



## **STUDY SESSION**

**TUESDAY, JANUARY 17, 2017**

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

### **AGENDA (TIMES LISTED ON THE AGENDA ARE APPROXIMATE)**

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

**Mayor:** Val Tollefson

**Deputy Mayor:** Ron Peltier

**Councilmembers:** Sarah Blossom                      Michael Scott  
Kol Medina    Roger Townsend  
Wayne Roth

**2. ACCEPTANCE OR MODIFICATION OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**

**3. PUBLIC COMMENT ON AGENDA ITEMS - 7:05 PM**

**4. PRESENTATIONS**

- A.** 7:15 PM Utility Advisory Committee 2016 Report and 2017 Work Plan, AB 17-014 (Pg. 3)

**5. UNFINISHED BUSINESS**

- A.** 7:30 PM Update on Police and Municipal Court Building Project by Coates Design/MWL, Inc., AB 14-008 - Public Works (Pg. 7)  
**B.** 7:50 PM Update on Town Square Project, AB 16-162 - Executive (Pg. 25)

**6. NEW BUSINESS**

- A.** 8:10 PM Ordinance No. 2017-04, Relating to Updated FEMA Flood Maps and Flood Damage Prevention, AB 17-012 - Planning (Pg. 27)  
**B.** 8:20 PM Review Code Enforcement Approach, AB 17-002 - Executive (Pg. 48)  
**C.** 8:35 PM Resolution No. 2017-05, Delegating to the City Manager Authority to Legally Bind the City for the Purpose of Requesting Federal Reimbursement, AB 17-015 - Public Works (Pg. 56)

**7. CITY COUNCIL DISCUSSION**

- A. 8:45 PM Discuss Creation of Affordable Housing Task Force, AB 17-013 - Mayor Tollefson (Pg. 60)

**8. FOR THE GOOD OF THE ORDER - 9:00 PM**

**9. ADJOURNMENT - 9:05 PM**



Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 ([cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov)) by noon on the day preceding the Meeting.

# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: 7:15 PM Utility Advisory Committee 2016 Report and 2017 Work Plan, AB 17-014 (Pg. 3)	Date: 1/17/2017
Agenda Item: PRESENTATIONS	Bill No.: 17-014
Proposed By:	Referrals(s):

### BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

### REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance:

### DESCRIPTION/BACKGROUND

A representative from the Utility Advisory Committee will attend the City Council meeting to present the 2016 review and 2017 work plan (see attached).

### RECOMMENDED ACTION/MOTION

I move to accept the UAC 2017 Work Plan as proposed.

### ATTACHMENTS:

Description	Type
2017 UAC Proposed Work Plan	Backup Material

## MEMORANDUM

TO: CITY COUNCIL

FROM: UTILITY ADVISORY COMMITTEE

DATE: DECEMBER 22, 2016

SUBJECT: PROPOSED 2017 WORK PLAN

The City's Utility Advisory Committee had an active 2016, and is now requesting input from the city council regarding those topics on which the UAC should focus during 2017.

During 2015-16, the UAC devoted substantial time to the following topics:

1. SSWM. Development of a restructure of the SSWM rate methodology. The council adopted the revision, which has been implemented in 2016.
2. Water System Plan. Review of a consultant's draft Water System Plan. The UAC developed a number of recommendations, which were then included by the council in a revised final Plan.
3. Sewer System Plan. Review of a consultant's draft Sewer System Plan. Like the Water System Plan, the UAC developed a number of recommendations, which were then adopted by the council in a revised final Plan.
4. Utilities Element. Preparation of a draft Utilities Element for the Comprehensive Plan, which formed the basis for the Planning Commission's Utilities Element submitted to the city council.
5. 2017-18 Budget. Provided input to the administration during its preparation of a proposed 2017-18 budgets for the water, sewer, and SSWM utilities, to include each utilities' capital improvement plans.

Looking ahead to 2017, the following topics have been suggested for review and analysis by the UAC. As the UAC is an advisory body to the city council, the UAC asks the council to advise which of the below topics, or others, should be on the Work Plan.

- a. Electric reliability. The UAC has not been involved in any way in the recent community and city discussion regarding the electric utility provider. However, it has been suggested that the UAC might examine the steps that might be taken to improve the reliability of electric service on the Island, regardless of who the utility provider is.
- b. Review of sewer system. It has been suggested that the UAC conduct a heightened review of the city's three utilities on a regular schedule, such as one per year. The UAC's review would be of the performance, reliability, and cost of the utility's service. By process of elimination, it appears that the sewer utility should be first up in 2017. That is because the UAC closely looked at the water utility in 2016 when reviewing the draft Water System Plan, and conducted an extensive review of SSWM in 2014-15.
- c. 2017 SSWM operating expense study. The council approved \$50,000 in the 2017-18 budget for a study of the operating expenses of the SSWM utility. Presumably, this study would be prepared by a consultant. As the UAC has focused on certain operating expenses in the past, the UAC may be able to provide meaningful input to the consultant, staff, and council as the study goes forward.
- d. Internet service. Probably, the most frequent complaint by citizens about utilities is with internet service, which is a part of the broader subject of telecommunications (including land and cell phones, cable television, and internet). There is no single organization, staff person, or forum to examine that issue. Perhaps the UAC could assist.
- e. Water/sewer rate structure. The methodology and structure for the rates charged by the water and sewer utilities have not been reviewed for many years. In approximately 2010, the city hired FCS Group to conduct a comprehensive rate analysis, which was provided to the staff and newly-formed UAC. Unfortunately, many pressing matters kept that study from being analyzed and considered. It is standard practice for utilities to review their rate methodologies on 5-10 year intervals, so COBI is (over)due. Typically, but not always, such a rate study is performed by a consultant. The UAC may be able to play a role in determining the need for, and scope of, any possible study.

- f. Water Systems. The UAC has proposed that the Comprehensive Plan include a provision calling for the city to devote resources to facilitating consolidation of small water systems. The UAC could focus time and effort developing a process for implementing this policy.
- g. Impact of Fire Code. The UAC has proposed the Comprehensive Plan include a provision calling for differential fire code requirements for urban and rural water systems. The UAC could devote time and effort on this policy.

The UAC's first meeting of 2017 is on January 11, and is prepared to begin examination of issues identified by the city council.

# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: 7:30 PM Update on Police and Municipal Court Building Project by Coates Design/MWL, Inc., AB 14-008 - Public Works (Pg. 7)	Date: 1/17/2017
Agenda Item: UNFINISHED BUSINESS	Bill No.: 14-008
Proposed By: Public Works	Referrals(s):

### BUDGET INFORMATION

Department: Public Works	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

### REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: Yes

### DESCRIPTION/BACKGROUND

A progress report will be provided by the consultant team of Coates Design/MWL on the recent space needs validation for the proposed Police and Municipal Court building project. In addition, the team will be proposing next steps in project planning, including the process for site selection.

### RECOMMENDED ACTION/MOTION

Provided for information only.

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Comp. of Validation SF	Backup Material
<input type="checkbox"/> Summary	Backup Material

## Comparison Sept/June-2014 Space Needs Vs. January 2016 Validated Space Needs

Sept/June-2014 Single Story Space Needs Space Needs Assessment Totals:

Police Department	13,388 GSF
Municipal Courts	6,290 GSF
Shared Core Spaces	<u>5,131</u> GSF
Total	24,809 GSF*

January 2017 Validated Single Story Space Needs Totals:

Police Department	17,641 GSF
Municipal Courts	6,825 GSF
Shared Core Spaces	<u>0</u> GSF**
Total	24,466 GSF

Options:

Acoustically isolated indoor firearms range:

Add for Firearm Range: 4,133 GSF

2-story Police Station Option\*\*\*

Add for 2-Story 2,400 GSF

\*This number corrects certain math / summary errors reflected in the original report.

\*\*Validated Space Needs (creates co-located buildings - sharing parking & infrastructure)

\*\*\*Adds: 2 stair towers, elevator, elevator machine rm., upstairs WC, upstairs wiring closet

Validated SF now includes:

### Adjustments in Validated Space Needs

Separated lobby & break areas

Included / adjusted space for circulation / wall thicknesses / structure & grossing

Adjusted / standardized office / workstation sizes

Revised locker room to “open” lockering concept (no separate M/FM locker rms.)

Separated out spaces that can be housed in less costly support building (evidence etc.)



**City of Bainbridge Island, Washington**  
**Police and Municipal Courts Facility**  
**Space Needs Validation**  
• Summary W/Out Firearms Range •  
January 6, 2017

City of Bainbridge Island, Washington					
Police Station				Up	Down
100	Police Administration	1,321		1,321	
200	Police Records	818		818	
300	Patrol	2,735			2,735
400	Patrol Garage / Sally Port	1,218			1,218
500	Detectives	688		688	
600	Evidence	2,501			2,501
700	Sworn Lockers	1,745			1,745
800	Staff Support Spaces	813			813
900	Public Lobby / Multi-Purpose Rm	3,503		3,503	
<b>Police Dedicated Space</b>		<b>15,340</b>		<b>6,329</b>	<b>9,011</b>
Grossing Factor		15%	2,301	Incl. Gen. Circ. Janitor, Mechanical, Wall Thickness	949 1352
<b>Total Police Dedicated Space</b>			17,641	Two Story Factor	1200 1200
Previous Study		18519	-878	8,478	11,563
Over / - Under Previous Space Study					

Municipal Courts				Up	Down
1000	Courtroom / Chambers	2,668		2,668	
2000	Court Administration / Clerks	1,275		1,275	
3000	Public / Jury / Support Spaces	1,993		1,993	
<b>Court Dedicated Space</b>		<b>5,935</b>		<b>5,935</b>	
Grossing Factor		15%	890	Incl. Gen. Circ. Janitor, Mechanical, Wall Thickness	890
<b>Total Courts Dedicated Space</b>			6,825	6,825	
Previous Study		6300	525	15,303	11,563
Over / - Under Previous Space Study					

Total Validation SF		24,466	
Reconciliation	24819	-353	Over / - Under Previous Space Study

**Notes:**

Validated Program now includes SF for necessary intradepartmental circulation

Validated Program now includes a grossing factor (mechanical rooms, wall thickness etc.)

Validated Program now includes SF Separate Lobby / Break Rooms

Validated Program assumes police and courts staff share secure parking

Stack assumes sloping site with public spaces on upper level.

This summary assumes that a firearms range is built as a separate (non essential) structure. This allows it to be built sequentially. If it is included in initial project it may also be included in the main SF as part of the lower level.

Coates Design Architects  
McClaren, Wilson + Lawrie, Inc.

**City of Bainbridge Island, Washington**  
**Police and Municipal Courts Facility**  
**Space Needs Validation**  
• Summary W/ Firearms Range •  
January 6, 2017

City of Bainbridge Island, Washington					Up	Down
<b>Police Station</b>						
100	Police Administration		1,321		1,321	
200	Police Records		818		818	
300	Patrol		2,735			2,735
400	Patrol Garage / Sally Port		1,218			1,218
500	Detectives		688		688	
600	Evidence		2,501			2,501
700	Sworn Lockers		1,745			1,745
800	Staff Support Spaces		813		813	
900	Public Lobby / Multi-Purpose Rm		3,503		3,503	
OPT	Firearms Proficiency Range		3,594			3,594
<b>Police Dedicated Space</b>			<b>18,934</b>		<b>7141</b>	<b>11793</b>
	Grossing Factor	15%	2,840	Incl. Gen. Circ. Janitor, Mechanical, Wall Thickness	1071	1769
<b>Total Police Dedicated Space</b>			<b>21,774</b>	Two Story Factor	<b>1200</b>	<b>1200</b>
					<b>9412</b>	<b>14762</b>
	Previous Study	18519	3,255	Over / - Under Previous Space Study		

Municipal Courts					Up	Down
1000	Courtroom / Chambers		2,668		2,668	
2000	Court Administration / Clerks		1,275		1,275	
3000	Public / Jury / Support Spaces		1,993		1,993	
<b>Court Dedicated Space</b>			<b>5,935</b>		<b>5,935</b>	
	Grossing Factor	15%	890	Thickness	890	
<b>Total Courts Dedicated Space</b>			<b>6,825</b>		<b>6,825</b>	
					<b>16,238</b>	<b>14,762</b>
	Previous Study	6300	525	Over / - Under Previous Space Study		

Total Validation SF		28,599	
Reconciliation	24819	3,780	Over / - Under Previous Space Study

**Notes:**

Validated Program now includes SF for necessary intradepartmental circulation  
Validated Program now includes a grossing factor (mechanical rooms, wall thickness etc.)  
Validated Program now includes SF Separate Lobby / Break Rooms  
Validated Program assumes police and courts staff share secure parking  
Stack assumes sloping site with public spaces on upper level.

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**City of Bainbridge Island, Washington**

**Police and Municipal Court**

**Police - Space Needs Validation**

**• Police •**

**January 6, 2017**

Milestones  Sworn or Nonsworn	MAC		Valid.		Number of Spaces	Space Code	Mac	Valid.	Remarks
	Staffing Projection								
	SW	NS	SW	NS			Area Totals	Area Totals	

**100 Police -Administration**

101 Chief of Police	1		1		1	PO7	308	250	
102 Deputy Chief of Police	1		1		1	PO5	180	180	
103 Administrative Supervisor		1		1	1	PO2	120	120	
104 CRO			1		1	OP3	308	80	Needs separate storage room near multi-purpose rm

Admin Support Spaces

105 Conference Room					1	CNF10	150	228	Doors to Chief / Dep. Chief's Office
• Coffee Alcove					1	COF1	20	25	Just outside Conf Rm.
107 Office Supply Cabinets					2	CAB1	48	10	Cabinets in open area
108 Toilet					1	T1	0	64	Just outside Conf Rm. 105
109 Secure Files					1	100	120	100	Personnel Files
Administrative Lobby / Waiting					0	WTG4	32	0	Waiting will occur at Lobby
						NA		0	

Subtotals	2	1	3	1				1057	
107 Circulation	25%							264	
<b>Net Area</b>								<b>1,321</b>	

City of Bainbridge Island, Washington

Police and Municipal Court

Police - Space Needs Validation

• Police •

January 6, 2017

Milestones  Sworn or Nonsworn	MAC		Valid.		Number of Spaces	Space Code	Mac	Valid.	Remarks
	Staffing Projection								
	SW	NS	SW	NS			Area Totals	Area Totals	

**200 Police Records**

201 Senior Police Clerks 2 3 3 OP2 120 192

Records Support Spaces

201 Public Reception Counter 1 CNTR5 72 32 Views the Livescan Alcove  
 201 Records Files 1 300 240 300 Suggest HD Units  
 Officer mail distribution.  
 202 Copy/Work/Mail 1 CPY3 100 130 Locate Just outside Records  
 (to allow officer access  
 without going into Records)  
 Office Supply Storage NA 100 0 Include Supply Cabs in HD  
 Units  
 NA 0

201	Subtotals	0	2	0	3			654	
	Circulation	25%						164	
	<b>Net Area</b>							<b>818</b>	

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**City of Bainbridge Island, Washington**

**Police and Municipal Court**

**Police - Space Needs Validation**

• Police •

**January 6, 2017**

Milestones	MAC		Valid.		Number of Spaces	Space Code	Mac	Valid.	Remarks
	Staffing Projection								
	SW	NS	SW	NS			Area Totals	Area Totals	
Sworn or Nonsworn									

**Patrol**

Watch Sergeants	4		4			NA	0	0	Workstations in Watch Office
Patrol Officers	20		24			NA	0	0	No Designated Space (use lockers and reports area)
Relief Supervisor						OP3	80	0	No Designated Space (use lockers and reports area)
Harbormaster	1		1			NA	64	0	No Designated Space (use lockers and reports area)
PEO		1		1		NA	64	0	No Designated Space (use lockers and reports area)

Patrol Support Spaces

301 Sergeants Watch office					4	OP3	336	320	4 workstations in shared open office layout (Inc. Det. Sgt.)
302 Small Conf. Rm.					1	CNF4	0	120	Private Officer FTO Conf.
303 Squad / Briefing					1	BRF20	384	360	
304 Report Writing					8	OP1	336	384	Can be part of open area
• Officers Files					20	FL2	0	180	Total 24 drawers, plus Harbormaster & Parking Enf.
305 Patrol Equipment					1	STOR2	140	80	Daily equipment use. Power raceway for chargers
306 Juvenile Lounge					1	80	100	80	Non-secure juvenile waiting (No locks or latches)
307 Juvenile Toilet					1	T1	0	64	Suicide - resistant
308 Mud Room					1	100	120	100	Boot Wash / Uniform Dry-Clean cleaning pick-up
309 Armory / Ammo / Weapons					1	150	150	150	Moved from Sally Port (60% relative humidity)
310 Weapons Maint.					1	WC	48	36	

