure design guidelines are up to date and strengthened to support sustainability of agricultural activities
Natural Env.	6.D.2.a	water quality	Mitigation	Need to check jurisdiction			Kitsap Conservation District, Friends of the Farms	2021	-Manure management is written in to City Code
Waste	7.A.1.a	N/A	Mitigation	Executive	Will need to discuss with COBI staff	Advisory	BIZW	Short-term	2020: Clear communication to all staff about importance of adhering to sustainable procurement policy
Waste	7.A.1.a	N/A	Mitigation	Executive	Will need to discuss with COBI staff	Advisory	BIZW	Short-term	2021: Purchasing centralized
Waste	7.A.1.a	N/A	Mitigation	Executive	Will need to discuss with COBI staff	Advisory	BIZW	Short-term	2022: Review of compliance with sustainable procurement policy
Waste	7.A.2.a	Environment / litter reduction	Mitigation	Executive		Provide feedback on draft ordinance	BIZW	Short-term	2020: Adopt ordinance
Waste	7.A.2.a	Environment / litter reduction	Mitigation	Executive		Provide feedback on draft ordinance	BIZW	Short-term	2021: Ordinance takes effect
Waste	7.A.3.a	Public health	Mitigation	Executive	Funding for outreach materials	Support outreach efforts	BIZW	Short-term	2021: Host a workshop with Climate and Energy Forum on food and food waste.
Waste	7.B.1.a	Environment / litter reduction	Mitigation	Executive		NA	BD, Chamber of Commerce	Short-term	2021: Formal discussions with BD
Waste	7.B.1.a	Environment / litter reduction	Mitigation	Executive		NA	BD, Chamber of Commerce	Short-term	2021: Support BD in developing a plan for service offering
Waste	7.B.1.b	Environment / litter reduction	Mitigation	Executive			BD, Chamber of Commerce	Long-term	2022 or within 3 months after service established: Ordinance passed
Waste	7.B.2.a	Environment / litter reduction	Mitigation	Executive/Finance			BD, BIZW	Ongoing	2021: Consultant with the Green Building Task Force on timeline.
Waste	7.C.1.a	Job creation	Mitigation	Public Works, Executive		Assist in identifying potential opportunities and evaluating for mitigation and adaptation impacts	Private entities and BD	Long-term	2025: Location for infrastructure up and running.

Section	Action #	Description	Type of Action	Other action
Waste	7.D.1.a	Apply the EcoAdapt Climate Change Adaptation Certification Tool to any new waste-related infrastructure projects.	Task	Staffing
Community Engagement	8.A.1.a	Develop a dedicated climate change webpage on the City's website including links to climate mitigation/adaptation resources on the CCAC website and make the CAP widely and easily available to all in the community on-line and in print formats (copies at the library along with GHG inventory, Sea Level Rise analysis and Bainbridge Island Climate Impact Assessment that will be updated periodically by members of the CCAC).	Task	
Community Engagement	8.A.1.b	Consult with the Equity Task Force to ensure outreach efforts and education materials are designed and implemented to reach all segments of the Bainbridge community. See also Section 9: Implementation Action 9.B.1.a.	Task	Materials
Community Engagement	8.A.2.a	Include a climate change tip of the [month] as a regular feature in the City Manager's report and on social media.	Task	
Community Engagement	8.B.1.a	Declare a climate emergency.	Resolution	
Community Engagement	8.A.1.b	Be a regional leader in recognizing the important role that municipal governments can play in taking action to respond to climate change.	Outreach	Community partnership
Community Engagement	8.B.1.c	Work cooperatively with other jurisdictions in Kitsap and King Counties (e.g., Poulsbo, Silverdale, Kingston, Bremerton, Seattle) and throughout Puget Sound to find regional solutions including mitigation and adaptation actions that would benefit from economies of scale or the sharing of lessons learned.	Outreach	Community partnership
Community Engagement	8.B.2.a	Host workshops with hands-on demonstrations for community members to learn how to take specific actions (e.g., building a rain barrel, dehydrate food as part of emergency preparedness, build and use compost bin, use an electric bike, construct a rain garden, assemble an emergency kit, install less resource intensive landscaping).	Outreach	Staffing
Community Engagement	8.B.2.b	Host events for community project(s) to bring people together to work towards mitigation and adaptation (e.g., building a community rain garden, working on a trail, making signs for bike/pedestrian routes, pulling ivy, planting climate resilient plants, and constructing community pea patch).	Outreach	Staffing
Community Engagement	8.C.1.a	In coordination with the COBI attorney, review existing laws, regulations and policies and revise as needed by asking the following sorts of questions.	Staff time	policy
		• Are current City laws adequate to require, or at least encourage, GHG emission reductions from City regulated or endorsed activities as well as from individual activities?	Staff time	
		• Do they provide sufficient authority/flexibility to respond to impacts and emergencies?	Staff time	
		• Are recommended mitigations/adaptations actions allowed?	Staff time	
Community Engagement	8.C.1.b	Hire a COBI Climate Mitigation/Adaptation Officer to coordinate activities between and among the various city offices, inspect for compliance with climate related code compliance, and serve as a City staff liaison with the CCAC.	Funding	
Community Engagement	8.C.1.c	Include Climate Change related expenditures in the City budget for education, code compliance, mitigation and adaptation action items identified in the CAP.	Funding	Staffing
Community Engagement	8.C.2.a	Work with Bainbridge Prepares, the Bainbridge Island Fire Department, and others, to establish equitable access to community centers for recharging generators and cell phones during outages, and providing emergency food/water/filtered air during poor air quality due to fires across the west. Develop strategies to provide these services during a pandemic or other emergency that does not allow for close quarters.	Staff time	Community partnership
Implementation	9.A.1.a	Confirm COBI staff person to liaise with the CCAC until a dedicated Climate Change Mitigation/Adaptation Officer is hired. See Section 8, Action 8.C.1.b.	Task	Staffing
Implementation	9.A.1.a		Task	Funding
Implementation	9.A.1.b	Identify a COBI staff person in each department who will provide information to the City staff liaison (Climate Change Officer) identified in Action 9.A.1.a. This person will provide department-specific information on timelines for completing actions and report on progress on CAP actions led by that department.	Task	Staffing
Implementation	9.B.1.a	Consider and minimize the potential for unintended and/or inequitable impacts from each action prior to implementation.	Policy	
Implementation	9.C.1.a	Produce a CAP progress report every year that includes a review of actions undertaken during the year and additional actions needed (including those currently listed as "other" rather than "priority" actions) to meet the CAP goals for reducing GHG emissions and preparing the Island for climate impacts.	Task	



Section	Action #	Co-benefits	Mitigation, Adaptation, or Both	COBI Lead	Resources Needed	CCAC Role	Potential Partners	Timeframe	Milestones and Targets
Waste	7.D.1.a	Public health	Adaptation	Public Works		Available to advise City staff on Certification process, as needed	EcoAdapt	Short-term	2020: Certification applied to any new waste-related infrastructure projects
Community Engagement	8.A.1.a	NA	Adaptation	Executive		Help provide content	Library, High School for distribution	Short-term	Within one month of CAP approval and maintained thereafter
Community Engagement	8.A.1.b	Equity	Both	Executive		Support		Short-term	Completion of outreach materials and materials distributed.
Community Engagement	8.A.2.a	NA	Both	Executive		Help provide content		Ongoing	Begin late 2020 and continuing thereafter
Community Engagement	8.B.1.a	NA	Both	City Council		Helped draft		Short-term	Completed
Community Engagement	8.A.1.b	NA	Both					Ongoing	Initiate 2020 and ongoing
Community Engagement	8.B.1.c	NA	Both	Executive		Provide expertise/advise when requested	Representatives from Kitsap and King Counties and Poulsbo, Silverdale, Kingston, Bremerton, Seattle	Ongoing	Initiate in 2021 and ongoing thereafter
Community Engagement	8.B.2.a	Equity	Both	Executive, CCAC	Funding for outreach, staff time and materials	Provide expertise when requester, support outreach efforts	Local citizen groups	Short-term	Begin early 2021 and ongoing thereafter
Community Engagement	8.B.2.b	Equity	Both	Executive, CCAC	Funding for outreach staff time and materials	Provide expertise when requester, support outreach efforts	Local Citizen groups	Short-term	Begin early 2021 and ongoing thereafter
Community Engagement	8.C.1.a	NA	Both	TBD and City Attorney		Provide expertise if requested		Short-term	Complete review by Spring 2021 and revise authorities as needed by 2022
				Executive	Staff time			Short-term	
				Executive	Staff time			Short-term	
				Executive	Staff time			Short-term	
Community Engagement	8.C.1.b	NA	Both	City Manager				Short-term	Hire by end of 2020 retain permanent staff in this position thereafter
Community Engagement	8.C.1.c	NA	Both	City Manager and Council				Ongoing	Include in 2021 budget if possible and maintain sufficient budget thereafter
Community Engagement	8.C.2.a	NA	Both	Emergency Management		Provide expertise/support as requested	Bainbridge Prepares, PSE, BIFD	Long-term	Initiate 2021, complete by 2022 and maintain thereafter
Implementation	9.A.1.a	NA	Both	City Manager/Executive	5% of COBI staff person's time?	Liase with staff person		2020	2020: Confirm climate liaison among current staff
Implementation	9.A.1.a	NA	Both	City Manager/Executive	5% of COBI staff person's time?	Liase with staff person		2020	2021: Climate change officer hired
Implementation	9.A.1.b	NA	Both	Department heads	4 hours per quarter per department?			2020	2020: Work with Climate Change Officer
Implementation	9.B.1.a	Equity	Both	Executive	Staff time	Advisory		Ongoing	2020: Initiate development of a decision tool that can be used to evaluate actions in the CAP.
Implementation	9.C.1.a	NA	Both	Executive, Public Works	Staff time	Advisory, review		Ongoing	Yearly report

