CITY OF BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION
TUESDAY, JULY 17, 2018

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

AGENDA

1. **CALL TO ORDER / ROLL CALL - 7:00 PM**

2. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**

3. **MAYOR'S REPORT**

4. **PRESENTATIONS**

    4.A Washington State Department of Transportation Briefing on State Route 305 Project Planning - Public Works (30 minutes)

5. **UNFINISHED BUSINESS**

    5.A Update on Police/Municipal Court Facility - Executive (45 minutes)
    Police-Court Update Presentation
    Fiscal Capacity Memo

    5.B Code Consistency Workshop - Docket and Prioritization Tool - Executive (45 minutes)
    Docket of Items
    Samples of Cut Sheets
    Inventory of Implementing Actions
    Prioritization Criteria
    BERK Presentation to Council

    5.C Update on Moratorium Workplan - Planning (10 minutes)
    Moratorium work program status report

6. **NEW BUSINESS**

    6.A 2018 Green Building Incentive Program - Planning (20 minutes)
    Memorandum re Green Building Incentive Program 2018

    6.B Review Request for Proposals for 2019-2020 Human Services Awards - Executive (10 minutes)

7.   CITY COUNCIL DISCUSSION

    7.A Discuss Newsletter Options - Mayor Medina (10 minutes)

8.   REVIEW UPCOMING COUNCIL MEETING AGENDAS

    8.A Council Calendar (10 minutes)

9.   FOR THE GOOD OF THE ORDER

10.   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.

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 STUDY SESSION AGENDA BILL

CITY OF BAINBRIDGE ISLAND

MEETING DATE: July 17, 2018   **ESTIMATED TIME:** 30 Minutes

AGENDA ITEM: Washington State Department of Transportation Briefing on State Route 305 Project Planning - Public Works (30 minutes)

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Presentation   **PROPOSED BY:** Public Works

RECOMMENDED MOTION:
For discussion only.

SUMMARY:
WSDOT representatives will brief City Council on proposed projects for SR 305 on Bainbridge Island.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: State Route (SR) 305 is a 13.5 mile highway that connects the Bainbridge Island ferry terminal to SR 3 near Poulsbo, and serves as a vital corridor for residents, businesses, and visitors alike. The corridor experiences varied traffic volumes, often leading to congestion that affects mobility and accessibility throughout the surrounding communities.

The Washington State Department of Transportation is working collaboratively with the City of Poulsbo, the City of Bainbridge Island, Kitsap County, the Suquamish Tribe, and Kitsap Transit to develop a master plan of projects intended to improve traffic flow for vehicles, transit, bicycles, and pedestrians, and to decrease the potential for collisions.

In July 2015, the Washington State Legislature included $36.8 million for

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SR 305 construction and safety improvements between the ferry terminal and Hostmark Street NE as part of the Connecting Washington Transportation revenue package.

WSDOT representatives will brief City Council on proposed projects for SR 305 on Bainbridge Island

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY COUNCIL STUDY SESSION AGENDA BILL

CITY OF BAINBRIDGE ISLAND

MEETING DATE: July 17, 2018   **ESTIMATED TIME:** 45 Minutes

AGENDA ITEM: Update on Police/Municipal Court Facility - Executive (45 minutes)

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Report   **PROPOSED BY:** Executive

RECOMMENDED MOTION:
I move to forward to the July 24, 2018, Unfinished Business agenda authorization for the City Manager to pursue a letter of intent related to the acquisition of the Harrison Medical Center building.

SUMMARY:
City staff and the design consultant for this project (Coates and Assoc.) will update the City Council on evaluation of the existing Harrison Medical Center site for potential replacement of the Police Station and Municipal Court. Evaluation of program elements, a cost estimate, and financial analysis for the project will be presented.

The purpose is to review and discuss information and decide on next steps for the project. The next step in the project is a decision to move forward or not with property acquisition.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Police-Court Update Presentation

FISCAL DETAILS:

Fund Name(s):

Coding:

Police and Municipal Court Facility Update

July 17, 2018

Building Assessment and Cost Estimates

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- Conducted a structural review to discern changes needed to address seismic strengthening / shear diaphragm modifications, to achieve minimum compliance with code mandated "essential" requirements.

- Reviewed Police and Court program requirements to prioritize space needs in order to fit into an existing building with approximately 28% less space than the full program.

- Identified key program areas of overlap to be common space for both Police and Court in order to optimize plan.

- Examined which program elements for the Police would function best when split over two floors.

- Coordinated existing shear walls with required program spaces to reduce conflicts and maintain efficiency.

- Reviewed existing parking layout to develop the optimum division between Public, Court, and secure Police parking.

- Met with Police Chief and Municipal Judge to review and approve functionality of proposed layout.

MWL COATES DESIGN ARCHITECTS Responsible Architecture

- Police and Court programming can be accomodated within existing building and succeessfully meet functional requirements.

- Proposed layout accomodates planned staffing growth, with reduced size in some areas where needed.

- Small additional expansion is proposed to enclose exterior staircase and provide second floor meeting room.

- Size of the existing building (and its frame construction) does not allow for inclusion of a firearms proficiency range. This function is not included in the proposed design.

- Size of the building does not permit inclusion of a dedicated space for a Community Meeting/Multi-purpose training room. This function is addressed by designing the court-room to be a multi-purpose, flex space.

- Size of building and existing layout does not permit completely separate lobby spaces for Court and Police. However, appropriate separation of Police and Court functions is accomplished through proposed design.

	PROGRAM SQ. FT.	ACTUAL SQ. FT.	DELTA
POLICE	17,641	13,397	4,244
COURT	6,825	4,069	2,756
SHARED		273	
TOTAL	24,466	17,739	6,727
	PROGRAM	**ACTUAL**	
PARKING	85	80	

MWL COATES DESIGN ARCHITECTS
Responsible Architecture

MONUMENT SIGN

NE NEW BROOKLYN RD

6 NEW SPACES ON STREET

25'-0" SETBACK

PROPERTY LINE

LINE OF BUILDING BELOW

S 01°16'12" W
96.01'

57'-0"

N. PARKING LOT: 27 SPACES

36'-8"

3'-10" OH

106'-9 3/8"

S 36°36'43" E

40.36'

SR 305

SECURITY BOLLARDS

25' SETBACK

EXISTING VEGETATION BUFFER

AUTOMATIC GATES

8' HIGH SECURITY FENCE

4'-0" OH

1'-6" OH

N 69°49'32" E
133.52'

DUMPSTER /RECYCLING ENCLOSURE

E. PARKING LOT: 15 SPACES

100' SETBACK

GRAVEL PATH, PER LANDSCAPING

2 STORY ADDITION

PROPOSED POLICE STATION 2 STORY
16,591 SF + BASEMENT 723 SF

OUTLINE OF PROPOSED PHASE II

175.45'

EXTEND STAIR TO SERVICE LOWER PARKING LOT

M

SLIDING AUTOMATIC GATES

WETLAND BUFFER

GENERATOR ON 6'-0" x 17'-0" CONC SLAB

DEDICATED MOTORCYCLE PARKING

8' HIGH SECURITY FENCE (ADD ALT. FOR THIS AREA)

N 12°20'07" E

8' HIGH SECURITY FENCE

S. PARKING LOT: 24 SPACES 1 MOTORCYCLE

c c c

REQUIRED PARKING: 70 SPACES
PROVIDED PARKING: 73 SPACES

119'-3"

(8) BIKE RACKS MTD ON 4" SOG, 36" O.C. TYP., EQ DISTANCE FROM EDGE TYP, COORD. W/ ADJ PLANTING

L1

R2

S 88°44'41" E

(South line N 1/2, N 1/2, NW 1/4, SW 1/4)

833.53'

594.70'

COBI POLICE AND COURT HARRISON BUILDING TEST FIT STUDY
SITE PLAN

N

MWL

COATES DESIGN ARCHITECTS
Responsible Architecture

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ADDITION

VESTIBULE
123

LOBBY
442

HALLWAY
380

RECEPTION
516

DISPLAY

(E) TOILET
46

(E) TOILET
46

LIVE SCAN

CORRIDOR
364

COFFEE

CHIEF OF POLICE
219

ADMIN CONF.
233

DEPUTY CHIEF
142

ROOF CANOPY
ABOVE

VEST.
84

CORRIDOR
143

INT. REPORT
TAKING
48

TOILET
48

(E) TOILET
44

DISCOVERY
EVID. RETURN
67

H.D. FILES
308

SUSPECT
ENTRY

TOILET
43

CRO
44

COFFEE

ADMIN SUP.
181

PD ADMIN
203

MONITOR RM
50

WEAPONS STOR
71

OFFICER
ENTRY

VESTIBULE
185

INTERVIEW
84

LOCKING FILES

CORRIDOR
323

UNIFORM STOR/
ARMORY
105

EQUIP STOR
69

GENERAL
EVIDENCE
447

BACI DRE

WEAPONS
MAINT.

PATROL EQUIP
79

DETECTIVES
276

HUDDLE RM
190

NARC
77

CORRIDOR
350

H.D. RACKS

COVERED AREA
42 FIELD BAG
LCKR 3/WKIN

IN-TAKE/ OFFICE
187

(E) TOILET
58

OFFICER'S
REPORT
296

JAN
60

BAG & TAG
133

NEW
STAIRWELL
FROM
BASEMENT

CORRIDOR
622

SGT 4
71

SGT 3
71

SGT 2
71

SGT 1
71

JUV. LOUNGE
69

UP

DN

STAFF ENTRY
FROM BELOW

ADDITION

COBI POLICE AND COURT HARRISON BUILDING TEST FIT STUDY
UPPER LEVEL PLAN

COATES DESIGN
ARCHITECTS
Responsible Architecture

**CITY OF BAINBRIDGE ISLAND
POLICE STATION-COURT HOUSE
COST MODEL ESTIMATE**

HARRISON SITE TEST TO FIT

Building Renovation w/Minor Site Improvements	17739 SF	373	$	6,619,856
Total Construction/MACC - Escalated to Feb. 2020			**$**	**6,619,856**
Construction Related Soft Costs (WSST/Contingency)			$	1,257,773
Project/Bidding/Island Contingency @ 10%			$	661,986
Sub-Total Project Cost			**$**	**8,539,614**
Other Project Soft Costs			$	1,353,761
Total Project Cost - Escalated to Feb. 2020			**$**	**9,893,375**

Project Development/Soft Costs Include:

Washington State Sales Tax	9.00%
Construction Contingency	10.00%
Project/Bidding/Island Contingency	10.00%
Total Construction Related Soft Costs	**24.00%**
Architect/Engineering Basic Service	11.00%
Permits	1.00%
Builders Risk Policy	0.75%
Police/Court Furnishings and Equipment ($15.00 SF + Tax)	4.70%
Technology	3.00%
Total Other Project Development Costs	**20.45%**

Exclusions:

Land Acquisition and Real Estate Fees
Off-Site-ROW Improvements/Emergency Access to SR305
Sustainability/LEED Certification

Financing and Budget Scenarios

Project Assumptions
(For illustration purposes)

❖ $20 million total project

- $10 million in Councilmanic bonds
- $10 million in General Fund support
  - Includes roughly $2.7 million in already-appropriated funding

❖ Estimates for debt service

- $72,000 in annual debt service per $1 million in long-term debt
- $10 million bond equates to $720,000 in annual debt service for 20 years

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Debt Service Paid from Tax-Supported Funds (General Fund and REET) - first d/s payment in 2019
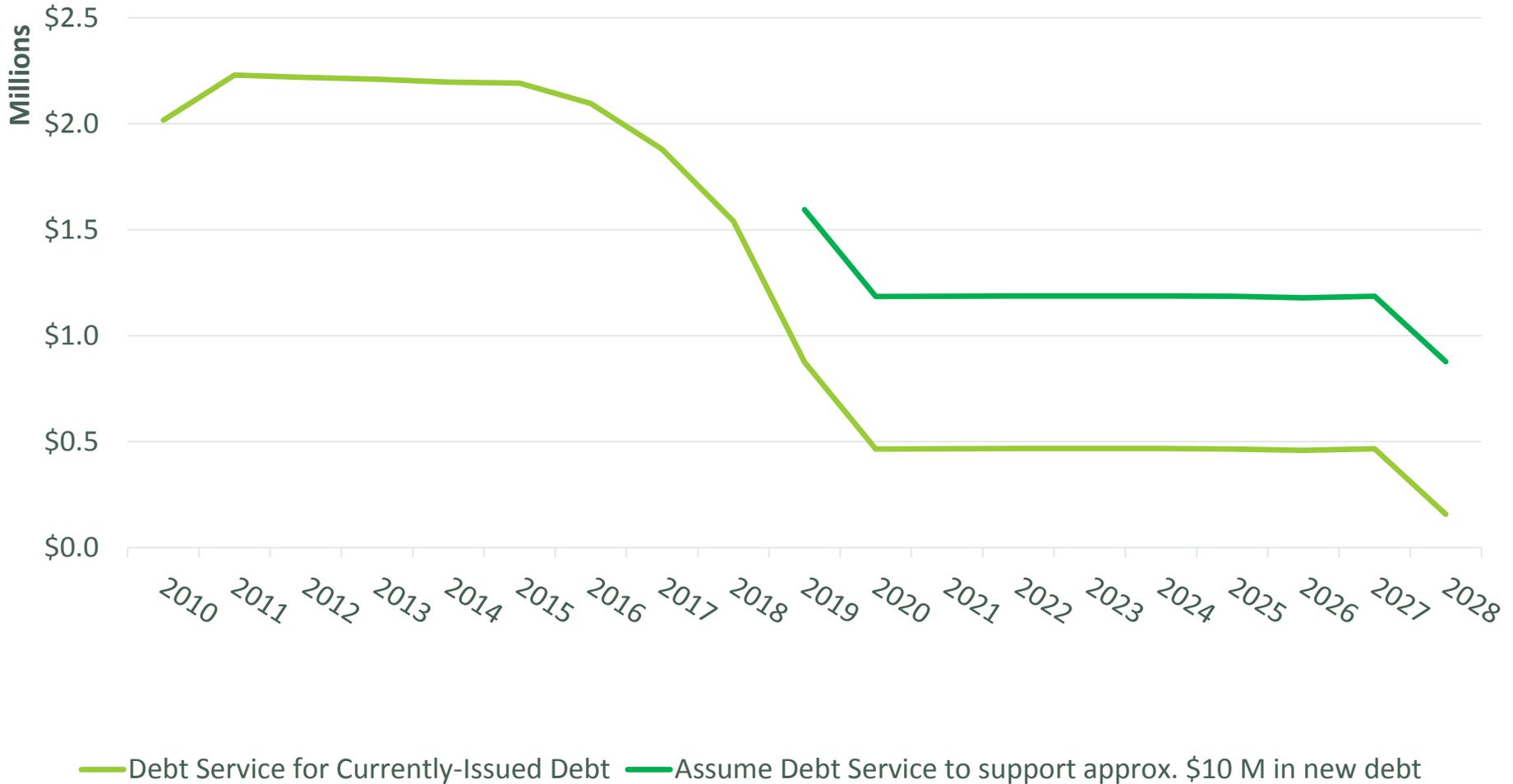
Tax-Supported Recurring Revenues vs. Recurring Expenses
Includes estimated debt service for new debt starting in 2019
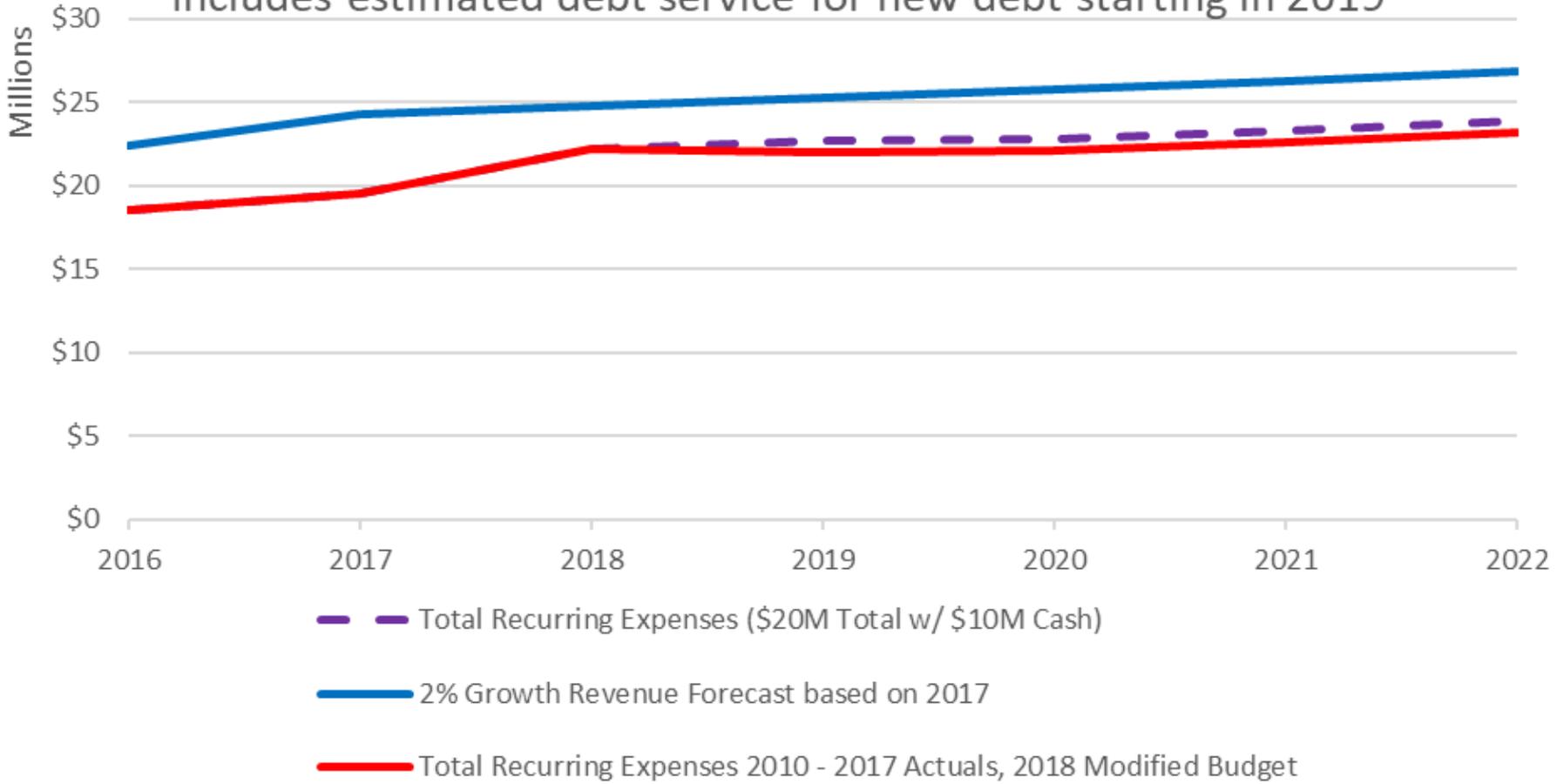
- - - Total Recurring Expenses ($20M Total w/ $10M Cash)

—— 2% Growth Revenue Forecast based on 2017

—— Total Recurring Expenses 2010 - 2017 Actuals, 2018 Modified Budget

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Tax Supported Funds Revenue and Expenditure:
2% growth (blue line)
3% recession for 3 years 2019 - 2021 (purple line)
12% recession over 5 years 2019 - 2023 (green line)