Suspect Area

311 Intake BAC / DRE					1	150	150	150	
313 Patrol / Suspect Interview Room					1	INT1	80	100	Secure Interview
314 Unisex Toilet					1	T1	48	64	Must be ADA (Suicide Resistant)
Security Interlock Vestibule					0	48	48	0	
Temporary Holding Cells					0	80	160	0	
						NA	0	0	
						NA	0	0	

304 Subtotals	25	1	29	1			2188	
Circulation	25%						547	
<b>Net Area</b>							<b>2,735</b>	

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**City of Bainbridge Island, Washington**

**Police and Municipal Court**

**Police - Space Needs Validation**

• Police •

**January 6, 2017**

Milestones	MAC		Valid.		Number of Spaces	Space Code	Mac	Valid.	Remarks
	Staffing Projection								
	SW	NS	SW	NS			Area Totals	Area Totals	
Sworn or Nonsworn									

**400 Fleet Garage / Sally Port**

401	Suspect Transfer Area (Sally Port) - Vehicular					1	952	1400	952	2 cars Side by Side (34' X 28') Inc. Temp Kennel
401	Police Bicycle Storage Racks					20	BKE1	60	100	Caged area in sally port
401	Fleet Supply Cab					1	CAB1	0	5	Oil, washer fluid etc.
401	Washer Dryer					1	NA	0	50	
	Temporary Animal Service Kennels					0	30	30	0	No added space needed (portable kennels)
	Sally Port Storage					0	100	100	0	No added space needed (Storage cabinets in Sally Port)
							NA	0	0	

401	Subtotals	0	0	0	0				1107	
	Circulation	10%							111	
	<b>Net Area</b>								<b>1,218</b>	

**500 Detectives**

	Detective Sgt.	1		1		0	OP3	320	0	See Patrol Watch Office
501	Detective	4		4		4	OP3	320	320	Work neighborhood

Detectives Support Spaces

502	Supplies / Equipment Storage					1	STOR2	100	80	Field / electronics equipment
503	Interview Room					1	INT1	100	100	Mainly for witness and victim
504	Monitor Room					1	MON1	0	50	
							NA	0	0	

501	Subtotals	5	0	5	0				550	
	Circulation	25%							138	
	<b>Net Area</b>								<b>688</b>	

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**City of Bainbridge Island, Washington**

**Police and Municipal Court**

**Police - Space Needs Validation**

• Police •

**January 6, 2017**

Milestones  Sworn or Nonsworn	MAC		Valid.		Number of Spaces	Space Code	Mac	Valid.	Remarks
	Staffing Projection								
	SW	NS	SW	NS			Area Totals	Area Totals	

**Property / Evidence**

Evidence Tech	1	1	0	150	0	Part of intake
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**Property & Evidence Storage**

601 Officer's Bag & Tag	1	160	140	160	Shares wall (pass-thru lockers) with Evidence Intake
602 Evidence Intake	1	200	150	200	2 file cabinets + Evidence tech workstation (sep from gen evidence with day gate)
603 Uniform & Equip. Sto. Emerg. Supplies	1	STOR3	80	180	MRE storage, etc.
604 General Evidence Storage	1	NA	400	400	
• Biological Drying Cabinet	1	DRY	36	20	Add to bag & tag
• Refrigerated Storage	1	REF1	16	15	
605 Narcotics Storage	1	STOR1	48	40	
606 Weapons Storage / Cash Vault	1	STOR2	48	80	Locate safe here (cash / valuables)
607 Supply Storage	1	STOR2	64	80	
608 Public Evidence Return (Security Vestibule)	1	NA	80	80	With secure transaction window to Gen Evid. 604
609 Discovery Room / Large Evidence Return	1	NA	0	120	Shares door to 607 and 603
610 Lab / Vehicle Impound Garage	1	NA	600	800	Lab/ Evidence Processing Area / Security Grate divider
Oversized Evidence storage	0	NA	0	0	Caged weather-protected exterior area adj. to sally port
Haz Mat / Temp. Storage	0	NA	0	0	Exterior magazine In above caged area
Bicycle Storage	0	NA	0	0	Caged exterior protected area
		NA	0	0	
		NA	0	0	

Distributed	0	0	0	1			2175	
	15%						326	
	<b>Net Area</b>						<b>2,501</b>	

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**City of Bainbridge Island, Washington**

**Police and Municipal Court**

**Police - Space Needs Validation**

• Police •

**January 6, 2017**

Milestones	MAC		Valid.		Number of Spaces	Space Code	Mac	Valid.	Remarks
	Staffing Projection								
	SW	NS	SW	NS			Area Totals	Area Totals	
Sworn or Nonsworn									

**700 Locker / Shower / Fitness**

701 Open Officer's Locker Rm.	40	LKR3	0	360	
• Boot Polish Station	1	48	48	0	Part of circulation
702 Privacy T Shower (W / Shower)	2	T1SH1	0	180	
703 Privacy T WO / Shower	2	T1	0	128	
704 First Aid/Wellness / Nursing Mothers	2	NA	128	128	Mother's nursing above

**Fitness**

701 Training Fitness Cardio Weights	1	NA	600	600	Lockers flow into Fitness
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**Programmed (Traditional) Locker Rm.**

Men's Restroom	250	250	0	
Men's Showers	60	60	0	
Men's Lockers	240	240	0	
Women's Restroom	250	250	0	
Women's Showers	60	60	0	
Women's Lockers	144	144	0	
Drying Closet	48	48	0	Vest drying Included in patrol lockers

701 Subtotals	0	0	0	0			1396	
Circulation	25%						349	
<b>Net Area</b>							<b>1,745</b>	

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*McClaren, Wilson + Lawrie, Inc.*



**City of Bainbridge Island, Washington**

**Police and Municipal Court**

**Police - Space Needs Validation**

• Police •

**January 6, 2017**

Milestones  Sworn or Nonsworn	MAC		Valid.		Number of Spaces	Space Code	Mac	Valid.	Remarks
	Staffing Projection								
	SW	NS	SW	NS			Area Totals	Area Totals	

**800 Staff Support Spaces**

801 Lunch Room					1	250	150	250	Kitchen/ Vending Etc./ with patio space
804 Staff Conference Rooms					1	200	400	200	Seats 6-8 (Adj. to Multi-Purpose rm)
806 Huddle / Conference Room					1	200	0	200	Seats 6-8 (Adj. to Multi-Purpose rm)
						NA	0	0	Tables, Chairs

Subtotals	0	0	0	0				650	
Circulation	25%							163	
<b>Net Area</b>								<b>813</b>	

**900 Public Lobby / Multi-Purpose**

901 Public Entry Vestibule					1	80	0	80	
902 Lobby / Reception					1	200	500	350	
Information Kiosks					1	100	100	0	Included in Lobby SF
903 Livescan alcove					1	30	0	30	
904 Report Taking					1	100	0	100	After Hours Area of Refuge
905 Public Restrooms					3	64	400	192	(3) Unisex Privacy

Multi-Purpose Rm.

906 Training Room / Public Meeting					45	25	1,600	1,600	Seating (at tablet tables) for 45
907 Training Equip. Storage					1	200	0	200	Def. tactics mats, red man suits etc./
908 CRO Storage					1	150	150	150	Near Common Meeting Room
909 Table/Chair Storage					1	100	0	100	Inc. AV

Distributed	Subtotals	0	0	0	0			2802	
	Circulation	25%						701	
	<b>Net Area</b>							<b>3,503</b>	

Coates **Design Architects**  
McClaren, Wilson + Laurie, Inc.

City of Bainbridge Island, Washington

Police and Municipal Court

Police - Space Needs Validation

• Police •

January 6, 2017

Milestones	MAC		Valid.		Number of Spaces	Space Code	Mac	Valid.	Remarks
	Staffing Projection								
	SW	NS	SW	NS			Area Totals	Area Totals	
Sworn or Nonsworn									

Firearms Proficiency Firing Range

Firing Range					4	FR1		2,600	25 Yard, 4 Point with granular rubber trap
Target Storage/Ammo Storage					1	300		300	
Acoustic Vestibule					1	100		100	
Armorer's Room					1	ARM		125	
• Weapons Maint. Ctr.						NA		0	
• Weapons Clearing Port						NA		0	

Subtotals	0	0	0	0				3125	
Circulation	15%							469	
<b>Net Area</b>								<b>3,594</b>	

Coates Design Architects  
McClaren, Wilson + Lawrie, Inc.

**City of Bainbridge Island, Washington**

**Police and Municipal Court**

**Court -Space Needs Validation**

**• Municipal Court •**

**January 6, 2017**

Milestones	Number of Spaces	Space Code	MAC	Valid.	Remarks
Sworn or Nonsworn			Area Totals	Area Totals	

**1000 Courtroom**

1001 Courtroom	1	1750	1,750	1,750	40 seated in Gallery (6+1 Jury)
1002 Judges Chambers	1	250	168	250	Shared entry to Courtroom

Courtroom Support Space

1003 In-Custody Holding	1	HC1	80	70	Shared Door to Courts / Police
1004 In-Custody Toilet Rm.	1	64	64	64	Adj to Holding Cell
Courtroom Storage Rm.	1	0	64	0	
		NA	0	0	

Distributed	Subtotals			2,134	
	Circulation 25%			534	
	<b>Net Area</b>			<b>2,668</b>	

**2000 Court Clerks / Administrator**

2001 Court Administrator	1	PO3	150	140	
2002 Court Clerks	5	OP3	400	400	With two (2) stand-up transaction counters

Court Clerk Support Spaces

2002 Public Transaction Counter	2	30	220	60	1 Counter w / semi-private consultation area
2002 Courts Files	1	300	220	300	HD records units (stores both active + archive)
2003 Copy Rm	1	120	120	120	Includes office supply sto. cabs.
		NA	0	0	

2002	Subtotals			1,020	
	Circulation 25%			255	
	<b>Net Area</b>			<b>1,275</b>	

**City of Bainbridge Island, Washington**

**Police and Municipal Court**

**Court -Space Needs Validation**

**• Municipal Court •**

**January 6, 2017**

Milestones  Sworn or Nonsworn	Number of Spaces	Space Code	MAC	Valid.	Remarks
			Area Totals	Area Totals	

**3000 Public Spaces**

3001	Public Entry Vestibule	1	80	0	80	Now Independent - was initially shared with PD
3002	Public Waiting / Lobby	1	300	0	300	Now Independent - was initially shared with PD
3003	Security Office	1	150	150	150	View and direct access to Lobby and Courtroom
3004	Unisex Public Restrooms	2	64	128	128	Now Independent - was initially shared with PD

Post Screened Area

3005	Unisex Staff Toilet Rm.	1	64	64	64	
3006	Public Defender	1	108	128	108	
3007	Prosecutor Office	1	108	0	108	
3008	Domestic Violence (YWCA)	3	64	120	192	3 Workstations

Staff / Jury Only Spaces

3009	Staff Break Rm.	1	150	150	150	
3010	Jury Assembly / Deliberation / Staff Conf. Rm.	1	250	150	250	25 Selection/ 6+1 Alt. Deliberation
3011	Unisex Jury Toilet Rm.	1	64	64	64	May be used as additional staff restroom when no jury is present
			NA	0	0	

Distributed	Subtotals			954	1,594	
	Circulation	25%			399	
	<b>Net Area</b>			954	1,993	

**Misc. Spaces**

Data / Tele Rm.	1	64	64	0	Part of MWL Grossing
Janitor Rm.	1	30	30	0	Part of MWL Grossing
Electrical Rm.	1	64	64	0	Part of MWL Grossing
Sprinkler Riser Rm.	1	64	64	0	Part of MWL Grossing
		NA	0	0	

Subtotals				0	
Circulation	25%			0	
<b>Net Area</b>				0	

Coates **Design Architects**  
McClaren, Wilson + Laurie, Inc.

City of Bainbridge Island, Washington  
Police and Municipal Court  
Police - Space Needs Validation  
• Site Summary 1-Story W/Out Firearms Range •  
January 6, 2017

**Police Exterior Spaces**  
**All Parking At Grade**

	Valid.		Valid.	Remarks
<b>Secure Staff Parking (Day Shift)</b>				
Police Administration	4	AUTO	1,400	
Police Records	3	AUTO	1,050	
Police Patrol				
• On-coming Take Home (future build-out)	8	FLEET	3,200	
• 1/2 build-out Shift Overlap	4	FLEET	1,600	
Detectives	5	AUTO	1,750	
Property Evidence	1	AUTO	350	
• Impound Spaces	6	AUTO	2,100	
• Bicycle Cage			200	
Municipal Courts Staff	10	AUTO	3,500	
<b>Subtotal</b>	<b>41</b>		<b>15,150</b>	
<b>Vacation / Sick Factor (Deduction) 15%</b>	<b>-6</b>	<b>AUTO</b>	<b>-2,153</b>	
Secure (Motorcourt) Parking	35		12,998	Fenced Perimeter- Controlled Access
<b>Total Secure Motorcourt Parking Allowance Current &amp; Future</b>	<b>35</b>		<b>12,998</b>	
Police Multi-purpose rm.	25	AUTO	8,750	
Courtroom	25	AUTO	8,750	Assume shared rides
<b>Total Non-Secure Parking</b>	<b>50</b>		<b>17,500</b>	
<b>Subtotal</b>	<b>85</b>		<b>30,498</b>	
Circulation Factor			1.4	
<b>Subtotal: Parking and Circulation Area in SF</b>			<b>42,697</b>	
Building footprints (1-story w/out firearms range)			24,466	
Outdoor Break Area			800	
Controlled Motorcourt Entry and Exit			2,000	
Emergency Generator & Fuel Tanks			800	
Trash Dumpster Enclosure / Loading Area			200	
<b>Subtotal: Site Area Need in SF</b>			<b>70,963</b>	
Allowance - Setback			10,209	25,30,15,15
Allowance - Surface Water Retention 20%			14,193	
Allowance - Landscaping Area 10%			7,096	
<b>Total Site Area Need (SF)</b>			<b>102,461</b>	
<b>Total Site Area Need (Acres)</b>			<b>2.35</b>	

City of Bainbridge Island, Washington  
Police and Municipal Court  
Police - Space Needs Validation  
• Site Summary 1-Story W/ Firearms Range •  
January 6, 2017

**Police Exterior Spaces  
All Parking At Grade**

	<b>Valid.</b>		<b>Valid.</b>	<b>Remarks</b>
<b>Secure Staff Parking (Day Shift)</b>				
Police Administration	4	AUTO	1,400	
Police Records	3	AUTO	1,050	
Police Patrol				
• On-coming Take Home (future build-out)	8	FLEET	3,200	
• 1/2 build-out Shift Overlap	4	FLEET	1,600	
Detectives	5	AUTO	1,750	
Property Evidence	1	AUTO	350	
• Impound Spaces	6	AUTO	2,100	
• Bicycle Cage			200	
Municipal Courts Staff	10	AUTO	3,500	
<b>Subtotal</b>	<b>41</b>		<b>15,150</b>	
<b>Vacation / Sick Factor (Deduction) 15%</b>	<b>-6</b>	<b>AUTO</b>	<b>-2,153</b>	
Secure (Motorcourt) Parking	35		12,998	Fenced Perimeter- Controlled Access
<b>Total Secure Motorcourt Parking Allowance Current &amp; Future</b>	<b>35</b>		<b>12,998</b>	
Police Multi-purpose rm.	25	AUTO	8,750	
Courtroom	25	AUTO	8,750	Assume shared rides
<b>Total Non-Secure Parking</b>	<b>50</b>		<b>17,500</b>	
<b>Subtotal</b>	<b>85</b>		<b>30,498</b>	
Circulation Factor			1.4	
<b>Subtotal: Parking and Circulation Area in SF</b>			<b>42,697</b>	
Building footprints (1-story w/ firearms range)			28,599	
Outdoor Break Area			800	
Controlled Motorcourt Entry and Exit			2,000	
Emergency Generator & Fuel Tanks			800	
Trash Dumpster Enclosure / Loading Area			200	
<b>Subtotal: Site Area Need in SF</b>			<b>75,096</b>	
Allowance - Setback			10,401	25,30,15,15
Allowance - Surface Water Retention 20%			15,019	
Allowance - Landscaping Area 10%			7,510	
<b>Total Site Area Need (SF)</b>			<b>108,025</b>	
<b>Total Site Area Need (Acres)</b>			<b>2.48</b>	