Section	Action #	Description	Type of Action	Other action
Implementation	9.C.1.b	Update the GHG emissions inventory every three to five years.	Staff time	
Implementation	9.C.1.c	Update the CAP every five years.	Task	
Implementation	9.C.1.d	Prior to the five-year CAP update, evaluate the effectiveness of implemented actions in terms of progress towards goals and targets, in order to inform adaptive management. Consider creating a dashboard of key metrics as a tool for the evaluation and associated communications.	Staff time	
Implementation	9.D.1.a	Develop cost estimates for the highest priority CAP actions and staffing requirements and list potential funding sources (in year 1).	Staff time	Funding
Implementation	9.D.1.b	Include a description in the City Manager's proposed budget of existing and proposed projects that relate to CAP strategies and actions.	Staff time	Funding

Section	Action #	Co-benefits	Mitigation, Adaptation, or Both	COBI Lead	Resources Needed	CCAC Role	Potential Partners	Timeframe	Milestones and Targets
Implementation	9.C.1.b	NA	Mitigation	Public Works	Minimal if partnering with BISD; \$10-20k every 3-5 years if hiring consultants	Advisory; assist with BISD partnership	BISD & high school students, or consultants	Ongoing	2021: First update, then 2025, then every 5 years
Implementation	9.C.1.c	NA	Both	Executive, Public Works	Staff time; potential consultant time if CCAC is not still active	Advise on additional strategies and actions, assuming CCAC still active in 2025; help gather community input	Community members, community organizations, island businesses	Ongoing	2025: First update and then every 5 years after
Implementation	9.C.1.d	NA	Both					Medium-term	2021: Initiate development of dashboard of metrics to assist in evaluating progress.
Implementation	9.D.1.a	NA	Both	Finance and Administrative Services with input from other departments	Staff time	Advisory		2020	2020: Initiate development for immediate actions and in 2021 for priority actions in CAP.
Implementation	9.D.1.b		Both	Finance, Executive		Advisory		Ongoing	2020: Complete for 2021 budget.

<b>Count of Action # Column Labels</b>											
<b>Row Labels</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2025</b>	<b>Long-term</b>	<b>Medium-term</b>	<b>Ongoing</b>	<b>Short-term</b>	<b>Grand Total</b>	
Code change	1	2	2				5	1	1	5	17
Community partnership		2					1	1	1	2	7
Funding		1			1		2	2	2	1	9
Ordinance							1			4	5
Outreach		4					1		5	5	15
Staff time	1			1			1	2	4	2	11
Policy			1					1	2	1	5
Data							2		1	2	5
Task	3	1	1						4	7	16
Resolution										1	1
<b>Grand Total</b>	<b>5</b>	<b>10</b>	<b>4</b>	<b>1</b>	<b>1</b>		<b>13</b>	<b>7</b>	<b>20</b>	<b>30</b>	<b>91</b>



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (6:50 PM) Receive Comments and Recommendations from the Climate Change Advisory Committee on Council Direction on Sea Level Rise Amendments as part of the Shoreline Master Program Periodic Review - CCAC Members,

**SUMMARY:** This is the CCAC's response to the City Council motion made at the May 4, 2021 Study Session. The motion pertained to the sea level rise (SLR) amendments in the Shoreline Master Program (SMP) periodic review: "Direct staff to remove this topic from the periodic review. Have new climate change staff, with assistance from the climate change advisory committee, take up this work in 2022."  
The CCAC has prepared the attached comments and recommendations.  
Staff response to the CCAC recommendations is attached as a memo.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Information only.

**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:** On May 4, 2021 the City Council unanimously approved the following motion with regard to the sea level rise (SLR) amendments for the periodic review updates for the Shoreline Master Program (SMP):  
"Direct staff to remove this topic from the periodic review. Have new climate change staff, with assistance from the climate change advisory committee, take up this work in 2022."

At the June 5, 2021 CCAC meeting, the CCAC discussed this motion and prepared the attached comments and recommendations. The recommendations are:

\* The SLR work should continue and not be paused until 2022. If desired, this work can continue outside of the SMP periodic review process.

\* The work would follow the three-step process provided by Planning staff at the May 4th City Council Meeting. We believe this provides a logical and sequential framework for moving ahead.

- First Steps Legislation;
- Pilot Implementation and Learning; and
- Second Step Legislation.

\* There should be a joint meeting with the Planning Commission and CCAC, with an opportunity for public comment, on the SLR work.

\* The Planning Department should be responsible for the SLR work with assistance from the new climate officer. The CCAC would provide technical support and assistance as needed.

\* The City would develop a community engagement strategy soon by working with the new climate officer, Communications Coordinator, the Planning Commission, and the CCAC.

Staff response to the CCAC recommendations is attached.

**ATTACHMENTS:**

[Approach to Sea Level Rise - CC 06152021.pptx](#)

[CCAC Recommendations on Sea Level Rise assessment June 5, 2021](#)

[CCAC Sea Level Rise Response - Staff memo for CC 06152021](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



# Sea Level Rise CCAC Recommendations

City Council Study Session  
June 15<sup>th</sup> 2021

# Sea Level Rise (SLR): Recommendations

- May 4<sup>th</sup> Council Direction

“Direct staff to remove this topic from the periodic review. Have new climate change staff, with assistance from the climate change advisory committee, take up this work in 2022.”

- Climate Action Plan (Baseline 2019 Preliminary SLR assessment)

- By 2025, COBI will complete an analysis, develop a plan, and design a process to ensure all City-owned assets will be resilient from sea level rise over the lifespan of the infrastructure.
- 2025, COBI will complete an analysis, conduct public outreach activities, and identify those properties at highest risk from sea level rise impacts over the next 50 years.



# Sea Level Rise (SLR): Recommendations

- Continue SLR work, do not wait until 2022.
- Use three step process proposed by Staff.
  - First Steps Legislation.
  - Pilot Implementation and Learning.
  - Second Step Legislation.
- Work remains w/Planning Department; support from Climate Officer/CCAC.
- Develop robust public engagement process.

## Climate Change Advisory Committee: Comments and Recommendations on Council Direction on Sea Level Rise Amendments as part of the Shoreline Master Program Periodic Review (June 5<sup>th</sup> 2021)

On May 4<sup>th</sup> the City Council unanimously approved the following motion with regards to the sea level rise (SLR) amendments for the periodic review updates for the Shoreline Master Program (SMP).

“Direct staff to remove this topic from the periodic review. Have new climate change staff, with assistance from the climate change advisory committee, take up this work in 2022.”

The Climate Action Plan (CAP) provided recommendations on moving forward to better understand and respond to SLR impacts on our Island (see Attachment A for the specific goals, strategies, and actions related to SLR). We understand the complexities and time issues related to incorporating SLR into the current periodic review of the SMP. However, we have several concerns with the direction given to staff from the City Council.

It will be difficult to meet the goals established in the CAP for addressing SLR if the work on SLR is delayed until 2022.

We are concerned that completely pausing this work until 2022 will require planning staff to shift its work to other issues. There has been a considerable investment of staff time in developing the SLR materials (e.g., SLR white paper and vulnerability maps). Pausing this work now will lose the momentum of the work and raises the potential to lose focus on this timely issue.

The City has devoted substantial time and resources in developing the excellent work to date on this issue. The staff has gained expertise on SLR and it is unknown whether the same staff who developed this work will be available to resume this work in 2022. We suggest that the work on SLR continues. This approach would build on the current momentum and effectively use the existing expertise within the City staff.

### The SLR work should remain with the Planning Department

The direction from Council indicated that the new climate officer, with assistance from the CCAC, would take up this work in 2022. As state above, the Planning Department has invested time and resources in the SLR analysis and has gained valuable knowledge and expertise in understanding how SLR will impact our Island.

We believe it is unlikely that the new climate officer will have the same level of expertise as the Planning Department on the SMP and SLR, or the bandwidth considering everything else that has been described for this position. Also, while the CCAC can provide support and advice on SLR related issues, we are not experts on the SMP and have limited capacity to take on the SLR work.

## A robust community engagement process is needed

As identified in the CAP, we believe it is critical that there is a robust community engagement process. We recommend that the process includes developing a community vision for what shoreline property owners see as good outcomes given the realities of climate change and what the community cost implications are to address the emerging coastal hazards of sea level rise.

The maps developed by staff for the periodic review update shows that SLR is likely to have substantial impacts on neighborhoods and public infrastructure. We believe it will take considerable time to complete the high-resolution work on SLR needed to have an informed conversation with the community.

We believe this work, and the process for analysis and public engagement should start now in order to meet the goals established in the CAP. The CCAC is willing to support City staff where we can and specifically provide assistance in having the important conversations with the community on climate change in general and specifically SLR.