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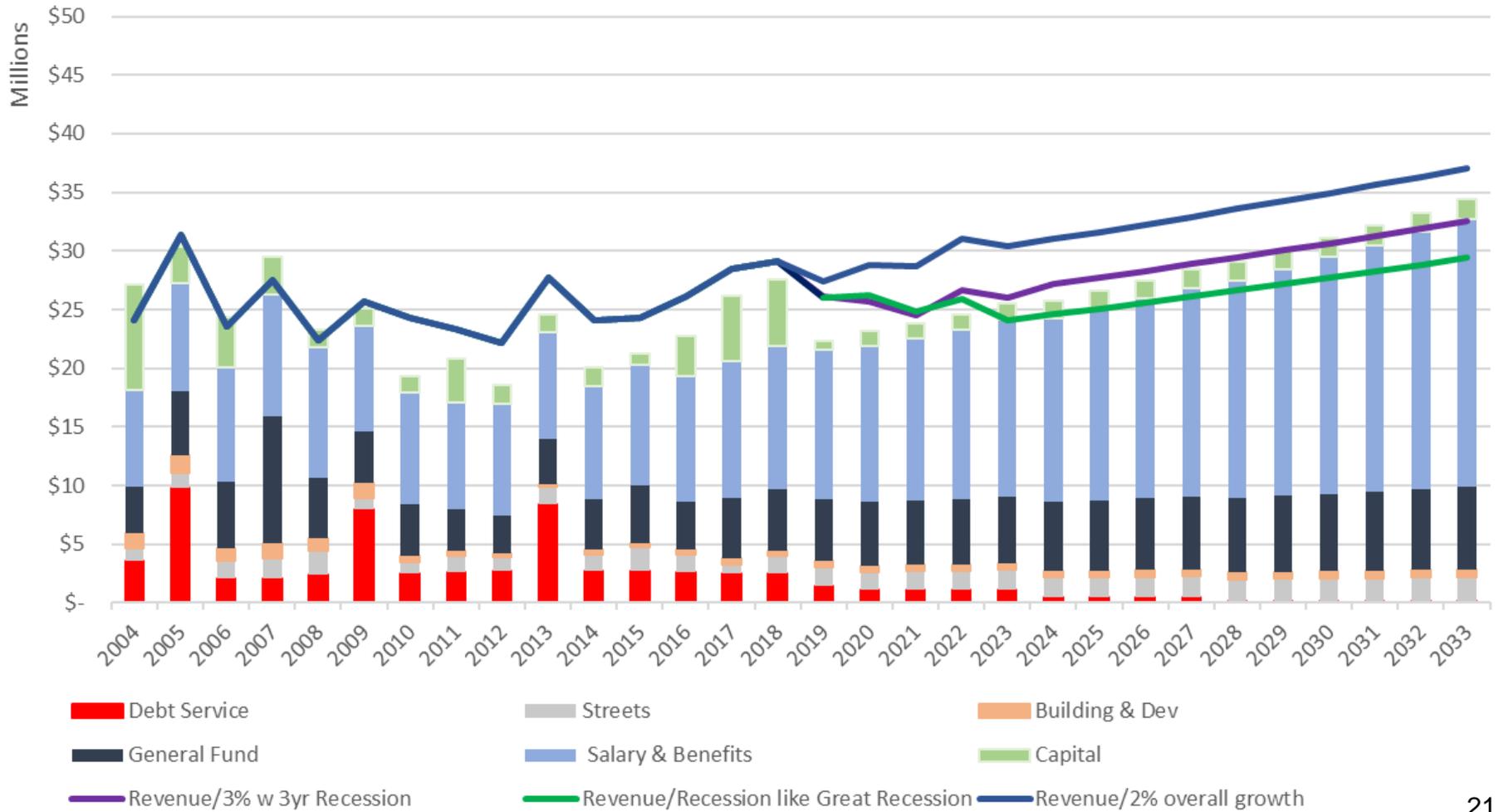
New Debt for Police Facility ($10m debt;$10m cash) followed by:
2% growth (blue line)
3% recession for 3 years (purple line)
12% recession over 5 years (green line)
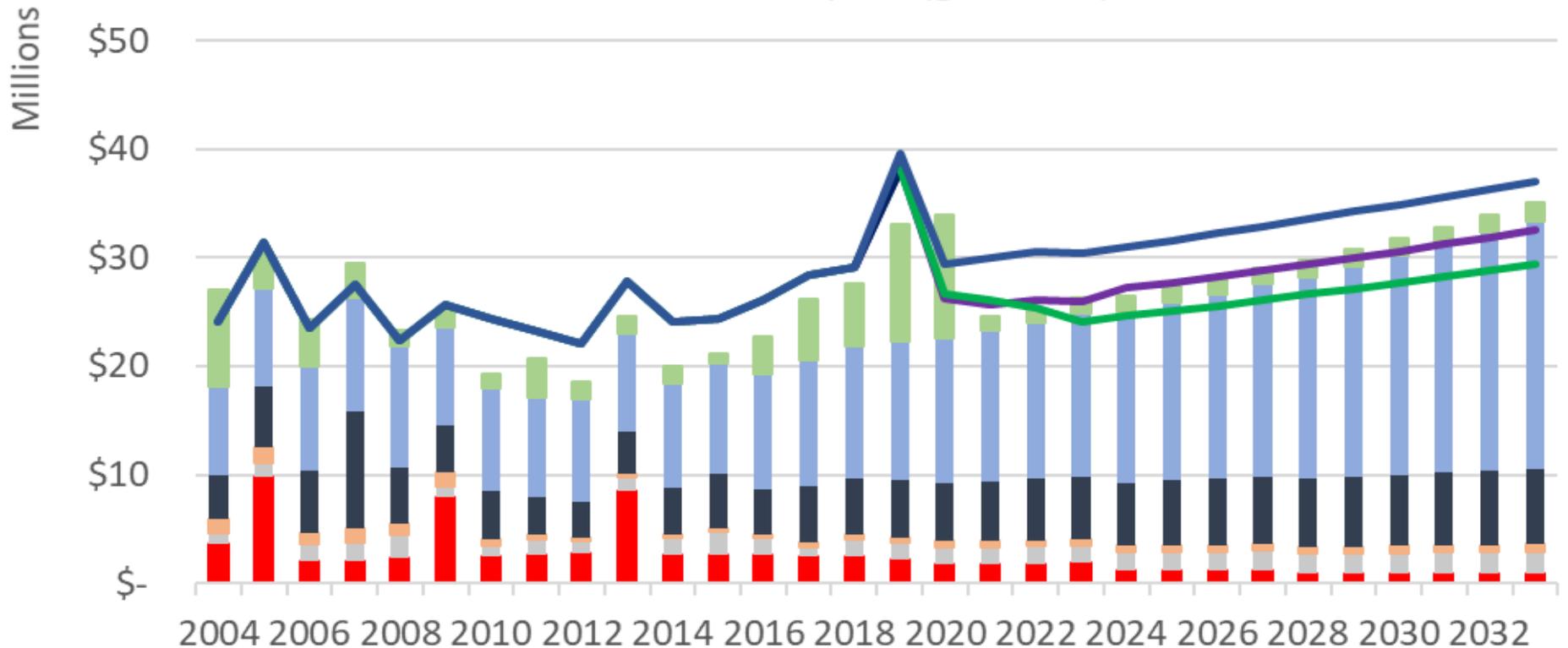
Change in Combined Tax-Supported Fund Balance for $20m Police/Court Facility Project ($10m debt and $10m cash funding)
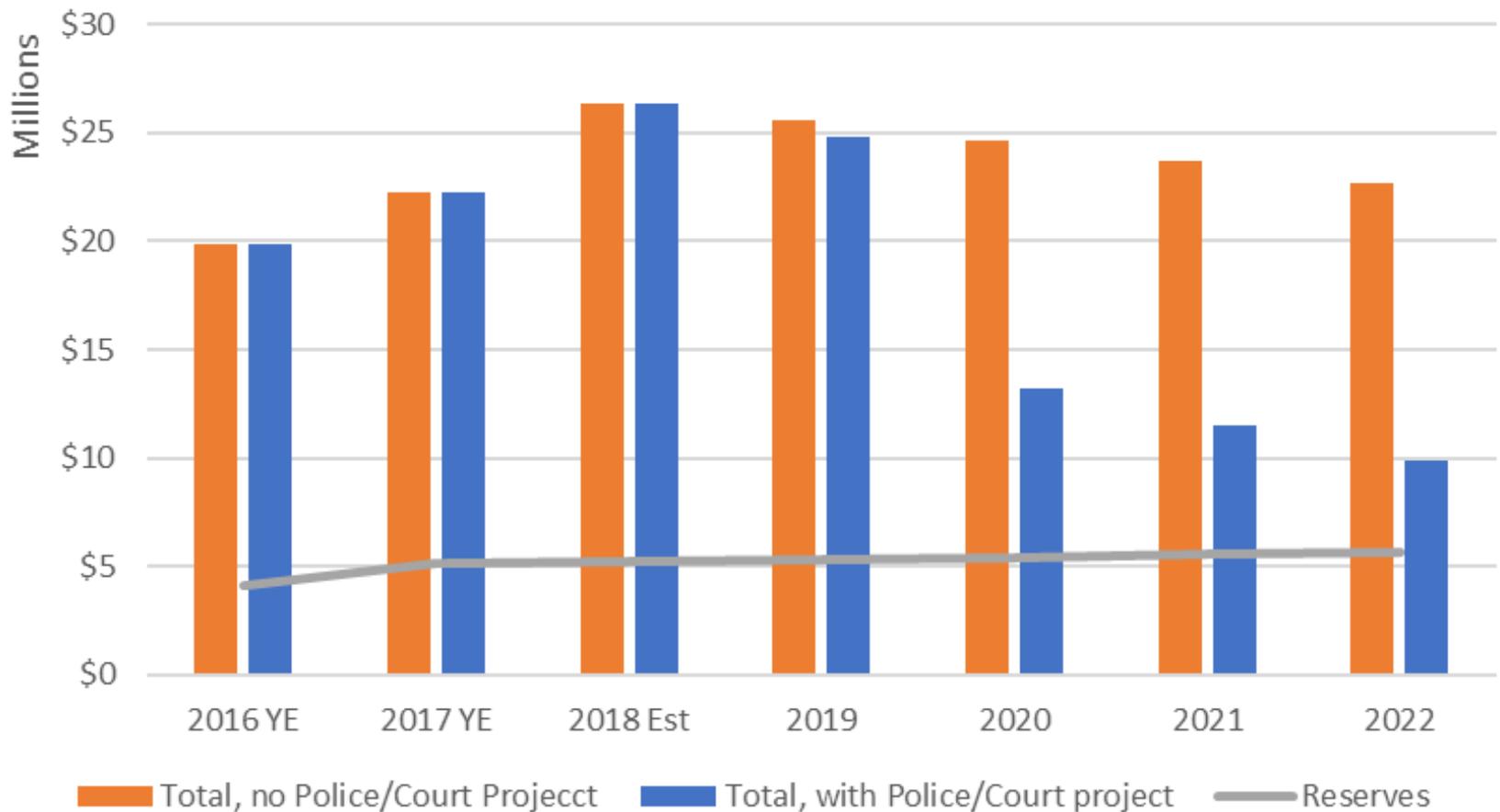
QUESTIONS?   DISCUSSION

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT
MEMORANDUM

TO:	Doug Schulze, Morgan Smith
FROM:	Ellen Schroer, Finance Director Ron Logghe, Sr. Financial Analyst
DATE:	July 17, 2018
RE:	Police/Court Facility Financial Capacity Discussion

Previously-presented financial capacity information has focused on recurring revenues and recurring expenditures, appropriate for operating budget considerations such as personnel and level of service discussions. The attached analysis uses total revenue and expenditure information, expanding the focus to include capital, grants, and other one-time sources and uses of funds. The analysis provided today sets the context for discussion of two topics: current budget structural stability in years beyond the 6-year CIP planning horizon, and the effect of issuing additional debt for a Police/Court facility.

The graphs on the next pages show three different economic scenarios:
- Scenario 1; revenue in our tax-supported funds continue to grow at a 2% rate (Blue line)
- Scenario 2; revenue in our tax-supported funds experience a 3-year 3% recession (Purple line)
- Scenario 3; revenue in our tax-supported funds experience a 5-year 12% recession (Calculated to reflect 2008 Great Recession experience of the City, Green line)

This analysis only considers tax-supported funds, assumes current levels of staffing into the future years, the current CIP as proposed through 2024, and holds other factors equal. The stacked columns show total expenditures, while the lines show total revenues.

The charts which follow demonstrate City capacity to continue programs, services and currently-planned capital with increasing revenues, and for the next 10 years with a mid-level recession. They also show that the City can adjust to lower revenue scenarios, with or without new debt for a police/court facility, but that significant reductions would be needed for a recession similar to the 2008 Great Recession. Finally, to make planned adjustments while maintaining policy reserve levels of fund balance, it would be prudent to preserve balances in reserves above the minimum required by policies, as is currently the case.

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Bainbridge Island, WA 98110-1812
Tel: (206) 842-2545   Fax: (206) 780-8600
City's Website: www.bainbridgewa.gov

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Financial forecast without new debt

In the next chart, the three revenue scenarios are shown with current staffing levels and our current capital spending plan. Beyond the current CIP years, a historical average of capital expenses are estimated at $2.1 million, with an offsetting average annual $1.4 million in grant revenue. Current debt expenses are paid down per established debt schedules.

CHART 1: Current programs and services, no new debt or spending on police/court facility

Tax Supported Funds Revenue and Expenditure:
2% growth (blue line)
3% recession for 3 years 2019 - 2021 (purple line)
12% recession over 5 years 2019 - 2023 (green line)
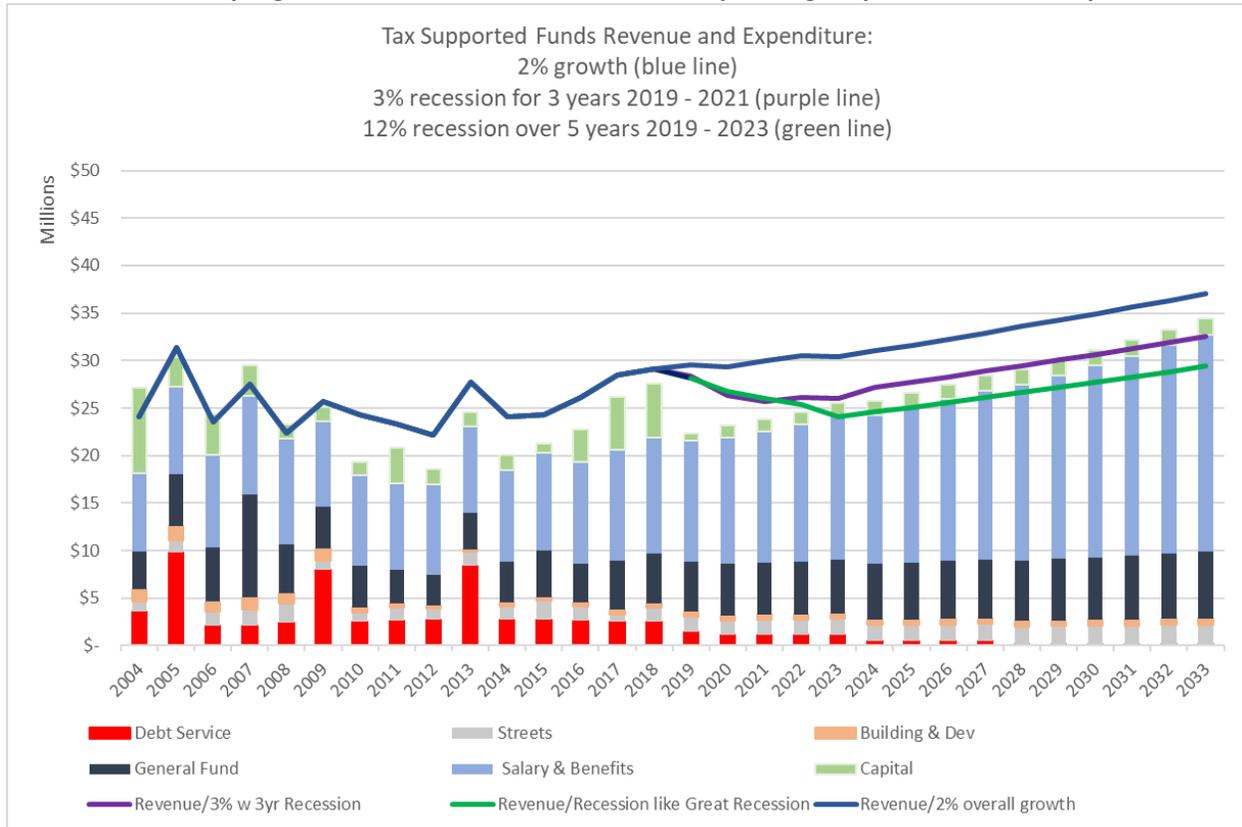
Expense assumptions:
- Personnel expenses growing at our historically experienced 4.25%;
- Current CIP is represented through 2019 followed by historical spending levels, and
- Current debt service.

Adjustments needed to bring spending below recessionary revenue lines (not shown in the chart above):
- Mid-line, purple recession: one-time expenditure reduction of 4% in 2021, then steady cost levels. Reduces costs by roughly $1.1 million
- Lowest-line, green recession: one-time expenditure reduction of 6% in 2021, then hold costs steady for four years (implies further cuts to costs). Reduces costs by roughly $3.5 million.

This chart demonstrates that with continued growth the City can support its existing programs and service levels. It also demonstrates that the current spending mix means that significant reductions to match reduced revenue would need to include reductions in staffing.

Financial forecast with new debt and associated project spending

In the next chart, the three revenue scenarios are shown with current staffing levels and our current capital spending plan. Beyond the current CIP years, a historical average of capital expenses are estimated at $2.1 million, with an offsetting average annual $1.4 million in grant revenue. Current debt expenses are paid down per established debt schedules.

In addition to these baseline assumptions, we consider adding $10m in debt with its corresponding debt expense and spending $10m in cash for a new police/court facility. The new debt revenue is shown as received in 2019 while the associated capital project expenses are shown between 2019-2020.

CHART 2: Current programs and services, new debt and spending on police/court facility
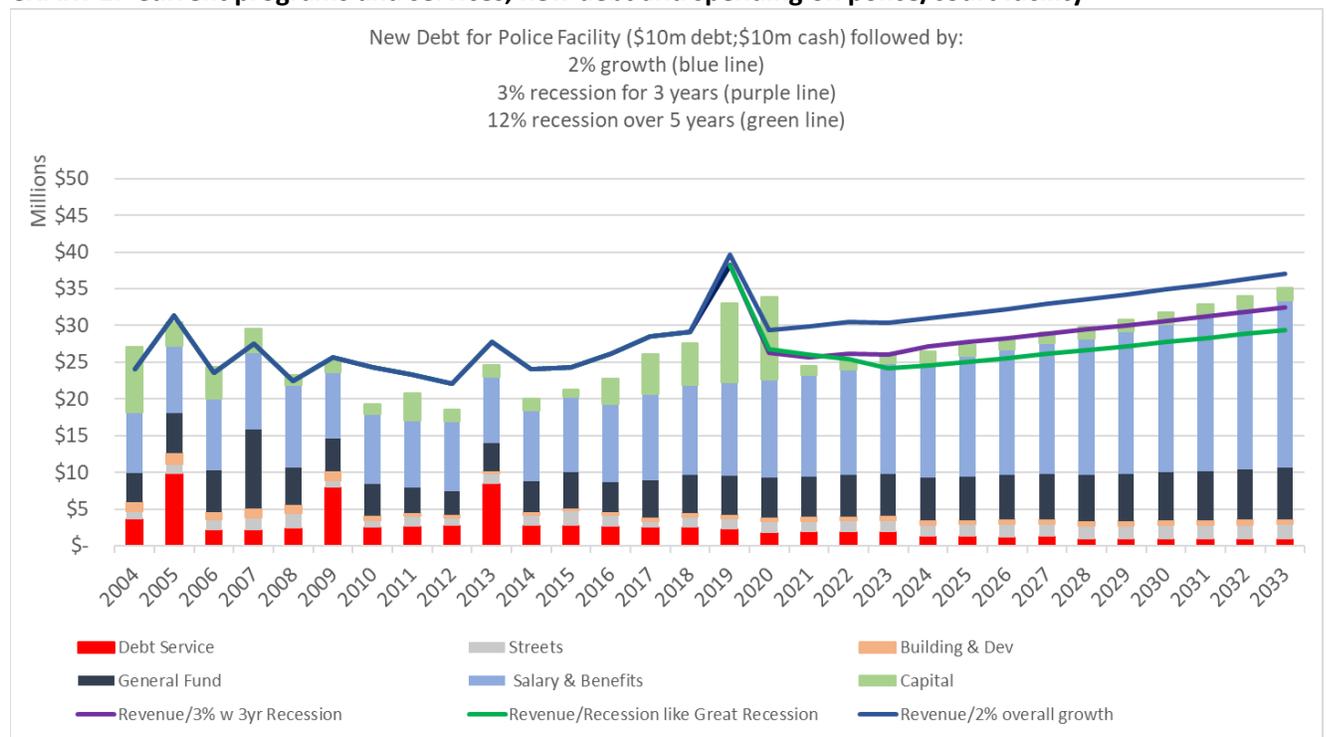
Assumptions:
- Personnel expenses growing at our historically experienced 4.25%;
- Current CIP is represented through 2019 followed by historical spending levels;
- Current debt service, and
- $20 million police/court project funded by $10 million in debt and $10 million in cash (includes $3 million in already-appropriated cash which has been moved to the Capital Construction Fund) with associated annual estimated debt service of $720,000 in years after 2019.

Adjustments needed to bring spending below recessionary revenue lines (not shown in the chart above):
- Mid-line, purple recession: one-time expenditure reduction of 7% in 2021, then steady cost levels. Reduces costs by roughly $1.5 million

- Lowest-line, green recession: one-time expenditure reduction of 11% in 2021, then hold costs steady for four years (implies further cuts to costs). Reduces costs by roughly $4.0 million.

With the new debt, debt expense, and capital construction added, revenues fully support expected expenditures through this forecast window in the top-line 2% growth scenario. This assumes no growth in staffing, and capital expenses in line with current experience.

Estimated Tax-Supported Funds Ending Fund Balance Information

The chart below shows combined actual year-end fund balances for the tax-supported funds for 2016 and 2017 and estimates for 2018. For years after 2018, the chart assumes recurring revenues to fully support recurring expenditures, with historical averages for significant one-time revenues such as grants and interest and one-time capital expenditures. Finally, the chart shows the change to fund balances assuming a $20 million police/court facility project, funded with $10 million of debt and $10 million of cash, as compared to a scenario without a $20 million project. For both scenarios, fund balances are anticipated to be greater than policy reserve levels through 2022.