City of Bainbridge Island, Washington  
Police and Municipal Court  
Police - Space Needs Validation  
• Site Summary 2 Story W/Out Firearms Range •  
January 6, 2017

**Police Exterior Spaces**  
**All Parking At Grade**

	Valid.		Valid.	Remarks
<b>Secure Staff Parking (Day Shift)</b>				
Police Administration	4	AUTO	1,400	
Police Records	3	AUTO	1,050	
Police Patrol				
• On-coming Take Home (future build-out)	8	FLEET	3,200	
• 1/2 build-out Shift Overlap	4	FLEET	1,600	
Detectives	5	AUTO	1,750	
Property Evidence	1	AUTO	350	
• Impound Spaces	6	AUTO	2,100	
• Bicycle Cage			200	
Municipal Courts Staff	10	AUTO	3,500	
<b>Subtotal</b>	<b>41</b>		<b>15,150</b>	
<b>Vacation / Sick Factor (Deduction) 15%</b>	<b>-6</b>	<b>AUTO</b>	<b>-2,153</b>	
Secure (Motorcourt) Parking	35		12,998	Fenced Perimeter- Controlled Access
<b>Total Secure Motorcourt Parking Allowance Current &amp; Future</b>	<b>35</b>		<b>12,998</b>	
Police Multi-purpose rm.	25	AUTO	8,750	Assume shared rides
Courtroom	25	AUTO	8,750	Assume shared rides
<b>Total Non-Secure Parking</b>	<b>50</b>		<b>17,500</b>	
<b>Subtotal</b>	<b>85</b>		<b>30,498</b>	
Circulation Factor			1.4	
<b>Subtotal: Parking and Circulation Area in SF</b>			<b>42,697</b>	
Building footprints (2-story - w/out firearms range)			15,303	
Outdoor Break Area			800	
Controlled Motorcourt Entry and Exit			2,000	
Emergency Generator & Fuel Tanks			800	
Trash Dumpster Enclosure / Loading Area			200	
<b>Subtotal: Site Area Need in SF</b>			<b>61,800</b>	
Allowance - Setback			9,765	25,30,15,15
Allowance - Surface Water Retention 20%			12,360	
Allowance - Landscaping Area 10%			6,180	
<b>Total Site Area Need (SF)</b>			<b>90,104</b>	
<b>Total Site Area Need (Acres)</b>			<b>2.07</b>	

City of Bainbridge Island, Washington  
Police and Municipal Court  
Police - Space Needs Validation  
• Site Summary 2 Story W/ Firearms Range •  
January 6, 2017

**Police Exterior Spaces  
All Parking At Grade**

	<b>Valid.</b>		<b>Valid.</b>	<b>Remarks</b>
<b>Secure Staff Parking (Day Shift)</b>				
Police Administration	4	AUTO	1,400	
Police Records	3	AUTO	1,050	
Police Patrol				
• On-coming Take Home (future build-out)	8	FLEET	3,200	
• 1/2 build-out Shift Overlap	4	FLEET	1,600	
Detectives	5	AUTO	1,750	
Property Evidence	1	AUTO	350	
• Impound Spaces	6	AUTO	2,100	
• Bicycle Cage			200	
Municipal Courts Staff	10	AUTO	3,500	
<b>Subtotal</b>	<b>41</b>		<b>15,150</b>	
<b>Vacation / Sick Factor (Deduction) 15%</b>	<b>-6</b>	<b>AUTO</b>	<b>-2,153</b>	
Secure (Motorcourt) Parking	35		12,998	Fenced Perimeter- Controlled Access
<b>Total Secure Motorcourt Parking Allowance Current &amp; Future</b>	<b>35</b>		<b>12,998</b>	
Police Multi-purpose rm.	25	AUTO	8,750	
Courtroom	25	AUTO	8,750	Assume shared rides
<b>Total Non-Secure Parking</b>	<b>50</b>		<b>17,500</b>	
<b>Subtotal</b>	<b>85</b>		<b>30,498</b>	
Circulation Factor			1.4	
<b>Subtotal: Parking and Circulation Area in SF</b>			<b>42,697</b>	
Building footprints (2-story w/ firearms range)			16,238	
Outdoor Break Area			800	
Controlled Motorcourt Entry and Exit			2,000	
Emergency Generator & Fuel Tanks			800	
Trash Dumpster Enclosure / Loading Area			200	
<b>Subtotal: Site Area Need in SF</b>			<b>62,734</b>	
Allowance - Setback			9,811	25,30,15,15
Allowance - Surface Water Retention 20%			12,547	
Allowance - Landscaping Area 10%			6,273	
<b>Total Site Area Need (SF)</b>			<b>91,366</b>	
<b>Total Site Area Need (Acres)</b>			<b>2.10</b>	



# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: 7:50 PM Update on Town Square Project, AB 16-162 - Executive (Pg. 25)	Date: 1/17/2017
Agenda Item: UNFINISHED BUSINESS	Bill No.: 16-162
Proposed By: City Manager Doug Schulze	Referrals(s):

### BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

### REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance:

### DESCRIPTION/BACKGROUND

At the December 6, 2016, City Council Study Session, the City Council received a presentation on the Town Square Project. Following the presentation and discussion, the Council directed the City Manager to provide information at a future meeting regarding information and data needed for next steps.

As explained during the December 6th presentation, during the past 20-30 years, several evaluations and studies have been completed related to parking in Winslow. The most recent studies are now 10 years old and do not accurately reflect the current supply or demands for parking. As such, it is recommended that a consultant be retained to conduct a parking supply/demand analysis, which will involve the following scope of work:

- Assess the ability of the existing supply to meet existing peak demand;
- Analyze current parking conditions and determine if they are sufficient to support future growth and development;
- Examine parking supply and anticipate future shortages;
- Project future demand;
- Identify future surplus or deficit;
- Develop parking demand ratios to calculate current and future parking demand.

### RECOMMENDED ACTION/MOTION

I move to authorize the City Manager to issue a Request for Qualifications for a consultant to conduct a



# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: 8:10 PM Ordinance No. 2017-04, Relating to Updated FEMA Flood Maps and Flood Damage Prevention, AB 17-012 - Planning (Pg. 27)	Date: 1/17/2017
Agenda Item: NEW BUSINESS	Bill No.: 17-012
Proposed By: Planning	Referrals(s):

### BUDGET INFORMATION

Department: Planning	Fund: N/A	
Expenditure Req: N/A	Budgeted? No	Budget Amend. Req? No

### REFERRALS/REVIEW

: 1/24/2017	Recommendation:	
City Manager: Yes	Legal:	Finance:

### DESCRIPTION/BACKGROUND

FEMA is responsible for preparing Flood Insurance Rate Maps that delineate flood hazard zones and Base Flood Elevations in the United States. Because of the importance of understanding the nation's coastal flood risk, FEMA has initiated coastal flood risk studies for the populated coastline as part of its map update effort. The updated mapping includes analysis and a multi-hazard risk assessment of the coastal flood plain resulting in updated maps including a new V coastal flood plain designation.

The update of the FEMA flood plain maps and corresponding revisions to Bainbridge Island Municipal Code Section 15.16, Flood Damage Prevention, has been reviewed by FEMA and the Washington State Department of Ecology, and these agencies have indicated that the revisions will bring the City into compliance with Federal and State flood plain regulations.

### RECOMMENDED ACTION/MOTION

I move that the City Council schedule a public hearing on Tuesday, January 24, 2017, to consider the FEMA Flood Plain Map update.

### ATTACHMENTS:

Description	Type
❑ Ordinance No. 2017-04	Backup Material
❑ FEMA Map	Backup Material

## **ORDINANCE NO. 2017-04**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, relating to updated FEMA Flood Maps and flood damage prevention and amending Sections 15.16.030 and 15.16.050 of the Bainbridge Island Municipal Code.

**WHEREAS**, in order to ensure the City of Bainbridge Island's participation in the National Flood Insurance Program (NFIP), the City is required to administer and enforce the floodplain regulations contained in Chapter 15.16 BIMC, thereby enabling the Federal Emergency Management Agency (FEMA) to continue to allow flood insurance to be sold in the City; and

**WHEREAS**, the Flood Insurance Study revision was the result of a multi-year effort conducted by the FEMA within Kitsap County, Washington, to provide updated digital floodplain maps showing areas that would be inundated by the base flood (100-year flood) as well as the regulatory floodway; and

**WHEREAS**, representatives from the FEMA, the Washington State Department of Ecology, the Kitsap County Department of Emergency Management, and the Bainbridge Island Department of Planning and Community Development conducted a cooperative public open house regarding the updated digital floodplain maps on May 13, 2014, including mailed notifications and significant public outreach in 2014; and

**WHEREAS**, the Floodplain Management Specialist from the Washington State Department of Ecology provided recommendations from that agency for the City to amend Chapter 15.16 BIMC in order to ensure compliance with NFIP and state floodplain regulations; and

**WHEREAS**, the FEMA requires adoption by the local jurisdiction of the updated digital floodplain maps by no later than February 3, 2017, in order to ensure City compliance with NFIP and state floodplain regulations; and

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

**Section 1.** Section 15.16.030.B of the Bainbridge Island Municipal Code is amended to read as follows:

- B. Basis for Establishing the Areas of Special Flood Hazard. The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled, "The Flood Insurance Study for Kitsap County and Incorporated Areas" dated ~~November 4, 2010~~, February 3, 2017, with accompanying Flood Insurance Maps and any revisions thereto, is adopted by reference and declared to be a part of this chapter. The Flood Insurance Study is on file at the office of the city clerk. The best available information for flood

hazard area identification as outlined in BIMC 15.16.040.D.2 shall be the basis for regulation until a new FIRM is issued that incorporates data utilized under BIMC 15.16.040.D.2.

**Section 3.** Section 15.16.050 of the Bainbridge Island Municipal Code is amended to add the following sections following Section 15.16.050.K:

L. Coastal High Hazard Areas. Located within areas of special flood hazard established in BIMC Section 15.16.030.B are Coastal High Hazard Areas, designated as Zones V1-30, VE and/or V. These areas have special flood hazards associated with high velocity waters from surges, and therefore, in addition to meeting all provisions in this code, the following provisions shall also apply:

- 1) All new construction and substantial improvements in Zones V1-30 and VE (and V if base flood elevation data is available) on the community's FIRM shall be elevated on pilings and columns so that:
  - i) The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated one foot or more above the base flood level; and
  - ii) The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval).

A registered professional engineer or architect shall develop or review the structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of BIMC Section 15.16.050.L(1)(i) and (ii).

- 2) A registered professional engineer or surveyor shall obtain and certify the elevation (in relation to mean sea level) of the bottom of the lowest structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures in Zones V1-30, VE, and V on the community's FIRM and whether or not such structures contain a basement. The (Local Administrator) shall maintain a record of all such information.
- 3) All new construction within Zones V1-30, VE, and V on the community's FIRM shall be located landward of the reach of mean high tide.

4) All new construction and substantial improvements within Zones V1-30, VE, and V on the community's FIRM shall have the space below the lowest floor either free of obstruction or constructed with non-supporting breakaway walls, open wood lattice-work, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. For the purposes of this section, a breakaway wall shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local or state codes) may be permitted only if a registered professional engineer or architect certifies that the design proposed meets the following conditions:

- i) Breakaway wall collapse shall result from water load less than that which would occur during the base flood; and
- ii) The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). Maximum wind and water loading values to be used in this determination shall each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval).

If breakaway walls are utilized, such enclosed space shall be useable solely for parking of vehicles, building access, or storage. Such space shall not be used for human habitation.

5) Use of fill for structural support of buildings within Zones V1-30, VE, and V on the community's FIRM is prohibited.

6) Person-made alteration of sand dunes within Zones V1-30, VE, and V on the community's FIRM which would increase potential flood damage is prohibited.

7) All manufactured homes to be placed or substantially improved within Zones V1-30, V, and VE on the community's FIRM on sites:

i) Outside of a manufactured home park or subdivision;

ii) In a new manufactured home park or subdivision;

iii) In an expansion to an existing manufactured home park or subdivision;  
or

iv) In an existing manufactured home park or subdivision on which a manufactured home has incurred “substantial damage” as the result of a flood;

shall meet the standards of paragraphs BIMC Section 15.16.050.L(1) through (6), and manufactured homes placed or substantially improved on other sites in an existing manufactured home park or subdivision within Zones V1-30, V, and VE on the community’s FIRM shall meet the requirements of BIMC Section 15.16.050.F(4).

8) Recreational vehicles placed on sites within Zones V1-30, V, and VE on the community’s FIRM shall either:

i) Be on the site for fewer than 180 consecutive days;

ii) Be fully licensed and ready for highway use, on its wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached additions; or

iii) Meet the requirements of BIMC Section 15.16.050.F(5) and BIMC Section 15.16.050.L(1) through (6).

**Section 4.** To the extent that the requirements set forth in the provisions of this ordinance amending or adding sections to the Bainbridge Island Municipal Code are inconsistent with requirements set forth in other City code provisions, the requirements set forth in this ordinance shall supersede the requirements in the other City code provisions.

**Section 5.** This ordinance shall take effect and be in force on and after five days from its passage and publication as required by law, resulting in the ordinance being effective by February 3, 2017.

PASSED BY THE CITY COUNCIL this \_\_\_\_\_ day of January, 2017.

APPROVED BY THE MAYOR this \_\_\_\_\_ day of January, 2017.

\_\_\_\_\_  
Val Tollefson, Mayor

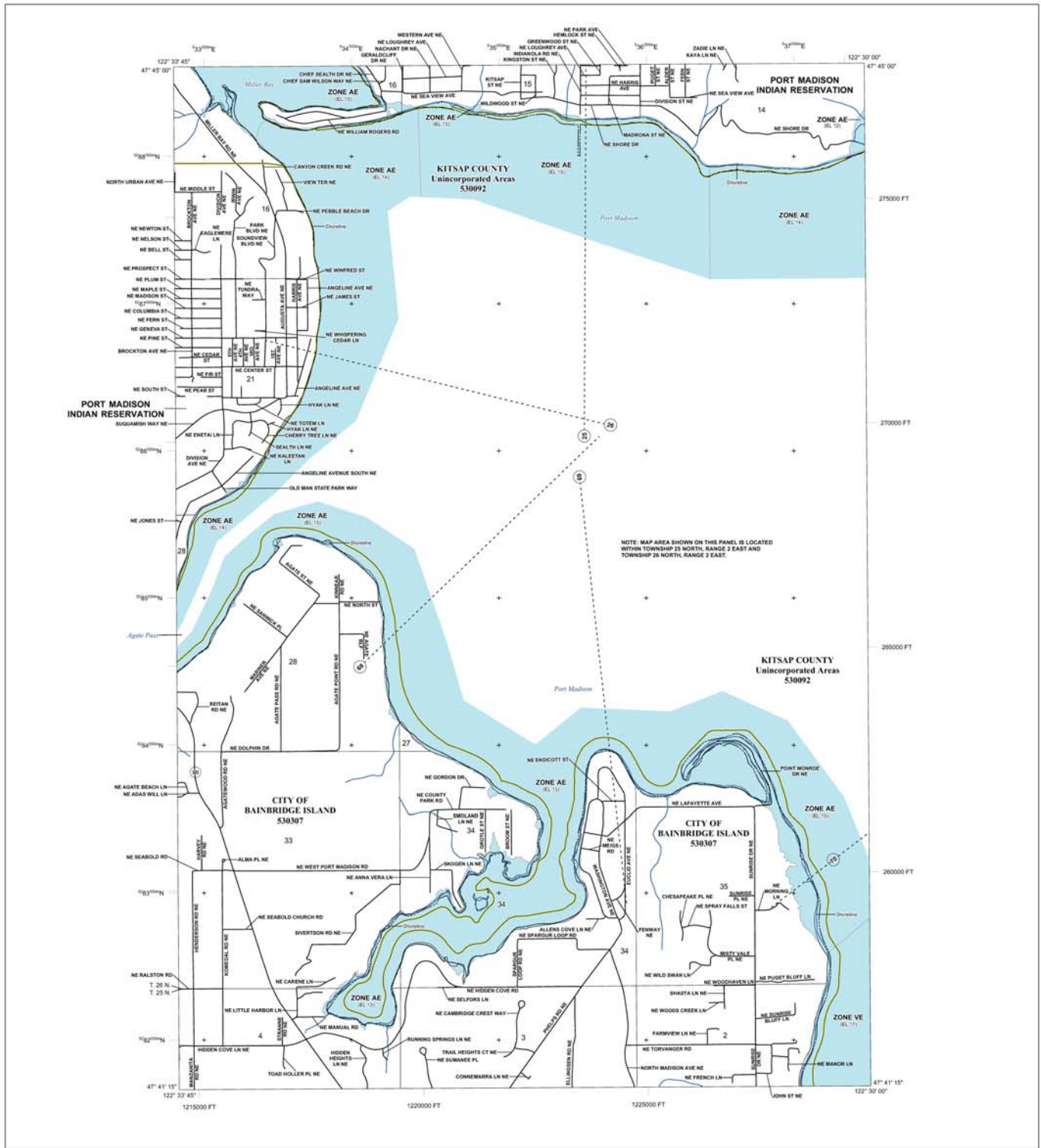
ATTEST/AUTHENTICATE:

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

FILED WITH THE CITY CLERK:	January 13, 2017
PASSED BY THE CITY COUNCIL:	January __, 2017
PUBLISHED:	
EFFECTIVE DATE:	February 3, 2017
ORDINANCE NUMBER:	2017-04

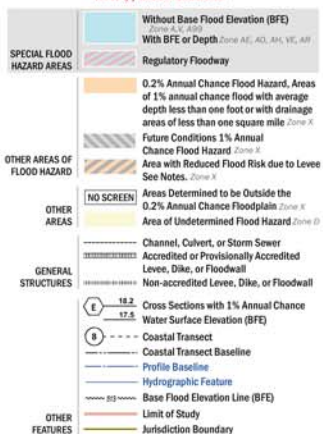






## FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP  
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING  
DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT  
[HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)



## NOTES TO USERS

For information and questions about this map, available products associated with the FIS including FIS reports, FIS maps, FIS data, or other products of the National Flood Insurance Program, in general, please call the FEMA Map Information Exchange at 1-877-FEMA-MAP (1-877-362-6271) or visit the FEMA Map Information Exchange website at <http://MSC.FEMA.GOV>. Available products may include, but are not limited to, FIS reports, FIS maps, FIS data, or other products of the National Flood Insurance Program. For more information, please visit the FEMA Map Information Exchange website at <http://MSC.FEMA.GOV>.

