



CITY OF
BAINBRIDGE ISLAND

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

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

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
3. **MAYOR'S REPORT - 6:05 PM**
4. **PRESENTATIONS**
 - 4.A (6:10 PM) Update on City's Suzuki Property Development Project - Executive, 20 Minutes
[Suzuki Update CC 20 Nov 2018.pdf](#)
5. **UNFINISHED BUSINESS**
 - 5.A (6:30 PM) Update on Moratorium - Planning, 10 Minutes
[20181120 Moratorium work program status report.docx](#)
[Ordinance No. 2018-43 Amending the Moratorium Approved 111318.pdf](#)
[Development Moratorium Summary Effective 20181121.pdf](#)
 - 5.B (6:40 PM) Budget Discussions - Finance, 60 Minutes
[Budget Changes to Date after November 13 meeting.pdf](#)
[Budget Discussion Transmittal for CC 11202018.docx](#)
 - 5.C (7:40 PM) Process to Identify Nonmotorized Projects for City Capital Improvement Plan - Executive, 30 Minutes
[CIP Process Improvements - CC 20 Nov 2018.docx](#)
[CIP Process Presentation_CC 2018-11-20.pdf](#)
6. **NEW BUSINESS**
 - 6.A (8:10 PM) Sportsman Club and New Brooklyn Intersection Preferred Design Discussion - Public Works, 30 Minutes

7. CITY COUNCIL DISCUSSION

- 7.A (8:40 PM) Discussion of City Policies - Mayor Medina, 15 Minutes
[City Policies - CC 20 Nov 2018.docx](#)

8. FUTURE COUNCIL AGENDAS

- 8.A (8:55 PM) Future Council Agendas - Mayor Medina, 10 Minutes
[City Council Regular Business Meeting 112718](#)
[City Council Study Session 120418](#)
[City Council Regular Business Meeting 121118](#)

9. FOR THE GOOD OF THE ORDER - 9:05 PM

10. ADJOURNMENT - 9:15 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: November 20, 2018

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (6:10 PM) Update on City's Suzuki Property Development Project - Executive,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION:

Information only.

SUMMARY:

Jon Rose, Olympic Property Group (OPG), will provide the City Council with an update on work to-date and in-progress at the project site. The presentation will summarize the following items:

- o New project website
- o Finding of project studies
- o Key issues
- o November 28 Community Meeting
- o Schedule going forward

There is a Community Meeting planned to share this information more broadly. The Community Meeting is scheduled for Wednesday, November 28, 2018, in the City Hall Council Chambers from 6:00 - 8:00 pm.

FISCAL IMPACT:

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

BACKGROUND:

The City owns a 14-acre property at the intersection of New Brooklyn and Sportsman Club Road. The City intends to develop a 100% affordable housing project at this site, and has engaged Olympic Property Group (OPG) to complete the initial phases of property development and site preparation.

ATTACHMENTS:

[Suzuki Update CC 20 Nov 2018.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Agenda: City Council Briefing

Olympic Property Group: Suzuki Project **November 20, 2018**

1. Purpose of Presentation

2. OPG's Scope

3. Project website published: www.suzukiaffordable.com

4. Public meeting scheduled for November 28 in City Hall

5. Consultant reports

Existing conditions consultant studies complete except traffic. All will be available on the website.

- a. Phase 1 Environmental Study (Aspect Consulting):
- b. Geotechnical (Aspect Consulting)
- c. Wetlands (BGE Environmental)
- d. Civil Engineering (Brown and Wheeler):
- e. Arborist (Katy Bigelow)
- f. Survey (AGO)
- g. Traffic (KPG)

6. Housing types and site plan

7. Anticipated Schedule

Process Prior to Formal Project Application

11/20 - Council briefing

11/28 - Public workshop

December - Submit Site Assessment Review (SAR)
- SAR meeting with staff

January 2019 - Workshop with City Council. Decisions needed on:
* Unit count
* Storm drainage
- Courtesy briefings with DRB and Planning Commission

February 2019 - Council briefing prior to making pre-application
- Pre-application submission

March 2019 - Pre-application meeting with staff

Formal Application, Review, and Approval Process

- April 2019 - Council briefing and Public presentation (a refresher and chance to share any changes or updates to the plan)
 - Begin preparation of formal application materials
- June 2019 - Submit HDDP/Plat application
 - Required DRB and courtesy Planning Commission workshops
- Sept. 2019 - Council briefing
 - Public update meeting
- December 2019 - SEPA determination and staff report
 - Required Planning Commission meeting
 - Council briefing
- February 2020 - Hearing with the Hearing Examiner

**ATTACHMENT G
PRELIMINARY BUDGET**
(From contract executed July 13, 2018)

COST PROFORMA THRU PRELIMINARY PLAT

		Total	Pre-Design	Preliminary Approval	Comments
Soft Costs					
Architect		\$191,325	\$11,325	\$180,000	Davis Studio Proposal + costs incurred
Civil		\$22,821	\$3,321	\$19,500	Browne Wheeler Proposal + costs incurred
Landscape Architect		\$40,000		\$40,000	Fischer Bouma Proposal
Geo Tech (Structural, LID)		\$13,500		\$13,500	Aspect Consulting Proposal
Surveyor (Boundary, Topo, Tree)		\$24,250		\$24,250	AGO Land Surveying Proposal
Preliminary Plat		\$5,000		\$5,000	AGO Land Surveying Proposal
Arborist (Hazard Trees, Inventory)		\$2,125		\$2,125	Katy Bigelow, Arborist Proposal
Environmental - Lvl 1.		\$5,000		\$5,000	Aspect Consulting Proposal
Wetland		\$6,400	\$500	\$5,900	BGE Environmental Proposal + costs incurred
Traffic		\$21,295		\$21,295	KPG, PS Proposal
Legal		\$30,000	\$24,000	\$6,000	Davis Wright Tremain Proposal
OPG Overhead		\$137,495	\$24,999	\$112,496	Estimate Based on OPG Experience
Soft Cost Subtotal		\$499,211	\$64,145	\$435,066	
Contingency (15%)	15%	\$74,882		\$9,622	Contingency
Soft Cost Total		\$574,093	\$73,767	\$500,326	
City of Bainbridge Fees					
PreApp Conference		\$256		\$256	
Forest Practice Application		\$1,500		\$1,500	
Subdivision Fees		\$86,063		\$86,063	\$17,363 fee, + fee of \$1,145 per lot - based on 60 lots
Fees Subtotal		\$87,819		\$87,819	
Contingency (15%)	15%	\$13,173		\$13,156	Contingency
Fees Total		\$100,992		\$100,975	
Project Costs					
		\$675,085	\$73,767	\$601,301	
Project Profit					
	18%	\$121,515	\$13,278	\$108,234	
Total Project Costs + Profit		\$796,600	\$87,045	\$709,555	

Suzuki: Costs Spent Versus Budget (Exhibit G of Contract)

November 8, 2018

Pre-Design

	Total Scope Amount	Amount Spent to Date	Balance of Scope	Percent of Scope Used
BGE Environmental	\$500.00	\$500.00		
Brown Wheeler	\$3,321.00	\$3,321.00		
Davis Studio	\$11,325.00	\$11,325.00		
Davis Wright Tremaine	\$24,000.00	\$19,210.00		
OPG Overhead	\$24,999.00	\$24,999.00		
Contingency (15%)	\$9,622.00	\$0.00		
Total:	\$73,767.00	\$59,355.00		

Preliminary Approval

	Total Scope Amount	Amount Spent to Date	Balance of Scope	Percent of Scope Used
AGO - Prelim Plat	\$5,000.00	\$0.00	\$5,000.00	0%
AGO - Topo	\$24,250.00	\$15,750.00	\$8,500.00	65%
Aspect	\$18,500.00	\$19,984.19	-\$1,484.19	108%
BGE Environmental	\$6,400.00	\$4,855.00	\$1,545.00	76%
Brown Wheeler	\$22,821.00	\$1,778.25	\$21,042.75	8%
Davis Studio	\$191,325.00	\$17,513.26	\$173,811.74	9%
Fischer Bouma	\$40,000.00	\$0.00	\$40,000.00	0%
Katy Bigelow	\$2,125.00	\$1,375.00	\$750.00	65%
KPG	\$21,295.00	\$5,408.00	\$15,887.00	25%
Legal	\$30,000.00	\$0.00	\$30,000.00	0%
Contingency (15%)	\$74,882.00	\$0.00	\$74,882.00	0%
Sub-consultant Totals:	\$436,598.00	\$66,663.70	\$369,934.30	15%
OPG	\$259,010.00	\$34,534.66	\$224,475.34	13%
All Consultant Totals:	\$695,608.00	\$101,198.36	\$594,409.64	15%
COBI Fees:				
Pre-App Conference	\$256.00	\$0.00	\$256.00	0%
Forest Practice Application	\$1,500.00	\$0.00	\$1,500.00	0%
Subdivision Fees	\$86,063.00	\$0.00	\$86,063.00	0%
Contingency (15%)	\$13,173.00	\$0.00	\$13,173.00	0%
Fees Total:	\$100,992.00	\$0.00	\$100,992.00	0%
TOTALS:	\$796,600.00	\$101,198.36	\$695,401.64	13%



UNIT COUNT:
 18 Single Family Homes
 36 - 48 Attached Townhomes
 54 - 66 Units
 82 Parking Spaces
 (parked at 1.25 to 1.5 per unit)

- COMMUNITY SITE FEATURES:**
- ① Single Family Residences
 - ② 6 - 8 Unit Attached Townhomes
 - ③ 3 - 4 Unit Attached Townhomes
 - ④ Micro-hood
 - ⑤ Community Open Space
 - ⑥ Not Used
 - ⑦ Parking
 - ⑧ Not Used
 - ⑨ (E) Mature trees
 - ⑩ (E) Stream w/ 40' buffer / setback
 - ⑪ (E) Pond w/ 100' buffer / setback
 - ⑫ (E) Woodlands



Suzuki
 A Market and Affordable Rate Community
Bainbridge Island
Washington 98110

Revision	Date



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: November 20, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:30 PM) Update on Moratorium - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Report

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

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

SUMMARY:

City staff have been working to address the issues identified in the development moratorium (Ordinance No. 2018-02, amended by Ordinances Nos. 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, and 2018-41).

On November 13, 2018, the City Council adopted Ordinance No. 2018-43 (effective date November 21) which amended the development moratorium by further narrowing its scope and application. The development moratorium is scheduled to expire on April 8, 2019, unless the City Council takes further action before such date.

See attached Work Program Status Report, Ordinance No. 2018-43, and summary.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[20181120 Moratorium work program status report.docx](#)

[Ordinance No. 2018-43 Amending the Moratorium Approved 111318.pdf](#)

[Development Moratorium Summary Effective 20181121.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Moratorium on Accepting Certain Development Applications: Work Program Status Report November 20, 2018

Moratorium Topic	Status	Timeline
Critical Areas Ordinance (CAO)	<p>The development moratorium was amended by the City Council on April 24, 2018 to continue to apply within the City’s shoreline jurisdiction areas (Ordinance 2018-14). This effectively applied the aquifer recharge protection area (ARPA) requirement in the shoreline, although the change did not apply other provisions of the CAO update within the shoreline. At its October 16, 2018 study session, the Council made the policy decision to not include the ARPA requirement in the shoreline area. This policy decision means that “Part B” of the moratorium could be removed. On November 13, 2018, the Council adopted Ordinance 2018-43 (effective date November 21) removing “Part B” (i.e., the ARPA requirement) from the moratorium.</p> <p>The City has a Shoreline Master Program (SMP) Amendment in process to integrate the updated critical areas regulations into the SMP.</p>	<p>On September 11, 2018, the City Council held a public hearing on the SMP amendment. The Council held study sessions on October 2 and 16, 2018. The Public Comment Period expired on November 9, 2018. On November 27, 2018, the Council will further discuss the SMP amendment relating to integration of critical area regulations and regarding nonconforming structures, uses, and lots.</p> <p>The next steps are to respond to public comments, make any changes based on public comment and Council input, and then to transmit the proposed amendment to the Department of Ecology for initial review. Ecology then sends back the draft amendment with recommended changes and the Council locally adopts the amendment. It is then sent back to Ecology for final approval. The amendment process is expected to be completed in late winter/early spring 2019.</p>
Status on November 20:	<p>Complete: CAO update effective outside shoreline jurisdiction. Incomplete: Applicability of CAO update within shoreline jurisdiction.</p>	

Moratorium on Accepting Certain Development Applications: Work Program Status Report November 20, 2018

Moratorium Topic	Status	Timeline
Subdivisions	<p>The Planning Commission is reviewing three topics related to subdivisions:</p> <ul style="list-style-type: none"> • Creation of design guidelines • Revisions to subdivision standards • Revisions to review process, decision criteria and decision-making authority <p>The Planning Commission completed its review of new subdivision design guidelines.</p> <p>The Planning Commission forwarded recommendations to the City Council related to the review process and decision-making authority. Additional recommendations to the Council are forthcoming.</p> <p>The Council accepted the Planning Commission recommendations related to the role of the Planning Commission and Design Review Board in reviewing and making recommendations on preliminary decisions on subdivisions. However, the Council did not agree to the Planning Commission's recommendation that the Council be the decision-maker for preliminary decisions on subdivisions (i.e., preliminary plat approval).</p> <p>The Council removed two-lot short subdivisions in which there is an existing single-family residence from the moratorium with the adoption of Ordinance 2018-41 on September 25, 2018.</p>	<p>On September 27, October 25, and November 8, 2018, the Planning Commission met to discuss subdivision standards and the review process. The Planning Commission will continue its discussion in November and December 2018. A Planning Commission public hearing is tentatively scheduled for January 2019.</p> <p>On October 23, 2018, the City Council held a public hearing related to Planning Commission/DRB review and recommended roles. The Council deferred taking action until receiving all of the forthcoming Planning Commission recommendations on subdivision design guidelines, standards, review process, and decision criteria. The Council is tentatively scheduled to discuss this matter at its December 11, 2018 meeting. However, it is unlikely that the Planning Commission's work on the review process for land use permits will be completed by this date.</p> <p>On November 13, 2018, the Council adopted Ordinance 2018-43 (effective date November 21) narrowing the development moratorium. The Council also discussed exempting commercial subdivisions in the Business/Industrial zone from the moratorium, and asked staff to bring back information to do so at a later date.</p>
Status on November 20:	<p>Complete: Planning Commission review of new subdivision design guidelines; decision-making authority determined.</p> <p>Incomplete: Planning Commission review of revised standards, review process, and decision criteria.</p>	

Moratorium on Accepting Certain Development Applications: Work Program Status Report November 20, 2018

Moratorium Topic	Status	Timeline
Design Guidelines Update (related to Site Plan and Design Review and Conditional Use Permits).	A RFQ for professional services was published and closed on August 17, 2018. On October 23, 2018, the City Council authorized a professional services agreement with Framework to produce an updated set of design guidelines (Chapter 18.18 BIMC).	<p>On November 13, 2018, a kick-off meeting with the consultant was held with the Design Review Board.</p> <p>The update to the City’s Design Guidelines is expected to be completed before mid-year 2019.</p>
Status on November 20:	<p>Complete: Consultant professional services agreement approved, kick-off meeting held with the DRB.</p> <p>Incomplete: Update design guidelines.</p>	

Moratorium on Accepting Certain Development Applications: Work Program Status Report November 20, 2018

Moratorium Topic	Status	Timeline
<p>Review Process for Land Use Permits (related to Subdivisions, Site Plan and Design Review, and Conditional Use Permits).</p>	<p>The Planning Commission and Design Review Board discussed this topic at their meetings beginning in May and will continue through December 2018. A Planning Commission public hearing is tentatively scheduled for January 2019.</p> <p>The Planning Commission provided recommendations to the City Council related to roles and responsibilities for the Planning Commission, Design Review Board, and the Council and the legislative review process for amending the BIMC.</p>	<p>On October 23, 2018, the City Council held a public hearing related to the Planning Commission and Design Review Board’s land use review roles and responsibilities (Ordinance 2018-20). The Council deferred taking action until receiving all of the forthcoming Planning Commission recommendations on land use review procedures.</p> <p>The Council is tentatively scheduled to discuss this matter at its December 11, 2018 meeting. However, it is unlikely that the Planning Commission’s work on the review process for land use permits will be completed by this date.</p>
<p>Status on November 20:</p>	<p>Complete: Ordinance 2018-20 ready for Council consideration related to new roles and responsibilities for the Planning Commission and Design Review Board and revisions to the legislative review process for amending the BIMC.</p> <p>Incomplete: Revisions to Chapter 2.16 BIMC related to review procedures and decision criteria for subdivisions, site plan and design review, and conditional use permits.</p>	

Moratorium on Accepting Certain Development Applications: Work Program Status Report November 20, 2018

Moratorium Topic	Status	Timeline
Affordable Housing	<p>The Affordable Housing Task Force completed review of its draft final report to the City Council at its meeting on July 11, 2018.</p> <p>On June 12, 2018, the Council approved a contract with ECONorthwest to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights program.</p> <p>On November 13, 2018, the Council dissolved the Affordable Housing Task Force and created a Council Ad Hoc Committee for Affordable Housing.</p>	<p>The Affordable Housing Task Force Report with recommendations was presented to the City Council on July 24, 2018 and was discussed further at the August 21, 2018 Council Study Session.</p> <p>The economic market analysis and program feasibility study is expected to be completed in November 2018. A Council study session was held on October 2, 2018 to receive a project update from ECONorthwest. The next update to the Council on this effort is scheduled for December 4, 2018.</p>
Status on November 20:	<p>Complete: Council discussion and endorsement of Priority and Quick Wins recommendations from the AHTF Report.</p> <p>Incomplete: Implementation/approval of AHTF recommendations, including adoption of inclusionary zoning regulations.</p>	

Moratorium on Accepting Certain Development Applications: Work Program Status Report November 20, 2018

Moratorium Topic	Status	Timeline
Business/Industrial (B/I) zoning district	The Council revisited the inclusion of the B/I zoning district in the moratorium and determined that the results of the moratorium work plan would not have a significant impact on land use applications in that zoning district. On October 23, 2018, the Council made the policy decision to remove from the moratorium certain restrictions related to the B/I zoning district. On November 13, 2018, the Council adopted Ordinance 2018-43 (effective date November 21) exempting from the moratorium B/I zoning district Major Site Plan and Design Review and Major Conditional Use permit proposals.	During their November 13, 2018 discussion of Ordinance 2018-43, the Council discussed whether commercial subdivisions in the B/I zone should be subject to the moratorium. The Council will discuss at a future meeting whether B/I zoning district commercial subdivisions should also be exempt from the moratorium.
Status on November 20:	Complete: Ordinance 2018-43 adopted, thereby exempting B/I zoning district Major Site Plan and Design Review and Major Conditional Use permit proposals from the moratorium. Incomplete: Policy decision regarding whether B/I zoning district subdivisions should be exempt from moratorium.	
Accessory Dwelling Units	On October 23, 2018, the City Council considered whether the City can prohibit, regulate, or otherwise discourage property owners from making condominiums out of accessory dwelling units (ADUs) located on their property.	On October 23, 2018, the Council directed staff to prepare for the Council's consideration an ordinance to require common ownership of ADUs. This issue is scheduled to come back to the Council in Q1 2019.
Status on November 20:	Complete: Began discussions on ADU condominiums. Incomplete: Policy decision deferred to Q1 2019.	

