



CITY OF
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING
TUESDAY, NOVEMBER 06, 2018**

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

AGENDA

1. **CALL TO ORDER/ROLL CALL - 5:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
3. **MAYOR'S REPORT - 5:05 PM**
4. **PRESENTATION(S)**
 - 4.A (5:10 PM) Proclamation Honoring Veterans Day on November 11, 2018 - Mayor Medina, 5 Minutes
[Veterans Day Proclamation 2018](#)
5. **UNFINISHED BUSINESS**
 - 5.A (5:15 PM) Update on Moratorium - Planning, 10 Minutes
[20181106 Moratorium work program status report](#)
[Ordinance No. 2018-41 Extending Moratorium Ordinance Approved 092518](#)
 - 5.B (5:25 PM) Budget Discussions - Finance, 60 Minutes
[Budget Discussion Transmittal for CC 11062018-FINAL.docx](#)
[2019 -2020 Proposed Budget Updates as of November 2018.docx](#)
6. **CITY COUNCIL DISCUSSION**
 - 6.A (6:25 PM) Council Land Use Committee - Mayor Medina, 15 Minutes
7. **FUTURE COUNCIL AGENDAS**
 - 7.A (6:40 PM) Future Council Agendas - Mayor Medina, 10 Minutes
[City Council Regular Business Meeting 111318](#)
[City Council Study Session 112018](#)
[City Council Regular Business Meeting 112718](#)

8. **FOR THE GOOD OF THE ORDER - 6:50 PM**

9. **ADJOURNMENT - 7:00 PM**

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 6, 2018

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (5:10 PM) Proclamation Honoring Veterans Day on November 11, 2018 - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Proclamation

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to authorize the Mayor to sign the proclamation honoring Veterans Day on November 11, 2018, and to add this proclamation to the list of proclamations that may be issued by the Mayor annually without further authorization.

SUMMARY:

The attached proclamation honors Veterans Day on November 11, 2018.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Veterans Day Proclamation 2018](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

WHEREAS, our nation was founded on the belief that all citizens are guaranteed the inalienable rights of life, liberty, and the pursuit of happiness; and

WHEREAS, this freedom we enjoy as Americans does not come without a price; and

WHEREAS, our nation's military veterans have sacrificed to preserve and protect those rights from all enemies foreign and domestic; and

WHEREAS, in 1919, November 11th was initially proclaimed as "Armistice Day" to honor our country's World War I veterans on the one-year anniversary of the signing of the armistice which brought an end to that war; and

WHEREAS, in 1954, President Dwight D. Eisenhower signed legislation which proclaimed every November 11th as a day to honor all veterans of the United States Armed Forces; and

WHEREAS, citizens of Bainbridge Island serve and have served in the United States Armed Forces.

NOW THEREFORE, I, Kol Medina, Mayor of the City of Bainbridge Island, on behalf of the City Council, hereby recognize November 11, 2018, as

VETERANS DAY

in the City of Bainbridge Island and encourage all citizens to join us in this special observance thanking all veterans for their sacrifice and service to our country.

SIGNED this 6th day of November, 2018.

Kol Medina, Mayor



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 6, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (5:15 PM) Update on Moratorium - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Report

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

Moratorium work program and status update. Respond to City Council questions and discussion.

SUMMARY:

City staff have been working to address the issues identified in the development moratorium (Ordinance No. 2018-02, amended by Ordinances Nos. 2018-03, 2018-05, 2018-09, 2018-14, and 2018-23), which was most recently extended for 180 days by Ordinance No. 2018-41 (effective October 3, 2018). See attached Work Program Status Summary and Ordinance No. 2018-41.

The development moratorium is scheduled to expire on April 8, 2019.

On October 23, 2018, the City Council discussed removing certain type of applications from the development moratorium; more specifically:

1. Exempting Business/Industrial Zone
2. Delete "Part B" of the Development Moratorium

On November 13, 2018, the City Council will consider Ordinance No. 2018-43 Relating to Revisions to the Development Moratorium for Certain Development, which would further narrow the scope of the moratorium.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[20181106 Moratorium work program status report](#)

[Ordinance No. 2018-41 Extending Moratorium Ordinance Approved 092518](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Moratorium on Accepting Certain Development Applications: Work Program Status Report November 6, 2018

Moratorium Topic	Status	Timeline
Critical Areas Ordinance (CAO)	<p>The development moratorium was amended by the City Council on April 24, 2018 to continue to apply within the City’s shoreline jurisdiction areas (Ordinance 2018-14). This effectively applies the aquifer recharge protection area (ARPA) requirement in the shoreline; however, no other provisions of the CAO update apply within the shoreline. At its October 16, 2018 study session, the City Council made the policy decision to not include the ARPA requirement in the shoreline area. This policy decision means that “Part B” of the moratorium can be removed. The Council will consider an ordinance to amend the moratorium to remove “Part B” at its November 13, 2018 meeting.</p> <p>The City has a Shoreline Master Program (SMP) Amendment in process to integrate the updated critical areas regulations into the SMP.</p>	<p>On September 11, 2018, the City Council held a public hearing on the SMP amendment. The City Council held study sessions on October 2 and 16, 2018. The Public Comment Period has been extended until November 9, 2018.</p> <p>The next steps are to respond to public comments, make any changes based on public comment and Council input, then transmit the proposed amendment to the Department of Ecology for initial review. Ecology then sends back the draft amendment with recommended changes and the Council locally adopts the amendment. It is then sent back to Ecology for final approval. The amendment process is expected to be completed in late winter/early spring 2019.</p>
Anticipated status on November 6:	<p>Complete: CAO update effective outside shoreline jurisdiction. Incomplete: CAO update effective within shoreline jurisdiction.</p>	

Moratorium on Accepting Certain Development Applications: Work Program Status Report November 6, 2018