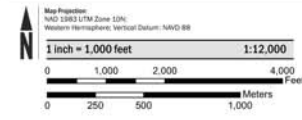
Communities receiving land or adjacent FIS panels must obtain a current copy of the adjacent panel as well as the current FIS report. These may be obtained directly from the Map Service Center at the number listed above.

For community and corporate map data refer to the Flood Insurance Study report for this jurisdiction.

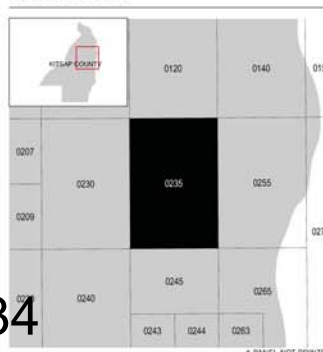
To determine if flood insurance is available in the community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Base map information shown on this FIS was provided in digital format by Washington State GIS, Kitsap County GIS and Kitsap County Auditor and Election.

## SCALE



## PANEL LOCATOR



**NATIONAL FLOOD INSURANCE PROGRAM**  
FLOOD INSURANCE RATE MAP  
**KITSAP COUNTY, WASHINGTON**  
AND UNINCORPORATED AREAS  
PANEL 235 of 525

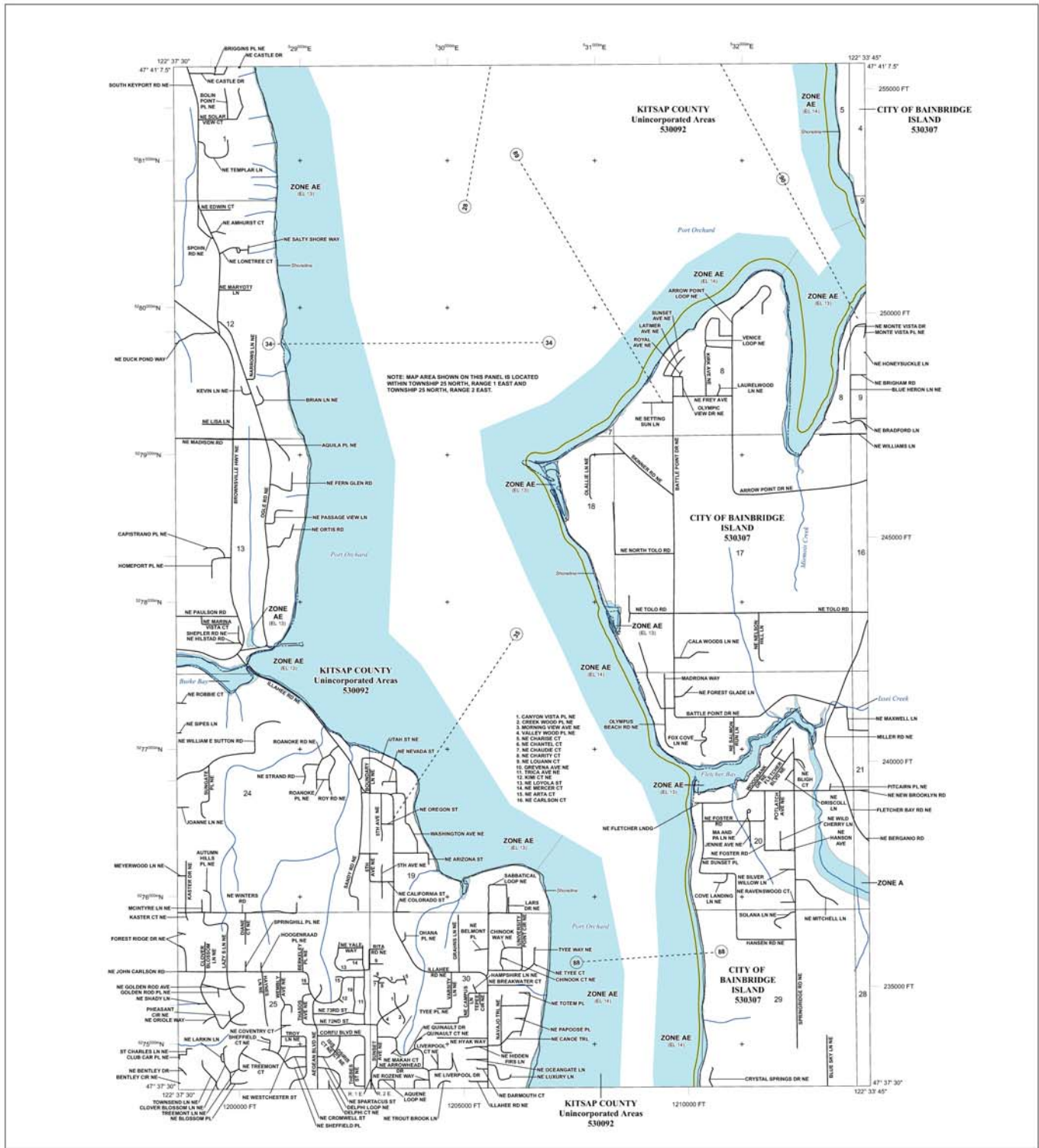


Panel Contains:

COMMUNITY	NUMBER	PANEL	SUFFIX
BAINBRIDGE ISLAND	530307	0235	F
CITY OF KITSAP COUNTY	530992	0235	F

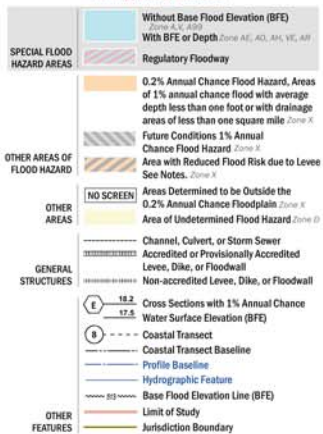
VERSION NUMBER  
**2.2.2.1**  
MAP NUMBER  
**530500235F**  
MAP REVISED  
**FEBRUARY 3, 2017**





## FLOOD HAZARD INFORMATION

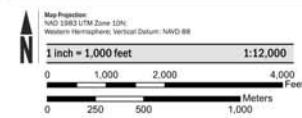
SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP  
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING  
DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT  
[HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)



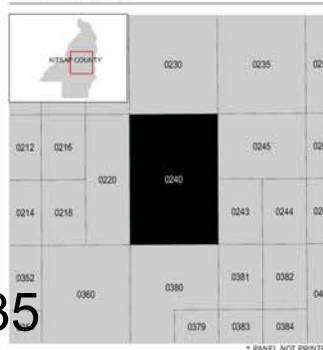
## NOTES TO USERS

For information and questions about this map, available products associated with the FIS including FIS reports, FIS data, or other products of the National Flood Insurance Program, please call the FEMA Map Information Exchange at 1-877-FEMA-MAP (1-877-362-6271) or visit the FEMA Map Service Center website at <http://www.fema.gov/fema-map-service-center>. For more information on the National Flood Insurance Program, please visit the FEMA website at <http://www.fema.gov>. For more information on the National Flood Insurance Program, please visit the FEMA website at <http://www.fema.gov>. For more information on the National Flood Insurance Program, please visit the FEMA website at <http://www.fema.gov>.

## SCALE



## PANEL LOCATOR

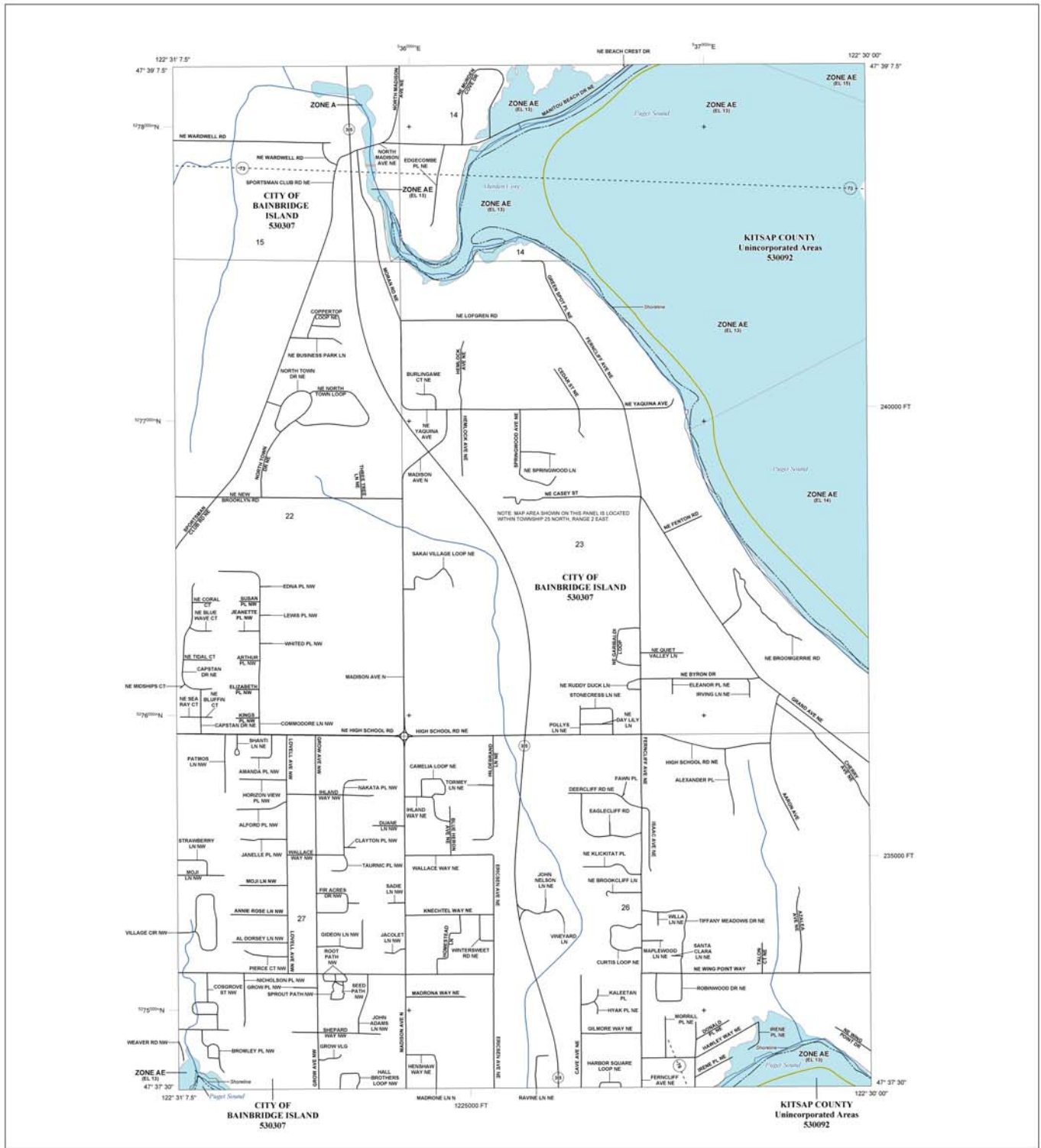


NATIONAL FLOOD INSURANCE PROGRAM  
FLOOD INSURANCE RATE MAP  
KITSAP COUNTY, WASHINGTON  
AND INCORPORATED AREAS  
PANEL 240 of 525

COMMUNITY	NUMBER	PANEL	SUFFIX
BAINBRIDGE ISLAND	530307	0340	F
CITY OF KITSAP COUNTY	530002	0240	F

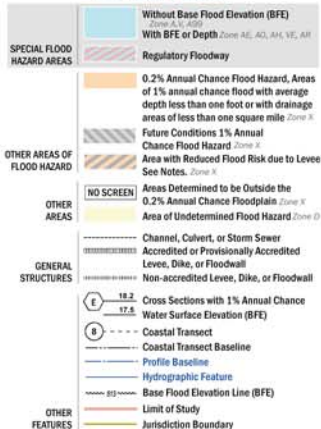
VERSION NUMBER  
2.2.2.1  
MAP NUMBER  
530500240F  
MAP REVISION  
FEBRUARY 3, 2017





# FLOOD HAZARD INFORMATION

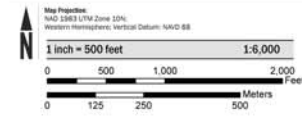
SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP  
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING  
DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT  
[HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)



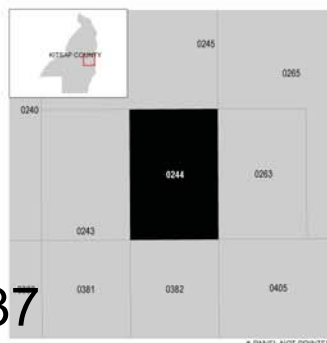
# NOTES TO USERS

For information and questions about this map, available products associated with the FIS including National Flood Insurance Program (NFIP) maps, or the National Flood Insurance Program in general, please call the FEMA Map Information Exchange at 1-877-FEMA-MAP (1-877-367-6271) or visit the FEMA Map Information Exchange website at [www.fema.gov/nfip](http://www.fema.gov/nfip). Available products may include: previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be searched or obtained directly from the website. Users may determine the current map date for each FIS panel by visiting the FEMA Map Service Center website or by calling the FEMA Map Information Exchange. Communities receiving land or adjacent FIS panels must obtain a current copy of the adjacent panel as well as the current FIS panel. These may be obtained directly from the Map Service Center at the number listed above. For community and out-of-state map data refer to the Flood Insurance Study report for this jurisdiction. To determine if flood insurance is available in the community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6621. Base map information shown in this FIS panel was provided in digital format by: Washington State GIS, Kitsap County GIS and Kitsap County Auditor and Electors.