ORDINANCE NO. 2018-43

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2018-41 to narrow the development moratorium; providing for severability; and leaving the effective date and duration of the moratorium unchanged.

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

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

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

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

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

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

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

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

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

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

WHEREAS, regulations for critical areas within the City’s shoreline jurisdiction are in the process of being updated through an amendment of the City’s shoreline master program consistent with the Shoreline Management Act and that amendment process was ongoing as of July 9, 2018, which was the original date that the moratorium was set to expire; and

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

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

(1) Revise review procedures for preliminary subdivisions to include the Design Review Board and Planning Commission in process; and

(2) Analyze alternatives to decision-making authority for the Design Review Board, Planning Commission, and Hearing Examiner for subdivisions, conditional use permits, and site plan and design review; and

(3) Identify specific development standards to review/revise in Chapters 18.12 and 18.15 of the Bainbridge Island Municipal Code; and

(4) Initiate rewrite of subdivision design standards in Chapter 17.12 of the Bainbridge Island Municipal Code; and

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

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

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

WHEREAS, the City’s Planning Commission has completed its review of land use review procedures and forwarded the recommendations on these issues to the City Council, but

has not completed its review of revisions to the City's subdivision guidelines, standards, and dimensional standards; and

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

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

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

WHEREAS, on June 12, 2018, the City Council authorized the execution of a professional services agreement to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights program, both of which address affordable housing related issues, and on October 2, 2018, the Council received a project update briefing, and a final report is expected to be presented to the Council in December 2018; and

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

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

WHEREAS, on April 10, May 22, June 5, June 19, July 17, August 21, September 4 and 18, October 2 and 16, and November 6, 2018, the City Council was provided moratorium work program status report updates; and

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

WHEREAS, on September 25, 2018, the City Council held a public hearing and approved Ordinance 2018-41, and thereby extended the development moratorium for another six (6) months until April 8, 2019, unless the Council takes further action before such date, and in so doing narrowed the moratorium to remove two-lot short subdivisions in which there is an existing single-family residence from the moratorium; and

WHEREAS, on October 16, 2018, the City Council discussed integrating critical area regulations into the Shoreline Master Program (Chapter 16.12 BIMC) and made the policy decision to not apply new *Aquifer Recharge Protection Area* regulations (BIMC 16.20.100) within the City's shoreline jurisdiction areas; and

WHEREAS, as a result of that policy decision, and the City Council's affirmation on October 23, 2018, that the moratorium should be narrowed in that manner, the Council directed staff to prepare an ordinance to entirely remove Section 3.B. (which, in effect, applied the Aquifer Recharge Protection Area regulations in the City's shoreline jurisdiction areas) from the moratorium; and

WHEREAS, on October 23, 2018, the City Council discussed additional revisions to the development moratorium, including excluding from the moratorium certain permit applications for development in the Business/Industrial zoning district, and the Council directed staff to prepare an ordinance to narrow the moratorium accordingly; and

WHEREAS, on October 23, 2018, the City Council also discussed potentially further narrowing provisions of the moratorium related to applications for new short subdivisions that the Council had previously narrowed, and the Council decided to not take such action at this time pending the Planning Commission's ongoing but not yet completed work related to subdivisions, including new subdivision design guidelines and revised subdivision standards and review procedures; and

WHEREAS, on October 23, 2018, the City Council also discussed issues related to making condominiums out of accessory dwelling units ("ADUs") and common ownership of ADUs, and the Council directed staff to work on possible revisions to the BIMC to allow the Council to further consider the common ownership issue related to ADUs; and

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

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

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

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the

moratorium, as established by Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, and 2018-41.

Section 2. Moratorium Amended. Section 3 of Ordinance No. 2018-05, as amended by Ordinance Nos. 2018-09, 2018-14, and 2018-41, is hereby further amended as follows related to the activities to which the moratorium applies:

~~B. Structures, buildings, and land use permits and approvals in the R-1, R-2, and R-0.4 zones within the City's shoreline jurisdiction areas (see Chapter 16.12 BIMC):~~

- ~~(i) — That will result in less than 65% of the subject property being retained as native vegetation; or~~
- ~~(ii) — That will result in reducing the native vegetation on the subject property by any amount if that property had native vegetation existing on less than 65% of the property as of the effective date of the moratorium.~~
- ~~(iii) — Provided, that this Section B does not apply to complete land use applications (see BIMC Table 2.16.010-1) that were submitted prior to the effective date of the moratorium, and to the resultant site work and associated approvals related to such complete land use applications.~~

C. Major Site Plan and Design Review and Major Conditional Use Permit proposals that are not otherwise subject to this moratorium and that did not, before the effective date of the moratorium, have a pre-application conference on the Planning Department's calendar. Provided, that the moratorium does not apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals for properties located in the Mixed Use Town Center/Central Core Overlay District or the Business/Industrial District.

Section 3. Moratorium Work Plan. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew a moratorium for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made, and the City has thereby previously extended the moratorium as described herein based on the work plan that has been developed and the findings of fact that have been made in this ordinance and the previous ordinances related to this moratorium.

Section 4. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 5. No Change to Basis for Declaration of Emergency; Effective Date; Duration. This ordinance shall take effect and be in force five (5) days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declarations stated in the seven moratorium ordinances which preceded

this ordinance, Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, and 2018-41, except as described in the “Whereas” clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this moratorium were included in the “Whereas” clauses of Ordinance No. 2018-02 and Ordinance No. 2018-03, and were restated and supplemented in Ordinance No. 2018-05 and Ordinance No. 2018-09, and Ordinance Nos. 2018-14, 2018-23, and 2018-41, as well as in this ordinance, and those “Whereas” clauses are adopted as findings of fact. This ordinance amending the moratorium shall remain effective for the period as established for the moratorium, which is currently scheduled to expire on April 8, 2019, unless terminated earlier by the City Council. This ordinance does not change the effective date of the moratorium, which is January 9, 2018. The Council may, at its sole discretion, renew the moratorium for one or more six (6) month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED by the City Council this 13th day of November, 2018.

APPROVED by the Mayor this 13th day of November, 2018.



Kol Medina, Mayor

ATTEST/AUTHENTICATE:


Christine Brown, City Clerk

FILED WITH THE CITY CLERK	November 8, 2018
PASSED BY THE CITY COUNCIL	November 13, 2018
PUBLISHED:	November 16, 2018
EFFECTIVE DATE:	November 21, 2018
ORDINANCE NO:	2018-43

November 21, 2018

DEVELOPMENT MORATORIUM SUMMARY: Effective beginning January 9, 2018 until April 8, 2019. (Ordinance No. 2018-02, amended by Ordinance Nos. 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, & 2018-41 & 2018-43)

Development Activity PROHIBITED During the Moratorium:

- A. All applications for new short subdivisions (BIMC 2.16.070), except two-lot short subdivisions in which there is an existing single-family residence, new preliminary long subdivisions (BIMC 2.16.125), and new large lot subdivisions (BIMC 2.16.080).
- B. Major Site Plan and Design Review and Major Conditional Use Permit proposals that are not otherwise subject to this moratorium and that did not, before the effective date of the moratorium, have a pre-application conference on the Planning Department's calendar. Provided, that the moratorium does not apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals for properties located in the Mixed Use Town Center/Central Core Overlay District or the Business/Industrial District.

EXCEPTIONS to the Above Development Activities Prohibited During the Moratorium:

- A. Permits and approvals for affordable housing projects that qualify as Housing Design Demonstration Project (HDDP) Tier 3 projects pursuant to BIMC 2.16.020.Q. and Table 2.16.020.Q-1, and
- B. Permits and approvals for government facilities and structures; educational facilities and preschools; wireless communication facilities; and emergency medical and disaster relief facilities.



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: November 20, 2018

ESTIMATED TIME: 60 Minutes

AGENDA ITEM: (6:40 PM) Budget Discussions - Finance,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

Ongoing budget discussions.

SUMMARY:

Ongoing budget deliberations.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Budget Changes to Date after November 13 meeting.pdf](#)

[Budget Discussion Transmittal for CC 11202018.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

BUDGET CHANGES TO DATE

Items listed are currently approved by Council to be included in the 2019 -2020 Adopted Budget

last updated after November 13, 2018 Council meeting

Item #	Item	Status for 11/20/18 meeting	Amount	FTE	Ongoing or One-time	Comment	Source of Change to Budget
31	Facilities Major Mntc projects-2020	Yes	\$ 942,200	-	One-time	Reduced by \$173,000 per item 61	Proposed Budget - Yes
30	Facilities Major Mntc projects-2019	Yes	\$ 921,100	-	One-time		Proposed Budget - Yes
35	Health and Human Services Funding	Yes	\$ 660,000	-	Ongoing		Proposed Budget - Yes
36	Cultural Element Funding	Yes	\$ 300,000	-	Ongoing		Proposed Budget - Yes
15	FEMA Port Security Grant	Yes	\$ 229,000	-	One-time		Proposed Budget - Yes
1	FTE: Police Officer	Yes	\$ 225,000	2.00	Ongoing		Proposed Budget - Yes
44	Groundwater Management Plan	Yes	\$ 200,000	-	One-time		Proposed Budget - No
11	PCD - Professional Services for Comp Plan-related topics	Yes	\$ 200,000	-	One-time	Total of \$400,000 in biennium	Proposed Budget - Yes
42	2019 Communications plan	Yes	\$ 150,000	-	One-time		Proposed Budget - No
5	FTE: Operations Project Manager	Yes	\$ 134,000	1.00	Ongoing		Proposed Budget - Yes
2	Police Officer Add Vehicles	Yes	\$ 132,000	-	One-time		Proposed Budget - Yes
60	Council: Natural Resources Specialist	Yes	\$ 113,000	1.00	Ongoing		Added by Council for consideration
37	Housing Trust Fund	Yes	\$ 100,000	-	Ongoing		Proposed Budget - Yes
10	FTE: Administrative Specialist	Yes	\$ 100,000	1.00	Ongoing		Proposed Budget - Yes
8	FTE: Wastewater Treatment Plant Operator II	Yes	\$ 100,000	1.00	Ongoing		Proposed Budget - Yes
53	Council: Islandwide Stormwater Study	Yes	\$ 100,000	-	One-time	SSWM Fund	Added by Council for consideration
59	Council: Study WWTP Upgrade to Tertiary Treatment	Yes	\$ 100,000	-	One-time	Sewer Fund	Added by Council for consideration
28	Farm Maintenance - 2019	Yes	\$ 91,800	-	One-time		Proposed Budget - Yes
	Farmers Market Project	Yes	\$ 65,000	-	One-time		Proposed Budget - Yes
32	Farmland Property Management	Yes	\$ 65,000	-	One-time		Proposed Budget - Yes
7	FTE: Human Resources Analyst	Yes	\$ 61,000	0.50	Ongoing		Proposed Budget - Yes

BUDGET CHANGES TO DATE

Items listed are currently approved by Council to be included in the 2019 -2020 Adopted Budget

last updated after November 13, 2018 Council meeting

Item #	Item	Status for 11/20/18 meeting	Amount	FTE	Ongoing or One-time	Comment	Source of Change to Budget
43	2020 Communications Plan	Yes	\$ 60,000	-	Ongoing		Proposed Budget - No
34	Public Art Lease/Purchase	Yes	\$ 50,000	-	Ongoing		Proposed Budget - Yes
16	PCD - Rate Study	Yes	\$ 50,000	-	One-time		Proposed Budget - Yes
56	Council: Professional Services Photovoltaic Ordinance	Yes	\$ 50,000	-	One-time		Added by Council for consideration
29	Farm Maintenance - 2020	Yes	\$ 48,800	-	One-time		Proposed Budget - Yes
45	Council: Noxious Weed Funding Increase	Yes	\$ 40,000	-	Ongoing		Added by Council for consideration
38	Kitsap Public Health	Yes	\$ 30,000	-	Ongoing		Proposed Budget - No
13	Navigator Program	Yes	\$ 30,000	-	Ongoing		Proposed Budget - Yes
64	Council: WSF Viewing Platform	Yes	\$ 26,000	-	One-time		Added by Council for consideration
33	Public Art Administration	Yes	\$ 24,000	-	Ongoing		Proposed Budget - Yes
14	Harbor Pay Station	Yes	\$ 20,000	-	One-time		Proposed Budget - Yes
12	National Citizen Survey	Yes	\$ 15,000		One-time		Proposed Budget - Yes
3	Police Officer Add Equipment	Yes	\$ 10,000	-	One-time		Proposed Budget - Yes
48	Council: Indigenous Peoples Day	Yes	\$ 1,500	-	Ongoing		Added by Council for consideration
9	FTE: Engineering Specialist (Water Resources)	Yes	\$ (134,000)	(1.00)	Ongoing		Proposed Budget - Yes
	Council: Remove City Dock Modifications	Yes	\$ (150,000)	-	One-time		Added by Council for consideration
61	Council: Remove City Hall Carpet Repairs	Yes	\$ (173,000)	-	One-time		Added by Council for consideration
62	Council: Remove City Hall Renovations Capital	Yes	\$ (350,000)	-	One-time		Added by Council for consideration



CITY OF
BAINBRIDGE ISLAND

Finance and Administrative Services Department
Memorandum

Date: November 16, 2018
To: City Council
Morgan Smith, City Manager
From: Ellen Schroer, Deputy City Manager
Kim Dunscombe, Budget Manager
Subject: Budget Discussion on November 20

Since September, Council has devoted a significant amount of time to reviewing and discussing the proposed budget. At the October 23, October 30 and November 13 meetings, the City Council approved by motion specific changes to the Proposed Budget.

[Budget motions and sustainability review](#)

Staff has prepared initial costing information and updated the sustainability test charts for recurring revenue and expenditure and fund balance.