CHART 3: Tax-Supported Fund balance information (based on 2018 Forecast and historical experience)
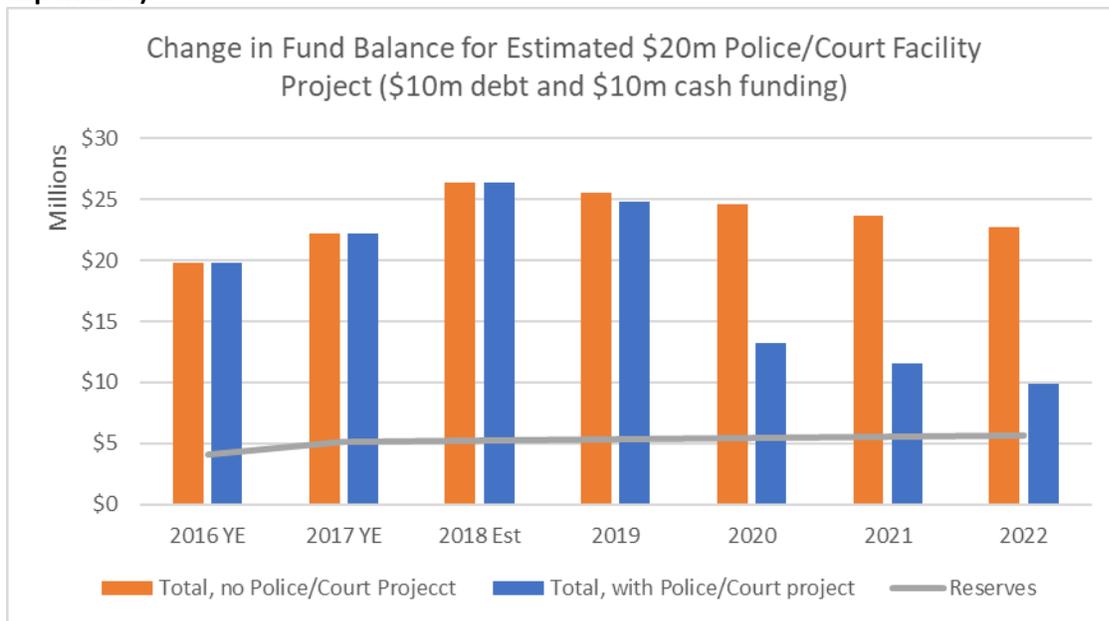
Summary:

The analysis presented above is intended to frame the following topics for the City's tax-supported funds:
- Review of the basic structural financial stability of current programs and services, showing that with continued revenue growth, current services can be maintained through the forecast period based on historical spending patterns.

- Adding additional debt is possible within the existing revenues assuming continuing growth, but in a recession scenario, the new debt expenses may necessitate reductions in other parts of the budget.
- The City's ongoing capital annual investment for transportation, facilities, and fleet is roughly $2.1m with grants providing an average of $1.4m annually. Delivery of significantly more capital projects will require new staffing, or a new focus for existing staff.
- As the City moves forward with planning for the police/court facility, deciding on the mix of cash and long-term debt financing will include a decision about the tradeoffs of less debt and the ability to add operating expenses in the near term as compared to more debt and more cash reserves to use in reacting to changing future conditions.

Assumptions

- Tax-supported funds include: General Fund, Streets Fund, Building and Development Services Fund, REET, Debt Service Fund, Transportation Benefit Fund, Transportation Impact Fund, Capital Construction Fund
- Grants are shown in the revenue line and grant-funded expenditures are included in the expenditures
- Personnel costs are inflated at 4.25% for forecast years based on historical experience for City staff
- Mid-level recession is a 3-year reduction of 3% for all revenues for a total of 17% as compared to the base year.
- 2008-based recession assumptions are as follows based on 2008 City experience:
  - General Fund – 5-year reduction of 2.3% per year for a total of 11% reduction as compared to the base year revenues
  - REET – 5-year reduction of 8.7% for a total of 37% reduction as compared to the base year.
  - B&DS – 5-year reduction of 6% for a total of 27% reduction as compare to the base year.
- For top-line revenue assumptions, no change to current staffing is assumed.

CITY COUNCIL STUDY SESSION AGENDA BILL

CITY OF BAINBRIDGE ISLAND

MEETING DATE: July 17, 2018   **ESTIMATED TIME:** 45 Minutes

AGENDA ITEM: Code Consistency Workshop - Docket and Prioritization Tool - Executive (45 minutes)

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Presentation   **PROPOSED BY:** Executive

RECOMMENDED MOTION:
Presentation and discussion.

SUMMARY:
See background below.

FISCAL IMPACT:

Amount:	0
Ongoing Cost:	0
One-Time Cost:	0
Included in Current Budget?	Yes

BACKGROUND:

Implementation of the City's Comprehensive Plan is currently the City Council's top priority.

BERK Consulting is assisting City staff and the Council with a consistency review of the City's Comprehensive Plan and Municipal Code. The purpose is to identify where inconsistencies and gaps exist between the Comprehensive Plan and implementing regulations, and to organize an approach to address and resolve these items in a time-effective manner.

The project will undertake a comprehensive consistency review, identify a docket of potential changes, develop and apply a prioritization tool to the items identified in the docket, and create a prioritized workplan to guide implementation.

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Erika Rhett from BERK will provide a presentation to facilitate the workshop and to assist the City Council with completion of three tasks:

1.   Review and affirm the content of the docket, which summarizes the tasks that have been identified as needed to achieve consistency. See attached "Docket of Items." This is a tracking document that is being used for project management. It summarizes the tasks that have been identified. Additional detail for each item is provided within topic-specific "cut sheets." Examples of four cut sheets are provided in the attached document "Samples of Cut Sheets."

2.   Review "Inventory of Comprehensive Plan Implementing Actions." This is a new deliverable that has been developed to assist this project and is intended to provide tracking and accountability for the longer term as well. The document is organized to reflect the City's Comprehensive Plan Elements, and tracks what responsive actions are planned, in progress or completed.

3.   Review the approach that is proposed to prioritize the docket items in order to create a workplan. See attached memo on Prioritization Criteria.

 The BERK presentation is also attached for review.

ATTACHMENTS:

Docket of Items

Samples of Cut Sheets

Inventory of Implementing Actions

Prioritization Criteria

BERK Presentation to Council

FISCAL DETAILS:

Fund Name(s): General Fund

Coding:

Code Consistency Docket List

The Code Consistency Docket itemizes all the code updates that will be prioritized and included in the Code Consistency Work Program. The Docket identifies 27 tasks related to the implementation of the Comprehensive Plan and "housekeeping" changes.

However, the list does not include two types of code work. Code updates that are already substantially underway are not included in this list. These are tasks with defined work programs, most of which will be completed before the end of the year. Although not included in the prioritization process, these tasks will be considered in the development of the final work program. Also, anticipated updates that are not yet defined are also excluded. There is not enough information to put these future tasks into a prioritized work program right now. However, all items are tracked via the Inventory of Comprehensive Plan Implementing Actions. This means that all tasks that are completed, initiated, or planned will show up in the Inventory.

Code Efforts Underway
- Moratorium Review Work
- Process Efficiency Work (updates to BIMC 2.16)
- Changes to the Business/Industrial zone
- TDR Work Program
- Shoreline Master Program Periodic Review

Docket List
- See the Code Consistency Docket table that follows

Future Tasks
- Prepare a Bainbridge Island Climate Strategy and Water Conservation Plan
- Adopt and Economic Development Strategy
- Identify capital projects and streetscape improvements to improve non-motorized links between the ferry terminal, Winslow, and the harbor
- Work with other jurisdictions to protect the Island's surface and ground water
- Partnerships with other jurisdictions, agencies, and the region to increase the supply of affordable housing
- Work with stakeholders to maximize parking and non-motorized transportation in commercial districts
- Support development of sewer tertiary treatment and greywater systems

The table below summarizes the list of Docket amendments and provides a primary staff contact. Each amendment on this list will have its own cut-sheet that includes additional details on the Guiding Principles, policies, code sections, gaps and issues, and progress made as well as the factors considered in prioritization process.

CODE CONSISTENCY DOCKET

Title	Summary	Staff Contact
Land Use Element		
CC-LU-1: Update the Winslow Town Center Plan to Include Sustainability and Affordability Considerations	Update the Winslow Mixed Use Town Center Plan to include other Comprehensive Plan initiatives related to topics such as sustainability and affordable housing.	Jennifer Sutton
CC-LU-2: Update Lynwood Neighborhood Center to Accommodate Sustainability and Affordability Changes	Update the plan, which has been untouched since 1997. Integrate changes related to other Comprehensive Plan initiatives such as sustainability and affordable housing.	Jennifer Sutton
CC-LU-3: Create Island Neighborhood Center Subarea Plan	Create a subarea plan for the Island Neighborhood Center.	Jennifer Sutton
CC-LU-4: Create Rolling Bay Neighborhood Center Subarea Plan	Create a subarea plan for the Rolling Bay Neighborhood Center.	Jennifer Sutton
CC-LU-5: Integrate Climate Change Factors into Green Building and Development	Consider how climate change factors can be integrated into public works design and construction standards. Examine alternatives and decide upon an approach.	James Weaver
CC-LU-6: Create Conservation Village Standards	Create standards for Conservation Villages to allow limited areas of more intense development in the Conservation Area to allow housing choices.	Jennifer Sutton
CC-LU-7: Update Design Standards to Accommodate Factors Related to Affordability and Sustainability	Identify standards that need updating or revision based on changes made to accommodate other initiatives such as water resources, climate change, affordable housing, or changes to subarea plans.	Christy Carr
CC-LU-8: Administrative Corrections to Title 18	Housekeeping amendment consisting of clarifications to improve consistency and administration of Title 18.	Heather Wright
CC-LU-9: Clarifications of Use Definitions to Improve Land Use Administration	Amendments to uses to improve consistency, clarity, and administration of uses in the BIMC.	Heather Wright and Jennifer Sutton
CC-LU-10: Create a Unified Development Code that Consolidates Regulations	Consider the development of a Unified Development Code to improve administration of zoning and development regulations.	Gary Christensen

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Title	Summary	Staff Contact
Economic Development Element		
CC-ED-1: Review Parking Standards by Center and Improve Parking Administration	Review parking standards and regulations for each center. Make housekeeping updates to improve administration.	Heather Wright and Chris Hammer
CC-ED-2: Add Code Support for Agricultural Activities on Bainbridge Island	Ensure support for Agriculture by considering an Agricultural Resource Land designation and reviewing the code for land use conflicts.	Christy Carr
Environment Element		
CC-EN-1: Update Flood Plain Standards for Federal Consistency	Update for consistency with federal code change.	James Weaver
CC-EN-2: Review Code with Climate Change and Sustainability Lens	Review the BIMC with a sustainability lens to ensure that climate change is considered in city regulations.	Gary Christensen, Chris Hammer, and Christy Carr
CC-EN-3: Adopt Regulations to Control Noxious Weeds	A noxious weed program is needed to control noxious weeds and to prevent environmental impacts associated with the control of noxious weeds using chemicals that can contaminate groundwater and harm bees.	Christy Carr
Water Resources Element		
CC-WR-1: Integrate Recommendations to Protect Water Resources and Support Low Impact Development	Integrate technical and advisory recommendations for improving water resources and supporting LID into the code to provide better implementation of the Comprehensive Plan.	Mike Michael and Heather Wright
Housing Element		
CC-HO-1: Develop Land Use and Financial Support for Affordable Housing	Develop land use and financial structures to support affordable housing. Review other policy initiatives to reduce conflicts with affordable housing goals.	Jennifer Sutton
Transportation Element		
CC-TR-1: Improve the Administration of Road Approach Permitting	Housekeeping amendments to improve clarity and administration of road approach.	Chris Hammer and Kathy Gormanous
CC-TR-2: Consolidate Codes Regarding ROW	Consolidate Titles 12 and 15 for efficiency. Make certain that the location of these codes is intuitive and ties together with interrelated code sections.	Mike Michael, Chris Hammer, and Kathy Gormanous
CC-TR-3: Update Traffic Concurrency and Mitigation Fees	Update methodology and fees for measuring and mitigating traffic impacts associated with development.	Barry Loveless, Chris Hammer and Mike Michael

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Title	Summary	Staff Contact
Utilities Element		
CC-UT-1: Update Utility Rates for Water and Sewer	Update utility rates for better administration of water and sewer programs.	Barry Loveless and Ellen Schroer
CC-UT-2: Update Sewer Rules on Fats, Oils, and Greases	New program to update sewer standards to include best practices.	Mike Michael, Ellen Schroer, and Robbie Sepler
CC-UT-3: Recovery of Infrastructure Costs Associated with New Development	Housekeeping Amendment to provide consistency with state rules and to revise and update city processes and forms.	Mike Michael
CC-UT-4: Create a Unified Set of Regulations for Island Water Systems	Update water and fire codes to incorporate rules and regulations for all Island water systems. Currently most codes apply only to City-owned systems and do not provide standards for smaller, rural water systems, which prevents them from upgrading.	Mike Michael
Other Tasks		
CC-OT-1: Amend Street and Housing Numbering for County Consistency	Update street and housing numbering to comply with changes in Kitsap County policy.	James Weaver
CC-OT-2: Improve the Administration of City Fees and Finance	Housekeeping updates to improve the administration of city fees and financial operations.	Ellen Schroer
CC-OT-3: Develop a Fee Structure to Improve Cost Recovery for Internal Permitting Costs	Establish an internally consistent fee structure that will generate revenue in proportion to development activity.	Gary Christensen, Ellen Schroer, Barry Loveless, and Heather Wright

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Topic Title	Ranking
CC-LU-1: Update the Winslow Town Center Plan to Include Sustainability and Affordability Considerations	

Summary	Guiding Principles	Policies	Code Sections	Gaps and Issues
Update the Winslow Mixed Use Town Center Plan to include other Comprehensive Plan initiatives related to topics such as sustainability and affordable housing.	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 Policy 1.2 and 1.3	High Priority LU Action #4. Encourage development of adequate parking to support Winslow facilities and services.	18.06.030 Mixed Use Town Center Zone 18.09 Use Regulations 18.12 Dimensional Standards 18.15 Development Standards and Guidelines	■ Update 18.06.030.A.1 purpose statement to better reflect the Comprehensive Plan. ■ Update 18.06.030.A.2 and 3 revise the purpose statement of the Ericksen and Madison areas to reflect 18.09.030.D.8 regarding new retail of more than one story must be accompanied by a residential component.
		High Priority LU Action #6. Update the Winslow Mixed Use Town Center Plan in order to facilitate progress on the Housing Priorities that can best be accommodated in an area with an existing urban character, urban facilities, services and multi-modal transportation options.	Design Guidelines for Mixed Use Town Center and High School Road Zoning Districts	■ Address parking recommendations from the Winslow Parking Study. ■ Address affordable housing recommendations from the Affordable Housing Task Force.
	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 Policy 3.1	Also: Goal LU-4, Goal LU-5, Goal LU-7, Goal LU-8, Policy LU 4.3, LU 5.3, LU 6.2, Goal EC-5, Policy EC-8.1, Policy TR 3.5.		■ Incorporate input recommendations from Public Works

Tasks Completed	Tasks to be Completed
	■ Collect recommendations on affordable housing, sustainability, parking, etc. ■ Review and update Winslow Center Plan

Tasks in Progress

TIMING	score	SIGNIFICANCE	score	COMPLEXITY	score	PUBLIC ENGAGEMENT	score	LEGISLATIVE PR	score
This requires that other work be completed on other issues first.		High Priority LU Action #4, #6 Policy LU 4.3 Updating the Winslow Master Plan is the City's highest work program priority.		Will take a modest effort to complete.		Will require a series of meetings.		Planning Commission: 2-5 meetings Council: 2 meetings	

Topic Title	Ranking
CC-UT-3: Recovery of Infrastructure Costs Associated with New Development	

Summary	Guiding Principles	Policies	Code Sections	Gaps and Issues
Housekeeping Amendment to provide consistency with state rules and to revise and update city processes and forms.			13.32.080 Utility Extension and Latecomer Reimbursement Agreements – Water, sewer and storm water 13.32.090 Latecomer Reimbursement - Streets 2.16 Land Use Review Procedures	■ Developer Extension Agreements and Latecomer's Agreements- revise and update forms. Latecomers, specific to utilities, have a 20-year charge period as per RCW 35.39.020, but current code references 15 years. This is specific to utilities only. ■ Bonding for Infrastructure Improvements- current code allows for bonding for civil improvements to allow for final land-use action (plats, short-plats, etc.).

Tasks Completed	Tasks to be Completed
	Prepare code amendment.

Tasks in Progress

TIMING	score	SIGNIFICANCE	score	COMPLEXITY	score	PUBLIC ENGAGEMENT	score	LEGISLATIVE PR	score
This would address a recurring issue.				Straightforward change.		Normal channels.		Planning Commission: up to 2 meetings Council: 2 meetings	

Topic Title	Ranking
CC-UT-4: Create a Unified Set of Regulations for Island Water Systems	

Summary	Guiding Principles	Policies	Code Sections	Gaps and Issues
Housekeeping amendment. Update water and fire codes to incorporate rules and regulations for all Island water systems. Currently most codes apply only to City-owned systems and do not provide standards for smaller, rural water systems, which prevents them from upgrading.	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 Policy 2.1.	Policy U11.5: Adopt standards that differentiate between urban and non-urban density fire flow requirements. A differential policy is needed to promote cost effective water system upgrades by the many small water systems on the island. Other Policies: Policy U 11.6, U 11.7	13 Public Services 13.08 Water 13.10 Regulation of Fire Hydrants and Water Mains 13.18 Main Extensions 13.20 Backflow Prevention 20 Fire Code Design and Construction Standards, section 10-15	■ Implement UAC Recommendations on Code (PW memo 3/11/2018)-specific to fire codes and Island Water Systems. ■ Improve the review process for water system projects to improve consistency and clarity. Currently there is a differential review process based on system ownership, type of construction, and use of right-of-way. ■ Clarify 20.04.110 to reflect Fire Marshal's current approach for residential construction and the upgrade of water systems. ■ Determine uniform water system standards for design, construction, and fire flow for island water systems. ■ Identify how potential changes could impact non-city owned systems. ■ Review and update fire code to provide clarity on water system upgrades and for new development. ■ Review and clarify utilities and right of way uses in section 10-15 water line requirements. ■ Develop uniform water system standards that are sensitive to the limitations of small water systems. ■ Map areas where infrastructure upgrade is possible.

Tasks Completed	Tasks to be Completed			
	■ Incorporate Utilities Advisory Committee review. ■Consider a working group that includes representatives of Group A and Group B water systems, the Fire Marshal, and the Public Works department. ■ Revise maps to determine areas available for upgrade. ■ Prepare code and design and construction standards amendments.			

Tasks in Progress
■Under legal review.
■Under consideration by Utilities Advisory Committee

TIMING	score	SIGNIFICANCE	score	COMPLEXITY	score	PUBLIC ENGAGEMENT	score	LEGISLATIVE PR	score
This would address a recurring issue with inconsistent regulations.				Will require a modest effort to complete.		Work with a stakeholders group is needed since this will affect existing businesses.		Utilities Advisory Commission: up to 2 meetings Council: 2 meetings	

Topic Title	Ranking
CC-LU-9: Clarifications of Use Definitions to Improve Land Use Administration	

Summary	Guiding Principles	Policies	Code Sections	Gaps and Issues
Amendments to uses to improve consistency, clarity, and administration of uses in the BIMC.				■ Add commercial/residential mixed use as permitted in the R-8 & R-14. ■ Major home occupational uses have to meet all the minor criteria, and the minor criteria is more restrictive than the major. Major needs to be amended to not meet minor. ■ Add that temporary contractor parking can happen in zoning districts outside of the MUTC. ■ Add a definition of mixed use. ■ 18.09.030.B.3: change so that mixed-use development only has to meet the standards and guidelines for the zone it is in. ■ 18.36.030.5 Accessory Ag Retail, Minor (b) does not conduct more than 4 non-agricultural special events. ■ 18.36.030.6 Accessory Ag Tourism. Should it be amended to include overnight stays? See the "farm-stay" use at Hey Day farm on Old Mill. ■ 18.36.030 need definition for "adjacent" not just "adjoining." ■ 18.36.030 "affordable housing" definition needs to reference 18.21.020 not "described below." ■ 18.36.165. "Motor vehicle sales lot" means any land or buildings used primarily for the sale of new or used motor vehicles fit for transportation. ■ 18.36.188. Add clearer definition of the "Parfitt-Waterfront area." ■ 18.36.206. "Professional service" means a business or agency that provides services in an office environment and includes, but is not limited to, legal services, counseling services, real estate offices, financial services, insurance services, and government offices. Professional service does not include a health care clinic facility. ■ Consider allowing research and development businesses in other commercial zones to allow for green technology industries.

Tasks Completed	Tasks to be Completed
	Prepare code amendment with other use clarifications.

Tasks in Progress

Updates related to the Business and Industrial zone.

TIMING	score	SIGNIFICANCE	score	COMPLEXITY	score	PUBLIC ENGAGEMENT	score	LEGISLATIVE PR	score
This would address recurring issues.				Straightforward change.		Normal channels.		Planning Commission: up to 2 meetings Council: at least 2 meetings	

Inventory of Comprehensive Plan Implementing Actions

A complete list of actions from the Comprehensive Plan with information on City implementation efforts as of June 30, 2018

The *Navigating Bainbridge* Comprehensive Plan is a visionary document that presents an ambitious plan for a sustainable, healthy, and thriving community in Bainbridge Island. One of the strengths of the plan is the effort that went into figuring out how the City will bring about its future vision. Included in the plan is a set of action priorities in each element to direct City efforts. The plan identifies 56 action items, most of them significant work programs or comprised of several work program items. Implementation of these actions will be a significant undertaking for the City.

Since its adoption in 2017, City departments have been working on the actions priorities in the Comprehensive Plan. With so many action items to implement and a variety of departments working on implementation, it would be easy to lose track of the progress the City is making. The following table can be used as a tool to track City efforts in implementing the Comprehensive Plan.

- Column I lists the implementing actions by Comprehensive Plan element. The text of the action item itself is exactly as shown in the plan, but the text of the supporting policies may be summarized for brevity.

- Column II lists tasks the City has completed so far. Steps the City may have taken prior to adoption of the Comprehensive Plan are not listed.

- Column III lists efforts the City has already started and that are in progress.

- Column IV lists work programs that departments have scheduled for the future that will address the action item. This includes the code consistency docket work that will be prioritized and made into a work program before the end of the year.

This is intended to be a living document that staff would review and update at least once a year. That allows the City and the community to track progress in achieving its community vision.

Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
Land Use			
High Priority LU Action #1 Complete a thorough review of all Bainbridge Island codes to ensure that they implement and are consistent with the Comprehensive Plan. ▪ Policy LU 4.9 coordinate City efforts with other organizations to advance open space and conservation. ▪ Policy LU 5.7 Design buildings in centers for long life and adaptability. ▪ Policy LU 5.8 Adopt development standards and improvements to walkability in centers. ▪ Policy LU 6.8 Review authority and roles in the land use review process.		▪ Code Consistency Work Program Development ▪ Moratorium Review Work ▪ Process Efficiency Work (BIMC 2.16)	▪ Code Consistency Work: CC-LU-5; CC-LU-7; CC-LU-10
High Priority LU Action #2 Review and update the Lynwood Center Subarea Plan. ▪ Policy LU 9.4 Require connections to sewer in this Subarea.			▪ Code Consistency Work: CC-LU-2
High Priority LU Action #3 Amend the City's development code to implement green building codes. Utilize lessons learned from communities of comparable environmental and socioeconomic characteristics to implement green building codes which address issues such as site sustainability, water use efficiency, energy use efficiency, indoor environmental quality, and the impact on the atmosphere, materials and resources by buildings. ▪ Policy LU 5.5 Implement a green building code.			▪ Code Consistency Work: CC-LU-5
High Priority LU Action #4 Encourage development of adequate parking to support Winslow facilities and services. ▪ Policy LU 6.2 Create a vibrant center that reduces reliance on cars and has adequate parking for the various uses and needs in Winslow.			▪ Code Consistency Work: CC-LU-1; CC-ED-1

Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
High Priority LU Action #5 Adopt a multi-year planning work program for adopting the subarea plans for Island Center, Rolling Bay, Sportsman Triangle and Day Road. ■ GOAL LU-4 Focus development in centers as a way of preserving the resources, ecosystems, and public access to green and open space. ■ Policy LU 4.2 Adopt a work program for subarea planning in the Island Center, Rolling Bay, Sportsman Triangle and Day Road centers. ■ Policy LU 4.5 Engage the public in Subarea planning for each designated center. ■ GOAL LU-6 Ensure a development pattern that reduces sprawl by improving aging or underdeveloped property. ■ Policy LU 6.3 Allow higher densities in the Island Center, Rolling Bay, and Lynwood Centers. ■ GOAL LU-9 Encourage small scale commercial and mixed-use development at the Neighborhood Centers at Rolling Bay, Lynwood Center, and Island Center. ■ GOAL EC-6 Balance commerce and employment with housing and with civic and cultural activities in the city's evolving centers.		■ Changes Business/Industrial zoning in progress that affect Sportsman Triangle and Day Road centers. ■ Initiated a subarea plan for Island Neighborhood Center.	■ Create a Subarea Planning Work Program ■ Code Consistency Work: CC-LU-3; CC-LU-4
High Priority LU Action #6 Update the Winslow Mixed Use Town Center Master Plan in order to facilitate progress on the Housing Priorities that can best be accommodated in an area with an existing urban character, urban facilities, services and multi-modal transportation options. ■ GOAL LU-4 Focus development in centers as a way of preserving the resources, ecosystems, and public access to green and open space. ■ Policy LU 4.3 Updating the Winslow Master Plan is a high priority because the greatest potential for achieving many of the City's development priorities is focused there.			■ Code Consistency Work: CC-LU-1; CC-LU-7

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Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
▪ GOAL LU-5 Focus Urban Development in Designated Centers. ▪ Policy LU 5.3 Encourage residential uses in a variety of forms and densities in the centers. ▪ GOAL LU-7 Winslow's mixed use and commercial districts are designed to strengthen the vitality of downtown Winslow as a place for people to live, shop and work. ▪ GOAL LU-8 The High School Road District is intended to provide mixed use and commercial development in a pedestrian-friendly retail area. ▪ GOAL EC-5 Provide a variety of affordable housing choices so that more people who work on Bainbridge Island can live here.			
High Priority LU Action #7 Consider development of a new Conservation Village land use regulation to incentivize creation of a new housing pattern that consolidates and dedicates open space. ▪ Policy LU 4.10 Conservation Area are appropriate for residential, recreational, agricultural, habitat and open space uses. The City will use a variety of tools to minimize development footprint in these areas. ▪ Policy HO 3.1 Encourage innovative zoning regulations that increase the variety of housing types and choices suitable to a range of households in a way that is compatible with existing character.			▪ Code Consistency Work: CC-LU-6
High Priority LU Action #8 Identify discrete sections of the Land Use Code and land use approval process, that can be enhanced to improve the quality of development, eliminate confusion, and reduce redundancy and delays in the permitting process. ▪ Policy LU 6.8 Review authority and roles in the Land Review process.		▪ Moratorium Review Work ▪ Process Efficiency Work (BIMC 2.16)	

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Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
High Priority LU Action #9 Create more efficient and effective review processes, including the roles and best practices and procedures for the Planning Commission, Design Review Board and Hearing Examiner. ▪ Policy LU 6.5 Process applications within establish timelines for predictability in the process.		▪ Moratorium Review Work ▪ Process Efficiency Work (BIMC 2.16)	
High Priority LU Action #10 Evaluate the reasons why the City's PDR and TDR programs have not been successful and explore ways to make them functional to meet City objectives. ▪ Policy LU 17.1 Maintain and improve the City's PDR and TDR programs.		▪ TDR Work Program ▪ Affordable Housing Task Force	
Medium Priority LU Action #11 (Policy LU 2.5) Prepare a Bainbridge Island Climate Change Strategy and Water Conservation Plan.		▪ Climate Change Advisory Group	
Other Priority LU Action #12 Review and update design standards and guidelines for the neighborhood centers. ▪ Policy LU 5.4 Focus sustainable development and redevelopment in centers using a variety of techniques. ▪ Policy LU 5.6 Create mechanisms for retaining and preserving open space in the vicinity of centers. ▪ Policy LU 5.7 Design buildings in centers for long life and adaptability. ▪ Policy LU 8.6 Include design standards to ensure visual appeal and pedestrian and bicycle safety. ▪ Policy LU 9.2 Orient development toward the pedestrian in mixed use development. ▪ Policy LU 9.16 Design good parking lots that minimized visual and environmental impacts and encourage pedestrian and bicycle access.		▪ Moratorium Review Work	▪ Code Consistency Work: CC-LU-7

Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
Economic Development			
High Priority EC Action #1 Adopt and maintain an Economic Development Strategy to coordinate public and private efforts to grow and sustain a healthy economy on the Island. ▪ Policy EC 1.3 Coordinate with the business community to create an Economic Development Strategy. ▪ Policy EC 1.6 Coordinate with the business community to monitor business climate and make appropriate adjustments to the economic vitality strategy.			
High Priority EC Action #2 Continue efforts to promote and support agriculture as a component of the Island's economy, landscape and culture. ▪ Policy EC 14.1 support Island-grown agriculture by supporting a Farmer's Market, roadside stands, CSA, value-added processing facilities, and the planting of food crops on public lands.		▪ TDR work program	▪ Code Consistency Work: CC-ED-2
High Priority EC Action #3 Assure that adequate parking is available to support businesses. ▪ Policy EC 6.7 Monitor parking requirements in centers and revise as needed to encourage business development and accommodating parking demand along with efforts to increase multi-modal transportation.		▪ Winslow Parking Study	▪ Code Consistency Work: CC-ED-1
High Priority EC Action #4 Identify capital projects and streetscape standards to implement Policy EC 11.1, to improve non-motorized facility links between the ferry terminal, downtown Winslow, and the harbor. ▪ Policy EC 11.1 Improve links with the ferry terminal to support visitors on foot and bike and support public transit and shuttles.		▪ Capital Improvement Program ▪ Transportation Improvement Program	

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Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
Environment			
High Priority EN Action #1 When updating the City's Critical Areas Ordinance, integrate the precautionary principle and mitigation sequencing to protect and preserve natural resources. ▪ Policy EN 1.2 Adopt mitigation sequencing for development near critical areas. ▪ Policy EN 5.7 Undertake actions to protect and recover threatened, priority, or endangered species. ▪ Policy EN 6.1 Minimize flooding losses by limiting development in frequently flooded areas and educating property owners. ▪ Policy EN 8.1 Avoid land uses on landslide hazard and erosion hazard areas. Mitigate hazards with preservation and enhancement of vegetation.	Critical Area Ordinance Update		
High Priority EN Action #2 Integrate sustainability and conservation into regulations. ▪ Goal EN-4 Encourage sustainable development that maintains diversity of healthy, functioning ecosystems that are essential for maintaining our quality of life and economic viability into the future. ▪ Policy EN 4.1 Employ conservation design methods and principles such as low impact development techniques for managing storm and waste water, green building materials, high efficiency heating and lighting systems.		▪ Climate Change Advisory Group	▪ Code Consistency Work: CC-EN-2; CC-LU-5; CC-WR-1
High Priority EN Action #3 Consider climate change in all relevant City decisions, including capital projects, budgeting, staffing, and program creation. ▪ GOAL EN-2 Encourage sustainability in City Government operations.		▪ Climate Change Advisory Group	▪ Code Consistency Work: CC-EN-2

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Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
▪ Policy EN 1.8 Consider the potential impacts of climate changes and its impacts in all decisions related to natural systems and environmental quality. ▪ Policy EN 2.1 Manage City government to take reasonable steps to reduce environmental impacts and prepare for the impacts of climate change. In managing City government operations, take reasonable steps to reduce ▪ Policy EN 6.4 Locate public facilities outside of frequently flooded areas and with consideration of future sea level rise. ▪ Policy EN 10.10 Promote the development of carbon free infrastructure.			
High Priority EN Action #4 Consider creating a new "Agricultural Resource Land" (ARL) designation consistent with WAC 365-190-050, and consider designating City-owned farmland ARL. ▪ Policy EN 15.2 Inventory land currently used and/or potentially available for agriculture, including community gardens. ▪ Policy EN 15.4 Develop a procedure to allow property owners to designate their properties Agricultural Resource Land, consistent with WAC 365-190-050. ▪ Policy EN 15.6 Prioritize food production on public farmland to address long-term food security for Island residents. ▪ Policy EN 15.8 Ensure protection of aquifers and streams by promoting agricultural uses that are not water intensive and agriculture practices that protect water quality. ▪ Policy EN 17.7 Support agricultural tourism that ensures compatibility with surrounding uses.			▪ Code Consistency Work: CC-ED-2

Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
▪ Policy EN 17.8 Consider establishing a Citizen Advisory Group on Agriculture.			
High Priority EN Action #5 Incorporate low impact development principles, goals, and approaches into all land use and development codes. NOTE: SAME ACTION IN WATER RESOURCES ELEMENT	See Water Resources	See Water Resources	See Water Resources
High Priority EN Action #6 Review and update BIMC 16.22 Vegetation Management and other City tree regulations and programs. ▪ Policy EN 18.2 When forest land is converted to residential or agricultural use promote protection of the most valuable trees and forested area and compact development to limit clearing and soil disturbance. ▪ Policy EN 19.8 Develop street tree programs for the commercial and mixed-use zones and the more densely developed residential zones.	Tree Canopy Review		▪ Code Consistency Work: CC-EN-2
High Priority EN Action #7 Evaluate the reasons why the City's PDR and TDR programs have not been successful and explore ways to make them functional to meet City objectives. NOTE: SAME ACTION IN LAND USE ELEMENT	See Land Use	See Land Use	See Land Use
Medium Priority EN Action #8 Improve City outreach programs to educate the public about how they can protect and enhance natural resources and respond to climate change. ▪ Policy EN 1.3 Protect and enhance the natural systems and environmental quality by building cooperative relationships. ▪ Policy EN 5.9 Develop in coordination with other stakeholders an education program to help property owners protect and enhance wildlife habitat. ▪ Policy EN 19.4 Implement a community-wide program to educate Island residents about the functions and values of trees.		Climate Change Advisory Group	

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Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
Medium Priority EN Action #9 Coordinate with other agencies to promote safe and sustainable pest and weed management. ▪ Goal EN-14 Collaborate with relevant organizations to develop and maintain a plan to remove and control invasive plant and animal species. ▪ Policy EN 1.7 To protect the island's ecosystems, discourage the use of neonicotinoid pesticides. ▪ Policy EN 14.1 Coordinate with public agencies and nonprofit organizations to control, and where feasible, eradicate invasive plant species from public lands. ▪ Policy EN 14.2 Improve public outreach to encourage residents control and where feasible, eradicate invasive plant species on private property.			▪ Code Consistency Work: CC-EN-3
Other EN Action #10 Coordinate with organizations and governments at all levels to prepare for and respond to climate change. ▪ GOAL EN-12 Reduce greenhouse gas emissions through compliance with federal, state and regional policies while developing local strategies to reduce emissions further. ▪ Policy EN 7.1 Consider the implications of sea level rise in all relevant decision-making. ▪ Policy EN 10.1 Promote land use patterns and transportation policies that ensure that the Island's contribution to regional air quality is consistent with or better than State and Federal standards.		▪ Climate Change Advisory Group	

Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
Water Resources			
High Priority WR Action #1 Adopt aquifer conservation zoning regulations and innovative permit review processes designed to protect the Island's surface and ground waters. ▪ Policy WR 1.4 apply local protection policies with other county, state, and federal laws. ▪ Policy WR 2.1 Recognize that the Island functions as an aquifer recharge area. Low impact development techniques are essential for maintaining aquifer recharge. ▪ Policy WR 2.9 Recognizing that the Island is a Sole Source Aquifer, consider application of aquifer conservation zones and institute an added level of permit review to prevent or mitigate potential pollutant-generating activities ▪ Policy WR 4.7 Develop and actively enforce a Low Impact Development (LID) ordinance to require LID methods to the maximum extent practicable and reasonable. ▪ Policy LU 12.4Protect aquifer recharge functions throughout the Island through critical areas regulations and wellhead protection regulations.		▪ Environmental Technical Advisory Committee	▪ Code Consistency Work: CC-WR-1
High Priority WR Action #2 Adopt an Island-wide Groundwater Management Plan. Take the actions necessary- capital improvements, code changes, etc.- to capture, clean and re-infiltrate as much stormwater as reasonably possible. ▪ Policy WR 2.7 Establish a stakeholder group to develop an Island-wide groundwater management plan and work with Kitsap Public Utility District to update the Kitsap County Coordinated Water System Plan.		▪ Environmental Technical Advisory Committee	▪ Code Consistency Work: CC-WR-1
High Priority WR Action #3 Incorporate Low Impact Development principles, goals and approaches into all land	NPDES Update		▪ Code Consistency Work: CC-WR-1

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Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
use and development codes. NOTE: SAME ACTION IN ENVIRONMENTAL ELEMENT			
High Priority WR Action #4 Apply adaptive management to assure that land use on the Island will continue to be adequately served by the available water resources. ▪ Policy WR 3.16 Ensure a comprehensive program of surface water inventory, data gathering and analysis to monitor the health of surface water ecosystems. ▪ Policy WR 4.12 Conduct effectiveness monitoring and assessments to continue to adaptively manage stormwater to ensure optimal protection.		▪ Environmental Technical Advisory Committee	
Medium Priority WR Action #5 Launch a program of public education about how individual actions can help protect the quality and quantity of the Island's surface and groundwaters. ▪ Policy WR 2.11 Develop a water conservation program for all water uses on the Island. ▪ Policy WR 2.13 Develop an incentive program the use of stormwater and grey water. ▪ Policy WR 3.17 Support a community-wide program to educate Island residents about alternatives to using and disposing of herbicides, pesticides, and other household chemicals, to reduce impacts to marine shoreline areas, wetlands, streams, and other environmentally sensitive areas. ▪ Policy WR 3.18 Promote and support volunteer or community-driven restoration projects. ▪ Policy WR 6.2 Promote opportunities for citizen stewardship and involvement.		▪ Environmental Technical Advisory Committee	
Medium Priority WR Action #6 Consider adopting seawater intrusion regulations in coordination with Kitsap County.			▪ Code Consistency Work: CC-WR-1

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Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
▪ Policy WR 2.10 Retard seawater intrusion into our groundwater through the development and application of a comprehensive seawater intrusion prevention program.			
Other Priority WR Action #7 Work with other jurisdictions and the environmental and development communities to promote programs and projects to protect the Island's surface and ground waters. ▪ Policy WR 2.5 The City, in cooperation with the appropriate regulatory agencies will institute new wellhead protection measures. ▪ Policy WR 3.10 Work with state and local health departments to evaluate the merits of new technologies such as greywater capture, package treatment plants and composting toilets, as alternatives to septic and sewer systems.		▪ Environmental Technical Advisory Committee	

Housing

Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
High Priority HO Action #1 Set targets for increasing the supply of moderately priced and affordable housing, measure progress, and if insufficient progress is being made toward meeting the housing targets, determine what actions are not working and make appropriate adjustments. ▪ GOAL HO-1 Make steady progress toward the following aspirational targets for increasing the diversity of housing types and the supply of affordable housing. ▪ GOAL HO-2 Beginning in 2019, prepare biennial reports on the status of housing on Bainbridge Island. The report shall describe progress toward achieving the targets set forth in Policies HO 1.1 through HO 1.7.	Comprehensive Plan set targets		▪ Code Consistency Work: CC-HO-1
High Priority HO Action #2 Amend the City's development code to facilitate an increase in the diversity of housing types and supply of affordable housing.		▪ Affordable Housing Task Force	▪ Code Consistency Work: CC-HO-1; CC-LU-1; CC-LU-6

Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
▪ Policy HO 3.6 Develop standards to encourage development of small to mid-size single-family housing units such as tiny houses, micro units and cottage housing. ▪ Policy HO 4.2 Increase the efficiency of the review process and revise development standards for the High School Road and Ferry Terminal districts and other portions of the Winslow Area Master Plan to transform these areas walkable, transit-served, mid-rise, mixed-use neighborhood with affordable housing. ▪ Policy HO 6.3 Maintain an innovative housing program and adopt new flexible permit processes in all designated centers to promote an increase in the supply, diversity, and access to housing, including affordable housing. ▪ Policy HO 6.4 Create a new conservation villages permit processes to apply outside of designated centers to increase housing choices, including affordable housing and requiring green building practices, while better conserving open space.			
High Priority HO Action #3 Partner with other jurisdictions, the development community, and nonprofit organizations to increase the diversity of housing types and supply of affordable housing. ▪ Policy HO 3.4 Partner with non-profit housing organizations, churches, the development community, local lending institutions, elected officials and the community at large to assist in meeting affordable housing goals and implementing strategies. ▪ Policy HO 4.3 Partner with non-profit or for-profit housing sector to create new multifamily housing in designated centers including a percentage of affordable housing, through the joint or exclusive use of surplus publicly owned property or air space. ▪ Policy HO 4.4 Partner with the for-profit sector to create affordable housing through the targeted use of the		▪ Affordable Housing Task Force	

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Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
multifamily property tax exemptions in designated centers. • Policy HO 9.5 Consider the options for making City-owned land or air-space available through long-term leases or other mechanisms for the purpose of creating income-qualified housing taking into consideration the full range of uses that City-owned properties may serve over the long-term.			
High Priority HO Action #4 Consider actions that can be taken to reduce financial barriers that inhibit the desired increase in diverse and affordable housing. • Policy HO 5.2 Work with local agencies to pursue preservation of privately owned subsidized units or relocation assistance in event of the loss of privately-owned subsidized housing. • Policy HO 7.1 Exempt from City impact fees and other administrative development fees housing developments where all units are limited to residents in specified income groups. • Policy HO 9.2 The City may issue a General Obligation Bond to increase the production of housing affordable to households at or below 80% of median income for Kitsap County. • Policy HO 9.3 Consider the issuance of Limited Tax General Obligation Bonds to support the development of housing affordable to households at or below 80% of median income for Kitsap County.		• Affordable Housing Task Force	• Code Consistency Work: CC-HO-1
High Priority HO Action #5 Create a short-term (60-90 days) citizen affordable housing task force to consider the revised Housing Element and provide specific recommendation for near term action. • Policy HO 3.3 Designate the appropriate staff or organizational entity to assist the community, landowners and private and public entities about options for		• Affordable Housing Task Force	• Code Consistency Work: CC-HO-1

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Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
affordable housing, financing strategies and funding sources.			
High Priority HO Action #6 Review and revise City regulations related to permissible live-aboard capacity in City marinas. ▪ Policy HO 5.3 Support Water-based (live-aboard) housing as a viable housing stock of Bainbridge Island, subject to applicable environmental protection, seaworthiness, sanitation and safety standards, and authorized moorage.		▪ Shoreline Master Program Periodic Review	
Medium Priority HO Action #7 Focus additional city and other financial resources to help increase the supply of affordable housing. ▪ Policy HO 9.4 Increase City support of the Housing Trust Fund and explore new sources of funding for the development and preservation of affordable housing. ▪ Policy HO 7.1 Exempt from City impact fees and other administrative development fees housing developments where all units are limited to applicants of specified income groups.		▪ Affordable Housing Task Force	▪ Code Consistency Work: CC-HO-1
Medium Priority HO Action #8 Look for ways to reduce the cost of multifamily housing, particularly affordable housing. ▪ Policy HO 4.5 Remove barriers to the creation of new multi-family housing, particularly affordable housing through a variety of actions including examining parking requirements and impact fees.		▪ Affordable Housing Task Force	▪ Code Consistency Work: CC-HO-1
Other Priority HO Action #9 Identify ways to achieve local results with and through regional actions. ▪ Policy HO 3.2 Work with regional entities to develop equitable and effective county-wide planning policies and other strategies to locate, finance and build affordable housing.		▪ Affordable Housing Task Force	