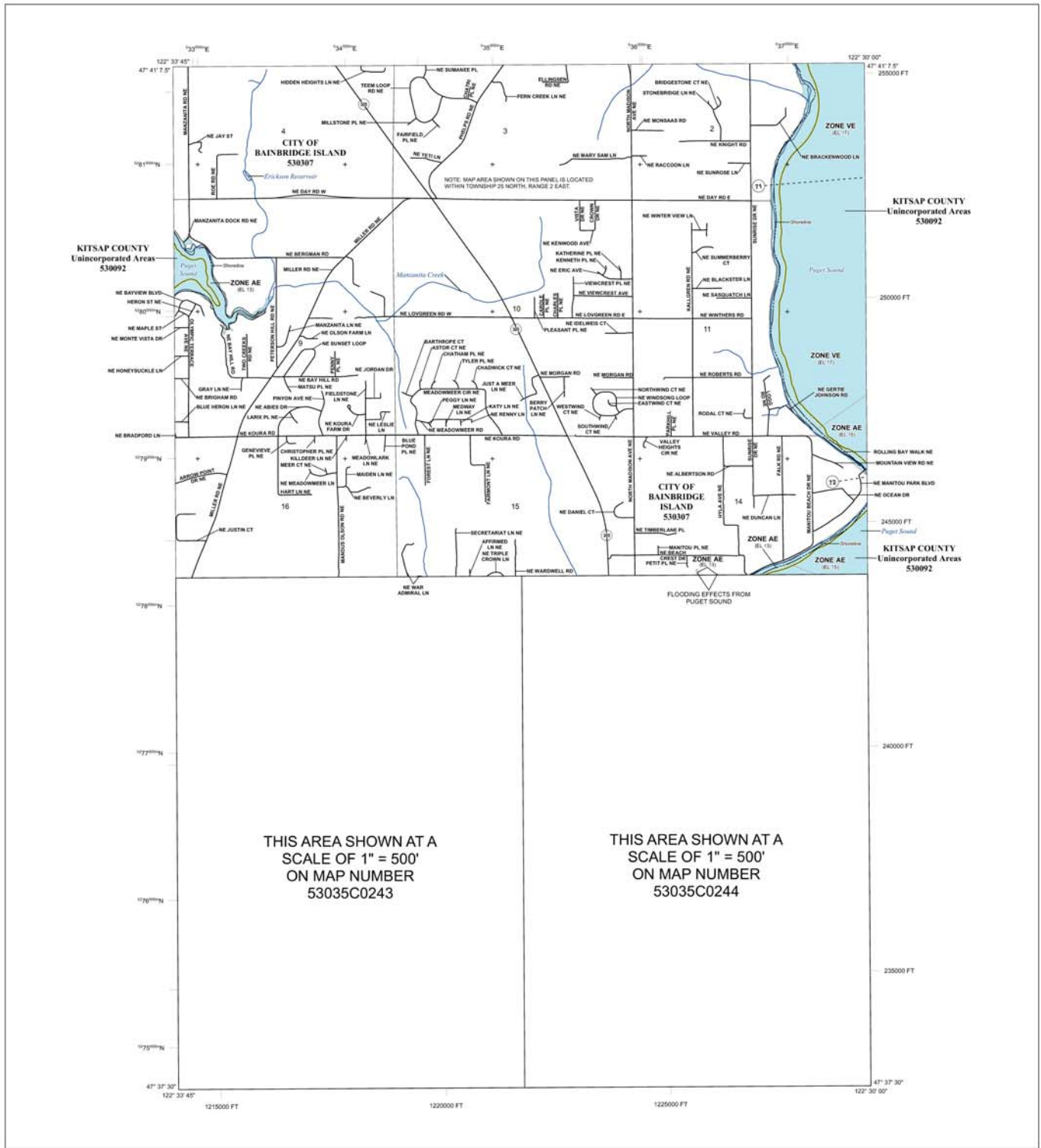
# SCALE



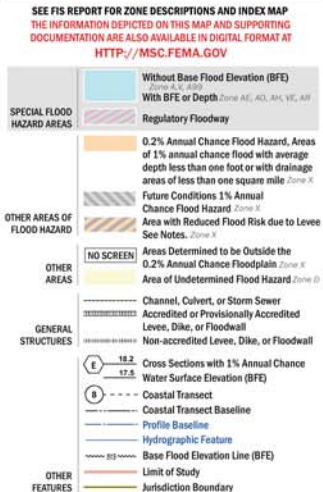
# PANEL LOCATOR







## FLOOD HAZARD INFORMATION



## NOTES TO USERS

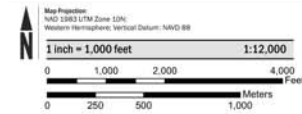
For information and questions about this map, available products associated with the FIS including FIS reports, maps of the FIS, and other products at the National Flood Insurance Program, please call the FEMA Map Information Exchange at 1-877-FEMA-MAP (1-877-362-6271) or visit the FEMA Map Service Center website at [msc.fema.gov](http://msc.fema.gov). Available products may include, but are not limited to: Maps of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products will be updated or changed directly from the website. Users may determine the current map date for each FIS panel by visiting the FEMA Map Service Center website or by calling the FEMA Map Information Exchange.

Communities receiving land or adjacent FIS panels must obtain a current copy of the adjacent panel as well as the current FIS report. These may be obtained directly from the Map Service Center at the number listed above.

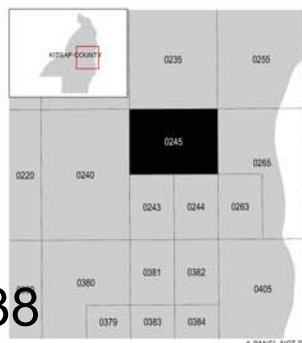
To determine if flood insurance is available in the community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-8620.

Some map information shown on this FIS was provided in digital format by Washington State GIS, Kitsap County GIS and Kitsap County Auditor and Elections.

## SCALE



## PANEL LOCATOR

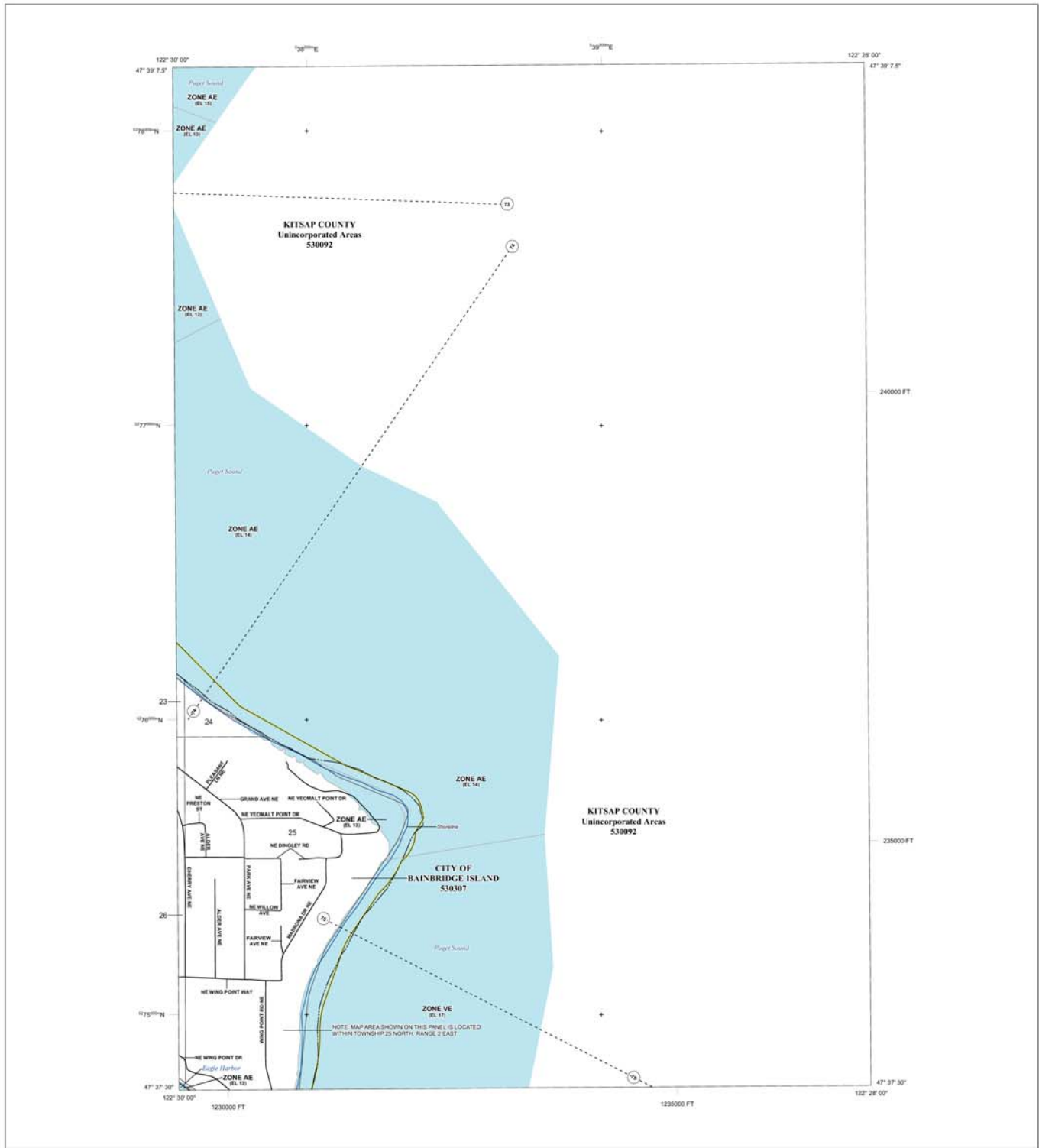


NATIONAL FLOOD INSURANCE PROGRAM  
FLOOD INSURANCE RATE MAP  
KITSAP COUNTY, WASHINGTON  
AND INCORPORATED AREAS  
PANEL 245 of 525

Panel Contains:

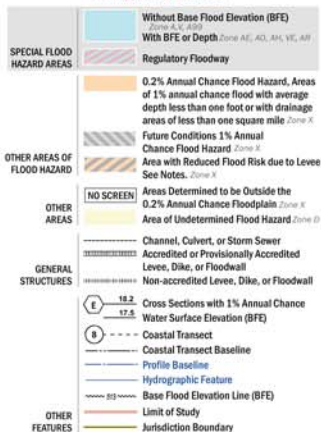
COMMUNITY	NUMBER	PANEL	SUFFIX
BAINBRIDGE ISLAND	530307	0245	F
CITY OF KITSAP COUNTY	530002	0245	F

VERSION NUMBER  
2.2.2.1  
MAP NUMBER  
53035C0245F  
MAP REVISION  
FEBRUARY 3, 2017



## FLOOD HAZARD INFORMATION

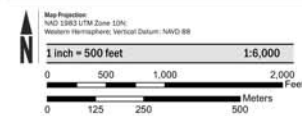
SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP  
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING  
DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT  
[HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)



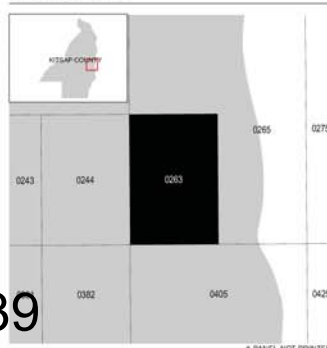
## NOTES TO USERS

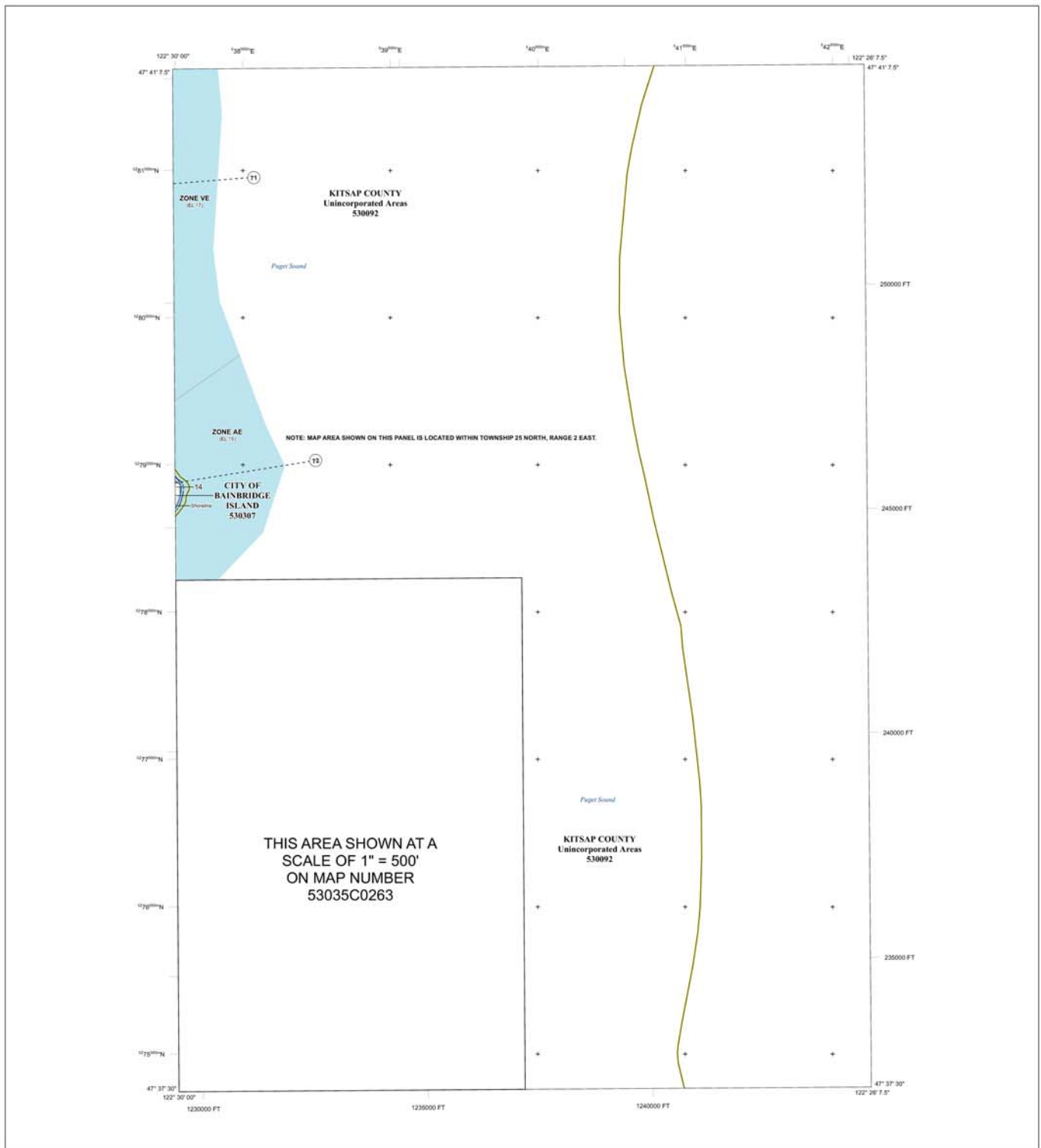
For information and questions about this map, available products associated with the FIS, including reports, reports of the FIS, and other products in the National Flood Insurance Program, please call the FEMA Map Information Exchange at 1-877-FEMA-MAP (1-877-362-6271) or visit the FEMA Map Service Center website at <http://www.fema.gov>. Available products may include: General Flood Hazard Map, Flood Insurance Study Report, and/or digital versions of this map. Many of these products are for sale and can be ordered directly from the website. Users may determine the current map date for each FIS panel by visiting the FEMA Map Service Center website or by calling the FEMA Map Information Exchange. Communities receiving land or adjacent FIS panels must obtain a current copy of the adjacent panel as well as the current FIS panel. These may be ordered directly from the Map Service Center at the number listed above. For community and corporate map data refer to the Flood Insurance Study report for this jurisdiction. To determine if flood insurance is available in the community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620. Some map information shown on this FIS was provided in digital format by Washington State GIS, Kitsap County GIS and Kitsap County Auditor and Elections.

## SCALE



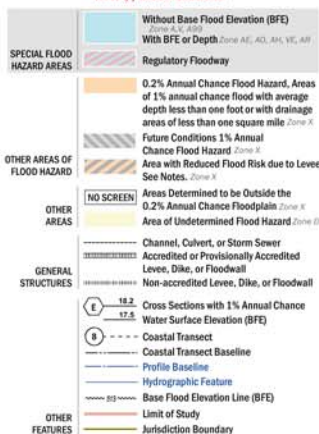
## PANEL LOCATOR





## FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP  
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING  
DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT  
[HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)



## NOTES TO USERS

For information and questions about this map, available products associated with the FIS including reports, reports of the FIS, how to order products at the National Flood Insurance Program, if general, please call the FEMA Map Information Exchange at 1-877-FEMA-MAP (1-877-366-2671) or visit the FEMA Map Service Center website at <http://msc.fema.gov>. Available products may include preliminary Flood Maps of Map Change, a Flood Insurance Study Report, and/or digital versions of the map. Many of these products will be updated or changed directly from the website. Users may determine the current map date for each FIS panel by visiting the FEMA Map Service Center website or by calling the FEMA Map Information Exchange.