The tables on the following pages show:

- Table 1 – General fund motions with recurring impacts
- Table 2 – General Fund motions with one-time impact
- Table 3 – Utility Fund motions with one-time impact
- Table 4 – Items still under consideration (General Fund)
- Chart 1 – Recurring revenue/expenditure (Tax-Supported Funds)
- Chart 2 – Fund balance forecast (Tax-Supported Funds)

Table 1: General Fund motions: Recurring Impacts

Item #	Item	AMOUNT	FTE	Comment
60	Natural Resources Specialist	\$113,000	1.00	
43	Additional communications funding, starting in 2020	\$60,000		Ongoing components of plan established in 2019
45	Noxious Weed Funding	\$40,000		
38	Kitsap Public Health	\$30,000		
48	Add funding for Indigenous Peoples Day	\$1,500		
32	Farmland Property Management	(\$65,000)		2019 funding only. Starting in 2020, do not include.
4	Do not add Arborist position	(\$121,000)	(1.00)	
6	Do not add Information Technology Project Manager position	(\$101,000)	(1.00)	Total budgeted position cost is \$126,000 (\$101,000 tax-supported; \$25,000 utility)
	NET General Fund Impact – Recurring	(\$42,500)	(1.00)	

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

Item #	Item	AMOUNT	Comment
44	Add groundwater management plan	\$200,000	Use of funding under discussion
42	2019 communications plan	\$150,000	Multiple components, \$60k of which will continue into future years
	Affordable Housing dedicated funding	n/a – decision is to direct use of funds, not level of funding	\$100,000 of the \$400,000 available within the Affordable Housing Trust Fund will be used to support completion of Affordable Housing initiatives in 2019.
	Farmers Market projects	\$65,000	
56	Professional Services - Photovoltaic Ordinance	\$ 50,000	
	Add ferry viewing platform project	\$26,000	
	Remove City Dock Modifications	(150,000)	
61	Remove City Hall Carpet Repairs	(\$173,000)	
62	Remove City Hall Renovations Capital	(\$350,000)	
	NET General Fund Impact – One-Time	(\$182,000)	

Table 3: Utility Funds motions: One-Time Impacts in 2019 -2020

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

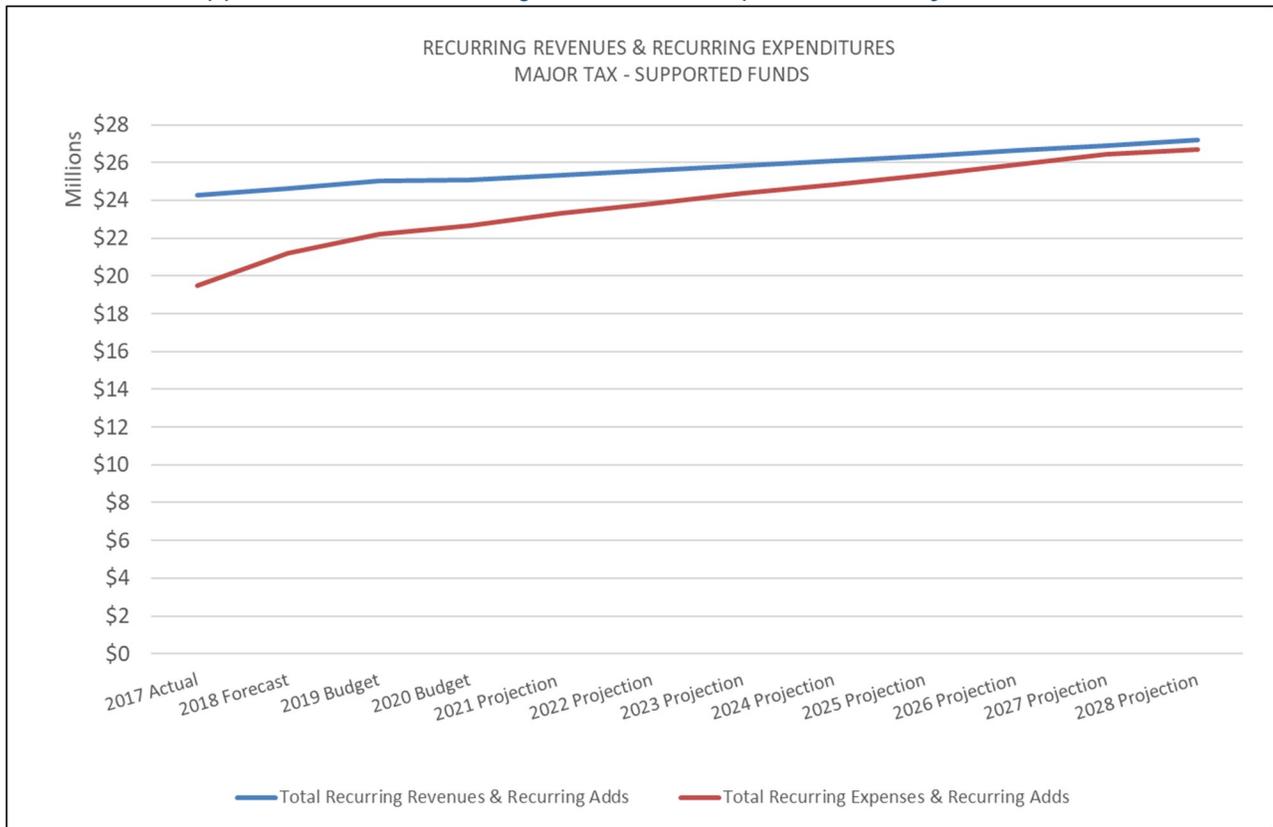
Table 4: Still under consideration – General Fund

Item #	Item	AMOUNT	FTE	Comment
26	Professional Services - Electronic Submittal	\$25,000		Not included in Proposed Budget. Recurring expense
	NET General Fund Impact - Recurring	\$25,000		

Sustainability Tests

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

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



The chart above demonstrates that if we were to implement the decisions you made through the November 13 meeting, the budget for the tax-supported funds would continue to meet our 10-year sustainability test for the recurring revenue and expenditures.

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

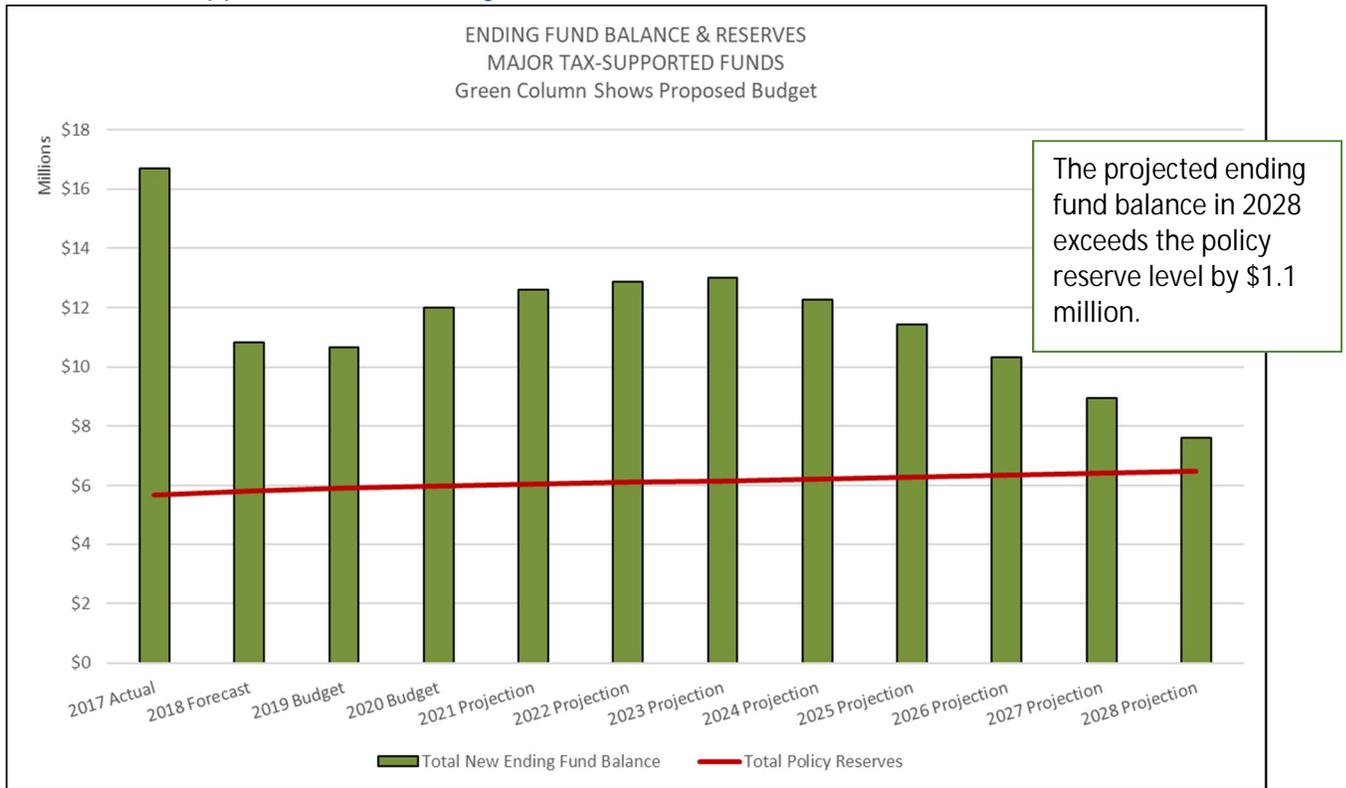


Chart 2, above, shows that the budget meets the test for the fund balance forecast with the set of changes passed through the November 13 meeting. The current modeling and assumptions show us with a fund balance above the targeted levels through 2028.

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



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: November 20, 2018

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:40 PM) Process to Identify Nonmotorized Projects for City Capital Improvement Plan - Executive,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

Discussion.

SUMMARY:

In August, 2018, the City Council and staff discussed the need to review and perhaps adjust the process through which capital projects, in particular nonmotorized transportation projects, are identified, prioritized, scheduled, and included in the City's Capital Improvement Plan (CIP). This discussion is intended to initiate that review.

FISCAL IMPACT:

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

BACKGROUND:

Mark Epstein, Engineering Projects Manager, will provide a presentation to describe the City's current process, identified concerns and issues, and suggested improvements. The briefing materials are attached for review.

ATTACHMENTS:

[CIP Process Improvements - CC 20 Nov 2018.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Non-motorized Transportation Projects Capital Improvement Plan (CIP) – Process Improvements

A. Overall Goals:

- To clearly articulate the City’s decision-making process and criteria for project selection.
- To ensure that City Council understands and supports the CIP process.
- To adopt a process that allows for emerging priorities.
- To adopt a process for project selection that incorporates input from staff, City Council, and the public.

B. Things we’re currently doing (well):

1. Developing a list of projects and a capital program that extends out six years.
2. Developing detailed budgets for projects.
3. Synchronization between the capital and operating budgets.
4. Identification and prioritization of the financing for capital projects (e.g. general fund, Fed/State grants, debt).
5. Detailed definition and early justification for each project, including timetable for construction/completion.
6. Classification of projects (e.g. Water, Sewer, Stormwater, Transportation, etc.)
7. Use of studies and formal System Plans to inform choices (made by PW Director, O&M Manager, and Engineering Manager) of projects to include in the CIP.
8. Prioritization of projects based on regulatory requirements, function of the facility, or preservation of the facility (based on staff professional judgement).
9. CIP reviewed and updated annually.
10. Success obtaining a high degree of grant funding leverage.

C. Issues:

1. Prioritization criteria is not well-understood or clearly stated.
2. CIP projects have long planning horizons. Newer City Council members may be unfamiliar with the history of the projects on the CIP. How to best capture changing priorities?
3. No City Council input until Draft CIP is issued. How much and when should Council input be incorporated?
4. What should be the role of the citizen committees? What level of Council interaction with the committees that provide input into the CIP is desired during the draft CIP process?
5. When does the CIP need to be set within the budget process timeline?

D. Process improvement options:

1. Education

- a. Educate and illustrate the CIP development process (remove the “black box”).
- b. Develop a website that illustrates CIP projects (by year) to aid project prioritization process.
- c. Hold outreach events for public feedback on Draft CIP. (Requires starting CIP process earlier and involves more staff time.)

2. Process

- a. Develop “Project Request” forms and process for emerging discretionary projects.
- b. Capital requests should include the project’s purpose, the problem it addresses, how it relates to a system plan, and the project’s relevance to the Comprehensive Plan.
 - Council expresses support for the project
 - Public Works estimates project costs.
 - Projects re-prioritized based on available funds.
- c. Track how capital projects correspond to Comprehensive Plan implementing actions.
- d. Develop a prioritization matrix to evaluate competing projects (see quantitative evaluation criteria developed by 2005 NMTAC). Involve the Council in developing the criteria.



- e. Establish a City Council ad hoc committee in Q4 prior to biennial budget years to help prioritize projects.

3. *Performance*

- a. Document the cost estimation methodology. Create more conservative cost estimates to minimize projects exceeding their budget.
- b. Develop and track project management and performance indicators for budget, schedule, and scope.

Capital Improvement Plan Process Improvements



COBI City Council Presentation
November 20, 2018



AGENDA

1. Goals
2. Current CIP Process
3. Issues
4. Process Improvement Options
 - a. Education
 - b. Process
 - c. Performance



KEEP
CALM
AND
SET NEW
GOALS

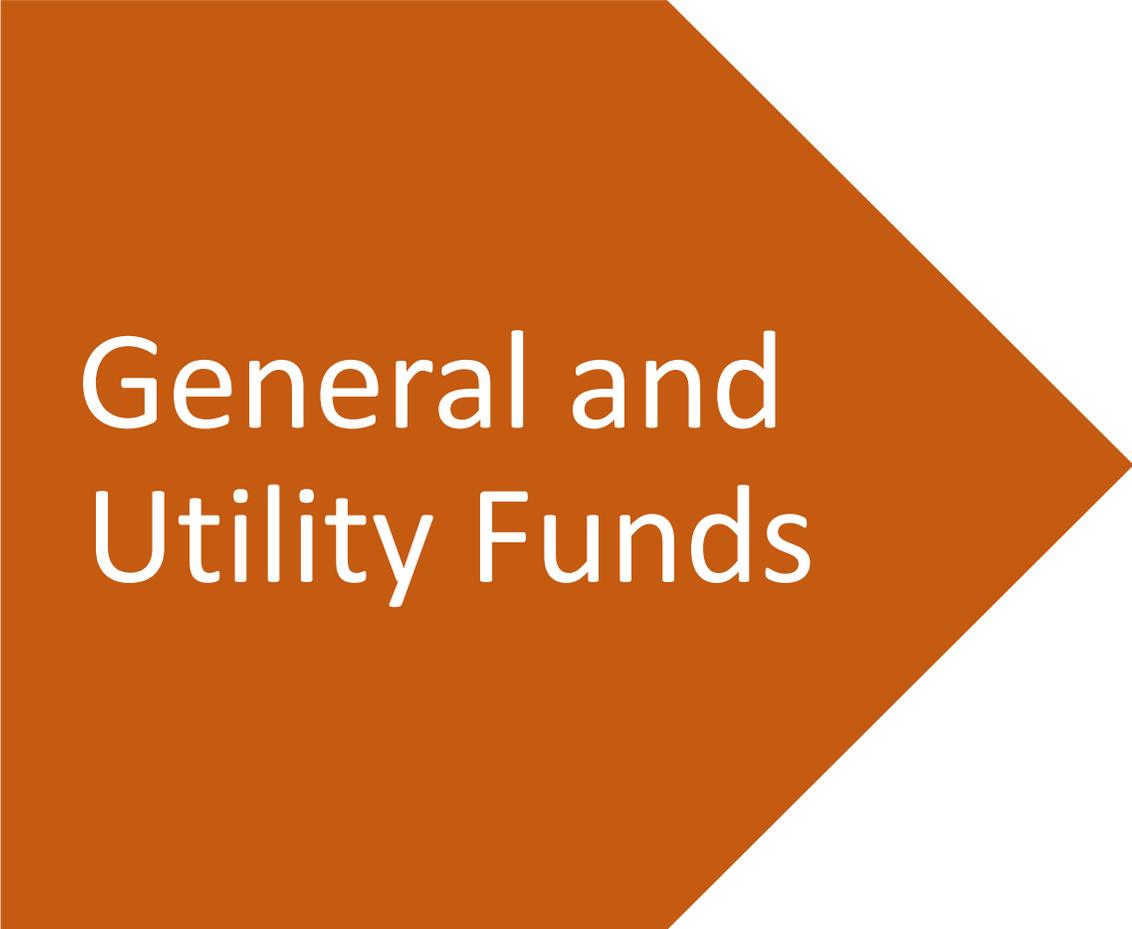
- Clearly articulate the City's decision-making process and criteria for project selection.
- Council understands and supports the CIP process.
- A CIP process that allows for emerging priorities.
- Project selection that incorporates more input from staff, Council, and the public.

Utility Funds

Water Projects

Sewer Projects

Stormwater
Projects



General and
Utility Funds

Transportation

Non-Motorized
Transportation

Facilities

Fleet and
Equipment



How do I get a project onto the CIP list?

CIP Process
Things We're
Currently
Doing (well)

1. Developing a list of non-motorized projects that extends out six years.



CIP Process

Things We're Currently Doing (well)

1. Developing a list of non-motorized projects that extends out six years.
2. Developing detailed budgets for projects.



CIP Process

Things We're Currently Doing (well)

1. Developing a list of non-motorized projects that extends out six years.
2. Developing detailed budgets for projects.
3. Synchronization between the capital and operating budgets.