## CCAC Recommendations

- The SLR work should continue and not be paused until 2022. If desired, this work can continue outside of the SMP periodic review process.
- The work would follow the three-step process provided by the Planning staff at the May 4<sup>th</sup> City Council Meeting. We believe this provides a logical and sequential framework for moving ahead.
  - First Steps Legislation;
  - Pilot Implementation and Learning; and
  - Second Step Legislation.
- There should be a joint meeting with the Planning Commission and CCAC, with an opportunity for public comment, on the SLR work.
- The Planning Department should be responsible for the SLR work with assistance from the new climate officer. The CCAC would provide technical support and assistance as needed.
- The City would develop a community engagement strategy soon by working with the new climate officer, Communications Coordinator, the Planning Commission, and the CCAC.

We would be happy to discuss our recommendations in more detail if desired.

## Attachment A: Climate Action Plan: Sea Level Rise

### 5.1. Goals/Targets

B. Establish procedures to ensure buildings and infrastructure are resilient to climate change impacts (e.g., higher precipitation, sea level rise, wildfire risk and temperatures).

- By 2025, COBI will complete an analysis, develop a plan, and design a process for regularly updating the plan to ensure all City-owned assets will be resilient from sea level rise over the lifespan of the infrastructure.
- By 2025, COBI will complete an analysis, conduct public outreach activities, and identify those properties at highest risk from sea level rise impacts over the next 50 years.

Goal B. Establish procedures to ensure buildings and infrastructure are protected from climate change impacts (e.g., higher precipitation, sea level rise, and increased temperatures).

Strategy B.1: Identify and protect City assets at risk due to sea level rise.

#### Priority Action(s)

- 5.B.1.a. As recommended by the 2019 CCAC Report on Sea Level Rise conduct a systematic, high-resolution analysis of exposure of City assets to sea level rise.
- 5.B.1.b. As recommended by the 2019 CCAC Report on Sea Level Rise create a prioritized list for addressing COBI assets at high risk of sea level rise (e.g., roadways that are expected in the coming decades to be sufficiently flooded that they will not be functional for motorized transit.)
- 5.B.1.c. As recommended by the 2019 CCAC Report on Sea Level Rise, integrate sea level rise analysis into all City planning to identify and avoid or minimize risk to planned infrastructure and development.

#### Other Action(s)

- 5.B.1.d. Create a tiered strategy for assets at longer-term risk (beyond 2030 but within infrastructure lifespan) and identify solutions for their management

Strategy B.2. Assist property owners in identifying risks to existing and planned infrastructure from sea level rise and other climate change impacts.

#### Priority Action(s)

- 5.B.2.a. Conduct a high-resolution analysis of all shoreline properties to inform landowners of exposure to sea level rises, make this information widely available for property owners to use in decision-making, and provide guidance on possible solutions and regulatory requirements.
- 5.B.2.b. COBI integrates sea-level rise analysis into all City permitting to help applicants identify and avoid or minimize risk to existing infrastructure and land uses and planned infrastructure and development from sea level rise or other climate impacts.

- 5.B.2.c COBI hosts community workshops on climate impacts, how they might impact buildings, and how to prepare properties for these impacts.

## 6.1. Goals/Targets

Goal C. Steward our Island’s shorelines to allow for resilience in the face of climate impacts including sea level rise.

- By 2025, COBI will integrate into its Shoreline Master Program approaches to address and adapt to the impacts of sea level rise on the natural resources of our shorelines, and will work collaboratively with all stakeholders that manage shoreline resources to establish consistency in priorities and planning for sea level rise across jurisdictions and ownership. The City should consider explicitly incorporating flood risk projection updates into its 2021 periodic review of the SMP.

Goal C. Steward our Island’s shorelines to allow for resilience in the face of climate impacts including sea level rise.

Strategy C.1. Incorporate sea level rise and changes in shoreline stability and erosion into the shoreline master program and other shoreline management planning decisions.

### Priority Action(s)

- 6.C.1.a. Ensure that planning for sea level rise on the timeframe relevant to any proposed action’s lifetime impact is explicitly incorporated into the Shoreline Master Plan, including incorporating capacity for inundation and change to natural shoreline features, such as planting for shifting vegetative communities, infrastructure movement or abandonment to adapt to habitat loss at shoreline.

### Other Action(s)

- 6.C.1.b. Ensure that ecosystem concerns are included in any plans for potential transitions to open space or living shorelines for properties that will be inundated by sea level rise or degraded by coastal erosion and/or slope instability. Begin community conversations regarding our desired outcomes related to sea level rise, coastal erosion and slope instability (see Buildings Section Goal B for other actions).
- 6.C.1.c. Work with Island stakeholders with publicly accessible properties and properties held in trust for natural resource values, including the Bainbridge Island Land Trust and the Bainbridge Island Metropolitan Parks and Recreation District to collaboratively identify and integrate sea level rise changes into planning for shoreline resources.
- 6.C.1.d. Partner with community organizations such as Puget Sound Restoration Fund and Bainbridge Beach Naturalists to monitor local effects of ocean acidification on shellfish resources.



CITY OF  
BAINBRIDGE ISLAND

**EXECUTIVE DEPARTMENT MEMORANDUM**

Date: June 15, 2021  
To: City Council  
From: Blair King, City Manager  
Subject: Staff Response/CCAC Recommendation re: Sea Level Rise

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At the Council Study Session on May 4<sup>th</sup>, the City Council unanimously approved the following motion with regards to the sea level rise (SLR) amendments for the periodic review of the Shoreline Master Program (SMP).

“Direct staff to remove this topic from the periodic review. Have new climate change staff, with assistance from the climate change advisory committee, take up this work in 2022.”

**CCAC Response**

At the Climate Change Advisory Committee (CCAC) meetings on April 21 and May 19, the CCAC received information from City staff about the periodic review and discussed the request related to SLR. Staff provided an update regarding the May 4<sup>th</sup> meeting. The CCAC subsequently provided the attached comments and recommendations:

- The SLR work should continue and not be paused until 2022. If desired, this work can continue outside of the SMP periodic review process.
- The work would follow the three-step process provided by the Planning staff at the May 4<sup>th</sup> City Council Meeting. We believe this provides a logical and sequential framework for moving ahead.
  - First Steps Legislation;
  - Pilot Implementation and Learning; and
  - Second Step Legislation.
- There should be a joint meeting with the Planning Commission and CCAC, with an opportunity for public comment, on the SLR work.
- The Planning Department should be responsible for the SLR work with assistance from the new climate officer. The CCAC would provide technical support and assistance as needed.
- The City would develop a community engagement strategy soon by working with the new climate officer, Communications Coordinator, the Planning Commission, and the CCAC.

**Staff Response to CCAC Recommendation**

At the May 4<sup>th</sup> City Council meeting, the staff recommendation was that the Planning and Community Development Department (PCD) continue ongoing work to propose an amendment to the SMP that would include just the very first steps of the longer-term process of adapting to sea level rise.

Staff recommends continuation of the work on SLR because these efforts are consistent with the Climate Action Plan as approved in November 2020.

Additionally, the Department of Ecology just recently announced a new upcoming SMP grant that could support the City's SLR work. The maximum award will be \$100k and the application period opens September 1, 2021. We expect to have a very competitive application based on our:

- Recently adopted Climate Action Plan, including goals, targets, and strategies;
- Recent work on SLR, including our multi-phase approach; and
- Future coordination between PCD, CCAC, and the new climate change officer.

Staff proposes developing a work plan to continue SLR work in 2021, which would be brought to Council for approval and would include collaboration with the CCAC on applying for the above-mentioned grant. The Department and staff involved in these efforts will be based on staff availability and expertise, as determined by the City Manager.



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME:** 30 Minutes

**AGENDA ITEM:** (7:00 PM) Review Revised Draft Plastics Ordinance No. 2021-18 - Executive,

**SUMMARY:** The City Council will consider a revised, second draft of a proposed ordinance regulating the use of single-use products on Bainbridge Island by retail establishments. This ordinance retitles, amends, and expands Bainbridge Island Municipal Code ("BIMC") Chapter 8.24. The draft is based on feedback provided by the Council at its May 18, 2021 meeting, as well as related to an initial draft ordinance considered by the Council at its meeting on June 8, 2021.

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to forward Ordinance No. 2021-18 to the June 22, 2021 unfinished business agenda.

**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:** On May 17, 2021, Governor Inslee signed into law E2SSB 5022, a bill concerning management of certain materials to support recycling and waste and litter reduction. The law, in part, relates to plastics and the City's ability to regulate plastics.

At the City Council's May 18, 2021 meeting, the Council directed the City Attorney's Office to bring back a draft plastics ordinance incorporating the five policy points set forth in the agenda materials discussed that evening. Councilmember Carr volunteered to provide a draft, based in part on Bellingham's recently-passed ordinance related to the same topic.

At the Council's June 8, 2021 meeting, the Council directed the City Attorney's Office to bring back a revised draft ordinance narrowed in scope to address activities related to regulation of single-use plastics that may be preempted by E2SSB 5022 as of July 1, 2021.



At that same meeting, the Council discussed a proposed single-use cup fee. At the Council's direction, the language related to that proposed fee is removed in the updated draft. "Beverage cups" is added to Section 6 as a single-use food service product that would require an unsolicited request from a customer. This term was added because E2SSB 5022 does not define "cups" or "beverage cups," nor does it define "single-use food service product." The addition of "beverage cups" is proposed out of an abundance of caution because a single-use cup could be interpreted as being a single-use food service product, subject to the July 1, 2021 preemption. Additionally, the same section already includes beverage cup lids, which directly relate to the use of single-use beverage cups.