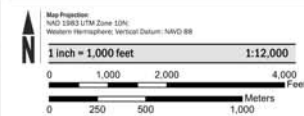
Communities receiving land or adjacent FIS panels must obtain a current copy of the adjacent panel as well as the current FIS panel. These may be obtained directly from the Map Service Center at the number listed above.

For community and corporate map data refer to the Flood Insurance Study report for this jurisdiction.

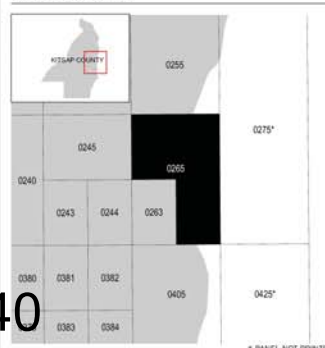
To determine if flood insurance is available in the community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Some map information shown on this FIS panel was provided in digital format by Washington State GIS, Kitsap County GIS and Kitsap County Auditor and Election.

## SCALE



## PANEL LOCATOR



## NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP

**KITSAP COUNTY, WASHINGTON**  
AND INCORPORATED AREAS  
**PANEL 265 of 525**



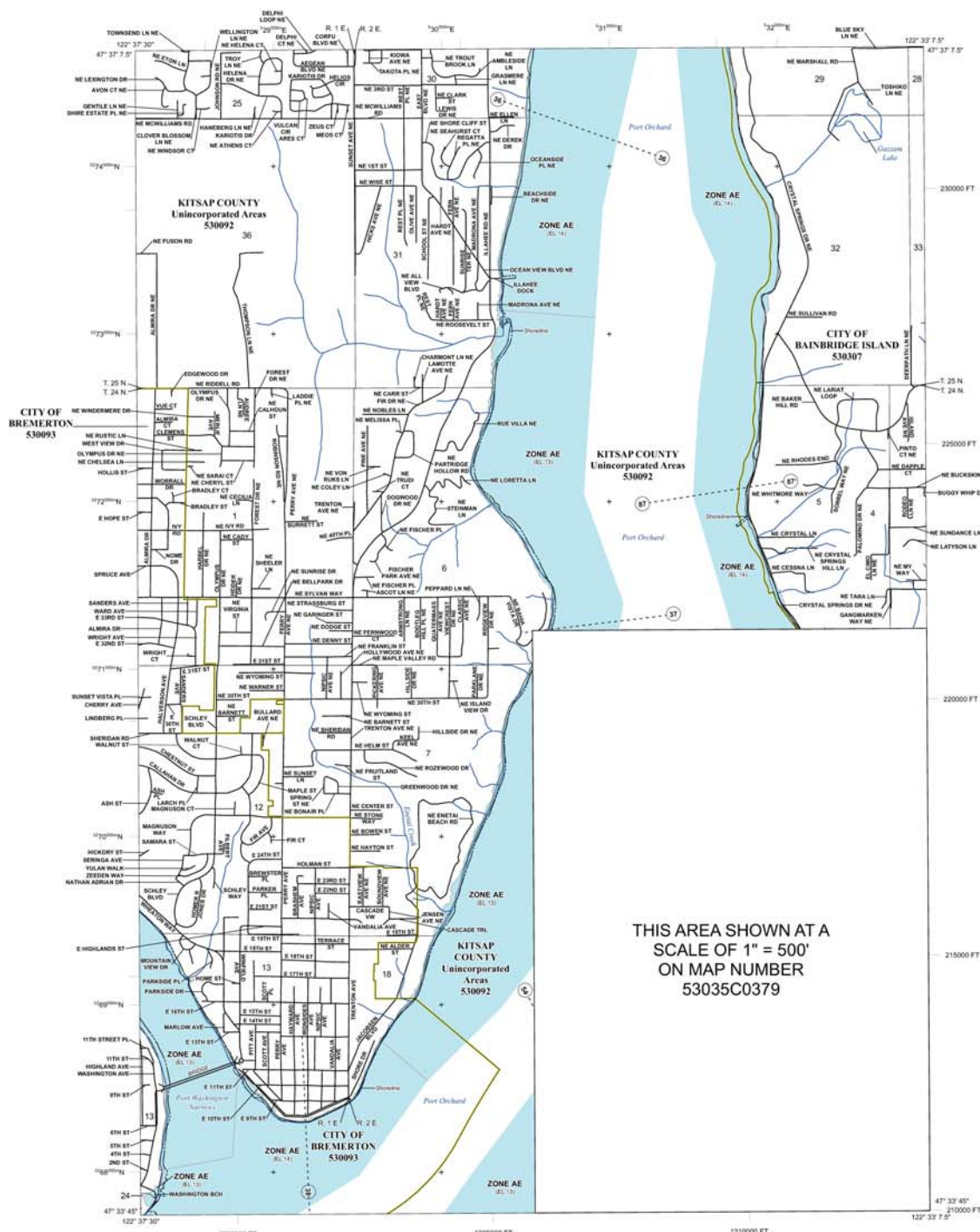
Panel Contains:

COMMUNITY	NUMBER	PANEL	SUFFIX
BAINBRIDGE ISLAND	530307	0265	F
CITY OF KITSAP COUNTY	530092	0265	F

VERSION NUMBER  
**2.2.2.1**  
MAP NUMBER  
**53035C0265F**  
MAP REVISED  
**FEBRUARY 3, 2017**







THIS AREA SHOWN AT A  
SCALE OF 1" = 500'  
ON MAP NUMBER  
53035C0379

### FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP  
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING  
DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT  
[HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)

**SPECIAL FLOOD HAZARD AREAS**

- Without Base Flood Elevation (BFE)  
Zone A, S, X, Y  
With BFE or Depth Zone AE, AH, AD, AE, AY, AR
- Regulatory Floodway
- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
- Future Conditions 1% Annual Chance Flood Hazard Zone X
- Area with Reduced Flood Risk due to Levee See Notes, Zone X

**OTHER AREAS OF FLOOD HAZARD**

- NO SCREEN Areas Determined to be Outside the 0.2% Annual Chance Floodplain Zone X
- Area of Undetermined Flood Hazard Zone D

**OTHER AREAS**

- Channel, Culvert, or Storm Sewer Accredited or Provisionally Accredited Levee, Dike, or Floodwall
- Non-accredited Levee, Dike, or Floodwall

**GENERAL STRUCTURES**

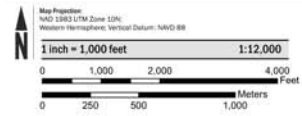
- Cross Sections with 1% Annual Chance Water Surface Elevation (BFE)
- Coastal Transect
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary

**OTHER FEATURES**

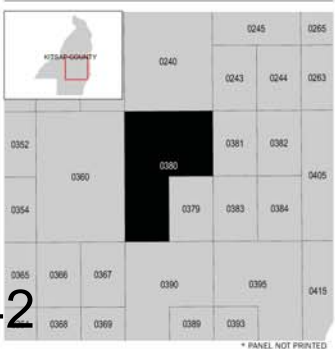
### NOTES TO USERS

For information and questions about this map, available products associated with the FIS including reports of the FIS, or to order products of the National Flood Insurance Program, in general, please call the FEMA Map Information Exchange at 1-877-FEMA-MAP (1-877-366-2671) or visit the FEMA Map Information Exchange website at <http://www.fema.gov/mie>. For more information on the National Flood Insurance Program, please visit the FEMA website at <http://www.fema.gov>. For more information on the National Flood Insurance Program, please visit the FEMA website at <http://www.fema.gov>. For more information on the National Flood Insurance Program, please visit the FEMA website at <http://www.fema.gov>.

### SCALE



### PANEL LOCATOR



NATIONAL FLOOD INSURANCE PROGRAM  
FLOOD INSURANCE RATE MAP  
KITSAP COUNTY, WASHINGTON  
AND INCORPORATED AREAS  
Panel 380 of 525

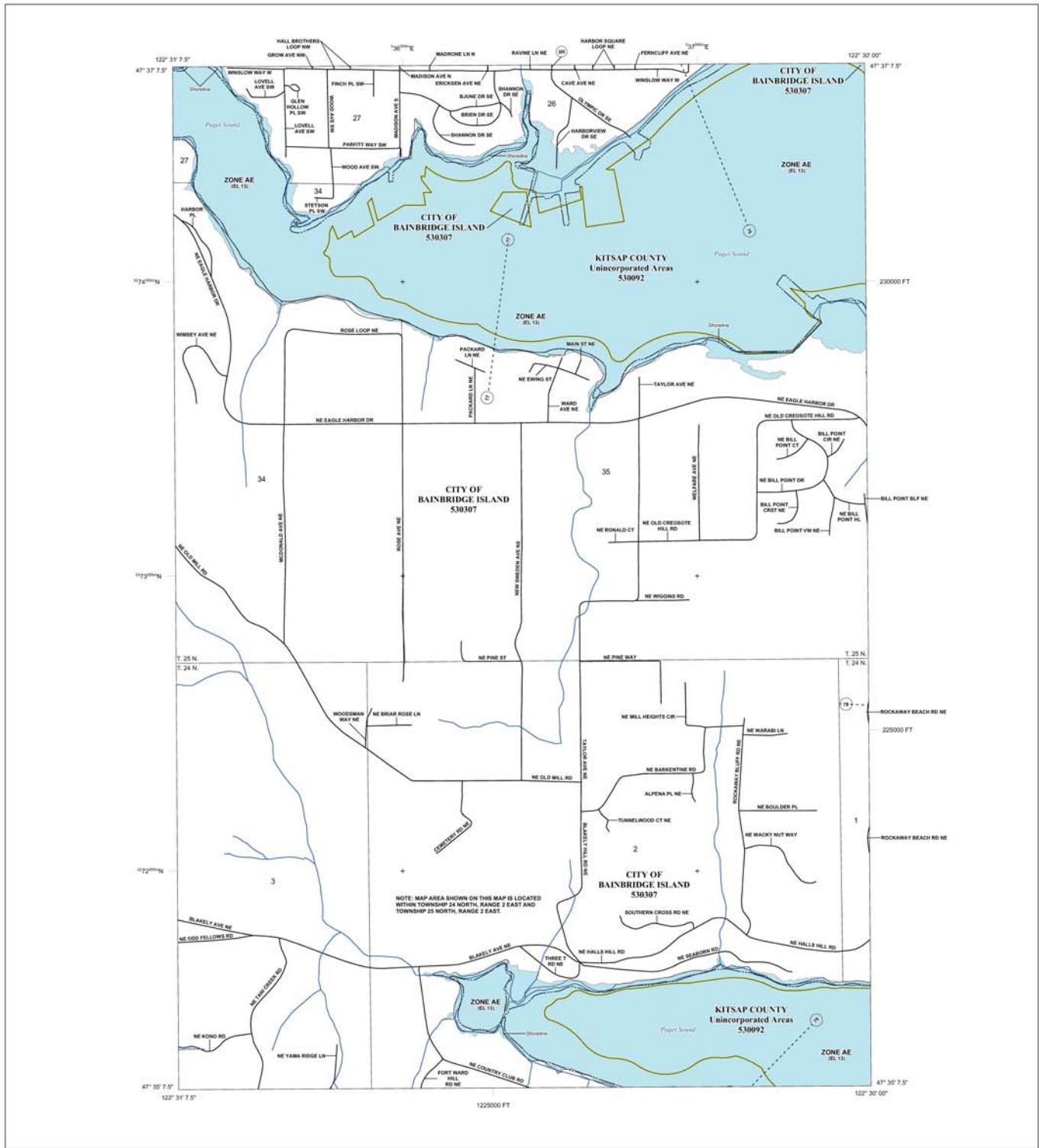
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CITY OF BREMERTON, CITY OF	530093	0380	F
KITSAP COUNTY	530092	0380	F

VERSION NUMBER  
2.2.2.1  
MAP NUMBER  
53035C0380F  
MAP REVISION  
FEBRUARY 3, 2017

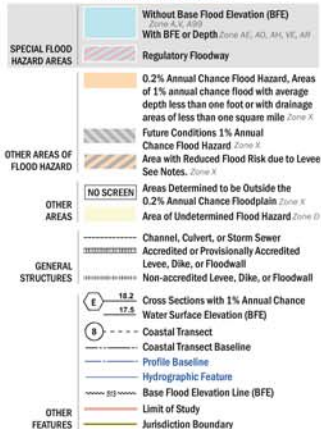






## FLOOD HAZARD INFORMATION

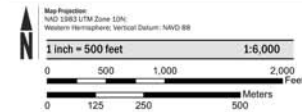
SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP  
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING  
DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT  
[HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)



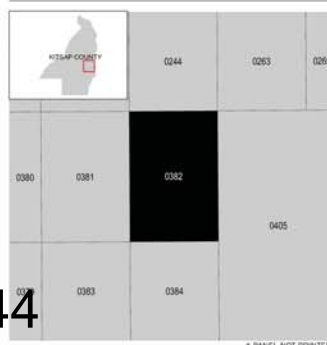
## NOTES TO USERS

For information and questions about this map, available products associated with the FIS including reports, maps, and data, or other products at the National Flood Insurance Program, please call the FEMA Map Information Exchange at 1-877-FEMA-MAP (1-877-367-6271) or visit the FEMA Map Service Center website at <http://msc.fema.gov>. Available products may include, among others: Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be accessed or obtained directly from the website. Users may determine the correct map date for each FIS panel by visiting the FEMA Map Service Center website or by calling the FEMA Map Information Exchange. Communities acquiring land or adjacent FIS panels must obtain a current copy of the adjacent panel as well as the current FIS panel. These may be obtained directly from the Map Service Center at the number listed above. For community and corporate map dates refer to the Flood Insurance Study report for the jurisdiction. To determine if flood insurance is available in the community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620. Some map information shown on this FIS was provided in digital format by Washington State GIS, Kitsap County GIS and Kitsap County Auditor and Election.