Moratorium Topic	Status	Timeline
Subdivisions	<p>The Planning Commission is reviewing three topics related to subdivisions:</p> <ul style="list-style-type: none"> • Creation of design guidelines • Revisions to subdivision standards • Revisions to review process, decision criteria and decision-making authority <p>The Planning Commission completed its review of new subdivision design guidelines.</p> <p>The Planning Commission forwarded recommendations to the City Council related to the review process and decision-making authority. Additional recommendations to the Council are forthcoming.</p> <p>The Council accepted the Planning Commission recommendations related to the Planning Commission and Design Review Board review and recommendation role for subdivisions, but not the recommendation to have the Council be the decision-maker for subdivisions.</p> <p>With the adoption of Ordinance 2018-41 on September 25, 2018, the Council removed from the moratorium applications for new two-lot short subdivisions in which there is an existing single-family residence.</p>	<p>On September 27 and October 25, 2018, the Planning Commission met to discuss subdivision standards and the review process. The Planning Commission will continue its discussion in November, 2018.</p> <p>A City Council public hearing related to Planning Commission/DRB review and recommendation roles was held on October 23, 2018. The Council deferred taking action until receiving all of the forthcoming Planning Commission recommendations on subdivision design guidelines, standards, review process, and decision criteria.</p>
Anticipated status on November 6:	<p>Complete: New subdivision design guidelines; decision-making authority determined. Incomplete: Revised standards, review process, and decision criteria.</p>	

Moratorium on Accepting Certain Development Applications: Work Program Status Report November 6, 2018

Moratorium Topic	Status	Timeline
<p>Design Guidelines Update (related to Site Plan and Design Review and Conditional Use Permits).</p>	<p>A RFQ for professional services was published and closed on August 17, 2018. On October 23, 2018, the City Council authorized a professional services agreement with Framework to produce an updated set of design guidelines (Chapter 18.18 BIMC).</p>	<p>A kick-off meeting with the consultant will be held with the Design Review Board on November 13, 2018.</p> <p>The update to the City's Design Guidelines is expected to be completed before mid-year 2019.</p>
<p>Anticipated status on November 6:</p>	<p>Complete: Consultant personal services agreement approved. Incomplete: Update design guidelines.</p>	

Moratorium on Accepting Certain Development Applications: Work Program Status Report November 6, 2018

Moratorium Topic	Status	Timeline
<p>Review Process for Land Use Permits (related to Subdivisions, Site Plan and Design Review, and Conditional Use Permits).</p>	<p>The Planning Commission and Design Review Board have been discussing this topic at their meetings in May through October 2018.</p> <p>The Planning Commission provided recommendations to the City Council related to roles and responsibilities for the Planning Commission, Design Review Board, and the Council and the legislative review process for amending the BIMC.</p>	<p>A City Council public hearing related to the Planning Commission and Design Review Board's land use review roles and responsibilities (Ordinance 2018-20) was held on October 23, 2018. The Council deferred taking action until receiving all of the forthcoming Planning Commission recommendations on land use review procedures.</p>
<p>Anticipated status on November 6:</p>	<p>Complete: Ordinance 2018-20 ready for further Council consideration related to new roles and responsibilities for the Planning Commission and Design Review Board and revisions to legislative review process for amending the BIMC.</p> <p>Incomplete: Revisions to BIMC 2.16 related to review procedures and decision criteria for subdivisions, site plan and design review, and conditional use permits.</p>	

Moratorium on Accepting Certain Development Applications: Work Program Status Report November 6, 2018

Moratorium Topic	Status	Timeline
Affordable Housing	<p>The Affordable Housing Task Force completed review of its draft final report to the City Council at its meeting on July 11, 2018.</p> <p>On June 12, 2018, the Council approved a contract with ECONorthwest to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights program.</p>	<p>The Affordable Housing Task Force Report with recommendations was presented to the City Council on July 24, 2018 and was discussed further at the August 21, 2018 Council Study Session.</p> <p>The economic market analysis and program feasibility study is expected to be completed in November 2018. A Council study session was held on October 2, 2018 to receive a project update from ECONorthwest. The next update to the Council on this effort is scheduled for December 4, 2018.</p>
Anticipated status on November 6:	<p>Complete: Council discussion and endorsement of Priority and Quick Wins recommendations from the AHTF Report.</p> <p>Incomplete: Implementation/approval of AHTF recommendations, including adoption of inclusionary zoning regulations.</p>	

Moratorium on Accepting Certain Development Applications: Work Program Status Report November 6, 2018

Moratorium Topic	Status	Timeline
<p>Other Business/Industrial (B/I) zoning district</p>	<p>The Council revisited the inclusion of the B/I zoning district in the moratorium and determined that the results of the moratorium work plan would not have a significant impact on land use applications in that zoning district. The Council made the policy decision to remove the B/I zoning district from the moratorium at its October 23, 2018 meeting.</p>	<p>The Council will consider an ordinance to amend the moratorium to remove the B/I zoning district at its November 13, 2018 meeting.</p>
<p>Anticipated status on November 6:</p>	<p>Complete: Policy decision to remove the B/I zoning district from the moratorium. Incomplete: Ordinance passed to remove B/I zoning district from the moratorium.</p>	

ORDINANCE NO. 2018-41

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2018-23, leaving the effective date of the moratorium unchanged; and extending the moratorium until April 8, 2019.

WHEREAS, on January 9, 2018, the City Council enacted Ordinance No. 2018-02 and thereby established a temporary emergency moratorium on the acceptance and processing of certain Permit Applications, as defined in Section 2 of Ordinance No. 2018-02; and

WHEREAS, the City Council and City staff received feedback and comment from individuals related to the moratorium and, based partly on that feedback and comment, the Council determined that certain exclusions to the moratorium needed to be amended to clarify the Council's intent regarding such exclusions; and

WHEREAS, on January 16, 2018, the Council enacted Ordinance No. 2018-03, which amended Ordinance No. 2018-02 to clarify some of the exclusions; and

WHEREAS, the Council and City staff received additional feedback and comment from individuals related to the moratorium and, based partly on that feedback, the Council determined that further amendment was necessary to clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

WHEREAS, on February 15, 2018, the Council enacted Ordinance No. 2018-05, which amended and restated Ordinance No. 2018-02 and Ordinance No. 2018-03; and