The title of Chapter 8.24 BIMC is amended to "WASTE REDUCTION REGULATION RELATED TO SINGLE-USE PRODUCTS."

BIMC 8.24.005 is added to adopt a more comprehensive set of definitions related to this amended version of Chapter 8.24 BIMC.

BIMC 8.24.010 is repurposed to include existing packaging regulations. This draft no longer contains a proposed mandatory \$0.25 disposable cup charge imposed on food service business customers or any of the proposed changes to other portions of Chapter 8.24 BIMC that relate to the proposed charge.

BIMC 8.24.015 is added to include existing exemptions.

BIMC 8.24.020 is repurposed to require food service businesses to use reusable food service products for on-premises dining.

BIMC 8.24.025 is added to require customers to affirmatively seek single-use food service products from food service businesses. In this draft, "Beverage cups" is added to the list of single-use products that will require an unsolicited request from a customer.

BIMC 8.24.030 is repurposed and reserved for future potential regulations.

BIMC 8.24.035 is added and reserved for future potential regulations related to single-use products at lodging establishments.

BIMC 8.24.050 is amended to update the enforcement and penalties for violating the requirements of Chapter 8.24 BIMC. It amends the existing criminal penalties to civil infractions.

BIMC 8.24.060 is added to authorize, at the direction of the City Manager, education and outreach activities related to the implementation of Chapter 8.24 BIMC.

BIMC 8.24.070 is deleted in this draft but can be included in a future ordinance (related to City purchasing and use of single-use products).

**ATTACHMENTS:**

[Draft Revised Plastics Ordinance 2021-18.pdf](#)

**FISCAL DETAILS:** If the draft ordinance should be adopted, pursuant to the provisions of 8.24.060, the City Manager proposes to contact with one or more community based organizations to provide outreach, education, and monitoring in order to secure compliance. It is anticipated that initial efforts may cost approximately \$10,000. Ongoing education and monitoring costs are unknown at this time.

**Fund Name(s):**

**Coding:**

**REVISED DRAFT**

**ORDINANCE NO. 2021-18**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, amending Chapter 8.24 and adding new Sections 8.24.005, 8.24.015, 8.24.025, 8.24.035, 8.24.060, and 8.24.070 of the Bainbridge Island Municipal Code.

**WHEREAS**, the impact of the world’s increasing waste stream is unsustainable and detrimental to the future of the world’s environment, economy, and the health and safety of its people; and

**WHEREAS**, the City of Bainbridge Island has been a leader in developing responsible waste management policies including a ban on polystyrene food packaging in 1989 and a ban on single-use plastic bags in 2012; and

**WHEREAS**, the City of Bainbridge Island currently regulates the use of nonbiodegradable packaging materials in Chapter 8.24 of the Bainbridge Island Municipal Code (“BIMC”); and

**WHEREAS**, certain exemptions to prohibited materials and items exist in Chapter 8.24 BIMC; and

**WHEREAS**, single-use plastic food service products contaminate Bainbridge Island’s recycling and compost systems, soiling other recyclables, such as paper, and jeopardizing the quality of the community’s recycling and compost; and

**WHEREAS**, single-use plastic items such as utensils, straws, cups, lids, plates, and wrappers are frequently found as street and beach litter in Bainbridge Island and throughout Washington state; and

**Commented [JL1]:** Added based on input from Councilmember Carr.

**WHEREAS**, plastic is a pollutant that never fully degrades but rather breaks down into smaller nonbiodegradable pieces and particles such as microplastics that are commonly ingested by marine and terrestrial wildlife, with bioaccumulation up the food chain that contaminates soil and water, threatening the health of Bainbridge Island’s and the Puget Sound’s ecosystems, as well as the health of our own community; and

**WHEREAS**, microplastics that enter the marine environment are consumed by fish, marine mammals, birds, and other organisms where they may pose a particular burden for endangered species such as salmon and southern resident orcas; and

**WHEREAS**, among other hazards, plastic debris attract and concentrate ambient pollutants like heavy metals and persistent organic pollutants in seawater and fresh water, which can transfer to fish and other seafood, that is eventually caught and sold for human consumption; and

**WHEREAS**, the annual worldwide production of plastics (both resins and fibers) increased from 2 million metric tons in 1950 to 380 metric tons in 2015, an annual growth rate of 8.4%, and the use of plastic has increased about two-and-a-half times faster than global gross domestic product annually; and

**WHEREAS**, only 9% of the plastic produced to date in the United States has been recycled and annual recycling rates in the U.S. have remained at around 9% since 2012; and

**WHEREAS**, commercial composting services that allow for the processing of “compostable” plastics and wood or fiber-based food service products are not currently available on Bainbridge Island or in Kitsap County; and

**WHEREAS**, the greenhouse gas inventory recently completed for the City of Bainbridge Island calculated that there was an approximately eleven percent increase in community greenhouse gas emissions from solid waste between 2014 and 2018; and

**WHEREAS**, that recent greenhouse gas inventory also indicated that four percent of current greenhouse gases are from solid waste generation; and

**WHEREAS**, each county in the state is required by RCW 70.95.080 to prepare a Comprehensive Solid and Hazardous Waste Management Plan, and

**WHEREAS**, incorporated cities in Kitsap County, including Bainbridge Island, are participants in the County’s solid waste management planning, and these jurisdictions work with the County to manage solid waste-related materials; and

**WHEREAS**, one of the essential goals of Kitsap County’s Solid Waste Management Plan is to “Reduce the environmental impacts to climate, air, water, and land that are associated with waste generation, transportation, handling, recycling, and disposal”; and

**WHEREAS**, one of the key priorities of the Washington State Solid and Hazardous Waste Plan is to “Mitigate climate change through waste reduction, reuse, and recycling”; and

**WHEREAS**, the City of Bainbridge Island adopted a Climate Action Plan on November 20, 2020; and

**WHEREAS**, the City’s Climate Action Plan includes [as one of its 18 immediate actions for 2021 a recommendation that the City, Priority Action 7.A.2.a.](#), “Adopt an ordinance to reduce the use of single-use plastic food service ware, including utensils and take-out containers, by all Island food service establishments” [\(See, Action 7.A.2.a.\)](#); and

**Commented [JL2]:** The revisions in this sentence are based on input from Councilmember Carr.

**WHEREAS**, significantly reducing single-use plastic food service ware from retail food establishments within the City of Bainbridge Island will reduce litter, contamination of recycling and composting systems, [greenhouse gas emissions](#), and negative environmental impact by avoiding dead-end deposition in a landfill; and

**Commented [JL3]:** Added based on input from Councilmember Carr.

~~WHEREAS, hotels and other lodging establishments also contribute substantially to the single-use plastic waste stream with small plastic products that are used once or a few times and then discarded; and~~

**Commented [JL4]:** Here and throughout this draft, based on the Council's direction on 6/8/21, the regulations related to lodging establishments and personal care products can be addressed via a future ordinance so that text is stricken, as applicable.

WHEREAS, some single-use plastic products, including plastic straws, ~~and small bottles for personal care products,~~ need to be available upon request as a reasonable accommodation to ensure equity, inclusivity, and sustainability for those who need them; and

WHEREAS, some alternatives to single-use plastics are not adequate for some people's personal access needs or financial circumstances, and these personal needs and circumstances should be accommodated in a manner that is not stigmatizing; and

WHEREAS, Washington State waste reduction laws provide that it is the responsibility of county and city governments to assume primary responsibility for solid waste management and to develop and implement aggressive and effective waste reduction and source separation strategies; and

WHEREAS, in light of the need to protect Bainbridge Island's sensitive marine environments ~~and mitigate climate change,~~ and with a desire to lead a transition to more environmentally sustainable alternatives, it is the intent of the Bainbridge Island City Council to reduce the use of single-use plastic products, and to take other steps to reduce waste from single-use products; and

**Commented [JL5]:** Added based on input from Councilmember Carr.

WHEREAS, it is the City's desire to phase out the use of single-use plastic food service products as well as single-use, throwaway items of all types and increase the use of more sustainable alternatives; and

WHEREAS, to prevent solid waste generation, it is in the City's interest to discourage the use of single-use beverage cups which can be accomplished through price signals; and

WHEREAS, it is the City's intent to provide education to consumers and businesses regarding the requirements of this ordinance, and on the need for and utility of single-use plastic reduction, and to encourage the use of alternatives, such as compostable and reusable food service products; ~~-or refillable containers for personal care products;~~ and

WHEREAS, it is the City's intent to implement, with community partners, a significant education and outreach effort that is suitable for small business owners and diverse ethnic populations, including language-appropriate materials, targeted outreach, and distribution of culturally appropriate materials; and

~~WHEREAS, it is the City's intent to listen to and work with businesses to implement the provisions of this ordinance in a collaborative fashion; and~~

**Commented [JL6]:** Added based on input from Councilmember Carr.

WHEREAS, through a greater focus on waste minimization we can conserve resources; reduce greenhouse gas emissions, waste, terrestrial and marine litter, and other pollution; protect public health and welfare today and for future generations of Bainbridge Islanders; and avoid

costly environmental damages; and

WHEREAS, the City Council considered an initial draft of this Ordinance No. 2021-18 on June 8, 2021, discussed that draft, and directed the City Attorney's Office to revise the draft to focus more narrowly on activities that may otherwise be preempted by state law, specifically E2SSB 5022, if the Council doesn't enact such regulations by July 1, 2021 related to single-use food service products; and

**Commented [JL7]:** The City Attorney's Office added these next four Whereas clauses to address the timing of the preemption issue, and to describe the Council's consideration of the ordinance.