Level Zero
Summary
Sheet

**City of Bainbridge Island
Total CIP (2017 - 2022)
2018 Budget Modifications**

	Prior Years	2017	2018	2019	2020	2021	2022	2023 - 2036	Total
Transportation Projects	1,600	545	2,280	25	300	1,370	500	-	6,620
<i>Transportation Grants</i>	1,158	-	1,584	-	-	-	-	-	2,742
Non Motorized Projects	4,403	1,005	2,767	2,885	1,555	1,025	2,285	400	16,325
<i>Non Motorized Grants</i>	3,228	-	2,257	2,162	623	230	1,220	-	9,720
Fleet and Equipment	-	300	613	859	470	599	1,097	-	3,938
<i>General Govt Funded</i>	-	300	441	600	342	539	1,031	-	3,253
<i>Utility Funded</i>	-	-	173	259	128	60	66	-	686
Facility Projects	2,717	2,945	70	-	-	-	-	-	5,732
<i>Facility Grants</i>	1,100	-	-	-	-	-	-	-	1,100
Water Projects	100	935	2,025	275	650	330	550	-	4,865
<i>Water Grants</i>	-	-	-	-	-	-	-	-	-
Sewer Projects	700	635	1,750	700	450	180	800	-	5,215
<i>Sewer Grants</i>	-	-	-	-	-	-	-	-	-
	389	651	-	1,000	750	510	450	-	3,750
SSWM Projects									
<i>SSWM Grants</i>	70	-	-	-	450	-	-	-	520
									-
Utility Funding	1,119	2,221	3,948	2,234	1,528	1,080	1,866	-	13,996
General Govt Funding	3,234	4,795	1,717	1,348	1,574	2,704	2,596	400	18,368
Total Project Cost Less Grants	7,582	7,016	7,921	5,744	3,725	4,014	5,682	400	42,084
Grant Totals	2,327	-	1,584	-	450	-	-	-	4,361
TOTAL PROJECT COST	9,909	7,016	9,505	5,744	4,175	4,014	5,682	400	46,445

CIP Process

Things We're Currently Doing (well)



1. Developing a list of non-motorized projects that extends out six years.
2. Developing detailed budgets for projects.
3. Synchronization between the capital and operating budgets.
4. Identification and prioritization of the financing for capital projects (e.g. General fund, Utility fund, Fed/State grants, debt, etc.).

**CITY OF BAINBRIDGE ISLAND
TRANSPORTATION CIP (2017 - 2022)
2018 BUDGET MODIFICATIONS**



Project / Location	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2017	2018	2019	2020	2021	2022	2023 - 2036	Total
TRANSPORTATION PROJECTS - 6-																	
Wyatt Way Reconstruction Phase I	X	X	2,516		Y				1,600	-	2,100	-	-	-	-	-	3,700
<i>Madison - Lovell</i>																	
Sportsman Club/New Brooklyn	X		156		Y				-	-	180	-	-	820	-	-	1,000
<i>Intersection Imprv.</i>																	
Wardwell Rd Reconstruction & Drainage Improvements			-		Y		Y		-	545	-	-	-	-	-	-	545
<i>Wardwell Rd</i>																	
Country Club Rd Reconstruction & Drainage Improvements			-		Y				-	-	-	25	250	-	-	-	275
<i>Past Toe Jam to Seawall</i>																	
Manitou Beach Rd Stabilization			-		Y				-	-	-	-	50	500	-	-	550
<i>Murden Cove to Falk</i>																	
Manitou Beach Rd Stabilization			-		Y				-	-	-	-	-	50	500	-	550
<i>Falk to Skiff</i>																	
City Funding									442	545	696	25	300	1,370	500	-	3,878
Grant Totals									1,158	-	1,584	-	-	-	-	-	2,742
TOTALS									1,600	545	2,280	25	300	1,370	500	-	6,620

CIP Process

Things We're Currently Doing (well)



1. Developing a list of non-motorized projects that extends out six years.
2. Developing detailed budgets for projects.
3. Synchronization between the capital and operating budgets.
4. Identification and prioritization of the financing for capital projects (e.g. general fund, Fed/State grants, debt).
5. Detailed definition and early justification for each project, including timetable for construction/completion.

Level Two Sheet

Project: Wyatt Way Reconstruction Phase 1

Number: 00708

Location: Madison to Lovell

Project Description



Description: Capacity (level of service) improvements to the intersection of Madison Avenue and Wyatt Way, including a roundabout. Complete sidewalk and bicycle facilities on both sides of Wyatt from Madison to Lovell. Reconstruct roadway surfacing and drainage. Additional right of way needed along frontage. Design 50% completed in 2006. State (TIB) grant funding received in 2015.

Benefit: Relieve current and future intersection congestion and ensure mobility by implementing improvements prior to development. Address a gap in non-motorized facilities to improve mobility and safety. Support businesses and employment in the downtown area.

Schedule: YR1/2: design, ROW, and permitting. YR3: construction.

Capital Funding (1000's)

	Prior Yrs.	2017	2018	2019	2020	2021	2022	2023-2034	Total
FUNDING SOURCES (1000's)									
General Fund	\$512	\$0	\$672	\$0	\$0	\$0	\$0	\$0	\$1,184
Water Fund	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$150
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$1,088	\$0	\$1,428	\$0	\$0	\$0	\$0	\$0	\$2,516
Sub-total	\$1,600	\$150	\$2,100	\$0	\$0	\$0	\$0	\$0	\$3,850
FUNDING USES (1000's)									
Design/permitting	\$1,600	\$150							
Construction			\$2,100						
Sub-total	\$1,600	\$150	\$2,100	\$0	\$0	\$0	\$0	\$0	\$3,850

Estimated Impact on Future Operating Budget

	Prior Yrs.	2017	2018	2019	2020	2021	2022	2023-2034	Total
Operating Debt Service									
Sub-total	\$0								

2% Contribution to Public Art Account

	Prior Yrs.	2017	2018	2019	2020	2021	2022	2023-2034	Total
Sub-total	\$10	\$0	\$13	\$0	\$0	\$0	\$0	\$0	\$24

CIP Process Things We're Currently Doing (well)



1. Developing a list of non-motorized projects that extends out six years.
2. Developing detailed budgets for projects.
3. Synchronization between the capital and operating budgets.
4. Identification and prioritization of the financing for capital projects (e.g. general fund, Fed/State grants, debt).
5. Detailed definition and early justification for each project, including timetable for construction/completion.
6. Classification of projects (e.g. Water, Sewer, Stormwater, Transportation, etc.)

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CIP Process Things We're Currently Doing (well)



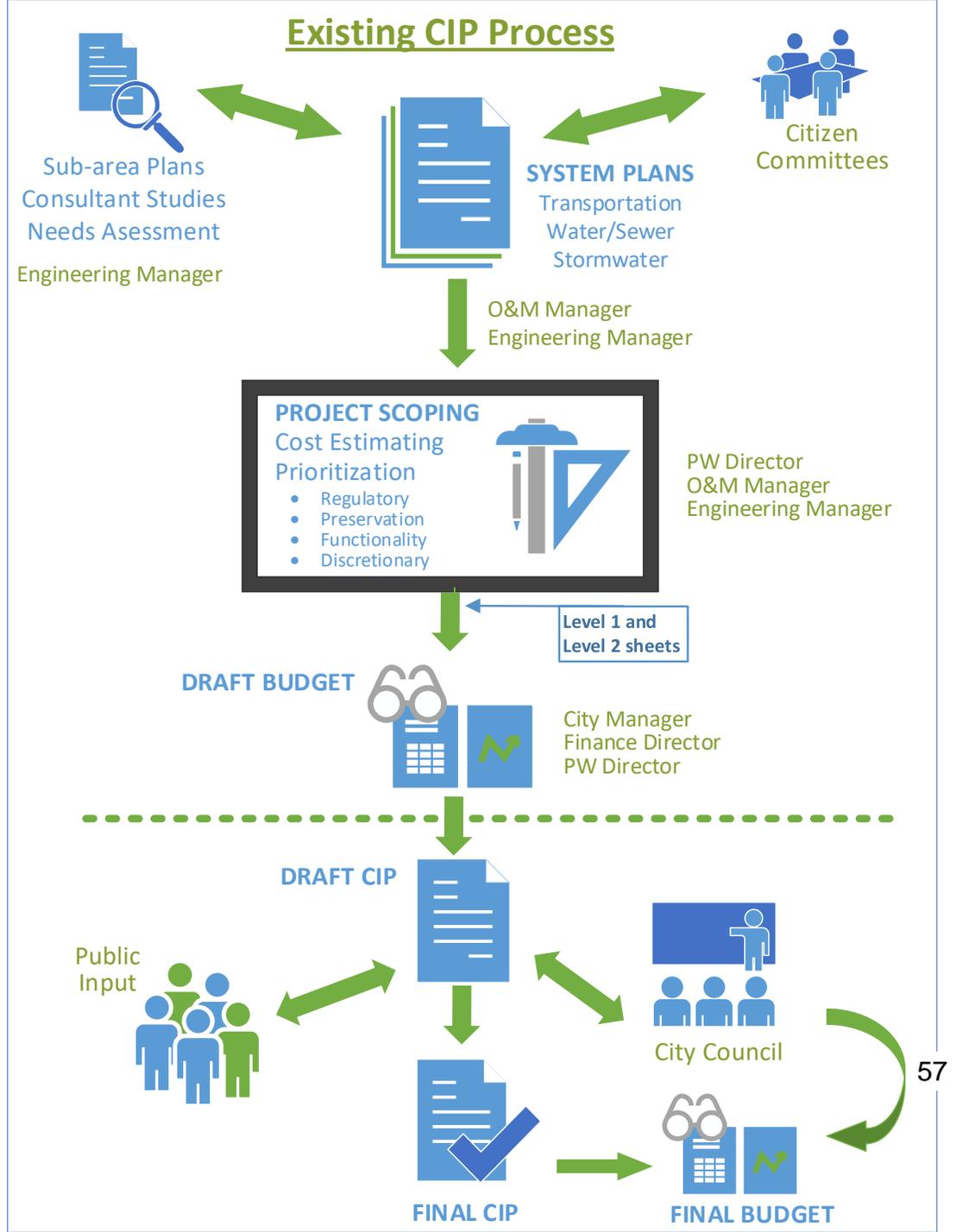
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- 9. CIP reviewed and updated annually.**

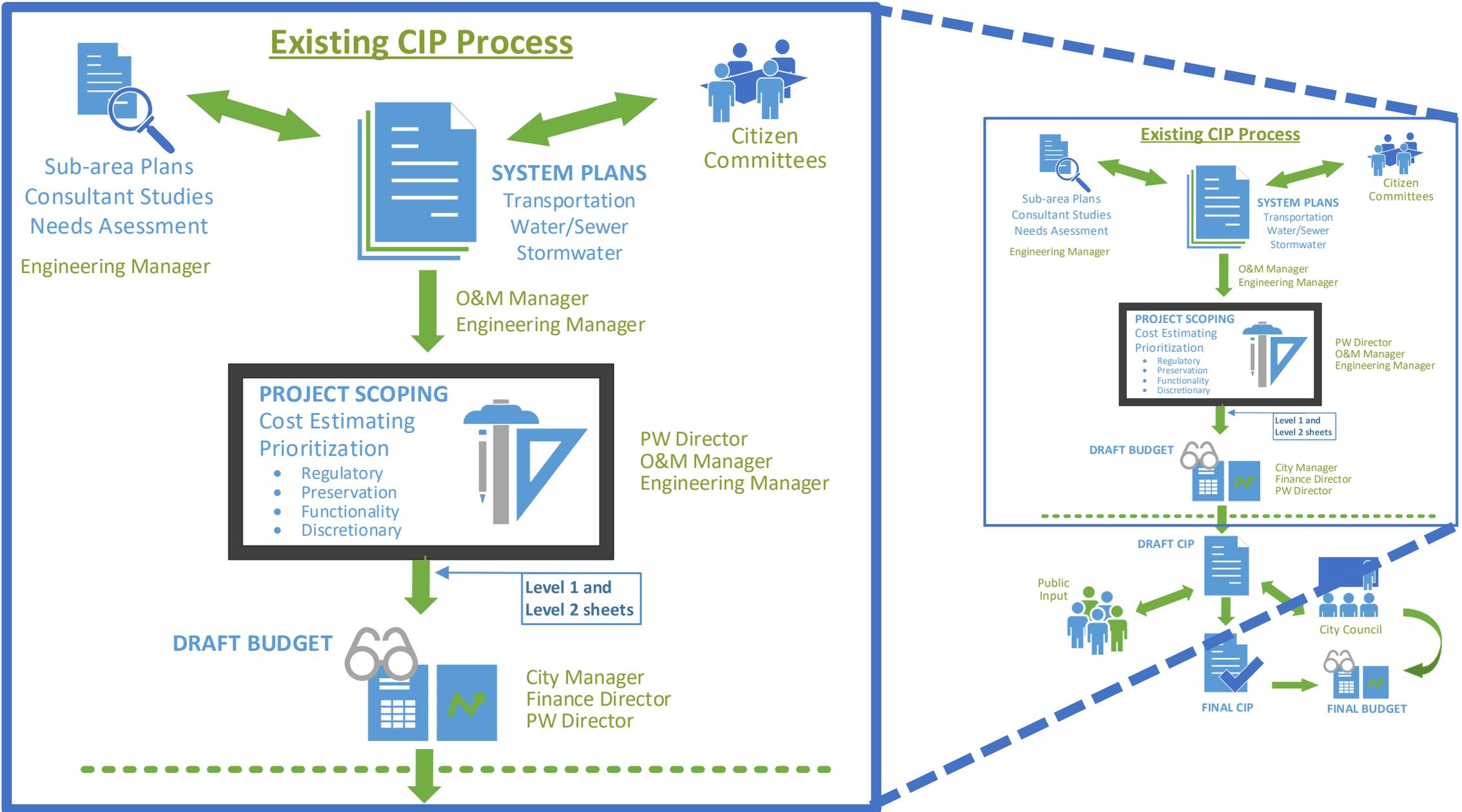
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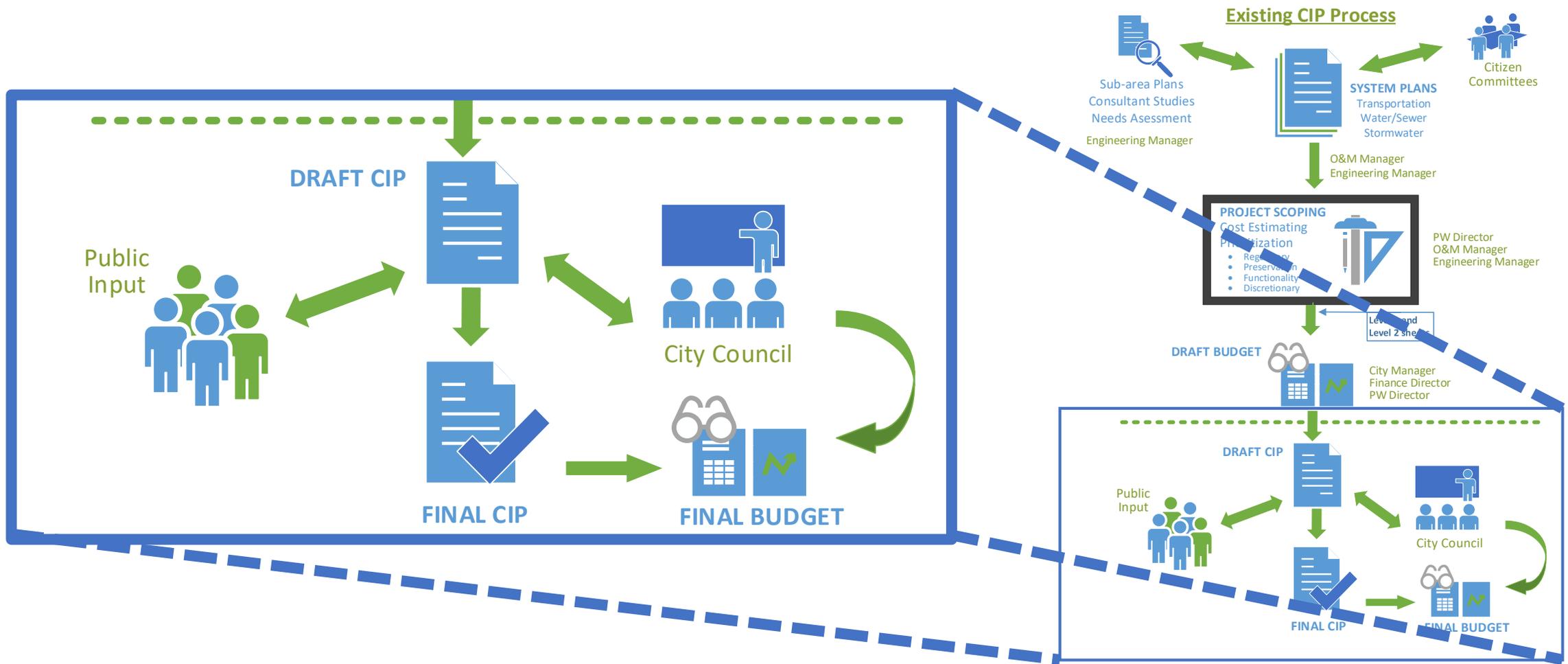


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9. CIP reviewed and updated annually.
- 10. Success obtaining a high degree of grant funding leverage.**

EXISTING CIP PROCESS







CIP Process Issues

1. Prioritization criteria not understood or clearly stated.



CIP Process Issues

1. Prioritization criteria not understood or clearly stated.
2. CIP projects have long horizons. Newer Council members may be unfamiliar with the history of the projects on the CIP. How to best capture changing priorities?