WHEREAS, based on additional information and consideration related to educational facilities and preschools, as well as related to the applicability of the moratorium in the Mixed Use Town Center/Central Core Overlay District, on March 13, 2018, the Council approved Ordinance No. 2018-09 to further clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

WHEREAS, this moratorium was imposed, in part, to allow the Council and City staff adequate time to complete the Critical Areas Ordinance Update process, and to address the Council's concerns about the City's development review process, standards, and guidelines, as well as regarding affordable housing related issues; and

WHEREAS, the Council adopted the Critical Areas Ordinance Update (Ordinance No. 2018-01) on February 27, 2018, and the updated Critical Areas Ordinance took effect on April 23, 2018; and

WHEREAS, critical areas within the City's shoreline jurisdiction are regulated by the City's shoreline master program (see, e.g., Chapter 16.12 BIMC, RCW 36.70A.480(3)(b)); and

WHEREAS, integration of applicable critical areas regulations into the shoreline master program is essential to ensuring adequate protection of critical areas within the shoreline jurisdiction and no net loss of shoreline ecological functions; and

WHEREAS, regulations for critical areas within the City's shoreline jurisdiction are in the process of being updated through an amendment of the City's shoreline master program consistent with the Shoreline Management Act and, at this time, that amendment process is not expected to be complete before October 9, 2018, which is the date that the moratorium is currently set to expire; and

WHEREAS, the City Council approved Ordinance 2018-14 on April 24, 2018, amending the development moratorium in order to have the provisions of Section 3.B. only apply within the City's shoreline jurisdiction areas (Chapter 16.12 BIMC); and

WHEREAS, a number of moratorium priorities were identified at a joint meeting of the City's Design Review Board and Planning Commission on February 22, 2018, including the following:

- (1) Revise review procedures for preliminary subdivisions to include the Design Review Board and Planning Commission in process; and
- (2) Analyze alternatives to decision-making authority for the Design Review Board, Planning Commission, and Hearing Examiner for subdivisions, conditional use permits, and site plan and design review; and
- (3) Identify specific development standards to review/revise in Chapters 18.12 and 18.15 of the Bainbridge Island Municipal Code; and
- (4) Initiate rewrite of subdivision design standards in Chapter 17.12 of the Bainbridge Island Municipal Code; and

WHEREAS, at the April 3, 2018, City Council study session, the City's Department of Planning and Community Development provided a briefing on the Design Review Board and Planning Commission joint meeting wherein the City Council authorized staff to proceed with a work plan addressing the priorities identified at the joint meeting; and

WHEREAS, on May 7 and 21, June 4 and 19, July 16, August 6 and 20, and on September 4, 2018, the City's Design Review Board discussed alternatives for revisions to the City's subdivision standards, dimensional standards, and land use review procedures; and

WHEREAS, during May through September, 2018, the City's Planning Commission discussed alternatives for revisions to the City's subdivision standards, dimensional standards, and land use review procedures; and

WHEREAS, the City's Planning Commission has completed its review of land use review procedures and forwarded the recommendations on these issues to the City Council, but has not completed its review of revisions to the City's subdivision standards and dimensional standards; and

WHEREAS, City staff, working with the Design Review Board, has selected a consultant team to provide professional services to update the City's Design Guidelines (BIMC 18.18.030), which is work that is not expected to be completed until the end of July 2019, and

WHEREAS, each of the multiple Design Review Board and Planning Commission meetings as described above included an opportunity for public comment on the alternatives for revisions to the City's subdivision standards, dimensional standards, and land use review procedures; and

WHEREAS, the City provided legal background on the roles of land use bodies, presented in a memorandum from attorney James E. Haney (outside legal counsel for the City) entitled, "*Roles of City Council, Planning Commission, Design Review Board, and Hearing Examiner in Land Use Permits*," dated June 1, 2018 and the City Council had a special workshop related to land use review procedures on August 27, 2018; and

WHEREAS, on June 12, 2018, the City Council authorized the execution of a professional services agreement to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights program, both of which address affordable housing related issues; and

WHEREAS, the Affordable Housing Task Force presented its final report to the City Council on July 24, 2018 and the Council discussed the recommendations more thoroughly on August 21, 2018; and

WHEREAS, on February 27, 2018, the City Council was provided with a moratorium work program; and

WHEREAS, on April 10, May 22, June 5, June 19, July 17, August 21 and September 4 and 18, 2018 the City Council was provided moratorium work program status report updates; and

WHEREAS, the City Council held a public hearing and approved Ordinance 2018-23 on June 26, 2018, extending the development moratorium for another 90 days until October 9, 2018; and

WHEREAS, although the City has been working to address the land use issues identified in the development moratorium, as described above, the work is ongoing and not completed; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

WHEREAS, the moratorium promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which this moratorium was imposed continues to exist and this ordinance does not change the basis for that declaration of emergency, except as described above, nor the effective date of the moratorium, which is January 9, 2018.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the moratorium, as established by Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, and 2018-23.

Section 2. Moratorium Amended. Section 3 of Ordinance No. 2018-05, as amended by Ordinance Nos. 2018-09 and 2018-14, is hereby amended as follows related to the activities to which the moratorium applies:

- A. All applications for new short subdivisions (BIMC 2.16.070), except two-lot short subdivisions in which there is an existing single-family residence, new preliminary long subdivisions (BIMC 2.16.125), and new large lot subdivisions (BIMC 2.16.080).
- B. Structures, buildings, and land use permits and approvals in the R-1, R-2, and R-0.4 zones within the City's shoreline jurisdiction areas (see Chapter 16.12 BIMC):
 - (i) That will result in less than 65% of the subject property being retained as native vegetation; or
 - (ii) That will result in reducing the native vegetation on the subject property by any amount if that property had native vegetation existing on less than 65% of the property as of the effective date of the moratorium.
 - (iii) Provided, that this Section B does not apply to complete land use applications (see BIMC Table 2.16.010-1) that were submitted prior to the effective date of the moratorium, and to the resultant site work and associated approvals related to such complete land use applications.
- C. Major Site Plan and Design Review and Major Conditional Use Permit proposals that are not otherwise subject to this moratorium and that did not, before the effective date of the moratorium, have a pre-application conference on the Planning Department's calendar. Provided, that the moratorium does not apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals for properties located in the Mixed Use Town Center/Central Core Overlay District.