WHEREAS, this revised version of Ordinance No. 2021-18 is intended to reflect the City Council's intent to adopt reasonable regulations on this topic prior to July 1, 2021 to ensure that these new regulations are not preempted by state law, including as relates to enacting "an ordinance to reduce pollution from single-use food service products by requiring affirmation that a customer wants single-use food service products from the customer of the food service business or other retail establishment," as set forth in Section 11(5) of E2SSB 5022; and

WHEREAS, the City Council considered and discussed this ordinance at its study session on June 15, 2021; and

WHEREAS, the City Council further considered and discussed this ordinance at its regular business meeting on June 22, 2021; and

**WHEREAS,** the City Council finds that a reduction in single-use plastic products is in the best interest of public health, safety, and welfare of the persons of Bainbridge Island, the terrestrial environment, and the Puget Sound.

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

**Section 1.** The title of Chapter 8.24 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

~~USE OF NONBIODEGRADABLE PACKAGING MATERIALS~~ **WASTE REDUCTION REGULATION RELATED TO SINGLE-USE PRODUCTS**

**Commented [JL8]:** Based on Council comment on 6/8/21, this title was revised from "Single-Use Plastics Regulation" in the previous draft to what is stated here.

**Section 2.** A new Section 8.24.005 of the Bainbridge Island Municipal Code is hereby added as follows:

8.24.005 Definitions.

A. "Biodegradable materials" means those materials made of cellulose-based or other substances that are capable of being readily attacked, decomposed, assimilated, and otherwise completely oxidized or broken down by bacteria or other natural biological organisms into carbonaceous soil material or water and carbon dioxide within a reasonable period of time.

B. “Compostable” means a product that meets the requirements of RCW 70A.455.040, as amended. Compostable also means a product that is made of cellulose-based or other substances that are capable of being readily attacked, decomposed, assimilated, and otherwise completely oxidized or broken down by bacteria or other natural biological organisms into carbonaceous soil material or water and carbon dioxide within a reasonable period of time through a composting system readily available to persons on Bainbridge Island and Bainbridge Island residents.

**Commented [JL9]:** This definition was included in the previous draft from 6/8/21. To further clarify the definition, the City Attorney’s Office recommends including text that was provided as alternative text by Deputy Mayor Hytopoulos in the previous draft. The reason for doing so is that RCW 70A.455.040 references other standards and isn’t as clear as could be in defining this term. As such, for readability and applicability, the recommendation is to include the additional text as shown here.

C. “Food service businesses” means a business selling or providing food for consumption on or off the premises, and includes full-service restaurants, fast food restaurants, cafes, delicatessens, coffee shops, grocery stores, vending trucks or carts, home delivery services, delivery services provided through an online application, and business or institutional cafeterias.

D. “Food service product” means a product intended for one-time use and used for food or drink offered for sale or use. Food service products include, but are not limited to, containers, plates, bowls, cups, lids, beverage containers, meat trays, deli rounds, utensils, sachets, straws, condiment packaging, clamshells and other hinged or lidded containers, wrap, and portion cups.

E. “Nonbiodegradable materials” means those materials that are not capable of being readily attacked, decomposed, assimilated, and otherwise completely oxidized or broken down by bacteria or other natural biological organisms into carbonaceous soil material or water and carbon dioxide within a reasonable period of time.

**Commented [JL10]:** The definition in the previous draft for this term was: “Nonbiodegradable materials” means those materials made in whole or in part of polystyrene plastic.

That definition is currently in BIMC 8.24.010.B. For clarity, and based on input from Councilmember Carr, it is recommended that this term be defined, rather, in relation to the definition of “biodegradable materials,” which is included above.

F. “Packaging” means all food-related wrappings, boxes, containers, and disposable or nonreusable plates, cups, or drinking utensils.

G. “Plastic” means any organic, synthetic, or processed material derived from petroleum that is mostly thermoplastic or thermosetting polymers of high molecular weight and that can be made into objects, films, or filaments, including, but not limited to, extruded polystyrene, and expanded polystyrene.

H. “Plastic food service product” means a food service product that is composed of plastic, or foil, fiber, or paper with a plastic coating, window, component, or additive.

I. “Personal care product” means a product intended to be applied to or used on the human body in the shower, bath, or for personal cleanliness or grooming and shall include only shampoo, lotion, hair conditioner, and soap.

**Commented [JL11]:** This can be included in a future ordinance.

J. “Prepackaged food” means food service products that have been filled with food and sealed by a separate food service business or food manufacturer prior to receipt by the point-of-sale retail establishment. “Prepackaged food” includes a utensil, straw, or other item physically attached for purposes of retail sale to a food service product prior to receipt by the point-of-sale retail establishment.

K. “Retail food establishment” means all sales outlets, stores, shops, or other places of business located within the city, which sell or convey foods directly to the ultimate consumer. “Retail food establishment” shall include, but not be limited to, any place where food is

**Commented [JL12]:** This is the current definition in BIMC 8.24.010.D. In the draft reviewed by the Council on 6/8/21, the draft also included a new definition for “retail establishment.” For clarity, in that a “retail food establishment” falls within the broader definition of “retail establishment,” it is recommended that the definition be revised, as shown below, as relates to the definition of “retail establishment.”

~~prepared, mixed, cooked, baked, smoked, preserved, bottled, packaged, handled, stored, manufactured, and sold or offered for sale, including, but not limited to, any fixed or mobile restaurant; drive-in; coffee shop; cafeteria; short order cafe; delicatessen; luncheonette; grill; sandwich shop; soda fountain; tavern; bar; cocktail lounge; nightclub; roadside stand; take-out prepared food establishment; industrial feeding establishment; catering kitchen; commissary; grocery store; public food market; food stand; or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and any other establishment or operation, including homes, where food is processed, prepared, stored, served, or provided for the public for charge.~~

**KJ.** “Retail establishment” means any person, corporation, partnership, business, facility, vendor, organization, or individual that sells or provides merchandise, goods, or materials directly to a customer, including to a ~~food service business~~ “retail food establishment.” “Retail establishment” includes, but is not limited to, ~~food service businesses~~ retail food establishments, grocery stores, department stores, hardware stores, home or business delivery services, pharmacies, liquor stores, restaurants, catering trucks, convenience stores, or other retail stores or vendors, including temporary stores or vendors at farmers markets, street fairs, and festivals.

Commented [JL13]: See note directly above.

For the purposes of this definition, “Retail food establishment” means all sales outlets, stores, shops, or other places of business located within the city, which sell or convey foods directly to the ultimate consumer. “Retail food establishment” shall include, but not be limited to, any place where food is prepared, mixed, cooked, baked, smoked, preserved, bottled, packaged, handled, stored, manufactured, and sold or offered for sale, including, but not limited to, any fixed or mobile restaurant; drive-in; coffee shop; cafeteria; short-order cafe; delicatessen; luncheonette; grill; sandwich shop; soda fountain; tavern; bar; cocktail lounge; nightclub; roadside stand; take out prepared food establishment; industrial feeding establishment; catering kitchen; commissary; grocery store; public food market; food stand; or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and any other establishment or operation, including homes, where food is processed, prepared, stored, served, or provided for the public for charge.

**LK.** “Reusable” means designed and manufactured to maintain its shape and structure, and to be materially durable for repeated (at least 1,000 times each) sanitizing in water at 171 degrees Fahrenheit for at least 30 continuous seconds, washing via commercial dishwashing machine, and reuse.

**ML.** “Reusable package system” is a set of containers and/or utensils provided to a retail customer that is intended to be returned to a restaurant or other collection location for cleaning and reuse. All materials used in such a system must meet the definition of reusable, above.

**NM.** “Single-use” means a product that is designed to be used once and discarded, and/or is not reusable as defined herein.

~~O. “Small bottle” means a bottle or container with less than or equal to a 6-ounce capacity that is intended to be nonreusable by the end user.~~

Commented [JL14]: This can be included in a future ordinance.



NP. “Small cup” means a product designed to be used by a consumer to facilitate the consumption of any liquid with less than or equal to a 6-ounce capacity that does not contain a plastic lining.

ON. “Unsolicited request” means a request that is made by a customer of a retail establishment without any prompting by an owner, operator, employee, or agent of a retail establishment.

**Commented [JL15]:** This is added as a new definition for clarity.

PO. “Utensil” means a product designed to be used by a consumer to facilitate the consumption of food or beverages, including knives, forks, spoons, cocktail picks, chopsticks, splash sticks, and stirrers. “Utensil” does not include plates, bowls, cups, bottles, and other products used to contain food or beverages.

**Section 3.** Chapter 8.24.010 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

8.24.010 ~~Definitions~~ Restrictions on Food and Beverage Containers.