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Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
Transportation			
High Priority TR Action #1 Accelerate accomplishment of the Goals of the Transportation Element by considering a General Obligation Bond to finance the build-out of needed transportation infrastructure over the next five years. ▪ GOAL TR-15 Prepare and periodically update a fiscally responsible, cost-effective transportation financing plan that optimizes the use of City funds and leverages other funding sources.		▪ Transportation Improvement Plan ▪ Transportation Ballot Measure	
High Priority TR Action #2 Work with Kitsap Transit and Island business owners to maximize parking and non-motorized opportunities for employees and customers in commercial districts. ▪ GOAL TR- 10 The availability of public parking is an asset to commercial districts and a benefit to island residents and visitors. Parking is a vital element of the designated centers.		▪ Winslow Parking Study ▪ Short-term Parking Strategies	
High Priority TR Action #3 Substantially increase the quality and quantity of bike lanes connecting neighborhood centers to Winslow and the Ferry Terminal. ▪ GOAL TR-2 Provide a non-motorized transportation system that connects neighborhoods with parks, schools, the shoreline, the ferry terminal and commercial areas. ▪ Policy TR 3.5 Promote bicycle and pedestrian safety improvements near the ferry terminal.		▪ Transportation Improvement Plan	

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Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
Capital Facilities			
High Priority CFE Action #1 Implement the priorities in the Capital Facilities Element through the adopted Capital Improvement Program. ▪ GOAL CF-1 Provide the public facilities needed to promote compact urban growth, protect investments, maximize use of existing facilities, encourage economic development and redevelopment, promote private investment, increase public wellbeing and safety, and implement the Comprehensive Plan. ▪ Policy CF 1.1 Biennially review, update and amend a six-year Capital Improvement Program.		▪ Capital Improvement Plan	
High Priority CFE Action #2 Coordinate the City's plans and capital investment programs with those of other jurisdictions responsible for providing and maintaining capital facilities on the Island. ▪ Policy CF 1.2 Coordinate with other capital facilities service providers to keep each other current, maximize cost savings, and schedule and upgrade facilities efficiently. ▪ GOAL CF-2 As growth occurs, provide the capital facilities needed to direct and serve future development and redevelopment.			
Medium Priority CFE Action #3 During the review of the Land Use Code, identify and adopt amendments that will facilitate achieving the objectives of both the City and the utility service providers. ▪ GOAL CF-4 Public facilities constructed on Bainbridge Island meet appropriate safety, construction, durability and sustainability standards.			▪ Code Consistency Work: CC-LU-5; CC-LU-7

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Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
▪ Policy CF 4.2 Regularly update the Engineering Development and Design Standards, and ensure that the Standards are consistent with the Comprehensive Plan.			
Utilities			
High Priority U Action #1 Develop a process for periodic review of Island utility services. ▪ Goal U-9 Ensure that sufficient city resources are provided to implement the above goals by adopting systems and processes for meaningful and timely review of utility services, and by advising the City Council on matters regarding all utility services on Bainbridge Island.		▪ Utilities Advisory Committee is working on a recommendation for Council.	▪ Code Consistency Work: CC-UT-1; CC-UT-4
High Priority U Action #2 Support the development of sewer tertiary treatment and sewer greywater systems. ▪ Policy U 12.6 Improve the quality and reduce the quantity of effluent discharged to Puget Sound.			
High Priority U Action #3 Facilitate cooperation among or consolidation of water systems. ▪ Policy U 11.6 Encourage and support water utilities to enter into cooperative activities to manage water resources and systems more efficiently, economically, and safely.			▪ Code Consistency Work: CC-UT-4
High Priority U Action #4 Continue the investigation of the creation of an Island-wide high-speed internet service. ▪ Policy U 16.10 Conduct a study to support the creation of an Island-wide high-speed internet service.		▪ The Utilities Advisory Committee and an advisory group convened by the City Manager is working on this.	
Medium Priority U Action #5 Proactively encourage, study, and facilitate consolidation of water systems to manage water resources and systems more efficiently, economically and safely.		▪ Finalizing agreement with Casey St. Water System.	Code Consistency Work: CC-UT-4

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Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
▪ Policy U 11.7 Encourage and facilitate consolidation of water systems to manage water resources and systems more efficiently, economically, and safely. ▪ Policy U 11.8 Conduct a study of consolidation of water systems owned by the City and Kitsap Public Utility District. Pursue long-term consolidation of larger water systems.			
Cultural			
High Priority CU Action #1 Consider work and living space for artists when modifying housing regulations or commercial use regulations. ▪ Policy CUL 2.4 Encourage local support for a creative and economic environment that enables individual artists to live and work in the community.			▪ Code Consistency Work: CC-HO-1
Human Services			
High Priority HS Action #1 The City Council shall consider human service funding through the biennial budget process. ▪ GOAL HS-1 Financial Resources City support for human services organizations that serve Bainbridge Island residents shall be considered as part of the City's biennial budget process. ▪ Policy HS 1.4 Support increasing emergency preparedness among all segments of the population to help coordinate governmental response and recovery efforts that seek to minimize the adversity of a major emergency or disaster.			
High Priority HS Action #2 Periodically update the Community Needs Assessment. Use the results to inform City funding decisions and promote community discussion about			

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Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
human service needs to increase empathy and understanding. ▪ Policy HS 1.1 Update the Bainbridge Island Community Needs Assessment periodically to help identify emerging areas or concern and assist human service organizations to respond to current needs. ▪ Policy HS 1.2 Consider information from the Community Needs Assessment in the review process for funding requests for City human service funds. ▪ Policy HS 5.1 Support efforts to publicize the findings of the Community Needs Assessment and stimulate public discussion on the basic human needs and the services that are available, or could be developed, in response to them.			
Medium Priority HS Action #3 Amend the City's development code and create public/private partnerships to increase the diversity of housing types and supply of affordable housing. NOTE: SAME ACTION IN HOUSING ELEMENT.	See Housing Element	See Housing Element	See Housing Element
Medium Priority HS Action #4 Adopt and maintain and Economic Development Strategy to coordinate public and private efforts to grow and sustain a healthy economy on the Island. NOTE: SAME ACTION IN ECONOMIC ELEMENT.	See Economic Development	See Economic Development	See Economic Development

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Prioritization Criteria

Prioritization Process and Criteria that will be used to build the Code Consistency Work Program

The City of Bainbridge Island adopted the ambitious *Navigating Bainbridge* Comprehensive Plan with policy initiatives to improve sustainability, affordability, community character, stewardship, and governance on the island. Since its adoption in 2016, City departments have begun to implement *Navigating Bainbridge* through a variety of implementing actions.[1]

The goal of the Code Consistency Work Program is to identify which of the implementing actions that may involve changes to the Bainbridge Island Municipal Code (BIMC) and create a work program to implement the code changes as effectively as possible. Development of the work program involves gathering a complete docket of updates to the BIMC and prioritizing the list so the City can efficiently implement its Comprehensive Plan.

Prioritization is anticipated to include an examination of five areas of review:

- Urgency: How important is it to get this task completed quickly?

- Significance: How is this task related to adopted community priorities?

- Complexity: How easy is it to complete this task and is it dependent on other actions or steps?

- Public Engagement: How much public review is needed to process this task?

- Legislative Process: How much agenda time is needed to process this task?

Prioritization, Level of Importance

Prioritization is expected to take place using a two-step process. In the first step we will assess *Urgency* and *Significance* with a numerical ranking to determine the level of importance of each docket item. The draft criteria for these rankings is shown below.

Urgency - How important is it to get this task completed quickly?

- 3 – This task has a critical deadline, such as meeting a legislative requirement or statutory deadline.

- 2 – This task addresses work already in progress or where there has been a commitment of

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[1] A complete listing of action items and City efforts undertaken to implement them are listed in the document *Inventory of Implementing Actions of the Comprehensive Plan.*

local resources.

- □ 1 — The task addresses a recurring problem or issue with the code or in policy implementation.

- □ 0 — No timing pressure.

Significance – How is this task related to adopted community priorities?

- □ 3 — This task is identified as a *Council Priority* or a *High Priority Implementation Action* in the Comprehensive Plan, or this task advances most of the *Guiding Principles* in the Comprehensive Plan.

- □ 2 — This task is identified as a *Medium Priority Implementation Action* in the Comprehensive Plan, or this task advances more than one of the *Guiding Principles* in the Comprehensive Plan.

- □ 1 — This task is identified as an *Other Implementation Action* in the Comprehensive Plan, or this task advances at least one of the *Guiding Principles* in the Comprehensive Plan.

- □ 0 — This task is not related to adopted community priorities.

The first sort of projects will apply these criteria to produce a list of ranked projects ranked. Projects with a sense of urgency and importance will score higher. This will ensure that the City can identify the most pressing and significant tasks are placed near the top of the work program.

Prioritization, Level of Effort

The second part of the prioritization process will be used to develop work program alternatives. Once the first ranking is completed the City must still decide the order in which to accomplish the tasks. In order to do this, the City will assess factors related to the level of effort needed to complete each item by assessing *Complexity, Public Engagement,* and *Legislative Process* required to complete each task. The draft criteria for these factors is shown below.

Complexity – How easy is it to complete this task and is it dependent upon other actions or steps?

- □ Low — An administrative task with changes clearly identified, issues are straightforward.

- □ Medium — Issues or changes are well identified, but will require a modest effort to complete.

- □ High — Issues or changes need additional clarification, numerous steps or a phased approach is needed.

Public Engagement – How much public review is needed to process this task?

- □ Low — This task can be processed through public review through normal channels (such as SEPA, Commission review, Council review).

- □ Medium — This task will require a few additional meetings (such as consultation with a task force or workgroup or a public workshop).

- □ High — This task requires several public meetings (such as a series of meetings with a task force or workgroup or public workshops).

Legislative Process – How much agenda time is needed to process this task?

- □ Low – This requires up to two meetings with a Commission and up to two with Council. No interagency meetings are required.

- □ Medium – This will require a series of meetings (up to five) with a Commission and up to three meetings with Council. Any interagency meetings can be either held at the staff level or combined with an existing City meeting.

- □ High – This will require a series of meetings (more than five) with a Commission and a series of meetings with Council. Projects that require meetings with any interagency partners (for example a hearing by Ecology or a County Commissioners meeting).

Applying these factors allows the City to build different work program options. Consultants anticipate leading a Council workshop where different work program options are presented. For example, we can use these factors to build work programs around a variety of approaches such as: accomplishing "quick-wins," building momentum around key topics, or balancing workloads.

Next Steps

What We Need Now

Council feedback is desired on the following questions:

- Do you think the five areas of review capture the essential information needed to assess the work program priorities?

- Do you think the criteria in each of the five areas are appropriate?

- Are you comfortable with the prioritization process?

What Happens Next

- Once we collect comments about this prioritization tool we will revise it and begin assessing the rankings and developing work program alternatives in July.

- We will meet with staff to review our work before we bring ideas for a work program back to Council in August.

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Code Consistency Review Work Program

July 17, 2018

Erika Rhett, BERK Consulting

THE WATERSHED COMPANY
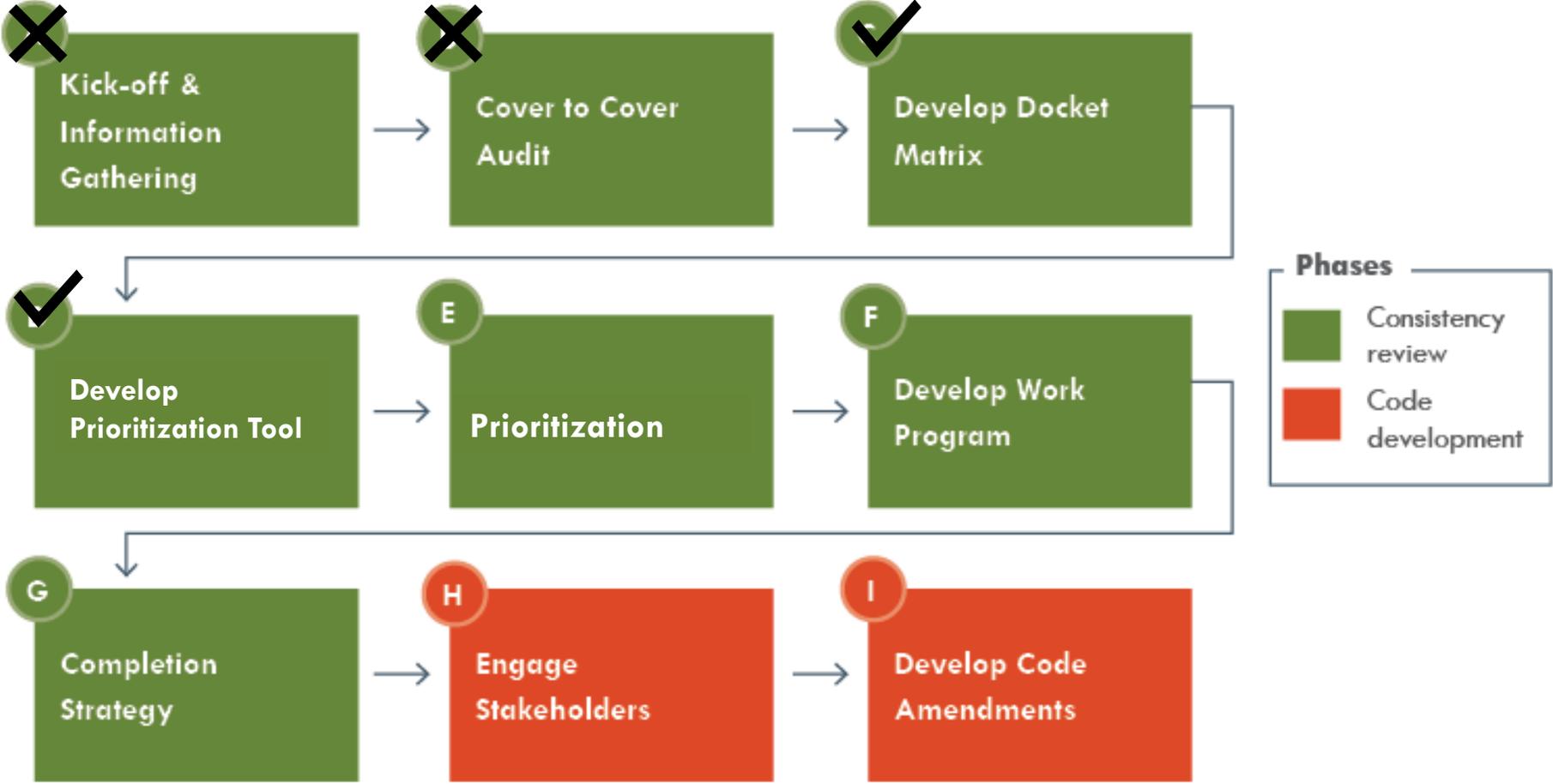
BERK

Tonight's Purpose

- Review the progress on implementing the Comprehensive Plan

- Confirm the docket list

- Review the prioritization process and criteria

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Progress on the Code Consistency Work Program

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Comprehensive Plan Implementation

City of Bainbridge Island
2016 Comprehensive Plan

Implementing Actions	Completed Tasks	City Efforts Underway	Planned City Efforts
Land Use			
High Priority LU Action #1 Complete a thorough review of all Bainbridge Island codes to ensure that they implement and are consistent with the Comprehensive Plan. ▪ Policy LU 4.9 coordinate City efforts with other organizations to advance open space and conservation. ▪ Policy LU 5.7 Design buildings in centers for long life and adaptability. ▪ Policy LU 5.8 Adopt development standards and improvements to walkability in centers. ▪ Policy LU 6.8 Review authority and roles in the land use review process.		▪ Code Consistency Work Program Development ▪ Moratorium Review Work ▪ Process Efficiency Work (BIMC 2.16)	▪ Code Consistency Work: CC-LU-5; CC-LU-7; CC-LU-10
High Priority LU Action #2 Review and update the Lynwood Center Subarea Plan. ▪ Policy LU 9.4 Require connections to sewer in this Subarea.			▪ Code Consistency Work: CC-LU-2
High Priority LU Action #3 Amend the City's development code to implement green building codes. Utilize lessons learned from communities of comparable environmental and socioeconomic characteristics to implement green building codes which address issues such as site sustainability, water use efficiency, energy use efficiency, indoor environmental quality, and the impact on the atmosphere, materials and resources by buildings. ▪ Policy LU 5.5 Implement a green building code.			▪ Code Consistency Work: CC-LU-5
High Priority LU Action #4 Encourage development of adequate parking to support Winslow facilities and services. ▪ Policy LU 6.2 Create a vibrant center that reduces			▪ Code Consistency Work: CC-LU-1; CC-ED-1

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Inventory Discussion

- The inventory will be useful as a multi-year planning tool

- It will help the City track its implementation and add accountability

- Do you have any questions about the inventory tool?

Inventory and Docket

Inventory

- Tracks all Implementation Actions for the Comprehensive Plan
- Code updates may be identified as completed, in progress, or planned

Docket

- Planned code updates are listed in the Docket
- List will be prioritized and developed into a work program
- Once the work program is underway, its progress can be measured with updates in the Inventory

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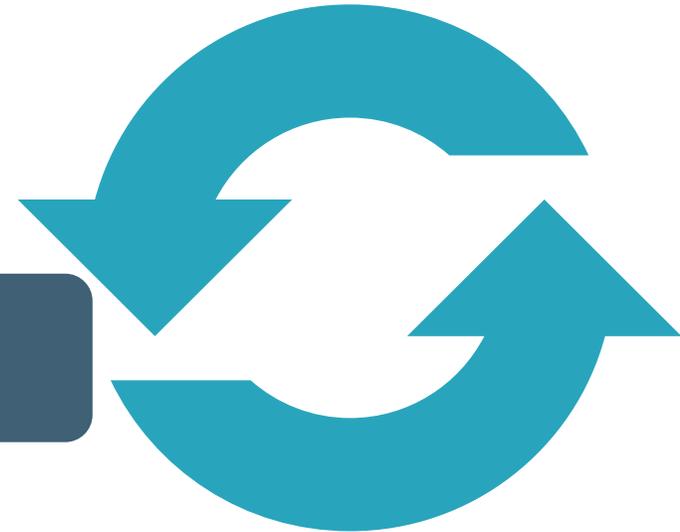
Code Consistency Docket List

What's included:

- Code updates in connection with Implementing Actions of the Comprehensive Plan
  - ❑ e.g. Update the Winslow Town Center Plan

- Code updates related to Comprehensive Plan policy implementation
  - ❑ e.g. Create a Unified Set of Regulations for Water Systems

- Code updates needed to implement other work programs
  - ❑ e.g. Recovery of Infrastructure Costs Associated with New Development

- Code changes needed to address "housekeeping" updates
  - ❑ e.g. Clarifications of Use Definitions to Improve Consistency

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Code Consistency Docket List

What's not included:

- Code updates already underway that are nearing completion
  - ❑ e.g. Moratorium-related Code Work
- Future code updates that are not yet certain or defined
  - ❑ e.g. Adopt an Economic Development Strategy

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Docket List Discussion

- Is there anything missing from the docket list?

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Transforming the Docket Into a Work Program

Docket List

Prioritization →

Work Program

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Prioritization Criteria

Prioritization is anticipated to include an examination of five areas of review:

Urgency: How important is it to get this task completed quickly?

Significance: How is this task related to adopted community priorities?

Complexity: How easy is it to complete this task and is it dependent on other actions or steps?

Public Engagement: How much public review is needed to process this task?

Legislative Process: How much agenda time is needed to process this task?

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Level of Importance - Urgency

How important is it to get this task completed quickly?

- 3 – This task has a critical deadline, such as meeting a legislative requirement or statutory deadline.

- 2 – This task addresses work already in progress or where there has been a commitment of local resources.

- 1 – The task addresses a recurring problem or issue with the code or in policy implementation.

- 0 – No timing pressure.

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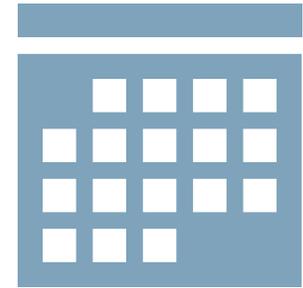
Level of Importance - Significance

How is this task related to adopted community priorities?

- 3 – This task is identified as a *Council Priority* or a *High Priority Implementation Action* in the Comprehensive Plan, or this task advances most of the *Guiding Principles* in the Comprehensive Plan.

- 2 – This task is identified as a *Medium Priority Implementation Action* in the Comprehensive Plan, or this task advances more than one of the *Guiding Principles* in the Comprehensive Plan.

- 1 – This task is identified as an *Other Implementation Action* in the Comprehensive Plan, or this task advances at least one of the *Guiding Principles* in the Comprehensive Plan.

- 0 – This task is not related to adopted community priorities.

Level of Effort - Complexity

How easy is it to complete this task and is it dependent upon other actions or steps?

- Low – An administrative task with changes clearly identified, issues are straightforward.

- Medium – Issues or changes are well identified, but will require a modest effort to complete.

- High – Issues or changes need additional clarification, numerous steps or a phased approach is needed.

Level of Effort – Public Engagement

How much public review is needed to process this task?

- Low – This task can be processed through public review through normal channels (such as SEPA, Commission review, Council review).

- Medium – This task will require a few additional meetings (such as consultation with a task force or workgroup or a public workshop).

- High – This task requires several public meetings (such as a series of meetings with a task force or workgroup or public workshops).

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Level of Effort – Legislative Process

How much agenda time is needed to process this task?

- Low – This requires up to two meetings with a Commission and up to two with Council. No interagency meetings are required.

- Medium – This will require a series of meetings (up to five) with a Commission and up to three meetings with Council. Any interagency meetings can be either held at the staff level or combined with an existing City meeting.

- High – This will require a series of meetings (more than five) with a Commission and a series of meetings with Council. Projects that require meetings with any interagency partners (for example a hearing by Ecology or a County Commissioners meeting).

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Prioritization Discussion

- Do you have any questions about the prioritization process?