Section 3. Moratorium Amended. The moratorium is hereby amended, as also stated in Section 6 below, to extend the moratorium until April 8, 2019, one hundred and eighty (180) days beyond beyond the current nine-month duration of the moratorium, which, without this amendment, would expire on October 9, 2018.

Section 4. Moratorium Work Plan. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew a moratorium for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made, and the City is hereby extending the moratorium as described herein based on the work plan that has been developed and the findings of fact that have been made in this ordinance and the previous ordinances related to this moratorium.

Section 5. 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 6. No Change to Basis for Declaration of Emergency and Effective Date; Extension to Duration. This ordinance shall take effect and be in force five (5) days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declarations stated in the six moratorium ordinances which preceded this ordinance, Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14 and 2018-23, except as described in the "Whereas" clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this moratorium were included in the "Whereas" clauses of Ordinance No. 2018-02 and Ordinance No. 2018-03, and were restated and supplemented in Ordinance No. 2018-05, Ordinance No. 2018-09, and Ordinance Nos. 2018-14 and 2018-23, as well as in this ordinance, and those "Whereas" clauses are adopted as findings of fact. This ordinance amending the moratorium shall extend the current nine month moratorium until April 8, 2019 for an additional one hundred and eighty (180) days, which moratorium has an effective date of January 9, 2018, unless terminated earlier by the City Council. The Council may, at its sole discretion, renew the moratorium for one or more six (6) month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

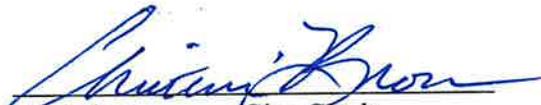
PASSED by the City Council this 25th day of September, 2018.

APPROVED by the Mayor this 25th day of September, 2018.



Kol Medina, Mayor

ATTEST/AUTHENTICATE:



Christine Brown, City Clerk

FILED WITH THE CITY CLERK
PASSED BY THE CITY COUNCIL
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO:

September 21, 2018
September 25, 2018
September 28, 2018
October 3, 2018
2018-41



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 6, 2018

ESTIMATED TIME: 60 Minutes

AGENDA ITEM: (5:25 PM) Budget Discussions - Finance,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

Budget discussions and motions.

SUMMARY:

Ongoing budget deliberations.

FISCAL IMPACT:

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

BACKGROUND:

City Council motions to date regarding the proposed budget are summarized in the attached transmittal memo.

In addition, staff has identified a small number of budgetary items and two department organizational charts to update, which are detailed in the second staff memo.

ATTACHMENTS:

[Budget Discussion Transmittal for CC 11062018-FINAL.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Finance and Administrative Services Department
Memorandum

Date: November 2, 2018
To: City Council
Morgan Smith, City Manager
From: Ellen Schroer, Deputy City Manager
Kim Dunscombe, Budget Manager
Subject: Budget Discussion on November 6

Since September, Council has devoted a significant amount of time to reviewing and discussing the proposed budget. At the October 23 and October 30 meetings, the City Council approved by motion specific changes to the Proposed Budget. Staff has prepared initial costing information and updated the sustainability test charts for recurring revenue and expenditure and fund balance.

The tables on the following pages show:

- Table 1 – General fund motions with recurring impacts
- Table 2 – General Fund motions with one-time impact
- Table 3a – Items still under consideration (General Fund)
- Table 3b – Items still under consideration (Utility Funds)
- Chart 1 – Recurring revenue/expenditure (Tax-Supported Funds)
- Chart 2 – Fund balance forecast (Tax-Supported Funds)

Table 1: General Fund motions: Recurring Impacts starting in 2019

Item #	Item	AMOUNT	FTE	Comment
60	Natural Resources Specialist	\$113,000	1.00	
43	Additional communications funding, starting in 2020	\$60,000		Ongoing components of plan established in 2019
45	Noxious Weed Funding	\$90,000		
38	Kitsap Public Health	\$30,000		
48	Add funding for Indigenous Peoples Day	\$1,500		
4	Do not add Arborist position	(\$121,000)	(1.00)	
6	Do not add Information Technology Project Manager position	(\$101,000)	(1.00)	Total budgeted position cost is \$126,000 (\$101,000 tax-supported; \$25,000 utility)
	NET General Fund Impact – Recurring	\$72,500	(1.00)	

Table 2: General Fund motions: One-Time Impacts in 2019 -2020

Item #	Item	AMOUNT	Comment
44	Add groundwater management plan	\$238,000	
42	2019 communications plan	\$150,000	Multiple components, \$60k of which will continue into future years
	Affordable Housing dedicated funding	n/a – decision is to direct use of funds, not level of funding	\$100,000 of the \$400,000 available within the Affordable Housing Trust Fund will be used to support completion of Affordable Housing initiatives in 2019.
41	Greenhouse gas Inventory	\$50,000	
	Add ferry viewing platform project	\$26,000	
61	Remove City Hall Carpet Repairs	(\$173,000)	
62	Remove City Hall Renovations Capital	(\$350,000)	
	NET General Fund Impact – One-Time	(\$59,000)	

Table 3a: Still under consideration – General Fund

Item #	Item	AMOUNT	FTE	Comment
7	Add Human Resources analyst position	\$61,000	0.50	0.25 FTE for Civil Service Secretary/Chief Examiner. Deferral will delay public safety hiring.
32	Farmland Property Management	\$65,000		Ongoing General Fund cost
55	Add hydrogeologist position	\$150,000	1.00	
	NET General Fund Impact - Recurring	\$276,000	1.5	
26	Professional Services - Electronic Submittal	\$25,000		
56	Professional Services - Photovoltaic Ordinance	\$ 25,000		
	NET General Fund Impact – One-time	\$50,000		