CIP Process

Issues

1. Prioritization criteria not understood or clearly stated.
2. CIP projects have long horizons. Newer Council members may be unfamiliar with the history of the projects on the CIP. How to best capture changing priorities without overly politicizing the process?
3. No Council input until Draft CIP is issued. How much and when should Council input be incorporated?



CIP Process

Issues

1. Prioritization criteria not understood or clearly stated.
2. CIP projects have long horizons. Newer Council members may be unfamiliar with the history of the projects on the CIP. How to best capture changing priorities without overly politicizing the process?
3. No Council input until Draft CIP is issued. How much and when should Council input be incorporated?
4. **What should be the role of the citizen committees?**
What level of Council interaction with the committees that provide input into the CIP is desired during the draft CIP process?



CIP Process Issues

1. Prioritization criteria not understood or clearly stated.
2. CIP projects have long horizons. Newer Council members may be unfamiliar with the history of the projects on the CIP. How to best capture changing priorities without overly politicizing the process?
3. No Council input until Draft CIP is issued. How much and when should Council input be incorporated?
4. What should be the role of the citizen committees? What level of Council interaction with the committees that provide input into the CIP is desired during the draft CIP process?
5. **When does the CIP need to be set within the budget process timeline?**



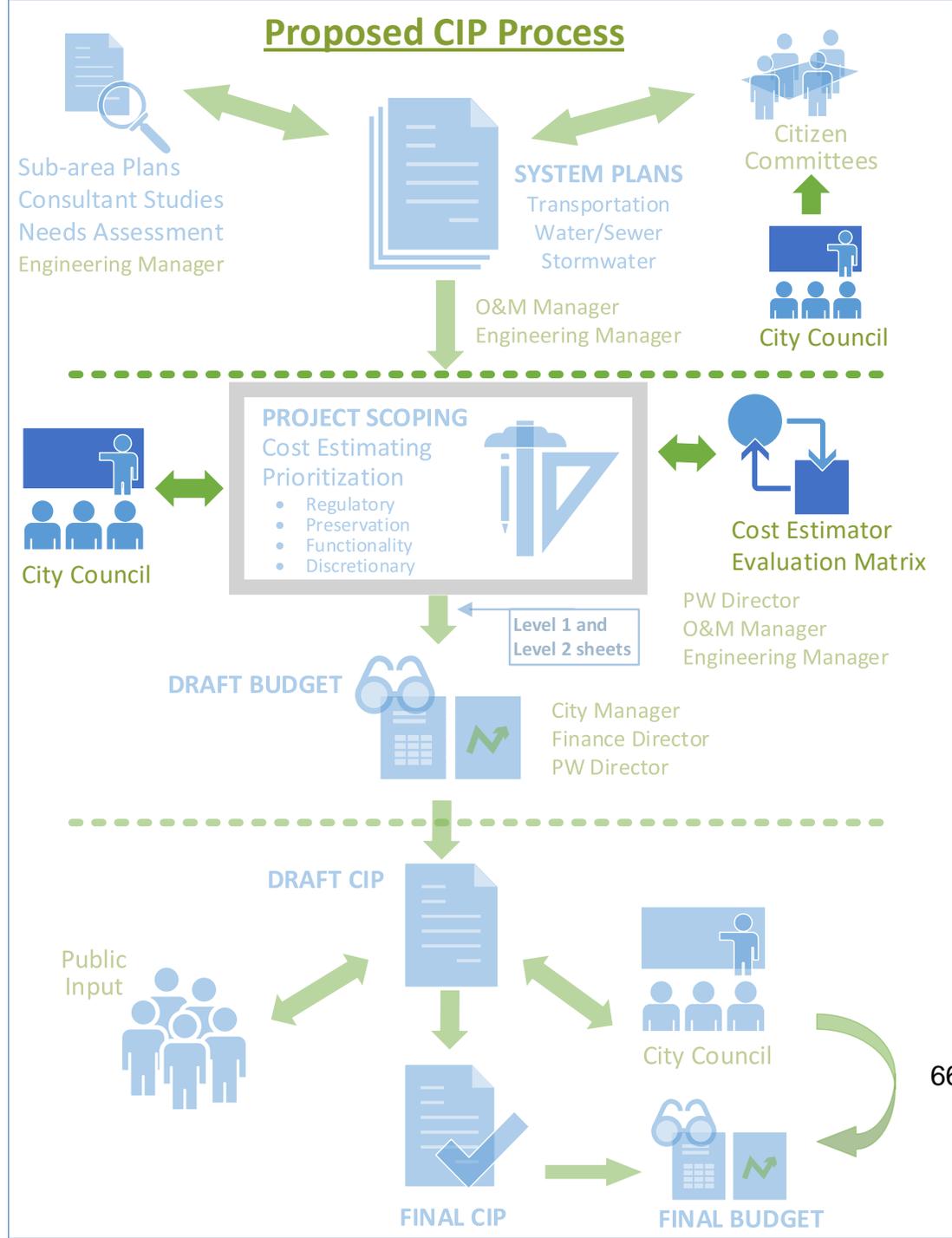
How are CIP Projects Ranked?

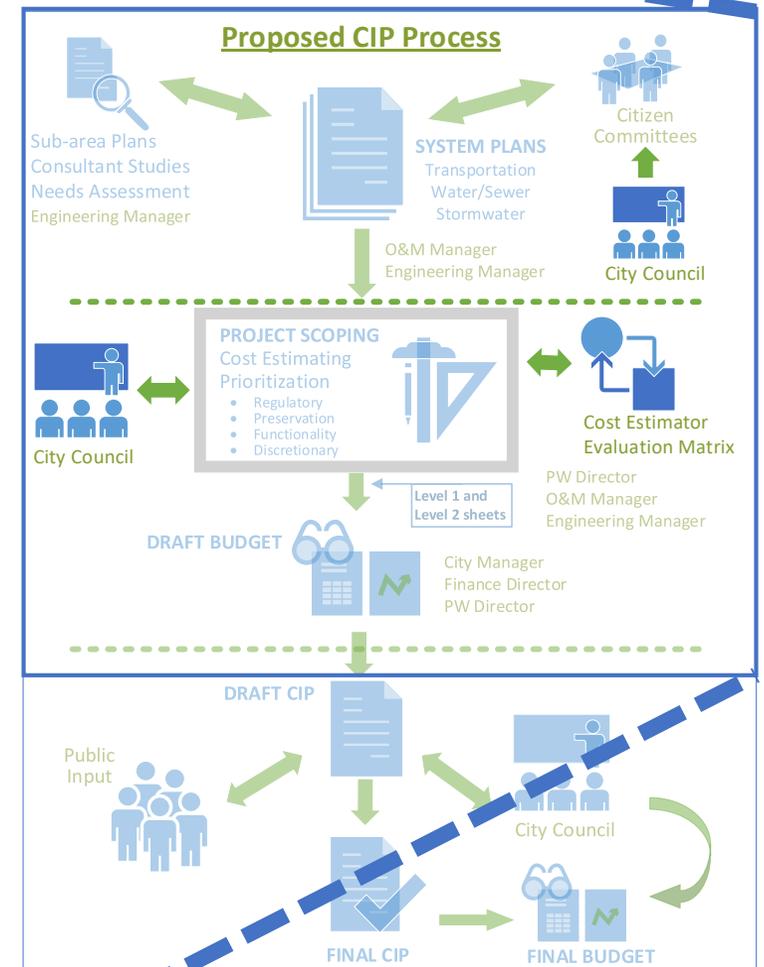
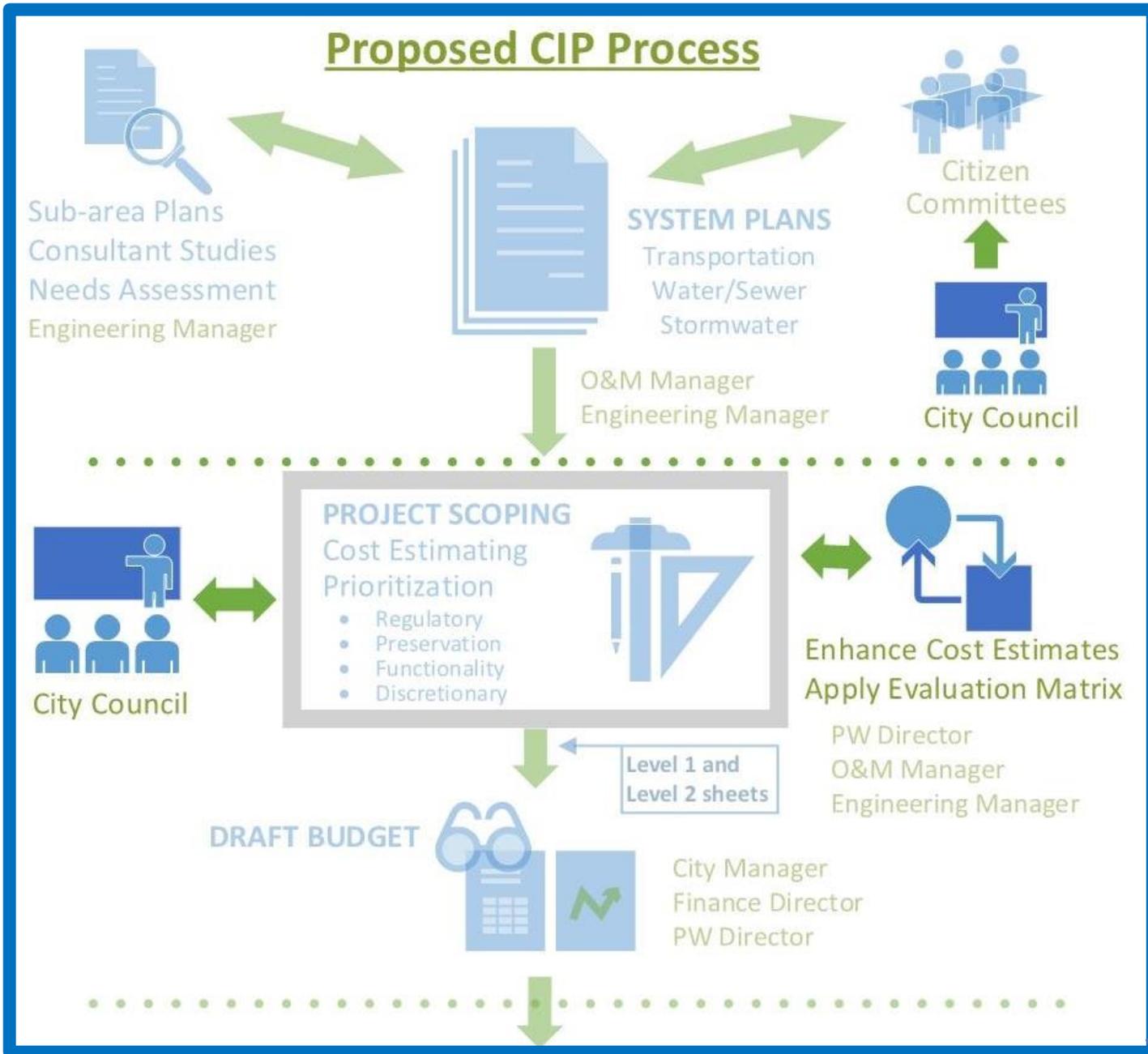
An Analogy: College Football Rankings



Selection Source	Type of Evaluation	CIP Equivalency
AP Poll (Sportswriters)	Informed outside opinion	Citizen Committees
Coaches Poll	Professional inside opinion	PW Staff
Computer Ranking	Quantitative scoring	Scored Criteria
Bowl Championship Series	Professional + Quantitative	Scored Criteria + PW staff

PROPOSED CIP PROCESS





CIP Process
Improvement
Options



**Education
Process
Performance**

CIP Process Improvement Options



Education

- a. Educate and illustrate the CIP development process (remove the “black box”).

CIP Process Improvement Options



Education

- a. Educate and illustrate the CIP development process (remove the “black box”).
- b. Develop a [website](#) that illustrates CIP projects (by year) to aid project prioritization process.

CIP Process Improvement Options



Education

- a. Educate and illustrate the CIP development process (remove the “black box”).
- b. Develop a website that illustrates CIP projects (by year) to aid project prioritization process.
- c. Hold outreach events for public feedback on Draft CIP. (Requires starting CIP process earlier and involves more staff time.)

CIP Process Improvement Options

Process

- a. Develop “Project Request” forms and process for emerging discretionary projects.





Project Request Form

OCD use:
CIP project # DPW-02

FY2017-2022 CIP Project Request Form

1. DEPARTMENT: Public Works 2. DATE REQUEST PREPARED: 03/16/15
 3. ITEM / PROJECT NAME: Jones, Mack Hill, Manchester, New Boston, & Boston Post Road sidewalk
 4. REQUEST PREPARED BY: Bruce W. Berry, Director 5. DEPT PRIORITY: 2 OF 3 PROJECTS

6. ITEM / PROJECT DESCRIPTION (Provide complete description and attach additional explanatory materials if needed)

Construct 5, 215 feet of residential sidewalk that connects a loop between Boston Post (Wilkins School 350') with New Boston Road (485"), Jones Road (2,200'), Mack Hill Road (1,580), and Manchester Road (600') with the center of town.

7. IS THE ITEM/PROJECT IDENTIFIED IN A LONG RANGE PLAN OR PROGRAM?

(Examples: Department Strategic Plan, Amherst Master Plan; etc.)

YES NO Plan or document reference: _____

8. ITEM / PROJECT RATIONALE: (check all that apply)

- | | |
|---|---|
| a. <input type="checkbox"/> Removes imminent threat to public health or safety* | g. <input type="checkbox"/> Provides incentive to economic development |
| b. <input checked="" type="checkbox"/> Alleviates substandard condition or deficiencies | h. <input type="checkbox"/> Eligible for matching funds available for limited time |
| c. <input type="checkbox"/> Responds to federal or state requirements to implement | i. <input checked="" type="checkbox"/> Continuation of existing project |
| d. <input checked="" type="checkbox"/> Improves the quality of existing services | j. <input type="checkbox"/> Expanded public demand |
| e. <input type="checkbox"/> Provides added capacity to serve growth | k. <input checked="" type="checkbox"/> Extends useful life of current facility or equipment |
| f. <input checked="" type="checkbox"/> Reduces long-term operating costs | l. <input type="checkbox"/> Other _____ |

*Note Removes imminent threat to public health or safety can ONLY be checked if funding requested in FY2017.

9. ITEM / PROJECT JUSTIFICATION NARRATIVE (Explain urgency, timing, need, etc. Be brief yet complete)

- Children and adults are walking this route (in the road). With baby carriages and scooters
- Jones Road, there is a direct conflict with walkers, the playing fields (used 7 days per week), and parking for events.
- This project will greatly improve pedestrian safety both for seniors who use this walking loop for exercise and for school age children who will be able to safely walk to school. This was a considered the second most important safety concern by our committee and the first concern has now been addressed using town funds.

As part of a Road Reconstruction program, the town has invested tax monies in replacing and revitalizing sidewalks within the village. Many seniors and parents walk this proposed loop as part of an exercise program. This is the single most heavily traffic walked in the town of Amherst.

- Amherst has a historic village with two elementary schools, a very vibrant common (with lots of events), a town library, and some playing fields.
- In survey studies of parents and elementary students for the Safe Routes to School analysis report, it was revealed that without proper sidewalks, it was not deemed safe to walk the streets to school.

10. ESTIMATED USEFUL LIFE (Years): _____ 11. YEAR REQUEST REQUIRED: _____

12. HAS THE ITEM/PROJECT BEEN INCLUDED IN PRIOR CIP'S? YES NO

LIST PRIOR YEARS PROJECT WAS PROPOSED FOR 1ST YEAR FUNDING _____

13. COST ESTIMATE: (Itemize if necessary)	CAPITAL COSTS	IMPACT ON OPERATING & MAINTENANCE
	Dollar Amount (in current \$)	Costs or Personnel Needs
	\$ <u>45,300</u> Planning/feasibility analysis	<input type="checkbox"/> Add personnel
	\$ <u>20,000</u> Professional services	<input type="checkbox"/> Increased O & M costs
	\$ <u>8,000</u> Real estate acquisition	<input type="checkbox"/> Reduce personnel
	\$ _____ Site preparation	<input type="checkbox"/> Decreased O & M costs
	\$ <u>254,723.20</u> Construction	Explain: _____
	\$ _____ Furnishings & equipment	
	\$ _____ Vehicles & capital equipment	Dollar cost of impacts if known:
	\$ _____ Capital Reserve fund	+ \$ _____ annually
\$ _____ Other _____	(-) \$ _____ annually	
	\$ <u>328,023.20</u> Total Project Cost	



CIP Process Improvement Options



Process

- a. Develop “Project Request” forms and process for emerging discretionary projects.
- b. Capital requests should include the project’s purpose, the problem it addresses, how it relates to a system plan, and the project’s relevance to the Comprehensive Plan.
 - Council expresses support for the project
 - Public Works estimates project costs.
 - Projects re-prioritized based on available funds.