Pulling it All Together

Inventory

Docket List

Prioritization

Work Program

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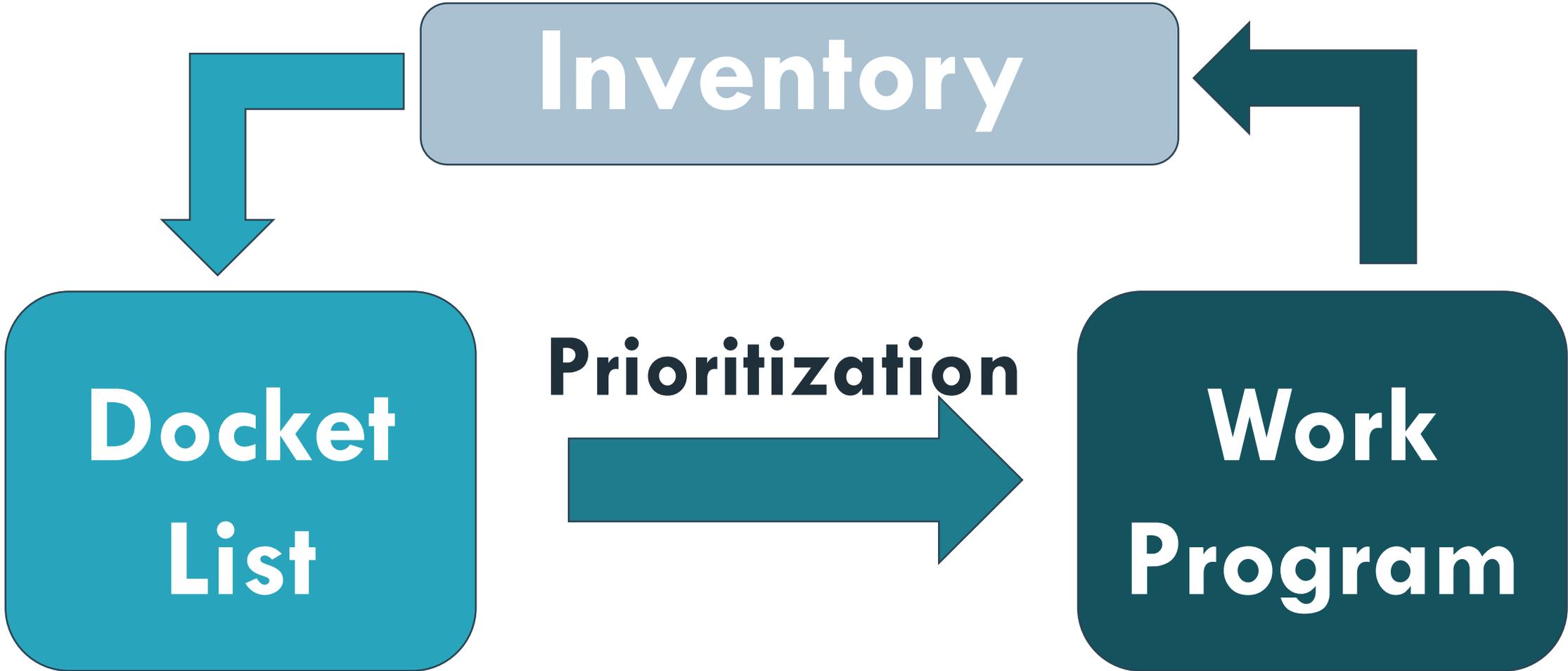
Next Steps

- **BERK and Staff Team**
  - ❑ Finalize the Docket List
  - ❑ Add detail to the cut sheets
  - ❑ Begin prioritization process
  - ❑ Develop work program options

- **Council**
  - ❑ Work program workshop

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CITY COUNCIL STUDY SESSION AGENDA BILL

CITY OF BAINBRIDGE ISLAND

MEETING DATE: July 17, 2018   **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: Update on Moratorium Workplan - Planning (10 minutes)

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Report   **PROPOSED BY:** Planning & Community Development

RECOMMENDED MOTION:
Discussion only.

SUMMARY:
City staff have been working to address the issues identified in the development moratorium (Ordinance No. 2018-02, amended by Ordinance Nos. 2018-03, 2018-05, 2018-09 and 2018-14; and extended for 90-days by Ordinance 2018-23). See attached Work Program Status Summary.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Moratorium work program status report

FISCAL DETAILS:

Fund Name(s):

Coding:

Moratorium Topic	Status	Timeline
Critical Areas Ordinance (CAO)	The City Council passed Ordinance 2018-01 adopting the Critical Areas Ordinance update on February 27, 2018. The update took effect on April 23, 2018, except within the City's shoreline jurisdiction areas (BIMC Chapter 16.12). 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). The City has a Shoreline Master Program (SMP) Amendment in process to integrate the new CAO into the SMP. The Planning Commission held a public hearing on the SMP amendment on May 24, 2018. The hearing was continued, and then closed during the June 7, 2018 Planning Commission meeting. The Planning Commission recommended not forwarding the amendment to the Department of Ecology (DOE) until revisions related to non-conforming regulations were ready to be forwarded at the same time.	The Department of Ecology (DOE) granted the City an extension to forward its amendment and response to public comment for initial determination of consistency with the Shoreline Management Act (SMA) until August 24. If the CAO/SMP integration amendment is transmitted to DOE at that time, then it is expected to be in front of Council for local adoption in September 2018 and approved by DOE in November 2018. If the CAO/SMP integration is combined into a new SMP Amendment to address non-conforming regulations, it is expected that such a new amendment would be in front of Council for a public hearing in September 2018 and be approved by DOE in Winter/Spring 2019. The City Council will discuss this issue at their July 24 meeting.
Revisions to Subdivision Design Standards	The Planning Commission has not completed their review. Their recommendations to the City Council are forthcoming.	The Planning Commission continues its consideration of subdivision design standards (during meetings on July 12 and 26; potentially August 9).

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Moratorium Topic	Status	Timeline
Design Guidelines (related to Site Plan and Design Review and Conditional Use Permits).	This relates to existing design guidelines that apply to all types of development, except single-family homes (See BIMC Chapter 18.18). City staff have been discussing permit review procedures and design guidelines with the Design Review Board throughout May and June, 2018. City staff completed a professional services scope of work to update the City's Design Guidelines.	The update to the City's Design Guidelines is expected to be completed by the end of 2018. A professional services scope of work will be published the week of July 16.
Affordable Housing	The Affordable Housing Task Force completed review of their draft final report to the City Council at their meeting on July 11, 2018.

On June 12, 2018, the City 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. | The Affordable Housing Task Force Report with recommendations to the City Council is expected to be completed by the end of July, 2018.

The economic market analysis and program feasibility study is expected to be completed in November, 2018. |
| Review Process for Land Use Permits | The City Council, Design Review Board, and Planning Commission have received a memo from Attorney Jim Haney on the subject "Roles of City Council, Planning Commission, Design Review Board, and Hearing Examiner in Land Use Permits."

The Planning Commission and Design Review Board have been discussing this topic at their meetings in May and June, 2018.

The Planning Commission provided recommendations to City Council related to revisions to BIMC 2.14 and 2.16. | It is anticipated that the City Council, Design Review Board, and Planning Commission will conduct a workshop in July or August, 2018, in which they will receive a legal briefing related to land use review procedures and decision making.

The Planning Commission completed their review of land use review roles and responsibilities at their July 12 meeting and provided recommendations to Council for consideration at the July 24 City Council meeting. |

CITY COUNCIL STUDY SESSION AGENDA BILL

CITY OF BAINBRIDGE ISLAND

MEETING DATE: July 17, 2018   **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: 2018 Green Building Incentive Program - Planning (20 minutes)

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance   **PROPOSED BY:** Planning & Community Development

RECOMMENDED MOTION:

City Council discussion. No specific action or motion recommended at this time.

SUMMARY:

The City's Comprehensive Plan includes goals and policies related to the provision of green building within the City of Bainbridge Island. A green building certification program is one of the City Council's top priorities for 2018. This agenda item and attached memorandum are intended to serve as an introduction to, and provide background information on, the initiation of a Green Building Incentive Program for Bainbridge Island that would foster green building principles and sustainable building efforts. Please see the attached memorandum for more information.

After City Council discussion and direction, the Department will engage the Design Review Board and Planning Commission and develop recommendations for City Council review and action at a later date.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Memorandum re Green Building Incentive Program 2018](#)

[ATTACHMENT A - CP Green Building related Goals, Policies and Actions](#)

[ATTACHMENT B - 2018 EPA Green Building Comparison](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Department of Planning and Community Development

Date: July 13, 2018

To: Gary Christensen, AICP, - Director

From: James Weaver, AICP. CBO, LEED AP - Building Official

Subject: **Green Building Incentive Program - 2018**

The adoption of the Bainbridge Island Comprehensive Plan Update in 2017 ("Comprehensive Plan Update") included goals and policies (see Attachment A) related to provision of green building within the City of Bainbridge Island. The Planning and Community Development Department began implementation of these Comprehensive Plan goals and policies in July 2016 through the adoption of the International Green Construction Code as an optional regulatory code for new structures. This initial step has proven successful.

This memorandum is intended to serve as an introduction and provide background information on initiating a Green Building Incentive Program to foster green building principles and sustainable building efforts. It also summarizes through research the lessons learned from similar green building communities in Puget Sound which have been successful in the implementation of green building incentives; including but not limited to: issues such as site sustainability, water use efficiency, energy use efficiency, indoor environmental quality, and the impact on the atmosphere, materials, and resources through building. In addition, the memorandum describes incentives that have worked in other communities and suggests for further consideration policy choices that may benefit the City of Bainbridge Island.

1. Evaluation of Existing Green Building Certification Programs

The push toward sustainable design increased in the 1990s with the creation of the first green building rating system in the U.K. In 2000, the U.S. Green Building Council developed and released criteria also aimed at improving the environmental performance of buildings through its Leadership in Energy and Environmental Design ("LEED") rating system for new construction. Others also responded to the growing interest and demand for sustainable design including the Green Building Initiative ("GBI"), which was created to assist the National Association of Homebuilders ("NAHB") in promoting its Green Building Guidelines and Built Green local program.

Additional rating systems have been developed that seek to go beyond the limits of current policy and building practices to address broader issues of sustainability or evolving concepts

such as net zero energy and living building concepts that improve the natural environment or model nature's processes.

Green product standards also began to appear in the marketplace in the 1980s and increased in the 1990s. The focus also expanded to include a broader range of environmental issues and the impacts of products during their manufacture, use, and reuse. There is now a proliferation of standards, rating, and certification programs in the marketplace to help guide, demonstrate, and document efforts to deliver sustainable, high-performance buildings. It is estimated that there are nearly 600 green product certifications in the world with nearly 100 in use in the U.S., and the numbers continue to grow.

There are also green building rating programs in use that vary in their approach with some outlining prerequisites and optional credits, while others take a prescriptive approach, and still others suggest performance-based requirements that can be met in different ways for different products and project types. As a result, it can be challenging and time consuming determining which standards, certifications, and rating programs are most credible and applicable to a particular project. For the purpose of a Green Building Incentive Program for Bainbridge Island, the most prevalent, commonly used, and widely adopted green building certification processes are discussed in this memorandum.

a)   U.S. Green Building Council – LEED Green Building Certification

LEED (Leadership in Energy and Environmental Design) is the most widely used green building rating system in the world. Available for virtually all building, community, and home project types, LEED provides a framework to create healthy, highly efficient, and cost-saving green buildings. LEED certification is a globally recognized symbol of sustainability achievement. LEED has five main evaluation categories: Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials and Resources, and Indoor Environmental Quality. LEED buildings have the overall goal to save energy, water, and resources, to generate less waste, and to support human health. Over 92,000 projects in 165 countries and territories have used the U.S. Green Building Council LEED certification process. LEED has four certification levels for increasing levels of incorporation of green building: Certified, Silver, Gold, and Platinum.

LEED certification can be processed by third party vendors. LEED certification includes a flat registration fee and a certification fee to the organization, which is based on a project's size and the rating system the project was registered under. Registration fees are due at a project's registration; certification fees are due when an application is submitted for review.

The benefit of LEED certification is that it is a well-known and universal certification process and includes high priority standards that evaluate a given building throughout its lifecycle. The well-known and documented aspects of LEED certification make the process of construction, materials, and green development much more unified and commonplace, with minimal impacts to building construction timetables. Possible disadvantages include that LEED is time consuming, requires abundant documentation, and that LEED does not specifically include adequate community issues or contextual relationships outside the building or development footprint.

A Green Building Incentive Program for Bainbridge Island could incorporate, LEED Silver, or higher Gold, or highest Platinum certification levels as the threshold for incorporating U.S. Green Building Council LEED certified buildings as Bainbridge Island green buildings.

b)   International Living Futures Institute - Living Building Challenge, Petals, & Zero Energy.

The International Living Future Institute's ("ILFI") Living Building Challenge is the world's most rigorous proven performance standard for buildings. People from around the world use the regenerative design framework to create spaces that, like a flower, give more than they take. The Living Building Challenge is organized into seven performance areas, known as "Petals": Place, Water, Energy, Health & Happiness, Materials, Equity, and Beauty. Each Petal is further subdivided into "Imperatives," which address specific issues through detailed requirements. The ILFI's Zero Energy Building Certification™ was created to allow projects to demonstrate zero energy performance, building an advanced cohort of projects with the integrity of third-party performance certification.

The Living Building Challenge emphasizes the efforts to create buildings that generate more energy than they use, capture and treat all water on site, and are made using healthy materials. The Living Building Challenge has two core rules: (1) all Imperatives assigned to a typology are mandatory; and (2) Living Building Challenge certification requires actual, rather than anticipated, performance demonstrated over twelve consecutive months. The Living Building Challenge recognizes the ideal scale for solutions is not always within a property boundary. Projects are encouraged to register as early in the development/occupancy process as possible.

Similar to LEED, the Living Building Challenge certification can be processed by third party vendors. Living Building Challenge, Petals, and Zero Energy certification includes both a registration fee and a certification fee to the organization. Certification fees are flat fees based upon building type. Documentation for Living Building Challenge certification is audited and is required far beyond the initial occupancy of the structure.

The benefit of the Living Building Challenge certification is a holistic approach to building that requires all project stakeholders to consider the real-life cycle impact of design, construction, and operation. Living Building Challenge certification benefits from the ongoing performance of the building and the context that it operates within as part of the evaluation. If all future buildings were constructed to meet the requirements of all Living Building Challenge Petals, growth in emissions from the building sector would cease, and efforts to improve existing stock could yield real reductions in global carbon emissions. Possible disadvantages include that the strict nature of the Living Building Challenge requires that there are no optional credits and little flexibility with changes that often occur on site, requiring the design team to carefully consider the impact of every design choice no matter how minor. Similar challenges are the time-consuming nature of the certification and documentation. Additionally, the requirement to manage the day-to-day activity and energy usage for the occupants and their use of the space is a component of the certification. This may create contractual challenges where current regulations do not enforce these measures and real estate leases and other ownership transactions may not have the tools to implement the long term Living Building Challenge requirements regarding the building occupants.

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The Green Building Incentive Program for Bainbridge Island could incorporate any of the Zero Energy, Petals, or the Living Building Challenge certifications as a threshold for incorporating ILFI certified buildings as Bainbridge Island green buildings.

c)   National Builders Association (King & Snohomish Counties) – Built Green Program

Built Green is an environmentally-friendly, residential building program of the Master Builders Association of King and Snohomish Counties, developed in partnership with the National Association of Home Builders. The Built Green program specifically optimizes regional requirements in coordination with jurisdictions and other agencies in Washington State, which sets standards of excellence that have a significant impact on housing, health, and the environment and are achievable today. Built Green provides builders and consumers with easy-to-understand rating systems, which quantify environmentally-friendly building practices for remodeling, new home construction, and community and multi-family development projects. Built Green has three major functions: (1) certification of green homes and communities with its tiered rating system and holistic checklist; (2) support of builders and associates through its member network; and (3) education of both the public and those in the building industry on the advantages of green homes and how to support sustainability in the building industry and in our communities.

Like the other green building certification programs, the Built Green certification can be processed by third party vendors. Built Green certification includes both a registration fee and a certification fee to the organization. The Green Building Incentive Program for Bainbridge Island could incorporate any of the Built Green three-star, four-star, five star, or Emerald star certification levels to serve as the threshold for incorporating Built Green certified buildings as Bainbridge Island green buildings.

d)   Additional Green Building Certification Analysis (EPA Analysis and Evaluation)

In 2017, the U.S. Environmental Protection Agency released an independent analysis and evaluation of the most prevalent Green Building model codes and Green Building Certification systems including the LEED, Living Building Challenge, the National Association of Home Builders, and the International Green Construction Code. A summary of the evaluation is attached to this memorandum (see Attachment B).

2.   Analysis of Other Programs Successfully Implemented Throughout Puget Sound

The U.S. Green Building Council ("USGBC") notes that buildings are responsible for almost 40% of annual CO_2 emissions nationally, higher than both industrial and transportation contributions. Further, in the U.S., buildings consume approximately 14% of all potable water and contribute millions of tons of construction waste to landfills each year. Numerous cities in Puget Sound are undertaking their own pursuit of working toward sustainability and incorporating green building incentives into their communities. The following information includes programs from Seattle, Issaquah, Redmond, and Shoreline, which have been identified as some of the most progressive and successful programs from communities in Puget Sound

and those that served as source material for much of the proposed Green Building Incentive Program for Bainbridge Island.

a)   City of Seattle

Seattle is a national leader in sustainable development and energy conservation and has set ambitious targets for reducing building energy use to become a carbon neutral city by 2050. Seattle is also the home to the Bullitt Center, constructed as the greenest commercial building in the world, which is celebrating its 5th anniversary this year. Recently, Seattle created the Office of Sustainability and Environment ("OSE"). OSE partners with the community to create strategies to help achieve shared environmental goals and coordinates among City departments, the Mayor's Office, and the City Council to ensure successful implementation of these strategies. OSE integrates equity by elevating opportunities to increase racial, social, and environmental justice throughout Seattle's environmental work.

In 2016—with a revision and clarification in 2017—the City of Seattle adopted a green building standard, a voluntary incentive for buildings that provides additional development capacity, such as extra floor area or height in exchange for meeting a green building standard. The green building standard is meant to improve energy and water conservation beyond the current code requirements, to use resources wisely, and to promote healthy environments, all in exchange for additional development capacity.

Seattle also incorporates a sustainable building policy, originally adopted in 2000 and significantly expanded in scope in 2011, which requires city-funded buildings to be built to green building certification standards. The Seattle policy is discussed further in this memorandum under city-funded buildings.

b)   City of Issaquah

In 2017, the Issaquah City Council adopted a sustainable building action strategy. This strategy aims to position Issaquah as a leader in sustainable building through specific, actionable measures focusing on building and infrastructure design, construction, renovation, operation, education, and outreach.

Issaquah's strategy identifies five overarching themes that align with the city's priorities and sustainable building goals:

1. Walk the Talk and Lead the Way: A focus on municipal leadership through demonstrated city actions and commitments is crucial to promote and maintain a culture of sustainable building innovation in Issaquah.
2. Re-Think Car Habitat: Activities that support a reduced reliance on auto-based trips and a parking dominated landscape, and promote walking, biking, transit, transportation services, and other cleaner and more efficient forms of mobility.
3. Toward Carbon Neutral Buildings: In alignment with city goals and the King County-Cities Climate Collaboration commitments, Issaquah must implement large-scale strategies to enhance efficiency and reduce the use of fossil fuels.

4. <u>Connect to the Outdoors</u>: A consistent city goal is protection and promotion of the natural environment through responsible building, development, land use, and transportation practices and policies.
5. <u>Foster Innovation</u>: Innovation is an important driver for development of collaborative and leading solutions to community-wide challenges.

Issaquah has continued to advocate for sustainable building with the establishment of Issaquah's Sustainable Building and Infrastructure Resolution, which promotes environmental responsibility, including requirements for implementation of LEED and Built Green standards for city-owned buildings. More recently, Issaquah has been praised for established partnerships with its school district, seven homebuilders, Port Blakely Communities, Rowley Properties, Microsoft, and Life Care Services. Issaquah offers free expedited permit services for Built Green 5-Star, Built Green Emerald Star, or LEED Gold certified buildings. Over nineteen percent of all Issaquah homes have some form of Built Green certification. Amongst medium sized cities in King County, Issaquah can be considered above average in sustainability practices.

c)   City of Redmond

The City of Redmond initiated its Green Building and Green Infrastructure Incentive Program in 2016. The Redmond Green Building and Green Infrastructure Incentive Program encourages developers and homebuilders to incorporate green building and green infrastructure techniques, including low impact development techniques, into new residential developments. Techniques include site planning to better take account of natural site features, achieving LEED or Built Green certification, retaining native vegetation, planting drought-resistant native landscaping, amending soils with compost, reducing impervious (hardscape) surface area, reusing rainwater from roofs, using pervious materials where appropriate, minimizing site disturbance during development, and installing green (vegetated) roofs. Implementing these techniques will result in increased natural resource conservation, lower home operating costs, and better stewardship of Redmond's drinking water aquifer.

The Redmond Green Building and Green Infrastructure Incentive Program gives applicants the option to incorporate elements of green building and green infrastructure into development projects. The program is entirely voluntary, incentive based, and projects may benefit from priority building permit processing, online & print recognition, a sustainable development award from the City, lot size reduction in certain zones for clustering, or alternative road standards.

d)   City of Shoreline

In 2017, Shoreline City Council unanimously adopted its Deep Green Incentive Program ("DGIP") to encourage the construction of more sustainable buildings in the city. DGIP provides flexibility in the application of development standards, expedited permitting, and fee reductions to promote construction of green buildings that meet the most stringent levels of available certification programs. Shoreline's adopted green building program included the U.S. Green Building Council's LEED Platinum level; the International Living Future Institute's Living Building Challenge Petal Recognition and Net Zero Energy Building certifications; and the Master Builders Association's Built Green 5-Star and Emerald Star certification levels.