**Commented [JL16]:** Added for clarity.

~~A. “Biodegradable materials” means those made of cellulose based or other substances that are capable of being readily attacked, decomposed, assimilated, and otherwise completely oxidized or broken down by bacteria or other natural biological organisms into carbonaceous soil material or water and carbon dioxide within a reasonable period of time.~~

**Commented [JL17]:** Sections A through D here are in strikethrough because the text is currently in BIMC 8.24.010.

~~B. “Nonbiodegradable materials” means those made in whole or in part of polystyrene plastic.~~

~~C. “Packaging” means all food related wrappings, boxes, containers and disposable or nonreusable plates, cups, or drinking utensils.~~

~~D. “Retail food establishment” means all sales outlets, stores, shops or other places of business located within the city, which sell or convey foods directly to the ultimate consumer. “Retail food establishment” shall include, but not be limited to, any place where food is prepared, mixed, cooked, baked, smoked, preserved, bottled, packaged, handled, stored, manufactured, and sold or offered for sale, including, but not limited to, any fixed or mobile restaurant; drive in; coffee shop; cafeteria; short order cafe; delicatessen; luncheonette; grill; sandwich shop; soda fountain; tavern; bar; cocktail lounge; nightclub; roadside stand; take out prepared food establishment; industrial feeding establishment; catering kitchen; commissary; grocery store; public food market; food stand; or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and any other establishment or operation, including homes, where food is processed, prepared, stored, served or provided for the public for charge.~~

A. No retail food establishment licensed to do business or required to be licensed within the city shall sell or convey food directly to ultimate consumers within the city unless such food

**Commented [JL18]:** Sections A and B here are currently in BIMC 8.24.020 but are underlined because they have been moved to a new section.

is placed, wrapped, or packed in biodegradable packaging consistent with the requirements of this chapter at the conclusion of a sales transaction for the purchase of such food.

B. No retail food establishment licensed to do business or required to be licensed within the city shall sell, give, or provide food containers to any persons within the city if such food container is not composed of wood or biodegradable fiber-based substrate.

C. Upon availability of local commercial composting in Bainbridge Island or Kitsap County, no retail food establishment licensed to do business or required to be licensed within the city shall sell, give, or provide any food container or utensil to any persons within the city if such item cannot be commercially composted at the local commercial composting facility because of its composition or use.

~~D. No retail food establishment licensed to do business or required to be licensed within the city shall provide any person a disposable, single use cup without charging a mandatory fee.~~

~~1. Retail food establishments shall charge customers twenty five cents (\$0.25) for each disposable, single use cup provided to any person for any reason if it is not reusable. Retail food establishments may not waive this mandatory charge.~~

~~2. The mandatory charge for disposable, single use cups shall be identified separately on any receipt provided to a customer. Pre sale, the mandatory charge shall be conspicuously identified for the customer on media such as menus, ordering platforms, and/or menu boards. Customers placing orders online or by telephone shall be informed of disposable cup charges at the time the order is placed. Any mandatory charge collected pursuant to this chapter shall be treated as revenue for the retail food establishment that levied the charge.~~

~~3. Customers may provide their own reusable cups for beverage service in accordance with Retail Food Code Chapter 24C-212.01-014 of the Washington Administrative Code. These reusable cups must be clean, sturdy, and appropriately insulated so that they can be held in the customer's bare hand if intended to be used for hot liquids. Retail food establishments may refuse, at their sole discretion, any customer provided reusable cup that is cracked, chipped, or corroded, appears inappropriate in size, material, or condition for the intended beverage, or that appears to be soiled or unsanitary, and instead require use of a reusable cup for a beverage consumed on the premises, or a disposable cup that conforms to the standards of this section.~~

**Commented [JL19]:** Section C here was in the 6/8/21 draft and effectuates the change related to single-use utensils.

**Commented [JL20]:** This text related to a mandatory fee for cups was new and was included in the 6/8/21 draft. The text is removed for this draft based on Council direction because it doesn't relate directly to the state law preemption issue and can be addressed in a future ordinance.

**Section 4.** A new Section 8.24.015 of the Bainbridge Island Municipal Code is hereby added as follows:

8.24.015 Exemptions.

A. BIMC 8.24.010 shall not apply to the following items:

1. Any flexible transparent covering;
2. Any food packaging used at hospitals or nursing homes;
3. Any paper or other cellulose-based packaging that is coated with polyethylene plastic on only one side, or wax coated;
- ~~4. Any plastic covers, covering material, food containers, or lids that are biodegradable;~~
54. Any glass container or glass packaging which is recyclable; and
65. Any foods sold by a retail food establishment packaged by a wholesale distributor, manufacturer, processor, bakery, or similar wholesaler whose premises is located outside the city; provided that not more than 10 percent of the total volume of food sold at the retail food establishment is packaged in nonbiodegradable packaging.

B. [Reserved.]

~~B. Businesses may not charge for use of a reusable cup provided by a customer.~~

~~C. Any customer who, at the point of sale, self identifies as a recipient of Welfare, Food Stamps, SSI, Medicaid, Pregnant Woman Assistance Benefits, Poverty Related Veteran's Benefits, Temporary Assistance for Needy Families Benefits, Refugee Settlement Benefits, or is assisted by the Aged, Blind, or Disabled Assistance Program, is presumed indigent, and shall be exempt from the mandatory disposable cup charge.~~

~~D. Small cups, as defined in BIMC 8.24.005, when provided at the request of a customer, shall be exempt from the disposable cup charge.~~

~~E. [The City Manager, or their designee, in consultation with the Climate Mitigation/Adaptation Officer may add or remove items from the exempted list in subsection A of this section. Any exemption added at the discretion of the City Manager, or their designee, shall not exceed one year in duration without approval by the City Council. Public notice of any added exemption must be provided in the form of a posting on the City's website.]~~

**Commented [JL21]:** This text is stricken based on input from Councilmember Carr because it isn't necessary.

**Commented [JL22]:** Sections B through D are stricken because the text relates to charging for cups and can be addressed in a future ordinance.

**Commented [JL23]:** This Section E is stricken because it relates to detail about the proposed exemptions in this section that can be addressed in a future ordinance.

~~E. The following single use plastic food service products are exempt from the prohibition contained in BIMC 8.24.010 until January 1, 2023:~~

- ~~1. Produce bags;~~
- ~~2. Catering trays;~~
- ~~3. Clear food wrap and shrink wrap;~~
- ~~4. Sushi trays;~~
- ~~5. Containers for uniquely shaped foods, e.g., deviled eggs;~~
- ~~6. Flexible plastic packaging used to preserve moisture and freshness such as for cookies;~~
- ~~7. Containers or trays for hot meat items such as for ribs or rotisserie chicken;~~
- ~~8. Small absorbent pads put under meat or seafood to absorb liquids in the package.~~

~~F. The City Manager, in consultation with the Climate Mitigation/Adaptation Officer, may extend the foregoing exemption for one or more of the listed products for additional periods of time not to exceed one year in duration (per authorization) when the City Manager determines as follows:~~

- ~~1. There are not at least two suitable and readily commercially available compostable alternatives to the single use plastic food service product for which the exemption is being extended; or~~
- ~~2. There are not at least two vendors that make commercially available a suitable compostable alternative to the single use plastic food service product for which the exemption is being extended.~~

~~G. Notwithstanding the foregoing, the City Manager shall extend the exemption for containers or trays for hot meat items until the City Manager determines that a commercially viable and equally safe alternative form of packaging is readily commercially available.~~

~~H. If the City Manager extends any exemption granted herein, public notice of such extension shall be posted on the City's official website.]~~

**Section 5.** Chapter 8.24.020 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

8.24.020 ~~Prohibition~~ Reusable food service products required for on-premises dining.

**Commented [JL24]:** This alternative Section E, as well as Sections F through H, are stricken because the text relates to detail about proposed exemptions and this topic can be addressed in a future ordinance.

**Commented [JL25]:** The strikethrough here and in Sections A and B below are based on the text that is currently in BIMC 8.24.020.

~~A. No retail food establishment licensed to do business or required to be licensed within the city shall sell or convey food directly to ultimate consumers within the city unless such food is placed, wrapped, or packed in biodegradable packaging at the conclusion of a sales transaction for the purchase of such food.~~

~~B. No retail food establishment licensed to do business or required to be licensed within the city shall sell, give, or provide food containers to any persons within the city if such food container is composed of nonbiodegradable materials.~~

A. Reusable food service products including utensils are required at all on-premises dining establishments for any meal to be eaten on the premises, including attached outdoor eating areas. Plastic straws for dining on-premises shall be permitted only upon an unsolicited request ~~from made by~~ a customer. Condiments, such as sauces, ketchup, or mustard, provided for on-site consumption, shall not be ~~serviced-provided~~ in disposable, individual-serving packaging.

**Commented [JL26]:** Sections A through C here were included in the 6/8/21 draft and are maintained in this draft to avoid preemption, including related to condiments.

**Commented [JL27]:** These other revisions to Sections A and B are made for clarity.

B. Consumption is considered on-premises if it takes place at tables and/or seating provided by the food service business, either on its own or in conjunction with another food service business. This requirement does not prohibit a food service business from providing, upon a customer's unsolicited request, food service products for the customer to take away leftover prepared food after dining on the premises.

C. On-premises dining establishments that do not have onsite or off-site dishwashing capacity may petition the city for a full or partial one-year waiver. Waivers may be renewed. To obtain a waiver, the food service business shall demonstrate inability to comply due to insurmountable space constraints, undue financial hardship, and/or other extraordinary circumstances. Food service products used for on-premises dining pursuant to a waiver obtained under this section shall comply with all requirements set forth elsewhere in this chapter. Granting of a waiver shall be at the sole discretion of the City Manager or their designee.