Table 3b: Still under consideration – Utility Funds

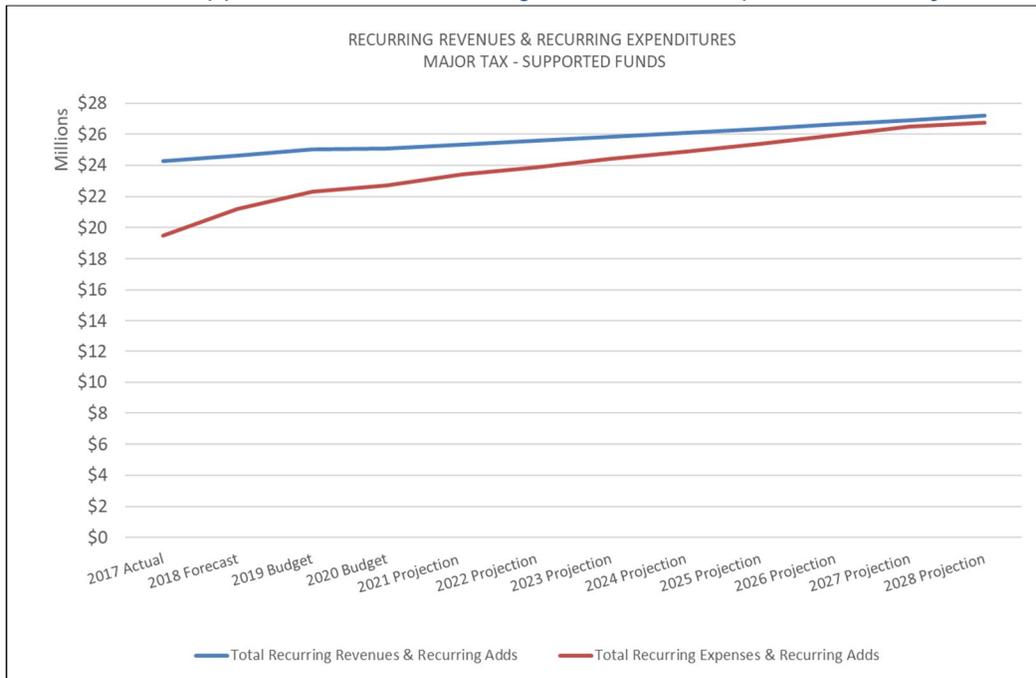
Item #	Item	AMOUNT	FTE	Comment
53	Island-wide stormwater study	\$100,000		
58	Stormwater improvement projects	\$200,000		
	NET SSWM Fund – One-time	\$300,000		
59	Study WWTP upgrade to tertiary treatment	\$100,000		
	NET Sewer Fund – One-time	\$100,000		

Sustainability Tests

The charts which follow show analysis of the proposed changes to date and the budget forecast for the two sustainability tests for recurring revenue and expenditure and fund balance. Both of these tests are key parts of the City's analysis of budget decisions. The set of changes made to date pass the first sustainability test and fail the second sustainability test.

The chart below demonstrates that if we were to implement the decisions you made at the last meeting, the budget for the tax-supported funds would continue to meet our 10-year sustainability test for the recurring revenue and expenditures.

Chart 1: Tax-Supported Funds' Recurring Revenue and Expenditure Analysis



The next chart shows that the budget does not meet the test for the fund balance forecast with the set of changes passed at the October 30 meeting. The current modeling and assumptions show us falling below the fund balance target in 2028.

Chart 2: Tax-Supported Funds' Ending Fund Balance and Reserves



We welcome your questions and feedback as we move forward with the budget discussions.



CITY OF
BAINBRIDGE ISLAND

Finance and Administrative Services Department
Memorandum

Date: November 2, 2018
To: City Council
Morgan Smith, City Manager
From: Ellen Schroer, Deputy City Manager
Kim Dunscombe, Budget Manager
Subject: Updates to the Proposed Budget

During the budget review process and as staff works through the city manager transition process, we have identified a small number of updates to the proposed budget. We'd like to provide these for Council review so that we can incorporate these changes into the 2019 – 2020 Adopted Budget and maintain a complete record of all updates.

Proposed updates include:

Civic Improvement Fund, also known as LTAC

Description	Proposed Amount	Suggested Update	Change	Comment
2019 Revenue	\$251,000	\$250,000	(\$1,000)	Updated based on current financial estimates for the biennium.
2019 Expenditure	\$260,000	\$262,000	\$2,000	Updated to match committee award recommendations.
2020 Revenue	\$240,000	\$250,000	\$10,000	Updated based on current financial estimates for the biennium.

Reduction to Sewer Fund and Storm and Surface Water Management Fund appropriation

Description	Proposed Amount	Suggested Update	Change	Comment
2020 Intergovernmental (Sewer)	\$749,920	\$577,920	(\$172,000)	Correction of a data entry error related to excise tax to be paid to the State of Washington.
2020 Intergovernmental (SSWM)	\$339,174	\$210,174	(129,000)	Correction of a data entry error related to excise tax to be paid to the State of Washington.