CIP Process Improvement Options



Process

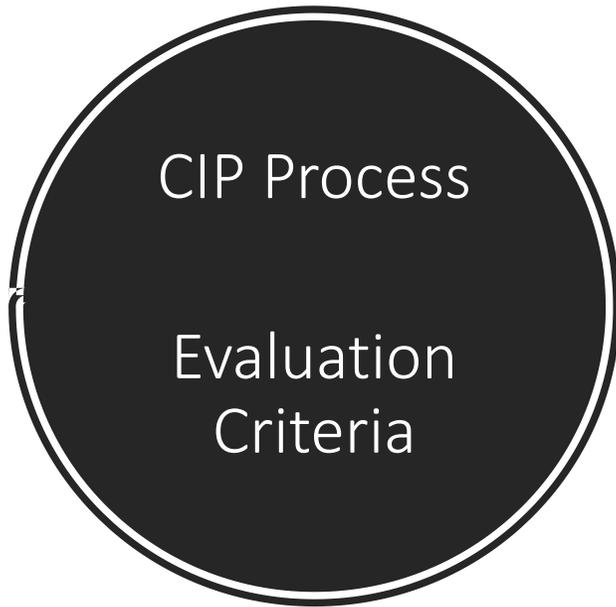
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CIP Process Improvement Options



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- c. Track how capital projects correspond to Comprehensive Plan implementing actions.
- d. **Develop a prioritization matrix to evaluate competing projects. Involve the Council in developing the criteria.**



Non-motorized Projects Ranking Criteria

Road CIP project: Do not include if road project within 3 years

0 points – If road project between 3-5 years

1 point – If road project within 5-7 years

2 points – If road project after 7 years

Data Source: City Capital Facilities Program

Safety

0 points – If no bike or pedestrian accidents over last 5 years

1 point – If no bike and/or pedestrian accident within last 3-5 years

2 points – If no bike and/or pedestrian accident within past 3 years

Data Source: Police records

Road Width – Existing width of shoulders

0 points – 2-4 foot existing shoulder

1 point – 1-2 foot existing shoulder

2 points – No shoulder

Data Source: City staff, NMTP, and personnel visits

Road Condition – Physical state of road

0 points – Paved or repaired within last 5 years

1 point – Paved or repaired within last 3-5 years

2 points – No work on road for last 3 years

Data Source: City staff

Traffic Volume – Number of cars per hour during peak times (the peak time would be different for the different roads. School corridors different than commute corridors different than recreational corridors)

0 points – Volume less than xx cars per hour (need help here)

1 point – Volume between xx and yy cars per hour

2 points – Volume under xx cars per hour

Data Source: City staff and police records

Speed – Average speed of cars (this one is tricky and may not be relevant because speed could be high but there is wide shoulder.

0 points – Average speed of cars is within speed limit

1 point – Average speed of cars is 5-10 miles over speed limit

2 points – Average speed of cars is over 10 miles over speed limit

Data Source: Police

Bike use – Number of commuters per day

0 points – Less than 30 people use for daily commuting during winter

1 point – Between 30-50 people use for daily commuting during winter

2 points – Over 50 people use for daily commuting during winter

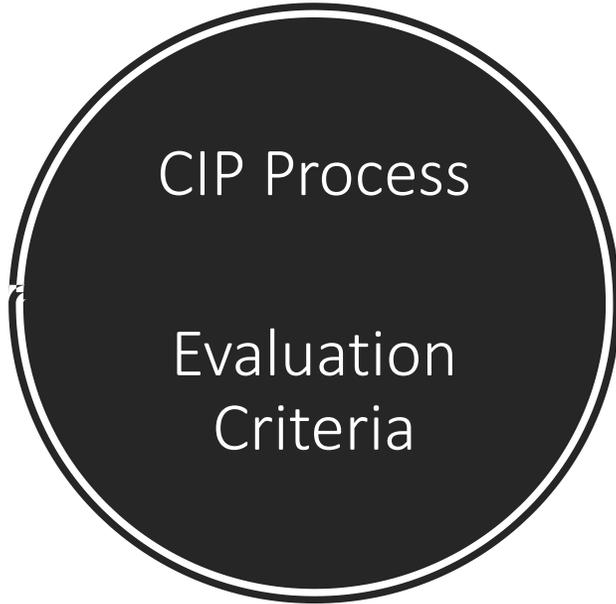
Data Source: NMTP and squeaky wheels

Pedestrian use – Number of pedestrians/day on roads with inadequate shoulders or sidewalks

0 points – Less than 30 people use for daily commuting during winter

1 point – Between 30-50 people use for daily commuting during winter

2 points – Over 50 people use for daily commuting during winter



Topography – Site distance

0 points – Sight distance on all parts of road over ¼ mile

1 point – Sight distance on all parts of road between 1/8 and ¼ mile

2 points – Sight distance less than 1/8 of mile on any section of road

Data Source: Physical inspection

Neighborhood participation - Number of neighbors coming to meetings, contacting us via phone, e mail and snail mail and being active in the design process.

0 points - less than 10% of the households participating in any way in the process

1 point - more than 10% of the households participating in anyway in the process

2 points - more than 50% of the households participating in anyway in the process.

Data Source: City staff and NMTC

Neighborhood approval - Level of support for the project. Number of households that actively want the project to happen.

0 points- less than 10% of the households

1 point- more than 10% of the households

2 points- more than 50% of the households

Data Source: City staff and NMTC (use of survey)

Neighborhood funding involvement -LID or contribution of money or in-kind donation of property or easement (full or partial).

0 points - less than 10% of the cost of the project

1 point - more than 10% of the cost of the project

2 points - more than 50% of the cost of the project.

Data Source: City staff

Number of partners - contribution for the design and or construction of the project, and financial leveraging with grants or other sources not available without this partner.

0 points - less than 10% of the cost of the project

1 point - more than 10% of the cost of the project

2 points - more than 50% of the cost of the project.

Data Source: City staff

Time urgency - deadline for money to be received or for the purchase of property

0 points - no time urgency

1 point - must happen within 2 years

2 points - must happen within 1 year.

Data Source: City staff

High visibility- is a factor for the marketing of these concepts and voter approval and awareness of how tax dollars are being spent.

0 points -less than 10% of the island will notice the project

1 point - about a third of the island will notice the project

2 points - most of the island will notice the project.

Data Source: NMTC and city staff

CIP Process Improvement Options



Process

- a. Develop “Project Request” forms and process for emerging discretionary projects.
- b. Capital requests should include the project’s purpose, the problem it addresses, how it relates to a system plan, and the project’s relevance to the Comprehensive Plan.
 - Council expresses support for the project
 - Public Works estimates project costs.
 - Projects re-prioritized based on available funds.
- c. Track how capital projects correspond to Comprehensive Plan implementing actions.
- d. Develop a prioritization matrix to evaluate competing projects (see quantitative evaluation criteria developed by 2005 NMTAC). Involve the elected officials in developing the criteria.
- e. **Establish a City Council ad hoc committee in Q4 prior to biennial budget years to help prioritize projects.**

CIP Process Improvement Options



Performance

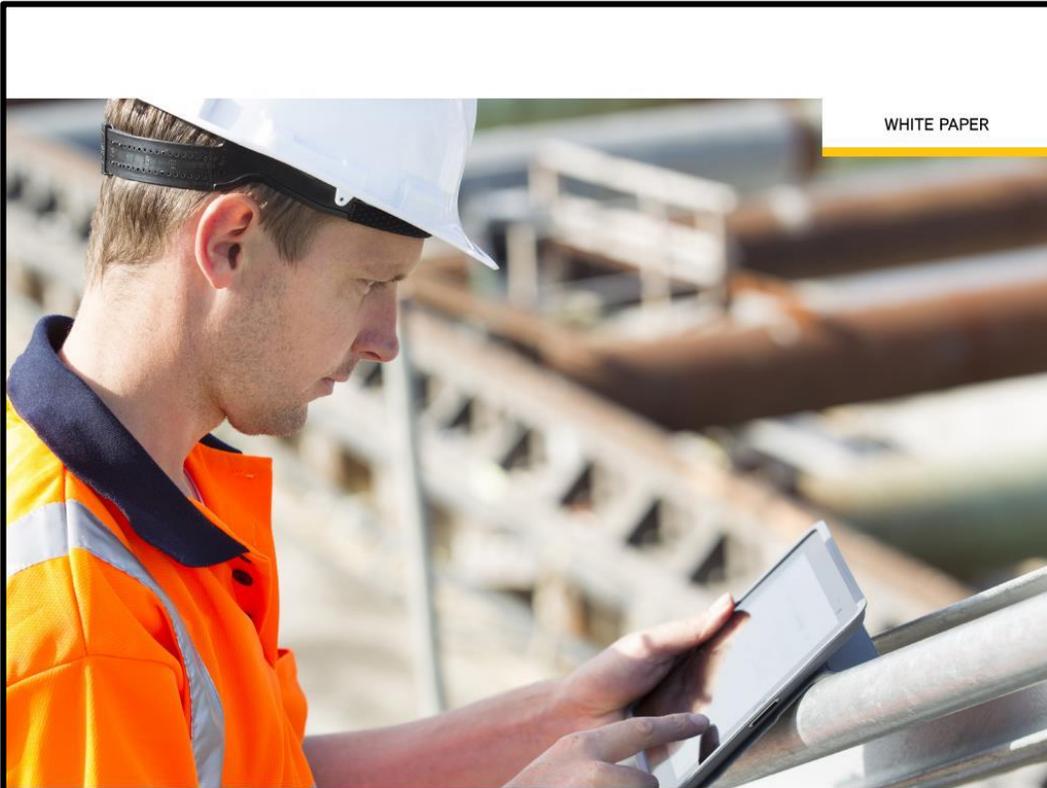
- a. Document the cost estimation methodology. Create more conservative cost estimates to minimize projects exceeding their budget.

CIP Process Improvement Options



Performance

- a. Document the cost estimation methodology. Create more conservative cost estimates to minimize projects exceeding their budget.
- b. Develop project management and performance indicators for budget, schedule, and scope.



WHITE PAPER

Capital Planning WP

The Top Six Capital Planning Best Practice Tips

CIP Process Best Practices

1. Implement a system to deter incomplete project requests.
2. Develop a consistent, conservative estimating strategy.
3. Consolidate information for all project requests, estimates, and data in one location.
4. Rank, prioritize, and filter projects using standard scoring metrics.
5. Increase visibility of the plan and its potential projects.
6. Use one software application to develop, manage, and maintain capital projects as they progress.



Capital Improvement Plan
Process Improvements

DISCUSSION



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: November 20, 2018

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (8:10 PM) Sportsman Club and New Brooklyn Intersection Preferred Design Discussion - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to forward the preferred design for the Sportsman Club and New Brooklyn intersection to the November 27, 2018 Business Meeting for additional consideration.

SUMMARY:

City staff and a consultant will present design alternatives to the City Council for improvements to the Sportsman Club and New Brooklyn intersection.

FISCAL IMPACT:

Amount:	\$180,000.00
Ongoing Cost:	
One-Time Cost:	\$180,000.00
Included in Current Budget?	Yes

BACKGROUND: A public meeting was held on October 18, 2018, where City staff and the City's consultant presented intersection alternatives and received public comments on the preferred alternative: a roundabout. Attached are e-mailed comments received from the public.

ATTACHMENTS:

[Scanned E-mails from Citizens.pdf](#)

FISCAL DETAILS: Federal Grant received for \$156,000.00

Fund Name(s): Streets Fund

Coding:

Barry Loveless

From: Linda Sewright <mybrigid272@gmail.com>
Sent: Sunday, October 28, 2018 9:42 AM
To: Chris Munter
Subject: New Brooklyn Roundabout

To Mr. Munter, COBI:

I vigorously oppose putting in a roundabout at the New Brooklyn Rd./Sportsman's Club intersection. I have lived one half mile west of this intersection since 1992—since before Woodward Middle School was built.

At the information meeting before Woodward went in, a city engineer said that intersection would support 1500 cars per hour. It seems that might be what is happening now at school start and closing times. Yet now the city claims the intersection design is not adequate! Given the limited options for access to south Bainbridge and downtown from Woodward, just putting in a roundabout is not going to improve access.

As for myself, I avoid the intersection at peak school times. All other times, access is not a problem. I can imagine that even if a roundabout is put in, that there will still be massive traffic backups during peak school times. I've been caught in those in front of the high school at peak times—and there's a roundabout there.

For the disruption of access to downtown and south Bainbridge during any construction of a roundabout, and the increased congestion at peak school times through a roundabout, I oppose this project and will work to ensure the city doesn't embark on yet another boondoggle.

~Linda Sewright
8403 NE New Brooklyn Rd.
206-780-1710

Sent from my iPad mini

Barry Loveless

From: Deborah Rudnick <debrudnick@gmail.com>
Sent: Monday, October 22, 2018 10:22 PM
To: Chris Munter
Cc: Rasham Nassar; Leslie Schneider
Subject: New Brooklyn/Sportsman's Club intersection

Dear Chris-

I attended last week's public meeting for the New Brooklyn and Sportsman's Club intersection. Thank you for providing the opportunity for community members to see what is being considered. Although the meeting was billed as an opportunity to give public input, and I did talk to several of the staff and consultants, I was not entirely clear how public input was being recorded/received, so I wanted to take the opportunity to provide some feedback in written form as well. I am including my two central ward Council members here as well as I expect this project is in their sphere of interest.

I am a near neighbor to this intersection, as I live just west off of New Brooklyn in the Sands Ave neighborhood. My daughter attends Woodward Middle School, and I work at the school district and am myself based at Woodward. Therefore, we navigate this intersection on a daily, and usually multiply daily, basis. I've had a lot of opportunity to observe it while driving, walking, and biking. As I am sure I don't have to tell you, it does not work well for any of those things.

I think this intersection is a little different than many by the nature of its location, and the fact that the congestion issues associated with it are almost exclusively associated with when the middle schools are starting in the morning and when they let out in the afternoon. A glut of cars and a stream of pedestrian and biking students, the vast majority of whom are trying to cross from the school to head east and then south, are a nightmare for everyone to navigate. The tendency for parents to park along the roadways in the immediate vicinity of this intersection makes things that much worse.

To my mind, the primary issues at play here are a) too many parents picking up and dropping off students at school, b) students navigating an awkward double-crosswalk in a very spread-out manner that leads to very long crossing times, and c) cars parked in the vicinity of this intersection, exacerbating issues, particularly after school. a) is not really something in the city's hands, though I think as a community we all need to find ways to address this problem (although there may be some opportunities to think about how traffic is guided out of the Woodward and Sakai parking lots). But b) and c) both are very much in your purview. They are very specific problems, that occur twice a day, during school days, during the school year. On vacations, on summer breaks, and outside of these two half-hour windows (and ok, during the disastrous day of Rotary :-)), I have never observed this intersection to have major congestion or safety issues. If I'm wrong in this, I would love to know.

Given the specific temporal nature of the problem, I was surprised when I visited the public meeting to find out that the only option being presented was different variations on a roundabout. I listened to the traffic engineer talk about how the roundabout would solve all kinds of issues regarding safety, regarding separation of different kinds of motorized and non-motorized traffic. I heard how much safer roundabouts are, how they slow cars down coming to an intersection, how they ease congestion by moving cars rather than them constantly stopping and starting.

The last of these many reasons I could see as relevant to our intersection. But for the rest of them, I just could not understand the link being drawn. These are not fast roads. There are not huge issues with intersections of different types of transport- except during these very concentrated time periods, some of which has to do with the issues of parents parking and blocking safe movement in the intersection vicinity. And when I heard about the price tag- the consultant wouldn't offer any numbers, but the Islander suggested a ballpark of a million dollars, with the city perhaps

footing half of that- I was astounded. This seems like an extremely costly solution that is not intersecting well with the problems we are trying to solve.

I look at this intersection, and the most obvious alternative that I see, that solves the problems this intersection has, is to have a diagonal crosswalk that cuts out the two crossings and links the northwest corner to the southeast, that is controlled by a light, so that pedestrians are timed in a large mass at the same time to cross and we do not get the steady stream of individual students that currently occurs. Given the extremely narrow windows during which this feature would be necessary, I see no reason why this intersection could not continue to function for the vast majority of the day, and on nights and weekends, as a four-way stop with a blinking light, perhaps tied to an actionable timed light if needed by pedestrians, and only function as a complete traffic signal during the key school day periods it is needed. In addition, more stringent parking restrictions in the vicinity of the campus, particularly on New Brooklyn heading west, would be a welcome addition to enhance safety and usability by bikers and walkers.