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e)   Other Puget Sound communities were reviewed for adopted Green Building programs

Additional jurisdictions throughout the Puget Sound Region incorporate the use of electronic permitting to facilitate green building processes and practices within their own building departments. Many jurisdictions were researched, but the most robust programs—those described above—are discussed in this memorandum.

3.   Green Building Policy Choices

a)   Mandatory Green Building Standards for all City-Owned Buildings

Various Puget Sound cities have required their projects to be built to green building standards. They have, through their own green building programs, become strong advocates for green building construction and have led the way.

The City of Seattle's Sustainable Building Policy calls for new city-funded projects and major renovations with over 5,000 square feet of occupied space to achieve a LEED Gold standard. In addition, such projects must meet additional energy efficiency, water, waste, and bicycle parking requirements. Minor renovation and tenant improvement projects that impact 5,000 square feet or more and involve changes to mechanical, electrical, and plumbing systems must also meet LEED Gold standards, as well as additional requirements for water and waste. Since 2013, 33 LEED certified City buildings have been completed under Seattle's Sustainable Building Policy.

The City of Issaquah's first goal in its Green Action Strategy is similar: "1. Walk the Talk and Lead the Way: A focus on municipal leadership through demonstrated City actions and commitments." Acknowledging the increased costs of city construction (often 30%-40% greater) to incorporate green building is a tradeoff that each City Council is required to undertake in these commitments.

Both the City of Redmond and the City of Shoreline incorporate policies regarding city-owned buildings within their prospective green building incentive programs. These commitments acted as an important tool for furthering implementation of advanced sustainability within the built environment to meet city-wide goals and positions those cities as regional and international leaders.

b)   Reduce Plan Check and Building Permit Fees

Consider adding a new subsection to BIMC 15.04.050, authorizing a "Green Building Fee Incentive" in the form of a 25 % reduction on plan check and building permit issuance fees for any structure that is certified as LEED Silver, Evergreen Sustainable Development version 3.0, Built Green 4-Star, or Living Building Challenge Petal. Proof of ongoing certification shall be required during construction and project certification documentation must be completed prior to final occupancy.

c)   Provide Expedited Permit Review

Consider adding a new subsection to BIMC 15.04.070, authorizing a "Green Building Priority Processing Incentive" in the form of expedited permit processing for any structure that is certified as LEED Platinum, Evergreen Sustainable Development version 3.0, Built Green Emerald Star, or Living Building Challenge Petal. Proof of ongoing certification shall be required during construction and project certification documentation must be completed prior to final occupancy.

d)   Require Commercial Structures to Qualify for Green Building Certifications

Consider adding a new subsection to BIMC 15.04.020 requiring that all occupied commercial structures in excess of 1,000 square feet be certified as LEED silver, Evergreen Sustainable Development version 3.0, Built Green 3-Star, or Living Building Challenge Net Zero or Petal, or any higher certifications. This requirement would be mandatory for all new commercial structures on Bainbridge Island.

e)   Create Green Building Program Recognition

Consider adding a new subsection to BIMC 15.04.070, authorizing "Green Building Incentive Program Recognition" to be given by the Director through publication, recognition, and/or issuance of sustainability certificates from the Planning and Community Development Department for any structure that is certified as any of the required green building certifications.

Policy LU 5.5
Implement a *green building* code.

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

Policy EC 3.1
Encourage the use of *green building* materials and techniques in all types of construction, as well as design approaches that are responsive to changing conditions.

Policy EC 10.2
Partner with Island architects, landscape architects, builders and related construction professionals to draft development standards and practices that incorporate *green building* practices and *context-sensitive design*.

Goal EN-4
Encourage sustainable development that maintains diversity of healthy, functioning ecosystems that are essential for maintaining our quality of life and economic viability into the future.

Policy EN 4.1
Employ conservation design methods and principles such as *low impact development* techniques for managing storm and waste water, *green building* materials, high-efficiency heating and lighting systems.

Policy HO 6.4
Create a new *conservation villages* permit process to apply outside of *designated centers* to increase housing choices including *affordable housing* and requiring *green building* practices while better conserving *open space*.

Policy U 14.2
Encourage the conservation of electrical energy, especially during periods of peak usage, and encourage energy saving building code strategies, local renewable energy, and other cost effective approaches to meeting the island's energy needs, including distributed energy systems.

EPA United States
Environmental Protection
Agency

Comparison of Green Building Standards

Standard	International Code Council's 2012 *International Green Construction Code* (IgCC), 2012 edition **COBI Adopted July 2016**	American Society of Heating, Refrigeration, and Air-Conditioning Engineers' ANSI/ASHRAE/USGBC/IES Standard 189.1-2011, *Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings* (ASHRAE 189.1), 2011 edition	National Association of Home Builders' ICC 700 *National Green Building Standard* (NGBS), 2012 edition	Green Building Initiative's ANSI/GBI 01-2010: *Green Building Assessment Protocol for Commercial Buildings* (Green Globes), 2010 edition	U.S. Green Building Council's *Leadership in Energy and Environmental Design* (LEED®)	The International Living Future Institute's *Living Building Challenge*, version 2.1 (May 2012)
Description	A model code that contains minimum requirements for increasing the environmental and health performance of buildings' sites and structures. Generally, it applies to the design and construction of all types of buildings except single- and two-family residential structures, multifamily structures with three or fewer stories, and temporary structures. For more information, see the 2012 International Green Construction Code. EXIT	A model code that contains minimum requirements for increasing the environmental and health performance of buildings' sites and structures. Generally, it applies to the design and construction of all types of buildings except single-family homes, multifamily homes with three or fewer stories, and modular and mobile homes. For more information, see ASHRAE Standard 189.1. EXIT	A rating and certification system that aims to encourage increased environmental and health performance in residences and residential portions of buildings. Its criteria apply to the design and construction of homes and subdivisions. For more information, see the National Association of Home Builders' "Sustainability" EXIT webpage.	A series of rating and certification systems that encourage improved environmental and health performance for all types of buildings except residential structures. Green Globes is administered in the United States by the Green Building Initiative. For more information, see Green Globes Certification. EXIT	A series of rating systems aimed at increasing the environmental and health performance of buildings' sites and structures and of neighborhoods. LEED® covers the design, construction, and operations of all types of buildings. For more information, see the U.S. Green Building Council's LEED webpage. EXIT	A certification system that advocates for transformation in the design, construction, and operation of buildings. In addition to encouraging improved environmental and health performance, it supports the building of structures that are restorative, regenerative, and an integral component of the local ecology and culture. For more information, see the Living Building Challenge. EXIT
Standard Type[1]	• Model code	• Model code	• Rating and certification system	• Rating and certification system	• Rating and certification system	• Certification system

Standard	International Code Council's 2012 *International Green Construction Code* (IgCC), 2012 edition **COBI Adopted July 2016**	American Society of Heating, Refrigeration, and Air-Conditioning Engineers' ANSI/ASHRAE/USGBC/IES Standard 189.1-2011, *Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings* (ASHRAE 189.1), 2011 edition	National Association of Home Builders' ICC 700 *National Green Building Standard* (NGBS), 2012 edition	Green Building Initiative's ANSI/GBI 01-2010: *Green Building Assessment Protocol for Commercial Buildings* (Green Globes), 2010 edition	U.S. Green Building Council's *Leadership in Energy and Environmental Design* (LEED®)	The International Living Future Institute's *Living Building Challenge*, version 2.1 (May 2012)
Mandatory/ Voluntary[2]	• Mandatory	• Mandatory	• Voluntary	• Voluntary	• Voluntary	• Voluntary
Building Type(s)	• Commercial: all • Industrial: all but manufacturing systems and equipment • Mixed use: all • Residential: multifamily with more than three stories	• Commercial: all • Industrial: all • Mixed use: all • Residential: multifamily with more than three stories	• Mixed use: residential space • Residential: all except institutional uses	• Commercial: all • Mixed use: all • Residential: multifamily	• Commercial: all • Industrial: all • Mixed use: all • Residential: all	• Commercial: all • Industrial: all • Mixed use: all • Residential: all
Project Type	• New construction • Additions • Alterations	• New construction • Additions	• New construction • Additions • Alterations	• New construction • Additions • Alterations • Existing buildings	• New construction • Existing buildings • Additions	• All
Subject Areas	• Sustainable sites • Energy efficiency • Water efficiency • Materials and resource use • Indoor environmental quality • Emissions • Operations and maintenance	• Sustainable sites • Energy efficiency • Water efficiency • Materials and resource use • Indoor environmental quality • Construction and operations plans	• Sustainable sites • Energy efficiency • Water efficiency • Materials and resource use • Indoor environmental quality • Operations and maintenance • Building owner education	• Sustainable sites • Energy efficiency • Water efficiency • Materials and resource use • Indoor environmental quality • Emissions • Project/enviromental management	• Sustainable sites • Energy efficiency • Water efficiency • Materials and resource use • Indoor environmental quality • Emissions • Operations and maintenance	• Sustainable sites • Energy efficiency • Water efficiency • Materials and resource use • Indoor environmental quality • Equity • Aesthetics

Standard	International Code Council's 2012 *International Green Construction Code* (IgCC), 2012 edition **COBI Adopted July 2016**	American Society of Heating, Refrigeration, and Air-Conditioning Engineers' ANSI/ASHRAE/USGBC/IES Standard 189.1-2011, *Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings* (ASHRAE 189.1), 2011 edition	National Association of Home Builders' ICC 700 *National Green Building Standard* (NGBS), 2012 edition	Green Building Initiative's ANSI/GBI 01-2010: *Green Building Assessment Protocol for Commercial Buildings* (Green Globes), 2010 edition	U.S. Green Building Council's *Leadership in Energy and Environmental Design* (LEED®)	The International Living Future Institute's *Living Building Challenge*, version 2.1 (May 2012)
Community Adoption/Use	• Designed to be incorporated into a jurisdiction's codes and ordinances and function as an overlay to other International Code Council model codes. • Requires adoption by a governing jurisdiction before it becomes mandatory. • Jurisdictions that do not have other International Code Council codes in place might want to make a detailed review of local building ordinances to ensure that they adequately correlate with this code. • In addition to the mandatory requirements, IgCC offers jurisdictions a range of options for increasing the stringency of the code or encouraging improved levels of performance in areas of particular importance to the community.	• ASHRAE 189.1 is designed to be used and enforced with a jurisdiction's other building codes and ordinances. • Requires adoption by a governing jurisdiction before it becomes mandatory. • Jurisdictions might want to make a detailed review of local building ordinances to ensure that they adequately correlate with this standard.	• Communities could use this standard as the basis for a voluntary program to encourage construction of greener homes.	• Communities could use this protocol as the basis for a voluntary program that encourages construction of greener commercial buildings.	• Communities could use the rating systems to encourage greener construction of commercial buildings, homes, or neighborhoods.	• Communities could use this system as the basis for a green building program.

Standard	International Code Council's 2012 *International Green Construction Code* (IgCC), 2012 edition **COBI Adopted July 2016**	American Society of Heating, Refrigeration, and Air-Conditioning Engineers' ANSI/ASHRAE/USGBC/IES Standard 189.1-2011, *Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings* (ASHRAE 189.1), 2011 edition	National Association of Home Builders' ICC 700 *National Green Building Standard* (NGBS), 2012 edition	Green Building Initiative's ANSI/GBI 01-2010: *Green Building Assessment Protocol for Commercial Buildings* (Green Globes), 2010 edition	U.S. Green Building Council's *Leadership in Energy and Environmental Design* (LEED®)	The International Living Future Institute's *Living Building Challenge*, version 2.1 (May 2012)
Certification/Compliance Process	• Designed to be incorporated into a jurisdiction's codes and ordinances and enforced by building officials and inspectors. • All provisions of the model code are designed to be mandatory, except those the jurisdiction indicates are not applicable or those designated as project electives. Project electives give jurisdictions the flexibility to encourage the consideration and implementation of beneficial practices without making those particular practices mandatory.	• Designed to be incorporated into a jurisdiction's codes and ordinances and enforced by building officials and inspectors. • Based on mandatory requirements with two compliance path options: Prescriptive Path (considered to be the simpler option with minimal choices and few calculations) and Performance Path (considered to be the more sophisticated option that provides flexibility and more options but also requires greater effort).	• There are four green certification levels for homes: Bronze, Silver, Gold, and Emerald. Land Developments can earn One, Two, Three, or Four Stars. • NGBS contains few minimum criteria but allows the builder or developer great flexibility in selecting green building practices. • Projects receive points in each subject area for reaching certain performance or construction goals. • Certification requires verification by third-party inspectors accredited by the National Association of Home Builders (NAHB) at the rough-in stage and on completion. Inspector verifies that every criterion cited by the builder in the NAHB's online scoring tool has been met.	• Certification to one of four levels (i.e., 1 to 4 globes) requires achieving minimum thresholds of 1,000 points. • Has no minimum criteria (i.e., does not require any specific practices), but instead rates buildings on the green building practices that the builder has chosen to include. • Does not require any ongoing documentation, but it might be required as proof of compliance during the third-party assessment. • Requires third-party review of building documentation and onsite walk-throughs.	• LEED® points are awarded on a 100-point scale, and credits are weighted to reflect their potential environmental impacts. Ten bonus credits are available, four of which address regionally specific environmental issues. A project must satisfy all prerequisites and earn a minimum number of points to be certified. Third-party certification is required. • Includes four levels of certification: Certified, Silver, Gold, or Platinum.	• Projects must meet up to 20 requirements to achieve full certification. However, partial recognition is attainable, including a Net Zero Energy Building Certification. • The certification process involves a review of written elements and a site visit by an independent auditor.

Standard	International Code Council's 2012 *International Green Construction Code* (IgCC), 2012 edition **COBI Adopted July 2016**	American Society of Heating, Refrigeration, and Air-Conditioning Engineers' ANSI/ASHRAE/USGBC/IES Standard 189.1-2011, *Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings* (ASHRAE 189.1), 2011 edition	National Association of Home Builders' ICC 700 *National Green Building Standard* (NGBS), 2012 edition	Green Building Initiative's ANSI/GBI 01-2010: *Green Building Assessment Protocol for Commercial Buildings* (Green Globes), 2010 edition	U.S. Green Building Council's *Leadership in Energy and Environmental Design* (LEED®)	The International Living Future Institute's *Living Building Challenge*, version 2.1 (May 2012)
Relationship to Other Standards	• ANSI/ASHRAE/USGBC/IES Standard 189.1-2011, *Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings* (ASHRAE 189.1) is an alternate compliance path to IgCC; i.e., in jurisdictions that adopt IgCC, a builder has the option to design and construct a building in accordance with the provisions of ASHRAE 189.1 rather than those of IgCC. • IgCC provides jurisdictions with options for mandating that residential structures comply with the National Association of Home Builders' *National Green Building Standard* (ICC-700). • IgCC is designed to coordinate and integrate with the family of International Code Council codes and complement voluntary green building rating systems. • Some provisions reference standards published by other organizations, e.g., ASTM International, National Science Foundation, and South Coast Air Quality Management District.	• It is an alternate compliance path for the *International Green Construction Code* (IgCC); i.e., in jurisdictions that adopt IgCC, a builder has the option to design and construct a building in accordance with the provisions of 189.1 rather than those of IgCC. • ASHRAE 189.1 is designed to complement voluntary green building rating systems. • Some provisions reference standards published by other organizations, e.g., ASTM International, National Science Foundation, and South Coast Air Quality Management District.	• Includes a separate green rating system for entire subdivisions, similar to the LEED for Neighborhood Development system. • Many of the mandatory measures found in the ICC 700 National Green Building Standard are consistent with the family of International Code Council's codes.	• Modeled after Building Research Establishment Environmental Assessment Method (BREEAM).	• Meeting or achieving ASHRAE standards is necessary for achieving several of the LEED® credits, including ASHRAE 90.1-2007 and 62.1-2007.	

[1] *In the building community, there is no consistent use or definition of the terms "standard" or "code." EPA uses the term "standard" here in a broad sense to mean "something established by authority, custom, or general consent as a model or example: CRITERION" (Merriam-Webster). EPA uses it as an umbrella term to encompass model codes, rating systems, and other publications that provide criteria for the design, construction, and maintenance of buildings.*

[2] *Any standard can be adopted as a voluntary or mandatory program. We indicate here the intent of the authors.*

CITY COUNCIL STUDY SESSION AGENDA BILL

CITY OF BAINBRIDGE ISLAND

MEETING DATE: July 17, 2018   **ESTIMATED TIME:** 20 Minutes

AGENDA ITEM: Review Request for Proposals for 2019-2020 Human Services Awards - Executive (10 minutes)

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract   **PROPOSED BY:** Executive

RECOMMENDED MOTION:
I move to forward for approval with the July 24, 2018, Consent Agenda the Request for Proposals document for 2019-2020 Human Services Funding.

SUMMARY:
A draft version of the Request for Proposals for 2019-2020 Human Services Awards is provided for review.

FISCAL IMPACT:

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

BACKGROUND: In 2015, the City Council adopted a new process to guide the allocation of the City's annual Human Services funding. Every two years, the City issues a Request for Proposals (RFP) to solicit funding requests from eligible organizations that provide human services to Bainbridge Island residents. Proposals are reviewed by a citizen advisory committee appointed by the City Council (Human Services Funding Advisory Committee, or HSFAC). The HSFAC develops a funding recommendation that is provided to the City Council for their consideration and approval.

Because the City operates on a two-year funding cycle, the City will make decisions this year to provide awards for activities in 2019 and 2020. The City anticipates awards in each year of roughly $330,000, or $660,000 total.

The RFP includes an evaluation matrix that is used by the HSFAC to assess the funding proposals. The RFP also includes guidelines for eligibility. To prepare for the next funding cycle, the City Council will review the draft RFP, provide any feedback, and approve the final form.

A draft version of the RFP is provided for review. For additional background, please also see the high-level goals established by City Council in 2015 to guide the City's approach to this community funding program.

ATTACHMENTS:

2019-2020 Draft RFP for Human Services Funding

2015 City Council Discussion Summary

FISCAL DETAILS:

Fund Name(s):

Coding:

City of Bainbridge Island
Request for Proposals
2019-2020 Human Services Funding

The Human Services Element in the City's 2016 Comprehensive Plan recognizes the City's role in providing the conditions that sustain the delivery of human services. As a community, we plan for growth in terms of land use, roads, natural resources and infrastructure. It is important to remember the very essence of our community – the people. The availability of and access to human services is important to all people regardless of income, family structure, age or cultural background. The Human Services Element supports a delivery system that is comprehensive and flexible enough to meet the needs of the citizenry now and in the future. The purpose of the Human Services Element is to provide policy direction for City actions supporting services relating to the human services needs of the residents of the City of Bainbridge Island.

The City of Bainbridge Island is seeking proposals for projects to receive funding for services and activities over a two-year grant term beginning January 2019 through December 2020.

As identified in the Human Services Element, the following definition and framework is applied to the 2019-2020 Human Services Funding:

How are Human Services Defined?
Human services are defined as those services which assist people in meeting the essential life needs of food, clothing, shelter and access to health care.

Further, human services:
- Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.
- Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.
- Support quality of life programs that enhance the health and well-being of the individual and the community.

Human Services Vision
Bainbridge Island continues to support a variety of human service agencies, each with a distinct mission, responding to the basic needs of our diverse population. Cooperation and coordination among human services providers, including the taxing districts, has strengthened the delivery system and improved services.

Bainbridge Island remains a caring community that treats those in need with dignity and respect and has the means to maintain the wellbeing of all its members. No one is excluded and each individual has opportunities to contribute.   Diversity (of income and other resources, of origin and life experience, of age and state of health) is a valued community characteristic. Neighborhood networks, providing help in ordinary

and emergency circumstances, add specific value to a generally shared sense of place and sense of community; friendliness is the foundation for human services

Human Services Framework
- Dignity is the hallmark of human services delivery on Bainbridge Island.
- Respect for the individual is an integral part of human services delivery on Bainbridge Island.
- Neighborliness and a sense of community form the foundation of human services.
- Diversity within the population is important to the community.
- Cooperation and coordination among human services providers, including governmental entities, strengthens the human services delivery system and results in better service for people.

In 2016, the City funded a Bainbridge Island Community Needs Assessment to help identify emerging areas of concern and assist human service organizations to respond to current needs. Applicants are expected to be familiar with the Community Needs Assessment report and to consider its findings in any proposal requests. Interested applicants can also refer to the City's website section on Human Services Fund to learn about prior funding decisions, approved proposals, and applicant and reviewer feedback on the 2017-18 process.

For 2019 funding cycle, there is approximately $660,000 in funds available for distribution to support selected projects over a two-year term ($330,000/year). The City Council will consider funding for a wide range of activities and seeks to encourage projects of all sizes that meet the needs of citizens of Bainbridge Island.

Applicants may seek a minimum annual award of $10,000 and a maximum annual award of $165,000 (to reflect 50% of total available funds).

What Key Dates Do I Need to Know?

Pre-Application Information Session for Interested Applicants: **August/Sept**
Applicants have opportunity to learn more about process **Location**
and ask questions about the RFP

Application Deadline: **no later than 4:00pm on**
Applications will not be accepted after this time **mm/dd/yyyy**

Proposal Presentations: **mm/dd/yyyy**
Applicants will present proposals to and answer questions **xx pm at City Hall**
from the Human Services Funding Advisory Committee

HSFAC Funding Recommendation: **mm/dd/yyyy**

City Council Approval of 2019-20 HSF Awards: **December 2018,TBD**

Notification by: **December 2018, TBD**

Who is Eligible

Organizations with:
- Tax-exempt status under section 501(c)(3) of the Internal Revenue Code status. Alternatively, entities without tax-exempt 501(c)(3) status may apply under the fiscal sponsorship of another organization with the required status. The fiscal sponsor provides fiduciary oversight of the project and must agree to enter into the funding contract with the City.
- The majority of their services provided on Bainbridge Island or for its residents for the provision of health, housing and/or human services on Bainbridge Island.