D. This section shall be effective as of January 1, 2022 July 31, 2022.

**Commented [JL28]:** The Council did not provide specific direction on 6/8/21 regarding which effective date to use for this section.

**Section 6.** A new Section 8.24.025 of the Bainbridge Island Municipal Code is hereby added as follows:

8.24.025 Single-use food service products at customer's unsolicited request.

**Commented [JL29]:** Revision made here and directly below for clarity.

A. A food service business may provide the following single-use food service products only after a customer makes an unsolicited request for the below item or items:

1. Utensils, ~~except for knives, forks, and spoons;~~
2. Straws;
3. Condiment in packaging; and/or
4. Beverage cups.
5. Beverage cup lids.

**Commented [JL30]:** "Utensil" is defined in Section 8.24.005 of this draft and the deleted text is unnecessary.

**Commented [JL31]:** This is added because "beverage cup lids" is included here (and in the 6/8/21 draft), and that term is also in E2SSB 5022. Based on the Council's discussion on 6/8/21, it appears that the goal is not only to regulate beverage cup lids but also single-use beverage cups. By including such cups in this ordinance, the goal is also to ensure that the regulation will not be preempted as of 7/1/21 by E2SSB 5022.

B. A food service business may provide beverage cup lids without a customer request for:

1. Hot beverages; or

2. Beverages provided through delivery service, ~~drive-through~~, or curbside pickup.

**Commented [JL32]:** Added for clarity.

BC. Given that a straw is an adaptive utensil that may provide accommodation for an individual with a disability to eat and drink, a retail establishment where liquids or liquid foods are dispensed shall provide a flexible single-use plastic straw upon request by an individual for a plastic straw.

**Commented [JL33]:** This text was included in the 6/8/21 draft in Section 7 below and is moved here for this draft because it relates to this section, which refers to straws.

ED. The products listed in BIMC 8.24.025.A. may not be available to customers in cylinders, bins, dispensers, containers, or other means on a self-service basis for any reason.

**Commented [JL34]:** Added for clarity.

DE. This chapter shall take effect as of January 1, 2022.

**Section 7.** Chapter 8.24.030 Bainbridge Island Municipal Code is hereby amended to read as follows:

8.24.030 Exemptions ~~Single-use plastic food service products prohibited.~~ Reserved.

**Commented [JL35]:** This section related to a prohibition on single-use plastic food products, as revised by the 6/8/21 draft, can be addressed via a future ordinance. In that current BIMC 8.24.030 related to exemptions has been moved to the new Section 8.24.015, the ordinance will reflect that change.

~~BIMC 8.24.020 shall not apply to the following items:~~

~~A. Any flexible transparent covering;~~

~~B. Any food packaging used at hospitals, nursing homes;~~

~~C. Any paper or other cellulose-based packaging that is coated with polyethylene plastic on only one side, or wax coated;~~

~~D. Any plastic covers, covering material, food containers, or lids that are biodegradable;~~

~~E. Any glass container or glass packaging which is recyclable;~~

~~F. Any plastic bags dispensed at the request of a customer at the check-out counter of a grocery store for the purpose of carrying groceries, provided that paper bags are customarily dispensed for that purpose;~~

~~G. Plastic eating utensils, such as forks, knives or spoons, straws, or beverage container covers; and~~

~~H. Any foods sold by a retail food establishment packaged by a wholesale distributor, manufacturer, processor, bakery or similar wholesaler whose premises is located outside the city;~~

provided, not more than 10 percent of the total volume of food sold at the retail food establishment is packaged in nonbiodegradable packaging. (Ord. 89-03 § 3, 1989)

~~A. Retail establishments may not sell or provide food and beverage for consumption on or off the premises in or with single-use plastic food-service products, except as provided in this chapter.~~

~~B. Given that a straw is an adaptive utensil that may provide accommodation for an individual with a disability to eat and drink, a retail establishment where liquid foods are dispensed shall provide a flexible single-use plastic straw upon request by an individual for a plastic straw.~~

~~C. Prepackaged foods in plastic packaging may continue to be sold by food-service establishments. Establishments are encouraged to use bulk dispensers for condiments and sauces.~~

~~D. Reusable package systems that employ products made of durable plastic and/or other materials that are intended and intended for and capable of being reused are not prohibited by this section.~~

~~E. The provisions in this section shall only take effect after the services of one or more commercial composting facilities are available to the city.~~

**Section 8.** A new Section 8.24.035 of the Bainbridge Island Municipal Code is hereby added as follows:

8.24.035 ~~Certain types of single-use personal products in lodging establishments prohibited.~~ Reserved.

~~Beginning January 1, 2023, July 31, 2022, no lodging establishment licensed to do business or required to be licensed within the city shall provide single-use personal care products in small bottles for use in lodging rooms. As some single-use personal care bottles may serve as an adaptive product to provide accommodation for an individual with a disability to access personal care products, lodging establishments shall provide personal care products in small bottles to a person at no cost, upon request only to any customer that requires such an accommodation. Lodging establishments are encouraged to use refillable personal care product dispensers.~~

**Commented [JL36]:** This section, as revised by the 6/8/21 draft, can be addressed via a future ordinance.

**Section 9.** Chapter 8.24.050 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

A. Prior to imposing penalties or taking other enforcement action as set forth below in subsection B, the city shall attempt to provide written notice to any establishment in violation of this chapter. The notice shall include a description of the item sold or provided by the retail establishment in violation of the requirements of this chapter, the text of the specific code provision(s) that apply, and information on how to comply with the provision(s). The notice shall be provided to the retail establishment by personal service or certified mail, return receipt

**Commented [JL37]:** The changes for this section were included in the 6/8/21 draft.

requested. Such notice is not a formal enforcement action, is not subject to appeal, and is a public record.

B. Any person violating any of the provisions of this chapter shall be deemed ~~guilty of a misdemeanor~~ to have committed a civil infraction and, upon ~~conviction thereof~~, such a finding, shall be fined in an amount not exceeding \$500.00, or be imprisoned in the county jail for a period not exceeding six months, or be both so fined and imprisoned, shall be punishable by a fine not to exceed \$250.00 per day for the first 20 days that the violation exists and \$500.00 per day for each day thereafter. Each such violation committed or permitted to continue by the violator shall constitute a separate offense and shall be punishable as such under this section. Each day that an establishment violates any of the provisions of this chapter shall constitute a single, separate violation.

**Section 10.** A new Section 8.24.060 of the Bainbridge Island Municipal Code is hereby added as follows:

8.24.060 Education.

As necessary, the City Manager, or their designee, and pursuant to BIMC 8.24.040, shall provide, or contract for the provision of, education and outreach activities to inform retail establishments, consumers, and other interested individuals about the requirements of this chapter. Education and outreach will be designed to effectively convey the policies underlying this chapter, describe the actions necessary to gain compliance with its provisions, and minimize the need for formal enforcement action. The city will emphasize education and outreach rather than enforcement to achieve compliance with the requirements of this chapter.

**Commented [JL38]:** This new section was included in the 6/8/21 draft. Although it is not required for this ordinance, the Council and the City Manager expressed interest in education and outreach so it is included here for the Council to consider as part of this draft.

~~Section 11.~~ A new Section 8.24.070 of the Bainbridge Island Municipal Code is hereby added as follows:

~~8.24.070 City Purchases Prohibited.~~

~~The city shall not purchase any single use products that do not comply with this chapter, nor shall any city sponsored event utilize any single use products that do not comply with this chapter. [reserved]~~

**Commented [JL39]:** This section can be addressed via a future ordinance

**Section 11~~2~~.** **Severability.** Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 1~~2~~3.** **Implementation.**

A. No less than 60 days after final adoption, the city shall post, mail, or deliver a copy of the ordinance adopting this chapter to affected businesses within the city.

B. The city shall use additional outreach and education measures to publicize this chapter and to assist affected persons and businesses with implementation.



PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:           June 4, 2021  
PASSED BY THE CITY COUNCIL:       \_\_\_\_\_, 2021  
PUBLISHED:                               \_\_\_\_\_, 2021  
EFFECTIVE DATE:                       \_\_\_\_\_, 2021  
ORDINANCE NO.                         **2021-18**



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME:** 20 Minutes

**AGENDA ITEM:** (7:30 PM) Receive Update on Wyatt Way and Madison Avenue Mini-Roundabout - Public Works,

**SUMMARY:** Staff will provide an update on the Wyatt Way and Madison Avenue mini-roundabout.

**AGENDA CATEGORY:** Discussion

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

**BACKGROUND:** The Wyatt Way Reconstruction project improved safety for people walking, biking, rolling, and driving along Wyatt Way between the Madison Avenue intersection and Lovell Avenue. The project included the construction of new sidewalks and bike lanes and a “mini roundabout” at the Wyatt Way-Madison Avenue intersection.

Since the project opened to the public in April 2021, the City has received numerous comments from the community asking about why the roundabout was installed, and requesting that some additional signage or other improvements be added to improve safety. As part of this agenda item, staff will present an overview of the project, and some next steps for addressing safety.

The City will also create an engagement website to help inform the public. A link to the site can be found on the City's webpage at [www.bainbridgewa.gov/755](http://www.bainbridgewa.gov/755).