Such an option is likely to a) be significantly less expensive than a million dollars and b) actually address many of the problems that exist at this intersection. At the very least, I think it would behoove the City to cost this out and provide it or something similar as a viable alternative, rather than starting from the premise that the only solution for this intersection is a roundabout.

Money is, and always will be, tight in our city budget, relative to what we would like to accomplish. Possibly more importantly, I am not sure this is the right solution given the problems at hand.

I appreciate your listening to my input.

Sincerely,

Deb Rudnick
9213 NE Ruys Lane
Bainbridge Island

Barry Loveless

From: Ann Browning <anncbrowning@gmail.com>
Sent: Saturday, October 20, 2018 4:36 PM
To: Chris Munter
Subject: Input on Sportsman Club Planning

Hello – in regards to article in the Bainbridge Islander, our family would be in support of a roundabout at the intersection in question. (We won't be able to attend the community public info session.)

Thank you-

Ann Browning
206-861-1455

Barry Loveless

From: Lara <hylidae@erilari.info>
Sent: Friday, October 19, 2018 6:59 PM
To: Chris Munter
Subject: Sportsman Club and New Brooklyn Intersection comment

Greetings Chris,

I am a big fan of traffic circles, I would like to see more of them on Bainbridge. However I'm not sure its the right solution to the challenges that confront this intersection.

Traffic at the intersection is only bad twice a day (when students are arriving and departing school) yet we are developing a solution that is bigger than the problem and may not really solve the problem. The issue is that students need to get from the NW corner to the SE corner. This requires two crosses and blocks traffic in all directions. Seems like making that crossing expeditious is the solution. In other words we need to be improving conditions for pedestrians, not cars. The result would be a solution for both.

At the event at Woodward the other night, where I had arrived ready to sing the praises of a traffic circle, I encountered Deb Rudnick who had a brilliant suggestion. Why not put in a pedestrian crossing light that creates a temporary all way stop so students can rapidly traverse the diagonal on foot or by bike? This expedites the crossing and gets everyone back on their way rapidly.

The added benefit is that this would be much cheaper than a circle and the additional funds could be used to help ease all non-motorized transit to the intersection (something for which there is very inadequate infrastructure currently) by putting in a path all along New Brooklyn from Madison to Miller Bay. It would be revolutionary for getting students to school (Sakai, Woodward, High School). It would make biking and walking along this road (which is a key corridor to school) safe, attractive and fun.

Please consider this alternative. Let's start exploring problems from the perspective of not just cars. After all, they aren't citizens. We are!

Thanks,

Lara

Barry Loveless

From: Neal4law <neal4law@gmail.com>
Sent: Friday, October 19, 2018 2:52 PM
To: Chris Munter
Subject: Sportsmandclub/New Brooklyn

I saw the article for the roundabout. I avoid that area and don't go to town from the west side at all if it's anything close to "school gets out" time. In addition to too many parents driving their kids alongside the empty buses, the biggest problem is the unending dribble of kids on foot and bikes that move unchecked through that intersection at their own pace while the cars back up to let them. A roundabout, alone, won't fix that. People are afraid they'll hit a kid, or be perceived as aggressive, so they'll wait like they do now, and the result will be very limited flow through there. I like the idea of metered pedestrian crosswalks that force the kids to group up before crossing, as that prevents their unending streaming toward and through the intersection. Or, give some old people a purpose and a few bucks by hiring them as crossing guards. Please don't choose a quick solution that gets BI the grant money, but leaves the citizens holding the bag for years to come. Please. BI's encouraged, but unplanned, growth is getting tough to take, these days.

Chris Neal
Fletcher Landing
BI

Barry Loveless

From: Lisa Kastner <lisakastner@hotmail.com>
Sent: Friday, October 19, 2018 1:50 PM
To: Chris Munter
Subject: Intersection at sportsman club and new Brooklyn

Dear Mr. Munter,

Hi! Just read the article posted in the Bainbridge Islander about the proposed roundabout to go into the intersection near WMS. I strongly suggest looking into or even trying having a crossing guard/ traffic control officer for approximately 2 hours per day (one hour in the morning, one hour in the afternoon) and see if the traffic improves before spending \$1 million on a roundabout that will actually not solve the problem. The problem with the intersection is not lighting, or type of intersection, it's the number of pedestrians.

Just an opinion from one mom of kids who has to deal with that intersection all too often.

Cheers!
Lisa Kastner

Sent from my iPhone

Barry Loveless

From: Heather Church <heather@bainbridgedisposal.com>
Sent: Friday, October 19, 2018 12:19 PM
To: Chris Munter
Subject: Sportsman's Club Road Comments
Attachments: Sportsman Club Road.docx

Chris,

I apologize I was not able to make the public meeting last night to comment. I have attached my comments below. Thank you.

Heather Church

Barry Loveless

From: Julie Cooper <juliercooper@yahoo.com>
Sent: Wednesday, October 17, 2018 3:00 PM
To: Chris Munter
Subject: Sportsman/New Brooklyn Intersection Improvements Comment

Mr. Munter,

I'd like to submit a comment regarding the city's plans to improve the Sportsman/New Brooklyn intersection. As the parent of two school-age children, one of whom currently attends Woodward and who attended Sakai for the past two years, and another who will enter Sakai next fall, I am deeply invested in any and all changes made to this location.

I have experienced first-hand the extraordinary traffic at the Sportsman/New Brooklyn intersection during my 14 years of living on Bainbridge Island. I believe improving this intersection is a laudable goal. In my many hours of sitting in traffic, I have made observations that I would like to share with the city staff in charge of this project:

1) The traffic jams at this intersection are truly acute two times each day: in the 30 minutes before the start of school at Sakai and Woodward, and in the 30 minutes following the release of students each afternoon. It's certainly possible that there are other times when traffic builds up at this intersection, but at the start and the end of each school day, it is not uncommon for drivers to be stuck in traffic for upwards of ten minutes, particularly if one gets "trapped" trying to exit from the Sakai and Woodward parking lots during these terribly congested times. The simultaneous departure of many school buses from the bus lot further contributes to this road congestion.

2) Vehicular traffic at this intersection increases predictably at these times of the day only in part because of an increase number of vehicles dropping off and picking up students. Pedestrian and non-motorized traffic really exacerbate these traffic jams, because such traffic is both sporadic and unstructured. As students begin to arrive at schools in the morning, and even more so as they depart in the afternoons, their irregular, multiple crossings severely delay vehicular traffic designed to move through the intersection at the four-way-stop in a predictable, logical manner.

3) I believe that having a police officer or school employee assigned to manage both non-motorized and vehicular traffic Sportsman Club/New Brooklyn intersection for ~30 minutes in the morning and ~30 minutes in the afternoon each school day would dramatically improve the traffic issues currently presented. Such an officer could require groups of students to wait until there is a critical mass before crossing the intersection, substantially limiting the number of interruptions to the flow of vehicular traffic. Furthermore, an officer assigned to the intersection could respond flexibly and adapt to traffic congestion as it develops, enabling a crush of cars on one side of the intersection to exit it much more quickly than the current driver-led 4-way stop method.

4) Given that Bainbridge Island's population continues to grow, that businesses in the Coppertop complex continue to draw a dramatic number of vehicles to this already-congested corridor, and the fact that another large housing development is to be built adjacent to the Sportsman/New Brooklyn intersection, I would encourage city planners to recognize that the number of vehicles, pedestrians, and nonmotorized travelers in this area is only likely to increase.

5) Hardscape improvements to the intersection would be wonderful for many reasons, with safety for all citizens being among the most desirable. I would be supportive of such improvements if they can be engineered in such a way that would address the existing issues I've outlined.

In closing, I wonder if a pilot program couldn't be an inexpensive way to test how traffic at this intersection might be managed by an individual officer. It seems like hiring someone for a position that would require under 10 hours of work a week might solve a lot of the issues at this spot with the least amount of disruption to the community.

Thank you for considering my thoughts. I am sorry that I am unable to attend the meeting this Thursday.

Sincerely,

Julie Cooper

Barry Loveless

From: Seth Cool <coolseth@gmail.com>
Sent: Wednesday, October 17, 2018 6:20 AM
To: Chris Munter
Subject: Sportsman roundabout is a great idea!

Chris,
Installing a roundabout at Sportsman and New Brooklyn is a great idea! I wholeheartedly support it.

Stop signs are dangerous because people don't always stop. A good friend of mine was almost killed at this very intersection when his car was t-boned by a vehicle that failed to stop. Stop signs are also inefficient. Traffic improved considerably when the traffic circle was installed at High school and Madison.

Please try to change all four-way stops and busy three-way intersections on Bainbridge to traffic circles or roundabouts. The four-way stop at island center is particularly congested and needs attention.

The sportsman roundabout should have a separated bike path that connects the existing path from Woodward to the S side of New Brooklyn. Please do not utilize the design detail used at the high school rd traffic circle where the bike path simply ends. Bicycles should have a separate path with separate crossings through the roundabout. This is safer. The high school rd traffic circle does have short pedestrian crossing distances, and this is fantastic, and should be mimicked on sportsman. Here is a video created by a traffic engineer in The Netherlands that highlights the design features of roundabouts there, including separated bicycle path crossing treatments, that make their transportation infrastructure the safest in the world. We have much to learn from their carefully designed intersections; their safety record and user-comfort are both so much better than ours.

<https://m.youtube.com/watch?v=41XBzAOmmIU>

I'm looking forward to a new roundabout at this dangerous and congested intersection!

Thank you,

Seth Cool
360-220-2477

Barry Loveless

From: Judith Leader <jjudi18@gmail.com>
Sent: Tuesday, October 16, 2018 6:43 PM
To: Chris Munter
Subject: Roundabout

Mr. Munter,

I have another commitment and so cannot attend the meeting Thursday night. However, I do want to voice my concerns about the proposed roundabout to you, in the hope that you will share it with your committee.

I do not think a roundabout at New Brooklyn and Sportsman Club Roads is a good idea. I think it will make the situation more dangerous for the students and those on bicycles. Picture a Sakai student, a 4th or 5th grader, on a bike trying to get around the roundabout on his/her bike. That kid is in danger!

What about the kids crossing the street on foot? A roundabout is for continuous traffic flow and at this site the traffic would often have to stop for kids in the crosswalks. I feel the four-way stop we have now is a safer method for those on foot or bicycles.

We have excellent school bus service on our island. It would be helpful to the traffic situation if more kids took the bus to and/or from school. (Yes, my son did.) Regardless, I do not think a roundabout in that location is a safe or sound decision.

Thank you,
Judi Leader
Bainbridge Island

Barry Loveless

From: Carrie <carriecorns@gmail.com>
Sent: Tuesday, October 16, 2018 6:40 PM
To: Chris Munter
Subject: Sportsman and New Brooklyn

Hello,

I am writing to comment on the proposed traffic circle at New Brooklyn and Sportsman. This is a terrible idea and I implore the city to work with BISD and BIPS to hire and train crossing guards to improve safety and traffic flow instead of re-working the intersection.

This intersection is one of the busiest on the island when school releases because you have 2 schools with approximately 1100 students releasing within 10 min of each other. There are parents driving, pedestrians, children on bikes and buses all exiting the school in a very short period of time.

I drive my daughter to and from school every day because her bus has no room and I do not feel it's appropriate for her in 5/6 grades to be riding an overcrowded bus with 17 year olds.

Every week, children on bikes cut in front of my car to make left turns into North town woods without signaling, ride their bikes through the crosswalks without stopping, and ride alongside the road where parents are parked on the side of the road, rather than using the designated path. At a 4 way stop, there are very set rules for when a car enters an intersection. With a traffic circle, parents are going to need to use judgment to decide when to enter, while guessing about the intentions of the pedestrians and kids on bikes. It is far too distracting for drivers to make that call while also watching for the different users at that time of day.

The traffic around Sakai and Woodward is not bad because of the 4 way stop traffic light; it's bad because kids trickle across the street one at a time rather than crossing in bunches with a crossing guard.

Another option would be to swap it for a traditional light with crosswalk signs so students have a red light.

BISD, BIPD and the COBI should work together to hire and train crossing guards. Perhaps BIPD could be stationed there for one week and have parent volunteers gauge their travel time. It takes me 15 minutes to get home from Sakai most days, and I live at the corner of Finch and Wyatt.

Another option would be to have BISD to return to a 3 bell system so more kids will ride the bus. My daughter's bus has 1-2 high school kids in every seat before it even arrives at Woodward and she can't fit her band instrument on a bus that is overflowing with students. She's had to ride on the floor several times.

Barry Loveless

From: Cloantha Copass <cloantha@msn.com>
Sent: Tuesday, October 16, 2018 5:15 PM
To: Chris Munter
Subject: Comment on the Sportsman/New Brooklyn Roundabout

Hi-

I'm not able to attend the upcoming public meeting about the roundabout concept, but would like to make the following comments.

I am supportive of the installation of a roundabout at the intersection. I live in Northtown & go through that intersection multiple times a day, some days as a driver, pedestrian, and a cyclist. The fact that it isn't a perpendicular crossing makes it especially hard to communicate intentions clearly and to register the proper sequence for yielding/turns and so on. Short of realigning the streets I think a roundabout would provide the safest way to move people, especially the younger pedestrians & cyclists, through the intersection safely.

My main enthusiasm for the project is the hope that it will make the intersection itself safer for all. Helping with traffic congestion would be a nice plus, but even if the impact is neutral or slightly negative, I would support the roundabout.

Thank you,

Clo Copass
9300 Northtown Drive
Bainbridge Island, WA 98110

Barry Loveless

From: K Reinders <kathyreinders@hotmail.com>
Sent: Friday, October 12, 2018 9:01 PM
To: Chris Munter
Subject: Sportsman Club Road & New Brooklyn Road

Hello Chris,

I may be unable to attend the upcoming Public Meeting on October 18 regarding the intersection of Sportsman Club Rd & New Brooklyn Rd, so I am adding my two cents now.

Our family lives off of Sands Ave and New Brooklyn Rd. Our two sons ride their bikes to BHS/EHHS each day and have been for over 8 years. They complain about the current intersection of Sportsman Club Rd & New Brooklyn Rd as not very friendly toward bicycle riders as they often are pushed into the shoulder of the road where the debris collects during the winter months.

The lines are long as more parents drive students to school in the morning. (The bus system is over crowded and takes too long to go the short distances.) Combine this with Kitsap Transit and other commuters heading off to the ferry and it is crowded in the morning. The afternoon is even more dangerous as parents park their cars along the shoulders of NBRd and SCRd ... forcing bicycle riders back into traffic and round the parked cars as they come and go. It's quite dangerous.

I avoid that intersection at all cost when I leave home to go to work each morning. I work in Winslow and my husband works in Poulsbo. We both avoid that intersection during school hours. I drive down Sands Ave to High School road and if I don't time it right, I'm stuck in the High School Road traffic approaching the HS. My husband takes Miller Rd to get out to Day Road and then on to the Highway to head to Poulsbo. We both have learned to work around the school traffic on the island, but it is only getting worse it seems.

From what we can see, those turning into Woodward Middle School off of Sportsman Club Rd are waiting to turn left into the school. There is no left turn lane so the traffic piles up and clogs up the intersection at New Brooklyn Rd. Perhaps during the school drop off/pick up hours, Sportsman Club Rd can become a 2 lane road going in one direction? (Think Rotary Auction.) Perhaps in the morning, Woodward and Sakai can only be accessed from one direction of Sportman Club rd... that would allow 2 lanes of traffic (one to turn into the schools and the other a thru lane.) Maybe that would relieve the pressure from the NBR and SCR intersection? A round-about sounds good in theory, however once a car gets through the round about, it gets stuck in traffic as the line queues up to turn left into Woodward and then again to turn left into Sakai.

The next intersection to be considered is Madison Ave and New Brooklyn Rd. That is also plugged up in the mornings and afternoons with students flying by to get to/from BHS and those parking at the Baptist Church do not understand that that intersection is NOT a 4 way stop (even though the crosswalks look like a 4 way stop). I've had to slam on the brakes several times when driving north on Madison Ave and then turn left on to New Brooklyn Road only for someone to depart the Baptist Church drive and enter into the intersection thinking it is a 4 way stop.

I grew up on BI and have now raised our children here. The more densely populated Winslow becomes, the more dangerous and crowded the roads become. If that wooded area (Sakai lot?) at the corner of New

Brooklyn Rd and Sportsman Club Road is developed into another North Town Woods complex.... that stretch of road will be impossible to navigate. We are doing our part to avoid that area during high volume times... we need to encourage others to get out of their cars and walk, carpool, bus or bike to school.

Thank you for listening to my comments.