- Proposals are to be for services provided during calendar year 2019 and 2020; funding requests for goods or services to be provided in 2018 or beyond calendar year 2020 will not be considered.

Conflict of Interest

Organizations with a staff member, board member or officer serving on the Human Services Funding Advisory Committee are <u>not</u> eligible to receive Human Services Funding.

Non-discrimination

Organizations awarded funding agree not to discriminate against any employee, applicant for employment, client, or any other person in the performance of any Agreement with the City because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

How to Apply
- Complete the application form using the format provided. Then submit electronically your proposal and supporting attachments as a single PDF to CityAdmin@bainbridgewa.gov no later than 4:00pm on TBD.
- Answer each question in the order in which they appear in the Proposal Narrative below.
- The Proposal Narrative should be no more than 10 pages in length and typed in single-spaced 11-point font.
- Each document should be labeled with your organization's name and title of the document (e.g., in the header or footer)
- Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.

Reporting and Payments

Organizations awarded funding ("Service Provider") will be required to enter into a professional services agreement with the City to provide the services outlined in their proposals. As part of the agreement, the City will disburse payments on a reimbursement basis, using a quarterly schedule for invoices. The City will not provide payment in advance of delivery of goods or services.

Service Providers will be asked to identify minimal data to report the City as part of each quarterly invoice. More extensive reporting will be required on an annual basis, and the annual reporting will address progress and learning on the use of awarded City funds.

Acknowledgment
Organizations awarded funding will be expected to acknowledge financial support from the City in their promotional materials. The City logo will be provided for this purpose.

Audit
All organizations awarded funds will be asked to provide documentation that funded services have been delivered and within the approved funding period.

The Fine Print
- Materials submitted in response to this RFP become the property of the City upon receipt.
- This RFP does not, under any circumstances, commit the City to pay any costs incurred by any applicant in the submission of a proposal. The applicant is responsible for all costs associated with its response to this RFP.
- The City reserves the right to request additional information as needed for evaluation of proposals.
- The City reserves the right to revise the RFP schedule, to revise the RFP and/or to issue amendments to the RFP. The release of the RFP does not compel the City to enter into any contract pursuant to the RFP.
- The City reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

For assistance or questions, contact: Morgan Smith, Deputy City Manager, msmith@bainbridgewa.gov, 206-780-8620

Review Process

2018 Human Services Funding Advisory Committee (HSFAC)
(Appointed by City Council on 6/26/2018)

Council Liaisons: Leslie Schneider and Matthew Tirman

Committee

Susan Buckles	Jackie Siler
Reeve Fritchman	Paul Stumme-Diers
Asaph Glosser	Stephen Walker
Jack MacArthur	

Proposals are submitted to the City's Human Services Funding Advisory Committee (HSFAC) for review and comment. As directed by the Comprehensive Plan, the HSFAC will evaluate requests for City human service funding using a fair and transparent process that includes public participation and considers information from the most recently released Community Needs Assessment report (2016). For applicants who have received 2017-18 Human Services Funds, annual reports submitted in early 2018 will be considered in the review of a new proposal to address criteria below specific to Organizational Strength and Evaluation.

Applicants will have an opportunity to meet with the HSFAC to provide additional information about their proposals, at a time and date to be identified by the committee. Applicant participation in this HSFAC briefing is not mandatory but is strongly encouraged. The format for this briefing will be determined by the committee. Applicants will be notified in advance of any questions related to presentation materials, format, and time allowed.

All meetings of the HSFAC will be open to the public, and advance notification of HSFAC meetings will be provided by the City Clerk.

The HSFAC will provide its recommendation for 2019 awards to the City Council for consideration and final approval. The City Council's consideration of the HSFAC's recommendation for 2019-20 funding is currently scheduled for December 2018.

Review Criteria

The HSFAC will consider the proposals using the guidelines shown in the following table. These guidelines are intended to help the committee members focus on the various criteria as they evaluate each proposal, so that they may fully understand each application and identify any outstanding questions they may have. Other relevant factors, such as availability of funds and compatibility with the community values of the City of Bainbridge Island, will also guide the committee's work to develop a funding recommendation.

Area	Indicator	Weight
Completeness of Application	• Includes required attachments • Completely addresses all relevant questions	5%
Statement of Purpose	Statement of Purpose should substantiate the need in our community via most recent demographic and usage data: • Well-defined statement of purpose • Need is clear and compelling • Credible reference data cited (including but not limited to the 2016 Bainbridge Island Community Needs Assessment Report)	25%
Proposal Summary	Proposal Summary should clearly demonstrate how proposed funding at the specified program level (for program support request) or organizational-level (for general operating request) will provide for and improve the delivery of programs and direct services. In this it should: • Balance aspects of prevention and maintenance and crisis intervention. • Teach skills for long-term benefit. • Address specific obstacles to health, self-sufficiency. • Demonstrate cooperation/collaboration with other agencies to ensure safety-net and avoid duplication. • Consider numbers to be served and numbers potentially impacted by the service. • Consider the vulnerability of those served. Program should be aligned with the goals of the Human Services Element: • Provide people with the tools to achieve economic, social and emotional stability to the best of their ability. • Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes. • Support quality of life programs that enhance the health and well-being of the individual and the community. • These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances. Program should result ultimately in an improvement in the range and quality of health, housing, and/or human services.	25%

Area	Indicator	Weight
Organizational Strength	Proposal should convey the organization's ability to implement the program and services proposed, Including: • Agency's history of effective service delivery to the community (including quantifiable outcomes, where available). For applicants approved in the 2017-18 HSF cycle, note that the annual report submitted in early 2018 will be taken into consideration. • Appropriately filed IRS Form 990s and other financials as requested in the RFP • Appropriate amount of qualified staff and/or qualified volunteers to lead, implement, and evaluate proposed activities	15%
Budget	Proposed budget should provide evidence of a beneficial public investment and efficient use of City resources • Budget information should be complete and accurate • Budget estimates should be reasonable and aligned to support proposal activities and objectives Additional sources of funding for proposed program and services should be identified, where applicable. Consideration is given to those demonstrating attention to sustainability by presenting a commitment of cash match from other sources to support the proposed request.	10%
Desired Outputs, Outcomes & Assessment	Proposal should include outputs (# served or benefitting from proposed activities) and outcomes resulting in longer-term impact in the community: • Depth and breadth of impact clear • Goals for service are achievable • Performance measurements and other means of assessment are clear • Evaluation plan articulates capacity/resources to assess impact and outputs	15%
Evaluation	Proposal should briefly describe how the organization is continually learning from and improving its services	5%
TOTAL		100%

CITY OF BAINBRIDGE ISLAND
2019 – 2020 HUMAN SERVICES FUNDING PROGRAM PROPOSAL

Applicant Organization Name: _____

Proposal Contact Person: _____ Position/Title: _____

Email Address*: _____

Note: All communication regarding this proposal and any questions will be communicated using the email address you provide above. Please make sure you are monitoring it.

Are you applying with a fiscal sponsor?** (y/n) _____ **If yes, complete Fiscal Sponsor section below.*

Mailing Address: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Phone (work or daytime): _____

Are you a 501(c)(3) nonprofit organization? (y/n) _____ Organization Tax ID#: _____

Year established: _____ Number of year continuously operating: _____

Are you now being funded by another program of City of Bainbridge Island? (y/n) _____

If so, by what program and in what amount? _____

Fiscal Sponsor *(Only complete this section if this proposal will be submitted through a fiscal sponsor.)*

Organization Name: _____

Contact Person: _____ Position/Title: _____

Email Address: _____

Phone (work or daytime): _____

Mailing Address: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Are you a 501(c)(3) nonprofit organization? (y/n) _____ Organization Tax ID#: _____

Year established: _____ Number of years continuously operating: _____

Are you now being funded by another program of City of Bainbridge Island? (y/n) _____

If so, by what program and in what amount? _____

Proposal Information

Proposal Title: _____

Brief Description of Request: *"To support…"* _____

_____

Total Amount Requested: $ _____

Amount of City Funding Requested: 2019: $ _____ 2020: $ _____

☐ Project Support

☐ General Operating Support

Authorized Signature: _____ Date: _____

Print Name: _____

(Note: An optional fillable PDF version of this form is available online.)

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Submission Checklist

A complete application will include the following:
- ☐ Application Cover Sheet (an optional fillable PDF version of this form is available online)
- ☐ Proposal Narrative
    Note: The Proposal Narrative should be no more than 10 pages in length and typed in single-spaced 11-point font. Each document should be labeled with your organization's name and title of the document (e.g., in the header or footer)
- ☐ Current Board of Directors List (names, addresses, phone and email) and open positions
- ☐ Current Staff List (names, titles, indicating whether full-time, part-time, volunteer)
- ☐ Organizational Financial Information (all documents *based on applicant fiscal year*)
    - ☐ Current Balance Sheet
    - ☐ 2018 Operating Budget
- ☐ 2019 Draft Budget
    - ☐ List of major income sources for past two years (funder, purpose, amount), including current year indicating whether funding is received, pledged, or pending
- ☐ IRS Form 990 (most recent filed)
- ☐ IRS Determination Letter of 501(c)(3) Non-profit Status
- ☐ Proposal Budget and Budget Narrative (for *program support* requests)

Proposal Narrative

- Please answer the following sections separately and number each answer.
- Answers should be specific to services/projects to be funded by City funds.
- For general operating support requests, please address the following questions at the organization-level (rather than program specific).

I. STATEMENT OF PURPOSE

Describe the community needs that the proposed program seeks to address, and the projected short- and long-term impacts. Please document and cite relevant and up-to-date City documents (2016 Community Needs Assessment), demographic or research sources, etc. For *general operating support* requests, describe the organization's mission and projected short- and long-term impacts, as well as the priority needs the organization is addressing.

II. PROGRAM SUMMARY

1. What program or services will the requested funds provide and who will be the primary recipients?
2. How will recipients access those services?
3. What percentage of the population of Bainbridge Island residents *who are eligible for these services* will be served by this program?
4. How many (or what percentage) of those served overall will be Bainbridge Island residents?
5. Describe how this request fits within the definition of Human Services as provided in the Human Services Element of the City's Comprehensive Plan:

- Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.
- Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.
- Support quality of life programs that enhance the health and well-being of the individual and the community.
- These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances.

6. Describe how this funding will foster improvement in the range and quality of health, housing and/or human services on Bainbridge Island.
7. If other community partners have an essential role in the delivery of proposed program or services, briefly describe their role and commitment (financial and/or non-financial)

III. ORGANIZATIONAL STRENGTH

Describe your organization's ability and qualifications to deliver the proposed services in your funding request, and the resources you will dedicate to evaluate the funded activities progress and outcomes to determine success and learnings. Include efforts to coordinate these services with other agencies. Refer to past service record, accomplishments, and learnings, where applicable.

IV. DESIRED OUTPUTS, OUTCOMES and ASSESSMENT

Please complete the following chart to estimate realistic and achievable:
- Outputs - defined as number served or amounts, quantitative in nature)
- Outcomes - how you will gauge success and demonstrate project impact in terms of meeting priorities and needs. Whenever possible, present as measurable data or other objective means of assessment. Please also include how you track these outcomes.

[Applicant and Program Name]		
OUTPUTS AND OUTCOMES CHART		
Program Activities or Services	Annual Goal: **Unduplicated Bainbridge Residents Served** (Outputs)	Outcome of Receiving this Program/Service (Outcomes)
EXAMPLE: (1) Afterschool academic enrichment	Year 1: 100 Students Year 2: 150 students	Year 1: 60 out of 100 students or 60% will show improved academic performance as demonstrated by comparing first and final quarter GPA at the end of the academic year. Year 2: 130 out of 150 students will have increased GPA by at least 20% from first quarter. Tracking tools: Report cards
(2) Afterschool social skills	Year 1: 20 Students Year 2: 20 students	Year 1 and Year 2: 80% of the students participating will indicate understanding of at least three coping strategies to manage stress based on pre- and post-surveys Tracking tools: Social skills inventory pre and post survey

V.   PROGRAM EVALUATION PLAN

How often does your organization evaluate the effectiveness of its programming and by what means does it gather this information or data?

Program Budget

For **Program Support** requests, please complete the following Budget Summary (Suggested format is provided below). For general operating support requests, only an organizational budget for FY 2019 is required.

Expense Category	YEAR 1			YEAR 2			OTHER SOURCES
	Applicant Program Budget Allocation Year 1	COBI HSF REQUEST Year 1	Total Year 1	Applicant Program Budget Allocation Year 2	COBI HSF REQUEST Year 2	Total Year 2	
Human Resources (Staff Salaries, Benefits, Consultant Services)							
Space / Facilities							
Equipment Purchase							
Travel / Training							
Insurance							
Operating Expenses							
Scholarships / Stipends							
Other							
Indirect Administrative Costs							
TOTAL							

1. What is the total of your agency's estimated budget for FY 2019?
2. What portion of your total agency budget does the Year 1 request represent?
3. How have the services you are requesting been funded for in the past three years?
4. List other public or private sources of funding you are seeking and have secured to support proposed program or services? Please identify the amount of cash match your organization intends to obtain to leverage City funding to sustain your program or services.
5. What are the consequences to your clientele, organization and/or the community if you do not receive these funds?

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II.   PRESENTATION OF NEED, FORMULATION OF GOALS

On September 1st, 2015, the Council received a report [**Attachment 5**] prepared by the Bainbridge Community Foundation, which highlighted trends in various human service areas. The report was comprised of information from the US Census, the Kitsap Public Health District, and the Foundation's own research data. At the Council meeting on September 8th, 2015, Council members, Advisory Committee Members, and the public were presented highlights from this report [**Attachment 6**].

In addition, the Council was asked a series of questions related to the framework of the future Human Services Funding Program. The framework proposed at this meeting was developed from a number of sources, including the prior funding program of the Health, Housing, and Human Services (HHHS) Council, information provided by human services agencies via in-person meetings, a survey [**Attachments 7&8**] sent out to human services agencies by the City on August 3, 2015. In addition, the City convened a meeting of the Human Services Directors Forum to solicit additional feedback and suggestions on the process. That meeting was held on August 11, 2015 [**Attachment 9**].

Those questions and responses (in italics) are summarized below:

- Should funding be limited to organizations on Bainbridge Island? *Council would like to see the number of Island residents that have been identified as having the need and the number being served. There may be certain priority thresholds that the Human Services Funding Advisory Committee (HSFAC) should consider when reviewing the applications.*

- Should funding be limited to program support or include general operating support? *Funding should not be limited. Organizations should describe their goals of service (i.e. programmatic or operating).*

- Does the City wish to consider policies that might limit an organization's dependency on human services funding? *It is appropriate to limit it and do it in terms of a percentage of an overall operating budget. The committee should also have the discretion to consider the unusual. There should not be a bright-line rule. When possible, the organization should be 501(c)(3).*

  Should history of service delivery in community be a priority or neutral to all applicants? *Neutral with the caveat of a having a demonstrated capability to deliver needed services.*

- Should the City identify priority-funding areas? *No.*

  Should the City require applicants to substantiate need via demographic and usage data? *There was support for this approach.*

- Are there more/fewer constituencies that should be identified as "targets" or City funding? *Decision should be made by the HSFAC in response to applicant submissions.*

  Should HSFAC members balance allocations among constituencies? *Decision should be made by studying the needs identified.*

- Should the City funding attempt to "support" or "solve" needs or both? *Depends on the type of organization that is asking for funding.*

Should City funding support "acute" or "chronic needs" or both? *Both need to be addressed.*

- Should the City prioritize programs that support basic needs (food, water, shelter) or other programs? *Given the limited amount of money available as well as Comprehensive Plan goals, it seems appropriate to prioritize and support basic needs.*

  Is it a high priority to serve more residents, or service particular constituencies more deeply? *HSFAC is advised to balance both.*

- Should City funding encourage cooperation and collaboration among agencies? *Yes however, there should not be a requirement that there be a demonstrated partnership.*

- Should City continue to support a wide variety of programs? *Yes, however it was preferred that it be enough funding to genuinely make an impact on the particular direction an applicant wants to go. HSFAC should not feel that they have to hit all sorts of "target" areas.*

- Does the City wish to prioritize funding for programs that alleviate/reduce strain on City services (like police, parks etc.)? *No.*

  Does the City wish to prioritize direct service to preventative services/early intervention? *Case needs to be made by the applicant.*

Following this, BCF and City Staff worked summarize this information into a Request for Proposal to be presented at the next Council meeting.

CITY COUNCIL STUDY SESSION AGENDA BILL

MEETING DATE: July 17, 2018   **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: Discuss Newsletter Options - Mayor Medina (10 minutes)

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion   **PROPOSED BY:** City Council

RECOMMENDED MOTION:
Discussion only.

SUMMARY:
Council will discuss options for a City newsletter.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY COUNCIL STUDY SESSION AGENDA BILL

CITY OF
BAINBRIDGE ISLAND

MEETING DATE: July 17, 2018   **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: Council Calendar (10 minutes)

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion   **PROPOSED BY:** Executive

RECOMMENDED MOTION:
Discussion only.

SUMMARY:
Council will review the upcoming Council meeting agendas.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Proposed Council Calendar Items

FISCAL DETAILS:

Fund Name(s):

Coding:

2018 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Agenda	Department	Timing (min)	Study Session 7 pm	Absences	Agenda	Department	Timing (min)	Special Business Meeting 6 pm
			15	**7/17/2018 Special Meeting - 6:00 PM**	LS			25	**7/24/2018 Executive Session**
						UB	EXEC	15	Ordinance Amending Landmark Tree Ordinance (Consider Approval and Schedule Public Hearing for 8/14)
						UB	PCD	30	Planning Commission Recommendations Relating to Land Use Review and Approval Roles, Responsibilities, and Procedures and Housing Design Demonstration Projects (HDDP)
						NB	PCD	20	SMP Amendment for CAO Integration
						NB	POL	10	Interlocal Agreement and Use Agreement for RideAlong App (Consider Forwarding to 8/14 Consent Agenda)
						NB	PCD	10	2018 FEMA Floodplain Code Amendment (Consider Scheduling a Public Hearing on 8/14)
						NB	EXEC	10	Ordinance Amending Start Time of City Council Meetings (Consider Approval)
						CRP	PCD	10	Closed Record Proceeding: Resolution Approving the Madison Grove Final Plat (Consider Approval)
						CA	POL	CA	Purchase of Mobile Audio Video Cameras for Police (Consider Approval)
						CA	EXEC	CA	RFP for 2019-2020 Human Services Awards (Consider Approval)
						CA	PW	CA	Interlocal Agreement with KPUD Relating to Rockaway Beach Water System (Consider Approval)
			15					130	

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Absences	Agenda	Department	Timing (min)	Study Session 6 pm	Absences	Agenda	Department	Timing (min)	Business Meeting 6 pm
KM			15	**8/7/2018 National Night Out**	DS			25	**14-Aug**
						CD	EXEC	30	Code Consistency Workshop - Review Work Program
						UB	EXEC	15	Update on City-Wide Workplan and Priorities
						UB	PW	10	Old Treatment Plant Pump Station Replacement Project Contract Award (Consider Approval)
						UB	CC	15	Resolution Stating the Council's Intention to Approve an Ordinance Creating the Powers of Initiative and Referendum (Consider Approval)
						UB	PCD	15	Planning Commission Recommendations on Tree Regulations
						NB	FIN	15	2018 Midyear Financial Update and Capital Report
						NB	FIN	10	2018 Midyear Budget Amendments Ordinance (Consider Forwarding to 8/28 Consent Agenda)
						NB	EXEC	10	Wayfinding Sign Proposal for LTAC Funds (Consider Forwarding to 8/28 Consent Agenda)
						NB	EXEC	15	City Farmland Crawford Property Shade Covenant
						NB	PW	10	Waterfront Park Bridge Re-Decking Project Contract Award (Consider Forwarding to 8/28 Consent Agenda)
						P	EXEC	20	Presentation by PSE on Green Direct Program

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					PH	PCD	10	Public Hearing: 2018 FEMA Floodplain Code Amendment (Consider Approval)
					PH	EXEC	20	Public Hearing: Ordinance No. 2018-25 Relating to Landmark Trees
					CA	POL	CA	Interlocal Agreement and Use Agreement for RideAlong App (Consider Approval)
		15					220	

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2018 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Agenda	Department	Timing (min)	Study Session 6 pm	Absences	Agenda	Department	Timing (min)	Business Meeting 6 pm
			15	**21-Aug**				25	**8/28/2018 Executive Session**
	P	FIN	30	Recommendations for 2019 Water and Sewer Rates		UB	PW	10	Waterfront Park Bridge Re-Decking Contract Award (Consider Approval)
	P	PCD	20	Presentation on Living Futures		UB	FIN	10	2019-2024 CIP Presentation
	NB	PW	20	Focused Traffic Study Recommendations		NB	EXEC	15	Friends of Farms Request for Funding for City Farmland Management
						NB	EXEC	15	Proposal for City Farmland M&E Property "Food Forest"
						NB	PW	10	Resolution Relating to Speed Limit Reductions (Consider Forwarding to 9/11 Consent Agenda)
						CA	FIN	CA	2018 Midyear Budget Amendments Ordinance (Consider Approval)
						CA	EXEC	CA	Wayfinding Sign Proposal for LTAC Funds (Consider Approval)
			85					85	

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