**ATTACHMENTS:**

**FISCAL DETAILS:** N/A

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Study Session Agenda Bill

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME:** 45 Minutes

**AGENDA ITEM:** (7:50 PM) Review Funding Criteria for American Rescue Plan Act (ARPA) Grant - Finance,

**SUMMARY:** In June of 2021, the City of Bainbridge Island was awarded \$7,061,885 from the State of Washington as part of the American Rescue Plan Act (ARPA) that was passed by Congress and signed into law on March 11, 2021. This agenda item is for the Council to accept the grant award and to discuss principles for the use of this funding.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Finance & Administrative Services

**RECOMMENDED MOTION:** I move to accept the American Rescue Plan Act (ARPA) grant from the State of Washington Office of Financial Management in the amount of \$7,061,885, adopt principles for expenditure of ARPA funds, and direct the City Manager to present at a future Council Meeting specific projects, programs, or opportunities consistent with the principles adopted by the City Council.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	\$7,061,885
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	No

**BACKGROUND:** On March 11, 2021, President Biden signed into law the \$1.9 trillion relief bill commonly referred to as the American Rescue Plan Act of 2021 (ARPA). Overall, the bill will provide relief in many forms including payments for cities with fewer than 50,000 residents as a pass through from the state. The City of Bainbridge will receive \$7.061 million to be received in two lump payments over two years. Specific guidance was published by the federal treasury on May 10, 2021 and will be updated as more information becomes available.

Congress provided four eligible categories for use of funds:

1. Support Public Health response efforts and economic impacts to households and businesses
2. Premium pay for essential workers
3. Replace lost public sector revenue

4. Support investments in water, sewer, or broadband infrastructure to underserved communities to work or attend school

Use of ARPA funds outside these categories is prohibited and expenses in most cases must be incurred after March 3, 2021.

The presentation to the City Council will focus on establishing principles for the use of the funds to ensure that ARPA funds address the City Council's highest needs. These are one-time funds and present an opportunity to significantly advance key and high-profile City goals that are in alignment with eligible funding criteria. Individual projects or line items will not be presented at this time. The Council is asked to articulate the principles that they wish to embrace and then direct the City Manager to develop a list of projects or programs consistent with the principles the City Council has established.

**ATTACHMENTS:**

[Slides for CC 06152021 -Draft3.pptx](#)

**FISCAL DETAILS:** The City will receive two installments in late June or July of 2021 and 2022 of \$3,530,943 each, totaling \$7,061,885 over two years. The City may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.

**Fund Name(s):**

**Coding:**



# The American Rescue Plan Act (ARPA)

June 15, 2021



## Tonight's topics

- Principles of allocation of ARPA
- Provide overview of ARPA
- Summarize eligible expenditures
- Steps for follow-up

# Principles of Allocation of ARPA

The American Rescue Plan Act (ARPA) is a unique opportunity, likely to never be repeated. The City Council is encouraged to adopt general principles for the allocation and expenditure of the generous Coronavirus Local Fiscal Recovery Funds provided to local governments.

## PROPOSED PRINCIPLES FOR THE ALLOCATION OF ARPA FUNDS:

- Acknowledge that ARPA funds are one-time monies and should be spent in such a way to avoid reoccurring cost
- To the extent practicable, funds should be spent to achieve long-lasting benefits and results - (e.g., 50-year time horizon)
- Activities or projects that promote fiscal and environmental sustainability will receive priority consideration



# Principles of Allocation of ARPA (Continued)

## PROPOSED PRINCIPLES FOR THE ALLOCATION OF ARPA FUNDS:

- Activities or projects must be completed within the expenditure deadline requirements of ARPA
- Activities or projects that would not be able to be accomplished “except for” one-time impact sums will receive priority consideration

# ARPA Summary

# \$350 billion distributed for state, local, territorial and Tribal governments

## Eligible Jurisdictions & Allocations

### Direct Recipients (in billions)

- \$195.3 States and District of Columbia
- \$ 65.1 Counties
- \$ 45.6 Metropolitan Cities
- \$ 20.0 Tribal governments
- \$ 4.5 Territories

### Indirect Recipients

- \$ 19.5 Non-entitlement units (includes Bainbridge Island)

# How much will the City receive?

- The City is considered a non-entitlement unit (city with less than 50,000 population) and must receive funds through the state
- The State of Washington will distribute \$7.061 million in two installments to the City
- The City will receive \$3.5 million in June or July of 2021 and \$3.5 million in June or July of 2022.

# Other General Guidance

- The state may not impose additional restrictions different from federal guidelines
- In general, costs must be incurred after March 3, 2021
- ARPA funds can only be used for specified spending categories

## Other General Guidance (continued)

- More guidance is expected from Federal and State government in upcoming months
- All funds must be “obligated” by December 31, 2024, and spent by December 31, 2026
- “Obligated” means a legal binding agreement that will result in outlays, immediately or in the future (e.g. budgeted and contract signed, or order placed, or purchase of a service that requires the City to make payments)

# Spending Categories

- Category 1: Support Public Health response efforts and economic impacts to households, non-profits and businesses
- Category 2: Premium pay for essential workers
- Category 3: Replace lost public sector revenue
- Category 4: Support investments in water, sewer, storm and surface water or broadband infrastructure
- ARPA funds can only be used for spending within these categories

# Eligible Uses



# Category 1: Support Public Health response and economic support for households, businesses and non-profits

(a) Public Health response – Must address immediate and long-term adverse effects of the pandemic

Cities can use funds for (Examples):

- \* Vaccination programs, testing, personal protective equipment, communication efforts
- \* Capital improvements to public buildings to mitigate COVID-19 impacts
- \* Support for services in congregate living facilities
- \* Medical expenses for care to address ongoing COVID-19 care
- \* Public health and safety staff devoted to mitigating and responding

# Category 1: Support Public Health response efforts and economic support for households, businesses and non-profits (Continued)

(b) Economic Support – Must establish connection to COVID-19 and harm caused by the pandemic

## Cities can use funds for (Examples):

- \* Jobs retraining programs
- \* Food, rent, utility and mortgage assistance
- \* Counseling and legal aid to prevent eviction or homelessness
- \* Burials, home repairs, weatherization
- \* Grants to impacted industries such as tourism, travel and hospitality
- \* Services to address homelessness such as supportive housing

# Category 1: Support Public Health response efforts and economic support for households, businesses and non-profits (Continued)

## Prohibited Uses (Examples):

- \* General economic development (Job retraining ok)
- \* Deposits into reserve funds
- \* Deposits into pension funds
- \* Settlements, judgments, or consent decrees

## Category 2: Premium Pay for essential workers

Payments to eligible workers during COVID-19 or grants to third-party employers with eligible workers performing essential work

### Cities can use funds for (Examples):

- \* Staff at nursing homes, hospitals, and home care settings
- \* Workers on farms, food production, grocery stores and restaurants
- \* Custodial and sanitation workers
- \* Public health and safety staff
- \* Trucker drivers, transit staff and warehouse workers
- \* Childcare workers, educators, and other school staff
- \* Social services and human services staff

- Important note – This is only category that allows for retroactive payments

## Category 2: Premium Pay for essential workers (continued)

### Prohibited Uses (Examples):

- \* Premium pay if resulting total pay is more than 150% of state or county avg for all occupations
- \* Premium pay for telework performed from a residence

## Category 3: Replace lost public sector revenue

Revenue loss – Complicated formula based on 3-years average of Entity-wide supported revenues prior to COVID-19 with certain exclusions

- Finance initial calculation is roughly \$2 to \$3 million which means this is the maximum we could spend in this category

### Cities can use funds for (Examples):

- |  |
|--|
| * Maintenance of infrastructure including roads                |
| * Hardware, software and protection of critical infrastructure |
| * Provision of police, and other public safety services        |
| * Avoiding cuts to governmental services                       |
| * Infrastructure if related to pandemic-related health need    |
| * Costs to administer grant (payroll or external costs)        |

# Category 3: Replace lost public sector revenue

## Prohibited Uses (Examples):

- \* Principal or interest payments on debt
- \* Federal Grant match
- \* Replenishment of reserves

## Category 4: Investments in infrastructure

- Projects that improve access to drinking water, improve wastewater and stormwater infrastructure and provide high-quality broadband service to underserved communities to work or attend school
- Aligns eligible uses on projects that would be eligible to receive financial assistance through:
  - Environmental Protection Agency (EPA) Clean Water State Revolving Fund
  - Clean Water State Revolving Fund (CWSRF) or
  - Drinking Water State Revolving Fund (DWSRF)



## Category 4: Investments in infrastructure (continued)

### Cities can use funds for (Examples):

- \* Projects that construct, repair or improve wastewater treatment plants
- \* Water infrastructure capital improvements
- \* Nonpoint source pollution management
- \* National estuary program projects
- \* Water conservation projects
- \* Energy efficiency measures for publicly-owned treatment works
- \* Projects that improve resilience of infrastructure to severe weather events
- \* Projects that create green infrastructure and protect water bodies from pollution
- \* Support for consolidation or establishment of drinking water systems
- \* Green infrastructure that supports stormwater system resiliency

## Category 4: Investments in infrastructure (continued)

### Prohibited Uses (Examples):

- \* Broadband projects must serve underserved households
- \* Underserved means no connection or less than 25 Mbps download speed
- \* Capital projects other than water, sewer, stormwater defined on previous page
- \* Federal Grant match funds

## Next Steps

- Approve a motion accepting the ARPA grant (tonight)
- Discuss ARPA Allocation principles
- Direct staff to present projects consistent with Council APRA principles and federal requirements
- Council consideration of projects
- Budget amendment to adjust for use of funds

Questions

Discussion