## SCALE



## PANEL LOCATOR



## NATIONAL FLOOD INSURANCE PROGRAM

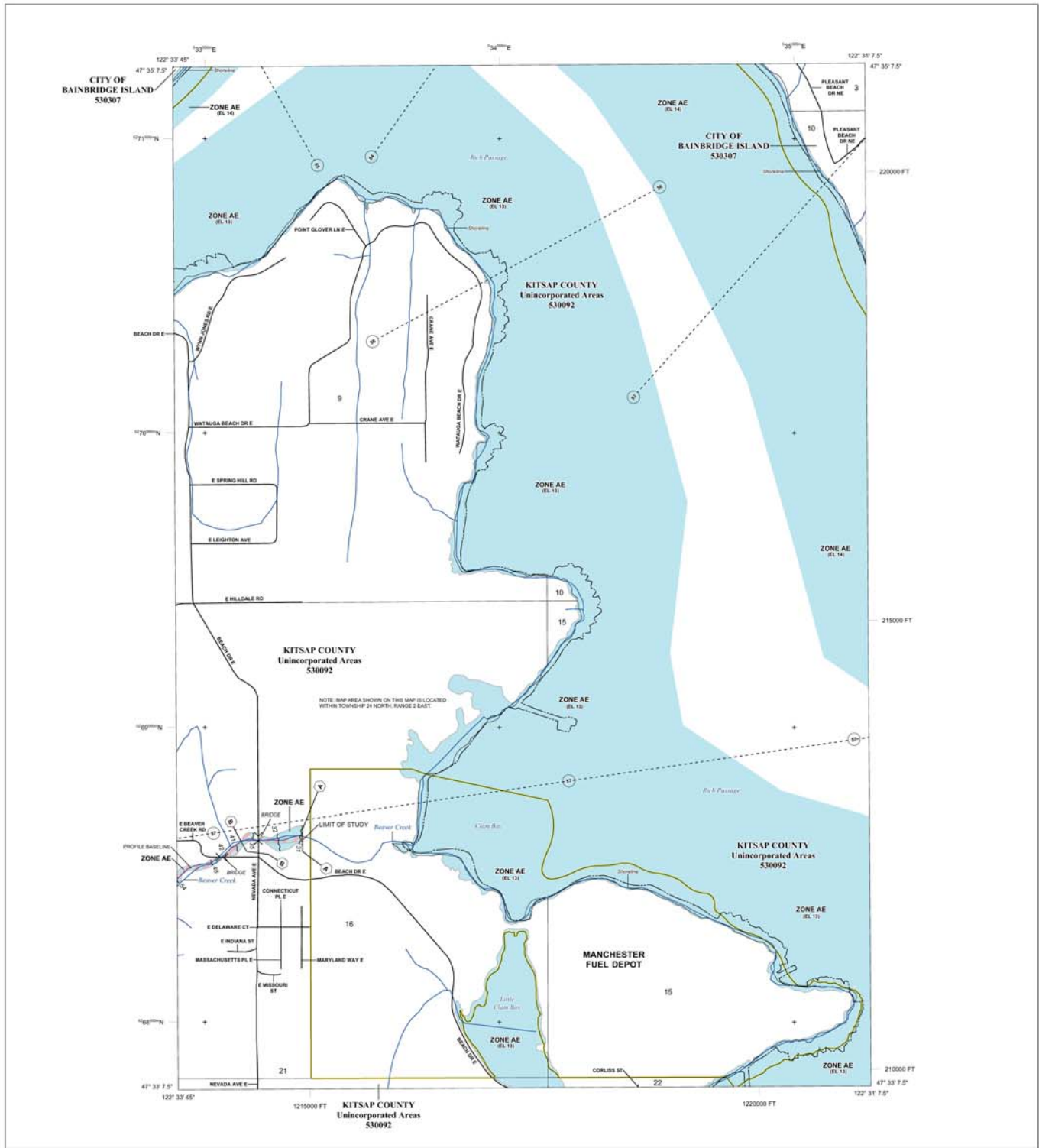
FLOOD INSURANCE RATE MAP  
KITSAP COUNTY, WASHINGTON  
AND INCORPORATED AREAS  
PANEL 382 of 525



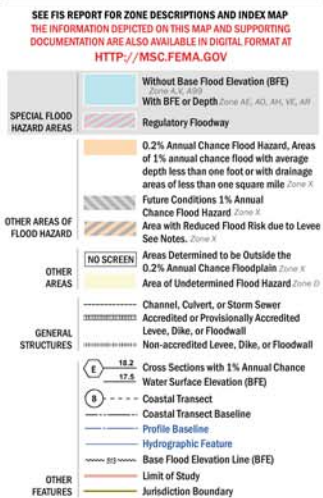
Panel Contains:

COMMUNITY	NUMBER	PANEL	SUFFIX
BAINBRIDGE ISLAND	530307	0382	F
CITY OF KITSAP COUNTY	530092	0382	F

VERSION NUMBER  
2.2.2.1  
MAP NUMBER  
530500382F  
MAP REVISED  
FEBRUARY 3, 2017



### FLOOD HAZARD INFORMATION



### NOTES TO USERS

For information and questions about this map, available products associated with the FIS including future versions of the FIS, how to order products at the National Flood Insurance Program, or general information, please call the FEMA Map Information Exchange at 1-877-FEMA-MAP (1-877-362-6271) or visit the FEMA Map Service Center website at <http://msc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products will be updated or changed directly from the website. Users may determine the current map date for each FIS panel by visiting the FEMA Map Service Center website or by calling the FEMA Map Information Exchange.

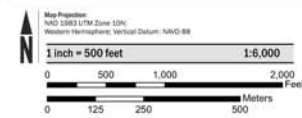
Communities receiving land or adjacent FIS panels must obtain a current copy of the adjacent panel as well as the current FIS panel. These may be obtained directly from the Map Service Center at the number listed above.

For community and corporate map dates refer to the Flood Insurance Study report for this jurisdiction.

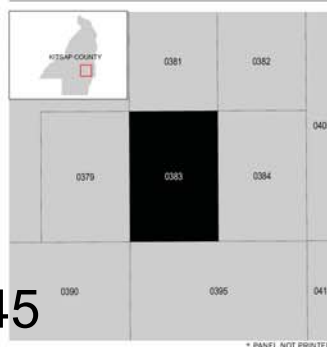
To determine if flood insurance is available in the community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Some map information shown on this FIS was provided in digital format by Washington State GIS, Kitsap County GIS and Kitsap County Auditor and Elections.

### SCALE



### PANEL LOCATOR

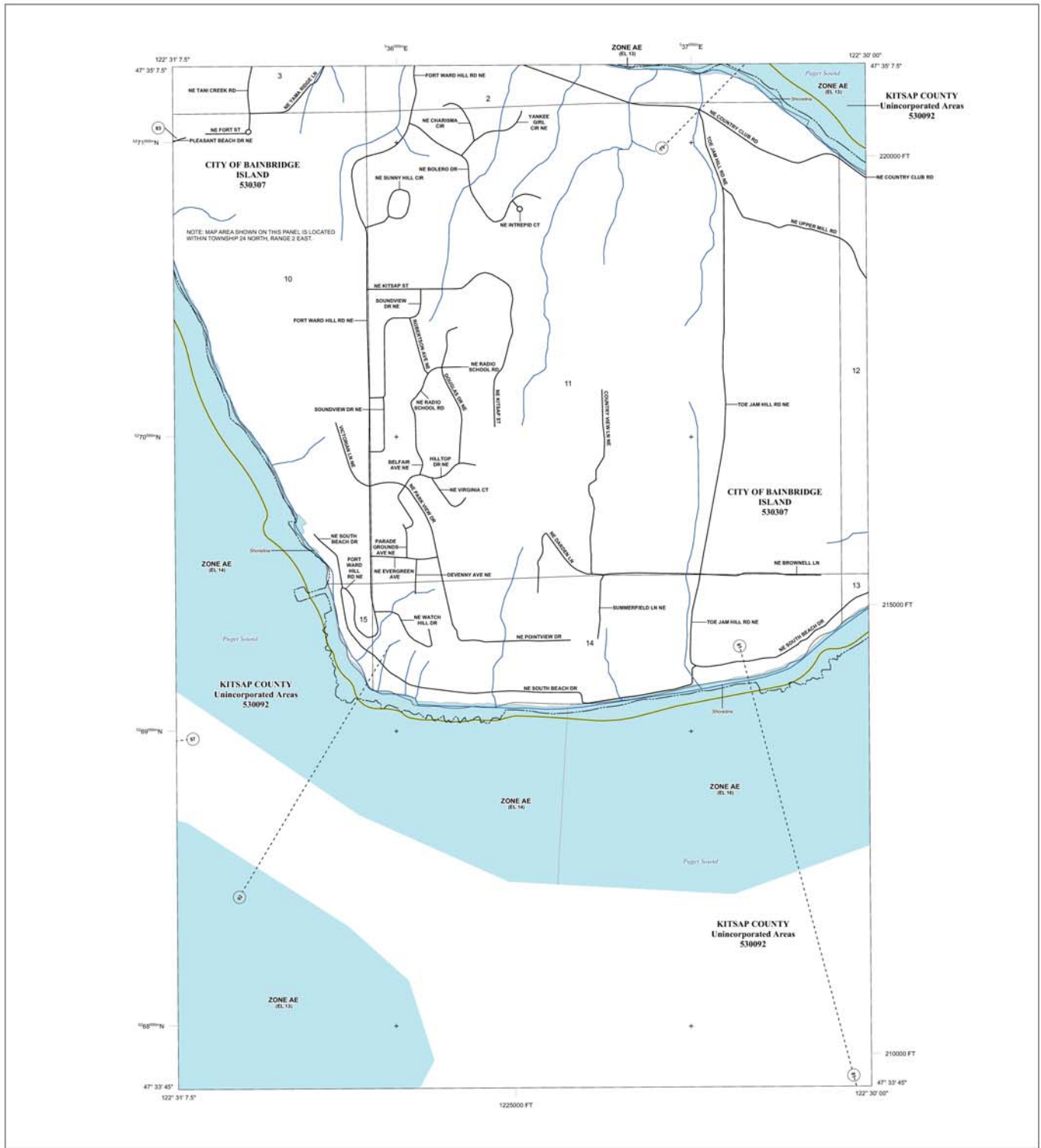


**NATIONAL FLOOD INSURANCE PROGRAM**  
**FLOOD INSURANCE RATE MAP**  
**KITSAP COUNTY, WASHINGTON**  
**AND INCORPORATED AREAS**  
**PANEL 383 of 525**

Panel Contains:

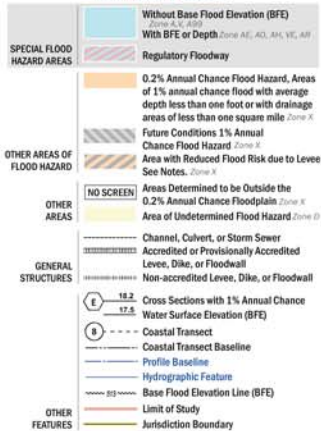
COMMUNITY	NUMBER	PANEL	SUFFIX
BAINBRIDGE ISLAND	530307	0383	F
CITY OF KITSAP COUNTY	530092	0383	F

VERSION NUMBER  
**2.2.2.1**  
 MAP NUMBER  
**5303500383F**  
 MAP REVISED  
**FEBRUARY 3, 2017**



# FLOOD HAZARD INFORMATION

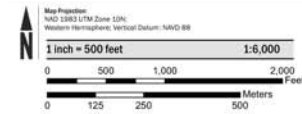
SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP  
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING  
DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT  
[HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)



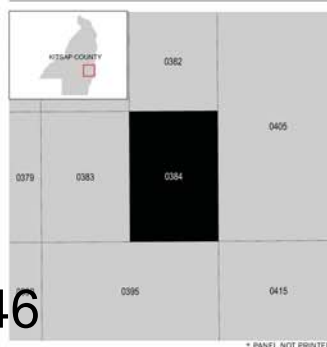
# NOTES TO USERS

For information and questions about this map, available products associated with the FIS report including legends, weights of the FIS report, how to order products or the National Flood Insurance Program, please call the FEMA Map Information Exchange at 1-877-FEMA-MAP (1-877-367-6271) or visit the FEMA Map Service Center website at <http://msc.fema.gov>. Available products may include preliminary Flood Maps of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products will be updated or changed directly from the website. Users may determine the current map date for each FIS report by visiting the FEMA Map Service Center website or by calling the FEMA Map Information Exchange. Communities receiving land or adjacent FIS panels must obtain a current copy of the adjacent panel as well as the current FIS report. These maps may be obtained directly from the Map Service Center at the number listed above. For community and complete map date refer to the Flood Insurance Study report for this jurisdiction. To determine if flood insurance is available in the community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620. Some map information shown on this FIS report was provided in digital format by Washington State GIS, Kitsap County GIS and Kitsap County Auditor and Elections.

# SCALE



# PANEL LOCATOR



NATIONAL FLOOD INSURANCE PROGRAM  
FLOOD INSURANCE RATE MAP

KITSAP COUNTY, WASHINGTON  
AND INCORPORATED AREAS  
PANEL 384 of 525

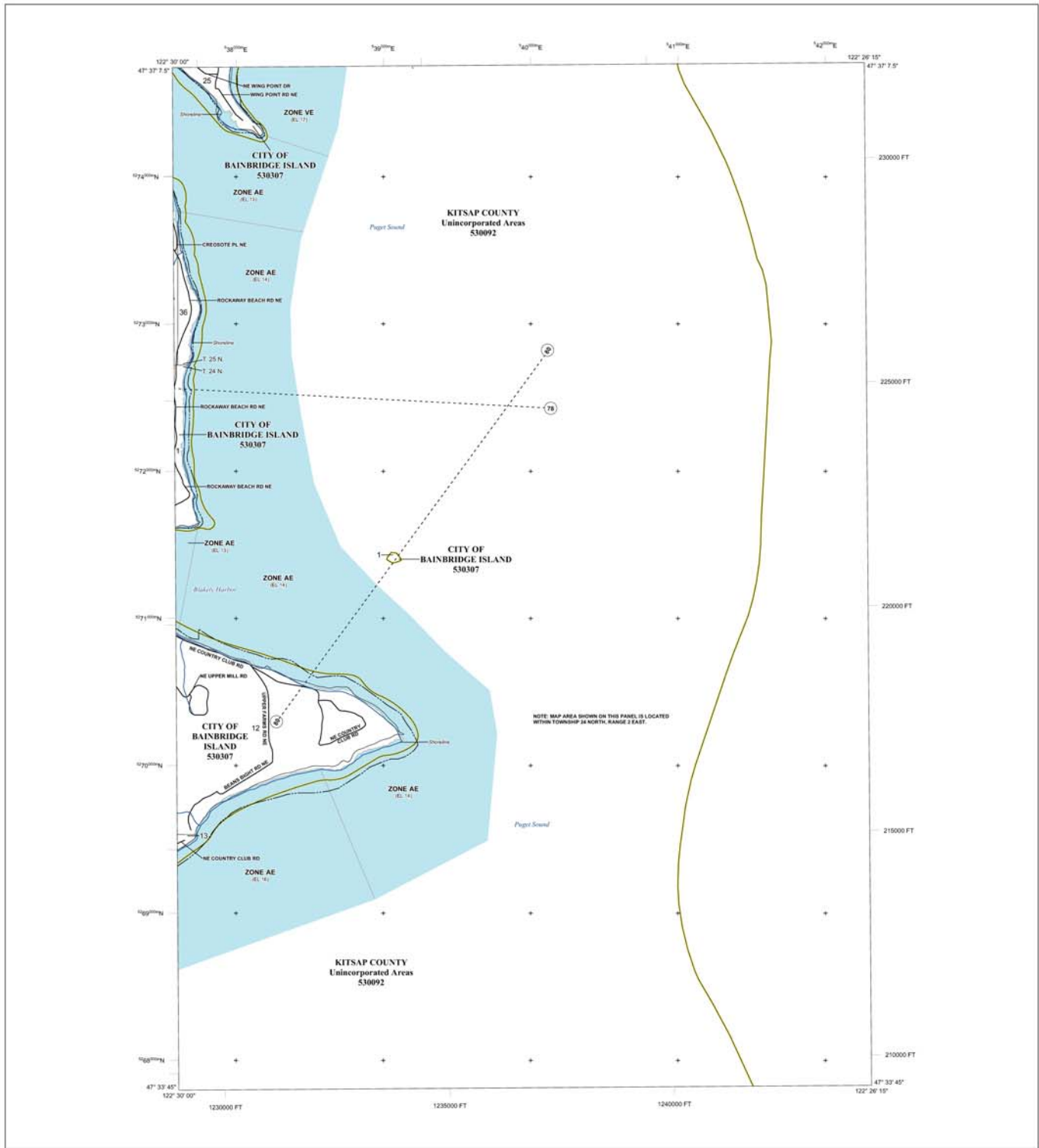


Panel Contains:

COMMUNITY	NUMBER	PANEL	SUFFIX
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CITY OF KITSAP COUNTY	530092	0384	F

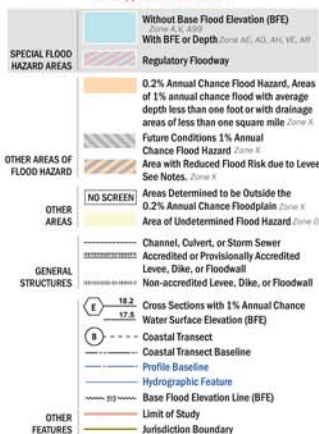
VERSION NUMBER  
2.2.2.1  
MAP NUMBER  
5303070384F  
MAP REVISED  
FEBRUARY 3, 2017





### FLOOD HAZARD INFORMATION

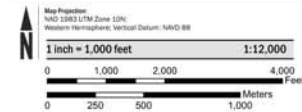
SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP  
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING  
DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT  
[HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)



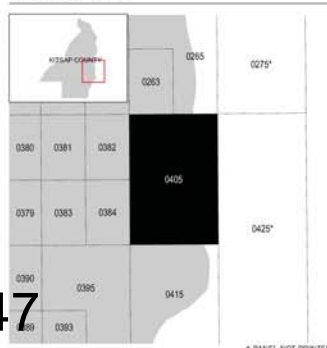
### NOTES TO USERS

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### SCALE



### PANEL LOCATOR



NATIONAL FLOOD INSURANCE PROGRAM  
FLOOD INSURANCE RATE MAP  
KITSAP COUNTY, WASHINGTON  
KITSAP COUNTY, WASHINGTON  
KITSAP COUNTY  
PANEL 405 of 525

COMMUNITY	NUMBER	PANEL	SUFFIX
BAINBRIDGE ISLAND	530307	0405	F
CITY OF KITSAP COUNTY	530092	0405	F

VERSION NUMBER  
2.2.2.1  
MAP NUMBER  
5303500405F  
MAP REVISED  
FEBRUARY 3, 2017

# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: 8:20 PM Review Code Enforcement Approach, AB 17-002 - Executive (Pg. 48)	Date: 1/17/2017
Agenda Item: NEW BUSINESS	Bill No.: AB 17-002
Proposed By: Doug Schulze, City Manager	Referrals(s):

### BUDGET INFORMATION

Department: Executive	Fund: Not Applicable	
Expenditure Req: N/A	Budgeted? No	Budget Amend. Req? No

### REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: N/A

### DESCRIPTION/BACKGROUND

During the past several months, questions have been raised related to the City's approach to code enforcement and compliance. In November, Mayor Tollefson requested a briefing on code enforcement for the entire City Council.