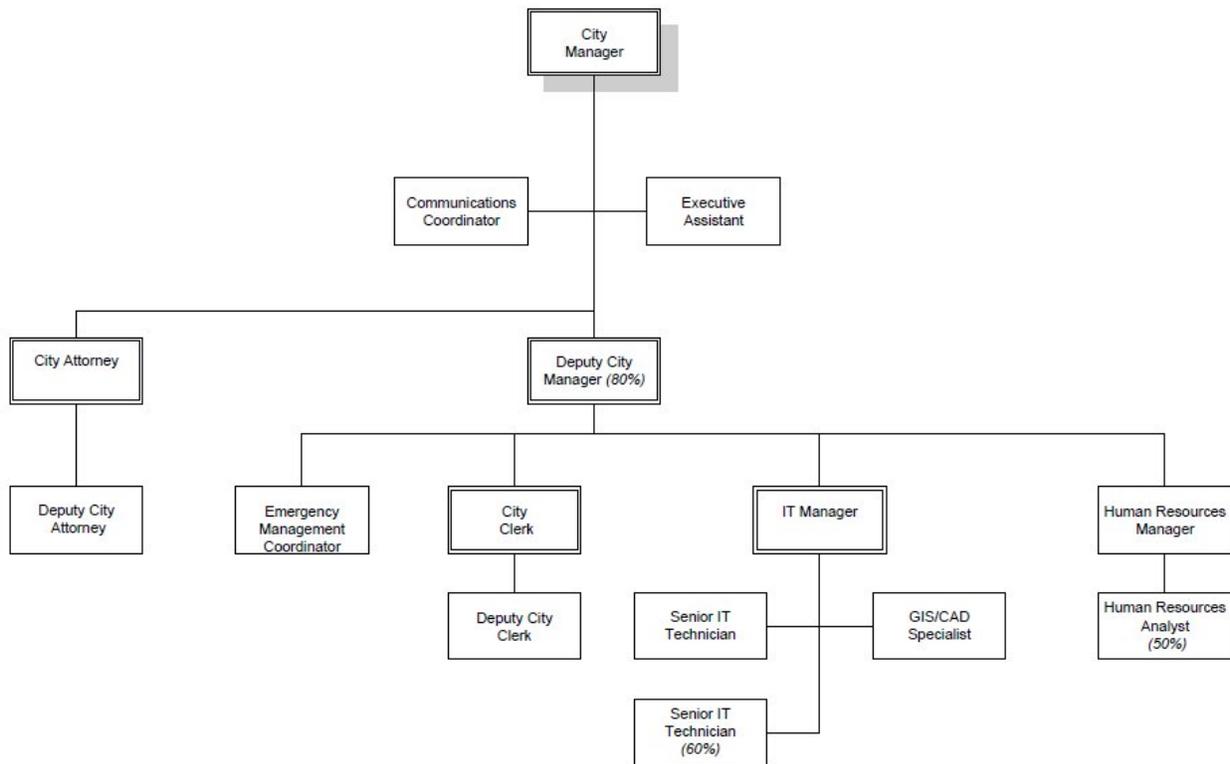
The Proposed Budget includes organizational charts for each department. As part of the transition in city management, an internal services group will be created within the Executive Department. No new

positions will be created through this realignment of supervisory responsibility. Changes include that the Information Technology group will move from the Finance and Administrative Services Department to the Executive Department and the Human Resources Manager, Information Technology Manager and Emergency Management Coordinator will report to the Deputy City Manager.

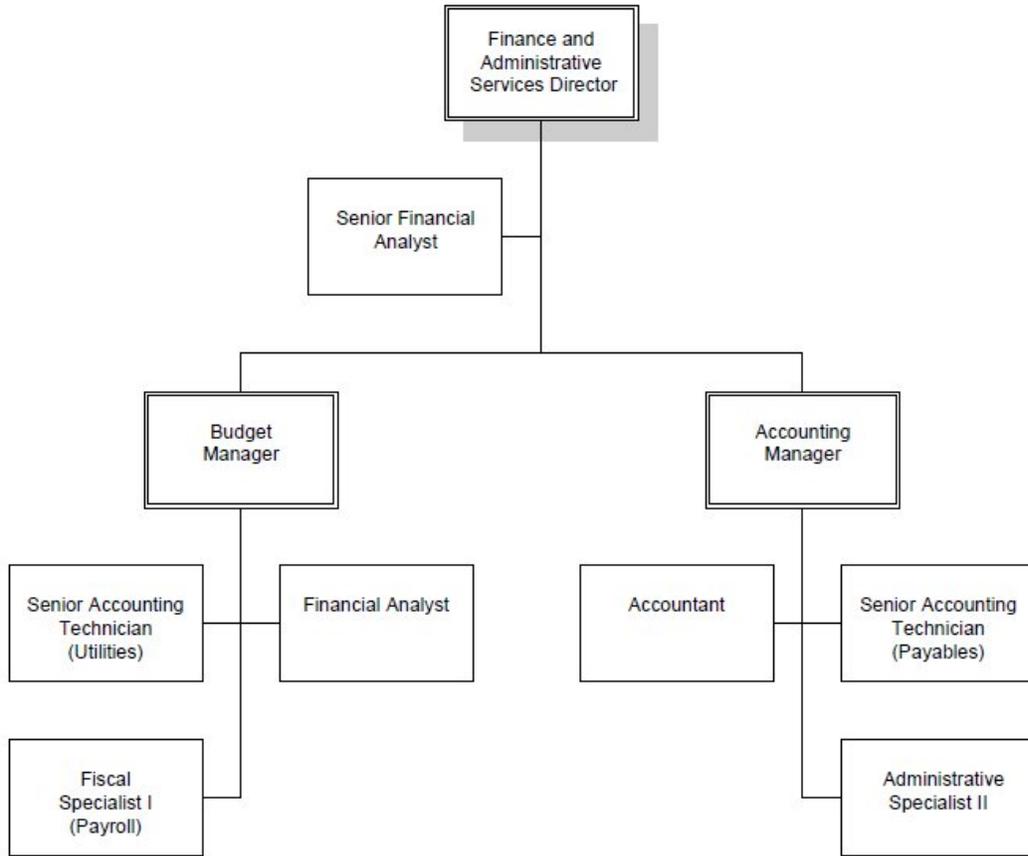
The new organizational charts are shown below and on the next page.

We welcome any comments or questions as we finalize the budget.

Executive Department



Finance Department





CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 6, 2018

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:25 PM) Council Land Use Committee - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

Consider forming a standing Council land use committee.

SUMMARY:

The City Council will consider forming a standing land use committee.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 6, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:40 PM) Future Council Agendas - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

Council will review future Council agendas.