Kindly,

Kathy Reinders
206-842-3807



Virus-free. www.avg.com

Barry Loveless

From: Kimberly Sylvester <realestatekimberly@gmail.com>
Sent: Thursday, October 4, 2018 4:23 PM
To: Chris Munter
Subject: New Brooklyn

Roundabout and a pedestrian bridge from Woodward to BHS corners.... AND make busses get in line & staggered for exiting when they can instead of stopping traffic on both sides of the street...

Kimberly Sylvester
206.849.8123

Thank you!!!

Barry Loveless

From: Ryan Hough <ryanhough@mckinstry.com>
Sent: Thursday, October 4, 2018 3:52 PM
To: Chris Munter
Subject: Sportsman Club / New Brooklyn Intersection

Chris,

I ride my bike daily through this intersection and think a traffic circle is a great idea. I'm in full support. If there is a way to make it bigger than HS road and Madison, it will allow better traffic flow.

-Ryan Hough

Ryan Hough
Director of Operational Excellence
p 206.763.5396 | c 206.512.7483

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Barry Loveless

From: Doug Nelson <doug@americanproperty.com>
Sent: Wednesday, October 3, 2018 4:18 PM
To: Chris Munter
Subject: Sportsman / New Brooklyn

My opinion as the owner of Coppertop Park and someone that spends a stupid amount of time on that road everyday... The school traffic is killing it. A round about is always great but even bigger is a *bus only lane or a pick up drop off lane for moms* that won't dare let their kids ride the bus. My wife had a great idea... *Route the buses around the back of the school* and have them enter further up New Brooklyn and down below Sakai. That would alleviate a bunch of the congestion and from what I can tell the land on the backside is dry enough to support a road.

Doug Nelson
PO BOX 10666 - Bainbridge Is WA 98110
O: 206-780-6060

Barry Loveless

From: Caty Kehs <cdkeh@gmail.com>
Sent: Thursday, October 4, 2018 11:14 AM
To: Chris Munter
Subject: Sportsman Club & New Brooklyn Intersection Improvements

Hello Chris

Unfortunately I most likely cannot make the meeting on Oct 18—but if that changes I will try to come.

However I am SO glad this is being discussed b/c it is a mess every morning.

One very simple thing that could be done immediately is a CROSSING GUARD, to ensure traffic can keep moving efficiently AND kids can cross safely.

I think that would really help. I watch as the kids try to cross, all traffic in all directions freezes and waits, but kids often stand on the corner lost and wondering whether they should cross or not.

No one seems to know who has the right of way and it gets very backed up.

Thanks for your consideration.

Cheers

Caty Kehs



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: November 20, 2018

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (8:40 PM) Discussion of City Policies - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

Discussion of City administrative policies.

SUMMARY:

The Council will discuss City administrative policies.

FISCAL IMPACT:

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

BACKGROUND:

As part of the City Council consideration of the City Manager's employment agreement at the October 2 study session, the Council expressed interest in a future discussion related to City policies. This item is scheduled to provide time for that discussion.

A memo from the City Manager is attached, as additional background.

ATTACHMENTS:

[City Policies - CC 20 Nov 2018.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Memorandum

Date: 11/20/2018
To: City Council
From: Morgan Smith, City Manager
Subject: Current City Administrative Policies

City Administrative Policies

For the purposes of this discussion, and going forward, I will use the term “policy” to describe written City guidelines. These are guidelines for which the expectation is that City staff consistently follow the guidance, with limited or no exceptions. The purpose of maintaining written documents to capture these guidelines is to be able to consistently reference, communicate, and explain decisions that may be complex, recurring, and significant.

For example, the Employee Manual provides written guidance for a wide range of issues related to personnel and the workplace. This guidance is considered to be City policy, and the City seeks to follow this guidance with the highest degree of consistency and adherence.

City Administrative Practices

For the purposes of this discussion, and going forward, I will use the term “practice” to describe decisions that the City consistently makes, but for which there is no written policy. City practices represent the City’s current approach to recurring decisions that are not covered by more formal policies. Often, the City’s current practice may be mentioned in informal documents, such as individual desk manuals or emails. However, the content at hand has not risen to the level of significance to warrant the development of a formal, written policy.

For example, it is current City practice to hire a professional facilitator to support the Human Services Funding Advisory Committee funding process. That decision has been the City's practice for several years, but is not captured in a formal written policy.

Current City Policies

The list below represents an initial attempt to identify all existing City policies. These are written documents that are developed by the City (as opposed to external agencies), are referred to for decision making, and are updated as needed to stay current.

<u>Title</u>	<u>Department</u>
Comprehensive Plan	Citywide
Bainbridge Island Municipal Code	Citywide
Employee Manual	Citywide
Donation Policy	Citywide
Volunteer Policy	Citywide
City Hall Building Security	Citywide
Ethics Program	Citywide
Civil Service Rules	Executive
Public Records Act Administrative Rules	Executive
ADM.21 – Insurance & Indemnification Manual (WCIA)	Executive
Contract Review Process	Executive
Governance Manual	Executive
Lexipol	Police
Parking Enforcement Manual	Police
Property and Evidence Processing Manual	Police
Field Training Officer Manual	Police
Directives Binder	Police
Senior Police Clerk Manual	Police
Administrative Supervisors Manual	Police
General Sewer Plan	Public Works
Water System Plan	Public Works
Island-wide Transportation Plan	Public Works
Engineering Design and Construction Standards	Public Works
Public Works Administration Procedures	Public Works

<u>Title</u>	<u>Department</u>
Financial policies	Finance
Neighborhood Matching Grant policy	Finance
Procurement policy	Finance
Investment policy	Finance
Debt policy	Finance
Capital asset policy	Finance
Refund policy	Finance
City style guide for logo and fonts	Finance
Cost allocation methodology manual	Finance
Collective Bargaining Agreements with IAM and the Guild	Finance
Memoranda of Understanding	Finance
Fee Schedule	Finance
Administrative Manual – Planning Permit Submittal Requirements	PCD
Reporting Violations of Chapter 7.01 BIMC	PCD
Exemption for Accessory Dwelling Unit Stairs	PCD
Defining “Pre-existing Uses” in Ordinance 2016-35	PCD
Refund of Development Application Fees	PCD
Building – 200 Sq Ft	PCD
Building – Architect Stamp	PCD
Building – Art Sculpture	PCD
Building - CAO Interpretation Plats	PCD
Building – Cell Towers	PCD
Building – Code Enforcement	PCD
Building – Concurrent Review	PCD
Building – Const. w/o Permits	PCD
Building – Grading	PCD
Building – Historic Buildings	PCD
Building – Moved Buildings	PCD
Building – Plumbing	PCD
Building – Shoreline	PCD
Building – Survey	PCD
Building – TCO	PCD
Building – Tiny Homes/RVs	PCD
Building – Trenching	PCD
Building – After the Fact	PCD
Building – Insulation Self Certification	PCD
Building – Political Signs	PCD

<u>Title</u>	<u>Department</u>
Building – Interior Footings	PCD
Building – Wood Exposure	PCD
Building – Permit Refunds	PCD
Building – Inspections setback revisions	PCD
Building – Inspections setbacks	PCD
Building – Reinspection	PCD
Building – Final Inspection	PCD
Shoreline Restoration Enhancement	PCD
Agriculture as Primary Use Requirements	PCD
Animal Shelter	PCD
Asymmetrical Gable Building Height	PCD
Awning Signs in Winslow Green	PCD
BLA of Nonconforming Lots	PCD
Campbell Interp	PCD
CAO SMP Conflicts Interp	PCD
Cottage Letter	PCD
Creation of Split-Zoned Parcel	PCD
Decks as Lot Coverage Reconfirmed	PCD
Decks as Lot Coverage	PCD
Definition of Multifamily Dwelling Units in Mixed Use Zones	PCD
Density Cals for Lots with more than one designation	PCD
Flex Lot Wetland as Separate Tract	PCD
Garages in Fort Ward Design Guidelines	PCD
Geohaz VAR vs. RUE	PCD
Greenburg – Murden Cove opinion	PCD
Home Occupation Residency	PCD
Institutional Signs	PCD
Interim Mobile Food Truck Inter	PCD
King County Restoration	PCD
Liquification Hazard Areas	PCD
Non-conforming Shoreline	PCD
Parking Lot Landscaping	PCD
Plat Amend or BLA	PCD
Pre-Apps for Bulkheads	PCD
Retaining Walls in a Setback	PCD
Shoreline Fees	PCD
Shoreline Permit Types	PCD
Shore Plat with Existing SFR	PCD
Short Term Rental not Hotel	PCD
Side Setback Increases	PCD
Side Yards	PCD

<u>Title</u>	<u>Department</u>
Story Definition	PCD
Tandem Parking for SFR	PCD
Underbuilding Parking in FAR	PCD
Wireless Facility Enclosed in Tube	PCD
Wireless Permitting Process	PCD
Zoning Nonconforming	PCD
Hearing Examiner Rules of Procedure	PCD



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: November 20, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:55 PM) Future Council Agendas - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

Council will review future Council agendas.

SUMMARY:

Council will review future Council agendas.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[City Council Regular Business Meeting 112718](#)

[City Council Study Session 120418](#)

[City Council Regular Business Meeting 121118](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

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

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

AGENDA

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

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

9. UNFINISHED BUSINESS

9.A

Consideration of Ordinance No. 2018-40 Relating to the Levy of Property Taxes for Collection in 2019. 10 Minutes

[Ordinance No. 2018-40 Relating to the Levy of Property Taxes for Collection in 2019
City of Bainbridge Island Levy Limit Calculation 11 13 18 TY-2019.docx](#)

9.B Ordinance No. 2018-39 Adopting the Budget of the City for Fiscal Years ending December 31, 2019, and December 31, 2020 - Finance, 10 Minutes

9.C Amendments to the Shoreline Master Program (SMP) Relating to Integration of Critical Areas Regulations and Nonconforming Structures, Uses, and Lots - Planning, 30 Minutes

[20181016 Nonconforming Structures Summary Table.docx
Draft SMP Amendment - Critical Areas & Nonconforming - Public Hearing Draft - All track changes
20181002 Presentation.pptx
Existing SMP Nonconforming Chapter.pdf
SMP Amendment Staff Memo.pdf](#)

9.D Set Public Hearing Date for Ordinance No. 2018-45 Related to the Extension of Interim Control Ordinance No. 2018-25 Related to Preservation of Landmark Trees - Planning, 5 Minutes

[Ordinance No. 2018-45 Extending Landmark Tree Ordinance](#)

9.E Sportsman Club and New Brooklyn Intersection Design Professional Services Agreement Amendment No. 1- Public Works, 10 Minutes

9.F Update to Chapter 1.26 BIMC, Code Enforcement - Planning, 30 Minutes

[September 18, 2018 Code Enforcement Update.pptx
COBI Standard Operating Procedures for Code Enforcement Actions
Chapter 1.26 BIMC - The City's Current General Code Enforcement Chapter
Chapter 15.08 BIMC - The City's Current Sign Code
MRSC: Reed v. Town of Gilbert Blog Post
Title 6 BIMC - The City's Current Title Related to Animal Control
Kitsap Humane Society Recommendations for COBI](#)

10. NEW BUSINESS

10.A Lodging Tax Advisory Committee (LTAC) 2019 Funding Recommendations 15 Minutes

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

- 10.C Water Rights Professional Services Agreement Amendment No. 1 - Public Works, 10 Minutes
[Amendment No 1 to PSA Pro Forma \(tjf edits\).docx](#)
- 10.D Ordinance No. 2018-44 Relating to 2018 4th Quarter Budget Amendments - Finance, 10 Minutes
[ORD 2018-44 2018 4th QTR Budget Adjustments](#)
[Ord 2018- Attachment A - Q3 and 4 Budget Amendments \(First Reading\).pdf](#)
- 10.E Resolution 2018-33 amending the City's Fee Schedule for tree related permits. 10 Minutes
[Resolution No. 2018-33 Amending Fee Schedule re Tree regulations](#)
- 10.F Resolution 2018-31 Updating the Planning Department's Administrative Manual - Planning, 10 Minutes
[Resolution No. 2018-31 PCD Administrative Manual Amendments](#)
- 10.G Amendment Extending the Term of the Public Defender Contract - Executive, 10 Minutes

11. CONSENT AGENDA

- 11.A Agenda Bill for Consent Agenda 5 Minutes
- 11.B Accounts Payable and Payroll
- 11.C Special City Council Study Session Minutes, November 6, 2018
- 11.D City Council Regular Business Meeting Minutes, November 13, 2018
- 11.E WestNet Interlocal Agreement - Police, 5 Minutes
[WestNET Interlocal Agreement](#)
- 11.F Registered Sex Offender Address and Residency Verification MOU with Kitsap County Sheriff's Office - Police, 5 Minutes
[2018-19 Registered Sex Offender Address and Residency Verification MOU](#)
- 11.G 2019-21 Fire Safety Services Interlocal Agreement with the Bainbridge Island Fire Department - Executive, 5 Minutes
[2019-2021 Fire Safety Services Agreement](#)
- 11.H Contract Amendment to the Legal Services Agreement for Prosecution Services with the Kitsap County Prosecuting Attorney's Office - Executive, 5 Minutes
[Contract Amendment to the Legal Services Agreement for Prosecution Services](#)
[2019 Breakdown of KCPAO Attorney and Staff Costs](#)

- 11.l Resolution No. 2018-24 Amending the 2018 Fee Schedule to Update Fees for Obtaining Public Records - Executive, 5 Minutes
[Resolution No. 2018-24 Amending Fee Schedule to Provide for Public Records Fees](#)
[Draft - 2018 Public Record Administrative Rules](#)
[Public Records Request Summary from 2017 Year End Metrics](#)

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

14. 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.



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**CITY OF
BAINBRIDGE ISLAND**

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

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

AGENDA

- 1. CALL TO ORDER / ROLL CALL - 6:00 PM**
- 2. APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
- 3. MAYOR'S REPORT**
- 4. PRESENTATIONS**
 - 4.A Washington State Ferries Update - Mayor Medina, 45 Minutes
 - 4.B Update from ECONorthwest and Forterra on Inclusionary Zoning/Transfer of Development Rights Analysis - Planning, 45 Minutes
- 5. UNFINISHED BUSINESS**
 - 5.A Update on Moratorium - Planning, 10 Minutes
[20181016 Moratorium work program status report](#)
[Ordinance No. 2018-41 Extending Moratorium Ordinance Approved 092518.pdf](#)
- 6. NEW BUSINESS**
 - 6.A Solar Access Regulations - Deputy Mayor Deets, 20 Minutes
[COBI Solar Access Presentation](#)
[City of Ashland Solar Setback Guide](#)
[City of Boulder Solar Access Guide](#)
 - 6.B Transportation Benefit District Fee Increase - Finance, 30 Minutes
[TBD Discussion Transmittal for CC.docx](#)
[Resolution No. 2018-33 Approving an Increase to Vehicle License Fee \(2\).docx](#)

6.C System Participation Fees for Water and Sewer Utilities 30 Minutes

7. CITY COUNCIL DISCUSSION

7.A Regional Committee Reports by Councilmember Liaisons 10 Minutes

8. FUTURE COUNCIL AGENDAS

9. FOR THE GOOD OF THE ORDER

10. ADJOURNMENT

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**CITY OF
BAINBRIDGE ISLAND**

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

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

AGENDA

- 1. CALL TO ORDER/ROLL CALL - 6:00 PM**
- 2. EXECUTIVE SESSION**
 - 2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
30 Minutes
- 3. PLEDGE OF ALLEGIANCE / APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
- 4. PUBLIC COMMENT**
- 5. MAYOR'S REPORT**
- 6. CITY MANAGER'S REPORT**
- 7. PRESENTATION(S)**
- 8. PUBLIC HEARING(S)**
 - 8.A Ordinance No. 2018-45 Related to the Extension of Interim Control Ordinance No. 2018-25 Related to Preservation of Landmark Trees - Planning, 15 Minutes
[Ordinance No 2018-45 Extending Landmark Tree Ordinance](#)
[Chap 16.32 Preservation of Landmark Trees](#)
- 9. UNFINISHED BUSINESS**

- 9.A Discuss Ordinance No. 2018-20 Relating to Revisions to BIMC Title 2 related to Land Use Review Approval Bodies and Procedures - Planning, 30 Minutes
- 9.B System Participation Fees for Water and Sewer Utilities 10 Minutes
- 9.C Shoreline Master Program (SMP) Limited Amendment on Aquaculture - Planning, 30 Minutes
[20181002_CC_Staff_Memo_Ecology Informal Response Ecology comments_7.16.2018.pdf](#)
[Draft_Submittal Package_Overview Final 021717.docx](#)

10. NEW BUSINESS

- 10.A Appointment of Deputy Mayor for January 2019 through June 30, 2019 - Mayor Medina, 5 Minutes
- 10.B Appointments to the Environmental Technical Advisory Committee, Ethics Board, and Marine Access Committee - Mayor Medina 10 Minutes
- 10.C Remove Certain City-Owned Properties from Surplus Property Designation - Executive, 15 Minutes

11. CONSENT AGENDA

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

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