### RECOMMENDED ACTION/MOTION

Informational - no action needed.

### ATTACHMENTS:

Description	Type
□ Presentation	Backup Material





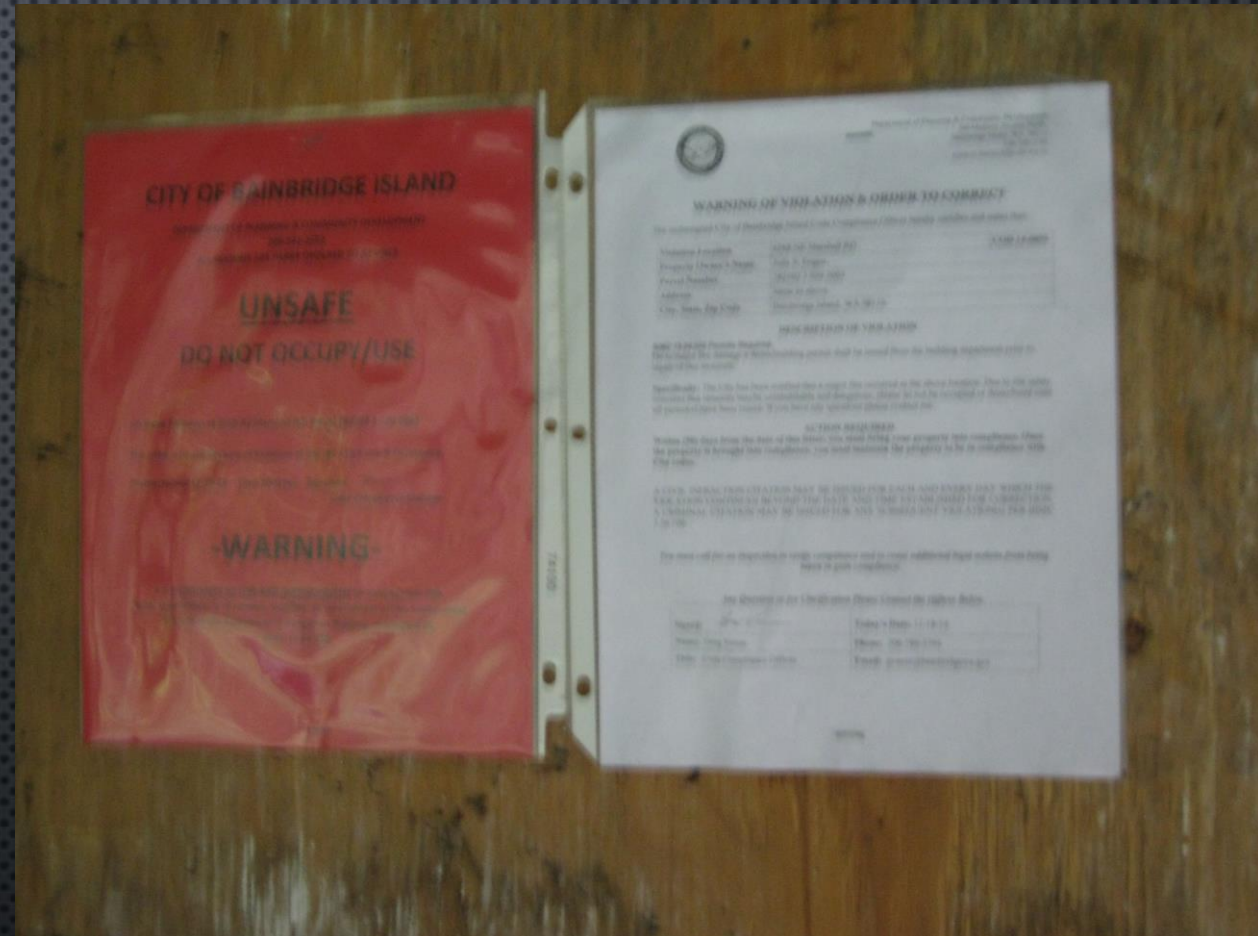
CITY OF  
BAINBRIDGE ISLAND

# CODE ENFORCEMENT

APPROACH & PROCEDURES

BIMC 1.26

AUTHORITY TO ENFORCE PROVISIONS OF  
BIMC CH. 15.04, TITLE 16, TITLE 18 &  
20





# COMPLAINT BASED

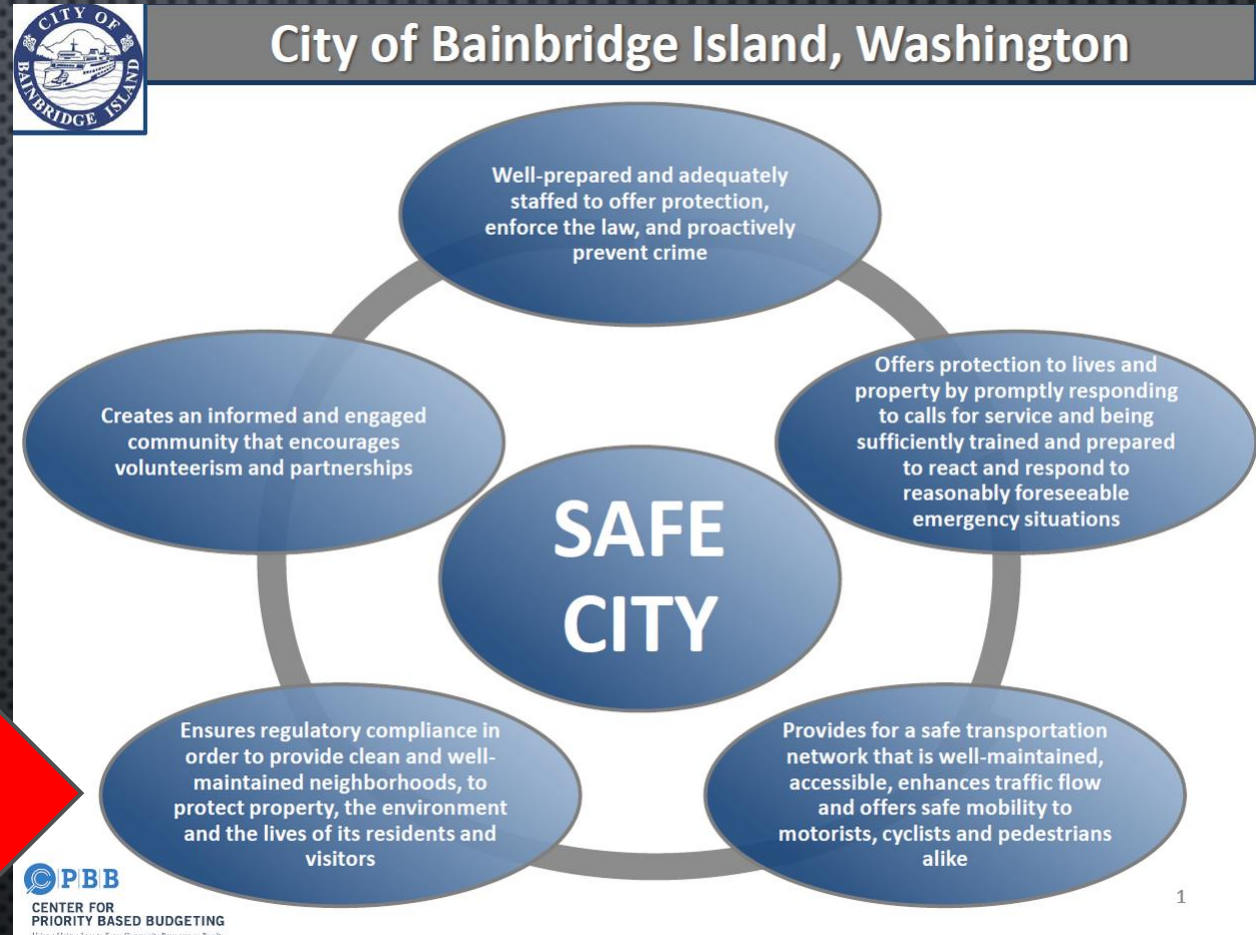
- CITY HAS A COMPLAINT BASED CODE COMPLIANCE APPROACH.
- STAFFING REQUIREMENT FOR A PRO-ACTIVE APPROACH WOULD BE COST-PROHIBITIVE.
- VOLUNTARY COMPLIANCE HAS BEEN OUR PREFERRED OUTCOME.





# REGULATORY COMPLIANCE IS A PRIORITY

OUR PRIORITY BASED BUDGETING RESULTS MAP ESTABLISHES REGULATORY COMPLIANCE AS A CLEAR PRIORITY.





## PRIORITIES

- ENDANGERS HEALTH OR SAFETY
- CRIMINAL
- AFFECTS CRITICAL AREA
- AFFECTS CITY'S STANDING IN REGULATORY AREA
- MULTIPLE COMPLAINTS RECEIVED





## PROCESS

- COMPLAINT RECEIVED
- INSPECTION
- FINDINGS
- NOTICE
- APPEAL





## PROBLEM AREAS

- NUISANCE CODE NEEDS UPDATING
- SIGN CODE – REED V TOWN OF GILBERT
- CASE TRACKING
- COMPLAINT BASED, VOLUNTARY COMPLIANCE APPROACH



# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: 8:35 PM Resolution No. 2017-05, Delegating to the City Manager Authority to Legally Bind the City for the Purpose of Requesting Federal Reimbursement, AB 17-015 - Public Works (Pg. 56)	Date: 1/17/2017
Agenda Item: NEW BUSINESS	Bill No.: 17-015
Proposed By: Public Works	Referrals(s):

### BUDGET INFORMATION

Department: Public Works	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

### REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

### DESCRIPTION/BACKGROUND

Federal grant requirements nationwide have now been consolidated and detailed in 2 CFR § 200 'SuperCircular.' Part of the changes included in the CFR directly affects the signature authority on reimbursement requests.

*2 CFR § 200.415(a) – To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows:*

*“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (US Code Title 18, Section 1001 and Title 31. Sections 3729-3730 and 3801-3812).”*

To implement this requirement, the City Council must pass a resolution to delegate this authority to the City Manager.

Effective December 1, 2016:

- First bills for each project must include the agency's documentation confirming that the individual



signing the reimbursement request is authorized to legally bind the agency.

- For ongoing projects, the first reimbursement package submitted after December 1, 2016, is required to include the agency's documentation confirming that the individual signing the reimbursement request is authorized to legally bind the agency.

This information is also included in the Local Agency Guidelines (LAG) manual.

#### **RECOMMENDED ACTION/MOTION**

I move that the City Council forward to the January 24, 2017, consent agenda Resolution No. 2017-05, delegating to the City Manager authority to legally bind the City for the purpose of requesting federal reimbursement.

#### **ATTACHMENTS:**

Description	Type
▣ Resolution	Backup Material

**RESOLUTION NO. 2017-05**

**A RESOLUTION** of the City Council of Bainbridge Island, Washington, delegating to the City Manager authority to legally bind the City for the purpose of requesting federal reimbursement.

**WHEREAS**, the City Manager has been duly appointed by the City Council in accordance with Bainbridge Island Municipal Code Section 2.08, which includes the powers and duties set forth in RCW 35A.13.080; and

**WHEREAS**, the City of Bainbridge Island receives federal grant funding for various projects, including, for example, funding from the Federal Highway Administration, through the State of Washington, which authorizes federal transportation funding to the City for transportation projects; and

**WHEREAS**, the Code of Federal Regulations, 2 CFR § 200.415(a), has been revised to assure that final fiscal reports or vouchers requesting payment under federal agreements must include a certification, signed by an official who is authorized to legally bind the non-federal agency; and

**WHEREAS**, the City Manager executes all federal grant funding reimbursements and supplemental reimbursements; and

**WHEREAS**, in order to seek timely reimbursement for proper expenditures related to federally funded grant projects, the City Council delegates to the person appointed as the City Manager the authority to legally bind the City of Bainbridge Island for the purpose of requesting federal grant reimbursement; now therefore,

**THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES  
RESOLVE AS FOLLOWS:**

Section 1. For the purposes of requesting reimbursement for federally funded projects, the City Manager shall be delegated authority pursuant to 2 CFR § 200.415(a) to legally bind the City of Bainbridge Island in furtherance of the intent of this resolution.

Section 2. The person duly appointed as the City Manager shall be authorized to sign all grant reimbursement vouchers for grant funded projects on behalf of the City of Bainbridge Island.

PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2017.

By: \_\_\_\_\_  
Val Tollefson, Mayor

ATTEST/AUTHENTICATE:

By: \_\_\_\_\_  
Christine Brown, City Clerk

FILED WITH THE CITY CLERK: January 13, 2017  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO. 2017-05

# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: 8:45 PM Discuss Creation of Affordable Housing Task Force, AB 17-013 - Mayor Tollefson (Pg. 60)	Date: 1/17/2017
Agenda Item: COUNCIL DISCUSSION	Bill No.: 17-013
Proposed By: Mayor Tollefson	Referrals(s):

### BUDGET INFORMATION

Department: Council	Fund:
Expenditure Req:	Budgeted? Budget Amend. Req?

### REFERRALS/REVIEW

:	Recommendation:
City Manager: N/A	Legal: Finance:

### DESCRIPTION/BACKGROUND

The Draft Housing Element of the Comprehensive Plan calls for the establishment of an Affordable Housing Task Force as a priority implementation item. The Council will discuss the timing, membership and work plan for such a Task Force.

Link to MRSC Local Government Advisory Boards publication:

<http://mrsc.org/getmedia/72061479-9ba8-48b4-ab1f-cfa62cf7d4f1/Local-Government-Citizen-Advisory-Boards.pdf.aspx?ext=.pdf>

### RECOMMENDED ACTION/MOTION

I move the Council direct staff to advertise for members for an Affordable Housing Task Force using Mayor Tollefson's January 13 memo (as amended) as a guide.

### ATTACHMENTS:

Description	Type
□ Council Memorandum	Backup Material

To: Council  
City Manager

From: Val Tollefson

Date: January 13, 2017

Re: Affordable Housing Task Force

The current draft of the Housing Element of our Comprehensive Plan update includes as high priority implementation Action #4 to “create a short-term (60-90 days) citizen *affordable housing* task force to consider the revised Housing Element and provide specific recommendations for near-term action.”

I suggest we advertise for citizens interested in serving on such a Board, with the goal of having a Task Force operational by March 1. We should also individually encourage qualified individuals to apply.

*The Task Force should represent a broad cross-section of the community, including persons representing:*

Housing Resources Bainbridge  
Helpline House  
Bainbridge Youth Services  
Bainbridge Island School District / Schools Foundation  
Public Employees (City, Fire District, Park District)  
Senior citizens on limited, fixed income  
Resident receiving housing assistance or resident of government subsidized housing  
Architect  
Real Estate Professional  
(others?)

Include a representative of Housing Kitsap as an *ex officio* member of the Task Force.

The Task Force should be limited to no more than 15 members, *seould* have City staff support, and should be chaired by a citizen not a member of the City Council.

The work plan of the Task Force should be to:

1. Review the work and recommendations of prior City Affordable Housing committees.
2. Review and be briefed on the 2015 Housing Needs Assessment and the 2016 Community Needs Assessment.
3. Review and understand the Housing Element of the newly revised Comprehensive Plan
4. Gather other information as the Task Force may deem necessary.
5. Provide the City Council with specific recommendations to implement the goals and policies of the Housing Element, consistent with other goals and policies of the Comprehensive Plan, including:
  - a. Recommended changes to existing zoning ordinances and regulations.

- b. Recommended additional zoning or other ordinances and regulations.
- c. Recommended other next steps for City or community action to further the goals of the Housing Element.

The Task Force should be directed to present its report and recommendations to the City Council by June 1, 2017.