SUMMARY:

Council will review future Council agendas.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[City Council Regular Business Meeting 111318](#)

[City Council Study Session 112018](#)

[City Council Regular Business Meeting 112718](#)

[City Council Study Session 120418](#)

[City Council Regular Business Meeting 121118](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, NOVEMBER 13, 2018**

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

AGENDA

1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
3. **PUBLIC COMMENT**
4. **MAYOR'S REPORT**
5. **CITY MANAGER'S REPORT**
6. **PRESENTATION(S)**
 - 6.A Proclamation Declaring the Week of November 12 - 19 as "Transgender Awareness Week" - Mayor Medina 5 Minutes
[Transgender Week Proclamation 2018](#)
 - 6.B Update on City's Suzuki Property Development Project 20 Minutes
7. **PUBLIC HEARING(S)**
 - 7.A Ordinance No. 2018-40 Relating to the Levy of Property Taxes for the Fiscal Year Commencing January 1, 2019 - Finance, 20 Minutes
[Ordinance No. 2018-40 Relating to the Levy of Property Taxes for Collection in 2019.docx](#)
[2019 Tax Year Levy Limit Calculation.pdf](#)
 - 7.B Ordinance No. 2018-39 Adopting the Budget of the City for Fiscal Years Ending December 31, 2019, and December 31, 2020 - Finance, 30 Minutes
[Ordinance_No._2018_-_39__Adopting_Two-Year_Biennial_Budget_for_CC_11132018.docx](#)
[2019 Exhibit A - as Proposed.pdf](#)
[2020 Exhibit B - as Proposed.pdf](#)
8. **UNFINISHED BUSINESS**

- 8.A Set Public Hearing Date for Ordinance No. 2018-30, Establishing a Fee-In-Lieu Option for Certain Lots with Affordable Housing Restrictions - Planning, 10 Minutes
[CC Memo](#)
[DRAFT Ordinance No 2018-30 - Establishing a Fee-In-Lieu Option for Affordable Housing 2018 Bremerton-Silverdale MSA HUD Median Income Limit](#)
[Housing Resources Bainbridge Comments](#)
- 8.B Ordinance No. 2018-43 Relating to Revisions to the Development Moratorium for Certain Developments - Planning, 10 Minutes
[Moratorium Memo](#)
[Ordinance No. 2018-43 Amending Moratorium Ordinance](#)
[Development Moratorium Summary Strikeout Underline](#)
[Business Industrial Areas Map](#)

9. NEW BUSINESS

- 9.A Resolution No. 2018-04 Amending the 2018 Fee Schedule to Update Fees for Obtaining Public Records - Executive, 10 Minutes
[Resolution No. 2018-24 Amending Fee Schedule to Provide for Public Records Fees](#)
[Public Record Administrative Rules \(2018\)](#)
- 9.B 2019-21 Fire Safety Services Interlocal Agreement with the Bainbridge Island Fire Department 15 Minutes
[2019-2021 Fire Safety Services Agreement](#)
- 9.C WestNet Interlocal Agreement - Police, 10 Minutes
[ILA WestNet 2018.docx](#)
- 9.D Contract Amendment for Legal Services Agreement with Kitsap County Prosecuting Attorney - Executive, 10 Minutes
- 9.E Buoy Replacement and Maintenance Contract Reject Bids 10 Minutes
[BID_FORM_100818.docx](#)

10. CONSENT AGENDA

- 10.A Agenda Bill for Consent Agenda 5 Minutes
- 10.B Accounts Payable and Payroll
- 10.C City Council Study Session Minutes, October 2, 2018
- 10.D City Council Study Session Minutes, October 16, 2018

10.E City Council Regular Business Meeting Minutes, October 23, 2018

10.F Special City Council Meeting Minutes, October 30, 2018

10.G Interlocal Agreement with Kitsap Conservation District for Agricultural Technical Assistance and Services - Public Works, 5 Minutes
[2019-2020 ILA with Kitsap Conservation District Regarding Agricultural Assistance, Support, and Conservation](#)

10.H Roadside Mower Purchase - Public Works, 5 Minutes
[Roadside Mower Purchase - Quote](#)

11. COMMITTEE REPORTS

12. FOR THE GOOD OF THE ORDER

13. ADJOURNMENT

GUIDING PRINCIPLES

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

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CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, NOVEMBER 20, 2018**

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

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
3. **MAYOR'S REPORT**
4. **PRESENTATIONS**
5. **UNFINISHED BUSINESS**
 - 5.A Update on Moratorium - Planning, 10 Minutes
[20181016 Moratorium work program status report](#)
[Ordinance No. 2018-41 Extending Moratorium Ordinance Approved 092518.pdf](#)
 - 5.B Update to Chapter 1.26 BIMC, Code Enforcement - Planning, 30 Minutes
[September 18, 2018 Code Enforcement Update.pptx](#)
[COBI Standard Operating Procedures for Code Enforcement Actions](#)
[Chapter 1.26 BIMC - The City's Current General Code Enforcement Chapter](#)
[Chapter 15.08 BIMC - The City's Current Sign Code](#)
[MRSC: Reed v. Town of Gilbert Blog Post](#)
[Title 6 BIMC - The City's Current Title Related to Animal Control](#)
[Kitsap Humane Society Recommendations for COBI](#)
 - 5.C Budget Discussions - Finance, 60 Minutes
 - 5.D Process to Identify Nonmotorized Projects for City Capital Improvement Plan 30 Minutes
6. **NEW BUSINESS**

6.A Sportsman Club and New Brooklyn Intersection Preferred Design Discussion 30 Minutes

7. CITY COUNCIL DISCUSSION

7.A Discussion of City Policies - Mayor Medina, 15 Minutes

8. FUTURE COUNCIL AGENDAS

9. FOR THE GOOD OF THE ORDER

10. ADJOURNMENT

GUIDING PRINCIPLES

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**CITY OF
BAINBRIDGE ISLAND**

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, NOVEMBER 27, 2018**

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

AGENDA

- 1. CALL TO ORDER / ROLL CALL - 6:00 PM**
- 2. EXECUTIVE SESSION**
 - 2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
60 Minutes
- 3. PLEDGE OF ALLEGIANCE / APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
- 4. PUBLIC COMMENT**
- 5. MAYOR'S REPORT**
- 6. CITY MANAGER'S REPORT**
- 7. PRESENTATION(S)**
 - 7.A Resolution No. 2018-32, Recognizing and Congratulating the Association of Bainbridge Communities for its Service to the Community on the 40th anniversary of its Founding - Mayor Medina, 5 Minutes
- 8. PUBLIC HEARING(S)**
 - 8.A Ordinance No. 2018-30, Establishing a Fee-In-Lieu Option for Certain Lots with Affordable Housing Restrictions - Planning, 15 Minutes
[CC Memo](#)

DRAFT Ordinance No 2018-30 - Establishing a Fee-In-Lieu Option for Affordable Housing
2018 Bremerton-Silverdale MSA HUD Median Income Limit
Housing Resources Bainbridge Comments

9. UNFINISHED BUSINESS

- 9.A Shoreline Master Program (SMP) Limited Amendment on Aquaculture - Planning, 30 Minutes
[20181002_CC_Staff_Memo_Ecology Informal Response Ecology comments_7.16.2018.pdf](#)
[Draft_Submittal Package_Overview Final 021717.docx](#)
- 9.B Amendments to the Shoreline Master Program (SMP) Relating to Integration of Critical Areas Regulations and Nonconforming Structures, Uses, and Lots - Planning, 30 Minutes
[20181016 Nonconforming Structures Summary Table.docx](#)
[Draft SMP Amendment - Critical Areas & Nonconforming - Public Hearing Draft - All track changes 20181002 Presentation.pptx](#)
[Existing SMP Nonconforming Chapter.pdf](#)
[SMP Amendment Staff Memo.pdf](#)
- 9.C Set Public Hearing Date for Ordinance No. 2018-45 Related to the Extension of Interim Control Ordinance No. 2018-25 Related to Preservation of Landmark Trees - Planning, 5 Minutes
- 9.D Ordinance No. 2018-39 Adopting the Budget of the City for Fiscal Years ending December 31, 2019, and December 31, 2020 - Finance, 10 Minutes
- 9.E Sportsman Club and New Brooklyn Intersection Design Professional Services Agreement - Public Works, 10 Minutes
- 9.F Consideration of Ordinance No. 2018-40 Relating to the Levy of Property Taxes for Collection in 2019 10 Minutes
[Ordinance No. 2018-40 Relating to the Levy of Property Taxes for Collection in 2019 2019 Tax Year Levy Limit Calculation.pdf](#)
- 9.G Consider Disbanding the Affordable Housing Task Force 20 Minutes
[Affordable Housing Task Force Instructions from City Council](#)
[Affordable Housing Task Force Final Report and Appendices](#)

10. NEW BUSINESS

- 10.A Lodging Tax Advisory Committee (LTAC) 2019 Funding Recommendations 15 Minutes
- 10.B Human Services Funding Advisory Committee (HSFAC) 2019-20 Award Recommendations 15 Minutes

10.C Water Rights Professional Services Agreement Amendment No. 1 - Public Works, 10 Minutes

10.D Ordinance No. 2018-44 Relating to 2018 4th Quarter Budget Amendments - Finance, 10 Minutes

10.E Remove Certain City-Owned Properties from Surplus Property Designation - Executive, 15 Minutes

11. CONSENT AGENDA

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

14. ADJOURNMENT

GUIDING PRINCIPLES

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**CITY OF
BAINBRIDGE ISLAND**

**CITY COUNCIL STUDY SESSION
TUESDAY, DECEMBER 04, 2018**

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

AGENDA

- 1. CALL TO ORDER / ROLL CALL - 6:00 PM**
- 2. APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
- 3. MAYOR'S REPORT**
- 4. PRESENTATIONS**
 - 4.A Washington State Ferries Update - Mayor Medina, 45 Minutes
 - 4.B Update from ECONorthwest and Forterra on Inclusionary Zoning/Transfer of Development Rights Analysis - Planning, 45 Minutes
- 5. UNFINISHED BUSINESS**
 - 5.A Update on Moratorium - Planning, 10 Minutes
[20181016 Moratorium work program status report](#)
[Ordinance No. 2018-41 Extending Moratorium Ordinance Approved 092518.pdf](#)
- 6. NEW BUSINESS**
 - 6.A Solar Access Regulations - Deputy Mayor Deets, 20 Minutes
[COBI Solar Access Presentation](#)
[City of Ashland Solar Setback Guide](#)
[City of Boulder Solar Access Guide](#)
 - 6.B Transportation Benefit District Fee Increase - Finance, 30 Minutes

- 6.C System Participation Fees for Water and Sewer Updates via Fee Schedule Resolution - Public Works, 20 Minutes

7. CITY COUNCIL DISCUSSION

- 7.A Regional Committee Reports by Councilmember Liaisons 10 Minutes

8. FUTURE COUNCIL AGENDAS

9. FOR THE GOOD OF THE ORDER

10. ADJOURNMENT

GUIDING PRINCIPLES

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**CITY OF
BAINBRIDGE ISLAND**

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, DECEMBER 11, 2018**

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

AGENDA

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 6:00 PM**
- 2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
- 3. PUBLIC COMMENT**
- 4. MAYOR'S REPORT**
- 5. CITY MANAGER'S REPORT**
- 6. PRESENTATION(S)**
- 7. PUBLIC HEARING(S)**
 - 7.A Ordinance No. 2018-45 Related to the Extension of Interim Control Ordinance No. 2018-25 Related to Preservation of Landmark Trees - Planning, 15 Minutes
- 8. UNFINISHED BUSINESS**
 - 8.A Discuss Ordinance No. 2018-20 Relating to Revisions to BIMC Title 2 related to Land Use Review Approval Bodies and Procedures - Planning, 30 Minutes
 - 8.B System Participation Fees for Water and Sewer Updates via Fee Schedule Resolution - Public Works, 20 Minutes
- 9. NEW BUSINESS**
 - 9.A Appointment of Deputy Mayor for January 2019 through June 30, 2019 - Mayor Medina, 5 Minutes

- 9.B Discussion of Loving Property, 7215 NE Dolphin Dr, Request to Create 2 Lots, Each with a Pre-Existing Residential Dwelling 10 Minutes

- 10. CONSENT AGENDA
- 11. COMMITTEE REPORTS
- 12. FOR THE GOOD OF THE ORDER
- 13. ADJOURNMENT

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